

Appendix J: Reports and Resolutions

Public Hearing
May 1, 2018

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The Scandia Planning Commission held their regular monthly meeting on the above date. The following were in attendance: Commissioners Greg Amundson, Jan Hogle, Travis Loeffler, Tom Noyes and Chair Dan Squyres. Staff present: City Planner Sherri Buss, City Administrator Neil Soltis and Deputy Clerk Brenda Eklund. Mayor Christine Maefsky and Council members Steve Kronmiller and Chris Ness were also in attendance.

Chair Squyres called the meeting to order at 7:00 p.m.

APPROVAL OF AGENDA

Hogle, seconded by Loeffler, moved to approve the agenda as presented. The motion carried 5-0.

APPROVAL OF MINUTES

Loeffler, seconded by Hogle, moved to approve the April 3, 2018 meeting minutes as presented. The motion carried 5-0.

PUBLIC HEARING: AMENDMENT TO CONDITIONAL USE PERMIT FOR AM-TEC DESIGNS AT 21080 OZARK AVENUE. CONNIE SUTTON, APPLICANT (PC RESOLUTION 05-01-18-01)

Connie Sutton, owner of Am-Tec Designs at 21080 Ozark Avenue, has requested an amendment to the existing Conditional Use Permit for expansion of the principal building and to move an accessory structure to a new location on the property of the steel fabrication business. A CUP amendment was approved for this business in 2015, but the applicant did not implement the proposed expansion, and is now requesting a similar, slightly larger expansion to increase the width of the building by 40 feet. The existing 50'x25' accessory structure will be moved to a new location near the west property line.

Planner Buss provided a summary of the staff report. The request meets the ordinance requirements for setbacks, lot coverage and the criteria for granting a CUP. No issues were identified with the request for the expansion and new site plan. A resolution granting approval was prepared with findings that the request is consistent with the goals of the Comprehensive Plan to support business activity and the request conforms to the regulations of the Industrial Park District. Buss explained that the conditions of approval included the original CUP conditions and past amendment conditions, including that the applicant obtain a grading permit and Watershed District permit if required.

Chair Squyres opened the public hearing at 7:04 p.m. There were no comments and the hearing was closed.

Commissioner Noyes asked why this business needs a CUP to operate in the Industrial Park zoning district. Buss explained that a specialty manufacturing business has the potential for impacts to neighboring residential properties and this gives the City the ability to regulate the operation with relevant conditions.

The Planning Commissioners were in consensus that the recommendation to approve the request is reasonable.

Noyes, seconded by Amundson, moved to approve PC Resolution No. 05-01-18-01, Recommending approval of an Amended CUP for Am-Tec Designs at 21080 Ozark Court. The motion carried 5-0.

The recommendation for approval will be presented to the City Council at their May 15, 2018 meeting.

DISCUSSION ON ORDINANCE REGULATIONS FOR LIVESTOCK

At last month's Planning Commission meeting, a resident explained that the structure for keeping her chickens cannot meet the required 100' setback from the property lines because the lot is narrow, even though the livestock ordinance does allow the keeping of poultry for this sized property. Chapter 2, Section 4.15 allows a minimum of 1 acre for the keeping of chickens, but the structures housing the poultry must meet the accessory structure setback requirements for livestock.

Planner Buss provided information on regulations from other communities that permit keeping chickens on smaller lots. All cities researched require an administrative permit be obtained, with various performance standards such as neighbor notification and allowing female chickens only.

Commissioners directed staff to research the keeping of chickens on smaller lots less than an acre, with defined setbacks from neighboring homes and wells. Consensus was to not overregulate and to not use an administrative permit. Council member Ness said consideration on lake lots should be made for the potential of a chicken coop to exceed lot coverage and number of accessory structures.

PUBLIC HEARING: DRAFT 2040 COMPREHENSIVE PLAN

Jane Kansier, Bolton & Menk, provided an overview of the past 1-1/2 years that she has been working with the City to develop the 2040 Comprehensive Plan. Meetings of a Steering Committee and focus groups, pop-up meetings, a community survey, and an open house were all conducted to gather input for the goals and vision the community has for Scandia's long-term development. The Plan will shape land use patterns, and identify future needs for housing, parks and infrastructure. Kansier described the common theme residents expressed for preservation of rural and open space, with support for residential and commercial growth.

Kansier described the potential change to add Rural Center community designations for the areas on the west side of Big Marine Lake and in an expanded Village Center area. The remaining area of Scandia would remain as the current Diversified Rural designation. Rural Center designation allows for a mix of housing densities and commercial services surrounded by agricultural lands with density for housing of 3 to 5 units per acre and wastewater treatment centers to support the higher densities. The plan reflects the Met Council growth projection of nearly 600 new households by 2040, and Kansier stated that a sufficient amount of developable acreage was identified to meet this increase and retain the rural character of the City.

The Comprehensive Plan is made up of ten chapters and appendices of an action plan and surface water management plan. Chair Squyres explained that public comments may be addressed with each chapter as it is introduced.

Chair Squyres opened the public hearing at 7:55 p.m.

Land Use Chapter

Kristin Tuenge, 20595 Quinnell Avenue said it looks like a good plan. She asked why the map on page 17 shows the Zavoral property as zoned for extraction when the mining operation has closed at this site. Kansier explained that this is the existing land use map. Page 20 shows the future land use as agricultural with an aggregate overlay for the purpose of the required identification of aggregate resources. The City does not have to zone these areas for mining, but only identify the underlying resource.

Curt Hadland, 15280 Pilar Road, said that comparing the maps on pages 10, 17, and 20 shows agricultural land as being taken away in the future, and this is not the way to go for the goal of preserving rural areas. It would be more reasonable to develop land along Highway 97 for growth. Adding higher density on agricultural land should be carefully considered if the City wants to get serious about ag preservation.

Ann Rinkenberger, 14363 Oren Road, showed her 10-acre parcel within the proposed Rural Center north of town and said that the open land there would have the potential for up to 300 homes; a loss to rural character and not having the infrastructure to support the increased traffic. She questioned how the increased density would support rural goals of the Comp Plan. Administrator Soltis explained that the idea to concentrate growth in one area preserves a higher percentage of existing agricultural land in the surrounding area, instead of spreading out the subdivisions. Larger developable parcels were identified in this area that could support the projected growth and connect to the business area. Rinkenberger said that the size of the Rural Center area should be scaled back. Commissioner Hogle noted that multi-family housing structures would account for fewer buildings.

Mayor Christine Maefsky, 12521 Mayberry Trail, said that there should be an orderly expansion from the Village Neighborhood, and the Rural Center is too large and overly ambitious; growth could initially occur at the outer edges and not be connected. With no changes to Scandia's community designation, the town can meet the Met Council's growth projection. The Rural Center would be a big change. The Plan should start with a modest goal.

Maefsky noted that the Rural Center on the west side of Big Marine Lake is due to the expectation to connect to the regional sewer system coming out of Forest Lake. Kansier said that the Met Council has described the potential for an express sewer line coming from Highway 61 with few connections. The Rural Center designation here sets the stage for a future study of this connection. Administrator Soltis commented that adding this designation opens the possibility for connection to regional sewer but this would not be an option if not included in the Comp Plan. Commissioner Noyes said this provides for an opportunity to solve the environmental problems of the Bliss sewer system. Chair Squyres stated that by concentrating development in the Rural Center, it sacrifices a little to save a lot that he sees as a common-sense growth pattern

and satisfies a need for housing. Maefsky said that small lots do not always necessarily mean affordable housing.

Written comments were read from Dominic Mitchell, 22770 Olinda Trail, member of the Steering Committee. He wrote that the Rural Center north of town is a dramatic expansion and does not serve to create a vibrancy to the existing Center, but rather encourages sprawl. He recommended that just part of the proposed Rural Center be defined that is still accessible to the City Center. Mitchell asked for justification of the population numbers provided on page 11. Kansier explained that the population numbers are determined by the Met Council based on their projected patterns of growth.

Commissioner Noyes said that it is not economically sound to develop out to the north/northwest area shown in the Rural Center. Chair Squyres and Commissioner Loeffler said the RC should be scaled back because it's encroaching into the Ag Core. Planner Buss noted that this area was identified for its reasonable developable land near the town center and communicates to developers that this area has potential for development. She said it could be scaled back and expanded in the future with a Comp Plan amendment if needed later on.

Natural Resources Chapter

Mayor Maefsky asked for clarification about the mining areas shown on the map. Kansier explained that aggregate resource deposits must be identified on the land use map.

Resilience Chapter

Mayor Maefsky said that language should reflect that the City is at Green Step 2 based on best practices implementation.

Housing

Curt Hadland said that zoning is key to housing. The core should have smaller lots and offer city sewer and water services. This does not take up ag land and preserves natural features.

Mayor Maefsky said language should be revised to state the "city will continue to support accessory dwelling units", not "develop an ordinance" because that has already been done.

Economic Competitiveness Chapter

Mayor Maefsky asked about the language in the introduction paragraph. Kansier clarified that the listed goals and objectives guide development of land.

Maefsky said reference should be made to the Architectural Guidelines for businesses to follow.

Maefsky asked if the employment by industry table should separate out agricultural jobs from the "all other" category. Soltis explained this is extracted from the Met Council census and data tables and found to be very low – less than 1%.

Parks and Trail Chapter

No public comments were made on this chapter.

Transportation

No public comments were made on this chapter.

Water Resources

Mayor Maefsky noted that Sylvan Lake has been renamed Keewahtin Lake and needs to be corrected on the maps.

Implementation

Mayor Maefsky stated that the earlier draft of this chapter contained goals and policies, many of which have been eliminated. *Kansier* said that they were moved to the individual chapters.

Chair *Squyres* asked if there were any more public comments to be made on the Plan.

Roscoe Benoy, 18770 Langly Avenue, questioned if creating a Rural Center on the west side of Big Marine Lake is equivalent to creating a second town at the edge of Scandia, as could happen at the RC at the north of town. These centers would benefit one area but create niches instead of spreading out development across Scandia. *Kansier* explained that growth is controlled and connected, and gives an orderly appearance when built outward. Commercial development would follow residential growth because it requires a population; for example the county park visitors and lake residents. Commissioner *Loeffler* stated that eventually the areas would become their own city centers.

Chair *Squyres* said that the western RC is being considered for the sewer problems and the City needs to keep its options open. Administrator *Soltis* said that the community survey showed most of these residents are shopping and doing business in Hugo and Forest Lake. As well, there exists a 40-acre area along Manning Trail zoned as Rural Commercial. *Kansier* stated that this is not large enough to attract large commercial development but rather convenience services.

Benoy asked if there would be a possibility of a future sewer treatment system expanding in Scandia towards the north to accommodate the City's growth, or if money is being put aside to plan for this. Chair *Squyres* said that expansion of a regional sewer system into Scandia is not practical nor feasible; community systems may exist on a smaller scale however. Commissioner *Amundson* said that the large costs of these treatment systems is a limiting factor.

Tim Olson, Bolton & Menk Water Engineer, explained that the Surface Water Management Plan is going to the three local watersheds for their review on the following day. The plan addresses road salt management and its critical effects to surface water. The Action Plan addresses the exploration of alternatives to road salt use.

There were no further comments and Chair *Squyres* closed the public hearing at 9:26 p.m.

Chair *Squyres* began the Commission's deliberation of the Plan asking if the Rural Center on the west side of Big Marine Lake should be designated as such and is it sized correctly. *Kansier* explained that this is the minimum needed to justify the cost of a regional sewer line connecting here. Administrator *Soltis* added that this change in designation establishes the potential for

sewer to be feasible. Commissioner Loeffler said he likes the idea but has reservations about future impacts.

Council member Steve Kronmiller, 13450 188th Street, stated that the Bliss sewer system is on the verge of demise. This designation is an option in trying to find a solution. Council member Ness agreed that this RC designation leaves the door open for a possibility for solving the sewer problems.

The Planning Commissioners concluded with consensus to designate a Rural Center on the west side of Big Marine Lake as shown on Map II-B, Chapter 2.

Commissioner Amundson left the meeting at 10:00 p.m.

In discussion of the Rural Center designation shown as the area to the north and northwest of the Village Center, the Commissioners agreed that the area is too large to encourage denser development in distant regions from the existing business district. Kansier explained that on a 40-acre parcel, excluding roads and septic area, approximately 40 homes could be built on ½-acre lots. For comparison, Administrator Soltis showed the Wyldewood Acres development to have 26 homes on 70 acres, which has community well and septic. Loeffler agreed that this is a well-laid out subdivision.

Chair Squyres indicated on the zoning map a reduced area for the Rural Center – ending at the top of the existing Village Neighborhood zoning district, west to Novak Avenue, and slightly south of Highway 97. Commissioners were in consensus to approve this reduced area.

In review of the Action Plan worksheets, one amendment was noted under Economic Competitiveness, Goal #2, Statement #2: “Work with outside agencies to assess and develop programs to assist small scale farming operations.”

Loeffler, seconded by Noyes, moved to recommend approval of the 2040 Comprehensive Plan as amended with the smaller area of the central Rural Center designation and the amended language on page 18 of the Action Plan. The motion carried 4-0.

ADJOURNMENT

Loeffler, seconded by Noyes, moved to adjourn the meeting. The motion carried 4-0.

The meeting adjourned at 10:20 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk

**Authorizing Release of
Comprehensive Plan for Adjacent
and Affected Jurisdiction Review
May 15, 2018**

May 15, 2018

A regular meeting of the Scandia City Council was held on the above date. Mayor Christine Maefsky called the meeting to order at 7:00 p.m. Following the Pledge of Allegiance, roll call was taken. The following members were present: Council members Bob Hegland, Steve Kronmiller, Chris Ness, Jim Schneider and Mayor Christine Maefsky. Staff present: City Administrator Neil Soltis, City Planner Sherri Buss, City Engineer Ryan Goodman, City Attorney Andy Pratt, Police Deputy Brandon Yetter, Fire Chief Mike Hinz, Public Works Director Adam Hawkinson and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

No public comments were made.

APPROVAL OF AGENDA

Mayor Maefsky announced a change to the order of the agenda. General Business items 9.a) and 9.b) were moved up to precede Agenda Items 7.) Committee reports. **Ness, seconded by Schneider, moved to approve the agenda as amended. The motion carried 5-0.**

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) April 17, 2018 Regular Meeting
 - 2) May 2, 2018 Work Session
- b) Treasurer's Report

Beginning Balance 4/1/2018	\$3,931,232.96
Receipts	\$25,036.22
Expenditures \$207,169.69	
Payroll <u>\$30,022.80</u>	<u>\$(237,192.49)</u>
Ending Balance 4/30/2018	\$3,719,076.69
- c) Payment of Vouchers
- d) Washington County Historical Society Temporary On-Sale Liquor License (June 16, 2018)
- e) Park User Permit for Fastpitch Softball Tournament June 22-24, 2018
- f) Approving pay request for Culvert Cleaning
- g) Authorizing the execution of a culvert maintenance agreement with Comfort Lake-Forest Lake Watershed District

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

AWARD SALE OF \$3,835,000 GENERAL OBLIGATION STREET RECONSTRUCTION BOND (RESOLUTION NO. 05-15-18-06)

Jessica Green, Northland Securities, summarized the sale of the City's general obligation street reconstruction bond in the amount of \$3,835,000. The proceeds will fund the majority of this year's street project, with the remaining \$1,100,000 cost of the project being funded from the Local Road Improvement Fund. Four bids were received, with lowest average interest rate bid

submitted by Robert W. Baird & Co., Milwaukee, WI. Debt service payments will be made over 15 years, at an average interest rate of 3.03%. An excellent “AA” S&P rating, strong management and budgetary flexibility contributed to the favorable sale, Greene stated.

Ness, seconded by Hegland, moved to adopt Resolution No. 05-15-18-06, Awarding the Sale of \$3,835,000 Street Reconstruction Bonds, Series 2018A; Fixing their Form and Specifications; Directing their Execution and Delivery; and Providing for their Payment. The motion carried 5-0.

NEW LIQUOR LICENSE APPLICATION FOR NEW BUSINESS AT 21050 OZARK AVENUE

Deputy Clerk Eklund described the application received from Matthew Miller for an On-Sale Intoxicating Liquor License and Sunday On-Sale Intoxicating Liquor License for the operation of his new business at 21050 Ozark Avenue. The property previously operated as a restaurant/bar which closed in January 2018. Mr. Miller was present to explain the business operation to be known as Brookside Pizza & Hoagies, projected to open July 9, 2018.

Council member Kronmiller said it’s nice that the business site is being re-opened but had heard concerns from the owners of nearby Scandia Pizza. Kronmiller encouraged Mr. Miller to reach out to them, which he agreed to do.

Council member Hegland told Mr. Miller to keep the EDA loan program in mind for any future improvements he may undertake.

Ness, seconded by Hegland, moved to approve a new On-Sale and Sunday On-Sale Liquor License to Matthew Miller for the operation of Brookside Pizza & Hoagies. The motion carried 4-0, with Schneider abstaining.

PARKS AND RECREATION COMMITTEE

Accepting Donations for Vinterfest and Lilleskogen Park (Resolution No. 05-15-18-01)

PRC Chair Terry Gorham presented a resolution accepting the donations of the snow sculpture contest prize money from Bolton & Menk (\$90) and the proceeds from the sale of Vinterfest buttons (\$244.59) and committing the donations to improvements to Lilleskogen Park.

Kronmiller, seconded by Ness, moved to adopt Resolution No. 05-15-18-01, Accepting Donation for Vinterfest and Lilleskogen Park. The motion carried 5-0.

Accepting Donations for Leonard Wojtowicz Skating Park (Resolution No. 05-15-18-02)

PRC Chair Terry Gorham presented a resolution accepting donations from Meisters Bar & Grill (\$544) and Forest Lake Floral (\$500) and committing the donations to assist with improvements to the skating rink.

Kronmiller, seconded by Ness, moved to adopt Resolution No. 05-15-18-02, Accepting Donations for Leonard Wojtowicz Skating Park. The motion carried 5-0.

Award of Proposal for Tennis Court Reconstruction

The 2018 budget for capital improvements includes tennis court reconstruction at a cost of \$40,000. PRC Chair Gorham explained that the Committee recommended the addition of pickleball striping to the City's courts as well as the Barton Johnson court across the street. The added court would accommodate more players and the Taco Daze tournament at a minimal cost of \$200. Public Works Director Hawkinson collected 3 bids, with the low bid for the reconstruction submitted by T.A. Schifsky at \$33,000 and the low bid for the painting and posts submitted by Tennis West Sports at \$11,233. Administrator Soltis noted that a budget amendment for the additional cost over the CIP budget amount could be added to a budget amendment resolution later in the meeting.

Council member Ness asked about the longevity of the new courts. Hawkinson estimated that the surface has a life of 15 years but will need crack patching during that time. Council member Schneider asked if community donations were solicited. Hawkinson explained not for this project, but that the Lions Club is amenable to donate to projects that come up in the future.

Hegland, seconded by Kronmiller, moved to accept the bid from T.A. Schifsky in the amount of \$44,233 for tennis court reconstruction and surfacing. The motion carried 5-0.

Hockey Rink Signage

PRC Chair Gorham summarized the Committee's recommendation to solicit businesses for the sale of advertisement panels inside the boards of the skating rink. Guidelines were presented for size, location, cost and final approval of the design by the City Administrator. The Committee favored allowing the businesses to use their own logos and colors rather than a standard design.

Mayor Maefsky stated her disagreement to the proposal with the position that the lower Village Center should maintain the clean, simple look due to its location adjacent to the Gammelgarden Museum, and that the signs would add visual clutter and distract from the unique Swedish heritage appearance of Scandia. She said it's not worth the revenue to commercialize this area of Scandia and is a disservice to the community's desire to have an identity goal.

Council member Hegland countered that the PRC is trying to start a program common on most skating rinks that could benefit local businesses; the program should be given a chance. Council member Schneider said the PRC worked a long time on the proposal. He said signs inside the rink wouldn't be seen as one drives by and would have low impact. Council member Kronmiller preferred the ads be limited to two colors, but suggested placement of signage on the east side be eliminated as a compromise. Gorham agreed that the guidelines could be amended to fill in the 20 spots for ads on west side of the rink first and to move out to the south and north if needed, with no ads being placed on the east side of the rink that could be visible from Olinda Trail.

Schneider, seconded by Kronmiller, moved to approve the guidelines for the Wojtowicz skate park signage as amended to fill the west side of the rink with the first 20 advertisers. The motion carried 4-1, with Maefsky opposed.

PLANNING COMMISSION

Amended Conditional Use Permit at Am-Tec Designs, 21080 Ozark Court (Resolution No. 05-15-18-03)

Planner Buss summarized the Planning Commission's recommendation to approve an amendment to the existing Conditional Use Permit for Am-Tec Designs at 21080 Ozark Court. The owner, Connie Sutton, proposes to expand the size of the principal building and to move an accessory structure to a new location on the property of the steel fabrication business. Buss explained that the proposal meets the criteria of the ordinance and is supported by the Comp Plan's goal to encourage business expansion.

Schneider, seconded by Hegland, moved to adopt Resolution No. 05-15-18-03, Approving an Amended Conditional Use Permit for Am-Tec Designs, Inc. The motion carried 5-0.

Ordinance No. 198 to amend Chapter 5 of the Development Code – Shoreland Management Regulations

Planner Buss presented Ordinance No. 198 as recommended for approval by the Planning Commission. A public hearing on the updated shoreland management regulations was held at their April 3rd meeting, followed by conditional approval by the DNR with some minor changes. Buss explained that the updated ordinance has expanded the list of regulated waters to include all public waters in the City as shoreland. Wetland setbacks replaced the uniform 75' setback with buffer requirements based on their quality. The ordinance would permit residential Planned Unit Developments in shoreland based on requiring the dedication of a significant portion of shoreland as open with higher densities further from shore. Buss noted that the DNR favored Scandia's higher minimum lot size, width standards and setbacks from those required in the state rules.

Buss explained a change made to the wetland setback requirements following the public hearing to reflect comments from the Carnelian-Marine-St. Croix Watershed. Staff modified the text to use the Board of Water and Soil Resources classification and buffer recommendations for each wetland category to avoid the different naming systems used by Watershed Districts. Language also references the state's MnRAM assessment method to be used with wetland delineations to determine wetland classifications.

Mayor Maefsky noted that Table 4.13 should remove reference to Halfbreed Lake now that the DNR has officially adopted this as Keewahtin Lake. Staff agreed that Sylvan Lake would be more appropriate to reference as the former lake name.

Kronmiller, seconded by Hegland, moved to adopt Ordinance No. 198 as amended with a text change to table 4.13. The motion carried 5-0.

Summary Publication on Ordinance No. 198 (Resolution No. 05-15-18-04)

Kronmiller, seconded by Hegland, moved to adopt Resolution No. 05-15-18-04, Providing for Summary Publication of Ordinance No. 198. The motion carried 5-0.

Release of 2040 Comprehensive Plan Update (Resolution No. 05-15-18-05)

Jane Kansier, Bolton & Menk Planner, summarized the 2040 Comprehensive Plan as recommended by the Planning Commission following the public hearing held at their May 1st meeting. The Plan provides for Rural Center designation for expansion of the Village Center to the north and west that reflects the reduced size recommended by the Commission and Rural Center designation on the west side of Big Marine Lake. This designation allows for increased density of 3-5 units per acre, and allows for a potential connection to regional sewer coming out of Forest Lake to homes and businesses on the west side of Big Marine Lake. Kansier noted that increased density would need to be supported by a municipal or community sewer system. Kansier reviewed the chapters of the Plan and described the action plan worksheets in Appendix F that outline the specific steps by chapter and goal. The action plan is intended to be updated every few years and would not need plan amendments to do so.

Kansier explained that once the City adopts the Plan, adjacent communities and affected agencies have up to 6 months to review and comment on the Plan. Once the City responds and addresses comments, the Plan is submitted to the Met Council by its December 2018 deadline. Upon approval from the Met Council, the City must update its zoning ordinances to be consistent with the Plan.

Mayor Maefsky said the Plan has captured the input from the community. Maefsky made the following text revisions that were agreed upon with consensus:

- Page 6, bullet point 4: describe steering committee as formed to engage ~~traditionally underrepresented communities~~ a full spectrum of the community from youth to seniors.
- Village Neighborhood labelling: rename the west side of Big Marine Lake so that there are not 2 Village Neighborhoods. Keep the traditional VN in the center of town. Council member Schneider recommended Rural Mixed Use and this was agreed upon.
- Page 38, bullet point 3: Promote “appropriate-sized” new businesses that create synergy with existing businesses and overarching goals. Council member Schneider said as long as the intent is not to restrict business, he agreed to the addition.
- Reference the glossary in the Development Code for terminology instead of starting a new glossary in the Plan.

A vote was taken on the following:

Maefsky, seconded by Kronmiller, moved to amend language of bullet point 6 on page 29 to state “Improve designated physical access to the St. Croix River corridor and other important or high quality natural areas where public lands may provide access opportunities while preserving natural and historic integrity.” The motion carried 3-2 with Hegland and Schneider opposed.

Kansier advised that renaming the west Rural Center from Village Neighborhood to Rural Mixed Use will necessitate the addition of another land use category with revisions to tables in the Plan document. This could be done along with any other revisions or non-substantive changes made once comments are received.

Kronmiller, seconded by Schneider, moved to adopt Resolution No. 05-15-18-05, Authorizing Release of the Comprehensive Plan Update with the Plan as amended. The motion carried 5-0.

BUILDING OFFICIAL

Building Official Chuck Preisler's April building activity report was reviewed. Thirty permits were issued last month with a valuation of \$400,510.

POLICE DEPARTMENT

Deputy Brandon Yetter reported on recovery of a stolen vehicle found on Mayberry Trail. Yetter has been patrolling Wind in the Pines Park with no incidents to report.

FIRE DEPARTMENT

The department responded to 13 calls in April – 4 fire and 9 medicals. Fire Chief Mike Hinz reported that the new SCBA equipment is in use. County dispatch will be turning on the new call system on May 22nd.

CITY ENGINEER

Engineer Ryan Goodman reported that notices of the 2018 street project were mailed to all property owners along the roadways. Updates of the project, including the County road project on Oakhill and Olinda, will be available on the city's website. A change order to add lineal feet to the project will be prepared for next month's meeting.

DIRECTOR OF PUBLIC WORKS

Public Works Director Adam Hawkinson reported that 5.3 tons of cold mix asphalt was spread on problem areas this spring. Trail map signs have been ordered for installation at Wind in the Pines Park.

CITY ADMINISTRATOR

City Administrator Soltis reported that the seasonal grounds worker position remains open until filled, with no applications received to date. The GreenStep program is offering a free technical assistance program called SolSmart to help local governments with solar ordinances and processes which could be worthwhile if the City wishes to reshape a solar ordinance. The MN PUC is investigating Frontier Communication's service and is soliciting public comments on customer services.

DONATION FROM SCANDIA-MARINE LIONS FOR HOLIDAY DECORATIONS AND AMEND BUDGET FOR PURCHASE (RESOLUTION NO. 05-15-18-07)

At the May 2nd Work Session, the Lions Club offered a donation of \$3,000 for purchase of new streetlight holiday decorations, to be matched by the City. Mayor Maefsky explained that the decoration selected by the Lions may have installation difficulties and suggested an alternative design to fit the streetlights, but at a potentially increased cost. Council members did not approve an increase above the \$3,000 limit and recommended the number of decorations purchased be lowered to not exceed a total cost of \$6,000. Staff identified funds in the Capital Improvement Fund for the purchase of holiday streetlight decorations. Council member Hegland

questioned if the decorations could be made by a local resident instead, and offered some examples he found on various websites.

Kronmiller, seconded by Ness, moved to adopt Resolution No. 05-15-18-07, Accepting Donation from the Scandia Marine Lions Club, Approving up to \$6,000 for the purchase of Holiday Decorations and Amending the 2018 Capital Improvement Budget for that amount. The motion carried 5-0.

**AMEND BUDGET FOR FILMING AND BROADCASTING CITY MEETINGS,
PROVIDE FUNDS FOR AQUATIC SPECIES CONTROL AND FUND
RECONSTRUCTION OF THE TENNIS COURTS (RESOLUTION NO. 05-15-18-18)**

City Administrator Soltis presented a resolution to provide budget amendments for expenditures approved at the May 2nd Work Session. The amendment would increase Capital Improvement Fund expenditures by \$5,000 for the increased cost of the tennis court reconstruction, would increase the General Fund expenditures to provide support for Aquatic Invasive Species Control in the amount of \$2,500 to the Carnelian-Marine-St. Croix Watershed District and \$1,000 to the Comfort Lake-Forest Lake Watershed District and increase the expenditures in the Cable Television Special Revenue Fund \$7,300 for the purchase of equipment and services to broadcast City meetings and events and for services to film City meetings and events.

Kronmiller, seconded by Hegland, moved to adopt Resolution No. 05-15-18-08, Amending the 2018 Budgets for the General Fund, Cable Television Fund, and Capital Improvement Fund. The motion carried 5-0.

AWARD 2018 CRACK FILLING PROJECT

Engineer Goodman presented the quote results received for the 2018 Crack Filling Project:

<u>Company</u>	<u>Total</u>
Seal Tech, Inc.	\$9,800.00
Pavement Resources, Inc.	\$9,840.00
Gopher State Sealcoat, Inc.	\$11,490.00
ASTECH Corp.	\$12,080.00
Allied Blacktop Company	\$13,800.00
Fahrner Asphalt Sealers, LLC	\$21,580.00

Goodman recommended awarding the project to the lowest bidder Seal Tech, Inc.

Schneider, seconded by Ness, moved to award the 2018 Crack Filling Project to Seal Tech, Inc. in the amount of \$9,800.00. The motion carried 5-0.

AWARD 2018 SPRAY PATCHING PROJECT

Engineer Goodman presented the quote results received for the 2018 Spray Patching Project:

<u>Company</u>	<u>Total</u>
Pavement Resources, Inc.	\$9,750.00
Seal Tech, Inc.	\$22,500.00
Fahrner Asphalt Sealers, LLC	\$104,300.00

Goodman recommended awarding the project to the lowest bidder Pavement Resources, Inc. Goodman explained that costs for the work on 240th Street will be reimbursed by Chisago Lakes and Franconia Townships, estimated at \$1,500.

Schneider, seconded by Hegland, moved to award the 2018 Spray Patching Project to Pavement Resources, Inc. in the amount of \$9,750.00. The motion carried 5-0.

FIRE DEPARTMENT COMPENSATION (RESOLUTION NO. 05-15-18-09)

At previous Work Sessions, the Council discussed the increase in compensation and job duties for the Fire Chief position. The 2018 budget provides for an increase to the Chief's compensation from \$4,200 to \$33,000 per year. Administrator Soltis explained that legal counsel analyzed a compensation structure which allows for payment of \$2,750 per month for administrative duties plus a separate hourly rate for firefighting. To minimize overtime, a 28-day work period was recommended. This would allow the Chief to reduce administrative hours if extra firefighting hours occurred in the work period. Legal counsel noted that by statute, cities are required to pay employees' wages on at least a semi-monthly basis. Soltis said this will necessitate a change to the current fire department's monthly compensation to coincide with the wages paid to full and part-time employees on a bi-weekly basis.

Fire Chief Hinz said that the recommendation looks good, but the change to a bi-weekly pay structure will be a challenge. Council member Hegland stated that the low frequency of fire calls does not justify this level of change in compensation and questioned whether the list of tasks submitted by the Chief are required to be performed. Fire Chief Hinz answered that there are more mandated duties required and the department is missing out on grants which take time to complete. Council member Kronmiller said that EMS calls should not be discounted; the department must comply with state requirements and expanded hours will allow the Chief time for this as well as to analyze where the department should be preparing for the future. Hegland said that the Chief will need to account for his time to justify whether Council action to approve the increase was appropriate.

Administrator Soltis said that he will continue to work with Chief Hinz on a job description to reflect the duties, responsibilities and performance expectations.

Council member Schneider said he understands that the Chief needs more hours to complete duties but had concerns with the potential for overtime pay. Chief Hinz explained the understanding to modify administrative hours near the end of the 28-day work period so that overtime will not be accrued. Administrator Soltis said there will be accountability by recording separate hours for administrative tasks and firefighting hours. In recognizing the mandated change from a monthly payroll, the resolution was amended to convert the monthly rate to an hourly rate.

Hegland, seconded by Kronmiller, moved to adopt Resolution No. 05-15-18-09 as amended to convert the monthly rate to an hourly rate of \$28.85 for the administrative portion of the Fire Chief duties effective on July 1, 2018. The motion carried 5-0.

Hegland, seconded by Kronmiller, moved to begin the new pay structure with an effective date of July 1, 2018 and to have an updated job description for review at the June 6th Work Session. The motion carried 5-0.

US SOLAR SUNSCRIPTION AGREEMENT

At the May 2nd Work Session, Council agreed to review a proposal from US Solar to provide a subscription to the production from one of their community solar farms. Cost savings of approximately \$1,278 could be credited to the City's Xcel Energy bill in the first year. City Attorney Pratt stated that he had given the agreement from US Solar a review but wanted to further research the section on changes in technology before giving an opinion. Council was in consensus to allow time for further review before taking action on the agreement at a future meeting.

ADJOURNMENT

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

The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk

**CITY OF SCANDIA
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 05-15-18-05

**A RESOLUTION OF THE CITY OF SCANDIA, WASHINGTON COUNTY, MINNESOTA,
AUTHORIZING RELEASE OF THE COMPREHENSIVE PLAN UPDATE FOR THE CITY OF SCANDIA**

WHEREAS, the City of Scandia initiated an update to its Comprehensive Plan in 2017, consistent with the requirement in state law; and

WHEREAS, the City has held focus groups, an open house, and pop-up meetings to discuss the plan; and;

WHEREAS, the City formed a Steering Committee to develop survey questions, analyze the survey results, and develop goals and objectives for the plan; and

WHEREAS, the City has solicited input from residents and property owners through a community survey; and

WHEREAS, the City has communicated with residents, property owners and other stakeholders through newsletters, the City website and the Comprehensive Planning consultant's website.

WHEREAS, the City may continue to make non-substantive changes to the Comprehensive Plan Update; and

WHEREAS, the Planning Commission reviewed the Plan at a duly called Public Hearing on May 1, 2018 and recommends approval;

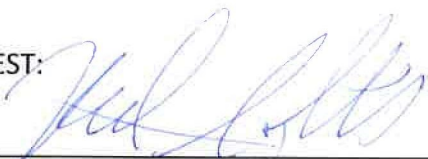
NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCANDIA, MINNESOTA, that it hereby authorizes release of the 2040 Scandia Comprehensive Plan update for adjacent community and affected jurisdiction review.

FURTHER, approval of the Comprehensive Plan update is contingent upon the required six-month review by adjacent and affected jurisdictions; and

FURTHER, approval of the Comprehensive Plan update is contingent upon, and subject to, the required review and response by the Metropolitan Council.

Dated this 15th day of May, 2018

ATTEST:



Neil Soltis, Administrator/Clerk



Christine Maefsky, Mayor

**Authorizing Submittal of
Proposed Comprehensive Plan to
Metropolitan Council
December 18, 2018**

December 18, 2018

A regular meeting of the Scandia City Council was held on the above date. Mayor Christine Maefsky called the meeting to order at 7:00 p.m. Following the Pledge of Allegiance, roll call was taken. The following members were present: Council members Bob Hegland, Steve Kronmiller, Chris Ness, Jim Schneider and Mayor Christine Maefsky. Staff present: City Administrator Neil Soltis, City Planner Merritt Clapp-Smith, City Engineer Ryan Goodman, City Attorney Eric Sherburne, Police Deputy Brandon Yetter, Fire Chief Mike Hinz, Public Works Director Adam Hawkinson and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

No public comments were made.

APPROVAL OF AGENDA

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

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) November 20, 2018 Regular Meeting
 - 2) December 5, 2018 Work Session
- b) Treasurer's Report
- c) Payment of Vouchers
- d) 2019 City Council meeting schedule
- e) Approve 2019 Liquor License Renewals:
 - 1) The Scandia Creamery, On-Sale/Sunday On-Sale Intoxicating
 - 2) Meister's Bar & Grill, Combination On/Off-Sale and Sunday Intoxicating
 - 3) Brookside Pub, On-Sale/Sunday On-Sale Intoxicating
- f) Resolution No. 12-18-18-01 – Accepting donation from Scandia Marine Lions and Scandia Marine Lions Foundation and amending Capital Improvement Fund budget for Community Building Improvements
- g) Resolution No. 12-18-18-02 – Accepting donation from Scandia Marine Lions and amending Capital Improvement Fund budget for holiday decorations
- h) Resolution No. 12-18-18-03 – Accepting donation from Scandia Fire Relief Association and amending General Fund budget for purchase of equipment
- i) Resolution No. 12-18-18-04 – Establishing Employee pay rates for 2019
- j) Annual Review – Adam Hawkinson

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

PARK AND RECREATION COMMITTEE

Temporary Liquor License for Vinterfest – Meister's Bar & Grill

PRC Chair Terry Gorham presented the application from Meister's Bar & Grill for a temporary off-premises liquor license to sell beer and liquor as part of the Vinterfest event on January 26,

2019, from 10am to 11pm. The business is in conformance with the City's liquor ordinance. Conditions of approval were recommended by staff, including that sales cease when the Minnesotan Cup adult hockey tournament championship game begins. **Ness, seconded by Hegland, moved to approve the temporary off-premises liquor license for Meister's Bar & Grill with the recommended staff conditions. The motion carried 5-0.**

Request to Waive Fee for Fireworks Permit

Gorham presented a request from Corey Roberts, organizer of the adult hockey tournament scheduled during Vinterfest on January 26, 2019 to waive the \$100 fireworks permit fee. Roberts has arranged for a fireworks display during Vinterfest for the past 4 years. The PRC recommended the fee be waived as it has in past years in appreciation of Roberts contributions to the community event. Legal counsel noted the non-profit status of the organizer can be a basis for waiving the fee. **Hegland, seconded by Kronmiller, moved to approve the fireworks permit fee be waived for organizer Roberts. The motion carried 5-0.**

Gorham extended his appreciation to out-going Council member Schneider as the Council representative to the PRC.

PLANNING COMMISSION

The Planning Commission did not hold a meeting in December.

BUILDING OFFICIAL

Building Official Chuck Preisler's report on building activity was received. In November, 20 permits were issued at a valuation of \$695,082. Seventeen new construction permits have been issued year-to-date. Administrator Soltis noted the strong revenue in the building department this year.

POLICE DEPARTMENT

Police Deputy Brandon Yetter reported on a semi roll-over which closed Highway 97 for a few hours last week. Three warrant arrests were made in the past month, and a stolen vehicle report is being investigated. Yetter addressed the high number of fraud reports resulting from scammers seeking personal information, and said the County receives 30 to 50 calls a day regarding fraud complaints.

FIRE DEPARTMENT

Fire Chief Mike Hinz reported that the department responded to 4 fire calls and 19 medical calls in November. Total number of calls to date stands at 217, the largest volume of calls year to date for the department. The fire department recently trained on hidden spaces at Elim Church and at Scandia Elementary School.

CITY ENGINEER

City Engineer Ryan Goodman reported that Washington County responded to his comments on the County's 2019-2023 Capital Improvement Plan. Long-range plans include regional trail development in the northern part of the County.

CITY ATTORNEY

City Attorney Eric Sherburne informed the Council that he will present informational topics on land use and various municipal legal issues for a presentation at a future work session.

PUBLIC WORKS DIRECTOR

Public Works Director Adam Hawkinson reported that the ice rink has opened for the season, and brush mowing in the right-of-ways will continue in the winter months.

CITY ADMINISTRATOR

City Administrator Soltis reported that he will be attending a meeting with DNR engineering staff regarding the Gateway Trail segment; also attending a TEP meeting with the BHE Renewables engineer on the TEP findings of the stormwater basin overflow that occurred at the Argo Navis solar site in September. The EDA discussed the fiber-to-premises project at their December meeting, with a draft RFP to be reviewed at a future Council work session. Soltis explained that the Veterans Memorial Committee would like to revise the agreement it has with the City for discussion at a future meeting.

AUTHORIZING SUBMISSION OF 2040 COMPREHENSIVE PLAN TO THE METROPOLITAN COUNCIL FOR REVIEW (RESOLUTION NO. 12-18-18-05)

Sarah Strain, planner with Bolton & Menk, explained that the 6-month review period on the City's Comprehensive Plan has ended, with comments from agencies and surrounding communities provided to the Council. Responses to the comments were prepared by the consultant and corrections were made as applicable in the document. The Council has until December 31st to submit the plan to the Metropolitan Council, who in turn have 120 days to respond. Final adoption by the Council is proposed for April 2019.

Mayor Maefsky questioned the response "recommendation taken under advisement". Strain explained that this response is given for comments not substantive to the Plan nor required to be in the Plan by the Met Council. The Council could choose to incorporate these changes into the Plan, but it would take additional time and the deadline is December 31st, said Strain.

Mayor Maefsky noted that the comments from the National Park Service are worthy suggestions, such as including the St. Croix Riverway in the umbrella of Parks and Trails and emphasizing its presence as a national park. Maefsky asked about the process for revising the document. This is the final Council meeting of the year, and the revised document needs Council approval. Maefsky said including the riverway in the Plan shouldn't be controversial. Council member Schneider said that it would depend if they are general statements or not, and what it may affect down the line. Strain noted that a paragraph could be added about the St. Croix River trail and the recreational opportunities available.

Staff concluded, and Council agreed, that the NPS recommendations are not substantive and could be incorporated into the Plan at final adoption in April. A resolution authorizing submittal to the Metropolitan Council was prepared. Mayor Maefsky asked that the title of the resolution include Comprehensive Plan.

Kronmiller, seconded by Ness, moved to adopt Resolution No. 12-18-18-05, Authorizing Submittal of the Proposed Comprehensive Plan to the Metropolitan Council. The motion carried 5-0.

DISCUSSION ON REQUEST FROM US SOLAR TO RECONSIDER COMMUNITY SOLAR GARDEN ORDINANCE

Representatives from US Solar, Reed Richardson and Jane Qualey, were present with follow-up information from their presentation at the November 20th Council meeting. Richardson explained the two draft solar ordinances which were prepared to address the Council concerns. Language addressed the size limit to 1-Megawatt, connection poles limited to one within the garden area, setbacks from neighboring properties, and introduction of a solar overlay district with buffers between solar gardens. Maps were prepared showing a range of buffers from ¼-mile separation up to 1-mile between existing and proposed gardens. Richardson explained that a small area has been identified to support a 9-acre garden on the west boundary of Scandia, within Xcel's distribution line. He said it's difficult to propose what solar would look like in the Connexus service area, as no solar program currently exists with this utility and the factors to explore suitable sites are unknown.

Council member Kronmiller disclosed that he is involved with his employer's project with US Solar to purchase solar credits, however not with Scandia's solar gardens, and asked if anyone thought this may be a conflict of interest. No one responded to that it would be.

Mayor Maefsky explained her concern that buffer areas could be legally challenged in the future. Maefsky said that there has been a loss of trust with developers who indicated one thing during permit approval, but changed once the solar farms were constructed, such as with fences and connection poles. She noted the number of comments on social media site Next Door that have to do with the aesthetics of the sites – open space is valued in the community, and people question what is the value of solar to the community.

Council member Schneider said the issue is clean, renewable energy. It's the property owner's decision on what they want to do with their fields, and he doesn't want to be the controller for their choices. Council member Kronmiller said that the City can regulate; do we want them everywhere? They should look at how to manage solar in a responsible way. Kronmiller suggested that once the new Comp Plan is adopted, a solar ordinance could be evaluated against the Plan. Schneider said he is ready to turn the discussion over to the Planning Commission to propose an ordinance for a public hearing.

Dan Squyres, 15660 220th Street, spoke on a number of concerns – scenic viewsheds are protected and landscape screening of the sites is not a viewshed, potential legal ramifications of buffer zones, interconnection poles cannot be regulated in Xcel's right-of-way, 1-Megawatt systems are exempt from paying tax revenue benefits and production credits.

Frank Varro, 10445 192nd Street, questioned the potential site identified on the map and if overhead power lines would be constructed. Richardson verified that there is 40 acres between his house and the proposed solar site, and that lines to tap into Xcel's distribution line along

Manning Avenue would be buried underground. He explained gen-tie lines and that language in the ordinance can limit interconnection poles, reducing the visual impact.

Council concluded by agreeing to move a proposed solar ordinance forward to the Planning Commission. Council member Kronmiller suggested they look at Chisago County's ordinance for distance and screening requirements. Council member Ness said that it appears that solar is being restricted to enough areas to warrant further discussion by the Planning Commission.

Schneider, seconded by Hegland, moved to recommend the Planning Commission discuss a potential solar garden ordinance and hold a public hearing on the issue. The motion carried 5-0.

FIRE DEPARTMENT AUTOMATIC AID AGREEMENT WITH FOREST LAKE

Fire Chief Hinz recommended approval of an automatic aid agreement between the cities of Forest Lake and Scandia. Hinz explained that mutual aid agreements are currently in place, and with the County's new dispatch system, this new agreement allows both fire departments to be dispatched simultaneously. It is a perpetual agreement with a termination clause.

Kronmiller, seconded by Hegland, moved to approve the Automatic Aid Agreement with Forest Lake. The motion carried 5-0.

ADOPTION OF THE 2019 BUDGET AND PROPERTY TAX LEVY

Administrator Soltis presented the final 2019 budget and tax levy to be certified to the County Auditor, with the change made at the December 5th Work Session to set a 0% levy increase. The total tax levy of \$2,257,872 remains as it has the past 3 years. Soltis said the 2018 excess funds will be transferred to the Capital Fund per the Fund Balance policy.

Ness, seconded by Hegland, moved to adopt Resolution No. 12-18-18-06, Adopting 2019 Budget and Certifying Property Tax Levy Payable in 2019. The motion carried 5-0.

ORDINANCE NO. 202 – GOVERNING THE 201 COMMUNITY SEWAGE TREATMENT SYSTEM

As discussed at the December 5th Work Session, the Wastewater Committee recommended language be added to the 201 Sewer System ordinance to address penalties for meddling, misuse or damage to the system that causes extra expenses to the City. The ordinance adds language to regulate and recover costs and repeals Ordinance No. 189.

Ness, seconded by Hegland, moved to adopt Ordinance No. 202, Governing the "201" Community Sewage Treatment System. The motion carried 5-0.

SUMMARY PUBLICATION OF ORDINANCE NO. 202 (RESOLUTION NO. 12-18-18-07)

Hegland, seconded by Kronmiller, moved to adopt Resolution No. 12-18-18-07, Providing for the Summary Publication of Ordinance No. 202. The motion carried 5-0.

ORDINANCE NO. 203 – ESTABLISHING THE PENALTY FOR VIOLATIONS OF CITY ORDINANCES

Administrator Soltis summarized the amendments added to existing Ordinance No. 72 that establishes a maximum penalty of \$300 for a petty misdemeanor and designates this as the default penalty unless specified otherwise in an ordinance.

Schneider, seconded by Ness, moved to adopt Ordinance No. 203, Establishing the Penalty for Violations of City Ordinances and Repealing Ordinance No. 72. The motion carried 5-0.

SUMMARY PUBLICATION OF ORDINANCE NO. 203 (RESOLUTION NO. 12-18-18-08)

Hegland, seconded by Kronmiller, moved to adopt Resolution No. 12-18-18-08, Providing for the Summary Publication of Ordinance No. 203. The motion carried 5-0.

ORDINANCE NO. 204 – MANAGING RIGHT OF WAYS

Administrator Soltis explained the changes made by the FCC restricting state and local regulation of small cell wireless regarding definitions and timeframes for permit reviews, and that cities need to act on these rules. As well, the ordinance adds Article 5 on unplatted streets as discussed at the December 5th Work Session. Language disclaims the City from liability arising from use of unopened streets and recognizes that adjacent property owners may conduct basic maintenance of the unopened street.

Kronmiller, seconded by Ness, moved to adopt Ordinance No. 203, Electing to Manage Its Right of Ways and Repealing Ordinance No. 197. The motion carried 5-0.

SUMMARY PUBLICATION OF ORDINANCE NO. 204 (RESOLUTION NO. 12-18-18-09)

Ness, seconded by Hegland, moved to adopt Resolution No. 12-18-18-09, Providing for the Summary Publication of Ordinance No. 204. The motion carried 5-0.

ORDINANCE NO. 205 – ESTABLISHING AN ADMINISTRATIVE CITATION PROGRAM

Administrator Soltis described the ordinance for a new administrative citation process for resolving non-criminal, minor offenses as an alternative to the court process for reconciling nuisance violations such as junked vehicles, exterior storage, and parking. This was discussed over several work sessions with the formation of this final ordinance that allows for time to correct the violation and allows for a hearing process on an as-needed basis. Soltis said the goal of an administrative citation is to achieve compliance on a timely basis.

Kronmiller, seconded by Hegland, moved to adopt Ordinance No. 204, Establishing an Administrative Citation Program. The motion carried 5-0.

SUMMARY PUBLICATION OF ORDINANCE NO. 205 (RESOLUTION NO. 12-18-18-10)

Hegland, seconded by Kronmiller, moved to adopt Resolution No. 12-18-18-10, Providing for the Summary Publication of Ordinance No. 205. The motion carried 5-0.

ORDINANCE NO. 206 – ADOPTING THE 2019 FEE SCHEDULE

As discussed at the December 5th Work Session, increases to electrical permit fees were recommended by Inspector Wheaton and approved by the Council. Administrator Soltis stated that this was the only change to the fees; costs of repairs to the sewer systems were added as provided for in Ordinance No. 202.

Ness, seconded by Kronmiller, moved to adopt Ordinance No. 206, Adopting a Fee Schedule and Repealing Ordinance No. 195. The motion carried 5-0.

SUMMARY PUBLICATION OF ORDINANCE NO. 206 (RESOLUTION NO. 12-18-18-11)

Hegland, seconded by Schneider, moved to adopt Resolution No. 12-18-18-11, Providing for the Summary Publication of Ordinance No. 206. The motion carried 5-0.

ADJOURNMENT

Mayor Maefsky thanked outgoing Council members Schneider and Hegland for their dedication to the citizens of Scandia.

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

The meeting adjourned at 8:42 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk

**CITY OF SCANDIA
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 12-18-18-05

**A RESOLUTION OF THE CITY OF SCANDIA, WASHINGTON COUNTY, MINNESOTA, AUTHORIZING
SUBMITTAL OF THE PROPOSED COMPREHENSIVE PLAN TO THE METROPOLITAN COUNCIL**

WHEREAS, Minnesota Statutes section 473.864 requires each local governmental unit to review and, if necessary, amend its entire comprehensive plan and its fiscal devices and official controls at least once every ten years to ensure its comprehensive plan conforms to metropolitan system plans and ensure its fiscal devices and official controls do not conflict with the comprehensive plan or permit activities that conflict with metropolitan system plans; and

WHEREAS, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their "decennial" reviews by December 31, 2018; and

WHEREAS, the City Council, Planning Commission, and the City Staff have prepared a proposed Comprehensive Plan intended to meet the requirements of the Metropolitan Land Planning Act and Metropolitan Council guidelines and procedures; and

WHEREAS, pursuant to Minnesota Statutes section 473.858, the proposed Comprehensive Plan was submitted to adjacent governmental units and affected special districts and school districts for review and comment on May 31, 2018, and the statutory six-month review and comment period has elapsed; and

WHEREAS, the Planning Commission has considered the proposed Comprehensive Plan and all public comments, and thereafter submitted its recommendations to this Council/Board; and

WHEREAS, the City conducted a public hearing on May 1, 2018 relative to the adoption of the proposed Comprehensive Plan; and

WHEREAS, the City Council has reviewed the proposed Comprehensive Plan and those recommendations, public comments, and comments from adjacent jurisdictions and affected districts; and

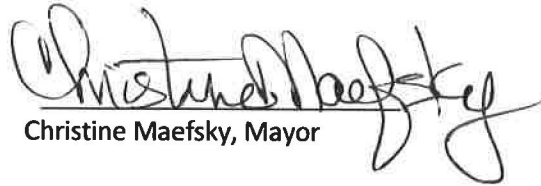
WHEREAS, Minnesota Statutes section 473.858 requires a local governmental unit to submit its proposed comprehensive plan to the Metropolitan Council following recommendation by the Planning Commission and after consideration but before final approval by the governing body of the local governmental unit.

WHEREAS, based on its review of the proposed Comprehensive Plan and Planning Commission and staff recommendations, the City Council is ready to submit its proposed plan to the Metropolitan Council for review pursuant to Minnesota Statutes section 473.864; and

**NOW THERE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCANDIA, MINNESOTA,
AS FOLLOWS:**

1. The City Clerk is directed to distribute said Comprehensive Plan to the Metropolitan Council by December 31, 2018 pursuant to Minnesota Statutes section 473.864.

Dated this 18th day of December, 2018


Christine Maefsky, Mayor

ATTEST:



Neil Soltis, Administrator/Clerk