

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on May 20, 2019 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

Mayor Hansen called the meeting to order at 7:00 P.M.

2. Roll Call

Members Present: Councilmembers Nelson, Wendling, Delfs, Goodboe-Bisschoff and Mayor Hansen

Members Absent: None

Staff Present: Public Works Director Randall; Police Chief Ebeltoft; Engineer Gravel; City Assessor Tolzmann; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz requested that Resolution 19-10 Authorizing 2018 Year End Fund Transfers be added to the agenda as Item 10 C.

5. Discussion From The Floor - None

6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – May 6, 2019
- B. Disbursements
 - 1. General Fund Disbursement Claim No. 19-07 -- \$401,978.03
- C. Mayor's Proclamation – Public Works Week – May 19-25, 2019
- D. Mayor's Proclamation – Memorial Day – May 27, 2019
- E. Building Inspection Report
- F. Sign Permit
- G. Contractor's Licenses
- H. Correspondence

MOTION BY COUNCILMEMBER WENDLING APPROVING THE CONSENT AGENDA. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. PresentationA. Board of Equalization Meeting

Assessor Tolzmann provided a report on the 2019 Assessment for Taxes Payable 2020 and an overview of the assessment process.

Mr. Tolzmann reported that there were 105 qualified residential sales within the City during the sales period of October 1, 2017 through September 30, 2018, and after value adjustments made accordingly by zone, the result was an assessment that qualifies as "excellent" in the eyes of the Minnesota Department of Revenue with a median sales ratio of 94.55. He stated that there were two qualified commercial/industrial sales reflecting a sales ratio of 95.46 as well as two qualified apartment sales reflecting a median ratio of 93.7.

Mr. Tolzmann reported that last year's assessment, the City saw a total market value of \$653,656,000 and with the new sales information gathered this past year, the total market value of the City rose by 10.7% to \$732,188,400 for the 2019 assessment. He noted that included in this new overall market value is \$22,879,500 in new construction.

Mr. Tolzmann reported that market values increased by 11.6% in the City last year and noted that values have increased by 34% over the past four years.

Councilmember Nelson thanked Mr. Tolzmann for his professionalism and hard work with the City.

Councilmember Wendling stated that he has a lot of confidence in Mr. Tolzmann and thanked him for helping the City continue move in a positive direction.

Councilmember Goodboe-Bisschoff inquired on the quoted 93 non-taxed parcels. Mr. Tolzmann explained that non-taxed parcels include schools, churches, city, county and state-owned easements and roadways.

Mayor Hansen thanked Mr. Tolzmann for his completed report.

8. Police Report

Police Chief Ebeltoft reviewed the April 2019 department statistics.

Chief Ebeltoft reported that the Police Department responded to four hundred thirty two calls for service for the month of April 2019 compared to five hundred forty three calls for service in April 2018.

Chief Ebeltoft reported that on April 15, 2019, the Spring Lake Park Police Department responded to a medical call of a 37-year-old male who was not breathing with CPR being performed by an individual at the scene. He stated that upon arrival of the Spring Lake Park Officers, they evaluated the male and deployed Narcan. He reported that the 37-year-old male then gasped for air and continued to breath with the assistance of oxygen. He stated that this was the first time since approving Spring Lake Park Officers to carry Narcan in the City that the officers had to use it as a "Life Saving Technique".

Chief Ebeltoft reported that Investigator Baker reports to handling a caseload of 27 cases for the month of April 2019. He stated that Investigator Baker noted having 12 active forfeiture cases.

Chief Ebeltoft reported that the Police Department is currently going through some changes. He reported that Investigator Baker accepted employment with the Anoka County Sheriff's office as a "Crime Scene Detective" and started his new career on May 13, 2019. He reported that for the last three weeks, Investigator Baker trained in new Investigator Tony Bennek. He stated that Investigator Bennek started his new position on May 6, 2019.

He reported that School Resource Officer Chlebeck reported handling 11 calls for service at the local schools, along with conducting 39 student contacts, four escorts and seven follow up investigations into school related incidents. He conducted a presentation about police work, police procedure and the use of force for the "Black Student Union Club".

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he attended numerous meetings throughout the month representing Spring Lake Park Police Department and the City of Spring Lake Park.

Councilmember Nelson thanked the Council for their approval of the Narcan and explained what a useful tool this is for the Police Department. He informed Chief Ebeltoft that there are additional grants and funding available for Narcan should the Police Department have the need to replenish their supplies and funding is needed.

9. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and discussed park projects for 2019. She stated that information signs were placed at Triangle Park regarding the feeding of the ducks and wildlife.

Ms. Rygwall reported that staff has been preparing for youth softball teams and preparation for Tower Days. She reported that she and Recreation Programmer John Angell attended the softball coaches meeting. She stated that there are a lot of new youth umpires this summer.

Ms. Rygwall provided the monthly program statistics and a recap of the day trips that were offered.

10. New Business

A. Replacement of Police Department Portable Breath Test Units "PBT's"

Police Chief Ebeltoft reported that the Police Department is looking to replace the aging fleet of portable preliminary breath testing units (PBT's) used by the officers when conducting Driving Under the Influence Enforcement (DUI/DWI), Minor Consumption Investigations and where needed at special events to detect alcohol consumption.

Chief Ebeltoft reported that the PBT's and their use are governed under MN Statute: 169A.75 (C) and MN Rule: 7501.900 for "Approved Devices". He stated that currently the Police Department is down to five working PBT units, which equates to one for each of the patrol vehicles with no spare. He stated that over the years the Police Department has been able to replace the units after they had failed and have not been able to be repaired by receiving awards of PBT's from the "Towards Zero Deaths Project". He stated that unfortunately the "Towards Zero Deaths Project" is no longer giving awards of PBT's to Law Enforcement agencies.

Chief Ebeltoft reported that the age of the current PBT's are: 19 years old, 12 years old, two at three years old and one unknown how old but believed to be within the above years span. He stated that with the assistance of Officer Fiske and research conducted for these units under the above stated MN Statutes and Rules, a quote has been attained for the purchase of five new Alco-Sensor IV PBT units to be implemented into service upon the older units failing. He stated that total cost for the purchase of the PBT units would be \$2,875.00.

Chief Ebeltoft reported that since this is not an approved budget item, he is seeking Mayor and Council approval to purchase five new PBT's utilizing the "Traffic Education Fund" to make the purchase eliminating any requirement for a new funding source to located from within the current City budget.

Chief Ebeltoft stated that in attempt to defray the cost of the purchase, he has applied for a grant from CenterPoint Energy, which if received would pay of the cost of the total purchase price or \$1,437.50.

Chief Ebeltoft requested authorization from the Mayor and City Council to facilitate the purchase of five new Alco-Sensor IV portable preliminary breath testing units for the price of \$2,875.00, utilizing the "Traffic Education Fund 428" and if the CenterPoint Energy Grant is received, the grant funds would be placed into the "Traffic Education Fund 428."

Councilmember Delfs inquired if five units would be enough. Chief Ebeltoft answered affirmatively.

MOTION MADE BY MAYOR HANSEN TO APPROVE PURCHASE OF FIVE ALCO-SENSOR IV PRELIMINARY BREATH TESTING UNITS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Approval of Job Description and Authorization to Begin Hiring Process for Building Inspector

Administrator Buchholtz reported that in preparation for former Building Official Brainard's retirement, the City moved forward with a hiring process for a new Building Official. He reported that the City received one qualified applicant for the position which a conditional job offer was made. He stated that unfortunately, the candidate took a position with another community. He explained that in order to provide the residents with building inspection services, the City entered into a contract with MNSPECT, LLC.

Administrator Buchholtz reported that staff has reworked the job description to create a "Building Inspector" position. He stated that instead of requiring a full Certified Building Official license, the City is requiring a Limited Minnesota Building Official certification, or the ability to obtain one within three months of hire. He stated that with a Limited Minnesota Building Official certification, the Building Inspector can inspect one- and two- family residential structures as well as rental housing inspection, code enforcement activities and Fire Code inspections without a specialized license. He stated that City would either continue working with MNSPECT, LLC or contract with a full building official from another community to do the City's commercial and multi-family plan review and inspection until such time as the Building Inspector obtains his/her Certified Building Official license.

Administrator Buchholtz stated that staff is proposing a salary range of \$57,407 to \$73,481 for the Building Inspector position. He stated that for comparison, the 2019 salary range for the Building Official position is \$66,399 to \$85,128.

Administrator Buchholtz stated that it is anticipated that once the candidate successfully obtains their Certified Building Official license and has demonstrated competence in the position, the City would promote the Building Inspector to Building Official.

Administrator Buchholtz stated that staff recommends the City Council 1.) approve the "Building Inspector/Code Enforcement Official job description and salary range; and 2.) authorize staff to begin a hiring process to fill the new Building Inspector position.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE THE BUILDING INSPECTOR/CODE ENFORCEMENT OFFICIAL JOB DESCRIPTION AND SALARY RANGE AND AUTHORIZE STAFF TO BEGIN A HIRING PROCESS FOR NEW BUILDING INSPECTOR POSITION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. 2018 Year End Fund Transfers

Administrator Buchholtz reported that City staff is recommending the City Council adopt Resolution 19-10, authorizing fund transfers and closures effective December 31, 2019.

Administrator Buchholtz reported that the City's municipal liquor operation is closed and all expenses have been paid. He stated that the auditor is recommending the closure of Fund 609 (Municipal Liquor) and Fund 610 (On-Sale Note Proceeds) due to the end of the City's liquor enterprise. He stated that staff is recommending the closure of those funds and transfer of the cash balances into a new fund, Fund 401, Capital Investment. He stated that the City Council would be free to utilize this money for future capital project as it sees fit.

Administrator Buchholtz stated that the 2014-2015 Street Improvement project is now complete with the conclusion of the GJW Group assessment appeal for the Spring Lake Terrace mobile home park. He stated that a small balance remains, which is proposed to be deposited into Fund 400, Revolving Construction Fund. He stated that these funds will be utilized to pay for the Osborne Road Phase II improvements.

Administrator Buchholtz reported that the General Fund experienced a surplus in 2018 due to one-time building permit revenues from the Hy-Vee and Public Storage projects. He stated that staff is proposing to utilize these funds to eliminate deficits in Fund 700, Severance, and Fund 407, Storm Sewer Rehab, as well as provide funds for future storm water projects. He stated that the fund balance in the General Fund, as of December 31, 2018, is \$1,922,141 or 44.8% of General Fund expenses. He stated that this falls within the City's fund balance policy of maintaining between 35% and 50% of budgeted expenditures in reserves.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 19-10 AUTHORIZING 2018 YEAR END FUND TRANSFERS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's Report

Engineer Gravel reported street work will begin soon near the Hy-Vee site. He stated that there will lane closures on 81st Avenue, Central Avenue and TH65. He stated that suggested detour routes will be posted when the roads are under construction or closed.

Councilmember Nelson inquired if the timing of the lights on Highway 65 will be changed to allow better traffic flow during the construction. Mr. Gravel stated that it has been requested and MnDOT did not approve it at this time. He stated that residents will be well informed of closures and delays. He stated that the next City newsletter will inform residents of alternative routes as well as social media updates.

Mayor Hansen inquired if the work will start after school is out. Mr. Gravel stated that work will begin before school is out for year.

12. Attorney's Report – None13. ReportsA. Administrator Reports

Administrator Buchholtz reported that he attended a pre-construction meeting for the Old Central/Hwy 65 and 81st Avenue improvements. He stated that the road project will require a lot of patience from everyone.

Administrator Buchholtz reported that he is in the process of getting quotes for listing the 525 Osborne Road property. He stated that he has received suggestions on potential realtors to assist with selling the property.

Administrator Buchholtz reported that the test results for the Garfield Pond have been received. He stated that there is no evidence of pollution in the pond.

Administrator Buchholtz reported that he, Public Works Director Randall and Police Chief Ebeltoft went to the new Thai restaurant, Dala, in the former Povlitski's building and welcomed the new business to the City.

14. Other


Councilmember Nelson reported that he attended a career fair at the Spring Lake Park High School. He stated that over 40 businesses participated and met with graduating students on various career options.

15. Adjourn

MOTION BY COUNCILMEMBER WENDLING TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting was adjourned at 7:50PM.


Cindy Hansen, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer