

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on July 16, 2018 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; Parks and Recreation Director Rygwall; Engineer Gravel; Attorney Thames; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake  
Olivia Alveshere, ABC Newspaper  
Jason Miler, Smith Schafer & Associates  
Jill Schultz, Smith Schafer & Associates

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda - None

### 5. Discussion From The Floor - None

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – July 2, 2018
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 18-11 -- \$456,592.27
- C. Resolution 18-23 Permanently Transferring Monies From The Public Utility Operations To The Storm Sewer Rehab Fund
- D. Resolution 18-24 Appoint Election Judges for Primary Election
- E. Approve Right of Way Application – 8101 Highway 65 NE – CenterPoint Energy
- G. Contractor's Licenses
- H. Correspondence

Councilmember Goodboe-Bisschoff reported that she did not agree with the wording of paragraph relating to Item 6F., Resolution 18-24 Appoint Election Judges for Primary Election. She inquired if the list of newly appointed names could be presented, prior to election, rather than allowing the appointment of alternative judges to be made by the Administrator-Clerk/Treasurer.

Administrator Buchholtz stated that the language of the Resolution has always been worded this way and in many circumstances last minute appointments are necessary to fill an election judge vacancy that may occur between the August 6, 2018 City Council meeting and election day.

MOTION BY COUNCILMEMBER NELSON APPROVING THE CONSENT AGENDA. ROLL CALL VOTE: COUNCILMEMBERS NELSON, WENDLING, DELFS AND MAYOR HANSEN – AYES; COUNCILMEMBER GOODBOE-BISSCHOFF – NAY. MOTION CARRIED.

#### 7. Police Report

Police Chief Ebeltoft reviewed the June 2018 department statistics.

Chief Ebeltoft reported that the Police Department responded to six hundred twenty one calls for service for the month of June 2018 compared to six hundred seventeen calls for service in June 2017.

Chief Ebeltoft reported that Officer Chlebeck reported handling four calls for service at the local schools in the month of June. He stated that Officer Chlebeck noted that school was in session for four days in June and he attended the Spring Lake Park High School graduation.

Chief Ebeltoft reported that Officer Chlebeck reported that Alcohol and Tobacco checks were completed and all business passed the checks. He stated that Officer Chlebeck continues to participate as a member of the OEC Advisory Board and concluded the school year without having any graffiti issues at the schools.

Chief Ebeltoft reported that Investigator Baker reported handling a caseload of forty-nine cases for the month of June 2018. He stated that Investigator Baker noted that there has been an increase in residential burglaries around the city and the metro area. He advised that residents make sure that their garage doors are closed at night and residential doors are locked.

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 reminded the residents of the Night to Unite annual event. He noted that the event will take place on August 7, 2018. Chief Ebeltoft stated that the Police Department will be out visiting within the community and the application is available online for residents interested in hosting a party in their neighborhood.

#### 8. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and prepared for the Tower Days parade and activities.

Ms. Rygwall reviewed the monthly department statistics and reported that staff has been preparing for Tower Days and the softball games and the upcoming tournament. She reminded residents that volunteers are always welcomed for help in the concession stand during the tournaments. She reported that she attended various meetings and picked up a donation of flowers for the flowerbeds in the parks.

Ms. Rygwall thanked the Public Works and Police Departments as well as the City Council for their assistance with Tower Days. She stated that it was a very successful event.

9. New BusinessA. 2017 Audit Presentation

Jill Schultz, Smith Schafer & Associates, presented the 2017 Financial Report and reviewed the various financial statements.

Ms. Schultz stated that the City's financial statements present fairly, in all material aspects, the respective financial position of the government activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Spring Lake Park as of December 31, 2017 and the reflective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States.

She suggested that in some cases, management may decide to consult with other accountant about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. He also suggested that management develop an accounting policy and procedures manual to assist with ensuring that all transactions are recorded consistently and that the information necessary to provide an accurate unaudited trail balance is gathered in an organized and efficient manner.

She expressed appreciation to Accountant Anderson and Administrator Buchholtz for their assistance with the audit.

Councilmember Nelson stated he was pleased that the audit showed everything was in compliance and that the TIF funding is working well for the Legends of Spring Lake Park project.

Administrator Buchholtz stated that with a strong balance in the reserve accounts it allows for a strong bond rating and the ability to repay the City debt service obligation.

MOTION BY MAYOR HANSEN TO ACCEPT THE 2017 AUDIT PREPARED BY SMITH SCHAFER AND ASSOCIATES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Engineer's Report

Engineer Gravel reported that a preconstruction meeting for 2018 Sanitary Sewer Lining Project took place and prep work will begin soon. He reported that the major work will begin in the fall and more information will be posted on the city's website when work begins.

11. Attorney's Report

Attorney Thames reported that the slurry seal contracts have been reviewed and new language was added. He stated that the contracts will be ready within the next few weeks for approval.

12. Reports

Councilmember Nelson reminded residents that a business meeting will be held at Kraus-Hartig VFW for the Beyond Yellow Ribbon Committee on July 25, 2018 at 6:30 PM for any residents who would like to attend. He stated that planning of future events and the possibility of additional grill events will be discussed.

Councilmember Goodboe-Bisschoff reported that she attended the North Suburban Hospital District Board Meeting. She stated that she addressed the Board, as a resident of Spring Lake Park, to provide her own comments and thoughts on the sale and condition 525 Osborne Road property. She reported that she learned that the Phase I Environmental Site Assessment has since expired and a Phase II Assessment was never completed. She expressed her concern on the possible buried debris along with oil and gas leakage from the 1965 tornado that could be present on the site.

Administrator Buchholtz stated that he would inquire with the North Suburban Hospital District on the status of the Environmental study and would report to the Council.

### 13. Administrator Reports

Administrator Buchholtz reported that staff has started preparing for the Primary Election. He stated that the new Poll Books have arrived and training for the election judges will take place in the next few weeks. He reminded residents that absentee balloting is available now through August 13, 2018. He stated that direct balloting will start on August 7, 2018.

### 14. Other

#### A. Motion to Close Meeting to Discuss Potential Sale of Property Identified as 8059 Highway 65 NE

MOTION MADE BY MAYOR HANSEN TO CLOSE REGULAR CITY COUNCIL MEETING TO DISCUSS POTENTIAL SALE OF PROPERTY IDENTIFIED AS 8059 HIGHWAY 65 NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

Mayor Hansen recessed the meeting at 7:50 PM.

Mayor Hansen opened the regular meeting at 8:19 PM.

Attorney Thames reported that the City Council discussed a potential offer for the property at 8059 Highway 65 NE. He stated that staff was directed to prepare a purchase agreement for the property.

### 15. Adjourn

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

The meeting was adjourned at 8:20 PM.

Attest:

  
Daniel R. Buchholtz, Administrator, Clerk/Treasurer

  
Cindy Hansen, Mayor