

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on December 4, 2017 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

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

2. Roll Call

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

Members Absent: Mayor Hansen

Staff Present: Police Chief Ebeltoft; Building Official Brainard; Attorney Thames; Engineer Gravel; Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Olivia Alveshere, ABC Newspapers
George Eilertson, Northland Securities

3. Pledge of Allegiance

4. Additions or Corrections to Agenda - None

5. Discussion From The Floor - None

6. Consent Agenda:

Acting Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – November 20, 2017
- B. Request for Contractor's Payment No. 3 – Visu-Sewer, Inc.
- C. Renewal Application for Optional 2 AM License-Biff's Sports Bar
- D. Resolution 17-42 Establishing Precinct and Polling Locations for 2018 Election Year
- E. Licenses
 - 1. Contractor's Licenses
 - 2. Pawn Shop
 - 3. Club Licenses
 - 4. Tobacco Licenses
 - 5. Dance Licenses
 - 6. Liquor Licenses
- F. Correspondence

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

7. Public HearingA. 2018 Truth in Taxation Hearing

Acting Mayor Nelson opened the public hearing at 7:20 PM to discuss the 2018 proposed budget and tax levy.

Administrator Buchholtz reviewed the following visuals:

- Graphs showing the 2017 to 2018 Revenue and Expenditure Comparisons
- Pie Chart for 2018 Revenues
- Pie Chart for 2018 Expenditures
- 2018 Budget Highlights

Administrator Buchholtz stated the proposed levy increase is 4.66%, of which the General Government levy will increase by 4.00%. He stated that overall General Fund spending is set to increase by 4.88%. He stated that the City's tax rate will increase slightly from 52.394% in 2017 to 54.438% in 2018. He reported that the City will be receiving Local Government Aid (LGA) for the fifth time in a row, after previously in 10 years and outlined how these funds will be used as follows: 1.) fund general fund expenditures; 2.) buy down debt service levy; 3.) purchase capital equipment; 4.) fund State/Federal storm water mandates; and 5.) 2018 Election expenses.

Administrator Buchholtz reported stated that cost drivers for the 2018 budget included reclassification of PT Police Secretary position to FT Police Records position, increases in wages and benefits for City staff, increases in fire protection costs, and increases in I.T. consultant fees.

Councilmember Goodboe-Bisschoff inquired how the formula is calculated for LGA funds that will be distributed to Spring Lake Park. Administrator Buchholtz reported that it is a very complicated formula and he would provide Councilmember Goodboe-Bisschoff with more information.

Acting Mayor Nelson asked for comments from the floor. No comments were given.

MOTION MADE BY COUNCILMEMBER DELFS TO CLOSE 2018 TRUTH IN TAXATION HEARING.
ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

The public hearing was closed at 8:28 PM.

B. 2018 Fee Schedule

Administrator Buchholtz presented the 2018 Fee Schedule for the City Council adoption. He provided an overview of the changes to several fees. He highlighted the changes to the schedule including: 1.) increasing the building permit surcharge fee from \$1.00 to \$5.00 on fixed rate permits; 2.) increased escrows on planning applications due to cost associated with the evaluation and review process; 3.) increase the park dedication fees to mirror the increase in construction costs for the Twin Cities metro area; 4.) increase the administration fee to certify outstanding charges to the property tax roll and increase the city mowing fee; 5.) increase a number of Administrative penalties; 6.) increase animal license fees to line up with the cost of providing the service; 7.) the Water Availability Charge increased to by 11% to \$1,050/unit to accommodate increases in construction costs associated with the City's water system; 8.) the Sewer Availability Charge Administrative Fee, which is charged in addition to the fee in Metropolitan Council charges for connection to the sewer system, increased by \$10/unit; and 9.) increase recycling fees by \$1.00/quarter to cover the City's costs to provide

recycling service through the remainder of the term of the recycling contract.

Acting Mayor Nelson opened the public hearing at 7:23 PM. There were no comments from the public

MOTION MADE BY COUNCILMEMBER WENDLING TO CLOSE THE PUBLIC HEARING FOR THE 2018 FEE SCHEDULE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

The public hearing was closed at 7:24 PM.

8. Code Enforcement Report

Building Official Brainard reported that he attended the City Council meeting on November 20; the Planning Commission meeting on November 27; the North Suburban Code Officials meeting on November 28; a meeting with Wold Architects regarding ISD #16 Addition on November 2 and the North Suburban Building Officials meeting on November 14.

Mr. Brainard stated that in November 2017, 17 building permits were issued. He reported that he conducted 105 inspections in the month of November including 45 building, 15 mechanical, 9 plumbing, 16 nuisance, one Certificate of Occupancy, 11 rental, three fire and five zoning inspections.

Mr. Brainard reported that the November 2017 vacancy listing shows that there are 12 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is down five from last month. There are two vacant/foreclosed commercial property, which is the same as last month; and six residential properties currently occupied and ready for Sheriff Sale's redemption, which is the same as last month. He reported that he did not post any abandoned and/or vacant property notices in month of September. He also reported that six Administrative Offense Tickets were issued by the Code Enforcement Department.

Mr. Brainard reported that the Legends at Spring Lake Park continues to move forward as the framers continue to work on the west side of the building, completing the third floor, with one floor remaining and the roof frame. Mr. Brainard provided a handout on Christmas trees in public locations.

9. Ordinances and/or Resolutions

A. Ordinance No. 444 Amending the Fee Schedule for The City of Spring Lake Park

Administrator Buchholtz presented the 2018 Proposed Fee Schedule to Council.

Councilmember Goodboe Bisschoff inquired why the percentage was so high for the Water Availability charge. Administrator Buchholtz reported that the fee had not changed for a number of years and the City is working to get the fee up to where it should be with the market. He noted that the fee applies to only redevelopment or new development that would take place in the City.

Acting Mayor Nelson expressed that he is concerned with the increase in the Administrative Offense fees. He stated that he feels that the fine should be commensurate with the crime that is committed. He inquired if the amount of time and administrative work can justify the increased fines. Administrator Buchholtz explained that the proposed fees are proportionate to the time and administrative work of code enforcement and the hiring of hearing officers that is often required to process an administrative ticket.

Councilmember Goodboe-Bisschoff inquired if an Administrative ticket would be issued if a vehicle was left running with the keys in the ignition and she stated she felt that should not warrant a ticket. Police Chief Ebeltoft noted that the vehicle would need to be running unattended and unlocked for a ticket to be issued. He noted this is to avoid vehicles being stolen while unattended.

Councilmember Delfs stated that he liked the uniformity of the proposed fines. He stated that the different violations and various fines went against the code and could be confusing. Acting Mayor Nelson and Councilmember Wendling agreed that the uniformity of the fines does make more sense.

Councilmember Goodboe-Bisschoff inquired on the change to the name of Conde Park to Triangle Park as noted in the proposed Fee Schedule. She inquired if this change was adopted by the City Council and made an inquiry as to the change. Acting Mayor Nelson stated that the history of the renaming of the park and the changes would be discussed at a future workshop session.

Administrator Buchholtz stated that he has been directed by the City Council that the park is be referred to as Triangle Park, its original name. He stated that the park naming policy that is in place supersedes any past naming policies and the City Council has the authority to make a name change. He noted with the new improvements occurring the park and the park dedication fees that will be obtained from the Dominion project, the park will remain Triangle Park. He reported that signs will be replaced when new signs are ordered and installed. Attorney Thames concurred that the proper procedure is being followed to revert the park back to its original name.

MOTION MADE COUNCILMEMBER WENDLING TO ACCEPT ORDINANCE NO. 444 AMENDING THE FEE SCHEDULE FOR THE CITY OF SPRING LAKE PARK. ROLL CALL VOTE: COUNCILMEMBER WENDLING; DELFS; ACTING MAYOR NELSON AYES; COUNCILMEMBER GOODBOE-BISSCHOFF NAY. MOTION CARRIED.

B. Resolution 17-41 Resolution Awarding the Sale of General Obligation Equipment Certificates of Indebtedness, Series 2018A; Fixing their Form and Specifications; Directing Their Execution and Delivery; and Providing For Their Payment

George Eilertson, Northland Securities, reported that the purpose of the bonds is to purchase equipment for the City, including vehicles and technology equipment. He reported that the total equipment purchases is approximately \$890,000. He noted that certificates are sized to net the City approximately \$765,000 with the balance being transferred into the project fund from surplus funds from the General Fund.

Mr. Eilertson stated that Northland Securities, Inc. purchased the bonds in the amount of \$790,000. He explained the terms and structure of the bonds to be level debt service with a five-year term with 105% levy in the first year limited to \$174,000.

Mr. Eilertson reported that the Standard and Poor's Rating Services assigned the City's long-term and underlying rating at "AA". He noted the highlights of the assigned bond rating including:

- Strong management, with good financial polies and practices.
- Very strong budgetary flexibility, with a high available fund balance of 48% of operating expenditures.
- Adequate debt and contingent liability position, with all debt scheduled to be retired within ten years.

Mr. Eilertson stated that the approval of the resolution, the funds would be available on January 4, 2018.

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE RESOLUTION 17-41 AWARDED THE SALE OF \$790,000 GENERAL OBLIGATION EQUIPMENT CERTIFICATES OF INDEBTEDNESS, SERIES 2018A; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Resolution 17-43 Permanently Transferring Monies from the General Fund to the 2018 Equipment Certificate Fund

Administrator Buchholtz reported that the proposed resolution is to fund the remainder of the projects that the Equipment Certificate will not cover. He stated that the funds were established from payments the Dominion development project.

Councilmember Delfs inquired on the amount of the transfer. Administrator Buchholtz reported that the amount is \$125,000.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE RESOLUTION 17-43 PERMANENTLY TRANSFERRING MONIES FROM THE GENERAL FUND TO THE 2018 EQUIPMENT CERTIFICATE FUND. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Engineer's Report

Engineer Gravel reported that work on the Wellhead Protection Plan has started. He explained that the City will be sending letters to residents in the near future regarding abandoned wells at properties and could possibly offer an assistance program for wells that are not abandoned.

11. Attorney's Report - None

12. Reports

A. Beyond the Yellow Ribbon Report

Acting Mayor Nelson reported that the Beyond the Yellow Ribbon organization had a good profit for the year and will be choosing recipients soon to assist. He reminded the residents that there will not a dinner in the month of December due to the Christmas holiday.

13. Other

Councilmember Goodboe-Bisschoff reported that she attended the League of Minnesota Cities Metro Regional conference.

A. Administrator Reports

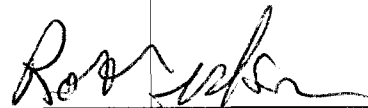
Administrator Buchholtz reported that the employee labor negotiations went very well and the tentative contracts will be presented to the Council at the December 18, 2017 Council meeting.

Administrator Buchholtz reported that the City provided notice to the tenants at 8466 Central Avenue NE for termination of their lease. He stated that the property has been cleaned up of the perishables and any personal property will be held for 28 days. He stated that process has started to search for a new tenant.

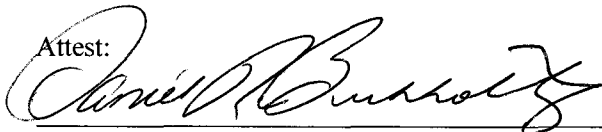
14. Adjourn

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

The meeting was adjourned at 8:09 PM.



Robert Nelson, Acting Mayor

Attest: 

Daniel R. Buchholtz, Administrator, Clerk/Treasurer