

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on September 18, 2017 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: Police Chief Ebeltoft; Public Works Director Randall; Engineer Gravel; Parks and Recreation Director Rygwall; Attorney Thames; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake  
Olivia Alveshere, ABC Newspapers  
Olivia Pearson, Student at Westwood Middle School  
Kristine Pearson, Blaine, MN  
Kimberly Pederson, 483 Maple Street NE  
Ronald Stieren, 8404 Madison Street NE

### 3. Pledge of Allegiance

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

### 5. Discussion From The Floor

Mayor Hansen welcomed Olivia Pearson who attended the meeting for a school project.

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – September 5, 2017
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 17-15 -- \$698,947.87
  - 2. Liquor Fund Disbursement Claim No. 17-16--\$133,484.92
- C. Mayor's Proclamation – Domestic Violence Awareness Month – October
- D. Approval of Third Quarter Billing for 2018 Payable 2019 Property Tax Assessment
- E. Approval of Construction Contract Change Order No. 1
- F. Approval of Contractor's Request for Payment No. 1 – Visu-Sewer, Inc.
- G. Resolution 17-30 Cancelling or Reducing Bond Levies – 2005A GO Capital Improvement Plan Bond
- H. Contractor's Licenses
- I. Sign Permits
- J. Correspondence

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

#### 7. Police Report

Police Chief Ebeltoft reviewed the August 2017 department statistics.

Chief Ebeltoft reported that the Police Department responded to five hundred eighty two calls for service for the month of August 2017 compared to four hundred forty one calls for service in August 2016.

Chief Ebeltoft reported that Investigator Baker reported handling sixty eight cases for the month of August. He stated that Investigator Baker notes that he has seen an increase in cases being forwarded to him for investigation in the areas of Domestic Assaults, Controlled Substances and financial fraud involving scams.

Chief Ebeltoft reported that the Police Department continues to reach out to the youth not only in Spring Lake Park, but also in Anoka County. He reported that seven more bikes were donated to "Bikes 4 Kids", a local organization that provides bikes to kids that are not able to afford buying one themselves.

Chief Ebeltoft reported that the Spring Lake Park Police Department will be participating in the 14<sup>th</sup> National Prescription Take Back Day on October 28, 2017 from 10 AM – 2 PM at City Hall. He stated that more information will be posted on the City's website.

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.

#### 8. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and reviewed the concession sales during the softball tournaments and the increased fishing that is taking place at Lakeside Park. She stated that they discussed the partnership with the School District and the removal of distribution of non-school program fliers to the schools Department's by Community Education Department.

Ms. Rygwall reported that she met with the School District regarding the discontinuation of the distribution of program fliers. She stated that after meeting with the School District officials, they reconsidered and the City will be allowed to distribute program fliers with the school age children three times a year. She noted that the City will be required to pay a portion of the online service fee to advertise non-school programs. She also stated that the the School District will now be charging for use of their facilities if the City is the only group using the building. She stated that she is looking into utilizing other facilities to hold program.

Ms. Rygwall reported that she has applied to the DNR for the aeration permit for Spring Lake. She stated that she may need to apply for herbicide application for the spring due to weed growth interfering with fishing from the pier.

Ms. Rygwall provided a summary of the fall programs and reported that many of them have waiting lists due to the very good response. She reported that the extended trip to Ireland is full and there is a wait list. She noted that a travel show will take place in October for the 2018 extended trips.

Mayor Hansen stated that she is disappointed to hear that the school district partnership is strained. She was very happy and offered praise to the Parks and Recreation staff for the increased class participation and interest in the future classes.

#### 9. New Business

##### A. Grahamco Parking Agreement

Administrator Buchholtz reported that the former mobile home park on Sunset Road has been purchased by Grahamco, LLC, a limited liability company owned by Greg Erickson, CEO of Pro Courier, a courier, delivery and messenger service company which serve the Twin Cities metropolitan area. He stated that Pro Courier is currently located at 8375 Sunset Road in Spring Lake Park. He stated that the former mobile home park property, which is across the street from their current facility, was purchased to allow for the construction of a new building for the business.

Administrator Buchholtz reported that Pro Courier would like to utilize the former mobile home park property temporarily for parking, while they plan construction of a new facility. He stated that parking is an accessory use in the City's zoning code, and generally must be accompanied by a principal use. He stated that since Pro Courier is planning to construct a facility on site, City staff has negotiated a parking agreement with Pro Courier and Grahamco LLC which allows Pro Courier to park up to 50 company/and or employee owned vehicles on the property between the hours of 6 AM and 8 PM and up to 30 company owned vehicles on the property between the hours of 8 PM and 6 AM .

Administrator Buchholtz reported that the agreement will run for a year. He stated that if Pro Courier applies for a building permit within the 12-month period; the agreement will extend for an additional 12 months while construction is taking place. He stated that the City has the ability to grant an additional six-month extension, if, in the City's full discretion, the City determines that construction is substantially complete. He stated that once the principal structure is constructed, the agreement will terminate and Pro Courier will have rights to park on the property under the City's zoning code. He explained that if the building permit is not pulled in 12 months, the agreement will terminate and Pro Courier will no longer be able to use the property of parking. He noted that if 12 months pass after the first extension and minimal or no construction has taken place, the agreement will end and Pro Courier will no longer be able to use the property for parking.

Administrator Buchholtz stated either party, with 30 days written notice to the other party, can cancel the agreement. He noted that Attorney Thames drafted the contract.

Councilmember Wendling inquired if the existing surface will be paved to become a parking lot. Administrator Buchholtz explained that site will not be paved until a building is constructed.

Councilmember Nelson inquired if overnight parking will be a problem with the site. He stated that there has been vandalism and thefts in this particular area in the past.

Administrator Buchholtz stated that the property is fenced and secured, as there has been previous vandalism to parked cars in the past at the parking lot site.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE GRAHAMCO PARKING AGREEMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Comprehensive Plan Update Proposal

Administrator Buchholtz reported that the City has received an updated Comprehensive Plan Update proposal from Stantec. He explained that every city in the Metropolitan Area is required by State law to update their comprehensive plan every ten years and submit the plan to the Metropolitan Council and surrounding communities for review.

Administrator Buchholtz stated that the previous proposal from Stantec to update the Comprehensive Plan was \$40,000. He reported that City staff and Stantec have been working together and on the update. He stated the new proposed amount from Stantec is \$22,500.

Engineer Gravel stated that many of the requirements of the plan have already been completed by City staff and that helped in the amount of work that will be required by Stantec.

Mayor Hansen reminded the Council and the residents that the Comprehensive Plan is mandated by the Metropolitan Council.

MOTION MADE BY MAYOR HANSEN TO APPROVE THE COMPREHENSIVE PLAN UPDATE PROPOSAL IN THE AMOUNT OF \$22,500.00. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Engineer's Report

Engineer Gravel reported that the street striping is complete in the area of the street seal coat project took place. He noted that there are a few segments remaining of the sewer-lining project to complete.

11. Attorney's Report - None12. Reports

Councilmember Goodboe-Bisschoff reported that she and Executive Assistant Gooden attended a forum hosted by Metro Cities to learn about local Comprehensive Plans.

13. OtherA. Administrator Reports - NoneB. Administrator Performance Evaluation

MOTION MADE BY MAYOR HANSEN TO CLOSE MEETING TO CONDUCT CITY ADMINISTRATOR PERFORMANCE EVALUATION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

The meeting was recessed at 7:24 PM.

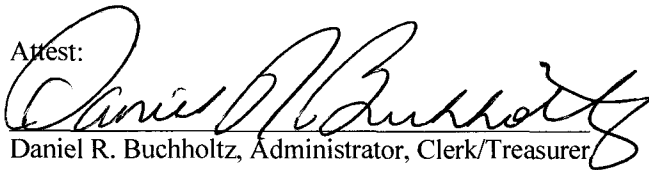
Mayor Hansen reconvened the meeting at 8:15 PM

16. Adjourn

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

The meeting was adjourned at 8:16 PM.

  
Cindy Hansen, Mayor

Attest:  
  
Daniel R. Buchholtz, Administrator, Clerk/Treasurer