

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on May 15, 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: Building Official Brainard; Police Chief Ebeltoft; Public Works Director Randall; Parks and Recreation Director Rygwall; Attorney Thames; Liquor Store Manager Hachey; City Assessor Tolzmann; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake
Olivia Alveshere, ABC Newspapers
Bill and Norma Peterson, 8300 Monroe Street NE

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz requested that Item 13A – Public Hearing on Compliance Order for 8071 Buchanan Street NE be pulled from the agenda as the items have been brought into compliance.

Administrator Buchholtz informed the Council of the updated copy of Resolution 17-11 Approving Park Manor Second Addition Preliminary and Final Plat.

5. Discussion From The Floor - None

6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – April 17, 2017
- B. Disbursements
 1. General Fund Disbursement Claim No. 17-07 -- \$764,087.10
 2. Liquor Fund Disbursement Claim No. 17-08 -- \$202,518.96
- C. Mayor's Proclamation- National Police Week – May 14-20, 2017
- D. Mayor's Proclamation – Public Works Week – May 21-27, 2017
- E. Mayor's Proclamation – Memorial Day – May 29, 2017
- F. Approval of Display of Fireworks – Tower Days/Lakeside Park- June 11, 2017
- G. Approval of Special Event Permit – LuLaRoe Multi-Consultant Sale – Sanburnol Park- June 4, 2017
- H. Authorize Purchase of Fertilizer Spreader
- I. Approval of Right of Way Application – The Zayo Group, LLC.
- J. Approval of Right of Way Application – Comcast

- K. Contractor's Licenses
- L. Business License – Massage
- M. Sign Permit
- N. Correspondence

Councilmember Wendling inquired if the proposed fertilizer spreader would be trailered from site to site. Public Works Director Randall confirmed that it would be trailered.

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

7. Presentation

A. 2017 Board of Equalization Report

Assessor Tolzmann provided a report on the 2017 Assessment for Taxes Payable 2018 and an overview of the assessment process.

Mr. Tolzmann stated that there were 67 qualified residential sales that were used to determine overall market values within the City. He stated that overall market values increased 3.1% to a total market value of \$455,531,449.

Mr. Tolzmann noted that there are 26 qualified sales of record for next year's 2018 assessment. He stated that comparing these 2017 market values to the sales prices observed results in a sales to valuation ratio of 94.4%. He stated that if this present trend continues, the City will most likely see continued growth in market values across the City.

Councilmember Goodboe-Bisschoff inquired as to what a qualified sale is. Mr. Tolzmann stated that a qualified sale is one that is not a foreclosure, a relative sale or a short sale.

Councilmember Goodboe-Bisschoff inquired if a home inspection is required by the every five years. Mr. Tolzmann stated that he is required by law to set foot on the property to view the property for any notable changes to the structure. He explained that if he has questions on a property, he leaves a hangtag on the door for the homeowner to contact him. He stated that he receives permit information from the Building Official for major remodels or work done on a property.

Mayor Hansen thanked Mr. Tolzmann for his report.

8. Liquor Store Report

Liquor Store Manager Hachey reported that there has been remodeling and new merchandising taking place at Central Park Liquors. He stated that the store is set up for easier shopping and new shelves have been installed to replace the dated shelving units. He reported that there would be new products appearing in the future.

Mr. Hachey stated that the year to date figures are looking very good and profit is moving upwards. He stated that the 2016 audited figures showed an increase in net profit and a reduction in operating costs. He stated that the operating costs are at the lowest they have been since 1997.

Mr. Hachey reported that there will be events held at the liquor store in conjunction with Tower Days celebration.

Mayor Hansen stated that she was impressed with the new shelving and commented how well the products display.

9. Police Report

Police Chief Ebeltoft reviewed the April 2017 department statistics.

Chief Ebeltoft reported that the Police Department responded to four hundred eighty calls for service for the month of April 2017 compared to four hundred twenty eight calls for service in April 2016.

Chief Ebeltoft reported that the Spring Lake Park Police Department for the second year participated in the "National Prescription Drug Take Back Program/Day" on April 29, 2017. He reported that 14 boxes totaling approximately one hundred forty five pounds of prescription medication were collected at City Hall.

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.

Chief Ebeltoft thanked the Mayor and City Council for allowing himself, Sergeants Long, and Antoine to attend the Minnesota Chief of Police Executive Training Institute in St. Cloud, MN. He reported that it was very beneficial and informative.

Councilmember Goodboe-Bisschoff inquired if the reported assault cases at the high school were increased from previous months and if the students are from the Spring Lake Park. Chief Ebeltoft stated that the cases were dependent on many factors but they were addressed quickly. He stated that it is unknown if the students involved reside in the city.

10. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and discussed softball rule changes for this year. She stated that they reviewed the possibility of purchasing two used inflatables for future programs and events. She reported that the Commission will be touring Westwood Park for a tour for possible improvements and evaluate its usage.

Ms. Rygwall reviewed the department statistics and reported that staff has been preparing for Tower Days events. She stated that staff has been processing applications for food and craft vendors. She reported that Tower Days buttons are now on sale and there are 60 units participating in the parade.

Councilmember Delfs reported that he and John Angell attended a presentation at the Spring Lake Park High School where students presented plans and specification on a community garden. He stated that it was very informative.

Ms. Rygwall reported that follow up questions and projects from the presentation will allow information to be collected and used for future use when a community garden is possible in the City.

11. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on April 3 and 17; attended a SBM Fire Policy Review on April 14; conducted Code Enforcement Inspector interviews on April 24; conducted a pyrotechnic review and inspection at Spring Lake Park High School on April 20; attended the Planning Commission meeting on April 24; and attended the North Suburban Building Officials meeting on April 25.

Mr. Brainard stated that in April 2017, 14 building permits were issued compared to 32 in 2016. He reported that he conducted 85 inspections, including 33 building, 8 mechanical, 5 plumbing, 2 nuisance, 7 rental housing, 2 fire and 28 zoning inspections.

Mr. Brainard reported that the April 2017 vacancy listing shows that there are 11 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which remains the same from last month. There are three vacant/foreclosed commercial property, which remains the same from last month; and 10 residential properties currently occupied and ready for Sheriff Sale's redemption, which is down one from last month. He reported that he did not post any abandoned and/or vacant property notices in month of April, in addition, one Administrative Offense Ticket (A.O.) and six violation notices were issued by the Code Enforcement Department.

Mr. Brainard provided a handout on installing a fence.

12. Public Works Report

Public Works Director Randall reported that the Public Works Department has cleaned up parks, graded the ballfields, dragged and lined the ballfields, started the sprinklers, installed the temporary fence at Terrace Park, started patching potholes and flushed hydrants. He stated that road restrictions were lifted in May and sewer cleaning has started. He reported that the streetlights on 78th Avenue and Terrace Road have been changed to LED lights, which was made possible with a rebate from Xcel Energy.

13. Ordinances and/or Resolutions

A. Resolution 17-11 Approving Park Manor Second Addition Preliminary and Final Plat

Administrator Buchholtz provided an overview of the request from Spring Lake Park Leased Housing Associates I, L.L.L.P, to combine 10 individual lots into one new parcel for the development of the apartment project on the former Goony Golf Mini Golf site on County Highway 10 NE. He reported that the existing lots are currently addressed as 1066 Highway 10 NE and 1063 and 1075 Manor Drive and legally described as Lots 2 – 11, Park Manor Addition. He stated that the new plat is Park Manor Second Addition.

Administrator Buchholtz stated that subdivisions follow the procedures in Chapter 152 of the City Code, which typically deals with a preliminary plat first, then a final plat. He reported that Dominion has submitted the necessary information and is asking for preliminary and final plat approval concurrently at the same meeting, which is acceptable, since the City must approve the final plat before it can be recorded.

Administrator Buchholtz reported that in reviewing the plat there is a clarification and two minor revisions being requested:

- a. Applicant will confirm the presence of any existing easements on the property and be responsible for satisfactory vacation of any easements identified.
- b. Applicant will provide a 10' x 10' triangle of right-of-way on the NW corner of the plat, at the intersection of Laddie Road and County 10 Service Drive. He stated that this so the City could build a more rounded corner on that road if needed in the future.
- c. Applicant will provide a separate sidewalk easement or additional right-of-way along the north edge of the plat to cover the proposed sidewalk along the County Road 10 Service Drive. This is needed because the curb line of County 10 Service Drive is only 6' to 8' out from the lot line, leaving not enough room for a sidewalk or boulevard. The new sidewalk on the north side of the project is therefore on the private lot and the City would like to have the sidewalk be within a public easement of right-of-way. A sidewalk easement would be filed with the County but is not something, that would appear on the plat.
- d. Applicant will petition the City for vacation of utility easements on the property.

Mayor Hansen inquired if Attorney Thames has reviewed the plans and request for the changes. Attorney Thames stated that he did not see any issues with the request.

Administrator Buchholtz added that the Planning Commission had reviewed the request and recommended approval.

Councilmember Nelson inquired if the right of way is only on the southwest side of the property connecting to Manor Drive and not the service Drive. Administrator Buchholtz stated that the sidewalk will wrap around the building.

Councilmember Goodboe-Bisschoff reported that at the Coon Creek Watershed District meeting recently the development project was tabled at the meeting due to stipulations on the application.

Councilmember Goodboe-Bisschoff expressed her concern over the change to the new resolution that was presented before the Council meeting regarding the age restriction wording changed to affordable housing.

Mayor Hansen recessed the meeting at 7:50 PM.

Mayor Hansen reconvened the meeting at 7:55 PM.

Administrator Buchholtz stated that Dominion is currently reviewing and updating the plans and will be on a future Coon Creek Watershed agenda. He stated that the issues raised by Coon Creek Watershed District are not insurmountable.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 17-11 APPROVING PARK MANOR SECOND ADDITION PRELIMINARY AND FINAL PLAT. ROLL CALL VOTE: COUNCILMEMBERS NELSON, WENDLING, DELFS AND MAYOR HANSEN – AYE; COUNCILMEMBER GOODBOE-BISSCHOFF – NAY. MOTION CARRIED.

14. New Business

A. MCES SAC Deferral Program

Administrator Buchholtz reported that Metropolitan Council Environmental Services (MCES) provides communities it serves with the option to participate in the Sewer Access Charge (SAC) Deferral Program to defer the payment of SAC charges.

Administrator Buchholtz explained that for new construction and/or conversion of existing properties from one use to another, the upfront SAC charge can be a significant burden on new or expanding businesses. He stated that the SAC Deferral Program allows MCES to defer 80% of the SAC that would be charged to the City. He stated that the City then passes this deferral on to the eligible business. He stated that the deferral is amortized over a 10 year period at a fixed interest rate that is set by the MCED on an annual basis. He explained that payments are due twice per year – in June and December and the program is limited to where SAC determination is 25 units or fewer.

Administrator Buchholtz stated that in order for the City to participate in this program, the City Council must approve the Master SAC Deferral Agreement. He reported that the City receives inquiries from time to time about business incentives. He stated that since the SAC fee can be a significant upfront cost, it would be beneficial for the City to offer such a program.

MOTION MADE BY MAYOR HANSEN TO AUTHORIZE THE CITY'S PARTICIPATION IN METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES SEWER ACCESS CHARGE (SAC) DEFERRAL PROGRAM. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Scheduled Council Meeting for July 3, 2017

Administrator Buchholtz reported that with the fourth of July holiday on a Tuesday this year, staff is polling the City Council to see if Council would like to either cancel or postpone the July 3, 2017 City Council meeting.

Administrator Buchholtz stated that in the past, the City Council has cancelled the first meeting in July when the fourth of July falls on a Tuesday. He stated that in the past City Council has also previously authorized City Hall to be closed on July 3, so long as staff used vacation or comp time to cover the absence. He reported that this has been done due to lack of traffic into City Hall and skeletal staffing levels.

Councilmember Nelson stated that he was in favor of closing City Hall as long as comp or vacation time is used.

Councilmember Delfs inquired if the Council meeting would be cancelled or deferred to another date. Administrator Buchholtz stated that it will depend on the items for the agenda at that time.

15. Engineer's Report

Engineer Gravel reported that Attorney Thames is currently reviewing the 2017 Sanitary Sewer Lining Project and the 2017-2018 Street Seal Coat Project contracts.

16. Attorney's Report

Attorney Thames reported that he has reviewed the Sanitary Sewer Lining contract and it is prepared to sign. He stated that the Seal Coat Project contract had some minor changes that needed to be corrected before signatures can be obtained.

Attorney Thames stated that the site development agreement with Dominion Group is ready for staff to review and comment on. He reported that it would also be distributed to the Council for their review.

17. ReportsA. Administrator Reports

Administrator Buchholtz stated that he attended the League of Minnesota Loss Control Workshop and attended sessions relating to Human Resources. He stated that the development agreements with Dominion Group are reviewed and finalized with the City Attorney Thames.

Administrator Buchholtz stated that the TIF agreement and loan documents are currently being reviewed by bond counsel and will appear an upcoming City Council agenda.

18. Other

Councilmember Goodboe-Bisschoff reported that she attended the Coon Creek Watershed District board meeting; a meeting with the North Suburban Hospital District Board regarding the distribution of assets to the participating cities and a meeting with Senator Newton at Fogerty Arena in Blaine regarding issues at the Capital.


19. Adjourn

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

The meeting was adjourned at 8:06 PM.



Cindy Hansen, Mayor

Attest:


Daniel R. Buchholtz, Administrator, Clerk/Treasurer