

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on March 20, 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; Fire Chief Smith; Parks and Recreation Director Rygwall; Attorney Thames; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake  
Duane Stombaugh, 8497 Monroe Street NE  
Olivia Alveshere, ABC Newspapers

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz requested that Item 10. C, Letter of Resignation from Karla Keys, be added to the agenda.

### 5. Discussion From The Floor

Duane Stombaugh, 8497 Monroe Street NE, addressed the Council with concerns regarding the property at 8490 Monroe Street NE. He reported that there has been a refrigerator on the property for a very long time and he noted that, in the summer, the grass is not maintained. He stated that the grass was over 9 inches tall and was mowed only three times last year.

Building Official Brainard reported that a violation was sent to the owners of 8390 Monroe Street to remove the refrigerator from the property to avoid further administrative fines. He added that the grass was mowed last year by the City and the cost was assessed to the homeowners.

Mr. Stombaugh stated that he feels the \$50 administrative fine for the refrigerator is too low and that fines should be increased to get the attention of the violators. He stated that he knows of other properties within the City that should be addressed for constant violations.

Councilmember Nelson inquired if the three-strike rental violation can be used against this property since the violations are not criminal but more property maintenance issues.

Attorney Thames stated that issues such as property maintenance should be addressed through the rental housing code and the rental code dictates the authority. He suggested that stricter application process be put into place.

Police Chief Ebeltoft stated that the three-strike program is in place for complaints of criminal activities that take place at rental properties. He explained that typically code enforcement issues are not grounds for the three-strike program.

Administrator Buchholtz reported that after reviewing the code, nuisance code violations are included in the three-strike program and the violations of long grass could be used as a "strike" against the homeowners.

Councilmember Goodboe-Bisschoff inquired if any renters have been evicted from their homes because of the three-strike program. Building Official Brainard stated that he knew of none. He reported that in the past rental licenses have been revoked so the property cannot be a rental.

Mayor Hansen stated that she would like to have a workshop in the near future to review the three-strike program and how it directly affects the rental code. She suggested that a notice of the three-strike program should be sent to the owners of 8390 Monroe Street NE to make them aware that they are in rental code violations.

Administrator Buchholtz stated that a workshop session can be arranged in April or early May to review the rental code and the three-strike program and the revocation of the rental license process.

#### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – March 6, 2017
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 17-03 -- \$217,148.40
  - 2. Liquor Fund Disbursement Claim No. 17-04 -- \$172,260.63
- C. Statement of Fund Balance / Budget to Date – February 2017
- D. Contractor's License
- E. Correspondence

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

#### 7. Police Report

Police Chief Ebeltoft reviewed the February 2017 department statistics.

Chief Ebeltoft reported that the Police Department responded to four hundred forty calls for service for the month of February 2017 compared to three hundred seventy one calls for service in February 2016.

Chief Ebeltoft reported that the Spring Lake Park Police Departments donated seven bikes to the Robert and Wilma Burbach Bike Foundation known as "Bikes 4 Kids". He stated that these donations are made as part of the Police Departments continued attempt to build positive community relations with the communities. He reported that "Bikes 4 Kids" provides bikes to youths in communities that are not able to obtain them otherwise.

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 discussed the softball program and upcoming dates for the season and the five-year park program for improvements and other suggestions as to what improvements are being done at other local parks.

Ms. Rygwall reviewed the department statistics and reported that staff has been preparing the summer program brochure and softball league registrations. She reported that she attended the job fair at Mankato State University to recruit individuals for the summer internship program.

Ms. Rygwall reported that the department has been receiving Tower Days applications for the parade, vendor fair and food vendors. She reviewed the events that are already in place for the upcoming celebration.

### 9. Ordinances and/or Resolution

#### A. Resolution 17-10 Resolution Approving and Authorizing Execution of Joint Powers Authority Dissolution Agreement and Lease Termination Relating to Fire Training Facility Association

Fire Chief Smith reported that in 1991, the cities of Fridley, Brooklyn Center, Spring Lake Park, Blaine and Mounds View (SBM) entered into a joint powers agreement (JPA) to form a Fire Training Association. He stated that the purpose of this JPA was to jointly construct, use and maintain a fire training facility. He reported that the facility is currently located on the former Columbia Arena site in Fridley.

Chief Smith stated that the former Columbia Arena site in Fridley is being redeveloped and the facility's location on that site conflicts with the redevelopment. He stated that instead of relocating the fire training facility, the member departments (SBM, Brooklyn Center and Fridley Fire Departments) have decided that there is no longer a need for the fire training facility and that the JPA and the lease agreement for the fire training facility should be terminated.

Chief Smith stated that SBM has, under direction of legal counsel, secured "tail" insurance that will cover any liability for the Association until the buildings have been removed and the assets distributed as outlined in the JPA.

Chief Smith explained that the SBMFD does and will conduct many training evolutions, which do not include the Fridley Training Area. He stated that to compensate for the loss of the training area, the SBMFD will:

- Capitalize on mobile training opportunities available from local technical colleges such as burn trailers and a mobile training tower
- Continue to conduct live burn training at the Minneapolis Fire Department training facility and/or St. Paul Fire Department
- Use opportunities available at all SBM Fire Stations
- Conduct needs assessment and request funding for needed training items in the 2019 Capital Budget

Chief Smith noted that he and other local fire chiefs have been in contact with State Representative Bernardy about including a fire training facility for Anoka County in the State-bonding bill. He stated that the establishment of a County wide training facility is a significant need of all of Anoka County Fire Departments and have been for many years. He stated that the proposal will be on the agenda for the next Anoka County

Fire Protection Council meeting and he anticipates near unanimous support for such a facility. Councilmember Nelson stated that any future JPA will need to a longer period of time and he does not want to have taxpayers be forced to pay taxes again on a new facility. He requested that if a new facility or training area is established, the JPA should be for longer period of time.

Chief Smith agreed and stated that it is his plan to ensure that funds are used in the upmost effective and efficient way and will be involved in the long term planning of any new facilities.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE RESOLUTION 17-10 APPROVING AND AUTHORIZING EXECUTION OF JOINT POWERS AUTHORITY DISSOLUTION AGREEMENT AND LEASE TERMINATION RELATING TO FIRE TRAINING FACILITY ASSOCIATION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 10. New Business

##### A. Accept 2017-2018 Street Seal Coat Bid Results

Engineer Gravel reported that bids were opened for the 2017-2018 Street Seal Coat Project on March 8, 2017. He stated that three bids were received and the base bid includes 2017 and 2018 streets. He reported that the bid request included alterative bids to seal coat parking lots at Sanburnol Park (Alt. A), the Liquor Store (Alt. B), and City Hall (Alt. C.). He provided a summary of the bids.

<u>Contractor</u>	<u>Total Base Bid</u>	<u>Alt. Bid A</u>	<u>Alt. Bid B</u>	<u>Alt Bid C</u>
Low - ASTECH Corporation	\$210,748.75	\$4,774.00	\$8,960.00	\$16,178.80
#2 - Allied Blacktop Company	\$216,613.25	\$4,088.00	\$7,652.00	\$14,699.00
#3 - Pearson Brothers Inc.	\$242,191.25	\$5,239.00	\$8,810.00	\$13,658.00

Mr. Gravel reported the low bidder on the Project is ASTECH Corporation with a Total Base Bid Amount of \$210,748.75. He noted that this compares to the Engineer's Opinion of Probable Costs of \$200,000. He noted that ASTECH is the apparent low bidder based on the base bid and any combination of alternate bids. He stated that these bids have been reviewed and found to be in order.

Mr. Gravel stated that if the City Council wishes to award the Project to the low Bidder, then ASTECH Corporation should be awarded the project. He stated that the contract award can be on any of the following options:

Streets only	\$210,748.75
Streets and Sanburnol Park	\$215,525.75
Streets and Liquor Store	\$219,708.75
Streets and City Hall	\$227,466.75
Streets, Sanburnol, and Liquor Store	\$224,485.75
Streets, Sanburnol, and City Hall	\$232,243.75
Streets, Liquor Store, and City Hall	\$236,426.75
Streets, Sanburnol, Liquor Store and City Hall	\$241,203.75

Mr. Gravel stated that staff recommends awarding the bid for the completion of the Streets, Sanburnol, Liquor Store and City Hall. He stated that the bidders are aware of the summer events and are willing to work around the scheduled events.

Councilmember Wendling stated that he feels all the properties should be completed at the same time.

MOTION MADE BY COUNCILMEMBER WENDLING TO AWARD 2017-2018 STREET SEAL COAT PROJECT TO ASTECH CORPORATION IN THE AMOUNT OF \$241,203.75. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Accept 2017 Sanitary Sewer Lining Project Bid Results

Engineer Gravel reported that bids were opened for the 2017 Sanitary Sewer Lining Project on March 8, 2017. He stated that seven bids were received. He provided a summary of the bids.

<b>Contractor</b>	<b>Total Base Bid</b>
Low – Visu-Sewer, Inc.	\$288,261.50
#2 Hydro-Klean, LLC	\$288,965.80
#3 Michels Pipe Services	\$292,612.00
#4 Insituform Technologies USA, LLC	\$292,805.00
#5 Veit & Sons, Inc.	\$299,850.00
#6 Lametti & Sons, Inc.	\$363,420.00
#7 SAK Construction LLC	\$367,020.00

Mr. Gravel reported that the low bidder on the project as Visu-Sewer, Inc. with a Total Base Bid Amount of \$288,261.50. He stated that this compares to the Engineer's Opinion of Probable Cost of \$310,000. He stated that the bids have been reviewed and were found to be in order.

Mr. Gravel stated that if the City Council wishes to award the project to the low bidder, then Visu-Sewer, Inc. should be awarded the project on the Total Base bid Amount of \$288,261.50.

MOTION MADE BY MAYOR HANSEN TO AWARD THE 2017 SEWER LINING PROJECT TO VISU-SEWER IN THE AMOUNT OF \$288,261.50. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Resignation Notice from Karla Keys and Approval to Proceed with Hiring Process for Police Receptionist

Police Chief Ebeltoft reported that he received a letter of resignation from Receptionist Karla Keys. He stated that her last day of employment with the City will be March 31, 2017. He thanked her for her service to the Police Department.

MOTION MADE BY MAYOR HANSEN TO APPROVE LETTER OF RESIGNATION FROM KARLA KEYS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

Police Chief Ebeltoft requested permission to proceed with the hiring process to fill the Receptionist position. Councilmember Delfs inquired if the position will remain a part time position. Chief Ebeltoft stated that at this time, the position will remain part time. Councilmember Nelson expressed his opinion that the position should be reevaluated and in 2018 become a full time position.

MOTION MADE BY MAYOR HANSEN TO AUTHORIZE STARTING THE HIRING PROCESS FOR A PART TIME POLICE RECEPTIONIST POSITION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's Report – None

12. Attorney's Report – None13. Reports

Councilmember Goodboe-Bisschoff reported that she attended a meeting at the Capitol and discussions included funding for Highway 65 and future development of Highway 65. She reported that she also attended Citizens Advisory Commission meeting with the Coon Creek Watershed District.

Councilmember Nelson reminded residents of the Beyond the Yellow Ribbon pork chop dinner on March 27, 2017

A. Administrator Reports

Administrator Buchholtz reported that the City will be receiving its allocation of private activity bonds, which will allow for the Dominion project to proceed. He stated that he will be meeting with Dominion to work on development agreements and Dominion has an aggressive time period in mind with hopes of starting the project this summer.

Administrator Buchholtz stated that he and Executive Assistant Gooden attended the MCFOA Clerks Conference the week of March 13, 2017. He reported that Executive Assistant Gooden received her Minnesota Certified Municipal Clerk certificate at the conference. He said the conference provided many good classes and networking opportunities.

15. Other

Police Chief Ebeltoft reported to the Council there are currently two police squad cars that are in need of replacement due to damage from the flooding that occurred in the City last fall. He stated that he is researching the option of purchasing a Dodge pickup truck to replace the Police Reserve vehicle. He explained that a pickup is needed to pull the speed trailer to various locations and in many situations as larger vehicle is needed to haul evidence and equipment. He stated that the vehicle would also serve as a transport vehicle when necessary.

Councilmember Wendling inquired if the pickup truck will have a topper on it. Chief Ebeltoft stated that he plans to include a topper but he is looking into how to pay for it.


16. Adjourn

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

The meeting was adjourned at 8:19 PM.

  
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Cindy Hansen, Mayor

Attest:

  
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Daniel R. Buchholtz, Administrator, Clerk/Treasurer