

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on March 6, 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; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake
Boy Scout Troop 714

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 – February 21, 2017
- B. Statement of Fund Balance / Budget to Date – January 2017
- C. First Quarter Billing for 2018 Payable 2019 Property Tax Assessment – Ken Tolzmann
- D. Contractor's Licenses
- E. Correspondence

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

7. Code Enforcement Report

Building Official Brainard reported that attended the ICC Region III Educational Institute on February 2- 10; a special Council meeting on February 13; Employee Safety Training on February 15; City Council meeting on February 21; SBM Fire Policy Review meeting on February 23; Minnesota Building Permit Technician meeting on February 28 and the North Suburban Building Officials meeting on February 28.

Mr. Brainard stated that in February 2017, 12 building permits were issued compared to five in 2016. He reported that 10 mechanical permits were issued in February 2017 compared to seven in 2016. He reported that four plumbing permits were issued in February 2017 compared to five in 2016 and two fire permits were issued compared to none in the month of February 2016.

Mr. Brainard reported that the February 2017 vacancy listing shows that there are 15 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which remains the same from last month. There are two vacant/foreclosed commercial property, which remains the same as last month; and 11 residential properties currently occupied and ready for Sheriff Sale's redemption, which is up one from last month. He reported that he did post one abandoned and/or vacant property notice in month of February. He also reported that one Administrative Offense Ticket, and six violation notices were issued by the Code Enforcement Department.

Mr. Brainard provided a handout on Property Line Information. He stated that the handout is provided for any Spring Lake Park property owner that is looking to locate their property lines when applying for a building or zoning permit.

8. New Business

A. City Council Travel Reimbursement Policy

Administrator Buchholtz reported that he drafted a City Council Travel Reimbursement Policy. He stated that staff wanted to draft one policy that would include not only mileage reimbursement for attending committee meetings, but also travel expenses that incur when attending a conference (e.g. the Minnesota Mayors Conference or League of Minnesota Cities Annual Conference).

Mayor Hansen asked that a maximum amount be set for meal reimbursement as part of the policy. Administrator Buchholtz stated that he will add a statement that meal reimbursement cannot exceed the federal per diem amount allowed.

Councilmember Wendling inquired if this proposed policy is similar to the City staff policy that is in place. Administrator Buchholtz stated that it is consistent however, employees receive reimbursement for mileage within the city should they use their personal vehicle.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE CITY COUNCIL TRAVEL REIMBURSEMENT POLICY AS AMENDED. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Metro Cities Membership

Administrator Buchholtz provided the Council with additional information from Metro Cities regarding their role to the City and how their organization can benefit the City. He stated that a pro-rated membership amount of \$1,191.00 is being offered to cover the months of March through December 2017.

Administrator Buchholtz reported that as he mentioned at the Council meeting on February 21, 2017, the City receives approximately \$3,000 in rebates each year through staff's use of the US Bank "One Card" purchasing card. He stated that these rebates are not budgeted as revenue in the General Fund budget as they can fluctuate based on usage. He stated that staff recommends using a portion of the 2017 rebate to pay the dues for the 2017 Metro Cities membership and membership for 2018 and beyond would be added to the General Fund budget.

Councilmember Nelson inquired if the membership is annually and could, at any time, the City can choose to not renew. He stated that he is willing to see how much support is offered by Metro Cities in the next year and would like to evaluate how well Metro Cities works with the City to help with issues that may arise.

Administrator Buchholtz stated that Metro Cities does not lobby for issues specific to an individual City but rather assists in finding ways to connect with the correct Legislators on issues. He stated that Metro Cities is effective at listening to the membership group and assisting with common needs.

MOTION MADE BY MAYOR HANSEN TO APPROVE METRO CITIES MEMBERSHIP. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Reduction of Substance Church Financial Surety

Administrator Buchholtz reported that the CSAH 35 sidewalk project, construction of which was a condition of the conditional use permit for Substance Church, is complete. He stated that the Substance Church escrow with the City is current and all outstanding invoices for the project have been paid.

Administrator Buchholtz stated that based on the recommendation of City Engineer Gravel, staff recommends reducing the financial surety from \$53,500 to \$5,000. He stated that the remaining \$5,000 will be held until Rice Creek Watershed District (RCWD) closes the permit this spring. He stated that RCWD wants to ensure that the seeding done last fall is adequate for their standards.

MOTION MADE BY MAYOR HANSEN TO APPROVE REDUCTION OF SUBSTANCE CHURCH FINANCIAL SURETY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

9. Engineer's Report

Administrator Buchholtz reported that bids will be received on March 8, 2017 for the 2017 Sanitary Sewer Lining and 2017-2018 Street Seal Coat Projects. He stated that bid results will be presented to the Council at the March 20, 2017 meeting.

10. Attorney's Report - None

11. Reports

A. Beyond the Yellow Ribbon Report

Councilmember Nelson provided a recap of the pork chop dinner on February 27, 2017. He reported that there was double the participants than last month. He reported that a business meeting will take place on March 8, 2017 at 6:00 PM at Kraus-Hartig VFW and encouraged residents to attend. He stated that the Beyond the Yellow Ribbon chapter is working to adopt a local Army Reserve unit that is due to be deployed in the next few months.

B. Volunteer Picnic

Administrator Buchholtz reported that in the past the City has hosted a volunteer appreciation event for members of the various city commissions and reserve officers. He stated that since funds are no longer available for such events, City staff is proposing hosting an appreciation potluck picnic with contributions coming from the Councilmembers and City staff.

Administrator Buchholtz reported that the picnic would be held on April 27, 2017 at Lakeside Park, weather permitting, and if there was inclement weather an alternative site would be the City garage at City Hall. He stated that staff and Council could provide hot dogs/brats, lemonade, coffee and cake to the volunteers and they

would be welcome to bring a dish to share.

Administrator Buchholtz stated that staff feels an event, such as this, would be a great way to members of the various committees and groups to meet one another and it would provide an opportunity for the Council to recognize the volunteer's time and talents that they provide to the City.

Councilmember Wendling inquired if the invitation would include the Parks and Recreation coaches, Spring Lake Park Lions and Police Reserve Officers. Administrator Buchholtz stated that the invitation will be open to all volunteers but noted that the Parks and Recreation Department does host their own appreciation event for the coaches.

Councilmember Nelson stated he is in favor of such an event and stated how important it is to recognize the volunteers. He stated that he is more than willing to contribute to the event.

Councilmember Goodboe-Bisschoff inquired as to what time the event will be held and if a RSVP will be required for planning purposes. Administrator Buchholtz stated that those details will be provided on the invitation that will be distributed to the volunteers and Council.

The consensus of the Council was that they were all in favor of hosting the event.

13. Other

Mayor Hansen acknowledged Boy Scout Troop 714 who attended at the meeting. They were attending the meeting to help them earn their merit badge, Citizen in the Community.

Mayor Hanson expressed her condolences to the family members of former Councilmember Larry Raymond who recently passed away.

A. Administrator Reports

Administrator Buchholtz reported that Clearwire Communications leases cell tower space at the Arthur Street water tower. He stated that Sprint leases space under the Clearwire lease and they have chosen to terminate their lease with Clearwire. He reported that the termination of the lease by Sprint will have a negative effect on the Public Utilities Renewal and Replacement Fund.

B. Councilmember Report

Councilmember Goodboe-Bisschoff reported that she and Councilmember Wendling attended the open house at Mercy Hospital – Unity Campus. She reported that they toured the newly remodeled mental health unit and stated that the remodel looks very nice and it is beautiful. She stated that the remainder of the services of Unity Hospital will operate in the same manner as it always has.

Administrator Buchholtz reported that he drafted a joint resolution to the surrounding communities of Spring Lake Park for their support of keeping Unity Hospital as a full service hospital. He stated that support was lacking from the other communities for a joint resolution.

Councilmember Goodboe-Bisschoff reported that she attended the Tower Days Committee meeting and encouraged residents to volunteer for the event, as there will be many new events.


Councilmember Goodboe-Bisschoff thanked City staff for their work on the updated newsletter and commented on how nice the publication looked and contained a lot of helpful information.


14. Adjourn

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

The meeting was adjourned at 7:38 P.M.

Attest:


Daniel R. Buchholtz, Administrator, Clerk/Treasurer


Cindy Hansen, Mayor