

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on September 6, 2016 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 and Mason

Members Absent: None

Staff Present: Police Chief Ebeltoft; Public Works Director Randall; Building Official Brainard; Engineer Gravel; Parks and Recreation Director Rygwall; Liquor Store Manager Hachey; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Barbara Bischoff, 8309 Monroe Street NE
Nathan Buss, Substance Church 8299 Central Avenue NE
Olivia Alveshere, ABC Newspaper

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Mayor Hansen asked that the Attorney Report be removed from the agenda due to the absence of Attorney Thames.

5. Discussion From The Floor - None

6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – August 15, 2016
- B. Contractor's Request for Payment No. 9/Final – 2014-2015 Street Improvement Project
- C. Third Quarter Billing for 2017 Payable 2018 Property Tax Assessment
- D. Mayor's Proclamation – Constitution Week September 17-23, 2016
- E. Contractor's Licenses
- F. Correspondence

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

7. Public Works Report

Public Works Director Randall reported that the Public Works Department continues to mow, weed whip and perform general clean up at the parks, as well as maintain the ballfields based on the game schedule from Parks

and Recreation. He stated that the Department has been busy painting crosswalks and stop bars, staining the interior of the park shelters, continuing to clean out the sewers and assisting at the liquor store with maintenance concerns.

Mr. Randall reported that the warming house at Westwood Park was tore down and filled in due to the building falling down. He stated that his summer staff are done for the season and thanked them for their time and hard work.

8. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on August 1 and August 15; a department head meeting on August 2; the "Nite to Unite" celebration on August 2; the 2017 Budget workshop session on August 8; a meeting with Substance Church regarding proposed development on August 23 and the North Suburban Building Official's meeting on August 30.

Mr. Brainard stated that in August 2016, 56 permits were issued consisting of 25 building permits. He reported that he conducted 95 inspections, including 34 building, 10 mechanical, 8 plumbing, 6 nuisance, 3 certificate of occupancy, 25 rental housing, 5 fire and 4 zoning inspections.

Mr. Brainard reported that the August 2016 vacancy listing shows that there are 13 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is down two from last month. There is one vacant/foreclosed commercial property, which remains the same from last month; and 16 residential properties currently occupied and ready for Sheriff Sale's redemption, which remains the same from last month. He reported that he did not post any abandoned and/or vacant property notices in month of August, in addition, no Administrative Offense Tickets (A.O.) and six violation notices were issued by the Code Enforcement Department.

Mr. Brainard reported that a building permit for interior remodeling at Emmanuel Christian Center was issued. He reported that this major interior renovation is valued at \$4,555,000. He also reported that discussions with Substance Church architect, contactor and owners have taken place regarding a parking lot expansion and interior remodeling.

Mr. Brainard provided the handout of Frequently Asked Questions that he provided to residents during his visits on "Nite to Unite".

9. Liquor Store Report

Liquor Store Manager Brian Hachey reported that he is adjusting to his new role as the manager. He expressed that he is enjoying interacting with the customers and encouraged the Councilmembers to come and visit the store to watch the transformation he plans on making. He reported that he will be attending the Council meetings on a quarterly basis to report on updates and new developments.

10. Resolutions and/or Ordinances

A. Resolution 16-20 Adopting Proposed 2016 Taxes Collectable in 2017

Administrator Buchholtz reported that the City Council, in August, reviewed the proposed 2017 budget that was presented by City staff. He stated that the preliminary tax levy is required to be submitted no later than September 30, 2015.

Administrator Buchholtz stated that Resolution 16-20 would establish the proposed 2016, pay 2017, tax levy at \$3,136,082. He stated that this is an increase of 5.38% from the 2015, pay 2016, tax levy. He explained that a portion of the increase is attributable to debt service associated with the 2014-2015 Street Improvement project bond. He stated that the remainder of the increase is associated with anticipated increases in the City budget.

Administrator Buchholtz stated that Resolution 16-20 sets the date of the annual Truth-in-Taxation public hearing for Monday, December 5, 2016 at 7:00 pm at Spring Lake Park City Hall.

Councilmember Nelson inquired if the portion of the Local Government Aid (LGA) funds are lost because there is not a special legislature session this year.

Administrator Buchholtz explained that the City could receive \$65,000 if the tax bill is approved and that amount would lower the levy to 3.5%. He stated that if the tax bill is approved early enough; the money received would help lower the 2017/2018 tax levy.

Mayor Hansen inquired if the LGA funds could be used for light rail finding and the cities would not receive their promised funds. Administrator Buchholtz stated that the LGA funds cannot be reallocated without approval by the Legislature.

MOTION MADE BY COUNCILMEMBER MASON TO APPROVE RESOLUTION 16-20 ADOPTING PROPOSED 2016 TAXES COLLECTABLE IN 2017. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 16-21 Cancelling or Reducing Bond Levies – 2016/2017

Administrator Buchholtz stated that this resolution will cancel or reduce three debt service levies- the City's portion of the 2005A General Obligation CIP Bond (Public Works Building), and the 2014A General Obligation Improvement Bond (street projects). He reported that this resolution reduced the 2015, pay 2016, required debt service levy from \$505,556.71 to \$234,000. He stated that the reductions are funded through a combination of Local Government Aid, Public Utilities, Special Assessments and Municipal State Aid Funds.

MOTION MADE BY COUNCILMEMBER MASON TO APPROVE RESOLUTION 16-21 CANCELLING OR REDUCING BOND LEVIES- 2016/2017. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. New Business

A. Code Enforcement Permit Works Module Software

Code Enforcement Director Brainard reported that the Code Enforcement use of Permit Works software program used for issuing and tracking permits, which began in 2015, has been a success. He stated that to add to that success, he is requesting to add two modules for 2017.

Mr. Brainard explained that the first module he would like to purchase is Rental Licensing. He reported that this module works in conjunction with the existing Permit Works software. He stated that with nearly 1,000 rental units existing in Spring Lake Park, this software addition would simplify issuing and tracking rental licensing and inspections.

Mr. Brainard explained the second module to be the Remote Inspector. He reported that his module allows inspectors to conduct in the field inspection from their tablet and input data and pictures out in the field so that the transfer of data does not need to be duplicated later in the office. He stated this module works in conjunction with the Permit Works software. He explained that this module requires the use of a tablet and a service provider and the City already uses AT&T as the cell phone and data provider. He stated that while the City currently has a Dell tablet, he recommends that the tablet remain for the use of the City Administrator/City Council for digital displays at meetings.

Mr. Brainard stated that the cost to implement these modules to be as follows:

Rental Licensing:

1. \$1,695.00 License
2. \$1,500.00 Training
3. \$ 595.00 Annual Support (Starting in 2017)

Remote Inspector:

1. \$1,595.00 License
2. \$ 85.00 per month for each inspector (Starting in 2017)
3. \$ 700.00 Microsoft Surface Tablet from AT&T
4. \$ 10.00 per month for unlimited data to connect to City Hall servers (Starting in 2017)

Mr. Brainard stated that he is requesting permission from the City Council to purchase the two modules in the amount of \$5,495.00 to be deducted from the Code Enforcement Seasonal Internship budget of \$10,080.00 for 2016. He stated that the Code Enforcement budget will increase as follows in 2017 to accommodate the new modules:

1. \$ 595.00 Rental Module Software Support
 2. \$ 1,020.00 Remote Inspector Module Software Support (\$85.00 x 12)
 3. \$ 120.00 AT&T Data and Internet use for tablet (\$10.00 x 12)
- \$1, 735.00 Total per year

Mr. Brainard stated that with anticipation of the Spring Lake Park High School addition; continuation of inspections of Emmanuel Christian Center Church; and the possible senior development on County Highway 10 for 2017, the Remote Inspector module will be put to use immediately and should assist in organization and productivity immediately.

Mayor Hansen inquired if the monthly connect fee is a set fee or if it will change within a certain amount of time. Administrator Buchholtz stated that the connection fee is part of the state bid contract and all the cell phone plans are part of this continuous contract.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE CODE ENFORCEMENT PERMIT WORKS MODULE SOFTWARE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Public Works Request to Purchase Lawn Mower

Public Works Director Randall informed the Council that he is seeking approval to purchase a new Toro lawn mower for the Parks Department. He stated that the current lawn mower is a 2009 and has 2600 hours on it. He reported that it has been a very good piece of equipment and used on a daily basis for cutting grass on all City properties.

Mr. Randall stated that the quoted he was provided for a new mower is \$62,158.40. He reported that the trade in value of the current mower is \$13,000, for a total of \$49,158.40. He explained that he had budgeted for the mower in the 2013 equipment certificate; however, \$19,922.00 was used to buy a snow blower for the trackless. He reported that \$34,675.32 remains in the equipment bond for the new purchase with the remaining funds coming from the Right-Of-Way Fund.

Mr. Randall reported that the vendor he has chosen is MTI Distributing and the price is off the state contract. He estimated that the new mower will have a life span of eight to ten years and he will not be including another mower in the next equipment certificate.

MOTION MADE BY MAYOR HANSEN TO APPROVE PURCHASE OF LAWN MOWER FOR A TOTAL OF \$49,158.40. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Site Plan Approval for Substance Church

Administrator Buchholtz reported that Substance Church has submitted an application for site plan review for a small parking lot addition to their property at 8299 Central Avenue NE.

Administrator Buchholtz reported that the current site area is 294,002 square feet and the total amount of impervious surface area on the site is 209,560 square feet or 71.3% of the site. He stated that the proposed parking lot improvement will add 8,990 square feet of impervious surface to the site, increase the coverage percentage to 74.3%. He explained that Appendix D of the Spring Lake Park City Code limits the amount of impervious surface on any commercial or industrial lot to 75%.

Administrator Buchholtz reported that in addition to the parking lot addition, Substance Church is undertaking a number of interior remodeling projects, including adding permanent seats in the sanctuary repurpose existing spaces and commission unused space as classrooms. He stated that a significant portion of the building would continue to remain unused.

Administrator Buchholtz reported he and Building Official Brainard reviewed the plans from a parking perspective and have determined, based on Appendix A of the City Code, the following parking requirements for the utilized space:

Sanctuary – Movable Seating
8,713 gross square feet @ 1 space per 100 square feet = 88 spaces
Sanctuary – Permanent Seating
350 fixed seats @ 1 space per 3 seats = 117 spaces
Office Space
16,181 gross square feet @ 4 spaces per 1,000 gross square feet = 65 spaces
Classroom Space
11 classrooms @ 2 spaces each = 22 spaces
Total Required Parking = 292 spaces
Total Provided Parking Spaces = 300 existing + 32 proposed = 332 spaces

Administrator Buchholtz reported that work on the proposed site improvements are anticipated to take place this fall with internal renovation work beginning upon issuance of the building permit.

Engineer Gravel reported that he has reviewed the plans from an engineering design perspective. He stated that the drainage on the site is minimal and runs off to the sides. He stated that there is no curbing necessary. He

stated that he proposed parking lot includes a number of landscape elements to meet the new parking lot requirements outlined in the updated Zoning Code. He stated that the point of these elements is to provide screening to the parking lot and reduce the urban heat island generated by large parking lots. He reported that the impervious surface is just under 75%.

Mayor Hansen inquired if there is room to expand the parking lot, as she believed that the parking lot was at full capacity. Engineer Gravel stated that the surveyor for the church submitted a survey showing the capacity at 70%. He stated that with this improvement the space would be as large as it can be without interfering into the Rice Creek Watershed District.

Councilmember Nelson inquired if the runoff created from the new lot will affect the other businesses near the church. Mr. Gravel stated that the run off will go behind the existing office building into the pond.

Mr. Randall inquired if the pond, south of the parking lot, is owned by the City. Mr. Gravel stated that the pond is privately owned; however, it has a drainage utility easement over it. He stated that the pond needs maintenance. Administrator Buchholtz commented that this pond along with several other private ponds are in need of maintenance and the City need to address this issue as to what plan should be put into action to maintain upkeep on them.

MOTION MADE BY COUNCILMEMBER NASH TO APPROVE SUBSTANCE CHURCH SITE PLAN PARKING LOT ADDITION AT 8299 CENTRAL AVENUE NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Selection of City Logo

Administrator Buchholtz reported that at the August 13, 2016 workshop, the City Council reviewed six options for the City's new logo. He stated that the City Council narrowed the options to one with some minor modifications. He reported that staff has received the minor modifications from the consultant and he presented them to the City Council for their review and discussion.

Administrator Buchholtz explained that the new logo is updated visual of the water tower in a simple presentation. He stated that the updated design incorporates the water tower and the same color theme as the current logo. He reported that Spring Lake Park is often confused with the City of the St. Louis Park when just the "SLP" letters are used, so the new letter design will help differentiate the two cities.

Resident Barbara Bisschoff, 8309 Monroe Street NE, inquired as to why the panther was not used or incorporated into the new logo design. Administrator Buchholtz explained that the Spring Lake Park School District uses the panther in their logo and it is important to have the legal separation between the school district and the City. He explained that there could be confusion with the City endorsing the school district for activities that may not apply to the City since the school district is so wide spread.

Councilmember Mason inquired as to what will done with the supplies that contain the old logo. Administrator Buchholtz explained that the supplies will be used up and when it is time to reorder, the new logo will be incorporated.

MOTION MADE BY COUNCILMEMBER MASON TO APPROVE UPDATED CITY LOGO. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

12. Engineer's Report

Engineer Gravel had no new items to report.

13. ReportsA. Beyond the Yellow Ribbon Report

Councilmember Nash stated that there was nothing to report.

14. OtherA. Administrator Reports

Administrator Buchholtz reported that an open house notice from Dominion was received. He stated that the open house will take place on September 14, 2016 from 6:00 PM – 8:00 PM at Spring Lake Park City Hall. He stated that the future plans redevelopment plans will be presented for the property at 1066 Manor Drive NE.

Administrator Buchholtz reported that the Comprehensive Plan Amendment for the property located at 1066 Manor Drive NE will be reviewed by the Metropolitan Council on September 28, 2016.

Administrator Buchholtz informed the Council that the updated City website is nearing completion. He stated that new website will be available at the end of the month.

Administrator Buchholtz reminded the Councilmembers and residents that absentee voting will open on September 23, 2016. He explained that starting on November 1, 2016 absentee voters will be able to place their ballot directly into the voting tabulator at City Hall.

Administrator Buchholtz reminded the Councilmembers that his performance evaluation will take place at the September 19, 2016 council meeting.

Administrator Buchholtz informed the Council that he has been selected to fill the remaining term of President with the Minnesota Clerks and Finance Officers Association. He explained that he has held that position before and was asked to fill the remaining term until March 2017.

15. Adjourn

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

The meeting was adjourned at 8:00 P.M.



Cindy Hansen, Mayor

Attest:



Daniel R. Buchholtz, Administrator, Clerk/Treasurer