

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on July 5, 2016 at the Spring Lake Park Community Center, 1301 81st Avenue N. E., at 7:00 P.M.

1. Call to Order

Acting Mayor Nelson called the meeting to order at 7:00 P.M.

2. Roll Call

Members Present: Councilmembers Nelson, Wendling and Nash

Members Absent: Mayor Hansen and Councilmember Mason

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

Visitors: None

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz requested that Item 11.1 Resolution 16-13 approving a variance to allow a driveway expansion at 7856 Monroe Street NE and Item 11.2 Resolution 16-14 approving a variance to allow a driveway expansion at 8350 Fillmore Street NE be removed from the agenda. He stated that due to the Planning Commission not having a quorum at their meeting, a new public hearing will be held on July 18, 2016 before the City Council.

5. Discussion From The Floor - None

6. Consent Agenda:

Acting Mayor Nelson reviewed the following Consent Agenda items:

- A. Approval of Minutes – June 6, 2016
- B. Disbursements
 - 1. General Operations Disbursements Claim No. 16-09 - \$530,375.61
 - 2. Liquor Fund Disbursement Claim No. 16-10 - \$176,460.04
- C. Statement of Fund Balance/ Budget to Date
- D. Second Quarter Billing for 2017 Payable 2018 Property Tax Assessment
- E. Contractor's Request for Payment No. 4 – Sanitary Lift Station No. 1 – Meyer Contracting
- F. Right of Way Application – CenterPoint
- G. Resolution 16-12 Permanently Transferring Monies from the General Fund to the Revolving Construction Fund
- H. Contractor's Licenses
- I. Sign Permits
- J. Liquor License
- K. Correspondence

MOTION BY COUNCILMEMBER NASH 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 reported that the Public Works Department assisted with setting up and tearing down for Tower Days and participated in the parade. He stated that the Department has been busy painting crosswalks and stop bars, removing old stumps in the parks and restored power to the shelter at Lakeside Park.

Mr. Randall reported that sewer clean out is currently taking place and new bus route signs containing more information such as route number, phone number and texting information will be replaced along the bus route.

8. Code Enforcement Report

Building Official Brainard reported that attended the Council workshop session on June 13th; a meeting with the Substance Church architect regarding parking and expanding use; attended a Fire Sprinkler and Plan Review Conference and the Planning Commission meeting on June 27th.

Mr. Brainard stated that in June 2016, 76 permits were issued consisting of 51 building permits. He reported that he conducted 143 inspections, including 49 building, 15 mechanical, 10 plumbing 8 nuisance, 8 certificate of occupancy, 35 rental housing, 8 fire and 10 zoning inspections.

Mr. Brainard reported that the June 2016 vacancy listing shows that there are 18 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is down one from last month. There are no vacant/foreclosed commercial properties, which remains the same from last month; and 20 residential properties currently occupied and ready for Sheriff Sale's redemption, which is up one from last month. He reported that he did not post any abandoned and/or vacant property notices in month of June, in addition, three Administrative Offense Tickets (A.O.) and fifteen violation notices were issued by the Code Enforcement Department.

Mr. Brainard provided a handout on necessary zoning requirements when replacing or erecting a new or fence.

9. Police Department Report

Police Chief Ebeltoft reviewed the May 2016 department statistics.

Chief Ebeltoft stated that the Police Department responded to four hundred twenty two calls for service for the month of May 2016 compared to four hundred eighty four calls for service in May 2015.

Chief Ebeltoft reported that the Spring Lake Park Police Department deployed the "Speed Trailer" at fifteen different locations throughout the city to help remind the residents and those driving in the community of their speeds while operating a motor vehicle

Chief Ebeltoft reported that after working in the schools for the past five years as the School Resource Officer, Officer Fiske will be returning to her patrol duties at the end of this year. Chief Ebeltoft expressed his appreciation for her dedication and professionalism in the position of the School Resource Officer and welcomed back her to patrol. He welcomed Officer Chlebeck to the position of School Resource Officer

effective for the 2016-2017 school year.

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he attended numerous meetings throughout the month. He reported that a Prescription Drug take back disposal box is now located in city hall and encourages residents to dispose their unwanted prescription drugs.

Chief Ebeltoft stated that the Police Department was able to donate thirty-five bicycles to "Bikes 4 Kids", a local organization based out of Ham Lake, MN, that refurbishes the bikes and gives them to children who are not able to afford a bike of their own.

Councilmember Nelson thanked the Police Department for the donation and expressed his support.

10. Parks and Recreation Report

Parks and Recreation Director Rygwall reviewed the May and June 2016 department statistics. Ms. Rygwall reported that the Parks and Recreation Commission met and toured Triangle and Terrace Parks for improvements. She reported that the Commission suggested that grills be improved at Triangle Park and several trees be replaced or planted along the fence line at Terrace Park.

Ms. Rygwall stated that the Parks and Recreation Departments received thirty flats of plant donations for the parks. She stated that the summer Public Works staff has been busy planting the flowers around the parks.

Ms. Rygwall stated that the Towers Days Celebration was a success and thanked all volunteers and staff who helped with the preparations and activities. She reported that many in the community enjoyed the car and craft show as well as the fireworks.

Ms. Rygwall reported that staff has been busy planning fall programs and preparing the the upcoming softball tournaments. She reminded residents that the free lunch program, sponsored by the USDA, is taking place daily at Terrance and Able Parks.

11. Resolutions and/or Ordinances

1. Health Care Dwelling Law – Opt-Out Ordinance

Administrator Buchholtz reported that Governor Dayton signed SF 2555 into law, which creates a new process for local governments to permit certain types of recreational vehicles as temporary family dwellings. He stated the main motivation behind the new law is to provide transitional housing for seniors however; the law is much broader, allowing anyone who needs assistance with two or more "instrumental activities of daily life" for mental or physical reasons to be eligible to be housed in this manner. He stated that the law takes effect on September 1, 2016.

Administrator Buchholtz stated that the law has several components and he provided the statute for the Council to review. He stated that Section 3, which creates §462.3593 in State Law relating to Temporary Family Health Care Dwellings, is the law that impacts the City.

Administrator Buchholtz stated that this bill allows local governments to opt out of the program if they determine that this type of expedited land use permitting is not well suited to the community. He stated that the Planning Commission has reviewed the law and recommends opting out of the law at this time however; the Planning Commission is not opposed to researching the need for temporary family dwellings and weighing

the consequences and effect it would have Code Enforcement.

Acting Mayor Nelson stated that he feels this law is a one size fits all solution and does not fit Spring Lake Park well. He stated that he is in favor of looking into a similar regulations for temporary family dwellings, but the law's requirements is not a good fit for the City.

Councilmember Wendling stated that he agrees to opt out of the law. He stated that his concern is with a small area and structure, full time care would not be available.

Councilmember Nash stated that he is not comfortable adopting a blanket policy as it does not fit the City's circumstances well.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE ORDINANCE NO. 426 OPTING-OUT OF THE REQUIREMENTS OF MINNESOTA STATUTES, SECTION 462.3593. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

12. New Business

A. Spring Lake Park Policy Update

Administrator Buchholtz reported that over the past year, he has been reviewing the City's policy manual for potential updates or additions. He stated that there are two policies that were in need to be added: the Private Activity Revenue Bond Policy and the Tax Increment Financing Policy.

Administrator Buchholtz stated that the Private Activity Bond Policy establishes standards associated with the authority granted under Minnesota Statutes Sections 469.152 to 469.1651 (the Industrial Development Act) and Minnesota Statutes 462C (the Housing Act)

Administrator Buchholtz stated that the from time to time, the City receives requests from 501 (c) (3) non-profit organizations to issue private activity revenue bonds on their behalf for multifamily housing. He stated this policy allows the City to evaluate those requests, as well as requests from private entities to finance manufacturing/industrial facilities, multifamily housing, health care facilities, other projects on behalf of 501 (c)(3) organization and other projects authorized by state statutes and federal law.

Administrator Buchholtz stated that the City utilized Private Bond Revenue Bonds to finance both the Cottages of Spring Lake Park and Oakcrest, two affordable senior housing developments that were constructed in the 1990's.

Administrator Buchholtz stated that the City does not expect to receive many requests for this type of financing however, by establishing this policy, it adds another economic development too into the City's toolbox.

Administrator Buchholtz explained that the Tax Increment Financing Policy establishes the City's expectations for the use of Tax Increment Financing for private development that is beyond the requirements and limitations set forth by the TIF Law. He stated that the City periodically receives inquiries about projects utilizing tax increment financing, so it is important that a policy be in place that clearly outlines the City's position.

MOTION MADE BY COUNCIL MEMBER NASH TO ACCEPT THE PRIVATE ACTIVITY REVENUE BOND POLICY AND TAX INCREMENT FINANCING POLICY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Approval of 2017 North Metro Telecommunications Commission Budget

Administrator Buchholtz reported that the North Metro Telecommunications Commission submitted their 2017 proposed operating budget. He stated that the Commission's proposed budget is \$1,220,464 which represents a \$31,180 increase over last year's operating budget. He stated that this is due entirely to salary and benefits adjustments, primarily the recommended and approved step-pay-plan revisions for several staff positions. He stated that remainder of the Operations Budget decreased by \$6,500 over the previous year.

Administrator Buchholtz stated that budgeted capital costs for 2017 are \$339,836 and the majority of this amount is dedicated to the HD bond payment of \$227,850. He stated that the remainder is for field equipment upgrades, office computers, software, software licenses, and building signage changes.

Administrator Buchholtz explained that franchise fees paid back to Member Cities are budgeted at \$345,000, which is \$25,000 more than last year's franchise fee payment.

MOTION MADE BY COUNCILMEMBER NASH TO APPROVE THE 2017 NORTH METRO TELECOMMUNICATIONS COMMISSION BUDGET. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

13. Engineer's Report

Engineer Gravel reported that the Seal Coating and the Sewer Lining projects will start the week July 11, 2016. He stated that notices will be posted for the sewer lining project at resident's homes and he said there will should not be any interruptions to residents.

Councilmember Wendling inquired if the work is completed on Monroe Street and 81st Avenue. Mr. Gravel stated that the contractor is still working with a few residents on final items. Mr. Gravel noted that the final payment is still being held to the contractor until all the items are completed.

14. Attorney's Report – None15. Reports - None16. OtherA. Administrator Reports

Administrator Buchholtz thanked the Tower Days Committee, Parks and Recreation staff and Public Works staff for their hard work on the Tower Days celebration.

Administrator Buchholtz reported that work on the 2017 budget is underway and encouraged the Council to let him know if there are any specific projects/programs they would like included.

Administrator Buchholtz reported that new security cameras have been installed at City Hall and cameras at the parks are currently being installed. He stated that 24 applications have been received for the Liquor Store Manager position. He reported that he and Councilmember Wendling attended the joint fire department council work session last month.

15. Adjourn

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

The meeting was adjourned at 7:35 P.M.


Robert Nelson, Acting Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer