

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on June 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 Mason, Nelson, Wendling and Mayor Hansen

Members Absent: Councilmember Nash

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

Visitors: None

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz requested that a new item, 3.2% Beer and Wine License, for El Bamba Restaurant be added to the Consent Agenda as item 6F and a correction to item 10C, Approval of job description for Liquor Store Manager only at this time.

### 5. Discussion From The Floor - None

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – May 16, 2016
- B. Request for Payment No. 3 – Lift Station No. 1 – Meyer Contracting
- C. Contractor's Licenses
- D. Sign Permit
- E. Correspondence
- F. 3.2% Beer and Wine License

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

## 7. Presentation

### Ladder Truck Presentation – Fire Chief Smith

Fire Chief Smith reported to the Council that the Fire Department is in need of two ladder trucks. He explained that the two existing aerial apparatuses are beyond their useful life and one is out of service completely. He stated that he will be asking for funding to replace the ladder trucks with two trucks that are equipped with ladders, pumps, tanks and hoses. He stated that the new trucks have a standalone capacity unlike the current ladder trucks. Chief Smith explained that while the new trucks are expensive, the lifespan is 20 years on a new truck. He estimated the cost of the new fire apparatuses to be under \$1 million dollars. He stated that there are options of purchasing or a seven-year lease.

Councilmember Wendling inquired as to why a pumper truck is necessary. Chief Smith explained that the pumper truck is the most important vehicle on the scene of a fire and the new trucks are capable of providing five services at the scene while a ladder truck is used to reach the fire. He stated that with the new truck, more tactical operations can occur and more fire personnel can be transported to the scene.

Councilmember Nelson inquired if the trucks are equipped with have the foam capability in the event response would be needed at the Anoka County Airport. Chief Smith stated that all the engines currently carry foam and are able to mix the foam on site should it be required.

Councilmember Mason inquired if the plastic pools are used if water is not available for a fire. Chief Smith stated that the portable plastic pools are used if water is not available on site however, they do take a long time to fill.

## 8. Public Works Report

Public Works Director Randall reported that the Public Works Department has cleaned up parks, graded, dragged & lined ballfields, cleaned and planted flower beds, repaired signs; completed repairs at Lakeside Park restroom building and have started preparation for Tower Days. He stated that annual clean out of the sewers has started and is going well. He stated that he has been mowing grass at vacant homes and the cost associated with the work is assessed to the property owner. He reported that traffic counts on local streets has started.

Councilmember Nelson inquired if the traffic count process counts the truck traffic on Osborne Road and if any of the results will be available for the Osborne Road Construction Open House. Mr. Randall reported that the counters do not separate out multi axle vehicles, therefore truck traffic counts are not available with the equipment that the City owns. He stated that Anoka County has completed their own traffic counts on Osborne Road.

Administrator Buchholtz stated that if any reports or information is provided before the open house on June 23, 2016, he will forward it to the Councilmembers in time for them to review it. He stated that there are three options being proposed for the construction on Osborne Road.

## 9. Code Enforcement Report

Administrator Buchholtz reported that Building Official Brainard attended the Council meetings on May 2nd and May 16th; a Department Head meeting on May 3rd; and a Fire Sprinkler and Plan Review Conference on May 31st.

Administrator Buchholtz stated that in May 2016, 26 building permits, five fire, two signs, six zoning, nine mechanical and nine plumbing permits were issued compared to a total of 49 in 2015. He reported that Mr. Brainard conducted 192 inspections, including 80 building, ten mechanical, six plumbing, 32 nuisance, five certificate of occupancy, 45 rental housing, three fire and 11 zoning inspections.

Administrator Buchholtz reported that the May 2016 vacancy listing shows that there are 19 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is up one from last month. There are no vacant/foreclosed commercial properties currently posted, which is down one from last month; and 19 residential properties currently occupied and ready for Sheriff Sale's redemption, which is down three from last month. He reported that he posted two abandoned and/or vacant property notices in month of May, in addition, no Administrative Offense Tickets (A.O.) were issued however, 30 violation notices were issued by the Code Enforcement Department.

Administrator Buchholtz provided a handout on Summer Residential Standards.

#### 10. New Business

##### A. Accept Joyce Swanson Resignation

Administrator Buchholtz reported that on June 1, 2016, Liquor Store Manager, Joyce Swanson, submitted her letter of resignation, effective June 17, 2016. He thanked Ms. Swanson for her years of service to the City and wished her well as she enters into retirement.

MOTION MADE BY MAYOR HANSEN TO ACCEPT RESIGNATION OF LIQUOR STORE MANAGER JOYCE SWANSON. ROLL CALL VOTE. ALL AYES. MOTION CARRIED.

##### B. Authorize Recruitment of Liquor Store Manager Position

Administrator Buchholtz reported that he is seeking authority from the City Council to begin the process of recruiting a new liquor store manager. He stated that he has updated the job description for liquor store manager and the description was reviewed by the liquor store consultant.

Administrator Buchholtz provided the Council with a copy of the updated job description.

##### C. Approve Job Descriptions for Liquor Store Manager, Liquor Store Assistant Manager and Liquor Store Clerk

Administrator Buchholtz reported that the job descriptions for the Liquor Store Assistant Manager and the Liquor Store Clerk are currently being reviewed by the liquor store consultant and will be available for the Council to review within the next few weeks.

Administrator Buchholtz recommended that during the transition time of recruiting for a new Liquor Store Manager, he appoint the current Assistant Liquor Store Manager, Laura Saatamoinen as the Interim Liquor Store Manager. He recommended that her salary increase to Step 3 of the Liquor Store Manger range (\$30.01/hour). He stated that this would compensate Ms. Saatamoinen for the increased responsibilities she will have during the transition. He stated that her salary will return to Step 6 of the Assistant Liquor Store Manger salary (\$25.23) once the new liquor store manager begins his/her duties with the City.

MOTION MADE BY MAYOR HANSEN TO AUTHORIZE RECRUITMENT OF LIQUOR STORE MANAGER POSITION; APPROVE JOB DESCRIPTION OF LIQUOR STORE MANAGER AND APPOINT LAURA SAATAMOINEN TO INTERIM LIQUOR STORE MANAGER WITH TEMPORARY SALARY OF \$30.01/HOUR UNTIL PERMANENT LIQUOR STORE MANAGER IS HIRED. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's Report

Engineer Gravel reported that the reconstruction on Lift Station No. 1 is complete. He stated that street restoration work will occur in approximately one week and the detour signs will be removed once the patching work is complete.

12. Attorney's Report – None

13. Reports

Parks and Recreation Director Rygwall reminded residents that the Tower Days events and the parade route.

14. Other

A. Administrator Reports

Administrator Buchholtz reported that the Anoka County Osborne Road construction meeting will be held on June 23, 2016 from 4:00 – 7:00 PM at Prince of Peace Church. He stated that the Council will have updated information for the meeting.

Administrator Buchholtz reminded the Council of the Joint Fire Department meeting on June 14, 2016 at 6:30 PM at Blaine City Hall.

15. Adjourn

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

The meeting was adjourned at 7:54 P.M.



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Cindy Hansen, Mayor

Attest.



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Daniel R. Buchholtz, Administrator, Clerk/Treasurer