

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on January 4, 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 Mayor Hansen

Members Absent: Councilmember Nash and Mason (arrived at 7:05pm)

Councilmember Mason arrived at 7:05 PM.

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

Visitors: Olivia Alveshere, ABC Newspaper
Julie Jeppson, Stepping Stone Emergency Housing

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 – December 21, 2015
- B. 2016 Criminal Billings
- C. Contractor's Licenses
- D. Correspondence

Councilmember Wendling asked for an explanation on the the 2016 Criminal Billings. He inquired as to how many cases that are referred to Anoka County on a monthly basis. Attorney Carson reported that the number of cases fluctuates and depending on the court calendars for the processing of criminal cases. He stated that on average the criminal court cases have exceeded the fixed dollar amount that has been proposed. He stated feels the proposed amount will be a cost savings for the City overall.

Administrator Buchholtz stated that the billing invoices are multiple pages long on a monthly basis and agreeing to a fixed amount will save a lot of time for those involved.

MOTION BY COUNCILMEMBER WENDLING APPROVING THE CONSENT AGENDA.
ROLL CALL VOTE: ALL AYES. COUNCILMEMBER MASON ABSTAINED FROM VOTE.
MOTION CARRIED.

7. Presentation

A. Stepping Stone – Julie Jeppson

Julie Jeppson, Development Director for Stepping Stones Emergency Housing, presented an overview of Stepping Stones. She explained that 65% of the residents of Stepping Stones are residents of the surrounding communities including Spring Lake Park. She stated that Stepping Stones is the only licensed homeless shelter serving Anoka County's homeless men and women, ages 18 and older. She explained that Stepping Stones provides services and amenities to those who are in need of them.

Councilmember Nelson inquired as to where they are located. Ms. Jeppson reported that they are located in Anoka on the grounds of the old state hospital and currently have one location.

Councilmember Nelson commented that often times city budgets are tight to offer assistance to such organizations but would welcome more information from Ms. Jeppson as he would be willing to pass along the information to other organizations and fund raising events. He encouraged working with the Beyond Yellow Ribbon to assist homeless veterans.

8. Public Works Report

Public Works Director Randall reported that the Public Works Department plowed four times in the month of December; repaired snow plow damage to signs; continued to trim boulevard trees and repaired plowing equipment. He stated that the skating rinks have been flooded and the painting at the Able Park warming house is completed.

Mr. Randall stated that the water meters have been read for quarterly billing and the Water Department is in the process of repairing some of the radios on the meters that have not functioning correctly. He stated that some some the batteries in the radio have gone bad and need to be replaced.

Mr. Randall reported that he is in the process of reviewing the sewer lining inspection reports and will be viewing the videos soon. He stated that he met with the youth baseball coaches regarding practices and various meeting times for use of the baseball fields.

9. Code Enforcement Report

Building Official Brainard reported that attended the Council meetings on December 7th and 21st; a Department Head meeting on December 8th; a North Suburban Code Official's meeting on December 8th; and assisted with interviews for the Facility Assessment & Space Needs candidates on December 9th.

Mr. Brainard stated that in December 2015, 15 building permits were issued. He reported that in 2015, 297 building permits were issued compared to 234 in 2014. He stated that the total valuation of 2015 of \$10,321,017.13 compared to \$3,851,121.03 in 2014 resulting in a 168% increase. He reported that the total building permits revenue for 2015 of \$142,575.83 compared to \$65,587.50 in 2014, resulting in a 117% increase. He explained that the revenues for the Code Enforcement Department in 2015 have exceeded revenue budget projections by 91%.

Mr. Brainard reported that the December 2015 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 two from last month. There is one vacant/foreclosed commercial property, which is down two 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 issue any administrative offense tickets but did post several nuisance notices that have all been corrected.

Mr. Brainard reported that Substance Church, 8299 Central Avenue NE plans on conducting their first service on or near Easter 2016.

10. Resolutions and/or Ordinances

A. Ordinance No. 422 Amending the Fee Schedule for the City of Spring Lake Park

Administrator Buchholtz reported that the credit card transaction fees listed in the 2016 fee schedule are incorrect. He stated that Ordinance No. 422, as revised, lists the proper fees.

Administrator Buchholtz stated that the Utility e-billing fee, which is a credit card fee charged by the USTI online utility billing module, is \$.35 plus 3% of the utility bill balance. He stated that the e-check (ACH) option is \$1.50 per check. He stated that this would only be used for residents/contractors who wish to make a payment by check over the phone. He explained that the City will continue to accept checks at the counter at no cost.

Administrator Buchholtz explained that all other transactions will be based on the fee schedule set by our new credit card processor, Municipay. He stated that their processing fee is \$3.00 or 2.45% of the transaction balance, whichever is greater.

Councilmember Nelson inquired if the cost is \$35 for insufficient funds for credit cards is correct as it seems like a high fee. Administrator Buchholtz stated that the \$35 fee is a standard chargeback fee and it is correct considering the amount of time and the work involved with reversing fees and transactions.

MOTION BY MAYOR HANSEN TO APPROVE ORDINANCE NO. 422 AMENDING THE FEE SCHEDULE FOR THE CITY OF SPRING LAKE PARK. ROLL CALL VOTE. ALL AYES.

11. New Business

A. 2016 Appointments

Administrator Buchholtz presented the 2016 appointment to the City Council. He reported that there are two openings on the Planning Commission, each for a three-year term and two openings on the Parks and Recreation Commission, each for a three-year term.

Administrator Buchholtz reported that the City has received a letter from the Anoka County Record stating that they will be publishing the City's public notices in 2016 at no cost to the City. He stated that the Anoka County Record has requested that they be named the official newspaper for the City. He reported that Anoka County, the cities of Ham Lake and Oak Grove utilize the Anoka County Record for their public notice whereas the City utilizes the Blaine/Spring Lake Park Life as its newspaper of record. He stated that the cost for this service is \$10.75 per column inch.

Administrator Buchholtz stated that staff recommends utilizing the Blaine/Spring Lake Park Life as the official newspaper of the City. He reported that the Anoka County Record did not provide documentation showing it meets the requirements of M.S. 331A.02 as a qualified newspaper. He stated that staff also believes the wider circulation of the Blaine/Spring Lake Park Life provides a higher level of transparency to the public for City

notices.

Councilmember Mason inquired as to how a resident receives the Blaine/Spring Lake Park newspaper as not everyone is receiving it. Administrator Buchholtz stated that he will look into how the paper is delivered and if a small mailbox is required. He reminded residents that if they do not receive the paper, there is a supply at City Hall.

Councilmember Nelson commented that he appreciates the fact that the City is well covered in the Blaine/Spring Lake Park paper.

MOTION MADE BY COUNCILMEMBER MASON TO APPROVE 2016 APPOINTMENTS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Police Officer Candidate Tentative Job Offer

Police Chief Ebeltoft reported that the the interview process and background investigations were completed on the three candidates for the vacant patrol officer position. He reported that candidates Aaron Imig, Edgar Gallegos and Bret Davis had completed the background investigation process.

Chief Ebeltoft reported that Aaron Imig was the selected candidate to fill the Patrol Officer position pending passing a psychological, medical and drug exam. He stated the tentative starting date would be February 1, 2016.

MOTION MADE BY MAYOR HANSEN TO APPROVE TENTATIVE JOB OFFER TO AARON IMIG. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. 2016-2017 Sergeants Union Contract Ratification

Administrator Buchholtz informed the Council that the Sergeants Union employees accepted the offer negotiated by the Sergeants Negotiations Committee. He stated that the duration of the contract is two years and carries a 2.5% wage increase in 2016 and 3% wage increase in 2017; a uniform allowance of \$790 in 2016 and \$810 in 2017; allows funeral leave of five days for death of an employee's spouse, child or stepchild; changed compensation to allow one hour of compensatory time per shift worked, or pro rata portion if employees assigned by the Employer to perform Field Training Officer duties and changed language to allow employee to choose to use up to \$500 year per officer for health club/physical fitness programs or use up to \$1,000 per year per officer for education training.

MOTION BY COUNCILMEMBER MASON TO APPROVE RATIFICATION OF 2016/2017 SERGEANTS UNION CONTRACT RECOMMENDED BY THE SERGEANTS NEGOTIATIONS COMMITTEE, AS FOLLOWS:

1. ARTICLE 25. DURATION

JANUARY 1, 2016 THROUGH DECEMBER 31, 2017.

2. ARTICLE 22 & APPENDIX – WAGES

2.5% IN 2016

3.0% IN 2017

3. ARTICLE 23 & APPENDIX B, UNIFORM ALLOWANCE

\$790 IN 2016

\$810 IN 2017

4. ARTICLE 17, LEAVES OF ABSENCE

~~FUNERAL LEAVE: THE EMPLOYER SHALL GRANT A LEAVE OF ABSENCE WITH PAY, NOT TO EXCEED THREE (3) DAYS, IN THE EVENT OF DEATH IN THE EMPLOYEE'S IMMEDIATE FAMILY: SPOUSE, MOTHER, FATHER, GRANDPARENTS, BROTHER, SISTER, CHILDREN, MOTHER IN LAW, FATHER IN LAW, STEP MOTHER, STEP FATHER, STEP BROTHER OR STEP SISTER. THIS LEAVE SHALL NOT BE SUBTRACTED FROM THE EMPLOYEE'S ACCRUED SICK LEAVE. FUNERAL LEAVE OF THREE (3) DAYS DUE TO A DEATH IN THE FAMILY SHALL NOT BE CHARGED AGAINST SICK LEAVE. THE "FAMILY" SHALL BE CONSIDERED A SPOUSE, SON, DAUGHTER AND BROTHER, SISTER, MOTHER, FATHER, GRANDPARENTS, GRANDCHILDREN, STEP PARENTS AND STEP GRANDPARENTS OF THE EMPLOYEE AND HIS/HER SPOUSE. FUNERAL LEAVE OF FIVE (5) DAYS SHALL BE GRANTED DUE TO THE DEATH OF AN EMPLOYEE'S SPOUSE, CHILD OR STEPCHILD. THE BEREAVEMENT LEAVE SHALL NOT BE CHARGED AGAINST THE EMPLOYEE'S SICK LEAVE.~~

5. APPENDIX A, COMPENSATION

~~EMPLOYEES IN PLACE AT THE TIME OF EXECUTION OF THIS AGREEMENT ARE CONSIDERED TO BE AT STEP 6 AND WOULD RECEIVE THE STEP 6 WAGE EFFECTIVE JANUARY 1, 2000. NEWLY HIRED EMPLOYEES WOULD BEGIN AT THE START WAGE AND TRANSFERRED EMPLOYEES WOULD RECEIVE THE NEXT STEP HIGHER THAN THEIR CURRENT WAGE.~~

EMPLOYEES ASSIGNED BY THE EMPLOYER TO PERFORM FIELD TRAINING OFFICER DUTIES SHALL RECEIVE ONE HOUR COMPENSATORY TIME PER SHIFT WORKS, OR PRO RATA PORTION THEREOF.

THE CITY AGREES TO PAY DIRECTLY FOR THE POLICE OFFICER LICENSES.

6. APPENDIX B, EDUCATION

~~THE CONTINUING EDUCATION PROGRAM SHALL BE CONTINUED, AND THE AMOUNT TO BE SET AT \$500 PER YEAR PER OFFICER. ALL CLASSROOM TRAINING MUST BE APPROVED BY POLICE CHIEF. EMPLOYEE MAY CHOOSE EITHER TO USE UP TO \$500 PER YEAR PER OFFICER THIS MONEY FOR HEALTH CLUB/PHYSICAL FITNESS PROGRAMS OR USE UP TO \$1,000 PER YEAR PER OFFICER FOR AS WELL AS EDUCATION TRAINING, BUT NOT BOTH. THE CITY WILL NOT USE THE EDUCATION MONEY FOR REQUIRED P.O.S.T CREDITS UNDER ARTICLE XXIII. EMPLOYEES MAY USE THE MONEY FOR ADDITIONAL P.O.S,T CREDITS.~~

ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Wages for Department Heads and Non-Bargained Employees

Administrator Buchholtz reported that in light of the settlement of the Sergeant union contract for 2016/2017, it is recommended that the non-bargained employees and department heads, with the exception of the non-bargained liquor store employees, receive a 2.5% wage increase effective January 1, 2016. He recommended

that the two non-bargained employees at the liquor store be addressed once the Teamsters labor agreement is settled.

Administrator Buchholtz stated that public employers in the State of Minnesota are mandated to maintain a program of "pay equity" between male and female classes of employees. He stated that the majority of our non-bargained employees are female and the majority of the bargained employees are male. He stated that the importance, from a pay equity standpoint, is to grant non-bargained employees the same cost of living increase as the bargained employees.

Councilmember Nelson inquired as to why there was no increase for 2017 presented when the Sergeant's contract is a two year contract. Administrator Buchholtz stated that in the past, the wages for non-bargained employees and department heads were approved for one year. He stated that it is intended that the increase for 2017 will be reflected in the 2017 budget. He explained that the Council can add the 3% increase for 2017 to the motion.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE WAGES FOR NON-BARGAINED AND DEPARTMENT HEAD EMPLOYEES AS PRESENTED WITH A 3% INCREASE FOR THE YEAR OF 2017. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

12. Engineer's Report

Engineer Gravel reported that the 2015 Sanitary Sewer Lining Project is complete and Public Works Director Randall is in the process of viewing inspection tapes to verify the 2015 installations. Mr. Gravel stated that Meyer Contracting is working on the drawings and permits for the Lift Station No. 1 reconstruction project and weather permitting, they hope to begin construction this winter.

13. Attorney's Report

Attorney Carson introduced John Thames who will be replacing Mr. Carson as City Attorney. He stated that Mr. Thames has many years with the firm and feels the transition will be very easy for him.

14. Reports - None

15. Other

Councilmember Nelson inquired if warming house attendants are still needed for this winter season. Parks and Recreation Director Rygwall stated that attendants are still needed and applications are being accepted. She reported that hockey coaches have been opening and supervising the warming houses on a volunteer basis.

A. Administrator Reports

Administrator Buchholtz asked that the City Council schedule a workshop meeting on January 11, 2016 to review the parking zoning ordinance; zoning corrections and Administrator reports. The consensus of the Council was to hold the meeting at 5:30 PM.

Administrator Buchholtz reported that negotiations on the Sunshare Solar Garden Agreement have ceased. He stated that Sunshare did not save space for the City of Spring Lake Park and have backed away from any other negotiations. He stated that Sunshare was one of two proposals the city considered but it is not a good fit for the city at this time. He added that this does not shut the door to other companies who may approach the City

with a proposal.

Councilmember Nelson inquired if any money could be recouped from Sunshare for the time and work that had been done on the contract negotiations. Attorney Carson there is not anything the City can do to recoup expenses, as the City did not have a contract with Sunshare.

B. City Hall Closed – January 18, 2016 for Martin Luther King Jr. Holiday

Administrator Buchholtz reminded everyone that City Hall will be closed on Monday, January 18, 2016 in observation of the Martin Luther King Jr. holiday.

15. Adjourn

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

The meeting was adjourned at 7:55 P.M.



Cindy Hansen, Mayor

Attest.



Daniel R. Buchholtz, Administrator, Clerk/Treasurer