

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on December 21, 2015 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; Building Official Brainard; Attorney Carson; Engineer Gravel; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Olivia Alveshere, ABC Newspapers

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz asked that item 10C, Authorize Agreement to Accept Credit Cards, be added to the agenda.

5. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – December 7, 2015
- B. Disbursements
 - 1. General Fund Disbursement Claim No. 15-21 -- \$470,657.13
 - 2. Liquor Fund Disbursement Claim No. 15-22 -- \$222,234.08
- C. Budget to Date/Statement of Fund Balance - November
- D. Request for Payment No. 3 – North Valley Paving – CSAH 35/Central Avenue
- E. Massage Therapy License
- F. Contractor's Licenses
- G. Liquor Licenses
- H. Correspondence

MOTION BY COUNCILMEMBER NELSON APPROVING THE CONSENT AGENDA. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

6. Discussion From The Floor – None

7. Police Report

Police Chief Ebeltoft reported that due to transitioning to the new Public Safety Data Records System in November, the monthly detailed statistical report for the number of calls for service is not available. He stated that staff is in the process of obtaining the necessary training to fully utilize the system.

Chief Ebeltoft reviewed the monthly statistics from the School Resource Officer and Investigator Baker. He stated that with the cold weather settling in; the ability of the Police Department to deploy the speed trailer will be ending until warmer weather.

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he attended numerous meetings throughout the month, along with overseeing the continuation of the hiring process for the vacant police officers position. He reported that the application process, written portion of the testing, candidate interviews and the background process of the top three candidates has been moving forward. He stated that it is his intent to bring for the name of the recommended police officer candidate in the near future to the City Council for a conditional job offer.

8. Parks and Recreation Report

Parks and Recreation Director Rygwall reviewed the November 2015 department statistics. Ms. Rygwall reported that the Parks and Recreation Commission met and reviewed the park improvement plan, the fee increase for park dedication and the Turkey Shoot and Santa breakfast programs. She reported that 81 pounds of food was collected and donated to SACA during the Turkey Shoot program.

Ms. Rygwall stated that staff has been busy preparing youth softball programs, the senior Valentine luncheon and other new programs for the upcoming year. She reported that skating rink attendants applications are now being accepted for this season. She stated that the new recreation brochure would be delivered to homes the first week of January.

9. Ordinances and Resolutions

A. Resolution No. 15-34 Adopting Proposed 2015 Taxes Collectable in 2016

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 15-34 ADOPTING PROPOSED 2015 TAXES COLLECTABLE IN 2016. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. New Business

A. Approval of 2016 Budget

Administrator Buchholtz presented the 2016 Budget to the City Council for approval and summarized points from the Truth in Taxation hearing. He stated that the proposed budget for the City of Spring Lake Park is \$4,242,858, an increase of 2.74% from 2015 which is primarily due to employee wages, increased fire protection costs, implementation of the Public Safety Data System and utility costs.

Administrator Buchholtz stated that the 2016 payable property tax levy is \$2,975,985, an increase of 5.31%. He stated the portion of the tax levy for government operations is \$2,771,985. He stated that intergovernmental revenue, permit and license fees, charges for services, miscellaneous revenues and interfund transfers cover the remaining portion of the budget. He reported the portion of the tax levy for debt service is \$204,000, which

covers the 2014-2015 Street Improvement Project bond and the 2013 Equipment Certificate.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE 2016 BUDGET. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Accept Proposal from Leo A. Daly for Facility Study/Space Needs Analysis

Administrator Buchholtz reported that the City Council, at its October 5, 2015 meeting, authorized staff to issue a request for proposals (RFP) for a facility assessment/space needs analysis for the City Hall/Police Department/former Maintenance Facility. He stated that the RFP was sent to selected architectural firms as well as posted the League of Minnesota Cities website.

Administrator Buchholtz stated that City staff was pleasantly surprised with the response the City received to its RFP. He reported that thirteen firms submitted proposals and prices for the services ranged from \$9,725.00 to \$132,900. He stated that the City's Management Team reviewed each proposal, comparing the proposal specifications set forth in the RFP. He reported that the Management Team invited four architectural firms to give presentations on their proposals – Buetow 2 Architects, Stantec, Five Bugles Design Group and Leo A. Daly.

Administrator Buchholtz stated that City staff was impressed with the quality of the presentations from the four firms interviewed. He stated that each firm had qualified staff that would be able to provide a quality product. He reported that Leo A. Daly stood out to the Management Team based on its understanding of the proposal, its project management approach and its enthusiasm of the project.

Administrator Buchholtz reported that Leo A. Daly's team, led by Cindy McCleary, AIA, has significant experience completing these facility studies. He stated that staff was very comfortable with the process they proposed to undertake, along with a hands-on approach to ensure that the city ends up with a quality project. He explained that Leo A. Daly was the only firm that stated they would be on site to review how the site operated and this on-site observation will allow them to identify facility inefficiencies that staff may not be able to identify through a questionnaire.

Administrator Buchholtz explained that the fee for the facility assessment/space needs analysis is \$16,200 plus up to \$450 in reimbursable expenses. He reported that funding for the study would come from the 2016 General Fund budget (\$10,000) and the Recreation Programs Fund (\$6,650). He stated that this cost sharing is appropriate considering that the possible addition of a community center on-site is part of the facility study. He reported that staff anticipates the study will be completed by July 2016.

Councilmember Wendling stated that he was impressed that the firm wants to be on site to see how the working environment in operation.

MOTION MADE BY COUNCILMEMBER WENDLING TO ACCEPT PROPOSAL FROM LEO A. DALY FOR FACILITY STUDY/SPACE NEEDS ANALYSIS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Authorize Agreement to Accept Credit Cards

Administrator Buchholtz reported that the City currently does not accept credit cards for at City Hall for payment of permits, water bills or services. He stated that city staff researched five credit card processing firms and one firm offers the options that would be most beneficial to the City.

Administrator Buchholtz stated that Municipay has the capabilities to process credit card payments with a low convenience fee of 2.45%, with a minimum fee of \$3.00. He stated that the system could be easily established by mid-January- February. He stated that the startup cost was very low as the only cost is for a card reader at \$85/reader.

Councilmember Nelson inquired on how secure the credit card numbers will be and if the City would be liable if any of the credit cards numbers were tampered with. Attorney Carson stated that many of the local cities accept credit cards and there would be no liability for the City. Administrator Buchholtz confirmed that the City would not store credit card numbers; therefore minimizing the City's liability.

MOTION MADE BY COUNCILMEMBER NELSON TO AUTHORIZE AGREEMENT WITH MUNICIPALITY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's Report

Engineer Gravel reported that the contractor, Visu-Sewer, has completed the final segment of the 2015 Sanitary Sewer Lining Project. He stated that Public Works Director Randall will review inspection-televising tapes to verify the 2015 installations.

Mr. Gravel reported that a preconstruction conference was held with Meyer Contracting on December 15, 2015 to review the Lift Station No. 1 reconstruction. He stated that weather permitting; the contractor may begin construction this winter.

12. Attorney's Report - None

13. Other

A. Administrator Report- None

14. Adjourn

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

The meeting was adjourned at 7:30 P.M.



Cindy Hansen, Mayor

Attest:


Daniel R. Buchholtz, Administrator, Clerk/Treasurer