

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on September 8, 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: 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 a new item entitled "Sign Permit Application – Citywide Service Corp." be added as item 5.G.

5. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – August 17, 2015
- B. Contractor's Request for Payment No. 2/Final – Pearson Bros.
- C. Contractor's Request for Payment – Generator Power Systems
- D. Approve Engagement Letter with Nagell Appraisal and Consulting for Spring Lake Terrace Benefit Appraisal
- E. Mayor's Proclamation – Constitution Week September 17-23, 2015
- F. Contractor's Licenses
- G. Sign Permits
- H. Correspondence

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

6. Discussion From The Floor - None

7. Public Works Report

Public Works Director Randall reported that the Public Works Department; continues to mow, weed and collect garbage; continues to paint crosswalks and stop bars on the streets; completed painting a flower planter at Terrace Park; installed woodchips at the various parks; painted the wood structure building at Terrace Park; delivered barricades for Night to Unite and cleaned out the sewer lines.

8. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on August 3rd and 17th; a Department Head meeting on August 4th; a Budget Workshop on August 10th; a Zoning Code Amendment meeting on August 24th and the North Suburban Building Official's meeting on August 25th.

Mr. Brainard stated that in August 2015, 102 permits were issued. He reported that he conducted 98 inspections in August.

Mr. Brainard reported that the August 2015 vacancy listing shows that there are 22 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is up one from last month. There are three vacant/foreclosed commercial properties, which remains the same from last month; and 17 residential properties currently occupied and ready for Sheriff sale, which is down one from last month. He reported that four violation notices were issued in August by the Code Enforcement Department. He reported that three administrative offense tickets were issued.

Mr. Brainard provided a copy of the handout he distributed to Spring Lake Park residents during Night to Unite regarding Frequently Asked Questions.

9. Public HearingA. Assessment Hearing for 81st Avenue NE Improvements

Mayor Hansen reconvened the Public Hearing for 81st Avenue NE Improvement Assessment at 7:10 PM.

Administrator Buchholtz reported that the assessment roll has been modified and the property located at 8101 Terrace Road NE was added to the roll since it was not originally included. He stated that the property owner was notified and the City did not hear back from the resident.

Hearing no public comments, Mayor Hansen closed the public hearing at 7:12 PM.

10. Ordinances and ResolutionsA. Resolution 15-19 Adopting Assessment for 81st Avenue NE Improvements

Administrator Buchholtz presented a resolution adopting the assessment for 81st Avenue NE Improvements.

MOTION MADE BY MAYOR HANSEN TO RESOLUTION 15-19 ADOPTING ASSESSMENT FOR 81ST AVENUE NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. New BusinessA. Award Bid Results for CSAH 35

Engineer Gravel reported that bids were opened for the CSAH35/Central Avenue NE Improvements project on August 17, 2015. He stated that there were a total of three bids.

| | <u>Contractor</u> | <u>Total Base Bid</u> |
|-----|---------------------------|-----------------------|
| Low | North Valley Paving, Inc. | \$198,241.57 |
| #2 | Hardrives, Inc. | \$215,661.30 |
| #3 | Park Construction Company | \$233,285.67 |

Mr. Gravel reported that the low bidder on the project was North Valley Paving Inc. with a total base bid of \$198,24.57. He stated that this compared to the Engineer's Opinion of Probable Cost of \$232,000. He stated the total project cost including construction, wetland replacement, and the soft costs appears to be at our under the amount used for the Development Agreement with the property owner at 8299 Central Avenue NE. He reported the bids have been reviewed and are found to be in order.

Councilmember Nelson inquired if the escrow money is in hand currently and if it can be used if it can be withdrawn if needed to pay for the project. Administrator Buchholtz stated that the funds are deposited at Primer Bank and under the escrow agreement the funds can be withdrawn if Substance Church fails to pay the invoice.

MOTION BY MAYOR HANSEN TO AWARD BID RESULTS FOR CSAH35/CENTRAL AVENUE NE IMPROVEMENT PROJECT TO NORTH VALLEY PAVING, INC. IN THE AMOUNT OF \$198,241.57. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Authorize Hire of Bookkeeper

Administrator Buchholtz reported that under the direction of the City Council, staff began a search to fill the new Bookkeeper/Office Support Specialist position recently created as a result of the Administration Department reorganization. He stated that the City received 58 applications for the position. He stated that an interview team made up of Parks and Recreation Director Rygwall, Recreation Program Supervisor Okey, Accountant Anderson and Administrator Buchholtz interviewed seven candidates for the position. He reported that one candidate really stood out in both the customer service and accounting areas – Dena Brunette.

He stated that Ms. Burnette brings exceptional qualifications to the position based on experience in the private and corporate sectors. He reported that staff has completed reference and criminal background checks and found nothing that would disqualify her from the position.

Administrator Buchholtz stated that due to the wealth of the education and experience Ms. Brunette brings to the position, staff is requesting that she start at step three of the salary schedule. He reported that adequate funds were budgeted for in the 2016 budget to accommodate the hire at this salary level.

Councilmember Wendling inquired on the amount for step three of the salary scale. Administrator Buchholtz stated the amount is \$19.93 per hour.

MOTION BY COUNCILMEMBER MASON TO AUTHORIZE HIRING DENA BRUNETTE FOR THE BOOKKEEPER/OFFICE SUPPORT SPECIALIST POSITION. ROLL CALL VOTE: ALL AYES.

MOTION CARRIED.

12. Engineer's Report

Engineer Gravel reported that several items remain on the list for the 2014-2015 Street Improvement Project including several clean-up and seeding items that need to be addressed with the contractor. He stated that he will be meeting with the contractor to set up a deadline and will deduct from the final payment amount if needed.

13. Attorney's Report - None14. Reports - None15. Other

Mayor Hansen acknowledged a Certificate of Appreciation that the City received from Convoy of Hope for the event that was held in the City in August.

A. Administrator Reports

Administrator Buchholtz reported that the City Ordinances are now more easily searchable on the City's website. He reported that the Planning and Zoning Commission will be meeting on September 14, 2015 at 7:00 PM to review the zoning code.

16. Adjourn

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

The meeting was adjourned at 7:20 P.M.


Cindy Hansen, Mayor

Attest:


Daniel R. Buchholtz, Administrator, Clerk/Treasurer