

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on August 3, 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, Nash, Nelson, Wendling and Mayor Hansen

Members Absent: None

Staff Present: Public Works Director Randall; Building Official Brainard; Engineer Gravel;  
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 "Public Right of Way Application – CenturyLink" be added as item 5.F. and item entitled "Administrative Staffing Proposal" be added as item 10.A.

### 5. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – July 20, 2015
- B. Public Right of Way Application – Centerpoint Energy-8048 Monroe Street NE
- C. Public Right of Way Application – CenturyLink- 896 Highway 10 to Elm Drive NE
- D. Contractor's Licenses
- E. Correspondence
- F. Public Right of Way Application – CenturyLink

MOTION BY COUNCILMEMBER NASH 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 moved into the new Public Works building; continues to mow, weed and collect garbage; continues to paint crosswalks and stop bars on the streets; completed painting the tennis courts at Terrace Park; painted the wood structure building at Terrace Park; repaired several water main breaks and cleaned out sewer lines.

Councilmember Mason thanked the Public Works Department for their hard work at all the parks for the softball tournaments.

#### 8. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on July 6<sup>th</sup> and 20<sup>th</sup>; the 10,000 Lakes Building Official Chapter Summer Conference on July 15<sup>th</sup> – 17<sup>th</sup>; a Budget review with Administrator Buchholtz and Accountant Anderson and a code review meeting on July 22<sup>nd</sup> with ISD #16 Architect and Doug Stahl from the District Offices.

Mr. Brainard stated that in July 2015, 40 permits were issued. He reported that he conducted 89 inspections in July.

Mr. Brainard reported that the July 2015 vacancy listing shows that there are 21 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which remains the same from last month. There are three vacant/foreclosed commercial properties, which remains the same from last month; and 18 residential properties currently occupied and ready for Sheriff sale, which is down one from last month. He reported that 10 violation notices were issued in July by the Code Enforcement Department. He reported that eight administrative offense tickets were issued.

Mr. Brainard provided a handout for Spring Lake Park residents regarding Home Addition Made Easy permit requirements.

#### 9. Ordinances and Resolutions

##### A. Resolution 15-18 Authorizing An Interfund Loan to the Severance Fund

Administrator Buchholtz reported that at the July 6, 2015 City Council meeting, the City Council entered into a separation agreement with employee Gary King. He stated that the separation agreement called for severance pay in the amount of \$35,000. He reported that funds are not currently available in the Severance Fund to cover the severance obligation. He explained that Resolution 15-18 will create an interfund loan between the Revolving Construction Fund and the Severance Fund in the amount of \$35,000 to cover the obligation and the loan will be paid back utilizing payroll savings in 2015, 2016, and 2017.

MOTION BY COUNCILMEMBER MASON TO APPROVE RESOLUTION 15-18 AUTHORIZING AN INTERFUND LOAN TO THE SEVERANCE FUND. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 10. New Business

##### A. Administrative Staffing Proposal

Administrator Buchholtz reported that due to employee retirement announcements in the Administration and Parks and Recreation Departments, he is proposing that the Payroll/Assessment Clerk and Part Time Recreation Office Support positions be eliminated and a new full time Bookkeeper/Office Support Specialist position be created.

He stated that Accountant Anderson expressed an interest in the payroll functions. He stated that the new Bookkeeper/Office Support Staff will handle office support for the Recreation Department three hours per day

and accounts payable, accounts receivable, cash receipts and other tasks five hours per day in Administration.

He reported by creating the new position, the staffing changes would save the City nearly \$15,000 per year in payroll and benefit costs. He reported that the Variance Committee duties will be transferred to the Executive Assistant position.

Administrator Buchholtz stated as part of the creation of the new position and to accommodate staff hours he is proposing changing City Hall hours to Monday through Friday 8:00 AM – 4:30 PM.

MOTION MADE BY MAYOR HANSEN TO APPROVE STAFFING PROPOSAL. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 11. Engineers Report

Engineer Gravel reported that the public assessment hearing for 81<sup>st</sup> Avenue, Arthur Street and the TH65 Service Drive will be held on August 17, 2015. He reported road flooding due to recent heavy rain in the area of 83<sup>rd</sup> Avenue and Monroe. He suggested that the drainage issues be reviewed in that particular area.

#### 12. Attorney's Report - None

#### 13. Reports - None

#### 14. Other

##### A. Multi-City Residential Recycling Drop-Off Event Update

Mayor Hansen reported that on July 25, 2015, the residents of Fridley, Spring Lake Park, Hilltop and Columbia Heights came to support the Multi-City Residential Recycling Event. She reported that there were 754 vehicles this year compared to 713 last year and staff and volunteers stayed an extra 15 minutes to allow everyone to participate. She stated that the final figures are not complete but it was noted that more appliances and mattresses were collected than last year.

##### B. Administrators Report

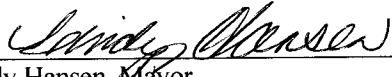
Administrator Buchholtz reported that the new signage at the liquor store will be installed by mid-August. He reminded the Council that a Budget Workshop session is scheduled for August 10, 2015 at 6:30 PM. He informed the Council that City Attorney Carson has requested a special workshop session on August 17, 2015 at 6:00 PM to view the solar panel energy contract.

Administrator Buchholtz reported that Anoka County is conducting a traffic study on Osborne Road between University Avenue and Highway 65. He stated that traffic counts have dropped and the County is looking at reconfiguring Osborne Road to an undivided road with three lanes.


#### 15. 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