

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on June 15, 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, Wendling and Mayor Hansen

Members Absent: Councilmember Nelson and Nash

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

Visitors: Ken and Nancy Goldman, Coon Rapids, MN  
Thomas Pho, Spring Lake Park, MN

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz requested that a new item entitled "Public Right of Way Application – CenterPoint Energy" be added as Item 5. I.

### 5. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – May 4, 2015
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 15-09 -- \$304,334.81
  - 2. Liquor Fund Disbursement Claim No. 15-10 -- \$176,355.99
- C. Budget to Date - May 31, 2015
- D. Contractors Request for Payment No. 7 –Valley Paving
- E. Second Quarter Billing for Payable 2017 Assessment – Ken Tolzmann
- F. Contractor's Licenses
- G. Business Licenses
- H. Correspondence
- I. Public Right of Way Application – CenterPoint Energy

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

### 6. Discussion From The Floor – None

7. PresentationsA. Resolution of Appreciation – Ken and Nancy Goldman

Mayor Hansen presented a Resolution of Appreciation to Ken and Nancy Goldman expressing the gratitude of the members of the City Council, the National Child Safety Council and the Spring Lake Park Police Department for their generous support of the National Child Safety Council and the Spring Lake Park Police Department to educate our youth on a variety of topics such as bicycle safety, bullying, crime prevention, and the effects of drugs.

B. Resolution of Commendation – Thomas Pho

Mayor Hansen presented a Resolution of Commendation to Student Thomas Pho expressing the gratitude of the members of the City Council, the Planning and Zoning Commission and the Citizens of Spring Lake Park for his service on the Planning and Zoning Commission.

8. Police Report

Police Chief Ebeltoft reviewed the May 2015 department statistics.

Chief Ebeltoft stated that the Police Department responded to four hundred and thirty-two calls for service in 2015 compared to four hundred and fifty calls for service in May 2014. He stated that the Police Department issued one hundred and twenty-nine citations in May compared to two hundred and forty-nine citations in May 2014.

Chief Ebeltoft reported in addition to addressing the day to day operations of the Department he attended numerous meetings including: a Department Head meeting; a webinar regarding “Taser, International” and potential new services and products; a meeting with AT&T representative researching cellular phone opportunities for the City; a City Council workshop session; orchestrating and conducting interview process for part time Police Receptionist and completed Chief’s Interview with top Part-time Police Receptionist candidate; a meeting with several police agencies regarding the “Anoka County Firing Range Use Agreement” and concerns with agreement; the Anoka County Chiefs of Police monthly meeting; orchestrating and conducting a meeting and training for all Spring Lake Park Officers regarding the implementation of the Traffic Education Program; a meeting with Mike Wolfgram of “Range Systems” to obtain an updated quote for potential renovation of the Spring Lake Park Gun Range in the future; a meeting of the Executive Training Institute “Training Committee” to conclude his year as the “Chair” of this committee and review evaluations from the 2015 Training Institute and began planning the 2016 Executive Training Institute.

9. Parks and Recreation Report

Parks and Recreation Director Rygwall reviewed the May 2015 department statistics.

Ms. Rygwall stated that the Parks and Recreation Commission met and reviewed the usage of the softball playing fields and the usage of the fields before replacement will be necessary.

Ms. Rygwall reported the Parks and Recreation Department received two generous plant donations for the parks. She stated that the summer Public Works staff has been busy planting the flowers around the parks. She encouraged any residents who have a surplus of perennial plants to contact the department for a donation of them to be planted in the parks.

Ms. Rygwall reported that staff has been busy preparing for Tower Days and finalizing plans. She reported that the extended trip to Cape Cod and New York was a success.

#### 10. Ordinances and Resolutions

##### A. Ordinance 416 Interim Ordinance on Open Sales Lots

Administrator Buchholtz reported that at the May 11, 2015 workshop, the City Council expressed interest in expanding the existing development moratorium to include open sales lots within the City of Spring Lake Park. He stated the purpose of the ordinance would allow the City time to address open sales lots within its zoning ordinance update.

Councilmember Mason inquired if the addition of Ordinance 416 would be included to the existing moratorium. Administrator Buchholtz answered affirmatively and stated that in addition no new applications for Special Use Permits for new car lots or expansion to existing car lots would be accepted.

MOTION BY MAYOR HANSEN TO APPROVE ORDINANCE 416 INTERIM ORDINANCE ON OPEN SALES LOTS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 11. New Business

##### A. Resolution 15-11 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment

Administrator Buchholtz reported that the portion of the 2014-2015 Street Improvement Project scheduled for 2015 is nearly complete and staff has begun the process of preparing the assessment roll for these projects.

Administrator Buchholtz stated that the proposed resolution outlines the portion of the 2015 projects to be assessed against benefited property owners, the length of the assessment, when the first assessment is due and the interest rate. He stated the resolution also directs the City Administrator and the City Engineer to develop an assessment roll for public inspection.

Administrator Buchholtz reported that after adoption of the resolution and upon completion of the assessment roll staff will present the City Council with a resolution calling for a public hearing on the proposed assessment roll. He stated that staff anticipates the public hearing to be held during the August 17, 2015 City Council meeting.

MOTION BY MAYOR HANSEN TO APPROVE RESOLUTION 15-11 DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

##### B. Approve Quote for City Hall Window Replacement

Administrator Buchholtz reported that the City Hall windows are 38 years old and the windows in the Police Department addition are 20 years old. He stated that the vast majority of the 38-year old windows are rotten, drafty and no longer open and they all need to be replaced with new, energy efficient windows.

Administrator Buchholtz reported that Building Official Brainard was tasked with soliciting quotes from vendors for the window replacement. Administrator Buchholtz reported that Mr. Brainard received four quotes from three vendors. He stated that while the type of window bid is different, they all meet a common specification. He also stated that during the quote process, Building Official Brainard also explored the cost of adding a window into the Investigator's office however, with funding for the window replacement coming from a supplemental appropriation, staff has decided not add any new windows to City Hall.

Administrator Buchholtz presented the following cost breakdown from the four quotes:

Company Name	Type of Window	Total Replacement Cost	Replacement Cost with New PD Window
Beissel Window & Siding	Marvin Integrity	\$29,753	\$31,787
Beissel Window & Siding	Vista Panorama	\$22,347	\$24,129
Capital Siding, Windows & Const.	Thermo-Tech	\$21,526	\$27,666
Window Outfitters, Inc.	Lindsay Pinnacle	\$31,133	N/A

Administrator Buchholtz stated that staff recommends the Council awards the quote to Capital Siding, Windows and Construction in the amount of \$21,526. He stated the quote includes a seven-year labor/installation warranty and Thermo-Tech's standard Limited Lifetime Warranty on the window itself. He reported that there is \$30,000 in the Government Building Capital Outlay budget for the project.

Councilmember Mason inquired if the recommended quote includes the new window in the Police Department and if there is existing window. Administrator Buchholtz stated that the quote is only for replacement of existing windows that are in place now and that there is not a currently a window in the Police Department office where the window was alternatively quoted for. He stated that if in the future, renovation of the existing building takes place a window could possibly be added at that time.

Councilmember Mason inquired where the funds are coming from. Administrator Buchholtz reported that there is excess revenue from building permits issued this year to date.

**MOTION MADE BY COUNCILMEMBER MASON TO APPROVE WINDOW REPLACEMENT QUOTE OF \$21,526. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

C. Set 2016 Budget Workshop Dates

Administrator Buchholtz reported that staff is preparing to begin work on the 2016 budget. He stated that part of the budget process is the presentation of the Administrator's budget proposal to the City Council.

He stated that staff is requesting the City Council reserve the following dates for budget workshops: August 10, 2015 at 6:30 PM and August 31, 2015 at 6:30 PM (if needed). He stated that the workshops will be held in the Council Chambers at Spring Lake Park City Hall.

10. Engineer's Report

Engineer Gravel reported that pavement markings have been placed on 81<sup>st</sup> Avenue and the bituminous base has been placed on TH65 service drive. He reported that the CSAH 35 preliminary plans are being revised based on comments received from Anoka County and the wetland permitting has started.

11. Attorney's Report – None12. Beyond the Yellow Ribbon Report - None13. Other

Mayor Hansen read letters of appreciation received from the public regarding the professionalism and hard work of the Spring Lake Park Police Department.

A. Administrator Reports

Administrator Buchholtz expressed his appreciation towards the Parks and Recreation Department, the Tower Days Committee and Parks and Recreation Director Rygwall for their hard work and dedication for a successful Tower Days celebration.

Administrator Buchholtz reported that Fire Chief Zikmund has extended an invitation to the City Council to tour Fire Station Number 1 on July 13, 2015, to meet the volunteers and see the equipment of the station. Mayor Hansen stated that she is not available on the proposed date but encouraged the other Council Members to attend.

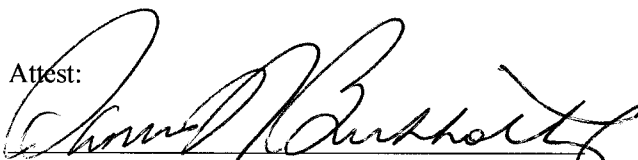
Administrator Buchholtz stated that he will be out of town from July 3 through July 15, 2015 and will not be in attendance at the July 6, 2015 Council meeting. He stated that will be available by cell phone and will have access to email.

14. Adjourn

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

The meeting was adjourned at 7:40 P.M.

  
Cindy Hansen, Mayor

Attest:  
  
Daniel R. Buchholtz, Administrator, Clerk/Treasurer