

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on June 1, 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, Wendling and Mayor Hansen

Members Absent: Councilmember Nelson

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

Visitors: Olivia Koester, ABC Newspaper
Conor and Andy Allen, 8017 Monroe Street NE

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 – May 18, 2015
- B. Opt-Out of Ramsey County CDBG Program
- C. Contractor's Licenses
- D. Business Licenses
- E. Correspondence

Mayor Hansen asked to remove Item B, Opt-Out of Ramsey County CDBG Program from the agenda for discussion. She stated that the City of Spring Lake Park accesses the CDBG program through the Anoka County Housing and Redevelopment Authority. She reported that since the entire City participates in Anoka County's program, funds from the Anoka County program are available to residents and organizations in the Ramsey County portion of the City.

MOTION BY MAYOR HANSEN APPROVING THE CONSENT AGENDA. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. PresentationsMayor's Proclamation Commending Conor Allen on the Attainment of the Rank of Eagle Scout

Mayor Hansen presented Conor Allen with a Proclamation honoring his attainment of the Rank of Eagle Scout.

8. Public Works Report

Public Works Director Randall reported that the Public Works Department prepared the ball fields; aerated all parks; prepared all the sprinklers and made sure they are all running properly; patched several potholes and prepared for sealcoating and paving; conducted interviews for seasonal hires; started cleaning out sewers; continued to move equipment to the new Public Works facility and prepared for Tower Days.

9. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on May 4th and May 18th; a Department Head meeting on May 5th; a City Council workshop on May 11th; the North Suburban Code Official meeting at City of Coon Rapids on May 12th; the North Suburban Building Officials Meeting at New Brighton City Hall on May 26th and a code review meeting on May 27th and a meeting with Substance Church DBA Architects and General Contractor Superintendent from McGough.

Mr. Brainard stated that in May 2015, 38 permits were issued compared to 37 permits in 2014. He reported that he conducted 67 inspections in May.

Mr. Brainard reported that the May 2015 vacancy listing shows that there are 21 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is up two from April 2015. There are 2 vacant/foreclosed commercial properties, which is the same from last month; and 16 residential properties currently occupied and ready for Sheriff sale, which is down from April 2015. He reported that five violation notices were issued in May by the Code Enforcement Department.

Mr. Brainard reported that a demolition permit was issued for 8299 Central Avenue NE in which demolition commenced shortly thereafter and is continuing for another three weeks. He stated that a building permit was also issued for Substance Church remodeling with the value of this work set at \$5,315,000.

Mr. Brainard provided a handout on assembling temporary structures such as a storage bin/container, tent or play structure larger than 120 gross square feet for more than seven days.

10. New BusinessA. 2015 Budget Adjustment

Administrator Buchholtz reported that City Hall is in desperate need of new windows. He stated that the windows for the original City Hall structure were installed in 1977 while the windows on the Police Department addition were installed in 1994. He reported that the vast majority of the 38-year old windows are rotten, drafty and no longer open. He stated that no funds were budgeted in the 2015 General Fund budget for window replacement.

Administrator Buchholtz reported that the City's building permit is ahead of and the plan check fees have exceeded what the City had projected in the 2015 budget. He stated that so far this year, the City has received \$23,702 in plan check fees while only anticipating \$10,000. He reported the City has received \$44,521 in building permit revenue so far, which is closing in on the \$50,000 the City had budgeted for building permit revenue in 2015.

Administrator Buchholtz reported that staff recommends the City Council approve a budget adjustment for both the building permit and plan check fee revue line items as follows:

Account Number	Description	Current Budget	Proposed Budget
101-00000-32210	Building Permit	\$50,000	\$60,000
101-00000-34104	Plan Checking Fees	\$10,000	\$30,000

Administrator Buchholtz also reported that staff recommends the City Council approve a budget adjustment for the Government Buildings budget as follows:

Account Number	Description	Current Budget	Proposed Budget
101-41940-5000	Capital Outlay	\$0	\$30,000

Administrator Buchholtz stated that while staff is in the process of obtaining quotes for the window replacement and installation, staff feels that \$30,000 will be adequate for the window replacement. He stated that if quotes are higher, staff would recommend utilizing funds from the Revolving Construction Fund (Fund 400) or reducing the scope of the project to the original City Hall structure. He anticipates presenting quotes to the City Council at the June 15, 2015 City Council meeting.

MOTION MADE BY MAYOR HANSEN TO APPROVE 2015 BUDGET ADJUSTMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. 2015 MS4 Permit Activities Proposal

Engineer Gravel provided an outline of the required tasks to remain in compliance with the Municipal Separate Storm Sewer System (MS4) General Permit. He stated that the information provided can be used for planning and budgeting purposes. He reported that some of the items that remain include: the MS4 Annual Report, a MS4 Permit Annual Public Meeting, and MS4 training for employees. Mr. Gravel stated that for budgeting purposes, the estimated engineering cost to complete the tasks described is approximately \$7,625.

MOTION BY COUNCILMEMBER NASH TO COMPLETE THE MS4 PERMIT ACTIVITIES INCLUDING THE ANNUAL REPORT IN THE AMOUNT OF \$7,625. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Request for Work Session

Administrator Buchholtz requested that the City Council schedule a work session for Monday, June 8, 2015 to review and discuss a proposal for a capital improvement plan. He suggested an earlier start time to provide time for staff to provide a tour to view any infrastructure that the Council may have questions on.

CONSENSUS OF THE CITY COUNCIL WAS TO SCHEDULE A WORKSHOP SESSION FOR JUNE 8, 2015 AT 5:30 PM AT SPRING LAKE PARK CITY HALL.

11. Engineer's Report

Engineer Gravel distributed the Local Roads and Bridges Highway User Tax Distribution Fund Guide produced by the Minnesota Department of Transportation. He stated that the brochure explains how State Aid funds are distributed for the roads and highways.

Mr. Gravel reported that the street project is moving along well and construction will be coordinated around Tower Days.

12. Attorney's Report

Attorney Carson reported that the 2015 Sewer Lining contracts have been reviewed and appeared in order.

13. Reports - None14. Other

Mayor Hansen thanked the students of Spring Lake Park High School SkillsUSA class for the donation of the grandfather clock to the City.

A. Administrator Reports

Administrator Buchholtz reported that he had received an update from Scenic Signs Corporation regarding the adjustment of the liquor store signage. He stated that the quote received is \$5,000 for the adjustments to the sign. He stated that the adjustment of the sign will increase the visibility by one car length traveling Southbound on Highway 65.

Councilmember Nash and Mayor Hansen expressed their concern of the additional cost for the impact the change will have by only increasing the visibility by one car length. Councilmember Wendling stated that he feels the current visibility is good and suggested that the Council forgo the additional funds for the adjustment to the sign.

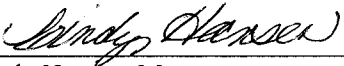
MOTION MADE BY COUNCILMEMBER WENDLING TO AFFIRM THE ORIGINAL SIGNAGE QUOTE FROM SCENIC SIGN CORPORATION IN AN AMOUNT NOT TO EXCEED \$85,000 AND TO APPROVE TAX EXEMPT CAPITAL LEASE FOR LIQUOR STORE SIGNAGE IN THE AMOUNT OF \$85,000. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

Administrator Buchholtz reported that the City received the estimated population count from the Metropolitan Council and reported that the population count increased by 74 people from April 2013 to April 2014.

15. Adjourn

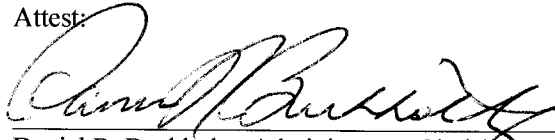
MOTION BY COUNCILMEMBER MASON TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

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



Cindy Hansen, Mayor

Attest:



Daniel R. Buchholtz, Administrator, Clerk/Treasurer