

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on May 18, 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, Nash and Mayor Hansen

Members Absent: Councilmember Wendling

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

Visitors: Olivia Koester, ABC Newspaper

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 4, 2015
- B. Approval of Minutes – Special Council Meeting May 11, 2015
- C. Disbursements
 - 1. General Fund Disbursement Claim No. 15-07 -- \$312,705.50
 - 2. Liquor Fund Disbursement Claim No. 15-08 -- \$216,416.70
- D. Budget to Date/Statement of Fund Balance – April 30, 2015
- E. Application for Exempt Permit – Mounds View Community Theatre – June 7, 2015 Lions Lakeside Park
- F. Resolution No. 15-11 Abatement/Additions to Special Assessments
- G. Contractor's Licenses
- H. Sign Permit
- I. Business Licenses
- J. Correspondence

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

7. Police Report

Police Chief Ebeltoft reviewed the April 2015 department statistics.

Chief Ebeltoft stated that the Police Department responded to four hundred calls for service in 2015 compared to three hundred and sixty-two calls for service in April 2014. He stated that the Police Department issued one hundred and eight citations in April compared to two hundred and ten citations in April 2014.

Chief Ebeltoft reported that the Police Department continues to promote community education and speed compliance by deploying the speed trailer at different locations in the city. He reported that for the month of April 2015 the speed trailer has been deployed ten different times at different locations in the City. He reported that the Police Department will remain vigilant and continue to look for ways to assist with educating the public and promoting compliance with all laws. He stated that the public is encouraged to contact the Police Department with locations that they consider are problem speed areas within the city so that the Department can obtain maximum utilization of the speed trailer and promote compliance to speed laws.

Chief Ebeltoft reported in addition to addressing the day to day operations of the Department he attended numerous meetings; including a meeting of the Location Committee to continue working on the MOU between Anoka County and the JLEC for the PSDS; a training held at the Anoka County Sheriff's Office regarding "Police and the Press"; a meeting with Scott Adkisson of "Diversion Solutions" to continue working on the Traffic Education Program; a Department meeting to address current issues and concerns for the Department; a meeting at Central Park Liquor Warehouse regarding video surveillance systems; the monthly meeting of the Anoka County Chiefs Association; a meeting of the Chief Law Enforcement Officers; attendance at the Executive Training Institute; a meeting with Hill Crest Animal Hospital negotiating a contract for statutory animal control services and attended the Anoka County Joint Law Enforcement Council meeting.

8. Parks and Recreation Report

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

Ms. Rygwall stated that the Parks and Recreation Commission met and reviewed the usage of the sand volleyball courts. She stated that they are happy with the early installation of the courts for the season and have already been well used. She reported the commission also reviewed the Tower Days games and suggested that the game hours be extended on Sunday.

Ms. Rygwall reported that staff has been busy preparing the softball leagues, coaches meetings, preparing coach materials, arranging for team photos and working on practice schedules. She reported that staff has been processing Tower Days parade and vendor applications. She reported that the planning of the 2016 extended trips has started and a preview of the trips will be presented in October.

9. New Business

A. Authorization to Purchase Tire Changer and Wheel Balancer

Public Works Director Randall stated that he is seeking approval to purchase a Tire Changer and Wheel Balancer. He stated that the pieces of equipment would be used to change tires on the Public Works and Police Department vehicles.

Mr. Randall stated that he received a quote from Tool Warehouse for \$3,898.00 including the delivery and installation and is the price from the state contract. He stated that the average cost to repair a tire is \$10.00 per tire and the average is 50 tires per year. He feels that over a short amount of time, the equipment will pay for itself.

Councilmember Nelson inquired if the tire changer is capable of being used on all the city vehicles including the dump truck. Mr. Randall stated the dump truck is too large to use the equipment however; all other vehicles will be capable of utilizing the equipment.

Mayor Hansen inquired on the life expectancy of the equipment. Mr. Randall stated that with the proper servicing and maintenance the equipment should last 20 years.

MOTION BY COUNCILMEMBER MASON TO APPROVE PURCHASE OF TIRE CHANGER AND WHEEL BALANCER FROM TOOL WAREHOUSE IN THE AMOUNT OF \$3,898.00. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Authorize Conditional Job Offer for Public Works Maintenance Worker

Public Works Director Randall reported that the City Council gave prior approval at its April 6, 2015 meeting to advertise and interview candidates for the Public Works Maintenance Worker that was vacated by Steve Coyle's retirement. He reported that the City received 39 applications, which were scored. He stated that the top seven ranking candidates were invited for an interview on May 12, 2015.

Mr. Randall reported that although all interviewees were well qualified for the position, the panel felt one candidate rose to the top. He stated that the candidate that best fits the position is Ben Turbitt. He stated that Mr. Turbitt has eight years experience working as a seasonal maintenance worker for the City.

Mr. Randall stated that staff recommends that the City Council authorize staff to make a conditional job offer to Mr. Turbitt contingent upon successful background and driver license checks and the passing of a drug test. He reported that the starting salary for the position is at 90% of the maintenance worker salary rate, per the union contract.

MOTION MADE MAYOR HANSEN TO AUTHORIZE CONDITIONAL JOB OFFER FOR PUBLIC WORKS MAINTENANCE WORKER TO BEN TURBITT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Authorize Conditional Job Offer to Part Time Police Receptionist

Chief Ebeltoft reported that the Part Time Police Receptionist position testing process has been completed, with fifteen applicants submitting applications and four of these applicants qualifying for an interview and typing test. He reported that scores from the interview, typing test, veteran's preference and experience points were combined to achieve the final ranking.

Chief Ebeltoft recommended that the top scoring applicant be appointed to the position of Part Time Police Receptionist. He stated that the highest scoring applicant is Karla Keys. He stated that he is seeking authorization to confirm his recommendation, effective June 1, 2015, at Step 4 of the current pay scale for the Police Receptionist (Part-Time) position, pending completion of a criminal background check.

MOTION MADE BY COUNCILMEMBER NELSON TO AUTHORIZE CONDITIONAL JOB OFFER FOR PART TIME POLICE RECEPTIONIST TO KARLA KEYS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Approve Purchase of New Signage for Central Park Liquor Store

Executive Assistant Gooden reported that at the April 27, 2015 Liquor Commission meeting, the Commission heard a proposal from Liquor Store Manager Swanson to rebrand the store and purchase new signage to correspond with the painting of the building the City Council approved last fall. She reported that the existing signage is fourteen years old and the logo is dated. She reported that the existing reader board is no longer supported by Daktronics. She stated that the new signage is expected to draw in new customers to the store, boosting sales and profits for the store.

Ms. Gooden stated that the new signage included three new channel letter signs to be installed on the building, an LED boarder tube along the roofline of the building, and a new cabinet sign and dynamic LED display.

Ms. Gooden reported that the Liquor Commission reviewed two quotes for new signage at Central Park Liquors. The quotes reviewed were:

Designer Sign Systems, Blaine	\$96,132.78
Scenic Sign Corp, St. Cloud	\$84,775.00

The low bid was received from Scenic Sign Corp. with a bid of \$84,775.00. The Liquor Commission recommended approval of the quote from Scenic Sign Corp.

Ms. Gooden stated that the City Council reviewed the proposed rebranding/signage recommendation at its workshop session on May 11, 2015. She reported that the consensus of the City Council was to request staff bring forward the quote to the City Council meeting on May 18, 2015 for formal approval.

Councilmember Nelson expressed his concern with the angle of the sign from the road. He inquired if an additional amount of funds could be added to cover the cost of realigning the sign to make it more perpendicular to the road. Mr. Nelson stated he was unsure what that cost would be.

Attorney Carson stated that an amount that the City Council agrees on that amount would be added to the motion to allow for the adjustment of the cabinet and sign. Building Official Brainard commented that he thought the cost of the adjustment would not exceed \$5,000.

MOTION BY COUNCILMEMBER NASH TO APPROVE PURCHASE OF NEW SIGNAGE FOR CENTRAL PARK LIQUOR FROM SCENIC SIGN CORP FOR THE AMOUNT OF \$84,775.00 WITH THE ADDENDUM OF AN ADDITIONAL \$5,000 FOR SIGN MOUNTING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

E. Approve Tax-Exempt Capital Lease for Liquor Store Signage

Executive Assistant Gooden reported that the May 11, 2015 workshop session, the City Council came to the consensus to move forward with the purchase of new signage for Central Park Liquor as part of its rebranding effort. She reported that staff recommends spreading out the cost of the new signage over a period of years through the use of a tax-exempt capital lease. She stated that this financing option allows the City to take advantage of the anticipated increase in sales generated by the store's rebranding effort and thereby reduce the

impact of the purchase on the store's cash reserves.

Ms. Gooden reported that the City is working with US Bancorp on the financing of the tax-exempt capital lease. She stated the interest rate on the tax-exempt capital lease is 2.25% with US Bancorp purchasing the signage on the liquor store's behalf. Ms. Gooden stated that the liquor store will make 24 quarterly payments of \$3,796.04. She explained that at the end of the lease, the liquor store will purchase the signage for \$1. The tax-exempt capital lease is an obligation of the City's municipal liquor fund and will be paid with revenues generated from the City's municipal liquor store operations and the least is not a general obligation of the City.

Ms. Gooden stated that the City's bond counsel, Andy Pratt of Eckberg Lammers, is in the process of reviewing the tax-exempt capital lease documents on behalf of the City. She explained that to expedite the acquisition of the signage and to take advantage of the low interest rate, staff recommends the City Council approve entering into a tax-exempt capital lease and escrow agreement with US Bancorp, contingent upon approval of the lease and escrow documents by the City's bond counsel.

Councilmember Nelson thanked Administrator Buchholtz for his research on this proposal and proposing this option for financing.

MOTION MADE BY COUNCILMEMBER NASH TO APPROVE TAX EXEMPT CAPITAL LEASE FOR LIQUOR STORE SIGNAGE WITH THE ADDENDUM OF AN ADDITIONAL \$5,000 FOR SIGN MOUNTING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

F. Award Bids for 2015 Sewer Lining Project

Engineer Gravel reported that bids were opened for the 2015 Sanitary Sewer Lining Project and the City received four bids. He stated that Visu-Sewer, Inc. was the low bidder with a total base bid of \$152,976.60, which was \$17,023.40 under the Engineer's Estimate.

MOTION MADE BY COUNCILMEMBER NASH TO AWARD THE BID FOR THE 2015 SEWER LINING PROJECT TO VISU-SEWER INC. IN THE AMOUNT OF \$152,976.60. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

G. Consideration of Bids for Sanitary Lift Station No. 1 – Replacement Project

Engineer Gravel reported that bids were opened for the Sanitary Lift Station No. 1 Replacement Project and the City received one bid. He stated that Meyer Contracting, Inc. was the low bidder with a total base bid of \$730,365.51, which was more than \$130,000 over the January 2015 Engineer's Opinion of Probable Construction Costs of \$600,000. Mr. Gravel reported that although the equipment quotes received earlier this year for the generator and pump station were less than estimated, the net total project cost would still be above the budgeted total project amount with this bid.

Mr. Gravel stated that the City has two options. He stated that the first option is to award the bid to Meyer Contracting, Inc. based on the total base bid amount of \$730,365.51. The second option is to formally reject all bids. He stated that the option of rejecting all bids, the City could re-bid the project later.

Mr. Gravel stated that Stantec had contacted some contractors who did not submit a bid to see why they did not bid. He reported that the feedback they received indicated that many contractors currently have a full supply of work for 2015 and they are not taking on additional work. It was indicated that the bidding climate might be more favorable if the project were to be bid late this year for construction in 2016.

Mr. Gravel reported that given the facts that only one bid was received and the bid was more than expected, it is recommended that the City consider the option to formally reject all bids. He stated that the project can be rebid later this year and construction could occur in 2016.

Councilmember Nelson stated that he agreed with the logic to rebid the project in the Fall, giving contractors more time to plan their work for the Spring.

MOTION MADE BY MAYOR HANSEN TO FORMALLY REJECT ALL BIDS FOR THE SANITARY LIFT STATION NO. 1 – REPLACEMENT PROJECT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Engineer's Report

Engineer Gravel reported that the 2014-2015 Street Improvement Project has started. He reported that the contractor will start concrete and sidewalk work on 81st Avenue to East of Monroe Street this week. He stated that the layout of the striping on 81st Avenue will allow drive lanes to be 11 feet wide with an eight-foot wide parking along the side allowing for an even stripe down the center. He stated that this will help with traffic control.

11. Attorney's Report – None

12. Beyond the Yellow Ribbon Report - None

13. Other

Mayor Hansen thanked Kraus-Hartig VFW for the donation of flags to City Hall.

14. Adjourn

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

The meeting was adjourned at 7:35 P.M.



Cindy Hansen, Mayor

Attest:



Daniel R. Buchholtz, Administrator, Clerk/Treasurer