

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on March 18, 2019 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 Nelson, Wendling, Delfs, Goodboe-Bisschoff and Mayor Hansen

Members Absent: None

Staff Present: Police Chief Ebeltoft; Public Works Director Randall; Building Official Brainard; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Scott Qualle, MNSPECT

### 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 – March 4, 2019
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 19-03 -- \$401,174.68
- C. Approval of Public Right of Way Permit – Telecom Construction
- D. Approval of 2 AM Liquor License Renewal – Monte's Sports Bar
- E. Approval of Exempt Gambling Permit – MN Darkhouse and Angling – March 20, 2019 – Kraus Hartig VFW
- F. Approval of Off Sale Liquor License – Hy-Vee
- G. Request for Contractor's Payment No. 2 and 3 – Keys Well Drilling
- H. Contractor's Licenses
- I. Sign Permit

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

### 7. Police Report

Police Chief Ebeltoft reviewed the February 2019 department statistics.

Chief Ebeltoft reported that the Police Department responded to five hundred twenty two calls for service for the month of February 2019 compared to five hundred one calls for service in February 2018.

Chief Ebeltoft reported that Investigator Baker reports to handling caseload of 28 cases for the month of February 2019. He stated that Investigator Baker noted having seven active forfeiture cases. He reported that School Resource Officer Chlebeck reported handling eight calls for service at the local schools, along with conducting 26 student contacts and two escorts.

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he attended numerous meetings throughout the month representing Spring Lake Park Police Department and the City of Spring Lake Park.

Councilmember Wendling inquired if the seven forfeiture cases were from the month of February only or if some of the cases were carried over from January. Chief Ebeltoft reported that the case are a running total from the beginning of the year.

### 8. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met discussed their involvement in the Tower Days celebration. She reported that the Commission will participate in the parade and assist with carnival games. She stated that they are working on recruiting new members to the Commission.

Ms. Rygwall reviewed the department statistics and reported that softball registration is now open for youth and adults. She reported that Sweetheart Dance and the Senior Valentine Luncheon were successful in the month of February.

Ms. Rygwall reported that the next Tower Days meeting will be March 26, 2019. She noted that new events have been added to the celebration.

### 9. New Business

#### A. Approval of Building Inspection Services Contract with MNSPECT

Administrator Buchholtz provided the proposed contract between the City of Spring Lake Park and MNSPECT, LLC to the City Council.

Administrator Buchholtz reported that the present time, City staff is recommending the City Council approve the following services: Building Inspection, Plumbing Plan Review and Housing/Zoning Code Inspections. He reported that City staff is awaiting a quote from the Spring Lake Park Blaine Mounds View Fire Department for the Rental Housing Inspections and Fire Safety Inspections.

Administrator Buchholtz reported that the initial contract is for one year, beginning April 1, 2019. He stated that during this initial term, either party may terminate the agreement by giving a 60 day written notice to the other party. He stated that after the initial term, the contract will automatically renew for successive three year terms unless a party give written notice to the other at least 60 days prior to the expiration of the initial or

subsequent terms. He stated that the agreement may also be terminated for cause at any time, pursuant to the definition included within the agreement.

Administrator Buchholtz provided a summary of the fee of services. He reported that staff will be preparing a fee schedule amendment for City Council consideration to increase certain permit fees (Section 3 of the Fee Schedule) to allow the City to recover its costs. He stated that many of these fees are under the \$50 minimum fee per permit as outlined under the contract.

Administrator Buchholtz stated that staff recommends approval of the contract. He stated that over the several months, the City will evaluate the services being provided and will continue to look at potential options for the City Council to review.

Councilmember Wendling inquired on what the process will be for residents to contact MNSPECT inspectors. Mr. Brainard explained that the contact phone number will be at the City and then routed to MNSPECT.

Councilmember Delfs inquired if information on permits will be available to staff at city hall. Mr. Qualle stated that staff will have access to the database of permits and inspections.

Councilmember Delfs inquired if the changes to the fee schedule are similar to that charged in other local communities. Administrator Buchholtz stated that while he is unaware of how any proposed fees compare to other cities, his main concern is to set fees that cover the City's costs. Mr. Qualle stated that MNSPECT could offer recommendations for the fee changes and the fees would be compatible to surrounding communities.

Mr. Qualle stated that MNSPECT is looking forward to working with the City and will provide excellent service to make the transition a smooth one. He noted that rental housing and code enforcement concerns can be added to the contract and inspections for those services will only be done if requested by city staff. Consensus of the Council was to include the rental housing inspections as requested by City staff.

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE MNSPECT CONTRACT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### B. Approval of Cost Share Agreement with Rice Creek Watershed District

Administrator Buchholtz reported that the Rice Creek Watershed District (RCWD) has informed the City of Spring Lake Park's application to the RCWD's 2019 Urban Stormwater Remediation Cost-Share Program and Board of Water and Soil Resources (BWSR) Watershed Based Funding Pilot Program for the Garfield Pond Improvement Project was approved for up to \$267,146 in combined funding by the RCWD Board of Managers on February 27, 2019.

Administrator Buchholtz reported that in order to accept this funding, the City must enter into a Cost-Share Agreement with the Rice Creek Watershed District. He provided the City Council with a copy of the agreement. He stated that the agreement must be executed by the City and returned to RCWD no later than May 31, 2019 in order to secure the project funding.

Administrator Buchholtz stated that the City will be setting up meetings to educate the residents in this area about the project in the near future. He stated that the earliest this project would be able to proceed is this Fall, but likely will be ready for construction in the Spring 2020. He stated that there will be a significant change to the pond and the City will want resident input.

Councilmember Nelson thanked staff and Engineer Gravel on their hard work on the application process and research on the project. He stated that a lot of money will be saved by the City.

MOTION MADE BY MAYOR HANSEN TO APPROVE COST SHARE AGREEMENT WITH RICE CREEK WATERSHED DISTRICT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Approval of 2019 Street Seal Coat Project Bid Results

Engineer Gravel reported that bids were opened the 2019 Street Seal Coat Project on March 12, 2019. He reported that three bids were received. He provided the summary of the results as follows:

	<u>Contractor</u>	<u>Total Base Bid</u>
Low	Allied Blacktop Company	\$121,739.50
#2	Asphalt Surface Technologies Corp.	\$135,217.50
#3	Pearson Bros., Inc.	\$133,974.00

Mr. Gravel reported that the low bidder on the project was Allied Blacktop Company with a Total Base Bid Amount of \$121,739.50. He stated that bids have been reviewed and found to be in order. He stated that if the City Council wishes to award the project to the low bidder, then Allied Blacktop Company should be awarded the project.

Mr. Gravel noted that no work will be completed during the Tower Days celebration.

Councilmember Nelson inquired as to where the gravel will be stored during project. Public Works Director Randall stated that it could be kept at City Hall or possibly at Able Park, as it would only be for a short amount of time. Mr. Gravel noted that Able Park parking lots will be part of the project.

MOTION MADE BY MAYOR HANSEN TO APPROVE 2019 STREET SEAL COAT PROJECT CONTRACT WITH ALLIED BLACKTOP COMPANY IN THE AMOUNT OF \$121,739.50. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Engineer's Report - None

11. Attorney's Report - None

12. Reports

A. Administrator Reports

Administrator Buchholtz reported that he and Councilmember Wendling attended the Highway 65 open house. He reported that a study will be conducted from 81<sup>st</sup> Avenue to Bunker Lake Boulevard which will allow for more feedback and questions on the project. He stated that the project will not take place until after 2020.

Administrator Buchholtz reported that there has been significant progress made on the Hy-Vee project. He stated that there have been inquiries from Hy-Vee on any required right of way permits.

13. OtherA. City of Mounds View Beach Recommendation

Administrator Buchholtz reported that the City received communication from the Mounds View Park and Recreation and Forestry Commission. He stated that the Commission is not supportive of re-opening/opening the beach at Lakeside Park. He reported that the request will not be brought to the Mounds View City Council unless an official request is made by the City. He reported that the communication stated that if the Mounds View Council were to act, there is a high probability that they would follow the advice of the Commission.

B. Building Official Brainard Retirement Celebration

Administrator Buchholtz reported that a celebration for Building Official Brainard will be held on Friday, March 29, 2019 from 2:30 PM – 4:00 PM at city hall to wish him well on his retirement.

14. Adjourn

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

The meeting was adjourned at 7:30 PM.

  
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Cindy Hansen, Mayor

Attest:

  
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Daniel R. Buchholtz, Administrator, Clerk/Treasurer