

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on April 17, 2017 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: Building Official Brainard; Police Chief Ebeltoft; Public Works Director Randall; Parks and Recreation Director Rygwall; Attorney Thames; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake  
Olivia Alveshere, ABC Newspapers

### 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 – April 3, 2017
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 17-05 -- \$273,202.46
  - 2. Liquor Fund Disbursement Claim No. 17-06 -- \$189,202.90
- C. Statement of Fund Balance / Budget to Date – March 2017
- D. Mayor's Proclamation – Building Safety Month – May 2017
- E. Contractor's License
- F. Correspondence

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

### 7. Police Report

Police Chief Ebeltoft reviewed the March 2017 department statistics.

Chief Ebeltoft reported that the Police Department responded to five hundred five calls for service for the month of March 2017 compared to three hundred seventy one calls for service in March 2016.

Chief Ebeltoft reminded the residents and those visiting the community to watch while driving for increased pedestrian, bicycle and motorcycle traffic. He noted that there would be a lot more residents out enjoying the warm weather in their own fashion and increased awareness will go a long way in keeping everyone safe as they are enjoying what they like to do.

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 Goodboe-Bisschoff inquired as to why there was an increase in the number of calls for the month of March compared to March 2016. Chief Ebeltoft stated that there was no specific cause for the increase.

Chief Ebeltoft reported that the Spring Lake Park has joined with 14 other Police Departments around the metro to partner with MicroGrants and Bobby and Steve's Auto World for the "LightsOn!" program that assist drivers with repair costs who are pulled over for a light equipment violation. He stated that the program was created by MicroGrants, a Minnesota non-profit that works with partner agencies to promote and support economic self-sufficiency through strategic grants to low-income people of potential.

Chief Ebeltoft explained that when a vehicle is pulled over for a light equipment violation, officers can provide driver's with a LightsOn! Voucher redeemable for free repairs of broken lights at any of the eight Twin Cities Bobby and Steve's Auto Worlds. He stated that the vouchers are valid even if the officer issues a citation.

Chief Ebeltoft stated that several vouchers have already been distributed and and it is nice to offer this resource to those in the community.

Councilmember Wendling inquired if there is an end date for the program. Chief Ebeltoft stated that is not one at this time.

Councilmember Goodboe-Bisschoff inquired if a person must be pulled over to receive the voucher. Chief Ebeltoft stated that a driver does need to be pulled over by the officer to receive a voucher.

#### 8. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and discussed the youth softball program and new program ideas. She stated that the Commission will be visiting other local parks for improvement ideas.

Ms. Rygwall reviewed the department statistics and reported that staff has been preparing the softball season with preparing equipment, schedules, photo sessions and umpire meetings. She reported that the summer program brochure has been mailed out and is posted on the website.

Ms. Rygwall reported that the Tower Days Committee met and selected the Tower Days button winner. She stated that the button would be available at the Lions Pancake breakfast. She noted that Tower Days Committee members are actively searching for a stage for the Sunday evening entertainment.

Ms. Rygwall reported that the department has been processing Tower Days applications for the parade, vendor fair and food vendors. She stated that she met with staff at Substance Church who would like to sponsor and host a teen dance on the beach during the Tower Days celebration.

9. New BusinessA. Local Surface Water Management Plan Scope of Work

Engineer Gravel presented an outline of the scope of services necessary to update the Local Surface Water Management Plan (LSWMP) in accordance with the current regulatory requirements. He stated that Stantec prepared this scope with two options for the Council to consider: Option 1 will meet the minimum requirements to update the LSWMP. Option 2 includes the minimum requirements plus hydrologic and hydraulic modeling.

Mr. Gravel stated that he recommends that the City proceed with Option 2. He stated that the hydrologic and hydraulic modeling of the stormwater system is necessary to get information that is more accurate on how the system functions. He stated that this information will be useful in evaluation options for making improvements in the known flooding areas.

Mr. Gravel feels that the hydrologic and hydraulic models will allow a greater ability to analyze flooding, including street flooding. He stated that the City has had little to no construction projects what would require drastic updates to the model. He stated that the model covers most of the City and is very detailed.

Mr. Gravel provided the Council with a detailed scope of the services and the costs of each of the required and optional tasks required to fulfill the LSWMP requirements. He noted that Option 1, which does not include the detailed models of the stormwater system, to be \$28,300 and Option 2 has an estimated cost of \$42,300 including the detailed models.

Administrator Buchholtz stated that there is a small surplus from 2016 in the General Fund and that amount could be transferred in the Stormwater Fund to cover the additional cost to proceed with Option 2. He stated that he feels it is important to spend the extra money now to create the detailed models to save money in the future.

Councilmember Wendling inquired if the surplus would cover the \$42,300 cost of the study. Administrator Buchholtz responded affirmatively.

Councilmember Nelson stated that he feels it is important to that the City understands the workings of the stormwater system so that future problems are not made worse by not having the proper information on the workings.

Mayor Hansen stated that she would rather see the money spent to create the models so that future issues are not a hit or miss on whether the possible problems are corrected.

Councilmember Goodboe-Bisschoff inquired if a public presentation could be presented once the models are completed. Mr. Gravel stated that a presentation would be presented at a Council workshop session once the project starts and for the public once the project is completed.

MOTION MADE BY MAYOR HANSEN TO APPROVE LOCAL SURFACE WATER MANAGEMENT PLAN UPDATE OPTION 2 WITH AN ESTIMATED FEE OF \$42,300. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Approval of Contract with Office Team Temporary Agency for Part-time Police Receptionist Position

Police Chief Ebeltoft reported that in reviewing the process of filling the vacant Part-time Police Receptionist position, it was discussed that the position has the possibility of becoming a full time position in 2018. Chief Ebeltoft stated that at this time, he feels the best way to fill the current vacancy is by outsourcing the position with a temporary employee from an employment agency until it is known if the position will be full time or part time.

Chief Ebeltoft reported that he and Executive Gooden met with a representative from Office Team Temporary Employment Agency and discussed the requirements of the position and the temporary candidate. He stated that he anticipates the length of the temporary assignment to be until the end of 2017. He stated that he feels this is the best solution rather than hire a part time candidate only to have the position become a full time status and have to proceed with the hiring process again later.

Chief Ebeltoft reported that the employment contracts have been forwarded to City Attorney Thames for his review. He noted that his staff has been busy with the extra workload with the vacant position and anticipates a candidate can start soon.

Attorney Thames reported that he has reviewed the contract and has some follow up questions for the employment agency. He stated that he will contact the agency regarding minor changes to the contract.

Councilmember Wendling inquired if the City would be required to pay a fee if the temporary employee would be an ideal candidate for the position after the length of the contract was up. Attorney Thames stated that as the contract states currently, there would be a fee to hire the candidate no matter the length of the contract.

Administrator Buchholtz stated that the hourly fee that the agency will be charging the City will even out with the amount budgeted for a regular part time employee considering that the agency would be paying all insurance, benefits and taxes.

Councilmember Delfs inquired as to what the timeline is to decide whether the position would be a part-time or a full-time position. Chief Ebeltoft stated that it will part of his budgeting process and he stated that there is a heavy enough workload for the position to be full time.

Administrator Buchholtz stated that the budgeting process will start in late July and there are items that the Council will review during the process. He stated that a big factor for the Police Receptionist position is health insurance benefits.

Councilmember Goodboe-Bisschoff inquired if the a part-time position is one that does not have health insurance and a full time position is one that has the option of health insurance. Administrator Buchholtz stated that was correct for a permanent employee. He stated that a temporary employee would be not be offered health benefits.

MOTION MADE BY MAYOR HANSEN TO APPROVE CONTRACT WITH OFFICE TEAM TEMPORARY AGENCY WITH SUGGESTED CORRECTIONS BY ATTORNEY THAMES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Engineer's Report

Engineer Gravel reported that Attorney Thames is currently reviewing the 2017 Sanitary Sewer Lining Project and the 2017-2018 Street Seal Coat Project contracts.

11. Attorney's Report

Attorney Thames reported that he has reviewed the Sanitary Sewer Lining contract and it is prepared to sign. He stated that the Seal Coat Project contract had some minor changes that needed to be corrected before signatures can be obtained.

Attorney Thames stated that the site development agreement with Dominion Group is ready for staff to review and comment on. He reported that it would also be distributed to the Council for their review.

12. ReportsA. Administrator Reports

Administrator Buchholtz reported that the fieldwork for the 2016 audit is complete. He stated that the report will be filed by June 30, 2017 and a presentation to the Council will occur after that date.

Administrator Buchholtz reported that an initial proposal has been received for the work on the 2040 Comprehensive Plan update. He reported that staff met with Planner Phil Carlson and it is believed that the quoted proposal can be cut drastically by having some review meetings and utilizing City staff to do a lot of the administrative work. He reported that four meetings were planned for review and after the initial review meeting; Planner Carlson feels that the review process could possibly be completed in just two meetings.

Administrator Buchholtz stated that the new Councilmember photos are posted in the hallway at City Hall.

1. North Suburban Hospital District Asset Distribution

Administrator Buchholtz reported that he received a letter from attorney's representing the North Suburban Hospital District regarding the distribution options for the remaining funds following the dissolution. He stated that the Hospital District had petitioned the five member cities for the best process to follow for distribution. He reported that based on the results of the petition, the various cities took differing suggested approaches to the distribution.

Administrator Buchholtz stated that the letter requests that each of the member cities send supporting documentation supporting the decision that each city decided was best for their city. He advised the Councilmembers that he is in the process of collecting statistical information from the Fire and Police Departments to draft a letter.

13. Other


Councilmember Goodboe Bisschoff inquired if any of the Councilmembers were planning to attend the League of Minnesota Annual conference, as she would like to attend. Mayor Hansen stated that the conference is included in the budget and encouraged attendance. None of the other Councilmembers expressed an interest in attending. Administrator Buchholtz noted that he would be attending.

14. Adjourn

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

The meeting was adjourned at 7:40 PM.

  
Cindy Hansen, Mayor

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