

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on April 18, 2016 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, Wendling and Mayor Hansen

Members Absent: Councilmember Nash

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

Visitors: Olivia Alveshere, ABC Newspaper
Harley Wells, Spring Lake Park Blaine Mounds View Fire Board Member
Tim Skillings, Spring Lake Park Blaine Mounds View Fire Board Member
Charlie Smith, Spring Lake Park Blaine Mounds View Fire Chief

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Mayor Hansen asked that Item 13, Reports, be added to the agenda. Administrator Buchholtz stated that the Introduction of the New Fire Chief will take place during the Discussion From the Floor.

5. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – April 4, 2016
- B. Disbursements
 - 1. General Fund Disbursement Claim No. 16-05 -- \$298,274.86
 - 2. Liquor Fund Disbursement Claim No. 16-06 -- \$173,478.27
- C. Statement of Fund Balance
- D. Vending Machines Contract at City Hall
- E. Contractor's Licenses
- F. Sign Permit
- G. Correspondence

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

6. Discussion From The Floor

A. Introduction of Fire Chief Charlie Smith

Spring Lake Park Blaine Mounds View Fire Board Members Harley Wells and Tim Skillings provided a summary of the events that led up to the hiring of the new Fire Chief Charlie Smith. Mr. Wells shared the timeline that was used in the hiring process and Mr. Skillings provided background information on the Chief Smith.

Fire Chief Smith introduced himself to the Council and reported that he will office at Fire Station One and is looking forward to contributing to the future of the Spring Lake Park Blaine Mounds View Fire Department.

7. Police Report

Police Chief Ebeltoft reviewed the March 2016 department statistics.

Chief Ebeltoft stated that the Police Department responded to four hundred calls for service for the month of March 2016 compared to four hundred three calls for service in March 2015.

Chief Ebeltoft reported that as spring and summer approach and the weather starting to warm up, the Police Department will be deploying the "Speed Trailer" to remind everyone of their speed while driving in the community. He reported that for the month of March 2016, the trailer was deployed fifteen times. He encouraged residents to make a request to the Police Department if they feel that there is a speeding issue in their neighborhood.

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he has completed the annual review and update of all the Spring Lake Park Police Department policies as well as continue to monitor the progress of the newest Police Officer and continued to attend numerous meetings throughout the month.

8. Parks and Recreation Report

Parks and Recreation Director Rygwall reviewed the March 2016 department statistics. Ms. Rygwall reported the Easter egg hunt sponsored by the Spring Lake Park Lions was a success with two hundred forty one children participating.

Ms. Rygwall stated that staff remains busy processing various applications for Tower Days. She reported that several new food vendors will be present at the celebration. She stated that staff is also busy setting up softball sponsors, distributing uniforms and organizing team photo times.

Ms. Rygwall reported that she met with the Senior Program Director from the City of Coon Rapids to promote working with their seniors on future travel programs and travel shows. She stated that Kay Okay returned from her first trip to Memphis with seniors from Spring Lake Park and reported that it was a great success.

Ms. Rygwall shared with the Council that long time Parks and Recreation Commission member and the first Spring Lake Park Police Chief Wesley Cox had passed away.

9. Ordinances and Resolutions

A. Resolution 16-07 North Metro Telecommunications Commission JPA Amendment

Administrator Buchholtz reported that at the February 15, 2016 meeting, the City Council approved an amendment to the North Metro Telecommunications Commission Joint Powers Agreement. He stated that NMTC has requested that the City revisit that earlier approval to address a concern raised by the Lino Lakes City Council.

Administrator Buchholtz stated that the Lino Lakes City Council objected to the proposed language in Section 13 of the agreement, particularly that the Commission is given authority to issue bonds “for any purpose consistent with the authority granted by the Commission in this Agreement.” He stated that the Lino Lakes City Council has requested that the language be narrowed to read as follows.

Section 13. The Commission is given express authority to issue bonds, obligations and other forms of indebtedness, in a principal amount not to exceed \$2,500,000 (the “Bonds”), for approved facility and equipment upgrades, any purpose consistent with the authority granted to the Commission in this Agreement. ~~, to finance the Commission’s purchase of real property and its construction and acquisition on that property of a public access center and an operations/studio facility, to include the Community Media Center and the offices of the Commission (the “Project”). The term “Bonds” shall also include bonds issued to refund and refinance the Bonds, or any portion thereof. Refunding Bonds shall not count against the \$2,500,000 limit except to the extent that the amount of the refunding Bonds exceeds the amount of the Bonds being refunded thereby, but that limit shall not apply to any issue of refunding Bonds which produces an overall savings in debt service cost.~~ As provided in Minn. Stat. § 471.59, subd. 11, the Bonds shall be obligations of the Commission which are issued on behalf of the Members, and shall be issued subject to the conditions and limitations set forth in Minn. Stat. § 471.59, subd. 11. The Bonds shall be payable solely from the Member’s franchise fees, as hereinafter provided. The Commission may not pledge to the payment of the Bonds the full faith and credit or taxing power of the Members. ~~No bBonds, obligations or other forms of indebtedness other than the Bonds may be issued by the Commission without the prior consent of the Members.~~

Administrator Buchholtz stated that the Lino Lakes City Council accepted the change regarding the use of franchise fee dollars that was in the version of the JPA approved by the Spring Lake Park City Council on February 15, 2016. He stated that the NMTC Operations Committee reviewed this language change and recommended approval to the NMTC Board. He reported that the NMTC Board approved the language changed and submitted it to the cities for approval.

MOTION MADE BY COUNCILMEMBER MASON TO APPROVE RESOLUTION 16-07 NORTH METRO TELECOMMUNICATIONS COMMISSION JPA AMENDMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. New Business

A. Ratification of 2016/2017 Teamsters Union Contract

Administrator Buchholtz reported that on April 8, 2016, the Teamsters Local 320 Union (Liquor Store) employees accepted the following offer negotiated by the Public Works Negotiation Committee:

1. Article XVI – Duration: January 1, 2016 through December 31, 2017
2. Article C – Wages
 - 2016 (effective 1/1/16) – 2.5%
 - 2017 (effective 1/1/17) – 3%

Administrator Buchholtz stated that the Negotiation Committee is recommending that the City Council ratify the 2016/2017 union contract as outlined.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE RATIFICATION OF 2016/2017 TEAMSTERS UNION CONTRACT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Approve Memorandum of Agreement for Non-Traditional Work Schedule for Public Works Employees

Administrator Buchholtz reported that last year, the City and the IUOE, Local 49 employees (Public Works) established a non-traditional work schedule for the Public Works Department. He stated that after receiving a positive response from both the employees and Public Works Director Randall, staff is seeking authority to enter into a Memorandum of Agreement to repeat the program in 2016.

Administrator Buchholtz stated that the non-traditional work schedule allows the Public Works employees to work a 4 day-10 hours/day workweek this summer. He stated that there will be public works coverage every day of the week. He reported that three employees will be on duty Mondays, all six employees will be on Tuesdays, Wednesdays and Thursdays, and three employees will be on duty on Fridays. He stated that in essence, the City will have 50 hours of Public Works Department coverage each week.

Administrator Buchholtz provided a Memorandum of Agreement that was drafted by the Business Agent for the Local 49ers. He reported that it is the same Memorandum of Agreement that was approved last year by the City Council and will remain in effect until December 31, 2016.

He stated that Public Works Director Randall is proposing the new hours to take effect on May 2, 2016 and continue into the Fall.

MOTION MADE BY COUNCILMEMBER MASON TO APPROVE MEMORANDUM OF AGREEMENT FOR NON-TRADITIONAL WORK SCHEDULE FOR PUBLIC WORKS EMPLOYEES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Security Camera System Replacement

Administrator Buchholtz reported the City Hall, Terrace Park, Able Park and Lakeside Park are covered by four separate security camera systems that transmit video to the Spring Lake Park Police Department. He stated that the systems are showing their age. He stated that DVRs have been rebuilt a number of times, power supplies have been replaced, cameras are failing and the system is requiring significant amount of time troubleshooting and maintenance. He reported that there is no video from two of the parks and intermittent video from the third. He stated that the Police Department is unable to obtain parts for the existing system and a major upgrade is necessary.

Administrator Buchholtz stated that Police Chief Ebeltoft has found a vendor, Network Access Products, in Ramsey, which can replace our existing camera with high definition cameras and replace our aging DVRs while using the existing wiring in City Hall. He stated that the company provided the City with a demonstration

last fall and the new cameras provide a wider, clearer picture.

Administrator Buchholtz reported the DVR and cameras for City Hall will be able to be used if and when City Hall is renovated.

Administrator Buchholtz stated that staff is requesting the following investment for the security camera system.

| | |
|---|--------------------------|
| City Hall | \$9,885.09 (12 cameras) |
| Able Park | \$9,885.09 (12 cameras) |
| Terrace Park | \$11,757.37 (16 cameras) |
| Lakeside Park | \$9,417.02 (11 cameras) |
| Security boxes for Able and Terrace Parks | \$1,000.00 (2 boxes) |
| TOTAL | \$41,944.77 |

Administrator Buchholtz reported that funds would come from Fund 403, Capital Replacement Fund. He stated that a portion of Terrace Park would be able to come from the Public Utilities Repair and Replacement Fund as it secures the water plant.

Chief Ebeltoft added that the Police Department was able to recover one park and patch the old system. He stated that the cameras were purchased through a grant and when the grant funds ran out, additional pieces were purchased. He restated that the cameras and equipment are in need of repairs.

Councilmember Nelson inquired if the cameras can be monitored from the Police vehicles. Chief Ebeltoft stated that the cameras will not be able to be monitored from vehicles at this time due to the bandwidth that the cameras transmit through. He stated that eventually the bandwidth will be increased to allow monitoring for the squad cars in the future.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE SECURITY CAMERA SYSTEM PURCHASE IN THE AMOUNT OF \$41,944.77. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. 2016 Street Seal Coat Project Bid Results

Engineer Gravel reported that bids were opened for the 2016 Street Seal Coat Project on April 12, 2016. He reported that there were two bids. He stated that the bid request included an alternate bid to seal coat the liquor store parking lot. He provided the following summary of the bids received.

| | <u>Contractor</u> | <u>Total Base Bid</u> | <u>Alternate Bid</u> |
|-----|-------------------------|-----------------------|----------------------|
| Low | Allied Blacktop Company | \$54,670.00 | \$4,855.75 |
| #2 | Pearson Bros. Inc. | \$65,675.00 | \$7,037.50 |

Mr. Gravel reported that the low bidder on the project Allied Blacktop Company with a Total Base Bid Amount of \$54,670.00. He stated that this compares to the December 2015 Engineer's Opinion of Probable Costs of \$85,000. He stated that the bids have been reviewed and were found to be in order.

Mr. Gravel stated that if the City Council wishes to award the Project to the low bidder, then Allied Blacktop Company should be awarded the project. He stated to include the streets only, the award would be on the Total Base Bid Amount of \$54,670.00 and to include the streets and the liquor store parking lot, the award would be on the Base Bid plus the Alternate bid for a total Contract amount of \$59,525.75.

Councilmember Mason inquired if it was less expensive to do the work on the liquor store parking lot now rather than in the future. Mr. Gravel stated that the City Hall parking lot was also removed from the bid so the liquor store could be added to the next street project with City Hall and there would not be a big difference in the cost.

Mayor Hansen stated that she would like to see the bid made next year for the liquor store and City Hall until the results are reviewed from the liquor store consultant's study.

MOTION MADE BY MAYOR HANSEN TO AWARD THE 2016 STREET SEAL COAT PROJECT BID TO ALLIED BLACKTOP COMPANY IN THE AMOUNT OF \$54,670.00. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

E. 2016 Sewer Lining Bid Results

Engineer Gravel reported that bids were opened for the 2016 Sanitary Sewer Lining Project on April 12, 2016. He stated that six bids were received. He provided a summary of the bids.

| | <u>Contractor</u> | <u>Total Base Bid</u> |
|-----|----------------------------------|-----------------------|
| Low | Hydro-Klean, LLC | \$113,714.40 |
| #2 | Lametti & Sons, Inc. | \$128,621.00 |
| #3 | Insituform Technologies USA, LLC | \$133,305.25 |
| #4 | Visu-Sewer, Inc. | \$140,994.25 |
| #5 | Michels Pipe Services | \$154,599.70 |
| #6 | Veit & Company, Inc. | \$176,936.75 |

Mr. Gravel reported that the low bidder on the project as Hydro-Klean, LLC with a Total Base Bid Amount of \$113,714.40. He stated that this compares to the December 2015 Engineer's Estimate of \$160,000. He stated that the bids have been reviewed and were found to be in order.

Mr. Gravel stated that if the City Council wishes to award the project to the low bidder, then Hydro-Klean, LLC should be awarded the project on the Total Base Bid Amount of \$113,714.40.

Councilmember Nelson commented that it is less expensive to line the sewers than to dig up the streets, replace the sewer pipes and assess the residents.

MOTION MADE BY COUNCILMEMBER NELSON TO AWARD THE 2016 SEWER LINING PROJECT BID TO HYDRO-KLEAN, LLC IN THE AMOUNT OF \$113,714.40. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's Report

Engineer Gravel had no new items to report. Councilmember Wendling inquired as to how the punch list items were coming along on Monroe Street. Mr. Gravel stated that he will be in contact with the contractor soon and work will be begin as soon as the weather permits.

12. Attorney's Report - None

13. Reports

Mayor Hansen reported that she attended the Spring Lake Park Lions 60th Anniversary celebration. She announced that the Lions donated \$15,000 to the City of Spring Lake Park to be distributed to the Parks and Recreation Department. Parks and Recreation Director Rygwall explained that the donation will be put aside for a future splash pad at Lions Park.

Mayor Hansen reminded residents that the Spring Lake Park School District will be holding their special election for the school board referendum on Tuesday, April 26, 2016. She wanted to express her opinion on the subject and wanted residents to be aware that it is the school district holding the election and not the City.

Mayor Hansen explained to the residents the importance of the school referendum and how it will affect the residents of the City should it pass. She stated that if the referendum does pass, residents will see an increase of approximately two hundred dollars on their school portion of their property taxes.

Mayor Hansen stated that she has not been able to find information as to how long the referendum will be and if the building referendum passes, she questions where the funding will come from for the operation of a new building.

14. OtherA. Administrator Report

Administrator Buchholtz reported that the Spring Lake Park Police Department will be hosting a prescription drug take back program on April 30, 2016 from 10:00 AM to 2:00 PM. He stated that residents can bring in expired or unused prescription drugs for disposal. Chief Ebeltoft stated that no questions will be asked of the residents and sees the event as a success so it can be offered on an annual basis.

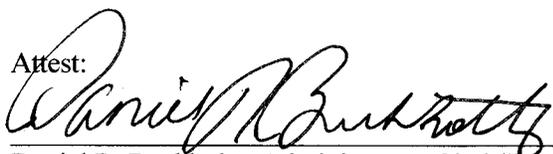
15. Adjourn

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

The meeting was adjourned at 7:55 P.M.



Cindy Hansen, Mayor

Attest:


Daniel R. Buchholtz, Administrator, Clerk/Treasurer