

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on October 5, 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: Public Works Director Randall; Building Official Brainard; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Olivia Alveshere, ABC Newspapers

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz requested that a new item number 11, Attorney's Report, be removed from the agenda.

5. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – September 21, 2015
- B. Mayor's Proclamation – Domestic Violence Awareness Month – October 2015
- C. Contractor's Licenses
- D. Temporary Liquor License
- E. Correspondence

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

6. Discussion From The Floor - None

7. Public Works Report

Public Works Director Randall reported that the Public Works Department continues to mow, weed and collect garbage; continues to paint crosswalks and stop bars on the streets; completed aerating and fertilizing the parks; patched potholes; cleaned all the sewer lines; started repairs on the winter equipment; and completed reading water meters.

### 8. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on September 8<sup>th</sup> and 21<sup>st</sup>; a Department Head meeting on September 9<sup>th</sup>; a Zoning Code Amendment workshop on September 14<sup>th</sup>; a MN Building Permit Technician Association meeting on September 22<sup>nd</sup>; and the North Suburban Building Official's meeting on September 29<sup>th</sup>.

Mr. Brainard stated that in September 2015, 112 permits were issued. He reported that he conducted 104 inspections in September.

Mr. Brainard reported that the September 2015 vacancy listing shows that there are 20 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is down two from last month. There are three vacant/foreclosed commercial properties, which remains the same from last month; and 16 residential properties currently occupied and ready for Sheriff sale, which is down one from last month. He reported that eight violation notices were issued in September by the Code Enforcement Department. He reported that three administrative offense tickets were issued.

Mr. Brainard provided a copy of the handout for residents who want to expand their existing driveway.

### 9. New Business

#### A. Authorize RFP for Facility Assessment/Space Needs Analysis

Administrator Buchholtz reposted that the June 8, 2015 Council Workshop, staff presented the City Council with a draft 2015-2019 Capital Improvement Plan (CIP). He stated that in the draft CIP, there were a number of items that addressed deferred maintenance for City Hall. The City Council, after reviewing these items, came to the consensus that a facility assessment/space needs analysis be completed prior to investing money in deferred maintenance.

Administrator Buchholtz stated that based on the consensus, staff has drafted a request for proposals (RFP) that will be sent to architectural firms for this project. He stated that proposals will be due by 4 PM on Friday, October 30, 2015. He reported that staff anticipates that the proposal review and interviews take place in the month of November, with a final recommendation brought forward to the City Council on December 7, 2015. He stated that work on the project would commence in January 2016.

He reported the funding for the project will come from the General Fund (2016 budget) and the Recreation Program Fund (Fund 244).

**MOTION MADE BY MAYOR HANSEN TO AUTHORIZE RFP FOR FACILITY ASSESSMENT/SPACE NEEDS ANALYSIS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

### 10. Engineer's Report

Administrator Buchholtz reported that the bid announcement for the Lift Station No. 1 was advertised in the newspaper and the bid opening will take place on October 26, 2015 at 1:00 PM.

11. Reports

A. Fall Recycling Day

Mayor Hansen reminded residents the Fall Recycling Day will be held on Saturday, October 10<sup>th</sup> between 9:00 AM – 1:00 PM and noted that residents should have received a postcard in the mail about the event. She stated that is important that the residents bring the postcard with them along with a photo ID.

12. Other

A. Administrator Reports - None

13. Adjourn

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

The meeting was adjourned at 7:10 P.M.

  
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Cindy Hansen, Mayor

Attest:

  
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Daniel R. Buchholtz, Administrator, Clerk/Treasurer