

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on April 6, 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 Nash, Nelson, Wendling and Mayor Hansen

Members Absent: Councilmember Mason

Staff Present: Police Chief Ebeltoft; Public Works Director Randall; Building Official Brainard; Attorney Carson; Engineer Gravel; Park and Recreation Director Rygwall; Administrator Buchholtz 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 – March 2, 2015
- B. Approval of Minutes- March 16, 2015
- C. Application for Exempt Permit – Alzheimer’s Association Minnesota-North Dakota April 18, 2015 at Pov’s 65
- D. Approval of Animal Impound Services Agreement – Hillcrest Animal Hospital
- E. Acceptance of Retirement – Steve Coyle
- F. Acceptance of Resignation – Stacey Granson
- G. Contractor’s License
- H. Correspondence

Councilmember Wendling inquired on Item D about whether the contract includes the picking up of animals in the City by Hillcrest Animal Hospital. Chief Ebeltoft stated that the picking up of the animals is not included however; the Police Department will have 24-hour access to the facility.

MOTION BY COUNCILMEMBER NASH APPROVING THE CONSENT AGENDA.

ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Public Works Report

Public Works Director Randall reported that the Public Works Department plowed one time in the month of March and continued to maintain the skating rinks until March 6th. He reported the city crews have been busy raking and cleaning the parks including the ball fields and fence lines and continue to work on the former Cemstone building. He stated that the patching of potholes and reclaiming of asphalt will begin in early May.

8. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on March 2nd and March 16th; the North Suburban Code Official meeting at City of Coon Rapids on March 10th; a meeting with Substance Church Architects on March 2nd; the 2012 IFC & IBC transition conference in Vadnais Heights March 26th and March 27th; and the North Suburban Building Officials Meeting at Shoreview City Hall on March 31st.

Mr. Brainard stated that in March 2015, 11 building permits were issued compared to eight in 2014. He reported that 10 mechanical permits were issued in March compared to six in 2014. He reported that six plumbing permits were issued in March 2015 compared to six in March 2014. He noted that one fire suppression permit was issued in March.

Mr. Brainard reported that the March 2015 vacancy listing shows that there are 22 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is down three from March 2014. There is one vacant/foreclosed commercial property, which is the down one from March 2014; 17 residential properties currently occupied and ready for Sheriff sale, which is down one from March 2014. He reported that 11 Administrative Tickets and four violation notices were issued in March by the Code Enforcement Department.

Mr. Brainard provided a handout on barbecues and open flames on balconies and patios for multi-family dwellings. He stated that under the Minnesota State Fire Code Appendix H, open flame barbeques on patios and balconies are not permitted.

9. Resolutions and/or Ordinances

A. Ordinance 412 Amending Chapter 49 Relating to Health and Safety; Nuisances-Unsolicited Written Materials

Administrator Buchholtz reported at the March 16, 2015 Council meeting, the City Council reviewed a draft ordinance related to the distribution of unsolicited written materials within the City. He stated that the City has received complaints from residents relating to the distribution of unsolicited written materials on their property. Administrator Buchholtz reported that the objections related to the placement of the materials in driveways of occupied and unoccupied properties alike, providing the appearance of litter which detracts from the aesthetics of the neighborhood. He stated that the placement of these materials in the driveways during the winter months can cause problems with snow removal or damage to snow removal equipment, as the materials can be buried in a subsequent snowfall.

Administrator Buchholtz stated that Ordinance 412 would create a new section in the City's nuisance code relating to unsolicited written materials. He stated the proposed ordinance would require a distributor of these materials to place the unsolicited written materials 1) in a distribution box; 2) on a porch nearest the front door; 3) in a manner where they are securely attached to the front door; 4) through a mail slot for the principal building; 5) between the screen door and the interior front door; or 6) personally with occupant of the premises.

He stated the proposed ordinance would also preserve the occupants right to restrict entry to the occupant's premises and it does not apply to the United States Postal Service.

Administrator Buchholtz stated that it is important to note that the proposed ordinance does not prohibit the placement of unsolicited written materials on a person's property; it only specifies where the unsolicited written materials must be placed.

Administrator Buchholtz stated that the City Council, at its March 16, 2015 meeting, recommended that the proposed ordinance be drafted and placed on the April 6, 2015 agenda. He stated the City Council recommended approval of the proposed ordinance at that time.

MOTION BY COUNCILMEMBER NASH TO APPROVE ORDINANCE NO. 412 AMENDING CHAPTER 94 OF THE SPRING LAKE PARK CODE OF ORDINANCE RELATING TO HEALTH AND SAFETY; NUISANCES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. New Business

A. Authorization to Purchase 2015 Squad Car

Chief Ebeltoft stated that the 2015 State Bid Contract for police vehicles have been awarded to listed dealerships.

<u>Dealership</u>	<u>Location</u>	<u>State Bid Contract</u>	<u>Pricing</u>
Ranger Chevrolet (Chevy/Ford)	Hibbing, MN	#83064 (Ford)	\$27,003.00
		(Chevy)	\$28,061.36
Nelson Auto Center (Dodge)	Fergus Falls, MN	#89303	\$26,587.71

Chief Ebeltoft reported that after research, consideration and time, it was determined that the 2015 Dodge Charger AWD will best fit the police department needs and finances.

Chief Ebeltoft reported that as part of his research on State Bid Contracts; it was found that Dodge of Burnsville has a State Bid Contract. He stated that, the City of Spring Lake Park can purchase the same 2015 Dodge Charger AWD for \$25,798.00, with a savings of \$789.71 from Dodge of Burnsville over the State Bid contract price offered by Nelson Auto Center.

Chief Ebeltoft stated that he is seeking Council approval with placing an order for a 2015 Dodge Charger AWD from Dodge of Burnsville in the amount of \$25,798. He noted this purchase will come in under budget, of the 2015 budgeted funds of \$33,075, for a savings of \$7,277.

Councilmember Nelson inquired if this vehicle purchase is part of the vehicle rotation process or if it is replacing the vehicle damaged earlier in the year. Chief Ebeltoft stated that this new vehicle is part of the replacement rotation.

MOTION BY COUNCILMEMBER NELSON TO APPROVE PURCHASE OF 2015 SQUAD CAR PURCHASE IN THE AMOUNT OF \$25,798.00. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Authorize Authority to Advertise Position of Police Receptionist

Chief Ebeltoft reported that with resignation of the current "Police Receptionist" on March 23, 2015, he is requesting to advertise for the position of Police Receptionist (Part-time), accept applications and conduct interviews to determine a top candidate for the position.

Chief Ebeltoft stated that once a top candidate has been identified and all necessary requirements/checks have been met, the name of the top candidate would be presented to the Mayor and City Council for approval.

Chief Ebeltoft stated that he is seeking authorization for this process to minimize the amount of time that the police department administrative staff will be short staffed and to maximize the ability to provide the citizens of the community with the administrative staff police services that they are accustomed to and expect.

MOTION MADE BY MAYOR HANSEN TO APPROVE AUTHORIZATION TO POST POSITION OF POLICE RECEPTIONIST-PART TIME AND INTERVIEW CANDIDATES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Authorize Authority to Advertise Public Works Maintenance Worker

Administrator Buchholtz reported that the City of Spring Lake Park has received notice of retirement from Steve Coyle, Lead Maintenance Worker with his last of employment with the City on April 15, 2015. He stated that Steve first started with the City on January 1, 1989 as a Maintenance Worker and was promoted to the newly created Lead Maintenance Worker position on November 5, 2001. Administrator Buchholtz expressed his appreciation to Mr. Coyle for his many contributions during his time with the City and wish Mr. Coyle nothing but the best as he enters a well-deserved retirement.

Administrator Buchholtz stated that City staff posted the opening for the Lead Maintenance Worker position internally. He stated that the City received three applications for the position. He reported that Public Works Director Randall and Administrator Buchholtz will interview the three applicants on Tuesday, April 7, 2015. He stated that staff anticipates making a recommendation on the Lead Maintenance Worker position to the City Council at its April 20, 2015 meeting. He noted that the promotion will result in a vacancy in the public works staff that will need to be filled.

Administrator Buchholtz stated that staff is seeking authorization to advertise for the position of Public Works Maintenance Worker, accept and score applications and conduct interviews to determine a finalist to present to the City Council for approval.

Councilmember Nelson commented on what a dedicated employee Coyle has been to the City and he commends him on the pride he took in maintaining the parks.

MOTION BY MAYOR HANSEN TO AUTHORIZE AUTHORITY TO ADVERTISE PUBLIC WORKS MAINTENANCE WORKER POSITION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Authorize Bidding and Approve Plans for Lift Station No. 1 – Reconstruction

Engineer Gravel reported that the next step in the Sanitary Sewer Lift Station No. 1 Reconstruction process is to approve construction plans and specifications for the site work and installation of the pre-ordered materials. He stated that at this time, staff is requesting that the City Council approve construction plans and authorize bidding for the Lift Station No. 1 Reconstruction project.

Engineer Gravel provided a summary of the estimated total project costs with the total estimated project cost of \$950,000. He stated that bids would be opened on May 11, 2015 and he feels the project bids will be at the projected cost.

MOTION MY MAYOR HANSEN TO AUTHORIZE BIDDING AND APPROVE RECONSTRUCTION PLANS FOR LIFT STATION NO. 1. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

E. Award 2015 Seal Coat Project to Pearson Brothers, Inc.

Engineer Gravel reported that quotes were received for the 2015 Seal Coat Project on March 31, 2015. He stated that quotes were requested from four contractors and two quotes were received. He provided a summary of the results of the two quotes received:

	<u>Contractor</u>	<u>Base Quote</u>
Low	Pearson Brothers Inc.	\$ 87,649.15
#2	Allied Blacktop Company	\$ 90,282.00

Engineer Gravel reported the low quote on the project was received from Pearson Brothers Inc. with a total quote amount of \$87,649.15. He stated that this compares to the Engineer's Opinion of Probable Cost of \$80,000. He stated they have been reviewed and found to be in order.

Engineer Gravel stated that if the City Council wishes to award the project to the low bidder, then Pearson Brothers Inc. should be awarded the project.

Councilmember Nelson inquired if the City has worked with Pearson Brothers Inc. has worked in the City in the past. Mr. Gravel answered affirmatively and added that they will be working on the City of Blaine project.

MOTION BY COUNCILMEMBER NELSON TO AWARD 2015 SEAL COAT PROJECT TO PEARSON BROTHERS INC. IN THE AMOUNT OF \$87,649.15. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

F. Authorize Authority to Enter Joint Powers Agreement with City of Blaine for Seal Coating of Sanburnol Drive Between University Service Road and Able Street

Administrator Buchholtz reported that the City's street maintenance program for 2015 calls for a seal coat of Sanburnol Drive and Elm Drive. He stated that since Sanburnol is a shared street with Blaine, the City of Spring Lake Park asked that the City of Blaine include these two streets in their annual seal coat project. He stated that in response to the request, Blaine has prepared bid documents that include Sanburnol Drive and Elm Drive. He stated that Blaine opened bids on March 31, 2015.

Administrator Buchholtz stated that this would be an addition to the \$80,000 project the City currently has out for bid. Engineer Gravel reported that Blaine opened bids and the City's share is \$8,468.94. He noted there is approximately \$153,000 in the City's Seal Coat Project Fund and that the City will collect approximately \$50,000 this year in franchise fees.

Administrator Buchholtz stated that due to the shared nature of Sanburnol Drive, the City of Blaine is seeking City of Council approval of a joint powers agreement and staff recommends the approval of the agreement.

MOTION BY COUNCILMEMBER NASH TO APPROVE JOINT POWERS AGREEMENT WITH CITY OF BLAINE FOR SEAL COATING OF SANBURNOL DRIVE BETWEEN UNIVERSITY SERVICE ROAD AND ABLE STREET. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

G. Request for Joint Council Meeting to Discuss SBM Fire Department Budget

Administrator Buchholtz reported that the City of Blaine has requested that the City Councils of Blaine, Mounds View and Spring Lake Park hold a joint meeting to discuss the 2016 SBM Fire Department budget.

Administrator Buchholtz provided dates to the Council and it was agreed that either June 9, 2015 or June 10, 2015 would be acceptable. He stated that he will follow up with Chief Zikmund.

H. Request to Schedule Workshop Session for April 13, 2015 at 6:30 PM

Administrator Buchholtz reported that staff is requesting a workshop session to discuss the updating of City ordinances including massage, tobacco and liquor ordinances. Consensus of the the Council was to schedule the workshop for Monday, April 13, 2015 at 6:30 PM at Spring Lake Park City Hall.

11. Engineer's Report

Engineer Gravel reported that bids will be received in April for the 2015 Sanitary Sewer Lining Project and bids will be received for the Lift Station No. 1 Reconstruction project on May 11, 2015. He stated that the developers on the medical building at 525 Osborne Road have stated that project is on long-term hold.

Councilmember Wendling inquired as to what the reason is for the long-term hold. Mr. Gravel stated that the reason for the hold is unknown.

12. Attorney's Report – None

13. Reports - None

14. Other

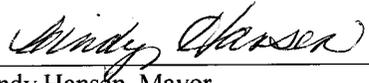
A. Administrator Reports

Administrator Buchholtz reported that the auditors have completed their fieldwork and will present a draft copy in a few months. He stated that he attended the Spring Lake Park School Task Force meeting and reported that the goal of the task force is to create a master facilities plan for the future.

15. Adjourn

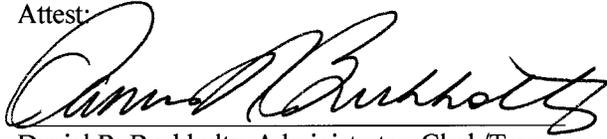
MOTION BY COUNCILMEMBER NASH TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

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



Cindy Hansen, Mayor

Attest:



Daniel R. Buchholtz, Administrator, Clerk/Treasurer