

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on October 1, 2018 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; City Planner Carlson; Attorney Thames; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake
Greg Erickson, Pro Courier
Rachel Erickson, Pro Courier
Christina, Elizabeth and Mabel Badeto, Spring Lake Park
Cory, Lori and Lily Magstadt, 7734 Lakeview Lane NE
Sue Davis, AFS
Todd Junell, Spring Lake Park
Ana Alasonso, Spain
Mike Thomas, Thomland Homes

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz asked that a purchase agreement from Z Systems, Inc. be added to agenda as item 7F. He stated that it is for purchase of a replacement camera for the Council Chambers.

5. Discussion From The Floor - None

6. Presentation

A. Mayor's Proclamation – Foreign Exchange Student Week – Honorary Citizen Ana Arquero Alasonso

Mayor Hansen presented proclamations proclaiming the week of October 1, 2018 as American Field Service Week and proclaiming that Ana Arquero Alasonso be named an honorary citizen for the City of Spring Lake Park for the duration of her stay.

7. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – September 17, 2018
- B. General Operations Disbursements (August) \$416,523.05
- C. Right of Way Application – Park Construction Co.
- D. Contractor's Licenses
- E. Correspondence
- F. Approval of Purchase Agreement – Z Systems Inc.

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

8. Public Works Report

Public Works Director Randall reported that in the month of September, the Public Works Department continued to collect the garbage and recycling at the parks, weed whip at City facilities and line the softball fields for the fall leagues. He stated that a new fence and retaining wall were installed at Able Park. He stated that the Department has been working on cleaning out the sewers citywide and continues to paint crosswalks and stop bars.

Mr. Randall reported he attended a preconstruction meeting with Hy-Vee and participated in the walk through at the Legends. He stated that he attended various meetings and a conference.

9. Code Enforcement Report

Building Official Brainard stated that in September 2018, 20 building permits, 7 zoning, 13 mechanical, 6 plumbing permits were issued for a total of 46 permits compared to a total of 45 in 2017. He reported that the Code Enforcement Department conducted 152 inspections in the month of September.

Mr. Brainard reported construction at the Legends of Spring Lake Park is ending and the final Certificate of Occupancy would be issued after the final walk through with Public Safety staff on October 2, 2018. He reported that the City received plans and application for the building at 8407 Plaza Boulevard to remodel the interior for a proposed banquet and restaurant.

Mr. Brainard reported that the September 2018 vacancy listing shows that there are 11 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which remains the same from last month. There are two vacant/foreclosed commercial properties, which remains the same from last month; and two residential properties currently occupied and ready for Sheriff Sale redemption, which remains that same from last month. He reported that he did not post any abandoned and/or vacant property notices in the month of September. He stated that the department did issue three administrative offense tickets.

Mr. Brainard reported that he attended the Council meetings on September 4 and 17; a Department Head meeting on September 5 and the Planning Commission meeting on September 24.

Mr. Brainard reminded residents that Fire Prevention Week is October 7 through October 13. He provided a handout on recreational bonfires.

10. New BusinessA. Authorize Participation in Anoka County Economic Development Initiative

Administrator Buchholtz reported that the Anoka County HRA, Connexus Energy and the Metro North Chamber of Commerce partnered together to hire Ady Advantage to complete the “Anoka County Economic Development Business Recruitment Roadmap” study to help create an overarching economic development strategy for Anoka County. He stated that the study has provided all the stakeholders the foundation to develop strategies to better attract and retain businesses within Anoka County. He stated that project identified three areas of focus, with goals to be achieved.

He reported the following goals were identified:

- Marketing and Differentiation: Address and work to change the perception of Anoka County, among stakeholders, partners, developers and potential talent, etc.
- Readiness: Ensure Anoka County is ready for development from both a talent and product (site and buildings) perspective, etc.
- Alignment/Regionalism: Clearly define roles within the county, as well as with regional partners, as it relates to marketing, incentives, business retention and expansion.

Administrator Buchholtz reported that Anoka County has hired an economic development specialist to develop, implement and promote economic development strategies, provide technical expertise to cities and work collaboratively with a variety of private and public stakeholders.

Administrator Buchholtz stated that Anoka County is requesting participation from the cities/township in the county to generate funds for website service, social media, marketing and other economic development activities. He stated that participation would be memorialized in a Memorandum of Agreement (MOU). He stated that the cities area asked to raise, on a per capita basis, \$20,000. He stated that the City’s annual share would be \$357 and noted that all of the cities in Anoka County have indicated support for this initiative.

Administrator Buchholtz stated that staff is requesting authority to enter in a Memorandum of Agreement with Anoka County to participate in the economic development initiative. He stated that the funding is included in the 2019 budget proposal.

Councilmember Wendling stated that the meetings leading up to forming the initiative have been informative during the planning process of the study.

Mayor Hansen stated that it is helpful to have the availability of so many resources from the various communities to work with.

Councilmember Nelson stated that the City’s economic development partnership with the county started a long time ago with the development of the Public Works building and surrounding businesses in the area. He stated that new development helps keep the taxes lower for the community and the county.

MOTION MADE COUNCILMEMBER NELSON TO AUTHORIZE PARTICIPATION IN ANOKA COUNTY ECONOMIC DEVELOPMENT INITIATIVE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Ordinances and ResolutionsA. Resolution 18-39 Approving A Variance To Allow A Driveway Expansion at 359 Manor Drive NE

Administrator Buchholtz reported that the City received a variance application from Carolyn Lohman at 359 Manor Drive NE to allow for the expansion of her driveway along the west edge of the property three feet into the required five-foot side-yard setback. He reported that the property is a 10,125 square foot residential site, along Manor Drive, between University Avenue and Terrace Road. He stated that the property includes a single-family residential home with an attached garage and driveway. He stated that neighboring properties are single-family residential homes. He reported that the applicant would like to use the expanded driveway to store her recreational vehicle (RV) on her property. He stated that he applicant currently stores her RV at Public Storage in Fridley, but Public Storage is eliminating their outdoor parking spaces to accommodate a climate controlled storage facility.

Administrator Buchholtz reported that the property is zoned R-1, Single Family Residential and guided Low Density Residential on the 2030 Future Lane Use Map. He stated that the driveway is an allowed accessory use in the R-1 zoning district and is consistent with the Comprehensive Plan.

Administrator Buchholtz reported that Section 153.224 of the Spring Lake Park Zoning Code outlines the purpose and process to approve a variance. He stated that this variance application has been analyzed with respect to the requirements and noted that a variance may be approved with conditions.

Administrator Buchholtz reported that the driveway is a standard feature on residential properties for off-street parking. He stated that the Comprehensive Plan guides this property as low density residential, which is the current use. He stated that the area is a residential neighborhood, with each property owner having access to the roadway through a driveway. He stated that the City Code allows one RV to be parked within the front yard setback provided that the vehicle may not be parked closer than five feet to the side yard property line on an approved driveway. He reported that there are a number of driveways on Manor Drive that are located within the required five-foot side yard setback. He stated that the applicant does not cite economic considerations as a reason to approve the variance. He reported that the parcel is standard width and length and includes no wetlands or waterbodies, and therefore no unique challenges or circumstances on the parcel.

Administrator Buchholtz reported that Section 153.152 of the City of Spring Lake Park Zoning Code outlines specific requirements off-street parking facilities, including driveways, in the city. He explained that in addition, Section 153.066 of the Zoning Code outlines specific requirements for the parking of motor and recreational vehicles.

Administrator Buchholtz reported that through the review of the application for the proposed driveway variance, the City has identified potential issues. He summarized the issues to as:

1. *Practical Difficulty and Unique Circumstances.* He stated that the applicant is requesting a variance to locate the driveway within the required five-foot setback from the western property line. The existing driveway is located 15 ½ feet from the property line. The applicant can expand the driveway an additional 10 ½ feet and still meet the five-foot side yard setback. The RV is 28 feet long and 8 ½ feet wide, meaning that the width that would be allowed would be able to accommodate her existing RV with one foot of pavement on each side. Providing the property owner with another three feet of driveway would make it easier for the property owner to park the RV on the approved parking surface, especially considering that there will be retaining wall

installed on the west edge of the new driveway.

2. *Existing screening.* He stated that there was previously screening of the driveway with two pine trees. However, those pine trees have been cut down to accommodate the driveway. He stated that if the Commission wishes to grant the variance, staff would recommend some sort of screening in the remaining setback on the west property line to screen the neighbor's view of the RV.

Administrator Buchholtz stated that the Planning Commission found that there are practical difficulties and recommended approval of the variance, with the following the conditions:

1. Applicant shall provide screening (vegetative or fencing) within the remaining side yard setback to screen the RV from the neighboring property to the west.
2. Applicant shall ensure that the RV is parked no closer than five feet from the property line in conformance with Section 153.066 of the Spring Lake Park Zoning Code.
3. Applicant shall install retaining wall and reseed all disturbed areas with grass.

Councilmember Nelson stated that he had driven by the property and felt that by not granting the variance, there would be a hardship in the winter months, as there would not be a good place to move snow accumulation from the driveway. He stated how he feels it is important that property owners are able to use all their usable space fully.

Mayor Hansen noted that the residents on the west side of the applicant's property have plenty of room remaining.

Councilmember Goodboe-Bisschoff inquired as to what type of screening would be required. Administrator Buchholtz stated that the screening could be vegetative or a fence. He stated that the reason for the screening is to assure that it is in place now for any possible future conflicts that could occur if and when the neighboring properties change hands.

Councilmember Goodboe-Bisschoff inquired as to who would approve the screening material and how tall an RV is. Building Official Brainard stated that the screening material will be noted on the driveway application and if there is a question as to the material requested, a discussion with Administrator Buchholtz would be required. He stated that typically RV's are 11 to 13 feet.

Building Official Brainard stated that a fence permit will be required unless it is less than four feet. He stated that the fence would need to stay within the front yard setback of four feet.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE RESOLUTION 18-39 APPROVING A VARIANCE TO ALLOW A DRIVEWAY EXPANSION AT 359 MANOR DRIVE NE WITH THE FOLLOWING CONDITIONS: 1.) APPLICANT SHALL PROVIDE SCREENING (VEGETATIVE OR FENCING) WITHIN IN THE REMAINING SIDE YARD SETBACK TO SCREEN THE RECREATIONAL VEHICLE FROM THE NEIGHBORING PROPERTY TO THE WEST; 2.) APPLICANT SHALL ENSURE THAT THE RV IS PARKED NO CLOSER THAN FIVE FEET FROM THE PROPERTY LINE IN CONFORMANCE WITH SECTION 153.066 OF THE SPRING LAKE PARK ZONING CODE; 3.) APPLICANT SHALL REINSTALL RETAINING WALL AND RESEED ALL DISTURBED AREAS WITH GRASS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 18-40 Approving A Lot Size Variance For Lot 1 Block 1 Pride Rock Addition To Allow Construction Of A Twin Home

Planner Carlson reported that Thomland Homes and Remodeling, LLC has submitted a Conditional Use Permit (CUP) application and a Variance application for the construction of two twin-home structures (two duplexes) with one structure on each of two lots, four units total, at 8360 Pierce Street. He reported that an earlier CUP application was filed on May 8, 2018, but was withdrawn by the applicant.

Mr. Carlson reported that in January 2018, the property was re-platted to allow for two single-family lots and at that time, the applicant stated that the existing house and garage would be removed to make way to build two new houses. He stated that the demolition has since taken place but the applicant has determined construction of two single-family homes is economically unfeasible.

Mr. Carlson stated that the property is zoned R-1 Single Family Residence. He stated that it was guided Commercial in the City's 2030 Land Use Plan but has been changed to Single Family Residential in the 2040 Land Use Plan. He stated that twin homes are a conditional use in the R-1 zoning district. He stated that additionally, the proposal does not meet the minimum lot area for twin homes, therefore variances are also required.

Mr. Carlson stated that the proposed construction of the two twin-home structures on 8360 Pierce Street NE requires two approvals:

- Conditional Use Permit (CUP) – Twin homes are allowed as a conditional use subject to the approval and contingent on stipulations set forth by the Planning Commission and City Council.
- Variance - A minimum lot area of 7,500 square feet is required for each two-family dwelling unit but only 6,750 square feet per unit are available. A variance to minimum lot area is requested.

Mr. Carlson stated that Section §153.202 of the City of Spring Lake Park's zoning code outlines the requirements to approve a conditional use permit by the City Council, provided the applicant has provided evidence establishing the requirements. He summarized the questions and criteria answered by the applicant. He reported that the applicant stated that the proposed use, two side-by-side twin homes on each of the two lots, will be beneficial to the community as it will allow for four new residential units and families to join the community, rather than the two total units permitted by the zoning district. He stated that the applicant believes that the addition of the four homes will increase property values along Pierce Street. He stated that the applicant feels that the proposed four new units will not substantially increase traffic along Pierce Street or surrounding streets.

Mr. Carlson reported that Section §153.224 of the City of Spring Lake Park's zoning code requires that practical difficulty be proven for the approval of a variance. He reviewed the practical difficulties and responses from the applicant.

Mr. Carlson stated that the Planning Commission recommends to the City Council approval of the requests as follows with the following conditions:

1. Approval of a conditional use permit (CUP) for two twin-home structures in the R-1 zoning district at 8360 Pierce Street Northeast with the following conditions:

- a. Additional grading plans and drainage plans will be provided to the Engineer before building permit approval, including the items specified below:
 - i. Details on site drainage need to be reviewed. The grading for each building shall be completed so that no additional runoff is diverted to any adjacent property.
 - ii. Details on the driveway, sewer and water service connections, and street patching need to be reviewed for each lot.
2. Approval of variances to the lot standards to allow 6750 square feet per unit versus the 7500 square feet required by code.

Councilmember Nelson stated that he feels the twin home concept is a better fit for the existing environment. He stated that he hopes the twin home units owner occupied rather than rentals..

Mayor Hansen noted that the City will address the signage to make traffic aware that Pierce Street and neighboring streets are not through streets for traffic.

Councilmember Wendling inquired if the builder could dictate who purchases the property to avoid rental situations. Mr. Thomas stated that when the units become available for sale, they will be marketed for families.

Councilmember Goodboe-Bisschoff inquired on the estimated pricing of the new twin homes. Mr. Thomas stated he hoped to market each unit at \$250,000 - \$300,000.

Councilmember Nelson inquired if there were any stormwater issues or if there was any pond clean out that needed to occur. Mr. Randall reported that there are no issues.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE RESOLUTION 18-40 APPROVING A LOT SIZE VARIANCE FOR LOT 1 BLOCK 1 PRIDE ROCK ADDITION TO ALLOW CONSTRUCTION OF A TWIN HOME. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Resolution 18-41 Approving A Lot Size Variance For Lot 2 Block 1 Pride Rock Addition To Allow Construction Of A Twin Home

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE RESOLUTION 18-41 APPROVING A LOT SIZE VARIANCE FOR LOT 2 BLOCK 1 PRIDE ROCK ADDITION TO ALLOW CONSTRUCTION OF A TWIN HOME. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Resolution 18-42 Approving A Conditional Use Permit For Lot 1 Block 1 Pride Rock Addition To Permit The Construction Of A Two Family Dwelling

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-42 APPROVING A CONDITIONAL USE PERMIT FOR LOT 1 BLOCK 1 PRIDE ROCK ADDITION TO PERMIT THE CONSTRUCTION OF A TWO FAMILY DWELLING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

E. Resolution 18-43 Approving A Conditional Use Permit For Lot 2 Block 1 Pride Rock Addition To Permit The Construction Of A Two Family Dwelling

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE RESOLUTION 18-43 APPROVING A CONDITIONAL USE PERMIT FOR LOT 2 BLOCK 1 PRIDE ROCK ADDITION TO PERMIT THE CONSTRUCTION OF A TWO FAMILY DWELLING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

F. Resolution 18-44 Approving Conditional Use Permit and Site Plan for Pro Courier

Planner Carlson reported that the Planning Commission held a special Planning Commission meeting prior to the October 1, 2018 Council meeting. He reported that the City received an application for a Conditional Use Permit (CUP) from Pro Courier that is currently located at 8375 Sunset Road NE and would like to move their business across the street to 8370 Sunset Road NE. He stated the property is guided Industrial and zoned I-1: Light Industrial. He stated that "Express" and "cartage" services are considered a Conditional Use in this zoning district.

Mr. Carlson stated that the site is 78,221 square feet and is currently a gravel parking lot. He stated that the request is to build a 3,000 square foot structure with the site primarily used for parking. He stated that the site plan shows 85 standard-size parking stalls and 21 stalls that are 40 feet deep to accommodate delivery vehicles. He stated that the required impervious surface coverage for properties in the Commercial and Industrial districts is 75% - the proposal is for 74.8%

Mr. Carlson stated that the proposed use is compliant with all applicable standard in the I-1 industrial district. He stated that the site is vacant with two paved driveways that meet in a U shape in the back of the property. He stated that Pro Courier will make improvements to the site and eliminate any unintended uses of a vacant site. He noted that commercial traffic will have direct access to County Road J and the Highway 10 Service Road without needing to travel on any neighborhood streets.

Mr. Carlson reported that the applicant is supplying adequate parking for employees, delivery vehicles, and loading. He stated that the City Engineer has reviewed the proposed drainage plan and identified further action. He stated that he watershed has approved all the site permits and noted that the storm water ponds will be lined due to the proximity of the buffer zone by the City well. He stated that there would be no ponding near the filtration.

Mr. Carlson stated that the Planning Commission recommends approval to the City Council for the Conditional Use Permit with the following conditions:

- 1.) The character of Sunset Road NE includes mature deciduous trees lining the corridor. The applicant shall plant deciduous trees in the area identified for seed mix along Sunset Road NE to satisfaction of the Zoning Administrator.
- 2.) The applicant shall comply with all the comments from the City Engineer outlined in the staff memo from Stantec dated October 2018.

Mayor Hansen inquired if the ponds that are proposed were adequate for the site. Planner Carlson stated that if the ponds are constructed and graded as directed on the specifications, it will meet approval.

Councilmember Nelson inquired if Pro Courier will continue to use the existing building at the 8370 Sunset Road. Mr. Erickson stated that he is unsure at this moment whether they will use both buildings or sell the

property at 8370 Sunset Road.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE RESOLUTION 18-44 APPROVING A CONDITIONAL USE PERMIT AND SITE PLAN APPROVAL FOR PRO COURIER, 8370 SUNSET ROAD, TO PERMIT THE CONSTRUCTION OF A FACILITY FOR EXPRESS/CARTAGE SERVICES WITH THE FOLLOWING CONDITIONS: APPLICANT SHALL COMPLY WITH THE FOLLOWING ENGINEERING COMMENTS AS SPECIFIED IN THE OCTOBER 1, 2018 STAFF MEMORANDUM; 1.) A. PERMITS. THE APPLICANT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY SITE PERMITS INCLUDING PERMITS FROM THE COON CREEK WATERSHED DISTRICT (CCWD) AND MPCA STORMWATER PERMITS. B. STORMWATER. THE STORMWATER MANAGEMENT FACILITIES ON THE SITE SHALL BE CONSIDERED PRIVATE. MAINTENANCE OF THE STORMWATER MANAGEMENT FACILITIES SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER. C. STORMWATER. THE APPLICANT SHALL PROVIDE THE CITY WITH A SIGNED COPY OF THE CCWD REQUIRED MAINTENANCE AGREEMENT FOR THE STORMWATER MANAGEMENT FACILITIES. D. SANITARY SEWER. SANITARY SEWER SERVICE FOR THE SITE SHALL BE AS DIRECTED BY THE PUBLIC WORKS DIRECTOR AND INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF THE PUBLIC WORKS DIRECTOR. E. WATER MAIN. WATER SERVICE FOR THE SITE SHALL BE AS DIRECTED BY THE PUBLIC WORKS DIRECTOR AND INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF THE PUBLIC WORKS DIRECTOR. WATER MAIN CONNECTION SHALL BE COMPLETED BY CUTTING IN A 6X6 TEE. F. REMOVALS. EXISTING SEWER AND WATER SERVICE LINES TO THE SITE SHALL BE ABANDONED IN ACCORDANCE WITH THE REQUIREMENTS OF THE PUBLIC WORKS DIRECTOR. G. STREET PATCHING. CURB REPLACEMENT AND STREET PATCHING SHALL MATCH THE EXISTING AND SHALL BE COMPLETED PER THE REQUIREMENTS OF THE PUBLIC WORKS DIRECTOR. 2.) THE CHARACTER OF SUNSET ROAD NE INCLUDES MATURE DECIDUOUS TREES LINING THE CORRIDOR. THE APPLICANT SHALL PLANT DECIDUOUS TREES IN THE AREA IDENTIFIED FOR SEED MIX ALONG SUNSET ROAD NE TO THE SATISFACTION OF THE ZONING ADMINISTRATOR. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

12. Engineer's Report

Administrator Bushholtz had no new items to report outside of the Engineer's Report that was included in the City Council packet.

13. Attorney's Report

Attorney Thames had no new items to report.

14. Reports

A. Beyond the Yellow Ribbon Report

Councilmember Nelson reported that the September pork chop dinner was very successful. He stated that the Beyond the Yellow Ribbon participation has increased. He reminded residents that a business meeting will be held on October 10, 2018 at 6:30 PM at Kraus-Hartig VFW.

14. Other

Councilmember Goodboe-Bisschoff reported that she attended the open houses hosted by the Spring Lake Park School District on Saturday, September 29, 2018. She stated that she visited the new elementary school dedication as well.

Councilmember Nelson thanked City staff for the great job on the fall newsletter. He noted how the newsletter outlined the past developments of the City.

Mayor Hansen praised Administrator Buchholtz on his dedication and hard work for the recent advancements in the development within the City.

15. Administrator Reports

Administrator Buchholtz reported that he attended a meeting with MnDOT to review the dual turn lane proposal for the Hy-Vee project. He stated that changes were proposed and discussed and a consensus was reached for the project to continue.

Administrator Buchholtz requested a Council workshop session to be scheduled for October 8, 2018 at 5:30 PM. The consensus of the Council was that the meeting date would work.

Administrator Buchholtz reported that Public Storage received the approval from Rice Creek Watershed and stated that Mr. Brainard can issue the construction permits. He reported that there are a few punch list items to complete on the Legends of Spring Lake Park project.

16. Adjourn

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

The meeting was adjourned at 8:25 P.M.

Cindy Hansen, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer