

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on June 4, 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; Engineer Gravel; Attorney Thames; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake, MN

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz requested that Item 9C., Special Event Permit-School's Out Summer Bash, be added to the agenda.

### 5. Discussion From The Floor- None

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – May 21, 2018
- B. Resolution 18-16 Accepting A Donation to the City
- C. Contractor's Licenses
- D. Sign Permit
- E. Correspondence

Councilmember Wendling thanked the Spring Lake Park Lions for their donation to the City. Mayor Hansen congratulated the Lions on their 100-year anniversary.

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

### 7. Public Works Report

Public Works Director Randall reported that in the month of May, the Public Works Department continued to collect the garbage and recycling at the parks and completed the planter boxes for the community garden.

Mr. Randall reported that the Department prepared all the parks; raked the fence lines; prepared the sprinklers and installed the fountain at Triangle Park. He reported that the streets have been swept and the Department has started painting crosswalks and stop bars.

Mr. Randall reported that three of the five new pickup trucks have been delivered and will have the accessories installed within the next few weeks.

#### 8. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on May 7 and May 21; a Department Head meeting on May 8; the North Suburban Code Official meeting on May 8 and the Planning Commission meeting on May 29.

Mr. Brainard stated that in May 2018, 20 building permits, three fire, five zoning, 11 mechanical and eight plumbing permits were issued for a total of 47 permits compared to a total of 49 in 2017. He reported that he conducted 190 inspections in the month of May.

Mr. Brainard reported construction continues rapidly at the Legends of Spring Lake Park. He stated that he will be conducting final inspections on the first section for each unit. He reported that there have been discussions to determine fire department connection, fire lanes and Knox box locations.

Mr. Brainard stated that on May 8, 2018, John Caldwell started as the part-time Code Enforcement Inspector. He reported that he has been actively teaching and instructing Mr. Caldwell in all aspects of code enforcement including building inspections.

Mr. Brainard reported that the May 2018 vacancy listing shows that there are 15 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is up one from last month. There are two vacant/foreclosed commercial property, which remains the same from last month; and four residential properties currently occupied and ready for Sheriff Sale redemption, which is the down from last month. He reported that he posted two abandoned and/or vacant property notice in month of May. He stated that the department issued five administrative offense tickets.

Mr. Brainard provided a hand out on Summer Residential Standards to help homeowners become aware of the minimum codes and standards for Spring Lake Park.

Mr. Brainard inquired to Attorney Thames if the City has any enforcement on contractor's who perform work on a zoning project that does not require a licensed building contractor license for certain projects. He explained that contractors performing work on a building permit are licensed and bonded by the state; however, contractors performing zoning non-building permit work are not required to be bonded and licensed. He inquired if the City can require local contractors to be licensed in the City for such projects to protect residents.

Attorney Thames stated that a requirement such as this would more than likely result in a code amendment and it is possible. He stated he would research the subject further.

Councilmember Goodboe-Bisschoff inquired as to what the difference between a vacant house and an abandoned house is. Mr. Brainard stated that a vacant house is one that no one is living at the property but are maintaining the property up to code. He stated an abandoned property is one in which no one is living and not keeping the property up to code. He said most abandoned properties are bank owned.

9. New BusinessA. Approval of Water Supply Plan

Administrator Buchholtz reported that all public water suppliers in the seven-county metropolitan area must have a water supply plan that is approved by the Minnesota Department of Natural Resources (M.S. §103G.291, subd.3 and M.S. §473.859, subd.3) and it must be updated every 10 years. He reported that City staff is seeking approval of the 2018 Water Supply Plan, which will become part of the City's 2040 Comprehensive Plan.

Administrator Buchholtz reported that the Water Supply Plan consists of the following parts:

1. Water Supply System Description and Evaluation. He stated that this section documents the City's past water demand, its treatment and storage capacity, water sources, future demand projections, resource sustainability and the capital improvement plan.
2. Emergency Preparedness Procedures. He stated that the plan documents the existence of the City's Federal Emergency Management Plan, its Operational Contingency Plan, and Emergency Response Procedures.
3. Water Conservation Plan. He explained that the plan outlines the city's strategies for reducing water use across the City.
4. Items for Metropolitan Area Communities. He stated that plan projects water demand through 2040, potential water supply issues, and the adequacy of the City's existing water supply system.

Administrator Buchholtz reported that Utility Billing Clerk Nancy Kelm and Public Works Director Randall worked diligently on the water plan. He stated that the plan has been submitted to the Department of Natural Resources for review and has been approved. He stated that staff recommends approval of the Water Supply Plan.

Councilmembers Wendling and Nelson both agreed that the plan is well written.

Mayor Hansen inquired if the population of the city has declined based on the numbers represented in the report. Administrator Buchholtz stated that the population has reduced but explained that it is because of a drop in the number of people per household. He stated that the 2020 Census will provide more accurate numbers rather than the projection numbers used by the Met Council.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE THE WATER SUPPLY PLAN.  
ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Authorize Quotes for Osborne Road Trail Phase 1 Restoration

Administrator Buchholtz reported that the Osborne Trail is in significant need of maintenance. He stated that staff would like to begin the process of restoring the trail to increase its useful life.

He stated that staff proposes the restoration of the Osborne Road trail in three phases:

- |          |                                                                                          |
|----------|------------------------------------------------------------------------------------------|
| Phase 1: | A slurry seal of the trail segment between Old Central and the Anoka/Ramsey County line. |
| Phase 2: | Reconstruction of the trail segment between Old Central and MN Trunk Highway 65.         |

Phase 3: Reconstruction of the trail segment between MN Trunk Highway 65 and MN Trunk Highway 47 (University Avenue).

He reported that the segment between Old Central and Anoka/Ramsey County line is in fair to okay condition.

He stated that due to the current condition, the City Engineer has recommended crack filling and slurry seal for this segment. He stated that the Engineer's estimate for this segment is \$12,000.

Administrator Buchholtz reported that the segment between Old Central and Trunk Highway 65 is in poor condition, with surface failing, and transverse cracks. He stated that there is also a low segment between driveways at 1173 Osborne Road that should be raised. He stated that this segment requires a mill and overly, to include raising the low trail segment. He reported that Engineer's estimate for this segment is \$60,000.

Administrator Buchholtz reported that the final segment between MN Trunk Highway 65 and MN Trunk Highway 47 is in poor condition. He stated that staff has been working with Anoka County to have trail reconstruction be included in the CSAH 8 (Osborne Road) Roadway Modification project, which is expected to take place in 2020.

Administrator Buchholtz stated that staff recommends beginning the process of restoring the Osborne Road trail, starting with Phase 1. He stated that staff is seeking authority to obtain quotes for the Phase 1 slurry seal project. He stated that in effort to reduce the price per square yard, staff would like to also obtain a quote to slurry seal the Old Central trail between 81<sup>st</sup> Avenue and Osborne Road. He stated that Engineer's estimate for this segment is \$12,000.

Councilmember Nelson stated that it is important to do the maintenance now since over time it will save in the replacement of the surfaces.

Councilmember Goodboe-Bisschoff inquired if the work would be completed in 2018. Administrator Buchholtz stated that the quote for Phase 1 is for work to be completed in 2018.

Councilmember Wendling inquired if the work that is proposed for Phase 3 will help with the ponding of water and the low spots that cause problems. Engineer Gravel stated he was unsure at this time and that would need to be researched.

Mayor Hansen stated that when reconstruction and work begins on the trail in the future, the City will have a written agreement with Anoka County and who will be responsible for the maintenance of the trail over time.

**MOTION MADE BY MAYOR HANSEN TO AUTHORIZE QUOTE FOR PHASE 1 OF THE OSBORNE ROAD TRAIL MAINTENANCE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

### C. Special Event Permit – School's Out Summer Bash

Administrator Buchholtz reported that the City received a special event permit application from Substance Church for the "School's Out Summer Bash" to be held on Saturday, June 9, 2018 from 2:00 PM to 9:00 PM at Able Park. He stated that the event is not affiliated with the Tower Days celebration.

Administrator Buchholtz stated that admission to the summer bash is free and food will be provided using food truck vendors. He stated that the applicant will need to bring three regular portables and two handicap portables to supplement the existing portable and warming house restrooms. He stated that the event will conclude by

9:00 PM, which is within the time set forth under the City's noise ordinance.

Administrator Buchholtz reported that the applicant has secured a parking agreement with ISD 16 for parking at Spring Lake Park High School. He reported that staff has reviewed the special event permit and recommends approval of the special use permit, subject to the conditions listed in the staff memorandums.

Councilmember Nelson inquired if a Tower Days button is required for the event. Mayor Hansen stated that it is a free event and not associated with Tower Days.

Councilmember Nelson inquired if this event will conflict with any of the planned Tower Days events or on the staff or volunteers for Tower Days. Parks and Recreation Director Rygwall stated that the special event caters to an age range that events at Tower Days does not. She stated that there are no Tower Days events taking place during this planned event time and the event has not been marketed with any of the Tower Days activities.

Councilmember Delfs inquired if the warming house will be open during the public for use. Ms. Rygwall stated that it will only be used if necessary.

**MOTION MADE BY MAYOR HANSEN TO APPROVE SPECIAL EVENT PERMIT – SCHOOL'S OUT SUMMER BASH ON JUNE 9, 2018. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

#### 10. Engineer's Report

Engineer Gravel reported that the MS4 annual report has stated and the public meeting on the report will be held at the June 18, 2018 City Council meeting. He stated that the required training for the permit will be completed in the fall.

Mr. Gravel reported that the 2017-2018 Street Seal Coat Project will include street maintenance in the neighborhood north of 81<sup>st</sup> Avenue and west of Monroe Street and in the neighborhood east of Monroe Street, south of 81<sup>st</sup> street and west of Highway 65. He stated that Public Works Director Randall will coordinate the 2018 work this summer. Mr. Gravel stated that more notice will be provided to residents once the work starts.

Mr. Gravel reported that Anoka County will be completing a mill and overlay of County Road 10 a short distance on each side of the Highway 65 bridge. He stated that the County does not have a dedicated webpage for the overlay program but a webpage will have weekly updates on the overlay projects. He stated that the links will be provided on the City's webpage.

Mr. Gravel provided a recap of the cellular antenna installations on the water towers. Councilmember Nelson inquired if it required that the contractors mount the equipment only to the railings of the towers and not on the top of the water towers. Public Works Director Randall stated that was correct and no welding is allowed on the railings or towers.

#### 11. Attorney's Report

Attorney Thames had no new items to report.

#### 12. Reports

A. Beyond the Yellow Ribbon Report

Councilmember Nelson reported that a date for the additional cookout to benefit the Beyond the Yellow Ribbon is to be determined. He stated that the June pork chop dinner will be held on June 25, 2018.

13. Other

Councilmember Goodboe-Bisschoff reported that she attended a six-hour course on Disaster Training along with other local government agencies.

14. Administrator Reports

Administrator Buchholtz reported that the Fix It Clinic that was held on Saturday, June 2, 2018 was a success. He reported that over 20 residents attended the clinic.

Administrator Buchholtz reported that he is in process of creating ID badges for the volunteers of the Beyond the Yellow Ribbon committee. He stated that this will help identify the volunteers when they are out in the community.

Councilmember Nelson thanked Wanda Brown for her work on the messages for the new billboard and commented on how the billboard is a nice improvement.

1. North Suburban Hospital District

Administrator Buchholtz reported that the purchase agreement for the 525 Osborne Road property is moving along and transfer of the property will be presented to the City very soon. He stated that the property will be marketed to best benefit the City.

15. Adjourn

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

The meeting was adjourned at 7:45 P.M.

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Cindy Hansen, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer