

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on February 5, 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; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake, MN  
State Representative Erin Koegel  
Ben Beery, Wold Architects

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda - None

### 5. Discussion From The Floor

#### A. State Representative Erin Koegel

State Representative Koegel reported that she is supporting the study on Highway 65 and the safety concerns along Highway 47. She stated that she agreed with the Councilmembers Nelson and Goodboe-Bischoff that the timing the stoplights and the overall lighting on the highway is very poor.

Representative Koegel stated that she has been in discussions with Metro Transit regarding the moving of the bus transit station at Northtown mall. Administrator Buchholtz reported that he has been in contact with the mall management and has sent correspondence to Metro Transit. He stated that the preliminary plans show the transit station becoming a smaller structure and moved closer to the Sanburnol Park side of the mall. He stated that the plans show a very modest design with a landscaping package. Ms. Koegel stated that she would keep on top of the issue as it is a concern to her as she lives very close to it.

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – January 16, 2018
- B. Approval of Special City Council Meeting Minutes – January 22, 2018
- C. Approval of Special City Council Meeting Minutes – January 29, 2018
- D. Safe Assure Contract

- E. Approval of Simple Recycling Agreement
- F. Resolution 18-06 Resolution of Appreciation – Debbra Kuehn and Dennis Cooper
- G. Contractor’s Licenses
- H. Correspondence

MOTION BY COUNCILMEMBER WENDLING TO TABLE ITEM 6E APPROVAL OF SIMPLE RECYCLING AGREEMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

Administrator Buchholtz requested that a correction to the Special City Council meeting minutes on January 29, 2018, be corrected to add the adjournment of the meeting at 4:35 PM.

MOTION BY COUNCILMEMBER DELFS TO APPROVE THE CONSENT AGENDA WITH CORRECTIONS MENTIONED. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 7. Public Works Report

Public Works Director Randall reported that the Public Works Department plowed and salted the streets five times in the month of January and continues to collect the garbage and recycling at the parks, and work on repairs to the equipment. He reported that the Public Works Department opened all the catch basins and have been trimming low hanging tree branches throughout the City.

Mr. Randall reported that a homeowner’s water damage claim to the interior to a home, as a result of a water main break last month, was denied by the League of Minnesota Insurance Trust (LMCIT).

#### 8. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on January 2 and January 16; a Department Head meeting on January 5; and the Planning Commission meeting on January 22.

Mr. Brainard stated that in 2107, 11 building permits were issued compared to 12 in 2016. He reported that 11 mechanical permits were issued in January, compared to eight in 2017. He reported that three plumbing permits were issued and one zoning permit were issued in January 2018 and in addition; two fire suppression permits were issued in January 2018.

Mr. Brainard reported that the framing of section B of the Legends of Spring Lake Park continues as the third floor is on its way. He stated that in addition to mechanical, plumbing, sprinkler, and electrical inspections are being conducted for section A on a daily basis. He stated that the supervisor as reserved up to two hours three times a week for all ongoing inspections in addition to the hour a day, every day, that has been taking place since the ground breaking in August 2017.

Mr. Brainard reported that the January 2018 vacancy listing shows that there are 18 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is up three from last month. There are two vacant/foreclosed commercial property, which is remains the same from last month; and four residential properties currently occupied and ready for Sheriff Sale redemption, which is down two from last month. He reported that he posted one abandoned and/or vacant property notice in month of January; in addition, 19 Administrative Offense Tickets were issued by the Code Enforcement Department.

9. Ordinances and/or ResolutionsA. Resolution 18-04 Renaming John M. Conde Park to Triangle Memorial Park

Administrator Buchholtz reported that at the January 8, 2018, Council work session, the proposed resolution was discussed and the consensus of the Council was to rename John M. Conde Park to Triangle Memorial Park. He stated that with the redevelopment of the former Goony Golf property, the park will be undergoing a significant transformation and redevelopment. He stated that the Council consensus was that the renaming of the park will allow the City to honor many individuals who have helped guide Spring Lake Park in the community.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-04 RENAMING JOHN M. CONDE PARK TO TRIANGLE MEMORIAL PARK. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 18-05 Resolution Making Findings of Fact for Denial of Liquor License for Bradley Povlitzki, Sota Tap House and Grill

Administrator Buchholtz reported that the January 16, 2018 City Council meeting, the City Council considered the application of Bradley Povlitzki for an on-sale liquor license to open Sota Tap House and Grill in the former Pov's on 65 building. He stated that after review of the background investigation report and significant discussion, the City Council voted to deny the license.

Administrator Buchholtz stated that the findings of fact state that the applicant does not meet the standards set forth in Section 111.17(E)(2) of the City Code due to the following:

- The high volume of police calls at the applicant's previous liquor establishment, Pov's Sports Bar in Andover, which the applicant was responsible for as owner and operator;
- The severity of these calls ranging from 5<sup>th</sup> degree assaults, felony 3<sup>rd</sup> degree assault with substantial bodily harm, criminal sexual conduct cases, disorderly conducts, thefts and damage to property cases;
- Discrepancies between the information provided by the applicant as part of the liquor license application and facts discovered through the background and financial investigation, specifically to the applicants involvement with Pov's on Highway 65; and
- The resulting overall concerns for public safety in the City.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-05 MAKING FINDINGS OF FACT FOR DENIAL OF LIQUOR LICENSE FOR BRADLEY POVLITZKI, SOTA TAP HOUSE AND GRILL. ROLL CALL VOTE: COUNCILMEMBERS NELSON, WENDLING, DELFS AND MAYOR HANSEN AYES. COUNCILMEMBER GOODBOE-BISSCHOFF NAY. MOTION CARRIED.

C. Resolution 18-07 Approving Preliminary and Final Plat for Pride Rock Addition

Administrator Buchholtz stated that the applicant Mr. Jameel Ahmed owns a single family home on a wide residential parcel at 8360 Peirce Street, which he wants to divide into two new single-family residential lots. He stated that the existing house and garage would be removed to make way to building two new houses. He reported that surrounding uses are residential on three sides, and commercial to the north and semi-public (church) northeast. He reported that new plat would be called Pride Rock.

Administrator Buchholtz reported that this lot was the subject of a similar request in 2016, dividing the lot into three new parcels, one of which would be added to the Collision Doctor property to the north, but he stated that Mr. Ahmed no longer owns the Collision Doctor, and the earlier plat was never recorded. He stated this is a new and separate request.

Administrator Buchholtz reported that the property is guided Commercial in the City's 2009 Land Use Plan; however, this was amended to low-density residential use on May 2, 2016. He stated the property is zoned R-1 Single Family Residential.

Administrator Buchholtz reported that the existing parcel is approximately 180' x 180', to the centerline of Pierce Street. He stated that the proposed plat consisted of two parcels, each approximately 90' wide by 150' feet deep (plus 30' for public right-of-way for Pierce Street). He stated that the minimum lot size in the R-1 district is 75' wide and 120' deep. He stated the two proposed home lots meet the zoning code minimums.

Administrator Buchholtz stated that the land use designation for this property in the Land Use Plan and the zoning are consistent with one another. He stated that the proposed use of the two lots is consistent with the R-1 zoning and, after the May 2, 2016 Comp Plan Amendment, the use is consistent with this plan.

Administrator Buchholtz stated that the plat drawings show a 30-foot strip within Pierce Street but it is not clearly indicated as being dedicated to the City for public right-of-way. He noted that the plat needs to be revised to indicate this.

Administrator Buchholtz stated that details on site drainage will be reviewed as part of the building permit approval process for each lot. He stated that in general, the grading for each building shall be completed so that no additional runoff is diverted to any adjacent property. He stated that details on the driveway, sewer and water service connections, and street patching will be reviewed as part of the building permit approval process for each lot.

Administrator Buchholtz stated that the Planning Commission recommends approval of the preliminary plat for Pride Rock as submitted by the applicant and depicted on the plat drawings from Acre Land Surveying as revised on December 1, 2017, with the following conditions:

- 1.) Plat is to be revised to dedicate 30 feet to the City for Pierce Street right-of-way.
- 2.) Before building permits are approved for any of the lots in this plat:
  - a. 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.
  - b. Details on the driveway, sewer and water service connections, and street patching need to be reviewed for each lot.

Councilmember Wendling inquired if there have been any property changes to where the Collision Doctor is operating. Administrator Buchholtz stated that there is no change and no plans to acquire any additional land.

Councilmember Goodboe-Bisschoff inquired if each of the lots will have separate driveways. Administrator Buchholtz stated that each lot will have their own driveway.

Councilmember Nelson inquired if the narrow portion of land, approximately 30 feet, will be cleaned up and opened up again. Administrator Buchholtz stated that the land will be incorporated into the the plat and will not exist.

Building Official Brainard stated that the new business is not in operation and a certificate of occupancy has not been issued. He noted that there will be no grandfathering of the land or building usage granted. He stated that renovations are currently taking place.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-07 APPROVING PRELIMINARY AND FINAL PLAT FOR PRIDE ROCK ADDITION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Resolution 18-08 Approving a Conditional Use Permit for An Early Childhood School at 1415 81<sup>st</sup> Avenue NE

Administrator Buchholtz reported that Ben Beery of Wold Architects and Engineers (applicant) has submitted a Conditional Use Permit (CUP) application on behalf of Amy Schultz of the Spring Lake Park Schools for the Early Childhood School to the existing District Service Center located at 1415 81<sup>st</sup> Avenue NE on a six acre sites, adjacent to the City Hall and Police Station. He reported that currently the site is used as district office space though the building is being renovated to house the Early Childhood School and Transitions Program. He stated that in the past the Early Childhood School has been held in the High School however, the space needs for the Early Childhood School exceeded availability at the High School. He reported that the addition to the District Service Center will provide adequate space for the program and the services they provide to the school.

Administrator Buchholtz reported that the District Service Center property is zoned C-1 Shopping Center Commercial and guided Public/Semi-Public on the 2030 Future Land Use Plan. He stated that the Early Childhood School is a conditional use in the C-1 zoning district and consistent with the Comprehensive Plan and the CUP will only apply to the use for the Early Childhood School and is independent of the expansion and renovation of the District Service Center.

Administrator Buchholtz stated that Section §153.202 of the City of Spring Lake Park Zoning Code outlines the requirements to approve a CUP. He stated that the applicant has provided evidence establishing the following:

- a. The Early Childhood School will provide necessary services to the community. Allowing for expansion of the program will help to promote the school and provide the necessary classroom space for young children and families in the district.
- b. The use will be located at the rear of the property which abuts wetlands and industrial uses. The new classroom expansion will not have any negative impact on these adjacent uses.
- c. The applicant states that the proposed use will comply with the zoning code. Schools area conditional uses in residential and commercial districts (prohibited in industrial districts) and are subject to this review, regardless the proposed site.
- d. It it a permitted use by the District in Appendix D of the zoning code.

- e. The addition of the Early Childhood School will have limited impact on neighboring properties. Surrounding properties are industrial in use and the City's municipal offices.
- f. The use (and building expansion) will be in the rear of the property and have no impact on property values or scenic views in the area.
- g. The applicant states in their application that existing roadways and access points on 81<sup>st</sup> Avenue NE will be adequate for the Early Childhood School. Additional information about traffic and parking is included in the Issues and Concerns.
- h. The School District has worked through parking requirement calculations with the City and will be providing ample parking spaces for the use. In Appendix A: Schedule of Off-Street Parking and Loading Requirements, it is determined that an elementary school must have two spaces per classroom.
- i. The proposed site plan indicates the addition of new ponding areas at the rear of the site to accommodate storm water runoff. The applicant is also working with the Rice Creek Watershed District through their permitting processes.
- j. The proposed use will not include offensive odors, fumes, dust, noise, or vibrations. Effective measures will be taken during the construction process to limit these nuisances.
- k. The proposed use at the District Service Center will not impact future growth or stimulate incompatible growth. Surrounding properties are zoned commercial and industrial and the addition of a school should have no impact on how or if those properties redevelop.

Administrator Buchholtz stated that through the review of the application for the Early Childhood School, the City identified numerous potential issues. He reported that although the site has ample parking, it is important to note that students at the school will be very young and likely arrive by family vehicle. He stated that unlike older students who may arrive by bus or be dropped off, these young children will need supervision to and from the classroom meaning vehicles will be parked for more than a few minutes and extra attention should be given to safe parking. He stated that in email conversations, the applicant has stated that drop off will involve parents parking and walking into the school. He stated that the applicant should work with the City Engineer to establish a crosswalk within the parking lot area and appropriate signage to facilitate safe pedestrian movement throughout the parking lot.

Administrator Buchholtz stated that given the nature of many early childhood programs, these classes and services are often offered in evenings for families. He noted that special attention should be given to lighting around the school and the parking lot areas for safety measures. He reported that the applicant has stated that they will rely on the existing parking lot lights, located in two central median and in the far northwest corner of the site.

Administrator Buchholtz reported that in order to accommodate the building expansion and ponding at the rear of the site, many existing trees will be removed. He stated that the proposed addition to the District Service Center includes a new play area on the west side of the building, adjacent to the City Hall and Police Station parking lot. He stated that the proximity to these parking areas as well as 81<sup>st</sup> Avenue presents a potential danger to the students during outdoor play time, should they leave the designated play area. He reported that fencing this area will be important for the safety of the children. He stated that the applicant has clarified that fencing will be included in the surrounding play area.

Administrator Buchholtz reported that the Planning Commission recommends approval of the application for CUP to allow a school in the C-1 district with the following conditions:

1. Parking and drop off areas, including a crosswalk and signage, will be designed for safe movement of cars and pedestrians, especially young children, to be approved by the City Engineer.
2. Lighting on and around the new addition will be adequate for safe movement of cars and pedestrians, to be approved by the City Engineer.
3. Fencing will be provided around the proposed play area, to be approved by the City Engineer.

Councilmember Nelson inquired if there will be a fence around the entire play area and expressed his concern with the storm water pond area. He stated he would like extra attention to be paid to that area. Engineer Gravel stated that he make note and discuss it further with the architects.

Councilmember Goodboe-Bisschoff inquired if this renovation was part of the referendum that was passed in 2016. Administrator Buchholtz stated it was and Mr. Beery confirmed as well.

Councilmember Goodboe-Bisschoff inquired as to what the age of the children will be at the facility. Mr. Beery stated that the children will be in the three to four year old range.

Councilmember Delfs expressed his concern with the storm water pond and the possible attraction to the water and small children. He noted that the Planning Commission discussed the slope of the bank to the pond with the architect.

Mayor Hansen inquired if the lighting plan had been discussed with the City Engineer. Mr. Beery stated that lights will be placed on existing light poles and when they are illuminated, they will not exceed the amount of lighting required.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE RESOLUTION 18-08 APPROVING A CONDITIONAL USE PERMIT FOR AN EARLY CHILDHOOD SCHOOL AT 1415 81<sup>ST</sup> AVENUE NE. ROLL CALL VOTE: COUNCILMEMBERS NELSON, WENDLING, DELFS AND MAYOR HANSEN – AYE. COUNCILMEMBER GOODBOE-BISSCHOFF NAY. MOTION CARRIED.

E. Resolution 18-09 Hearing on Proposed Reassessment for Spring Lake Park Terrace Property for the 2014-2015 Street Improvement Project

Administrator Buchholtz reported that on August 5, 2015, the City Council levied special assessments against the benefiting properties for the Arthur Street reconstruction, one of the city's projects in the 2014-2015 Street Improvement program. He stated that the City received an appeal from GJW Group, Ltd, owner of Spring Lake Park Terrace Mobile Home Park. He stated that they challenged their special assessment of \$50,912.05.

Administrator Buchholtz explained that the special assessment appeal went to trial on September 25, 2017 and the City recently received word that the original special assessment of \$50,912.05 has been set aside. He stated that the Court ruled that the special benefit for this property for the Arthur Street project is \$43,000 and that the special assessment cannot exceed this amount. He stated that the Court ordered the City to reassess the property in accordance with Minnesota Statute 429.081 and 429.071, subd. 2.

Administrator Buchholtz reported that staff is requesting the City Council to call a hearing on the proposed assessment of the Spring Lake Park Terrace property for April 2, 2018. He stated that staff recommends reassessing the property at \$43,000, consistent with the Court's ruling.

Administrator Buchholtz stated that should the City Council accept this recommendation, the assessment will be as follows:

Reassessment:	\$43,000.00
Credit (2016 principal + excess interest)	( 5,471.31)
Credit (2017 principal + excess interest)	<u>( 5,340.44)</u>
Total Remaining Assessment	\$32,188.25

He stated that the assessment would begin upon adoption of the assessment roll with the first payment due with property taxes payable in 2019. The assessment will conclude with the final tax payment in 2025, which is the same end date as the other properties assessed for the Arthur Street improvements.

He reported that that City Council will hold a public hearing on the proposed assessment in the same manner as the original assessment. He stated that staff will handle preparation of the notice, publication of the notice in the newspaper of record and delivery of the notice to the property owner.

Councilmember Goodboe-Bisschoff inquired what the time limit is for an appeal to be filed on the special assessment. Administrator Buchholtz explained that under normal circumstances a written appeal must be submitted to the City Administrator prior to the assessment hearing. He stated that this assessment cannot be appealed as the assessment was certified on August 5, 2015.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-09 A RESOLUTION FOR HEARING ON PROPOSED REASSESSMENT OF SPRING LAKE PARK TERRACE PROPERTY FOR THE 2014-2015 STREET IMPROVEMENT PROJECT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

## 10. New Business

### A. Phone System Proposal

Administrator Buchholtz reported that the City utilizes a phone system that is approximately 15 years old. He stated that the voicemail system is on an obsolete platform, the firmware is severely out of date and the box is beginning to experience intermittent failures. He stated that staff budgeted for a system replacement in the 2018 Equipment Certificate.

Administrator Buchholtz reported that staff met with several vendors to discuss a phone system replacement. He stated that after a meeting with Cady Business Technologies, staff discovered that the bulk of the system could be reutilized, saving the City significant dollars on the upgrade.

Administrator Buchholtz reported that cost of the upgrade is \$3,980 and includes the Mitel MiVoice office system, the MiVoice office voicemail, and software support. He stated that the staff will be able to utilize the existing phones and infrastructure. He reported that several phones will need to be replaced due to the failure of the LED screens.

Administrator Buchholtz reported that staff is also researching adding several Mitel Phone Manager licenses to the system to add additional functionality to the system and can be added at any time. He stated that it would



be a \$3,020 upgrade to the system, but could result in monthly savings through its cell phone plan.

Administrator Buchholtz stated that the equipment certificate included \$26,718, which would be the normal price of a full replacement of the Mitel System.

Administrator Buchholtz reported that Central Telephone priced the new phone system at \$14,646, which is well under budget. He stated that based on conversations with both the current Mitel vendor, Integra, and Cady Business Systems, staff believes this upgrade to be the most cost effective option for the City while improving the functionality of the existing phone system. He stated that Cady came in at \$3,980, while Integra came in at \$4,563. He noted that in addition, Cady's service plan cost is lower than what is currently paid to Integra, saving the City approximately \$600 per year.

Councilmember Delfs inquired as to why all the phones would not be replaced. Administrator Buchholtz stated that most of the existing phones are in working order and can be replaced as they wear out. He stated that money will be saved by replacing the phones as needed.

**MOTION MADE BY MAYOR HANSEN TO APPROVE PHONE SYSTEM UPGRADE TO CADY BUSINESS TECHNOLOGIES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

B. Request for CUP/SUP Revocation Hearing – 1540 County Highway 10 NE

Building Official Brainard reported that Ultimate Auto and Customs located at 1540 County Highway 10 were issued a special use permit by the Spring Lake Park City Council on February 3, 2014. He stated that within the past 19 months, Ultimate Auto and Customs has accumulated 11 letters of violations of their Special Use permit, including 21 Administrative Offense tickets, totaling \$3,690.37 in unpaid fines that were assessed to their taxes in November 2017.

Mr. Brainard reported that the most recent letter of violation was dated January 11, 2018. He stated that in his attempt to hand deliver the notice letter, the doors of Ultimate Auto were locked and the parking lot had not been plowed. He stated that on January 18, 2018, he delivered the notice to the owner's mother and she would not state if the business was still open and stated that it was being turned back to the bank.

Mr. Brainard stated that on November 6, 2107, the Spring Lake Park City Council adopted ordinance number 441, amending Chapter 153 of the Spring Lake Park Code of Ordinances regarding Conditional and Special Use Permit Revocation. He stated that Ordinance 441 provides the Code Enforcement the ability to suspend or revoke all existing conditional and special use permits within the City of Spring Lake Park for violations of any conditions of the permit and City code. He stated that as of January 29, 2018, Zoning Administrator Buchholtz has not received a written request within the ten days of the notice of violation, for an appeal as outlined in Ordinance 441.

Mr. Brainard stated that he is requesting that the City Council immediately set a revocation hearing of the special use permit at 1540 County Highway 10 NE for Ultimate Auto and Customs. He noted that the hearing will be in accordance to Administrative Procedures Act (M.S. 14.57 to 14.70).

**MOTION MADE BY MAYOR HANSEN TO APPROVE REQUEST FOR CUP/SUP REVOCATION HEARING FOR ULTIMATE AUTO AND CUSTOMS AT 1540 HIGHWAY 10 NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

C. Approve Quote to Move Electronic Sign from Central Park Liquor to Community Sign

Administrator Buchholtz reported that the City Council directed staff to work with the City's vendor, Scenic Signs, to facilitate the move of the electronic sign from the Central Park Liquor property to replace the community sign.

Administrator Buchholtz reported that the cost of the move will be \$16,530.00. He stated that this cost includes the cost of removing the existing cabinet on the community sign to accept the Central Park Liquor sign, to retrofit the sign lighting to LED, produce new sign faces to incorporate the new logo, move the Central Park Liquor sign, and convert sign to internet based connectivity.

He reported that the funds would be utilized from the Revolving Construction fund to cover the cost of the retrofit and move. He stated that staff recommends approval of the quote so that removal can be scheduled to occur before April 30, 2018.

Councilmember Wendling inquired if the same posts would be used for the new sign. Administrator Buchholtz stated that the existing posts would be used. He stated that he felt the brightness of the sign along with the availability to use graphics and LED color will make up for the smaller size of the sign.

Councilmember Goodboe-Bisschoff inquired if the City owns the larger electronic sign and if it so, could it be sold. Administrator Buchholtz stated that the City does own it however; many of the parts are no longer available. He reported that the new sign is supported over the internet and the old sign is still supported by a modem.

MOTION MADE BY MAYOR HANSEN TO APPROVE QUOTE IN THE AMOUNT OF \$16,530.00 TO MOVE THE ELECTRONIC SIGN FROM CENTRAL PARK LIQUOR TO REPLACE COMMUNITY SIGN. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Liquor Store Auction Contract

Administrator Buchholtz reported that Liquor Store Manager Hachey is recommending the City Council contract with Auction Masters of Maple Grove to facilitate the auction of the store fixtures after the store closing on March 31, 2018. He stated that the contract calls for a 25% commission paid by the City, along with an additional 10% commission paid by the buyer. He stated that his commission falls in line with industry standards. He reported that the City is also responsible for a \$400 fee for marketing materials.

MOTION MADE BY MAYOR HANSEN TO APPROVE LIQUOR STORE AUCTION CONTRACT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's ReportA. Municipal State Aid Account

Mr. Gravel reported that in January, the Office of State Aid announced the 2018 Maintenance and Construction Allotments for the MSA cities as approved by the Commissioner of Transportation. He stated that the City of Spring Lake Park received the following allocations: Construction allocation of \$204,421 and Maintenance allocation of \$60,033. He stated the total combined construction and maintenance allocation for 2018 is \$272,561. He stated the 2018 total is an increase of \$32,431 from 2017. He noted that the allocation has been increasing steadily over the past five years.

Mr. Gravel stated that reimbursement requests to State Aid for previous State Aid eligible projects including the 2014-2015 Street Improvement Project. He stated that the current total pending reimbursement amount in the State Aid system is about \$973,200, which means that for the next four, or five years the City will received the construction portion of their State Aid allocation without needing to submit any additional reimbursement requests.

#### 12. Attorney's Report

Attorney Thames had no new items to report.

#### 14. Reports

##### A. Beyond the Yellow Ribbon Report

Councilmember Nelson reported that twelve dinners were served in the month of January despite the snowstorm that evening. He stated that he is organizing future events including a Hot Rod car show in May at Lakeside Park.

#### 15. Other

##### A. Administrator Reports

Administrator Buchholtz reminded residents that the caucus would be taking place on February 6, 2018. He stated that Parks and Recreation Commission meeting would be cancelled for the month of February because of the State caucus.

#### 16. Adjourn

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

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

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Cindy Hansen, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer