

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on February 21, 2017 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: Building Official Brainard; Police Chief Ebeltoft; Public Works Director Randall; Parks and Recreation Director Rygwall; Attorney Thames; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake  
George Eilertson, Northland Securities, Inc.  
Patricia Nauman, Metro Cities  
Olivia Alveshere, ABC Newspapers

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz requested that Item 6.1. 2 AM liquor license for Monte's Sports Bar 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 – February 6, 2017
- B. Approval of Minutes – February 13, 2017
- C. Disbursements
  1. General Fund Disbursement Claim No. 17-01 -- \$386,701.36
  2. Liquor Fund Disbursement Claim No. 17-02 -- \$169,124.05
- D. Mayor's Proclamation – A Day of Action to End Domestic Violence – March 7, 2017
- E. 2017 First Half Suburban Rate Authority Assessment
- F. Application for Exempt Permit – Park Terrace PTA- February 23, 2017 at Park Terrace Elementary
- G. Contractor's License
- H. Correspondence
- I. 2 AM Liquor License – Monte's Sports Bar, 8299 University Avenue NE

Mayor Hansen requested that corrections be made to the February 6, 2017 minutes. The changes were noted.

Councilmember Wendling asked that Item 6.E., 2017 First Half Suburban Rate Authority Assessment, be explained. Administrator Buchholtz explained that the Suburban Rate Authority represents cities on utility issues before the Public Utilities Commission. He stated that dues are paid twice a year and the current invoice is for the first half of the year.

Councilmember Delfs inquired if there were other establishments in the City that have a 2 AM liquor license. Administrator Buchholtz confirmed that there are other establishments.

MOTION BY COUNCILMEMBER NELSON APPROVING THE CONSENT AGENDA WITH CORRECTIONS TO THE FEBRUARY 6, 2017 MINUTES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 7. Police Report

Police Chief Ebeltoft reviewed the January 2017 department statistics.

Chief Ebeltoft reported that the Police Department responded to four hundred sixty three calls for service for the month of January 2017 compared to three hundred ninety two calls for service in January 2016.

Chief Ebeltoft reported that the Spring Lake Park Police on annual basis conducts a yearly review of the Selective Intensified Traffic Enforcement Program (S.I.T.E). He stated that this program was designed to focus on traffic violations to include but not limited to speeding, seatbelt/child restraint violations, DAC/DAR/DAS and wrong addresses on drivers licenses. He reported that for the year 2016, Spring Lake Park Police Department worked one hundred three shifts of S.I.T.E. in the community. He noted that eight hundred seventy vehicles were stopped, and eight hundred nine citations were issued along with three hundred twenty nine warnings.

Chief Ebeltoft explained that the cost of this program for 2016 was \$29,411.91 and the revenue generated from the program was \$58,293.07. He stated that the program is self-funding, which allows the Police Department to continue with this program. He stated that the net proceeds from this program are \$28,881.16, which are placed into the General Fund of the City, as funds are received from the courts and State of Minnesota.

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he attended numerous meetings throughout the month representing Spring Lake Park Police Department and the City of Spring Lake Park.

#### 8. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and discussed their involvement in Tower Days and decided they will participate in the parade and run carnival games. She reported that the election of officers for 2017 took place, with Dan Lambert being elected chair.

Ms. Rygwall reviewed the department statistics and reported that staff prepared for the Senior Valentine Luncheon. She reported that Tower Days applications are coming into the office and the finalizing of contracts with pre-determined vendors has started.

Ms. Rygwall reported that staff has started working on softball preparations. She stated that the office staff has been working on team sponsor letters, bids for t-shirts and scheduling team photo sessions.

9. Ordinances and/or ResolutionA. Resolution 17-08 Resolution Providing for the Execution of a Third Supplement to Joint Powers Agreement (Fire Protection)

Administrator Buchholtz presented the Joint Powers Agreement to Council for their approval for the financing of the various equipment for municipal fire protection and firefighting purposes. He noted that the amended supplement would allow Spring Lake Park to issue the bonds necessary for the purchase of the new fire equipment for the Spring Lake Park Blaine Mounds View Fire Department. He noted that the City of Blaine and Mounds View would be responsible for their portion of the share to the City in case of default.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 17-08 PROVIDING FOR THE EXECUTION OF A THIRD SUPPLEMENT TO JOINT POWERS AGREEMENT (FIRE PROTECTION). ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 17-09 Awarding 2017A General Equipment Certificates

George Eilertson from Northland Securities reported that the bond rating for the City of Spring Lake Park has been assigned by Standard and Poor's Rating Services for the purchase of the fire equipment for the Spring Lake Park Blaine Mound View Fire Department. He reported that the City was assigned a rating of "AA". He noted that this is higher rating compared to the past rating of AA3 assigned by Moody's Bond Rating.

Mr. Eilertson reported that some of the highlights of the assigned bond rating included: strong management, with good financial policies and practices, very strong budgetary flexibility, with a high available fund balance of 42% operating expenditures and strong debt and contingent liability position, with all debt scheduled to be retired within 10 years.

Councilmember Wendling inquired what the top bond rating is a city can attain. Mr. Eilertson reported that large municipalities can receive a AAA rating however; he noted that many cities in the metro area have a similar rating as Spring Lake Park.

Administrator Buchholtz stated that the bond rating upgrade resulted in lower interest rate, thereby providing interest savings to the three municipalities.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 17-09 AWARDING THE SALE OF \$1,090,000 GENERAL OBLIGATION EQUIPMENT CERTIFICATES OF INDEBTEDNESS, SERIES 2017A; FIXING THEIR FORM AND SPECIFICATIONS, DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. New BusinessA. 2017-2021 Capital Improvement Plan

Administrator Buchholtz presented the proposed 2017-2021 Capital Improvement Plan. He thanked the Department Heads for their assistance in preparing the Capital Improvement Plan.

Administrator Buchholtz explained the Capital Improvement Plan is broken down as: 1) Capital Projects by Department and 2) Capital Projects by Funding Source. He stated that the 2017-2021 Capital Improvement

Plan identifies \$4,524,875 in capital improvement projects over the next five years.

Administrator Buchholtz stated the 2017 projects identified for funding in the General Fund have been included in the 2017 General Fund Budget. He reported that there a number of building related projects that are not included in the 2017-2021 Capital Improvement Plan. He stated those projects, the largest of which is the City Hall renovations/expansion project, will be included in future editions of this plan. He noted however, the future costs must be considered when funding capital improvements in this five-year period. He stated that a presentation on the space needs study will be presented to the City Council at a workshop session in April.

Administrator Buchholtz reported that the Capital Improvement Plan is setting the stage for the issuance of the 2017 Equipment Certificate, to fund equipment for 2018-2022. He stated that based on projects identified in the CIP, staff is anticipating the size of the equipment certificate to be \$870,000. He stated that this is higher than past certificates, which have been around \$640,000. He explained that part of the reason is that a number of vehicle purchases that were anticipated to be completed in the 2013-2017 certificate were pushed off into the 2018-2022 certificate. He added the 2013 certificate was not sized to accommodate the Council Chambers cable equipment upgrade. He noted that the size of the equipment certificate has been the same for 20 years, while the purchasing power of the money raised by the equipment certificate has decreased by 35%.

Administrator Buchholtz stated that it is important to note that the 2017-2021 Capital Improvement Plan is a financial planning document and approval of the plan does not represent approval of any project in the plan.

Mayor Hansen reported that the items in the CIP were discussed at a workshop and the Council discussed them. She stated that the Department Head staff worked very hard on the items.

Councilmember Nelson stated that although the figures look like large amounts, in the long term it is a useful tool and planning to help level future tax levies. Mayor Hansen agreed.

**MOTION MADE BY MAYOR HANSEN TO APPROVE 2017-2021 CAPITAL IMPROVEMENT PLAN.  
ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

#### 11. Engineer's Report

Engineer Gravel reported that bids will be received on March 8, 2017 for the 2017 Sanitary Lining Project and the 2017-2018 Street Seal Coat Project. He stated that he is continuing to work with staff on drainage issues and some field survey information has been obtained.

Mr. Gravel reported that in January, the Office of State Aid announced the 2017 Maintenance and Construction Allotments for the MSAS cities as approved by the Commissioner of Transportation. He stated that the City of Spring Lake Park received the following allocations: Construction allocation of \$180,097 and Maintenance allocation of \$60,033. He stated the total combined construction and maintenance allocation for 2017 is \$240,130. He stated the 2017 total is an increase of \$5,744 from 2016. He noted that the allocation has been increasing steadily over the past four 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 five, or six years the City will received the construction portion of their State Aid allocation without needing to submit any additional reimbursement requests.

Mr. Gravel reported that he has completed the paperwork associated with the annual certification of mileage and submitted it to the Office of State Aid. He stated that there were no mileage changes from the previous year.

12. Attorney's Report - None

13. Reports

A. Administrator Reports

1. Metro Cities Dues/Information

Patricia Nauman, Executive Director for Metro Cities, provided information to the Council on the services that Metro Cities provides for member cities. She stated that the Metro Cities organization represents cities in the seven county metropolitan area at the Legislature, Governor's Office, and the Metropolitan Council. She reported that they are the only local government agency that lobbies the Metropolitan Council. She stated that their staff monitors all activity and policymaking of the Council, and represents the interests of metro cities to ensure that city needs and concerns are accounted for in the Met Council's decisions.

Ms. Nauman reported that at the Capitol, Metro Cities lobbies on an array of city issues, including transportation, government aid, fiscal disparities, property taxes/revenues, economic development, housing, maintaining local authority, and a range of other issues.

Ms. Nauman stated that dues for the first year of membership would be at a one-time 50% discount for a total of \$1,429.00 for 2017. Administrator Buchholtz explained that since that fee was not budgeted for in 2017, he stated that there is rebate money from city credit card purchases in a discretionary fund that would cover the cost.

Councilmember Nelson stated that he likes the concept of the organization and the work they do with the Met Council. He wishes that the Met Council would provide cities, like Spring Lake Park, more funding to address the mandates they impose.

Councilmember Goodboe-Bisschoff inquired if a discount could be given since the year has already started and the city would not be paying for a full year. Ms. Nauman stated that she will look into a prorated amount and would be willing to work with the City on the fee.

Councilmember Nelson inquired as to how successful Metro Cities has been lobbying for cities on issues. Ms. Nauman stated that Metro Cities has been successful on many issues and has helped many cities with LGA and direct funding. She stated that she would provide the Council with a brochure with their accomplishments.

Mayor Hansen asked for more information be sent to the Councilmembers to review and tabled a decision until the March 6, 2017 Council meeting.

Administrator Buchholtz reported that he attended the HRA meeting for the Osborne Road Trail Project. He reported that the presentation went well and that a public hearing on the grant funds will be held on March 6, 2017.

Administrator Buchholtz reported that the Council does not have a written mileage reimbursement policy in place. He stated that he is looking for direction on how to proceed with mileage reimbursement requests for events within the City that Councilmembers attend.

Mayor Hansen stated that she has not seen a policy but it was her understanding that events outside of the city such as League of Minnesota conferences are reimbursed and meetings that Councilmembers attend where they are the appointed liaison or invited to attend as a speaker or guest. She stated that mileage to and from meetings at city hall are not reimbursed.

Councilmember Nelson stated that he is in favor of reimbursement for out of town meetings and conferences.

Councilmember Wendling stated that he sees the mileage to and from meetings as part of the duties of being a Councilmember.

The consensus of the Council was to create a policy stating that mileage would be reimbursed for out of town trainings and no reimbursement will be provided for meetings within the city.

15. Other

Councilmember Nelson reminded residents of the Beyond the Yellow Ribbon pork chop dinner on February 27, 2017.

16. Adjourn

MOTION BY MAYOR HANSEN TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting was adjourned at 8:03 PM.

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Cindy Hansen, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer