

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on December 16, 2019 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

Mayor Nelson called the meeting to order at 7:00 P.M.

2. Roll Call

Members Present: Councilmembers Wendling, Delfs, Goodboe-Bisschoff, Dircks and Mayor Nelson

Members Absent: None

Staff Present: Public Works Director Randall; Police Chief Ebeltoft; Building Inspector Baker; Engineer Gravel; Parks and Recreation Director Okey; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Jeremy Larson, Hampton Companies
Joel Larson, Hampton Companies
Todd Cushman, Trinity Development

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz requested that the Agreement for Collection of Lamps with Xcel Energy be added to the Consent Agenda as Item 6J. He requested that the Termination Notice regarding Minneapolis Automated Pawn System and the Leads Online Agreement be added to New Business as Item 10F.

5. Discussion From The Floor

Administrator Buchholtz reported that the City has received two letters of intent for the 525 Osborne Road NE property that is currently for sale. He stated that the two interested parties would be presenting a brief summary of their proposed business for the site.

Todd Cushman, Trinity Development, stated that his company would like to build a 40 unit assisted living and memory care facility on the site. He stated that Trinity Vincent would build and own the property while Great Lakes Management would operate the facility. He stated that Great Lakes Management has been in business for over 30 years and manage facilities in five states.

Councilmember Goodboe-Bisschoff inquired on how many parking spaces would be required and how many new jobs would be created. Mr. Cushman stated that approximately 20-30 parking spaces would be required and approximately 25 new jobs could be created with their development.

Joel Larson, Hampton Company, reported that their proposal includes a 32 unit assisted living/memory care facility. He reported that Hampton Companies own, build and manage their properties and have several in other local communities. He stated that most of their clients live at the facility for approximately three years and Hampton Companies works with the County on financial funding to make the facility affordable for all

clients. He stated that the building is single level. He estimated that 25 parking spaces would be required as none of the residents drive and estimated that approximately 25 staff would be hired for the facility.

6. Consent Agenda:

Mayor Nelson reviewed the following Consent Agenda items:

- A. Approval of Minutes – December 2, 2019
- B. Disbursements
 - 1. General Fund Disbursement Claim No. 19-21 - \$995,673.41
- C. Budget to Date/Statement of Fund Balance (November)
- D. Approval of Contract with SafeAssure Consultants for Safety Training
- E. December 2019 Invoice for November 2019 Services – MNSPECT
- F. Business Licenses
 - 1. Pawn Shop
 - 2. Massage Therapy
- G. Contractor's Licenses
- H. Sign Permit
- I. Correspondence
- J. Agreement for Collection of Lamps with Xcel Energy

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

7. Police Report

Police Chief Ebeltoft reviewed the November 2019 department statistics.

Chief Ebeltoft reported that the Police Department responded to six hundred forty eight calls for service for the month of November 2019 compared to six hundred forty one calls for service in November 2018.

Chief Ebeltoft reported that with school back in session School Resource Officer Fiske reported handling 10 calls for service, along with conducting 22 students contacts, 10 escorts and 18 follow up investigations into school related incidents. She noted that she has been receiving a substantial number of found property cases where the property has not been claimed. She noted that several students have been charged during the month of November for acts of Disorderly Conduct, fights and conspiracy to commit threats of violence.

Chief Ebeltoft reported that Investigator Bennek reports handling a case load of 24 cases for the month of November 2019. He reported that 20 of these cases were felony in nature, two were gross misdemeanor and 2 of them were misdemeanor in nature. He reported that Investigator Bennek has been monitoring seven forfeiture cases and advised that he was able to bring one forfeiture case to a conclusion this past month.

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

Mayor Nelson thanked the Police Department for their assistance at the residential house fire last month.

9. Parks and Recreation Report

Parks and Recreation Director Okey reported Parks and Recreation Commission met at the annual Turkey Shoot event. She reported that 108 people participated in the event and that a generous food donation was made to the Panther Pantry.

Ms. Okey reported that staff has busy working on winter programming and the winter activity brochure. She reported that the ice rink at Sanburnol Park will be a skating only rink, with no hockey permitted. She stated that warming houses will open at the end of December. She reported that a free ice skate rental will be available at the Able Park warming house for residents and children who would like to try ice skating.

Ms. Okey reported that the aerator has been placed at Lakeside Park and the official notice will be published in the Spring Lake Park Life newspaper. She stated that the aerator will run from January until ice melt.

Ms. Okey provided a recap of the events held in the month of November.

Mayor Nelson reminded residents to be mindful of the thin ice and be aware of the posted thin ice signs.

10. Ordinances And/Or Resolutions

A. Ordinance No. 461 An Ordinance Amending Fee Schedule

Administrator Buchholtz presented the 2020 Fee Schedule for adoption. He stated that staff is proposing several minor changes to the fee schedule.

Administrator Buchholtz reported that two fees: driveway zoning permits and dance licenses were inadvertently left off the fee schedule after the June 2019 fee schedule amendments. He stated that staff is requesting the City Council to include those fees at their original level with the 2020 fee schedule.

Administrator Buchholtz stated that Public Works has requested an inspection fee for when contractors ask Utility staff to inspect a reconnection to the sanitary sewer or water main. He recommended a \$75.00 fee for the inspection.

Administrator Buchholtz reported that staff is recommending increases to the WAC fee to account for increase in the construction cost index. He stated that the City SAC fee is significantly under market and does not cover the cost of a new sanitary user connecting to our system. He stated that staff is proposing an increase from \$100.00 unit to \$250.00/unit.

Administrator Buchholtz reported that with the end of MNSPECT's contract, the City is simplifying the cost for additional plan review and special/miscellaneous inspections to \$95.00/hour and adding a "No Show" fee of \$60.00 if a person requesting an inspection does not show up for the scheduled appointment. He stated that the remaining fees from 2019 will continue into 2020.

Councilmember Wendling inquired if the City's building permit fees are comparable to other cities in the metro area. Administrator Buchholtz reported that the fees are comparable and Spring Lake Park fees have not changed in many years.

Councilmember Wendling inquired what a dance license includes. Administrator Buchholtz explained that a dance license is required when live music is offered at an establishment.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE ORDINANCE NO. 461 AMENDING THE FEE SCHEDULE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 19-44 Adopting Final 2019 Taxes Collectable in 2020

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE RESOLUTION 19-44 ADOPTING FINAL 2019 TAXES COLLECTABLE IN 2020. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Resolution 19-45 Adopting 2020 General Fund Budget

Administrator Buchholtz presented 2020 General Fund Budget to the City Council. He reported that the budget represents a balanced budget with revenues and expenditures totaling \$4,522,590.00. He stated that staff is seeking approval of the balanced budget.

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE 2020 GENERAL FUND BUDGET. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. New Business

A. Approval of 2020-2024 Capital Improvement Plan

Administrator Buchholtz presented the proposed 2020-2024 Capital Improvement Plan (CIP) for the City. He thanked the Department Heads for their assistance in preparing the CIP.

Administrator Buchholtz reported that the Capital Improvement Plan is broken down as follows: 1) Capital Projects by Department and 2) Capital Projects by Funding Source. He reported that the proposed 2020-2024 CIP identifies \$15,243,414 in Capital Improvement projects over the next five years. He provided the breakdown of costs by Department.

Administrator Buchholtz stated that the 2020 project identified for funding in the General Fund have been included in the 2020 General Fund budget. He reported that significant discussion still needs to be held by the City Council regarding the future of the City Hall building. He also stated that staff feels that there is uncertainty regarding the timing of construction of Spring Lake Park Blaine Mounds View Fire Station #6 in northeast Blaine, as well as the equipment meant to outfit it. He stated that project will be brought forward to the City Council prior to purchase/construction.

Administrator Buchholtz stated that it is important to note that the 2020-2024 CIP is a financial planning document and approval of the plan does not represent approval of any project in the plan.

MOTION MADE BY MAYOR NELSON TO APPROVE 2020-2024 CAPITAL IMPROVEMENT PLAN. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Authorize Storm Water Utility Study

Administrator Buchholtz reported that Stantec has presented a proposal to assist the City with formation of a Stormwater Utility.

Administrator Buchholtz reported the project of understanding to be that the City wishes to create a Stormwater Utility, in order to generate a dedicated funding source for operating and maintaining the stormwater system that is based on contribution of the users to the system.

Administrator Buchholtz stated that the proposal of the scope of services provided by Stantec include:

1. Data Collection
2. Determine Residential Equivalency Factors (REF's)
3. Prepare Stormwater Utility Report
4. Prepare Billing List
5. Prepare Draft Ordinance
6. Presentation to City Council

Administrator Buchholtz reported that Stantec proposes to complete the Basic Services as outlined on a Time and Material basis at a not-to-exceed cost of \$5,000.00.

MOTION MADE BY COUNCILMEMBER WENDLING TO AUTHORIZE A STORM WATER UTILITY STUDY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Ratify I.U.O.E. Local 49 Union Contract

Administrator Buchholtz reported that the I.U.O.E. Local 49 Public Works employees accepted the following offer negotiated by the Public Works Negotiation Committee:

1. Article XVI – Duration: January 1, 2020 through December 31, 2021
2. Article X – Wages
2020 – 3%
2121 – 3%
3. Article XI – Clothing Allowance
\$575.00 for 2020
\$575.00 for 2021
4. Article XIII – Overtime

Administrator Buchholtz stated that an amendment to the 4th paragraph to increase compensatory time cap to 60 hours but require all remaining compensatory time hours to be cashed out the last payroll in December. He stated that an amendment to the 6th paragraph to require up to a maximum of 30 weekends per year of standby duty and compensate employees at a rate of 2.5 hours overtime pay for each weekend day on standby and three hours overtime pay for each holiday on standby.

Administrator Buchholtz reported that the Negotiation Committee is recommending that the City Council ratify the 2020/2021 union contract as outlined.

MOTION MADE BY COUNCILMEMBER DELFS TO RATIFY I.U.O.E. LOCAL 49 UNION CONTRACT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Ratify Local #265 – Sergeants Union Contract

Administrator Buchholtz reported that on October 21, 2019, the LELS Local #265 – Sergeants- Union employees accepted the following offer negotiated by the Sergeants Negotiation Committee:

1. Article 25 – Duration: January 1, 2020 through December 31, 2021
2. Appendix A – Compensation
2020- 3%
2021- 3%
A market rate adjustment of \$500 per year of contract, payable the first payroll in January.
3. Appendix B – Uniform Allowance
\$875.00 for 2020
\$875.00 for 2021
4. Article 15 – Overtime
Add language to Section 15.3

“In order to carry-over compensatory time into the next calendar year, employees must make an irrevocable election to carry over compensatory time into the next calendar year no later than December 15 of the year prior to the year in which the compensatory time was accrued.”
5. Ratify MOU implementing a new clause dealing with Sergeants assaulted on duty.

MOTION MADE BY MAYOR NELSON TO RATIFY LOCAL #265 SERGEANTS UNION CONTRACT.
ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

E. Establish Wage Rates for Non-Bargained Employees and Department Heads for 2020 and 2021

Administrator Buchholtz reported that in light of the settlement of the Sergeants and Public Works union contract for 2020/2021, he is recommending that the non-bargained employees and department heads receive at 3% wage increase effective January 1, 2020, and a 3% wage increase effective January 1, 2021.

Administrator Buchholtz stated that public employees in the State of Minnesota are mandated to maintain a program of “pay equity” between male and female classes. He reported that the majority of the non-bargained employees are female and a majority of the bargained employees are male. He stated that therefore, it is important, from a pay equity standpoint, to grant non-bargained employees the same cost of living increase as the bargained employees.

MOTION MADE BY COUNCILMEMBER WENDLING TO ESTABLISH WAGE RATES FOR NON-BARGAINED EMPLOYEES AND DEPARTMENT HEADS FOR 2020 AND 2021. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

F. Authorize Termination Notice for Minneapolis Automated Pawn System and Authorize Leads Online Agency Agreement

Police Chief Ebeltoft reported that on October 16, 2019, he received a letter from the City of Minneapolis Police Department indicating that as of January 1, 2020, they would no longer be operating what is currently

known as “Minneapolis Automated Pawn System (APS)”. He stated that the letter served notice of the intent of the Minneapolis Police Department to terminate their obligations for APS.

Chief Ebeltoft stated that due to this termination notice, he has been researching viable alternative to replace the Minneapolis APS with another system. He reported that he found that there are two separate companies that could replace the current system. He stated that the two companies are:

- 1) Business Watch International (BWI)
- 2) Leads Online

Chief Ebeltoft reported that after completing extensive research into both businesses and talking with agencies around Anoka County and the State of Minnesota, he found that most agencies are moving to Leads Online. He stated that he had City Attorney Thames review the written agreement for Leads Online and reported that he gave his approval after a few concerns were addressed between himself and Leads Online.

Chief Ebeltoft reported that he has spoken with the City’s local pawn shop owners regarding Leads Online and noted that they are receptive to moving forward with transiting to Leads Online. He stated that he is recommending to the Mayor and City Council that approval be granted to move forward and execute a contract with Leads Online to tentatively be effective on January 1, 2020 for replacing the current and discounting Minneapolis APS. He stated that the cost for Leads Online will be handled as it has been with Minneapolis APS, except, that the cost, will be an annual billing submitted to the City of Spring Lake Park for payment, and reimbursed by the local pawn shop, Lincoln Pawn, to the city.

Chief Ebeltoft stated that an update of the City Ordinance will need to be completed. He stated that he spoke with Administrator Buchholtz and provided him with information for updating the ordinance. He reported that Administrator Buchholtz has indicated that an ordinance update would be forthcoming.

Chief Ebeltoft reported that the cost for Leads Online is comparable to the existing contract in place. He stated that there could be hardship for the cost of the upgrade for Lincoln Pawn but he stated that they are willing to upgrade and realize it is a cost of doing business.

MOTION MADE BY MAYOR NELSON TO AUTHORIZE TERMINATION NOTICE WITH MINNEAPOLIS AUTOMATED PAWN SYSTEM AND AUTHORIZE AGREEMENT WITH LEADS ONLINE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

13. Engineer’s Report

Engineer Gravel thanked the City Council and City staff for working with Stantec this past year.

14. Attorney’s Report

Attorney Thames thanked the City Council and City staff for working with Carson, Cleland and Schreder this past year.

15. Reports - None

A. Administrator Reports

Administrator Buchholtz reported that the Excell Charter School bond sale will be completed on December 20, 2019. He thanked Mayor Nelson for taking time out of his work schedule to sign the documents.

Administrator Buchholtz inquired if the Council would have any objection to closing City Hall on Monday, December 23, 2019, for the Christmas holiday. He noted there is not a Planning Commission meeting held in December and the utility bill payment box is still available for residents to use if a payment required. He stated that employees would use a vacation day to compensate for the day off. The consensus of the Council was to close City Hall.

B. Closed Session for 525 Osborne Road NE

MOTION MADE BY MAYOR NELSON TO CLOSE REGULAR COUNCIL MEETING TO DISCUSS 525 OSBORNE ROAD NE. VOICE VOTE: ALL AYES. MOTION CARRIED.

Mayor Nelson recessed the regular Council meeting at 7:55 PM.

Mayor Nelson opened the regular meeting at 8:47 PM

16. Other- None17. Adjourn

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

The meeting was adjourned at 8:50 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer