

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on August 19, 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 and Goodboe-Bisschoff and Mayor Nelson

Members Absent: None

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

Visitors: Kay Okey, City of Spring Lake Park employee
LuAnn Larson, City of Spring Lake Park employee
Representative Erin Koegel
George Serumgard, Metro Transit

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz request that a Right of Way Application from CenterPoint be added as Item 6H.

5. Discussion From The Floor - None

6. Consent Agenda:

Acting Mayor Nelson reviewed the following Consent Agenda items:

- A. Approval of Minutes – August 5, 2019
- B. Disbursements
 1. General Fund Disbursement Claim No. 19-13 - \$600,134.12
- C. Contractor's Request for Payment No. 1 – 2019 Seal Coat and Crack Repair Project
- D. Approve MNSPECT LLC Invoice – July Billing
- E. Sign Permit
- F. Contractor's Licenses
- G. Correspondence
- H. Approval of Right of Way Application - CenterPoint

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

7. Police Report

Police Chief Ebeltoft reviewed the July 2019 department statistics.

Chief Ebeltoft reported that the Police Department responded to seven hundred thirty eight calls for service for the month of July 2019 compared to five hundred eighty six calls for service in July 2018.

Chief Ebeltoft reminded the residents of Spring Lake Park that school will be starting soon. He stated that more school buses will be on the roadways and students walking/driving to and from school. He stated that the Police Department would like to ask for the community's assistance with allowing extra time for traveling to where ever they may be going to be watchful of the school traffic.

Chief Ebeltoft reported that Investigator Bennek reports to handling a caseload of 36 cases for the month of July 2019. He stated that Investigator Bennek noted having 13 active forfeiture cases. He noted that Investigator Bennek reported that the City as well as other cities across the metro area are seeing an increase in theft from motor vehicles.

Chief Ebeltoft reported that Investigator Bennek noted that the Police Department has seen an uptick in "crimes of opportunity" in the city. He reported that individuals are targeting unlocked vehicles in driveways during overnight hours looking for valuable items to steal.

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

Councilmember Wendling inquired about the correspondence that was provided to the Councilmembers from the Minneapolis Auto Club Foundation for Safety Grant Recipients.

Chief Ebeltoft reported that he had applied for a grant from the Minneapolis Auto Club Foundation to be able to purchase portable mountable speed signs. He reported that the City received a \$500.00 grant. He stated that he was able to apply the funds received to two of the signs that were purchased.

9. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and evaluated their Tower Day participation; the softball tournaments and the possible location of a future splash pad at Sanburnol park. She reported that the Spring Lake Park Youth Hockey Association is interested in assisting with improving the hockey rinks for more usable ice time for their association.

Ms. Rygwall thanked the Public Works and Police Department staff for their assistance with the Tower Days celebration. She reported that the Tower Days committee met and discussed ideas and contracts for 2020.

Ms. Rygwall reported that the Music in the Park has been very successful at Lakeside Park. She reported that a few Wednesday evening events remain. She provided the monthly program statistics and a recap of the day trips that were offered.

Mayor Nelson thanked Ms. Rygwall for her dedication Parks and Recreation Department and all her years of service with the City.

9. Ordinances And/Or ResolutionsA. Resolution 19-24 Opposition to the Relocation of the Northtown Transit Center

Administrator Buchholtz reported that the current Northtown Transit Hub is located on University Avenue, north of the 85th Avenue entrance to Northtown Mall. He reported that mall ownership is working with Metro Transit to relocate the transit hub to the overflow parking lot on the south side of the mall, between Northtown Drive (the Mall ring road) and Sanburnol Drive. He stated that this relocation would be facilitated by a land swap thereby Metro Transit vacates its property and MnDOT right-of-way along Trunk Highway 47 (University Avenue) in exchange for the overflow parking lot land.

Administrator Buchholtz stated that with the significant bus traffic that services the Transit Hub, staff believes that it could be harmful to the Sanburnol residential neighborhood. He stated that staff is working with Representative Erin Koegel on this issue at the Metropolitan Council. He reported that in addition, staff recommends City Council approve a resolution requesting the City of Blaine deny a preliminary plat and conditional use permit requests made by the Mall to facilitate the transaction.

George Serumgard, Project Manager with Metro Transit reported that Metro Transit and Northtown mall management has been working on the project since 2005. He stated that all the options have not been exhausted and Metro Transit is working with Stantec to prepare plans for screening and sound walls for the possible move of the Transit Hub.

Representative Koegel stated that she has been facilitating conversations with Metro Transit and the residents. She stated that this is an important issue to her as she is also affected by the possible move of the Transit Hub.

Mr. Serumgard stated that it is the hope that Metro Transit will purchase the property where the new Transit Hub would sit and design the property in an attractive way for it not to effect the neighboring homes and residents.

Councilmember Wendling inquired as to what the eviction process is for Metro Transit from the mall. Mr. Serumgard reported that Metro Transit received a 70 day notice however through negotiations with the mall, 180 days was granted. He stated that with the options being worked on with Stantec and the management company of the mall, there is hope that the days would be extended.

Councilmember Wendling requested that the City of Spring Lake Park and the Sanburnol residents see the plans as they proceed. He stated that a number of busses already use the streets near Sanburnol.

Councilmember Goodboe-Bisschoff inquired what the consensus of the Blaine City Council is on the change to the Transit Hub. Mr. Serumgard reported that the Blaine City Council has not met or discussed the project. He stated that it has only been discussed with staff at this time.

Mayor Nelson reported that Spring Lake Park staff has been in contact with the Blaine City Council and staff. He stated that it is important to have communication with them and he feels that a joint meeting with all the parties involved would be very beneficial. He stated that there has not been any workshops or formal discussions at this time.

Administrator Buchholtz reported that the City of Blaine will have a Planning Commission meeting to discuss the lot subdivision and there will have to be application made for a Conditional Use Permit. He stated that a public hearing would be held and a representative from the City of Spring Lake Park could attend for opposition

of the change in location. He stated that the city is willing to talk with all the parties involved to help protect the neighborhood of Spring Lake Park.

MOTION MADE BY MAYOR NELSON TO APPROVE RESOLUTION 19-24 OPPOSITION TO THE RELOCATION OF THE NORTHTOWN TRANSIT CENTER. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. New Business

A. Authorization to Conditionally Hire Parks and Recreation Director – Kay Okey

Administrator Buchholtz reported that on behalf of the selection committee, he was pleased to present Kay Okey's name to the City Council for appointment to serve as the next Parks and Recreation Director.

Administrator Buchholtz reported that the City Council authorized staff to begin a hiring process to fill the Parks and Recreation Director position. He stated that the current Parks and Recreation Director Marian Rygwall informed the City of her intention to retire from her position effective August 31, 2019. He stated that the City is grateful for Director Rygwall's service to the City, in a variety of roles, over the past 41 years.

Administrator Buchholtz reported that a selection committee was formed to evaluate candidates and present a candidate to the City Council for approval. He expressed his gratitude to Police Chief Ebeltoft, Public Works Director Randall, Executive Assistant Gooden and Parks and Recreation Commission Chair Barbara Harlan for participating in the selection committee.

Administrator Buchholtz stated that fifteen individuals applied for the Parks and Recreation Director position. He stated that the applicants were evaluated based on the criteria set forth in the job description. He stated the five candidates were selected to participate in the interview process, which occurred on August 8, 2019. He stated that the candidates were asked to put together a 10-15-minute presentation outlining a plan of action for how he/she would address what he/she perceives to be the most pressing issues facing the Parks and Recreation Department; indicating, in priority order, what issues he/she would address and what his/her plan of action would entail. He stated that the candidate then sat down for a formal interview with the panel.

Administrator Buchholtz reported that the selection committee was impressed with all the candidates. He stated that four of the five members of the selection panel listed Kay Okey as their first choice and the fifth member listed Kay as their second choice.

Administrator Buchholtz provided the City Council with an overview of the variety of education and experience that Kay possesses. He reported that Ms. Okey has served as a Recreation Coordinator with the City for the past five years, where she has planned classes, day trips and special events for youth, adults, families and senior citizens, as well as leading the extended tour program.

Administrator Buchholtz reported that staff is recommending that Ms. Okey start at Step 2 of the salary schedule for the Parks and Recreation Director, which is \$34.80/hour (\$72,384/year). He stated that this salary recommendation is made in light of her years of service with the City of Spring Lake Park, as well as her past management experience.

Councilmember Delfs thanked the selection committee for their participation and noted the panel was made up of a good variety of members who carry different roles within the City. He stated that he is looking forward to the new paths that the Parks and Recreation Department will go with the change in leadership.

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE HIRE OF KAY OKEY FOR THE PARKS AND RECREATION DIRECTOR. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Authorize Hiring Process for Recreation Program Supervisor

Administrator Buchholtz reported that with the appointment of Kay Okey to Parks and Recreation Director, staff is seeking authority from the City Council to begin a hiring process for a Recreation Program Supervisor.

Administrator Buchholtz stated that the salary range for the Recreation Coordinator position is \$24.32-\$31.19/hour (\$50,585 - \$64,875/ year.) He provided a copy of the proposed job description for review. He stated that staff recommends the City Council authorizes staff to begin a hiring process to fill the vacant Recreation Program Supervisor position.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE HIRING PROCESS FOR RECREATION PROGRAM SUPERVISOR. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Authorize PERA Phased Retirement to Marian Rygwall

Administrator Buchholtz reported that with the Parks and Recreation Department being short staffed due the pending retirement of Director Marian Rygwall and the appointment of Kay Okey to fill the Director position, staff is seeking authorization to allow Ms. Rygwall to continue working for the City on a part-time basis until staff is able to fill the Recreation Program Supervisor position.

Administrator Buchholtz reported that PERA offers a "Phased Retirement" option which allows Ms. Rygwall to continue working with the City for up to 1,044 hours per year while being able to begin collecting her pension. He stated that Ms. Rygwall would to a part-time status, which would significantly reduce her benefits costs as she would no longer be eligible for health insurance. He stated that as she would begin collecting her pension, she would be exempt from PERA as well, saving 7.5% salary.

Administrator Buchholtz stated that the "Phased Retirement" designation would be valid for one year or her working 1,044 hours whichever came sooner. He stated that it is anticipated that Ms. Rygwall will continue on with the City until the conclusion of the hiring process for the Recreation Program Supervisor. He stated that this is especially critical for September as Ms. Okey will be out of the office leading to extended trips that month.

MOTION MADE BY MAYOR NELSON TO AUTHORIZE PERA PHASED RETIREMENT TO MARIAN RYGWALL. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's Report

Engineer Gravel reported that the 2019 Street Seal Coat and Crack Fill Project is almost completed. He stated that the striping and markings still need to take place. He reported that the trail paving is complete on the Osborne Road Trail Improvement and restoration and seeding will take place in September.

12. Attorney's Report

Attorney Thames reported that he has been reviewing a new lease with Verizon and the contract should be ready for the Council to approve in the next few weeks.

13. ReportsA. Administrator Reports

Administrator Buchholtz congratulated Representative Koegel on receiving the 2019 Legislator of Distinction award from the League of Minnesota.

Administrator Buchholtz thanked the residents who participated in the Night to Unite on August 6, 2019. He stated it was a great opportunity to interact with the residents.

14. OtherA. Closed Session to Discuss Offer to Sell 525 Osborne Road NE

Mayor Nelson stated that the City Council will be going into a closed session to discuss an offer to sell 535 Osborne Road NE property.

MOTION MADE BY COUNCILMEMBER WENDING TO CLOSE REGULAR COUNCIL MEETING. ALL AYES. MOTION CARRIED.

Mayor Nelson recessed the regular Council meeting at 7:53 PM.

Mayor Nelson reconvened the regular Council meeting at 8:24 PM.

Attorney Thames stated that the City Council discussed an offer for the 525 Osborne Road NE property and stated that staff was advised to proceed.

15. Adjourn

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

The meeting was adjourned at 8:25 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer