

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on March 02, 2020 at the City Hall, at 7:00 PM.

### **1. CALL TO ORDER**

Mayor Nelson called meeting to order at 7:00 PM.

### **2. ROLL CALL**

PRESENT:

Mayor Robert Nelson

Council Member Ken Wendling

Council Member Brad Delfs

Council Member Barbara Goodboe-Bisschoff

Council Member Lisa Dircks

STAFF PRESENT:

Police Chief Ebeltoft; Building Inspector Baker; Attorney Thames; Engineer Gravel; Parks and Recreation Director Okey; Administrator Buchholtz and Executive Assistant Gooden.

### **3. PLEDGE OF ALLEGIANCE**

### **4. ADDITIONS OR CORRECTIONS TO AGENDA**

Administrator Buchholtz requested a Right of Way Application for Xcel Energy be added to the agenda as Item 6G.

### **5. DISCUSSION FROM THE FLOOR**

### **6. CONSENT AGENDA**

- A. Approval of Minutes - February 18, 2020 Regular Meeting
- B. Budget to Date - January 2020
- C. Statement of Fund Balance - January 2020
- D. Approval of Spring Lake Park Lions Club's Temporary On-Sale Liquor License Application for Tower Days
- E. Approval of Optional 2am License for Montes
- F. Contractor's Licenses
- G. Right of Way Application – Xcel Energy

Motion made by Council Member Wendling to approve the Consent agenda.

Voting Yea: Mayor Nelson, Council Member Wendling, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks.

**7. DEPARTMENT REPORTS****A. Code Enforcement Report**

Building Inspector Baker reported that a total of six building, eight mechanical and one fire alarm permits were issued compared to a total of 17 in 2019. He reported that 41 inspections were conducted in the month of February including five rental, nine fire, nine building, nine mechanical, eight plumbing and one zoning inspection. He reported that three Certificate of Occupancies were issued, one was a temporary CO and two were unrestricted CO's. He stated that there were no abandoned and/or vacant property notices in the month of February.

Building Inspection Baker reported that all final rental licenses letters have been sent out. He stated that three properties did not have any inspections completed in 2019 and seven had an initial inspection but no final.

Building Inspector Baker provided a recap of the appointments and meetings he attended in February.

Mayor Nelson inquired as to how the building inspection services Joint Powers Agreement was going with the City of Mounds View. Inspector Baker reported that the training is going very well and has been very informative. He stated that he is assisting Mounds View with housing inspections since their city has a vacant Housing Inspector position at this time.

**8. ORDINANCES AND/OR RESOLUTIONS****A. Resolution 20-08, A Resolution Denying a Conditional Use Permit Application for Cars R Us to Permit an Auto Detailing Business at 1109 County Road 10 NE**

Administrator Buchholtz shared the staff report.

Councilmember Wendling inquired if the tenants are currently in the building. Mayor Nelson stated that the building space is empty and the tenants have moved out.

Motion made by Council Member Dircks to approve Resolution 20-08 Denying a Conditional Use Permit Application for Cars R Us to Permit an Auto Detailing Business at 1109 County Road 10 NE.

Voting Yea: Mayor Nelson, Council Member Wendling, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks.

**9. NEW BUSINESS****A. Authorize Purchase of Permit Works Modules for Code Enforcement Department**

Building Inspector Baker shared the staff memo and price quote with the Council. Councilmember Goodboe-Bisschoff inquired on the amount of the Equipment Certificate. Administrator Buchholtz reported that the computer replacement came in under budget therefore there are funds available to cover this purchase.

Councilmember Delfs inquired if the cost of the software support plan could be prorated since the purchase will not take place until mid-March and the quote provided was for a full year term. Inspector Baker stated that he would inquire with Permit Works for a prorated amount.

Councilmember Delfs inquired if any other staff would require to be trained on the new software. Inspector Baker stated that Kristine Pearson would be trained.

Councilmember Delfs requested that the amount of the purchase not exceed the \$13,305.00 that was quoted.

Motion made by Council Member Delfs to authorize the purchase of the Permit Works modules in amount not to exceed \$13,305.

Voting Yea: Mayor Nelson, Council Member Wendling, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks.

**10. REPORTS****A. Engineer's Report**

Engineer Gravel reported that tree removal for the Garfield Pond Improvement Project will begin the week of March 3, 2020, weather dependent. He reported that tree company is licensed with the City.

Engineer Gravel reported that the 81st Avenue Signage plan is moving forward and will be discussed at the Council work session on March 9, 2020. He stated that it is expected to be completed by June 1, 2020.

Engineer Gravel reported that seasonal road restrictions will take effect the week of March 9, 2020, and remain for six to eight weeks.

**B. Attorney's Report**

Attorney Thames had no items to report.

**C. Administrator Report**

Administrator Buchholtz reminded the residents of the Presidential Nomination Primary on March 3, 2020. He reported that the Accountant position has been posted and will remain

open to applicants to apply until March 9, 2020. He stated that the partnership with the City of Mounds View Building/Inspection Department is going very well.

Administrator Buchholtz reported that he met with SEH Engineering staff on the Arthur Street Water Treatment Plant and bidding will be taking place soon for the project.

#### **11. OTHER**

Councilmember Goodboe-Bisschoff reported that she attended the Highway 65 Corridor Collation meeting. She reported that options for Highway 65 were discussed including proposing three lanes for both the North and South bound 65. She reported that the cloverleaf of Highway 10 and Highway 65 will be re-decked in the future.

Mayor Nelson reported that the February pork chop dinner for the Beyond the Yellow Ribbon was a huge success and they sold out. He stated that he has been working with Parks and Recreation Director Okey on the details of Music In The Park for food vending options with the Beyond the Yellow Ribbon committee.

#### **12. ADJOURN**

Motion made by Council Member Wendling to adjourn.

Voting Yea: Mayor Nelson, Council Member Wendling, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks

The meeting adjourned at 7:27 PM.