

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on September 8, 2020 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT

Mayor Robert Nelson
Councilmember Ken Wendling
Councilmember Brad Delfs
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks

STAFF PRESENT

Public Works Director Randall, Code Enforcement Officer Baker, Police Chief Ebeltoft, City Planner Carlson, City Engineer Gravel, Attorney Thames, Parks and Recreation Director Okey, Administrator Buchholtz and Executive Assistant Gooden

VISITORS

Duane Stombaugh, 8497 Monroe Street NE
Jim Edgerton, 8300 Pierce Street NE
Jason Miller, Smith - Schafer and Associates, LTD

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the regular Council meeting recess to go into Closed Session as Item 11C to discuss a non-public medical data pursuant to 130.05, subd. 2 (3).

5. DISCUSSION FROM THE FLOOR

Jim Edgerton, 8300 Pierce Street NE, stated that he has noticed that the recycling trucks are leaving large amount of fluid on the streets when they collect the recycling. He feels that this leakage from the trucks is causing wear and tear on the local streets.

Administrator Buchholtz requested that Mr. Edgerton email the photos to him and they will get forwarded to Waste Management. He stated that he was not aware of this problem prior to Mr. Edgerton bringing it forward. Councilmember Delfs stated that he has noticed the fluid from the trucks in his neighborhood as well.

Duane Stombaugh, 8497 Monroe Street NE, addressed the Council with his concerns on the Metro Transit busses that run on Monroe Street and has noticed many of them are empty. He expressed his concern that there have been many empty or near empty busses running every five minutes on the bus route. He suggested that the City work with Metro Transit to lessen the number of buses that travel on Monroe Street.

Mr. Stombaugh stated that he commends the City Council for the moratorium on rental properties in the City. He stated that he encourages the Council to keep the moratorium in place as he feels that many of the unkept properties and additional garbage on the streets is caused by rental units and renters in the area.

Mayor Nelson stated that there is a lot of research and many more work sessions that need to take place before any permanent Code changes are made. He stated that the Council take in account from residents and property owners along with data from the study when making decisions. He stated that there will be an open house for residents to express their concerns.

Mr. Stombaugh stated that he has been speaking with residents and will be taking their names and contact information for future meetings.

A. **Presentation of 2019 Audited Financial Statements**

Jason Miller, Smith Schafer & Associates, presented the 2019 Financial Report and reviewed the various financial statements.

Mr. Miller stated that the City's financial statements present fairly, in all material aspects, the respective financial position of the government activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Spring Lake Park as of December 31, 2019, and the reflective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States.

Mr. Miller reported that the report provides an unmodified audit opinion. He stated that there are no Minnesota Legal Compliance exceptions in 2019. He reported that the General Fund balance is \$2,080,669 (50% of 2019 expenditures) and the Bonds, certificates and notes payable outstanding carry a balance of \$4,790,342 at the end of December 31, 2019.

Mr. Miller expressed appreciation to Accountant Barker, Administrator Buchholtz and staff for their assistance with the audit.

Motion made by Councilmember Wendling to approve the 2019 Audit Findings and Financial Statements.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

6. CONSENT AGENDA

- A. Approval of Minutes - August 17, 2020 City Council Meeting
- B. Mayor's Proclamation - Constitution Week - September 17-23
- C. Resolution 20-27 Accepting CARES Act Grant Funding (Elections)
- D. 3rd Quarter Billing for 2021 Payable 2022 Property Tax Assessment
- E. Contractor Licenses
- F. Business Licenses - Used Car License and Massage Enterprise License

Councilmember Wendling requested that Item 6B, Mayor's Proclamation - Constitution Week - September 17-23, 2020, be pulled from the agenda and read aloud.

Motion made by Councilmember Wendling to approve the Consent Agenda.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

7. DEPARTMENT REPORTS

A. Public Works Report

Public Works Director Randall reported that the Public Works Department has been collecting garbage and recycling in the parks; mowing the grass and weed whipping the parks. He reported that the Department assisted with the delivery, set up and take down of the Election equipment for the Primary Election at Emmanuel Christian Center.

Mr. Randall reported that the Department has been recoating the tennis courts at Terrace Park, lining and dragging the ballfields and have been painting crosswalks, stop bars and traffic arrows. He reported that the traffic counts for MnDOT have been completed and the sewer clean out is complete on the west side of the City.

Mr. Randall reported that there a few sink holes in the City and he has hired a contractor to make the necessary repairs and the replacement of the asphalt will take place soon. He reviewed the meetings he attended for the month of August.

Mayor Nelson inquired if there was completion date for the Osborne Road project. Mr. Randall reported that November 2020 is an approximate completion date. He stated that the project is moving forward but additional curb work is necessary.

Councilmember Delfs inquired if the MnDOT traffic numbers were less on 81st Avenue because of school not being in session and the pandemic. Mr. Randall stated that the traffic count on 81st Avenue was about the same as previous years.

B. Code Enforcement Report

Code Enforcement Officer Baker reviewed the monthly staff report for the month of August.

Councilmember Goodboe-Bisschoff inquired if the manufactured home that was sold was located within the trailer court. Mr. Baker confirmed that it was.

Councilmember Wendling inquired if Mr. Baker would follow up with the trash complaint around the bus stop on Monroe Street. Mr. Baker stated that he will put a call into Metro Transit and discuss the necessary cleanup.

Mayor Nelson congratulated Mr. Baker on his one year of service with the City and reported that he has received many good comments from residents regarding Mr. Baker.

8. ORDINANCES AND/OR RESOLUTIONS

A. Resolution 20-28, Adopting Proposed 2020 Tax Levy Collectible in 2021

Administrator Buchholtz reviewed the staff memo. He reported that Resolution 20-28 establishes the proposed 2020, pay 2021, tax levy at \$3,631,417. He reported that this is an increase of 2.20% from the 2019, pay 2020, tax levy. He reported that the increase is due to a number of factors including employee salary and benefits, building maintenance and fiscal uncertainty facing the City in 2021 due to the COVID-19 pandemic.

Motion made by Councilmember Delfs to approve Resolution 20-28, Adopting Proposed 2020 Tax Levy Collectible in 2021.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

B. Resolution 20-29, Cancelling Debt Service Levies

Administrator Buchholtz reviewed the staff memo and reported that State Law requires the County Auditor to levy the amount of debt service originally certified unless the City passes a resolution cancelling the levy. He reviewed the staff memo and Resolution 20-29, Resolution Cancelling or Reducing Bond Levies 2020/2021, which would cancel three debt

service levies and reduce a fourth due to the City having funds on-hand to make the debt service payment.

Motion made by Mayor Nelson to approve Resolution 20-29 Cancelling or Reducing Bond Levies - 2020/2021.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

9. NEW BUSINESS

A. Approval of Proposal for Rental Housing Study

City Planner Carlson reviewed the revised proposal for the Professional Planning Services Related to the Impact of Rental Housing in Single Family Zoning Districts. He reported that the estimated cost of the scope of work to be \$10,700.00.

Mayor Nelson thanked Mr. Carlson for his presentation and professionalism. He stated that he was happy with the proposal and stated that it covers the expectations of the Council.

Motion made by Councilmember Wendling to approve proposal for Rental Housing Study in the amount of \$10,700.00.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

B. Award Bid for 525 Osborne Road Utility Improvements

Engineer Gravel reviewed the staff memo regarding the bid results for the 2020 Utility Improvements 525 Osborne Road NE. He reported that nine bids were received and they have been reviewed and found to be in order.

The following bids were received:

	<u>Contractor</u>	<u>Base Bid+Alt A</u>	<u>Base Bid+Alt B</u>
	New Look Contracting, Inc.	\$307,235.00	\$302,555.00
	C&L Excavating, Inc.	\$302,226.00	\$303,203.00
#3	Kuechle Underground, Inc.	\$345,023.00	\$0.00
#4	GM Contracting, Inc.	\$0.00	\$315,384.56
#5	G.F. Jedlikci, Inc.	\$378,214.00	\$346,662.00
#6	Douglas-Kerr Construction Co. Inc.	\$317,632.05	\$332,790.45
#7	Northdale Construction Co. Inc.	\$340,298.03	\$333,373.05
#8	Meyer Contracting Inc.	\$391,266.00	\$408,876.42
#9	Geislinger & Sons	\$355,667.00	\$376,275.00

Mr. Gravel reported that the Base Bid includes the storm sewer work necessary for the new building at 525 Osborne Road. He stated that Alternate A is the alternate bid for installing the proposed water main by open cut trench installation with the open cut water main installation method. He stated that Alternate B is the alternate bid for installing most of the water main by trenchless (drilling) installation. He stated that seven trees will be removed with the open cut water main installation method.

Mr. Gravel reported that the tunneling method is recommended, as this method will save more mature trees on the site.

Councilmember Wendling inquired if the tunneling method takes the same amount of time for the project. Mr. Gravel stated that it is the same amount of time.

Administrator Buchholtz reported that the City portion of the project, looping the four dead end water mains, will be paid from the proceeds of the sale of the property. He stated that over 200 residents will benefit from the project with improved water quality.

Mayor Nelson stated that this portion of the City is an example of Spring Lake Park being proactive to help the residents of the City providing more reliable service and improved water quality.

Councilmember Goodboe-Bisschoff reminded the Councilmembers that the residents of Spring Lake Park helped to contribute to this project over the years through their funds being contributed to the Suburban Hospital District. She feels that this project is one that the residents can see their contributions being given back to them with improved water quality.

Motion made by Councilmember Wendling to award New Look Contracting, Inc. for 525 Osborne Road Utility Improvements in the amount of \$302,555.00.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

C. Playground Parts and Equipment Request

Parks and Recreation Director Okey reviewed the staff memo. She thanked the Public Works staff members who have participated in the playground inspection classes. She reported that the Park Commission reviewed the request for replacement playground equipment and gave their approval on September 1, 2020.

Parks and Recreation Okey provided an overview of the new equipment and explained that the new equipment will be purchased from the Park Improvement funds, therefore, there is no expense to the tax payers.

Councilmember Goodboe-Bisschoff inquired on the new piece of equipment called the Buck-A-Bout. Ms. Okey explained that it is a balance and coordination piece of equipment similar to a see-saw and will accommodate 5-12-year-olds.

Mayor Nelson expressed that he was pleased that taxpayer money is not being used for the equipment and was happy with the choices made.

Motion made by Mayor Nelson to approve the Playground Parts and Equipment Request in the amount of \$10,808.52.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

10. REPORTS

- A. Engineer's Report - None
- B. Attorney's Report- None
- C. Administrator's Report

Administrator Buchholtz requested that a Council work session be held on Monday, September 14, 2020, at 5:30 PM. He stated that the Councilmembers will be touring the park buildings and the Morgan House.

Administrator Buchholtz suggested that the Council have a discussion on the future of the vacant McKinley lots and if the lots should be put up for sale. He stated that a realtor would need to be hired to assist with the sale of the lots. He recommended that the Council add the discussion to the work session agenda.

11. OTHER

- A. Schedule Administrator Performance Evaluation

Administrator Buchholtz reviewed the memo to the City Council regarding the City Administrator's Performance Evaluation. He requested that the evaluation be scheduled for the September 21, 2020 City Council meeting during a closed session.

- B. Correspondence

Mayor Nelson reported that the monthly pork chop dinner at the VFW will be held on Monday, September 28, 2020. He reported that events will be returning to the VFW with social distancing practices in place. He encouraged residents and veterans to support the VFW as business has been slower due to the COVID-19 pandemic.

C. Closed Session to Discuss Non-Public Medical Data

Mayor Nelson closed regular Council meeting at 8:51 PM.

Mayor Nelson opened the regular Council meeting at 9:22 PM.

12. ADJOURN

Motion made by Councilmember Wendling to adjourn.

Voice Vote: All Ayes.

The meeting adjourned at 9:22 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer