

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on January 21, 2020 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: Police Chief Ebeltoft; Parks and Recreation Director Okey; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Aisha Ali, 1620 81<sup>st</sup> Avenue NE  
Michael Sutterlund, 560 Rosedale Road

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz asked that Resolution 20-05 Accepting Monetary Donation be added to the agenda as Item 6I.

### 5. Discussion From The Floor - None

### 6. Consent Agenda:

Mayor Nelson reviewed the following Consent Agenda items:

- A. Approval of Minutes – January 6, 2020
- B. Approval of Workshop Minutes – January 13, 2020
- C. MNSPECT December 2019 Invoice
- D. Resolution 20-03 Authorizing 2019 Year End Fund Transfer
- E. Resolution 20-04 Authorizing 2019 Year End Fund Transfers and Closures
- F. Award Quote to Municode for City Code Services and Agenda Management Software Solution  
Contractor's Licenses
- G. Correspondence
- H. Resolution 20-05 Accepting Monetary Donation

Councilmember Wendling inquired on an explanation of Items 6D and 6E. Administrator Buchholtz reported that Resolution 20-03 explains the deficit that exists in the fund is due to two long term retiree severance payouts at their retirement. He stated that the fund transfer will balance the account.

Administrator Buchholtz stated Resolution 20-04 allows excess funding from Fund 239 roll into Fund 332 and allow the surplus funds be transferred into the 2018 Equipment Certificate for use on approve projects.

Councilmember Wendling inquired on Item 6F Award Quote to Municode for City Code Services and Agenda Management Software Solution.

Administrator Buchholtz reported that City staff is seeking approval to enter into a contract with Municode to provide a web-based meeting and agenda management software to improve staff productivity in producing the City Council and Planning Commission packets. He stated that this is a necessary component for implementing the goal of transitioning toward paperless packets in 2020. He stated that the approval for purchasing of electronic tablets will come at a later date. He reported that the cost of the software solution is \$3,800/year, which has been included in the 2020 budget.

Administrator Buchholtz reported that in addition, Municode also provides codification services. He stated that staff would like to transition to the self-publishing option. He stated that after the transition cost, staff believes that this option will save money for the City, save time for staff to draft ordinances as well as speed up the publication of the ordinances on the website for the public to utilize.

Administrator Buchholtz reported that staff recommends approval of both software packets. He stated that the agenda management system will help with the preparation of the council packets and the time spent to create them.

Administrator Buchholtz stated that current codification is contracted out through American Legal twice a year and is costly. He stated that Municode will allow for staff to prepare the ordinances and pass along changes and revisions to the City Attorney through one document that several staff members can be working on. He stated that staff will have the ability to self-publish the ordinances and post online immediately after approval.

Councilmember Delfs inquired if there would be a savings using Municode. Administrator Buchholtz stated that the updates will take place more quickly, the drafting of the ordinance and approval with the attorney will be more streamlined and an average of \$400-500 would be saved each year.

Mayor Nelson inquired if the transition to Municode will save the large fee when a total review and new codification is necessary. Administrator Buchholtz reported that it will assist with the process however it is recommended that a total review of the ordinances be completed at some point in the future.

Councilmember Goodboe-Bisschoff inquired on the initial cost for the software. Administrator Buchholtz stated that the codification portion would be an initial cost of \$1000 and \$2,200 annually and the agenda management program would cost \$3,800 annually.

Mayor Nelson inquired if the agenda management program would be beneficial to the Executive Assistant. Ms. Gooden stated that with the software program the Department Heads will be able to send their reports directly to the agenda management program. She stated that the reports and packets overall will become professional looking and more uniform.

Councilmember Dircks requested a correction to the members in attendance noted in the January 6, 2020 minutes.

Councilmember Wendling thanked Amy and Brom Nikrad for their donation to the Police Department.

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

### 7. Police Report

Police Chief Ebeltoft reviewed the December 2019 department statistics.

Chief Ebeltoft reported that the Police Department responded to six hundred fifty five calls for service for the month of December 2019 compared to five hundred seventy five calls for service in December 2018.

Chief Ebeltoft reported that Investigator Bennek reports to handling caseload of 21 cases for the month of December 2019. He reported that Investigator Bennek kept busy working cases involving multiple agency investigations regarding business burglaries, hoax bomb threat and a shooting at a local business. He reported that progress is being made on all the cases but they all are currently under investigation.

He reported that School Resource Officer Fiske reported handling 15 calls for service along with 20 student contact, seven escorts and 12 follow up investigations into school related incidents. He reported that Officer Fiske conducted a presentation in a Self Defense Class regarding "Date Rape Drugs" and other issues related to dating/relationships.

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 Okey reported that the winter brochure has been published and classes have been filling quickly. She reviewed the department statistics and stated how successful the holiday cookie and spruce tip classes were. She reported that the after school/school out programs have been very popular. She reported that staff is busy preparing for the Senior Valentine luncheon sponsored in cooperation with the Spring Lake Park Lions and the Sweetheart Valentine dance.

Ms. Okey reported that staff has been busy preparing for softball registrations and Tower Days planning has started. She reported that the Spring Lake Park Youth Hockey Association will be utilizing the hockey rink at Terrace Park for their practices.

Ms. Okey reported that the Parks and Recreation Commission met and discussed the three vacant seats that are available on the Commission.

Mayor Nelson inquired if a stipend had been set for the Commission members attendance at the meetings. Administrator Buchholtz reported that members would be paid \$30.00 for each Commission meeting that they attend.

### 9. New Business

#### A. Approval of Joint Powers Agreement with Anoka County for CSAH 8 (Osborne Road) Improvements

Administrator Buchholtz reported that in 2015, Anoka County conducted a corridor study of County State Aid Highway (CSAH) 8 (Osborne Road) between Minnesota Truck Highway 47 and Minnesota Trunk Highway 65 in an effort to improve safety and drivability of the roadway. He stated that based on this study, Anoka County was awarded federal grant funds in 2017 to rehabilitate this section of Osborne Road. He stated that the funds are available to be spent this summer.

Administrator Buchholtz reported that the roadway modifications included narrowing the roadway to one lane each direction, adding a center-turn lane, adding a right turn lane at Emmanuel Christian Center, improving pedestrian accommodations and adding shoulders to provide space for bus stop locations, emergency vehicles and bicyclists. He stated that the areas between Trunk Highway 47 and 5<sup>th</sup> Street and between Trunk Highway 65 and Tyler Street will remain a four-lane section to provide appropriate vehicle stacking at the intersection of these two busy highways.

Administrator Buchholtz reported that Anoka County is projecting a 29% reduction in crashes once these improvements are implemented. He stated that other project benefits include shorter pedestrian crossing distances, additional space for bicycles, protected left turns, a buffer zone between moving vehicles and pedestrians, and less impervious surface.

Administrator Buchholtz reported that with the exception of emergency vehicle preemption equipment on the existing stoplight at Unity Hospital, there will be no cost to the City for these improvements. He stated that the project includes the replacement of the bicycle trail along the north side of Osborne Road. He stated that the City will be responsible for the cost of the long-term maintenance of the trail.

Administrator Buchholtz stated that staff recommends approval of the JPA with Anoka County to facilitate construction of the improvements. He stated that the improvements will take place in the late summer and take approximately a month and a half to complete.

Mayor Nelson inquired if the Joint Powers Agreement specially states that the City can request that the road be turned back to its original state after two or three years, or an adequate amount of time, should the new design not be compatible with the traffic flow. Administrator Buchholtz confirmed while the Joint Powers Agreement does not contain that specific language, the roadway will be able to be restriped back to its present-day configuration with County approval.

Mayor Nelson inquired of Chief Ebeltoft that should he be made aware of traffic concerns or added backups from patrol to please inform the Council of the findings. Chief Ebeltoft stated affirmatively that he will keep the Council aware of any changes and should any extra monitoring be required he will report back on the findings.

Councilmember Goodboe-Bisschoff stated that she is not in favor of removing the existing stop signs.

Administrator Buchholtz stated that there will be lighted pedestrian crossings added to Osborne Road and the existing crossing in front of the hospital will remain intact. He stated that Anoka County believes the removal of the stop signs may actually help control the traffic speed on Osborne Road as vehicles will not be starting and stopping as much with the stop signs removed.

Mayor Nelson stated that the project is funded by grant money from Anoka County and no special assessments to the residents of Spring Lake Park will be levied for the project.

**MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE JOINT POWERS AGREEMENT WITH ANOKA COUNTY FOR CSAH 8 (OSBORNE ROAD) IMPROVEMENTS. ROLL CALL VOTE: COUNCILMEMBERS WENDLING-AYE; DELFS-AYE; DIRCKS-AYE; GOODBOE-BISSCHOFF-NAY; MAYOR NELSON-AYE. MOTION CARRIED.**

10. Engineer's Report - None

11. Attorney's Report – None

12. Reports

A. Administrator Reports - None

13. Other

A. Closed Session to Discuss the Potential Sale of City-owned Property at 525 Osborne Road NE

MOTION MADE BY COUNCILMEMBER DELFS TO CLOSE REGULAR COUNCIL MEETING TO DISCUSS THE POTENTIAL SALE OF CITY-OWNER PROPERTY AT 525 OSBORNE ROAD NE.

Mayor Nelson recessed the regular Council meeting at 7:43 PM.

Mayor Nelson opened the regular Council meeting at 8:07 PM.

Administrator Buchholtz provided an overview of the proposed purchase agreement between the City and Hampton Companies for the sale of 525 Osborne Road NE.

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE THE PURCHASE AGREEMENT WITH HAMPTON COMPANIES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

14. Adjourn

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

The meeting was adjourned at 8:11 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer