

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on October 3, 2022 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

#### MEMBERS PRESENT

Mayor Bob Nelson

Councilmember Ken Wendling

Councilmember Brad Delfs

Councilmember Barbara Goodboe-Bisschoff

Councilmember Lisa Dircks

#### STAFF PRESENT

Public Works Director Terry Randall, Building Official Jeff Baker, City Attorney John Thames, City Engineer Phil Gravel, Administrator Daniel Buchholtz.

#### VISITORS

Kristine Pearson

Ava Pearson, student

Adam Evans, 911 Osborne Road NE

SMC Construction (Enes Gluhic, 8465 Plaza Blvd)

Stewart Tingelstad, 482 Sanburnol Road NE

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA - None

### 5. DISCUSSION FROM THE FLOOR

#### A. Adam Evans, 911 Osborne Road NE

Mr. Evans discussed his concerns with the code enforcement and the pending assessments attached to the property. Mayor Nelson reminded Mr. Evans that an assessment agreement was reached.

Administrator Buchholtz stressed that the City is willing to work with the property owner on timelines. He noted that the purpose of the agreement is to bring the property brought into compliance. Administrator Buchholtz stated that once the agreement is signed and the home complies with the agreement, a letter will be sent to the title company stating all pending assessments are withdrawn.

## 6. CONSENT AGENDA

- A. Approval of Minutes – August 15, 2022 Work Session
- B. Approve of Minutes – September 6, 2022 City Council Meeting
- C. Approval of Minutes – September 19, 2022 City Council Meeting
- D. Mayor’s Proclamation – Designation of October 2022 as Domestic Violence Awareness Month
- E. Public Works Director Salary Step Adjustment
- F. Resolution No. 22-47 Appointing Election Judges for 2022 General Election
- G. Business License
- H. Contractor’s Licenses
- I. Sign Permits
- J. Performance Evaluation Statement – Administrator Buchholtz

6J. Mayor Nelson asked Attorney Thames to read the Performance Evaluation Statement. Attorney Thames stated that the Council held a closed session to conduct a performance evaluation. The evaluation focused on various performance areas. He stated that the City Council as a whole believes the City Administrator’s job performance meets or exceeds the job requirements of the position and that he is serving the City of Spring Lake Park well.

Councilmember Wendling requested that 6E and 6G be pulled. He commented that the adjustment in pay was fair under 6E. He inquired if 6G, the business license for Taco Lindo was for a 3.2 and wine license. Administrator Buchholtz commented that it is for a full liquor license.

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

## 7. DEPARTMENT REPORTS

### A. Public Works Report

Public Works Director Randall noted that the full report was in the packet. He stated that the Public Works staff was busy painting the curbs in front of the hydrants yellow. He also noted that Automatic System is working on the SCADA system. He said the Public Works staff took part in the big truck event sponsored at the high school

### B. Code Enforcement Report

Building Official Baker noted that the full report was in the packet. He stated that he met with a Spring Lake Park resident about his vacant property to discuss what needs to be done

in order to obtain a Certificate of Occupancy. Building Official Baker gave an update home being built on 82<sup>nd</sup> Avenue NE.

## 8. ORDINANCES AND/OR RESOLUTIONS

### A. Resolution 22-45, Establishing Parking Restrictions Along Manor Drive NE between Able Street and Laddie Road

Administrator Buchholtz noted that there has been an increase in parking along Manor Drive from Able Street to Laddie Road. The increase in traffic is generally during the daytime business hours, but does also include night parking issues. He stated that he, Police Chief Antoine, Public Works Director Randall observed the parking congestion and believe this parking congestion is creating a public safety hazard.

Administrator Buchholtz noted that it is difficult for two vehicles to be traveling at the same time in opposite directions, and it also make it very difficult to drive SBM Fire trucks through this parking congestion when cars are parked on both side of the street.

The staff is recommending approval of the no parking restriction along the north side of Manor Drive NE, from Able Street NE to Laddie Road NE. The no parking restrictions would be an extension of the parking restrictions on the north side of Manor Drive NE already in place from Laddie Road NE to Fillmore Street NE.

Motion made by Mayor Nelson to approve Resolution 22-45, Establishing Parking Restrictions Along Manor Drive NE between Able Street NE and Laddie Road NE.

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

Administrator Buchholtz stated that the Parking Restrictions would be effective upon publication and/or as soon as the signs are put in place.

### B. Resolution 22-46, Approving a Variance from the Side Yard Setback to Allow the Construction of a Concrete Slab and Shade Sail at 482 Sanburnol Drive NE

Administrator Buchholtz stated that the City received an application from Stewart Tingelstad, 482 Sanburnol Drive NE, for a variance to permit a driveway expansion within the required five-foot side yard setback. He said Mr. Tingelstad is also seeking the ability to install a shade sail within the side yard setback.

Administrator Buchholtz noted that there is a five-foot utility easement on the south side of the property. He said the easement is currently utilized for overhead utilities. He stressed that any improvements within the easement of this nature are made at the risk of the property owner.

He noted that the Planning Commission recommended approval of the Variance Request with the following conditions:

1. No additional driveway width will be permitted within the City's right of way.
2. Property owner understands that any damage to improvements located within the utility easement due to the legal use and/or maintenance of the easement is the sole responsibility of the property owner.
3. Applicant shall direct any drainage from the concrete slab and shade sail west towards the rear of the property. No drainage shall be directed onto the neighboring property.
4. Applicant shall apply for any zoning/building permits required.

Mr. Tingelstad stated that the object of the request is to extend the current concrete slab to park a camper onsite. He said that the sails are made out of cloth so they are easily removable.

Motion made by Councilmember Delfs Resolution 22-46, Approving a Variance from the Side Yard Setback to Allow the Construction of a Concrete Slab and Shade Sail at 482 Sanburnol Drive NE

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

## 9. NEW BUSINESS

### A. Authorize Purchase of Accounting Software

Administrator Buchholtz stated that staff is requesting authority for the City Council to purchase new accounting software from BS&A in the amount of \$136,735.00. The current accounting software is 20 years old, and lacks support for both software and customer service. He noted that the software for permit tracking, Permit Works, is rumored to be phasing out of business.

Administrator Buchholtz stated that staff solicited demonstrations from BS&A and Civic Systems. He said that based on those demonstrations, staff believes that BS&A Cloud solutions is the best fit for the City. The BS&A software package will provide powerful financial reporting tools that can be accessed by Administration staff and Department Heads in real time from their computer workstation. In addition, the software allows our Accounting Clerk to scan invoices directly into the system and submit those invoices electronically to Department Heads for approval prior to printing checks. The software will also allow us to maintain our fixed asset schedule on site, rather than have it managed by the City Auditor, saving time and money.

Administrator Buchholtz noted that the Human Resource Management Suite is much more than payroll. He said employees will be able to submit their time cards

electronically through the system. He stated that employees will be able to update contact information, W-4 information, and life event changes directly into the system. Employees will also be able to obtain historical pay stubs and W-2 information. He said the self-service option will reduce staff time spent updating payroll and benefit information.

He noted that the Utility Billing system will allow customers to review their account information and pay their utility bills online. He said the Community Development suite will allow for easier building permit tracking, online inspection scheduling, automatic document production, code enforcement tracking. He stated the suite will allow residents and contractors to apply and pay for building permits online, rather than coming into City Hall for permits. He also said the suite will allow pictures and inspection reports to be uploaded in real time and prepopulate any correction letters that need to be sent.

He noted there will be an annual service fee of \$20,250, which fees have already been included in the proposed 2023 Budget.

Councilmember Goodboe-Bisschoff inquired whether there would be a service fee to residents for paying online. Administrator Buchholtz said the fee structure would be determined the pay structure is set up once the fee processor is lined up. He noted that the biggest concern is to give the residents and contractors the ability to pay online.

Motion made by Councilmember Wendling to Authorize Purchase of Accounting Software from BS&A software.

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

B. Request for Work Session – October 10, 2022

Administrator Buchholtz stated that staff is requesting a work session on Monday, October 10 at 5:30 PM. The topics are the City Hall renovation and the 2023-2027 Capital Improvement Plan.

10. REPORTS

A. Attorney Report

No report

B. Engineer Report

Report in packet. Engineer Gravel stated that he is working with Director Randall on the sewer lining project for 2023 and working to get the seal coat and street projects closed out for the year.

C. Administrator Report

No report

11. OTHER

A. Correspondence

None

12. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 8:02PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer