



CITY OF SPRING PARK  
WORK SESSION AGENDA  
DECEMBER 2, 2019 – 6:00 PM  
SPRING PARK CITY HALL

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(Work Session discussion times are approximate)

1. 6:00 – 2020 LEVY & BUDGET DISCUSSION
2. 6:35 – CITY HALL HOURS DISCUSSION
3. 6:50 – MISCELLANEOUS
4. 6:55 – ADJOURN

**CITY OF SPRING PARK  
SPRING PARK, MINNESOTA**

**RESOLUTION 19-20**

**A RESOLUTION ADOPTING 2020 FINAL TAX LEVY**

**BE IT RESOLVED** by the Council of the City of Spring Park, County of Hennepin, Minnesota, that the following sums of money be levied for the current year, collectible in 2020, upon taxable property in the City of Spring Park, for the following purposes:

General Fund Levy \$1,128,501.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Hennepin County, Minnesota.

Adopted by the City Council of the City of Spring Park, Minnesota on December 2, 2019.

Approved:

\_\_\_\_\_  
Jerome P. Rockvam, Mayor

Attest:

\_\_\_\_\_  
Theresa Schyma, City Clerk

**CITY OF SPRING PARK  
SPRING PARK, MINNESOTA**

**RESOLUTION 19-21**

**A RESOLUTION ADOPTING THE 2019 GENERAL FUND BUDGET**

**BE IT RESOLVED**, by the Spring Park City Council, County of Hennepin, Minnesota, that the final 2020 General Fund Budget be accepted as follows:

(Per attached final 2020 Budget)

Total General Fund Budget is \$1,325,801.

Adopted by the City Council of the City of Spring Park, Minnesota on December 2, 2019.

Approved:

Attest:

\_\_\_\_\_  
Jerome P. Rockvam, Mayor

\_\_\_\_\_  
Theresa Schyma, City Clerk

# 2020 FINAL BUDGET SUMMARY

## GENERAL FUND

### Revenue

Property Tax Levy	\$1,128,501
Payments in Lieu of Taxes	\$39,000
Licenses & Permits	\$26,600
Zoning & Building Fees	\$39,000
Grants & Aid	\$7,200
Recycling Fees	\$13,000
Fines	\$10,000
Special Assessments	\$5,000
Miscellaneous	\$17,500
Transfer from Reserves	\$40,000
Total	\$1,325,801

### Expenditures

Police	\$465,750
Fire	\$158,831
Public Works	\$180,750
Administration	\$197,020
Contracted Services (Planner, Attorney, Assessor & Building Official)	\$113,950
Parks & Recreation	\$28,250
Waste Services	\$48,000
Debt Service	\$127,250
Total	\$1,325,801

## WATER & SEWER FUNDS

### Revenue

Charges for Service	\$885,000
Miscellaneous	\$12,500
Interest Earnings	\$25,000
Lease Revenue	\$48,800
Transfer from Reserves	\$32,341
Total	\$1,003,641

### Expenditures

Contracted Services (PeopleService)	\$90,000
Operations & Maintenance	\$379,550
Depreciation	\$182,800
Met Council Sewer Charges	\$211,791
Debt Service	\$139,500
Total	\$1,003,641

**CITY OF SPRING PARK  
SPRING PARK, MINNESOTA**

**RESOLUTION 19-22**

**A RESOLUTION ADOPTING 2020 STAFF WAGES & BENEFITS PACKAGE**

**BE IT RESOLVED**, by the Spring Park City Council, County of Hennepin, Minnesota, that the final 2020 Staff wages & benefits package be accepted as follows:

**2020 Staff Wages:**

- City Administrator: \$91,780.42 Annual Salary [0% total increase]
- City Clerk: \$33.28 Hourly [3% total increase (1.7% COLA + 1.3% Performance)]
- Office Assistant/Utility Billing: \$24.11 Hourly [3% total increase (1.7% COLA + 1.3% Performance)]

**2020 Staff Benefits Package:**

- HealthPartners \$2,500/\$5,000 High Deductible HSA Health Insurance.
  - Premium Contribution: Single 100%, Family 100%
  - Deductible HSA Contribution: Single 100%, Family 75%
- Sun Financial \$10,000 Life & Accidental Death Insurance Coverage
- Sun Life Financial 60% Long-Term Disability Coverage
- Flex Time/Comp Time/Overtime Accrual Per City of Spring Park Employee Manual and Contracts.

Adopted by the City Council of the City of Spring Park, Minnesota on December 2, 2019.

Approved:

Attest:

\_\_\_\_\_  
Jerome P. Rockvam, Mayor

\_\_\_\_\_  
Theresa Schyma, City Clerk



STAFF MEMO

DISCUSSION REGARDING  
POTENTIAL MODIFICATION TO  
CITY HALL OFFICE HOURS

1. **BACKGROUND:** Spring Park is a lake and snowbird community; many residents are enjoying their Fridays on the water during the summer and transferring south during the winter. Over the past several years City staff have noticed a significant decrease in residents and customers utilizing City Hall on Fridays. Furthermore, staff have received comments from residents about having to take time off of work in order to take care of any City business due to the office closing at 4:30 p.m.

In an effort to improve customer service, staff is recommending that the Council consider modifying City Hall hours either on a one-year trial basis or permanently.

2. **DISCUSSION:** Since 2008 several Minnesota cities of various sizes have implemented a four day schedule for City Hall office hours including Albertville, Bayport, and St. Francis. In the Lake Minnetonka area, Excelsior and Tonka Bay have implemented the same four day schedule with success since 2012 and 2014 respectively. While change can sometimes be challenging it should not deter the City from attempting small changes on a trial basis to see if they benefit the residents of Spring Park.

The decrease in customers on Fridays is noticeable throughout the entire year and not simply during the modified hours in the summer season. Staff began tracking calls and visitors on Fridays beginning the week of Memorial Day 2019 in order to get a better picture of City Hall traffic. The following table lists the usage of City Hall on Fridays:

<b>SUMMER</b> 15 weeks 4 hour day	<b>Inbound Calls</b>	<b>In- person Visitors</b>	<b>FALL</b> 12 weeks 8.5 hour day	<b>Inbound Calls</b>	<b>In- person Visitors</b>
Total	42	16	Total	61	19
Average # per day	2.80	1.07	Average # per day	5.08	1.58
Average # per hour	0.70	0.27	Average # per hour	0.60	0.19

\*These numbers do not include calls/visits by contracted staff, City vendors, and Council Members.

3. **TIMING:** If the Council is considering making a change to City Hall hours, either on a permanent or trial basis, staff is recommending the change begin on January 1. Furthermore, if Council decides to modify hours on a trial basis, staff is recommending that the trial basis be for one year to have consistent hours for residents and also so that Council can get a true sample of how those changes impacted residents. Residents would be notified of new hours through the City newsletter, website, and postings at City Hall.

4. STAFFING CONSIDERATIONS: City staff will still work the same amount of hours that they currently do and they will adjust their schedules to ensure coverage during any extended hours. Also, City staff will still only receive eight hours of paid time for holidays and would need to use their own vacation time to cover any remaining hours on those holidays.

Furthermore, Public Works services would not be impacted by any modified schedule. The public works contractor would still provide services on a regular schedule. The City's phone system already directs any after-hours public works emergencies directly to the phone of our contractors and this would not change.

5. RECOMMENDATION: Direct City staff on which of the following options is the Council's decision for City Hall office hours going forward:
- Implement a four day schedule for City Hall with the hours of 7:30 a.m. to 5:30 p.m. Monday through Thursday with City Hall being closed on Fridays; or
  - Extend the current modified "summer" schedule for the entire calendar year for City Hall with the hours of 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Fridays; or
  - Make no changes to City Hall office hours and keep the current winter hours of 8 a.m. to 4:30 p.m. Monday through Friday and summer hours of 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Fridays.