



CITY OF SPRING PARK
WORK SESSION AGENDA
JUNE 21, 2022 – 6:00 PM
SPRING PARK CITY HALL

(Work Session discussion times are approximate)

1. 6:00: Mike Anderson: New Administrator - Welcome
2. 6:10: Update: Sunset Drive: Lake Access: Agreement, Ramp, Street Name
3. 6:20: Update: The Yacht Club: Public Hearing
4. 6:25: Review: Interim Administrator Proposal
5. 6:35: Update: Park Lane: Engineer Survey, Easement Draft
6. 6:40: Update: Water/Sewer Rates
7. 6:45: Review: Long Term Financing
8. 7:00: Adjourn



To: City Council
From: Interim Administrator
Subject: Work Session Summary – 6.21.22

- **Administrator Report – Mike Anderson**
 - Mike will be at the meeting and on the job beginning Tuesday, June 21st
 - Mike would like to set up some time to meet with each council member in the next couple of weeks to discuss current and future activities

- **Sunset Drive – Lake Access – Update**
 - The access has been cleared on the north side near the water. The engineer has been directed to place a property stake on the north side of the access closest to the water and to develop a description of the access. The city attorney will incorporate that description into an agreement between the city and the property owner on the south side of the access. Staff has met with the DNR about providing cement planks for the access. The DNR rep indicated late this week that the person in charge of maintaining the plank inventory is out of the office, returning this coming week. Assuming planks are available, the next steps would be for the council to authorize staff to retain a contractor to install the planks on the access.
 - There has been some conversation about formally naming the access. Staff thinks that makes a great deal of sense and is recommending the access be called – Rockvam Rd.

- **The Yacht Club - Update on Public Hearing**
 - Chair opened planning meeting and asked the City Planner to provide a recap of the applicant's request to amend the C4 zoning and allow for conditional use permits for hotel & restaurant with outdoor dining. Applicant and opposition (Edgewater) presented. Chair opened the public hearing for residents to share their comments & concerns both for and against the project. Public hearing was closed. Another public hearing to be held July 13th to allow for the applicant to supply additional documents addressing the resident concerns and review planning commission recommendations. Public notice posted in The Laker 6/25 edition. Planning Commission and City Planner scheduling work session in next few weeks to review and address each issue brought forward and determine how to resolve.

- **Interim Proposal**
 - Council was provided a proposal for additional services beyond the current arrangement. Council received that proposal earlier. A copy of the proposal is included with the Council agenda packet.

- **Park Lane Easement**
 - The engineer has provided staff and legal counsel with a drawing for the easement. He has been authorized to prepare a legal description and submit to legal counsel. Once a document is prepared, it will come before council for approval and then be recorded.

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- **Water/Sewer Rates – Update**
 - There has been some discussion about adjusting the water and sewer rates due to losses being shown in the 2020 and preliminary 2021 audit. It may not be necessary to do that. Single family users are paying the proper amount. The multi-family uses are, and have been, undercharged. It is a bit complicated, yet basically simple. Please see the attached – 2021 Schedule of Fees and Charges for Water Usage. Staff will “walk through” this at the meeting.

- **Long Term Financing & Investments**
 - Attached are several documents
 - Assets as of 6.30.2022
 - Debt Payments 2022 – 2027
 - Cash Flow – remainder of 2022 and into 2023 & 2024
 - Non-Monthly expenses that need to be anticipated annually.

The purpose is to provide some guidance to staff and council and to be used by future councils and staff.

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June, 2022

Mike,

Thank you for your time to discuss your interest in coaching.

You indicated that you would like a coach to work with you as you attempt to advance your career, specifically in assuming a new role in your first Administrator position and to develop more fully your strengths and experience.

To that end, I propose the following approach:

1. A six-month coaching engagement as a start. We begin in July – August of 2022 depending on your schedule as well as my schedule.
As we discussed you will complete the DiSC profile. This assessment will provide us with quick and important insights about your thinking and behavioral traits. It shows how you might adapt to communicate more effectively with your team.
2. One-hour coaching sessions every other week that will:
 - a. Set specific goals and track them throughout our engagement to assure progress and value to you.
 - b. Based on our discussion of the assessment, identify one or two major new habits to put in place to improve performance.
 - c. Discuss current challenges and use those as an examples to improve your leadership flexibility and capabilities.
 - d. Cover a coaching curriculum based on any of the following topics, as warranted by our assessment and desired by you: leadership dashboard, engage and mobilize employees, resolve conflict, communicate with impact, influence effectively, set strategic direction, develop strong relationships throughout the organization, become more aligned with and improve your relationship with your Council, create a high-performance culture, juggle multiple priorities/manage time more effectively, and shift limiting perceptions that might be holding you back. We can cover other topics depending on the challenges you face.
 - e. Leave you with specific ideas and accountability to improve performance and achieve your goals.

Ongoing email and phone support is also included for the term of our agreement.

For our coaching relationship to work, I ask that you agree to the following:

1. The coaching relationship is important to you and you are committed to achieving the goals outlined above.
2. You will attend all coaching sessions on time.
3. You commit to the full six months of coaching, unless we achieve your goals sooner.
4. If you need to reschedule a coaching session, you will do so with at least a 48 hour notice.
5. During coaching sessions you will be present, with no external distractions (cell phones, other people, email, etc.).
6. You will complete any assignments that you agree to do, on time.
7. You will be open and honest during the sessions, which includes giving advice to me about how you can get more value from sessions.
8. The agreement we have includes bi-weekly sessions, email and phone.
9. You understand that I rely on referrals to build my business. Therefore, if you are pleased with our coaching relationship, you agree to serve as a reference and/or have at least one meeting with me outside of our coaching meetings where we discuss possible introductions to people you know who might also find value in my services.

Your investment for the engagement is calculated at \$2,400.00 for six months (Normal fee is \$3,000.00 discounted 20% based on my knowledge of your new organization). Payment will be made 33%, or \$800.00, as we begin the engagement, 33%, or \$800.00, mid-term in the engagement and 33%, or \$800.00, at end of the engagement (all payable within 30 days of the invoice date).

My goal is that you achieve a 5 to 10 times return on this investment. If you don't believe that this is possible based on your aspirations, we should not move forward.

Mike, I am excited about working with you and helping you more effectively manage your role in your current position. Please sign below to indicate that you accept the above terms.

Sincerely,

James Brimeyer
Certified Coach/Strategic Advisor
Skyehillcoaching.com

Approved:

Mike Anderson

City Administrator – Spring Park



Jim Brimeyer Qualifications

Executive Coach/Strategic Advisor 2015 – Present

Jim is currently enjoying bringing his 45+ years of experience to bear as an Executive Coach/Strategic Advisor to highly-motivated clients.

Education / Certifications

In 2015 Jim received certification as an Executive Coach from the Center for Executive Coaching, sanctioned by the International Coaching Federation.

Jim holds a Master's Degree in Public Administration from Northern Illinois University and a B.A. Degree from Loras College.

Experience

Public Sector Management

Served in a full-time management role for four cities in Illinois, Ohio and Minnesota, most recently as a City Manager in St. Louis Park, Minnesota 1980-1988.

Within the last few years, served as the Interim Administrator in Kenyon in 2007, Spring Park from 2008-2011 and again in 2022 and as Interim Executive Director of the Lake Minnetonka Conservation District in 2016.

Business Management

In 1992 established The Brimeyer Group, Inc., an executive search firm serving cities, counties, non-profit organizations, semi-public agencies and private sector companies. This company is now Huelife – facilitation consultants.

Memberships and Community Service

Member of the International City Management Association and Minnesota City Management Association.

Past President of the St Louis Park Rotary Club and the St. Louis Park Rotary Foundation, currently serving as Treasurer. Past President at Minnesota Valley Country Club (2016) and past President of the Skyehill Townhome Association.

Elected/Appointed Public Service

Served as City Council Member at-large in St. Louis Park, Minnesota for eight years (1996 - 2003).

In 1994-95 chaired the first Vision St Louis Park process and in 2005-2006 again served as Chair of the Steering Committee for Vision St Louis Park, resulting in the publication of the Book of Dreams for St Louis Park.

From 2011 to 2015 was a member of the Metropolitan Council District #6, which served Southwest Minneapolis, St Louis Park, Golden Valley, New Hope and Crystal. Served as Chair of the Management Committee and was a member of the Transportation Committee.

2021 Schedule of Fees and Charges for Water Usage

Seton Village	
0-8999	\$ 2.65
9000-17999	\$ 3.98
18000+	\$ 5.31
Total Water Used	237
Units	20
Water Connection Fee (\$20/Unit)	\$ 400.00
22' 1st Qtr. Charge	\$ 1,347.77
Water Service Total	\$ 1,728.76
Difference	\$ (380.99)

Lord Fletchers Apartments	
0-8999	\$ 2.65
9000-17999	\$ 3.98
18000+	\$ 5.31
Total Water Used	386
Units	88
Water Connection Fee (\$20/Unit)	\$ 1,760.00
22' 1st Qtr. Charge	\$ 2,782.90
Water Service Total	\$ 3,773.75
Difference	\$ (980.85)

Park Island Apartments	
0-8999	\$ 2.65
9000-17999	\$ 3.98
18000+	\$ 5.31
Total Water Used	568
Units	81
Water Connection Fee (\$20/Unit)	\$ 1,620.00
22' 1st Qtr. Charge	\$ 3,125.20
Water Service Total	\$ 4,600.17
Difference	\$ (1,474.97)

MTKA Edgewater	
0-8999	\$ 2.65
9000-17999	\$ 3.98
18000+	\$ 5.31
Total Water Used	282
Units	82
Water Connection Fee (\$20/Unit)	\$ 1,640.00
22' 1st Qtr. Charge	\$ 3,049.80
Water Service Total	\$ 3,101.51
Difference	\$ (51.71)

Pres. Homes - Public & Employee Apis	
0-8999	\$ 2.65
9000-17999	\$ 3.98
18000+	\$ 5.31
Total Water Used	734
Units	92
Water Connection Fee (\$20/Unit)	\$ 1,840.00
22' 1st Qtr. Charge	\$ 3,785.10
Water Service Total	\$ 5,701.63
Difference	\$ (1,916.33)

Pres. Homes - Health Care Center	
0-8999	\$ 2.65
9000-17999	\$ 3.98
18000+	\$ 5.31
Total Water Used	795
Units	90
Water Connection Fee (\$20/Unit)	\$ 1,800.00
22' 1st Qtr. Charge	\$ 3,906.75
Water Service Total	\$ 5,985.54
Difference	\$ (2,078.79)

Pres. Homes - Assisted Living	
0-8999	\$ 2.65
9000-17999	\$ 3.98
18000+	\$ 5.31
Total Water Used	269
Units	66
Water Connection Fee (\$20/Unit)	\$ 1,320.00
22' 1st Qtr. Charge	\$ 2,032.85
Water Service Total	\$ 2,712.48
Difference	\$ (679.63)

Pres. Homes - Town Centre/Assisted Living/Memory	
0-8999	\$ 2.65
9000-17999	\$ 3.98
18000+	\$ 5.31
Total Water Used	601
Units	70
Water Connection Fee (\$20/Unit)	\$ 1,400.00
22' 1st Qtr. Charge	\$ 2,992.65
Water Service Total	\$ 4,555.40
Difference	\$ (1,562.75)

Pres. Homes - Independent Living	
0-8999	\$ 2.65
9000-17999	\$ 3.98
18000+	\$ 5.31
Total Water Used	588
Units	100
Water Connection Fee (\$20/Unit)	\$ 2,000.00
22' 1st Qtr. Charge	\$ 3,558.20
Water Service Total	\$ 5,086.37
Difference	\$ (1,528.17)

Senior Care	
0-8999	\$ 2.65
9000-17999	\$ 3.98
18000+	\$ 5.31
Total Water Used	788
Units	107
Water Connection Fee (\$20/Unit)	\$ 2,140.00
22' 1st Qtr. Charge	\$ 4,228.20
Water Service Total	\$ 6,288.37
Difference	\$ (2,060.17)

Mist Association	
0-8999	\$ 2.65
9000-17999	\$ 3.98
18000+	\$ 5.31
Total Water Used	1010
Units	116
Water Connection Fee (\$20/Unit)	\$ 2,320.00
22' 1st Qtr. Charge	\$ 4,996.50
Water Service Total	\$ 7,647.19
Difference	\$ (2,650.69)

Labview Lofts	
0-8999	\$ 2.65
9000-17999	\$ 3.98
18000+	\$ 5.31
Total Water Used	14
Units	39
Water Connection Fee (\$20/Unit)	\$ 780.00
22' 1st Qtr. Charge	\$ 817.10
Water Service Total	\$ 823.75
Difference	\$ (6.65)

Total of 2022 1st Qtr. Lost Revenue \$ (15,381.95)

ASSETS AS OF 6/30/2022

CDs	\$730,000	Current
PFA funds	\$890,000	Rec'd 5.25.22
ARP funds	\$97,000	Ant July, 2022
Bond Proceeds	\$2,100,000	Ant. 6.30.22
Tax Payment #1	\$400,000	Ant. 6.21.22
Total	\$4,200,000	

CAPITAL EXPENSES REMAINING

West Arm West	\$570,000	PFA funds \$570,000
Black Lake Rd	\$1,400,000	
Lift Station #6	\$70,000	
West Arm/ BLR Elect	\$220,000	
Total	\$2,260,000	
Two months cash	\$500,000	
Shorter term invest	\$1,760,000	3 - 9 months
Bond payments 8.1.22 - 2.1.24	\$920,000	
Longer term invest	\$840,000	6 - 18 months

Debt Payments - 2022 - 2027

Date	Issue	Princ	Interest	Total	Grand Total
2.21.22	2010	\$36,000	\$3,842	\$41,485	
2.21.22	2015	\$145,000	\$9,502	\$154,502	
	Pres H				\$70,000 \$265,987
8.1.22	2010		\$2,883	\$2,883	
8.1.22	2015		8,488	\$8,488	
	Pres H				\$70,000 \$81,371
2.1.23	2010	\$35,000	\$2,883	\$40,385	
2.1.23	2015	\$150,000	\$8,488	\$158,488	
2.1.23	2022		\$40,412	\$40,412	
	Pres H				\$70,000 \$309,285
8.1.23	2010		\$2,105	\$2,105	
8.1.23	2015		\$7,289	\$7,289	
8.1.23	2022		\$29,570	\$29,570	
	Pres H				\$70,000 \$108,964
2.1.24	2010	\$40,000	\$2,105	\$44,210	
2.1.24	2015	\$150,000	\$7,287	\$157,289	
2.1.24	2022	\$120,000	\$29,569	\$149,569	
	Pres H				\$70,000 \$421,068
8.1.24	2010		\$1,425	\$1,425	
8.1.24	2015		\$5,938	\$5,938	
8.1.24	2022		\$28,459	\$28,459	
	Pres H				\$70,000 \$105,822
2.1.25	2010	\$40,000	\$1,425	\$42,850	
2.1.25	2015	\$150,000	\$5,938	\$155,938	
2.1.25	2022	\$120,000	\$28,460	\$148,460	
	Pres H				\$70,000 \$417,248
8.1.25	2010		\$725	\$725	
8.1.25	2015		\$4,513	\$4,513	
8.1.25	2022		\$27,289	\$27,289	
	Pres H				\$70,000 \$102,527
2.1.26	2010	\$40,000	\$725	\$41,450	
2.1.26	2015	\$100,000	\$4,513	\$104,513	
2.1.26	2022	\$125,000	\$27,290	\$152,290	
	Pres H				\$70,000 \$368,253
8.1.26	2015		\$3,488	\$3,488	
8.1.26	2022		\$26,008	\$26,008	
	Pres H				\$70,000 \$99,496
Possible bond payment funds					
	State bond		1,500,000.00		Escrow for bond payments (proposed)
	Local bond		2,200,000.00		\$2,000,000.00 (not comingled)
	Total		3,700,000.00		Debt Service Fund

Cash Flow Projections June - December, 2022 ;

	June	July	Aug	Sept	Oct	Nov	Dec	Jan '23	Feb'23	Aug '23	Feb '24
Revenue											
CD 5.22	\$500,000							\$500,000			
CD 11.23	\$230,000										\$230,000
PFA	\$890,000										
Bond Proceeds	\$2,045,000										
Taxes	\$400,000		\$176,600								
ARP		\$97,000									
PFA				\$190,000	\$190,000	\$190,000	\$190,000				

Operating Expense

Payroll, bene	25,000	25,000	25,000	25,000	25,000	25,000	25,000	28,000	28,000	32,000	40,000
Claims	185,000	185,000	185,000	185,000	185,000	185,000	190,000	200,000	200,000	225,000	250,000

Non monthly payments - See attached

Capital expense

West Arm				\$190,000	\$190,000	\$190,000					
BLR				\$350,000	\$350,000	\$350,000	\$350,000				
Lift #6			\$70,000								
WArm Elec		\$35,000									
BLR Elec			\$42,000								

Bond Payments

										310,000	109,000	420,000
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Investments

PFA	\$500,000.00 in six mo CD
	\$3,800,000.00 in cash

Bond Proceeds	\$750,00 in three mo CD
	\$750,000 in six mo CD
	\$500,000 in MM

Cash available

	\$400,00 Early tax 6.21.22
	\$97,000 ARP July 2022
	\$176,000 Final tax July 22
	\$673,000

Spring Park Non Monthly Expenses

Bond Payments (See schedule) – Feb and August 1st

Contracted Fire – Quarterly - \$42,000.00

TIF payments – Pres Homes & The Mist – See Schedule

Watermain breaks – Average 2-3 month during winter, average cost \$15,000.00 - \$25,000.00

Jail Charges - \$35,000.00 Twice a year

Property/Liability Premium - \$25,000.00 in May

Gillespie - \$5,500.00 X 2 = \$11,000.00 (June & October)

County Assessment Services - \$25,000.00 in September

Xcel 2nd payments for West Arm (\$34,000.00) and Black Lake (\$41,000.00) likely in August, 2022