



CITY OF SPRING PARK  
CITY COUNCIL AGENDA  
FEBRUARY 6, 2017 – 7:00 PM  
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. ADOPT CONSENT AGENDA\*
  - a. City Council Work Session Minutes from January 17, 2017
  - b. Regular City Council Meeting Minutes from January 17, 2017
  - c. Cancel Regular City Council Meeting and Work Session for February 21, 2017
  - d. Approve Submittal of 2017 Pay Equity Report
5. PUBLIC FORUM \*\*
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
  - a. Resolution 17-07: Authorizing Facsimile Signatures
10. REPORTS OF OFFICERS AND COMMITTEES
  - a. Mayor & Council
    - i. Fire Commission Report
  - b. City Staff
  - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
13. UPCOMING MEETINGS & TRAINING
  - a. February 8 – LMCD – 7:00 PM
  - b. February 8 – Planning Commission – 7:00 PM
  - c. February 9 – LMCC – 7:00 PM
  - d. February 22 – LMCD – 6:00 PM
  - e. March 6 – City Council – Special Meeting (Planning Comm. Interviews), time TBD
  - f. March 6 – City Council – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
15. ADJOURNMENT

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\* The Consent Agenda lists those items of business which are considered to be routine, recommended for approval, and/or which need no discussion. The several separate items listed on the Consent Agenda are acted upon by one motion. There will be no separate discussion of these items unless a Council Member makes a request, in which event the item will be removed from the Consent Agenda and placed elsewhere on the regular agenda for Council discussion and action.

\*\* Under Public Forum individuals may address the City Council about any item not contained on the regular agenda. Each speaker should keep their statements to three minutes to allow sufficient time for others. The Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.



CITY OF SPRING PARK  
 WORK SESSION MINUTES  
 JANUARY 17, 2017 – 6:00 PM  
 SPRING PARK CITY HALL

**CALL TO ORDER** - The meeting was called to order by Mayor Rockvam at 6:00 p.m.

Council Members Present: Jerry Rockvam, Mayor; Pamela Horton, Gary Hughes; Catherine Kane Palen, and Megan Pavot (arrived 6:05 p.m.).

Staff Present: Dan Tolsma, City Administrator; Mike Kuno, City Engineer; and Theresa Schyma, City Clerk.

**1. PLANNING COMMISSION UPDATE & APPOINTMENT TIMELINE**

City Administrator Tolsma announced the deadline for Planning Commission applications and Comprehensive Plan Committee applications is February 24. The tentative interview date for the Planning Commission applicants is March 6 prior to the regular meeting at 7 p.m. The Council will receive copies of the Planning Commission applications with their March 6 agenda packets. He added that staff will review the applications for the Comprehensive Plan Committee and make recommendations to the Council instead of having the Council interview all applicants.

The City Council consensus was to have the applications for prospective Planning Commissioners emailed to the Council as they are received so they have additional time to review.

**2. CITY HALL SERVER PROPOSAL**

City Administrator Tolsma presented the proposal for the City Hall server upgrade. He stated that Five Technology is the City's current IT consultant. The company already manages the City's servers, handles all associated IT tasks including troubleshooting and support, and provides off-site backup at their facility in Delano.

Council Member Palen asked if any City documents have already been digitally scanned.

City Administrator Tolsma responded no; there are storage capacity issues with the City's current server which prevent digital scanning and document management.

City Administrator Tolsma stated that Five Technology has done similar upgrades in Mound and Delano. He further noted that the pricing is competitive and their current service and response time with the City have been good.

### **3. ASSET MANAGEMENT STUDY PROPOSAL**

City Administrator Tolsma discussed the asset management study proposal. He stated that the usefulness of the study is pretty evident with the number of infrastructure projects that are coming in the near future.

City Engineer Kuno reviewed the history and current status of the project and the communication issues that led to putting the project on hold.

The City Council discussed the lack of formal contract for the study and the communication issues that occurred between City staff, contract staff, the Administrative Committee, and the full City Council regarding the change in scope of the project.

Mayor Rockvam questioned if the revised estimate of \$60,000 for the project will change again.

City Engineer Kuno responded that the original estimate included being able to use existing structure survey information; however, it was then discovered that the information was not available and additional work would need to be performed. Furthermore, the revised proposal would have a "not to exceed" clause.

Mayor Rockvam stated that the study should be done since it is valuable information for the City's future. However, communication needs to be handled better and the full City Council needs to be made aware of issues that would have considerable implications on major projects.

Council Member Pavot agrees that communication should have been better with this project but stated that the Council did give City Engineer Kuno the approval to perform a full assessment.

City Engineer Kuno responded that moving forward he would like to prepare formal proposals for any future projects that are estimated at over \$5,000 to avoid these types of setbacks.

Mayor Rockvam asked if any of the current amount owed could be reduced.

City Engineer Kuno responded that he would attend all 2017 City staff meetings at no charge to help reduce the City's overall engineering costs by approximately \$2,500 in order to move this project forward.

Council Member Hughes questioned how long it would be until the Council will see the final results of the study.

City Engineer Kuno responded that it will take approximately another six to eight weeks to compile the information and present a report and 20-year plan to the City Council.

The City Council consensus was to have City Engineer Kuno present a summary report of the asset management study proposal during Item #10C of the January 17 City Council Regular Meeting so that the study can move forward.

#### **4. STREET LIGHT LED CONVERSION UPDATE**

City Administrator Tolsma announced that the Xcel Energy-owned street lights in Spring Park are going to be converted to LED in the Spring/Summer of 2017. This change will create more uniform lighting in the City since all City-owned street lights were previously converted to LED. He stated that no action is required by the Council.

#### **5. COUNCIL PRIORITIES SPECIAL MEETING DISCUSSION**

City Administrator Tolsma announced that the City Council will be having a visioning session in late March or early April. This is an opportunity for the Council to let staff know what their priorities are and what they would like to see accomplished in the near future. He encouraged the Council to start gathering their ideas.

Mayor Rockvam discussed the plowing at the lift stations and parking lot and how it is not being completed in the same manner as the previous Public Works Superintendent.

City Administrator Tolsma responded that while items may not be done in the same manner as the previous superintendent, tasks are still being completed. He further stated that not every task or item relating to Public Works could be listed in the contract with PeopleService. There was an understanding that during the first year some items would surface and they would be handled as needed.

Council Member Horton stated that PeopleService has been very open with the City Council and staff giving direction and responding in a timely manner.

Council Member Hughes stated he would like the City to have current copies on file of all applicable licenses for the new Public Works Director.

#### **ADJOURNMENT**

The meeting was adjourned by unanimous consent at 6:58 p.m.

Date Approved: February 6, 2017

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Theresa Schyma, City Clerk

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Dan Tolsma, City Administrator



CITY OF SPRING PARK  
 CITY COUNCIL MINUTES  
 JANUARY 17, 2017 – 7:00 PM  
 SPRING PARK CITY HALL

1. **CALL TO ORDER** - The meeting was called to order by Mayor Rockvam at 7:03 p.m.

Council Members Present: Jerome P. Rockvam, Mayor; Pamela Horton; Gary Hughes; Catherine Kane Palen; and Megan Pavot.

Staff Present: Dan Tolsma, City Administrator; Mike Kuno, City Engineer; Nancy Beck, City Attorney; and Theresa Schyma, City Clerk.

2. **PLEDGE OF ALLEGIANCE** - Mayor Rockvam led the audience in the Pledge of Allegiance.

3. **ADOPT AGENDA** – Council Member Hughes requested that the agenda be amended so that Item #10C could include a report from City Engineer Kuno regarding the asset management plan and related proposal.

M/Hughes, S/Pavot to adopt the agenda as amended.

Motion carried 5-0.

4. **ADOPT CONSENT AGENDA**

- a. Regular City Council Meeting Minutes from January 3, 2017
- b. Set Open Book Meeting Date for Wednesday, April 19, 2017 6:00 – 7:30 PM

M/Horton, S/Palen to adopt the Consent Agenda.

Motion carried 5-0.

5. **PUBLIC FORUM** - None.

6. **PRESENTATIONS & GUEST SPEAKERS** - None.

7. **PUBLIC HEARINGS** - None.

8. **PETITIONS, REQUESTS, & APPLICATIONS** - None.

9. **ORDINANCES & RESOLUTIONS**

- a. Resolution 17-05: Municipal Recycling Grant

M/Hughes, S/Horton that the following resolution be adopted and that it be made part of these minutes:

RESOLUTION NO. 17-05

RESOLUTION AUTHORIZING MUNICIPAL RECYCLING GRANT AGREEMENT

Motion carried 5-0. This resolution appears as Resolution No. 17-05.

- b. Resolution 17-06: WeCAN Resolution of Support Resolution

M/Horton, S/Hughes that the following resolution be adopted and that it be made part of these minutes:

RESOLUTION NO. 17-06

RESOLUTION RECOMMENDING CONTINUATION OF CDBG FUNDING OF WESTERN COMMUNITIES ACTION NETWORK (WeCAN)

Motion carried 5-0. This resolution appears as Resolution No. 17-06

**10. REPORTS OF OFFICERS AND COMMITTEES**

- a. Mayor & Council – Mayor Rockvam provided an update from the most recent Gillespie Center Board Meeting. He further recommended that Shirley Bren, Spring Park resident, be the new liaison to the Gillespie Center Board in place of himself.

M/Rockvam, S/Horton to approve Shirley Bren as the new 2017 City Council representative for the Gillespie Center Board in place of Mayor Rockvam.

Motion carried 5-0.

Council Member Hughes provided an update from the most recent Lake Minnetonka Conservation District (LMCD) meeting.

- b. City Staff – None.

- c. Contract Staff – City Engineer Kuno summarized the asset management plan and related proposal. The asset management plan includes reviewing the condition of the City's existing infrastructure and developing a plan for the City to rehab or replace infrastructure based on life expectancy.

**11. NEW BUSINESS & COMMUNICATIONS - None.**

**12. CLAIMS FOR PAYMENT**

M/Horton, S/Pavot to approve all claims for payment.

Motion carried 5-0.

- a. Purchase Order 17-01: Server Upgrade

M/Horton, S/Hughes to approve Purchase Order 17-01: Server Upgrade.

Motion carried 5-0.

**13. UPCOMING MEETINGS & TRAINING**

- a. January 25 – LMCD – 6:00 PM
- b. February 6 – City Council – 7:00 PM
- c. February 8 – LMCD – 7:00 PM
- d. February 8 – Planning Commission 7:00 PM

**14. MISCELLANEOUS (INFORMATION ONLY)**

- a. MFD Press Release
- b. MFD December Report

Council Member Hughes announced the Fire Commission Meeting on January 25 at 11 a.m.

**15. ADJOURNMENT**

M/Hughes, S/Palen to adjourn the City Council Meeting at 7:21 p.m.

Motion carried 5-0.

Date Approved: February 6, 2017

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Theresa Schyma, City Clerk

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Dan Tolsma, City Administrator



STAFF MEMO

SUBMITTAL OF 2017 PAY EQUITY REPORT

1. **BACKGROUND:** The Local Government Pay Equity Act, Minnesota Statute § 471.991-471.999 and Minnesota Rules, Chapter 3920 require local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. This report is compiled to ensure equitable pay relationships between male and female employees. The City's last report was filed in 2014.

The job evaluation and salary data for Spring Park were prepared using the State Job Match System and the Minnesota Management and Budget salary formulas.

2. **DISCUSSION:** The preliminary results indicate that the City of Spring Park will continue to be in compliance with the Minnesota Pay Equity Act. However, the State will analyze the report and make an official determination. The City will accept the official findings and, if necessary, come back to the City Council if adjustments are needed to achieve compliance.

Title	Males	Females	Points	Min Sal	Max Sal	Yrs Srv	Exceptional Srv
Office Assistant/Account Clerk	0	1	141	3676.00	3676.00	10.00	Performance
City Clerk	0	1	228	4679.00	4679.00	1.00	Performance
City Administrator	1	0	483	7000.00	7000.00	6.00	Performance

3. **RECOMMENDATION:** Authorize the submittal of Spring Park's 2017 Pay Equity Report to the Minnesota Management and Budget Department.

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STAFF MEMO

AUTHORIZING FACSIMILE SIGNATURES

1. BACKGROUND: Minnesota Statute § 47.41 permits the use of facsimile signatures by statute in all cities. Any one or more of the required signatures may be facsimile and any public officer who is authorized to sign may authorize the bank to honor instruments bearing a facsimile of their signature.
2. DISCUSSION: As a formality the Council should adopt a resolution authorizing the use of facsimile signatures by the Mayor and City Clerk on checks, drafts, warrants, vouchers, or other orders by public funds deposited with the City's banks.
3. RECOMMENDATION: Approve a resolution authorizing the use of facsimile signatures by public officials for payment of City claims.

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

**RESOLUTION 17-07**

**RESOLUTION AUTHORIZING FACSIMILIE SIGNATURES FOR PAYMENT  
OF CITY CLAIMS**

WHEREAS, Minnesota Statute 47.41 provides any public officer who is authorized to sign orders on public funds on deposit in a depository bank to do so by an instrument bearing a facsimile of that person's signature, and

WHEREAS, the City of Spring Park must authorize any bank to honor such instrument, and

WHEREAS, any one or more or all of the signatures upon any such instrument may be facsimile signatures, and

WHEREAS, those public officers with signatory powers in the City of Spring Park are the offices of Mayor and City Clerk.

THEREFORE BE IT RESOLVED that the City of Spring Park authorizes the use of facsimile signatures in accordance with City standards by the following officers: Mayor and City Clerk.

AND BE IT FURTHER RESOLVED, that the Spring Park City Council authorizes the officially designated bank(s) of the City of Spring Park, to honor any instrument bearing a facsimile of any of these officers and to charge the same to the account upon which drawn, as fully as though it bore a manually written signature. Instruments so honored shall be wholly operative and binding in favor of the bank even if a facsimile signature may have been affixed without the authority of such officer

ADOPTED by the City Council of the City of Spring Park this 6<sup>th</sup> day of February 2017.

Approved:

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Gary Hughes, Acting Mayor

Attest:

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Theresa Schyma, City Clerk