

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on March 17, 2025 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 Robert Nelson
Councilmember Ken Wendling
Councilmember Goodboe-Bisschoff
Councilmember Lisa Dircks
Councilmember April Moran

STAFF PRESENT

Police Chief Josh Antoine, Public Works Director George Linngren, Building Official Jeff Baker, Recreation Director Anne Scanlon, Attorney John Thames, Engineer Phil Gravel, Administrator Daniel Buchholtz

VISITORS

| | | |
|-------------------|--------------------------------|---------------------|
| Cheryl & Ron Lotz | 300 Sanburnol Drive NE | Spring Lake Park MN |
| Vicki Wazwaz | 697 79 th Avenue NE | Spring Lake Park MN |
| Lindsay Cremona | 7617 Currell Blvd | Woodbury MN |

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

None

5. DISCUSSION FROM THE FLOOR

None

6. CONSENT AGENDA

- A. Approval of Minutes – March 3, 2025 City Council Work Session Minutes
- B. Approval of Minutes – March 3, 2025 City Council Meeting
- C. Approval of Interest Allocation Policy
- D. Approval of February Claims List – General Disbursement #25-03 - \$668,776.03
- E. Statement of Revenue and Expenditure – February 2025
- F. Spring Lake Park Lions Temporary Liquor License

- G. Contractor's Licenses
- H. Sign Permits

Motion made by Councilmember Wendling to approve Consent Agenda.

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

7. PUBLIC HEARINGS

A. Rental License Revocation for Certain Property Located at 803 Manor Drive NE

Building Official Baker gave an update on the property located at 803 Manor Drive NE. He stated that the property has undergone an interior rental inspection as required. Building Official Baker stated that during the January 23 inspection, the property failed due to life safety issues inside the home and garage, while code enforcement also noted nuisance violations on the exterior. He said at the February 28 re-inspection, the interior issues had been addressed, but access to the garage was not granted, preventing verification of fire-related code violations related to internal and interior storage. He mentioned that the exterior violations persisted, including unlicensed vehicles, covered and dismantled vehicles, and various junk and debris. Building Official Baker said that at the pre-Council inspection that the issues remained unresolved, with no access to the garage and the unlicensed and dismantled vehicles still present in the driveway.

Building Official Baker noted that the property owner is currently engaged in an unlawful detainer process with the current tenant. He said due to this ongoing legal process, city staff recommends tabling further action on this matter until the April 7 council meeting, allowing the property owner time to address outstanding issues.

Attorney Thames recommended the City Council open the public hearing and then adjourn the hearing to a specific date, April 7, at City Hall to avoid the need to re-notice. He stated that this would allow the hearing and resolution action to take place on the same night while preserving the applicant's rights.

Ms. Lindsay Cremona, representing the Landlord, addressed the council regarding the ongoing issues with the property. She emphasized that the Landlord takes ordinance compliance seriously and has been actively working to remove the tenant through the proper legal process, as Minnesota law does not permit self-help evictions. Ms. Cremona stated that an eviction action has been filed, and the tenant, who has legal representation through Anoka County's legal aid, appears to have vacated the property but has not yet fully moved out or surrendered possession. She expressed hope that by the next meeting, the tenant would be completely out, resolving the non-compliance issues. Ms. Cremona stated that once the property is vacated, the Landlord intends to clean and prepare it for a new tenant.

Mayor Nelson closed the public hearing at 7:09 PM.

Motion made by Mayor Nelson to table the discussion on the property at 803 Manor Drive NE until April 7, 2025.

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

8. DEPARTMENT REPORTS

A. Police Report

Chief Antoine reported that the Police Department responded to 639 calls for service in February 2025 compared to 734 calls for service for the month of February 2024. Chief Antoine stated that School Resource Officer Imig handled 13 calls for service, 5 student contacts, 32 escorts, and 13 follow-up investigations.

Chief Antoine said Investigator Bennek reported handling 24 cases for the month of February, 23 of which are felony in nature, 1 misdemeanor cases, while monitoring 5 forfeiture cases.

Chief Antoine recognized the Administrative Staff for their continued work to keep the office and the behind the scenes operations running at a high level. He stated that the office staff recently finished their bi-annual administrative audit with the MN BCA.

Chief Antoine gave an update on the new exercise room. He noted that during the Tower Days festivities there will be a traffic flow change on Pleasant View Drive, 79th Avenue and McKinley Street. He stated that the information will be placed in the newsletter and on the Facebook page on the traffic charge.

B. Parks and Recreation Report

Parks and Recreation Director Scanlon gave an update on the activities happening in the Recreation Department. She stated that three of the four community gardens at Sanburnol Park are filled, with one more participant pending. Director Scanlon stated that the city did not receive the CDBG grant for Terrace Park Warming House but the Department will reapply next year.

Director Scanlon gave an overview of the preparations for Tower Days. She said that sponsorships and applications are still open. She noted that staff are organizing summer programs and will be bringing recreational programs back to City Hall.

Director Scanlon stated that an offer has been extended for the Recreation Program Supervisor position. She stated that recent events had strong participation, including 170 attendees at the Sweetheart Dance and 220 at the Senior Valentine Luncheon. She stated

that the Snow Buddy Program was also a success despite weather delays. Director Scanlon said staff is managing ongoing programming and preparing for an extended trip at the end of April.

9. ORDINANCES AN/OR RESOLUTIONS

A. Ordinance 502, Amending Chapter 16 of the Spring Lake Park City Code Relating to Sight Distance Triangles

Administrator Buchholtz presented the final ordinance on sight triangles. He stated that the ordinance addresses inconsistencies in the city's zoning code by establishing a uniform standard for sight distance triangles at intersections to enhance public safety.

Administrator Buchholtz stated that the proposed amendment revises Chapter 16 of the City Code to create a clearer, enforceable standard for sight distance triangles. He stated that key updates include:

- Defining sight triangles as two 30-foot sides along the curb lines, replacing conflicting previous measurements.
- Establishing a 48-inch height limit for obstructions and requiring 75% transparency for fences and structures within the triangle.
- Standardizing measurement methods to improve clarity for property owners.

Administrator Buchholtz noted that the Planning Commission initially recommended a 50-foot triangle but later revised it to 30 feet, which was approved at their January 27 meeting.

Councilmember Goodboe-Bisschoff asked for clarification around the height restrictions for various structures and vegetation in the city code. Building Official Baker noted that the proposed ordinance requires structures to be no taller than 48 inches and maintain at least 75% transparency. Building Official Baker stated that a six-foot clearance is required for tree branches in the sight triangle to maintain visibility at intersections.

Motion made by Councilmember Dircks to approve Ordinance 502, Amending Chapter 16 of the Spring Lake Park City Code Relating to Sight Distance Triangles.

Voting Aye: Councilmember Wendling, Councilmember Dircks, Councilmember Moran.

Voting Nay: Councilmember Goodboe-Bisschoff, Mayor Nelson. Motion carried.

B. Resolution 2024-04, A Resolution Approving Summary Publication of Ordinance 502, Amending Chapter 16 of the Spring Lake Park City Code Relating to Sight Distance Triangles

Motion made by Councilmember Wendling to approve Resolution 2024-04, A Resolution Approving Summary Publication of Ordinance 502, Amending Chapter 16 of the Spring Lake Park City Code Relating to Sight Distance Triangles.

Voting Aye: Councilmember Wendling, Councilmember Dircks, Councilmember Moran.
Voting Nay: Councilmember Goodboe-Bisschoff, Mayor Nelson. Motion failed, due to a super majority vote required.

C. Resolution 2025-09, Authorizing the Execution of Grant Agreement for the Purchase of a Street Sweeper

Administrator Buchholtz stated that the city has been awarded two grants to purchase a new street sweeper as part of an initiative to enhance street sweeping efforts for water quality improvements. He stated that the Minnesota Board of Water and Soil Resources (BWSR) awarded a \$290,000 grant. He noted that the grant requires a 10% local match which will be covered by the Coon Creek Watershed District's \$30,000 contribution through a cost-sharing agreement.

Administrator Buchholtz stated that City Council approval is needed to execute the grant agreements between BWSR and Coon Creek Watershed District. He noted the grant disbursement process requires some upfront funding, as the state grant provides 50% of funds initially, with the remainder reimbursed after the purchase. This step is necessary to access the awarded funds and move forward with acquiring the street sweeper.

Motion made by Mayor Nelson to approve Resolution 2025-09, Authorizing the Execution of Grant Agreement for the Purchase of a Street Sweeper.

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

D. Resolution 2025-10, Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment

Engineer Gravel stated that Resolution 2025-10 declares the costs to be assessed and orders the preparation of proposed assessments for the 2025 Street Reconstruction Project on 79th and Taylor. He stated that bids for the project were received and came in lower than expected. He noted that the council's role is to formally declare the total project cost and the amount to be assessed.

Engineer Gravel stated that the total project cost is \$249,690, with \$171,779.91 to be assessed. He said approval of Resolution 2025-10 will authorize the preparation of an assessment roll, which will be presented at the next council meeting.

Motion made by Councilmember Goodboe-Bisschoff to approve Resolution 2025-10, Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment.

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

10. NEW BUSINESS**A. Authorize Purchase of 2025 Dodge Durango Police Squad Vehicle**

Chief Antoine informed the Mayor and Councilmembers that the department's 2024 Dodge Durango was involved in an accident on March 5, 2025. He stated that the squad car was extensively damaged and was deemed a total loss by LMCIT.

Chief Antoine said due to long wait times for replacement vehicles he reached out to Dodge Burnsville to see if there was a vehicle available. He said that Dodge Burnsville has a 2025 Dodge Durango Pursuit-rated vehicle that is already built and expected to arrive in Minnesota within a few weeks. He noted that the replacement vehicle, a V8 model, costs \$45,571, including standard upgrades such as door lights and rekeying. He stated that additional outfitting for lights and equipment is estimated to cost between \$12,000 and \$13,000.

Chief Antoine stated that the department expects to recoup the cost through an insurance claim.

Motion made by Mayor Nelson to Authorize Purchase of 2025 Dodge Durango Police Squad Vehicle.

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

B. Award Bid for 2025 Street Seal Coat and Crack Repair Project

Engineer Gravel provided an update on the annual street maintenance project, which includes seal coating and crack repair. He stated that the project area covers the south-central part of the city. He noted that two bids were received, with the lowest bid coming from Allied Blacktop at \$179,365. He said that Allied Blacktop has completed similar projects for the city in recent years and is considered qualified for the work.

Engineer Gravel stated that the contract specifies that work cannot begin until after Tower Days to avoid disruptions to events like the garage sale and parade. If the council wishes to proceed, Engineer Gravel recommends awarding the contract to Allied Blacktop.

Motion made by Councilmember Wendling to Award Bid for 2025 Street Seal Coat and Crack Repair Project to Allied Blacktop.

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

C. Conditional Job Offer for Parks & Recreation Supervisor

Parks and Recreation Director Scanlon stated that a conditional job offer has been extended to Clare Waddell for the Recreation Program Supervisor position, with a tentative start date of March 31. Director Scanlon noted that Ms. Waddell is a strong candidate with approximately six years of experience and possesses valuable skills that will enhance the Department.

Mayor Nelson inquired about the pay rate. Director Scanlon stated that Ms. Waddell will start at Grade 10, Step 1.

Motion made by Councilmember Dircks to approve Conditional Job Offer for Parks & Recreation Supervisor to Clare Waddell.

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

D. Approval of Street Sweeper Purchase

Motion made by Councilmember Goodboe-Bisschoff to authorize Approval of the Street Sweeper Purchase.

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

11. REPORTS

A. Attorney's Report

None

B. Engineer's Report

Report accepted as presented.

C. Administrator Report

None

12. OTHER

A. Tower Days Parade Application

Director Scanlon gave an update on the parade. She invited the Councilmembers to take part in the Tower Days parade.

B. Closed Session - Consideration of the Lease of Real Property at 8480-8492 Central Avenue Pursuant to Minnesota Statutes 13D.05, Subd. 3(c)

Motion made by Mayor Nelson to close the City Council meeting for Consideration of the Lease of Real Property at 8480-8492 Central Avenue Pursuant to Minnesota Statutes 13D.05, Subd. 3(c)

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

Meeting closed at 8:13 PM.

Meeting reconvened at 8:55 PM

Attorney Thames stated that the City Council met in closed session to discuss Consideration of the Lease of Real Property at 8480-8492 Central Avenue Pursuant to Minnesota Statutes 13D.05, Subd. 3(c). Attorney Thames stated that City Council has provided staff and the attorney with direction.

13. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 8:56 PM

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer