

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the special meeting of the Spring Lake Park City Council was held on March 17, 2025 at the City Hall, 1301 81st Avenue NE, at 5:30 PM.

### 1. CALL TO ORDER

Mayor Nelson called the meeting to order at 5:30pm.

### 2. ROLL CALL

#### MEMBERS PRESENT

Councilmember Ken Wendling  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember Lisa Dircks  
Councilmember April Moran  
Mayor Robert Nelson

#### STAFF PRESENT

Police Chief Josh Antoine, SBM Assistant Fire Chief Matt Montain, Building Official Jeff Baker, Parks and Recreation Director Ann Scanlon, Public Works Director George Linngren, Administrator Daniel Buchholtz

### 3. NEW BUSINESS

#### A. Emergency Management Tabletop Exercise – Closed Session Pursuant to Minn. Stat. §13D.05, subd. 3(d)

MOTION by Mayor Nelson to enter into a closed session pursuant to Minn. Stat. §13D.05, subd. 3(d) to discuss security matters related to an emergency management tabletop exercise.

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

Mayor Nelson read the following statement into the record:

*In accordance with the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(d), the City Council will now enter a closed session to discuss security matters related to an emergency management tabletop exercise.*

*This exercise involves reviewing response strategies, security vulnerabilities, and coordination efforts in the event of an emergency incident. The discussion will include sensitive security procedures, emergency response coordination, and critical infrastructure vulnerabilities that, if disclosed, could compromise public safety.*

*This meeting is being closed to protect the effectiveness of emergency response strategies and ensure the security of public infrastructure. A recording of this closed session will be maintained as required by law.*

*At the conclusion of the closed session, the City Council will return to an open session to provide a general summary of non-sensitive aspects of the discussion.*

The meeting was closed at 5:33pm.

The meeting reconvened at 6:42pm.

Councilmember Goodboe-Bisschoff and Mayor Nelson left the meeting at 6:42pm.

Administrator Buchholtz gave a statement summarizing the closed session, which read as follows:

*The City Council has now concluded its closed session regarding the emergency management tabletop exercise focused on a natural gas leak incident scenario. During the closed session, the City Council discussed emergency response strategies, interagency coordination, and general preparedness measures for handling such an event.*

*The exercise emphasized the importance of rapid communication, coordination with first responders and utility providers, and decision-making related to public safety measures such as road closures, shelter-in-place orders, and community notifications.*

*Additionally, the City Council reviewed the Incident Command System (ICS) structure, which outlines the roles and responsibilities of key personnel during an emergency. The discussion reinforced the need for continued training, public awareness initiatives, and emergency response planning to ensure the safety of the community.*

*While specific security details and vulnerabilities were discussed in the closed session and cannot be disclosed for public safety reasons, the City Council assures the public that the City is actively engaged in emergency preparedness efforts to enhance our community's resilience to potential incidents.*

*If you have any questions regarding the general aspects of emergency preparedness discussed today, please feel free to reach out to city staff.*

#### **4. ADJOURN**

Motion by Councilmember Dircks to adjourn.

Voting aye: Councilmember Dircks, Councilmember Moran, Councilmember Wendling, Motion carried.

The meeting was adjourned at 6:45pm.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer