

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on December 06, 2021 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 Brad Delfs
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks

STAFF PRESENT

Police Chief Josh Antoine, Building Official Jeff Baker, City Engineer Phil Gravel, Administrator,
Clerk/Treasurer Daniel Buchholtz

OTHERS PRESENT

Carrie Gerard, New Hope
Dan Retka, Deputy Fire Chief, SBM Fire Department

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Mayor Nelson added a Mayor's Proclamation honoring Michael (Mikey) Courteau as item 6.I. He read the proclamation, which declared December 6, 2021 as Michael (Mikey) Courteau Day in Spring Lake Park. Dan Retka, SBM Fire Department, read a statement honoring the positive impact Mikey Courteau had on the membership of the SBM Fire Department.

5. DISCUSSION FROM THE FLOOR -- None

6. CONSENT AGENDA

- A. Approval of Minutes - November 8, 2021 City Council Work Session
- B. Approval of Minutes - November 15, 2021 City Council Meeting
- C. Fourth Quarter Billing for 2022 Payable 2023 Property Tax Assessment - Ken Tolzmann
- D. Statement of Fund Balance - November 2021
- E. Resolution 21-52 Making a Selection Not to Waive the Statutory Limits for Liability Insurance Purposes

- F. Resolution 21-53, Accepting the Redistribution of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act
- G. Business Licenses
- H. Contractor Licenses
- I. Mayor's Proclamation – Honoring Michael (Mikey) Courteau

Motion made by Councilmember Wendling to approve the Consent Agenda.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

7. DEPARTMENT REPORTS

A. Public Works Report – Report was accepted as presented.

B. Code Enforcement Report

Building Official Baker reported that 45 building permits were issued compared to a total of 28 permits in 2020. He said that Code Enforcement conducted 132 inspections in November. He provided an update on the initial response for the rental housing license renewals and a construction update on a new home at 7906 McKinley Street and an update on the Suite Living project at 525 Osborne Road NE.

8. PUBLIC HEARINGS

A. Truth in Taxation Hearing

Mayor Nelson opened the public hearing at 7:13 PM.

Administrator Buchholtz provided an overview of the 2022 Property Tax Levy and General Fund Budget. He stated that the proposed General Fund budget is \$4,890,665.00, of which \$3,573,295.00 would be funded with property taxes. He stated that the debt service levy is proposed at \$256,542.00. He said the overall proposed property tax levy is \$3,829,837, an increase of 5.46% over 2021.

Mayor Nelson asked for public comment. Hearing no comment, Mayor Nelson closed the public hearing at 7:25 PM.

B. Public Hearing on Proposed 2022 Fee Schedule

Mayor Nelson opened the public hearing at 7:26 PM.

Administrator Buchholtz provided an overview of the proposed changes to the 2022 Fee Schedule. He outlined the following changes to the fee schedule:

- Restore bottom two tiers to the building permit fee valuation table.

- Increase the escrow required for a minor subdivision/lot combination from \$250 to \$500
- Increase the escrow required for a conditional use permit in the R-1 zoning district from \$250 to \$300.
- Increase application and escrow fee for variances in all districts except the R-1 zoning district to \$500 plus a \$1500 escrow.
- Reduced credit card transaction fee to 2.65%.
- Added a \$5.00 fee for a police records check.
- Combined the administrative offense penalty for watering ban violations and violations of the Critical Water Deficiency Declaration ordinance.
- Added licensing fees for sexually oriented businesses and special event permits.
- Added criminal investigation fee for general business licenses and peddler/transient merchant licenses.
- Aligned liquor license investigation fee to M.S. 340A.412.
- Increased rental housing fees.
- Update athletic field reservation/facility fees
- Increased Water Availability Charge to \$1,350/unit and Sewer Access Charge Administration Fee to \$300/unit.
- Added a small cell wireless fee in accordance with State Law.
- Increased recycling fee to \$12.96/quarter.
- Added storm water utility fee of \$6.00/quarter per residential equivalency factor.

Councilmember Goodboe-Bisschoff inquired about bicycle offenses. Administrator Buchholtz stated that these cover violations of the City's bicycle ordinance, including bicycle operating restrictions, equipment requirements and traffic law compliance.

Mayor Nelson asked for public comment. Hearing none, Mayor Nelson closed the public hearing at 7:34 PM.

9. ORDINANCES AND/OR RESOLUTIONS

A. Ordinance 478, Adopting the Fee Schedule for the City of Spring Lake Park

Motion made by Councilmember Delfs to adopt Ordinance 478, Adopting the Fee Schedule for the City of Spring Lake Park.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

B. Resolution 21-55, Authorizing Summary Publication of Ordinance 478, An Ordinance Adopting the Fee Schedule for the City of Spring Lake Park

Motion made by Councilmember Wendling to approve Resolution 21-55, Authorizing Summary Publication of Ordinance 478, An Ordinance Adopting the Fee Schedule for the City of Spring Lake Park.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

C. Resolution 21-54, Approving Plans and Specification and Ordering Advertisement for Bids - 2022 Street Improvement Project

Administrator Buchholtz presented the plans and specifications for the 2022 Street Improvement Project.

Motion made by Councilmember Dircks to approve Resolution 21-54, Approving Plans and Specifications and Ordering Advertisement for Bids – 2022 Street Improvement Project.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

10. NEW BUSINESS

A. Approval of 2022 Public Utilities Budget

Administrator Buchholtz provided an overview of the proposed 2022 Public Utilities Budget. He stated that revenues and expenditures were increasing by 4.25% over 2021. He said revenues were driven by strong water sales while expenditures were driven by increases in wages/benefits and fuel and chemical costs.

Administrator Buchholtz stated that water and sanitary sewer rates will remain unchanged from 2021, representing five years in a row of no rate increases. He said the Water Treatment Plant charge will be reduced by \$6.00/quarter to \$8.77/quarter to offset the new Storm Water Utility rate.

Administrator Buchholtz stated that the storm water utility budget is established at \$97,500, which includes funding for repairs/maintenance, capital outlay, engineering fees and staff expense associated with the storm water utility.

Motion made by Councilmember Wendling to approve the 2022 Public Utilities Budget.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

B. Approval of 2022 Utility Rates

Motion made by Councilmember Delfs to approve the 2022 Utility Rates.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

C. Authorize Conditional Offer for Deputy City Clerk Position

Administrator Buchholtz presented Carrie Gerard as the finalist for the Deputy City Clerk position. He stated that Ms. Gerard has a B.A in Spanish Language and Cultures from the University of Minnesota. He stated that she has worked at Hopkins Public Schools for the past fifteen years, where she currently serves as the Marketing Coordinator with the Community Education Department. He said that in her role, she manages event coordination, general office management, bill payment, customer service and HR processes for the Department, social media and website updates and contents, onboarding, training and supervising department staff, responses to public requests for information, and preparation of marketing materials.

Administrator Buchholtz stated that he would like to start Ms. Gerard at Step 3 of the 2022 salary schedule and provide her with 3 weeks of vacation per year for the first five years of employment, where she would then follow the vacation schedule in the personnel policy. He stated that he anticipated start date would be January 3, 2022.

Motion made by Councilmember Delfs to extend a conditional job offer to Carrie Gerard for the Deputy City Clerk position, contingent upon the successful completion of a criminal background check and pre-employment drug test.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

D. Approval of Anoka County Municipal Wellhead Protection Implementation JPA (Amended and Restated)

Administrator Buchholtz presented an update to the Anoka County Municipal Wellhead Protection Implementation JPA for Council approval. He stated that this has been a successful partnership and he would like the City to continue its participation.

Mayor Nelson asked if this would impose new requirements on City residents. City Engineer Gravel responded negatively, stating that the City already participates in the agreement and that the changes make it easier for other cities to join the JPA.

Motion made by Councilmember Dircks to approve the amended and restated Anoka County Municipal Wellhead Protection Implementation JPA.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

11. REPORTS

A. Attorney Report – Not present

B. Engineer Report – No further report presented.

C. Administrator Report

Administrator Buchholtz stated that he would be on vacation from December 22 to December 31, 2022.

12. OTHER

A. Beyond the Yellow Ribbon Report

Mayor Nelson provided an update on the activities during the Beyond the Yellow Ribbon committee, including serving a meal to National Guard members on Tuesday, making a \$6,000 donation for meals for soldiers, setting up barrels at Torg Brewery and Montes for Toys for Military Kids. He noted that there would be no pork chops served in December.

B. Correspondence

C. Close City Council Meeting to Discuss Union Negotiation Strategies Pursuant to M.S. 13D.03

Motion made by Councilmember Delfs to close the City Council Meeting to Discuss Union Negotiation Strategies Pursuant to M.S. 13D.03.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

Meeting was closed at 8:05pm.

Meeting reconvened at 8:30pm.

Administrator Buchholtz stated that the City Council closed the meeting pursuant to M.S. 13D.03 to discuss union negotiation strategies. He stated that staff requested and received direction from the City Council.

13. ADJOURN

Motion made by Councilmember Wendling to adjourn.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

Meeting adjourned at 8:32pm.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer