

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Work Session was held on January 09, 2023 at the City Hall, 1301 81st Ave NE, at 5:30 PM.

1. CALL TO ORDER

Acting Mayor Goodboe-Bisschoff called the meeting to order at 5:30 PM.

MEMBERS PRESENT

Councilmember Ken Wendling
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks
Councilmember April Moran

MEMBERS ABSENT

Mayor Robert Nelson

STAFF PRESENT

Administrator Buchholtz
Building Official Jeff Baker
Recreation Director Okey

2. DISCUSSION ITEMS

A. Statement of Values Policy

Consensus of the City Council was to postpone discussion of this item until the next work session.

B. Review Design Proposal for City Hall Renovation/Expansion

Administrator Buchholtz reviewed the quotation from Stantec for the next phase of the City Hall Renovation/Expansion project. He stated that the design phase, which includes preparation of construction documents, specifications, and bidding documents, would be performed on an hourly basis, with the total fee not to exceed \$221,800, with estimated reimbursable expenses of \$2,500. He stated that the bidding phase would be performed on an hourly basis, with the total fee not to exceed \$12,600, with reimbursable expenses estimated at \$1,500. He said the construction phase, which includes construction administration and communication, project observation and inspections, would be performed on an hourly basis, with the total fee not to exceed \$175,800, with reimbursable expenses estimated at \$3,000.

Administrator Buchholtz stated that the proposed schedule for the City Hall project would be as follows:

Start Design	January 17, 2023
Issue for Bidding	November 10, 2023
Start Construction	February 2024
Substantial Completion	October 2024
Final Completion	November 2024

Administrator Buchholtz presented a quotation for public relations consulting services from Jill Brown PR Consulting to assist with the communication strategy for the project.

Administrator Buchholtz presented Option #4 and Option #5 for potential bathroom layouts, showing separate men's and women's facilities, along with two handicap accessible bathrooms that would be available to all. He said Option #5 shows urinals in the men's bathrooms, which increases the size of the men's rooms at the expense of the mechanical room.

Councilmembers discussed the bathroom layouts and recommended Option #5. The Council asked Administrator Buchholtz to inquire if the mechanical room shown in Option #5 is of adequate size.

Councilmembers reviewed the proposal from Jill Brown PR Consulting and asked staff to obtain an updated quote around assisting with developing informational materials and facilitating the public meetings.

Councilmembers evaluated the architectural services proposal from Stantec and recommended adding the proposal to the next City Council meeting for possible adoption.

Administrator Buchholtz stated that the next City newsletter will include an article informing the public of the need for City Hall improvements to start the conversation.

C. McKinley Street Lot Inquiry

Administrator Buchholtz stated that he received an inquiry about selling the last lot on McKinley Street. City Council consensus was to authorize the Administrator to offer the lot for sale at \$125,000.

3. REPORT

A. Council Reports (an opportunity for Councilmembers to share reports/information from meetings they have attended)

No reports.

B. Administrator Report

Administrator Buchholtz stated that he received word that the owner of Rent-N-Travel informed him that they were in the process of closing the business this Spring. He stated that he has been informed that the owners of Dala Thai has placed their restaurant up for sale and that there is a purchase agreement in place.

4. ADJOURN

Acting Mayor Goodboe-Bisschoff adjourned the work session at 7:00pm.

Barbara Goodboe-Bisschoff, Acting Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer