

## 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 19, 2022 at the City Hall, at 7:00 PM.

### 1. CALL TO ORDER

Acting Mayor Wendling called the meeting to order at 7:00 PM.

### 2. ROLL CALL

#### MEMBERS PRESENT

Councilmember Brad Delfs  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember Lisa Dircks  
Acting Mayor Ken Wendling

#### MEMBERS ABSENT

Mayor Bob Nelson

#### STAFF PRESENT

Recreation Director Kay Okey, Police Chief Josh Antoine, Building Official Jeff Baker, Attorney John Thames, Administrator Daniel Buchholtz

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz reported that there was an updated liquor license sheet available on the dais. He also stated that staff revised the memo concerning the keyless entry access system.

### 5. DISCUSSION FROM THE FLOOR - None

### 6. PRESENTATION

#### A. Mayor's Proclamation – Honoring Anoka County Attorney Tony Palumbo

Administrator Buchholtz and Acting Mayor Wendling presented Anoka County Attorney Palumbo with a Mayor's Proclamation declaring December 19, 2022 as Tony Palumbo Day in the City of Spring Lake Park.

Police Chief Antoine thanked County Attorney Palumbo for his wealth of knowledge and for being a great resource. Chief Antoine also thanked Mr. Palumbo for his tireless efforts to serve all crime victims in Anoka County.

**B. Police Department Awards**

Police Chief Antoine presented Sgt. Kramer, Sgt. Fiske, Officer Lohse-Johnson, Officer Imig and Officer Smith with the Life Saving Award for their actions throughout 2022. Chief Antoine also presented the Meritorious Service Award to Officer Dustin Lemke. Reserve Officer Schmidt was presented with the Chief's Achievement Award.

**7. CONSENT AGENDA**

- A. Approval of Minutes - November 21, 2022 City Council Meeting
- B. Approval of Minutes - December 5, 2022 Council Meeting
- C. Approval of Claims - November 2022 General Disbursements - \$293,264.99
- D. Resolution 22-66 Accepting A Donation to the City from the Spring Lake Park Lions
- E. Resolution 22-67 Accepting Donation from Barbara Yawn
- F. Approval of Safe Assure Annual Contract
- G. Contractor's Request for Payment No. 2 - Able Park Building
- H. Approval of Able Park Cameras Quote
- I. Approval of Funding for Keyless Entry Access Control System at Able Park Shelter
- J. Contractor's License
- K. Business Licenses

Motion made by Councilmember Delfs to approve the Consent Agenda.

Voting Aye: Councilmember Delfs, Councilmember Goodboe-Bischoff, Councilmember Dircks, Acting Mayor Wendling. Motion carried.

**8. DEPARTMENT REPORTS****A. Police Report**

Police Chief Antoine reported that the Police Department responded to 693 calls for service in November 2022 compared to 713 calls for service for the month of November 2021. He said that School Resource Officer Imig reported handling 7 calls for service in November, as well as handling 17 student contacts, 34 student escorts and 13 follow-up cases. He said that Investigator Bennek reported handling 23 cases for the month of November, 21 of which are felony in nature, 2 misdemeanors. Police Chief Antoine stated Investigator Bennek monitored 6 forfeiture cases

Chief Antoine thanked Hy-Vee for inviting the officers to the Veterans Breakfast on November 11. He reported that the gun range will be operational on December 20, 2022.

**B. Recreation Report**

Park and Recreation Director Okey reported that the Able Park Shelter Renovation Project is 30% completed and moving forward. Director Okey thanked the Lions Club for the donation to the building fund. She noted that Wesley Goldberg completed the Emerging Recreation Leaders Institute.

**9. ORDINANCES AND/OR RESOLUTIONS****A. Resolution 22-63, Adopting Final 2022 Taxes Collectable in 2023**

Administrator Buchholtz presented the proposed tax levy for 2023. He noted that the resolution established the general revenue levy of \$3,885,625 and debt service levy of \$80,000 for a total levy of \$3,965,625. He noted that the 2022 tax levy represents an increase of 4.99% over the current fiscal year tax levy.

Administrator Buchholtz stated that from the General Revenue, \$3,685,047 will be used to fund general operations of the City, \$176,500 will support the City's equipment fund (replacing the 5-year equipment certificate) and \$24,078 will reimburse the Revolving Construction fund for the City's portion of the 2022 Street Improvement project. He said \$80,000 debt service levy covers the repayment of the 2021A G.O. Improvement Refunding Bonds.

Motion made by Councilmember Delfs to approve Resolution 22-63, Adopting Final 2022 Taxes Collectable in 2023.

Voting Aye: Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Acting Mayor Wendling. Motion carried.

**B. Resolution 22-64, Adopting 2023 General Fund Budget**

Administrator Buchholtz presented the final proposed 2023 General Fund Budget, with revenues and expenditures set at \$5,039,057. He recommended approval of the 2023 General Fund Budget.

Motion made by Councilmember Goodboe-Bisschoff to approve Resolution 22-64, Adopting 2023 General Fund Budget.

Voting Aye: Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Acting Mayor Wendling. Motion carried.

C. Resolution 22-65, Ordering the Correction of Hazardous Conditions and Further for the Abatement of Public Nuisances, Safety and Health Hazards with Respect to that Real Estate Located at 8064 Garfield Street NE, Spring Lake Park, Minnesota

Building Official Baker states that staff has been working to address complaints with this property since 2012. There has been no water usage on the property since 2012. Code Enforcement revoked the certificate of occupancy in 2012. He stated that after numerous unsuccessful attempts by Public Works to access the property to determine the status/condition of the water meter, water service was disconnected in 2021. He said the property was posted "Do Not Occupy" once water was disconnected. He noted that the exterior of the property is in severe disrepair.

Building Official Baker requested the City Attorney obtain an administrative search warrant to authorize staff to enter the property and to inspect the property in connection with City ordinances, the International Property Maintenance Code and the Minnesota State Fire Code. He said the administrative search warrant was issued on September 6, 2022 and Code Enforcement, with the assistance of the Spring Lake Park Police Department and SBM Fire, executed the warrant on September 12, 2022.

Building Official Baker said that the Resolution orders the property owner to correct and abate the hazardous condition of 8064 Garfield Street, which could include either razing and removing the dwelling or repair or rebuilding the dwelling in accordance with law. He stated that the Resolution gives the property owner 30 days from the date of service of the order to comply. He noted if the property owner does not comply, a motion for summary enforcement of the resolution shall be made to Anoka County District Court.

Councilmember Goodboe-Bisschoff inquired how the owner would be notified. Attorney Thames stated that the order generally needs to be served in person, but if it could not be served in person there are alternative ways to serve. One option is working through a representative, and if no representative is available the City would need to publish the request in the newspaper.

Motion made by Councilmember Dircks to Approve Resolution 22-65, Ordering the Correction of Hazardous Conditions and Further for the Abatement of Public Nuisances, Safety and Health Hazards with Respect to that Real Estate Located at 8064 Garfield Street NE, Spring Lake Park, Minnesota.

Voting Aye: Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Acting Mayor Wendling. Motion carried.

**10. NEW BUSINESS****A. Approval of 2023 -2027 Capital Improvement Plan**

Administrator Buchholtz presented the proposed 2023-2027 Capital Improvement Plan. He stated that the plan identifies \$17 million in projects over the next five years. He noted that this is a financial planning document and that approval of the plan does not mean approval of an individual project in the plan or the year in which a particular project will take place.

Motion made by Councilmember Delfs to approve the 2023-2027 Capital Improvement Plan.

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

**B. Authorize Preparation of Plans and Bidding – 2023 Seal Coat and Crack Repair Project**

Administrator Buchholtz reviewed the streets for the 2023 construction project. The streets for 2023 include streets east of Able Street NE and north of 81<sup>st</sup> Avenue NE. The streets scheduled for completion were last done in 2016. Staff is recommending that the City Council authorize preparation of plans/specifications and bidding for the 2023 Seal Coat and Crack Repair project.

Motion made by Councilmember Delfs to Authorize Preparation of Plans and Bidding – 2023 Seal Coat and Crack Repair Project.

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

**C. Consideration of BCA Netwirx Quote**

Police Chief Antoine reminded the Council about the MN BCA CJIS security audit conducted in July of 2022. He stated that the department passed the audit but there were some items that needed to be put into effect in order to be in full compliance. He noted that one of the requirements for CJIS and MN BCA is to have a Logging-Audit and Event component for the Police Department computer systems. He said the City has sixty days to come up with a plan for compliance and six months to implement the plan.

Chief Antoine stated that after researching and reviewing several companies he found Netwirx a web-based auditing and compliance tool would be the best option for the Police Department. He noted that Netwirx meets all the CJIS and MN BCA requirements.

Chief Antoine said that signing a three-year contract would provide the City a 20% discount, saving the city \$3,356.10 over the term of the contract. He stated the cost of the program

would be divided over three years. Chief Antoine requested City Council approval to purchase the Netwirx computer system program for \$13,523.40.

Councilmember Delfs inquired if there are other communities using the Netwirx system. Chief Antoine indicated the City of Blaine currently utilizes Netwirx.

Motion made by Councilmember Delfs to approve the Quote from Netwirx.

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

- A. Attorney Report - None
- B. Engineer Report – None
- C. Administrator Report

Administrator Buchholtz noted that City Hall will be closed at 1:00 pm on Wednesday, December 21 for the staff Christmas Party. He expressed his gratitude and well wishes to outgoing Councilmember Delfs.

## 12. OTHER

- A. Recognition of Outgoing Councilmember Brad Delfs

Acting Mayor Wendling presented Councilmember Delfs a plaque honoring him for his 6 years of service to the citizens of Spring Lake Park. Councilmember Delfs expressed his appreciation to the staff and Council.

- B. Beyond the Yellow Ribbon

Administrator Buchholtz gave the Beyond the Yellow Ribbon Update: 1) there will be no Pork Chop Dinner served in December; and 2) the Beyond the Yellow Ribbon Committee would like to express their appreciation for everyone that donated to the toy collection.

- C. Correspondence

## 13. ADJOURN

Motion made by Acting Mayor Wendling to adjourn.

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

The meeting adjourned at 7:54 PM.

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Kenneth Wending, Acting Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer