

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on February 22, 2022 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 Nelson

Councilmember Ken Wendling

Councilmember Brad Delfs

Councilmember Lisa Dircks

Councilmember Barbara Goodboe-Bisschoff

#### STAFF PRESENT

Police Chief Josh Antoine, Public Works Director Terry Randall, Parks Director Kay Okey, City Attorney John Thames, Administrator Daniel Buchholtz

#### VISITORS

None

### **3. PLEDGE OF ALLEGIANCE**

### **4. ADDITIONS OR CORRECTIONS TO AGENDA**

Administrator Buchholtz requested that the following changes be made to the agenda: 1) that Item 9C be removed; and 2) that Item 9F be added for the Planning Commission Application - Kelsey Hollihan.

### **5. DISCUSSION FROM THE FLOOR - None**

### **6. CONSENT AGENDA**

- A. Approval of Minutes – February 7, 2022 Council Meeting
- B. Approval of Claims – General Disbursements - \$646,550.92
- C. Contractor's License
- D. Business License
- E. Sign Permit

Motion made by Councilmember Wendling to approve Consent Agenda.

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

## **7. DEPARTMENT REPORTS**

### **A. Police Report**

Police Chief Antoine reported that the full report was in the packet; however, he highlighted that the Police Department responded to 666 calls for service in January 2022 compared to 588 calls for service for the month of January 2021. He said that School Resource Officer Imig reported handling 3 calls for service in January, as well as handling 15 student contacts, and 9 student escorts. Investigator Bennek reported handling 29 cases for the month of January, 23 of which are felony in nature, 2 gross misdemeanors and 1 misdemeanor. He reported that he has finished the hiring process, and Officer Kelsey Smith will begin her duties on February 28, 2022.

Chief Antoine thanked the Police Reserves for their service in 2021, noting that the Reserves worked 469 hours in 2021 saving the City \$14,537.00.

### **B. Recreation Report**

Administrator Buchholtz reviewed the Recreation report with the Councilmembers. He highlighted the activities for the month of February.

## **8. ORDINANCES AND/OR RESOLUTIONS**

### **A. Resolution No. 22-10, Ordering Hearing on Proposed Assessment – 2022 Street Improvement Project**

Administrator Buchholtz reviewed with Council that the City received bids on January 31, 2022. He stated that based on bids they were able to calculate out the final proposed assessable cost. The final cost is \$483,238.00 with \$207,176 to be assessed. Total amount to be assessed is based on our assessment policy which is 45% of the assessable project cost with 76 parcels to be assessed. Each parcel will be assessed \$2,726.00.

Motion made by Councilmember Delfs to Approve Resolution No. 22-10, Ordering Hearing on Proposed Assessment – 2022 Street Improvement Project.

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

**9. NEW BUSINESS****A. Approval to Clean & Televiser Sanitary Sewer**

Public Works Director Randall gave a review of his request to have 30,000 feet of unlined sanitary sewer televised and cleaned. He stated this is a procedure he has done before each sewer lining project so that any repairs can be identified and made during the project. He said three (3) quotes were requested, but only received two. Ritter & Ritter at \$1.55 per foot and Visu-Sewer at \$1.10 per foot.

Director Randall recommended awarding the job to Visu-Sewer at \$1.10 per foot. He said the funds will come from the Utility Renewal and Replacement Fund.

Motion made by Councilmember Dircks for Approval to Award the Quote to Clean and Televiser the Sanitary Sewer to Visu-Sewer.

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

**B. Authorize Conditional Job Offer to Haley Morrison for Accounting Clerk/Special Projects Coordinator position**

Administrator Buchholtz stated that the hiring process was completed for the Accounting Clerk/Special Projects Coordinator. He informed the Council that 17 applications were received and that Accountant Barker and Deputy Clerk Brown narrowed down the pool to eight. He said that those eight candidates were interviewed in the first round, and narrowed down to four candidates. He informed Council that he and Deputy Clerk Brown then interviewed the final four.

He said that staff is recommending Haley Morrison for the position. He recommended that City Council start her at Step 1 of the Salary Schedule, 52,580.06/year, and grant her the City's standard benefits package.

Motion made by Councilmember Wendling Authorizing a Conditional Job Offer to Haley Morrison for the Accounting Clerk/ Special Projects Coordinator Position.

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

**C. Approval to purchase Park Picnic Shelter – Removed from the agenda.****D. Consideration to Adopt Park Master Plan**

Director Okey gave an overview of the Park Master Plan. She stated that the plan began in 2020 to develop a guide for future changes and improvements to the Parks. The process

was done through engaging the public with resident surveys, meetings and park assessments.

The Park Master Plan is on the website for review by the public. The improvements would be funded overtime through the Park Improvement Funds and grants.

Motion made by Councilmember Goodboe-Bisschoff Adopting the Park Master Plan.

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

E. Consideration to Hire Architecture Design Firm for Park Upgrades

Director Okey says that she is seeking permission to enter into a contract with Wendell Companies to authorize renovation design plans and rough cost estimates for remodeling the Able Park Building. She states that in order to get more detail cost the Architects would prepare two designs. The plans would require a floor sketch of the preferred option and a rough cost estimate to prepare the City to proceed with bids if the City Council should make that determination.

Council discussed where the funding for the project would come from. Director Okey confirmed it would come from the Park Acquisition Fund, which is monies that developers contribute when a new development project is implemented.

City Attorney Thames stated that the contract should be updated to reflect the changes that came in after the contract proposal was made.

Motion made with contract amendment by Councilmember Wendling to Authorize Staff to Contract with Wendell Companies for Architecture Design Services for the Able Park Building.

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

F. Planning Commission Appointment

Administrator Buchholtz provided an overview of the Planning Commission application received from Kelsey Hollihan. He provided the Council with her application. He said if Council appoints Ms. Hollihan the Commission would be at its full complement.

Motion made by Councilmember Delfs to appoint Kelsey Hollihan to the Planning Commission.

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

## 10. REPORTS

- A. Attorney Report -- No Report
- B. Engineer Report – Report in packet
- B. Administrator Report

Administrator Buchholtz provided an update on the changes going on at the Fire Department. Effective March 1, 2022 Fire Chief Smith will transition to a consulting role through May 1, 2022, and Deputy Chief Retka will be the interim Fire Chief.

He reminded the Council that there will be a Council Work Session on Monday, March 14, 2022 at 5:30 PM.

## 11. OTHER

- A. Correspondence

## 12. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:45 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer