

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on October 16, 2023 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 Barbara Goodboe-Bisschoff

Councilmember Lisa Dircks

Councilmember April Moran

#### STAFF PRESENT

Public Works Director Terry Randall, Public Works Director George Linngren, Sergeant Karen Fiske, Recreation Director Kay Okey, Attorney John Thames, Engineer Phil Gravel, Architect Bruce Paulson (Stantec), Administrator Daniel Buchholtz

#### VISITORS

None

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

- A. Administrator Buchholtz requested that Motion to Close City Council Meeting Pursuant to M.S. 13D.03 (1) to discuss Labor Negotiation Strategies be added as item 11.C. under Other.

### 5. DISCUSSION FROM THE FLOOR

None

### 6. CONSENT AGENDA

- A. Approval of Minutes – October 2 2023 City Council Meeting
- B. Approval of Claims – General Disbursement No 23-17- \$335,396.08
- C. Resolution 2023-38, Accepting Monetary Donation from RCX Sports League, LLC
- D. Approval of 2024 Agreement for Residential Recycling Program
- E. Contractor's Licenses

Motion made by Councilmember Wendling to approve Consent Agenda.

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

## 7. DEPARTMENT REPORTS

### A. Police Report

Sergeant Fiske reported that the Police Department responded to 719 calls for service in September 2023 compared to 807 calls for service for the month of September 2022. She stated that School Resource Officer Imig handled 6 calls for service, 20 student contacts, 20 escorts and 3 follow-up investigations.

Sergeant Fiske reported that Investigator Bennek handled 35 cases for the month of September, 28 of which were felony in nature and 7 misdemeanors. She said Investigator Bennek is monitoring 5 active forfeiture cases.

### B. Recreation Report

Parks Director Okey reported that during the month of September the Parks Department offered 32 programs with a total of 475 participants. She said the Able Park Activities Building was rented out 6 times and the park was utilized 17 times for organized events or programs.

Director Okey mentioned the Fall Fest will be held on October 28, 2023 from 1:00-4:00 pm after Able Park.

## 8. ORDINANCES AND/OR RESOLUTIONS

### A. Resolution 2023-37, Approving Plans and Specifications and Authorizing the Advertisement for Bids for the 2024 City Hall Renovation/Expansion Project

Administrator Buchholtz stated that staff is requesting the City Council adopt Resolution 2023-37, approving plans and specifications and authorization of bids for the City Hall Renovation/Expansion project. Administrator Buchholtz said the City Hall Renovation/Expansion will address the building's energy efficiency, adding public meeting spaces, creating a front entrance for the Police Department, enhancing the security and functionality of the building, and adding public and staff restrooms.

Motion made by Mayor Nelson authorizing Resolution 2023-37, Approving Plans and Specifications and Authorizing the Advertisement for Bids for the 2024 City Hall Renovation/Expansion Project.

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

B. Resolution 2023-39, For Counting Write-In Votes for Local Elective Office

Administrator Buchholtz gave an overview of the current write-in vote counting process. He said the proposed resolution would allow the City to take advantage of a change in State Law that allows the City to conform its process to match write-in votes for Federal, State and County elections.

Administrator Buchholtz stated a candidate who is running a write-in campaign can file a request with the Administrator that he or she wishes to have their votes counted. He noted that the request must be filed seven days before the election.

Motion made by Councilmember Goodboe-Bisschoff approving Resolution 2023-39, For Counting Write-In Votes for Local Elective Office.

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

**9. NEW BUSINESS**

A. Proposal to Update City's Geographic Information System

Engineer Gravel stated that the City has existing GIS data in Infrasek related to their utility systems and planning purposes that they would like uploaded into a cloud-based GIS system. He gave an overview of the project.

Engineer Gravel said that the licensing for the various components will be \$7,500.00 in addition to the \$19,500 for time and materials. He said the project will take 90-120 days to complete.

Motion made by Councilmember Wendling to approve Proposal to Update City's Geographic Information System.

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

B. CIT City Hall IT Closet Relocation Proposal

Administrator Buchholtz stated that to prepare for the City Hall Renovation the new IT room will require additional switches and hardware to accommodate the new CAT 5e wiring. He stated the building will need additional wireless access points to provide Wi-Fi throughout the building. Administrator Buchholtz said that there is a 9-month lead time on the switches.

Councilmember Wendling asked if the quote was for \$26,588.75. Administrator Buchholtz stated that the \$9,700 was for time and materials. The hardware cost of the quote is \$16,888.75.

Motion made by Councilmember Wendling authorizing the CIT City Hall IT Closet Relocation Proposal.

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

C. Municipal Agreement – Voting Operations, Technology & Election Resources (VOTER) Account

Administrator Buchholtz stated the City has a joint powers agreement (JPA) with Anoka County to share costs associated with facilitating elections in the City. He said the agreement allows the County to apply the City's state aid towards its JPA fees. He said the City's fees are \$1,463.22 and, subtracting the state aid of \$607.00, the City will owe Anoka County \$856.21.

Motion made by Mayor Nelson approving Municipal Agreement – Voting Operations, Technology & Election Resources (VOTER) Account.

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

D. Request to Schedule Work Session for November 6, 2023 at 5:30pm

Administrator Buchholtz requested the City Council schedule a work session on Monday, November 6, 2023 at 5:30pm to review the Public Utilities Rate Study. He stated that staff is requesting a work session on Monday, November 13, 2023 at 5:30pm to review the 2024-2028 Capital Improvement Plan and the SRO issue.

Councilmember Goodboe-Bisschoff requested that the November 13, 2023 work session be moved to November 20, 2023 at 5:30pm. The consensus of the Council was to move the meeting to November 20, 2023 at 5:30pm before the regularly scheduled Council Meeting.

## 10. REPORTS

A. Attorney's Report

None

B. Engineer's Report

Reported accepted as presented.

C. Administrator Report

None

**11. OTHER**

A. Correspondence

None

B. Motion to Close City Council Meeting Pursuant to M.S. 13D.03 (1) to discuss Labor Negotiation Strategies

Motion made by Councilmember Dircks to Close the City Council Meeting Pursuant to M.S. 13D.02(1) to Discuss Labor Negotiation Strategies.

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

City Council Meeting adjourned at 7:32 pm for closed session

City Council Meeting resumed at 7:50 pm.

Attorney Thames stated that the City Council adjourned to the close session Pursuant to M.S. 13D.03 (1) to discuss Labor Negotiation Strategies with Public Works, Local 49. He stated staff and the negotiation team were given direction on how to proceed.

C. Motion to Close Meeting Pursuant to M.S. 13D.05, subd 3(a) to Conduct the City Administrator's Performance Evaluation

Motion made by Councilmember Dircks to Close the City Council Meeting Pursuant to M.S. 13D.05, subd 3(a) to Conduct the City Administrator's Performance Evaluation.

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

City Council Meeting adjourned at 7:51 pm.

City Council meeting resumed at 8:05 pm.

Attorney Thames stated that the City Council adjourned to the close session Pursuant to M.S. 13D.05, subd 3(a) to Conduct the City Administrator's Performance Evolution, and a there will be a synopsis at the next meeting.

**12. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 8:15 pm.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer