

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on July 17, 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, Police Chief Josh Antoine, Building Official Jeff Baker, Recreation Director Kay Okey, Attorney John Thames, Engineer Phil Gravel, Administrator Daniel Buchholtz

VISITORS

Jason Miller, Smith-Schafer & Associates

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that Item 6. L, Public Right-of-Way Application for CenterPoint Energy be added to the Consent Agenda.

5. DISCUSSION FROM THE FLOOR

None

6. CONSENT AGENDA

- A. Approval of Minutes – June 20, 2023 Council Meeting
- B. Approval of Minutes – June 20 2023 Council Work Session
- C. Approval of Minutes – July 10, 2023 Special City Council Meeting
- D. Approval of Claims – General Disbursement No 23-11 - \$332,171.63
- E. Statement of Fund Balance – June 2023
- F. Mayor’s Proclamation – Parks and Recreation Month – July 2020
- G. Contractor’s Request for Payment #1 – 2023 Street Seal Coat and Crack Repair Project - \$17,749.42

- H. Contractor's Request for Payment #2 – 2023 Street Seal Coat and Crack Repair Project - \$61,909.32
- I. Special Event Permit – Spring Lake Park Schools (fee waived)
- J. Contractor's Licenses
- K. Sign Permit
- L. Public Right-of-Way Application – CenterPoint Energy

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. Public Works Report

Public Works Director Randall stated that the department was busy at the first week of June setting up and tearing down for the Tower Days Parade and the activities at Lakeside Lions Park. He reported that the seal coat streets were swept and will be swept one more time before staff paints the crosswalks.

Public Works Director Randall stated he presented the budget for his department to Administrator Buchholz and Accountant Barker.

Councilmember Dircks inquired about the amount of "0" reads on the water meters. Public Works Director Randall explained how the "0" meter's may have happened.

B. Code Enforcement Report

Building Official Baker reported that Code Enforcement received 49 long grass complaints for June 2023 compared to 200 long grass complaints for the month of June 2022. He stated that he and Administrator Buchholtz attended the court hearing on the Garfield property. Building Official Baker thanked Attorney Thames for his work representing the City and addressing the safety concerns.

Building Official Baker stated that two permits were issued for remodeling projects in the six-figures range. He reported that he presented his proposed 2024 budget to Administrator Buchholtz and Accountant Barker.

C. Police Report

Chief Antoine reported that the Police Department responded to 940 calls for service in June 2023 compared to 806 calls for service for the month of June 2022. He said that School Resource Officer Imig submitted his annual report for the 2022-2023 school year.

Chief Antoine said Investigator Bennek handled 37 cases for the month of June, 28 of which were felony in nature and 9 misdemeanor cases. He said Investigator is monitoring 5 active forfeiture cases.

Chief Antoine stated that he participated in the Law Enforcement Torch Run for Special Olympics, along with Records Technicians Lisa Murphy and Kim Kiley, Officer Kelsey Smith and Code Enforcement Officer Walter Morris.

Chief Antoine reminded the City council and the public that August 1, 2023 is Night to Unite. He said residents can visit the Police Department website to register for the event.

D. Recreation Report

Recreation Director Okey thanked reported that the Able Park Building was open and now in use. She stated that the Tower Days Committee met June 20 to wrap up the season. She noted that the first planning meeting for 2024 will be held in October 2023.

8. ORDINANCES AND/OR RESOLUTIONS

A. Resolution 2023-27, Authorizing the City of Spring Lake Park to Participate in the Minnesota GreenStep Cities Program

Administrator Buchholtz gave an overview of the Minnesota GreenStep Cities Program. He stated that the program is a voluntary challenge, assistance and recognition program. He said the program provides a framework to help cities achieve economic, environmental and quality of life goals.

Administrator Buchholtz stated that the program is based on 29 best practices. He said that each practice can be complemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions. Administrator Buchholtz said the actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation.

Administrator Buchholtz said that the passage of this resolution will allow the City to be recognized as a Step 1 GreenStep City.

Councilmember Goodboe-Bisschoff stated her opinion that the City has already accomplished a number of steps and should be recognized for its work.

Motion made by Councilmember Goodboe-Bisschoff to approve Resolution 2023-27, Authorizing the City of Spring Lake Park to Participate in the Minnesota GreenStep Cities Program.

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

B. Resolution 2023-28, Authorizing Application for Community Development Block Grant

Administrator Buchholtz reported that Anoka County Community Development notified the City that the entire city qualifies as a low/moderate income area for the purposes of the Community Development Block Grant (CDBG). He stated that the City does not have to income qualify households in order to use CDBG funding.

Administrator Buchholtz stated that the staff is seeking authority to seek CDBG funds to pay for the Able Park playground equipment. He stated that the grant request will be in the \$85,000-\$100,000 range.

Motion made by Mayor Nelson to approve Resolution 2023-28, Authorizing Application for Community Development Block Grant.

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

C. Resolution 2023-29, Ordering Preparation of Feasibility Report for 2024 83rd Avenue NE Pavement Project

Engineer Gravel stated that the 83rd Avenue was last reconstructed in 1994. He stated that the Public Works Director reviewed the roadway surface and determined that a pavement preservation project is necessary. Administrator Buchholtz stated a portion of the project costs will be assessed to the adjacent property owners.

Engineer Gravel requested the City Council order preparation of a Feasibility Report for 2024 83rd Avenue NE Pavement Project. He stated that the Feasibility Report for 83rd Avenue can be included with the report for Sanburnol and Elm.

Mayor Nelson asked if the project would be a mill and overlay. Councilmember Wendling inquired if the overlay would be thicker because of the traffic volume. Engineer Gravel stated that the overlay would be 2" thick. He stated that 83rd Avenue is a state aid street and would qualify for state aid funds.

Administrator Buchholtz informed the Council that the segment of the sidewalk between Nelson's Cheese and the apartments would be connected as part of the project.

Motion made by Councilmember Wendling to approve Resolution 2023-29, Ordering Preparation of Feasibility Report for 2024 83rd Avenue NE Pavement Project.

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

9. NEW BUSINESS**A. Accept 2022 Audited Financial Statements**

Jason Miller, Smith Schafer and Associates, gave an overview of the City's 2022 financial statements. He stated that the City received an unmodified opinion, that the financial statements are free of material misstatements. He stated that there were no exceptions noted under the Minnesota Legal Compliance testing.

Mr. Miller stated the City's General Fund Balance at the end of 2022 was \$2,669,955, which represents 59% of the 2022 expenditures. He noted that the City's debt burden as of December 31, 2020 was \$1,634,468, with the majority of the debt service retired by 2025.

Motion made by Mayor Nelson to accept the 2022 Audited Financial Statements.

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

B. Award Quote for the Abatement of Nuisance at 8064 Garfield Street

Building Official Baker stated that five companies were contacted for quotes to demolish the home at 8064 Garfield Street, and two quotes were received. He is seeking Council's approval to award the project to Rick's Demolition and Concrete Removal for a total of \$29,819.05. Building Official Baker said the project would be paid for initially by the city and assessed to the property upon completion.

Councilmember Goodboe-Bisschoff inquired if any of the trees would need to be removed. Mr. Baker did confirm that in order to get the equipment onto the property some of trees would need to be removed. Councilmember Goodboe-Bisschoff asked if the property would be checked for vermin. Mr. Baker said that the property would be cleared out before any demolition took place.

Motion made by Councilmember Goodboe-Bisschoff to Award Quote for the Abatement of Nuisance at 8064 Garfield Street to Rick's Demolition & Concrete Removal.

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

C. Authorization to Purchase Two Public Works Trucks

Public Works Director Randall stated he is seeking authorization to purchase two trucks: a 2024 GMC 2500 4x4 pickup for \$44,865, and a 2024 Chevrolet 3500 4x4 for \$45,609.

He stated that the purchase would be funded through the Equipment Fund and the Public Utilities Renewal and Replacement Fund. Director Randall stated that the delivery time is 90-180 days.

Motion made by Mayor Nelson to approve Authorization to Purchase Two Trucks.

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

D. 2024 North Metro Telecommunications Commission Budget

Administrator Buchholtz gave an overview of the 2024 North Metro Telecommunications Commission Budget. He stated that the proposed budget is \$1,420,610, which represents a \$27,692 increase over the 2023 operating budget. He stated that the increase includes a 3% COLA increase for staff, step increases, benefits increase, building maintenance cost, an accounting service, and insurance costs.

Administrator Buchholtz stated the capital cost for 2024 are \$570,8845, which represents a \$57,451 decrease from the 2023 budget. The capital expenditures include video equipment for North Metro TV, a security system update, \$230,266 for the final HD Bond payment and \$150,000 returned to cities.

Motion made by Councilmember Goodboe-Bisschoff to Approve 2024 North Metro Telecommunications Commission Budget.

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

10. REPORTS

A. Attorney's Report

Attorney Thames thanked the Council for proceeding with the 8064 Garfield process forward. He stated that the judge complimented the work of Building Official Baker and his staff for their work.

B. Engineer's Report

Report accepted as presented.

C. Administrator Report

Administrator Buchholtz updated the Council on Triangle Park. He stated that the plantings were completed, and fencing was placed Public Works staff. The fencing will be in place during the growing season.

Administrator Buchholtz gave an update on the Highway 65 Pell Study. He stated that the utility rate study has begun and a workshop will be held in October. He updated the Council on the status of the City's GIS software and the need to upgrade to ARCGIS.

11. OTHER

A. Correspondence

None

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 8:22 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer