

## 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 20, 2021 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 Brad Delfs  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember Lisa Dircks

#### STAFF PRESENT

Recreation Director Kay Okey, Police Chief Josh Antoine, Public Works Director Terry Randall, Officer Charlie Bloomer, Officer Sam Klimmek, Officer Karen Fiske, Officer Aaron Imig, Sergeant Mike Long, Administrator Daniel Buchholtz

#### OTHERS PRESENT

Randy and Lynn Brown  
Kathy Bennek  
Gordy Fiske  
Mark Bonesteel  
Kim, Emily, Maddy and Nick Long  
Angie Ashoff  
Sommer Hietbrink  
Brook Wood  
Mona and Benny Hietbrink  
Ellen Hinrichs  
Tammy Nelson

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA -- None

### 5. PRESENTATION

#### A. Police Officer Meritorious Service Award Presentations

Mayor Nelson read a statement commending Officer Randy Brown (retired), Officer Karen Fiske, and Chief Antoine for their actions during a firearm incident and ensuring standoff at the

7700 block of Jackson Street on June 26, 2021. Chief Antoine presented the Meritorious Service Award Certificate and Pin to each officer.

Mayor Nelson read a statement commending Investigator Tony Bennek, Sergeant Mike Long, Officer Aaron Imig, and Officer Mark Bonesteel (retired) for their actions responding to a firearms incident and ensuing standoff at the 7700 block of Jackson Street on July 6, 2021. Chief Antoine presented the Meritorious Service Award Certificate and Pin to each officer.

Chief Antoine presented a Life Saving Award to Sergeant Mike Long for actions he took on October 18, 2020 which resulted in the saving of the life of Sommer Hietbrink.

**6. DISCUSSION FROM THE FLOOR -- None**

**7. CONSENT AGENDA**

- A. Approval of Minutes - December 6, 2021 City Council Meeting
- B. Approval of Claims - November 2021 - General Operations Disbursements - \$200,693.21
- C. Approval of Safe Assure Annual Contract
- D. Receive Body Worn Camera Biennial Audit
- E. Business Licenses
- F. Contractor Licenses

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

**8. DEPARTMENT REPORTS**

A. Police Report

Chief Antoine reported that the Police Department responded to 713 calls for service in November 2021, compared to 625 calls for service in November 2020. He stated that Investigator Bennek reported handling 21 cases for the month of November, 20 of which are felony in nature. He said that School Resource Officer Imig reported handling 17 calls for service in November, as well as handling 22 student contacts, 18 student escorts and 10 follow-up investigations. He reported that he has managed the hiring process for the current officer opening and attending several meetings and trainings.

Councilmember Delfs inquired about the schedule, noting that the Department is short-staffed. Chief Antoine stated that he has modified the schedule to ensure at least minimum levels of coverage 24 hours per day.

**B. Recreation Report**

Recreation Director Okey reported that the new recreation website is live. She said that the Able Park warming house is scheduled to open on December 30. She said an open house will be held on the Park Master Plan on January 18 from 5:00-7:00pm.

**9. ORDINANCES AND/OR RESOLUTIONS****A. Resolution 21-56, Adopting Final 2021 Taxes Collectable in 2022**

Administrator Buchholtz presented the proposed property tax levy for 2022. He stated that the final tax levy increase is 4.02% higher than the current 2021 property tax levy and is \$52,593 less than the preliminary tax levy approved in September. He said the final property tax levy is proposed at \$3,777,244.

Motion made by Councilmember Goodboe-Bisschoff to approve Resolution 21-56, Adopting Final 2021 Taxes Collectable in 2022.

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

**B. Resolution 21-57, Adopting 2022 General Fund Budget**

Administrator Buchholtz presented the final 2022 General Fund budget, which was set at \$4,838,072. He recommended approval of the proposed budget.

Motion made by Councilmember Delfs to approve Resolution 21-57, Adopting 2022 General Fund Budget.

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

**C. Resolution 21-58, Approving the Tentative Agreement Between the City of Spring Lake Park and LELS Local #7, Representing the Patrol Officer Bargaining Unit, for Calendar Years 2022-2023**

Administrator Buchholtz stated that the Patrol Negotiation Team reached a tentative agreement with the LELS Local #7, representing the Patrol Officer Bargaining Unit for calendar years 2022-2023. He stated that the Patrol Negotiation Team recommended approval of the tentative agreement.

Motion made by Councilmember Wendling to approve Resolution 21-58, Approving the Tentative Agreement Between the City of Spring Lake Park and LELS Local #7, Representing the Patrol Officer Bargaining Unit, for Calendar Years 2022-2023.

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

D. Resolution 21-59, Approving the Memorandum of Agreement (MOA) Between the State of Minnesota and Local Governments and Authorizing Participation in National Opioid Settlements

Administrator Buchholtz stated that the Attorney General and the opioid manufacturers and distributors have reached an agreement to settle litigation for misconduct associated with the manufacture, marketing, promotion, distribution and dispensing of opioids. He stated that the LMC is recommending cities approve the Memorandum of Agreement.

Councilmember Goodboe-Bisschoff inquired about the split of settlement funds. Administrator Buchholtz stated that 75% of the funds will go to local governments, primarily counties, and 25% of the funds will go to the State. He said the funds must be used to combat the opioid epidemic.

Motion made by Councilmember Dircks to approve Resolution 21-59, Approving the Memorandum of Agreement (MOA) Between the State of Minnesota and Local Governments and Authorizing Participation in National Opioid Settlements

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

## **10. NEW BUSINESS**

A. Approval of 2022-2026 Capital Improvement Plan

Administrator Buchholtz presented the proposed 2022-2026 Capital Improvement Plan. He stated the plan identifies nearly \$15.4 million in projects over the next five years. He stated that this is a financial planning document where 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.

Councilmember Goodboe-Bisschoff inquired about the Triangle Memorial Park sidewalk project. Administrator Buchholtz stated that the project was inadvertently left out of the proposed plan but that staff can add it at City Council request.

Motion made by Councilmember Goodboe-Bisschoff to approve the 2022-2026 Capital Improvement Plan, with the addition of the Triangle Memorial Park sidewalk improvements.

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

### B. Approval of 2022 Recycling Budget

Administrator Buchholtz presented the 2022 recycling budget for approval.

Motion made by Councilmember Dircks to approve the 2022 Recycling Budget.

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

### C. Approval of 2022 Pay Plan - Non-bargained Employees

Administrator Buchholtz presented the 2022 pay plan for non-bargained employees. He said this is the result of the Classification and Compensation Study. He made the following recommendations on the pay plan:

- Approve the proposed salary schedule as outlined in the Classification and Compensation Study prepared by Baker Tilly.
- Approve the recommended position assignments as shown in the Classification and Compensation Study prepared by Baker Tilly.
- Implement the plan by 1) moving employees whose current wage is below the minimum of the new salary range to Step 1 of their salary range; 2) provide adjustment for employees whose current wage falls within the salary range in which their position has been assigned. Employees will be moved to the step closes to their current wage, which provides an increase to the employee; and 3) allow for step movement upon employees' anniversary date.
- Provide support for ongoing administration of the salary schedule via a series of annual adjustments.

Administrator Buchholtz recommended approval of the proposed 2022 pay plan.

Motion made by Councilmember Delfs to approve the 2022 Pay Plan – Non-bargained Employees, as presented.

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

### D. Deputy City Clerk Appointment

Administrator Buchholtz stated that the previously selected candidate had withdrawn her name from consideration for the position. He recommended the City Council promote Accounting Clerk/Special Projects Coordinator Wanda Brown to the Deputy City Clerk position. He recommended placing Ms. Brown at Step 3 of the Salary Schedule.

Councilmembers expressed their full support of the selection.

Motion made by Mayor Nelson to appoint Wanda Brown as Deputy City Clerk and to place her at Step 3 of the Salary Schedule.

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

E. Approval of Amendments to City Personnel Policy

Administrator Buchholtz presented amendments to the City's Personnel Policy, based on law changes and suggestions prepared by the League of Minnesota Cities. He stated that City Attorney Thames has reviewed the proposed amendments and concurs with Staff's recommendation of approval.

Motion made by Councilmember Wendling to approve the Amendments to the City's Personnel Policy.

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

**11. REPORTS**

A. Attorney Report – No report

B. Engineer Report – No additional report other than report included in City Council packet.

C. Administrator Report

Administrator Buchholtz stated that the new City website is now live. He noted that the City employee Christmas party was scheduled for December 21 at 12:30pm. He said City Hall would be closing early in observance of the Christmas party.

**12. OTHER**

A. Correspondence

Mayor Nelson provided a report of the activities of the Beyond the Yellow Ribbon Committee. He stated there would be no pork chop fry or hamburger nights during the week between Christmas and New Year's. He stated that the Beyond the Yellow Ribbon Committee purchased and served 160 boxed lunches to members of the National Guard about to be deployed.

B. Close City Council Meeting to Discuss Union Negotiation Strategies Pursuant to M.S. 13D.03

Motion made by Councilmember Wendling to close the City Council meeting to discuss union negotiation strategies pursuant to M.S. 13D.03.

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

Meeting was closed at 8:05 PM.

Meeting reconvened at 8:23 PM.

Attorney Thames stated that the City Council discussed union negotiation strategies and provided staff with requested direction.

**13. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

Meeting adjourned at 8:25 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer