

## 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 21, 2024 at the City Hall, at 7:00 PM.

### 1. CALL TO ORDER

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

### 2. ROLL CALL

#### MEMBERS PRESENT

Councilmember Ken Wendling  
Councilmember Goodboe-Bisschoff  
Councilmember April Moran  
Acting Mayor Lisa Dircks

#### MEMBERS ABSENT

Mayor Robert Nelson

#### STAFF PRESENT

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

#### VISITORS

Officer Rachele Gulbranson	City of Spring Lake Park	
Officer Mike Williams	City of Fridley	
Morgan Swanson	658 Rosedale Rd NE	Spring Lake Park
Friends and Family of Rachele Gulbranson		

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

Councilmember Wendling requested that the following change be made to the agenda: 1) that item 10G be added for consideration of on-street parking on Able Street NE for the Spring Lake Park Lions Pancake Breakfast on Sunday, October 27, 2024.

### 5. PRESENTATIION

#### A. Ceremonial Swearing in of Police Officer Rachele Gulbranson

Administrator Buchholtz administered the Oath of Office to Rachele Gulbranson. Officer Gulbranson's badge was pinned on by Officer Mike Williams from the City of Fridley Police Department.

**6. DISCUSSION FROM THE FLOOR**

None

**7. CONSENT AGENDA**

- A. Approval of Minutes – October 7, 2024 City Council Meeting
- B. Mayor’s Proclamation – Domestic Violence Awareness Month – October 2024
- C. Revenue and Expenditure Report – September 2024
- D. Statement of Fund Balance – September 2024
- E. Approval of Change Order #3 – City Hall Renovation/Expansion Project
- F. ROW Application – CenterPoint Energy
- G. Contractor’s Licenses

Motion made by Councilmember Wendling to approve Consent Agenda.

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

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

Chief Antoine reported that the Police Department responded to 685 calls for service in September 2024 compared to 719 calls for service for the month of September 2023. Chief Antoine stated that School Resource Officer Imig reported handling 5 calls for service, along with conducting 18 student contacts, thirty escorts and 10 follow-up investigations. He said Investigator Bennek handled 48 cases for the month of September, 45 of which were felony in nature and 3 misdemeanors. He said Investigator Bennek is monitoring 5 active forfeiture cases.

Chief Antoine gave an update on the happenings in the Police Department.

**B. Recreation Report**

Recreation Director Okey state that the Recreation Program offered 50 sessions of various classes and activities during the month of September. Councilmember Goodboe-Bisschoff inquired about the cost of renting the building. Director Okey explained the cost is \$50 for 4 hours, and that staff is not present; however, renters are given a list of what is acceptable and what is not acceptable.

Director Okey noted that the Able Park Activities Building was rented out 5 times during September and currently have 7 reservations for October. She stated that Coon Creek

watershed District will be installing a Pet Waste Station at Sanburnol Park to address phosphorus and E. Coli pollution in Springbrook Creek Subwatershed.

Director Okey noted that Saturday, October 26 from 1:00-3:00 pm is the Family Fall Fest at Able Park. She said that the Parks Commissioners reviewed options for Terrace Park Playground replacement project and approved an option with a slight modification.

## 9. ORDINANCES AND/OR RESOLUTIONS

### A. Resolution 2024-57, Ordering Preparation of Report of Improvement for Taylor Street Improvement Project

Administrator Buchholtz stated that Public Works Director Linngren identified Taylor Street NE (between 79<sup>th</sup> Avenue NE and Osborne Rd NE), as a priority street for a pavement mill and overlay project. He said that the feasibility study will determine the condition of the street, and how to proceed.

Motion made by Councilmember Wendling to approve Resolution 2024-57, Ordering Preparation of Report of Improvement for Taylor Street Improvement Project.

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

### B. Ordinance 496, Regarding the Application, Administration and Enforcement of Building, Plumbing and Electrical Codes, Including Permit Issuance, Plan Review, Inspections and Fee Schedules

Administrator Buchholtz stated that staff recommends the City Council consider transitioning plumbing plan review and electrical inspection services from the Minnesota of Minnesota to Rum River Consulting and Nykanen Inspections. He said the transition is aimed to improve efficiency, customer service and expediting the construction process.

Administrator Buchholtz said that the State of Minnesota Department of Labor and Industry oversees plumbing plan reviews and electrical inspections for the City. He noted that Minnesota Statutes 362B.43, Subdivision 2, and 362B, Subdivision 6, permit the delegation of said responsibilities to the municipalities therefore allowing the City to manage the services locally.

Administrator Buchholtz said staff recommends entering into an agreement with Rum River Consulting to handle plumbing plan reviews for public and commercial projects. He stated that the delegation would provide the City with a new revenue source, as the City would retain a portion of the plan review fee. He states that staff recommends entering into an agreement with Nykanene Inspections to perform electrical inspection services.

Motion made by Councilmember Wendling to approve Ordinance 496, Regarding the Application, Administration and Enforcement of Building, Plumbing and Electrical Codes, Including Permit Issuance, Plan Review, Inspections and Fee Schedules.

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

- C. Resolution 2024-58, Authorizing Summary Publication of Ordinance 496, An Ordinance Regarding the Application, Administration and Enforcement of Building, Plumbing and Electrical Codes, Including Permit Issuance, Plan Review, Inspections and Fee Schedules

Motion made by Councilmember Moran to approve Resolution 2024-58, Authorizing Summary Publication of Ordinance 496, An Ordinance Regarding the Application, Administration and Enforcement of Building, Plumbing and Electrical Codes, Including Permit Issuance, Plan Review, Inspections and Fee Schedules.

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

- D. Resolution 2024-59, Authorizing Building Official and City Administrator to Execute an Agreement with the Minnesota Department of Labor and Industry for plumbing Plan Review Delegation

Motion made by Councilmember Moran to approve Resolution 2024-59, Authorizing Building Official and City Administrator to Execute an Agreement with the Minnesota Department of Labor and Industry for Plumbing Plan Review Delegation.

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

## 10. NEW BUSINESS

- A. Approval of Agreement for Supplemental Building Official Services with Rum River Ventures LLC

Motion made by Councilmember Wendling Authorizing Approval of Agreement for Supplemental Building Official Services with Rum River Ventures LLC, subject to final revisions of the City Attorney and staff.

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

- B. Approval of Consultant Services Agreement with Nykanen Inspections LLC for Electrical Inspection Services

Motion made by Councilmember Moran Authorizing Approval of Consultant Services Agreement with Nykanen Inspections LLC for Electrical Inspection Services, subject to final revisions of the City Attorney and staff.

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

C. Authorize Furniture Purchase for Phase 2 and 3 – City Hall Renovation/Expansion Project

Administrator Buchholtz stated that city staff has been working with Alternative Business Furniture (ABF) on a design for the new office furniture for City Hall. He said that that staff has evaluated the furniture needs for the final phase of the building. Administrator Buchholtz noted that the areas included in the phase are Administration, the link, the new conference room and Emergency Operations Center/Training Room, multi-purpose room and the Council Chambers.

Administrator Buchholtz noted that ABF is on the State Contract. He stated that Phase 2, which includes the Parks and Recreation Director's office and the Administration work stations and offices was quoted at \$68,273.15. He noted that Phase 3, includes the conference room, emergency operations center, Council Chambers, Link and Multi-purpose room was quoted at \$85,350.76.

Administrator Buchholtz said staff recommends approval of Phase 2 and Phase 3 quotes for a total amount of \$153,623.91. He said the funds for the furniture will come out of the Furniture, Fixtures and Equipment line item from the project budget.

Motion made by Councilmember Wendling to Authorize Furniture Purchase for Phase 2 and 3 – City Hall Renovation/Expansion Project.

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

D. Arthur Street Pumphouse Camera System Replacement

Police Chief Antoine gave an overview of the connection issues with the camera systems at the Arthur Street Pumphouse and Terrace Park. Chief Antoine highlighted that the original 32-channel DVR purchased for City Hall is insufficient for the current needs, particularly as the demand for camera coverage has increased. He is proposing to purchase a new 64-channel DVR to meet the current needs and any future expansions to the camera system.

Chief Antoine emphasized that the existing 32-channel DVR has been problematic, particularly at the Arthur Street Pumphouse, where the camera system has faced significant connection and operational challenges over the past few years. To rectify these issues, he is seeking council approval to allocate \$6,634.00 for replacing both the cameras and the DVR at this site.

In response to a query from Councilmember Wendling regarding the timeline for replacing the remaining cameras in the parks, Chief Antoine confirmed that the last two parks slated for upgrades are Terrace Park and Lakeside Park. He assured the council that a phased plan is currently in development to implement these necessary upgrades efficiently.

Motion made by Councilmember Moran to approve Arthur Street Pumpouse Camera System Replacement.

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

E. Authorize Conditional Hire of Public Works Maintenance Worker

Administrator Buchholtz gave an overview of the recruitment process for the Public Works Maintenance Worker. He stated that 13 applications were received and 5 interviews were conducted. He noted that the interview panel consisted of Public Works Director Lingren, Lead Maintenance Worker DeBoer and himself.

Administrator Buchholtz is recommending Austin Becker for Public Works Maintenance Worker. He stated that Mr. Becker currently works for MnDOT, and has experience in snow plowing, repairing roads, installing catch basins, mowing, traffic control and landscaping. Administrator Buchholtz noted that Mr. Becker holds a CDL with a tanker endorsement.

Administrator Buchholtz states that staff is recommending the City Council extend a conditional offer to Austin Becker, subject to successful completion of DOT pre-employment drug test and criminal background check. He noted that Mr. Becker will start at Step 4 of the salary schedule.

Motion made by Councilmember Wendling to Authorize Conditional Hire of Public Works Maintenance Worker.

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

F. Consider Amendment to the Statement of Value Policy

Administrator Buchholtz stated that the City Council adopted a Statement of Values policy aimed at upholding the highest standards of ethical conduct and professionalism within the City. He said the policy articulates the core values and principles that are expected of both elected and appointed officials. He noted that the previous lack of a clear enforcement mechanism raised concerns about inconsistent application, potential violations, and unresolved conflicts among officials.

Administrator Buchholtz noted that the he proposed enforcement policy introduces a structured approach that distinguishes between minor and serious violations. He said the framework allows for a flexible resolution of complaints: minor issues can be addressed informally through conversations, coaching, and warnings, while serious or repeated violations may initiate a formal investigation.

Administrator Buchholtz stated that City staff will play a supportive role in the initial review of complaints; however, the ultimate authority for enforcing the policy rests with the City Council.

Motion made by Councilmember Moran to Consider Amendment to the Statement of Value Policy.

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

G. Consider On-Street Parking Able Street for Spring Lake Park Lions Pancake Breakfast on October 27, 2024

Chief Antoine gave an overview of the policy regarding on street parking on no parking streets for special events. He stated that the parking is normally allowed on the side streets. Chief Antione acknowledges the inconvenience of distant parking for residents, he proposed exploring alternative solutions, such as utilizing the school parking lot to ease congestion. Chief Antoine recommended that the council not proceed with lifting the restrictions on Able Street without further research and discussion.

The City Council took no action.

## 11. REPORTS

A. Attorney's Report - None

B. Engineer's Report

Report accepted as presented.

C. Administrator Report

Administrator gave an update on the renovation project. Administration Buchholtz stated that the Direct Balloting period has begun, with early voting available from 8:00 am – 4:15 pm. He said that early voting will be available on Saturday, October 26 from 9:00 am – 3:00 pm, and again on Saturday and Sunday, November 2 and 3 from 9:00 am – 3:00 pm. Administrator Buchholtz noted that additional voting is available on until 5:00 pm on Monday the day before the election. He stated that on Election Day voting will take place at Emmanuel Christian Center at 7777 University Avenue NE.

**12. OTHER**

A. Correspondence - None

**13. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:40 PM

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Lisa Dircks, Acting Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer