

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on November 18, 2024 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

Councilmember Ken Wendling
Councilmember Goodboe-Bisschoff
Councilmember Lisa Dircks
Councilmember April Moran
Mayor Robert Nelson

MEMBERS ABSENT

STAFF PRESENT

Police Chief Josh Antoine, Recreation Director Kay Okey, Public Works Director George Linngren, Building Official Jeff Baker, Engineer Phil Gravel, Administrator Daniel Buchholtz

VISITORS

Kristin Winter 626 83rd Ave NE Spring Lake Park MN

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the following change be made to the agenda: 1) that item 8B be removed from the agenda.

5. DISCUSSION FROM THE FLOOR

None

6. CONSENT AGENDA

- A. Approval of Minutes – November 12, 2024 Special Meeting
- B. Approval of Claims List – General Disbursement #24-19 - \$1,104,329.28
- C. Statement of Fund Balance – October 2024
- D. Change Order #1 – 2024 Sanburnol Drive, Elm Drive and 83rd Avenue Improvement Project
- E. Contractor's Request for Payment #5 – 2024 Sanburnol Drive, Elm Drive and 83rd Avenue Improvement Project - \$69,867.44

- F. Pay Request #1 – 83rd Avenue Boulevard Restoration Project - \$16,411.72
- G. Anoka County Agreement for Residential Recycling Program 2025 – Select Committee on Recycling and the Environment (SCORE)
- H. Contractor’s Licenses

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Police Report

Chief Antoine reported that the Police Department responded to 698 service calls in October 2024, a slight decrease from 755 in October 2023, partly due to reduced street coverage from staffing shortages. He said that Investigator Bennett managed 46 cases, including 43 felonies and 3 misdemeanors, while monitoring 5 forfeiture cases and closing 1. Chief Antoine stated that School Resource Officer Imig handled 15 school-related calls, 10 student contacts, 24 escorts, and 15 follow-up investigations.

Chief Antoine gave an update on operational functions which include continued adjustments to the new police department facility, onboarding Officer Rachelle Gulbranson and conducting interviews for an additional officer. The Chief attended governance meetings and was named Chair of the Anoka County JLEC for 2025.

B. Recreation Report

Recreation Director Okey stated that the Park and Recreation Department had a productive October, offering over 50 classes with 425 participants. She said the Fall Fest on October 26 served 95 families, supported by volunteers, including commissioners and council members.

Recreation Director Okey gave an update on activities which included cleaning the carpets, playground installation at Terrace Park, and upcoming aeration of Spring Lake. She noted that Sandy Tykeson was recognized for her three years of volunteerism maintaining the flower gardens at Able Park.

Director Okey said staff continues to be busy with day to day operations, program planning, and community engagement, with winter program registration. She noted that the next Tower Days meeting is November 26, 2024.

8. PUBLIC HEARING

A. Public Hearing – Assessment of Delinquent Accounts

Motion made by Councilmember Wendling to open the public hearing.

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

Mayor Nelson opened the public hearing at 7:09 pm.

Administrator Buchholtz provided an overview of the outstanding assessment roll of delinquent utility bills, escrow accounts, and administrative citations. He stated that the proposed assessment roll is \$100,369.85. He noted that the balance consists of \$64,919.85 for utility bills, \$20,200.00 for unpaid administrative citations and \$15,250.00 for service fees.

Administrator Buchholtz stated that all affected property owners were given notice of the hearing. He stated that a hearing notice was published in the Blaine/SLP Life on November 1, 2024. Administrator Buchholtz said the hearing provides an opportunity for the City Council to review any objections or concerns from the property owners. He said the City Council may decide to adjust, reduce or certify the full amount of the charges.

Administrator Buchholtz stated that one objection to the assessment had been received and it was placed in the packet, along with the staff response.

Ms. Kristin Winter, owner 626 83rd Avenue NE, stated that she would like to ask for the administrative citation fees to be forgiven. Building Official Baker stated that the issue of debris and long grass have been cleared up and there have been no complaints since August 2024.

Motion made by Councilmember Goodboe-Bisschoff to amend Exhibit A by waiving the proposed assessment to PID #02-30-24-12-0152.

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

Motion made by Councilmember Wendling to close the public hearing.

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

Mayor Nelson closed the public hearing at 7:20 pm.

Motion made by Councilmember Wendling to approve Resolution 2024-65, Certifying Delinquent Utility Bills, Escrow Accounts and Administrative Citations as Amended.

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

B. Public Hearing – Rental License Revocation for Certain Property Located at 8070 Central Avenue NE

Removed

9. NEW BUSINESS

A. Police Officer Candidate Conditional Job Offer

Chief Antoine stated that he is requesting approval to present a conditional job offer to Ashlyn Haste for the position of Patrol Officer. He noted that he is seeking Council's final approval of Ms. Haste pending a psychological evaluation, physical agility tests, and a medical and drug exam.

Motion made by Mayor Nelson to approve Police Officer Candidate Conditional Job Offer to Ashlyn Haste.

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

B. Authorize Contract with Stantec to Prepare Renovation Design Plans and Cost Estimates for Terrace Park Warming House

Director Okey is recommending the City Council approve a contract with Stantec to prepare a renovation design plan and rough cost estimates for remodeling Terrace Park Warming House/Activities Building. She noted that the preliminary drawings and costs are necessary to proceed with the CDBG grant application to Anoka County.

Director Okey stated that the new building would increase the footprint, which would allow for expanded programming and community use, along with housing the maintenance equipment. She noted the new building would be ADA accessible.

Mayor Nelson inquired about cooperation with the high school building trades program to build the building. Director Okey stated that is still in negotiations; however, a general contractor would still need to be hired to oversee the project. She stated that all specialized construction work would go out for bids.

Motion made by Councilmember Goodboe-Bisschoff to Authorize Contract with Stantec to Prepare Renovation Design Plans and Cost Estimates for Terrace Park Warming House.

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

C. Approve Quote for 1-Year Warranty Televising for 2023 Sanitary Sewer Lining Project

Engineer Gravel stated that the City has the opportunity to conduct a televising inspection as part of the one-year warranty inspection on the 2023 Sanitary Sewer Lining Project. He stated that the primary goal of televising is to identify any sewer services that may need further grouting.

Engineer Gravel noted that four quotes were received, and the lowest quote came from Visu-Sewer, LLC for \$57,520.00. He stated that Director Linngren and he will review the inspection footage to ensure no issues are missed.

Motion made by Councilmember Dircks to Approve Quote for 1-Year Warranty Televising for 2023 Sanitary Sewer Lining Project.

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

D. City Hall Server Replacement Quote

Administrator Buchholtz stated that staff is seeking approval to replace the City Hall server. He noted that the server replacement is the last phase of the computer refresh project. Administrator Buchholtz noted that the cost of the server is \$33,222.49. He stated that the funds will come from the City Hall Renovation/Expansion project budget.

Motion made by Councilmember Goodboe-Bisschoff to approve City Hall Server Replacement Quote.

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

10. REPORTS

A. Attorney's Report

None

B. Engineer's Report

Report accepted as presented.

C. Administrator Report

Administrator Buchholtz stated that good progress was being made at City Hall. He noted that the framing for the administration area was progressing, and the plumbing is

completed for the locker room, break room and janitor’s closet. Administrator Buchholtz stated that nineteen applications for the Parks and Recreation Director position were received.

11. OTHER

A. Correspondence

None

12. 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 7:36 PM

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer