

## 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 20, 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, Police Chief Josh Antoine, Building Official Jeff Baker, Recreation Director Kay Okey, Attorney John Thames, Engineer Phil Gravel, Administrator Daniel Buchholtz

#### VISITORS

Shannon Miko	7729 Lakeview Lane NE	Spring Lake Park
Dennis Pease	7715 Lakeview Lane NE	Spring Lake Park
Pedro Munoz	7713 Lakeview Lane NE	Spring Lake Park
Hamza Retoya	697 79 <sup>th</sup> Avenue NE	Spring Lake Park

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

- A. Administrator Buchholtz provided an updated assessment roll, noting that additional payments have been received.
- B. Administrator Buchholtz requested that the Relocation of the Fuel Tanks be added as Item D. to the agenda.

### 5. DISCUSSION FROM THE FLOOR

None

### 6. CONSENT AGENDA

- A. Approval of Minutes – November 6, 2023 City Council Work Session

- B. Approval of Minutes – November 6, 2023 Council Meeting
- C. Approval of Claims – General Disbursement No 23-19- \$778,686.76
- D. Statement of Revenue and Expenditures – October 2023
- E. Statement of Fund Balance – October 2023
- F. Contractor’s Licenses
- G. Business 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

Police Chief Antoine reported that the Police Department responded to 755 calls for service in October 2023 compared to 658 calls for service for the month of October 2022. He reported that Investigator Bennek handled 32 cases for the month of October, 25 of which were felony in nature and 7 misdemeanors. He said Investigator Bennek is monitoring 5 active forfeiture cases.

Police Chief Antoine stated that Sgt. Fiske attended the first Family Fall Fest on October 28, 2023 and that officers were able to attend the Trunk or Treat on October 31, 2023. He stated that the Coffee with a Cop, held on October 26, 2023 at 6:00 pm, was a success.

### B. Recreation Report

Parks Director Okey reported that during the month of October the Parks Department served 367 participants, which included 44 children for MEA break activities, 50 participants for the Osceola Scenic train ride and 90 participants for the first Family Fall Fest.

Director Okey extended a special thank you to volunteers for the Family Fall Fest. She stated that the City of Spring Lake Park was awarded a Community Block Grant for new playground equipment at Able Park.

## 8. PUBLIC HEARING

### A. Certification of Delinquent Accounts

Administrator Buchholtz provided an overview of the delinquent utility, administrative citations and escrows. He stated that the proposed assessment roll totals \$71,163.37 for Anoka County, with \$44,172.87 for outstanding utility bills, \$15,200.00 for unpaid administrative citations and \$295.50 for unpaid planning escrows. He stated that \$11,500.00 is service fees.

Administrator Buchholtz reported that the proposed assessment roll totals \$6,162.54 for Ramsey County, with \$5,912.54 for outstanding utility bills. He stated that \$250.00 is service fees.

Administrator Buchholtz reminded the City Council that prior to approval of the assessment resolution, they must hold a public hearing on the proposed assessment roll.

Motion made by Councilmember Goodboe-Bisschoff 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.

Shannon Miko, owner of 7729 Lakeview Lane 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 2023.

Pedro Munoz, owner of 7713 Lakeview Lane NE, gave an overview of the what he has done to bring his property into compliance. He stated he would like to ask for the administrative citations to be forgiven. Building Official Baker stated that the property has been cleaned up and he is working with the homeowner on his remodeling project.

Vicki WazWaz, owner of 697 79<sup>th</sup> Avenue NE, stated that she would like to ask for the administrative citations to be forgiven. She gave an overview of what has been done on the property to alleviate the issue of parking on the grass.

Motion made by Councilmember Goodboe-Bisschoff 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 7:42 pm.

## 9. ORDINANCES AND/OR RESOLUTIONS

- A. Resolution 2023-42, A Resolution Calling Public Hearing on the Intention to Issue General Obligation Capital Improvement Plan Bonds and the Proposal to Adopt a Capital Improvement Plan Therefor

Administrator Buchholtz stated that staff is requesting the City Council call for a public hearing on the issuance of General Obligation Capital Improvement Plan Bonds and the

associated Capital Improvement Plan. The CIP bonds will be used to finance the renovation and expansion of City Hall.

Administrator Buchholtz gave a history of the City Hall facility and its updates. He stated that the City Council commissioned a Space Needs Study to identify the deficiencies in the building and to determine how the building functions currently and how it should function in the future. The following issues were identified:

- Inefficient heating/cooling (HVAC) systems
- Inadequate restroom facilities
- Lack of ADA accessibility in areas of the building
- Lack of energy efficient lighting and insulation
- Insufficient public meeting and program spaces
- Lack of security features throughout the building

Administrator Buchholtz said the City Council decided that a complete renovation and small expansion of the existing City Hall facility was the most responsible use of public funds. The proposed renovation project will benefit our residents by:

- Enhancing energy efficiency and decreasing costs of building HVAC and electrical systems.
- Enlarging public meeting and program spaces to better serve the community.
- Increasing the number of restroom facilities to accommodate public gatherings of up to 200 people.
- Creating a separate entrance for the Police Dept. and moving the Police lobby to the front of the building.
- Rearranging staff space to increase operational efficiency.
- Improving ADA accessibility throughout the building.
- Strengthening building security for public and staff.
- Expanding technology to promote citizen engagement.

Administrator Buchholtz stated the project will be financed through the use of cash reserves and the proceeds from the issuance of a Capital Improvement Plan bond, issued pursuant to M.S. §475.521. He said the Resolution sets the public hearing for 7:00pm on December 18, 2023 at City Hall.

Motion made by Councilmember Dircks to Approve Resolution 2023-42, A Resolution Calling Public Hearing on the Intention to Issue General Obligation Capital Improvement Plan Bonds and the Proposal to Adopt a Capital Improvement Plan Therefor.

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

**B. Resolution 2023-43, Certifying Delinquent Accounts**

Councilmember Wendling asked that the properties at 01-30-24-43-0037, 02-30-42-42-0020 and 01-30-24-43-0032 be removed from the certification list for further discussion.

Councilmember Wendling asked if the resident had reached out to the city about their administrative citations. Administrator Buchholtz explained that the City is complaint based and the City sends a warning letter with a specific time to address the violation. If a resident does contact the city and ask for an extension the City will work with the homeowner since compliance is the ultimate goal of the City.

Motion made by Councilmember Goodboe-Bisschoff to remove the property at 01-30-24-43-0037 from the certification list to be sent to Anoka County in the amount of \$475.00.

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

Motion made by Councilmember Wendling to remove the property at 02-30-24-42-0020 from the certification list to be sent to Anoka County in the amount of \$525.00.

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

Motion made by Councilmember Wendling to remove 01-30-24-42-0032 from the certification list to be sent to Anoka County in the amount of \$825.00.

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

Motion made by Mayor Nelson to approve Resolution 2023-43, Certifying Delinquent Accounts, as Amended.

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

**10. NEW BUSINESS****A. Adopt Amendments to City of Spring Lake Park Personnel Policy**

Administrator Buchholtz said that the 2023 Legislative Session brought a lot of changes to the area of employment law. He stated that the changes made it necessary for the City to update its personnel policy.

Administrator Buchholtz said that the proposed amendments include the following:

- Amending Section 1.03 (EEO Policy Statement) adding “lawful participation in the Minnesota Medical Cannabis Patient Registry” as a protected class.
- Amending Section 9.04 (Holidays) to add Juneteenth to the list of observed holidays.
- Amending Section 10.02 to transition the City’s sick leave policy to the new “Earned Sick and Safe Leave” standards. The leave accumulations for Full and Part Time employees who work 20 or more hours a week is the same as current policy. The new policy allows those part time employees who work less than 20 hours a week, temporary employees and seasonal employees to earn 1 hour for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year.
- Amending Section 10.06 to add registered domestic partners to the bereavement leave policy.
- Updating Section 10.12 (Pregnancy and Parenting Leave) to allow all employees to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota, rather than those who work twenty or more hours per week.
- Updating Section 10.15 (School Conference Leave) to allow all employees to take unpaid leave up to a maximum of 16 hours in a 12-month period to attend conferences or classroom activities relating to the employee’s child.
- Updating various leave sections to add language stating that the “City shall not discharge, discipline, penalize, interfere with, or other retaliate or discriminate against an employee for asserting their rights under these leave laws.
- Updating Section 10.20 (Reasonable Unpaid Work Time for Working Mothers) providing reasonable paid break times.
- Updating Section 10.23 (Reasonable Accommodations) to require an employer to provide accommodations.

Motion made by Mayor Nelson to Adopt Amendments to City of Spring Lake Park Personnel Policy.

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

B. Approval of 2024 Recycling Budget

Administrator Buchholtz presented the 2024 recycling budget for approval.

Motion made by Councilmember Wendling to Approve the 2024 Recycling Budget.

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

C. Request from Anoka County Regional Economic Development (ACRED) to Extend MOU

Administrator Buchholtz stated that the Anoka County Regional Economic Development (ACRED) Partnership is a collective of all 21 Anoka County municipalities to provide regional

economic development services. He stated that the original Memo of Understanding (MOU) is set to expire in January 2024.

Administrator Buchholtz said that the extension is being requested to allow the ACRED the time to let two major initiatives time to be completed. He stated that the new MOU will expire on January 10, 2025.

Motion made by Councilmember Goodboe-Bisschoff to approve Request from Anoka County Regional Economic Development (ACRED) to Extend MOU.

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

D. Approval for Fuel Tank Relocation

Public Works Director Linngren gave an overview of the relocation of the fuel tanks. He stated that in the process of relocating the tanks it was discovered that new pumps would be needed. Public Works Director reported that the new pumps would allow the trucks to be monitored for routine maintenance. The funds for the relocation of the tanks will come from the Building Maintenance Fund in the amount of \$35,180.00.

Councilmember Wendling inquired if the new software program would be extra or was it included in the \$35,180.00. Public Works Director Linngren stated that the software is included in the quoted price.

Motion made by Mayor Nelson to approve the quote from Zahl Maintenance for Fuel Tank Relocation in the amount of \$35,180.00

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

## 11. REPORTS

A. Attorney's Report

Attorney Thames said that Council is free to contact his office if they have any questions regarding the School Resource Officer (SRO) discussion.

B. Engineer's Report

Reported accepted as presented.

C. Administrator Report

None

**12. OTHER**

A. Correspondence

None

**13. 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 8:23 pm.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer