

OFFICIAL PROCEEDINGS

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

STAFF PRESENT

Public Works Director George Linngren, Recreation Director Kay Okey, Attorney John Thames, Engineer Phil Gravel, Administrator Daniel Buchholtz

VISITOR

Forrest Hering	640 Sanburnol Drive NE	Spring Lake Park MN
Kathy Rootham	401 83 <sup>rd</sup> Avenue NE	Spring Lake Park MN
Michael Konetski	738 Sanburnol Drive NE	Spring Lake Park MN
Frederick Gotfredson	5137 Zenith Avenue S	Minneapolis MN
Steve & Colleen Coyle	601 Manor Drive NE	Spring Lake Park MN
Jen Rhoads	1001 Able Street NE	Blaine MN
Daniel Burns	760 Sanburnol Drive NE	Spring Lake Park MN
Tiffany Blodgett	474 Sanburnol Drive NE	Spring Lake Park MN
Ron & Cheri Lotz	300 Sanburnol Drive NE	Spring Lake Park MN

**3. PLEDGE OF ALLEGIANCE**

**4. ADDITIONS OR CORRECTIONS TO AGENDA**

None

**5. PRESENTATION**

A. Mayor's Proclamation – Honoring Steve Coyle

Mayor Nelson presented a proclamation proclaiming March 18, 2024 as Steve Coyle Day in appreciation of Coyle's service to the City on the SBM Fire Board.

Chief Retka thanked Mr. Coyle for his leadership on the Spring Lake Park-Blaine-Mounds View Fire Board. He gave an overview of Mr. Coyle's accomplishments while serving on the Fire Board.

## 6. DISCUSSION FROM THE FLOOR

Mr. Steve Coyle, 601 Manor Drive NE, gave an overview of a police and fire call that took place in his neighborhood. He stated that the trash containers were blocked as the truck moved down the road. He said Officer Lemke took it upon himself to pull the trash cans away from the curb in order for the hauler to empty the cans and then moved them back to the curb.

Mr. Coyle wanted to relay his thanks to Officer Lemke.

## 7. CONSENT AGENDA

- A. Approval of Minutes – March 4, 2024 City Council Meeting
- B. Approval of Claims – General Disbursement No 24-03 - \$1,026,797.15
- C. Approval of Application & Certification for Payment #1 – City Hall Renovation/Expansion Project
- D. Statement of Revenue and Expenditures – February 2024
- E. Statement of Fund Balance – February 2024
- F. Resolution 2024-28, Resolution of Support for MACTA Efforts to Modernize Public, Education and Government (PEG) Programming/Public Access Funding
- G. Approval of Contractor's Request for Payment #2 – 2023-2024 Sanitary Sewer Lining - \$451,070.45
- H. Public Right of Way Application - Centerpoint
- I. Contractor's Licenses
- J. Sign Permit
- K. Business Licenses

Councilmember Wendling pulled Item 7J, Sign Permit. He inquired if there were more details on the sign. Administrator Buchholtz stated that the City is looking at code compliance and not content. He stated that Permit Tech Kristine Pearson did the calculations on the sign and determined that the sign met the requirements.

The item was re-added to the agenda.

Motion made by Councilmember Wendling to approve Consent Agenda.

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

## 8. DEPARTMENT REPORTS

- A. Police Report

Report accepted as presented.

**B. Recreation Report**

Recreation Director Okey gave an update on the ongoing activities for the Parks and Recreation Department. Director Okey stated that applications for the Community Raised Garden Beds at Sanburnol are still available. She said that volunteers are needed for Adopt a Flower Garden Program.

Director Okey stated that the Tower Days festivities are moving along nicely. She stated that there will be traffic flow changes. She stated that letters will be sent out to residents. The follow of the traffic will be one way on McKinley going southbound from 81<sup>st</sup> Avenue NE to 79<sup>th</sup> Avenue NE. She stated that 79<sup>th</sup> Avenue NE will be one way going eastbound from McKinley Street NE to Pleasant View Drive NE, and Pleasant View Drive NE will be one way going northbound from 79<sup>th</sup> Avenue NE to 81<sup>st</sup> Avenue NE.

Recreation Director Okey stated that a shuttle bus service will be added to Sunday from 11:00 am – 10:00 pm from the Spring Lake Park School District Office.

Mayor Nelson inquired if signs will be bagged for the parking. Recreation Director Okey said that additional signage was purchased.

**9. PUBLIC HEARINGS**

**A. Assessment Hearing – 2024 Street Improvement Project**

Motion made by Councilmember Wendling to open Public Hearing on 2024 Street Improvement Project Assessment Hearing.

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

Mayor Nelson open public hearing at 7:19 PM.

Engineer Gravel gave an overview of the 2024 Street Improvement Project which includes Sanburnol Drive, Elm Street and 83<sup>rd</sup> Avenue NE. He stated that the total project cost is \$1,363,040.00 and the amount to be assessed is \$251,983.00. Engineer Gravel stated that the City assessment policy calls for the project to be 45% assessed. He stated that the assessment assumes a street section for a typical municipal street so extra pavement thickness is not included in the assessment.

Engineer Gravel noted that the proposed per parcel assessment rate is \$2,291.28 per residential parcel and the per foot assessment rate for non-residential properties is \$67.89.

He noted that a sidewalk is proposed on 83<sup>rd</sup> Avenue by Nelsons Chasse & Deli to fill the gap. Engineer Gravel stated that the assessment is for ten years at 4.5% interest rate.

Mayor Nelson inquired about the thirty-day payment policy. Administrator Buchholtz stated that once the City Council certifies the assessment residents have thirty days to pay in full with no interest accumulated.

Mr. Pete Greenheck, Nelson Cheese & Deli, 359 83<sup>rd</sup> Avenue NE, discussed his concerns on the proposed sidewalk that would abut his business' driveway. He stated that the proposed sidewalk would not be utilized. He stated that he sees very little walking traffic in the area.

Administrator Buchholtz stated that there is a gap in the sidewalk between the carwash sidewalk and the apartment complex sidewalk. He said that the City is working towards better pedestrian access on the service drive to make it pedestrian friendly. Administrator Buchholtz stated that the sidewalk is in the right of way and that Mr. Greenheck will be able to keep his parking as it currently is.

Public Works Director Linngren discussed the safety of plowing the sidewalk. He stated that currently the plow has to veer off the sidewalk at the end of the apartment complex into the street where the gap is on the sidewalk and then veer back onto the sidewalk by the carwash.

Administrator Buchholtz stated that the proposed segment of sidewalk was being proposed for pedestrian safety. Engineer Gravel stated that staff will meet with Mr. Greenheck to further discuss the sidewalk improvement.

Mr. Konetski, 738 Sanburnol Drive NE, inquired what the timeline of the project would be from start to finish. He stated that he was informed that his apron may have to be replaced because it did not meet standards. Engineer Gravel said that Mr. Konetski's apron would not need to be replaced if only the streets are being replaced.

Motion made by Mayor Nelson to close Public Hearing.

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

Mayor Nelson closed public hearing at 7:44 PM.

## **10. ORDINANCES AN/OR RESOLUTIONS**

### **A. Resolution 2024-26, Adopting Assessment – 2024 Street Improvement Project**

Motion made by Councilmember Goodboe-Bisschoff approving Resolution 2024-26, Adopting Assessment – 2024 Street Improvement Project

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

B. Resolution 2024-27, Accepting Bid – 2024 Street Improvement Project

Engineer Gravel stated that the bids were opened on January 30, 2024. He stated that eight bids were received and the low bidder on the project was North Valley, Inc. with a total base bid of \$1,048,489.18.

Motion made by Councilmember Wendling approving Resolution 2024-27, Accepting Bid – 2024 Street Improvement Project.

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

## 11. NEW BUSINESS

A. Authorize Purchase of Cable Equipment & Council Chambers/Multipurpose Room/EOC Technology

Administrator Buchholtz gave an overview of the Cable Equipment & Council Chambers/Multipurpose Room/EOC Technology project. He stated that a new audio/visual system for the City Council Chambers, Multi-Purpose Room and the Emergency Operations Center is needed. Administrator Buchholtz said the City entered into a design contract with Z Systems to design a system that will meet the City's current and future audio/visual needs. He stated that the highlights of the upgrade are as follows:

- Council Chambers: Installation of a new broadcast production switcher, multiple displays to show presentations to the audience, a comprehensive audio system, and video conferencing, facilitating broader community participation and more dynamic presentations.
- Multi-Purpose Room: Installation of portable displays with video conferencing and a new multi-microphone audio system, enabling versatile use of the space for Recreation events, overflow space for City Council meetings and community engagement.
- EOC/Training Room: Installation of cameras for video conferencing and training – one camera to capture a trainer/presenter and a second camera to capture people sitting in the room in order to receive training from remote locations. While primarily a training room for City staff and others, it will also serve as the City's Emergency Operations Center.

Administrator Buchholtz said that the project will be able to reuse equipment from the existing system. He stated that the reuse of equipment reduced the cost of the project by approximately \$50,000.00. He noted that Z Systems holds the State bid for audio/visual equipment service.

Administrator Buchholtz said the quote is \$276,809.92. He noted that the project was included in the budget for the City Hall Renovation/Expansion project and came in under the estimate.

Motion made by Councilmember Wendling to Authorize Purchase of Cable Equipment & Council Chambers/Multipurpose Room/EOC Technology.

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

B. Authorize Purchase of City Hall Camera and Door Access System

Administrator Buchholtz gave an overview of the current camera and door lock system. He stated that JSB Surveillance will complete the work for the city hall camera and door lock system. He said JSB Surveillance will work with Twin City Hardware for the door lock system.

Administrator Buchholtz said staff is recommending purchasing the camera and door lock systems through JSB Surveillance. He stated the camera quote includes a twenty-three-camera system with a Network video recording system, labor and parts for a total of \$29,848.00. He stated that the door lock quote includes twenty-four door access-controlled door locking system, labor and parts for a total of \$48,650.00.

Administrator Buchholtz stated that the funding for the project was included in the building remodel budget.

Motion made by Mayor Nelson to Authorize Purchase of City Hall Camera and Door Access System from JSB Surveillance.

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

C. Approval of Phase 1 Furniture Quote for City Hall

Administrator Buchholtz reported that City staff has been working with Alternative Business Furniture (ABF) on a design for new office furniture for City Hall. He said that the Police Department addition is scheduled to be completed in early June, staff is recommending splitting the order into two phases.

Administrator Buchholtz stated that Alternative Business Furniture is on the State Contract. He said that Phase 1 is proposed at \$35,635.26 and does not include chairs. Administrator Buchholtz said that ABF will bring out a selection of chairs for employees to try out and select for their work station.

Administrator Buchholtz says staff recommends approval of the Phase 1 quote. He stated that the funds for the furniture will come out of the Furniture, Fixtures and Equipment budget for the project.

Motion made by Mayor Nelson to authorize Approval of Phase 1 Furniture Quote for City Hall renovation.

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

D. Authorize Issuance of RFP for City Assessor Services

Administrator Buchholtz stated that the City's Assessor Ken Tolzmann has announced his intentions to retire at the end of December 2024. Administrator Buchholtz stated that with Mr. Tolzmann's retirement an RFP for Assessor Services has been prepared. He said staff recommends the City Council authorize issuance of the RFP to solicit proposals.

Motion by Councilmember Goodboe-Bisschoff to Authorize Issuance of RFP for City Assessor Services.

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

E. Funding for City-wide Earth Day Clean Up

Recreation Director Okey gave an overview of the City-wide Earth day Clean up to be held on April 20 from 9:30 am – 12:00 pm (noon). She stated that volunteers will be provided supplies to help clean up City Hall, Able Park and Terrace Park. Director Okey said volunteers will be supplied with Safety Vests, Grabbers, Trash Bags and Gloves.

Director Okey stated that the funds for the project will come from the Recycling Fund.

Motion made by Goodboe-Bisschoff to approve Funding for City-wide Earth Day Clean Up.

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

## 12. REPORTS

A. Attorney's Report

None

A. Engineer's Report

Report accepted as presented.

B. Administrator Report

Administrator Buchholtz stated that a report on the City Hall Renovation/Expansion Project was provided in the packet. He said the North Metro Mayor’s Day at the Capital will be on Wednesday, March 20, 2024.

**13. OTHER**

A. Correspondence

None

**14. 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 8:14 PM

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer