

## 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 21, 2020 (virtually) at 7:00 PM, with Council and staff members attending remotely due to the COVID-19 pandemic.

### 1. CALL TO ORDER

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

### 2. ROLL CALL

#### PRESENT:

Mayor Robert Nelson  
Councilmember Ken Wendling  
Councilmember Brad Delfs  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember Lisa Dircks

#### ABSENT:

None

#### STAFF PRESENT:

Police Chief Ebeltoft; Public Works Director Randall; Attorney Thames; Parks and Recreation Director Okey; Engineer Gravel; and Administrator Buchholtz

### 3. PLEDGE OF ALLEGIANCE

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

### 5. DISCUSSION FROM THE FLOOR – None

### 6. CONSENT AGENDA

- A. Approval of Minutes - December 7, 2020 City Council Meeting
- B. General Operations Disbursements 20-21 \$1,346,958.04
- C. Resolution 20-40, Electing Not to Waive Tort Liability Limits for 2021
- D. Contractor's Request for Payment No. 2 - 2020 Sanitary Sewer Lining Project
- E. Contractor's Licenses
- F. Business Licenses - Off Sale, Massage Therapy, Dance L
- G. Sign Permit

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

**7. DEPARTMENT REPORTS****A. Police Report**

Police Chief Ebeltoft reviewed his monthly staff report.

**B. Parks and Recreation Department Report**

Parks and Recreation Director Okey reviewed the monthly program statistics. She reported that the Commission held a successful food drive that generated five large barrels of food to be donated to local food shelves. She said the Department also held a Turkey drawing contest with the winner receiving a \$25

She stated that staff has been busy planning new programs, researching program ideas, updating the website and planning e-mails and marketing materials. She said a catalog will not be sent out this winter.

**8. PUBLIC HEARING****A. Public Hearing on 2021 Fee Schedule**

Mayor Nelson opened the public hearing at 7:16 PM.

Administrator Buchholtz provided an overview of the 2021 fee schedule, noting that the Police Department is recommending several amendments to the Administrative Offense portion of the schedule to address issues relating to animals, illegal parking, and violations of road restrictions. He stated that the City's Water Access Charge would be increasing to \$1,288/unit and the City's local Sewer Availability Charge would be increasing to \$260/unit. He noted that the fee schedule was updated to inform residents that sales tax would be collected on most facility rentals. He stated that staff recommended approval of the fee schedule.

Councilmember Goodboe-Bisschoff asked for clarification on the animal citations, particularly regarding vaccinations and pet licensing. Chief Ebeltoft stated that these citation fees would only be issued if the Police Department needs to get involved. Councilmember Goodboe-Bisschoff suggested a discussion be held on coordinating vaccinations with a local veterinary clinic.

Hearing no further comment, Mayor Nelson closed the hearing at 7:30 PM.

**9. ORDINANCES AND/OR RESOLUTIONS****A. Ordinance 470, Adopting 2021 Fee Schedule**

Motion made by Councilmember Wendling to adopt Ordinance 470, Adopting 2021 Fee Schedule.

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

**B. Resolution 20-41, Adopting Final 2020 Taxes Collectable in 2021**

Administrator Buchholtz stated that the proposed Resolution would set the overall property tax levy for 2020, collectable in 2021, at \$3,631,417, an increase of 2.2% from the previous year. He recommended approval of the Resolution as the property tax levy must be certified to Anoka and Ramsey Counties no later than December 28, 2020.

Motion made by Mayor Nelson to approve Resolution 20-41, Adopting Final 2020 Taxes Collectable in 2021.

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

**C. Resolution 20-42, Adopting 2021 General Fund Budget**

Administrator Buchholtz presented the 2021 General Fund Budget. He stated that projected revenues for the General Fund are \$4,631,755 and proposed expenditures are \$4,582,318. He stated that this results in an anticipated surplus of \$49,427, which will be used to address any revenue shortfalls that occur in 2021 as a result of the COVID-19 pandemic.

Motion made by Councilmember Goodboe-Bisschoff to approve Resolution 20-42, Adopting 2021 General Fund Budget.

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

**10. NEW BUSINESS****A. Award Classification and Compensation Study Contract**

Administrator Buchholtz stated that the City issued a Request for Proposals (RFP) to qualified firms to do a classification and compensation study for the City. The City received 10 proposals from qualified firms across the country. He stated that after reviewing the proposals, he recommended awarding the contract to Baker Tilly.

Councilmember Delfs asked if staff had checked with the references provided. Administrator Buchholtz responded affirmatively, noting that he also worked with Baker Tilly on a similar study when he was at a previous City and was satisfied with their work.

Motion made by Councilmember Delfs to award Classification and Compensation Study contract to Baker Tilly in the amount of \$10,500.

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

B. Award Proposal for Parks Master Plan

Parks and Recreation Director Okey stated that staff issued a Request for Proposals (RFP) for the Park Master Plan. She stated that the City received four proposals and they were evaluated by both staff and the Parks and Recreation Commission. She stated that she is recommending awarding the project to WSB.

Motion made by Councilmember Wendling to award Parks Master Plan contract to WSB in an amount not exceeding \$25,000.

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

**11. REPORTS**

- A. Attorney's Report - No report
- B. Engineer's Report – Report included in packet
- C. Administrator Report – Report included in packet

**12. OTHER**

- A. Correspondence

**13. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:53 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer