

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on April 06, 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  
Council Member Brad Delfs  
Council Member Barbara Goodboe-Bisschoff  
Council Member Lisa Dircks

#### ABSENT:

Council Member Ken Wendling

#### STAFF PRESENT:

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

### **3. PLEDGE OF ALLEGIANCE**

### **4. ADDITIONS OR CORRECTIONS TO AGENDA**

Administrator Buchholtz requested that a Right of Way application for Comcast be added to the Consent Agenda as item 6F.

### **5. DISCUSSION FROM THE FLOOR - None**

### **6. CONSENT AGENDA**

- A. Approval of Minutes - March 9, 2020 City Council Work Session
- B. Approval of Minutes - March 16, 2020 Regular Council Meeting
- C. Approval of Minutes - March 23, 2020 City Council Special Council Meeting
- D. Contractor's Request for Payment No.2 - Garfield Pond Improvement Project
- E. Contractor's Licenses
- F. Right of Way Application - Comcast

Motion made by Council Member Delfs to approve the Consent Agenda.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

## **7. DEPARTMENT REPORTS**

### **A. Public Works Report**

Public Works Director Randall reviewed the Department Report for the month of March.

Mayor Nelson inquired if the Department would be using hot mix for the pothole repairs. Mr. Randall reported that street sweeping will take place the week of April 7, 2020, and possibly after it is completed the filling of potholes will take place. He stated that it takes a crew of four from the Department to fill the potholes. He stated that with the social distancing requirements with the COVID-19, it is more difficult for them all to work together however; he will work on getting the potholes filled.

### **B. Code Enforcement Report**

Building Inspector Baker reviewed the Department Report for the month of March.

## **8. ORDINANCES AND/OR RESOLUTIONS**

### **A. Resolution 20-12, Authorizing Municipal State Aid Street System Revision**

Administrator Buchholtz reviewed the staff memo with the Council.

Mayor Nelson reminded the City Council that the Municipal State Aid proposed changes have been discussed at Council work sessions and the consensus of the Council was to make these changes.

Motion made by Council Member Dircks to amend the City's Municipal State Aid Street to remove 81st Avenue NE from the State Aid System.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

### **B. Ordinance 464 - An Ordinance Amending Chapter 70 of the Spring Lake Park City Code Relating to Traffic Regulations**

Administrator Buchholtz reviewed the staff report with the City Council. He reported that the ordinance is to implement the City Council's policy directive to reduce the amount of commercial truck traffic on 81<sup>st</sup> Avenue NE.

Council Member Delfs inquired if the amendment allows for the Police Department to enforce the truck traffic on a regular basis on 81st Avenue. Administrator Buchholtz stated that the amendment does allow this.

Motion made by Council Member Delfs to approve Resolution 20-12 Authorizing Municipal State Aid System Revision.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff and Council Member Dircks. Motion carried.

C. Resolution 20-13, Continuing the Local State of Emergency Pursuant to Minnesota Statutes §12.29 and §12.37 Declared on March 16, 2020

Administrator Buchholtz reported that at the March 16, 2020, City Council meeting the City Council passed Resolution 2020-11 Extending the Period of a Mayor Declared Emergency Pursuant to Minnesota Statutes 12.29 and 12.37. He reported that the resolution is in effect until April 20, 2020. He stated that due to the fact that Governor Walz issued an Executive Order directing Minnesotans to stay home until at least May 1, 2020, Resolution 20-13 extends the Local State of Emergency and will remain in effect until such time as the Administrator, Clerk/Treasurer, acting on the advice of the City's Management Team, notifies the Mayor that the State of Emergency is no longer warranted.

Council Member Delfs inquired if the Mayor will need to request that action be taken to cancel the Local State of Emergency. Administrator Buchholtz stated that he would inform the Mayor once the emergency is no longer warranted and it could end at that point.

Motion made by Mayor Nelson to approve Resolution 20-13 Continuing the Local State of Emergency Pursuant to Minnesota Statutes §12.29 and §12.37 declared on March 16, 2020.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

## 9. NEW BUSINESS

A. April Rent Abatement for City-owned property located at 8466 Central Avenue leased by RS Properties

Administrator Buchholtz reviewed the staff memo with the City Council. He reported that with the ongoing changes from the state of Minnesota regarding Small Business Loan and Stimulus requirements during the CO-VID 19 pandemic, the business owners are reviewing the requirements for application for any assistance during this time.

Administrator Buchholtz reported that he feels that waiving the April lease payment is a good option until further information is received from the State regarding assistance that the business may receive. He stated that if a stimulus is granted then payment would be made to the City at that time however, until conditions are known, deferring the payments is the best option.

Council Member Goodboe-Bisschoff stated that she agrees with the waiving of the lease payments however; she stated that should the tenant receive any stimulus funding the payment should be made to the City.

Motion made by Council Member Delfs to approve April rent abatement for City-owned property located at 8466 Central Avenue NE leased by RS Properties.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

B. 83rd Avenue and Fillmore Proposed Pond Improvement

Engineer Gravel reviewed the staff report with the City Council regarding proposed pond improvements for the pond located in the northeast corner of the intersection of 83rd Avenue and Fillmore Street NE. He reviewed the scope of the pond project and reported that at this time, staff is requesting authorization to proceed with the design phase. He reported that there are many factors that need to be reviewed on the scope of the project before the project would proceed.

Mr. Gravel stated that the initial design phase will assist in whether or not the project is feasible with the Coon Creek Watershed guidelines and the City.

Motion made by Mayor Nelson to authorize the preliminary study of the 83rd Avenue and Fillmore Street Proposed Pond Improvement.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

C. Cancellation of 2020 Tower Days Festivities

Parks and Recreation Director Okey reviewed the staff memo with the City Council. She reported that the Parks and Recreation Tower Days Committee feels they must cancel the Tower Days events due to the COVID-19 pandemic.

Mayor Nelson stated that he feels bad that the events are being cancelled however; he stated that many other local communities are canceling their city events. He inquired if it would be possible to hold the parade or other event in the fall. Director Okey stated that she would look into the possibility of holding an event at a later date this year.

Motion made by Mayor Nelson to cancel the 2020 Tower Days Celebration.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

D. Approve Plans and Specifications and Authorize Bids for Arthur Street Water Treatment Plant Repairs

Public Works Director Randall reviewed the staff memo with the City Council. He stated that the City made an insurance claim with the League of Minnesota Cities Insurance Trust. He stated that in addition to insurance claims, the City has elected to make other repairs and improvements such as constructing a masonry partition wall to protect electrical equipment, replacing existing lights with LED lights, and replacing some aging process equipment.

Mayor Nelson inquired if the concrete wall will help keep any future chlorine leaks from spreading into areas of the treatment plant. Mr. Randall stated that the walls will avoid infiltration into the areas and the doors make a seal to stop spills from spreading.

Motion made by Council Member Delfs to approve plans and specifications and authorize bids for Arthur Street Water Treatment Plant repairs.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

E. Approve Reorganization of Administration Department

Administrator Buchholtz reviewed the staff memo with the City Council. He provided the Council with the updated job descriptions of the Utility Billing Clerk and the Accounting Clerk/Special Projects Coordinator. He reviewed the anticipated savings for the Administration Department and stated that this change will help with the work load in the department.

Mayor Nelson stated that he agrees with the changes and feels that the changes will fall into place with future developments and with how the LGA funding will be in the coming years for cities.

Administrator Buchholtz stated that the economic situation is unknown at this time because of the COVID-19 pandemic and making changes such as this reorganization it will help with impacts that might be felt by everyone. He stated that staff is excited for the changes and will find them beneficial.

Mayor Nelson inquired to Director Okey how she felt about the changes. Ms. Okey stated that she is disappointed to see Ms. Brunette leave the Parks and Recreation Department but knows that the City did not lose her as employee, she stated that she will still be available to answer questions and was a valuable asset to the department. Ms. Okey stated that she understands the changes that need to be made to even out the workloads during this time.

Motion made by Council Member Goodboe-Bisschoff to approve reorganization of the Administration Department.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

## 10. REPORTS

### A. Engineer's Report

Engineer Gravel reported that work on the Garfield Pond Improvements is going well. He reported that the pipes are in and pipeline work along 81st Avenue will be starting soon and the project is on budget.

### B. Attorney's Report - Nothing to report.

### C. Beyond the Yellow Ribbon Report

Mayor Nelson reported that there have been many requests for the National Guard duties. He stated that the committee is anxiously waiting to reopen the VFW for the pork chop dinners to resume.

### D. Administrator Report

Administrator Buchholtz stated that Council Member Wendling reported that the City has a 58.8% return rate for the Census count. He reported that the State of Minnesota response rate is 53.9%.

Administrator Buchholtz reported that Melissa Barker, Accountant, started with the City on April 6, 2020. He stated that she will be a great asset to the Administration Department and the City.

Administrator Buchholtz thanked Chief Ebeltoft and Sergeant Antoine for their hard work on keeping up to date on the COVID-19 pandemic and staying informed on the latest developments. He stated that it has been a very stressful time for everyone and thanked everyone for their cooperation in keeping the City and departments running.

Mayor Nelson thanked the staff of Spring Lake Park for their dedication and hard work during this time. He thanked everyone for the good communication that has been taking place.

## 11. OTHER

### A. Correspondence – Nothing to report.

**12. ADJOURN**

Motion made by Council Member Delfs to adjourn the meeting.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks.

The meeting adjourned at 7:54 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer