

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on January 06, 2025 at the Able Park Building, 8200 Able Street NE, at 7:00 PM.

### 1. CALL TO ORDER

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

### 2. OATH OF OFFICE

- A. Councilmember Barbara Goodboe-Bisschoff
- B. Councilmember Lisa Dircks

Administrator Buchholtz administered the Oath of Office.

### 3. ROLL CALL

#### MEMBERS PRESENT

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

#### STAFF PRESENT

Building Official Jeff Baker, Public Works Director George Linngren, Police Chief Antoine, Parks and Recreations Director Kay Okey, Administrator Daniel Buchholtz

### 4. PLEDGE OF ALLEGIANCE

### 5. ADDITIONS OR CORRECTIONS TO AGENDA

### 6. DISCUSSION FROM THE FLOOR

None

### 7. CONSENT AGENDA

- A. Approval of Minutes – December 16, 2024 City Council Meeting
- B. Approval of Change Order #4 – City Hall Renovation/Expansion Project
- C. Contractor's Request for Payment #11 – City Hall Renovation/Expansion Project - \$119,453
- D. Accept Resignation Letter for Code Enforcement Inspector Walter Morris
- E. Authorize Closure of City Hall on Friday after Juneteenth and Christmas 2025
- F. Approval of Public Right of Way Applications – Xcel Energy (7 applications)
- G. 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.

## 8. DEPARTMENT REPORTS

### A. Public Works Report

Public Works Director Linngren stated that the department plowed twice in December. He stated that there were two water main breaks. He stated that the department has been making ice for the skating rinks.

### B. Code Enforcement Report

Building Official Baker gave an update on the permits issued this year. He stated that there were 526 permits issued this year compared to 535 permits in 2023. He stated that there were 1807 inspections for 2024 versus 1840 inspections in 2023.

Building Official Baker gave an update on 8310 Able Street NE. He stated that the owner was able to redeem the property. He noted that the he is waiting to touch base with the representative of the home on how to proceed with the cleanup process.

### C. Parks and Recreation Report

Parks and Recreation Director Okey gave an update on the Recreation programs offered for youth during the winter break. She stated that the skating rinks are up and running. Director Okey stated that the Tower Days Committee will be meet at the end of January, 2025.

Director Okey stated that Recreation Supervisor Goldberg participated in a sports management workshop and Recreation Supervisor Scanlon led an extend tour to Omaha with a group of 38 people. She noted that she will be training the staff on the new facility reservation system for City Hall. Director Okey noted that softball registration is now open and the program has expanded to include Mounds View and New Brighton.

## 9. ORDINANCES AND/OR RESOLUTIONS

### A. Resolution 2025-01, Approval of Appointments

Administrator Buchholtz stated that the Mayor's recommendation for committee appointments are incorporated into Resolution 2025-01.

Motion made by Mayor Nelson to approve Resolution 2025-01, Approving 2025 Appointments.

Voting Aye: Councilmember Goodboe-Bisschoff, Mayor Nelson. Voting Nay: Councilmember Wendling, Councilmember Dircks, Councilmember Moran. Motion failed 3-2.

Mayor Nelson directed staff to place this item on the 1/21/25 work session agenda.

## 10. NEW BUSINESS

### A. Appointment of Parks and Recreation Director

Administrator Buchholtz stated that staff is recommending the promotion of Anne Scanlon to the Parks and Recreation Director position. He gave an overview of the hiring process, and stated that Ms. Scanlon was the choice for both committees, which consisted of Department Heads and recreation staff and commissioners. Administrator Buchholtz stated that Ms. Scanlon would start at Step 2 of the salary schedule, or \$43.29/hour.

Motion made by Mayor Nelson to authorize Appointment of Parks and Recreation Director.

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

### B. Authorize Hiring Process for Recreation Program Supervisor Position

Administrator Buchholtz stated that with the promotion of Ms. Scanlon to the position of Parks and Recreation Director, the Recreation Program Supervisor position has become vacant. He stated that the Recreation Supervisor position focuses on adult and senior programming.

Administrator Buchholtz stated that staff is seeking authority to initiate the hiring process for Recreation Program Supervisor. He noted the 2025 salary range for the position is \$34.02-\$41.82/hour.

Motion made by Councilmember Wendling to Authorize Hiring Process for Recreation Program Supervisor Position.

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

### C. Authorize Hiring Process for Fire Inspector/Code Enforcement Officer

Administrator Buchholtz stated that with the resignation of Walter Morris the position of Fire Inspector/Code Enforcement is now vacant. He gave an overview of the position, stating that it is a dual focus on fire safety and property maintenance.

Administrator Buchholtz stated that staff is seeking approval to begin the hiring process for the position of Fire Inspector/Code Enforcement Official. He stated that the 2025 salary range for the position is \$34.02-\$41.81/hour.

Motion made by Councilmember Goodboe-Bisschoff to schedule discussion on the Hiring Process for Fire Inspector/Code Enforcement Officer to a Council Workshop.

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

## 11. REPORTS

### A. Attorney Report

None

### B. Engineer Report

Accept report as submitted

### C. Administrator Report

Administrator Buchholtz stated progress was continuing on the two property acquisitions. He stated the purchase agreement for 8492 has been extended by 30 days to finalize quotes for installing a vapor barrier. He noted that the barrier required by the Phase II environmental study, addresses contamination from dry cleaning chemicals in the soil and is essential for compliance with tenant requirements. Administrator Buchholtz stated future redevelopment of the site may qualify for Superfund assistance, and staff is exploring grant opportunities at the state level. He noted that with existing leases extending into the early 2030s, there is ample time to develop a grant application.

Administrator Buchholtz said a work session scheduled for January 21, 2025 will address several topics, which include a presentation on the human animal ordinance, discussion on the appointments and the consideration of the fire inspector/code enforcement officer position.

## 12. OTHER

### A. Correspondence

None

B. Beyond the Yellow Ribbon

Mayor Nelson gave an update on Beyond the Yellow Ribbon activities. He stated that the committee gave a total of \$450 to 3 military families. He stated that there will be an upcoming fundraiser in support of the veterans and their families.

**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 7:56 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer