

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 3, 2025 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT

Councilmember Barbara Goodboe-Bisschoff

Councilmember Lisa Dircks

Councilmember April Moran

Acting Mayor Kenneth Wendling

MEMBERS ABSENT

Mayor Robert Nelson

STAFF PRESENT

Police Chief Josh Antoine, Public Works Director George Linngren, Building Official Jeff Baker, City Administrator Daniel Buchholtz

VISITORS

Joshua Ammann

624 Manor Drive NE

Spring Lake Park

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA - None

5. DISCUSSION FROM THE FLOOR – None

Acting Mayor Wendling reminded those in attendance, as well as viewers watching from home, that Tuesday, November 4, 2025 is Election Day and that Spring Lake Park voters vote at the Grace Evangelical Free Church, 755 73rd Avenue NE, Fridley.

6. CONSENT AGENDA

- A. Approval of Minutes – October 20, 2025 City Council Meeting Minutes
- B. Active Shooter Policy
- C. Approval of ROW – CenterPoint Energy – 7735 Lakeview Lane NE
- D. Contractor's Licenses
- E. Sign Permits

Motion made by Councilmember Goodboe-Bisschoff to Approve the Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Public Works Report

Public Works Director Linngren reviewed the activities for the month of October. He stated that the Public Works Department is street patching and sweeping, while preparing for winter. He stated that the Public Works crew is trimming the trees and they have winterized the irrigation systems for all city properties.

B. Code Enforcement Report

Building Official Baker gave an overview of the Code Enforcement Department activities for the month of October. He stated that there are currently 43 properties still needing rental inspections.

Building Official Baker gave an update on ongoing construction projects.

8. ORDINANCES AND/OR RESOLUTIONS

A. Resolution 2025-38, Ordering Preparation on Improvement for the 2026 Street Improvement Project

Administrator Buchholtz presented a request for authorization to begin preparation of a feasibility report for a proposed 2026 Street Improvement Project. He said the project would primarily involve mill and overlay work in the northeast area of the city, including Plaza Boulevard, Theorin Terrace, Center Drive, and Sunset Drive. He stated that Westwood Road and 83rd Avenue were evaluated but are currently in good condition and not included in the proposed scope.

Administrator Buchholtz said the feasibility study will also evaluate the Highway 10 service road to determine its condition and potential inclusion. He noted that the preliminary cost estimates for the project range from \$441,480 to \$521,900. He stated that most of the affected areas are commercial, and those segments would be 100% assessed. He said that in the areas with frontage on one side (e.g., Plaza Boulevard and the County Road Service Drive), costs would be shared between the City and benefiting properties.

Administrator Buchholtz said the feasibility report will help determine which streets require full improvements and which may be suitable for seal coating in 2026. He noted that the report is expected to be finished in December 2025, followed by a public improvement hearing and potential construction beginning in June 2026.

Motion made by Councilmember Goodboe-Bisschoff to approve Resolution 2025-38, Ordering Preparation on Improvement for the 2026 Street Improvement Project.

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

9. NEW BUSINESS

A. Request for Approval to Transition to a .gov Email Domain

Administrator Buchholtz provided an update on the state mandate from the 2023 legislative session requiring all government offices involved in election-related activities to use a .gov email domain. He said to comply, the City will transition to a new domain: springlakeparkmn.gov. He stated that the current domain (slpmn.org) will remain active and be redirected to the new domain for a period of time to allow for a smooth transition.

Administrator Buchholtz stated that the change is expected to improve efficiency and ensure compliance. He stated that the transition will cost approximately \$13,260.00, which the City must cover, as the mandate is unfunded. Existing business cards and materials will continue to be used until supplies run out, after which new materials will reflect the updated domain.

Motion made by Acting Mayor Wendling to approve the Transition to a .gov Domain.

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

B. Approval of Revised Job Description and Authorization to Begin Recruitment for Housing/Code Enforcement Inspector

Building Official Baker provided an update regarding the resignation of Fire Inspector Nick Anderson, effective October 31. Mr. Anderson accepted a new position with the City of Golden Valley. Mr. Baker thanked him for his valuable service in housing fire inspections and code enforcement.

Building Official Baker said that following Mr. Anderson's departure, staff reviewed the position and operational needs in coordination with the Spring Lake Park–Blaine–Mounds View (SBM) Fire Department. He stated that as a result, fire inspection responsibilities will be transferred to the Fire Department. He said that the City will continue to handle permits and inspections for new businesses, the Fire Department will assist with inspections of commercial buildings, particularly common areas, riser rooms, and other accessible spaces—primarily during evenings and weekends. He said the Fire Department will not conduct inspections inside individual apartment units or handle rental inspections.

Building Official Baker said the existing Fire Inspector position will be reclassified and retitled to Housing/Code Enforcement Inspector, focusing on property maintenance, rental licensing, housing, and nuisance abatement. He stated that the position will remain under the supervision of the Building Official. He pointed out that the reclassification includes a salary grade adjustment from Grade 10 to Grade 9 (\$33.14–\$40.72/hour), resulting in ongoing cost savings for the City.

Building Official Baker stated that staff recommends approval of the revised job description and requested authorization to begin the recruitment process to fill the vacancy.

Motion made by Acting Mayor Wendling to approve the revised job description and authorize the recruitment for the Housing/Code Enforcement Inspector position.

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

C. Approve Proposal from DDA Human Resources to Update the City's Pay Plan

Administrator Buchholtz provided an update on the City's compensation structure. He reminded the City that in 2021 they contracted with Baker Tilly to conduct a comprehensive classification and compensation study, which evaluated 19 positions for internal equity and market competitiveness.

Administrator Buchholtz said to ensure continued compliance with Minnesota's pay equity law and maintain market competitiveness, staff recommended contracting with DDA Human Resources, a division of David Drown Associates. He stated that staff recommended Model 3 with a \$1,000 contingency to allow for evaluation of three job descriptions: Public Works Mechanic, Housing/Code Enforcement Inspector, and Administrative Captain.

Administrator Buchholtz said that if the City has a positive experience with DDA, staff would recommend entering into their annual maintenance program to keep the pay plan current and avoid major future adjustments. He said that the proposal was reviewed and recommended for approval by the Non-Bargained Personnel Committee, consisting of Acting Mayor Wendling and Councilmember Dircks.

Administrator Buchholtz provided additional background on the City's compensation plan update. He noted that the City previously conducted a full classification and compensation study through a competitive RFP process, with Baker Tilly selected as the consultant. He said at that time the study included a comprehensive rewrite of job descriptions, which had not been updated in over 20 years. He said that job descriptions have remained current, reducing the scope and cost of the current update.

Administrator Buchholtz noted that due to rapid market changes—particularly in the last five years—and increasing complexity related to Minnesota's pay equity law, an updated analysis is necessary. He said Public safety staffing shortages and recent market rate

adjustments for patrol and sergeant positions have created salary compression issues, especially affecting the Police Chief. Similar concerns exist in Public Works and among non-bargained positions in Administration and Parks & Recreation.

Administrator Buchholtz stated that staff recommends contracting with DDA Human Resources, citing their experience with the SAFE System used in the City's original pay equity compliance. He said this allows the City to maintain consistency in methodology without transitioning to a new compliance framework.

Motion made by Councilmember Dircks to approve the proposal from DDA Human Resources to update the City's Pay Plan.

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

10. REPORTS

A. Attorney's Report - None

B. Engineer's Report

Report accepted as presented.

C. Administrator's Report - None

11. OTHER - None

12. ADJOURN

Motion made by Acting Mayor Wendling to adjourn.

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

The meeting was adjourned at 7:27 PM.

Kenneth Wendling, Acting Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer