

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on September 2, 2025 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  
Mayor Robert Nelson

#### MEMBERS ABSENT

Councilmember April Moran

#### STAFF PRESENT

Police Chief Josh Antoine, Public Works Director George Linngren, Code Enforcement Official Nick Anderson, City Administrator Daniel Buchholtz

### 3. PLEDGE OF ALLEGIANCE

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

### 5. DISCUSSION FROM THE FLOOR – None

Administrator Buchholtz reported receiving an email from Spring Lake Park resident Mike Anderson, who expressed appreciation for the City's enhanced street sweeping efforts. He stated that Mr. Anderson also complimented the native plantings around Triangle Park.

Police Chief Antoine informed the Council that the City discontinued the use of the prescription drug take-back box that was previously located at City Hall due to inappropriate items being deposited. He noted that the Hy-Vee pharmacy has a prescription drug take-back program and the City will be partnering with them moving forward. Chief Antoine encouraged Council members and residents to help spread the word about this new option.

### 6. CONSENT AGENDA

- A. Approval of Minutes – August 18, 2025 Work Session
- B. Approval of Minutes – August 18, 2025 City Council Meeting
- C. Mayor's Proclamation – Constitution Week
- D. Contractor's Request for Payment No. 1 – 2025 Street Improvement Project - \$133,579.38

- E. Contractor's Request for Payment No. 7 – Final – 2024 Sanburnol Drive, Elm Drive & 83<sup>rd</sup> Ave Improvement - \$29,128.36
- F. Anoka County Agreement for Residential Recycling Program 2026 – Select Committee on Recycling and the Environment (SCORE)
- G. Approval of Shelter-in-Place During Storm Policy
- H. Authorize Closure of City Hall on Friday after New Year's Day 2026
- I. Approval of ROW – Xcel Energy – 8000 Jackson Street NE
- J. Kennel License Renewal

Administrator Buchholtz shared a recommendation from the City Safety Committee, comprised of department heads and employee representatives, to establish a designated shelter-in-place area within City Hall for severe weather events. He noted that since the building renovation, a formal shelter plan had not been in place. Administrator Buchholtz stated the new policy outlines procedures for sheltering in place, communication protocols, coordination with emergency services, and ensuring safety until an all-clear is given. He said staff will receive training and participate in drills, and during public meetings, designated staff will guide residents to safety when alerts are issued.

Motion made by Councilmember Wendling to Approve the Consent Agenda.

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

## 7. PUBLIC HEARING

- A. Rental License Revocation for Certain Property Located at 857 81<sup>st</sup> Avenue NE

Mayor Nelson opened the Public Hearing at 7:05 PM.

Code Enforcement Official Anderson reported on the rental property at 857 81<sup>st</sup> Avenue NE. He stated that an initial inspection was conducted on June 6, 2025 and revealed code violations. He said due to the extent of the issues, the property was granted an extended compliance period beyond the standard 30 days. He noted a follow-up inspection was conducted on August 4, 2025, and no repairs had been completed. Code Enforcement Official Anderson stated a third inspection was scheduled for September 2, 2025, but no one from the property management was present.

Councilmembers inquired about the occupancy of the home. Code Enforcement Official Anderson stated that the property is currently vacant.

Mayor Nelson asked if anyone in the audience would like to be heard. Hearing none, the Mayor closed the hearing at 7:08 PM.

Motion made by Councilmember Wendling to approve Rental License Revocation for Certain Property Located at 857 81<sup>st</sup> Avenue NE.

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

## **8. DEPARTMENT REPORTS**

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

Public Works Director Linngren reported that the new asphalt and striping have been installed at 79th Avenue NE and Taylor Street NE, including 27 new parking stalls. He stated that the parking areas will remain unsigned for now, with limited restrictions near stop signs. He noted that the playground installations are finished for the year, and the relocated equipment is being installed at Sanburnol Park.

Director Linngren said that pothole patching continues, with specific concerns noted at Hayes and Garfield Streets. He said that street sweeping is ongoing, focusing on the pond areas. He said the Theorin Terrace pond liner has been installed, and pricing is being obtained to televise storm lines for future maintenance planning.

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

### **A. Resolution 2025-33, Adopting Proposed 2025 Tax Levy Collectible in 2026**

Administrator Buchholtz reported that the City Council reviewed the proposed 2026 Administrator's Budget at the August 18 workshop. He said he resolution presented sets the preliminary 2025 payable 2026 tax levy at \$5,030,260, representing a 6.54% increase over the 2024 payable 2025 levy. He noted that the increase is primarily due to rising employee salary and benefit costs, a significant increase in the City's share of the fire Department contract, and general inflationary pressures.

Administrator Buchholtz said the resolution also sets the Truth-in-Taxation Public Hearing for Monday, December 1 at 7:00 PM at City Hall. Administrator Buchholtz noted that this preliminary levy establishes the maximum amount for 2026 and that staff will continue working to identify savings and potentially reduce the final levy before its adoption in December 2025.

Motion made by Mayor Nelson to approve Resolution 2025-33, Adopting Proposed 2025 Tax Levy Collectible in 2026.

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

**B. Resolution 2025-34, Cancelling or Reducing Bond Levies – 2025-2026**

Administrator Buchholtz reported that state law requires the County Auditor to levy the full amount of debt service originally certified by the City Council unless the Council adopts a resolution to cancel or reduce the levy.

Administrator Buchholtz said the resolution presented reduces the debt service levy for the 2024A GO Capital Improvement Plan Bond (City Hall) from \$602,750 to \$414,747.00. He stated that the reduction is possible due to available funds from the Public Utilities Fund and excess project funds, which will be used to offset the debt service payment.

Motion made by Councilmember Wendling to approve Resolution 2025-34, Cancelling or Reducing Bond Levies – 2025-2026.

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

**10. NEW BUSINESS****A. Award Quote for Triangle Park Irrigation**

Public Works Director Linngren requested City Council approval to install an irrigation system at Triangle Park. He stated that the funding for the project was allocated in the capital budget. He stated the lowest and most responsible bid was submitted by Sun Shower Irrigation at a total cost of \$12,403.00.

Director Linngren stated that the price for the project includes installation of irrigation lines, controllers, sprinkler heads, insulation, and a two-year warranty covering both materials and workmanship. He made noted that a 1.5-inch water line, already in place near the electrical control panel, will facilitate a straightforward connection, making the installation process efficient and ensuring the park remains green.

Motion made by Councilmember Goodboe-Bisschoff to Award Bid for Triangle Park Irrigation to Sun Shower Irrigation in the amount of \$12,403.00.

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

**B. Award Quote for City Hall HVAC Maintenance Agreement**

Public Works Director Linngren reported that with the building now complete and HVAC units in operation for over a year, the City is establishing an annual inspection and maintenance program. He stated that quotes were requested and Northern Air Corporation (NAC) was the lowest bidder, offering a first-year contract at \$5,065.00. He said the annual cost for years two through five will be \$5,571.50. He said the contract includes a 30-day

cancellation policy, allowing the City to terminate the agreement without penalty with proper notice. Director Linngren stated the services covered include inspections, filter replacement, unit maintenance, and associated labor.

Motion made by Councilmember Dircks to approve and accept Quote for City Hall HVAC Maintenance Agreement from Northern Air Corporation.

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

## 11. REPORTS

A. Attorney's Report - None

B. Engineer's Report

Report accepted as presented.

C. Administrator's Report

Administrator Buchholtz provided an update on the City's new Journeys Senior Newsletter. He noted that the Council had previously approved a partnership with a publishing company to produce the updated newsletter. Administrator Buchholtz shared a comparison between the previous version and the newly designed edition. He also highlighted that the publication is being fully funded through advertisements.

Administrator Buchholtz informed the Council that final special assessment letters have been sent to residents affected by the recently completed street project. He noted that payments are due by September 25 to avoid any interest charges.

## 12. OTHER

Police Chief Antoine reminded the public that local schools will be in full session. He urged drivers to use extra caution, watch for school buses and children near streets and crosswalks, and drive safely throughout the community.

## 13. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:34 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer