

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 19, 2022 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

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

STAFF PRESENT

Public Works Director Terry Randall, Recreation Director Kay Okey, Police Chief Josh Antoine, Building Official Jeff Baker, Attorney John Thames, Engineer Phil Gravel, Administrator Buchholtz

OTHERS PRESENT

Ray McManus, Sunset Grill
Paul Medin, 7930 6th Street NE

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the following additions be made to the agenda: 1) that item 6E be added Mayor's Proclamation for Constitution Week: 2) that item 6F be added Resolution No. 22-43 Cancelling Bond Levy 2005A G.O. Capital Improvement Bond: 3) that item 8F be added Resolution No. 22-44_Resolution Establishing Parking Restrictions Along University Avenue NE Service Drive Between 79th Avenue and Rosedale Road.

5. DISCUSSION FROM THE FLOOR - None

6. CONSENT AGENDA

- A. Approval of Claims – August 2022 General Disbursements - \$413,997.82
- B. Business Licenses
- C. Contractor's License
- D. Sign Permits
- E. Mayor's Proclamation – Constitution Week (September 17-23, 2022)
- F. Resolution No. 22-43 – Cancelling Bond Levy 2005A G.O. Capital Improvement Bond

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Police Report

Chief Antoine reported there were 775 calls for service in the month of August 2022 compared to 705 calls for service in the month of August 2021. He noted that Investigator Bennek handled 32 cases for the month of August: 30 felonies and 2 misdemeanors.

Chief Antoine stated that the Police Department staff participated in Night to Unite on August 2, 2022. He noted that the Department is conducting background checks on the top 3 candidates for patrol officer, and hopes to make a conditional offer to one of the candidates in early October.

B. Recreation Report

Director Okey outlined several Parks and Recreation activities. She noted that the fall schedule of classes and activities are available online. She stated that Anne Scanlon, new Recreation Supervisor has transitioned well and has new programs ready to debut.

Director Okey thanked volunteers who participated in Adopt-A-Flower Program at Terrace and Able Park. She reminded residents, who are participating in the garden program that it is time to clean up their gardens for the season.

8. NEW BUSINESS

A. Zoning Compliance Agreement – 911 Osborne Road NE

Administrator Buchholtz stated that the Code Enforcement Department has been working to bring 911 Osborne Road into compliance. He noted the number of violations and fines on the property. Administrator Buchholtz stated that the property owner wants to transfer the property to his son but with the pending special assessments that is hard to accomplish.

Administrator Buchholtz is recommending that the City enter into a Zoning Compliance Agreement with the owner of the property. The agreement specifies timelines for certain violations to be rectify. If violations are brought into compliance all fines will be waived and if the actions are not completed the fines will be re-instated.

Motion made by Councilmember Dircks to Authorize Zoning Compliance Agreement for 911 Osborne Road NE.

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

B. Authorize Conditional Job Offer for Utility Billing Clerk

Administrator Buchholtz stated that the City received 31 applications for the Utility Billing Clerk position. He stated that he along with Deputy Clerk Brown, Public Works Director Randall and Permit Technician Pearson interviewed 4 applicants and narrowed it down to 2 finalists. He noted that the finalists were interviewed by himself, Deputy Clerk Brown, Accounting Clerk Morrison, Accountant Barker. Administrator Buchholtz recommended Stephanie Brandt.

Staff is recommending that the City Council grant a conditional offer to Stephanie Brandt, based on the condition that she passes her pre-employment drug test. Administrator Buchholtz is recommending that the City Council start her at Step 2 of the Salary Schedule, or \$54,420.36 per year, and grant the City's standard benefits package.

Motion made by Councilmember Delfs to Authorize Conditional Job Offer for Utility Billing Clerk.

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

C. Approve Water Quality Cost Sheet Grant Agreement between City of Spring Lake Park and Coon Creek Watershed District

Administrator Buchholtz stated that the City applied for a Water Quality Cost Share Grant from Coon Creek Watershed District. The grant will be used to fund vegetated swale around the Triangle Park storm water pond. He noted that The City did receive 50% of the cost of the vegetated swale, \$14,204.00. The remaining funding will come funds from City's storm water utility.

Administrator Buchholtz noted that the benefits of the project will be to reduce the nutrient load for storm water flowing into the storm water pond, reduce the number of geese residing in the pond, improve safety by creating a natural barrier around the pond, and provide pollinator friendly habitat. Administrator Buchholtz stated that the project will assist the City in its stormwater treatment goals under the MS4 permit.

Motion made by Councilmember Goodboe-Bisschoff to Approve Water Quality Cost Share Grant.

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

D. Approve Proposal from Prairie Restoration for Native Landscape at Triangle Park Storm Water Pond

Motion made by Councilmember Goodboe-Bisschoff to Approve Proposal from Prairie Restoration for Native Landscape at Triangle Park Storm Water Pond.

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

E. Retaining Wall Repair at 8466 Highway 65 NE

Administrator Buchholtz stated that the retaining wall supporting the rear parking lot at 8466 Central Avenue NE is near collapse. He noted that staff has been studying ways to reinforce the wall.

Administrator Buchholtz noted that Ray McManus, the tenant, has proposed a cost sharing project for the wall repair, which is estimated at \$40,000.00, and he is willing to cover up to \$10,000.00 in cost overruns. The cost sharing would consist of the following:

- Reinforcement of the damaged patio wall
- Build reinforced bulkhead wall to replace the collapsed wall
- Supply fill
- Complete final grade
- Correct drainage issues in damaged area
- Complete asphalt repair at damaged area
- Spot patch the rear parking lot

Administrator Buchholtz is proposing that the City Council approve the lease amendment where the rent would be reduced as follows to compensate for the City’s cost of the project:

October	\$0
November	\$0
December	\$0
January 2023	\$2400

He states that the taxes and insurance would continue to be paid and in February 2023 the rent would resume at the standard rate of \$5,600.00 per month. Staff recommends approval of the cost sharing project.

Motion made by Mayor Nelson to Approve a Lease Amendment to Repair Retaining Wall at 8466 Highway 65 NE (Sunset Grill).

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

F. Resolution 22-44 – Resolution Establishing Parking Restrictions Along University Avenue NE Service Drive Between 79th Avenue and Rosedale Road

Administrator Buchholtz stated that a number of complaints have been received by the City about parking on University Service Drive. He said that people are parking on both sides of the street, making it difficult for emergency vehicles and other vehicles to get through the street. He noted that the City Council and staff invited residents to a meeting at the site to discuss the issue.

Administrator Buchholtz stated that staff is recommending no parking on the west side of University Service Drive NE between 79th Avenue NE and Rosedale Road NE. Staff is also recommending that parking on the east side of University Service Drive NE between 79th Avenue NE and Rosedale Road Ne be by parking permit ONLY.

Motion made by Mayor Nelson to Approve Resolution No. 22-44 Establishing Parking Restrictions Along University Avenue NE Service Drive Between 79th Avenue NE and Rosedale Road NE.

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

9. REPORTS

A. Attorney Report

None

B. Engineer Report

Report accepted as presented

C. Administrator Report

Administrator Buchholtz reported that the SBM Administrator's Committee has been working with the Fire Board to find a new Fire Chief. He noted that the applications period has concluded and they are being evaluated. A new Chief should be on the job by January of 2023

10. OTHER

A. Motion to Close City Council Meeting Pursuant to M.S. 13D.05, subd 3(a) to Conduct the City Administrator's Performance Evolution

Motion made by Councilmember Wendling to close the City Council meeting for the Administrator's annual performance evaluation pursuant to M.S. 13D.05, subd. 3(a).

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

Meeting was closed at 7:47 PM.

Meeting reconvened at 8:27 PM.

Attorney John Thames stated that the City Council adjourned the close session Pursuant to M.S. 13D.05, subd 3(a) to Conduct the City Administrator’s Performance Evolution to discuss the Administrator’s Performance Evaluation and a there will be a synopsis at the next meeting.

B. Beyond the Yellow Ribbon

Mayor Nelson gave an update on the activities of Beyond the Yellow Ribbon Group.

11. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting adjourned at 8:33 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer