

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on October 7, 2024 at the Able Park Building, 8200 Able Street NE, at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT

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

MEMBERS ABSENT

Mayor Robert Nelson

STAFF PRESENT

Building Official Jeff Baker, Public Works Director George Linngren, Sergeant Richard Kramer, Attorney John Thames, Administrator Daniel Buchholtz

VISITORS - None

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the following change be made to the agenda: 1) that item 6K be added for consideration of memorandum of understanding between Anoka County and Spring Lake Park regarding the installation and use of Flock safety cameras on County owned traffic control signal systems.

5. DISCUSSION FROM THE FLOOR

6. CONSENT AGENDA

- A. Approval of Minutes – September 16, 2024 City Council Meeting
- B. Contractor's Request for Payment #4 - 2024 Sanburnol, Elm Drive and 83rd Avenue Improvement Project
- C. Contractor's Request for Payment #8 - City Hall Renovation/Expansion Project
- D. Resolution 2024-55, Authorizing the Mayor and City Administrator to Execute Documents for the Acquisition of Property Located at 8476/8478 Highway 65 NE
- E. Resolution 2024-56, Amending 2024 General Fund Budget

- F. Administrator, Clerk/Treasurer Performance Evaluation Statement
- G. ROW Application – Spring Lake Park School District 16
- H. Fiber Optic Relocation for City Hall Renovation/Expansion Project – Zayo
- I. Contractor’s Licenses
- J. Sign Permits
- K. Memorandum of Understanding Between Anoka County and Spring Lake Park on the Flock Safety Cameras

Councilmember Wendling requested agenda item 6F be pulled from the agenda for discussion.

Administrator Buchholtz gave an overview of the City Council’s review of his performance evaluation. He stated that the city council expressed satisfaction with his performance in managing the city’s daily operations.

Item 6F was re-added to the agenda.

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Public Works Report

Public Works Director Linngren gave an overview of the projects undertaken by the Public Works Department for the month of September. He stated that the contractor striped Sanburnol Drive and 83rd Avenue NE.

Director Linngren stated that the playground equipment and the chips at Terrace Park have been removed. He noted that the new Cat loader has arrived and the tires are being placed on the equipment.

Director Linngren said that the annual Fall recycling event, leaf drop-off and street sweeping will be held in late October.

B. Code Enforcement Report

Building Official Baker stated that the City issued 11 Administrative Offense tickets for code violations. Building Official Baker updated the Council on the first phase of the City Hall project. He said that Phase 1 passed its temporary certificate of occupancy inspection.

8. ORDINANCES AND/OR RESOLUTIONS

A. Resolution 2024-53, A Resolution Approving Variances from the Minimum Lot Size and Side Yard Setback Requirements to Permit a Two-Family Dwelling at 8031 Hayes Street NE

Administrator stated that property owner Julie Caffari, 8031 Hayes Street NE, applied for a conditional use permit to allow a two-family dwelling in the R-1 zoning district and variances from the minimum lot size required for a two-family dwelling and a variance from the side yard setback for an in-law suite for an elderly family member. He stated that the lot is a standard lot at square footage of the lot is 11,249.50 square feet, or 3,750.50 square feet below the performance standard as set forth by the City Code.

Administrator Buchholtz noted that the property owner is requesting a three-foot variance into the ten-foot side yard setback requirement on the south side of the house, behind the garage. He stated that the request will allow for the deck stairs to be relocate to accommodate the egress window for the in-law suite.

Administrator Buchholtz stated that staff feels the request fits the practical difficulties test for variance standards, therefore it meets the test that are outlined in the conditional use permit process. He said that the conditional use permit cannot be granted without granting the variances.

Administrator Buchholtz stated that at condition was put in that the in-law suite will not be licensed or utilized as a rental property for non-family members in order to maintain the character of that property, if someone were to buy the property in the future and wants to rent it out. He stated the new owner would need to appear in front of the council to get the variance amended. Administrator Buchholtz also provided an overview of the conditions, which included:

1. The in-law suite is exclusively for family members and cannot be rented to non-family, preserving the neighborhood's residential character.
2. The addition and deck must match or complement the existing structure in materials, design, and color to maintain architectural consistency.
3. Any landscaping disturbed during construction must be restored or improved.
4. Proper grading and drainage must be maintained to protect the natural drainage system and adjacent properties, with changes reviewed by the City Engineer.
5. New exterior lighting must be downward-facing and shielded to prevent light spillover, complying with City regulations.
6. The addition and deck must adhere to all relevant building, safety, and fire codes.
7. Efforts should be made to preserve existing mature trees and significant vegetation; if removal is necessary, it must be replaced with suitable species.

Administrator Buchholtz noted one change in a resolution per Attorney Thames recommendation. He said it was recommended the plans that the property owner distributed to the City adhere to the construction needs to be conformance with the plans submitted to the City.

Motion made by Councilmember Wendling to Approve Resolution 2024-53, A Resolution Approving Variances from the minimum Lot Size and Side Yard Setback Requirements to Permit a Two-Family Dwelling at 8031 Hayes Street NE.

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

B. Resolution 2024-54, Granting Approval of Conditional Use Permit to Permit a Two-Family Dwelling in the R-1 Zoning District at 8031 Hayes Street NE

Motion made by Councilmember Goodboe-Bisschoff to Authorize Resolution 2024-54, Granting Approval of Conditional Use Permit to Permit a Two-Family Dwelling in the R-1 Zoning District at 8031 Hayes Street NE.

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

9. NEW BUSINESS

A. Police Officer Candidate Conditional Job Offer

Sergeant Kramer stated that the interviews for an additional officer have been completed. The process included an application and two oral interviews.

Sergeant Kramer stated that Chief Antoine gave a conditional job offer to Victor Pham for the position of Patrol Officer. He stated that Mr. Pham is currently a Community Service Officer (CSO) for the Blaine Police Department.

Sergeant Kramer stated that Chief Antoine is seeking Council approval of Victor Pham, pending passing a psychological, medical and drug exam, and a physical agility test.

Motion made by Councilmember Goodboe-Bisschoff to approve Police Officer Candidate Conditional Job Offer to Victor Pham.

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

B. Call Special Council Meeting for Tuesday, November 12, 2024 to Canvass Municipal Election Results

Administrator Buchholtz stated that staff is requesting a special City Council meeting for Tuesday, November 12, 2024 to canvass the municipal election results.

CONSENSUS of the City Council was to schedule a special meeting to canvas the 2024 municipal election results for November 12, 2024 at 4:30pm.

10. REPORTS

A. Attorney Report - None

B. Engineer's Report

Reported accepted as presented.

C. Administrator Report

Administrator Buchholtz gave an update on the City Hall Renovation/Expansion Project. He stated that a request for Phase 2 & Phase 3 furniture will be presented at the next meeting. He stated that there is a drilling delay for the Phase 2 ESA for 8476 Property. He stated a request was made to extend the due diligence period by 30 days.

11. OTHER

A. Close Meeting to Develop or Consider Offers or Counteroffers for the Purchase of Real Property Pursuant to M.S. § 13D.05, subd. 3(c)(3)

Motion made by Councilmember Wendling to close the City Council meeting to Develop or Consider Offers or Counteroffers for the Purchase of Real Property Pursuant to M.S. § 13D.05, subd. 3(c)(3) for the property identified 8492 Highway 65 NE.

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

Meeting was closed at 7:22 PM

Meeting reconvened at 7:35 PM

Attorney Thames stated that the City Council met in closed session to discuss meeting to Develop or Consider Offers or Counteroffers for the Purchase of Real Property Pursuant to M.S. § 13D.05, subd. 3(c)(3) for the property identified as 8492 Highway 65 NE. Attorney Thames stated that City Council is prepared to make a motion.

Motion made by Councilmember Moran to Approve the Purchase Agreement for 8492 Highway 65 NE, and Authorize the Acting Mayor to Date and Sign the Agreement.

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

12. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:40 PM.

Lisa Dircks, Acting Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer