

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park Special City Council Meeting was held on March 23, 2020 at the Spring Lake Park City Hall, at 5:30 PM.

### 1. CALL TO ORDER

Mayor Nelson called the meeting to order at 5:30 PM.

### 2. ROLL CALL

PRESENT:

Ken Wendling

Brad Delfs (Arrived at 5:35 PM)

Barbara Goodboe-Bisschoff

Lisa Dircks

Robert Nelson

STAFF PRESENT:

Administrator Buchholtz and Executive Assistant Gooden

### 3. DISCUSSION ITEMS

#### A. Authorize Conditional Job Offer to Melissa Barker for Accountant Position

Administrator Buchholtz reported that the City Council authorized staff to begin the hiring process for the Accountant position to fill the vacancy due to the recent retirement of employee Peggy Anderson.

Administrator Buchholtz reported that after a two-week application period, staff received 11 applications. He stated that Executive Assistant Gooden and himself reviewed and scored the applications and selected four applicants for an interview. He reported that an interview panel of Recreation Director Okey, Executive Assistant Gooden and himself interviewed the candidates. He reported that there was a strong applicant pool and one candidate rose to the top of the candidates.

Administrator Buchholtz reported that candidate Melissa Barker was the strongest candidate and is recommending the City Council authorize making a conditional offer to Ms. Barker, contingent upon successful completion of a background check and a pre-employment drug test. He reported that he is recommending starting Ms. Barker at Step One of the salary schedule (\$27.75/hour). He stated that the anticipated start date would be the week of April 6, 2020, after she gives a two week notice to her current employer. He stated this position is subject to a six-month probationary period.

Administrator Buchholtz reviewed Ms. Barker's skills and past employment history. He stated that she has been a past employee of his at another municipality and highly

recommends her for this position. He stated that she will be a valuable asset to the City as she has the knowledge in almost every position in the Administration Department including elections.

Mayor Nelson stated that in reviewing her resume he agrees that she has experience in many areas and that will be an asset.

Motion made by Mayor Nelson to authorize a conditional offer to Melissa Barker.  
Voting Yea: Wendling, Delfs, Goodboe-Bisschoff, Dircks, Nelson. Motion carried.

B. Accept Letter of Retirement from Utility Billing Clerk Nancy Kelm

Administrator Buchholtz reported that he received a letter o March 19, 2020, from Utility Billing Clerk Nancy Kelm announcing her retirement from the City of Spring Lake Park, effective May 1, 2020. He reported that Ms. Kelm has served the citizens of Spring Lake Park for nearly 15 years. He stated that he is grateful for her service and wish her the best as she enters this new chapter of her life.

Administrator Buchholtz stated that he is seeking the City Council to accept Ms. Kelm's retirement letter and authorize the hiring process of a new Utility Billing Clerk.

Administrator Buchholtz stated that he is pleased that Ms. Kelm was considerate with her retirement date which will allow plenty of time to hire a replacement and provide some overlap in timing for training purposes and for the organization of information regarding her position duties.

Mayor Nelson reported that he wishes Ms. Kelm well and she has been a hard worker and well-liked by the residents.

Councilmember Wendling stated that she will be missed and has been such a great asset to the City.

Motion made by Mayor Nelson to approve Nancy Kelm's letter of retirement and to Authorize Hiring of Utility Billing Clerk.

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

**3. REPORT**

Administrator Buchholtz reported that staff is in constant communication with the County and local surrounding communities as well as watching the news for the latest developments on the COVID-19 virus. He stated that the City will keep up on providing services to the residents. He reported that the staff is practicing social distancing within the City Hall.

Administrator Buchholtz thanked the City Council for their participation through the web for the meeting. He stated that future meetings will be done virtually until the COVID-19 restrictions are lifted.

Administrator Buchholtz reported that work is continuing on the Garfield Pond Improvement Project and the pipework is scheduled to begin on March 24, 2020.

**4. ADJOURN**

Motion made by Wendling to adjourn.

Voting Yea: Wendling, Delfs, Goodboe-Bisschoff, Dircks, Nelson.

Motion carried.

The meeting adjourned at 5:45 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer