

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on May 20, 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 Lisa Dircks

#### MEMBERS ABSENT

Mayor Robert Nelson  
Councilmember April Moran

#### STAFF PRESENT

Police Chief Josh Antoine, Recreation Director Kay Okey, City Attorney John Thames, Engineer Phil Gravel, Administrator Daniel Buchholtz

#### VISITORS

Assessor Ken Tolzmann

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

### 5. DISCUSSION FROM THE FLOOR

### 6. PRESENTATION

#### A. Board of Equalization Meeting

Assessor Tolzmann provided a report on the 2024 Assessment for Taxes Payable 2025 and an overview of the assessment process. Mr. Tolzmann reported that the Open Book Meetings were held on May 7 and May 8 at the Anoka County Government Center. He stated that there were no appeals made.

Mr. Tolzmann stated that there were 68 qualified residential sales within the City during the sales period of October 1, 2022 through September 30, 2023, and after value adjustments made accordingly by zone, the result was an assessment that qualifies as “excellent” in the eyes of the Minnesota Department of Revenue with a median sales ratio of 94.33. He

stated that there were three qualified commercial/industrial sales reflecting a sales ratio of 92.5 as well as one qualified apartment sales reflecting a median ratio of 98.8. He reported that the median home sale price increased 3% in the City, rising from \$296,125 in 2022 to \$304,900 in 2023.

## 7. CONSENT AGENDA

- A. Approval of Minutes – April 15, 2024 City Council Work Session
- B. Approval of Minutes – May 6, 2024 City Council Work Session
- C. Approval of Claims – General Disbursement No 24-07 - \$820,470.78
- D. Revenue and Expenditure Report – April 2024
- E. Statement of Fund Balance – April 2024
- F. Change Order #1 – City Hall Renovation/Expansion Project
- G. Approval of Public Right of Way Application – Lumen/CenturyLink – P122973-A
- H. Approval of Public Right of Way Application – Lumen/CenturyLink – P122973-B
- I. Contractor Licenses
- J. Sign Permits

Motion made by Councilmember Wendling to approve Consent Agenda.

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

## 8. DEPARTMENT REPORTS

### A. Police Report

Chief Antoine reported that the Police Department responded to 825 calls for service in April 2024 compared to 823 calls for service for the month of April 2023. Chief Antoine said Investigator Bennek handled 37 cases for the month of April, 31 of which were felony in nature and 5 misdemeanors. He said Investigator is monitoring 5 active forfeiture cases.

Chief Antoine recognized the Records Technicians, Lisa Murphy and Kim Kiley for Administrative Professional's Day. He stated that the Police Department will be partnering with the Mounds View Police Department and the SBM Fire Department to host a Safety Camp for kids entering the 4<sup>th</sup> grade. He stated that the cost of the camp is \$25 and includes, snacks, lunch and a t-shirt. He gave an overview of the new traffic flow for the Tower Days Celebration.

Chief Antoine gave an overview of his activities for the month of April. He stated that student numbers are up for the summer and fall at Hennepin Technical College for the law enforcement program.

**B. Recreation Report**

Recreation Director Okey gave an update on activities happening in the Recreation Department. She stated that there are 2 spots available in the Community Raised Garden Beds. Director Okey stated that the roads on 81<sup>st</sup> Avenue will close down at 5:30 pm on parade night, with the remaining roads on the parade route closing down at 6:00pm.

**9. NEW BUSINESS****A. Authorize Police Officer Recruitment Process**

Chief Antoine stated that, due to an anticipated departure of an officer, he would like to start the police officer testing process by advertising for the position, accepting applications, and conducting interviews. He said he would start the process as soon as he receives the officer's resignation letter.

Chief Antoine stated that starting the process now would minimize the amount of time that the police department would be short staffed.

Motion made by Councilmember Goodboe-Bisschoff approval to Authorize Police Officer Recruitment Process.

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

**B. SRO Agreement Between SLP and ISD 16**

Chief Antoine reminded the council of the August 2023 decision to terminate the school resource officer (SRO) contract following the law change by the Minnesota Legislature last year. He stated that the Legislature has since amended the statute reducing liability to the Department and facilitating the reinstatement of the SRO program.

Chief Antoine said the contract will span the 2024-2025 school year and will be renewed annually. He is seeking the council's approval of the SRO contract. Chief Antoine stated that the school board approved the SRO contract. He noted that if the City Council approved the agreement he would assign an officer to the school on a special assignment for the remainder of the 2023-2024 school year.

Motion made by Acting Mayor Dircks to approve the SRO Agreement Between Spring Lake Park and Independent School District 16.

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

C. Request to Purchase Recreation Online Registration Software

Director Okey stated that the Recreation Department has a software system that allows registration of all programs. She stated that she would like to purchase an additional module that would allow participants to reserve facilities online. Director Okey stated that the module purchase would alleviate a lot of back and forth phone calls between staff and the participants.

Director Okey stated that the cost of the module is \$4,800. She said that the fee will include remote configuration, testing and training. The funds for the module will come from the recreation revenue fund along with revenues from the park rental fund.

Councilmember Goodboe-Bisschoff inquired if the \$4,800, is an annual fee. Director Okey stated that the fee is a 3-year service contract.

Motion made by Councilmember Goodboe-Bisschoff to approve the Request to Purchase Recreation Online Registration Software.

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

D. Request for Travel Tour and Training – Anne Scanlon

Director Okey stated that the Recreation Department would like to send Recreation Supervisor Anne Scanlon on an extended travel tour and training session. She said that the experience would allow Ms. Scanlon to gain valuable experience in creating positive group dynamics, safety awareness, technology, activities and itinerary planning.

Councilmember Goodboe-Bisschoff inquired about where the trip is taking place. Director Okey stated that the trip is tour through Lake Geneva. She said this tour will give experience to Ms. Scanlon on planning a future trip for the Recreation Department.

Director Okey stated that the cost of the training tour is \$1,879. The funds will come from the recreation trip and tour revenue. She stated the tour will take place July 9-12, 2024.

Motion made by Councilmember Goodboe-Bisschoff to approve the Request for Travel Tour and Training for Anne Scanlon.

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

**10. REPORTS**

A. Attorney's Report

Attorney Thames thanked Administrator Buchholtz and Chief Antoine for their assistance on providing certain information while working on the SRP Contract with ISD 16.

B. Engineer's Report

Report accepted as presented.

C. Administrator Report

Administrator Buchholtz gave an update on the end of the legislative session. He stated that the local tax exemption the City was requesting was not included in the final omnibus tax bill. Administrator Buchholtz stated that the City will seek the tax exemption during the 2025 legislative session.

Administrator Buchholtz provided an update on the City Hall renovation project.

**11. OTHER**

A. Correspondence

Acting Mayor Dircks thanked the City of Blaine for their thoughtful words on Chief Antoine.

Councilmember Wendling thanked both Spring Lake Park Lions for picking up litter along County Road 10 and the SBM Fire Department for cleaning up the litter along Highway 65.

**12. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:27 PM.

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Lisa Dircks, Acting Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer