

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on August 03, 2020 at the City Hall, at 7:00 PM.

### **1. CALL TO ORDER**

### **2. ROLL CALL**

#### PRESENT

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

#### STAFF PRESENT

Police Chief Ebeltoft, Code Enforcement Officer Baker, Attorney Thames and Administrator Buchholtz

#### VISITORS

Aga and Fred Deters, 916 Raleigh Lane NE  
Becky Wegscheid, MN Realtors

### **3. PLEDGE OF ALLEGIANCE**

### **4. ADDITIONS OR CORRECTIONS TO AGENDA**

Administrator Buchholtz requested that Item 8E, Approve Proposal from Stantec for Rental Housing Rental, be removed from the agenda and reported that the item will be discussed at a future City Council meeting.

### **5. DISCUSSION FROM THE FLOOR**

Fred Deters, 916 Raleigh Lane NE, reported that he has concerns with improper burning that is being done in his neighborhood. He reported that an individual is burning items other than wood. He reported that the hours of the burning occur at all times and he has called and reported it the Police Department. He stated that a new homeowner owns the property.

Code Enforcement Baker stated that he would follow up with Mr. Deters and advised Mr. Deters to continue to call 911 when the burning is occurring.

Becky Wegscheid, addressed the Council with her concerns, as well as other local realtors, regarding the interim ordinance on rental homes. She wanted to express the concerns with land use and property owners' rights for when a property is a rental unit. She wanted to introduce her organization to open a communication link to rental property owners.

**6. CONSENT AGENDA**

- A. Approval of Minutes - July 20, 2020 City Council Meeting
- B. Contractor's Licenses
- C. Sign Permit
- D. Right of Way Application - CenterPoint Energy

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

**7. DEPARTMENT REPORTS**

A. Public Works Report

The Public Works report will be provided at the August 17, 2020 City Council meeting.

B. Code Enforcement Report

Code Enforcement Director Baker reviewed the staff report for the month of July.

**8. NEW BUSINESS**

A. Authorization to Issue Request for Proposals for Classification and Compensation Study

Administrator Buchholtz reviewed the staff memo and provided the Request for Proposal (RFP) for a Classification and Compensation Study.

Councilmember Dircks inquired if a committee will review and evaluate the RFP's that are received. Administrator Buchholtz stated that the RFP's will be reviewed by staff and interviews with the successful bidders will be arranged. He stated that staff and Councilmembers will conduct the interviews.

Motion made by Councilmember Dircks to Authorize Request for Proposals for Classification and Compensation Study.

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

B. Approval of Guidelines for CRF Business Grants

Administrator Buchholtz reviewed the staff memo. He provided a proposed outline of a business relief grant program to be funded by Coronavirus Relief Fund dollars. He reported that if the City Council is supportive of such a program, staff would recommend approval of

the grant program guidelines and authorize staff to proceed with the development of an application program and to work with an outside agency to review the application.

Mayor Nelson inquired if a business or organization that is a 501(c)-19 is eligible. Administrator Buchholtz stated that the organization would be and an example would be the VFW. He stated that the VFW would be eligible since the facility is a bar and restaurant.

Mayor Nelson inquired on the process for business to apply or what the application process will be. Administrator Buchholtz stated that the City will reach out to the local establishments and post the application process on Facebook. He stated that he hopes that the funds can stay within the City and will benefit the businesses that were hit the hardest with the pandemic.

Mayor Nelson inquired if funds could be used for City improvements since there has had to be modifications made to accommodate social distancing for Council meetings. Administrator Buchholtz stated that improvements are a possibility as well payroll costs for time spent working on the pandemic.

Motion made by Mayor Nelson to Approve Guidelines for CRF Business Grants.

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

C. Approval of Third Amendment to the Purchase Agreement for 525 Osborne Road NE

Attorney Thames reviewed the staff memo with the Councilmembers and explained the amendments.

Mayor Nelson inquired if Attorney Thames approved the proposed changes. Attorney Thames stated he was comfortable with the changes and it mostly an extension of time for the closing of the property. He stated that approvals are taking longer and he feels that November 30, 2020, is a reasonable date for the approvals to be made. He also noted that the deadline for the execution of the Development Agreement will be extended until October 7, 2020.

Motion made by Councilmember Wendling to Approve Third Amendment to the Purchase Agreement for 525 Osborne Road NE.

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

D. Approval of Site Development Agreement - Landco Investments of Spring Lake Park, LLC

Attorney Thames presented the Development Agreement between the City and Landco Investments of Spring Lake Park, LLC. for the development at 525 Osborne Road NE. He explained several paragraphs within the agreement to the Council. He stated that Administrator Buchholtz and Code Enforcement Director Baker were able to assist with adjustments on the Public Safety and Utility Easement requirements.

Mayor Nelson inquired if the adjacent townhome association agreed with the looping of their water main into the new development. Administrator Buchholtz reported that the townhome association agrees as is Osborne Apartments and that portion of the project would be a city project with no cost to them.

Motion made by Councilmember Delfs to Approve Site Development Agreement for Landco Investments of Spring Lake Park, LLC.

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

**9. REPORTS**

A. Engineer's Report

Engineer Gravel provided his monthly report.

B. Attorney Report

Attorney Thames has no new items to report.

C. Administrator Report

Administrator Buchholtz reported that staff has been busy preparing the Primary Election. He thanked Executive Assistant Gooden and Special Projects/Recycling Coordinator Brown for the work on preparing for the election. He reported that it is unknown what voter turn out will be on August 11, 2020. He reported a record number of Absentee ballots that have already been sent by Anoka County. He encouraged residents to apply to be an Election Judge for the November 3, 2020 election.

Administrator Buchholtz reported that 2021 General Fund Budget books have been distributed to the Councilmembers. He requested that a work session be held on August 10, 2020 at 5:30 PM for discussion on the proposed budget. He thanked Accountant Barker and the Department Heads for their work on the budget.

**10. OTHER**

A. Correspondence

Mayor Nelson reported that the Beyond the Yellow Ribbon will be selling concessions at the next Music in the Park on August 12, 2020 at Lakeside Park.

**11. ADJOURN**

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer