

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Worksession was held on October 10, 2022 at the Spring Lake Park City Hall, 1301 81st Avenue NE, Spring Lake Park, at 5:30 PM.

1. CALL TO ORDER

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

MEMBERS PRESENT

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

STAFF PRESENT

Police Chief Josh Antoine (Zoom), Public Works Director Terry Randall, Building Official Jeff Baker, Recreation Director Kay Okey and Administrator Daniel Buchholtz

OTHERS PRESENT

City Engineer Phil Gravel, Architect Bruce Paulson, Stantec

2. DISCUSSION ITEMS

A. City Hall Renovation – Preliminary Design Presentation

Administrator Buchholtz introduced the item and Architect Bruce Paulson from Stantec. Mr. Paulson provided an overview of the preliminary design process and presented the preliminary design for the City Hall renovation.

Council discussed various aspects of the design, including restrooms, community spaces, office functionality, security, and exterior design materials. Councilmembers expressed concerns about the proposed public bathroom layout. Mr. Paulson stated that he would provide alternative designs for future consideration.

Administrator Buchholtz provided a financial overview of the renovation project. He stated that the project cost range is between \$7,036,000 to \$8,106,000. He stated that the City would use a combination of cash reserves and bonding to pay for the renovation. He said two existing bonds will be paid off in 2023, meaning that debt service for those issues could be repurposed for the City Hall project. He estimated that the levy would need to increase by 7.9% to cover the remaining debt service. He estimated that the annual tax impact on a median value house would be \$95.66 per year, or \$7.97 per month.

City Council discussed the project and determined that the project is necessary to make the building more functional for staff and the general public. The Council requested Stantec to provide a proposal for design development and construction documents. The City Council directed staff to research a public engagement plan to educate the residents of Spring Lake Park on the proposed renovation project.

No further action was taken on the item.

B. 2023-2027 Capital Improvement Plan Review

Administrator Buchholtz presented the proposed 2023-2027 Capital Improvement Plan for City Council review. He stated that the Plan has identified over \$17 million of projects over the next five years, with the City Hall renovation representing over half of that amount. Administrator Buchholtz presented a summary of expenditures by Department:

Department	2023	2024	2025	2026	2027	Total
Administration	501,150	8,242,770			37,500	8,781,420
Parks and Recreation	1,270,527	257,500	265,000	40,000	15,000	1,848,027
Police Department	66,000	251,975	54,574	57,302	116,167	546,018
Public Utilities	441,600	93,264	94,995	496,794	1,514,134	2,640,787
Public Works	125,000	1,980,000	170,000	190,000	170,000	2,635,000
Storm Water Utility	44,204	110,000	75,000	275,000	75,000	579,204
EXPENDITURE TOTAL	2,448,481	10,935,509	659,569	1,059,096	1,927,801	17,030,456

Administrator Buchholtz noted that the Capital Improvement Plan is a financial planning document and that approval of the plan does not represent approval of a specific project in the plan nor does it finalize the year a specific project will take place. He noted that the 2023 projects, upon approval of the Capital Improvement Plan, would become the 2023 Capital Budget.

City Council reviewed the Capital Improvement Plan and requested that staff include the plan with approval of the 2023 budget.

3. REPORT

Administrator Buchholtz noted that he and Mayor Nelson would be meeting with Congresswoman Ilhan Omar on October 11, 2022 (that meeting has since been rescheduled to October 17, 2022).

4. ADJOURN

The meeting was adjourned at 7:05 pm.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer