

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on November 17, 2025 at Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT

Councilmember Kenneth Wendling
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks
Councilmember April Moran
Mayor Robert Nelson

MEMBERS ABSENT

STAFF PRESENT

Chief Josh Antoine, Recreation Director Anne Scanlon, Attorney John Thames, City Administrator Daniel Buchholtz

VISITORS

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA - None

5. DISCUSSION FROM THE FLOOR - None

6. CONSENT AGENDA

- A. Approval of Minutes – November 3, 2025 City Council Work Session
- B. Approval of Minutes – November 3, 2025 City Council Meeting Minutes
- C. Approval of October Claims List – General Disbursement #25-19 - \$970,963.89
- D. Revenue and Expense Report – October 2025
- E. Statement of Fund Balance – October 2025
- F. Approval of Exempt Gambling Permit – Hmong 18 Council
- G. Approval of ROW – Xcel Energy – Multiple Locations
- H. Approval of First Amendment to Lease Agreement – Mazaj 369
- I. Accept Letter of Retirement from Investigator Tony Bennek
- J. Contractor's Licenses
- K. Business Licenses

Mayor Nelson requested that item 6I be pulled from the agenda. He expressed his heartfelt appreciation for Investigator Bennek, acknowledging his dedication, respect for the city and years of service.

Councilmember Wendling requested that Item 6F be pulled from the agenda. Councilmember Wendling asked for clarification on the permit. Administrator Buchholtz reported that the Hmong Council at Dala Thai Banquet Hall & Restaurant is planning to conduct raffles totaling \$49,000 in prize value during the 2025 calendar year. He noted that they are required to obtain an excluded gambling permit. Administrator Buchholtz noted that the organization is a 501(c)(3) nonprofit.

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Police Report

Police Chief Antoine reported that the department responded to 813 calls for service in October 2025, compared to 698 calls in October 2024. He stated that despite the increase in calls, the Department is still trending slightly downward overall for the year and is projected to end the year with fewer or similar total calls compared to 2024.

Investigator Bennek handled 38 cases in October, including 36 felonies and 2 misdemeanors. He continues to deal with a high number of stolen vehicle cases, including two recent recoveries near the high school. He is also monitoring four active forfeiture cases and closed one in October.

School Resource Officer Imig responded to eight calls for service at the schools, conducted three student contacts, 36 miscellaneous meetings, and 10 follow-up investigations, including incidents involving stolen property and school fights.

Chief Antoine noted that Sergeant Fisk successfully applied for a Community Partnership Grant through the Minnesota Chiefs of Police Association. He stated that the Police Department was awarded \$1,600 (80% of the \$2,000 requested) to support the Neighborhood Watch Program, including signage and community engagement efforts.

Chief Antoine thanked the Council and community for supporting his attendance at the International Association of Chiefs of Police (IACP) Conference in Denver. He participated in training sessions focused on artificial intelligence and emergency management, noting the value and intensity of the educational opportunities.

B. Parks and Recreation Report

Parks and Recreation Director Scanlon reported high usage of the pickleball courts at Terrace Park, with consistent activity observed by Parks and Recreation Commissioner Mark Hoard. She stated that there has been increased use at the skate park and basketball courts, indicating strong community engagement with recent park improvements. Director Scanlon said that Lakeside Lions Park has concluded its rental season, and outdoor water has been turned off for the year. She noted that the aeration permit for Spring Lake has been approved by the DNR.

Director Scanlon said that construction has begun on the community garden boxes, and the Department has launched a pilot crowdfunding campaign through SeedMoney.org to raise \$250 for a bench and high table for gardeners. She noted that the Department participated in the Lions Pancake Breakfast.

Director Scanlon stated that Recreation Supervisor Waddell completed the Emerging Recreation Leaders Workshop, gaining valuable skills and professional connections. Director Scanlon attended the MRPA Annual Conference, where she found sessions on social media outreach and grant writing particularly beneficial. She stated that Supervisor Waddell will be collaborating on a grant proposal for a new initiative focused on girls' programming with the City of Mounds View.

Administrator Buchholtz acknowledged Director Scanlon's efforts in preparing a Releaf Grant application through the Minnesota Department of Natural Resources. He said the grant request, totaling approximately \$300,000.00 is aimed at addressing the Emerald Ash Borer epidemic within the City.

8. PUBLIC HEARING**A. Public Hearing to Consider Certification of Delinquent Accounts to Property Taxes**

Mayor Nelson opened the public hearing at 7:18 pm.

Administrator Buchholtz presented a resolution for certifying outstanding administrative citation tickets, totaling \$25,425. He said of that amount, \$22,550 is related to unpaid administrative offense citations and alarm fees, with the remainder attributed to administrative surcharges associated with the certification process.

Administrator Buchholtz stated that notices were sent to all affected property owners, and the Council meeting provides an opportunity for those individuals to voice any concerns regarding the unpaid balances.

With no residents wishing to speak, Mayor Nelson closed the public hearing at 7:19 pm.

1. Resolution 2025-39, Certifying Uncollected Administrative Citations

Motion made by Councilmember Goodboe-Bisschoff to approve Resolution 2025-39, Certifying Uncollected Administrative Citations.

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

9. ORDINANCES AN/OR RESOLUTIONS

A. Resolution 2025-40, Certifying Unpaid Utility Accounts to the County Auditor for Collection with Property Taxes

Administrator Buchholtz presented Resolution 2025-40, which certifies unpaid utility account balances for collection with property taxes. He stated that \$60,565.25 in delinquent accounts for Anoka County, with an additional \$12,500.00 in administrative fees for a total of \$73,065.25 and \$4,535.07 in delinquent accounts for Ramsey County with an additional \$375.00 in administrative fees for a total of \$4,910.00.

Administrator Buchholtz stated that these amounts are consistent with previous years. Property owners have until noon on November 26 to pay their balances and be removed from the certification list. He stated that some payments have been received since the list was printed, and those accounts will be removed prior to final certification.

Motion made by Councilmember Dircks to approve Resolution 2025-40, Certifying Unpaid Utility Accounts to the County Auditor for Collection with Property Taxes.

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

10. NEW BUSINESS

A. Approval of Amendments to the City of Spring Lake Park Personnel Policy

Attorney Thames presented draft updates to the City's Personnel Handbook, primarily assembled by staff in response to policy recommendations from the League of Minnesota Cities, including updates related to the new state leave law. He stated he reviewed the draft and focused his revisions on the Respectful Workplace Policy, recommending modifications to align with current best practices. He expressed support for the proposed amendments and recommended adoption of the updated handbook.

Motion made by Councilmember Wendling to approve the amendments to the City of Spring Lake Park Personnel Policy.

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

11.. REPORTS

A. Attorney's Report - None

B. Engineer's Report

Report accepted as presented.

C. Administrator Report

12. OTHER

Motion made by Councilmember Goodboe-Bisschoff to enter into 3 closed sessions, pursuant to M.S. 13D.05, subd. 3(c)(3), 13D.03 and 13D.05, subd. 3(b)

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

Meeting adjourned at 7:29 PM

Meeting Reconvened at 8:20 PM

A. Closed Session to Develop or Consider Offers and Counteroffers Related to the Potential Lease of City-owned Property Located at 8466 Central Avenue NE

Attorney Thames stated that the City Council had adjourned for three closed sessions.

Attorney Thames reported that the first session was held in accordance with Minnesota Statute §13D.05, Subdivision 3(c)(3), which permits closed meetings to discuss real estate transactions. He stated that the session focused on offers or counteroffers related to the property located at 8466 Central Avenue Northeast. He stated that direction was provided to both city staff and Attorney Thames.

B. Closed Session to Discuss Labor Negotiation Strategy Pursuant to MS 13D.03

Attorney Thames reported that the second closed session involved a discussion of labor negotiation strategy concerning the Local 49 negotiations. He stated that the session was held to allow the City Council to review and provide strategic direction. Attorney Thames stated that staff received guidance on how to proceed with the negotiations.

C. Closed Session to Discuss Open National PFAS Litigation, Pursuant to MN Stat. 13D.05 subd3b – Attorney – Client Privilege

Attorney Thames stated that the City Council adjourned into a third closed session pursuant to Minnesota Statute §13D.05, Subdivision 3(b), which allows for Attorney-Client privilege discussions. He stated the session focused on the open national PFAS litigation.

Motion was made by Mayor Nelson to authorize the City Administrator to execute an engagement agreement with Stag Louisa, Frederick Fredericton, and Byron, related to the administration and testing for settlement of the PFAS water systems litigation, subject to final revisions by Attorney Thames.

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

13. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 8:25 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer