

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on April 3, 2023 at the City Hall, 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 Ken Wendling  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember Lisa Dircks  
Councilmember April Moran  
Mayor Bob Nelson

#### STAFF PRESENT

Building Official Jeff Baker, Public Works Director Randall, Police Chief Josh Antoine, Recreation Director Kay Okey, Engineer Phil Gravel, Attorney John Thames, Administrator Daniel Buchholtz

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the Contractor's Request for Payment No. 6 – DPG – Able Park Shelter be added as Item 6I. He stated that there was additional documentation on the dais regarding the funding for the Able Park Building Furniture.

### 5. DISCUSSION FROM THE FLOOR - None

### 6. CONSENT AGENDA

- A. Approval of Minutes – March 20, 2023 City Council Work Session
- B. Approval of Minutes – March 20, 2023 Council Work Meeting
- C. Mayor's Proclamation – Administrative Professionals Day – April 26, 2023
- D. Release of Hy-Vee Letter of Credit
- E. Temporary Gambling License – The For Jake's Sake Foundation
- F. Approval to Accept Twins Fields for Kids Matching Grant
- G. Contractor's Licenses
- H. Business License
- I. Contractor's Request for Payment No. 6 – DPG – Able Park Shelter

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. Public Works Report

Public Works Director Randall stated that staff is patching streets. He stated that they have used 12 tons of asphalt on Sanburnol Drive alone. He noted that there was a water main break on Arthur Street and Valley Rich made the repairs.

Director Randall stated that the new engine was replaced in the groomer. He noted that the original cost was \$20,000 for a new engine, but staff was able to put an engine for \$1,500.

### B. Code Enforcement Report

Building Official Baker stated that Inspector Morris created a letter to send to businesses that have alarms and/or suppression systems. He said the letter is to inform businesses that they need to have the fire alarms and sprinkler systems tested annually.

Building Official Baker gave an updated concerning ongoing construction projects. He stated that the Able Park Shelter project will be issued a Temporary Certificate of Occupancy. He said that plans have been approved for an upgraded fire suppression system at 8457 Sunset Road to accommodate the storage they plan on using. He stated that a remodeling project on the 8000 block of Hayes Street had been approved.

## 8. ORDINANCES AND/OR RESOLUTIONS

### A. Resolution 2023-14, Proclaiming “No Mow May” in Spring Lake Park

Administrator Buchholtz gave an overview of “No Mow May.” He explained that it is a conservation initiative that encourages people to stop mowing or mow-less often during the month of May to create habitat and provide resources for bees and other early season pollinators.

Administrator Buchholtz said that information will be placed in the April Newsletter and on the City’s Facebook page. He noted that “No Mow May” is a voluntary initiative.

Building Official Baker informed that Council that he wrote an article for the newsletter concerning bringing the grass back to its natural length in increments.

Motion made by Councilmember Moran to approve Resolution 23-14, Approving “No Mow May” in Spring Lake Park.

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

B. Resolution 2023-15, Authorizing Application for DNR Outdoor Recreation Grant

Recreation Director Okey stated that staff is seeking Council approval to match funds for an Outdoor Recreation Grant. She said the grant is being submitted to the DNR for Able Park Playground redevelopment. She stated that if the grant money is secured it would be awarded in June of 2023. She gave an overview of what the grant money would be used for at the Park.

Councilmember Goodboe-Bisschoff inquired if it is possible for the DNR to reduce the amount being requested. Director Okey stated it is possible to receive less than what is being asked for.

Motion made by Councilmember Goodboe-Bisschoff to approve Resolution 2023-15, Authorizing Application for DNR Outdoor Recreation Grant.

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

**9. NEW BUSINESS**

A. Authorization to Purchase Able Park Building Furniture

Recreation Director Okey stated that staff is seeking Council approval to furnish the Able Park Building with tables and chairs. She stated that the Able Park Building renovation will be done at the beginning of June. Director Okey said that the it will cost approximately \$7,000.00 to furnish the building.

Motion made by Councilmember Wendling to approve Authorization to Purchase Able Park Building Furniture.

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

B. Schedule April Work Session

Administrator Buchholtz stated that staff is requesting to schedule a work session on Monday, April 10, 2023 at 5:30 PM. He said that the proposed topics include:

- Review of Police Department staffing study results
- Policing & security overview
- Discussion to remove Section (F) from SLPC 5.08.010
- Discussion to send letter to Dominion regarding rents

- City Hall renovation project update
- Councilmembers/Staff Reports
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Consensus of the Council was to hold the work session on April 10 at 5:30pm.

C. Approve Statement of Work for HR Infrastructure – OPG-3

Administrator Buchholtz stated that the City upgraded Laserfiche from Avante to a Laserfiche Self-Hosted Subscription Municipality Site License. He stated that the upgrade came with an increase in capabilities.

Administrator Buchholtz the first step in upgrading is to design a file plan for our HR data and create workflows to simplify and standardize the indexing process. He stated that the second process is to establish records retention rules. This process will allow staff to automatically manage the data and remove files that are no longer required for the City to keep.

Motion made by Councilmember Dircks to Approve Statement of Work for HR Infrastructure – OPG3.

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

**10. REPORTS**

A. Attorney Report - None

B. Engineer's Report

Engineer Gravel stated that the 2023 Seal Coat and Sewer Lining Project Bids are due the week of April 10.

C. Administrator Report

Administrator Buchholtz gave an update on the Open House on May 8 from 5:30 – 7:30 pm on the City Hall Renovation. He encouraged residents to fill out the community Survey that was included in the Utility Billing.

Administrator Buchholtz stated that final closing documents will be coming soon on the fourth McKinley Street lot. He also stated that he has been nominated as Vice President for Metro Cities.

**11. OTHER**

A. Correspondence – None

B. Beyond The Yellow Ribbon

Mayor Nelson gave an update on the activities of the Beyond The Yellow Ribbon.

**12. 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 7:35 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer