

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on July 5, 2022 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

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

STAFF PRESENT

Public Works Director Terry Randall, Police Chief Josh Antoine, Engineer Phil Gravel, Recreation Director Okey, Administrator Daniel Buchholtz.

VISITORS

Jenna Innes, Smith-Schafer & Associates
Officer Kelsey Smith
Officer Charlie Bloomer

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the following addition be made to the agenda: 1) that item 7H Accept Retirement of Sergeant Mike Long and Authorize staff to Make a Conditional Job Offer to Rene Alvarado for Police Officer position.

5. PRESENTATION

A. Oath of Office – Police Officer Jeremiah Drinkwine

Administrator Buchholtz administered the Oath to officer Drinkwine. Police Chief Antoine pinned his badge.

6. DISCUSSION FROM THE FLOOR - None

7. CONSENT AGENDA

- A. Approval of Minutes - June 20, 2022 City Council Meeting
- B. Mayor's Proclamation - Park and Recreation Month - July 2022
- C. Resolution Appointing Election Judges for the 2022 Primary Election
- D. Contractors Licenses
- E. Contractor's Request for Payment No. 2 - 2022 Street Improvement Projects
- F. Accept Resignation of Glenn Bauer
- G. Accept Resignation of Conor Allen
- H. Accept Retirement of Mike Long & Authorize staff to Make a Conditional Job Offer to Rene Alvarado for Police Officer Position

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

8. DEPARTMENT REPORTS

A. Public Works Report

Public Works Director Randall stated that Public Works was busy preparing for Tower Days parade and activities at Lakeside Lions Park. Director Randall said that the department has been busy painting crosswalks and stop bars west of Highway 65. He noted that he has mowed approximately 8 yards that homeowners were not maintaining. He also stated that he did inspections on the Hayes/Garfield Project, while also inspecting all manholes, gate valves and storm sewers.

Councilmember Goodboe-Bisschoff inquired about the cost to residents. Director Randall stated that it cost \$75/hr. with a minimum of 2 hours, plus a \$75 administration fee. Councilmember Goodboe-Bisschoff asked if the charge is placed on the taxes. Public Works Director Randall noted that the resident is sent a bill and if it is not paid it is then certified to the property taxes.

B. Code Enforcement Report

The Code Enforcement report was accepted as presented.

9. ORDINANCES AND/OR RESOLUTIONS

A. Ordinance Amending Chapter 16 of the City Code to Establish Interim Use Permits and Amending Section 16.64.040 of the City Code

Administrator Buchholtz stated that the Planning Commission has recommended amendments to the City Code relating to interim use permits. He noted that the language creates authority for the City to issue interim use permits to allow a use for a brief period of

time or until a specific triggering event occurs. He stated that the permit will not run with the land.

Administrator Buchholtz stated that the use table was amended to allow automobile sales as an interim use in the I-1, Light Industrial, zoning district. He noted that the Planning Commission also recommends amending the use table to make automobile sales an interim use in the C-2, Neighborhood and Service Center Commercial, zoning district instead of a conditional use. He said that the proposed ordinance excludes car washes from the use table, while removing brewer taprooms and cocktail rooms as conditional use in the C-3, Commercial, zoning district in an effort to remove all assembly uses from said district.

Motion made by Councilmember Delfs approving Ordinance Amending Chapter 16 of the City Code to Establish Interim Use Permits and Amending Section 16.64.040 of the City Code.

Voting Aye: Councilmember Wendling, Councilmember Delfs, Councilmember Dircks, Mayor Nelson. Voting Nay: Councilmember Goodboe-Bisschoff. Motion Carried.

B. Resolution Authorizing Summary Publication of Ordinance 482, an Ordinance Amending Chapter 16 of the City Code to Establish Interim Use Permits and Amending Section 16.64.040 of the City Code

Motion made by Councilmember Wendling to approve Resolution Authorizing Summary Publication of Ordinance 482, an Ordinance Amending Chapter 16 of the City Code to Establish Interim Use Permits and Amending Section 16.64.040 of the City Code.

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

10. UNFINISHED BUSINESS

A. Rental License Revocation for Certain Property Located at 7914 Van Buren Street NE

Administrator Buchholtz stated that the property passed the inspection, so no action is needed.

11. NEW BUSINESS

A. Approve 2023 North Metro Telecommunications Commission Budget

Administrator Buchholtz gave an overview of the 2023 North Metro Telecommunications Commission Budget. He stated that the proposed budget is \$1,414,098, which represents almost \$60,000 increase over the 2022 operating budget. He stated that the increase includes a 2.75% COLA increase for staff, benefits increase, building maintenance cost, bandwidth costs, higher energy rates and insurance costs.

Administrator Buchholtz stated the capital cost for 2023 are \$628,335, which represents a \$39,161 decrease from the 2022 budget. The capital expenditures include video equipment for North Metro TV, office equipment, parking lot repairs, \$229,425 for HD Bond payment and \$200,000 returned to cities.

Motion made by Councilmember Goodboe-Bisschoff to Approve 2023 North Metro Telecommunications Commission Budget.

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

B. 2021 Audited Financial Statements

Jenna Innes, Smith Schafer and Associates, gave an overview of the City's 2021 financial statements. She stated that the City received an unmodified opinion, that the financial statements are free of material misstatements. She stated that there were no exceptions noted under the Minnesota Legal Compliance testing. Ms. Innes stated the fund types include Governmental and Enterprise.

She stated the City's General Fund Balance that the end of 2021 was \$2,531,584, which represents 59% of the 2021 expenditures. She stated that the bonds, certificates and notes payable as of December 31, 2021 was \$2,675,679, with the majority of the debt service paid off by 2025.

Motion made by Councilmember Dircks to accept the 2021 Audited Financial Statements.

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

C. Accept Resignation of Jamie Cassidy & Authorization to Begin Hiring Process for Recreation Program Coordinator

Recreation Director Okey thanked Jamie for his hard work over the last year. She stated his last day for Spring Lake Park is July 8, 2022.

Motion made by Mayor Nelson to accept Resignation of Jamie Cassidy and Authorize the Hiring Process for Recreation Program Coordinator.

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

D. Architectural/Engineering Services Contract - Able Park Building Project

Recreation Director Okey gave an overview of the Able Park Building Project noting that it is an ongoing project as part of the Master Plan to renovate and remodel the Able Park Building. Director Okey is recommending that the City Council approve an agreement with Wendel Architectural Firm in the amount of \$57,800.00 for Architectural/Engineering Services.

Director Okey noted that the scope of services being requested of Wendel Architectural Firm is as follows:

- Work will include preparation of Schematic Design, Design Development, Construction Documents.
- Construction Documents will include drawings and project manual as required to obtain public competitive bids.
- Wendel will provide drawings and other information as needed to obtain city site and building permits.
- Wendel will issue documents for Bidding and assist the Owner in obtaining bids for the project.
- Wendel will provide standard Construction Administration services, including progress meetings, answering RFIs, issuing proposal requests and change orders as needed, making periodic site observations, reviewing contractor pay requests and making punch list and final inspections.

Recreation Director Okey stated that she is seeking grant money to offset the project cost, and will request that Wendel hold off the bid process until grants are confirmed. She stated that she would like the project to begin this Fall.

Motion made by Councilmember Goodboe-Bisschoff to approve an agreement with Wendell Architectural Firm in the amount of \$57,800.00 for Architectural/ engineering Services.

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

12. REPORTS

A. Engineer Report

Engineer Gravel stated the sealcoat project went well, and Administrator Buchholtz authorized the contractor to start at 4 AM. Engineer Gravel stated that he is working with Public Works Director Randall on the lining project for 2023.

B. Attorney Report

No Report

C. Administrator Report

Administrator Buchholtz stated he attended the League of Minnesota Conference in Duluth and found the education and networking opportunities worthwhile. He stated that he served on the Nominating Committee to help select candidates to serve on the League Board.

13. OTHER

A. Correspondence

14. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:53 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer