

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on December 1, 2025 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
Mayor Robert Nelson

MEMBERS ABSENT

Councilmember April Moran

STAFF PRESENT

Police Chief Josh Antoine, Public Works Director George Linngren, Building Official Jeff Baker, Attorney John Thames, City Administrator Daniel Buchholtz

VISITORS

Tim Marrs 658 79th Avenue NE Spring Lake Park MN
Spring Lake Park Football Team and Parents

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA - None

5. PRESENTATION

A. Proclamation Honoring the Spring Lake Park High School Panthers Football Team – 2025 MSHSL Class 5A State Champions

Mayor Nelson welcomed the Spring Lake Park High School Panthers football team, their coaches, staff, and families, recognizing them for winning the 2025 Minnesota State High School League Class 5A Championship. He noted the personal pride shared by himself and fellow council members.

Mayor Nelson read a formal proclamation declaring December 1, 2025, as Spring Lake Park Panthers Football Day, honoring the team's undefeated 13-0 season and their 24-21 victory over Chanhassen in the Prep Bowl at U.S. Bank Stadium. He praised the team's exceptional performance, including a decisive fourth-quarter interception and strong offensive efforts. He

also commended Coach John Stewart, the coaching staff, cheerleaders, and players for their discipline, sportsmanship, and dedication, which brought pride to the entire community. Mayor Nelson invited Coach Stewart and team members to speak and share their experiences, highlighting the importance of teamwork and the inspiration they provide to the youth of Spring Lake Park.

Coach John Stewart expressed his gratitude to the City Council and community, calling the recognition a great honor. He reflected on the significance of adding a 2025 championship plaque alongside the one from 1991, emphasizing how meaningful it is to contribute to the legacy of Spring Lake Park.

Coach Stewart highlighted the strong community support the team received throughout the playoffs, noting the outpouring of encouragement from alumni dating back to the Class of 1963. He shared how messages from former students—many of whom he had never met—demonstrated the deep-rooted pride and connection people feel toward Spring Lake Park and its football program.

Coach Stewart credited the team's success to their selflessness and unity, stating that the players prioritized each other over individual accomplishments. This team-first mentality, he said, was a key factor in achieving the championship.

A representative of the Spring Lake Park Panthers football team spoke on behalf of the players, expressing how meaningful the 2025 season was for the entire team. He described it as the most special year of football he had ever experienced, a sentiment shared by his teammates. Echoing Coach Stewart's message, the player emphasized the team's unity and selflessness, noting that their success was built on putting the team first. He highlighted the hard work and commitment shown during the offseason, with players dedicating themselves daily to a shared goal and vision. Their achievements, he said, were a direct result of consistent discipline, effort, and mutual support. He concluded by saying it was an honor to represent the Spring Lake Park community and city, and that the championship victory reflected the team's collective dedication.

A second team representative reflected on the team's growth and determination throughout the 2025 season. He noted that the players were highly committed and driven to improve, especially after previous seasons that fell short of their expectations. He emphasized how meaningful it was for the team to finally showcase their true potential and prove they were capable of performing at a championship level. Overcoming the perception of being underdogs, the team demonstrated resilience and pride in rising to the occasion. He concluded by expressing gratitude and pride in his teammates, coaching staff, and everyone who contributed to the team's success.

6. DISCUSSION FROM THE FLOOR – None

7. CONSENT AGENDA

- A. Approval of Minutes – November 17, 2025 Council Work Session Minutes
- B. Approval of SafeAssure Annual Contract
- C. Approval of 4th Quarter Billing for 2026 Payable 2027 Property Tax Assessment
- D. Contractor's Request for Payment No. 2 – Final – 2025 Street Improvement Project - \$8,440.34
- E. Annual Tort Limit Election – Not Waiving Monetary Tort Limits
- F. Business Licenses
- G. Contractor Licenses
- H. Sign Permit

Motion made by Councilmember Wendling to Approve the Consent Agenda.

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

8. DEPARTMENT REPORTS

A. Code Enforcement

Building Official Baker provided an overview of the Code Enforcement Department's activities for the month of November. He stated that the department received 22 applications for the new Housing Code Position. He stated that interviews will be held the week of December 8, 2025.

Building Official Baker reported that only six rental properties remain without an inspection, which is an improvement from the forty-three properties at this same time in 2024. He stated that the larger apartment complexes have been inspected, with only a few re-inspections needed for minor issues.

Building Official Baker noted that final inspections are beginning for the new home at 7811 Jackson, and he has already completed the HVAC inspection for that property. He also reported that Habibi's Halal, located at 8188 Highway 65, is now open and has received positive feedback from community members for its Mediterranean-style offerings. He stated that the same contractor is working on the Melt & Dip project, which is a larger undertaking and remains in the construction phase, but progress is steady.

B. Public Works Report

Public Works Director Linngren reported that the department completed three rounds of leaf sweeping throughout the city before the arrival of snow. He expressed appreciation to the Council and Administrator Buchholtz for supporting the leaf drop-off site at City Hall, noting that many residents were grateful for the convenience. He stated that due to the

popularity of the program, the department required two dumpsters per day during the final two weeks of the drop-off.

Director Linngren also provided an update on snow removal efforts, stating that the department conducted two plowing operations. He stated the even though the Department is short three staff members, the team was able to complete the work. He noted that sidewalk clearing was delayed due to a mechanical failure in the sidewalk plow. He stated replacement parts were ordered.

9. PUBLIC HEARINGS

A. Truth in Taxation

Mayor Nelson opened the public hearing at 7:23 pm.

Administrator Buchholtz presented the annual Truth in Taxation public hearing, as required by Minnesota Statute 270.065. The purpose of the hearing was to inform residents about the proposed 2026 budget and tax levy and to provide an opportunity for public feedback. He clarified that this hearing is not intended for discussions about individual property values, which are addressed during the Open Book Assessment process in April.

Administrator Buchholtz outlined the six-month budget development process, which began in June with departmental requests and culminated in the Council's preliminary budget approval on September 1. He emphasized that staff continued refining the budget through the fall, leading up to the final adoption scheduled for December 19.

Key highlights included:

- 2026 proposed tax levy: \$4,982,100, a 5.52% increase over 2025.
- General Fund revenue: 71% from property taxes, with the remainder from intergovernmental revenue, licenses, permits, fines, and enterprise fund transfers.
- Major expenditures: 50% of the General Fund is allocated to public safety (police and fire), with additional funds for code enforcement, streets, parks, recreation, and general government services.
- Public safety investments: Addition of a 13th licensed police officer and creation of an administrative captain position.
- Capital Improvement Fund levy: Increased by 5% to maintain purchasing power and reduce reliance on debt.
- Street Improvement Fund levy: Held steady at \$52,499 to reimburse reserves for recent street projects.
- Debt Service levy: Reduced by \$30,000 due to available project fund transfers.

Administrator Buchholtz noted that the proposed tax rate will rise slightly from 46.324% to 46.994%, resulting in an estimated 1.4% increase in city taxes for properties with unchanged valuations. He stated that Spring Lake Park remains competitively positioned among Anoka

County cities in terms of tax rates, and that the city's budget is structurally balanced for 2026.

Mayor Nelson closed the public hearing at 7:38 pm.

B. 2026 Fee Schedule

Mayor Nelson opened the public hearing at 7:39 pm.

Administrator Buchholtz provided an overview of the proposed changes to the 2026 Fee Schedule. He outlined the following changes to the fee schedule:

- Contractor's Licenses – Increased by \$10.00 to reflect higher service costs.
- Zoning and Development Fees – increased application fees and escrow charges to cover cost of processing zoning applications.
- Police Fees – updated to various police service fees due to increased costs.
- Administrative Citations – Police-issued citations are now handled under a separate administrative citation program that will be managed through the PSDS system rather than the state citation system. This approach increases City revenue while reducing the cost burden on those who receive the citation.
- Facility Rentals – Adjustments to rates for City Hall rentals to maintain competitiveness while covering operational costs.
- Development Fees – Updates SAC/WAC charges to align with inflationary changes shown in the Construction Cost Index.

Mayor Nelson closed the public hearing at 7:45 pm.

10. ORDINANCES AND/OR RESOLUTIONS

A. Ordinance 506, Adopting the 2026 Fee Schedule for the City of Spring Lake Park

Motion made by Councilmember Wendling to approve Ordinance 506, Adopting the 2026 Fee Schedule for the City of Spring Lake Park.

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

B. Resolution 25-43, Authorizing Summary Publication of Ordinance 506, Adopting the 2026 Fee Schedule for the City of Spring Lake Park

Motion made by Councilmember Wendling to approve Resolution 25-43, Authorizing Summary Publication of Ordinance 506, Adopting the 2026 Fee Schedule for the City of Spring Lake Park.

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

C. Resolution 2025-41, Establishing 2026 Utility Rates for the City of Spring Lake Park

Administrator Buchholtz gave an overview of the proposed 2026 Utility Rates and Public Utilities Budget. He stated that the base rate will be \$20.42/quarter with the following rates per gallon based on tiered usage:

Tiered usage rates per 1,000 gallons:

- Tier 1: \$2.31/1,000 gallons for 0-9,000 gallons/quarter
- Tier 2: \$2.60/1,000 gallons for 9,0001-18,000 gallons/quarter
- Tier 3: \$4.00/1,000 gallons for 18,001-27,000 gallons/quarter
- Tier 4: \$4.45/1,000 gallons for 27,001-36,000 gallons/quarter
- Tier 5: \$4.83/1,000 gallons for 36,000-45,000 gallons/quarter
- Tier 6: \$5.24/1,000 gallons for 45,00+ gallons/quarter

Administrator Buchholtz stated that sewer rates will be as follows:

- Single Family, Duplex, Townhouse & Similar Residential:
 1. \$89.91/unit/quarter
- Apartment, Mobile Home, Commercial & Industrial:
 1. Minimum \$89.91/unit/quarter for 18,000 gallons and \$5.62/1,000 gallons for all usage over 18,000 gallons.

Administrator Buchholtz noted additional charges on the utility bills will be as follows:

- Recycling Fee \$15.52/quarter/residential unit
- Street Light Fee \$ 4.37/quarter per water connection
- Minnesota Water Test Fee \$ 3.81/quarter per water connection
- Storm Water Utility Fee \$ 9.99/quarter per residential equivalency Factor (REF)

Administrator Buchholtz said that the rate changes are necessary to cover rising costs of materials, labor, and infrastructure maintenance. He noted that despite the increases, the city remains highly competitive for utility rates compared to other North Metro cities.

Motion made by Councilmember Dircks to approve Resolution 2025-41, Establishing 2026 Utility Rates for the City of Spring Lake Park.

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

D. Resolution 2025-42, Approving the 2026 Public Utilities Budget

Motion made by Councilmember Dircks to approve Resolution 2025-42, Approving the 2026 Public Utilities Budget.

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

9. NEW BUSINESS

A. Approval of 2026 Recycling Budget

Administrator Buchholtz presented the proposed recycling budget, noting it is structurally balanced and maintains a modest surplus of \$1,356, with projected revenues of \$253,988 and appropriations totaling \$252,632. He said in order to sustain cost recovery and offset rising program expenses, the quarterly recycling rate will increase from \$14.97 to \$15.43, a \$0.46 per quarter adjustment. He noted that the primary expenditure change is a 5% increase in contractual recycling services, reflecting higher hauling and processing costs under the city's recycling contract. He stated that the proposed budget supports continued financial stability, maintains current service levels, and ensures compliance with Anoka County's recycling goals.

Motion made by Councilmember Wendling for Approval of the 2026 Recycling Budget.

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

B. Approval of 2026-2030 Capital Improvement Plan

Administrator Buchholtz provided an overview of the City's annual update to the Capital Improvement Plan (CIP), emphasizing that the CIP is a planning tool rather than a spending authorization. He stated that the plan serves as a strategic roadmap for future investments in infrastructure, facilities, and equipment. He noted that the Projects within the plan are subject to council approval through the annual budget process or separate council actions.

Administrator Buchholtz stated that the proposed CIP outlines over \$7.86 million in capital improvements across all departments. He said some of the key highlights include:

- Continued investment in street and utility improvements.
- Painting of both city water towers (approximately 20% of the total plan).
- Renewal of wells, mains, and meters for long-term reliability.
- Replacement of Public Works equipment (e.g., dump truck, sidewalk maintenance unit).
- Parks and Recreation projects: Terrace Park building reconstruction, rink and lighting upgrades, and future playground replacements at Sanburnol and Westwood Parks.
- Police Department: scheduled fleet, radio, and equipment replacements.
- Administrative Department: 2029 technology refresh and copier replacement.

Motion made by Councilmember Goodboe-Bisschoff to approve the 2026-2030 Capital Improvement Plan.

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

10. REPORTS

A. Attorney's Report - None

B. Engineer's Report

Report accepted as presented.

C. Administrator's Report - None

11. OTHER - None

12. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 8:05 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer