OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on June 15, 2026 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 Ken Wendling
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks
Councilmember April Moran
Mayor Robert Nelson

STAFF PRESENT
Police Chief Josh Antoine, Parks and Recreation Director Anne Scanlon, Engineer Phil Gravel, City Administrator Daniel Buchholtz

VISITORS

Dan Francen	965 141st Lane NE	Ham Lake
Tom Bergquist	11845 Naples Circle NE	Blaine

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz request Item 6J, Officer Separation be added to the agenda.

5. DISCUSSION FROM THE FLOOR

Mayor Nelson requested a moment of silence in memory of Representative Melissa Hortman and her husband Mark Hortman and their dog Gilbert, along with Senator John Hoffman and his wife, Yvette Hoffman who were gravely injured.

6. CONSENT AGENDA

A. Approval of Minutes – City Council Meeting – May 18, 2026
B. Approval of Minutes – City Council Meeting – June 1, 2026
C. Approval of May Claims List – General Disbursement #26-09 - $548,939.52
D. Mayor's Proclamation – Independence Day – July 4, 2026

E. Resolution 2026-25, Accepting 2025 Performance Measures Annual Report and Authorizing Submittal to the OSA
F. Revenue and Expenditure Report – May 2026
G. Statement of Fund Balance – May 2026
H. Contractor's License
I. Business Licenses
J. Officer Separation

Motion made by Councilmember Wendling to approve 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 provided an overview of the Police Department's activity for May 2026. He stated that the Department responded to 807 calls for service, a slight increase from 766 in May 2025. He reported that School Resource Officer Smith handled 14 calls at local schools and reported 26 student contacts, 56 meetings, and 8 follow-up investigations. He stated that she also attended school events including prom and a high school track and field day.

Chief Antoine stated that Detective Imig reported attending the Spring Lake Park graduation ceremony in St. Paul and handled 17 cases during May: 11 felony, 2 gross misdemeanor, and 4 misdemeanor cases. He stated that Detective Imig closed a forfeiture case and currently has three active cases.

Chief Antoine noted a busy month for administrative duties and preparation for the Tower Days parade. He attended several meetings and trainings, including the Department's use-of-force training, the Anoka County Chiefs meeting, the Spring Lake Park Safety Committee meeting, and a mandated 16-hour LETAC training focusing on autism and critical incidents. He stated that he also completed the required audit for body-worn cameras and is awaiting the final report.

B. Parks and Recreation Report

Director Scanlon reported that May was largely focused on Tower Days planning. She stated that park staff completed seasonal preparations and playground inspections; a damaged piece of equipment at Lakeside Lions Park was removed and will not be replaced, and options are being reviewed. She stated that Music in the Park began with the Spring Lake Park High School Jazz Band, and noted that future events will move to the grandparents' shelter due to limited shade at the main shelter.

Director Scanlon stated that the Recreation Department offered 31 programs in May. She said youth softball began, though the 17U division was canceled this season due to low participation despite outreach efforts. She noted that the City is still awaiting the CDBG grant award letter.

Director Scanlon noted that upcoming community events include Music in the Park, Princess Parties, Popsicles with the Police, the Ice Cream Social, Cops and Bobbers, the Summer Star Party, Rec on the Go, and Park Pals.

8. PUBLIC HEARING

A. Assessment Hearing for 2026 Street Improvement Project

Administrator Buchholtz provided an overview of the 2026 Street Improvement Project and conducted the required assessment hearing. He stated that the project includes Plaza Boulevard, Theron Terrace, Center Drive, Sunset Road, and a portion of the Highway 10 Service Drive in the northeast area of the city. He said the project work will consist of a mill and overlay of existing pavement, spot curb replacement, localized repairs, a new bituminous surface, and necessary catch basin and structure adjustments. He stated that no sanitary sewer or water main replacement is anticipated.

Administrator Buchholtz reviewed the City's assessment policy under Resolution 98-48. Residential properties are assessed 45% of assessable street costs, with the City contributing 55%. Commercial, industrial, and institutional properties pay 100% of their assessable street costs. He stated that utility-related improvements are not assessed. He noted that residential assessments for this project are based on the single-family equivalent unit, and commercial assessments are based on front footage.

Administrator Buchholtz stated the total project cost is $497,319.78. He said the Street Revolving Construction Fund will contribute $65,111.31, and $432,208.47 will be assessed to benefiting properties. He stated that the single-family residential assessment rate is $2,116.35 per parcel, and the commercial/non-residential rate is $51.33 per front foot. He said that both rates are approximately 13% lower than the preliminary estimates.

Administrator Buchholtz reviewed the assessment rolls for each component of the 2026 Street Improvement Project.

Administrator Buchholtz outlined payment options for assessed property owners. He said the assessments may be paid in full within 30 days of adoption of the assessment resolution without interest. He noted that unpaid assessments will be certified to property taxes over a 10-year period at an interest rate of 5.1 percent, which is consistent with the City's policy of applying 2 percent above the 10-year municipal bond rate.

Mayor Nelson opened the public hearing at 7:19 PM.

Mr. Dan Francen, 960 141st Lane NE, addressed the City Council about his property at 1501 County Road !0. He was inquiring about the $11,000 assessment on his property. Engineer Gravel reported on the assessment details for a property located at the corner of Center Drive and County Road 10. He stated that the property has 218.77 feet of assessable frontage, which includes frontage along Center Drive as well as the portion of roadway extending around the corner. He noted that this frontage total is used to calculate the special assessment for the parcel.

Tom Bergquist, 11845 Naples Circle, addressed the Council regarding his property located at 1541 County Road 10. He noted that the assessment roll shows 166.98 feet of frontage along County Road 10, and an additional 177.12 feet along the east and north sides of the property. He asked how much of his assessment is based on frontage from more than one street. Engineer Gravel explained that his assessment is based on the property's frontage to Center Drive NE.

Administrator Buchholtz noted that the City received one written objection to the assessment, from Panther Plaza LLC, 1440 85th Avenue NE, which should be entered into the official record, He said the objection claimed there was no proportional benefit from the project; however, in the City's response letter, staff clarified that the portion of the project adjacent to the property provides an estimated four to five parking spaces, demonstrating a proportional benefit.

Motion made by Councilmember Goodboe-Bisschoff to close the public hearing.

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

Public hearing was closed at 7:27 PM

9. ORDINANCES AN/OR RESOLUTIONS

A. Resolution 2026-26, Adopting Assessment – 2026 Street Improvement Project

Administrator Buchholtz noted that the City typically adopts the assessment roll prior to starting the project in order to gauge the potential number of objections in advance.

Motion made by Councilmember Wendling to approve Resolution 2026-26, Accepting Assessment, 2026 Street Improvement Project.

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

B. Resolution 2026-27, Accepting Bids and Awarding Contract for the 2026 Street Improvement Project

Engineer Gravel reported on the street improvement bid results, noting that an alternate bid was included for edge-milling and resurfacing on Westwood and 82nd as a maintenance measure. He noted that the alternate work would mill six feet along the edges and place a 1.5-inch overlay, at a cost of $40,392. He stated that the base bid for the primary assessment project was submitted by ASTECH (Asphalt Surface Technologies Corporation) of St. Cloud, with a low bid of $383,161.70, which was significantly lower than estimated. Engineer Gravel explained that the Council could award only the base bid, decline the project, or award both the base bid and the alternate.

Motion made by Councilmember Dircks to approve Resolution 2026-27, Accepting Bids and Awarding Contract for the 2026 Street Improvement Project, with the alternative.

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

10. NEW BUSINESS

A. Authorize Design Engineering Services for the 2027-2028 Water Tower Rehabilitation Project

Engineer Gravel provided an overview of the upcoming water tower repainting project. He noted that the Capital Improvement Plan schedules repainting one tower in 2027 and the other in 2028, staff recommends bidding both towers together as a single project to reduce costs and secure one contractor. He stated that the proposed action would begin the design phase.

Engineer Gravel explained that the City will work jointly with Stantec and KLM, a firm specializing in water tower maintenance that has performed the City’s inspections for many years. He said KLM will climb the towers, assess interior and exterior conditions, and prepare a detailed list of required repairs, including welding and structural needs. He noted that Stantec will incorporate KLM’s findings into a complete bid package to be issued for contractor proposals.

Engineer Gravel noted that final project requirements may depend on the source of funding. He said a municipal bond would carry one set of standards, while potential federal funding could trigger additional requirements such as wage rates or environmental review.

Motion made by Mayor Nelson to Authorize Design Engineering Services for the 2027-2028 Water Tower Rehabilitation Project.

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

B. Terrace Park Building Replacement – Design and Construction Services Proposal

Administrator Buchholtz requested Council authorization to enter into an agreement with Stantec for architectural and engineering design, bidding, and construction administration services for the Terrace Park building replacement project. He noted that the proposal, included in the meeting packet, outlines a not-to-exceed cost of $77,500 for the design phase. He emphasized that approving the agreement at this meeting is critical to maintaining the project schedule. He said the goal is to bid the project during the summer and complete demolition, foundation work, utility rough-ins, and the concrete floor slab by early October, when students in the construction trades program will begin framing and vertical construction. He noted that any delays would jeopardize the overall project timeline.

Motion made by Councilmember Wendling to approve Terrace Park Building Replacement, Design and Construction Service Proposal.

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 - None

12. OTHER - None

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 7:41 PM

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer