

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on December 16, 2024 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 Goodboe-Bisschoff
Councilmember Lisa Dircks
Mayor Robert Nelson

MEMBERS ABSENT

Councilmember April Moran

STAFF PRESENT

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

VISITORS

Ashlyn Haste	1301 81 st Ave NE	Spring Lake Park MN
Alisha & Mike Haste	913 Blackoaks Ln	Anoka MN
Justin Haste	913 Blackoaks Ln	Anoka MN
Karen & Gordy Fiske	1301 81 st Ave NE	Spring Lake Park MN

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the following change be made to the agenda: 1) that authorization to purchase a new ventilation system for the range be added to the agenda as item 11C.

5. PRESENTATION

A. Ceremonial Swearing in of Police Officer Ashlyn Haste

Chief Antoine introduced Officer Ashlyn Haste.

Administrator Buchholtz administered the Oath of Office to Ashlyn Haste. Officer Haste badge was pinned on by her father, Mr. Mike Haste.

6. DISCUSSION FROM THE FLOOR

None

7. CONSENT AGENDA

- A. Approval of Minutes – December 2, 2024 City Council Meeting
- B. Approval of Claims List – General Disbursement #24-21 - \$1,036,094.71
- C. Revenue and Expenditure Report – November 2024
- D. Statement of Fund Balance – November 2024
- E. Resolution 2024-71 – Accepting Donation from Barbara Yawn
- F. Resolution 2024-74 – Authorizing Application for Community Development Block Grant (CDBG)
- G. Approval of SafeAssure Annual Contract
- H. Full and Final Release between Stantec and City of Spring Lake Park
- I. Contractor’s Licenses
- J. Business Licenses
- K. Kennel License

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. Police Report**

Chief Antoine reported that the Police Department responded to 792 service calls in November 2024, compared to 745 service calls in November 2023. Chief Antoine stated that School Resource Officer Imig handled 7 school-related calls, 12 student contacts, 22 escorts, and 8 follow-up investigations. He said that Investigator Bennett managed 33 cases, including 30 felonies and 3 misdemeanors, while monitoring 5 forfeiture cases.

Chief Antoine gave an update on his activities for the month of November. He stated that he was appointed as chair of the Hennepin Tech Advisory Committee.

B. Recreation Report

Recreation Director Okey gave an overview of staff activities for the month of November. She thanked Recreation Commissioner Barbara Yawn for her three years of service on the Commission and for her donation to the Parks Department.

Director Okey updated the City Council on the Earth Day Cleanup planned for April 26, 2025 at Able Park. She stated that the event would take place from 9:00 am – 11:00 am with key activities being litter collection and sorting for recycling and public education on waste reduction and recycling.

9. PUBLIC HEARING

A. Municipal Separate Storm Sewer System (MS4) Annual Report

Mayor Nelson opened the Public Hearing at 7:16 pm. Phil Gravel, City Engineer, gave an overview of the City's compliance activities for the Municipal Separate Storm Sewer System (MS4).

Mayor Nelson asked for comments from the public. Hearing none, Mayor Nelson closed the Public Hearing at 7:21 pm.

10. ORDINANCES AND/OR RESOLUTIONS

A. Ordinance 498, Adopting the 2025 Fee Schedule for the City of Spring Lake Park

Administrator Buchholtz noted that the proposed fee schedule was tabled at the previous meeting and that the content of the schedule has remained unchanged.

Administrator Buchholtz noted that the key updates to note include minor adjustments to fees, particularly for adult-use cannabis, and revisions to facility rental fees. He said the change in facility rental fees is based on recommendations from the Recreation Department, especially in light of City Hall renovations. Administrator Buchholtz stated routine increases to development fees were proposed to account for inflation, ensuring that new developments would contribute adequate impact fees to cover the costs of infrastructure and services required to support them.

Motion made by Mayor Nelson to approve Ordinance 498, Adopting the 2025 Fee Schedule for the City of Spring Lake Park.

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

B. Resolution 2024-66, Authorizing Summary Publication of Ordinance 498, An Ordinance Adopting the 2025 Fee Schedule for the City of Spring Lake Park

Motion made by Mayor Nelson to approve Resolution 2024-66, Authorizing Summary Publication of Ordinance 498, An Ordinance Adopting the 2025 Fee Schedule for the City of Spring Lake Park.

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

C. Resolution 2024-72, Adopting Final 2024 Taxes Collectable in 2025

Administrator Buchholtz presented the proposed tax levy for 2025. He noted that the resolution established the general levy of \$4,721,272.

Administrator Buchholtz stated that from the General Revenue, \$4,029,435 will be used to fund the general operations of the City, \$24,078 will support the 2022 Street Improvement Project, \$28,421 will support the 2024 Street Improvement Project, \$194,591 will support the Capital Improvement Plan and \$444,747 covers the repayment of the 2024A G.O. Improvement Bond.

Administrator Buchholtz stated that he recommends the City Council approve Resolution 2024-72 to adopt the final property tax levy for 2024, collectible in 2025.

Motion made by Councilmember Wendling to approve Resolution 2024-72, Adopting Final 2024 Taxes Collectable in 2025.

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

D. Resolution 2024-73, Adopting 2025 General Fund Budget

Administrator Buchholtz presented the final proposed 2025 General Fund Budget, with revenues and expenditures set at \$5,668,758. He stated that the proposed budget is balanced, therefore, preserving the City's fund balance to effectively address any unforeseen challenges.

Administrator Buchholtz recommended approval of the 2025 General Fund Budget.

Motion made by Councilmember Goodboe-Bisschoff to approve Resolution 2024-73, Adopting 2025 General Fund.

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

11. NEW BUSINESS

A. Approve City Hall Custodial Services Contract with Tegrete

Administrator Buchholtz said staff recommends approval of the custodial managed service agreement with Tegrete Corporation. He stated that the proposal is part of a strategic approach to address the Public Works Department's request for additional staff.

Administrator Buchholtz noted rather than hiring a new Public Works employee, staff would be reallocating a current employee from City Hall to field operations, in order to utilize their skills to meet the department's growing needs.

Administrator Buchholtz noted the professional custodial services would cost at monthly \$3,100.00. He said the service is cost-effective and the City avoids the long-term financial commitment of hiring an additional full-time employee. He recommended that City Council approve the service agreement with Tegrete Corporation, effective January 6, 2025.

Administrator Buchholtz stated that the contract was approved by the City Attorney with minor revisions.

Motion made by Councilmember Wendling to Approve City Hall Custodial Services Contract with Tegrete with City Attorney Changes.

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

B. Authorize Preparation of Plans and Bidding – 2025 Seal Coat and Crack Repair Project

Engineer Gravel gave an overview of the area to be seal coated. He stated that the area to be worked on is bordered by Able Street NE, 81st Avenue NE, Highway 65 NE and Osborne Road NE. He stated that the streets that will be milled and overlaid will not be included in this project.

Councilmember Goodboe-Bisschoff inquired about the timing of the project and the reconstruction of 79th Avenue NE. Engineer Gravel stated that the project will be done in the summer of 2025. He stated the work will begin after the Tower Days parade.

Motion made by Councilmember Wendling to Authorize Preparation of Plans and Bidding – 2025 Seal Coat and Crack Repair Project.

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

C. Authorization to Purchase a New Ventilation System for the Gun Range

Chief Antoine stated that he and Administrator Buchholtz had been working on a plan to upgrade the range as part of the building project. He stated that it includes electrical upgrades and future plans for replacing the shooting lanes. He said that the ventilation system, installed in 1987, had become increasingly unreliable despite ongoing repairs over the years. Chief Antoine said that the ventilation system, including its heating and air conditioning components, was currently nonfunctional, affecting its ability to properly ventilate the range. He noted that it is hard to get repair companies to service the outdated system due to its age, and temporary fixes were no longer a viable solution.

Chief Antoine said he is requesting the Council's approval for an expenditure not to exceed \$50,000 for the replacement of the ventilation system. He stated that three companies had been contacted for quotes, though final figures were still pending. He did state that Administrator Buchholtz said funds were available from the furniture, fixture, and equipment building remodeling fund to cover this expenditure.

Chief Antoine stated he is requesting the Council authorize up to \$50,000 for the replacement of the system.

Motion made by Mayor Nelson to approve Authorization to Purchase a New Ventilation System for the Gun Range not to Exceeding \$50,000.00 to be paid from the City Hall Renovation/Expansion project fund.

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

12. REPORTS

A. Attorney's Report

None

B. Engineer's Report

Report accepted as presented.

C. Administrator Report

Administrator Buchholtz stated staff will be interviewing three top candidates for the Parks and Recreation Director position. He stated that at the January 6 Council Meeting that there will be a request to appoint a new Director for Parks and Recreation position. Administrator Buchholtz gave an update on the City Hall Renovation/Expansion project.

13. OTHER

A. Correspondence

None

14. 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 7:53 PM

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer