



**CITY COUNCIL WORKSESSION AGENDA
MONDAY, MAY 15, 2023**

CITY HALL, 1301 81ST AVE NE, SPRING LAKE PARK at 5:30 PM

- 1. CALL TO ORDER**
- 2. DISCUSSION ITEMS**
 - [A.](#) Municipal Cannabis Discussion (*Goodboe-Bisschoff*)
 - [B.](#) Public Works Director Position Planning
 - [C.](#) Police Chief Professional Development Request
 - [D.](#) Administrator Counter-Offer Review
- 3. REPORT**
 - A. Council Reports
 - [B.](#) Administrator Report
- 4. ADJOURN**

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 1301 81st Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: May 9, 2023

Subject: Municipal Cannabis Store Discussion

Councilmember Goodboe-Bisschoff requested that a discussion be held on the possibility of the city opening a municipal cannabis store should HF100/SF73 (Omnibus Cannabis Bill) be approved by the Legislature.

Both bills, in their current form, would permit a city or county to establish, own and operate a municipal cannabis store subject to the restrictions of the law.

Even if the HF100/SF73 passes, there are several difficulties to overcome:

- Marijuana remains a banned Schedule 1 drug by the Federal Government. As long as the Federal Government views marijuana as illegal, applicable business owners will face complications and gray areas related to the contradictions between state and federal law.
- With marijuana still illegal at the federal level, major banks and credit card companies will not allow cannabis retail establishments to execute transactions with credit cards. While there are potential workarounds, this is an obstacle that should be considered and it will create other ancillary payment collection issues.
- With the lack of ability to use a credit card, the City would need to worry about how to properly manage and secure large amounts of cash that accumulate through dispensary sales. Businesses that deal in a high volume of cash transactions are faced with additional considerations and liabilities that would need to be addressed.
- We would need to find out if the League of Minnesota Cities Insurance Trust will provide liability insurance for a municipal cannabis operation. If not, finding private insurance could be expensive.
- The City does not have a retail presence after the closure of the municipal liquor store in 2018. If the City Council wished to authorize the sale of cannabis, the City would have to build a retail operation from scratch. This could result in operational losses while the City ramps up the operation.
- Unlike the municipal liquor statute, it does not appear that the City would be able to limit licenses to just the municipal cannabis store. That will result in the City competing against the private sector. It is unknown what kind of market share the City could anticipate and whether that market share would result in a successful model.

Staff believes that a municipal cannabis store would be risky for the organization. While the City closed its municipal liquor store to facilitate the Hy-Vee project, the decision was made easier due to increasing competitive pressures and unpredictable net profits. That environment is even more difficult and unpredictable in a tight labor market.

If you have any questions, please do not hesitate to contact me at 763-784-6491.



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: May 9, 2023

Subject: Public Works Director Position Planning

Public Works Director Randall has informed me of his intention to officially retire in 2024. With his accrued vacation time, his last day on the job would be the end of 2023.

The Public Works Director is a critical position in charge of virtually all of the City's street, park and public utility infrastructure. Director Randall's 23 years of experience and dedicated service will be difficult to replace.

Staff is seeking direction on how to proceed. One option would be to start the hiring process for the new Public Works Director now for a potential September/October start date. This plan would provide 2-3 months of overlap between Director Randall and the new Director, which could be very valuable for a seamless transition.

The 2023 salary range for the Public Works Director position is \$96,516.95 to \$118,643.98, plus benefits. Staff would utilize reserves from Public Utilities to fund the overlap position.

I have attached the job description for your review.

If you have any questions, please do not hesitate to contact me at 763-784-6491.

Public Works Director

Dept/Div: Public Works/N/A

FLSA Status: Exempt

General Definition of Work

Performs work planning, organizing, and directing streets, drainage, water and sewer utility, sanitation and related public works and public utility functions, coordinating work with city management and other departments, attending meetings, maintaining records and files, preparing reports, and related work as apparent or assigned.

Work involves setting policies and goals under the direction of the City Administrator - Clerk/Treasurer.

Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Oversees the Public Works department including the maintenance and repair of streets, water and sewer lines, water treatment plant, buildings and grounds, spring clean-up, fall leaf pick-up, snow removal, inspections, and construction; coordinates projects with engineering staff; assists other city departments as needed.
- Assigns, directs, trains and reviews staff work; recommends hiring, suspending, disciplinary and terminating department staff, department rewards, transfers, promotions, or demotions; performs staff evaluations; provides coaching or counseling to department staff; develops staff schedules.
- Responds to concerns, issues, and complaints from the public, management, and regulatory agencies; resolves as appropriate.
- Oversees and inspects field operations.
- Prepares and manages department budget.
- Researches the feasibility and cost of the public works projects and recommends action.
- Develops and recommends major capital expenditures proposals; assists in the updating the capital improvement plan; prepares bid specifications proposals for equipment purchases.
- Determines needs and develop plans and specification for maintenance and repair of infrastructure.
- Determines appropriate inventory levels and oversees the use of the materials.
- Performs and monitors safety checks of city facilities to ensure compliance of state and federal standards.
- Prepares and maintains a variety of office files, accounts, and other records.

Knowledge, Skills and Abilities

Comprehensive knowledge of the practices of civil engineering as applied to public works and public utility maintenance and repair; comprehensive knowledge of municipal public works and public utility administration, planning and design; thorough knowledge of the occupational hazards and safety precautions of the work.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in budget planning, development, and control techniques.

Public Works Director

Ability to review and analyze plans and specifications for the construction of and operation of treatment facilities and collection and distribution systems; ability to formulate comprehensive operational policies and procedures; ability to communicate effectively orally and in writing; ability to prepare technical reports; ability to read plans and drawings; ability to supervise the work of staff; ability to establish and maintain effective working relationships with associates, consultants, contractors, elected officials, engineers, regulatory representatives, and the general public.

Education and Experience

High School diploma or GED and extensive experience in public utility operations and management including extensive supervisory and administrative experience, or equivalent combination of education and experience.

Physical Requirements

Physical Requirements and Activity

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires climbing or balancing and stooping, kneeling, crouching or crawling and occasionally requires sitting, tasting or smelling, pushing or pulling and lifting.

Sensory Requirements

work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Sensory Utilization

work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly, or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions

Work frequently requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Minnesota Class C Water and Class SC Wastewater licenses within one year of hire.

Must meet and maintain all training and education requirements for position.

Valid commercial driver's license with Class B, Air Brakes, and Tanker endorsement in the State of Minnesota.

Last Revised: 1/12/2022



Memorandum

Date: May 17, 2023

To: Mayor and City Council

Re: Conferences and Schools reallocation of funds

Mayor and City Council Members,

For several months I have been researching the possibility of completing my Bachelors degree in Criminal Justice Administration. The City of Spring Lake Park has been very generous in allowing me to have money for professional development in the Police Departments Conferences and Schools Budget in the amount of \$3000 a year. Currently I use the funds to attend the International Association of Chiefs of Police Conference (IACP) on a yearly basis. I also have a \$500 education allowance through the City that I have not used in several years.

I believe that completing my Bachelors degree in Criminal Justice Administration will benefit the city in far greater ways than me attending the IACP on a yearly basis. I don't think it is any surprise that leading a Police Department in these times has become more demanding and challenging. The Criminal Justice Administration degree will help strengthen my leadership and public administration skills which will further benefit the City of Spring Lake Park in the future.

I request that the city council approve the reallocation of funding for the IACP for the next several years to professional development/ college courses.

Thank you, and if there are any questions, please do not hesitate to contact me.

Chief Josh Antoine



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: May 8, 2023

Subject: Ratification of Counter-offer for Administrator, Clerk/Treasurer

As you are aware, I was offered a position with another city in the Twin Cities metropolitan area. In discussing the job offer with Mayor Nelson, the possibility of a counter-offer was discussed to retain me in Spring Lake Park. Mayor Nelson and I are pleased to inform you that a tentative agreement was reached, pending City Council approval.

The tentative agreement is as follows:

- Change the classification grade for the Administrator, Clerk/Treasurer position from Grade 20 to Grade 21. There is a 4% increase in-between grades.
- Provide five weeks of vacation. I currently receive 4 weeks of vacation. This additional week of vacation would essentially treat me as an employee with 20 years of service.

I am so proud of the work that we have done in Spring Lake Park over the past 10+ years. I am extremely excited for the City Hall renovation/expansion project, Sanburnol Drive reconstruction project with the City of Blaine, implementing the new accounting software, and addressing the blighted property at 8064 Garfield Street.

I thank each of you for your continued support and look forward to working with you for many years to come.

If you have any questions, please do not hesitate to contact me at 753-784-6491.



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: May 11, 2023

Subject: Administrator Report

Councilmember Goodboe-Bisschoff requested several items be discussed at a future work session. I wanted to provide a brief update on these items.

- What are we doing for Public Works to show our appreciation for the job they did during the winter?
 - Mayor Nelson proclaimed the week of May 21 as Public Works Week in the City of Spring Lake Park.
 - We are catering in lunch for the Public Works employees one day that week to express our appreciation.
 - The simplest way to express appreciation is to thank them whenever you see them working in the community.
- Clean-up in Spring Lake Park on 5/27 or 6/3 with rain date the next day on either date.
 - Public Works is working to get potholes filled on Parade Route streets and parks cleaned-up and ready for Tower Days.
 - Staff is willing to publicize a clean-up should the City Council decide to move forward.
- Consider looking for grant money from Coon Creek and Rice Creek Watershed Districts to purchase a street sweeper.
 - Coon Creek Watershed District is in the process of completing a street sweeping credit study to identify potential credits toward the City's compliance to its MS4 permit
 - Public Works Director Randall believes that contracting out street sweeping is the most cost-effective approach based on anticipated equipment , manpower, and maintenance costs.