

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on May 15, 2023 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 Robert Nelson  
Councilmember Ken Wendling  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember Lisa Dircks  
Councilmember April Moran

#### STAFF PRESENT

Police Chief Josh Antoine, Recreation Director Kay Okey, City Attorney John Thames, Administrator Daniel Buchholtz

#### VISITORS

Assessor Ken Tolzmann  
SBM Fire Chief Dan Retka

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

### 5. DISCUSSION FROM THE FLOOR

#### A. Quarterly Fire Department Report – Dan Retka

Fire Chief Retka gave an update on the changes to the Fire Department that have occurred over the last six months. He stated that a Recruitment Retention Coordinator with marketing experience has been added to the staff. He discussed the Department transitioning to the duty crew model. The new model will result in 24 hour/7 days per week staffing at the station and allow the staff to pick their schedules. Chief Retka noted that current staffing levels have the department down a station and a half.

Chief Retka stated that the SBM Fire Department is the Chief for Centennial Fire. He noted that the cost of equipment has increased and it is taking at least a minimum of 3 years to receive a new piece of equipment.

Chief Retka said that calls are increasing and that most are medical. He said he is working on educating Dispatch on what calls the Fire Department should be called out on to assist.

## 6. CONSENT AGENDA

- A. Approval of Minutes – May 1, 2023 Council Meeting
- B. Approval of Claims – General Disbursement No 23-07 - \$302,196.93
- C. Mayor’s Proclamation – Public Works Week – May 21-27, 2023
- D. Mayor’s Proclamation – Memorial Day – May 29, 2023
- E. Contractor’s Payment #7 – DPG – Able Park Shelter Upgrades - \$29,930.43
- F. Contractor’s Request for Payment No. 3/Final – Visu-Sewer
- G. Resolution 2023-18, Amending Classification Plan
- H. Approve Second Amendment to Administrator’s Employment Agreement
- I. Resolution 2023-19, Accepting Monetary Donation
- J. Resolution 2023-20, Authorizing a Transfer from General Fund to Equipment Fund
- K. Contractor Licenses
- L. Sign Permits

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. PRESENTATION

### A. Board of Equalization Meeting

Assessor Tolzmann provided a report on the 2023 Assessment for Taxes Payable 2024 and an overview of the assessment process.

Mr. Tolzmann reported that there were 108 qualified residential sales within the City during the sales period of October 1, 2022 through September 30, 2022, and after value adjustments made accordingly by zone, the result was an assessment that qualifies as “excellent” in the eyes of the Minnesota Department of Revenue with a median sales ratio of 94.33. He stated that there were three qualified commercial/industrial sales reflecting a sales ratio of 92.5 as well as two qualified apartment sales reflecting a median ratio of 93.8.

Mr. Tolzmann reported that the City’s total market value rose by 7.9% to \$896,742,200 for the 2023, pay 2024 assessment. He noted that included in this overall market value is \$6,121,600 in new construction.

Mr. Tolzmann reported that the median sales increased 11.8% in the City. He noted that the median home sale price, rose from of \$280,000 in 2021 to \$296,125 in 2022.

## 8. DEPARTMENT REPORTS

### A. Police Report

Chief Antoine reported that the Police Department responded to 823 calls for service in April 2023 compared to 642 calls for service for the month of April 2022. He said that School Resource Officer Imig reported handling 8 calls for service in April, as well as handling 14 student contacts, 24 student escorts, and 3 follow-up investigations.

Chief Antoine said Investigator Bennek handled 76 cases for the month of April, 26 of which were felony in nature and 1 misdemeanor. He said Investigator is monitoring 5 active forfeiture cases.

Chief Antoine recognized the Records Technicians, Lisa Murphy and Kim Kiley for Administrative Professional's Day on April 26. He stated that the Police Department will be partnering with the Mounds View Police Department and the SBM Fire Department to host a Safety Camp for kids.

### B. Recreation Report

Director Okey highlighted several program events. Director Okey said the focus by the Department at this time of year is summer programs and Tower Days. She noted that Tower Days activities is proceeding and that the next Tower Days Committee meeting will be May 30 at 6:30 pm.

Director Okey informed Council that staff attended Adaptive Programming meeting with Commissioner Julie Jeppson and attended Camp Counselor training at Wargo Nature Center.

## 9. ORDINANCES AND/OR RESOLUTIONS - None

## 10. NEW BUSINESS

### A. Adoption of Warning Sign Policy

Administrator Buchholtz referred to the May 1, 2023 Council meeting on the request from a resident to place a warning sign near his home on Able Street for an autistic child. Councilmember Dircks inquired if there was a warning sign policy and requested, if there was none, that one be created for Council consideration.

Administrator Buchholtz determined that there is not a current warning sign policy. He stated that the following language be adopted to help govern the placement of warning signs:

#### **WARNING SIGNS**

Warning signs are used when it is deemed necessary to warn traffic of existing or potentially hazardous conditions on or adjacent to a highway or street. Warning signs require caution on the part of the vehicle operator and may call for a reduction in speed or a maneuver in the interest of safety for the

motorist or pedestrian. The use of warning signs should be kept to a minimum. Overuse of warning signs, especially for conditions which are apparent, tends to breed disrespect for signs in general, and they lose their effectiveness. At residential speeds (under 35 MPH) motorists using due care can respond to hazards or conditions presented in the roadway without the need for warning signs.

Guidelines:

1. The provisions of the Minnesota Manual on Uniform Traffic Control Devices (MUTCD) shall be followed.
2. Traffic analysis, engineering, and property use facts and data shall be reviewed when considering warning signs.
3. General warning signs that are not about a specific hazard will not be placed, as they do not indicate expected driver actions
4. Absent supporting facts and data, warning signs will not be erected on residential streets.
5. Warning sign appropriateness will be reviewed as part of any street reconstruction.
6. Any of the following conditions may warrant the installation of a warning sign:
  - a. Speed Advisory. Warning Sign in conjunction with another warning sign where geometrics or operating conditions warrant a reduced speed.
  - b. Curve or Turn Warning Sign. Installed in residential locations when inadequate sight lines warrant. Installed when a street or roadway turns at a right angle.
  - c. Park or Playground Warning Sign. Installed on the park property at the focal point or entrance to the park.
  - d. International Pedestrian Warning Sign. Installed on established pedestrian routes where 5 pedestrians per hour for two continuous hours are documented.
  - e. School, School Crossing, & School Bus Stop Warning Signs. Installation in accordance with Part VII of the Manual on Uniform Traffic Control Devices (MUTCD)
  - f. Stop Ahead, Yield Ahead, Signals Ahead Warning Signs. Installed on approaches where the traffic control sign is not continuously visible to the driver.
  - g. Dead End/No Outlet Warning Signs. Installed where a roadway terminates in a dead end or where a turn-about is necessary to return to a point of origin.
  - h. Disabled Person Warning Signs. Signs shall be black on yellow, standard warning colors
    - (1) Warning signs may be installed upon the request of a disabled person or by the representative of a disabled person.
    - (2) Requestors will be asked to notify the City to remove the sign when the disability no longer exists or the person moves.
    - (3) Disability status will be automatically reviewed after a five-year period.
    - (4) Signs available include: Deaf Child Area, Blind Child Area, Disabled Child/Person Area, Autistic Child Area.
7. Children at Play Warning Signs will not be installed within the City of Spring Lake Park.

Motion made by Councilmember Dircks to approve Adoption of Warning Sign Policy.

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

**11. REPORTS**A. Attorney's Report

Attorney Thames stated he reviewed and approved the Sanitary Sewer Lining and the Seal Coat Crack Repair Contracts. He noted that the 8064 Garfield matter is progressing.

B. Engineer's Report

Report accepted as presented.

C. Administrator Report

Administrator Buchholtz noted that it was National Police Week and thanked the Police Department and its members for their service to the community. He stated that the open house was held on May 8 and that a video was produced for residents who were unable to attend. He gave an update on his meeting with Congresswoman Omar.

**12. OTHER**A. Correspondence - 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 8:08 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer