



CITY OF SPRING PARK
CITY COUNCIL MINUTES
SPECIAL MEETING
MARCH 25, 2024 5:30 PM
SPRING PARK CITY HALL

The Spring Park City Council has called for a Special Meeting on Monday, March 25 at 5:30 p.m. under Minn. Stat. sec. 412.02, subd. 2a. The meeting will be held at City Hall, 4349 Warren Ave., in the Council Chambers to discuss the vacant seat of Office of the Mayor and discuss items from the March 18, 2024 meeting agenda that was previously cancelled.

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

Council Present: Council Member's Sippel, Hoffman, Chase and Horton were present. Council Member Hoffman was Acting Mayor.

Staff Present: City Administrator Anderson, City Engineer Morast

2. PLEDGE OF ALLEGIANCE

Acting Mayor Hoffman led the audience in the Pledge of Allegiance

3. APPROVAL OF AGENDA

4. *Council Member Sippel motioned, being seconded by Council Member Horton, to approve the agenda as presented. On vote being taken, the motion was unanimously approved.*

5. PUBLIC COMMENT**

Those wishing to speak must state their name and address for the record. Each person will have three (3) minutes to make their remarks. Speakers will address all comments to the City Council as a whole and not one individual councilmember. The Council will **not take official action** on any item presented during the Public Comment period.

6. REQUESTS & PRESENTATIONS

None

7. CONSENT AGENDA*

- a. Minutes, Regular City Council Meeting – March 4, 2024
- b. Approval of Expenditures and YTD Budget Comparison: Revenue/Expenditures
- c. Resolution #24-09: Declaring Vacancy for the Office of the Mayor

Council Member Chase motioned, being seconded by Council Member Horton, to approve the consent agenda as presented. On vote being taken, the motion was unanimously approved.

8. ACTION AGENDA

- a. Mayor Vacancy Memo to Council; City Council Vacancy Process
- b. Resolution #24-10: Appointing Mayor to fill the Unexpired Term

Council Member Horton motioned, being seconded by Council Member Chase, to approve Resolution #24-10: Appointing Mayor to fill the Unexpired Term and appoint Acting Mayor Hoffman as Mayor to fulfill Jerome P. "Jerry" Rockvam's

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unexpired term ending 12/31/2024. On vote being taken, the motion was unanimously approved. In addition, City Administrator Anderson will be the attest signer for all Resolutions and Ordinances during the same unexpired term.

c. Resolution #24-11: Declaring Vacancy of a Council Member

The Council directed staff to post, publish, and accept applications for the Council vacancy. The Council will conduct interviews at the April 15, 2024 City Council Work Session.

Council Member Hoffman motioned, being seconded by Council Member Chase, to approve Resolution #24-11; Declaring Vacancy of a Council Member and directing staff to move forward with accepting applications to fill the vacancy. On vote being taken, the motion was unanimously approved.

d. Warren Ave Road Construction Approval

City Engineer Morast reviewed the road design for Warren Avenue, Interlachen, and Kings Road. Council Member Chase would like the sidewalk to extend at some point either on Kings Road or on Interlachen to connect CR15 to Warren and Warren to the trail. Council requested the Engineer to include the sidewalk in the design now but will most likely move that part of the project to next year.

Council Member Sippel motioned, being seconded by Council Member Chase, to instruct the City Engineer to move forward with the design work not to exceed \$50K in engineering fees. On vote being taken, the motion was unanimously approved.

9. REPORTS

a. Mayor & Council;

- i. Council Member Sippel stated he will not be at the April 1 or April 15 Council Meetings/Work Session.
- ii. Council Member Chase recapped the highlights from his meeting at the Police Commission.

b. Staff:

- i. City Administrator Anderson stated the Spring clean-up is scheduled for May 11, 2024 and that a new security system was installed at City Hall with the public safety money received from the state.

10. ANNOUNCEMENTS/MISCELLANEOUS (INFORMATION ONLY)

- a. April 1, 2024 – Regular City Council Meeting – 6:30PM
- b. April 10, 2024 – Planning Commission Meeting and Public Hearing – 6:00PM
- c. April 15, 2024 – Regular City Council Meeting – 6:30PM
- d. April 15, 2024 – Council Work Session – 5:30PM

11. ADJOURNMENT

There being no further discussion, Council Member Horton motioned, being seconded by Council Member Sippel, to adjourn the meeting at 7:31p.m. On vote being taken, the motion was unanimously approved.

Respectfully submitted,
Jamie Hoffman, City Clerk