



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, JUNE 01, 2026**  
**CITY HALL at 7:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. PRESENTATION**
  - [A.](#) Board of Equalization Presentation
- 7. CONSENT AGENDA**
  - [A.](#) Approval of Minutes - May 18, 2026 City Council Work Session
  - [B.](#) Resolution 2026-23, Exercising the City's Authority to Opt-In To, and Support, the Ramsey County Economic Development Agency ("EDA")
  - [C.](#) Mayoral Memorial Tribute - In Memory of Amos Barrett Ferrier
  - [D.](#) Accountant Position Reclassification and Salary Adjustment
  - [E.](#) Contractor's Licenses
- 8. DEPARTMENT REPORTS**
  - [A.](#) Public Works Report
  - [B.](#) Code Enforcement Report
- 9. ORDINANCES AND/OR RESOLUTIONS**
  - [A.](#) Resolution 2026-24, Approving a Conditional Use Permit for 8407 Plaza Boulevard NE
- 10. NEW BUSINESS**
  - [A.](#) Approval of Proposal for American Water Infrastructure Act Plan Update
  - [B.](#) Cancel 2026 Street Seal Coat and Crack Repair Project
- 11. REPORTS**
  - A. Attorney Report
  - [B.](#) Engineer Report
  - C. Administrator Report
- 12. OTHER**
- 13. ADJOURN**

**SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARINGS**  
**AND DISCUSSION FROM THE FLOOR**

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

One or more City Councilmembers may participate in this meeting remotely using interactive technology, in compliance with the Minnesota Open Meeting Law.

## **RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS**

### **DISCUSSION FROM THE FLOOR**

- Discussion from the floor is limited to three minutes per person. Longer presentations must be scheduled through the Administrator, Clerk/Treasurer's office.
- Individuals wishing to be heard must sign in with their name and address. Meetings are video recorded so individuals must approach the podium and speak clearly into the microphone.
- Council action or discussion should not be expected during "Discussion from the Floor." Council may direct staff to research the matter further or take the matter under advisement for action at the next regularly scheduled meeting.

### **PUBLIC HEARINGS**

The purpose of a public hearing is to allow the City Council to receive citizen input on a proposed project. This is not a time to debate the issue.

The following format will be used to conduct the hearing:

- The presenter will have a maximum of 10 minutes to explain the project as proposed.
- Councilmembers will have the opportunity to ask questions or comment on the proposal.
- Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing the comment are asked to limit their comments to 3 minutes.

In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.

- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.

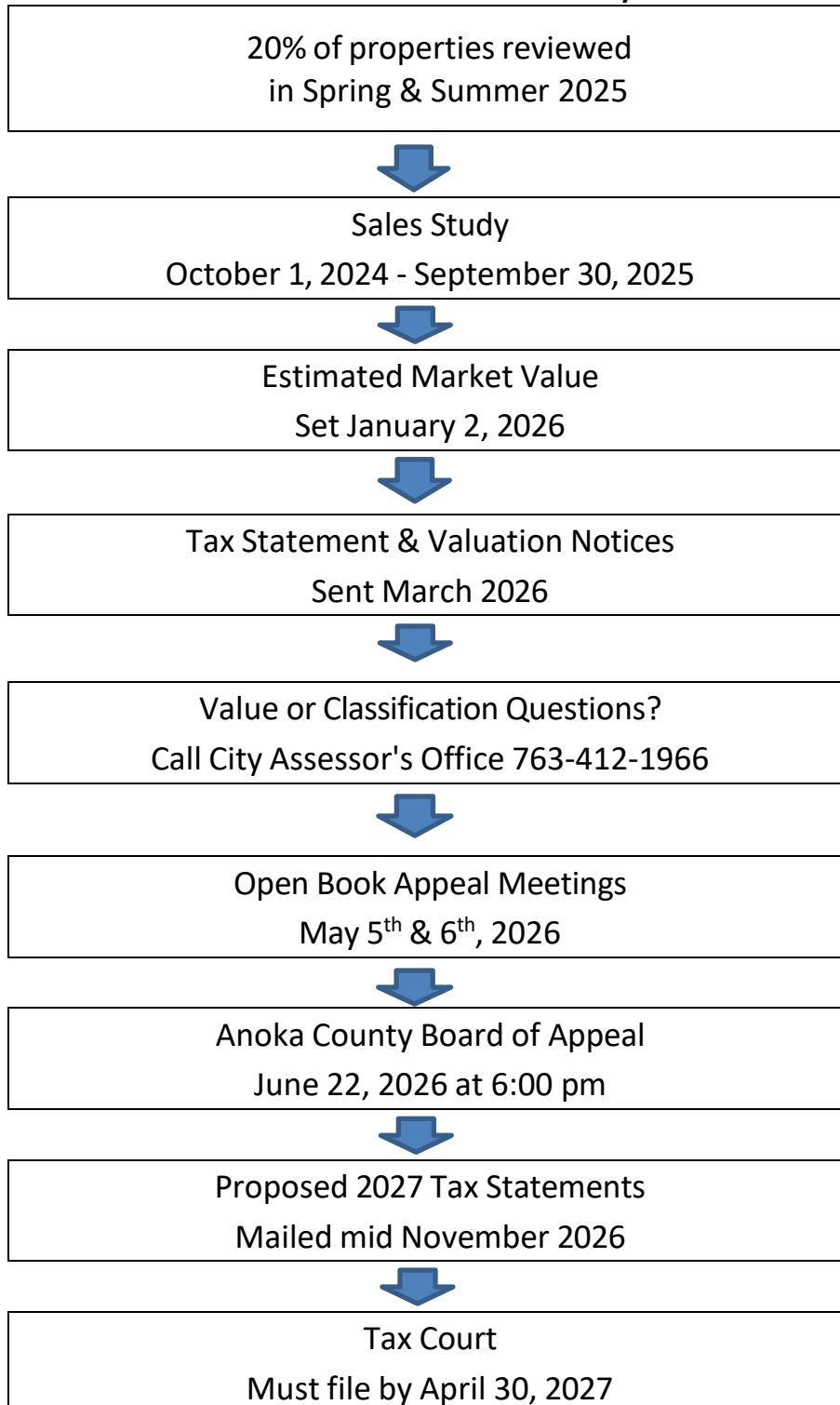


# 2026 Property Assessment Report

June 1, 2026

Spring Lake Park City Assessors  
Mary Wells, SAMA License #3561  
Erik Skogquist, SAMA License #3121  
Chris Larson, AMA License #4040

## ASSESSMENT AND VALUATION TIMELINE 2026 Market Value for Taxes Payable 2027



## 2026 Assessment Summary

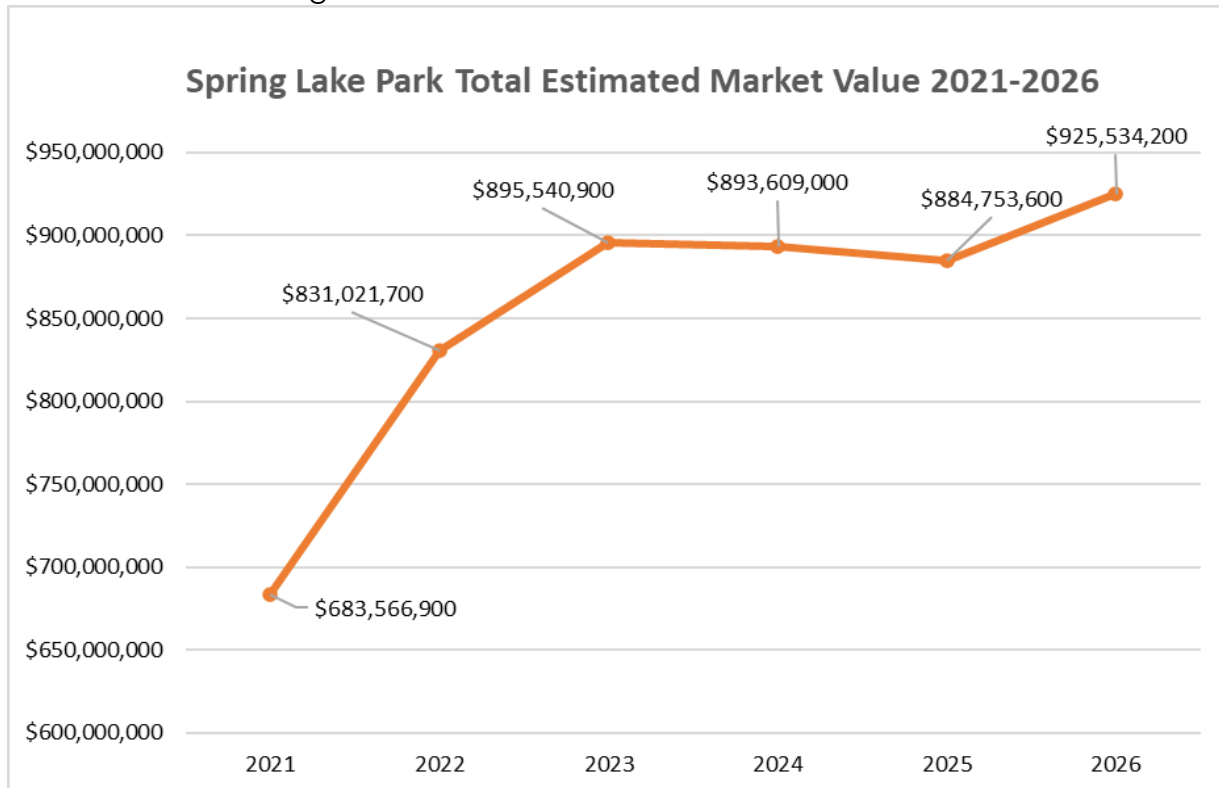
The 2026 preliminary assessment for the City of Spring Lake Park has been completed in accordance with state statutes, Minnesota Department of Revenue and Anoka County policies. This assessment is for the approximately 2,400 parcels in the city that fall within the Anoka County boundaries.

The assessing staff physically inspected 444 properties during the quintile review process for the 2026 assessment. There is a quintile map for the next 5 years at the end of this report. The appraisal staff also inspected properties where building permits were issued for improvements, remodeling, or demolition projects during 2025.

There were 75 total sales recorded in the 2026 assessment study period, which is October 1<sup>st</sup>, 2024, through September 30, 2025, which is significantly lower than last year (115 sales). Of the 75 sales, 63 were residential classification and 12 were commercial, industrial or apartment classifications. There were 39 residential sales that met the criteria as "qualified sales", according to the MN Department of Revenue. Those sales were the basis for adjustments made to the residential properties throughout the city. There were only a few commercial or industrial sales that were "qualified". Given the low number of commercial, industrial and apartment sales in Spring Lake Park, those valuations were guided by overall county trends, with local adjustments made as appropriate.

The preliminary total estimated market value is \$927,328,700, an increase of 4.8% from 2025. The new construction valuation for the year was \$1,794,500. After subtracting out the new construction amount, the overall city value is \$925,534,200, an increase of 4.6% due to market forces (sales prices year over year).

The chart below illustrates changes in the total estimated market value of the City of Spring Lake Park for 2021 through 2026.



\*\*Note: state assessed and personal property values are excluded

## 2026 Value Changes by Property Type

The table below depicts the change in total estimated market value for each major classification or property type from assessment year 2025 to assessment year 2026. Specific properties within each grouping may have an increase or decrease in estimated market value that are not necessarily representative of the aggregate value change for that property type. Each property within the city is valued based on its specific features and location.

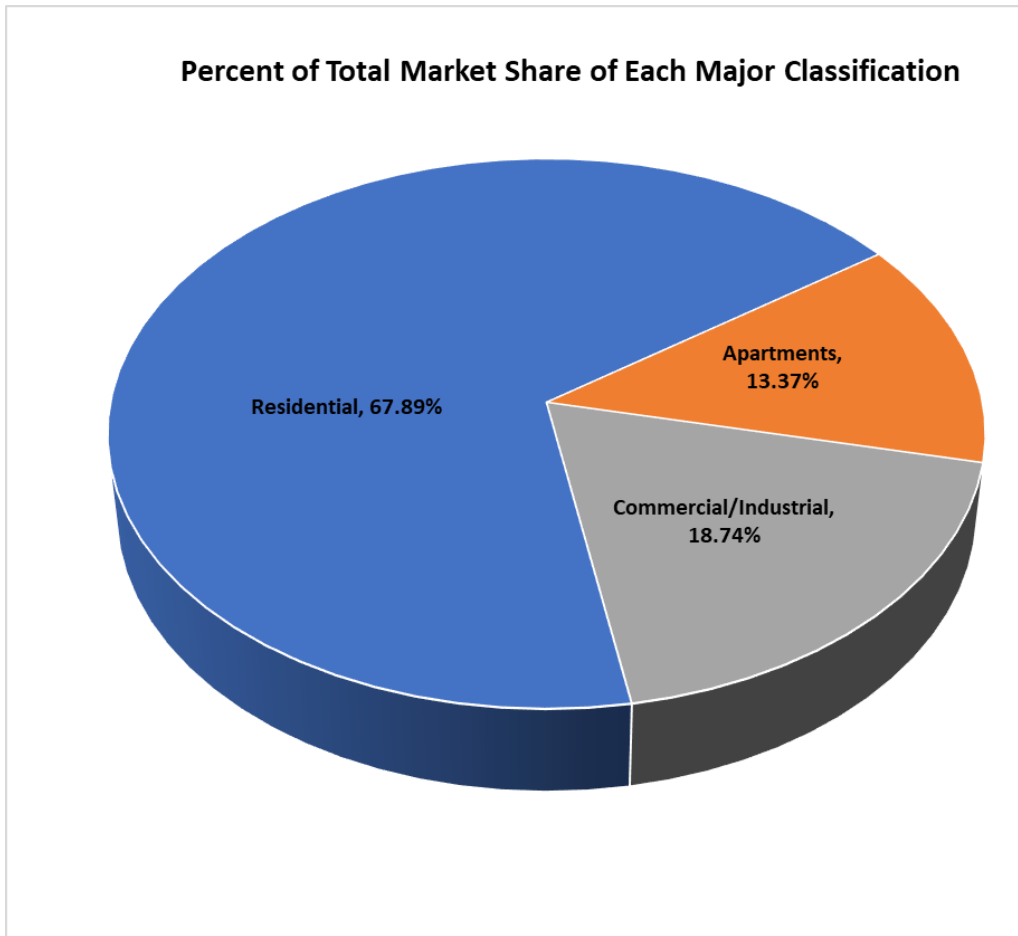
	2025	2026	% change
Residential	\$ 597,691,200	\$ 628,045,400	5.08%
Apartments	\$ 118,641,700	\$ 123,901,000	4.43%
Commercial/Industrial	\$ 168,420,700	\$ 173,587,800	3.07%
<b>Total</b>	<b>\$ 884,753,600</b>	<b>\$ 925,534,200</b>	<b>4.61%</b>

\*\*Note: state assessed and personal property values are excluded

The residential and apartment properties increased more than the commercial & industrial properties.

## 2026 Percent of Total Value by Property Type

The table below depicts the percentage of total value associated with each property type within the City of Spring Lake Park. Residential properties make up the largest market share of value at 67.89%, followed by Commercial/Industrial (18.74%) and Apartments (13.37%)



# Understanding the Minnesota Assessment Process

## Mass Appraisal Defined

Property values for Minnesota real estate tax purposes are determined by mass appraisal. Mass appraisal is the practice of determining individual values based on statistical analysis of a group of sales for a large area. The values are determined as of a specific date and are based on arms-length transactions that occurred during a specified sales period.

## Market Value Defined

As in private appraisal, Market Value is defined as:

*The most probable price that a property should bring in a competitive and open market under all condition's requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by any undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:*

- *buyer and seller are typically motivated*
- *both parties are well informed or well advised, and acting in what they consider their own best interests;*
- *a reasonable time is allowed for exposure in the open market;*
- *payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto;*
- *the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale (a foreclosure sale or a short sale [a sale to avoid foreclosure] is not considered an arms-length transaction).*

## Assessment Process Timeline

In Minnesota it is the duty of the Assessor to value and classify property. This is done annually as of the assessment date of **January 2<sup>nd</sup>**. Each year's assessment is based on arms-length transactions (sales that meet the criteria of an open market transaction) that occurred from October 1<sup>st</sup> to September 30<sup>th</sup> (see below). When the assessment is completed the local taxing jurisdictions begin their budgeting process for the following year. They use the total assessment to determine their tax base and develop their tax rates. All aspects of the assessment, including but not limited to the assessment date, sales period and property tax classification, are dictated by state statute and under the oversight of the Minnesota Department of Revenue.

The following chart is the timeline of the sales study dates for each assessment and tax year:

SALES PERIOD	ASSESSMENT DATE	TAX YEAR
October 1, 2022 to September 30, 2023	January 2, 2024	2025
October 1, 2023 to September 30, 2024	January 2, 2025	2026
October 1, 2024 to September 30, 2025	January 2, 2026	2027

## **Sales Statistics Defined**

Statistical analysis is used to test the accuracy of the assessment and help assessors to ensure equity between properties at the neighborhood, municipal and county levels. The Minnesota Department of Revenue also uses these same techniques to test for equity between counties. The primary statistics used are:

**Median Ratio:** This is a measure of central tendency that is the midpoint of a group of sales ratios when arrayed from low to high. The median is a useful statistic as it is not affected by extreme ratios.

**Aggregate Ratio:** This is the total market value of all sale properties divided by the total sale prices. It, along with the mean ratio, gives an idea of our assessment level. Within the city, we constantly try to achieve an aggregate and mean ratio of 94% to 95% to give us a margin to account for a fluctuating market and still maintain ratios within state mandated guidelines. Also referred to as the **Weighted Mean**.

**Mean Ratio:** The mean is the average ratio. We use this ratio not only to watch our assessment level, but also to analyze property values by development, type of dwelling and value range. These studies enable us to track market trends in neighborhoods, popular housing types and classes of property.

**Coefficient of Dispersion (COD):** The COD measures the accuracy of the assessment. It is possible to have a median ratio of 93% with 300 sales, two ratios at 93%, 149 at 80% and 149 at 103%. Although this is an excellent median ratio, there is obviously a great inequality in the assessment. COD indicates the spread of the ratios from the mean or median ratio. The goal of a good assessment is a COD of 10 to 20. A COD under 10 is considered excellent and anything over 20 will mean an assessment review by the Department of Revenue.

**Price Related Differential (PRD):** This statistic measures the equality between the assessments of high and low valued property. A PRD over 100 indicates a regressive assessment, or the lower valued properties are assessed at a greater degree than the higher. A PRD of less than 100 indicates a progressive assessment or the opposite. A perfect PRD of 100 means that both higher and lower valued properties are assessed exactly equal.

## **2026 Residential Statistics**

The following statistics are related to the Spring Lake Park 2026 assessment. In order to set final valuations, the sale prices are compared to the assessed values for the previous year and then adjusted to meet the MN Department of Revenue (DOR) requirement of median ratio between 90%-105%. The COD (4.44) and PRD (100.1) are measures of uniformity and considered excellent according to the DOR.

<b>Residential Statistics</b>	
# of Qualified Sales:	39
Median Ratio:	94.30%
COD:	4.44
PRD	100.1
Median Residential EMV	\$313,500

## **Appeals Procedures**

Each spring Anoka County sends out a property tax bill (based on the prior year assessment) along with the Notice of Valuation and Classification. Three factors that affect the tax bill are:

1. The amount your local governments (town, city, county, etc.) spend to provide services to your community.
2. The **estimated market value** of your property.
3. The **classification** of your property (how it is used).

The assessor determines the final two factors. You may appeal the value or classification of your property as described below:

### **Informal Appeal**

- Property owners are encouraged to call the appraiser or assessor whenever they have questions or concerns about their market value, classification of the property, or the assessment process.
- Almost all questions can be answered during this informal appeal process.
- When taxpayers call questioning their market value, every effort is made to make an appointment to inspect properties that were not previously inspected.
- If the data on the property is correct, the appraiser can show the property owner other sales in the market that support the estimated market value.
- If errors are found during the inspection, or other factors indicate a value reduction is warranted, the appraiser can easily make the changes at this time.
- If property owners are not satisfied with the outcome of an informal appeal, they may proceed to the County Board of Appeal and Equalization.

### **Local Board of Appeal and Equalization**

- The Local Board of Appeal and Equalization is typically made up of city council members or township board members. In some jurisdictions, a special board is appointed and typically consists of real estate professionals.
- The Local Board meets in mid-April to early May.
- Taxpayers can make their appeal in person or by letter.
- If an interior inspection is denied, no adjustment can be made to value per MN Statute.
- The assessor is present to answer any questions and present evidence supporting their value.
- If property owners are not satisfied with the outcome of their appeal at this meeting, they may proceed to the County Board of Appeal and Equalization.

### **Open Book Meeting as Alternative to the Local Board of Appeal and Equalization**

- Many cities in Anoka County, including Spring Lake Park, have chosen the Open Book Meeting appeal option rather than the formal Local Board of Local Board of Appeal and Equalization
- This year's Open Book meetings were held Tuesday, May 5<sup>th</sup>, 2026 from 1:00 – 7:00 PM and Wednesday, May 6<sup>th</sup> from 8:00 AM – 4:30 PM at the Assessor's office in the Anoka County office building.
- Property owners were notified of these meetings on the Valuation Notices and via a City newsletter article published in April.
- If property owners are not satisfied with the outcome of their appeal at the Open Book Meeting, they may proceed to the County Board of Appeal and Equalization.

## **County Board of Appeal and Equalization**

- The Anoka County Board of Appeal and Equalization meeting is on June 22, 2026.
- To appeal to the County Board of Appeal and Equalization, a property owner must first appeal to the Local Board of Appeal and Equalization if that meeting is held in the City. If the City has the Open Book Meetings, a property owner may go directly to the County Board meeting.
- The County Board of Appeal and Equalization follows the Local Board of Appeal and Equalization in the assessment appeals process.
- Again, if an interior inspection is denied no adjustment can be made to value per MN Statute.
- Their role is to ensure equalization among individual assessment districts and classes of property.
- If a property owner is not satisfied with the outcome of the County Board of Appeal and Equalization they can appeal to the Minnesota Tax Court.

## **Minnesota Tax Court**

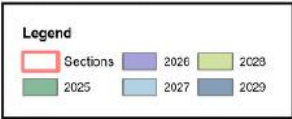
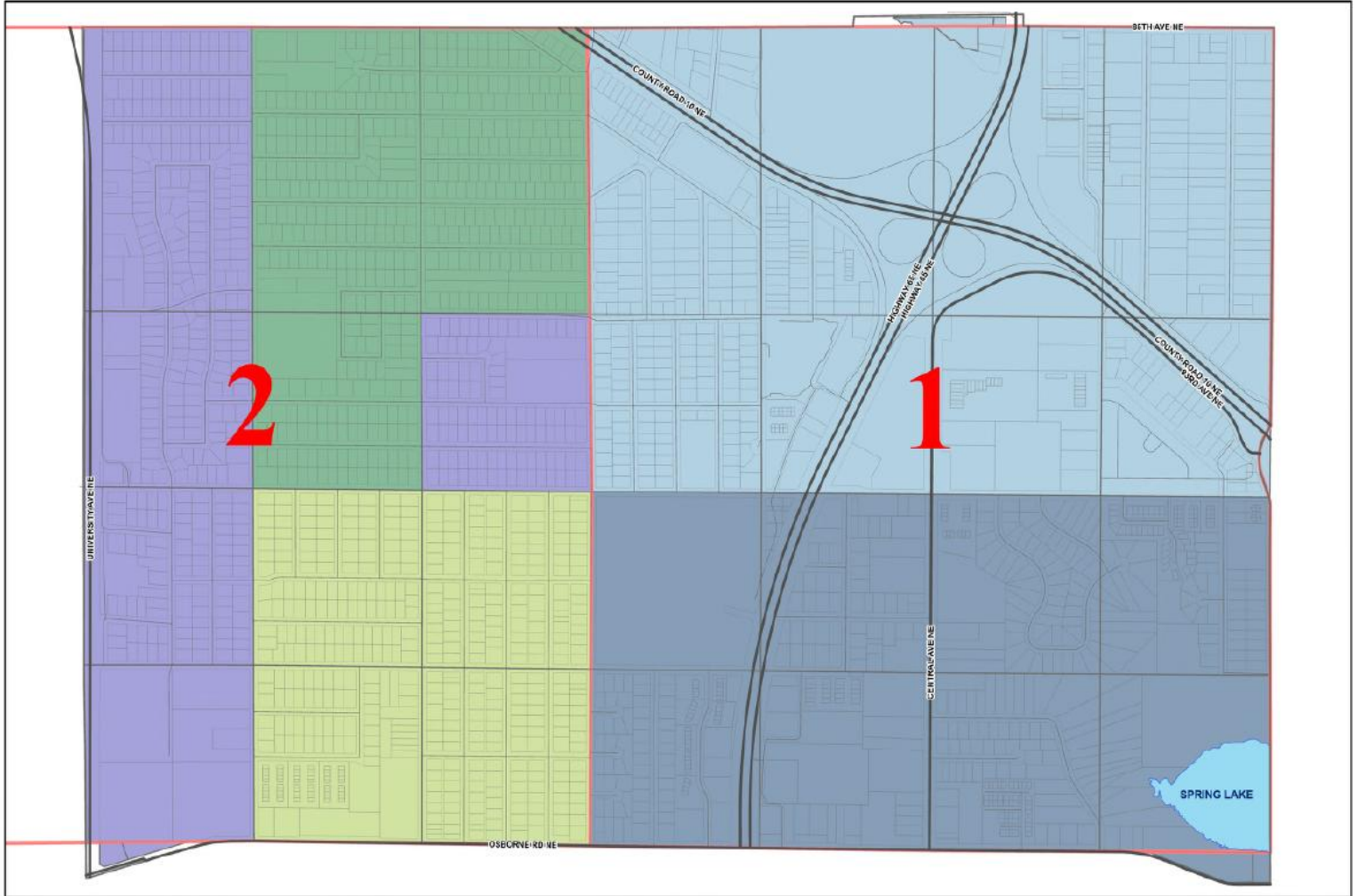
Depending on the type of appeal, property owners may take their case to either the Small Claims Division or the Regular Division of Tax Court until April 30<sup>th</sup> of the year in which taxes are payable.

For information on the Minnesota Tax Court process:

Phone: 651-539-3260 or for MN Relay call 1-800-627-3529. Or visit their online website at: [www.mn.gov/tax-court](http://www.mn.gov/tax-court)

# Spring Lake Park

## 5 Year Quintile Map



12 Projects Assessment 5 Year Quintile Maps 2025

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Work Session was held on May 18, 2026 at the Spring Lake Park City Hall, 1301 81st Ave NE, at 5:30 PM.

### 1. CALL TO ORDER

Acting Mayor Goodboe-Bisschoff called the meeting to order at 5:30 PM.

#### MEMBERS PRESENT:

Councilmember Ken Wendling  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember Lisa Dircks  
Councilmember April Moran

#### MEMBERS ABSENT:

Mayor Robert Nelson

#### STAFF PRESENT:

Public Works Director George Linngren, Accounting Clerk/Special Projects Coordinator Haley Morrison  
Administrator, Clerk/Treasurer Daniel Buchholtz

#### OTHERS PRESENT:

Halyn Roth, 7914 Able Street NE; Kristi Cobbs, 8085 Jefferson St NE

### 2. DISCUSSION ITEMS

#### A. 2030 Residential Organics Collection Requirement Discussion

City Administrator Buchholtz provided an overview of the 2030 residential organics collection requirement included in the Metropolitan Solid Waste Management Policy Plan and incorporated into the Anoka County and Ramsey County solid waste management plans. He stated that cities with populations greater than 5,000 will be required to make residential curbside organics collection available by 2030.

Administrator Buchholtz reviewed the City's current open collection system, noting that the City licenses multiple refuse haulers for residential service and separately contracts with Walters Recycling & Refuse for organized residential recycling service. He stated that the City currently provides an organics drop-off site at City Hall, but organics collection is otherwise optional.

Administrator Buchholtz reviewed several potential compliance options, including requiring licensed haulers to offer organics collection, establishing a food scrap bag-in-trash-cart model, developing a traditional City-managed organics collection program, or continuing to monitor the issue and revisit it later. He stated that the food scrap bag model being used by Ramsey and Washington Counties allows residents to place food scraps in specially designed bags, which are

then placed in the regular trash cart and separated at a qualified processing facility. He noted that Walters Recycling & Refuse has invested in sorting technology at its Blaine transfer station and has indicated that capacity may be available for Spring Lake Park, Blaine, and Columbia Heights.

Councilmembers discussed the potential cost to residents, the practicality of requiring an additional cart, public education needs, resident participation, compliance concerns, and the benefit of minimizing additional truck traffic in the community. Councilmembers expressed concern about the impact of an unfunded mandate on residents, while also recognizing that waiting until closer to 2030 could reduce the City's flexibility and potentially increase costs.

Consensus of the Council was to invite representatives from Anoka County and Walters Recycling and Refuse to a future work session to provide additional information regarding the requirement, available collection models, potential costs, implementation timing, and public education.

#### B. Recycling Services Agreement Discussion

Administrator Buchholtz stated that the City's current recycling services agreement with Walters Recycling & Refuse expires at the end of 2026. He stated that the City has traditionally issued a request for proposals for a five-year recycling contract, but staff believes there may be value in negotiating a shorter-term extension with Walters due to the pending organics collection requirement and Walters' investment in the food scrap bag sorting system.

Administrator Buchholtz stated that a shorter-term extension could preserve the City's flexibility while staff continues to evaluate organics collection options. He also noted that changing recycling contractors can create operational challenges, including cart replacement and resident service issues.

Councilmembers discussed the potential length of an extension, the relationship between the recycling contract and future organics collection options, and the importance of avoiding unnecessary disruption for residents.

Council consensus was to permit staff to begin discussions with Walters Recycling & Refuse regarding a potential short-term extension of the City's recycling services agreement. Any proposed extension would be brought back to the City Council for formal consideration.

### **3. REPORT**

#### A. City Council and Staff Reports

Councilmember Dircks reported that Pokémon Community Day had been scheduled for August 15. She stated that discussions were underway with the VFW regarding use of its hall and potential partnership opportunities, including serving as a drop-off site for a school supply drive.

Councilmember Wendling reported on a recent interaction with a young resident who was raising money to purchase a bicycle for his brother. He stated that he provided the resident with a bicycle.

Administrator Buchholtz provided an update regarding the City's compensation study. He stated that the City had received a resignation letter from Accountant Melissa Barker and that the compensation study consultant had preliminarily determined that the Accountant position was significantly under market and more appropriately placed at Grade 11. Mr. Buchholtz requested Council feedback regarding making a counteroffer to Ms. Barker by moving her from Grade 9, Step 7 to Grade 11, Step 5. He stated that the financial impact for the remainder of 2026 would be approximately \$2,500 and that funding had been included in the budget for compensation adjustments related to the study. Council discussed Ms. Barker's value to the organization, her experience with BS&A, and the cost of retaining an experienced employee compared with recruiting and training a replacement.

Council consensus was to authorize Mr. Buchholtz to make the counteroffer. Mr. Buchholtz stated that, if accepted, the item would be placed on the June 1, 2026 City Council agenda for formal action.

#### **4. ADJOURN**

Acting Mayor Goodboe-Bisschoff adjourned the meeting at 6:25 PM.

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Barbara Goodboe-Bisschoff, Acting Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

# City of Spring Lake Park Staff Report



Agenda Date	Status
June 1	
Requestor	Agenda Section
Buchholtz	Consent
Agenda Item:	
Resolution of Support – Ramsey County Economic Development Authority Opt-In	
Executive Summary	
<p>The City Council is asked to consider approval of a resolution opting the Ramsey County portion of Spring Lake Park into the Ramsey County Economic Development Authority’s area of operation for business programming. Approval of the resolution would allow businesses located in the Ramsey County portion of the City to access future Ramsey County EDA business support programs, including technical assistance, business support organization capacity building, cohort-based learning opportunities, data and research support, and potential direct business assistance.</p> <p>This action does not affect the City’s Community Development Block Grant entitlement selection through Anoka County. It is limited to Ramsey County’s EDA business programming and is intended to preserve access to potential business support resources for the small portion of the City located in Ramsey County.</p>	
Background	
<p>Ramsey County received special legislation authorizing the creation of a County Economic Development Authority to allow certain Housing and Redevelopment Authority levy funds to be used for entrepreneurship and small business programming. Ramsey County has indicated that the EDA will have no independent taxing authority and will only receive and spend funding from the existing Ramsey County HRA levy.</p> <p>Under the legislation, cities within the Ramsey County HRA area of operation must affirmatively “opt in” to enhanced business programming. Ramsey County has requested that cities adopt opt-in resolutions by June 1, 2026, after which the County will establish the EDA area of operation. Enhanced business programming is expected to begin January 1, 2027.</p>	

The draft resolution provided by Ramsey County states that the City supports the County's efforts to promote growth and sustainability for small businesses and affirmatively opts in as a participant in the County's EDA area of operation.

### **Board/Commission Review**

N/A

### **Financial Impact**

There is no direct financial impact to the City from approving the resolution. Ramsey County has stated that the EDA will not have tax levy authority and that the programming would be funded through the existing Ramsey County HRA levy.

Approval of the resolution does not commit City funds and does not affect the City's CDBG entitlement selection through Anoka County. Rather, it allows eligible businesses in the Ramsey County portion of Spring Lake Park to be included in Ramsey County's future business support programming.

### **Staff Recommendation**

Staff recommends approval of the resolution opting the Ramsey County portion of Spring Lake Park into the Ramsey County Economic Development Authority's area of operation. This action preserves access to potential Ramsey County business support resources for Spring Lake Park businesses located in Ramsey County, does not create a City funding obligation, and has no bearing on the City's CDBG entitlement selection with Anoka County.

### **Attachments**

1. Resolution 2026-23, Exercising the City's Authority to Opt-In to and Support the Ramsey County Economic Development Agency ("EDA")

**CITY OF SPRING LAKE PARK**

**RESOLUTION NO. 2026-23**

**A RESOLUTION EXERCISING THE CITY’S AUTHORITY TO OPT-IN TO, AND SUPPORT, THE RAMSEY COUNTY ECONOMIC DEVELOPMENT AGENCY (“EDA”)**

**WHEREAS**, the Commissioners of Ramsey County (“County”) and the Spring Lake Park City Council (“City”) consider small businesses to be the backbone of stability and growth for their respective local government and municipality; and

**WHEREAS**, the County and the City also consider continued investment in small businesses as critical for sustaining stability and growth in their respective local government and municipality; and

**WHEREAS**, the County sought special legislation from the State Legislature that expanded the eligible uses of the County’s Housing and Redevelopment Authority (HRA); and

**WHEREAS**, the special legislation, often referred to as the EDA Bill (Bill), expanded the use of HRA Levy funding to include entrepreneurship and business programming and necessitated the creation of the Ramsey County Economic Development Authority (EDA); and

**WHEREAS**, the EDA Bill was approved by the Legislature in 2025; and

**WHEREAS**, the EDA Bill contained two provisions, (1) the EDA would not have tax levy authority and (2) Cities within the County’s HRA Area of Operation would be required to ‘Opt In’ to business programming by the EDA; and

**WHEREAS**, pursuant to state statute, projects funded with HRA levy will continue to require consent by the City; and

**WHEREAS**, pursuant to Ramsey County Board of Commissioners Resolution B2025-229 dated December 2, 2025, and to filing with the Secretary of State a Certificate of Approval of Special Law By Governing Body (pursuant to Minnesota Statutes, 645.02 and 645.021) December 16, 2025, as Document No. 20254239, the County has legally established an EDA through which the above-referenced funds and programs supporting small business in the City may flow; and

**WHEREAS**, the City supports the County in promoting growth and sustainability for small businesses within its jurisdiction and therefore supports, and wishes to avail itself to, funding and programs made available by the County’s EDA and deems it a positive mechanism for doing so.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the City Council affirmatively “Opts-In” as a participant in the County’s EDA Area of Operation, and supports the County in its EDA use, funding and programs established; and

**BE IT FURTHER RESOLVED** that the City commits to the collaboration with the County and the processes necessary for implementing the County's EDA programs as an integral part and shared goal of supporting and sustaining entrepreneurs and local small businesses.

The foregoing Resolution was moved for adoption by Councilmember .

Upon Vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 1<sup>st</sup> day of June, 2026.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator

**DATE:** March 6, 2026

**TO:** Ramsey County City Administrators and Community Development Directors

**FROM:** Josh Olson, Director, Community & Economic Development Department

**CC:** Ling Becker, County Manager

Kari Collins, Deputy County Manager, Economic Growth & Community Investment

**RE: Ramsey County EDA Implementation Next Steps**

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Thank you for your ongoing support of the Ramsey County's housing and redevelopment programming. I look forward to the continued partnership in ensuring all in Ramsey County are valued and thrive.

I am reaching out to provide you with information regarding the next steps to enhancing programming for entrepreneurs and small businesses as result of last year's approved 'EDA Bill.' On December 2nd, 2025, the Ramsey County Board of Commissioners took an initial step to formally create the Ramsey County Economic Development Authority. This was a required first step, prior to the beginning of this year's legislative session, but it is the first of many steps required to allow enhanced business programming to be funded through the Ramsey County Housing and Redevelopment Authority levy.

While the legislation allowed for the creation of the Ramsey County Economic Development Authority (EDA), it outlined two important conditions:

1. **The EDA will have no taxing authority.** This was intentional as the EDA will only receive and spend funding from the existing Ramsey County Housing and Redevelopment Authority (HRA) levy. Expansion of the HRA to include EDA powers, as described by state statute, allows the county to utilize a portion of HRA levy funding for purposes of small business support and enhanced business programming.
2. **Each City is required to 'Opt In' to this enhanced business programming.**

### **'Opt-In' Process**

The process for a City to Opt-in requires a city resolution by June 1, 2026. Receipt of approved resolutions from cities will create a map that shows the EDA's Area of Operation. Ramsey County would then establish the EDA Area of Operation on or by June 15<sup>th</sup>, 2026. Enhanced business programming will begin January 1, 2027. A draft resolution for city council approval is provided below.

### **Tentative Programming**

Tentative plans continue to plan for an allocation of \$1.5 - \$2 million yearly from the existing Housing and Redevelopment Authority levy towards business focused programming. Programming and total budget allocation have not yet been formalized as the County awaits

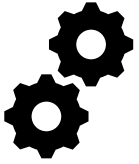
final decisions from cities regarding their intent to opt-in. While the approved EDA's Area of Operation is a critical consideration to determining the scale and scope of final programming, we have identified five core focus areas for enhanced business support and growth programming. These areas include (further details below):

- Improve the capacity of Business Support Organizations
- Expand technical assistance service offerings to businesses
- Create new cohort-based learning opportunities
- Establish data gathering, research & reporting capabilities
- Provide direct support to projects and businesses that deliver business growth

Please note: The County's existing portfolio of business programming (Open to Business, CEO Next, CEO Now, and RamseyCountyMeansBusiness.com) remains unchanged for this year.

Please reach out if you would like to further discuss this process and/or tentative programming, including any additional questions. Lastly, while it is not expected, if you are able to communicate your council's intentions ahead of the June 1<sup>st</sup> deadline that would be appreciated.

## Proposed Core Programmatic Areas for Enhanced Business Programming



### Improve the Capacity of Business Support Organizations

Business Support Organizations (BCOs) are important lifelines to entrepreneurs and small businesses. In many instances BCOs are a first stop of businesses looking to get a business started, navigate regulatory and technical hurdles, and seek financing. As the County, we saw first-hand during recent crises and business interruptions that our BCOs require resources to effectively and proactively respond. The ongoing ***Business Reimagination Center*** initiative is piloting efforts in 2026 that support capacity of BCOs. This piloted effort will inform future programming.

**High Level Budget Estimate: \$250,000**



### Expand Technical Assistance Service Offerings to Businesses

Small businesses often seek a myriad of technical assistance services in order for them to grow and prosper. The County currently invests in the Open to Business program that offers no cost direct technical assistance and other forms of support to small business owners and entrepreneurs. Enhanced technical services support general business challenges like accounting, marketing, digital literacy and/or could support business sectors. The ongoing ***Business Reimagination Center*** initiative is also piloting new and enhanced technical services that will inform future programming.

**High Level Budget Estimate: \$250,000**



### Create New Cohort-Based Learning Opportunities

Cohort-based learning programs like CEO Next and CEO Now allow business leaders to learn with and alongside their peers. CEO Next and CEO Now are a regional partnership with Hennepin County. Hennepin County currently operates these programs. Ramsey County is exploring possibilities for Ramsey County only cohorts as well as cohorts serving business at different growth stages.

**High Level Budget Estimate: \$250,000**



### Establish Data Gathering, Research & Reporting Capabilities

Data is everywhere, and it is increasingly playing a role in business growth and innovation. Decision making driven by robust data can create transformational impacts in assisting businesses in their growth, as well as support more robust and coordinated business retention, expansion and attraction efforts by the county and cities.

**High Level Budget Estimate: \$250,000**



### Provide Direct Support to Projects and Businesses That Deliver Business Growth

Accelerate business growth by providing direct, targeted support to projects and businesses with strong economic potential through mechanisms such as grants, low-interest loans, etc.

**High Level Budget Estimate: \$1,000,000**

**--VERSION 3/14/2025--**

**Statutory Change Expanding Use of Ramsey County  
Housing & Redevelopment Authority (HRA)  
[SF 2521 \(Hawj\)](#) [HF 2349 \(Lee\)](#)**

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Small businesses are the backbone of Ramsey County. It's critical to our region that we continue to invest in our business community in the wake of the pandemic. Ramsey County seeks to amend the HRA statutory language to expand authority to better support diversifying industries, communities, and emerging entrepreneurs as best as possible.

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**FREQUENTLY ASKED QUESTIONS**

**Why is Ramsey County not just revising its Housing and Redevelopment Authority to include business programming as an allowable use? Why is establishment of an economic development authority included in this legislation?**

A: Ramsey County Housing and Redevelopment Authority is established under state statute. The state statute is narrowly worded to the support and funding of affordable housing and redevelopment projects and programs. Small business programming is defined as allowable uses with economic development authorities. Ramsey County does not currently have an economic development authority. Based on legal guidance, the proposed legislation expands the powers of the Ramsey County Housing and Redevelopment Authority through the establishment of an economic development authority.

**Will this legislative change result in a new property tax to Ramsey County property owners?**

A: No. This legislative change has no change on property taxes. This legislative change simply expands the list of eligible activities in which Ramsey County's Housing and Redevelopment Authority levy is used. The text change would additionally add programming for entrepreneurs and small businesses as an eligible use for the Ramsey County Housing and Redevelopment Authority levy.

**What is the county seeking from Ramsey County cities? If the legislation is successful, what is required from Ramsey County cities?**

A: The County does not require approval from Ramsey County cities for this proposed legislation. The County does however seek support from our cities for this legislation.

If the legislation is successful, cities within the existing Ramsey County Housing and Redevelopment Authority area of operation will have the choice whether to:

- Opt-in: A city that chooses to opt-in will receive the greatest flexibility of eligible programming. In addition to the current portfolio of affordable housing and redevelopment programming, business programming will be provided. City Councils will be asked to pass resolutions 'opting-in' by June 2025. With the first year of HRA levy funded business programming occurring in 2026.
- Opt-out: A city that chooses to opt-out will continue to receive the current portfolio of affordable housing and redevelopment programming.

*The City of North Saint Paul is not to be a part of the Ramsey County Housing and Redevelopment Authority Area of Operation. There is no change to North Saint Paul as a result of this legislation.*

## Ramsey County Housing & Redevelopment Authority

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**What is the current levy of the Ramsey County Housing & Redevelopment Authority (HRA)?**

A: The 2024 HRA Levy is \$12,595,222. HRA Levy spending maintains a directed parity of 50% of the levy spent within suburban Ramsey County and 50% within the city of Saint Paul.

**How is the Ramsey County Housing and Redevelopment Authority levy currently used?**

A: The Ramsey County HRA levy is in its third year of operation. Over the last two years, the general breakdown of HRA levy usage was (Avg. of 2022 & 2023):

Housing Programing	Redevelopment Programs	Administration
73%	17%	10%

Current suite of HRA levy programming

Housing Programs	Redevelopment Programs
Affordable Housing infrastructure Investments	Critical Corridors – Development + Infrastructure;
FirstHome Down payment assistance	Critical Corridors Suburban Commercial Corridor Initiative <i>*Suburbs only*</i>
Emerging & Diverse Developers Program	Critical Corridors Planning
	Site Assessment Grants

► **HRA 2024 Annual Report – Highlights** (3<sup>rd</sup> year of operation)

Final Report is currently in production with a final version published in Q1 2025. General highlights to include:

- Affordable Housing Investments. \$6.5M of HRA levy obligated to affordable housing projects in 2024.
- Emerging & Diverse Developers (EDD). Over 30 developers received technical assistance in 2024. County invested \$2.4 million (HRA Levy only) into projects led by EDD.
- FirstHome Down Payment Assistance. 46 closings in 2024.
- Critical Corridors. Assisted 9 qualifying applicants/projects with \$1.76 million in Housing & Redevelopment Authority levy funding for place-based investments in three core areas: pre-development planning, commercial corridor initiatives (suburban only) and development and infrastructure
- Site Assessment Grants. Supported 16 projects with site investigation in 2024.

► **HRA 2023 Annual Report – Highlights** (2<sup>nd</sup> year of operation)

- Affordable Housing Investments. \$6.15M of HRA levy obligated to affordable housing projects in 2023. Across all funding streams, County invested in the construction of 1,365 new and 767 preserved rental housing units in 2023. Of the total, 988 were classified as deeply affordable for residents earning at or below 30% Area Median Income.
- FirstHome Down Payment Assistance. Of the 27 closings, 25 were first-generation homebuyers.
- Emerging & Diverse Developers (EDD). EDD is a two-part program initiated in second half of 2023.

- Part A provides technical assistance and cohort group learning to strengthen the pipeline of local emerging and diverse developers in real estate. 48 developers received technical assistance in 2023.
- Part B is a solicitation for projects led by EDD. County invested \$3.1 million (across all funding) into projects led by EDD.
- Critical Corridors. Assisted 10 qualifying applicants/projects with \$2.1 million in Housing & Redevelopment Authority levy funding for place-based investments in three core areas: pre-development planning, commercial corridor initiatives (suburban only) and development and infrastructure
- Site Assessment Grants. Program initiated in late 2023. Supported one project in 2023.

► **HRA 2022 Annual Report – Highlights** (1st year of operation)

- Affordable Housing Investments. \$7.2M of HRA levy obligated to affordable housing projects in 2022. Across all funding streams, Ramsey County leveraged multiple funding sources in 2022 to bring dozens of affordable housing projects closer to realization and invested in the construction of 1,128 new rental housing units and preserved 1,029. Of the total, 571 are classified as deeply affordable for residents earning at or below 30% Area Median Income.
- FirstHome Down Payment Assistance. In Fall 2022, County relaunched its down payment assistance program to better align with market realities and offer first-time and first-generation homebuyers with down payment assistance. \$187,500 in down payment assistance loans disbursed in 2022.
- Critical Corridors. Established in the Fall 2022, 14 grants in its first round of solicitations, totaling roughly \$2.3 million in three core areas: pre-development planning, development and infrastructure, and commercial corridor initiatives.

**Will this change result in Ramsey County shifting its focus from supporting the preservation and expansion of deeply affordable housing?**

A: No. Ramsey County remains focused on the improving affordable housing infrastructure throughout the county. The MN Legislature made unprecedented investments in housing and housing infrastructure as part of the 2023 Legislative session. The Local Affordable Housing Aid (LAHA) or housing sales tax is estimated to bring resources comparable to that of the HRA levy. This additional funding for affordable housing allows for a slight adjustment of funding priorities of the HRA levy without deviating from the County’s primary focus on expanding and improving affordable housing infrastructure.

**Who decides on funding priorities on HRA Levy?**

A: Ramsey County HRA Board is responsible for establishing funding priorities and make final decisions regarding spending of HRA levy. While the County HRA outlines its priorities, it relies on city partners as well as community organizations and developers to ready important projects. Prior to the county’s funding in a project, projects are required obtain a municipal resolution in support in accordance with state statute.

## **EDA and business programming**

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**What type of business activities does the County intend to do with this legislative change?**

A: The County is responding to community requests for enhanced business programming. The small business support (EDA eligible activities) realized by this legislative flexibility would be a strong reelection of those local requests and would initially start at \$1.5 - \$2 million of our yearly HRA levy to ensure the bulk of resources are remain available and prioritized for housing programs and projects. Funding will continue to align with HRA levy spending directives where 50% of HRA levy spending occurs in suburban Ramsey County and 50% with the City

of Saint Paul. Areas of need identified to strengthen the small business ecosystem are informed by the County's involvement and engagement with cities, business support organizations and small businesses that include:

- ▶ Capacity building of small business support organizations to meet current and future needs
- ▶ More technical assistance/advisory services to better serve targeted geographies, communities and/or industries
- ▶ Additional flexible capital to enable greater business retention, expansion and attraction

**Did the County attempt to form an EDA previously?**

A: During the 2024 Legislative Session, Ramsey County introduced proposed legislation amending HRA statutory language and establishing an EDA to allow for business programming to be an eligible use of Ramsey County HRA levy funding. HF 3784 (Lee) / SF 4655 (Hawj) was later amended based on feedback from cities. A redlined version, including a memo from the County Attorney's office describing the changes is available. The current draft version for the 2025 Legislative session of the bill reflects this city feedback in 2024.

In 2016, the County did submit legislation that would have created a Ramsey County EDA. The legislation was pulled by the County following community concerns around the creation of a new taxing authority. The county's current legislation would not create a new taxing authority as it merely allows for additional eligible uses (i.e. business programming) of the County's existing Housing and Redevelopment Authority.

**Does Ramsey County provide business programming? If so, what programs? How much does it spend? And how does it pay for business programs?**

A: Ramsey County provides limited business programming. The County funds the programming through the County's general property tax levy. Current business programming totals \$345,000.

- ▶ Entrepreneur support: Open to Business – Provides no cost direct technical assistance and other forms of support to small business owners and aspiring entrepreneurs. This program was expanded countywide in 2019 in response to direct city requests for this program.
- ▶ Small Business Growth: Ramsey County has two cohort-based leadership programs geared for established businesses. Both programs are a partnership with Hennepin County.
  - CEO Next – Group learning leadership program for CEOs/founders of second stage businesses that are growth-minded (\$1M-50M in revenues, 10-99 employees, etc.)
  - CEO Now – Group learning leadership program for CEOs/founders of first stage businesses that are growth-minded (\$250K-2M in revenues, more than one employee, operating for two years, etc.) Newly established in 2024.
- ▶ Marketing & attraction programming: RamseyCountyMeansBusiness.com An online portal providing workforce and economic development resources throughout the county to current and prospective businesses and investors. This online portal went live in 2019 and was refocused during the pandemic as a central repository for covid business relief resources. A redesign of the portal is underway and will be live in early 2025.

**How do other metro counties support business programming and how did they obtain authority to provide economic development activities?**

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A: Hennepin County received special legislation (MN Statute 383B.79) - *A multijurisdictional reinvestment program is authorized involving Hennepin County, the Hennepin County Housing and Redevelopment Authority, and one or more of the following political subdivisions: the cities of Minneapolis, Brooklyn Center, and other interested statutory or home rule charter cities in Hennepin County, the Minneapolis Park Board, the Three Rivers Park District, and any*

watershed district entirely or partially located in Hennepin County. The multijurisdictional program may include plans for housing rehabilitation and removals, industrial polluted land cleanup, water ponding, environmental cleanup, community corridor connections, corridor planning, creation of green space, acquisition of property, development and redevelopment of parks and open space, water quality and lakeshore improvement, development and redevelopment of housing and commercial projects, economic development, and job creation.

- ▶ Hennepin County utilizes Housing and Redevelopment Authority funding for a variety of economic development programs including their CEO Next and Elevate Business platform. Due to the broader nature of this statute, this has limited applicability to Ramsey County.

Dakota County has a Community Development Agency. Under MN Statute 383D.41, subdivision 7, *After December 31, 1999, the Dakota County Housing and Redevelopment Authority shall be known as the Dakota County Community Development Agency. In addition to the other powers granted in this section, the Dakota County Community Development Agency shall have the powers of an economic development authority.*

- ▶ A core focus of local Community Development Agencies (CDAs) is the ability to own and operate affordable housing. Ramsey County has expressed no interest in owning and operating affordable housing, so this the CDA statute has limited applicability to Ramsey County.

Washington County has a Community Development Agency. In 2016, Washington County successfully sought special legislation to amend their Housing & Redevelopment Authority and created a Community Development Agency. Under MN Statute 383D.41, section 2, subdivision 2a, *Request to handle economic development, housing, or redevelopment duties. The governing body of a statutory or home rule charter city or township with an existing municipal economic development authority may request the Washington County Community Development Agency to handle the economic development, housing, or redevelopment duties of the authority and, in such an event, the Washington County Community Development Agency shall act and have exclusive jurisdiction for economic development, housing, or redevelopment duties in the statutory or home rule charter city or township pursuant to the provisions of the Economic Development Authorities Act, Minnesota Statutes, sections 469.090 to 469.1081.*

- ▶ A core focus of local Community Development Agencies (CDAs) is the ability to own and operate affordable housing. Ramsey County has expressed no interest in owning and operating affordable housing, so this the CDA statute has limited applicability to Ramsey County.

Scott County and Carver County each have a Community Development Agency. CDA's provide the most diverse array of eligible programing for housing, redevelopment and economic development uses.

**Other questions:**

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651-366-7276  
[jennifer.orourke@ramseycounty.us](mailto:jennifer.orourke@ramseycounty.us)

JOSH OLSON  
Director of Community & Economic Development  
651-295-0370  
[josh.olson@ramseycounty.us](mailto:josh.olson@ramseycounty.us)



**CITY OF SPRING LAKE PARK**  
*Anoka and Ramsey Counties, State of Minnesota*

## **Mayoral Memorial Tribute**

### **In Memory of Amos Barrett Ferrier**

On behalf of the City of Spring Lake Park, Mayor Robert Nelson and the Spring Lake Park City Council extend their deepest sympathy to the family, friends, colleagues, fellow veterans, and loved ones of Amos Barrett Ferrier.


Amos was a Spring Lake Park resident, a father, a United States Army veteran, and a man whose life reflected courage, compassion, and service to others. As an Army medic, Amos served his country for 15 years, including service in Afghanistan, where he was credited with saving the lives of others. His service did not end when he returned home.

Through his work with Every Third Saturday and Rick's Coffee Bar, Amos continued serving by helping fellow veterans find connection, support, purpose, and a path forward. He helped others navigate challenges, access resources, build confidence, and take meaningful steps in civilian life. Those who knew him remember his humor, unmistakable laugh, generosity, and ability to make people feel seen, valued, and supported.

Amos's death is a heartbreaking loss for his family, his friends, the veteran community, and all whose lives he touched. While no words can ease the pain of this loss, the City of Spring Lake Park honors Amos for the life he lived, the people he helped, and the legacy of service, courage, and kindness he leaves behind.

The City of Spring Lake Park stands with the Ferrier family in mourning and remembrance. May they find strength in the love of family and friends, comfort in the many lives Amos impacted, and peace in knowing that his service and legacy will not be forgotten.

**Presented with sympathy and respect this 20th day of May, 2026.**

  
\_\_\_\_\_  
Robert Nelson  
Mayor



# Memorandum

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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

**Date:** May 22, 2026

**Subject:** Accountant Position Reclassification and Salary Adjustment

Staff is requesting City Council approval of a counter-offer to retain Accountant Melissa Barker following her submitted letter of resignation. The City Council discussed this matter at its May 18, 2026 work session and authorized staff to make a counter-offer. The offer would reclassify the Accountant position from Grade 9, Step 7 to Grade 11, Step 5, with an annual salary of \$92,425.61, effective with the pay period beginning June 7, 2026. The position would remain exempt, and all other terms and conditions of employment would remain unchanged.

The proposed adjustment recognizes Ms. Barker's experience, responsibilities, and contributions to the City's financial operations. This action was also discussed with the consultant completing the update of the City's compensation plan and was found to be consistent with the consultant's upcoming recommendations. Retaining Ms. Barker's continued employment would help maintain continuity within the Finance Department and avoid the operational disruption associated with recruiting and training a replacement for this key position.

Staff recommends that the City Council approve the reclassification of the Accountant position from Grade 9, Step 7 to Grade 11, Step 5, with an annual salary of \$92,425.61, effective with the pay period beginning June 7, 2026, subject to Ms. Barker's acceptance of the counter-offer.



City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432  
763-784-6491

## Contractor's Licenses June 1, 2026

### General Contractor

Exterior Plus, LLC.

Security Fence & Construction

### Plumbing Contractor

Majestic Plumbing, Inc.



# Memorandum

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**To:** Mayor Nelson and Members of the City Council  
**Cc:** Dan Buchholtz, City Administrator  
**From:** George Linngren, Public Works Director  
**Date:** May 27, 2026  
**Subject:** May 2026 Public Works Report

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Please find below a summary of Public Works activities for the month of May:

- Preparations are underway for the Tower Days parade, and staff are working to ensure a successful celebration.
- Stump grinding continues following recent tree removals. Terry is progressing throughout the city and completing follow-up restoration with black dirt and seed. On Hayes and Garfield alone, more than 35 stumps are scheduled for grinding.
- Pothole patching has been ongoing citywide. Due to the number of areas requiring attention, this work will remain active throughout the summer.
- Ken has completed jetting more than three-quarters of the city's sanitary sewer system. His work continues to be thorough, and he remains a highly valuable member of our team.
- Our seasonal staff is now largely in place. The team is performing well, with a mix of returning workers and new hires.
- Park areas have been treated and fertilized, and all irrigation systems are fully operational.
- Budget preparation for next year has begun.

Additional meetings and activities this month include:

1. Attendance at two City Council meetings and a workshop
2. Participation in the monthly SUSA meeting
3. Attendance at the department head meeting
4. Meeting with the Metropolitan Council regarding proposed changes to bus stops at Osbourne and Monroe

This concludes the May report. I am available to answer any questions.



**City of Spring lake Park**  
**Code Enforcement Division**  
1301 Eighty First Avenue Northeast  
Spring Lake Park, Minnesota 55432  
(763) 784-6491 Fax: (763) 792-7257

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## REPORT

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**TO:** Spring Lake Park City Council  
**FROM:** Jeff Baker, Code Enforcement Director/Building Official  
**RE:** Code Enforcement Monthly Report for May 2026  
**DATE:** May 26, 2026

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The Spring Lake Park Code Enforcement department is the authority having jurisdiction for all fire, rental, property, nuisance, and zoning codes within Spring Lake Park.

In May, a total of 32 permits were issued, compared to 42 permits issued in May 2025. The breakdown of permits issued is as follows:

- Building: 15
- Fire Suppression & Alarm: 0
- Mechanical: 2
- Plumbing: 8
- Electrical: 3
- Zoning: 4

Code Enforcement conducted a total of 127 inspections during the month of May, consisting of:

- Building: 26
- Rental: 49
- Zoning: 0
- Nuisance: 47
- Electrical: 5

Additionally, 6 administrative citations were issued for non-compliance.

The Code Enforcement Department is beginning the process of creating an inventory of public nuisance trees within the City in accordance with Spring Lake Park City Code 9.20.050. This will be a significant undertaking and may require involvement from the City Council, as the appeal process allows residents the opportunity for a hearing before the Council.

Once a nuisance tree has been identified and declared, Code Enforcement will issue a notice to the property owner requiring removal or correction of the nuisance condition. Property owners will be given an adequate amount of time to address the issue; however, if the nuisance is not corrected, the City may be required to proceed with the abatement process.

I ask that the City Council familiarize themselves with the current Tree Management Code, Section 9.20.050, as it may become relevant during future hearings and enforcement actions.

Nuisance complaints continue to come in at a steady pace. Residents are reminded that nuisance inspections are conducted on a reactive basis rather than proactively. If you have concerns such as vehicles parked on grass, junk or debris in a yard, dismantled vehicles, or vehicles without license plates or with expired registration, please contact City Hall or email [info@springlakeparkmn.gov](mailto:info@springlakeparkmn.gov).

### **Construction Update:**

1313 Osborne Rd #120 – The Grey Area (Cannabis Cultivation) recently completed its initial Certificate of Occupancy inspection. While there will be little to no visible change from the exterior of the building, the interior is undergoing a substantial transformation. The project includes the installation of large insulated panel systems that will create multiple specialized rooms dedicated to cultivation, trimming, and packaging operations. This is a very unique and innovative buildout, and I am excited to see the project move forward.

8406 Sunset Rd – Optimize Physical Therapy & Elite Sport Performance. No inspections done as of yet.

In May of 2026, I also attended the following appointments:

- City Council meeting on May 4<sup>th</sup>.
- Department head meeting May 5<sup>th</sup>.
- Terrace Park Meeting May 19<sup>th</sup>.
- SLP Trades Meeting May 26<sup>th</sup>.
- Planning Commission Meeting May 26<sup>th</sup>.

This concludes the Code Enforcement monthly report for May 2026. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.

To: Honorable Mayor and Spring Lake Park City Council      From: Kribashini Moorthy, AICP  
Evan Monson, AICP

Project/File: 193805540      Date: May 27, 2026

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**REQUEST:** Conditional Use Permit (CUP) request for 8407 Plaza Boulevard NE for an “Adult Daycare Facility” use

**APPLICANT/OWNER:** Touney T. Xiong, Northland Management Inc.

**PROPERTY LOCATION:** 8407 Plaza Boulevard NE (Parcel ID 01-30-24-12-0067)

**ZONING CLASSIFICATION:** Shopping Center Commercial (C-1)

**REVIEW PERIOD:** 60-day review period ends 6/22/2026.

**ITEMS REVIEWED:** Application and materials received on 4/3/2026, 4/22/2026, and 4/23/2026.

## INTRODUCTION

The applicant owns the Dala Thai Restaurant and Banquet building on the northeast side of the city. The applicant also owns and operates an ‘adult daycare’ business in Brooklyn Park – Universal Adult Day Care Center. Said center is [currently licensed](#) to serve up to 198 adults, ages 18 and older. With the lease for the center’s Brooklyn Park location nearing its end, the applicant is proposing to relocate the ‘adult daycare’ business to their property here in Spring Lake Park.

The restaurant and banquet hall are currently advertised as operating Tuesday through Friday, 4:00 PM to 7:30 PM. With the addition of the ‘adult daycare’ business on the property, the proposed operating hours for the different uses/businesses on the property are:

- **Adult Daycare** —Monday through Friday from 8:00 AM to 3:00 PM.
- **Banquet Hall and Restaurant** — Operates from 4:00 PM on Friday through 11:30 PM on Sunday.

There is no definition of an “Adult Daycare Facility” use in the code, though under [Minnesota State Statutes Section 245A.02](#) an ‘Adult day care or family adult day services’ is defined as: *“Adult day care,” “adult day services,” and “family adult day services” mean a program operating less than 24 hours per day that provides functionally impaired adults with an individualized and coordinated set of services including health services, social services, and nutritional services that are directed at maintaining or improving the participants’ capabilities for self-care. Adult day care, adult day services, and family adult day services do not include programs where adults gather or congregate primarily for purposes of socialization, education, supervision, caregiver respite, religious expression, exercise, or nutritious meals.*

The city’s zoning code lists “Adult Daycare Facility” as a conditional use in the C-1 zoning district per [16.64.040 Appendix D: Schedule Of Permitted Uses By District](#).

CUPs require review by the city's Planning Commission, and are approved or denied by the City Council. The process and procedures the city follows for conditional use requests are outlined in Section 16.56 of the city's zoning ordinance.

### PROPERTY INFORMATION

**Parcel Description:** 8407 Plaza Boulevard NE is approximately 1.17 acres in size and is located on the northeast side of the city. The County Highway 10/Central Avenue NE interchange is southwest of the property. The property contains an existing single-story building that is approximately 16,000 square feet (SF) in size. Loading and storage is located on the east side of the building. On-site parking is located along the west side of the building, as well as on the east and south portions of the site.

Surrounding properties include a variety of commercial and industrial businesses along Center Drive NE, and primarily commercial uses along Plaza Boulevard NE.



Figure 1: Aerial of the site, per Anoka County GIS. Parcel lines are shown in yellow. Subject property is outlined in red. Top of image is north.

## EVALUATION OF REQUEST

### Comprehensive Plan

The city's 2040 [Comprehensive Plan](#) designates the subject property as "Commercial" on the Future Land Use Map (see Figure 2-2 within the Plan). The proposed use is an allowed use in the city's C-1 zone and is therefore consistent with, and compatible with, the property's future land use designation.

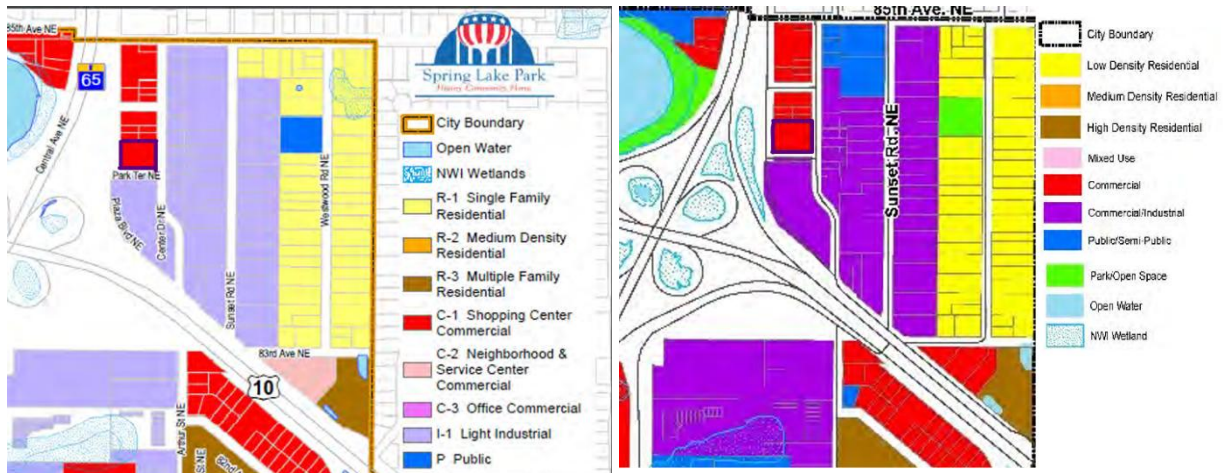


Figure 2 (Left): Excerpt of city's zoning map. Figure 3 (Right): Excerpt of city's 2040 Future Land Use Map. Subject property outlined in orange.

### Zoning Code

There is no building additions proposed as part of this request, except for adding windows to the side of the building. Section 16.64.050 establishes dimensional requirements for each zoning district, and Section 16.64.010 outlines the minimum off-street parking requirements based on use.

Under the city's parking requirements, a 'Restaurant, sit-down' must provide 15 parking spaces per 1,000 square feet of gross floor area. With an approximate building size of 16,000 square feet, the restaurant and banquet use would require 240 parking spaces. A 'Day Care Center' requires 1 space per employee plus 5 additional spaces per building. The applicant has indicated that the adult daycare would employ 30 staff members, resulting in a requirement of 35 parking spaces for the Adult Day Care Facility use.

The site currently provides 108 parking spaces. While this is fewer than the current number required for restaurant and banquet uses, the deficit is a pre-existing legally nonconforming condition. The City Council previously approved a parking lot layout for this property on October 20, 1997, including required curbing, landscaping, and a green-space island. This approval established the configuration of the existing parking lot, which continues to operate as a legally nonconforming facility under current standards. The proposed use does not alter the approved parking layout or increase the degree of nonconformity.

The applicant has proposed the adult daycare will operate Monday through Friday from 8:00 AM to 3:00 PM, while the banquet hall and restaurant would operate from Friday starting at 4:00 PM through Sunday no later than 11:30 PM. Because these uses do not operate simultaneously, the adult daycare's parking demand is fully accommodated on site, and the existing nonconforming parking condition is not intensified by the proposed use.

## Criteria for Review

The criteria in Section 16.56.030(E)(1) of the Zoning Code related to Conditional Uses are as follows in *italics*, with staff comments following:

- a. *The proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community;*

The proposed adult daycare use provides a service for functionally impaired adults, offering support during daytime hours. Locating the service within an existing commercial building along Plaza Boulevard NE places it near major transportation corridors and within proximity to residential areas that may benefit from access to such services. As a result, the use appears to be desirable and would be expected to contribute to the general welfare of the community.

- b. *The use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity;*

The proposed adult daycare use would operate only on weekdays from 8:00 AM to 3:00 PM, with no overlap with the banquet hall operations. The use is fully contained within the existing building and is not expected to be detrimental to nearby residents, employees, or properties.

- c. *The proposed use will comply with the regulations specified in this title for the district in which the proposed use is to be located;*

The proposed adult daycare will be required to meet all applicable C-1 district standards, including building code compliance, parking requirements, and performance standards. The site is already developed for commercial use, and the proposed operations can be accommodated within the existing building footprint and site layout.

- d. *The use is one of the conditional uses specifically listed for the district in which it is to be located;*

“Adult Daycare Facility” is explicitly listed as a conditional use in the C-1 Commercial District per Appendix D of the zoning ordinance. The request therefore meets the requirement that the use be specifically listed as a conditional use in the district.

- e. *The proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity;*

The proposed adult daycare use would operate during standard daytime business hours. Since the use would be fully contained indoors, staff do not anticipate the use generating loud noise, outdoor activity, or evening traffic. The use is compatible with surrounding commercial and light industrial properties and is not expected to negatively affect the use or enjoyment of nearby parcels.

- f. *The use will not lower property values or impact scenic views in the surrounding area;*

The use will occupy an existing commercial building with no exterior modifications proposed. Because the use is low-intensity and fully contained indoors, it is not anticipated to affect property values or alter scenic views in the area.

*g. Existing streets and highways and proposed access roads will be adequate to accommodate anticipated traffic;*

An 'adult daycare use' would be expected to generate modest traffic volumes limited to weekday daytime hours. Existing streets are adequate to accommodate the anticipated traffic.

*h. Sufficient off-street parking and loading space will be provided to serve the proposed use;*

The property contains on-site parking on the west, east, and south sides of the building. The adult daycare's weekday daytime operations do not overlap with the operations currently located on the site, reducing cumulative parking demand. The site includes existing loading areas on the east side of the building.

*i. The use includes adequate protection for the natural drainage system and natural topography;*

There are no changes to the site being proposed that would impact drainage.

*j. The proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise, or vibration so that none of these will constitute a nuisance; and*

The proposed use will have to adhere to requirements under city code regarding odor, fumes, dust, noise, and vibration.

*k. The proposed use will not stimulate growth incompatible with prevailing density standards.*

There is no evidence to suggest that the proposed use would stimulate growth at a density that is incompatible with applicable density standards.

Based on the staff findings above, the proposed use meets the criteria for approval of a CUP.

## **OTHER REVIEW**

- Engineering: No comments.
- Building Department: a certificate of occupancy will be required prior to the business moving in.
- Planning Commission: the commissioners reviewed the request and held a public hearing at their May 26<sup>th</sup> meeting. The applicant gave an overview of their request, and provided background information on the use at its current location in Brooklyn Park. The commissioners asked the applicant questions regarding the proposed use, number of employees, pick-up/drop-offs and transportation, certification and training of staff, managing and switching between both uses on the site, and potential/future changes to the building. The commission ultimately recommended approval of the request, with findings and conditions (these are listed at the end of this report).

## **OPTIONS**

The City Council can do one of the following:

1. Approve of the request, with findings for approval and with or without conditions.
2. Deny the request, with findings for denial.
3. Table the request for further review and/or study.

## **RECOMMENDATION**

The Planning Commission recommended the City Council approve the requested Conditional Use Permit (CUP) for an “Adult Daycare Facility” use at 8407 Plaza Boulevard NE (Parcel ID 01-30-24-12-0067), with the following conditions and findings of fact:

### **Findings of Fact:**

1. The applicant proposes operating an “Adult Daycare Facility” use in addition to the restaurant and banquet hall they currently operate on the site.
2. The city’s zoning code lists “Adult Daycare Facility” as a conditional use in the C-1 zoning district per 16.64.040 Appendix D: Schedule Of Permitted Uses By District.
3. The existing parking configuration was approved by the City Council on October 20, 1997, through a Special Use Permit (SUP).
4. The applicant’s proposed use meets the criteria in Section 16.56.030(E)(1) of the city’s zoning code for approval of a conditional use permit (CUP).

### **Conditions of Approval:**

1. The applicant is authorized to operate an “Adult Daycare Facility” use on the property, in accordance with the materials submitted to the city and reviewed with this request.
2. The applicant shall ensure that each use on the site operates at separate times, in order to prevent overlap in peak parking demand and to ensure that the legally nonconforming parking condition is not intensified.
3. Any changes to the property for this proposed “Adult Daycare Facility” use, including expansions of the building, or changes to the off-street parking on the property, shall require amending of this conditional use permit (CUP).
4. The applicant shall acquire all applicable local, County, State, and Federal permits for this project.
5. The applicant shall adhere to all applicable local, County, State, and Federal requirements for this project.
6. The applicant shall pay any fees and escrows associated with this request.

**RESOLUTION NO. 2026-24**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP)  
FOR 8407 PLAZA BLVD NE**

**WHEREAS**, an application has been submitted by Touney T. Xiong, Universal Adult Day Care Center, LLC, for a Conditional Use Permit (CUP) to allow an “Adult Daycare Facility” use at 8407 Plaza Boulevard NE (Parcel ID 01-30-24-12-0067); and

**WHEREAS**, the property is described as follows:

Lots Twenty-Three (23), Twenty-Four (24), Twenty Five (25), Fifty-Two (52), Fifty-Three (53), and Fifty-Four (54), Spring Lake Park Plaza, according to the map or plat thereof on file and of record in the office of the Registrar of Titles, Anoka County, Minnesota  
Torrens Certificate No. 125259

Lot Twenty-Six (26), Spring Lake Park Plaza, according to the map or plat thereof on file and of record in the office of the Registrar of Titles, Anoka County, Minnesota  
Torrens Certificate No. 125260

Lot Fifty-One (51), Spring Lake Park Plaza, according to the map or plat thereof on file and of record in the office of the Registrar of Titles, Anoka County, Minnesota  
Torrens Certificate No. 125261

**WHEREAS**, the subject property is zoned Shopping Center Commercial (C-1); and

**WHEREAS**, “Adult Daycare Facility” is allowed as a conditional use in the C-1 zoning district; and

**WHEREAS**, the Planning Commission conducted a public hearing on May 26, 2026 and recommended approval of the request; and

**WHEREAS**, the City Council has reviewed the application, staff report, and supporting materials.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPRING LAKE PARK, MINNESOTA:**

1. *Approval.* The Conditional Use Permit (CUP) for 8407 Plaza Boulevard NE is hereby approved, subject to the following findings of fact and conditions:
2. *Findings of Fact*
  - a. The applicant proposes operating an “Adult Daycare Facility” use in addition to the restaurant and banquet hall they currently operate on the site.
  - b. The city’s zoning code lists “Adult Daycare Facility” as a conditional use in the C-1 zoning district per 16.64.040 Appendix D: Schedule Of Permitted Uses By District.

- c. The existing parking configuration was approved by the City Council on October 20, 1997, through a Special Use Permit (SUP).
  - d. The applicant's proposed use meets the criteria in Section 16.56.030(E)(1) of the city's zoning code for approval of a conditional use permit (CUP).
3. *Conditions of Approval*
- a. The applicant is authorized to operate an "Adult Daycare Facility" use on the property, in accordance with the materials submitted to the city and reviewed with this request.
  - b. The applicant shall ensure that each use on the site operates at separate times, in order to prevent overlap in peak parking demand and to ensure that the legally nonconforming parking condition is not intensified.
  - c. Any changes to the property for this proposed "Adult Daycare Facility" use, including expansions of the building, or changes to the off-street parking on the property, shall require amending of this conditional use permit (CUP).
  - d. The applicant shall acquire all applicable local, County, State, and Federal permits for this project.
  - e. The applicant shall adhere to all applicable local, County, State, and Federal requirements for this project.
  - f. The applicant shall pay any fees and escrows associated with this request.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 1st day of June 2026.

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**City of Spring Lake Park**  
 1301 81<sup>st</sup> Avenue NE  
 Spring Lake Park, MN 55432  
 763-784-6491 (p) 763-792-7257 (f)  
[info@slpmn.org](mailto:info@slpmn.org)

For Office Use Only	
Case Number:	
Fee Paid:	
Received by:	
Date Filed:	
Date Complete:	
Base Fee:	Escrow:

## DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)		
<input type="checkbox"/> Appeal	<input type="checkbox"/> Site Plan/Building Plan Review	<input type="checkbox"/> Variance
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Concept Plan Review	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Ordinance Amendment (Text)	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Lot Combination
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Final Plat
PROPERTY INFORMATION		
Street Address: 8407 Plaza Blvd NE, Spring Lake Park, MN 55432		
Property Identification Number (PIN#): 01-30-24-12-0067		Current Zoning: Comercial
Legal Description: LOTS 23 THRU 26 INCL & LOTS 51 THRU 54 INCL SPRING LAKE PARK PLAZA, SUBJ TO EASE OF REC <small>(Attach if necessary)</small>		
APPLICANT INFORMATION		
Name: Touney T. Xiong		Business Name: Universal Adult Day Care Center, LLC.
Address: 7322 Lakeland Ave. N.		
City/State/Zip Code: Brooklyn Park, MN 55428		
Telephone: 651-334-2036	Fax:	E-mail: bkmvp@hotmail.com
Contact: Touney T. Xiong		Title: President / CEO
OWNER INFORMATION (if different from applicant)		
Name: Touney T. Xiong		Business Name: Northland Management, Inc.
Address: 911 Rice St.		
City/State/Zip Code: Saint Paul, MN 55117		
Telephone: 651-334-2036	Fax:	E-mail: bkmvp@hotmail.com
Contact: Touney T. Xiong		Title: President / CEO
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: Banquet Hall and Restaurant in the weekend only		
Nature of Proposed Use: Adult Day Care Centers Monday to Friday		
Reason(s) to Approve Request:	Our lease contract at current location is epired in June of 2026 and We would like to move our Adult Day Care to this location.	

**APPLICATION FEES AND EXPENSES:**

The City of Spring Lake Park requires all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

Minnesota Statute § 471.462 requires all cities to provide, upon request, a nonbinding estimate of consulting fees in connection with applications for permits, licenses, or other approvals relating to real estate development or construction. If the applicant requests the estimate, the application shall not be deemed complete until the City has (1) provided an estimate to the applicant; (2) received the required application fees, as specified by the City; (3) received a signed acceptance of the fee estimate from the applicant; and (4) received a signed statement that the applicant has not relied on the estimate of fees in its decision to proceed with the final application from the applicant.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. **All fees and expenses are due whether the application is approved or denied.**

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. **I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.** This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

I wish to be notified of additional costs in the following manner (select one):

E-mail bkmvp@hotmail.com       Fax \_\_\_\_\_       USPS \_\_\_\_\_

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application, including all four requirements of Minnesota Statute § 471.462, should I request a written estimate of consultant fees. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: Touney T. Xiong      Date: 04/03/2026

Owner: Northland Management, Inc.      Date: 04/03/2026

**NOTE: Applications only accepted with ALL required support documents.  
See City Code**

**City of Spring Lake Park  
Conditional Use Permit Worksheet**

A conditional use permit cannot be approved unless the Planning and Zoning Commission and the City Council make certain findings and recommendations. Please provide a response on how/why your project meets the below stated criteria. Use additional sheets if necessary. If some items are not applicable for your project, write N/A. Contact the Zoning Administrator with any questions.

1. That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community. Our proposed use as Adult Care Center at 8407 Plaza Blvd NE, Spring Lake Park, MN 55432 is a necessary or desirable to provide service or a facility which will add the interest of the public convenience and will contribute good image to the general welfare of neighborhood or community.
  
2. That the use will not be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity of the use or injurious to property values/improvements within the vicinity of the use. Adult Day Care Center Monday to Friday will not be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity of the use or injurious to property values/improvements.
  
3. That the proposed use will comply with the regulations specified in Chapter 153 of the Zoning Code. Yes, our Adult Day Care Center is fully license and monitor by DHS. our proposed use will comply with the regulations specified the zoning.
  
4. That the proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity. We take care most of the vulnerable Adult while their love one if at work. It will be better for our community. Should not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity.

5. That the use will not lower property values or impact scenic views in the surrounding area. \_\_\_\_\_  
Our use are up to standard and fully license by the DHS. It will make and \_\_\_\_\_  
served our community better and will not lower our property values. \_\_\_\_\_  
\_\_\_\_\_
  
6. That existing utilities, streets, highways and proposed access roads will be adequate to  
accommodate anticipated traffic. The existing utilities street, highway at \_\_\_\_\_  
8407 Plaza Blvd NE in Spring Lake Park is right off Highway 65 and should have \_\_\_\_\_  
adequate to accommodate anticipated traffic in this commercial zone. \_\_\_\_\_  
\_\_\_\_\_
  
7. That the use includes adequate protection for the natural drainage system and natural  
topography. 8407 Plaza Blvd NE is currently license for banquet hall and restarant \_\_\_\_\_  
usage with capacity of 600 customer. It should be able to hold our adult day care \_\_\_\_\_  
center. \_\_\_\_\_  
\_\_\_\_\_
  
8. That the proposed use includes adequate measures to prevent or control offensive odor, fumes,  
dust, noise or vibration so that none of these will constitute a nuisance. \_\_\_\_\_  
Our adult day care is a clean environment setting license and monitor by DHS. \_\_\_\_\_  
Should not have any offensive oder, fumes, dust, noise or vibration that will \_\_\_\_\_  
constitute of a nuisance. \_\_\_\_\_  
\_\_\_\_\_
  
9. That the proposed use will not stimulate growth incompatible with prevailing density standards.  
Our proposed use Adult Day Care Center will not stimulate growth incompatible \_\_\_\_\_  
with prevailing density standards. \_\_\_\_\_  
\_\_\_\_\_



# **UNIVERSAL ADULT DAY CARE CENTER, LLC.**

7322 Lakeland Ave. N., Brooklyn Park, MN 55428 Phone: 763-999-4790 Fax: 763-999-4788

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## **PROGRAM SERVICES, AND CARE OFFERED BY UNIVERSAL ADULT DAY CARE CENTER, LLC.**

### **Home of the best community care giver**

1. Home
2. Our Philosophy
3. Our Programs
4. FAQs
5. Photo Gallery
6. Testimonials
7. Certification
8. Resources
9. Contact Us



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## 10. Community Involvement

### 1. Home of the best care giver:

Welcome to Universal Adult Care Center, LLC. AKA (UNADC):

- I. POLICIES AND PROGRAMS INFORMATION REQUIREMENT- requirement found in Minnesota Rules, part 9555.9640, items A to N.

#### **(A) SCOPE OF OUR PROGRAMS, SERVICES AND CARE:**

The Universal Adult Day Care Center is an Adult and Senior Day Center with the most Universal program designed to provide health care and social type services to the culturally sensitive community. The variety of the services offered during the day is making it possible for adults and seniors to continue living with their family and loved ones in the comfort of their own home.

- A. Population to be served: People who are 18 years or older and have one or more following impairments:

- Physical impairment
- Cognitive impairment
- Limited abilities to perform activities of daily living
- Memory loss
- Social isolation
- Other impairments that required intermittent assistance throughout the day

- B. Individual conditions the center is not prepared to accept:

- People with a communicable disease requiring isolation
- People with a history of violence to self or others
- Unmanageable incontinence
- Uncontrollable wandering

- C. Participants right as describe in Minnesota Rules, part 9555.9670 items A to E:

- The right to participate in developing one's own plan of care
- The right to refuse care or participation
- The right to physical privacy during care or treatment
- The right to confidentiality of participant records
- The right to present grievances regarding treatment or care in accordance with part 9555.9640, item D.



# UNIVERSAL ADULT DAY CARE CENTER, LLC.

7322 Lakeland Ave. N., Brooklyn Park, MN 55428 Phone: 763-999-4790 Fax: 763-999-4788

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- D. Right to Contest: The center shall provide each participant with written notice ensuring that each participant or participant's guardian or caregiver has been informed of the participant's right to contest the accuracy and completeness of the data maintained in the record.
- E. Universal Adult Day Care Center's admission, employment practices, and policies comply with Minnesota Statutes, chapter 363, the Minnesota Human Right Act.: (see page 32 – 34 in the Universal Adult Day Care Center employment policy); (see page 3, UNADC Policy and procedure)
- F. Inquiries and consultation regarding adult day services are made to the DHS licensing division 651-431-6500.
- G. Universal Adult Day Care Center follows the requirements found in Minnesota Rules, part 9555.9720, subpart 10: (see page 36, UNADC Policy and procedure)

## OUR MISSION:

To provide a safe, caring, warm environment for adults and elderly to promote their independence in the community and help them with individualized service in culturally respectful manner.

## OUR VALUE:

- Dignity and respect for each client
- Individualized approach, adaptation of activities according to abilities, needs and interests.
- Excellence in care with continual improvements

In this busy country where the people's connections are so limited, here in our center participants acquire new friends, our participants will be able to share their life experience and learn new and exiting things. It doesn't matter how old or young our participants are, age does not define a person.

## BENEFITS OF ADULT DAY CARE:

- Enhance quality of life
- Increase mental stimulation
- Improve nutrition
- Increase level of physical activities
- Respite and providing an array of supportive services for caregiver
- Monitor personal health
- Support and resources for families
- Decreasing the participant's social isolation

## OUR SERVICES:

- Health Monitoring
- Nutrition



# UNIVERSAL ADULT DAY CARE CENTER, LLC.

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- Socialization and Activities
- Cultural Activities
- Additional Services
- Educational
- Transportation
- Gardening
- Family and Community Involvement

## **2. Our Philosophy:**

Welcome to Universal Adult Day Care Center: OUR PHILOSOPHY

### OUR MISSION

To provide safe, caring, warm environment for adults and elderly to promote their independence in the community and help them with individualized service in culturally respectful manner.

### OUR VALUE

- Dignity and respect for each client
- Individualized approach
- Adaptation of activities according to abilities, needs and interests
- Excellence in care with continual improvements

### ABOUT UNIVERSAL ADULT DAY CARE CENTER

#### WHAT ARE WE?

The Universal Adult Day Care Center is the Adult and Senior Day Care Center with very Universal program designed to provide health care and social type services to our culturally sensitive community, the variety of services offered during the day are making possible for adults and seniors to continue living with their family and their loved ones in the comfort of their own home.

#### WHAT ARE WE NOT?

Universal Adult Day Care Center is not a Nursing Home. Our program allows the person to maintain their independence and continue to live at home with their family and their loved ones for as long as possible.

#### WHY CHOOSE UNIVERSAL ADULT DAY CARE CENTER?

In this busy country where the people's connections are so limited, here in our center participants will acquire new friends, participants will be able to share their life experience and learn new and exciting things.

We are honored to provide the best caring environment with high integrity for our clients. The best thing for the center is appreciation and gratitude of our clients. They became a family to us, and we acquired many grandfathers and grandmothers throughout the years. Everything here is done with the thought of respect and



# UNIVERSAL ADULT DAY CARE CENTER, LLC.

7322 Lakeland Ave. N., Brooklyn Park, MN 55428 Phone: 763-999-4790 Fax: 763-999-4788

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dignity, it doesn't matter what impairment the client has, he/she will perform the best of their ability in all the activities offered.

## 3: Our Programs:

### QUALIFICATIONS FOR THE PARTICIPATION

We welcome participants who are 18 years or older and have one or more following impairments:

- Physical impairment
- Cognitive impairment
- Limited abilities to perform activities of daily living
- Memory loss
- Social isolation
- Many others

### OUR PROGRAMS - HEALTH MONITORING

- Regular medical checkups by registered nurse.
- Occupational Therapy Service
- Dietary Counseling & Supervision
- Monitoring of Vital Signs & Blood Glucose
- Support and resources for families
- Assistance with medication management
- CPR Trained and Medical School graduate Staff

### NUTRITION

- Nutritionally balanced and Special diets meals
- Breakfast, lunch and healthy snacks in between

### Socialization AND ACTIVITIES

- Daily gymnastics
- Field trips to the parks, lakes with fishing in the summer
- Attending the swimming pool
- Our own dance group under the direction of a professional choreographer
- Field trips to various museums and exhibitions in town
- Weekly visits to casino
- Craft groups including Laotian Arts and Crafts, drawing painting, etc.
- Celebration of holidays including New Years: Laotian, Hmong, American, Chinese, and many cultural celebrations, etc.
- Tournament in chess, bingo, cards, poker, ping pong, pool, etc.



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## ADDITIONAL SERVICES

- Free beauty makes up / barber shop service
- Caregiver Consultation Service
- Mail management and translation service

## EDUCATION

- Intellectual groups about literature, ethics, art, and medicine
- English as a second language lessons
- Impressive library of books in Lao, Hmong, Thai, and English
- Computer Classes, Internet access, web browsing
- Psychological seminars led by professionals include:
  - Increasing personal and mental stability
  - Memory improvements
  - Sleeplessness
  - What to do during stress
  - How to behave during conflicts, fears and getting over them
  - Relationships in family and community
  - Various psychological games and activities

## TRANSPORTATION

- Universal Adult Day Care Center offers round trip transportation
- Field trips to various museums and exhibitions in town
- Round trip to the garden during the summer
- Arrange round trip to the doctor visit and appointment

Universal Adult Day Care Center offers round-trip transportation, health monitoring and a variety of in-house activities such as lectures, exercise classes, day trips, movies and music. In addition, participants will receive a nutritious breakfast and enjoy a full-course luncheon menu, and light snacks in the afternoon.

## CONTACT US TODAY:

Participation in an adult day program can delay or eliminate the need for out-of-home placement. Unlike individuals who receive professional in-home care, participants in adult day programs benefit from peer relationships and socialization, which is shown to improve mental health and outlook. The Universal Adult Day Care Center's program also provides nutritious meals, transportation, wellness monitoring, medication administration, activities, cultural events, gardening, and family and community involvement. Please contact us on 763-999-4788 or 651-334-2036 to speak with one of our friendly representatives.



# UNIVERSAL ADULT DAY CARE CENTER, LLC.

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Proposed Change to the building (interior and exterior) or other areas of the property:

Interior of the building:

- Complete tiles for the floor throughout the interior of the building.
- Add lights as needed to the banquet hall.
- Decorated paint throughout the banquet hall.

Exterior of the building:

- Added windows in the side of the building.

Operating hours:

- Monday to Friday from 8:00 am to 3:00 pm

Maximum number of employees will work at one time:

- 30 employees

Maximum number of participants / adults that will be watch at one time:

- 198 participants

Service that will be provided on the property.

- Day care services

Provide a site plan including such information as:

- Any change to the parking.
  - No change
- Any propose outdoor activity. No outdoor activity
- Any other new improvement on the property (such as signage, sheds, fences, garbage/refuse storage, landscaping, etc.)
  - Yes, it will be signage of Universal Adult Day Care Center, LLC. right next to Dala Thai Banquet Hall. The signage company will pull the permit.

Proof approvals from Minnesota Department of Human Services (DHS)

- Please see attach license from DHS.



# UNIVERSAL ADULT DAY CARE CENTER, LLC.

7322 Lakeland Ave. N., Brooklyn Park, MN 55428 Phone: 763-999-4790 Fax: 763-999-4788



## STATE OF MINNESOTA

Adult Day Care Services License

Program Name: Universal Adult Day Care Center LLC



Doing Business At: 7322 LAKELAND AVE N  
Brooklyn Park, MN 55428-1228

**Hours:**

Monday	8:00 AM - 3:00 PM
Tuesday	8:00 AM - 3:00 PM
Wednesday	8:00 AM - 3:00 PM
Thursday	8:00 AM - 3:00 PM
Friday	8:00 AM - 3:00 PM

Services Provided: Adult Day Care Services

Total Capacity: 198

Age Groups Served: 18 and older

License Number: 1081612

Issue Date: 1/1/2025 Expiration Date: 12/31/2025

*Kulani R. Moti*

Kulani R. Moti  
Inspector General

*Jodi Harpstead*

Jodi Harpstead  
DHS Commissioner

Minnesota Department of Human Services  
Office of Inspector General, Licensing Division  
P.O. Box 64242, Saint Paul, MN 55164-0242  
<http://www.dhs.state.mn.us/licensing>

In accordance with the provisions of Minnesota State Statute Chapter 245A and Minnesota Rules, parts 9555.9600 to 9555.9730 established by the Department of Human Services, a license is granted to:

Universal Adult Day Care Center LLC  
1454 KINGSWOOD PONDS  
OVERLOOK  
Eagan, MN 55122-2880

For more information about a licensed program visit <https://licensinglookup.dhs.state.mn.us/>



# **UNIVERSAL ADULT DAY CARE CENTER, LLC.**

7322 Lakeland Ave. N., Brooklyn Park, MN 55428 Phone: 763-999-4790 Fax: 763-999-4788

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**American Water  
Infrastructure Act Plan  
Update Proposal**

Professional Consulting Services  
City of Spring Lake Park



Prepared for:

City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

Prepared by:

Stantec  
733 Marquette Avenue, Suite 1000  
Minneapolis, MN 55402  
Phone: 612-712-2000  
Website: [www.stantec.com](http://www.stantec.com)

Contact Person:

Mark T. Janovec, PG  
Project Manager  
Direct Phone: 651-775-6532  
Email: [mark.janovec@stantec.com](mailto:mark.janovec@stantec.com)

May 26, 2026

## Background

In accordance with America's Water Infrastructure Act (AWIA), also known as Senate Bill 3021 passed in 2018, the City of Spring Lake Park was required to conduct and certify a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP). The RRA and ERP were originally completed in 2021 to meet EPA requirements. Spring Lake Park partnered with Stantec with the creation of these documents.

The RRA and ERP are due to be amended every five years. The amended RRA is due no later than June 30, 2026. The ERP is due no later than six months after the RRA has been completed or no later than December 30, 2026.

The Environmental Protection Agency (EPA) and Department of Homeland Security (DHS) have provided valuable guidance and tools for conducting the amended RRAs and actionable ERPs. The EPA has provided supporting documentation, including baseline threat information and compliance guidance. This baseline information and guidance will be utilized in preparation of the RRA and ERP.

## Purpose

The purpose of this scope of services is to provide professional services to assist the City with complying with the AWIA requirements by updating the RRA and the ERP to reflect current conditions. The AWIA legislation requires the City to continue to investigate vulnerabilities, implement solutions, and streamline response protocols to better protect and respond to hazardous events for their area's water assets and services.

## Scope of Services

### Task 1 Meetings and Coordination

Stantec will coordinate with the City through meetings, letters, transmittals, e-mails, and other forms of formal and informal communication, as appropriate. Stantec will attend and facilitate three meetings throughout the duration of this work effort. Each meeting is anticipated to be two hours in length. A preliminary list of anticipated meetings is as follows:

- Kick-off meeting and Baseline Utility Risk Resiliency Analysis
- Draft RRA Review
- Draft ERP Review

### Task 2 Asset Review

#### 2.1 Records Request

Data and information required will be identified by the City and Stantec at the project kick-off meeting and throughout the duration of the project. Data should be provided in electronic format that is consistent with the data and information provided (e.g., PDF, Microsoft Word, Excel, GIS/spatial etc.).

A preliminary list of data request items includes:

- Previous hazard impact history/insurance reports,
- City procedures for staffing, operation, and billing.
- City's Hazard Mitigation Plan
- City's most recent bond report for the water system (if applicable)
- Interlocal agreements for provision of, or sale of, raw and finished water
- Existing vulnerability assessment (or related) document
- Existing Incident Response Plan, Emergency Operations Plan, or related documents
- Existing Cybersecurity Assessment

It is recognized that not all of the above documents may exist for the City of Spring Lake Park, so only existing documents will be reviewed. Stantec may already possess copies of some documents, so only documents we haven't reviewed previously (or documents that have been updated) will be requested.

#### 2.2 Field Investigations

Due to Stantec's familiarity with Spring Lake Park's infrastructure, field investigations will be limited to only areas that may have changed since the last assessment was made. Additionally, City staff may be able to participate by conducting field investigations and reporting information back to Stantec, identifying areas of concern.

Locations that may require inspection include:

- Storage tanks
- Water well/ Treatment sites
- Interconnects
- Operations building
- Chemical storage area
- Computer servers and stations

Considerations for each site may include the following:

- How would the equipment be affected by strong winds, high water, or adverse weather?
- Where are flammable or combustible sources located adjacent to or within the site and how would a wildfire affect equipment and operations?
- Are the grounds fenced and is access controlled?
- Are buildings secure and how are they accessed (code, card, keys)?
- Where are the control panels located (building, rack mount) and are they secure?
- Are security protocols being followed?
- Is the equipment in good working order? Are there temporary adjustments that should be remedied and made permanent?

Since City staff already have a good understanding of some of these issues as related to these facilities, input from staff will greatly assist the completion of the RRA. Many of these items were previously considered in the development of the original RRA in 2021.

The focus will be on any changes that have taken place over the past five years, along with any new (or emerging) threats that pose greater risk than before. An example of this is the growing risk involved with cybersecurity. Vulnerabilities observed in other communities over the past five years have indicated that this portion of the risk assessment may be a key component to these RRA updates.

### **Task 3 Risk and Resiliency Assessment**

#### **3.1 Utility Risk Resiliency**

The Utility Resiliency Index (URI) is a risk management scoring tool that can assess a utility's capability to respond to and recover from an incident that impacts critical operations. The URI is a valuable complement to the risk assessment performed in VSAT Web 2.0 which can also be used to compare scores across other utilities. A utility can use the URI together with the risk assessments results when developing an overall risk management plan.

The URI uses 12 indicators to calculate the index. Responses to the indicators are assigned values and weights, which are aggregated to provide a characterization of a utility's resilience on a scale from 0% to 100%. A low URI score indicates a low capability of the utility to respond to and recover from an incident, while a high URI score indicates a greater capability to do so.

### **3.2 Risk Profiling**

Using the baseline threat information provided by the EPA, Stantec will identify risks to the system from malevolent acts and natural hazards to be included in the risk assessment. Stantec will also coordinate with the City to identify if additional risks exist that are not included within the EPA's baseline threat guidance. Stantec will develop profiles, descriptions of hazards, for each of the risks identified in the draft list. These profiles will detail available risk information including previous occurrences, annual probabilities, magnitude, and estimated losses. Previous occurrences will be based upon data supplied by the City or other commercial or governmental sources (such as EPA, FEMA, NOAA, etc.). The annual probability and magnitude of impact (minimal to catastrophic) will be assigned to each hazard.

### **3.3 Hazard Ranking**

The results from the above process will provide enough information to prioritize and rank the risks identified in the draft list. The final list of potential malevolent acts and hazards will be reviewed and approved by the City. This scope of services is based on reviewing the top 10 individual risks. For the purposes of this scope of services, natural threats (e.g. tornadoes, ice storms, severe drought, lightning strikes etc.) will be grouped and considered one threat. If the City desires more than 10 individual risks to be reviewed, Stantec can provide the efforts associated with Task 2.3 for the additional risks as an additional service with the City's approval.

### **3.4 Critical Facility (Asset)/Process Determination**

Stantec will update the list of critical facilities (also known as assets), identifying any changes that have occurred in the past five years. The following are typically considered as critical facilities:

- Water treatment plants
- Pump stations
- Storage tanks
- Wellfields/production well sites
- Interconnects
- SCADA system
- Financial/billing system
- Electronic, computer or other automated systems
- Monitoring practices
- Chemical handling practices

### **3.5 Develop Risk & Resilience Assessment**

Stantec will prepare a draft Risk & Resilience Assessment (RRA) by June 19, 2026, to deliver to the City for review with sufficient time for review before the EPA deadline. This assessment will evaluate the City's risks to, and resilience of, its system and critical assets within. Stantec will incorporate City comments and changes to create the final RRA prior to the June 30, 2026 deadline.

Since the RRA is not submitted to the EPA for review or approval, the City has the flexibility to make changes after the due date, if needed, should any additional time be required to modify the plan.

### **3.6 RRA Certification Letter**

Stantec will prepare the certification letter, as required by the AWIA, for the RRA. Each certification letter shall contain:

- Information that identifies the City water system submitting the certification
- Date of the certification
- Statement that the City water system has conducted, reviewed, or revised the assessment and plan (as applicable)

### **Task 4 Emergency Response Plan**

Stantec will update the City's existing Emergency Response Plan 30 days prior to the EPA deadline of December 30, 2026. A report will be developed to include a plan for implementation, as required by the AWIA. This plan will provide clear guidance to City staff on how to mitigate, manage, and respond to vulnerabilities identified in the previously prepared RRA.

Incorporating the results from the RRA, the Emergency Response Plan will include:

#### **4.1 Strategies and Resources**

Strategies and resources to improve the resiliency of the system will be identified, including methods to secure equipment affected by the threats/hazards. These strategies and resources will be identified within the plan each for the following assets categories:

- SCADA system
- Water well/ Treatment sites
- Storage Tanks
- Water Distribution System
- Physical and Electronic Security

#### **4.2 Mitigation and Attenuation Measures (Countermeasures)**

Identification will be made of actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on public health and safety, and supply of drinking water provided to communities, including:

- Development of alternative source water options
- Detection of Malevolent Acts
- Detection of Natural Hazards
- Cybersecurity recommendations

This task will also identify potential additional countermeasures that may be considered going forward in addressing the asset/threat pair. The RRA will be revisited to include the countermeasures, and the impact of incorporating those measures on the overall rating will be determined. In this way, the City will be able to determine whether the cost of the measure is appropriate for the reduction in the risk impact.

### **4.3 Response Measures**

Response measures are defined as plans, protocols, and equipment to be utilized when responding to a malevolent act or natural hazard.

- Identification of chain of command and reporting protocols
- Development of applicable response plans and protocols
- Identification and location of applicable response equipment

These response measures will build upon the existing vulnerability assessments, emergency response plans, local mitigation strategies and enhanced state hazard plans. Recommendations for additional measures will be included in this analysis.

### **4.4 Report**

The above measures will be summarized and organized into an Implementation Plan. A draft Emergency Response Plan will be sent to City Project Manager, in a format to be determined, by November 30, 2026. A final Emergency Response Plan, incorporating City comments, will be submitted to the City Project manager, in a format to be determined, prior to the December 30, 2026, deadline. The delivery method for the ERP deliverables will require input from City staff due to the sensitivity of the information included.

### **4.5 Certification Letter**

Stantec will prepare the certification letter, as required by the AWIA, for the ERP. The certification letter shall contain:

- Information that identifies the City water system submitting the certification
- Date of the certification
- Statement that the City water system has conducted, reviewed, or revised the assessment and plan (as applicable)

## Project Fee

The estimated fee for the above scope of work is indicated below. The fee is based on Stantec's current 2026 billing rates. Adjustments of budget may be required if identified risks require more extensive response planning than anticipated. Any additional work that may be identified/required by the City, will be performed as an amendment to this work order. The following summary table shows the fee by task and is based on time and materials in accordance with the anticipated general effort.

Task	Fee	Fee Type
Task 1: Meetings and Asset Review	\$4,790.00	Hourly
Task 2: Emergency Response Plan	\$9,946.00	Hourly
Expenses	\$350.00	
Total Fee	\$15,086.00	

Our services will be provided in accordance with the Terms and Conditions of the ongoing Master Services Agreement between Stantec and the City of Spring Lake Park.

## Schedule

Stantec will provide services throughout the duration of the project in accordance with the scope of services listed above. Completion of deadlines may include some factors outside Stantec's control, such as time needed to obtain information from City departments and time required for reviews by City staff. We will give the City as much lead time as possible to respond to requests, to reduce any impact it may have on scheduling.

Stantec will complete the tasks as outlined below:

- Draft Risk and Resilience Assessment (Task 1) by June 19, 2026
- Final Risk and Resilience Assessment prior to June 30, 2026
- Draft Emergency Response Plan (Task 2) by November 30, 2026
- Final Emergency Response Plan prior to December 30, 2026

## Exclusions

The following items are not included in the Scope of Services:

1. Design plans and/or documents
2. Flood study
3. Evaluation of software
4. Implementation of software
5. Site visits to all conveyances
6. Risk associated with equipment use
7. Risk associated with accidents/personal injury
8. Risk associated with litigation
9. Training

## Assumptions

Stantec shall be entitled to rely upon the information and data provided by the City of Spring Lake Park, City representatives, and City contracted entities or obtained from generally acceptable sources within the industry without independent verification except to the extent such verification is expressly included in the Work.

The intent of this project is to identify risks that impact level of services that impact potential health risk and public safety. Financial risk is not a consideration. Property damage risk is considered to the extent that it relates to health risk and public safety.

It is not practical for emergency response plans to be all inclusive of all risk identified in the RRA. Therefore, the ERP will be specific to select top ranked risks which have mitigation or response measures that are within the means of the City to implement. Stantec will coordinate with the City to determine the risk rankings which will be included in the ERP.

## Acceptance

We are available to begin work immediately on this effort. If this proposal is acceptable to you, please sign below and return a copy of this proposal to me. If you have any questions or comments regarding the above work plan, please reach out. We look forward to working with Spring Lake Park again on this important planning effort.

Sincerely,

**STANTEC CONSULTING SERVICES, INC.**



Mark T. Janovec, PG  
Project Manager  
(651) 775-6532  
[Mark.Janovec@stantec.com](mailto:Mark.Janovec@stantec.com)

Cc: Phil Gravel, Stantec

Accepted by the City of Spring Lake Park:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Dan Buchholtz \_\_\_\_\_

Printed Title: \_\_\_\_\_ City Administrator \_\_\_\_\_



# Memorandum

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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

**Date:** May 27, 2026

**Subject:** Approval of Stantec Proposal for American Water Infrastructure Act Plan Updates

The City is required under the America's Water Infrastructure Act to update its Risk and Resilience Assessment and Emergency Response Plan for the municipal water system every five years. The City's original assessment and plan were completed in 2021 with assistance from Stantec. The amended Risk and Resilience Assessment is due no later than June 30, 2026, and the Emergency Response Plan is due no later than December 30, 2026.

Stantec has submitted a proposal to assist the City with updating both documents to reflect current conditions, recent changes to the water system, and emerging risks, including cybersecurity concerns. The proposed scope includes coordination meetings with City staff, review of existing records, limited field review of changed conditions, risk profiling and ranking, preparation of the updated Risk and Resilience Assessment, preparation of the updated Emergency Response Plan, and completion of the required certification letters.

The proposed fee for this work is \$15,086, based on time and materials under the City's existing Master Services Agreement with Stantec. The project schedule provides for completion of the final Risk and Resilience Assessment prior to the June 30, 2026 deadline and completion of the final Emergency Response Plan prior to the December 30, 2026 deadline.

Staff recommends approval of Stantec's proposal for professional services related to the American Water Infrastructure Act plan updates in an amount not to exceed \$15,086 and authorization for the City Administrator to execute the proposal on behalf of the City.

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



Stantec Consulting Services Inc.  
733 Marquette Ave Suite 1000  
Minneapolis, MN 55402

May 26, 2026

Dan Buchholtz, City Administrator  
City of Spring Lake Park  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN 55432

Re: 2026 Street Seal Coat and Crack Repair Project  
Stantec Project No. 193807599  
Cancel Project

Dear Dan:

As part of preparation work for the annual street seal coat and maintenance project, the Public Works Director and my office reexamined the streets in the 2026 project area. The 2026 area includes streets north of 81<sup>st</sup> Avenue from Monroe through Able and the city streets north of Highway 10.

In reexamining the streets, we observed that the previous seal coat from 2019 is holding up fairly well. We then discussed the benefits of completing a new seal coat of the streets and agreed that the benefit from a new seal coat would not be worth the cost.

Therefore, we recommend that the city formally cancel the 2026 Seal Coat and Crack Repair project. We have notified the low bidder on the project, Asphalt Surface Technologies Corp., that the project is to be cancelled and they understand. They will need to be reimbursed \$410.00 for their cost of the project bond.

The bid amount for the project was \$163,643.00. The project included centerline pavement markings on the city streets that have striping. The centerline pavement markings work should still be completed this year and can be completed by obtaining separate quotes from pavement marking contractors.

**At this time, we recommend that the City formally cancel the 2026 Seal Coat and Crack Repair Project.**

Further review and discussion should be held regarding future street maintenance projects. It's possible that the city may want to discontinue completing seal coat projects and focus funding more on other pavement preservation techniques.

Should you have any questions, please feel free to contact me at (612) 712-2053.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

A handwritten signature in black ink that reads "Phil Gravel".

Phil Gravel, City Engineer



City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 06.01.26 Meeting**  
File No.: R:\client\municipal\spring\_lake\_park\_ci\_mn (18GEN)

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**Note:** Updated information is shown in *italics*.

**2026 Sanitary Sewer Service Clean and Grout Project (193807597).** Council authorized this sewer lateral cleaning and grouting project in December 2025. *Bids and construction will be in 2026.*

**2026 Seal Coat and Crack Repair Project (193807599).** The 2026 Street Seal Coat and Crack Repair Project includes the area north of 81<sup>st</sup> Ave. between Monroe and Able. Council authorized this project in December 2025. *Staff is recommending cancelling this project. See separate letter.*

**Possible 2026 Street Project (193807587).** This project consists of a street mill and overlay project on Plaza Blvd., Theorin Terrace, Center Drive, Sunset Rd. and a portion of the Hwy-10 Frontage Road. Neighborhood Meeting was held on Marth 31<sup>st</sup>. First Improvement Hearing was on 4/7/2026. *Bids came lower than anticipated. Public Assessment Hearing will be on June 15<sup>th</sup>.*

**Storm Sewer Televising Project.** The Public Works Director obtained quotes for storm sewer televising and inspection to use for evaluating the need for storm lining projects. *The contractor, American Environmental, has completed the televising. Data was sent to the City on 4/22/26.*

**2025 AT&T on Arthur tower [Escrow # ME2025-0001].** AT&T is replacing equipment. 2025-07-18 CDs are okay. Precon site meeting was on 11/12/2025. *The Contractor (Vinco) has completed their work. KLM Engineering (representing the City) completed a final inspection on 4/28/2026.*

**2026 T-Mobile on Able tower (A1O0806E) [Escrow # ME2026-0001].** T-Mobile is replacing equipment. Construction drawing review letter was sent on 2026-04-21. Revised Construction Drawings *have been approved. Building permit can now be processed. KLM will inspect for City.*

**2026 T-Mobile on Arthur tower (A1O0091A) [Escrow # ME2026-0002].** T-Mobile is replacing equipment. Construction drawing review letter was sent on 2026-04-22. Revised Construction Drawings *have been approved. Building permit can now be processed. KLM will inspect for City.*

**Future Water Tower Painting Project (19380xxxx).** The CIP includes new coatings on the Able and Arthur water towers in 2027 and 2028. City Administrator has applied for Congressional funding. *Next steps are to have KLM review inspections and to begin the design process. A letter requesting authorization to begin design will be presented to the council at the second meeting in June.*

**Terrace Park Drainage Improvements Project (193807324).** The Parks and Rec. Director has indicated that a drainage and draintile project might be necessary for Terrace Park. A letter outlining the project and a request to proceed to bidding will be presented at a forthcoming meeting.

**2026 Anoka County Highway 10 Paving Project:** Construction on the Anoka County Rd. 10 project construction is proceeding on schedule.

Please contact Evan Monson, Bruce Paulson, Zach Naslund, Eric Stommes, or me if you have questions.