



**CITY COUNCIL WORK SESSION AGENDA
MONDAY, NOVEMBER 18, 2024**

ABLE PARK BUILDING, 8200 ABLE STREET NE at 5:30 PM

- 1. CALL TO ORDER**
- 2. DISCUSSION ITEMS**
 - A. Discussion of Humane Pet Store Ordinance (*Dircks*)
 - B. 2025 Public Utilities Budget Proposal (*Buchholtz*)
- 3. REPORT**
 - A. City Council and Staff Reports
- 4. ADJOURN**



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 6, 2024

Subject: Humane Pet Store Ordinance

At the July 15, 2024, work session, Councilmember Dircks proposed an ordinance to prohibit pet stores from selling cats or dogs within city limits. Councilmember Dircks advocated for the prohibition, while Mayor Nelson expressed strong opposition. After significant discussion, the City Council agreed to revisit the ordinance at a future work session to allow further debate and invite public input.

On October 24, staff informed the City Council that this issue would be on the agenda for the Council's November 18 work session. This meeting will provide an opportunity for stakeholders to present their views, allowing the City Council to consider input from both supporters and opponents of the ordinance.

There are a number of potential pros and cons associated with the humane pet store ordinance:

Pros

1. *Proactive Approach:* Adopting the ordinance now establishes a regulatory framework before any pet store might open, setting expectations and standards for animal welfare in advance.
2. *Public Health and Safety:* The ordinance would help prevent any future pet store from sourcing pets from potentially unethical or unhealthy sources, aligning with public health and safety objectives.
3. *Encourages Adoptions:* Promoting partnerships with animal shelters or rescue organizations aligns with the city's goals of supporting animal welfare and can increase adoption rates if a pet store does open.
4. *Reduced Risk of Puppy/Kitten Mills:* With no pet store present, establishing this ordinance now reduces the likelihood of any future store supporting unethical breeding practices, setting a high welfare standard from the outset.
5. *Improved Animal Welfare:* This ordinance would foster an environment focused on humane treatment and adoption rather than commercial sales, promoting community values.
6. *Transparency and Readiness:* The Certificate of Source requirement sets clear guidelines for any future pet store, ensuring the city is ready with enforceable standards that provide transparency for prospective pet owners.

Cons

1. *Potential Economic Disincentive:* Since no pet stores currently exist, this ordinance might discourage pet stores from opening within city limits, potentially impacting future economic growth or retail diversity.
2. *Risk of Increased Unregulated Sales:* Without a regulated pet store option, residents may turn to unregulated or illegal sources to purchase pets. This not only raises concerns about animal welfare but also exposes potential buyers to health and safety risks, as animals from unregulated sources may carry diseases or have unknown behavioral issues. Additionally, transactions with black-market sellers can pose personal safety risks for buyers.
3. *Risk of Unregulated Sales:* Residents may turn to unregulated or illegal sources (such as online marketplaces or “black market” sellers) to acquire pets, which may expose them to unscrupulous breeders or unhealthy animals.
4. *More Effective as Statewide Legislation:* Regulating pet store sales at a local level may be less effective than a statewide law. A state-law would create uniform standards, potentially reducing the need for each city to establish its own regulations and addressing black-market concerns more comprehensively across all communities.
5. *Enforcement Challenges:* If a pet store was to locate in Spring Lake Park, enforcing compliance could strain city resources, particularly if stores attempt to circumvent the ordinance.

Included with this memo are the following:

1. Original staff memo from July 2024 introducing this issue.
2. E-mail from Aaron Zellhoefer to Councilmember Dircks requesting the City Council act on the proposed ordinance.
3. The ordinance adopted by the City of Coon Rapids
4. Minutes from the July 15, 2024 City Council work session

If you need any additional information, please do not hesitate to contact me at 763-784-6491.



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: July 8, 2024

Subject: Humane Pet Store Ordinance Discussion

Councilmember Dircks has asked that the City Council discuss the potential adoption of a Humane Pet Store Ordinance in Spring Lake Park.

The Humane Pet Store Ordinance aims to promote the humane treatment of animals, encourage the adoption of rescue pets, and prevent the sale of pets from inhumane breeding facilities.

The proposed ordinance prohibits pet stores from selling, delivering, offering for sale, bartering, auctioning, giving away or otherwise transferring or disposing of cats or dogs. Pet stores are allowed to collaborate with animal shelters, rescue organizations and animal control authorities to offer space for showcasing adoptable dogs and cats. The ordinance requires the pet store to post and maintain a Certificate of Source for each dog or cat in a conspicuous place near the animals kennel, cage or enclosure and to provide the Certificate to the adopter or any dog or cat. The ordinance allows the city to inspect pet stores, with prior notice, to ensure compliance.

The goals of the ordinance include 1) promoting animal welfare by reducing the demand for animals from inhumane breeding facilities by prohibiting the sale of cats and dogs sourced from such places and encouraging pet stores to collaborate with shelters to promote the adoption of homeless animals; 2) protect public health and safety by helping reduce the number of inhuman breeding facilities which can decrease the risk of zoonotic diseases and other health issues associated with poorly bred animals; and 3) supporting local shelters and rescues by promoting partnerships to help increase adoption rates and promote responsible pet ownership.

Seven cities in Minnesota have adopted Humane Pet Store Ordinances, including Roseville (2017), Eden Prairie (2018), St. Paul (2019), Carver (2020), Cloquet (2021), Minneapolis (2023) and Coon Rapids (2024). Nationwide, over 400 cities have adopted a similar ordinance.

There are currently no pet stores operating within the city, meaning that this ordinance would not affect any incumbent pet sellers within the City.

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

Daniel Buchholtz

From: Lisa Dircks
Sent: Saturday, July 6, 2024 9:00 AM
To: Daniel Buchholtz
Subject: Fwd: Humane Pet Store Policy in Spring Lake Park

Good morning Dan,

I'd like to add a discussion for an ordinance banning the sale of puppies and kittens to an upcoming work session.

Let me know when it is going on the calendar, and I will start gathering data for the packet. We could also invite Mr. Zellhoefer to that meeting in case council has any questions.

Happy Saturday!

Lisa

Sent from Android device

----- Forwarded message -----

From: Aaron Zellhoefer <azellhoefer@humanesociety.org>

Date: Jul 6, 2024 7:41 AM

Subject: Humane Pet Store Policy in Spring Lake Park

To: Lisa Dircks <ldircks@slpmn.org>

Cc:

This message was sent from outside of the organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Hello Council Member Lisa Dircks,

My name is Aaron Zellhoefer and I'm the Minnesota State Director for the Humane Society of the United States. I'm reaching out to introduce myself and ask whether you'd consider an ordinance that prohibits the retail sale of cats and dogs in pet stores in Spring Lake Park.

A humane pet store ordinance like this is a policy that nearly 500 localities across 32 states have enacted, including 8 communities in Minnesota. Most recently Coon Rapids, MN. These laws are enacted, primarily, because puppy-selling stores enable inhumane puppy mills, which are large-scale commercial breeders who put profits far ahead of animal welfare. These puppies are often sick because of the conditions they come from, which can cost unsuspecting consumers hundreds or thousands of dollars. But there are also many localities who have taken action because they want to protect their communities from the predatory lending practices that go hand in hand with the pet store sales pitch.

Now is an ideal time for Spring Lake Park to enact this policy since there currently aren't any puppy-selling pet stores in the city. It would simply prevent bad actors, such as Petland, from opening stores in

Spring Lake Park and adding to the pet issues the city is already facing, such as overwhelmed shelters, stray animals, etc.

I would be happy to talk more with you about this issue, if you are interested in pursuing a humane pet store ordinance in Spring Lake Park. Hope we can connect and go over any questions you may have and more information!

Thank you for your time.

Sincerely,

Aaron Zellhoefer

Aaron J Zellhoefer

Minnesota State Director, State Affairs

Pronouns: he/him/his

azellhoefer@humanesociety.org

P 612-910-6241

humanesociety.org



The Humane Society of the United States is the nation's most effective animal protection organization, fighting for all animals for more than 60 years. To support our work, please make a [monthly donation](#), give in [another way](#) or [volunteer](#).



COON RAPIDS ORDINANCE

ORDINANCE NO. 2303

A REGULATION OF PET STORES AND THEREBY AMENDING REVISED CITY CODE - 1982 BY ADDING CHAPTER 6-900, REGULATION OF PET STORES

The City of Coon Rapids does ordain:

Section 1. Revised City Code - 1982 is hereby amended by adding Chapter 6-900,
Completion of Exterior work as follows: (additions double underlined)

CITY OF COON RAPIDS, MINNESOTA

CHAPTER 6-900

REGULATION OF PET STORES

6-901 Policy

The City Council finds that in accordance with the power granted to it by Minnesota Statutes Section 412.221, Subdivision 21 to regulate the keeping of animals, and to protect the health, safety, and welfare of the community, the City Council it is appropriate to adopt the regulations set forth below regarding the sale of dogs and cats at pet stores.

6-902 Definitions. Except where the term is expressly defined by other provisions or sections within this chapter, the following words and terms shall have the meanings ascribed to them in this section:

(1) Animal Control Authority. Any governmental entity which is responsible for animal control operations in its jurisdiction.

(2) Animal Rescue Organization. Any not-for-profit organization which has tax-exempt status under Section 501(c)(3) of the United States Internal Revenue Code, whose mission and practice is, in whole or in significant part, the rescue of animals and the placement of those animals in permanent homes, and which does not breed animals.

(3) Animal shelter. Any not-for-profit organization which has tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, which (1) accepts animals into a physical facility; (2) is devoted to the rescue, care, and adoption of stray, abandoned, unwanted or surrendered animals; (3) places animals in permanent homes or with animal rescue organizations; and (4) does not breed animals.

(4) Cat. A mammal that is wholly or in part the species *Felis domesticus*.

(5) Pet store. Any retail establishment, or operator thereof, which displays, sells, delivers, offers for sale, barters, auctions, gives away, or otherwise transfers companion animals in the City of Coon Rapids. This definition does not apply to animal control authorities, animal shelters, or animal rescue organizations.

(6) Pet store operator. A person or business entity who owns or operates a pet store.

6-903 Prohibition on Sales.

(1) No pet store shall sell, deliver, offer for sale, barter, auction, give away, or otherwise transfer or dispose of cats or dogs.

(2) Nothing in this section shall prohibit pet stores from collaborating with animal shelters, animal rescue organizations, and animal control authorities to offer space for such entities to showcase adoptable dogs and cats inside pet stores. Such animals shall not be younger than 8 weeks old. Dogs that are showcased for adoption shall not be kept overnight at a pet store.

6-904 Certificate of Source.

(1) A pet store shall post and maintain a Certificate of Source in a conspicuous place on or within three feet of each dog's or cat's kennel, cage, or enclosure.

(2) A Certificate of Source shall be provided to the adopter of any dog or cat.

(3) Certificate of Source records for each dog or cat shall be maintained by a pet store for at least one year from the last date that a dog or cat appeared in the store.

(4) Pet Stores shall make Certificates of Source immediately available for review upon the request of a peace officer or animal control authority, or a humane agent pursuant to Minnesota Statutes Section 343.06 acting on behalf of the City.

6-905 Inspection. Upon prior notice to the owner or occupant of a pet store, a City employee is authorized hereby to inspect the pet store for the purpose of ensuring compliance with this section.

6-906 Violation. It shall be deemed a violation of this section for any person to:

(1) Falsify a Certificate of Source.

(2) Resist, impede or hinder a City employee in the performance of his or her duties in inspecting any pet store.

(3) Violate any provisions of this section.

(4) The first violation by a person of this Chapter 6-900 is a petty misdemeanor and subsequent violations of this Chapter 6-900 within one year of a prior violation is a misdemeanor with the penalties for petty misdemeanors and misdemeanors determined by Minnesota Statutes.

Introduced this 2nd day of April, 2024

Adopted this ____ day of _____, 2024

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Worksession was held on July 15, 2024 at the Able Park Building, 8200 Able Street, at 5:30 PM

1. CALL TO ORDER

MEMBERS PRESENT

Councilmember Ken Wendling
Councilmember Goodboe-Bisschoff
Councilmember Lisa Dircks
Mayor Robert Nelson

MEMBERS ABSENT

Councilmember April Moran

STAFF PRESENT

Administrator Buchholtz

2. DISCUSSION ITEMS

A. Discussion of Humane Pet Store Ordinance (Dircks)

Councilmember Dircks stated that she had been approached by the Animal Humane Society of Minnesota to see if the City Council would consider adopting a humane pet store ordinance to prohibit sale of pets from puppy and kitten mills. She stated that the goal would be to reduce demand for animals from inhumane breeding facilities, thereby decreasing the risk of zoonotic diseases and other health issues associated with poorly bred animals. She stated that seven cities in Minnesota and 400 cities nationwide have adopted a similar ordinance

Mayor Nelson expressed his opposition to a humane pet store ordinance. He stated that it was beyond the scope of local authority to regulate pet stores. He stated that pet regulation should be a state responsibility. He proposed further discussions where representatives from both sides of the issue can educate the City Council.

CONSENSUS of the City Council was to add this item to a future work session agenda and to invite representatives from both sides of the issue to attend and present their position to the City Council.

B. Minnesota Cannabis Store Mandate (Goodboe-Bisschoff)

Councilmember Goodboe-Bisschoff expressed her opposition to the State mandate that the city be required to allow at least one cannabis licensee to register for operation in the city. She inquired if it was legal for the City to become a silent partner with the successful licensee to ensure greater control over the sale of cannabis in the City. Administrator Buchholtz stated

that the State has preempted local control when it comes to the licensing of cannabis. He stated that M.S. § 342.13 gives the city the authority to regulate the time, place and manner of cannabis business operations within its boundaries. He stated that he is drafting an amendment to the zoning code establishing performance standards for adult use cannabis businesses that he hopes to present to the City Council in September for feedback.

No further action was taken on this item.

C. Discussion on Racially Restrictive Covenants in Spring Lake Park (Buchholtz)

Administrator Buchholtz explained that racially restrictive covenants are clauses in property deeds that were used to prevent people of certain races from purchasing, leasing or occupying properties. He noted that while these covenants are no longer enforceable, their presence in property records serves as a painful reminder of past discrimination and segregation. He stated that a recent review of property records shows that there are 53 properties in the city that have a racially restrictive covenant recorded with the property. He requested authority from the City Council to send letters to these property owners and provide them with the form to facilitate the discharge.

Councilmember Goodboe-Bisschoff expressed her concern about stirring up controversy by sending out letters regarding racially restrictive covenants. She stated that she would prefer to implement a point of sale ordinance to address the discharge of these covenants during the selling process. She stated that she did not support allocating funds to pay the document recording cost. Administrator Buchholtz stated that he was only seeking a voluntary solution but noted that the City Council could address this through a point of sale ordinance.

CONSENSUS of the City Council was to ask Administrator Buchholtz to draft a letter informing the property owners with a racially restrictive covenant for review by the City Council and to draft a point-of-sale ordinance for review by the City Council.

3. REPORT

A. City Council / Staff Reports – None.

4. ADJOURN

Mayor Nelson declared the meeting adjourned at 6:35pm.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



City of Blaine Anoka County, Minnesota Minutes

Blaine City Hall
10801 Town Sq Dr NE
Blaine MN 55449

City Council Workshop

While this is a public meeting where interested persons are welcome to attend, it is a work session for City Council and staff to discuss issues before them. It is not for the purpose of receiving public input.

Monday, July 12, 2021

6:30 PM

Council Chambers

NOTICE OF WORKSHOP MEETING

1 Call to Order

The meeting was called to order by Mayor Sanders at 6:15PM.

2 Roll Call

PRESENT: Mayor Tim Sanders, Councilmembers Wes Hovland, Julie Jeppson, Chris Massoglia, Richard Paul, Jess Robertson, and Jason Smith.

Adjunct Member Drew Brown.

ABSENT: None.

Quorum Present.

ALSO PRESENT: City Manager Michelle Wolfe; Community Development Director Erik Thorvig; Director of Administration Cassandra Tabor; Deputy Police Chief Dan Szykulski; Police Captain Matt Carlson; Finance Director Joe Huss; City Engineer Dan Schluender; City Attorney Pam Whitmore; GIS Coordinator Cory Richter; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen.

Present: 7 - Councilmember Robertson, Councilmember Paul, Councilmember Hovland, Massoglia, Smith, Sanders, and Councilmember Jeppson

3 New Business

3-1

Council Requested Items for Discussion

City Manager Wolfe asked if there was support to bring an item from Councilmember Smith for a future workshop meeting.

Councilmember Smith discussed a pet store ordinance and noted many

other cities have already passed this regulation. He commented he supported the ordinance and suggested Blaine consider passing this consumer protection ordinance.

Councilmember Hovland stated this was an issue the city has been dealing with for years. He noted the police department has been investigating a pet shop in Blaine and has found the store was operating within the means of state law. He explained the kennels the dogs and cats have been purchased from have also been found to be operating within state law. He commented he had no interest in pursuing this topic further. He did not believe it was local governments place to step in and supersede state law.

Councilmember Robertson agreed with Councilmember Hovland and noted she did not support this ordinance moving forward. She explained she was concerned this ordinance would target only one business in Blaine. She believed this would be an ordinance that was fixing a problem that did not exist in the city. She noted the pet shop in Blaine would give out information on where the dogs were coming from, if asked. She indicated she loved animals, but did not support a pet shop ordinance moving forward.

Councilmember Jeppson stated agreed, stating once the pet store sells or changes ownership, the council could consider an ordinance. She reiterated that this pet store was very closely monitored and has always followed state requirements.

Mayor Sanders indicated this may be a discussion worth having given the city's history with this property. He stated if this property was every sold, he would like to see an ordinance in place, which would require the council to have an ordinance discussion.

Councilmember Paul commented he wanted to receive more information in order to better understand what other cities were doing.

Councilmember Massoglia indicated he wouldn't mind discussing this topic further, with the understanding if this business were to ever sell, then further regulations could be put in place. He explained he may not support an ordinance in the future, but he could support the council having a discussion.

Councilmember Robertson encouraged the council to consider how impactful this issue will be and was directed at only one business in the community.

Council consensus was to bring this item back for further discussion at a future workshop meeting.

10 Minute Discussion**3-2 2020 Calls for Service Report**

Attachments: [2020 Patrol Call Load Analysis](#)

Police Captain Carlson stated in 2020, the police department conducted a data-driven analysis of the patrol division staffing levels. A scientific approach was used to analyze current shifts, call distribution, and patrol districts, to determine if the most efficient law enforcement services are being provided to the community. What resulted was a comprehensive workload based study that allowed the department to determine staffing projects, patrol district borders, and officer allocations to see if future modifications are needed. The report was presented to the City Council in September and reinforced the need to continue hiring well trained officers to meet the demands of an increasing call load, population growth, and a desire to keep the officer's unallocated time at a ratio that would not compromise community involvement and proactive enforcement and engagement efforts. Following the staffing analysis presentation, the department conducted a follow-up study to determine what effects the COVID-19 pandemic and the modifications to operations had on call load, distribution of calls for service and how officers' time was spent. The impacts COVID-19 had on officers and the department were discussed at length. He then described the effect the patrol scheduling modifications had on the department's performance objectives. He commented further on the calls for service data and asked for comments or questions from the council.

Councilmember Jeppson asked how realistic it was to be hiring new officers in 2022. Captain Carlson indicated the ability to train and retain officers going forward was a concern. However, he stated the command staff was optimistic given the level of support the police department receives from the city manager and city council. He reported the department was currently backgrounding nine officers for hiring consideration. Ms. Wolfe explained at a staff level the city was comfortable sharing information from the study but understood hiring may be challenging in the coming years and officers may be phased in differently.

Councilmember Hovland explained 15 years ago the city purchased a program that allowed the city to track the types of crimes that occur in the city and requested information on the types of crimes in the community be presented at a future meeting. He reported this information would assist the council in better understanding where and what types of crimes were occurring in the community and what areas of the community may

be at risk. Captain Carlson indicated the report breaks down the total hours spent on calls for service, based on the call type. Ms. Wolfe added that this report was very focused on patrol and the needs of the department. She noted another workshop meeting could be scheduled to address the long-term needs of the department.

Mayor Sanders thanked staff for the detailed report.

15 Minute Discussion

3-3

Probationary Period Ordinance

Attachments: [Existing Ordinance](#)
[DRAFT Proposed Policy Language](#)

Director of Administration Tabor stated the city currently has a variety of personnel related policies and ordinances, which staff is in the process of reviewing and updating in 2021. Currently, the probationary period is an ordinance and the period timeline differs for staff depending on work unit. In 2020, to improve employee development in alignment with the strategic plan, a new annual performance evaluation process was implemented. To allow for equitability and consistency across all work units, the review process was designed around an update to the probationary period to reflect a one year probationary period for all employees. A one year unified probationary period policy will allow for a 6 month review, a one year probationary evaluation, and an annual evaluation thereafter.

Ms. Tabor explained the probationary length is currently an ordinance which requires a council vote for any changes as staff monitors and adjusts the new evaluation process. Staff recommends council amend the ordinance to allow for best practices and inclusion in a policy as recommended by the League of Minnesota Cities. As staff continues to review all personnel policies in 2021, and adopts the League of Minnesota Cities policy manual template, additional ordinances that are personnel related will be brought to council for request for conversion to a policy for oversight by the city manager. The remainder of conversion requests will be brought as one unit as we near the end of 2021.

Mayor Sanders stated he supported the streamlining and efficiency measures staff was proposing.

Councilmember Hovland explained he agreed with staff's recommendations then asked if there were any conflicts with implementing the changes with the city's unions. Ms. Tabor reported she would be having conversations with the unions and noted she has not

received any push back on the one year probationary period. She commented on how the new plan would provide more feedback to employees.

Councilmember Massoglia asked if staff has received any feedback from legal counsel regarding employment law cases and what the suggested timeframes should be. Ms. Tabor reported the League of Minnesota Cities has their practices vetted but noted the language would also be reviewed by the city attorney.

Councilmember Paul questioned if this policy would cover the police and fire departments. Ms. Tabor stated the policy would cover the police department but not the fire department as they were a separate nonprofit entity.

Council consensus was to direct staff to proceed with the probationary period ordinance.

15 Minute Discussion

3-4

An Ordinance Amending Chapter 42, Health and Sanitation, Article II, Tobacco, Division 1 and 2 and Article X. - Licenses for Rental Dwellings of the Municipal Code of the City of Blaine

Attachments: [Proposed Ordinance](#)

City Clerk Sorensen stated city council is asked to provide input on the proposed tobacco ordinance amendment. It was noted this item was brought forward for discussion in March 2020 but was delayed as to not further impact tobacco license holders who were dealing with restrictions due to COVID-19. At the time council supported the proposed amendment but was not supportive of being more restrictive than federal law. She reviewed the proposed restrictions the city was considering within the tobacco ordinance and requested direction from the council on how to proceed.

Councilmember Hovland supported the city keeping with state and federal laws. He questioned if the proposed ordinance would require additional enforcement efforts. He asked if the city had to prohibit the tasting of cigars at smoke shops. He indicated he did not have an issue with this. Ms. Sorensen reported the Blaine Police Department is required to conduct compliance checks annually for all tobacco license holders. She noted the FDA also conducts compliance checks. She commented further on the League of Minnesota Cities model ordinance and noted it does not allow for tobacco sampling. Deputy Chief Szykalski commented further on the compliance checks conducted by the Blaine Police Department.

Councilmember Hovland questioned what the fines were for noncompliance. Ms. Sorensen reported the fines were \$300 for a first offense, \$600 for a second offense and \$1,000 for a third offense for the license holder along with a \$50 fine for the clerk.

Councilmember Hovland asked if the city should have the tobacco fines parallel the liquor license fines. He inquired if a third offense could lead to the revocation of a tobacco license. Ms. Sorensen stated a tiered penalty structure could likely be implemented and would confirm with the city attorney.

Councilmember Jeppson stated vaping was a huge concern amongst youth at this time but noted there was only so much a city could do to address this issue. She indicated she was not supportive of limiting the number of tobacco licenses until after the city was fully developed.

Councilmember Robertson agreed with Councilmember Jeppson then discussed how local government was not in place to control human behavior. She did not believe the city should be in the place of choosing winners and losers but rather be keeping in line with federal and state regulations. She recommended the city not limit or set restrictions on the number of tobacco stores in Blaine.

Mayor Sanders commented the city did have a say when it came to enforcement and fines and recommended the clerk fine be increased to \$100. He was of the opinion this would assist with addressing the concern of clerks in Blaine that were selling to youth and minors. He recommended the city not address packaging of vaping products within the tobacco ordinance. He suggested a cap on the number of tobacco licenses not be considered until the city was fully built out. In addition, he recommended the police department work to enforce federal law and that these license holders be held accountable if making sales to minors.

Further discussion ensued regarding the education that had to be provided to clerks who were under the age of 21 and made a sale to minors.

Councilmember Massoglia commented he agreed this was a big issue and he understood tobacco sales were being made to minors. He supported the city increasing the penalties and that licenses be suspended or revoked after a third offense and indicated he supported allowing sampling of cigars.

Councilmember Hovland discussed the point of sale system that was

used at Cub Foods and noted a date of birth has to be entered before the sale can be completed. Ms. Sorensen reported the city offers a \$100 fee reduction as an incentive for tobacco license holders for establishments that have a card reader for their point of sale system.

Councilmember Paul supported the city increasing the fines and recommended feedback be received from the license holders.

Council consensus was to direct staff to bring back the suggested changes for final review as discussed.

30 Minute Discussion

3-5

American Rescue Plan (ARP) Funding Update

Finance Director Huss stated on March 11, the American Rescue Plan Act (“ARPA” or “ARP”) of 2021, also called the COVID-19 Stimulus Package or American Rescue Plan, was signed into law. The act is a \$1.9 trillion economic stimulus bill that builds upon previously enacted aid measures in 2020. Blaine’s total allocation is \$6,793,793, and the first payment of \$3,396,896.50, equaling one-half of the total of Blaine’s allocation, has been received. The balance of the allocation is expected by mid-2022. A staff committee comprising the finance director, public works director, director of administration, and economic development specialist is reviewing the act in greater detail and developing a detailed spending plan within allowable and eligible uses in accordance with ARPA.

Mayor Sanders stated he would like an economic program be considered for businesses that would like to make improvements to their property. In addition, he recommended the dollars given to Fogerty or the National Sports Center be in alignment with the city’s strategic plan. Mr. Huss reported there were fairly specific guidelines in place when using ARP funds for lost revenue.

Councilmember Jeppson noted there was a lot of assistance available for renters and schools but not homeowners. She explained homeowners were hurting too and suggested the city consider creating a program to assist homeowners.

Councilmember Smith supported this recommendation and suggested ARP be used to help cover the expense of property taxes or water bills.

Councilmember Hovland stated there were a lot of small non-profits that need help as well. He encouraged the city to consider how to help non-profits that were struggling.

Councilmember Robertson commented she wanted to do what was best for the community, especially the business community that was hit the hardest. She indicated she preferred the ARP funds being distributed through some sort of grant process as she wanted to have a level of accountability for these funds.

Councilmember Jeppson indicated there were a lot people and non-profits that were suffering. She stated there were also non-profits that were thriving. She commented on the eviction moratorium and how this would impact the community. She recommended the city council consider how to invest these dollars into the community and its non-profits in order to help citizens even more.

Councilmember Massoglia explained he would like to see a proposal from staff on infrastructure improvements the city can make with the ARP funds. Mr. Huss commented staff was looking into this.

Councilmember Paul supported the city using ARP funds for infrastructure and assisting to reduce assessments. He recommended internet and broadband investments also be considered. Ms. Wolfe stated staff can look into this with Anoka County.

Councilmember Massoglia discussed the city hall improvements and technological enhancements made and asked if ARP funds could be used to replace other expenses for the city. Mr. Huss commented staff was looking to see if ARP funds could be used for broadband infrastructure expenses.

30 Minute Discussion

3-6

2022 General Fund Budget Update

Mr. Huss stated department heads have prepared and submitted their 2022 budget proposals. The proposals have been reviewed by finance staff for completeness and to make any needed technical corrections. The city manager has provided her initial review of the proposals and follow-up is taking place. Included in the proposals are a number of department head requests that are categorized as decision packages. The city manager will decide which decision packages will move forward for further consideration as part of the city manager's 2022 Preliminary Budget. The city manager's 2022 Preliminary Budget will be the basis for discussion at the small group budget discussions that will take place over the following weeks and will provide the council opportunity to review the 2022 Preliminary Budget with the city manager and finance director and to ask questions, get clarifications, and provide feedback on the budget before broader discussion takes place at the August 16 council

workshop. Staff provided further comment on the proposed budget timeline.

Ms. Wolfe explained the current budget proposal included eight new staff members, four of which were police officers and one to two additional police staff members.

Councilmember Jeppson asked if the positions that were eliminated within the police department were being added back. Mr. Huss commented staff was working through this.

Mr. Huss indicated staff would have a better understand of how these funds would impact the city operationally by September and reminded council that in spite of the reduction in revenues, the city had an almost 100% rate of payment for property taxes, which meant the city had a very healthy balance in the general fund.

Mayor Sanders thanked Mr. Huss for his great work on behalf of the city of Blaine.

15 Minute Discussion

ADJOURN

The Workshop was adjourned at 8:17PM.



City of Blaine Anoka County, Minnesota Minutes

Blaine City Hall
10801 Town Sq Dr NE
Blaine MN 55449

City Council Workshop

While this is a public meeting where interested persons are welcome to attend, it is a work session for City Council and staff to discuss issues before them. It is not for the purpose of receiving public input.

Monday, October 4, 2021

6:00 PM

Council Chambers

NOTICE OF WORKSHOP MEETING

1 Call to Order

The meeting was called to order by Mayor Sanders at 6:00PM.

Finance Director Huss introduced newly hired Deputy Finance Director Ali Bong to the council. The council welcomed Ms. Bong to the city.

2 Roll Call

PRESENT: Mayor Tim Sanders, Councilmembers Wes Hovland, Julie Jeppson (participating remotely pursuant to State Statute 13D.02), Chris Massoglia, Richard Paul, Jess Robertson, and Jason Smith.

Adjunct Member Drew Brown.

ABSENT: None.

Quorum Present.

ALSO PRESENT: City Manager Michelle Wolfe (participating remotely); Community Development Director Erik Thorvig; Community Development Specialist Elizabeth Showalter; Public Works Director Jon Haukaas; Police Chief/Safety Services Manager Brian Podany; Finance Director Joe Huss; Deputy Finance Director Ali Bong; City Engineer Dan Schluender; City Attorney Chris Nelson; Communications Manager Ben Hayle; Director of Administration Cassandra Tabor; and City Clerk Catherine Sorensen.

Present: 7 - Councilmember Robertson, Councilmember Paul, Councilmember Hovland, Massoglia, Smith, Sanders, and Councilmember Jeppson

3 New Business

3-1 **Retail Pet Store Ordinance Discussion**

City Clerk Sorensen stated at the July 12, 2021, workshop Councilmember Smith requested council consider a possible ordinance amendment that would restrict the retail sale of pets in the city. After discussion, consensus was to bring the item forward for council consideration and staff direction. She commented further on the pros and cons of a retail pet store ordinance and requested direction from the council on how to proceed.

Councilmember Smith suggested the council move forward with an outright ban. He explained he did not have any problem with the existing pet shop business in Blaine because they properly cared for the animals. He noted he was mostly concerned with the sourcing and treatment of the animals. He believed the federal and state guidelines were inadequate. He preferred that Blaine not participate in this type of business. He understood that there may be good businesses out there, but he struggled with the ethics of how these animals were treated.

Councilmember Robertson requested further information regarding the checks and balances in place regarding the sale of pets. Safety Services Manager/Police Chief Podany discussed the current guidelines in place and explained the police department strictly responds to complaints observed in the store but the Board of Animal Health was the regulatory agency for breeders from which the pets are sourced. He noted the primary concern surrounding pet stores was how the animals were sourced. He stated he has always received full compliance with the store owners whenever the department has been on site then stated it was not the city's role to regulate where the pets come from. City Attorney Nelson added that the USDA does licensing of breeders but noted he was unaware of the conditions. In addition, the Board of Animal Health licenses commercial breeders in the State of Minnesota. He described how the state defines commercial breeders and discussed the minimum care requirements as noted within state statute.

Councilmember Massoglia asked how the banning of retail pets would look in an ordinance. Mr. Nelson stated he would have to look to other jurisdictions that have taken this step, such as Roseville or Eden Prairie. He commented further on the language within these communities' ordinances.

Councilmember Hovland stated the current retail pet store has been in business for the past 50 years in Blaine and understood had been investigated numerous times over the years with no concerns found. He asked if this business has been open to disclose where they get their pets from. Police Chief Podany explained the business is not required by state statute to provide this information to the city. He reported this was

not part of the city's process and he did not ask this information of the pet store owners.

Councilmember Hovland questioned if the city could require disclosure of the pet sourcing. Mr. Nelson indicated this could be part of the licensure model, to a degree. He commented some of that information was required to be kept.

Councilmember Hovland indicated he could support the city proceeding in this manner by creating a licensing process. He did not want to put an ordinance in place that put this business out of business. He stated if there were truly a legitimate reason, based on who the pet store was buying from, or the way they treat their animals, then they should not be in business. He recommended that the council move forward in this manner versus closing down this business.

Councilmember Robertson asked if Blaine currently had any puppy mills located within the city. Police Chief Podany reported the city had no puppy mills.

Councilmember Robertson commented this was a difficult issue because it was emotional but encouraged the council to look at this issue objectively. She stated she could consider pursuing a ban on pet sales once the current location was no longer in business. She indicated there was no in between on this issue and explained she had a difficult time putting this business owner out of business when they were currently following city ordinance. She stated she could support a hybrid option that would require the business owner to provide the city with sourcing information.

Councilmember Smith agreed he did not want to put anyone out of business. He noted there were many pet stores that do not sell pets and hoped the business owner many more years of success selling pet items and food instead of pets. He explained he was not against this owner but preferred this portion of their business be banned in Blaine.

Councilmember Robertson stated she did not disagree if this was proven to be the case, but noted business owners worked to make a profit. She shared concerns that the city would be targeting one business if an ordinance were brought forward.

Councilmember Paul discussed the options available to the city. He explained other cities have banned the sale of pets. He believed the residents of Blaine were asking for a change and noted the council was elected to address items on behalf of the community. He reported he

supported the city moving forward with a full retain pet sale ban.

Councilmember Jeppson encouraged the council to keep in mind that all members supported the city banning the inhumane treatment of pets. She explained the city of Blaine does not support puppy mills. She reported stating this business was running a puppy mill was completely inaccurate and disrespectful. She stated this business has held itself to a very high standard as was expected by the city. She encouraged the city to keep this business accountable, transparent and honest in the work they are doing. She recommended a limit be set on one retail pet sale license in the city of Blaine and when this business ceases to operate all pet sales be banned. She questioned if the city should also be taking into consideration the treatment of other pets, such as lizards and birds.

Councilmember Hovland agreed and recommended language be included in the requirements that the pet store disclose their breeders which would allow the city to complete background checks on the breeders' licenses. He questioned how the city would address the private breeding of dogs or cats. Ms. Sorensen stated this would be viewed as the private sale of pets versus retail sales and commented further on the city's kennel license requirements.

Councilmember Jeppson explained in order to save staff time, if added restrictions were placed in an ordinance, the burden should be placed on the license holder that they were adhering to city restrictions.

Mayor Sanders stated it does not appear there was enough support for an all out ban but there would be support to adjust the licensing model.

Council consensus was to bring forward a licensing model for consideration.

3-2

Discuss Regulations Related to Accessory Dwelling Units

Attachments: [Draft Ordinance](#)

Community Development Specialist Showalter stated the council discussed Accessory Dwelling Units (ADUs) at the August 2, 2021 workshop and directed staff to move forward with an ordinance to permit ADUs. Based on the workshop discussion staff has prepared a draft ordinance that establishes standards for ADUs in the single family zoning districts. Attached ADUs would be permitted in all single-family districts with a staff issued administrative permit. Detached ADUs would be allowed in most districts through various mechanisms. The standards for both attached and detached ADUs are outlined in the draft ordinance. If the city council is comfortable with the proposed ordinance, a formal process would occur sometime in late fall through the planning commission and city council. Staff commented further on the proposed

regulations and requested feedback on how to proceed.

Councilmember Smith asked if an ADU could be constructed above a garage. Ms. Showalter stated this would be allowed and the square footage would be counted twice.

Councilmember Smith commented he appreciated the language brought forward to the council and recommended the utilities be shared.

Councilmember Hovland discussed how the city had previously allowed larger garages in order to provide residents with adequate storage space. He questioned where people would park if their garages or sheds were now used for living space. He recommended the council look into this matter deeper in order to consider the concerns that may arise with ADUs.

Councilmember Robertson asked if mechanisms were in place if a neighbor were to not support an ADU. Ms. Showalter explained attached units would be permitted without any public process and detached units would require a CUP.

Councilmember Robertson stated she supported the utilities being shared.

Mayor Sanders recommended language be included that would require ADUs to be consistent in color and material with the principal structure.

Councilmember Smith reported residents would only be allowed one accessory structure, whether that be a shed or ADU. He recommended the ordinance take into consideration the addition of an ADU to a detached garage.

Community Development Director Thorvig stated staff did not expect to get a large number of requests for ADUs but noted the proposed ordinance would provide residents with an option.

Councilmember Paul questioned if businesses could operate out of the ADU. Ms. Showalter reported the ordinance does address this concern and noted no customers would be allowed to visit the ADU.

Councilmember Hovland asked how mail would be managed with an ADU and if they would have a separate address on the property. Ms. Showalter discussed the requirements for addressing property.

Councilmember Smith stated he was hesitant to provide ADUs with a

separate address given the fact the city was not encouraging rentals and the units would have shared utilities with the principal structure. Ms. Showalter reported this recommendation was made based off of feedback received from emergency responders.

Councilmember Massoglia stated he liked the proposed ordinance and suggested the square footage for farm residential and residential estates be increased to allow them to have a larger ADU.

Council consensus was to direct staff to bring forward a draft ordinance to the planning commission in November with council consideration in December.

3-3

Proposed 2022 Facilities Management Fund Budget

Attachments: [2022 Facilities Maintenance Budget - Executive Summary](#)
 [2022 Facilities Fund Proposed Budget Presentation](#)

Mr. Huss stated in 2019, as part of the city's efforts to stabilize its general levy and provide a mechanism for ensuring long-term funding of facilities improvements is in place, the city council authorized the creation of an internal service fund to account for Facilities Management. Internal service funds are used to account for the financing of goods and services provided by one department or activity to other departments or activities of the government on a cost reimbursement basis.

Mr. Huss reported the facilities managed under this fund include city hall and attached garages, Public Works and cold storage facility, the Police training facility, Mary Ann Young Center, and the former Fire Station #5. As activity in this fund was previously accounted for in the General Fund, Council authorized a transfer from the General Fund to the Facilities Fund in 2019 to provide the new fund with a start-up balance of \$250,000. This funding provided a contingency reserve for emergency or unforeseen repairs that might be needed before the fund has had sufficient time to build reserves. Staff reviewed the facilities budget in further detail and asked for comments or questions.

Councilmember Smith asked if the charging stations would be for fleet vehicles or for anyone visiting city hall. Mr. Huss explained this was being proposed for fleet vehicles then noted there was no date associated with this improvement.

Councilmember Massoglia questioned what technology upgrades would be made to the training rooms. Public Works Director Haukaas explained the training room for Public Works was installed in 2008 and was still using the original technology and needed to be updated. He noted the proposed enhancements would bring this training room up to

date with current technology and the room could serve as a backup emergency operations center.

Councilmember Smith suggested the city budget more money each year for technology enhancements or upgrades.

Discussed

ADJOURN

The Workshop was adjourned at 7:27PM.



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 12, 2024

Subject: 2025 Public Utilities Budget

The proposed 2025 Public Utilities Budget encompasses the operating funds for water, sewer, and stormwater utilities. The budget is prepared with a focus on maintaining the quality of services while addressing the necessary operational and maintenance needs of the city's utility infrastructure.

Public Utilities (Fund 601)

Total revenues are budgeted to increase by 5.75%. This increased revenue is due primary to increased rates, as well as increased interest earnings due to higher interest rates earned on the City's cash reserves.

Total expenditures are also budgeted to increase by 5.75%. Primary drivers include increases in wages and benefits, treatment charge imposed by Metropolitan Waste Council, and system repairs and maintenance.

Public Works Director Linngren has requested an additional full-time employee (FTE) to support maintenance of the City's utility system. Currently, one Public Works employee spends the majority of their time at City Hall performing custodial and light maintenance tasks, which underutilizes their position. The proposed budget reallocates a portion of this employee's salary from the General Fund to the Public Utilities Fund, allowing them to focus primarily on utility maintenance in the field. This shift enables us to contract a cleaning service for City Hall custodial needs, resulting in a \$32,000 budget impact—significantly lower than the \$80,000 cost of hiring an additional employee.

A significant line item is a contribution to the City's Public Utilities Renewal and Replacement Fund. This is collecting cash to fund capital improvements throughout the system. While the increase does not match anticipated depreciation for 2024, the City will still set aside over \$200,000 for capital improvements, thereby improving the fiscal stability of the Public Utilities fund.

Stormwater Utility (Fund 603)

Total revenues are budgeted to increase by 7.3%. This increased revenue is due to increased rates to support the stormwater fund.

Total expenditures are also budgeted to increase by 7.3%. The primary driver for the increase is the City's cost share in Coon Creek Watershed District projects to bring the City in compliance with its TMDL for Springbrook Creek.

Proposed rates for 2025 are as follows:

WATER CONSERVATION RATES - ALL PROPERTIES

The City of Spring Lake Park owns and operates water supply, treatment, distribution, and storage facilities that serve the city. Water rates are used for repair and maintenance of the city's municipal water system infrastructure.

Administrative Base Rate	\$19.45 /quarter
Tier 1:	\$2.22 /1,000 gallons for 0-9,000 gallons/quarter
Tier 2:	\$2.51 /1,000 gallons for 9,001-18,000 gallons/quarter
Tier 3:	\$3.86 /1,000 gallons for 18,001 to 27,000 gallons/quarter
Tier 4:	\$4.30 /1,000 gallons for 27,001 to 36,000 gallons/quarter
Tier 5:	\$4.66 /1,000 gallons for 36,001 to 45,000 gallons/quarter
Tier 6:	\$5.06 /1,000 gallons for 45,001+ gallons/quarter

SEWER RATES - ALL PROPERTIES

Metropolitan Council Environmental Services (MCES), a division of the Metropolitan Council, owns and operates the facilities that process wastewater for the metropolitan area. MCES charges a fee to each city for wastewater treatment based on its share of wastewater treated by MCES. Sewer rates reflect this fee as well as funds required for the repair and maintenance of the City's municipal sanitary sewer infrastructure.

Single Family, Duplex, Townhouse & Similar Residential	\$82.87 /unit/quarter
Apartment, Mobile Home, Institutional, Commercial, & Industrial	\$82.87 /unit/quarter for 18,000 gallons and \$4.82 /1,000 gallons for all usage over 18,000 gallons

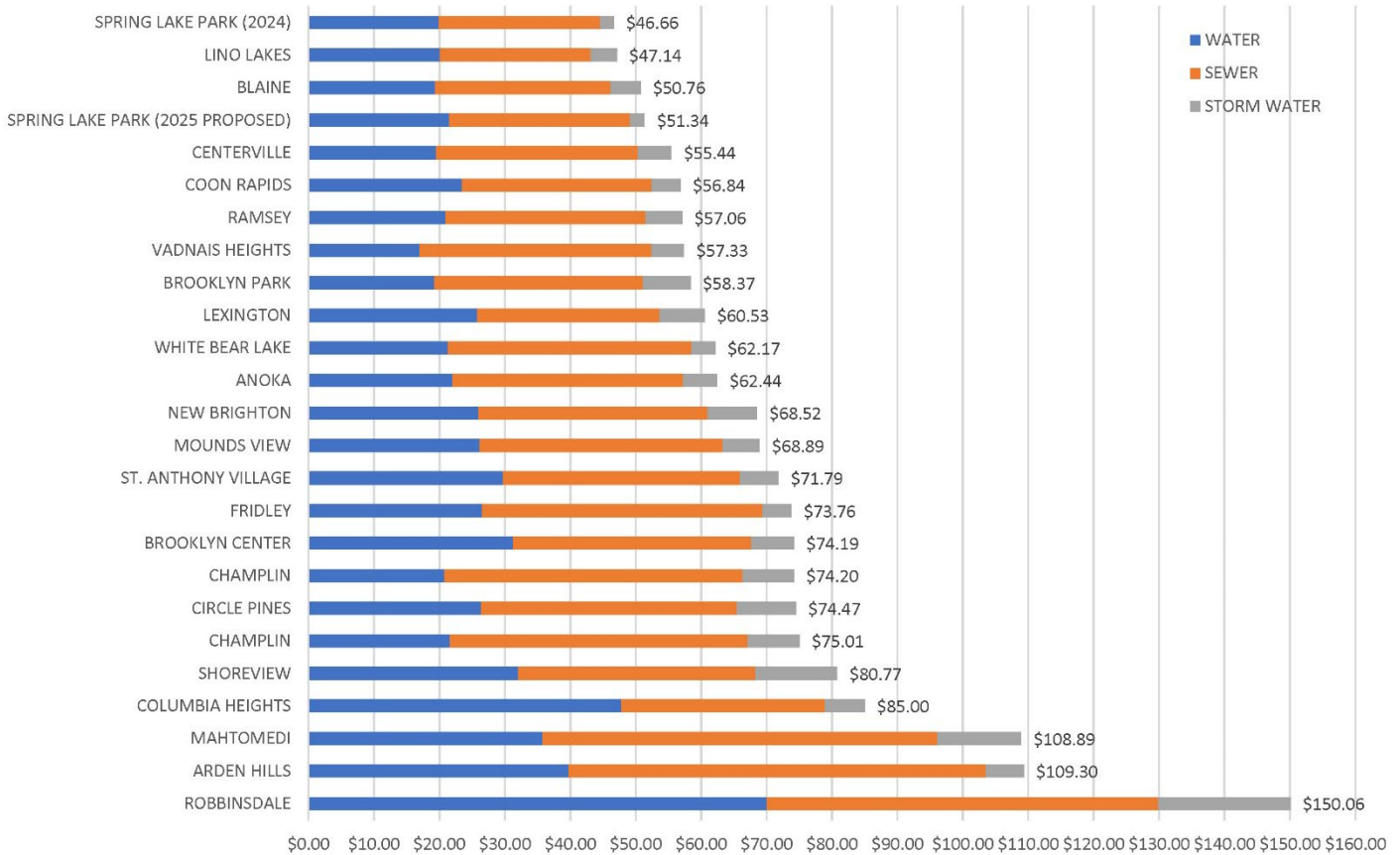
OTHER UTILITY BILL CHARGES

Recycling Fee	\$13.60 /quarter/residential unit
Street Light Fee	\$4.37 /quarter per water connection
Minnesota Water Test Fee	\$2.43 /quarter/per water connection
Storm Water Utility Fee	\$6.69 /quarter per residential equivalency factor (REF)

Even with the proposed rate increases, the City’s utility rates are very competitive with communities throughout the North Metro. The following chart compares the City’s proposed 2025 rates with 2024 rates from communities across the North Metro.

2024 Residential Utility Rates - North Metro Cities

Monthly Bill - Based on 6,000 gallons/month



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

BUDGET REPORT FOR CITY OF SPRING LAKE PARK

Calculations As of 12/31/2024

GL Number	Description	2021 Activity	2022 Activity	2023 Activity	2024 Activity	2024 Amended Budget	2025 DEPARTMENT REQUEST	2025 CITY ADMINISTRATOR	2025 COUNCIL PRELIMINARY
Fund: 601 PUBLIC UTILITIES OPERATIONS									
Account Category: Estimated Revenues									
601.00000.34950	REFUNDS & REIMB	26,432.67	187.67	294.00	758.52	6,691.00	500.00	0.00	0.00
601.00000.36200	MISC REVENUES	375.00	1,133.00	23.00	0.00	1,500.00	0.00	0.00	0.00
601.00000.36201	SOLAR ENERGY CREDITS-XCEL	0.00	0.00	13,905.10	0.00	0.00	0.00	0.00	0.00
601.00000.36210	INTEREST EARNINGS	(5,242.27)	(34,906.53)	18,188.26	0.00	51,356.00	59,405.00	0.00	0.00
601.00000.37101	WATER COLLECTIONS	576,791.40	553,995.71	746,554.35	472,713.40	839,772.00	832,183.00	0.00	0.00
601.00000.37103	SALES TAX ADDED	0.00	0.00	0.00	7,643.21	6,200.00	6,200.00	0.00	0.00
601.00000.37104	PENALTIES/WATER	11,468.99	10,234.48	11,973.69	12,448.34	8,497.00	10,000.00	0.00	0.00
601.00000.37109	SAFE DRINKING WATER FEE	21,422.47	21,450.74	26,746.30	16,086.00	21,500.00	21,500.00	0.00	0.00
601.00000.37111	ADMINISTRATIVE CHARGE	82,249.46	82,390.15	205,838.44	126,021.03	86,100.00	168,180.00	0.00	0.00
601.00000.37115	ESTIMATE READING CHR	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00
601.00000.37149	WATER CONNECTION CHR	318.77	272.71	321.65	82.68	0.00	0.00	0.00	0.00
601.00000.37150	WATER CONNECTION CH	0.00	125.00	0.00	1,501.10	0.00	0.00	0.00	0.00
601.00000.37151	WATER RECONNECTION	625.00	1,770.25	513.74	250.54	625.00	0.00	0.00	0.00
601.00000.37170	WATER PERMITS	375.00	125.00	50.00	0.00	125.00	0.00	0.00	0.00
601.00000.37171	WATER PERMIT SURCH	2.00	2.00	1.00	0.00	10.00	0.00	0.00	0.00
601.00000.37172	WATER METER SALES	1,468.80	7,269.92	1,228.59	1,311.83	1,500.00	1,500.00	0.00	0.00
601.00000.37174	INSTALL CHGS-NEW PER	905.76	789.48	180.54	0.00	250.00	0.00	0.00	0.00
601.00000.37201	SEWER COLLECTIONS	849,525.46	864,464.97	1,079,039.11	694,045.23	964,675.00	1,000,654.00	0.00	0.00
601.00000.37204	PENALTIES-SEWER	15,425.36	15,706.64	18,311.19	14,668.01	8,498.00	12,500.00	0.00	0.00
601.00000.37250	SEWER CONNECTION C	(7,455.00)	2,508.26	139,160.00	3,794.92	0.00	0.00	0.00	0.00
601.00000.37251	SEWER CONNECTION C	0.00	(309.70)	0.00	213.40	0.00	0.00	0.00	0.00
601.00000.37270	SEWER PERMITS	675.00	200.00	350.00	0.00	200.00	200.00	0.00	0.00
601.00000.37271	SEWER PERMIT SURCH	3.00	2.00	1.00	0.00	10.00	0.00	0.00	0.00
601.00000.37273	SEWER HOOK-UP CH	870.00	290.00	145.00	0.00	150.00	0.00	0.00	0.00
601.00000.39206	TRANSFER FROM REC	2,000.00	2,000.00	3,000.00	0.00	3,500.00	3,500.00	0.00	0.00
Estimated Revenues		1,578,236.87	1,529,701.75	2,265,824.96	1,351,538.21	2,001,209.00	2,116,322.00	0.00	0.00
Account Category: Appropriations									
601.49400.41010	FULL TIME EMPLOYEES	119,857.48	107,847.83	132,744.10	113,111.48	137,607.00	154,225.00	0.00	0.00
PUBLIC WORKS DIRECTOR (0.17 FTE)							21,742.00	0.00	0.00
PUBLIC WORKS MAINTENANCE WORKER (1.25 FTE)							97,521.00	0.00	0.00
UTILITY BILLING CLERK (50%)							32,352.00	0.00	0.00
CERTIFICATION PAY							2,610.00	0.00	0.00
601.49400.41013	OVERTIME	4,238.18	3,375.13	2,649.05	1,581.09	9,480.00	8,500.00	0.00	0.00
601.49400.41020	ON CALL SALARIES	1,505.31	701.99	289.19	144.14	5,417.00	5,417.00	0.00	0.00
601.49400.41040	TEMPORARY EMPLOYEES	0.00	0.00	10,256.24	6,315.74	0.00	10,000.00	0.00	0.00
601.49400.41050	VACATION BUY BACK	1,486.64	921.52	1,282.18	0.00	3,000.00	2,500.00	0.00	0.00
601.49400.41210	PERA CONTRIBUTIONS-EMPLOYER	(25,175.62)	13,616.32	9,897.08	8,794.80	11,057.00	12,611.00	0.00	0.00
COORDINATED (7.5%)							12,611.00	0.00	0.00
601.49400.41220	FICA/MC CONTRIBUTIONS-EMPLOYE	9,093.72	8,469.45	10,516.06	9,195.37	11,899.00	13,820.00	0.00	0.00
SOCIAL SECURITY (6.2%)							11,200.00	0.00	0.00
MEDICARE (1.45%)							2,620.00	0.00	0.00
601.49400.41300	HEALTH INSURANCE	24,442.77	21,121.86	19,389.54	17,513.65	25,128.00	26,878.00	0.00	0.00
601.49400.41313	LIFE INSURANCE	92.16	79.36	92.60	80.02	95.00	105.00	0.00	0.00
601.49400.41510	WORKERS COMPENSATION	10,775.33	12,670.47	5,745.73	7,271.99	7,240.00	6,643.00	0.00	0.00
PREMIUM DEDUCTIBLE							4,643.00	0.00	0.00
							2,000.00	0.00	0.00
601.49400.42000	OFFICE SUPPLIES	318.60	435.43	551.28	715.07	1,000.00	750.00	0.00	0.00
601.49400.42030	PRINTED FORMS	1,408.32	1,241.69	1,449.86	87.58	1,600.00	1,000.00	0.00	0.00
601.49400.42100	OPERATING SUPPLIES	970.85	608.29	1,969.25	1,601.59	1,000.00	1,250.00	0.00	0.00

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Fund: 601 PUBLIC UTILITIES OPERATIONS									
Account Category: Appropriations									
601.49400.42120	MOTOR FUELS & LUBRICANTS	2,746.10	3,755.35	3,213.18	4,055.49	5,000.00	5,000.00	0.00	0.00
601.49400.42200	REPAIR & MAINTENANCE	49,585.96	104,807.72	90,983.18	84,674.16	75,000.00	80,000.00	0.00	0.00
HYDRANT CONVERSION									
WATER MAIN BREAKS									
WATER SYSTEM MAINTENANCE									
601.49400.42210	EQUIPMENT PARTS	490.69	3,180.70	1,191.62	3,970.70	1,500.00	2,500.00	0.00	0.00
601.49400.42220	POSTAGE	2,130.46	2,080.74	1,978.58	2,264.44	2,500.00	2,500.00	0.00	0.00
601.49400.42221	TIRES	589.14	986.88	1,174.28	1,518.48	1,500.00	3,000.00	0.00	0.00
601.49400.42222	STREET REPAIRS	15,500.86	13,837.93	40,071.08	4,052.50	22,500.00	20,000.00	0.00	0.00
601.49400.42261	WATER TESTING	1,093.00	1,032.00	1,023.00	1,012.00	1,100.00	1,500.00	0.00	0.00
601.49400.42262	WATER METER & SUPPLIES	3,185.50	1,980.60	6,543.16	13,707.85	6,500.00	10,000.00	0.00	0.00
601.49400.42264	SAFE DRINKING WATER FEE	21,399.00	21,470.00	21,808.79	16,620.54	21,500.00	21,500.00	0.00	0.00
601.49400.42280	UNIFORM ALLOWANCE	744.63	809.38	845.44	843.75	1,100.00	1,377.00	0.00	0.00
601.49400.43010	AUDIT & ACCTG SERVICES	5,712.50	5,975.00	7,350.00	6,962.50	6,700.00	7,468.00	0.00	0.00
AUDIT									
FINANCIAL SERVICES SUPPORT									
601.49400.43030	ENGINEERING FEES	6,258.75	0.00	207.00	213.00	2,500.00	1,000.00	0.00	0.00
601.49400.43040	LEGAL FEES	0.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00
601.49400.43210	TELEPHONE	474.08	605.00	735.32	581.90	875.00	1,145.00	0.00	0.00
601.49400.43310	TRAVEL EXPENSE	193.52	1,023.89	473.68	0.00	1,500.00	1,500.00	0.00	0.00
601.49400.43500	PRINTING & PUBLISHING	10,466.68	11,037.25	14,725.42	13,693.72	11,250.00	14,000.00	0.00	0.00
601.49400.43600	INSURANCE	10,209.07	14,029.11	19,182.74	21,355.65	14,000.00	20,000.00	0.00	0.00
601.49400.43870	WATER USAGE-CITY OF BLAINE	5,890.62	30,771.73	6,352.76	7,899.11	31,000.00	10,000.00	0.00	0.00
601.49400.44000	CONTRACTUAL SERVICE	4,134.43	8,256.91	16,013.51	7,009.50	8,500.00	8,500.00	0.00	0.00
I.T. SERVICES									
SAFETY CONSULTANT									
DRUG TESTING									
601.49400.44050	MAINTENANCE AGREEMENTS	8,488.81	8,785.76	3,691.10	10,301.05	11,613.00	11,821.00	0.00	0.00
BS&A									
GOPHER STATE ONE CALL									
CATHODIC PROTECTION SERVICE									
SCADA SYSTEM (66%)									
METER READER SOFTWARE/EQUIPMENT SUPPORT									
ARC GIS									
601.49400.44300	CONFERENCE & SCHOOLS	810.00	320.00	2,100.00	895.00	2,000.00	2,050.00	0.00	0.00
MUNICI-PALS									
MN RURAL WATER CONFERENCE									
AWWA									
CON-EXPO									
MISCELLANEOUS TRAINING									
601.49400.44330	DUES & SUBSCRIPTIONS	367.19	296.38	645.00	62.50	500.00	500.00	0.00	0.00
601.49400.44370	TAXES	3,357.57	3,345.19	11,738.52	15,496.58	10,000.00	12,600.00	0.00	0.00
DNR FEES (WELL PERMITS)									
QUARTERLY SALES TAX									
601.49400.47000	PERMANENT TRANSFERS OUT	69,865.00	68,545.00	150,332.00	30,000.00	173,875.00	178,569.00	0.00	0.00
TRANSFER TO GENERAL FUND									
TRANSFER TO RENEWAL & REPLACEMENT									
TRANSFER TO CITY HALL DEBT SERVICE FUND									
601.49402.42100	OPERATING SUPPLIES	127.19	0.00	353.72	277.69	300.00	500.00	0.00	0.00
601.49402.42120	MOTOR FUELS & LUBRICANTS	2,000.00	2,000.00	2,000.00	0.00	3,000.00	3,000.00	0.00	0.00

BUDGET REPORT FOR CITY OF SPRING LAKE PARK

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GL Number	Description	2021 Activity	2022 Activity	2023 Activity	2024 Activity	2024 Amended Budget	2025 DEPARTMENT REQUEST	2025 CITY ADMINISTRATOR	2025 COUNCIL PRELIMINARY
Fund: 601 PUBLIC UTILITIES OPERATIONS									
Account Category: Appropriations									
601.49402.42160	CHEMICALS & CHEMICAL PROD	26,339.28	28,761.12	28,031.76	27,004.26	30,000.00	30,000.00	0.00	0.00
601.49402.42200	REPAIR & MAINTENANCE	4,976.14	25,443.94	15,895.17	20,955.42	20,000.00	20,000.00	0.00	0.00
601.49402.42210	EQUIPMENT PARTS	15,545.31	1,474.59	14,444.63	9,243.93	8,000.00	8,000.00	0.00	0.00
601.49402.43030	ENGINEERING FEES	0.00	0.00	103.50	0.00	1,000.00	1,000.00	0.00	0.00
601.49402.43500	PRINTING & PUBLISHING	0.00	239.96	0.00	0.00	300.00	300.00	0.00	0.00
601.49402.43600	INSURANCE	9,002.00	11,130.00	16,035.75	18,855.00	14,000.00	14,700.00	0.00	0.00
601.49402.43810	ELECTRIC UTILITIES	98,433.74	99,505.77	104,229.72	83,295.83	102,000.00	102,000.00	0.00	0.00
601.49402.43830	GAS UTILITIES	3,208.38	3,532.72	3,158.35	2,421.73	3,500.00	3,500.00	0.00	0.00
601.49402.44000	CONTRACTUAL SERVICE	0.00	0.00	0.00	2,909.33	2,000.00	2,000.00	0.00	0.00
FILTER EVALUATION									
SECURITY CAMERA MAINTENANCE									
COMCAST									
601.49402.44370	TAXES	1,075.00	950.00	1,095.00	1,000.00	2,600.00	2,550.00	0.00	0.00
HAZARDOUS CHEMICAL INVENTORY FEE & PRESSURE VESSEL PERMIT (MN)							200.00	0.00	0.00
WTP PERMIT (MET COUNCIL)							650.00	0.00	0.00
STRENGTH CHARGE (MET COUNCIL)							1,700.00	0.00	0.00
601.49402.47000	PERMANENT TRANSFERS OUT	54,058.00	40,915.00	17,745.00	15,000.00	24,271.00	25,485.00	0.00	0.00
TRANSFER TO RENEWAL & REPLACEMENT FUND							25,485.00	0.00	0.00
601.49450.41010	FULL TIME EMPLOYEES	119,858.06	107,848.28	132,637.11	113,103.93	137,607.00	154,224.00	0.00	0.00
PUBLIC WORKS DIRECTOR (0.17 FTE)							21,742.00	0.00	0.00
PUBLIC WORKS MAINTENANCE (1.25 FTE)							97,520.00	0.00	0.00
UTILITY BILLING CLERK (50%)							32,352.00	0.00	0.00
CERTIFICATION PAY							2,610.00	0.00	0.00
601.49450.41013	OVERTIME	4,238.34	3,375.25	2,649.12	1,580.72	9,480.00	8,500.00	0.00	0.00
601.49450.41020	ON CALL SALARIES	1,505.37	702.03	289.21	144.16	5,417.00	5,417.00	0.00	0.00
601.49450.41040	TEMPORARY EMPLOYEES	0.00	0.00	10,256.26	6,315.51	0.00	10,000.00	0.00	0.00
601.49450.41050	VACATION BUY BACK	1,486.64	921.52	1,389.45	0.00	3,000.00	2,500.00	0.00	0.00
601.49450.41210	PERA CONTRIBUTIONS-EMPLOYER	9,428.68	8,726.70	9,573.72	8,793.12	11,057.00	12,799.00	0.00	0.00
COORDINATED (7.5%)							12,799.00	0.00	0.00
601.49450.41220	FICA/MC CONTRIBUTIONS-EMPLOYE	9,094.36	8,469.80	10,516.60	9,193.91	11,900.00	13,820.00	0.00	0.00
SOCIAL SECURITY (6.2%)							11,200.00	0.00	0.00
MEDICARE (1.45%)							2,620.00	0.00	0.00
601.49450.41300	HEALTH INSURANCE	24,443.19	21,122.26	19,390.32	17,511.52	25,128.00	28,084.00	0.00	0.00
601.49450.41313	LIFE INSURANCE	92.40	79.55	92.65	79.30	95.00	100.00	0.00	0.00
601.49450.41510	WORKERS COMPENSATION	10,851.80	12,670.47	6,010.49	8,317.78	8,286.00	10,147.00	0.00	0.00
PREMIUM DEDUCTIBLE							8,147.00	0.00	0.00
							2,000.00	0.00	0.00
601.49450.42000	OFFICE SUPPLIES	245.83	200.00	200.00	0.00	800.00	500.00	0.00	0.00
601.49450.42030	PRINTED FORMS	1,408.33	1,241.69	1,449.86	0.00	1,600.00	1,600.00	0.00	0.00
UTILITY BILLS & ENVELOPES							1,400.00	0.00	0.00
SPECIAL NOTICES, RADIO INSTALL FORMS							200.00	0.00	0.00
601.49450.42100	OPERATING SUPPLIES	127.19	1,002.96	952.30	365.42	500.00	500.00	0.00	0.00
601.49450.42120	MOTOR FUELS & LUBRICANTS	2,746.11	3,639.07	3,213.11	4,055.39	4,000.00	4,000.00	0.00	0.00
601.49450.42200	REPAIR & MAINTENANCE	5,234.77	14,306.76	1,762.42	14,719.16	15,000.00	15,000.00	0.00	0.00
TOOLS									
RPZ TESTING									
LOAD BANK TESTING (GENERATOR)									
601.49450.42210	EQUIPMENT PARTS	745.33	8,556.02	8,264.86	488.52	8,000.00	6,000.00	0.00	0.00
601.49450.42220	POSTAGE	1,885.46	2,080.73	1,538.56	1,833.11	2,500.00	2,500.00	0.00	0.00
601.49450.42221	TIRES	589.14	292.72	1,174.28	0.00	1,500.00	3,000.00	0.00	0.00

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GL Number	Description	2021 Activity	2022 Activity	2023 Activity	2024 Activity	2024 Amended Budget	2025 DEPARTMENT REQUEST	2025 CITY ADMINISTRATOR	2025 COUNCIL PRELIMINARY
Fund: 601 PUBLIC UTILITIES OPERATIONS									
Account Category: Appropriations									
601.49450.42222	STREET REPAIRS	0.00	0.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00
601.49450.42262	WATER METER & SUPPLIES	3,185.50	1,980.59	7,398.58	0.00	6,500.00	5,000.00	0.00	0.00
601.49450.42280	UNIFORM ALLOWANCE	744.63	809.38	845.45	843.75	1,050.00	1,377.00	0.00	0.00
601.49450.43010	AUDIT & ACCTG SERVICES	5,712.50	5,975.00	7,350.00	6,962.50	6,700.00	7,468.00	0.00	0.00
AUDIT							6,968.00	0.00	0.00
FINANCIAL SERVICES SUPPORT							500.00	0.00	0.00
601.49450.43030	ENGINEERING FEES	0.00	0.00	161.00	0.00	1,000.00	1,000.00	0.00	0.00
601.49450.43040	LEGAL FEES	0.00	0.00	0.00	0.00	300.00	300.00	0.00	0.00
601.49450.43210	TELEPHONE	474.15	519.55	824.75	582.00	875.00	875.00	0.00	0.00
601.49450.43310	TRAVEL EXPENSE	0.00	3.59	306.00	0.00	1,500.00	1,500.00	0.00	0.00
601.49450.43500	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	300.00	300.00	0.00	0.00
601.49450.43600	INSURANCE	14,153.56	15,246.11	19,953.73	21,179.65	15,300.00	22,950.00	0.00	0.00
601.49450.43810	ELECTRIC UTILITIES	5,658.89	5,931.95	5,839.19	4,433.67	5,800.00	6,000.00	0.00	0.00
601.49450.43840	METRO WASTE CONTROL	535,912.94	586,387.66	582,561.84	519,575.90	623,491.00	656,936.00	0.00	0.00
601.49450.44000	CONTRACTUAL SERVICE	4,834.43	7,941.90	13,647.51	4,211.79	10,000.00	9,500.00	0.00	0.00
I.T. SERVICES							5,000.00	0.00	0.00
SAFETY CONSULTANT							2,500.00	0.00	0.00
DRUG TESTING							500.00	0.00	0.00
LOAD BANK TESTING (GENERATOR)							1,000.00	0.00	0.00
MISCELLANEOUS							500.00	0.00	0.00
601.49450.44050	MAINTENANCE AGREEMENTS	6,432.76	6,897.08	3,691.11	10,222.99	9,868.00	10,037.00	0.00	0.00
BS&A							4,377.00	0.00	0.00
GOPHER STATE ONE CALL							2,000.00	0.00	0.00
SCADA SYSTEM (33%)							450.00	0.00	0.00
METER PROGRAM SOFTWARE/EQUIPMENT SUPPORT							910.00	0.00	0.00
ARC GIS							2,000.00	0.00	0.00
GPS/GIS SOFTWARE SUPPORT							300.00	0.00	0.00
601.49450.44300	CONFERENCE & SCHOOLS	0.00	780.00	3,635.00	355.00	2,000.00	2,000.00	0.00	0.00
MUNICI-PALS							200.00	0.00	0.00
MN RURAL WATER CONFERENCE							200.00	0.00	0.00
AWWA							300.00	0.00	0.00
CON-EXPO							500.00	0.00	0.00
MISC. TRAINING							800.00	0.00	0.00
601.49450.44330	DUES & SUBSCRIPTIONS	67.19	69.37	200.00	62.50	340.00	300.00	0.00	0.00
601.49450.44390	MISCELLANEOUS	0.00	36.98	0.00	33.00	250.00	250.00	0.00	0.00
601.49450.44450	RESERVE CAPACITY CHARGES	44,210.14	4,608.99	136,382.68	2,771.44	12,425.00	12,425.00	0.00	0.00
601.49450.47000	PERMANENT TRANSFERS OUT	99,805.00	98,304.00	178,230.00	30,000.00	216,333.00	223,149.00	0.00	0.00
TRANSFER TO GENERAL FUND							19,746.00	0.00	0.00
TRANSFER TO RENEWAL AND REPLACEMENT							123,403.00	0.00	0.00
TRANSFER TO CITY HALL DEBT SERVICE FUND							80,000.00	0.00	0.00
Appropriations		1,502,645.03	1,622,702.92	1,974,691.28	1,382,301.87	2,001,209.00	2,116,322.00	0.00	0.00
Fund 601 - PUBLIC UTILITIES OPERATIONS:									
TOTAL ESTIMATED REVENUES		1,578,236.87	1,529,701.75	2,265,824.96	1,351,538.21	2,001,209.00	2,116,322.00	0.00	0.00
TOTAL APPROPRIATIONS		1,502,645.03	1,622,702.92	1,974,691.28	1,382,301.87	2,001,209.00	2,116,322.00	0.00	0.00
NET OF REVENUES & APPROPRIATIONS:		75,591.84 4.79%	(93,001.17) -6.08%	291,133.68 12.85%	(30,763.66) -2.28%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%

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GL Number	Description	2021 Activity	2022 Activity	2023 Activity	2024 Activity	2024 Amended Budget	2025 DEPARTMENT REQUEST	2025 CITY ADMINISTRATOR	2025 COUNCIL PRELIMINARY
Fund: 603 STORMWATER UTILITY									
Account Category: Estimated Revenues									
603.00000.36200	MISC REVENUES	0.00	11,363.20	20,254.83	0.00	0.00	0.00	0.00	0.00
603.00000.36210	INTEREST EARNINGS	(1.67)	(6,209.33)	5,431.82	0.00	500.00	2,500.00	0.00	0.00
603.00000.36504	STORMWATER COLLECTION	6.00	97,516.19	122,834.60	77,298.51	103,364.00	109,106.00	0.00	0.00
603.00000.36506	STORMWATER PENALTIES	0.00	1,415.67	1,893.56	1,503.75	1,000.00	1,000.00	0.00	0.00
603.00000.39201	TRANSFER FROM OTHER FUNDS	0.00	116,192.07	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Revenues		4.33	220,277.80	150,414.81	78,802.26	104,864.00	112,606.00	0.00	0.00
Account Category: Appropriations									
603.49785.41010	FULL TIME EMPLOYEES	0.00	10,919.40	15,149.83	10,678.15	12,434.00	19,411.00	0.00	0.00
PUBLIC WORKS DIRECTOR (0.10 FTE)							12,789.00	0.00	0.00
ACCOUNTING CLERK (0.10 FTE)							6,622.00	0.00	0.00
603.49785.41050	VACATION BUY BACK	0.00	445.19	456.32	0.00	1,000.00	1,000.00	0.00	0.00
603.49785.41210	PERA CONTRIBUTIONS-EMPLOYER	0.00	762.51	1,094.63	818.08	1,008.00	2,945.00	0.00	0.00
COORDINATED (7.5%)							2,945.00	0.00	0.00
603.49785.41220	FICA/MC CONTRIBUTIONS-EMPLOYE	0.00	811.40	1,158.63	811.90	1,028.00	3,004.00	0.00	0.00
SOCIAL SECURITY (6.2%)							2,434.00	0.00	0.00
MEDICARE (1.45%)							570.00	0.00	0.00
603.49785.41300	HEALTH INSURANCE	0.00	1,342.12	1,945.55	1,404.74	1,370.00	5,825.00	0.00	0.00
603.49785.41313	LIFE INSURANCE	0.00	4.62	6.39	73.77	7.00	23.00	0.00	0.00
603.49785.41510	WORKERS COMPENSATION	0.00	0.00	0.00	135.60	452.00	585.00	0.00	0.00
PREMIUM							577.00	0.00	0.00
603.49785.42200	REPAIR & MAINTENANCE	0.00	20,947.00	6,529.88	126.58	25,000.00	22,500.00	0.00	0.00
603.49785.42280	UNIFORM ALLOWANCE	0.00	62.50	84.38	0.00	65.00	363.00	0.00	0.00
603.49785.43030	ENGINEERING FEES	0.00	3,118.00	2,470.00	1,200.25	8,000.00	4,000.00	0.00	0.00
603.49785.43040	LEGAL FEES	0.00	0.00	0.00	0.00	500.00	500.00	0.00	0.00
603.49785.43310	TRAVEL EXPENSE	0.00	0.00	180.00	0.00	0.00	250.00	0.00	0.00
603.49785.43500	PRINTING & PUBLISHING	0.00	53.75	53.75	0.00	1,000.00	1,000.00	0.00	0.00
603.49785.44000	CONTRACTUAL SERVICE	0.00	11,470.40	38,701.31	9,282.88	25,000.00	11,200.00	0.00	0.00
COON CREEK WATERSHED COST SHARE							11,200.00	0.00	0.00
603.49785.45000	CAPITAL OUTLAY	0.00	14,204.00	0.00	89,227.65	28,000.00	40,000.00	0.00	0.00
Appropriations		0.00	64,140.89	67,830.67	113,759.60	104,864.00	112,606.00	0.00	0.00
Fund 603 - STORMWATER UTILITY:									
TOTAL ESTIMATED REVENUES		4.33	220,277.80	150,414.81	78,802.26	104,864.00	112,606.00	0.00	0.00
TOTAL APPROPRIATIONS		0.00	64,140.89	67,830.67	113,759.60	104,864.00	112,606.00	0.00	0.00
NET OF REVENUES & APPROPRIATIONS:		4.33	156,136.91	82,584.14	(34,957.34)	0.00	0.00	0.00	0.00
		100.00%	70.88%	54.90%	-44.36%	0.00%	0.00%	0.00%	0.00%