



**CITY COUNCIL REGULAR AGENDA  
MONDAY, OCTOBER 07, 2024**

**ABLE PARK BUILDING, 8200 ABLE STREET NE 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. CONSENT AGENDA**
  - [A.](#) Approval of Minutes - September 16, 2024 City Council Minutes
  - [B.](#) Contractor's Request Payment #4 - 2024 Sanburnol, Elm Drive and 83rd Avenue Improvement Project
  - [C.](#) Contractor Request for Payment #8 - City Hall Renovation/Expansion Project
  - [D.](#) Resolution 2024-55, Authorizing the Mayor and City Administrator to Execute Documents for the Acquisition of Property Located at 8476/8478 Highway 65 NE
  - [E.](#) Resolution 2024-56, Amending 2024 General Fund Budget
  - [F.](#) Administrator, Clerk/Treasurer Performance Evaluation Statement
  - [G.](#) ROW Application - Spring Lake Park School District 16
  - [H.](#) Fiber Optic Relocation for City Hall Renovation/Expansion Project - Zayo
  - [I.](#) Contractor's Licenses
  - [J.](#) Sign Permits
- 7. DEPARTMENT REPORTS**
  - [A.](#) Public Works Report
  - [B.](#) Code Enforcement Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
  - [A.](#) Resolution 2024-53, A Resolution Approving Variances from the Minimum Lot Size and Side Yard Setback Requirements to Permit a Two-Family Dwelling at 8031 Hayes Street NE
  - [B.](#) Resolution 2024-54, Granting Approval of Conditional Use Permit to Permit a Two-Family Dwelling in the R-1 Zoning District at 8031 Hayes Street NE
- 9. NEW BUSINESS**
  - [A.](#) Police Officer Candidate Conditional Job Offer
  - [B.](#) Call Special Council Meeting for Tuesday, November 12, 2024 to Canvass Municipal Election Results
- 10. REPORTS**
  - A. Attorney Report

**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 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.

- B. Engineer Report
- C. Administrator Report

**11. OTHER**

- A. Motion to Close Meeting to Develop or Consider Offers or Counteroffers for the Purchase of Real Property Pursuant to M.S. § 13D.05, subd. 3(c)(3)

**12. ADJOURN**

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**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.

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on September 16, 2024 at the City Hall, at 7:00 PM.

### 1. CALL TO ORDER

Mayor Nelson called the meeting to order at 7:00 PM.

### 2. ROLL CALL

#### MEMBERS PRESENT

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

#### STAFF PRESENT

Police Chief Josh Antoine, Recreation Director Kay Okey, Attorney John Thames, Engineer Phil Gravel,  
Administrator Daniel Buchholtz

VISITORS – None

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the following changes be made to the agenda: 1) that Item 6H be added for consideration two (2) Right of Way Applications for ARVIG Enterprises, Inc., for fiberoptic work along 85<sup>th</sup> Avenue NE. 2) that Item 7A be removed from the agenda.

### 5. DISCUSSION FROM THE FLOOR

Mayor Nelson recognized all the women in Law Enforcement for National Police Women's Day. He thanked them for their service and dedication.

### 6. CONSENT AGENDA

- A. Approval of Minutes – September 3, 2024 City Council Meeting
- B. Approval of Claims List – General Disbursement #24-15 - \$1,578,935.09
- C. Revenue and Expenditure Report – August 2024
- D. Statement of Fund Balance – August 2024
- E. Resolution No. 24-52, Appointing Election Judges for 2024 General Election
- F. Third Quarter Billing for 2025 Payable 2026 Property Tax Assessment – Ken Tolzmann
- G. Contractor's Licenses

H. Approval of Two (2) Public Right of Way for ARVIG Enterprises, Inc.

Mayor Nelson inquired about Absentee Voting. Administrator Buchholtz stated that the first month of Absentee Voting requires voters to put their ballot in the envelop, and the last 18 days will give voters an opportunity to insert their ballot directly in the machine.

Motion made by Councilmember Wendling to approve Consent Agenda.

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

## 7. PUBLIC HEARING

A. Rental License Revocation for Certain Property Located at 529 78<sup>th</sup> Avenue NE - Removed

## 8. DEPARTMENT REPORTS

A. Police Report

Chief Antoine reported that the Police Department responded to 798 calls for service in August 2024 compared to 752 calls for service for the month of August 2023. Chief Antoine said Investigator Bennek handled 38 cases for the month of August, 35 of which were felony in nature and 3 misdemeanors. He said Investigator Bennek is monitoring 5 active forfeiture cases.

Chief Antoine stated that the Police Department participated in “Night to Unite” on August 6, 2024. He said there were 16 parties throughout the city. He stated that next year “Night to Unite” will be held on August 5, 2025.

Chief Antoine noted that school is back in session. He stated that there will be school buses driving on the streets, along with student drivers and students walking to and from school. Chief Antoine reminded everyone that they should allow for extra time for traveling to and from their destinations. He noted that if residents wanted further information on bus safety they can visit the Minnesota Department of Public Safety website.

Chief Antoine gave an update on the happenings in the Police Department. He stated that on October 5, 2024 they will be participating in Pokémon Go for the Community Event at Lakeside Lions Park.

B. Recreation Report

Recreation Director Okey state that the Summer playground program ended on August 14, 2024. She stated that 1400 kids participated in the program throughout the summer. She said that staff has been busy with day to day operations, program registrations, facility reservations and attending learning programs.



Director Okey updated the City Council on the Terrace Park Playground Replacement RFP. She stated that the RFP was secured, and that Public Works will be removing the old equipment to prepare the site for the new equipment. She stated that the goal is to install this fall and finish with the surfacing in the spring. She noted that the playground area will be fenced off.

## 9. NEW BUSINESS

### A. 2023 Annual Police Report

Chief Antoine gave an update on the first annual report for the Police Department. He stated that in 2023, the Police Department saw stability in staffing. He stated that there has been a decrease in overall crime; however, they did see a rise in calls for service. He stated that much of the rise in calls was officer self-initiated, such as traffic stops, resident contacts and other miscellaneous calls. Chief Antoine stated that the Department has been given approval to add an additional officer for more coverage.

Chief Antoine said that the Patrol Division was able to increase community outreach and education in 2023. He stated that some of the program that officers participated in were Coffee with a Cop and Pizza with a Cop, assisting the Parks and Recreation Department with Mature Driving classes, Easter Egg hunt and Family Fall Fest.

Chief Antoine discussed the Police Departments new "less lethal tools." He stated that one of the new technologies is a 40mm launcher, which propels large less-lethal munitions, with the objective of gaining compliance from an uncooperative offender. The second new technology is the use of PepperBalls, which consist of small rounds that are deployed similar to that of a paintball.

### B. Discussion of Metropolitan Council Imagine 2050 Draft Policy Plan

Administrator Buchholtz stated that the Metropolitan Council began the public comment period on the new Imagine 2050 Policy. He stated that the plan will guide the update of the City's Comprehensive Plan in 2027. Administrator Buchholtz noted that the biggest change impacting the City is the community designation. He stated that in the current 2040 plan, the City is guided as suburban, however in the proposed 2050 plan, the City is guided as urban edge.

Administrator Buccholtz stated that he made a case with the Metropolitan Council for the City to remain as a suburban designation instead of an urban edge designation.

### C. Authorize Recruitment Process for Recreation Director Position

Administrator Buchholtz reminded the council that Recreation Director Okey has submitted her intent to retire. He stated that he is seeking Council authorization to begin recruitment

and selection for a new Recreation Director. Administrator Buchholtz stated that the goal is to ensure continuity of operations and to allow for a comprehensive transfer of institutional knowledge. He stated that the goal is to have a new hire in place with some overlapping before Director Okey retires.

Motion made by Councilmember Dircks to Authorize Recruitment Process for Recreation Director Position.

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

## 10. REPORTS

### A. Attorney's Report - None

### B. Engineer's Report

Engineer Gravel stated that the Sanburnol Drive NE project was paved, and the 83<sup>rd</sup> Avenue NE project was milled.

### C. Administrator Report

Administrator Buchholtz gave an update on the City Hall Renovation/Expansion Project. He stated that there will be limited window hours during the week of September 23 as the Police Department transitions to their new offices.

## 11. OTHER

### A. Correspondence

Administrator Buchholtz informed the Council that Representative Omar would be holding a town hall meeting on September 30 from 6:00-7:00 PM at Park Terrace Elementary School, 8301 Terrace Road NE.

### B. Motion to Close Meeting to Develop or Consider Offers or Counteroffers for the Purchase of Real Property Pursuant to M.S. 13D.05, subd. 3(c)(3)

Motion made by Councilmember Goodboe-Bisschoff to close the City Council meeting to Develop or Consider Offers or Counteroffers for the Purchase of Real Property Pursuant to M.S. § 13D.05, subd. 3(c)(3) for the property identified as 8480-8492 Highway 65 NE.

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

Meeting was closed at 8:10 PM

Meeting reconvened at 8:30 PM

Attorney Thames stated that the City Council met in closed session to consider offers or counteroffers for the purchase of real property pursuant to M.S. § 13D.05, subd. 3(c)(3) for property identified as 8480-8492 Highway 65 NE. Attorney Thames stated that City Council is prepared to act.

Motion made by Councilmember Dircks to Approve Purchase Agreement as Drafted by City Attorney Subject to Minor Revisions through negotiations with the Seller.

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

Motion made by Councilmember Moran to Authorize Staff to Enter into an Agreement with Stantec to Perform a Phase 1 and Phase 2 Environmental Site Assessment at 8480-8492 Highway 65.

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

C. Motion to Close Meeting Pursuant to M.S. 13.D.05, subd. 3(a) to Conduct the City Administrator's Performance Evaluation

Motion made by Councilmember Dircks to close the City Council meeting for the Administrator's annual performance evaluation pursuant to M.S. 13D.05, subd. 3(a).

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

Meeting was closed at 8:34 PM

Councilmember Moran left the meeting at 8:47 PM

Meeting reconvened at 8:50 PM

Attorney Thames stated that the City Council went into closed session pursuant to M.S. 13D.05, subd 3(a) to conduct the Administrator's annual performance evaluation and there will be a synopsis at the next meeting.

## 12. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 8:52 PM

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Robert Nelson Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**Stantec Consulting Services Inc.**  
733 Marquette Avenue, Suite 1000  
Minneapolis, MN 55402  
Tel: (612) 712-2000

October 1, 2024

Mr. Daniel Buchholtz, Administrator  
City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

Re: 2024 Sanburnol Drive, Elm Drive and 83rd Avenue Improvements Project  
Project No. 193806347  
**Contractor's Request for Payment No. 4**

Dear Dan:

Attached for city approval is Contractor's Request for Payment No. 4 for the 2024 Street Project. The prime Contractor on this project is North Valley Inc.

This request includes payment for patching and paving. The project is now substantially complete. We will work with the Contractor on final project close-out items in the coming months. A Construction Contract Change Order will need to be processed to cover some project changes.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to North Valley Inc. in the amount of \$250,037.39.**

Please execute the payment request document. Keep one copy for your records, forward a copy to North Valley Inc., and return one copy to me.

Feel free to contact Zach Naslund or me if you have any questions.

Regards,  
**STANTEC**

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

Phil Gravel  
City Engineer

Enclosures

cc: Matt Echols, North Valley Inc.  
Geroge Linngren, Public Works Director



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

Page 1 of 4  
 Client Project Number:  
 Payment Number: 4

**Contract Number:** 193806347  
**Pay Request Number:** 4

**2024 85TH AVENUE/SANBURNOL DRIVE, ELM DRIVE, AND 83RD AVENUE IMPROVEMENTS**

<b>State Aid Project Numbers</b>
106-115-007, 106-129-002, 183-103-001, 183-104-001, 183-107-002

<b>Contractor:</b> North Valley, Inc. 20015 Iguana St NW Nowthen, MN 55330	<b>Up To Date:</b> 10/01/2024
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Contract Amount		Funds Encumbered	
Original Contract	\$1,048,488.45	Original	\$1,048,488.45
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$1,048,488.45	Total	\$1,048,488.45

Work Certified To Date	
Base Bid Items	\$1,040,721.81
Contract Changes	\$0.00
Material On Hand	\$0.00
<b>Total</b>	<b>\$1,040,721.81</b>

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$263,197.23	\$1,040,721.81	\$52,036.09	\$738,648.35	<b>\$250,037.37</b>	\$988,685.72
Percent: Retained: 5%					

I hereby certify that all items and amounts shown are correct for the work completed to date.


Contractor: North Valley, Inc.

Approved by: 

Date: 9/30/24

The Work on this project and application has been reviewed and the amount shown is recommended for payment.

Stantec Engineer: Phil Gravel, PE

Approved by: 

Date: 10/01/2024

Approved for Payment by Owner: City of Spring Lake Park

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2024-06-25	\$254,787.33	\$12,739.37	\$242,047.96
2	2024-07-01	\$514,651.39	\$25,732.57	\$488,918.82
3	2024-08-01	\$8,085.86	\$404.29	\$7,681.57
4	2024-10-01	\$263,197.23	\$13,159.86	\$250,037.37

Contract Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LUMP SUM	\$39,120.85	1	0.05	\$1,956.04	0.95	\$37,164.81
2	2104.502	REMOVE CASTING	EACH	\$212.90	2	0	\$0.00	2	\$425.80
3	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$632.93	6	0	\$0.00	6	\$3,797.58
4	2104.502	SALVAGE SIGN TYPE C	EACH	\$43.05	1	0	\$0.00	0	\$0.00
5	2104.502	SALVAGE SIGN TYPE SPECIAL	EACH	\$64.57	3	0	\$0.00	0	\$0.00
6	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$8.61	108	32.13	\$276.64	105	\$904.05
7	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$4.84	745	1024.79	\$4,959.98	1505.79	\$7,288.02
8	2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	\$17.84	54	0	\$0.00	54	\$963.36
9	2104.503	REMOVE CURB & GUTTER	LIN FT	\$9.15	620	171.7	\$1,571.05	1583.4	\$14,488.11
10	2104.518	REMOVE BITUMINOUS WALK	SQ FT	\$3.93	71	0	\$0.00	71	\$279.03
11	2104.518	REMOVE CONCRETE SIDEWALK	SQ FT	\$4.31	2877	1974	\$8,507.94	3486	\$15,024.66
12	2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	\$2.53	991	1517.31	\$3,838.79	2097.31	\$5,306.19
13	2104.618	REMOVE CONCRETE VALLEY GUTTER	SQ FT	\$15.07	736	0	\$0.00	736	\$11,091.52
14	2106.507	EXCAVATION - COMMON (P)	CU YD	\$24.79	2505	53	\$1,313.87	2526	\$62,619.54
15	2106.507	EXCAVATION - SUBGRADE	CU YD	\$19.37	222	0	\$0.00	0	\$0.00
16	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	\$8.61	222	0	\$0.00	0	\$0.00
17	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	\$12.31	3559	43	\$529.33	3514	\$43,257.34
18	2215.504	FULL DEPTH RECLAMATION (P)	SQ YD	\$4.41	12988	0	\$0.00	12988	\$57,277.08
19	2231.618	BITUMINOUS PATCH SPECIAL	SQ FT	\$6.19	1474	1485.55	\$9,195.55	1485.55	\$9,195.55
20	2232.504	MILL BITUMINOUS SURFACE (2.5")	SQ YD	\$1.72	3900	3900	\$6,708.00	3900	\$6,708.00



Contract Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
21	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$95.56	1924	1720.37	\$164,398.56	1720.37	\$164,398.56
22	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	\$89.31	1743	0	\$0.00	1540.34	\$137,567.77
23	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	\$87.98	1743	0	\$0.00	1667.01	\$146,663.54
24	2503.503	12" RC PIPE SEWER DES 3006 CL V	LIN FT	\$60.42	819	0	\$0.00	834	\$50,390.28
25	2503.503	15" RC PIPE SEWER DES 3006 CL V	LIN FT	\$67.90	8	0	\$0.00	0	\$0.00
26	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,122.01	7	2	\$2,244.02	9	\$10,098.09
27	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$1,588.07	1	0	\$0.00	1	\$1,588.07
28	2504.602	ADJUST VALVE BOX	EACH	\$541.36	10	0	\$0.00	3	\$1,624.08
29	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	\$2,054.14	8	0	\$0.00	8	\$16,433.12
30	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	EACH	\$2,399.37	10	0	\$0.00	11	\$26,393.07
31	2506.502	CASTING ASSEMBLY	EACH	\$1,076.27	20	1	\$1,076.27	23	\$24,754.21
32	2506.502	ADJUST FRAME & RING CASTING	EACH	\$1,178.51	25	13	\$15,320.63	25	\$29,462.75
33	2506.602	CORE DRILLED HOLE	EACH	\$2,134.69	1	0	\$0.00	1	\$2,134.69
34	2521.518	4" CONCRETE WALK	SQ FT	\$7.00	2878	2645.55	\$18,518.85	4040.39	\$28,282.73
35	2521.518	6" CONCRETE WALK	SQ FT	\$16.14	1258	225	\$3,631.50	785	\$12,669.90
36	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$37.13	620	171.7	\$6,375.22	1583.4	\$58,791.64
37	2531.604	7" CONCRETE VALLEY GUTTER	SQ YD	\$87.18	99	0	\$0.00	106.95	\$9,323.90
38	2531.618	TRUNCATED DOMES	SQ FT	\$75.34	183	50	\$3,767.00	188.6	\$14,209.12
39	2563.601	TRAFFIC CONTROL	LUMP SUM	\$10,224.55	1	0.1	\$1,022.45	1	\$10,224.55
40	2564.502	INSTALL SIGN TYPE C	EACH	\$215.25	1	0	\$0.00	0	\$0.00
41	2564.602	INSTALL SIGN TYPE SPECIAL	EACH	\$457.41	3	0	\$0.00	0	\$0.00
42	2573.601	EROSION CONTROL	LUMP SUM	\$10,277.29	1	0.1	\$1,027.73	1	\$10,277.29
43	2575.604	PERMANENT RESTORATION	SQ YD	\$13.43	713	518.08	\$6,957.81	718.08	\$9,643.81





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

Page 4 of 4  
Client Project Number:  
Payment Number: 4

Contract Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
44	2582.503	4" SOLID LINE MULTI COMP	LIN FT	\$0.59	547	0	\$0.00	0	\$0.00
45	2582.503	24" SOLID LINE MULTI COMP	LIN FT	\$11.83	298	0	\$0.00	0	\$0.00
46	2582.503	4" DBLE SOLID LINE MULTI COMP	LIN FT	\$1.18	4622	0	\$0.00	0	\$0.00
47	2582.518	CROSSWALK MULTI COMP	SQ FT	\$5.84	696	0	\$0.00	0	\$0.00
<b>Base Bid Totals:</b>							<b>\$263,197.23</b>		<b>\$1,040,721.81</b>

Less 5% retainage, amount due this request is **\$250,037.37**

**Stantec Architecture Inc.**

733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309  
Phone: (612) 712-2000

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To:	Dan Buchholtz	From:	Bruce Paulson
Company:	City of Spring Lake Park	<input type="checkbox"/>	For Your Information
Address:	1301 81st Avenue NE Spring Lake Park, MN 55432	<input checked="" type="checkbox"/>	For Your Approval
Phone:	(763) 792-7211	<input checked="" type="checkbox"/>	For Your Review
		<input type="checkbox"/>	As Requested
Date:	September 25, 2024		
File:	193806049		
Delivery:	Email		

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**Reference: Spring Lake Park City Hall Renovation/Expansion Application and Certificate for Payment**

## Attachment:

Copies	Doc Date	Pages	Description
1	9/25/2023	12	Application and Certificate for Payment No. 8

Hi Dan,

Please have the attached copy signed and then it can be scanned and emailed to Heather Clay at [heather.clay@constructionresults.com](mailto:heather.clay@constructionresults.com) and to me. Thank you.

Respectfully yours,

**Stantec Architecture Inc.**



**Bruce P. Paulson**

Senior Project Manager/Architect  
Phone: (612) 712-2108  
Cell: (651) 492-9089  
[Bruce.Paulson@stantec.com](mailto:Bruce.Paulson@stantec.com)

c. File



Project: Spring Lake Park City Hall Renovation/Expansion	Date: September 25, 2024
For Period: 9/1/2024 to 9/30/2024	Request No 8
Contractor: Construction Results Corp., 5465 Hwy 169 North, Plymouth, MN 55442	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
 SPRING LAKE PARK CITY HALL RENOVATION/EXPANSION PROJECT  
 CITY OF SPRING LAKE PARK  
 SPRING LAKE PARK, MINNESOTA  
 STANTEC FILE NO. 19386049

SUMMARY

1	Original Contract Amount		\$	<u>5,955,690.00</u>
2	Change Order - Addition	\$	<u>228,159.09</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>6,183,849.09</u>
5	Value Completed to Date		\$	<u>5,706,981.09</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>5,706,981.09</u>
8	Less Retainage 5%		\$	<u>285,349.05</u>
9	Subtotal		\$	<u>5,421,632.04</u>
10	Less Amount Paid Previously		\$	<u>5,065,402.28</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>8</u>		\$	<u><u>356,229.76</u></u>

Recommended for Approval by:  
**STANTEC ARCHITECTURE INC.**

See attached for signature \_\_\_\_\_

Approved by Contractor:  
**CONSTRUCTION RESULTS CORPORATION**

See attached for signature \_\_\_\_\_

Approved by Owner:  
**CITY OF SPRING LAKE PARK**

\_\_\_\_\_

\_\_\_\_\_

Specified Contract Completion Date:  
June 27, 2025

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



# AIA Document G702 - 1992

## Application and Certificate for Payment

**TO OWNER:** City of Spring Lake Park  
1301 81st Avenue Northeast  
Spring Lake Park, MN 55432

**PROJECT:** 7088-Spring Lake Park City Hall  
Renovation - Expansion  
1301 81st Avenue Northeast  
Spring Lake Park, MN 55432

**FROM:** Construction Results Corp  
CONTRACTOR: 5465 Hwy 169 North  
Plymouth, MN 55442

**VIA ARCHITECT:** Stantec Consulting Services Inc.  
13980 Collections Center Dr  
Chicago, IL 60693

**APPLICATION NO:** 008  
**PERIOD TO:** September 30, 2024

**CONTRACT FOR:** General Construction  
**CONTRACT DATE:** February 01, 2024  
**PROJECT NOS:** 7088 /

**Distribution to:**  
OWNER:   
ARCHITECT:   
CONTRACTOR:   
FIELD:   
OTHER:

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM ..... \$5,955,690.00
2. NET CHANGE BY CHANGE ORDERS ..... \$228,159.09
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$6,183,849.09
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$5,706,981.09
5. RETAINAGE:
  - a. 5.00 % of Completed Work (Column D + E on G703) ..... \$285,349.05
  - b. 0 % of Stored Material (Column F on G703) ..... \$0.00

CONTRACTOR: [Signature] Date: September 25, 2024

By: [Signature] State of: Minnesota

County of: Hennepin

Subscribed and sworn to before me this 25th day of September 2024

Notary Public: Cindy Ladyka  
My Commission expires: January 31, 2027



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$356,229.76  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: [Signature] Date: September 25, 2024

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$228,159.09	\$0.00
Total approved this Month	0.00	\$0.00
<b>TOTALS</b>	<b>\$228,159.09</b>	<b>\$0.00</b>
NET CHANGES by Change Order		\$228,159.09

8. CURRENT PAYMENT DUE ..... \$356,229.76

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) ..... \$762,217.05

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User Notes: (3B9ADA53)





# AIA Document G703® - 1992

## Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

008  
 APPLICATION NO:  
 APPLICATION DATE: September 25, 2024  
 PERIOD TO: September 30, 2024  
 ARCHITECT'S PROJECT NO:  
 Stantec Consulting Services Inc.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Mobilization	138,000.00	138,000.00	0.00	0.00	0.00	138,000.00	0.00	6,900.00
2	Demobilization	30,000.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00
3	Bonds & Insurance	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00	0.00	4,250.00
4	Procure	15,000.00	14,220.00	0.00	0.00	0.00	14,220.00	780.00	711.00
5	Contracts	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	750.00
6	Project Start up	26,000.00	26,000.00	0.00	0.00	0.00	26,000.00	0.00	1,300.00
7	General Conditions	310,000.00	276,751.00	11,258.00	0.00	0.00	288,009.00	21,991.00	14,400.45
8	Consumables	65,000.00	59,738.00	1,959.00	0.00	0.00	61,697.00	3,303.00	3,084.85
9	Site Clean up/ General Clean up	10,000.00	9,113.00	0.00	0.00	0.00	9,113.00	887.00	455.65
10	Equipment	35,550.00	33,407.00	1,150.00	0.00	0.00	34,557.00	993.00	1,727.85
11	Site Survey / Staking	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	400.00
12	Site Demolition	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.00	800.00
13	Earthwork - Excavation	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.00	800.00
14	Earthwork - Aggregate base Grading	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	650.00
15	Earthwork - Final Grading	2,000.00	1,254.00	746.00	0.00	0.00	2,000.00	0.00	100.00
16	Earthwork - Equipment	10,256.00	10,256.00	0.00	0.00	0.00	10,256.00	0.00	512.80
17	Bituminous Paving - Labor	11,000.00	8,250.00	2,750.00	0.00	0.00	11,000.00	0.00	550.00
18	Bituminous Paving - Materials	8,375.00	6,281.00	2,094.00	0.00	0.00	8,375.00	0.00	418.75
19	Landscaping - Labor	2,481.00	0.00	0.00	0.00	0.00	0.00	2,481.00	0.00
20	Landscaping - Materials	1,395.00	0.00	0.00	0.00	0.00	0.00	1,395.00	0.00
21	Dust Protection - Labor	13,112.00	11,762.00	0.00	0.00	0.00	11,762.00	1,350.00	588.10
22	Dust Protection -	7,250.00	6,641.00	0.00	0.00	0.00	6,641.00	609.00	332.05

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)				% (G÷C)			
	Material									
23	Demolition - Labor	137,000.00	122,019.00	0.00	0.00	0.00	122,019.00	89.06%	14,981.00	6,100.95
24	Demolition - Material	1,500.00	1,100.00	0.00	0.00	0.00	1,100.00	73.33%	400.00	55.00
25	Demolition - Equipment	2,500.00	1,900.00	0.00	0.00	0.00	1,900.00	76.00%	600.00	95.00
26	Cast in Place Curb & Gutter - Labor	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%	0.00	250.00
27	Cast in Place Curb & Gutter - Material	2,551.00	2,551.00	0.00	0.00	0.00	2,551.00	100.00%	0.00	127.55
28	Cast in Place Exterior Concrete - Labor	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	100.00%	0.00	600.00
29	Cast in Place Exterior Concrete - Material	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%	0.00	250.00
30	Cast in Place Interior Concrete - Mobilization	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	100.00%	0.00	125.00
31	Cast in Place Interior Concrete - Labor	96,300.00	96,300.00	0.00	0.00	0.00	96,300.00	100.00%	0.00	4,815.00
32	Cast in Place Interior Concrete - Material	53,200.00	53,200.00	0.00	0.00	0.00	53,200.00	100.00%	0.00	2,660.00
33	Concrete Reinforcement - Labor	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00%	0.00	150.00
34	Concrete Reinforcement - Material	9,174.00	9,174.00	0.00	0.00	0.00	9,174.00	100.00%	0.00	458.70
35	Architectural / Hollow Core Precast Concrete - Engineering	10,380.00	10,380.00	0.00	0.00	0.00	10,380.00	100.00%	0.00	519.00
36	Architectural / Hollow Core Precast Concrete - Labor	31,426.00	31,426.00	0.00	0.00	0.00	31,426.00	100.00%	0.00	1,571.30
37	Architectural / Hollow Core Precast Concrete - Material	41,806.00	41,806.00	0.00	0.00	0.00	41,806.00	100.00%	0.00	2,090.30
38	Architectural / Hollow Core Precast Concrete -	9,296.00	9,296.00	0.00	0.00	0.00	9,296.00	100.00%	0.00	464.80

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			FROM PREVIOUS APPLICATION (D + E)						
	Logistics								
39	Architectural / Hollow Core Precast Concrete - Erection	74,902.00	74,902.00	0.00	0.00	0.00	74,902.00	0.00	3,745.10
40	Architectural / Hollow Core Precast Concrete - Caulking	5,190.00	5,190.00	0.00	0.00	0.00	5,190.00	0.00	259.50
41	Masonry - Mobilization	18,500.00	18,500.00	0.00	0.00	0.00	18,500.00	0.00	925.00
42	Masonry - Labor	267,900.00	250,483.00	0.00	0.00	0.00	250,483.00	17,417.00	12,524.15
43	Masonry - Material	150,916.00	150,916.00	0.00	0.00	0.00	150,916.00	0.00	7,545.80
44	Masonry - Equipment	12,513.00	12,513.00	0.00	0.00	0.00	12,513.00	0.00	625.65
45	Structural Steel - Detailing / Submittals	2,880.00	2,880.00	0.00	0.00	0.00	2,880.00	0.00	144.00
46	Structural Steel - Labor	19,000.00	19,000.00	0.00	0.00	0.00	19,000.00	0.00	950.00
47	Structural Steel - Material	56,760.00	56,760.00	0.00	0.00	0.00	56,760.00	0.00	2,838.00
48	Miscellaneous Metals - Labor	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.00	700.00
49	Miscellaneous Metals - Material	52,680.00	52,680.00	0.00	0.00	0.00	52,680.00	0.00	2,634.00
50	Structural Steel - Delivery	1,580.00	1,580.00	0.00	0.00	0.00	1,580.00	0.00	79.00
51	Metal Fabrications / Mesh Guarding System - Labor	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	250.00
52	Metal Fabrications / Mesh Guarding System - Material	21,469.00	21,469.00	0.00	0.00	0.00	21,469.00	0.00	1,073.45
53	Rough Carpentry - Labor	65,000.00	59,195.00	1,452.00	0.00	0.00	60,647.00	4,353.00	3,032.35
54	Rough Carpentry - Material	8,743.00	8,743.00	0.00	0.00	0.00	8,743.00	0.00	437.15
55	Finish Carpentry -	40,000.00	0.00	31,659.00	0.00	0.00	31,659.00	8,341.00	1,582.95

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)		
	Labor									
56	Finish Carpentry - Materials	4,000.00	0.00	2,959.00	0.00	0.00	2,959.00	73.98%	1,041.00	147.95
57	Solid Surface Fabrications / Casework - Labor	15,000.00	0.00	12,359.00	0.00	0.00	12,359.00	82.39%	2,641.00	617.95
58	Solid Surface Fabrications / Casework - Material	56,005.00	0.00	51,005.00	0.00	0.00	51,005.00	91.07%	5,000.00	2,550.25
59	Bituminous Dampproofing - Labor	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	100.00%	0.00	187.50
60	Bituminous Dampproofing - Material	4,186.00	4,186.00	0.00	0.00	0.00	4,186.00	100.00%	0.00	209.30
61	Insulation - Labor	2,000.00	1,459.00	0.00	0.00	0.00	1,459.00	72.95%	541.00	72.95
62	Insulation - Material	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	100.00%	0.00	60.00
63	Joint Sealants - Labor	9,784.00	3,528.00	4,862.00	0.00	0.00	8,390.00	85.75%	1,394.00	419.50
64	Joint Sealants - Material	2,200.00	1,059.00	1,141.00	0.00	0.00	2,200.00	100.00%	0.00	110.00
65	Aluminum Composite Panels - Submittals	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00%	0.00	75.00
66	Aluminum Composite Panels - Labor	39,129.00	5,123.00	0.00	0.00	0.00	5,123.00	13.09%	34,006.00	256.15
67	Aluminum Composite Panels - Material	29,017.00	0.00	0.00	0.00	0.00	0.00	0.00%	29,017.00	0.00
68	Thermoplastic Polyolefin Roofing - Submittals	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	100.00%	0.00	60.00
69	Thermoplastic Polyolefin Roofing - Mobilization	4,150.00	4,150.00	0.00	0.00	0.00	4,150.00	100.00%	0.00	207.50
70	Thermoplastic Polyolefin Roofing - Labor	95,545.00	84,715.00	6,845.00	0.00	0.00	91,560.00	95.83%	3,985.00	4,578.00
71	Thermoplastic	273,250.00	273,250.00	0.00	0.00	0.00	273,250.00	100.00%	0.00	13,662.50

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User Notes: (3B9ADAB8)



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			FROM PREVIOUS APPLICATION (D + E)	% (G+C)					
	Polyolefin Roofing - Material								
	Thermoplastic Polyolefin Roofing - Equipment	5,850.00	5,850.00	0.00	0.00	0.00	5,850.00	0.00	292.50
72	Hollow Metal Frames - Labor	5,000.00	4,269.00	0.00	0.00	0.00	4,269.00	731.00	213.45
73	Hollow Metal Frames - Material	62,757.00	62,757.00	0.00	0.00	0.00	62,757.00	0.00	3,137.85
74	Wood / Hollow Metal Doors - Labor	9,000.00	0.00	7,289.00	0.00	0.00	7,289.00	1,711.00	364.45
75	Wood / Hollow Metal Doors - Material	21,759.00	21,759.00	0.00	0.00	0.00	21,759.00	0.00	1,087.95
76	Finish Hardware - Labor	16,000.00	0.00	12,989.00	0.00	0.00	12,989.00	3,011.00	649.45
77	Finish Hardware - Materials	89,093.00	78,895.00	10,198.00	0.00	0.00	89,093.00	0.00	4,454.65
78	Detention Doors - Shop Drawings / Submittals	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	50.00
79	Detention Doors - Labor	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00	125.00
80	Detention Doors - Material	12,650.00	12,650.00	0.00	0.00	0.00	12,650.00	0.00	632.50
81	Upward Acting Sectional Doors - Labor	26,425.00	26,425.00	0.00	0.00	0.00	26,425.00	0.00	1,321.25
82	Upward Acting Sectional Doors - Material	55,227.00	55,227.00	0.00	0.00	0.00	55,227.00	0.00	2,761.35
83	Aluminum Storefront - Submittals	14,275.00	14,275.00	0.00	0.00	0.00	14,275.00	0.00	713.75
84	Aluminum Storefront - Shop Drawings	5,259.00	5,259.00	0.00	0.00	0.00	5,259.00	0.00	262.95
85	Storefront Bullet Resistant & Hardware - Labor	51,388.00	44,258.00	0.00	0.00	0.00	44,258.00	7,130.00	2,212.90

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
87	Storefront - Material	109,867.00	109,867.00	0.00	0.00	0.00	109,867.00	0.00	5,493.35
88	Bullet Resistant Framing - Material	42,918.00	42,918.00	0.00	0.00	0.00	42,918.00	0.00	2,145.90
89	Storefront / Door Glazing - Labor	12,113.00	11,113.00	0.00	0.00	0.00	11,113.00	1,000.00	555.65
90	Storefront / Door Glazing - Material	29,926.00	29,926.00	0.00	0.00	0.00	29,926.00	0.00	1,496.30
91	Bullet Resistant Glazing - Labor	1,686.00	1,686.00	0.00	0.00	0.00	1,686.00	0.00	84.30
92	Bullet Resistant Glazing - Material	1,028.00	1,028.00	0.00	0.00	0.00	1,028.00	0.00	51.40
93	Aluminum Door Hardware / Auto Opener - Material	75,552.00	75,552.00	0.00	0.00	0.00	75,552.00	0.00	3,777.60
94	Aluminum Storefront Equipment	7,566.00	6,535.00	0.00	0.00	0.00	6,535.00	1,031.00	326.75
95	Metal Wall Louvers - Labor	2,050.00	2,050.00	0.00	0.00	0.00	2,050.00	0.00	102.50
96	Metal Wall Louvers - Material	2,143.00	2,143.00	0.00	0.00	0.00	2,143.00	0.00	107.15
97	Gypsum Board Assemblies - Summittals	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	50.00
98	Cold Formed Metal Framing - Labor	10,000.00	8,789.00	0.00	0.00	0.00	8,789.00	1,211.00	439.45
99	Cold Formed Metal Framing - Material	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	500.00
100	Gypsum Drywall - Labor	190,200.00	176,918.00	0.00	0.00	0.00	176,918.00	13,282.00	8,845.90
101	Gypsum Drywall - Material	126,700.00	116,671.00	0.00	0.00	0.00	116,671.00	10,029.00	5,833.55
102	Ceramic Tile - Labor	61,464.00	48,956.00	6,278.00	0.00	0.00	55,234.00	6,230.00	2,761.70
103	Ceramic Tile - Material	53,870.00	53,870.00	0.00	0.00	0.00	53,870.00	0.00	2,693.50
104	Acoustical Ceilings -	28,990.00	8,569.00	16,239.00	0.00	0.00	24,808.00	4,182.00	1,240.40

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User Notes:  
(3B9ADAB8)

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	% (G÷C)					
	Labor								
105	Acoustical Ceilings - Material	36,700.00	15,256.00	16,895.00	0.00	32,151.00	4,549.00	1,607.55	
106	Vinyl Base - Labor	500.00	0.00	305.00	0.00	305.00	195.00	15.25	
107	Vinyl Base - Material	400.00	400.00	0.00	0.00	400.00	0.00	20.00	
108	Carpet - Labor	13,000.00	0.00	10,258.00	0.00	10,258.00	2,742.00	512.90	
109	Carpet - Material	36,100.00	36,100.00	0.00	0.00	36,100.00	0.00	1,805.00	
110	Concrete Floor Sealer - Labor	1,100.00	0.00	1,100.00	0.00	1,100.00	0.00	55.00	
111	Concrete Floor Sealer - Material	5,950.00	0.00	5,950.00	0.00	5,950.00	0.00	297.50	
112	Painting - Labor	57,777.00	41,238.00	5,287.00	0.00	46,525.00	11,252.00	2,326.25	
113	Painting - Materials	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00	400.00	
114	Concrete Floor Coating - Labor	5,840.00	0.00	5,840.00	0.00	5,840.00	0.00	292.00	
115	Concrete Floor Coating - Material	3,150.00	0.00	3,150.00	0.00	3,150.00	0.00	157.50	
116	Signs - Labor	1,500.00	0.00	985.00	0.00	985.00	515.00	49.25	
117	Signs - Material	4,938.00	0.00	4,938.00	0.00	4,938.00	0.00	246.90	
118	Interior Way Finding Allowance	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	
119	Operable Partitions - Labor	4,000.00	2,896.00	0.00	0.00	2,896.00	1,104.00	144.80	
120	Operable Partitions - Material	15,950.00	6,592.00	0.00	0.00	6,592.00	9,358.00	329.60	
121	Stainless Steel Corner Guards - Labor	1,188.00	0.00	925.00	0.00	925.00	263.00	46.25	
122	Stainless Steel Corner Guards - Material	3,977.00	3,977.00	0.00	0.00	3,977.00	0.00	198.85	
123	Toilet Accessories - Labor	9,801.00	0.00	6,952.00	0.00	6,952.00	2,849.00	347.60	
124	Toilet Accessories - Material	7,408.00	7,408.00	0.00	0.00	7,408.00	0.00	370.40	

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User Notes: (9B9ADAB8)

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	% (G÷C)					
125	Adult Changing Stations - Labor	1,188.00	0.00	0.00	0.00	0.00	0.00	1,188.00	0.00
126	Adult Changing Stations - Material	9,731.00	9,731.00	0.00	0.00	0.00	9,731.00	0.00	486.55
127	Fire Protection Specialties - Labor	2,645.00	0.00	1,546.00	0.00	0.00	1,546.00	1,099.00	77.30
128	Fire Protection Specialties - Material	2,645.00	2,645.00	0.00	0.00	0.00	2,645.00	0.00	132.25
129	Heavy Duty Personnel Lockers - Labor	4,250.00	0.00	0.00	0.00	0.00	0.00	4,250.00	0.00
130	Heavy Duty Personnel Lockers - Material	55,337.00	55,337.00	0.00	0.00	0.00	55,337.00	0.00	2,766.85
131	Entrance Floor Mats & Frames - Submittals	200.00	200.00	0.00	0.00	0.00	200.00	0.00	10.00
132	Entrance Floor Mats & Frames - Labor	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00	0.00	90.00
133	Entrance Floor Mats & Frames - Material	4,773.00	4,773.00	0.00	0.00	0.00	4,773.00	0.00	238.65
134	Fire Suppression - Engineered Design Submittals	13,568.00	13,568.00	0.00	0.00	0.00	13,568.00	0.00	678.40
135	Fire Suppression - Labor	67,840.00	56,852.00	0.00	0.00	0.00	56,852.00	10,988.00	2,842.60
136	Fire Suppression - Material	88,192.00	81,257.00	0.00	0.00	0.00	81,257.00	6,935.00	4,062.85
137	Plumbing Insulation - Labor	31,330.00	23,176.00	2,572.00	0.00	0.00	25,748.00	5,582.00	1,287.40
138	Plumbing Insulation - Material	17,700.00	17,700.00	0.00	0.00	0.00	17,700.00	0.00	885.00
139	Facility Water Distribution - Labor	32,420.00	27,164.00	0.00	0.00	0.00	27,164.00	5,256.00	1,358.20
140	Facility Water Distribution - Material	36,565.00	36,565.00	0.00	0.00	0.00	36,565.00	0.00	1,828.25

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	% (G÷C)					
141	Facility Sanitary Sewage - Labor	92,260.00	79,705.00	0.00	0.00	0.00	79,705.00	12,555.00	3,985.25
142	Facility Sanitary Sewage - Material	99,275.00	99,275.00	0.00	0.00	0.00	99,275.00	0.00	4,963.75
143	Domestic Water Heaters - Labor	2,250.00	895.00	0.00	0.00	0.00	895.00	1,355.00	44.75
144	Domestic Water Heaters - Material	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	750.00
145	Plumbing Fixtures - Labor	14,630.00	2,850.00	8,952.00	0.00	0.00	11,802.00	2,828.00	590.10
146	Plumbing Fixtures - Material	82,550.00	45,892.00	20,124.00	0.00	0.00	66,016.00	16,534.00	3,300.80
147	HVAC Testing Adjusting & Balancing - Labor	8,900.00	0.00	0.00	0.00	0.00	0.00	8,900.00	0.00
148	Facility Natural Gas Piping - Labor	6,700.00	5,380.00	0.00	0.00	0.00	5,380.00	1,320.00	269.00
149	Facility Natural Gas Piping - Material	6,950.00	5,587.00	0.00	0.00	0.00	5,587.00	1,363.00	279.35
150	HVAC Ducts & Casings - Labor	39,830.00	30,244.00	4,252.00	0.00	0.00	34,496.00	5,334.00	1,724.80
151	HVAC Ducts & Casings - Material	87,525.00	66,772.00	8,521.00	0.00	0.00	75,293.00	12,232.00	3,764.65
152	HVAC Fans - Labor	3,560.00	956.00	1,058.00	0.00	0.00	2,014.00	1,546.00	100.70
153	HVAC Fans - Material	18,245.00	18,245.00	0.00	0.00	0.00	18,245.00	0.00	912.25
154	Air Outlets & Inlets - Labor	14,300.00	8,956.00	1,253.00	0.00	0.00	10,209.00	4,091.00	510.45
155	Air Outlets & Inlets - Material	19,350.00	19,350.00	0.00	0.00	0.00	19,350.00	0.00	967.50
156	Gas Fired Unit Heaters - Labor	5,125.00	1,052.00	2,059.00	0.00	0.00	3,111.00	2,014.00	155.55
157	Gas Fired Unit Heaters - Material	21,270.00	21,270.00	0.00	0.00	0.00	21,270.00	0.00	1,063.50



A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)		
158	Packaged Outdoor HVAC Equipment - Labor	16,450.00		10,525.00	4,239.00	0.00	14,764.00	89.75%	1,686.00	738.20
159	Packaged Outdoor HVAC Equipment - Material	225,550.00		225,550.00	0.00	0.00	225,550.00	100.00%	0.00	11,277.50
160	Electrical Mobilization	35,000.00		35,000.00	0.00	0.00	35,000.00	100.00%	0.00	1,750.00
161	Electrical Demolition - Labor	15,000.00		12,550.00	0.00	0.00	12,550.00	83.67%	2,450.00	627.50
162	Electrical Demolition - Material	7,500.00		6,195.00	0.00	0.00	6,195.00	82.60%	1,305.00	309.75
163	Lighting Control - Labor	45,000.00		41,004.00	0.00	0.00	41,004.00	91.12%	3,996.00	2,050.20
164	Lighting Control - Labor	25,000.00		21,493.00	0.00	0.00	21,493.00	85.97%	3,507.00	1,074.65
165	Light Fixture - Labor	86,000.00		0.00	61,258.00	0.00	61,258.00	71.23%	24,742.00	3,062.90
166	Light Fixture - Material	231,000.00		203,789.00	0.00	0.00	203,789.00	88.22%	27,211.00	10,189.45
167	Mechanical Power - Labor	32,750.00		27,323.00	0.00	0.00	27,323.00	83.43%	5,427.00	1,366.15
168	Mechanical Power - Material	36,000.00		34,301.00	0.00	0.00	34,301.00	95.28%	1,699.00	1,715.05
169	Panels / Feeder - Labor	43,000.00		43,000.00	0.00	0.00	43,000.00	100.00%	0.00	2,150.00
170	Panels / Feeder - Material	122,000.00		122,000.00	0.00	0.00	122,000.00	100.00%	0.00	6,100.00
171	Branch Circuit Devices - Labor	65,000.00		54,936.00	0.00	0.00	54,936.00	84.52%	10,064.00	2,746.80
172	Branch Circuit Devices - Material	30,000.00		26,757.00	0.00	0.00	26,757.00	89.19%	3,243.00	1,337.85
173	Fire Alarm - Labor	23,000.00		18,783.00	0.00	0.00	18,783.00	81.67%	4,217.00	939.15
174	Fire Alarm - Material	17,000.00		12,589.00	2,341.00	0.00	14,930.00	87.82%	2,070.00	746.50
175	CO #1	64,147.40		64,147.40	0.00	0.00	64,147.40	100.00%	0.00	3,207.37
176	CO #2	164,011.69		159,325.00	4,686.69	0.00	164,011.69	100.00%	0.00	8,200.58
	<b>GRAND TOTAL</b>	<b>\$6,183,849.09</b>		<b>\$5,332,002.40</b>	<b>\$374,978.69</b>	<b>\$0.00</b>	<b>\$5,706,981.09</b>	<b>92.29%</b>	<b>\$476,868.00</b>	<b>\$285,349.05</b>

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User Notes:

(3B9ADAB8)

**RESOLUTION NO. 24-55**

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE DOCUMENTS FOR THE ACQUISITION OF PROPERTY LOCATED AT 8476/8478 HIGHWAY 65 NE**

WHEREAS, the City of Spring Lake Park has identified the property located at 8476/8478 Highway 65 NE, Spring Lake Park, Minnesota (the “Property”), as a strategic acquisition for the future development and enhancement of the City; and

WHEREAS, the acquisition of the Property is deemed beneficial for the City’s long-term planning, including the improvement of public infrastructure, enhancement of the local tax base, and support of the City’s Comprehensive Plan; and

WHEREAS, the City Council has determined that it is in the best interest of the City of Spring Lake Park to proceed with the acquisition of the Property for public use and development purposes; and

WHEREAS, the terms and conditions for the acquisition of the Property have been negotiated and memorialized in a Purchase Agreement, and approval is now required from the City Council to authorize the execution of necessary legal documents.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota, as follows:

1. The City Council hereby approves the acquisition of the Property located at 8476/8478 Highway 65 NE, Spring Lake Park, MN.
2. The Mayor and City Administrator are hereby authorized and directed to execute all necessary documents, agreements, and instruments on behalf of the City of Spring Lake Park to complete the acquisition of the Property, subject to the review and approval of the City Attorney.
3. The City Administrator is further authorized to take any additional actions as may be necessary to finalize the acquisition and to ensure compliance with all legal requirements and applicable laws.
4. This resolution shall take effect immediately upon its passage and adoption.

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 7th day of October, 2024.

APPROVED BY:

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator



EXHIBIT A  
LEGAL DESCRIPTION

Tract B Reg. Land Survey No. 37, subject to easements of record, Anoka County, Minnesota.

Torrens Property

**CITY OF SPRING LAKE PARK, MINNESOTA**

**RESOLUTION NO. 2024-56**

**RESOLUTION AMENDING 2024 GENERAL FUND BUDGET**

WHEREAS, due to the approval of the School Resource Officer contract between ISD 16 and the City of Spring Lake Park, additional revenue and expense items associated with the SRO position must be included in the 2024 budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park that the City Council does hereby approve the following budget adjustments:

<b>General Fund Budget Adjustment #2022-01</b>				
<b>Account Number</b>	<b>Budget Line Item</b>	<b>Original Budget</b>	<b>Adjustment</b>	<b>Amended Budget</b>
101-00000-36901	Liaison Officer	\$ 0	\$ 32,427	\$ 32,427
101-42100-41010	Salaries	\$1,213,735	\$ 12,907	\$1,249,739
101-42100-41210	PERA Employer Contribution	218,203	2,285	220,488
101-42100-41220	FICA & Medicare	28,372	188	28,560
101-42100-41300	Health Insurance	223,659	2,207	225,866
101-42100-41313	Life Insurance	722	10	732
101-42100-41510	Workers Compensation	91,531	4,500	96,031
101-42100-43300	Clothing & Personal Equipment	11,450	2,950	14,400
101-42100-44300	Conferences and Schools	30,000	500	30,500

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 7<sup>th</sup> day of October, 2024.

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, Administrator



# Memorandum

---

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

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

**Date:** October 3, 2024

**Subject:** City Administrator Performance Evaluation Statement

Here is the public statement that is required to be read the meeting after which a closed session is held to conduct a performance evaluation.

“The City Council went into closed session to conduct a performance evaluation on the City Administrator’s job performance. An evaluation was given by the Council. The evaluation focused on various performance areas. The City Council, as a whole, believes the City Administrator’s job performance meets or exceeds the job requirements of the position and that he continues to serve the City of Spring Lake Park well.”



CITY OF SPRING LAKE PARK  
 1301 Eighty-First Avenue N.E.  
 Spring Lake Park, MN 55432  
 Ph: 763-784-6491 Fax: 763-792-7257

# PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: Spring Lake Park Schools/AEI Construction

GOPHER 1-CALL REG. NO.: 80

ADDRESS: 1415 81st Ave NE Spring Lake Park, MN 55432

PHONE: 763-600-5033

FAX:

E-MAIL ADDRESS: aschul@district16.org

NAME OF REPRESENTATIVE: Amy Schultz

REPRESENTATIVE PHONE NO'S.: 763-600-5033

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:  
 Buried hand hole to be raised to grade. One in the southeast corner of the intersection of 83rd Ave NE and Able St NE and one in the southeast corner of the intersection of 81st Ave NE and Able St NE

START DATE: 10/07/2024

COMPLETION DATE: 06/02/2024

The City of Spring Lake Park reserves the right to modify the schedule as necessary in the issuance of the permit. Therefore, the dates stated on this application may not necessarily match actual approved dates.

EXPLANATION OF RESTORATION: Fill any areas with seeding, and clean up. If restoration is not able to be completed in the fall, come back in the spring to re-seed and clean up.

*Amy Schultz*  
 Authorized Representative Signature

10/1/24  
 Date

### FOR OFFICE USE ONLY

- |  |  |
|--|--|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE:                                      | VERIFICATION DATE: _____   |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION   | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND   |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES<br>(If Corporation; from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY<br>(From M.P.U.C., State, or Federal Agency) |
| PERMIT FEES: <input type="checkbox"/> Excavation Hole - \$150.00                                 | <input type="checkbox"/> Emergency Hole - \$55.00  |
| <input type="checkbox"/> Trench - \$70.00/100'+Hole fee  | <input type="checkbox"/> Obstruction Fee - \$50.00+.05/Ft.   |

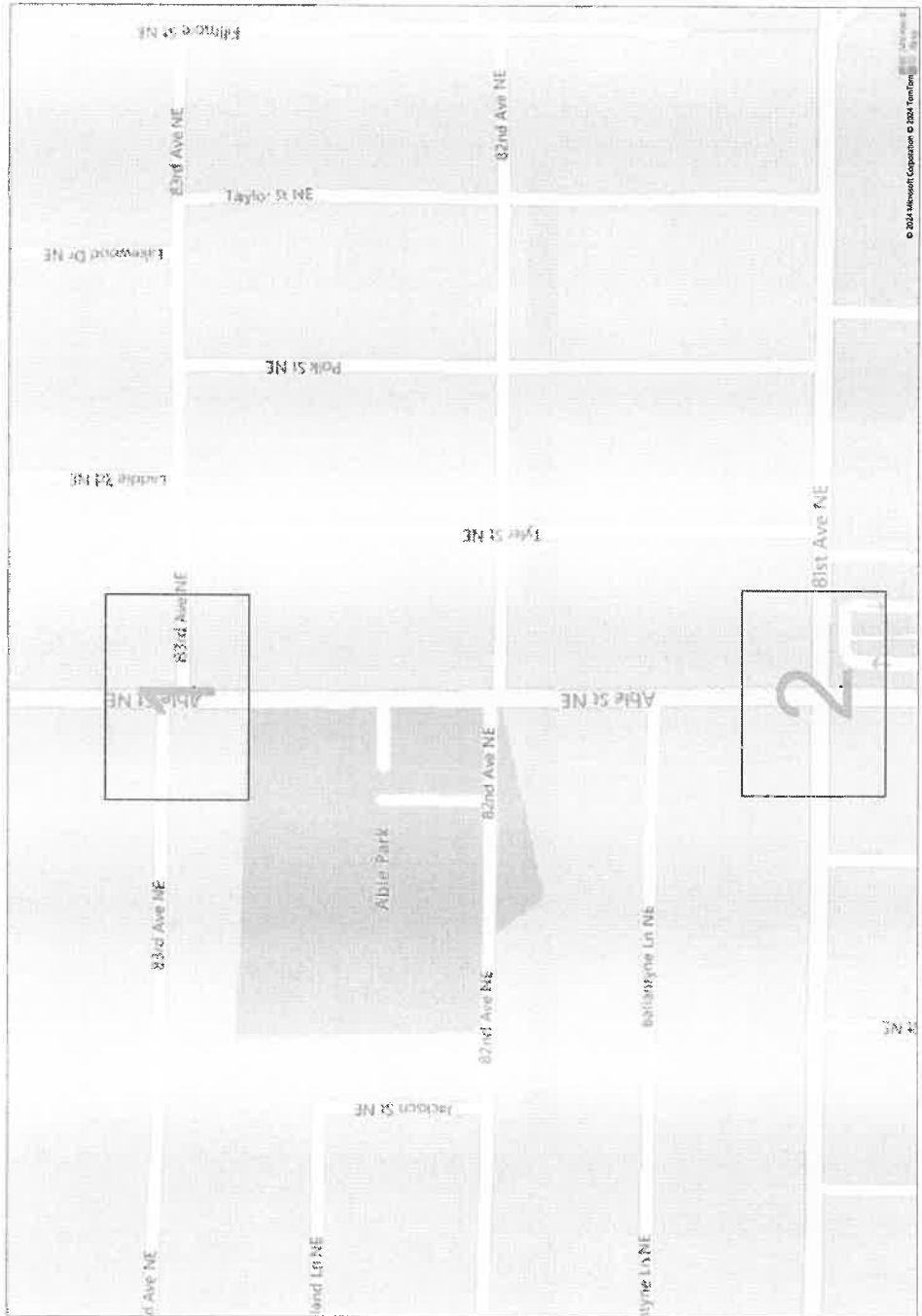
Receipt No. George Klinger

Date: 10/2/24

Initials: AK

APPLICANT MUST CONTACT THE SPRING LAKE PARK PUBLIC WORKS DIRECTOR AT 763-792-7227  
 48 HOURS PRIOR TO COMMENCING WORK

# 123588-CON1 Spring Lake Park Schools



Route	Spring Lake Park Schools
City	Spring Lake Park, MN
County	Anoka
Filename	Spring Lake Park Schools
Work Order #	123588-CON1

<b>TRACKING</b>	
Staked By:	N/A
Drafted By:	890024
RCD	
Project Manager	Julie Abbrecht 218-247-2813
As-Built By:	
Revision	

<b>Continuation Totals</b>	
Route Footage	0'
Total Underground	0'
Total Aerial	0'
Underground (New)	0'
Aerial (New)	0'
Overpull (Ex Duct)	0'
Overhaul (Ex Strand)	0'
Poles	0'
Bore	0'
New Vaults	0
New Peds	0

**GSOC**  
 GOPHER STATE ONE CALL  
 1-800-852-1116  
 www.gopherstateonecall.org

Prepared by:  
 compass  
 consultants inc.  
 P.O. Box 218, Spring Lake Park, MN 55354-0218  
 763-229-2201

**OVERVIEW**



1" = -

Route	Spring Lake Park Schools
City	Spring Lake Park, MN
County	Anoka
Filename	Spring Lake Park Schools
Work Order #	123598-CONT

### TRACKING

Stated By:	N/A
Drafted By:	9/30/24
RCD	
Project Manager	Jeffe Albrecht 218-347-3813
As-Built By:	
Revision	

### Construction Totals

Route Footage	0'
Total Underground	0'
Total Aerial	0'
Underground (New)	0'
Aerial (New)	0'
Overhaul (E+Duct)	0'
Overhaul (D+Strung)	0'
Flow	0'
Bore	0'
New Vaults	0
New Peds	0

### GSOC

GOPHER STATE ONE CALL  
1-800-252-1118  
www.gopherstateonecall.org

Prepared by:



### LEGEND

## Materials

# Legend

### Symbols

	Proposed Handhole
	Existing Handhole
	Reference Handhole
	Manhole
	Proposed Cabinet
	Existing Cabinet
	Bore Pit
	Proposed Splice Point
	Existing Splice Point
	Power Pole
	Proposed Slack Coil
	Existing Slack Coil
	Proposed Anchor/Down Guy
	Existing Anchor/Down Guy
	Proposed Riser
	Existing Riser
	Aerial Bond
	Aerial Ground
	BM53T - Fiber Marker
	BM53 - Fiber Marker
	Proposed PED
	Existing PED
	Proposed Splice Case
	Existing Splice Case
	Street Light
	Traffic Light
	Traffic Light
	Transformer
	Hydrant
	Catch Basin
	Tree
	AMW - Main Enclosure - J-Box Needed
	AMW - Main Enclosure - No J-Box Needed
	AMW - Stack Enclosure

### Fiber Linetypes

	Proposed Underground Fiber - Bore
	Proposed Underground Fiber - Plow
	Proposed UG Fiber in Existing Duct
	Existing Underground Fiber
	Proposed Aerial Fiber
	Proposed Aerial Overflash
	Existing Aerial Fiber
	Proposed Aerial Strand
	Existing Aerial Strand

### Other Linetypes

	Whiteline
	Rail Road
	Fence
	Retaining Wall
	Storm Sewer
	Sanitary Sewer
	Gas Line
	Tele./Comm. Line
	Water Line
	Electric Line
	Street light/Traffic signal
	District Cooling
	District Heating
	Force Main
	Other Utility or Unknown
	Utility Easement

### Abbreviations

ABD	- Abandoned Utility
CL	- Center Line
WL	- White Line
R/W	- Right of Way
BOC	- Back of Curb
FC	- Front of Curb
EOR	- Edge of Road
S/W	- Sidewalk
HH	- Handhole
MH	- Manhole
PRT	- Preterminated Cable
PRG	- Pigtail Cable



1" = 30'

Route  
Spring Lake Park Schools  
City  
Spring Lake Park, MN  
County  
Anoka  
Filename  
Spring Lake Park Schools  
Work Order #  
123588-CON1

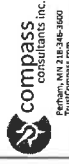
**TRACKING**

Staked By:  
N/A  
Ditched By:  
RCD  
Project Manager  
Julie Atkinson 218-347-3813  
As-Built By:  
Revision

**GSOC**

GOPHER STATE ONE CALL  
1-800-252-1116  
www.gopherstateonecall.org

Prepared by:



123588-01







1" = 30'

Route  
Spring Lake Park Schools  
City  
Spring Lake Park, MN  
County  
Anoka  
Fielname  
Spring Lake Park Schools  
Work Order #  
123588-CO01

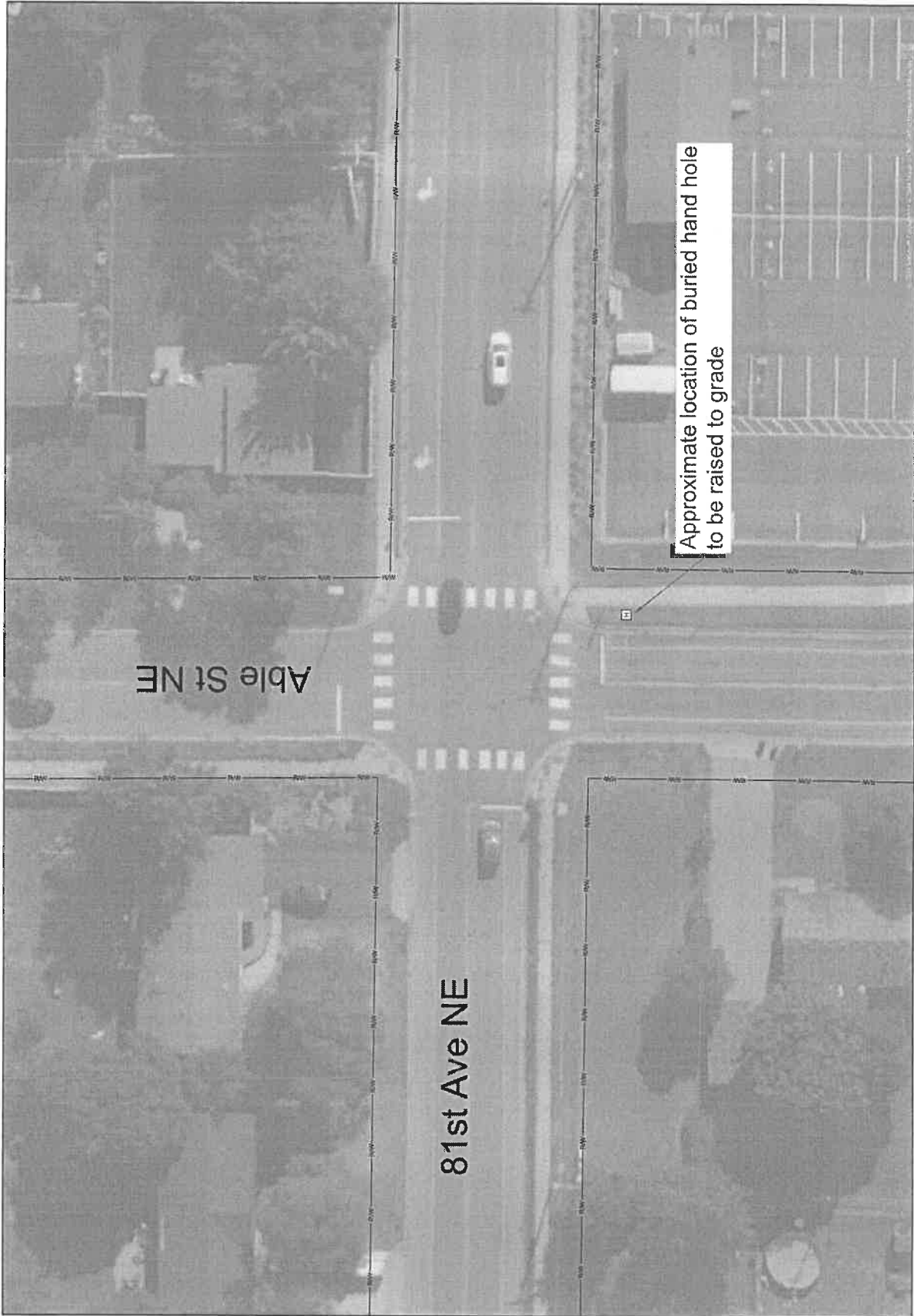
### TRACKING

Staked By:  
N/A  
Drafter By:  
RCD  
9/20/24  
Project Manager  
Julie Adenbach  
216-347-2613  
As-Built By:  
-  
Revision  
-

**GSOC**  
GOPHER STATE ONE CALL  
1-800-522-1116  
www.gopherstateonecall.org

Prepared By:  
 **compass**  
consultants inc.  
Plymouth, MN 55441-3600  
123588@gsoc.com

123588-02







**Order Component(s)**

Address	In-Building Charges	Conduit	Riser Cable	Cross Connect
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432	Customer Responsibility			
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432	Customer Responsibility			
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432	Customer Responsibility			
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432	Customer Responsibility			
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432	Customer Responsibility			
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432	Customer Responsibility			
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432	Customer Responsibility			

Address	Customer LOC Space & Power	New Customer Loc Device	CFA Provided by
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432			
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432			Zayo
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432			Zayo
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432			Zayo
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432			Zayo
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432			Zayo
1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis, MN 55432			Zayo

**Pricing**

Product	Service Item Desc	Component	Component Address	Type	Status	Quantity	Amount	Items Total
Dark Fiber	Dark Fiber	SOC-0005246147	1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis MN 55432	MRC	Active	1	USD 0.00	USD 0.00
PDN	Ethernet Port Charge	SOC-0005246148	1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis MN 55432	MRC	Active	1	USD 1.00	USD 1.00
PDN	Ethernet Port Charge	SOC-0005246151	1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis MN 55432	MRC	Active	1	USD 0.00	USD 0.00
PDN	Ethernet Port Charge	SOC-0005246152	1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis MN 55432	MRC	Active	1	USD 0.00	USD 0.00
PDN	Ethernet Port Charge	SOC-0005246153	1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis MN 55432	MRC	Active	1	USD 0.00	USD 0.00
PDN	Ethernet Port Charge	SOC-0005246149	1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis MN 55432	MRC	Active	1	USD 0.00	USD 0.00
PDN	Ethernet Port Charge	SOC-0005246150	1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis MN 55432	MRC	Active	1	USD 0.00	USD 0.00
PDN	Installation Fee	SOC-0005246148	1301 81st Ave NE/FI-1/Rm-MPOE Minneapolis MN 55432	NRC	Pending Install	1	USD 6,500.00	USD 6,500.00
Monthly Recurring Charges Total:								USD 1.00
Non Recurring Charges Total:								USD 6,500.00

**Contract Details**

Details	
Governing MSA	Anoka County MSA 2010-08-17

**Order Notes**

**Expiration Date** Pricing on this Order Form expires if Order is not signed prior to November 01, 2024

**Order ID(s): 2423760**

**Grand Total Costs**

Service Item Desc	Items Total
Monthly Recurring Charges Total:	USD 1.00
Non Recurring Charges Total:	USD 6,500.00
Taxes and impositions As Invoiced <sup>2</sup>	

**Customer Contact Information:**

Role(s)	Name	Phone	Email
Billing Contact	Roxann Wardarski	(763) 324-4112	roxann.wardarski@co.anoka.mn.us
Primary	Tristan Nicka	+1 763-323-5878	tristan.nicka@anokacountymn.gov

**Signatures**

Zayo Group LLC	Anoka County, MN
Signature:	Signature:
Printed Name:	Printed Name:
Date:	Date:
Title:	Title:

**Terms and Conditions**

1. Customer acknowledges that Customer is ordering the access and service(s) described above ("Offering") from Zayo Group, LLC, and or its applicable affiliate or subsidiary ("Zayo"). This Customer Order shall be governed by and subject to the applicable contract documents between Customer and Zayo referenced above (collectively, the "Agreement"). If Customer has not executed an Agreement and/or no Agreement is referenced in this Customer Order, then this Customer Order shall be governed by the terms and conditions of Zayo's Master Customer Agreement and applicable Customer Schedule in effect as of the date of this Customer Order, incorporated herein by this reference and available upon request. This Customer Order is subject to availability and shall only become binding upon acceptance by an authorized Zayo representative. Customer acknowledges that upon Zayo's acceptance, this Customer Order shall become a non-cancellable, binding obligation for the purchase of the Offering for the Offering Term stated above. By signing this Customer Order, Customer further acknowledges that it has read and understands the terms and conditions of this Customer Order and Customer's signatory represents that he/she is authorized to sign this Customer Order on Customer's behalf.

2. All charges for the Offering in this Customer Order are exclusive of any taxes and other fees and surcharges (as defined below). Except for taxes based on Zayo's net income, Customer shall be responsible for payment of all applicable taxes that arise in any jurisdiction, including, without limitation, value added, consumption, sales, use, gross receipts, excise, access, and bypass ("Taxes"). Customer shall also be responsible for any property tax surcharges, additional government fees (including without limitation Federal and State regulatory fees), franchise fees, rights of way fees or charges, license or permit fees, and any other duties, fees, charges or surcharges imposed on incident to, or based upon the provision, sale, or use of the Offerings. ("Other Fees and Surcharges") If applicable to the Offerings being purchased by Customer, such Other Fees and Surcharges will be listed on Customer's Invoice. If Customer is entitled to an exemption from any of the Taxes or Other Fees and Surcharges, Customer is responsible for presenting Zayo with a valid exemption certificate (in a form reasonably acceptable to Zayo). Zayo will give effect to any valid exemption certificate provided in accordance with the foregoing sentence to the extent it applies to any Offering billed by Zayo to Customer following Zayo's receipt of such exemption certificate. Customer shall indemnify, defend and hold Zayo harmless from payment and reporting of all such Taxes and Other Fees and Surcharges, including costs, expenses, and penalties incurred by Zayo in settling, defending or appealing any claims or actions brought against Zayo related to, or arising from, the non-payment of such Taxes and/or Other Fees and Surcharges.

3. In support of Zayo meeting the FOC Date, Customer specifically acknowledges that Customer is responsible for all connectivity (and related costs) to Zayo's Components (i.e. cross-connections between (i) the Zayo demarcation point and Zayo's Components and (ii) Zayo's Components and Customer Components). In addition, Customer shall be responsible for securing all rights and paying the related costs to connect to Zayo's Components, for securing all rights and paying the related costs to access, occupy, and conduct typical telecommunication operations within each respective building (including any necessary rights for Zayo to enter and access each building), and for providing all necessary cable pathways (all of the preceding may include, but not be limited to, construction permits and underlying rights, building access and/or occupancy agreements, building access and/or occupancy fees, lateral fees, riser fees, cross-connects and cross-connect fees, coordination at any third party owned location, and, where applicable, necessary space for Zayo's fiber termination panel and Zayo's Components). All of the rights above, collectively, shall be referred to as "Customer Requirements" and the related costs and fees, collectively, shall be referred to as "In-Building Charges". Unless this Customer Order indicates that Zayo is responsible for In-Building Charges, Customer shall reimburse Zayo in the event that a third party bills Zayo for any In-Building Charges. Customer acknowledges that any delay in Customer providing such Customer Requirements may delay Zayo from completing work at any location. In the event that Customer has not provided the Customer Requirements in time to allow Zayo to complete work at any location on or before the FOC Date, then Zayo may continue with the acceptance procedures to the extent possible and deem the Offering delivered and accepted.

4. If Customer is discontinuing Offering (s) of any type for any reason, Customer must submit the disconnection request through the form located at <https://www.zayo.com/disconnectservice/>. For notice of disconnect to be effective, all information necessary for Zayo to complete the disconnect must be provided at time of request such as; Circuit ID, Customer ordered 3rd Party Cross Connect Vendor's Disconnect Firm Order Commitment ("FOC") or the 3rd Party Cross Connect Vendor's Disconnect Order Number. Failure to provide complete and accurate information may delay or impact Zayo's ability to process the disconnection request. Customers will be responsible for outstanding amounts due for Services through the actual date of termination, inclusive of any early termination charges, if applicable.

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

## Contractor's Licenses

October 7, 2024

### General Contractor

Absolute Masonry, LLC.

Allan Dorney Construction MN, Inc.

Classic Construction & Consulting, LLC.

### Mechanical Contractor

A.M. Heating & Cooling, LLC.

Northern Lights Heating & Air Conditioning, LLC.

### Plumbing Contractor

Liberty Comfort Systems, Inc.

### Sign Contractor

Grell Graphix, Inc.

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

Sign Permit

October 7, 2024

Sign Permit

Nile Mart

359 83rd Ave





CITY OF SPRING LAKE PARK  
1301 81<sup>st</sup> Avenue N E  
Spring Lake Park, MN 55432  
763-784-6491

Sign Permit Application

DATE: 9/14/24  
NAME OF APPLICANT: Grell Graphic (Mark Grell)  
ADDRESS OF APPLICANT: 189 Bridge Point Dr. W. St. Paul, MN 55075  
TELEPHONE NUMBER OF APPLICANT: 651-307-7697

NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected Wile Mark

357 83<sup>rd</sup> Ave NE Spring Lake Park, MN, 55432  
New Construction: \_\_\_\_\_ Remodel:  Word Change Only: \_\_\_\_\_

Attach a drawing or sketch showing the position of the sign in relation to the nearest building, structures, public streets, right-of-way and property lines. Said drawing to be prepared to scale.

Attach two (2) blueprints or ink drawings of the plans and specifications and method of construction or attachment to the building or in the ground, including all dimensions. Show location of all light sources, wattage, type and color of lights and details of light shields or shades.

Attach a copy of stress sheets and calculations showing the structure is designed for dead load and wind velocity in the amount required by this and all other Ordinances of the City, if requested by the Building Inspection Department.

Name of person, firm or corporation erecting the structure: Grell Graphic

Address: \_\_\_\_\_

Is an Electrical Permit required? \_\_\_\_\_

I, the undersigned applicant, do further make the following agreement with the City of Spring Lake Park Mn:

- 1) To authorize and direct the City of Spring Lake Park to remove and dispose of any signs and sign structures on which a Permit has been issued but which was not renewed, if the owner does not remove the same within thirty (30) days following the expiration of the Permit.
- 2) To authorize and direct the City of Spring Lake Park to remove said sign and sign structure, at the expense of the applicant, where maintenance is not furnished, but only after a hearing and after notice of sixty (60) days, specifying the maintenance required by the City.
- 3) To provide any other additional information which may be required by the Building Inspection Department.

SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:\*\*\*\*\*

FEE: \$ 225.00 RECEIPT NUMBER: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_ DATE OF ISSUE: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_



**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

SQUARE FOOTAGE OF FRONT OF BUILDING: 1650 sq. ft

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 3057 (Pylon) 1207

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 22 sq. + 307x2=60  
Total 827

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

IF YOU ARE NOT THE OWNER OF THE PROPERTY, INCLUDE A SIGNED LETTER FROM THE OWNER GIVING PERMISSION TO ERECT THE SIGN.

NOTE: ALL APPLICATIONS ARE DUE BY NOON ON THE TUESDAY PRECEEDING THE COUNCIL MEETING.

**DRAWING:**

Existing  
40x Building  
40x2 Pylon  

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1207

4957 - 3070  
1207 - Existing  
827 - Proposed  

---

293 - Remaining

Proposed  
22 Building - \$75.00  
30x2 Pylon - \$75 x 2 = \$150  

---

\$225.00

227

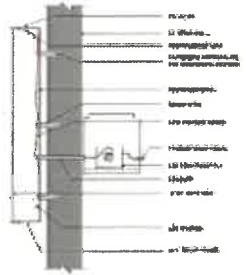


# Nile Mart

ETHIOPIAN SPICES - MONEY TRANSFERS - FRESH MEATS

24 in

132 in



Standard Face Sign - LED Illuminated w/ 24" LED strip

### Building Color

NONE NONE

### Vinyl Colors

Digital Print NONE NONE

Trim Can Acrylic

Black Black NONE

Trim Can Acrylic

NONE NONE NONE



(612) 983-6672  
147 Bridgeland Drive St. Paul, MN 55105 South

CLIENT	DJ King	CLIENT		ARTWORK PHASE	
JOB #	20220105	ADDRESS	Nile Mart	<input type="checkbox"/> CONCEPTUAL	
DATE	06.12.24		301 80th Ave NE	<input type="checkbox"/> DESIGN	
SALES REP	Mark Gred		Spring Lake Park, MN 55625	<input checked="" type="checkbox"/> FINAL ARTWORK	
EMAIL	markgred@grel.com			<input type="checkbox"/> PRODUCTION	
				<input type="checkbox"/> SHOP DRAWING	

CLIENT APPROVAL	DATE	LEAD USER APPROVAL	DATE
SIGNATURE:		SIGNATURE:	

This is an unqualified sample, submitted for your general information only. It is not intended to be a final representation of the final product. All colors are subject to change without notice. All artwork is subject to change without notice. All artwork is subject to change without notice. All artwork is subject to change without notice.



**NELSON CHEESE**  
*and* **DELI**



**Nile Mart**

72 in

60 in

30 x 2

**HT**  
**CAKES**  
**CAFE**  
**&**  
**BAR**

**SHIRAZ**  
**BEER**  
**CAFE & PUB**

**YOUR NEIGHBORHOOD**



# 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: October 2, 2024

Subject: September 2024 Public Works Report

Here is my summary of our work activities that were carried out in September.

1. **Sanburnol street project**

- We are done! The contractor striped the road October 1<sup>st</sup> and are just doing some punch list items now.

2. **83<sup>rd</sup> Avenue project.**

- This should be finished by October 4. They had striping to finish and a few punch list items. Both projects turned out very nice.

3. **Seasonal work staff:**

- We are down to the last 2 seasonal help for the year. Steve will be done within 2 weeks and Terry will be here for the fall. All of our seasonal staff are incredible and we couldn't do as good of a job that we do without their help throughout the year.

4. **Parks Maintenance:**

- We have torn out the majority of the playground and the chips in anticipation of the contractor coming in later this month to install the new playground. We are hoping that it is mid-October when they can get it installed and the surfacing will be put in next spring.

5. **City Hall construction**

- We have been busy getting everything moved and up and running in our new temp office space. It seems to be going well and there is only an occasional issue. They are now moving on to phase 2.

**6. The new loader.**

- We should be taking delivery of our new Cat loader next week just in time for winter operations. This has an adjustable box plow on the front so you can go from a 10' plow to a 14' plow with it being able to open to a box formation for pushing lots of snow without it falling off the plow edge. It will work great in opening up intersections on 65 and plowing the wider main roads.

**7. Fall clean up:**

- We are starting to finish up the summer work and prep for fall and winter. There is always so much to do before the first snow. We have the fall recycling day coming up yet and our annual leaf collection and sweeping. I'm hoping we can get well into November before our first snow event.

**8. Meetings and Community Engagement:**

- I attended one council meeting and participated in weekly construction meetings for city hall.
- I was able to attend the yearly AWWA water conference in Duluth in September. It is nice to meet with other peers and find different solutions to the same issues we may have. Thank you for allowing me to attend.



**City of Spring lake Park**  
**Code Enforcement Division**  
1301 Eighty First Avenue Northeast  
Spring Lake Park, Minnesota 55432  
(763) 783-6491 Fax: (763) 792-7257

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## REPORT

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**TO:** Spring Lake Park City Council  
**FROM:** Jeff Baker, Code Enforcement Official  
**RE:** Code Enforcement Monthly Report for September 2024  
**DATE:** October 1, 2024

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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 September, a total of 24 building, 0 Certificate of Occupancy, 0 Fire Alarm, 3 Fire Suppression, 5 mechanical, 6 plumbing, 0 sign and 4 zoning for a total of 42 permits issued compared to a total of 50 in 2023. Code Enforcement conducted 158 inspections in the month of August including 25 rental, 17 fire, 64 Building and 52 nuisance inspections.

The Code Enforcement Division issued 11 administrative offense tickets.

The first phase of the City Hall project has successfully passed its temporary certificate of occupancy inspection. The last few weeks of September have been a whirlwind of inspections. When projects reach the final stages, it's often the timing of inspections that slows down progress. Having the project just steps away from our office has been incredibly helpful.

Transitioning from our old office space to our current temporary setup was quite an undertaking. Moving is always difficult, but keeping City Hall open during the process required some careful planning and made for less-than-ideal working conditions. I want to thank all our staff for their immense help and understanding during this transition, knowing we'll have to go through it all again in the not-too-distant future.

In September of 2024, I also attended the following appointments:

- City Council meeting on September 3<sup>rd</sup>.
- Department Head Meeting September 4<sup>th</sup>.
- City Hall Construction Meeting Every Tuesday Morning.
- Planning Commission Meeting September 23<sup>rd</sup>.

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



# Memorandum

**To:** Mayor Nelson and Members of the City Council  
**From:** Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer  
**Date:** October 3, 2024  
**Subject:** Variance and Conditional Use Permit Requests – 8031 Hayes Street NE

## Background

1<sup>st</sup> Choice Builders, LLC, on behalf of property owner, Julie Caffari, 8031 Hayes Street NE, has submitted an application for a conditional use permit to allow a two family dwelling in the R-1 zoning district and variances from the minimum lot size required for a two family dwelling and a variance from the side yard setback for an in-law suite for an elderly family member.

The site is located on the 8000 block of Hayes Street NE. The property is guided for low density residential in the 2040 Comprehensive Plan. The property is zoned R-1, Single Family Residential – allowed uses include single-family homes and duplexes. Property records show that the house on the property was constructed in 1986.



The schedule of permitted uses by district (SLPC 16.64.040, A) states the following:

<u>Use</u>	<u>Details</u>	<u>R1</u>
Dwellings	Single-family detached dwellings	P
Dwellings	Two-family dwellings	C

The City's current lot area requirements for the R-1 zoning district is as follows:

Dwelling, single family	10,000 square feet per unit
Dwelling, two family	7,500 square feet per unit

The square footage of the lot is 11,249.50 square feet, or 3,750.50 square feet below the performance standard as set forth by City Code.

The City's current yard setback standards for the R-1 zoning district is as follows:

Dwelling, single family – front yard	35 feet
Dwelling, single family – rear yard	40 feet
Dwelling, single family – side yard	10 feet
Accessory uses, rear yard	5 feet
Accessory uses, side yard	5 feet

The applicant is seeking a three foot variance from the 10-foot side yard setback requirement on the south side of the house, behind the garage. The addition itself is within the required 10 foot side yard setback. However, the relocation of the deck stairs to the south side will encroach upon this setback, necessitating the variance. The applicant asserts that the variance is necessary to keep the deck stairs out of the way of the lower-level egress windows.

*Previous applications:* None.

### **Variance**

Section §16.60.040 of the City of Spring Lake Park's zoning code outlines the criteria for considering variances:

“The City Council may grant a variance from the strict application of this title and impose conditions and safeguards on the variance so granted only in instances where their strict enforcement would cause practical difficulties in complying with the official control because of circumstances unique to the individual property under consideration, and may grant a variance only when it is demonstrated that such actions will be in harmony with the general purposes and intent of this title and when the variances are consistent with the Comprehensive Plan. “Practical difficulties” as used in connection with granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by an official control, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties also includes, but is not limited to, direct sunlight for solar energy systems. A variance shall not be granted to allow a use that is not allowed in the zoning district involved.”

### **Conditional Use Permit**

Conditional use permits are considered permitted uses with reasonable conditions. Section § 16.56.030, F of the zoning code outlines the findings required prior to issuance of a conditional use permit:



1. 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;
2. 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;
3. The proposed use will comply with the regulations specified in this title for the district in which the proposed use is to be located;
4. The use is one of the conditional uses specifically listed for the district in which it is to be located;
5. The proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity;
6. The use will not lower property values or impact scenic views in the surrounding area;
7. Existing streets and highways and proposed access roads will be adequate to accommodate anticipated traffic;
8. Sufficient off-street parking and loading space will be provided to serve the proposed use;
9. The use includes adequate protection for the natural drainage system and natural topography;
10. 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
11. The proposed use will not stimulate growth incompatible with prevailing density standards.

If the Planning Commission recommends denial of the variance, the CUP application would also need to be denied as the proposed use does not comply with the regulations specified in the chapter (Finding #4).

### **Analysis and Recommendations**

#### Variance

The Planning Commission found that the variance requests for 8031 Hayes St NE meet the practical difficulties test as outlined in Minnesota State Law and SLPC §16.60.040. First, the request is reasonable because it involves modifying a single-family home to create an in-law suite for an elderly family member. This use is consistent with the residential nature of the property and aligns with the character of the R-1 zoning district. It supports multi-generational living, a common and increasingly supported residential arrangement, while the relocation of the deck stairs improves safety and accessibility without significantly altering the property's footprint. Such a residential arrangement is supported under the City's 2040 Comprehensive Plan.

Second, the property has unique circumstances that justify the variance. Its current lot size does not meet the minimum requirements for a two-family dwelling under the current zoning regulations, making it impossible to accommodate the in-law suite without a variance. Additionally, the existing placement of the house on the lot and the required side setback limit the possibility of expanding the structure. These constraints are specific to this property and were not

created by the landowner, making the variance a necessary consideration for meeting the family's needs.

Third, granting the variance will not alter the essential character of the locality. The proposed addition is designed to match or complement the existing structure, ensuring it blends seamlessly with the neighborhood's architectural style. With the implementation of conditions such as landscaping and architectural consistency, the impact on neighboring properties will be minimal, preserving the aesthetic and property values of the area. Overall, this variance allows the homeowner to enhance the property in a manner that aligns with the neighborhood's character and the intent of the zoning regulations. Therefore, the variance request meets the practical difficulties test and is justified for approval.

#### Conditional Use Permit

If the City Council concurs with the recommendation to approve the variances, the Planning Commission finds that the use will qualify for a conditional use permit. The proposed addition at 8031 Hayes St NE aligns with the Conditional Use Permit standards outlined in the City Code. This project is necessary for the homeowner to provide a safe and suitable living arrangement for an elderly family member, contributing to the general welfare by supporting multi-generational living within the community. It is designed to be compatible with the surrounding neighborhood, ensuring that the changes will not be detrimental to the health, safety, or general welfare of residents in the vicinity. Although a variance is required for the side setback and the minimum lot size for a two-family dwelling in the R-1 zoning district, the proposed addition complies with all other zoning regulations and will adhere to building codes and ordinances.

The addition is designed to blend seamlessly with the existing structure, utilizing architectural consistency and landscaping to minimize any potential impact on neighboring properties. While enhancing the property's utility, it also preserves the neighborhood's character, and its integration is expected to maintain or potentially increase property values without obstructing scenic views. The existing streets and utilities are adequate to accommodate the proposed use, and no additional parking or loading spaces are necessary. Environmental protection measures, including proper grading and storm water management, will be implemented to preserve the natural drainage system and topography. The residential nature of the addition means it will not create nuisances such as odor, noise, or vibration, and compliance with City lighting regulations will prevent light spillover onto neighboring properties. Overall, the project maintains the residential density standards of the area, allowing for the in-law suite while keeping the essential character of the neighborhood intact.

Staff recommends approval of the variances and conditional use permit with the following conditions:

1. The in-law suite shall not be licensed or utilized as a rental property for non-family members. This suite is intended solely for the accommodation of family members and shall not be leased or rented to individuals outside of the property owner's immediate family. This condition is to preserve the residential character of the neighborhood and uphold the intent of the variance and conditional use permit.

2. Exterior materials, design and color of the addition and deck must match or complement the existing structure to ensure architectural consistency. This includes using similar siding, roofing materials, trim and window styles to maintain the visual coherence of the property.
3. Any existing landscaping that is disturbed or removed during construction must be replaced or restored to its original condition or better.
4. The applicant must ensure that the addition does not negatively impact the natural drainage system. Proper grading and drainage must be maintained to direct water away from the foundation and adjacent properties. Any changes to the property's topography or drainage patterns must be reviewed and approved by the City Engineer.
5. Any new exterior lighting installed as part of the addition should be downward-facing and shielded to minimize light spillover onto adjacent properties. The lighting should comply with the City's exterior lighting regulations to ensure it does not create a nuisance for neighboring residents.
6. The addition and deck must comply with all applicable building, safety, and fire codes. This includes ensuring that the addition is constructed according to the approved plans and meets egress, fire separation, and other safety requirements.
7. Any existing mature trees or significant vegetation near the construction site should be preserved where possible. If removal is necessary, the applicant must replace the vegetation with appropriate species to maintain the property's aesthetic and environmental quality.

If you have any questions regarding this application, please don't hesitate to contact me at 763-784-6491.

**RESOLUTION NO. 2024-53**

**A RESOLUTION APPROVING VARIANCES FROM THE MINIMUM LOT SIZE AND SIDE YARD SETBACK REQUIREMENTS TO PERMIT A TWO-FAMILY DWELLING AT 8031 HAYES STREET NE**

**WHEREAS**, Julie Caffari (“Applicant”) have made application for a variance from SLPC 16.64.050(A)(1), which requires a minimum lot size of 7,500 square feet per dwelling unit for a two-family dwelling, and SLPC 16.64.050(A)(5), which requires a 10 foot side yard setback for single family homes in the R-1 zoning district; and

**WHEREAS**, the property, 8031 Hayes Street NE, is legally described as follows:

Lot 12 Block 2 Spring Lake Estates, subject to easement of record; and

**WHEREAS**, mailed and published notice of a public hearing to consider the proposed variance was given; and

**WHEREAS**, a public hearing to consider the proposed variance was held on September 23, 2024; and

**WHEREAS**, the request was made for a variance to allow a two family dwelling on the property, which is 11,249.5 square feet and a request for a three foot variance from the required side yard setback; and

**WHEREAS**, the Planning Commission has considered the application against the practical difficulties test as outlined in Section 16.60.040 of the Spring Lake Park Zoning Code; and

**WHEREAS**, the Planning Commission has recommended approval based on the following findings of fact:

1. The creation of an in-law suite is consistent with the residential nature with the property and aligns with the character of the R-1 zoning district by supporting multi-generational living in a common and increasingly supported residential arrangement,
2. The lot size does not meet the minimum requirements for a two-family dwelling under the current zoning regulations, making it impossible to accommodate the in-law suite without a variance. Additionally, the existing placement of the house on the lot and the required side setback limit the possibility of expanding the structure.
3. The proposed addition is designed to match or complement the existing structure, ensuring it blends seamlessly with the neighborhood's architectural style. With the implementation of conditions such as landscaping and architectural consistency, the impact on neighboring properties will be minimal, preserving the aesthetic and property values of the area.

**WHEREAS**, the Spring Lake Park City Council has reviewed the application and hereby accepts the findings and recommendations of the Spring Lake Park Planning Commission.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves the request of Julie Caffari, 8031 Hayes Street NE, for a variance from the minimum lot size standard and minimum side yard setback requirement to permit a two-family dwelling on the property, subject to the following conditions:

1. The in-law suite shall not be licensed or utilized as a rental property for non-family members. This suite is intended solely for the accommodation of family members and shall not be leased or rented to individuals outside of the property owner's immediate family. This condition is to preserve the residential character of the neighborhood and uphold the intent of the variance and conditional use permit.
2. Exterior materials, design and color of the addition and deck must match or complement the existing structure to ensure architectural consistency. This includes using similar siding, roofing materials, trim and window styles to maintain the visual coherence of the property.
3. Any existing landscaping that is disturbed or removed during construction must be replaced or restored to its original condition or better.
4. The applicant must ensure that the addition does not negatively impact the natural drainage system. Proper grading and drainage must be maintained to direct water away from the foundation and adjacent properties. Any changes to the property's topography or drainage patterns must be reviewed and approved by the City Engineer.
5. Any new exterior lighting installed as part of the addition should be downward-facing and shielded to minimize light spillover onto adjacent properties. The lighting should comply with the City's exterior lighting regulations to ensure it does not create a nuisance for neighboring residents.
6. The addition and deck must comply with all applicable building, safety, and fire codes. This includes ensuring that the addition is constructed according to the approved plans and meets egress, fire separation, and other safety requirements.
7. Any existing mature trees or significant vegetation near the construction site should be preserved where possible. If removal is necessary, the applicant must replace the vegetation with appropriate species to maintain the property's aesthetic and environmental quality.

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 7th day of October 2024.

APPROVED BY:

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator



**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: <u>250</u>	Escrow: <u>300</u>

## DEVELOPMENT APPLICATION

<b>TYPE OF APPLICATION</b> (Check All That Apply)		
<input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text) <input type="checkbox"/> Rezoning <input type="checkbox"/> Planned Unit Development	<input checked="" type="checkbox"/> Site Plan/Building Plan Review <input type="checkbox"/> Conceptual Plan Review <input type="checkbox"/> Conditional Use Permit <input checked="" type="checkbox"/> Variance <input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Lot Combination <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____
<b>PROPERTY INFORMATION</b>		
Street Address: 8031 Hayes ST NE		
Property Identification Number (PIN#): 01-30-24-42-0054		Current Zoning: 01-Residential
Legal Description: Residential Homestead (Attach if necessary):		
<b>APPLICANT INFORMATION</b>		
Name: Carrie Klakeg		Business Name: 1st Choice Builders, LLC
Address: 157 Saint Croix Trail N		
City: Lakeland	State: MN	Zip Code: 55043
Telephone: 651-342-0473	Fax:	E-mail: <a href="mailto:carrie@1stchoicebuildersmn.com">carrie@1stchoicebuildersmn.com</a>
Contact: Carrie Klakeg		Title: Project Manager
<b>OWNER INFORMATION</b> (if different from applicant)		
Name: Julie Caffari		Business Name:
Address: 8031 Hayes St NE		
City: Spring Lake Park	State: MN	Zip Code: 55432
Telephone: 612-245-9472	Fax:	E-mail: <a href="mailto:jcaffar1@fairview.org">jcaffar1@fairview.org</a>
Contact:		Title:
<b>DESCRIPTION OF REQUEST</b> (attach additional information if needed)		
Existing Use of Property: Residential Homestead		
Nature of Proposed Use: Residential Homestead with in-law suite/addition		
Reason(s) to Approve Request: Homeowner is making room for elderly father to move in on first floor. To provide the adequate space, the house needs to be bumped out on the south and east end and deck stairs be placed on the south end for better access to back garage door and out of the way of father's area. <b>and escape route for his room.</b>		
<b>PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE</b>		
Project Name:		Date of Application:
Nature of Request:		
<b>NOTE:</b> Applications only accepted with ALL required support documents. See City Code		





**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 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 carrie@1stchoicebuildersmn.com  Fax \_\_\_\_\_  USPS – Certified Mail

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: Carrie Klaksg Date: 08/1/2024

Owner: Julie Caffari Date: 8/28/2024

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



**City of Spring Lake Park  
Variance Application**

A variance cannot be approved unless the Planning Commission and City Council find that the "practical difficulties" standard has been met. Please provide a response as to how/why your project will meet the following criteria. Use additional sheets if necessary and consult with the Zoning Administrator if you need clarification on the intent of any of the standards set below.

1. Applicant Information:

Name: Carrie Klakeg Telephone: 651-342-0973  
Address: 157 Saint Croix Trail N Cell Phone: 612-695-8062  
City/State/Zip: Lakeland, MN 55043 E-mail: Carrie@1stchoicebuildersmn.com

2. Property Owner Information (if different from above):

Name: Julie Caffari Telephone: 612-245-9472  
Address: 8031 Hayes St NE Cell Phone: \_\_\_\_\_  
City/State/Zip: Spring Lake Park, MN 55432 E-mail: jcaffar1@fairview.org

3. Project Location (Address and Legal Description): 8031 Hayes St NE, Spring Lake Park, MN 55432

4. Present Use of Property: Residential Homestead

5. Description of Project: Addition for new "in-law" suite. Expanded out 5.5' to the south side and 10-12' to east. Enlarging and upgrading the kitchen and living, bed and bath space for father.

6. Specify Section of the Ordinance from which variance is sought: 10' side set back from the property line on the south side of the house.

7. Explain how you wish to vary from the applicable provisions of this Ordinance: The addition hits right at the 10' set back already and the homeowners would like to place the deck stairs on south side out of the way of the egress windows of the father's back side addition. Along with easier access to the back garage door for homeowner.

8. Please attach a site plan or accurate survey as may be required by Ordinance.

9. **Practical Difficulties Test:** Please answer the following questions as they relate to your specific variance request.

a. In your opinion, is the variance in harmony with the purposes and intent of the Ordinance?  
 Yes    No   Why or why not?

The deck stairs are not a large structure, there is room underneath and it is for safety purposes to keep them out of the way of the lower level egress windows. The stairs are on that side right now.



b. In your opinion, is the variance consistent with the Comprehensive Plan?  
 Yes  No Why or why not?

It's the best for use, efficiency and safety of the family in the house. This is how the house is designed  
They are still within the property line.

c. In your opinion, does the proposal put property to use in a reasonable manner?  
 Yes  No Why or why not?.

It is in everyone's best interest to keep the stairs out of the way of the egress window.  
The stairs are currently on the south side of the house with easy access to garage which will provide  
familiarity for the homeowners as well.

d. In your opinion, are there circumstances unique to the property? (physical characteristics of the property – i.e. sloping topography or other natural features like wetlands or trees)?  
 Yes  No Why or why not?

Again, to keep the stairs out of the way of the egress windows on the bottom level.

e. In your opinion, will the variance maintain the essential character of the locality?  
 Yes  No Why or why not?

The variance is keeping the current design of the house with adding the addition.

The Planning Commission must make an affirmative finding on all of the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant Signature:

Carrie Klaksg

Date:

8/28/2024

Fee Owner's (Property Owner) Signature:

Julie Caffari

Date:

8/29/2024





**MISCELLANEOUS NOTES:**  
 EACH BEDROOM TO HAVE A MINIMUM WINDOW OPENING OF 5.7 SQ. FT. WITH A MINIMUM WIDTH AND HEIGHT OF 20 X 24 IN. AND A SILL LESS THAN 44" ABOVE FIN. FLR.  
 ALL GLAZING WITHIN 18 IN. OF THE FLOOR AND/OR WITHIN THE SWING PATH OF ANY DOOR ARE TO HAVE SAFETY GLAZING.  
 ALL GLAZING WITHIN 60 IN. OF TUB OR SHOWER FLOOR, 60 IN. OF A STAIR LANDING OR GREATER THAN 9 SQUARE FEET ARE TO HAVE SAFETY GLAZING

ALL EXTERIOR WINDOWS ARE TO BE DOUBLE GLAZED AND ALL EXTERIOR DOORS ARE TO BE SOLID CORE WITH WEATHERSTRIPPING. PROVIDE 1/2 IN. DEADBOLT LOCKS ON ALL EXTERIOR DOORS, AND LOCKING DEVICES ON ALL DOORS AND WINDOWS WITHIN 10 FT. (VERTICAL) OF GRADE.

PROVIDE ONE SMOKE DETECTOR IN EACH ROOM AND ONE IN EACH CORRIDOR ACCESSING BEDROOMS. CONNECT SMOKE DETECTORS TO HOUSE POWER AND INTER-CONNECT SMOKE DETECTORS TO HOUSE POWER AND INTERCONNECT SO THAT, WHEN ANY ONE IS TRIPPED, THEY ALL WILL SOUND. PROVIDE BATTERY BACKUP FOR ALL UNITS.

PROVIDE COMBUSTION AIR VENTS (W/SCREEN AND BACK DAMPER) FOR GAS FIRE-PLACE AND ANY OTHER APPLIANCES WITH AN OPEN FLAME.

BATHROOMS AND UTILITY ROOMS ARE TO BE VENTED TO THE OUTSIDE WITH A FAN CAPABLE OF PRODUCING A MINIMUM OF 5 AIR EXCHANGES PER HOUR.

ELECTRICAL RECEPTACLES IN BATHROOMS, KITCHENS AND GARAGES SHALL BE G.F.I. OR G.F.I.C. PER NATIONAL ELECTRICAL CODE REQUIREMENTS.

INSULATE ALL ACCESS DOORS/ HATCHES TO CRAWL SPACES AND ATTICS TO THE EQUIVALENT RATING OF THE WALL, FLOOR OR CEILING THROUGH WHICH THEY PENETRATE. UNO ON PLANS.

- ATTIC R-49
- WALLS R-21
- FLOORS R-30

**ADDITIONAL NOTES:**  
 -ALL DIMENSIONS ARE TO FRAMING UNLESS OTHERWISE NOTED  
 -W/PRINTED DIMENSIONS SUPERSEDE SCALED DIMENSIONS  
 -ALL EXTERIOR HEADERS ARE (2) 2X10 UNLESS NOTED  
 -INTERIOR NON BEARING HEADERS TO BE (2) 2X4 LAID FLAT

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**Description of Project: Whole house remodel including addition and deck over living space.**



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6	LOWER LEVEL NEW LAYOUT
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9	KITCHEN ELEVATIONS
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11	BATH LAYOUT DETAILED
12	BATH ELEVATIONS
13	BATH ELEVATIONS
14	EXTERIOR ELEVATIONS
15	RENDERINGS
16	CROSS SECTIONS
17	ROOF & FRAMING DETAIL
18	SIDE STAIR OPTION

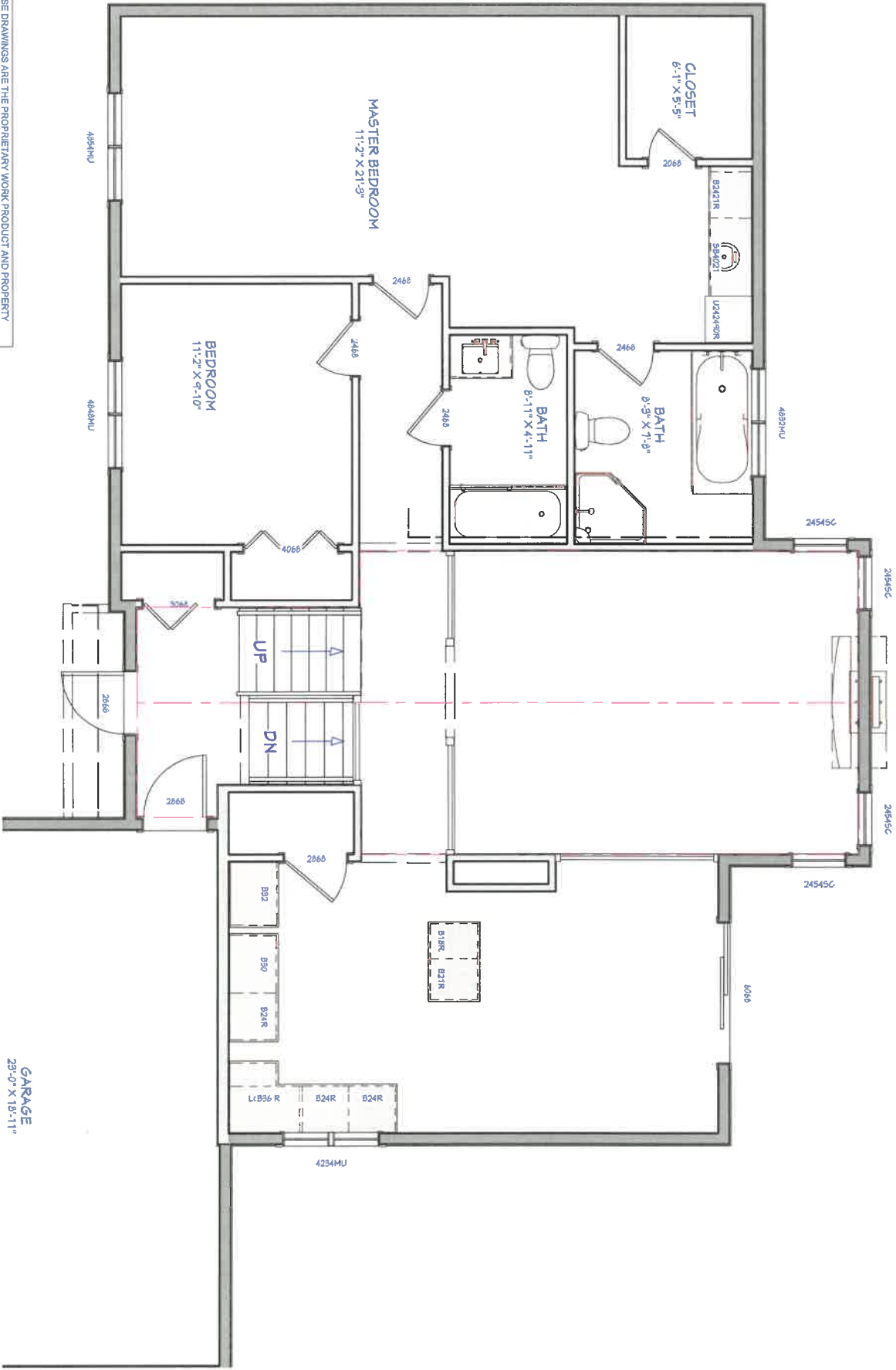
**CERTIFICATE OF SURVEY**

-160- 1ST CHOICE BUILDERS  
 -01- 8031 HAYES STREET NE  
 SPRING LAKE PARK, MN





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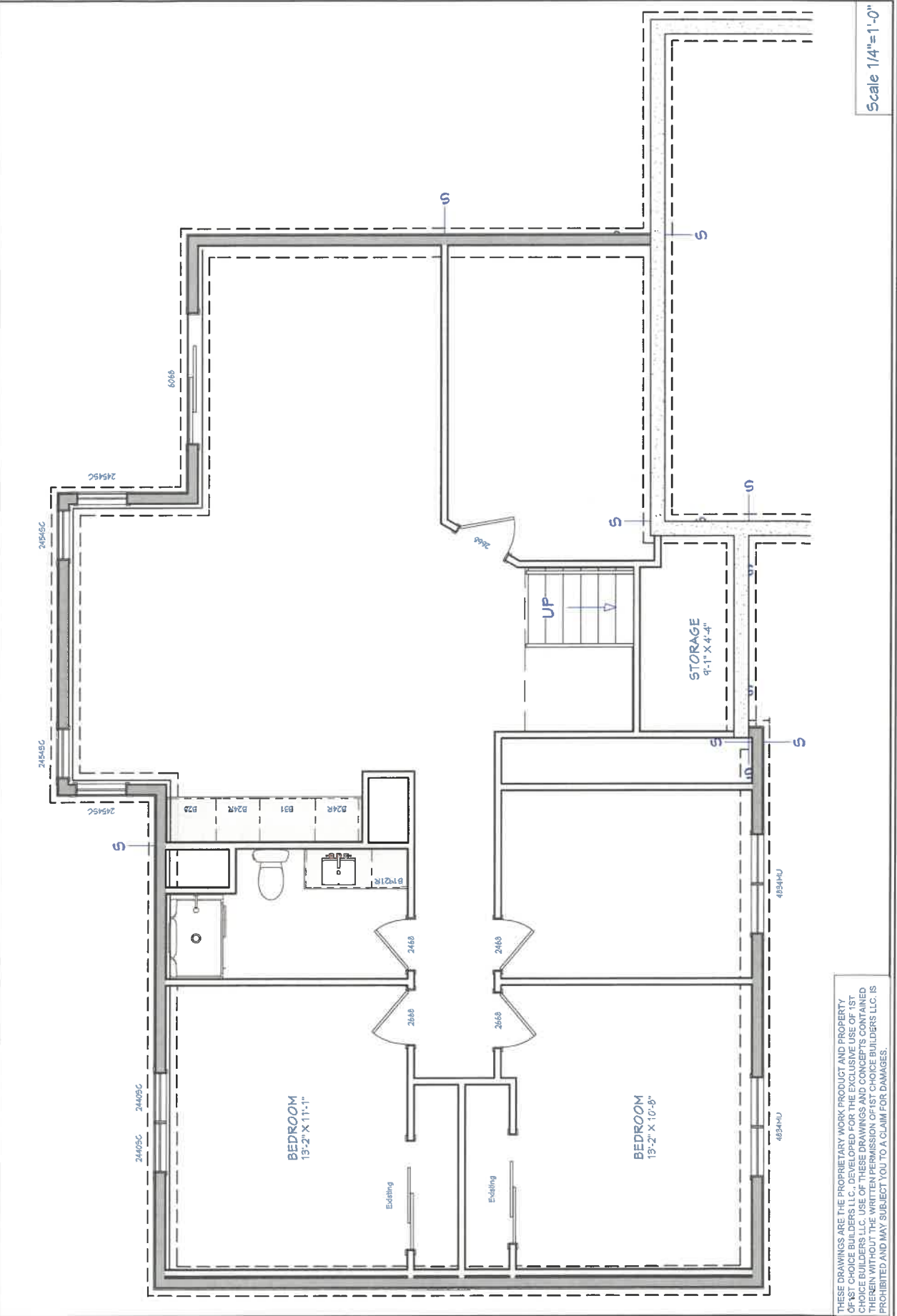
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1st Choice Builders LLC  
 157 St Croix Trail N  
 Lakeland, MN 55043

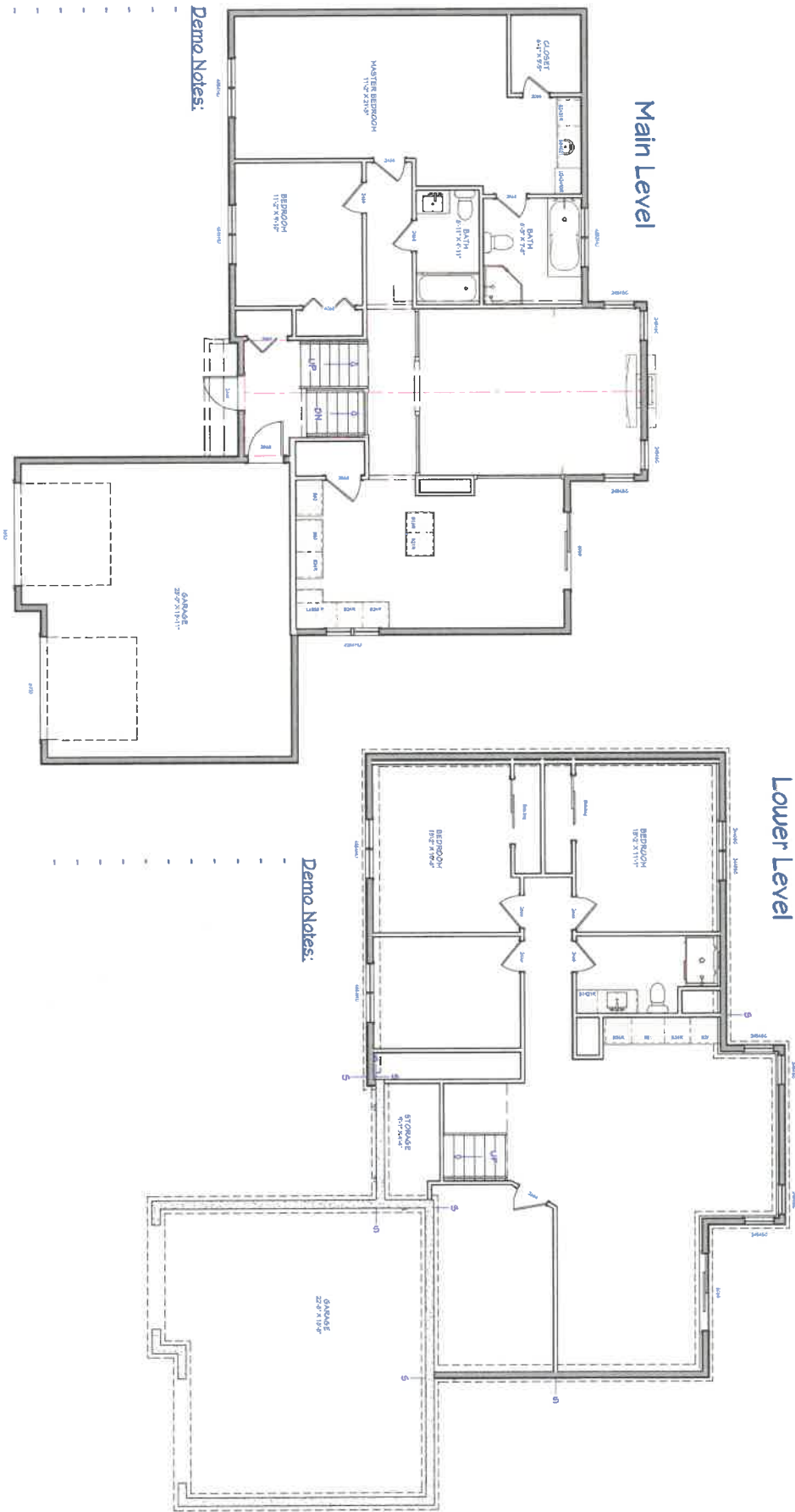
Julie Caffari  
 8031 Hayes St. NE  
 Spring Lake Park, MN 55432

Existing Main Level  
 DRAWN BY: DATE: 9/2/2024

SHEET NUMBER  
**2**  
 REVISION #



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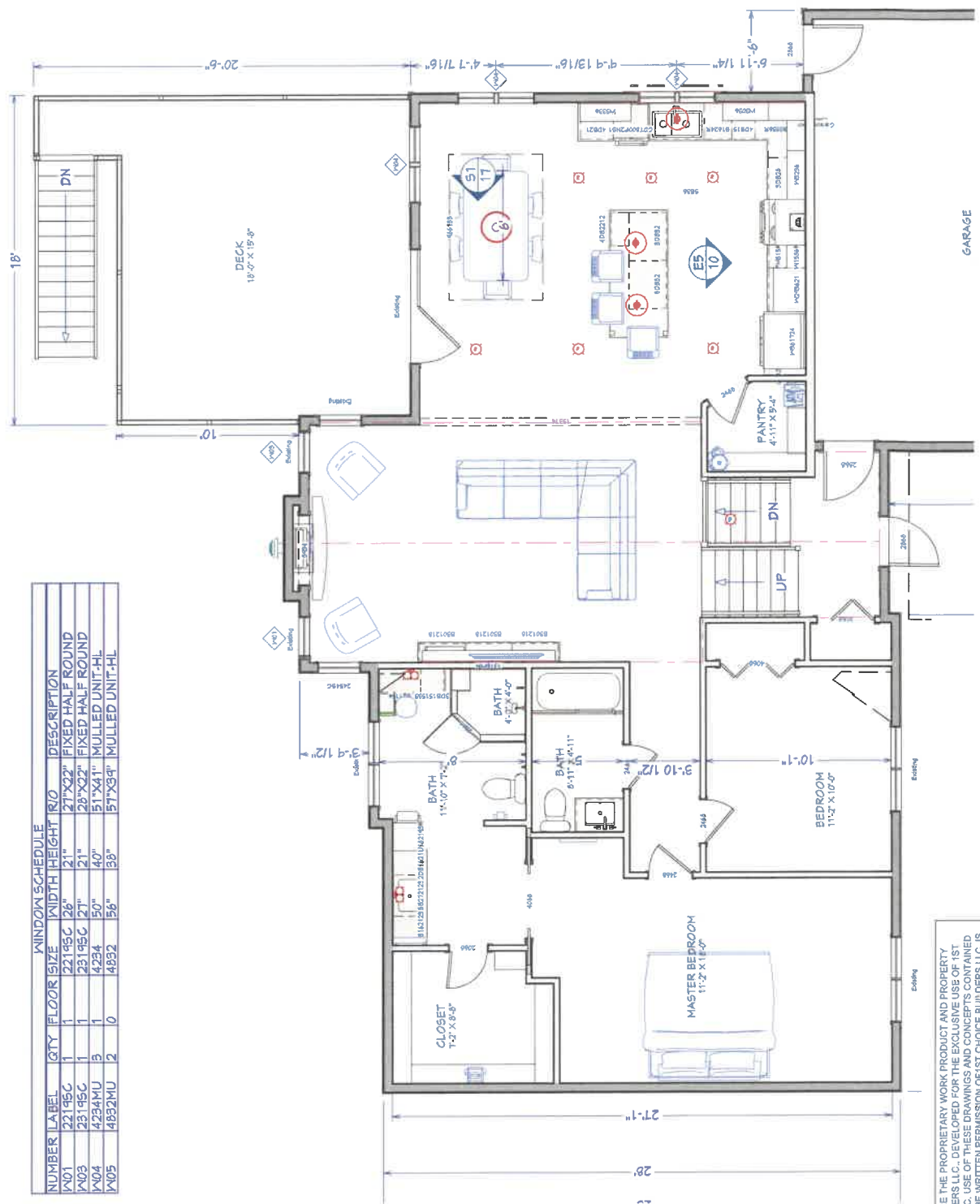
1st Choice Builders LLC  
 157 St Croix Trail N  
 Lakeland, MN 55043

Julie Caffari  
 8031 Hayes St. NE  
 Spring Lake Park, MN 55432

Demo Plan  
 DRAWN BY: DATE: 9/2/2024

SHEET NUMBER  
**4**  
 REVISION #

Scale 3/16"=1'-0"

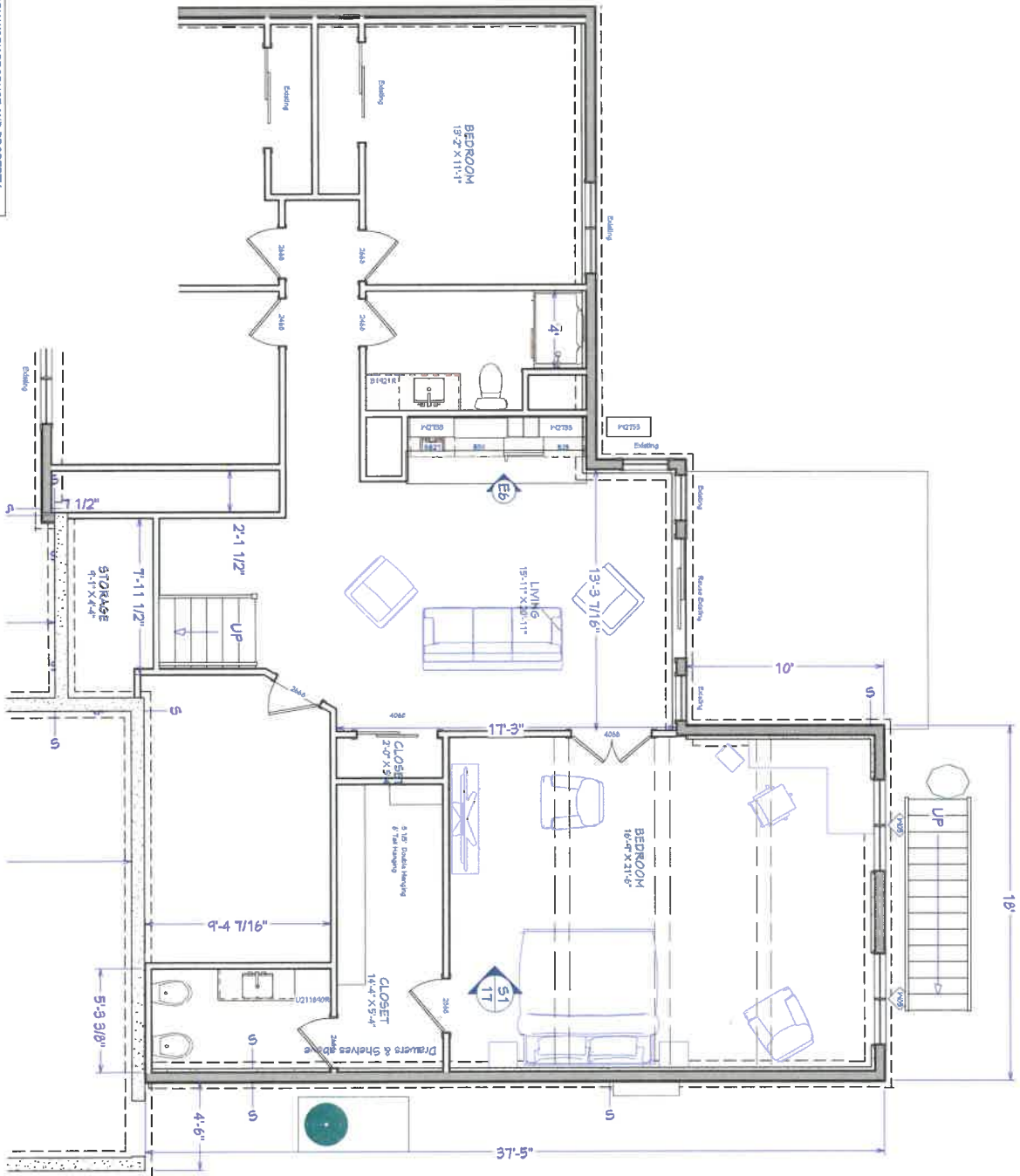


WINDOW SCHEDULE

NUMBER LABEL	QTY	FLOOR SIZE	WIDTH	HEIGHT	R/O	DESCRIPTION
W01	22	195C	26"	21"		27"X27" FIXED HALF ROUND
W02	1	23195C	27"	21"		28"X27" FIXED HALF ROUND
W03	1	23195C	27"	40"		51"X41" MULLED UNIT-HL
W04	4	231MU	50"	15"		57"X34" MULLED UNIT-HL
W05	4	232MU	56"	15"		57"X34" MULLED UNIT-HL

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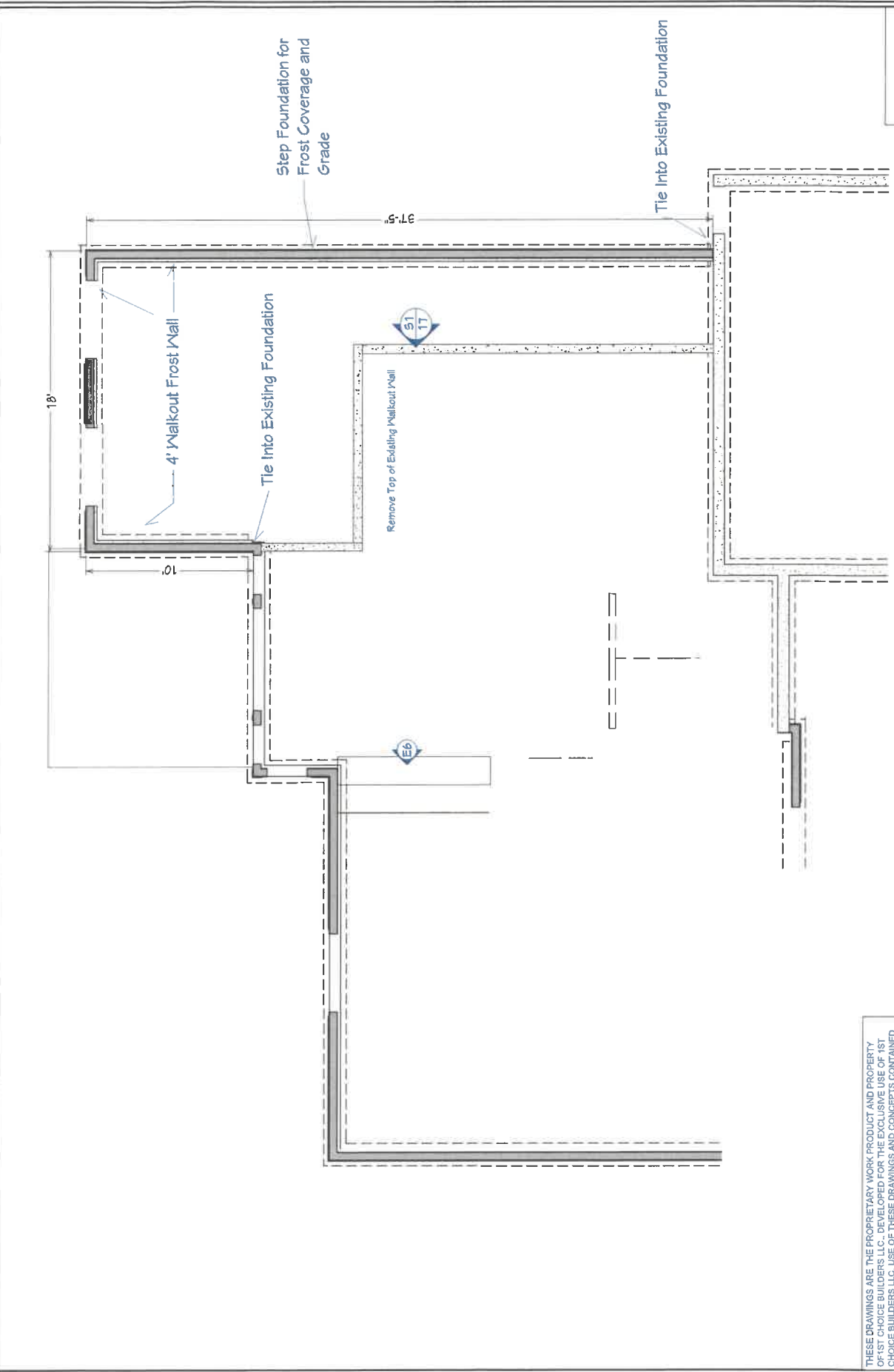
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1st Choice Builders LLC  
157 St Croix Trail N  
Lakeland, MN 55043

Julie Caffari  
8031 Hayes St. NE  
Spring Lake Park, MN 55432

Lower Level New Layout  
DRAWN BY: DATE: 9/2/2024

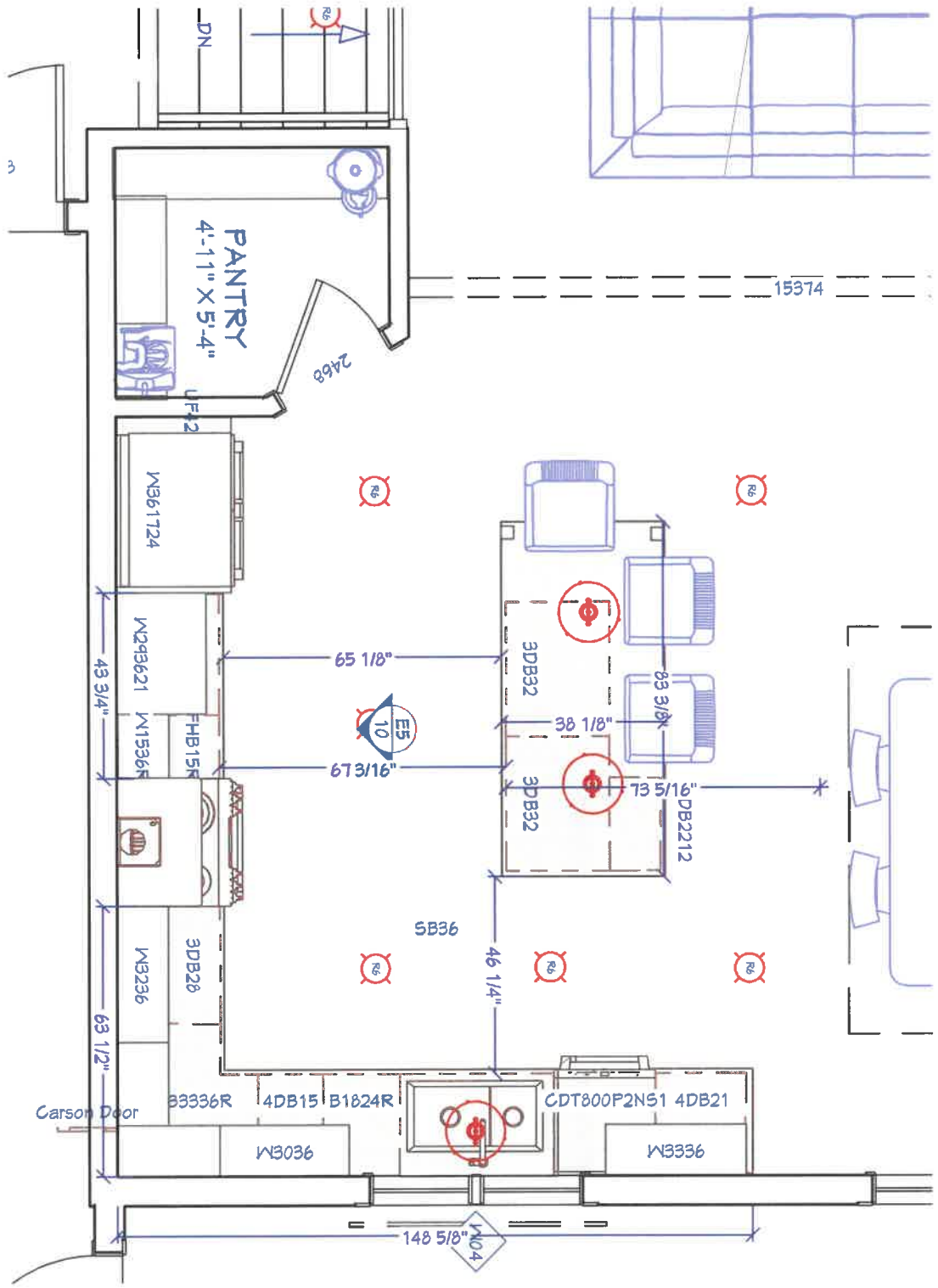
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**6**  
REVISION #:



Scale 3/16"=1'-0"

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Scale 1/2" = 1'-0"

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 157 St Croix Trail N  
 Lakeland, MN 55043

Julie Caffari  
 8031 Hayes St. NE  
 Spring Lake Park, MN 55432

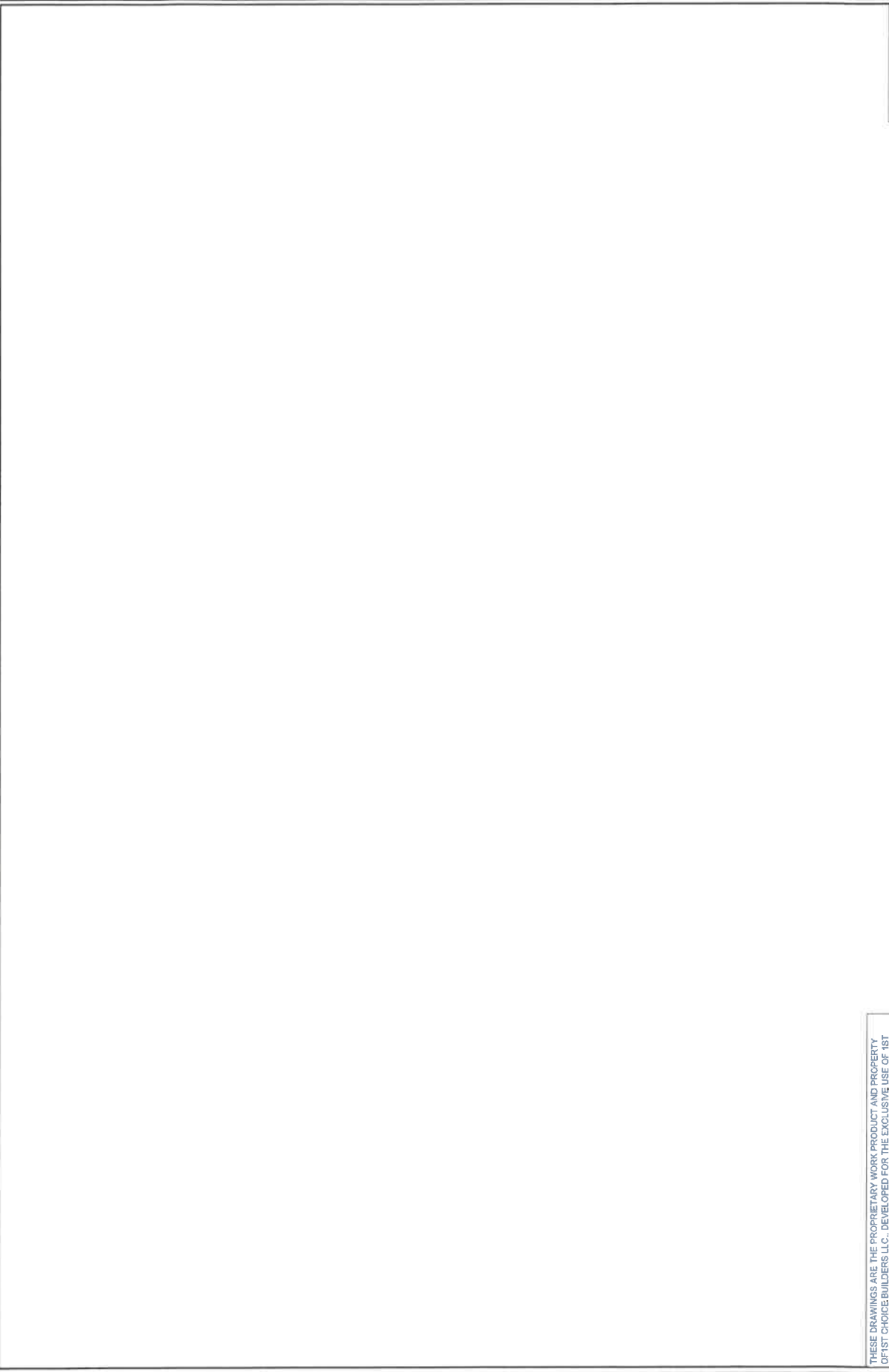
Kitchen Layot Dimentioned  
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SHEET NUMBER  
**8**  
 REVISION #:



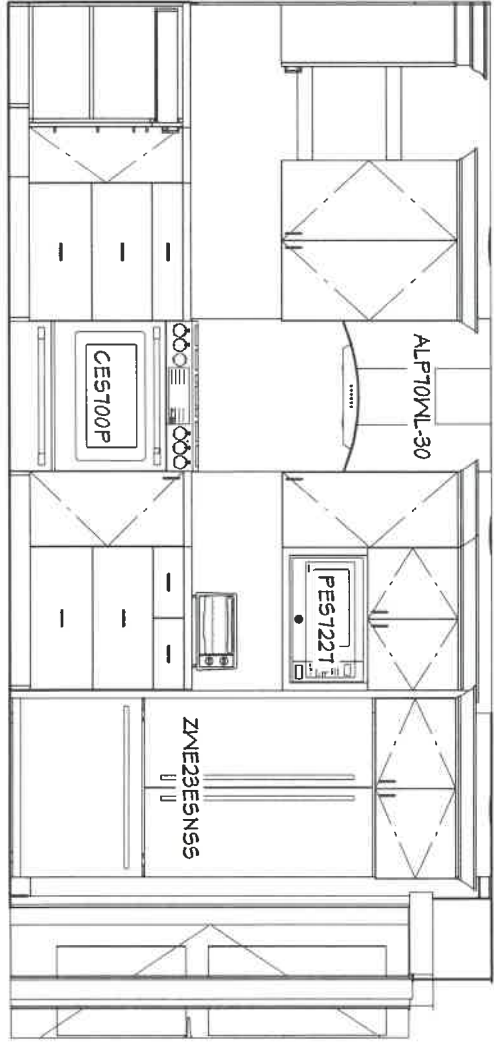
SHEET NUMBER <b>6</b> REVISION #	DATE: 02/20/24 Kitchen Layout Detailed	DRAWN BY: Julie Caffari 8031 Hayes St. NE Spring Lake Park, MN 55432	1st Choice Builders LLC 157 St Croix Trail N Lakeland, MN 55043
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Scale 1/4"=1'-0"



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Scale 1/4" = 1'-0"

1st Choice Builders LLC  
 157 St Croix Trail N  
 Lakeland, MN 55043

Julie Caffari  
 8031 Hayes St. NE  
 Spring Lake Park, MN 55432

Kitchen Elevations


DRAWN BY:

DATE: 9/2/2024

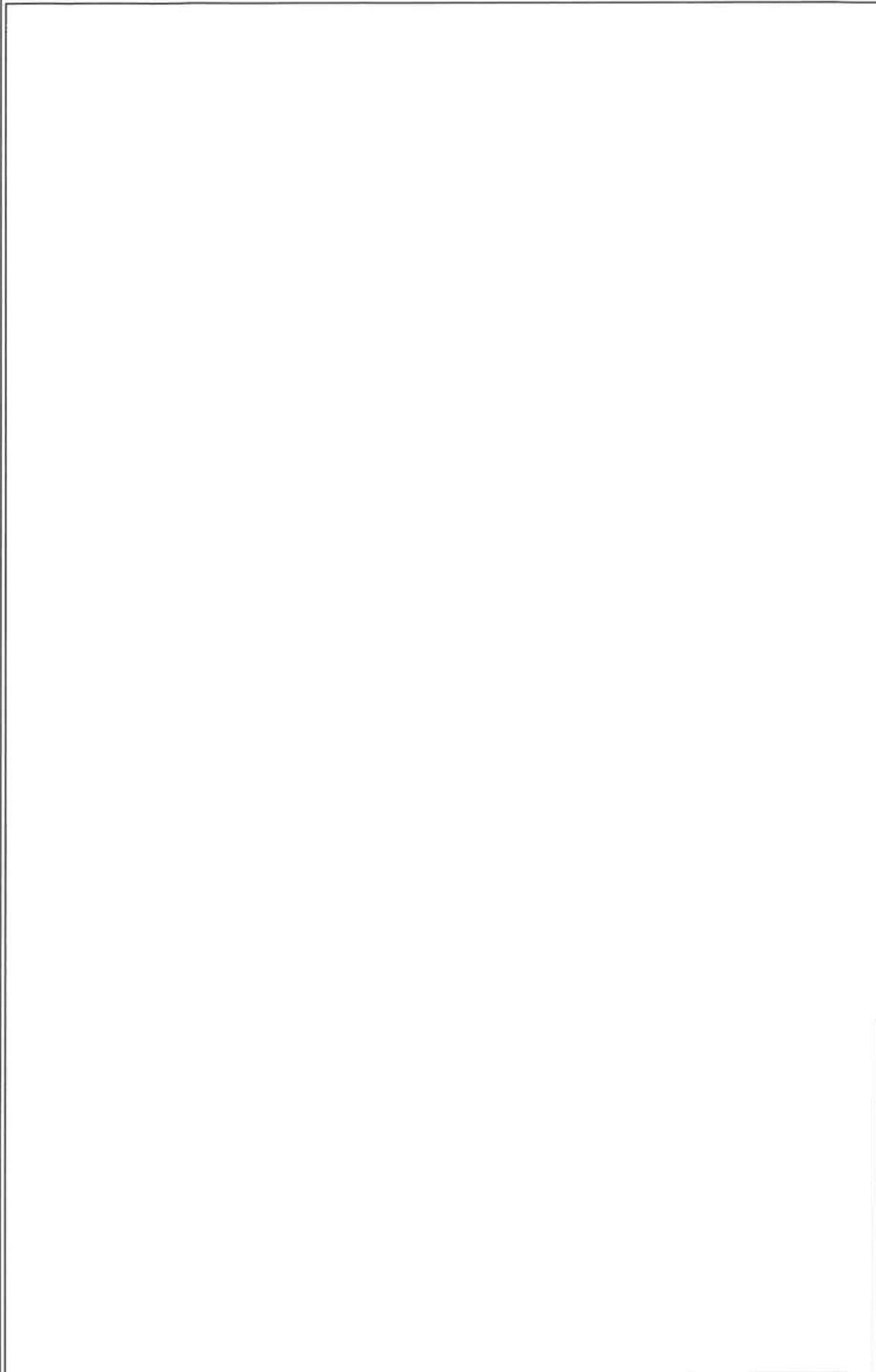
SHEET NUMBER

**10**

REVISION #

REVISION #  SHEET NUMBER	DATE: 07/20/24 Kitchen Elevations	DRAWN BY: Julie Carrat 8031 Hayes St. NE Spring Lake Park, MN 55432	1st Choice Builders LLC 157 St Croix Trail N Lakeland, MN 55043
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Scale 1/4"=1'-0"



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Scale 1/4"=1'-0"

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157 St Croix Trail N  
Lakeland, MN 55043

Julie Caffari  
8031 Hayes St. NE  
Spring Lake Park, MN 55432

Bath Layot Detailed

DRAWN BY:

DATE: 9/7/2024

SHEET NUMBER

**12**

REVISION #:

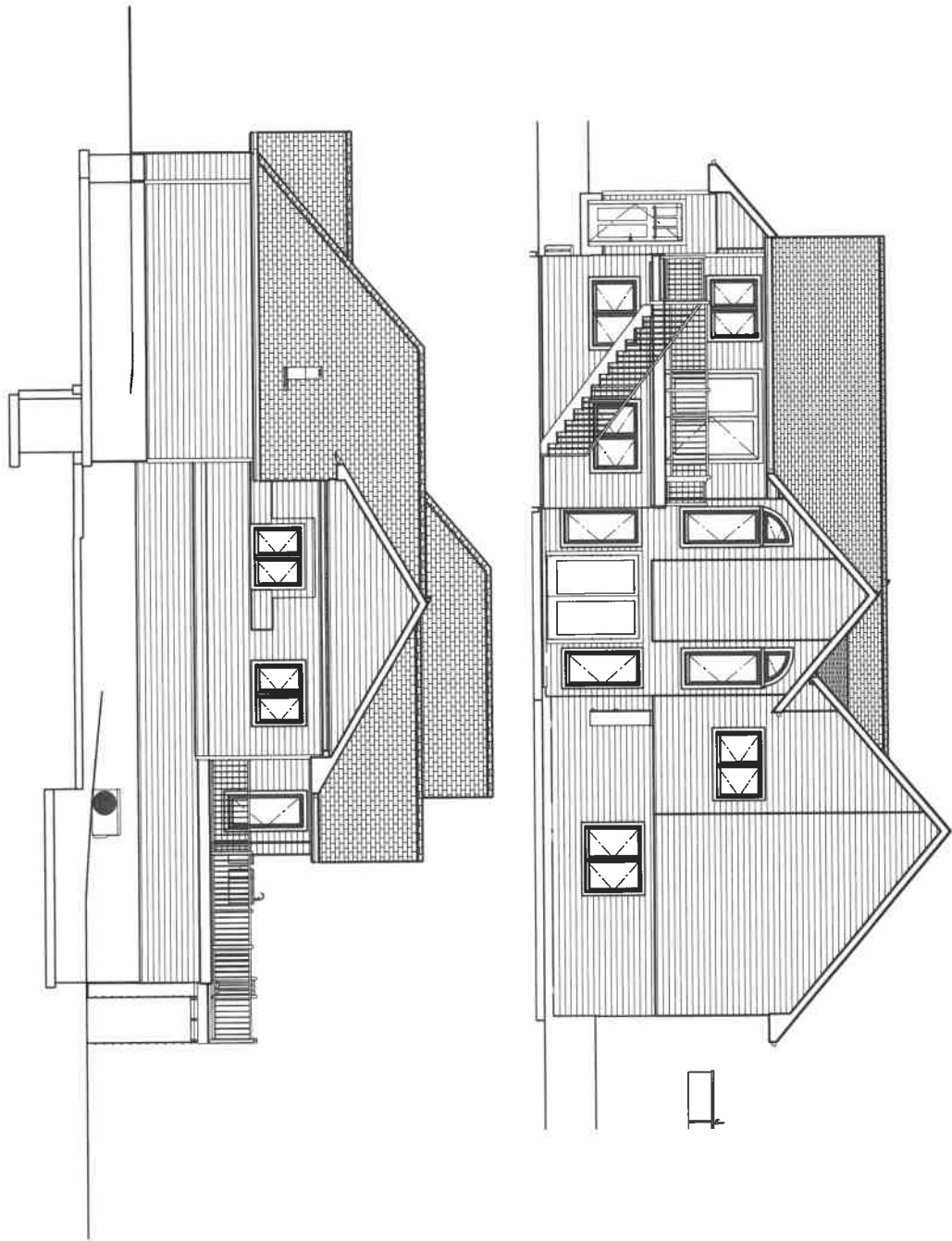
SHEET NUMBER <b>13</b> REVISION #	DATE: 4/20/24 Bath Elevations	DRAWN BY: Julie Caffari 8031 Hayes St. NE Spring Lake Park, MN 55432	1st Choice Builders LLC 157 St Croix Trail N Lakeland, MN 55043
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Scale 1/4"=1'-0"



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1st Choice Builders LLC  
157 St Croix Trail N  
Lakeland, MN 55043

Julie Caffari  
8031 Hayes St. NE  
Spring Lake Park, MN 55432

Exterior Elevations

DRAWN BY:

DATE: 9/7/2024

SHEET NUMBER

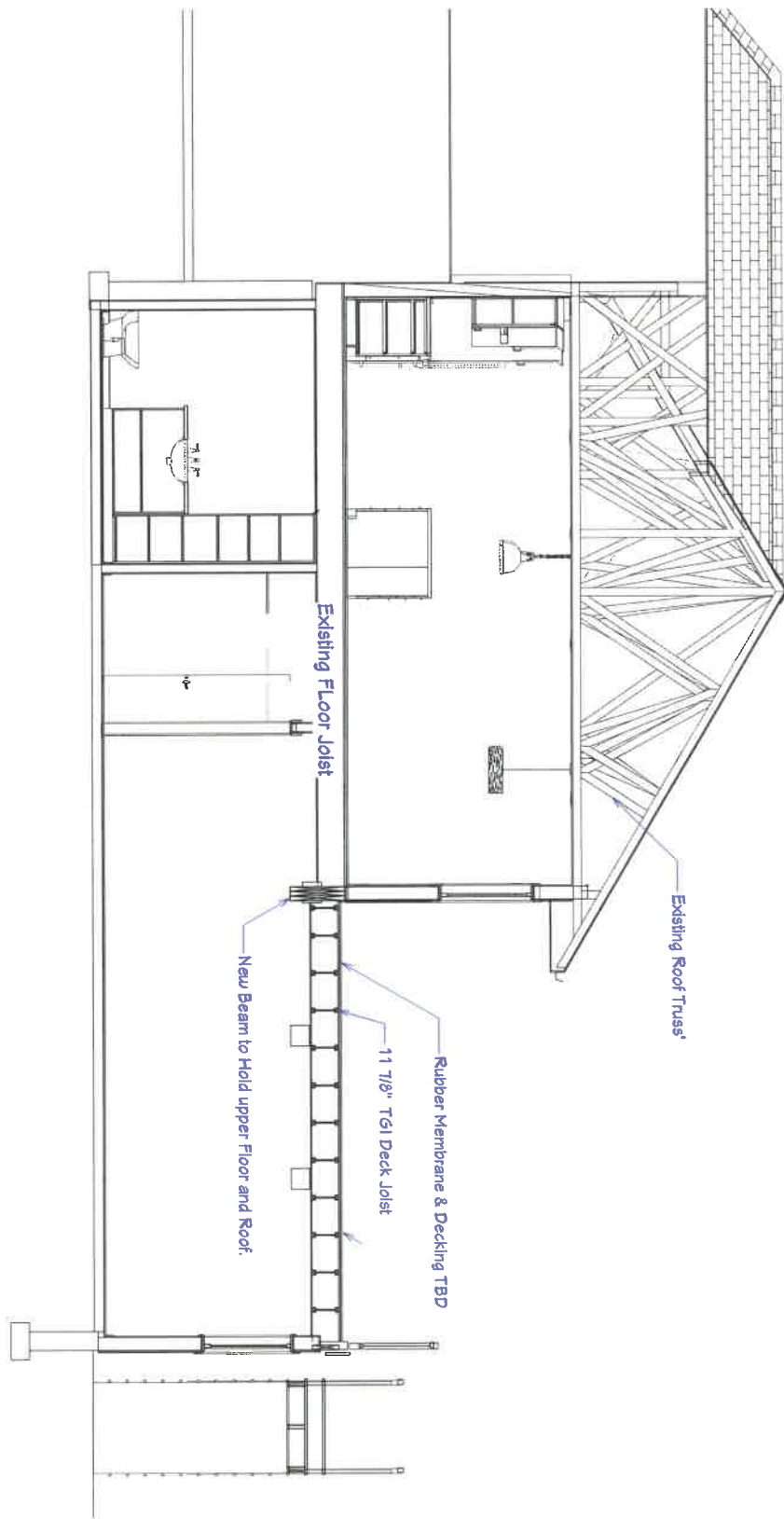
15

REVISION #:

Scale 1/4" = 1'-0"



THESE DRAWINGS ARE THE PROPRIETARY WORK PRODUCT AND PROPERTY OF 1ST CHOICE BUILDERS LLC. DEVELOPED FOR THE EXCLUSIVE USE OF 1ST CHOICE BUILDERS LLC. USE OF THESE DRAWINGS AND CONCEPTS CONTAINED THEREIN WITHOUT THE WRITTEN PERMISSION OF 1ST CHOICE BUILDERS LLC, IS PROHIBITED AND MAY SUBJECT YOU TO A CLAIM FOR DAMAGES.



THESE DRAWINGS ARE THE PROPRIETARY WORK PRODUCT AND PROPERTY OF 1ST CHOICE BUILDERS LLC. DEVELOPED FOR THE EXCLUSIVE USE OF 1ST CHOICE BUILDERS LLC. USE OF THESE DRAWINGS AND CONCEPTS CONTAINED THEREIN WITHOUT THE WRITTEN PERMISSION OF 1ST CHOICE BUILDERS LLC IS PROHIBITED AND MAY SUBJECT YOU TO A CLAIM FOR DAMAGES.

1st Choice Builders LLC  
 157 St Croix Trail N  
 Lakeland, MN 55043

Julie Caffari  
 8031 Hayes St. NE  
 Spring Lake Park, MN 55432

Cross Sections

DRAWN BY:

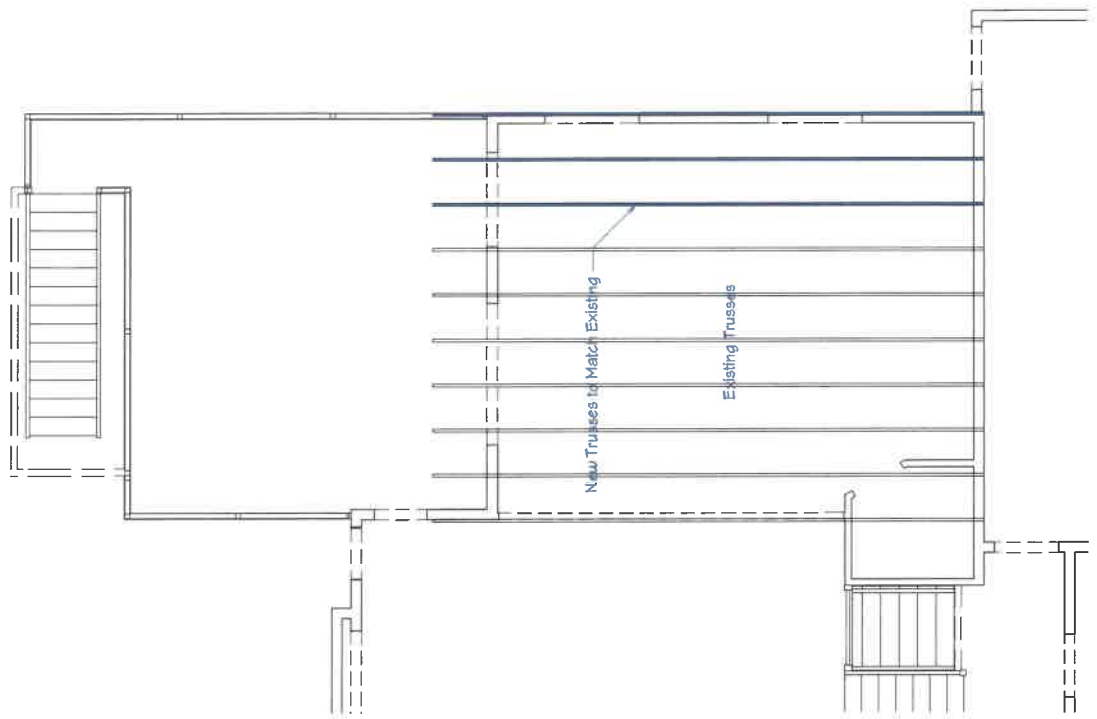
DATE: 9/27/24

SHEET NUMBER

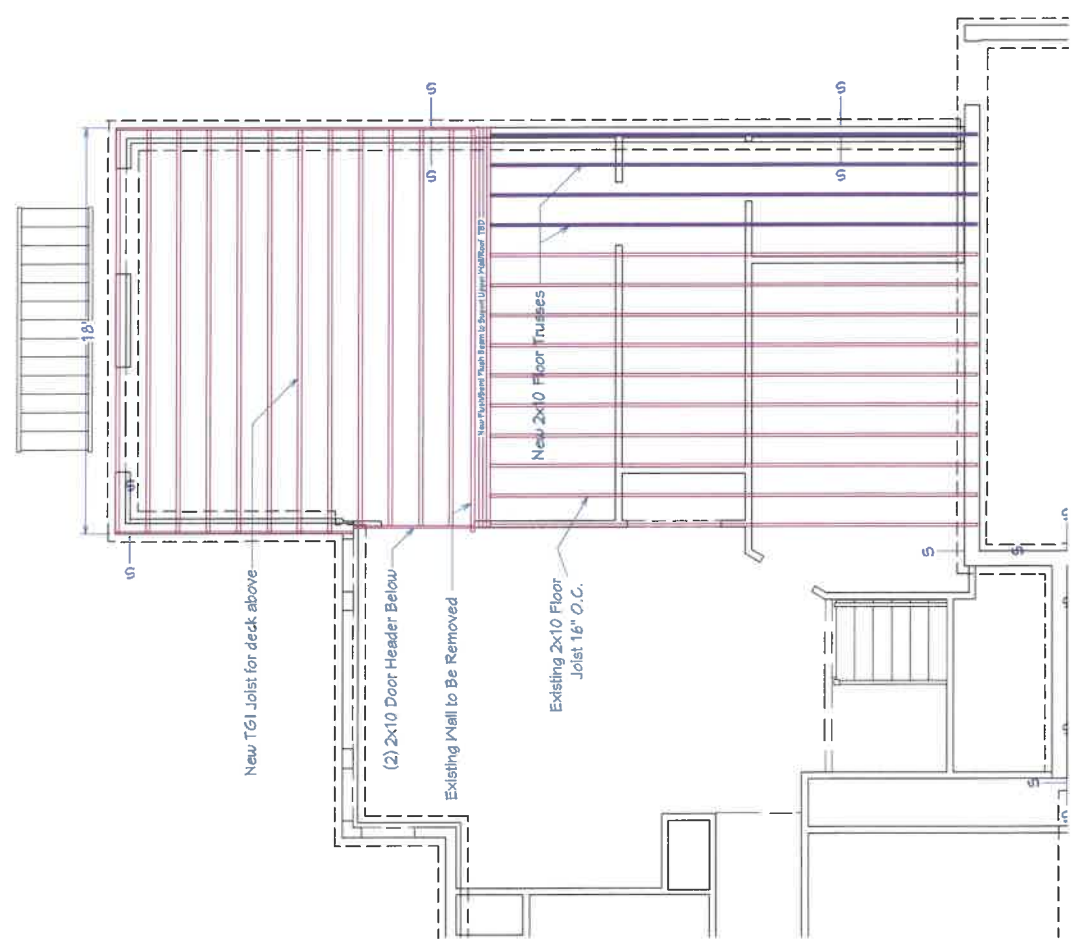
17

REVISION #:

**Roof & Framing Detail**



Roof Framing 3/16=1'-0"



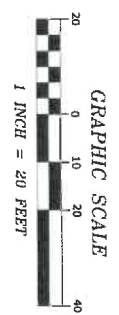
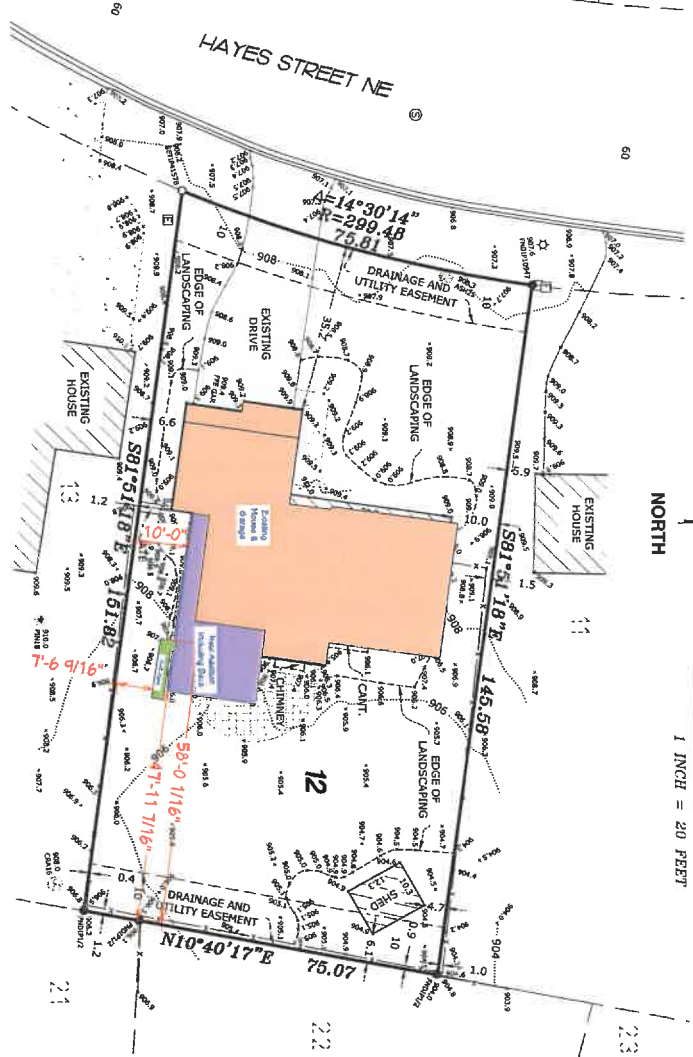
Floor Framing 3/16=1'-0"

THESE DRAWINGS ARE THE PROPRIETARY WORK PRODUCT AND PROPERTY OF 1ST CHOICE BUILDERS LLC. DEVELOPED FOR THE EXCLUSIVE USE OF 1ST CHOICE BUILDERS LLC. USE OF THESE DRAWINGS AND CONCEPTS CONTAINED THEREIN WITHOUT THE WRITTEN PERMISSION OF 1ST CHOICE BUILDERS LLC IS PROHIBITED AND MAY SUBJECT YOU TO A CLAIM FOR DAMAGES.



# CERTIFICATE OF SURVEY

~for~ 1ST CHOICE BUILDERS  
 ~of~ 8031 HAYES STREET NE  
 SPRING LAKE PARK, MN



Lot 12, Block 2, SPRING LAKE ESTATES, Anoka County, Minnesota.

- BUILDER TO VERIFY HOUSE DIMENSIONS, SEWER DEPTH AND FOUNDATION DEPTH.
- DRAWINGS ARE SHOWN FOR GENERAL CONSTRUCTION. FINAL DESIGNER DESIGN.
- FINISHED GRADE ADJACENT TO HOME SHALL BE 0.5 FEET BELOW TOP OF BLOCK EXCEPT AT DRIVEWAY AND PATIO.

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

By: **PRELIMINARY**  
 Minnesota License No. 41578

Dated: 5th day of JUNE, 2024.

BEARING DATUM: Anoka		SCALE: 1" = 20'	
REVISIONS		JOB NO. 240574HS	
1		DATE: 06-05-24	
2		DRAWN BY: RAE	
3		CREW: RW/JMK	
NO.	DATE	DESCRIPTION	BY

**R. E. RUD & SONS, INC.**  
 Professional Land Surveyors  
 6770 Lake Ave NE, Suite 110  
 117 Lakeland, MN 55071  
 Tel: (651) 261-6620 Fax: (651) 281-6771  
 www.rudsandsons.com

- ### LEGEND
- DENOTES IRON MONUMENT FOUND
  - DENOTES PROPOSED ELEVATION
  - DENOTES EXISTING ELEVATION
  - DENOTES DIRECTION OF DRAINAGE
  - DENOTES ELEVATION OF FINISHED GRADE AT 11 FOOT OFFSET (UNLESS OTHERWISE NOTED)
  - DENOTES AIR CONDITIONING UNIT
  - DENOTES ELECTRICAL BOX
  - DENOTES FIBER OPTIC BOX
  - DENOTES GAS METER
  - DENOTES LIGHT POLE
  - DENOTES FIRE ALARMS/SMOKE MANHOLES
  - DENOTES TELEPHONE PEDESTAL
  - DENOTES FENCE
  - DENOTES RETAINING WALL
  - DENOTES EXISTING CONTOURS
  - DENOTES BITUMINOUS SURFACE
  - DENOTES CONCRETE SURFACE
  - DENOTES PAVEMENT SURFACE

### SURVEY NOTES

Field survey was completed by E.G. Rud and Sons, Inc. on 05/29/24.  
 Bearings shown are true bearings.  
 Proposed elevations are based on datum.  
 Curve shots are taken at the top and back of curve.  
 This survey was prepared without the benefit of the work. Additional easements, restrictions and/or encumbrances may exist other than those shown herein. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

**BENCHMARK**  
 BENCHMARK: NINDOT BENCHMARK 0207 D  
 ELEVATION: 903.587 (NAVDS89)

**TREE DETAIL**  
 DENOTES ELEVATION  
 DENOTES TREE QUANTITY  
 DENOTES TREE SIZE IN INCHES  
 DENOTES TREE TYPE

THESE DRAWINGS ARE THE PROPRIETARY WORK PRODUCT AND PROPERTY OF 1ST CHOICE BUILDERS LLC. DEVELOPED FOR THE EXCLUSIVE USE OF 1ST CHOICE BUILDERS LLC. USE OF THESE DRAWINGS AND CONCEPTS CONTAINED THEREIN WITHOUT THE WRITTEN PERMISSION OF 1ST CHOICE BUILDERS LLC IS PROHIBITED AND MAY SUBJECT YOU TO A CLAIM FOR DAMAGES.

1st Choice Builders LLC  
 157 St Croix Trail N  
 Lakeland, MN 55043

Julie Caffari  
 8031 Hayes St. NE  
 Spring Lake Park, MN 55432

Side Stair Option  
 DRAWN BY: DATE: 6/2/2024

SHEET NUMBER  
**19**  
 REVISION #



Spring Lake Park

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

Receipt: 0000005109  
Receipt: 09/10/24  
Cashier: WBROWN  
Received Of: **1ST CHOICE HOME IMPROVEMENTS, LLC**

**157 ST CROIX RIL N #1  
Lakeland MN 55043**

The sum of: **\$300.00**

BDINV 0000000409

**\$300.00**

Remaining Balance: \$0.00

**Total: \$300.00**

**TENDERED: Check 7208**

**\$300.00**





Spring Lake Park

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

Receipt: 0000005110  
Receipt: 09/10/24  
Cashier: WBROWN  
Received Of: **1ST CHOICE HOME IMPROVEMENTS, LLC**

**157 ST CROIX RIL N #1  
Lakeland MN 55043**

**The sum of: \$200.00**

BDINV 0000000407

**\$200.00**

Remaining Balance: \$0.00

**Total: \$200.00**

**TENDERED: Check 7208**

**\$200.00**



**RESOLUTION NO. 2024-54**

**RESOLUTION GRANTING APPROVAL OF CONDITIONAL USE PERMIT TO PERMIT A TWO-FAMILY DWELLING IN THE R-1 ZONING DISTRICT AT 8031 HAYES STREET NE**

**WHEREAS**, Julie Caffari (the “Applicant”) submitted an application for approval of a conditional use permit to permit a two family dwelling at 8031 Hayes Street NE; and

**WHEREAS**, the legal description for the conditional use permit is as follows:

Lot 12 Block 2 Spring Lake Estates, subject to easement of record; and

**WHEREAS**, the Planning Commission considered the Applicant’s request at a duly noticed Public Hearing which took place on September 23, 2024; and

**WHEREAS**, the Planning Commission recommended approval of the application to the City Council; and

**WHEREAS**, the City Council considered the application at its October 7, 2024 meeting and has made the following findings in support of approval of the conditional use permit application:

1. This project is necessary for the homeowner to provide a safe and suitable living arrangement for an elderly family member, contributing to the general welfare by supporting multi-generational living within the community.
2. The addition designed to be compatible with the surrounding neighborhood, ensuring that the changes will not be detrimental to the health, safety, or general welfare of residents in the vicinity.
3. With the adoption of Resolution 2024-53, the proposed addition complies with all other zoning regulations and will adhere to building codes and ordinances.
4. The addition is designed to blend seamlessly with the existing structure, utilizing architectural consistency and landscaping to minimize any potential impact on neighboring properties.
5. The existing streets and utilities are adequate to accommodate the proposed use, and no additional parking or loading spaces are necessary.
6. The residential nature of the addition means it will not create nuisances such as odor, noise, or vibration, and compliance with City lighting regulations will prevent light spillover onto neighboring properties.
7. The use as conditioned with this approval meets the criteria for approving a Conditional Use Permit in SLPC 16.56.030(E)(1).

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the City Council does hereby approve the application made by Julie Caffari for a conditional use permit to permit a two family dwelling at 8031 Hayes Street NE, subject to the following conditions:

1. Applicant shall comply with the conditions set forth in Resolution 2024-53.

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 7th day of October 2024.

APPROVED BY:

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator





**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:	<del>150</del> Escrow: 300

## DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)		
<input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text) <input type="checkbox"/> Rezoning <input type="checkbox"/> Planned Unit Development	<input checked="" type="checkbox"/> Site Plan/Building Plan Review <input type="checkbox"/> Conceptual Plan Review <input checked="" type="checkbox"/> Conditional Use Permit <input checked="" type="checkbox"/> Variance <input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Lot Combination <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____
PROPERTY INFORMATION		
Street Address: 8031 Hayes ST NE		
Property Identification Number (PIN#): 01-30-24-42-0054		Current Zoning: 01-Residential
Legal Description Residential Homestead (Attach if necessary):		
APPLICANT INFORMATION		
Name: Carrie Klakeg		Business Name: 1st Choice Builders, LLC
Address: 157 Saint Croix Trail N		
City: Lakeland	State: MN	Zip Code: 55043
Telephone: 651-342-0473	Fax:	E-mail: <a href="mailto:carrie@1stchoicebuildersmn.com">carrie@1stchoicebuildersmn.com</a>
Contact: Carrie Klakeg		Title: Project Manager
OWNER INFORMATION (if different from applicant)		
Name: Julie Caffari		Business Name:
Address: 8031 Hayes St NE		
City: Spring Lake Park	State: MN	Zip Code: 55432
Telephone: 612-245-9472	Fax:	E-mail: <a href="mailto:jcaffar1@fairview.org">jcaffar1@fairview.org</a>
Contact:		Title:
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: Residential Homestead		
Nature of Proposed Use: Residential Homestead with in-law suite/addition		
Reason(s) to Approve Request: Homeowner is making room for elderly father to move in on first floor. To provide the adequate space, the house needs to be bumped out on the south and east end and deck stairs be placed on the south end for better access to back garage door and out of the way of father's area. <b>and escape route for his room.</b>		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name:		Date of Application:
Nature of Request:		
<b>NOTE:</b> Applications only accepted with ALL required support documents. See City Code		



**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 carrie@1stchoicebuildersmn.com     Fax \_\_\_\_\_     USPS – Certified Mail

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: Carrie Klakeg Date: 08/1/2024

Owner: Julie Caffari Date: 8/28/2024

**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. N/A - not public property, this is a private Residence.
- 
- 
- 

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. This is a private residence where homeowners are requesting the change for safety reasons of taking the deck stairs out of the way of the new egress windows on the lower level.
- 
- 
- 

3. That the proposed use will comply with the regulations specified in Chapter 153 of the Zoning Code. N/A - again, this is a single family residential home all structures will remain inside the property lines.
- 
- 
- 

4. That the proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity. Structure will remain inside the property lines, tucked behind the garage and inside the fence.
- 
- 
-



5. That the use will not lower property values or impact scenic views in the surrounding area. \_\_\_\_\_  
Will be tucked into the residential structure, should not impact any views to surrounding  
areas. Deck stairs being tucked on the side allows for more landscaping at the back of the  
the house which we would expect to only up property value.

6. That existing utilities, streets, highways and proposed access roads will be adequate to  
accommodate anticipated traffic. The structure will be in the backyard behind the house and  
inside the fence, not near any streets etc.

7. That the use includes adequate protection for the natural drainage system and natural  
topography. We will have two footings at the bottom end of the deck stairs, otherwise  
nothing natural would be interrupted.

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. N/A

9. That the proposed use will not stimulate growth incompatible with prevailing density standards.  
N/A







Spring Lake Park

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

**Receipt:** 000005112  
**Receipt:** 09/10/24  
**Cashier:** WBROWN  
**Received Of:** 1ST CHOICE HOME IMPROVEMENTS, LLC

157 ST CROIX RIL N #1  
Lakeland MN 55043

**The sum of: \$300.00**

<b>BDINV</b>	<b>000000411</b>			<b>\$300.00</b>
		Remaining Balance: \$0.00	<b>Total:</b>	<b>\$300.00</b>
		<b>TENDERED: Check</b>	<b>7208</b>	<b>\$300.00</b>





Spring Lake Park

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

**Receipt:** 0000005113  
**Receipt:** 09/10/24  
**Cashier:** WBROWN  
**Received Of:** **1ST CHOICE HOME IMPROVEMENTS, LLC**

**157 ST CROIX RIL N #1**  
**Lakeland MN 55043**

**The sum of: \$150.00**

**BDINV 0000000410**

Remaining Balance: \$0.00

**Total: \$150.00**

**TENDERED: Check 7208**

**\$150.00**





## Memorandum

To: Mayor and City Council

From: Chief Antoine

Re: Police Officer Candidate Job Offer

Date: October 7<sup>th</sup>, 2024

We have finished our interviews for the additional officer hiring process. This process included an application and two oral interviews.

I am happy to announce that I have given a conditional job offer to Victor Pham for the position of Patrol Officer for the City of Spring Lake Park. Victor is currently working as a CSO for the Blaine PD. I believe that Victor will be an excellent addition to our police department.

I am seeking Council's final approval of Victor Pham, pending passing a background, psychological, medical and drug exam and a physical agility test. We are anticipating a tentative start date in November.

Sincerely,

Josh Antoine

Police Chief



# Memorandum

---

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

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

**Date:** September 26, 2024

**Subject:** Request for Special City Council Meeting

City staff is requesting a special City Council meeting for Tuesday, November 12, 2024. This will be a very short meeting (5-10 minutes, max) as we will be certifying the municipal election results.

The City Council has historically met at 4:30pm that day to hold the certification meeting.

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





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 10.07.24 Meeting**  
File No.: R-18GEN

---

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

**2024 MS4 Permit and SWPPP Update (193801776 Task 450).** Pond, structural BMP, and outfall inspections are due annually. Program analysis and annual training is due by December. Annual meeting is usually held in June but can be held anytime. Annual Reports to the MPCA are generally due in June (MPCA is not requiring a report in 2024). *We are preparing an outline of the MS4 requirements for 2024.*

**City Hall Building (193806049).** Design started in January 2023. City Council updated at workshops. Public Open House was held on May 8<sup>th</sup>. Plans were approved by Council on October 16, 2023. Bids were opened on November 20, 2023. Contract was awarded on February 5, 2024. *Construction is on or ahead of schedule. Contractor payment can be processed.*

**2024 Sanburnol Drive NE, Elm Drive NE, and 83<sup>rd</sup> Avenue NE (193806347).** Sanburnol Drive (AKA 85<sup>th</sup> Ave. NE) is a shared road between Spring Lake Park and Blaine. Spring Lake Park is the lead agency on this project, but it is a cooperative project between Blaine and Spring Lake Park.

Construction on Sanburnol and Elm started on June 10<sup>th</sup>. Paving of the first two lifts of bituminous has been completed. CenterPoint Energy gas main replacement has been completed on Sanburnol. *The contractor has completed the final paving and pavement markings. Miscellaneous clean-up and punch list work remains. Contractor Payment Number 4 can be processed.*

**Geographic Information System (GIS) and Mapping (193806747).** Staff developed a process for implementing an online ArcGIS system to maintain public works documents and mapping of infrastructure. The system is now active. Training continues as requested. System updates can be completed later this year if any issues are identified.

**Possible Future Storm Sewer Lining Project (19380xxxx).** The Capital Improvement Plan includes future lining of storm sewers. Public works is evaluating sewers for a possible lining project in 2025.

**2025 Street 79<sup>th</sup> Avenue Mill and Overlay Project (193807275).** The PW Director has identified 79<sup>th</sup> Avenue between Monroe St. and TH-65 as a potential mill and overlay project for 2025. *Feasibility Report preparation has been completed. The next step is to schedule a public hearing.*

Please contact Phil Carlson, Bruce Paulson, Jeff Preston, Zach Naslund, or me if you have questions or require additional information.

