



CITY COUNCIL REGULAR AGENDA
MONDAY, JULY 06, 2026
CITY HALL at 7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - City Council Work Session Meeting - June 15, 2026
 - [B.](#) Approval of Minutes - City Council Meeting - June 15, 2026
 - [C.](#) Resolution 2026-28, Appointing Election Judges for the 2026 State Primary Election
 - [D.](#) Resolution 2026-29, Accepting A Donation from Spring Lake Park Lions
 - [E.](#) Approve North Metro TV 2027 Budget
 - [F.](#) Approval of Right of Way Application - TAK Broadband (Comcast)
 - [G.](#) Approve Proposal for Geotechnical Services from ITT for Terrace Park Building
 - [H.](#) Ratification of Officer Peter Barta's Resignation
 - [I.](#) Contractor's Licenses
- 7. DEPARTMENT REPORTS**
 - [A.](#) Public Works Report
 - [B.](#) Code Enforcement Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
- 9. NEW BUSINESS**
 - [A.](#) Authorization to Purchase and Install Well #2 Pump, Motor, and Related Services
- 10. REPORTS**
 - A. Attorney Report
 - [B.](#) Engineer Report
 - C. Administrator Report
- 11. OTHER**
- 12. ADJOURN**

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

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

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

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

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

PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Work Session was held on June 15, 2026 at the Spring Lake Park City Hall, 1301 81st Ave NE, at 5:30 PM.

1. CALL TO ORDER

Mayor Nelson called the meeting to order at 5:30 PM.

MEMBERS PRESENT:

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

STAFF PRESENT:

Public Works Director George Linngren, Parks and Recreation Director Anne Scanlon, Police Chief Josh Antoine, Engineer Phil Gravel, Administrator/Clerk/Treasurer Daniel Buchholtz

OTHERS PRESENT:

Halyn Roth	7914 Able Street NE	Spring Lake Park
Jill Curran	Anoka County	Anoka
Jeff Newsom	Walter's Recycling and Refuse	Blaine

2. DISCUSSION ITEMS

A. Organics Collection Discussion Follow-up (Buchholtz)

Administrator Buchholtz reminded the Council that this is a follow-up discussion regarding the state's new MPCA mandate requiring increased organics diversion by 2030. The Council reviewed the MPCA mandate to shift from current waste practices toward curbside organics collection to help meet the state goal of raising diversion rates from roughly 40% to 75%. Jill Curran, Anoka County, and Jeff Newsom, Walters Recycling & Refuse, provided updates: the county outlined the state solid waste policy plan, funding options, and the requirement to expand organics and recycling programs. Mr. Newsom presented Walters food-scrap bag program and explained the infrastructure, odor-control measures, permitting, and capacity at their Blaine transfer station.

Councilmembers raised concerns about costs to residents, equity, differences between Anoka and Ramsey County, capacity limits, and potential neighborhood impacts such as odor. They also discussed the challenge of maintaining consistency across a city that spans two counties, how other haulers might respond, and whether alternatives or competitors could emerge before 2030. Walters explained that their bag-based system avoids extra carts and trucks, contains odor, and can be implemented citywide regardless of hauler. Because capacity statewide is limited, early participation would secure a spot for the city.

Council expressed interest in continuing discussions, gathering firmer cost estimates, and allowing staff to work with Walters to develop a more detailed proposal. Councilmembers agreed that while costs and resident impact are major concerns, the mandate is unavoidable, and the Walters program appears to be the most viable current option.

Consensus of the Council was to move forward with further evaluation and staff-level planning.

B. Lakeside Camera System (Antoine)

Police Chief Antoine and The Council reviewed the failing 2016 camera system at Lions Lakeside Park, which is no longer repairable and must be replaced. Chief Antoine presented a 2025 quote of \$11,720 to upgrade the system to match all other city parks, using the same software and hardware. He stated that because the park is shared with Mounds View, he is requesting direction to meet with Mounds View to discuss cost-sharing options. Councilmember Wendling also asked about adding a camera near the west shelter; staff will check feasibility and costs.

Consensus of the Council was to direct staff to continue discussions with the City of Mounds View and return with a formal proposal and finalized cost estimates.

C. Council Salary Discussion (Buchholtz)

The Council reviewed Mayor and Council salaries, which are set by ordinance and can only be changed before a municipal election, taking effect the following January. Administrator Buchholtz noted salaries have not been increased since 2008 and provided a comparison survey. Council discussed options for adjusting pay but expressed strong concern about resident financial pressures and general fund impacts.

Consensus of the Council was to maintain Council salaries at the current levels.

3. REPORT

A. City Council and Staff Reports - None

4. ADJOURN

Mayor Nelson adjourned the meeting at 6:46 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on June 15, 2026 at Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 PM.

1. CALL TO ORDER

Acting Mayor Goodboe-Bisschoff called the meeting to order at 7:00 PM.

2. ROLL CALL

MEMBERS PRESENT

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

STAFF PRESENT

Police Chief Josh Antoine, Parks and Recreation Director Anne Scanlon, Engineer Phil Gravel, City Administrator Daniel Buchholtz

VISITORS

Dan Francen	965 141 st Lane NE	Ham Lake
Tom Bergquist	11845 Naples Circle NE	Blaine

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz request Item 6J, Officer Separation be added to the agenda.

5. DISCUSSION FROM THE FLOOR

Mayor Nelson requested a moment of silence in memory of Representative Melissa Hortman and her husband Mark Hortman and their dog Gilbert, along with Senator John Hoffman and his wife, Yvette Hoffman who were gravely injured.

6. CONSENT AGENDA

- A. Approval of Minutes – City Council Meeting – May 18, 2026
- B. Approval of Minutes – City Council Meeting – June 1, 2026
- C. Approval of April Claims List – General Disbursement #26-09 - \$548,939.52
- D. Mayor’s Proclamation – Independence Day – July 4, 2026

- E. Resolution 2026-25, Accepting 2025 Performance Measures Annual Report and Authorizing Submittal to the OSA
- F. Revenue and Expenditure Report – May 2026
- G. Statement of Fund Balance – May 2026
- H. Contractor’s License
- I. Business Licenses
- J. Officer Separation

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. DEPARTMENT REPORTS

A. Police Report

Police Chief Antoine provided an overview of the Police Department’s activity for May 2026. He stated that the Department responded to 807 calls for service, a slight increase from 766 in May 2025. He reported that School Resource Officer Smith handled 14 calls at local schools and reported 26 student contacts, 56 meetings, and 8 follow-up investigations. He stated that she also attended school events including prom and a high school track and field day.

Chief Antoine stated that Detective Imig reported attending the Spring Lake Park graduation ceremony in St. Paul and handled 17 cases during May: 11 felony, 2 gross misdemeanor, and 4 misdemeanor cases. He stated that Detective Imig closed a forfeiture case and currently has three active cases.

Chief Antoine noted a busy month for administrative duties and preparation for the Tower Days parade. He attended several meetings and trainings, including the Department’s use-of-force training, the Anoka County Chiefs meeting, the Spring Lake Park Safety Committee meeting, and a mandated 16-hour LETAC training focusing on autism and critical incidents. He stated that he also completed the required audit for body-worn cameras and is awaiting the final report.

B. Parks and Recreation Report

Director Scanlon reported that May was largely focused on Tower Days planning. She stated that park staff completed seasonal preparations and playground inspections; a damaged piece of equipment at Lakeside Lions Park was removed and will not be replaced, and options are being reviewed. She stated that Music in the Park began with the Spring Lake Park High School Jazz Band, and noted that future events will move to the grandparents’ shelter due to limited shade at the main shelter.

Director Scanlon stated that the Recreation Department offered 31 programs in May. She said youth softball began, though the 17U division was canceled this season due to low participation despite outreach efforts. She noted that the City is still awaiting the CDBG grant award letter.

Director Scanlon noted that upcoming community events include Music in the Park, Princess Parties, Popsicles with the Police, the Ice Cream Social, Cops and Bobbers, the Summer Star Party, Rec on the Go, and Park Pals.

8. PUBLIC HEARING

A. Assessment Hearing for 2026 Street Improvement Project

Administrator Buchholtz provided an overview of the 2026 Street Improvement Project and conducted the required assessment hearing. He stated that the project includes Plaza Boulevard, Theron Terrace, Center Drive, Sunset Road, and a portion of the Highway 10 Service Drive in the northeast area of the city. He said the project work will consist of a mill and overlay of existing pavement, spot curb replacement, localized repairs, a new bituminous surface, and necessary catch basin and structure adjustments. He stated that no sanitary sewer or water main replacement is anticipated.

Administrator Buchholtz reviewed the City's assessment policy under Resolution 98-48. Residential properties are assessed 45% of assessable street costs, with the City contributing 55%. Commercial, industrial, and institutional properties pay 100% of their assessable street costs. He stated that utility-related improvements are not assessed. He noted that residential assessments for this project are based on the single-family equivalent unit, and commercial assessments are based on front footage.

Administrator Buchholtz stated the total project cost is \$497,319.78. He said the Street Revolving Construction Fund will contribute \$65,111.31, and \$432,208.47 will be assessed to benefiting properties. He stated that the single-family residential assessment rate is \$2,116.35 per parcel, and the commercial/non-residential rate is \$51.33 per front foot. He said that both rates are approximately 13% lower than the preliminary estimates.

Administrator Buchholtz reviewed the assessment rolls for each component of the 2026 Street Improvement Project.

Administrator Buchholtz outlined payment options for assessed property owners. He said the assessments may be paid in full within 30 days of adoption of the assessment resolution without interest. He noted that unpaid assessments will be certified to property taxes over a 10-year period at an interest rate of 5.1 percent, which is consistent with the City's policy of applying 2 percent above the 10-year municipal bond rate.

Mayor Nelson opened the public hearing at 7:19 PM.

Mr. Dan Francen, 960 141st Lane NE, addressed the City Council about his property at 1501 County Road 10. He was inquiring about the \$11,000 assessment on his property. Engineer Gravel reported on the assessment details for a property located at the corner of Center Drive and County Road 10. He stated that the property has 218.77 feet of assessable frontage, which includes frontage along Center Drive as well as the portion of roadway extending around the corner. He noted that this frontage total is used to calculate the special assessment for the parcel.

Tom Bergquist, 11845 Naples Circle, addressed the Council regarding his property located at 1541 County Road 10. He noted that the assessment roll shows 166.98 feet of frontage along County Road 10, and an additional 177.12 feet along the east and north sides of the property. He asked how much of his assessment is based on frontage from more than one street. Engineer Gravel explained that his assessment is based on the property's frontage to Center Drive NE.

Administrator Buchholtz noted that the City received one written objection to the assessment, from Panther Plaza LLC, 1440 85th Avenue NE, which should be entered into the official record, He said the objection claimed there was no proportional benefit from the project; however, in the City's response letter, staff clarified that the portion of the project adjacent to the property provides an estimated four to five parking spaces, demonstrating a proportional benefit.

Motion made by Councilmember Goodboe-Bisschoff to close the public hearing.

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

Public hearing was closed at 7:27 PM

9. ORDINANCES AN/OR RESOLUTIONS

A. Resolution 2026-26, Adopting Assessment – 2026 Street Improvement Project

Administrator Buchholtz noted that the City typically adopts the assessment roll prior to starting the project in order to gauge the potential number of objections in advance.

Motion made by Councilmember Wendling to approve Resolution 2026-26, Accepting Assessment, 2026 Street Improvement Project.

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

B. Resolution 2026-27, Accepting Bids and Awarding Contract for the 2026 Street Improvement Project

Engineer Gravel reported on the street improvement bid results, noting that an alternate bid was included for edge-milling and resurfacing on Westwood and 82nd as a maintenance measure. He noted that the alternate work would mill six feet along the edges and place a 1.5-inch overlay, at a cost of \$40,392. He stated that the base bid for the primary assessment project was submitted by ASTECH (Asphalt Surface Technologies Corporation) of St. Cloud, with a low bid of \$383,161.70, which was significantly lower than estimated. Engineer Gravel explained that the Council could award only the base bid, decline the project, or award both the base bid and the alternate.

Motion made by Councilmember Dircks to approve Resolution 2026-27, Accepting Bids and Awarding Contract for the 2026 Street Improvement Project, with the alternative.

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

10. NEW BUSINESS

A. Authorize Design Engineering Services for the 2027-2028 Water Tower Rehabilitation Project

Engineer Gravel provided an overview of the upcoming water tower repainting project. He noted that the Capital Improvement Plan schedules repainting one tower in 2027 and the other in 2028, staff recommends bidding both towers together as a single project to reduce costs and secure one contractor. He stated that the proposed action would begin the design phase.

Engineer Gravel explained that the City will work jointly with Stantec and KLM, a firm specializing in water tower maintenance that has performed the City's inspections for many years. He said KLM will climb the towers, assess interior and exterior conditions, and prepare a detailed list of required repairs, including welding and structural needs. He noted that Stantec will incorporate KLM's findings into a complete bid package to be issued for contractor proposals.

Engineer Gravel noted that final project requirements may depend on the source of funding. He said a municipal bond would carry one set of standards, while potential federal funding could trigger additional requirements such as wage rates or environmental review.

Motion made by Mayor Nelson to Authorize Design Engineering Services for the 2027-2028 Water Tower Rehabilitation Project.

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

B. Terrace Park Building Replacement – Design and Construction Services Proposal

Administrator Buchholtz requested Council authorization to enter into an agreement with Stantec for architectural and engineering design, bidding, and construction administration services for the Terrace Park building replacement project. He noted that the proposal, included in the meeting packet, outlines a not-to-exceed cost of \$77,500 for the design phase. He emphasized that approving the agreement at this meeting is critical to maintaining the project schedule. He said the goal is to bid the project during the summer and complete demolition, foundation work, utility rough-ins, and the concrete floor slab by early October, when students in the construction trades program will begin framing and vertical construction. He noted that any delays would jeopardize the overall project timeline.

Motion made by Councilmember Wendling to approve Terrace Park Building Replacement, Design and Construction Service Proposal.

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

11. REPORTS

- A. Attorney's Report – None
- B. Engineer's Report - Report accepted as presented.
- C. Administrator Report - None

12. OTHER - None**13. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:41 PM

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

RESOLUTION NO. 2026-28

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE
2026 STATE PRIMARY**

WHEREAS, the State Primary Election will be held on Tuesday, August 11, 2026.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park that the following persons are hereby appointed as Election Judges for the 2026 State Primary and they are authorized and directed to perform all duties of the office of Election Judge as provided by law.

Laurane Ely	Karen Hokenson	Wannie-Mae Parsons
Arletha Blanks	Lugene Flores	Lisa Monson-Hokenson
Linda Hansen	Judy Rogge	Bill Clement
Julius Costanza	Kelly Delfs	Sandra DeMarais
Gloria Eyer	Mari McClafferty	David Novak
Harlan Ott	Darrell Ritema	Kirsten Strand
Kathy Rootham	Nancy Rose-Balamut	Cheryl Clough
Sharon Deinken	Mathura Deonauth	Herb Hoppenstedt
Meghan Knoke	Carolyn Lane	Michael Morehouse
Deborah Osgood	Mary Kay Piltz	Erna Thomley
Marilyn Troop	Kenneth Wendling	

BE IT FURTHER RESOLVED that the Administrator-Clerk/Treasurer is hereby authorized to appoint additional election judges to fill any vacancies that may arise prior to or on Election Day.

The foregoing Resolution was moved for adoption by

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

And the following voted against the same:

Whereupon the Mayor declared said Resolution duly passed and adopted this 6th day of July 2026.

Robert Nelson, Mayor

ATTEST: _____
Daniel Buchholtz, City Administrator

RESOLUTION NO. 2026-29

A RESOLUTION ACCEPTING A DONATION TO THE CITY FROM THE SPRING LAKE PARK LIONS CLUB

WHEREAS, the City of Spring Lake Park is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and

WHEREAS, the Spring Lake Park Lions Club has offered to contribute \$750.00 to the city; and

WHEREAS, the Spring Lake Park Lions Club's donation is to be applied to tote bags for various community initiatives and events; and

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted with gratitude and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to the donor acknowledging the city's receipt of the donation.

The foregoing resolution was moved for adoption by

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 6th day of July 2026.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



Memorandum

To: City Administrator Dan Buchholtz
From: Chief Josh Antoine
Date: June 23, 2026
Subject: Spring Lake Park Lions Donation

City Administrator Buchholtz,

Sgt. Fiske submitted a donation request to the Spring Lake Park Lions Club for funding to purchase tote bags for various community initiatives and events.

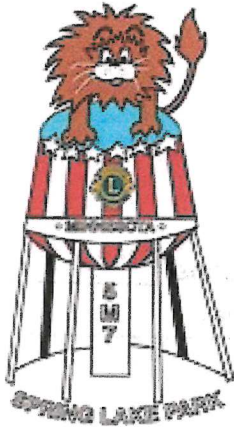
On June 13, I received a letter and a check from the Spring Lake Park Lions Club in the amount of \$750.00. These funds will be used to purchase specially branded tote bags for both the Police Department and the Park and Recreation Department.

We are grateful to the Spring Lake Park Lions Club for their generous donation and for their continued support of the City of Spring Lake Park.

I am requesting that the City Council formally accept this donation at the July 6, 2026, Council meeting. The donation letter has been attached to this email for your review.

Thank you,

Chief Antoine



Spring Lake Park Police Department & Parks and Recreation Department
Chief Josh Antoine
1301 81st Ave NE
Spring Lake Park, MN 55432

June 13, 2026

Dear Chief Antoine:

Since August 1956, The Spring Lake Park Lions (SLP Lions) have been volunteering time in our Community and making contributions to charitable organizations from funds raised during our Community Events, Activities, and through generous donations from Our Community Members.

At our SLP Lions Monthly Business Meeting on May 18, 2026, our Club Membership reviewed your Community Needs request for \$750.00 in funds to purchase tote bags for various community initiatives and events. While per rules from the Minnesota Gambling Control Board (GCB), we cannot provide gambling proceeds to Police, we do have an Activities Fund from Community Fund Raising (Pancake Breakfasts, Tower Days, etc.) from which our Club approved your request.

On behalf of our entire Spring Lake Park Lions Club Membership, thank you for what SLP Police and Parks and Recreation does for Our Community.

SLP Lions will continue to serve our Community because where there is a need, there are Lions and Leos.

Best regards,

A handwritten signature in black ink, appearing to read 'Jeff Hagen', with a long horizontal flourish extending to the right.

Lion Jeff Hagen, SLP Lions Treasurer

Spring Lake Park Lions
PO Box 32955
Spring Lake Park, MN 55432-0955

Enclosures:

Check 2632 (Activities)

April 17, 2026 SLP Police Cover Letter and Community Needs Request form (for reference)

CC:

SLP Club President Ryan Julien
SLP Club Vice President Cathy St. Martin
SLP Secretary Shelly Barrett



June 23, 2026

TO: NMTC OPERATIONS COMMITTEE

**RE: APPROVAL OF 2027 NORTH METRO TELECOMMUNICATIONS
COMMISSION BUDGET**

Enclosed, please find for the council's review and approval the 2027 North Metro Telecommunications Commission Budget and support materials.

The Commission's operating budget for 2027 is proposed at \$1,187,182. This number represents a \$250,415 decrease over expected expenditures for 2026. The increase includes a 3% COLA increase for staff, step increases, benefits increase, building maintenance costs, an accounting service, and insurance costs.

Budgeted capital costs for 2027 are \$317,500. This number represents a \$92,750 increase from the 2026 budget. Capital expenditure includes video equipment for North Metro TV, office equipment, an upgrade to the master control system, and \$100,000 to be returned to cities for capital expenditures.

In total, the 2027 budget is \$157,665 lower than the 2026 budget.

Recommendation: That the Member Cities approve the 2027 Commission Budget as recommended by the Telecommunications Commission and the Operations Committee.

The Joint Powers Agreement states, "submitted budgets shall be deemed approved by a Member City unless, prior to October 15 preceding the effective date of the proposed budget, the Member City gives notice in writing to the Commission that it is withdrawing from the Commission."

I want to thank the Commission directors, staff, and the Operations Committee for their efforts in preparing these budgets. If you have any questions about either budget, please consult with your Commission director or City Administrator.

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I look forward to working with all parties, throughout the remainder of 2026, as we work to streamline and optimize North Metro TV's community programming and services in 2027.

Sincerely,

A handwritten signature in black ink that reads "Barbara J. Mahr". The signature is written in a cursive, flowing style.

Barbara Mahr
Chair, North Metro Telecommunications Commission

Enc.

2027 North Metro Telecommunications Commission Budget Talking Points

Overall Organizational Goals

- Support legislation that will update the community television funding model to better reflect current entertainment delivery trends.
- Develop educational services for internet service/devices/software usage.
- Apply for grants to fund broadband educational services.
- Continue live and on-demand closed captioning.
- Comply with WCAG AA web standards.
- Continue to be responsive to cities communications needs.
- Maintain accessibility of all channels through live streaming, OTT channels, and video on demand services, 24-hours-a-day, on any device.
- Provide program playback, video transport, channel management services, video equipment maintenance and consulting services, internet streaming services for city channels, VOD libraries for meetings, meeting management software licenses and bookmarking services, program production and event coverage services, home-media transfer services, and public access to television production for our cities, schools and general public.

Estimated Fund Balance/Revenues/Expenses

- The beginning fund balances for 2027 are estimates based on previous allocations, planned spending for 2026, and estimated income.
- Estimated revenues include: Franchise fees, including the actual first quarter franchise fee payment, with anticipated reductions across quarters two through four. PEG fees based on estimated number of subscribers, throughout 2025, multiplied by the PEG fee.
- Other income includes dub fees, home movie transfers, drone, streaming and production services. Interest income is estimated conservatively based on the current market.
- Estimated expenditures include the operating expenses and capital expenses, production and office equipment, and the fee payment to the cities.
- The year end fund balances include:
 - The **Operating reserve** which is set at a minimum of 25% of the operating budget.
 - **Accrued vacation, sick and comp** time. The total value of owed vacation, sick, and comp time to employees.
 - The **capital equipment fund** is intended for emergency replacement of unplanned equipment failures.
 - The **vehicle replacement fund** is to cover the cost of a new fleet vehicle.

- The **building repair fund** is to cover major costs related to the building such as windows, roof, furnace, parking lot, AC replacement and painting, carpet replacement etc.
- The **franchise renewal fund** is a reserve fund for the NMTC's franchise renewal process. Franchise renewal can be very expensive, with the informal negotiation process historically costing around \$200,000 across the renewal period. With the 5-year franchise extension, these funds won't be needed in the near future.

Budget

- The recommended operating budget for the organization totals \$1,187,182. This number is a \$250,415 decrease compared to last year's operating budget. Per the strategic plan, this budget reflects a net reduction of 3 FTEs.
- Budgeted capital purchases for 2027 are set at \$317,500. Budgeted capital items include a new router in Master Control, a new video player for the control room, equipment contracts, closed captioning contracts, and closed captioning charges. The capital budget also includes routine computer/software upgrades, and software licenses, and \$100,000 in capital equipment support for cities.
- The overall 2027 capital budget is \$92,750 more than the 2026 capital budget.
- The overall 2027 budget is \$157,665 lower than the 2026 budget.

Closing Points

- North Metro TV provides a variety of valuable services to our member cities in a very cost effective manner. These services include:
 - Program playback and channel management.
 - Closed captioning.
 - Internet streaming of city meetings.
 - Bookmarking city meetings.
 - Podcasting city meetings.
 - Live streaming of city channels and community channels.
 - Provide city channels on Roku and AppleTV via NMTV app.
 - Video equipment repair, maintenance and consulting.
 - Drone services.
 - Video production services.
 - Meeting coverage and troubleshooting.
- The general public also benefits from the services of North Metro TV. These services include:
 - Educational opportunities.
 - Access to professional video production tools.
 - Home Movie transfer services.
 - Varied and informative programming about their community, local news, election coverage, and city meetings.
- Future state and federal legislation could have an impact on future income sources.

North Metro Telecommunications Commission

2027 Budget Line-Item Supporting Information

Personnel

- The recommended 2027 budget follows the recommendation of The Waldron Group and the new strategic plan.
- A net reduction in 3 FTEs results in a salary savings of \$222,611. Additionally the sports part time budget has been reduced by \$59,976.
- The personnel line-item reflects a 3% COLA.
- Part-time staff includes sports and meeting coverage personnel. Employees in the part-time group are used when needed for a sports shoot or to cover a city meeting. The majority of the part-time staff qualify for PERA. They are not eligible for health benefits. Payroll taxes apply.

Benefits

- The NMTC employee benefits package has been budgeted at \$1,503.00 per FT staff per month for 2027, plus the expected PT payroll taxes and PERA costs This is \$103 more, per person/per month than was budgeted for 2026. The Member City benefits package average for 2026 was \$1,503.
- All indications are that the NMTC's contribution to PERA will remain at 7.5% in 2027.

Administrative Expenses

- Budgeted administrative expenses are \$107,175 higher than 2026. The increase includes up to \$75,000 in unemployment benefits..

Production Expenses

- Budgeted production expenses are \$2,000 less than 2026. The need for DVDs, Blu-rays, and disc cases continues to decrease, partially as a result of electronic file transfers.
- The intern budget has been eliminated.
- A new-line item for ADA compliance reflects the anticipated cost of Audio Description for 2027. This cost will go up in 2028 when the WCAG standards apply to cities of all size.

Office Expenses

- Office expenses are budgeted at \$8,490 less than the 2026 level.

- Building maintenance includes the furnace/AC maintenance contract, lawn care, snow removal, carpet and window cleaning, fire inspection, and landscaping and building mechanical services.
- Building utilities include sewer, water, gas, and electric.
- Insurance includes all property, liability, crime, volunteer, vehicle, drone, and monument sign coverage.
- Office supply line-item includes all office supplies, and maintenance contracts on printers and copiers.
- The Telephone/Internet/Web Hosting line-item covers bandwidth which is required to transport signals from city hall. NMTV continues to pay a fee to house video-on-demand and streaming content on a remote server. This allows for unlimited simultaneous viewing, without a reduction in speed. The line-item also covers the wireless live transmission of sporting events and other field productions. The website maintenance contract, web hosting, telephone costs, license fees for our Roku and AppleTV apps, and the annual phone software upgrade are also included.
- Postage covers the cost of mailing dubs and equipment for contract maintenance, and other postage for the NMTC.
- Property tax is for the recycling assessment.
- Building cleaning, trash, recycling, and hazardous material disposal/recycling increased \$1,510 to better reflect recent cost increases.

Capital Expenditures

- The 2027 capital budget currently includes \$200,000 for production equipment (including the first half of the master control upgrade), \$7,500 for office systems and software fees, \$10,000 for HVAC improvements, and \$100,000 for city capital expenses.
- The production equipment budget includes annual system contracts, including closed captioning, and a new video player for the studio.
- Fees back to Cities are included as a capital cost.

Summary

- The recommended 2027 Operating budget is \$250,415 lower than the 2026 budget.
- Capital equipment expenditures are budgeted at \$317,500, which is \$92,750 more than the 2026 budget. This number includes the first half of the Master Control upgrade, at \$101,100
- It is recommended that fees returned to cities be included in capital expenditures in order to maximize fee payments in the future. This budget includes \$100,000 in fees for city capital expenditures and capital reserves.
- The overall 2027 budget is \$157,665 lower than the 2026 budget.

North Metro Telecommunications Commission
2027 FINANCIAL SUMMARY
Estimated Fund Balances/Revenues/Expenditures.

BEGINNING FUND BALANCES

Operating Reserve	\$608,709
Accrued Vac, Sick, Comp	\$120,000
Capital Equip. Fund	\$504,155
Vehicle Replacement Fund	\$49,763
Bldg Repair Reserve	\$153,364
Franchise Renewal Fund	\$200,000
Bond Reserve	\$0

TOTAL: \$1,635,991

ESTIMATED REVENUES

Franchise Fees	\$874,800	
PEG Fees	\$414,882	
Other Income	\$45,000	
Interest Income	\$85,000	
Income From Reserve Funds	\$85,000	\$75,000 from Operating \$10,000 from Vacation

TOTAL: \$1,504,682

ESTIMATED EXPENDITURES

Operating Expenses	\$1,187,182
Capital Expenses: Equipment/Bldg	\$217,500
Capital Expenses: Bond Payment	\$0
Capital Expenses: PEG Fees to Cities	\$100,000

TOTAL: \$1,504,682

YEAR END FUND BALANCES

		Increase(Decrease)
Operating Reserve	\$533,709	-\$75,000
Accrued Vac, Sick, Comp	\$90,000	-\$10,000
Capital Equip. Fund	\$504,155	\$0
Vehicle Replacement Fund	\$49,763	\$0
Bldg Repair Reserve	\$153,364	\$0
Franchise Renewal Fund	\$200,000	\$0
Bond Reserve	\$0	\$0

TOTAL: \$1,530,991 -\$85,000

2027
North Metro Telecommunications Commission Budget

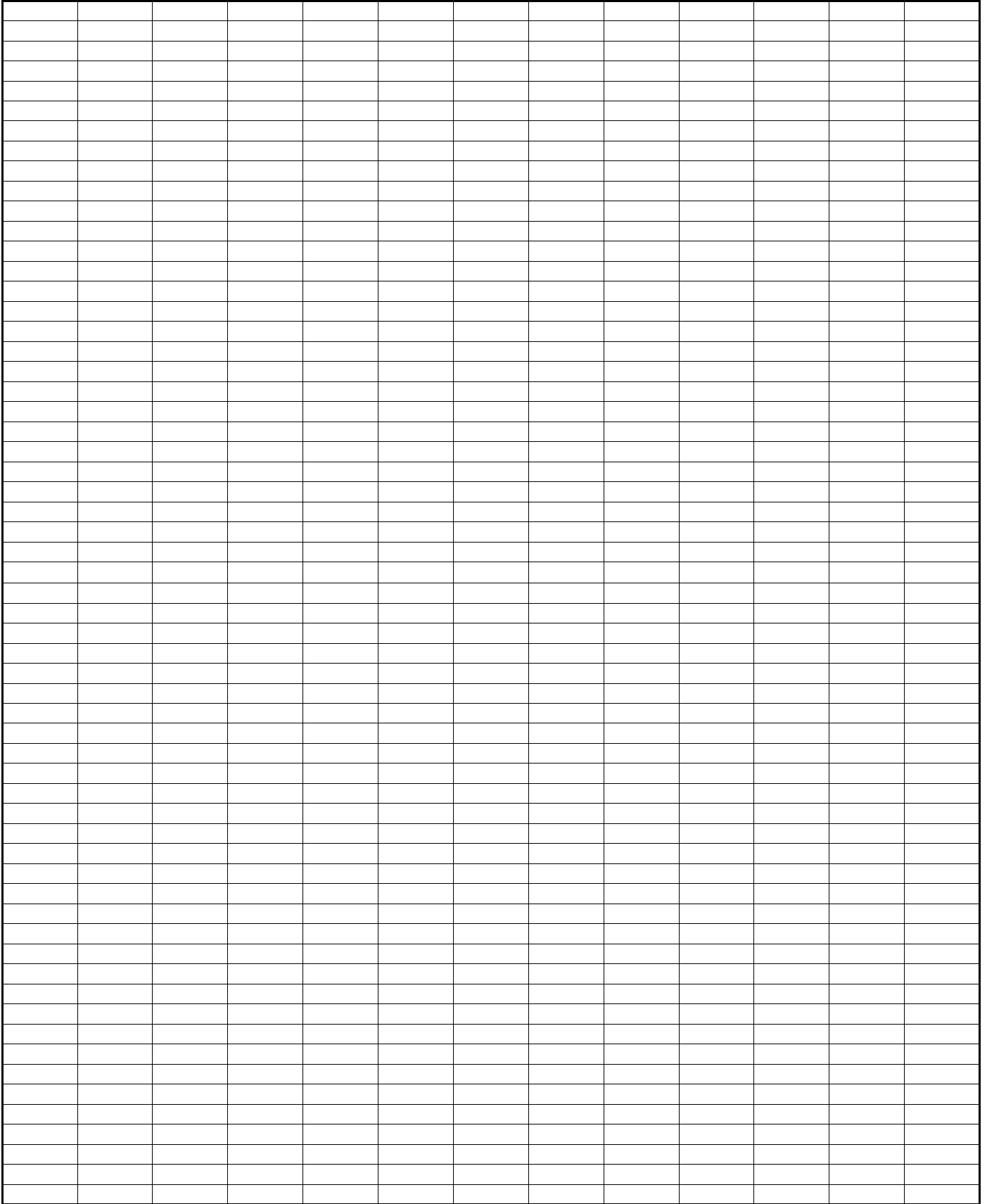
	2025	2026		2027	
	ACTUAL	BUDGET	April Act.	BUDGET	NOTES
PERSONNEL					
Video Engineer (1) FT	84,982	87,200	30,853	89,816	Matt Waldron
Sports Director (1) FT	81,846	87,434	29,304		Kenton Kipp
ED/News Director (1) FT	99,338	108,850	37,507	117,575	Danika Peterson
Programming Coord. (1) FT	68,340	70,128	24,811	72,232	Michele Silvester
Special Projects Coord. (1) FT	73,810	70,128	29,304		T.J. Tronson
City Meetings Manager (1) FT				77,764	T.J. Tronson
Municipal Producer (1) FT	61,909	63,518	22,470		Trevor Scholl
Sports Producer (1) FT	59,406	63,518	22,470		Ted Leroux
News Producer (1) FT	52,639	56,483	19,776		Eric Nelson
Production Manager (1) FT				77,764	TBD
ED/Studio Manager (1) FT	95,966	108,850	37,507	117,575	Eric Houston
Freelancers/Sports	71,466	71,976	23,944	12,000	PT Sports
Freelancers/Meetings	14,963	25,002	7,108	25,750	Freelancers/City Meetings
Contingency	0	0		0	
PERSONNEL TOTAL:	764,665	813,087	285,054	590,476	3% COLA increase 2 staff w/ step increase
BENEFITS					
FICA	46,601	50,411	17,673	36,610	6.2% of gross wages
Medicare	11,088	11,790	4,133	8,562	1.45% of gross wages
PERA	57,689	60,982	20,931	44,286	7.50% of gross wages
Paid Leave		3,578		2,598	.44% of gross wages
Benefits Package	156,562	168,000	86,841	108,216	Health/Dental/STD, LTD, ADD
Workers Compensation	3,015	4,000	2,166	4,000	
Electronic Filing Charges	100	2,000	0	2,000	
BENEFITS TOTAL:	275,055	300,760	131,745	206,271	
					*Benefits package \$1,503 per FT employee/per month plus PT benefits cost
					\$1,503 = 2026 City average

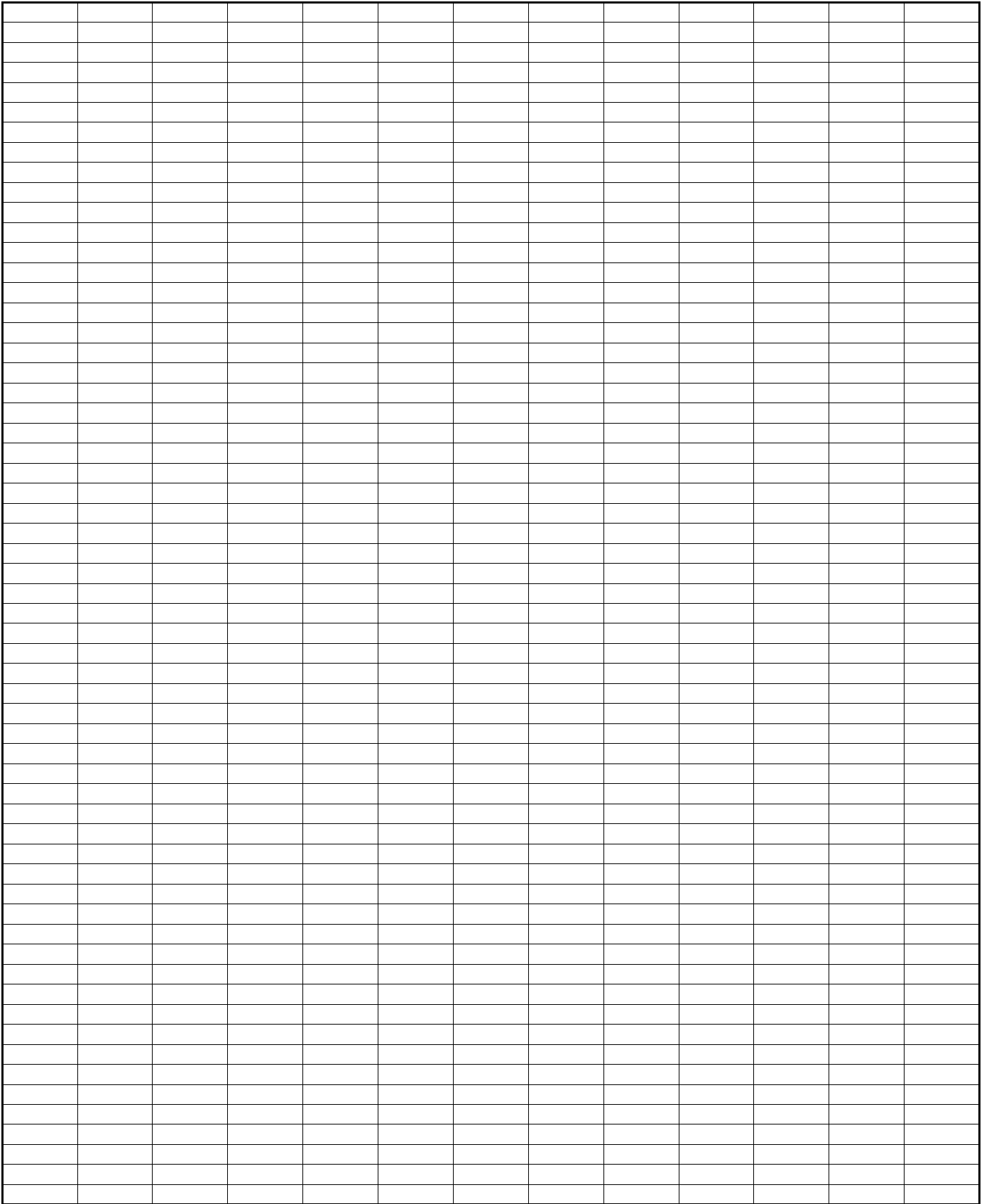
2027 North Metro Telecommunications Commission Budget

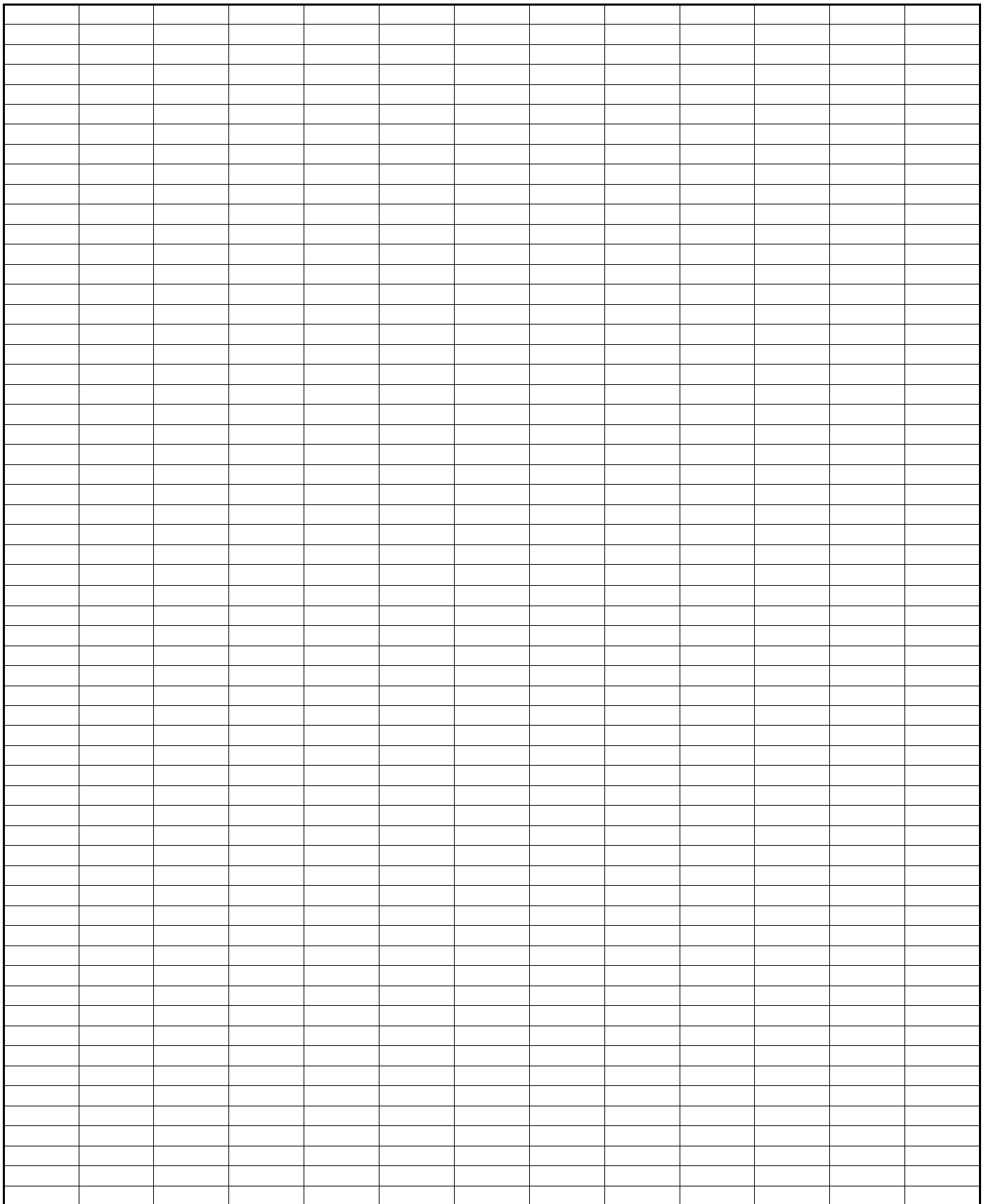
	2025 ACTUAL	2026 BUDGET		2027 BUDGET	NOTES
		Budget	April Act.		
ADMINISTRATIVE EXPENSES					
Commission Audit & Accountant	38,361	42,000	27,133	42,000	Annual audit of Commission finances
Audit: Company		0		-	
Consultants and Professional Fees	4,130	3,000	1,639	2,000	evaluating co-exec model
Conferences	440	5,000	0	5,000	NATOA & MACTA Conf. , Webinars
General/Special Meeting Expenses	2,148	3,000	914	3,000	
Government/Legislative Affairs	0	0		-	
Legal Fees	45,757	50,000	12,797	50,000	Franchise renewal/State and Fed Issues
Membership Dues	5,467	5,500	2,146	5,500	NATOA, MACTA, ,Chamber of C
Mileage Reimbursement	1,251	1,500	359	1,675	
Personnel Recruitment	0	0	0	-	
Tuition and Training	0	3,000	0	3,000	Executive Director Education
Unemployment		0	0	75,000	
Contingency Expenses	3,930	0	0	3,000	
ADMINISTRATIVE EX. TOTAL:	101,484	113,000	44,988	190,175	
PRODUCTION EXPENSES					
Advertising/Marketing/Entry Fees	69	500	0	500	Printed materials, entry fees
Awards Ceremony/ Entry Fees		500	0	500	NATOA and MACTA awards
Bulbs/Batteries/Other Prod. Costs	557	1,000	234	1,000	Bulbs, Camera Batt. Duct tape
Interns	2,495	2,500	1,331	-	Stipends for internships
Truck/Fleet Vehicle Gas/Oil	7,238	3,500	250	1,000	Prod. Van & fleet vehicles
Truck/Fleet Vehicle Maint/Lic.	175	4,000	1,411	2,000	Prod. Van & fleet vehicles
Video Equipment/Parts/Maint.	35	1,000	0	1,000	Parts and Maintenance for video equip.
DVDs/Flash Drives/Cases	486	1,000	234	1,000	Blank media for masters/copies
ADA Compliance				5,000	Audio Description
PRODUCTION EX. TOTAL:	11,055	14,000	3,460	12,000	
OFFICE EXPENSES					
Building Maintenance	34,619	35,000	15,106	40,000	Bldg & Prop./Fire Insp./Furn. Contract
Building Security	800	1,000	0	1,000	
Building Utilities	21,446	30,000	12,044	30,000	Sewer, Water, Gas & Electric
Insurance	14,393	20,000	13,475	20,000	Liability/property/vehicle/volunteer
Office Supp./Office Equip. Maint.	6,121	10,000	1,290	8,000	Copier & Fax maint. contracts, Supplies
Computer Apps/Subscriptions	30,093	18,000	8,644	25,000	Software subscriptions
Phone/Internet Service/Web Hosting	38,662	55,000	12,927	45,000	VOD, Live Streaming, web maint.,bandwidth
Website Update		10,000	8,000	-	WCAG AA updates
Postage/Shipping	267	250	0	250	equipment/dub/packet postage
Property Tax	1,363	1,500	1,363	1,500	Recycling and street assessments
Trash/Recycling/Janitorial	14,393	16,000	6,067	17,510	
OFFICE EXPENSES TOTAL:	162,157	196,750	78,916	188,260	
OPERATIONS TOTAL:	1,152,259	1,437,597	544,163	1,187,182	

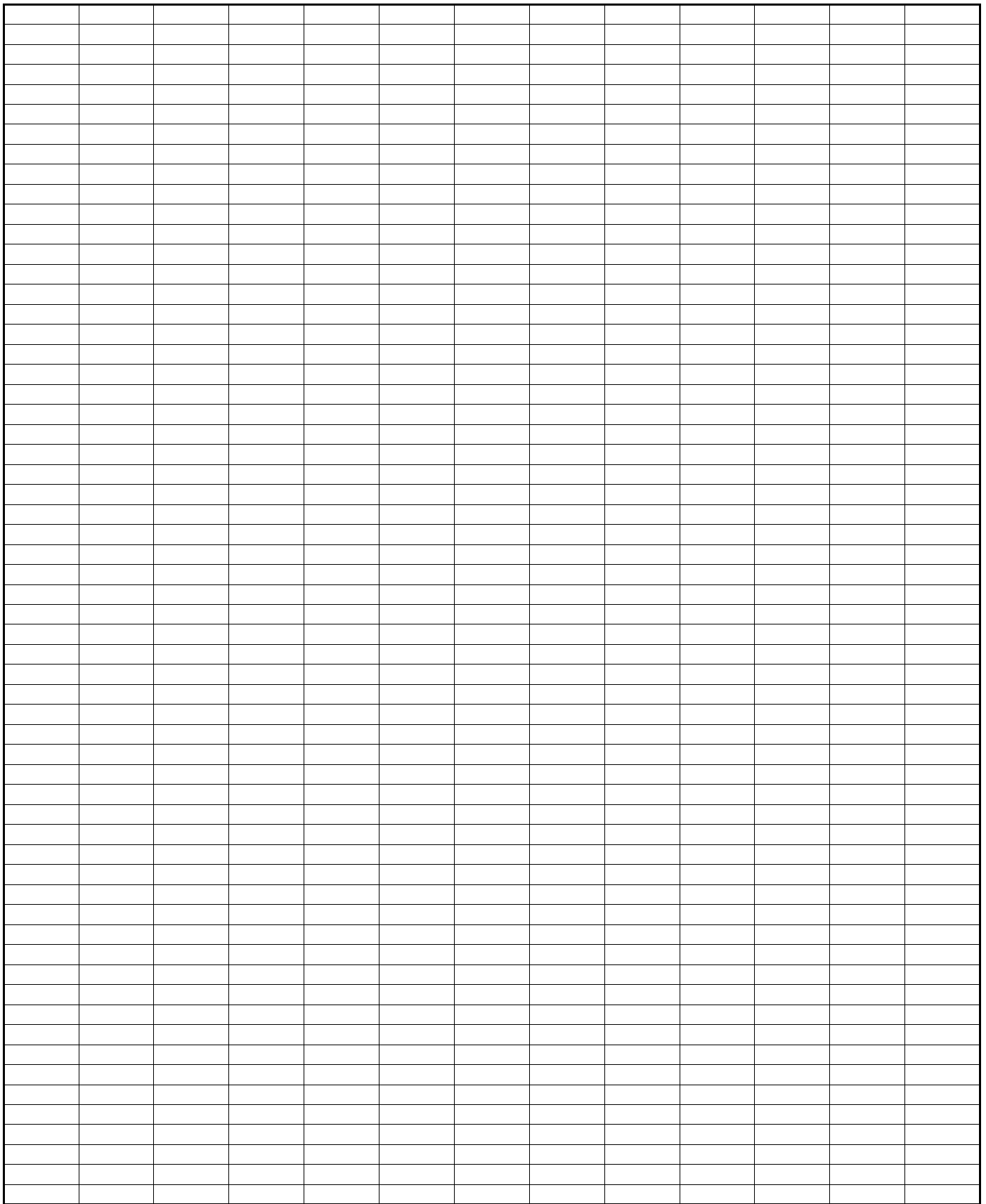
2027
North Metro Telecommunications Commission Budget

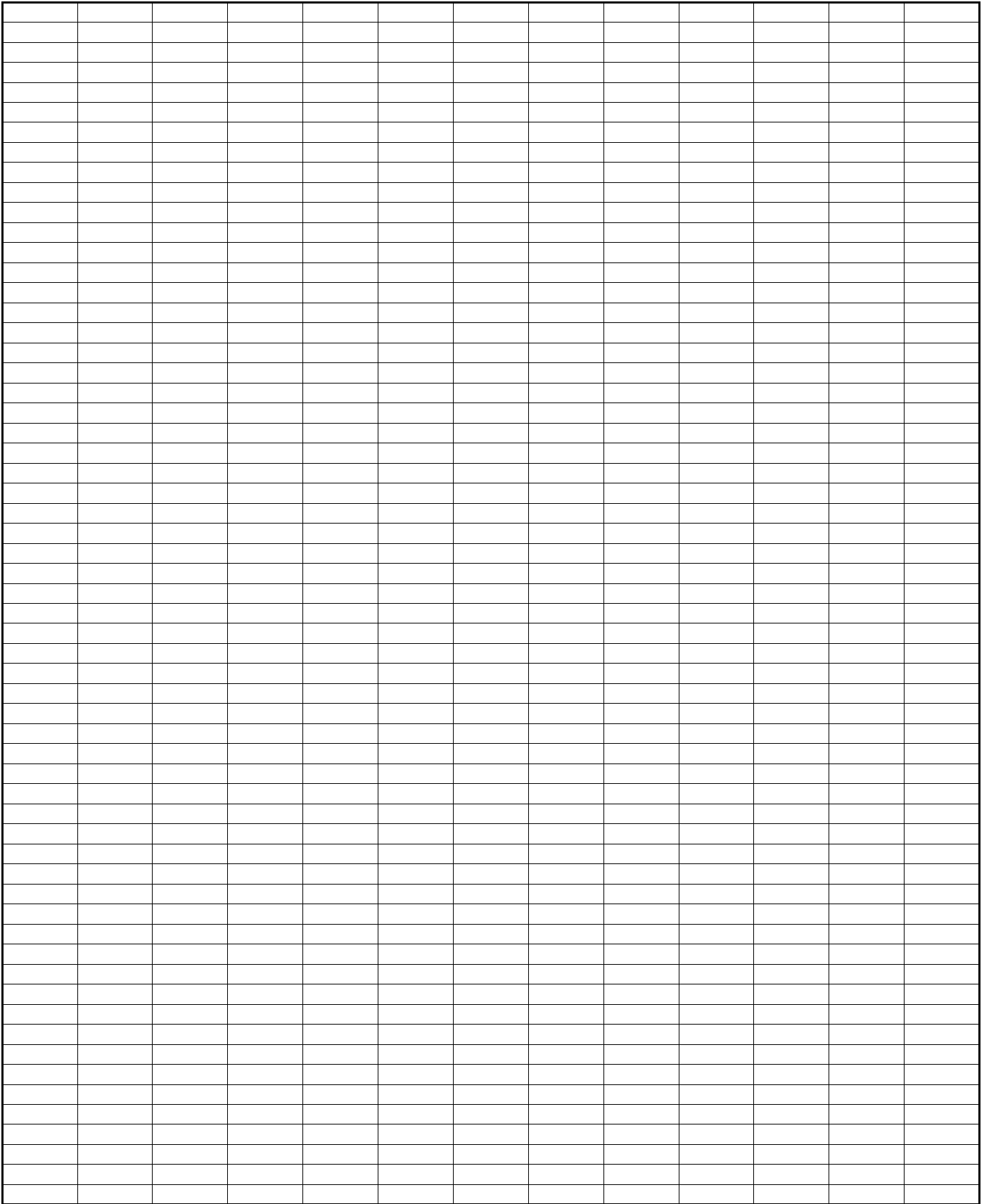
	2025 ACTUAL	2026 BUDGET		2027 BUDGET	NOTES
		Budget	April Act.		
CAPITAL EXPENDITURES					
Video Equipment	101,559	108,250	22,015	200,000	Master Control equipment, live streaming hardware
Computer/Office Equipment/Sftwre	11,922	8,500	4,964	7,500	office systems, software
To equipment reserve fund	200,000	0	0	-	
Vehicles	0	0	0	-	
Building Expenditures	113,705	8,000	18,101	10,000	HVAC improvements, dry sytem
Bond Payment	0	0	0	-	HD Bond Payment
City Capital Expenditures	100,000	100,000	100,000	100,000	Equipment/Equipment Reserves
CAPITAL EXP. TOTAL:	527,186	224,750	145,080	317,500	
GRAND TOTAL:	1,679,445	1,662,347	689,243	1,504,682	





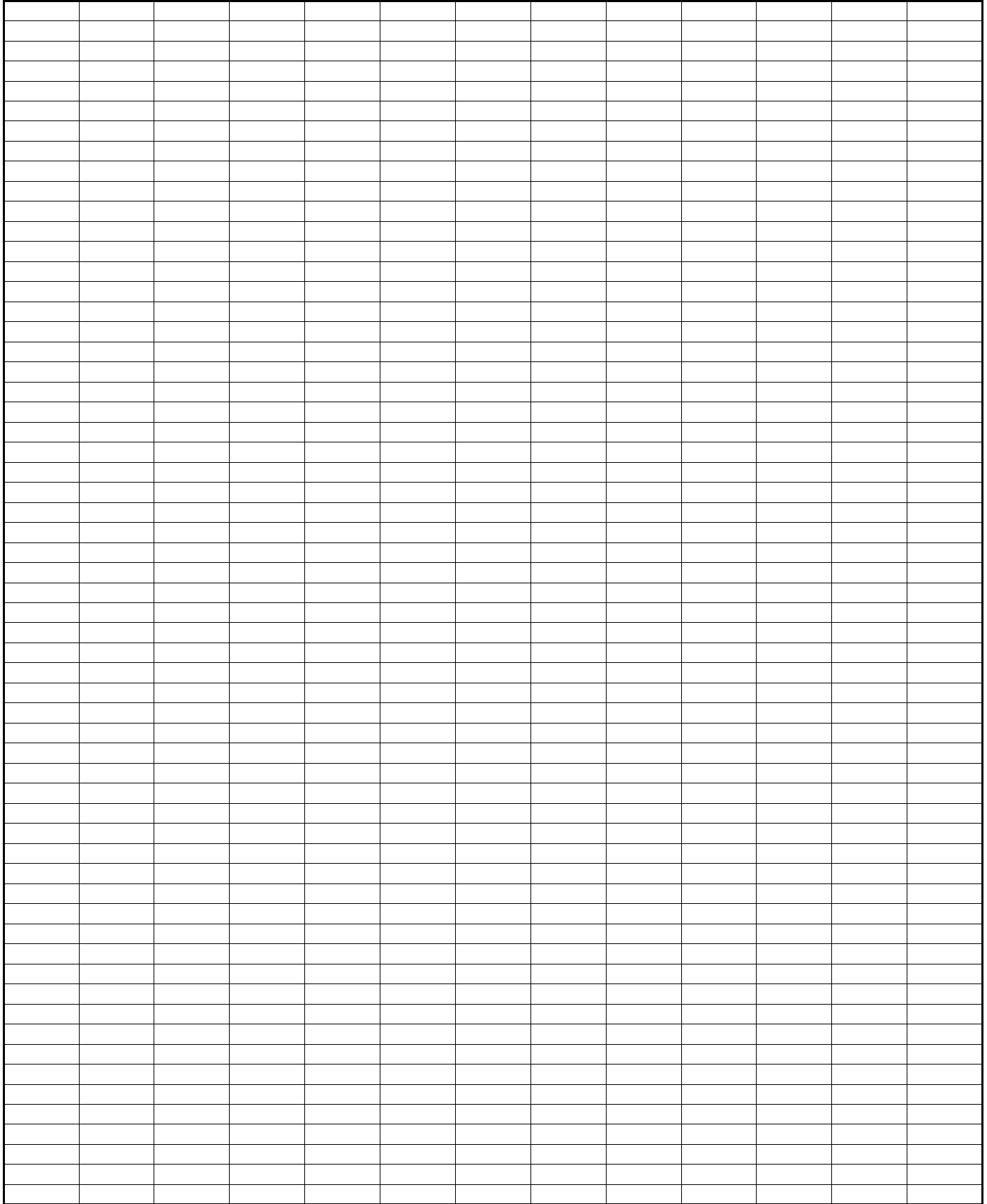


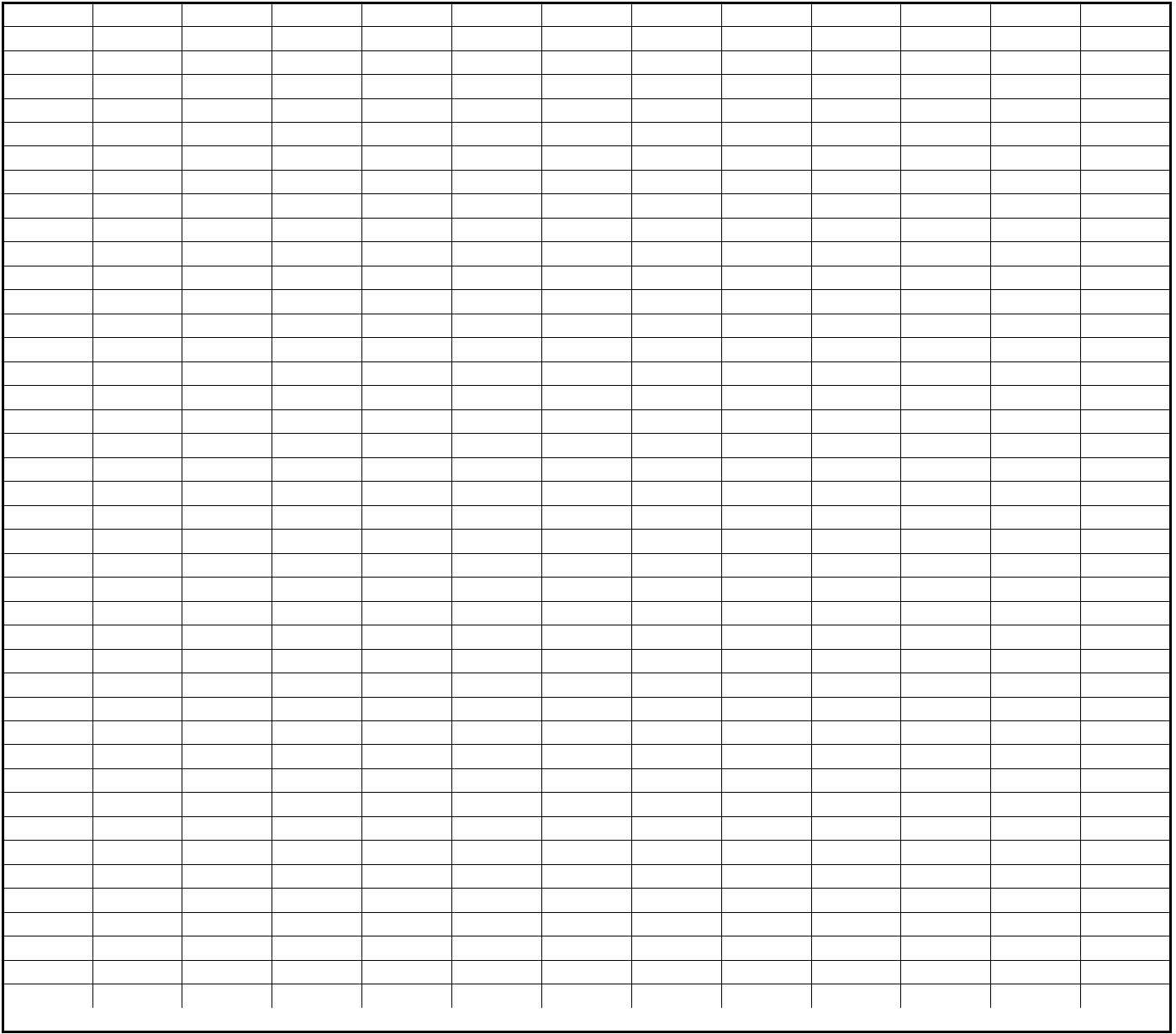


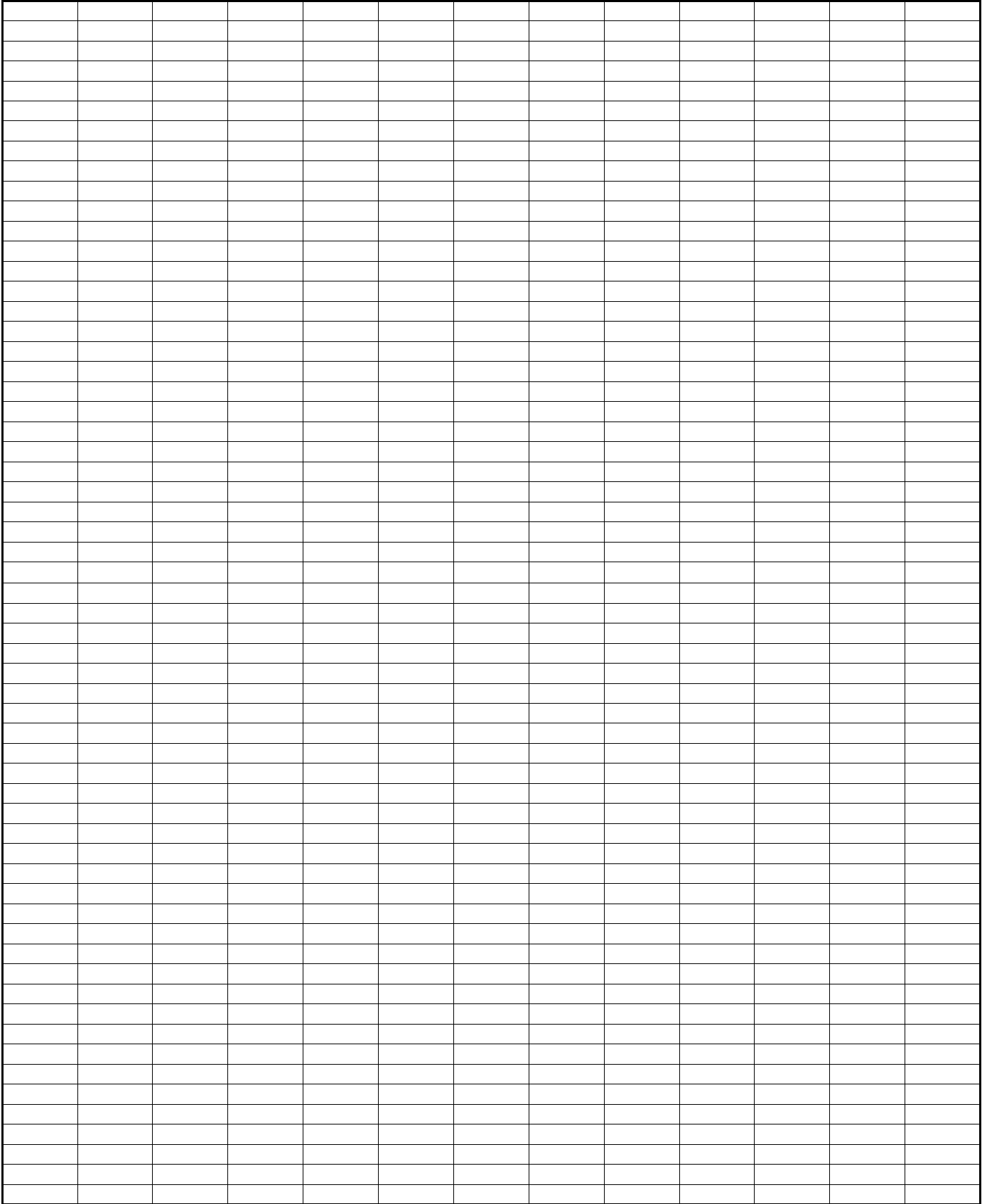


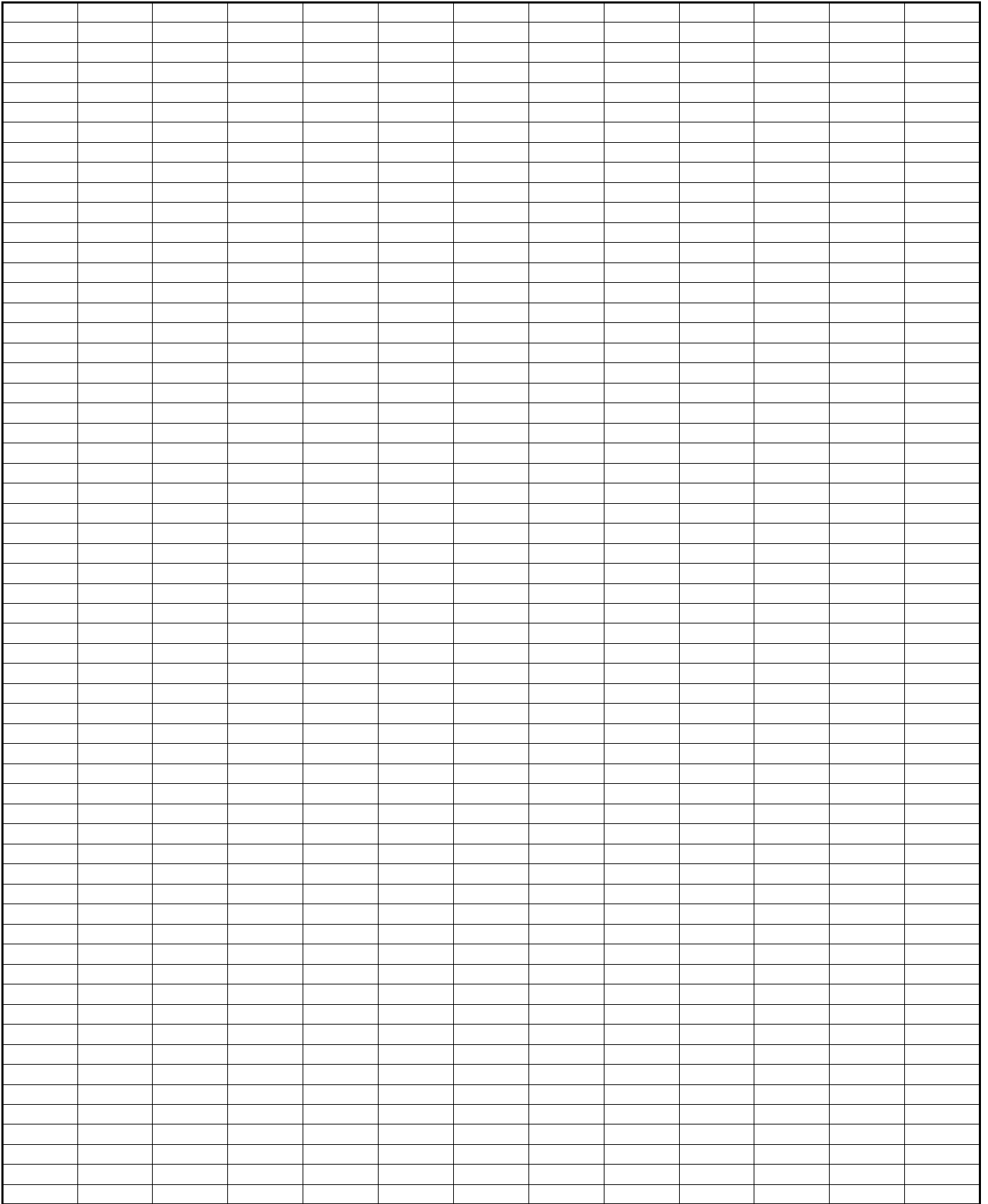


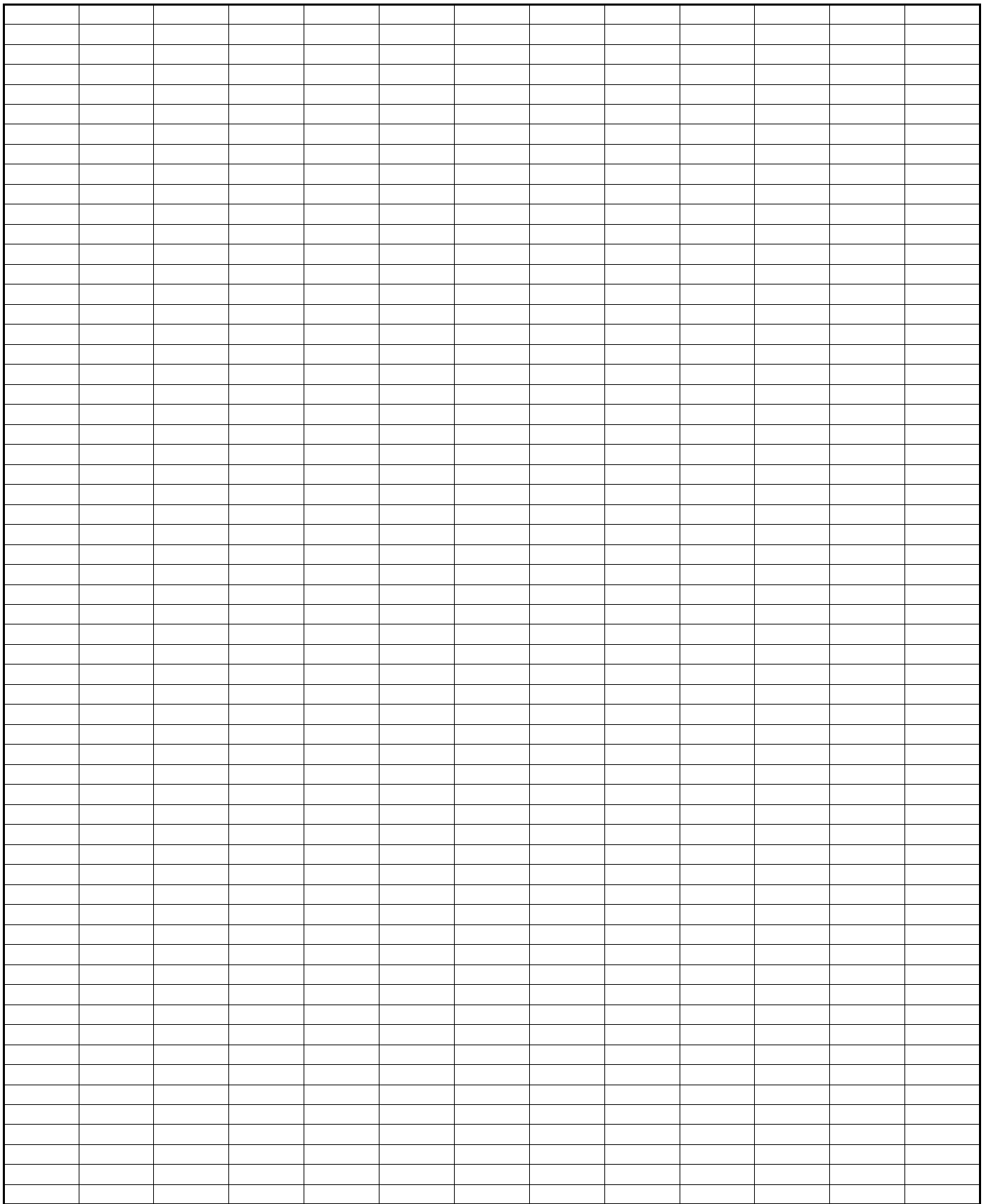




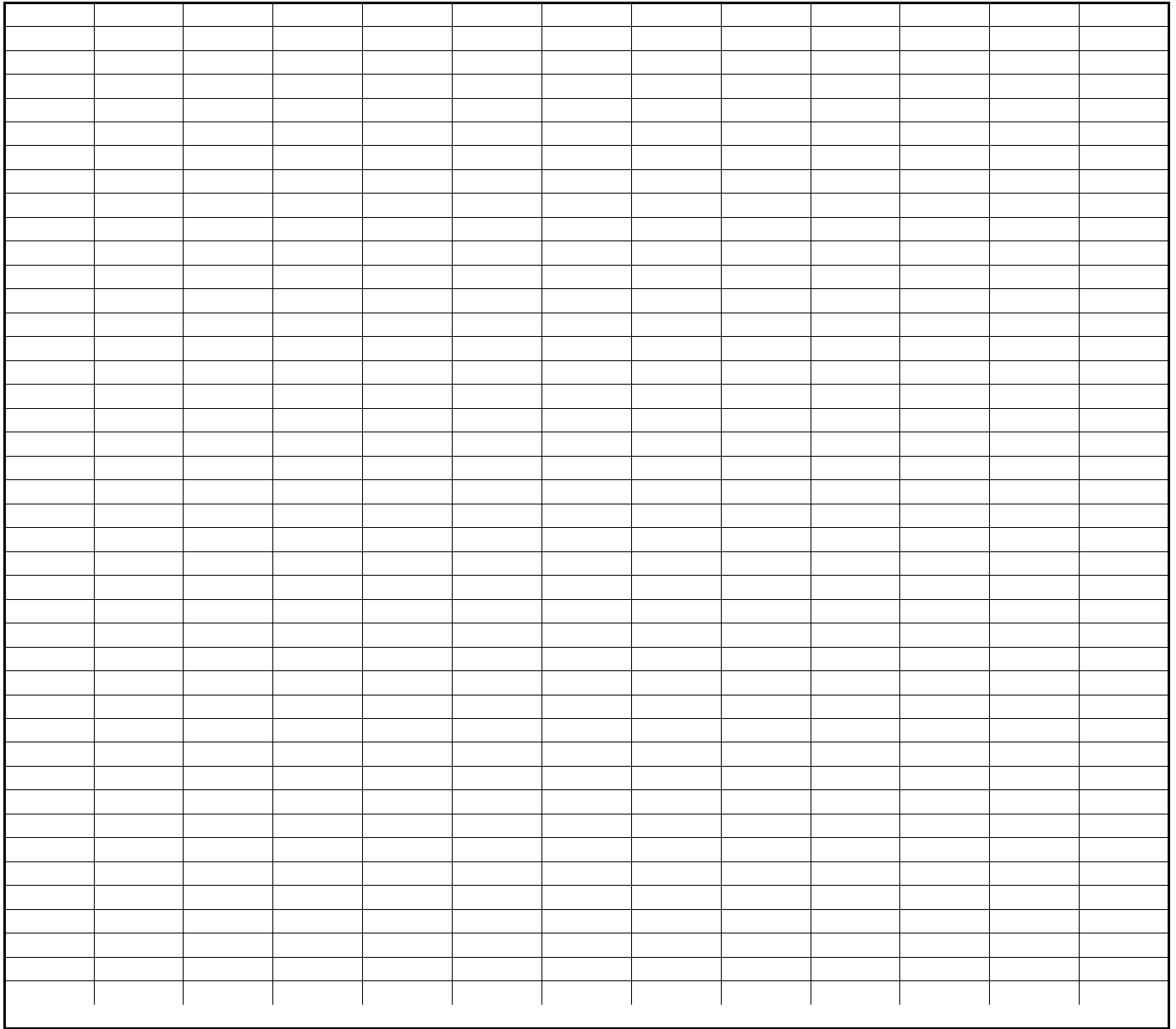


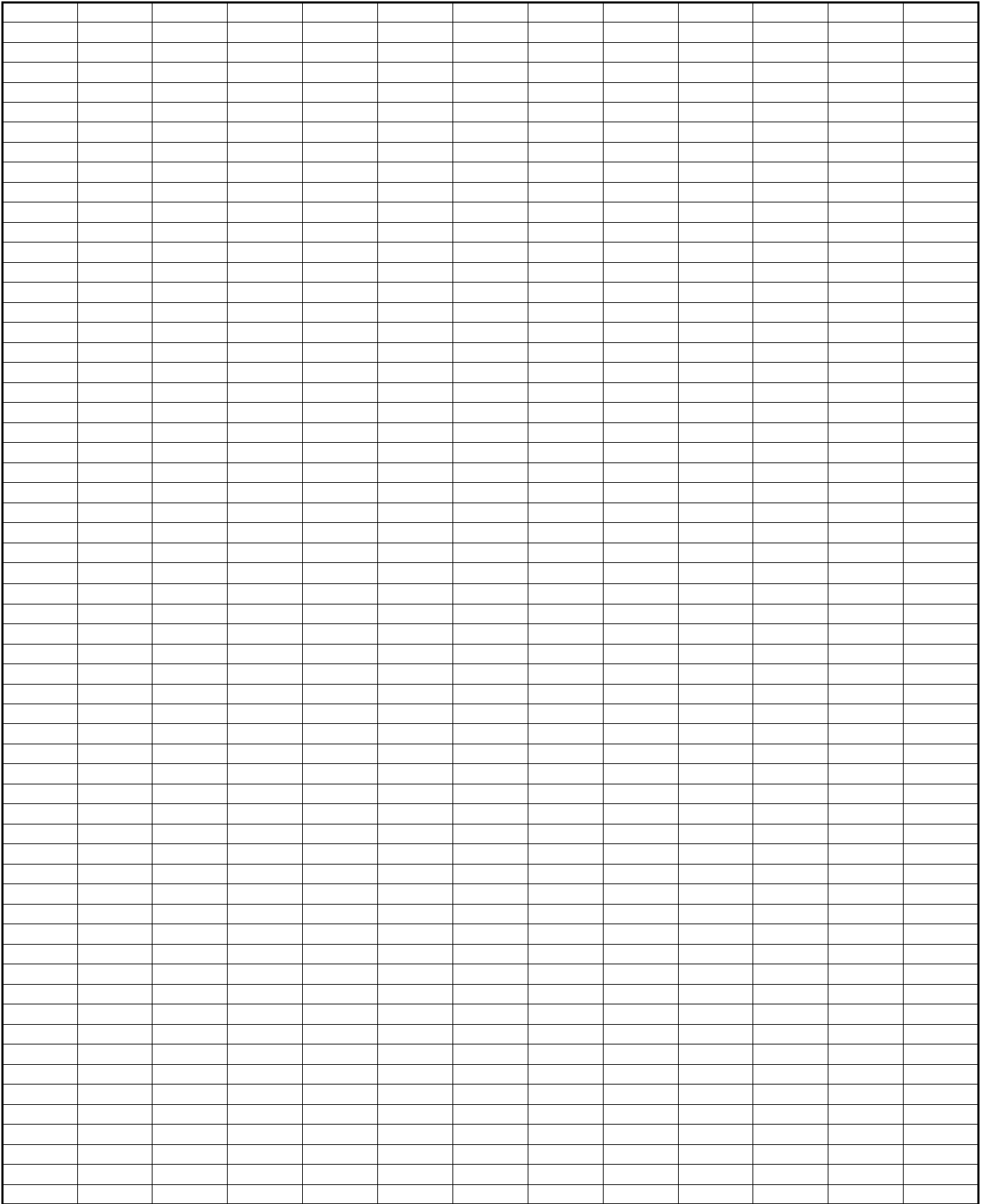


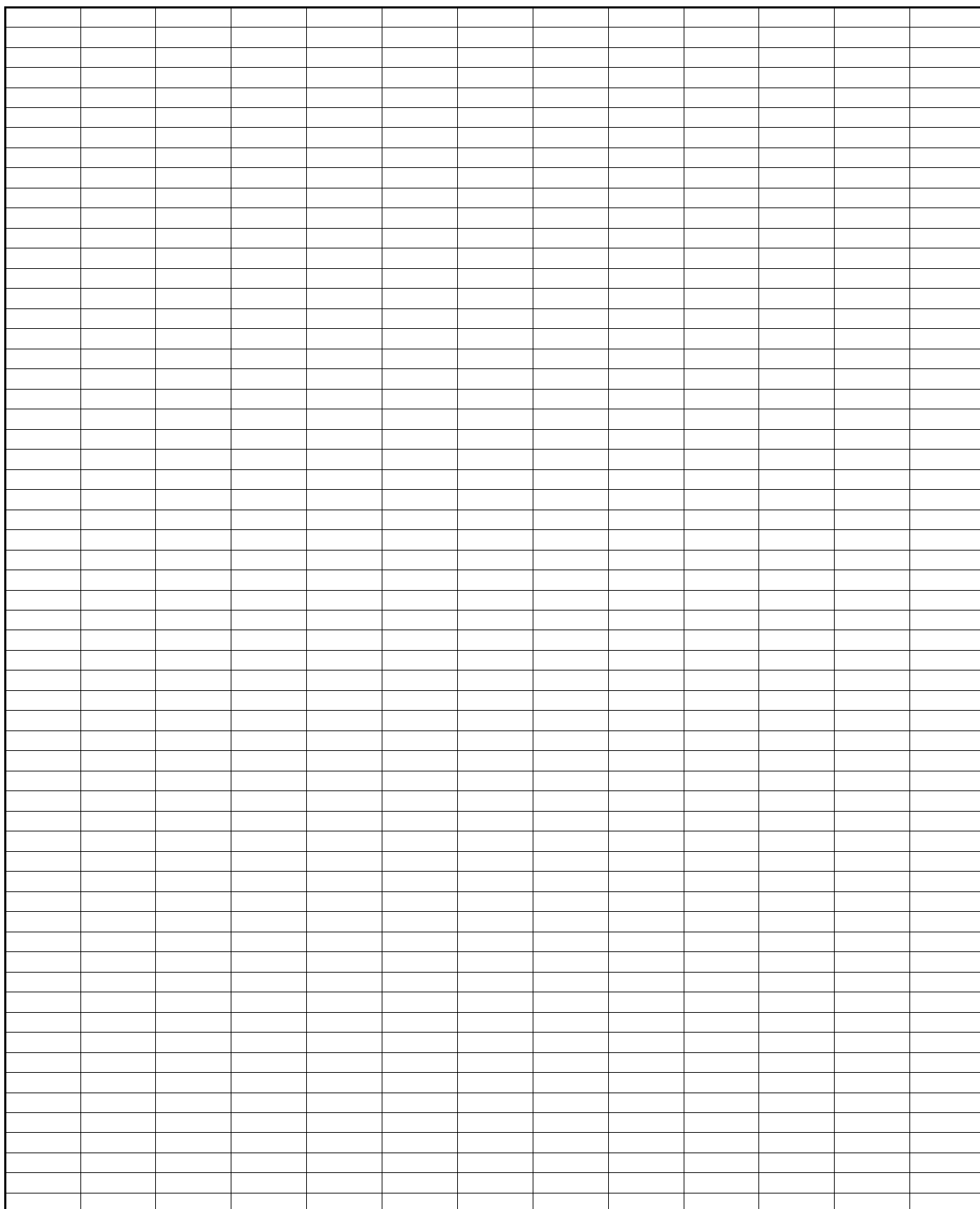


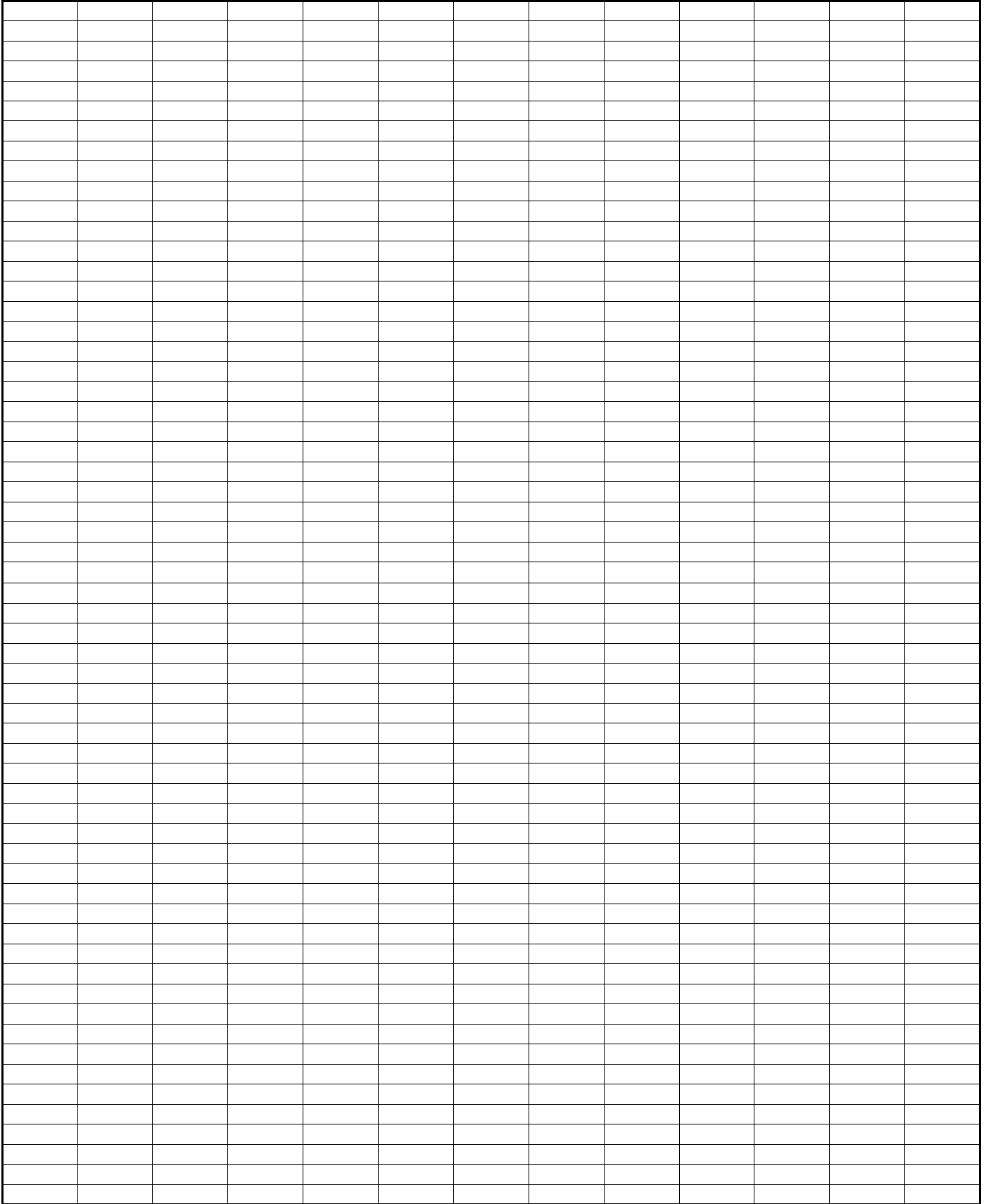


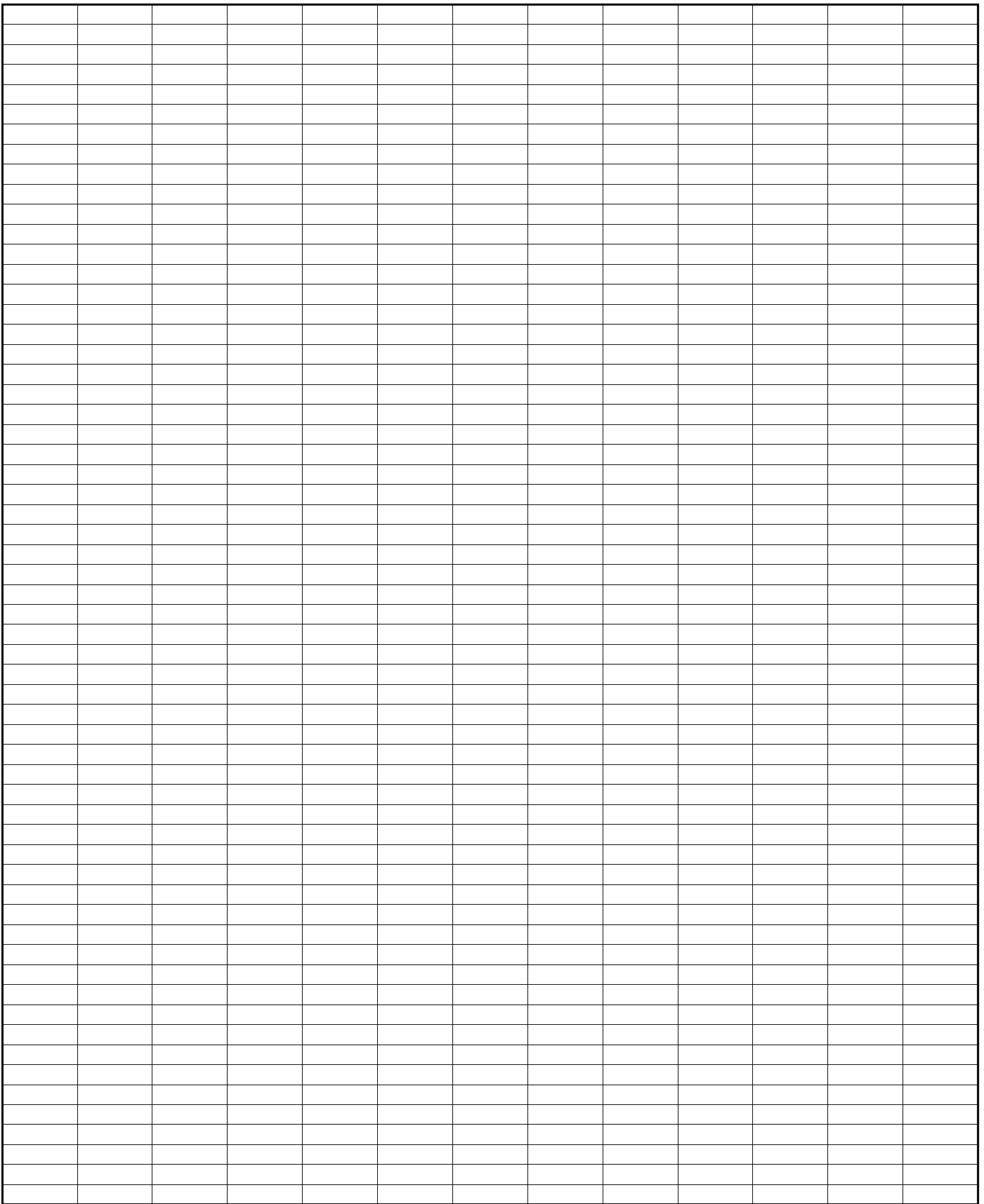


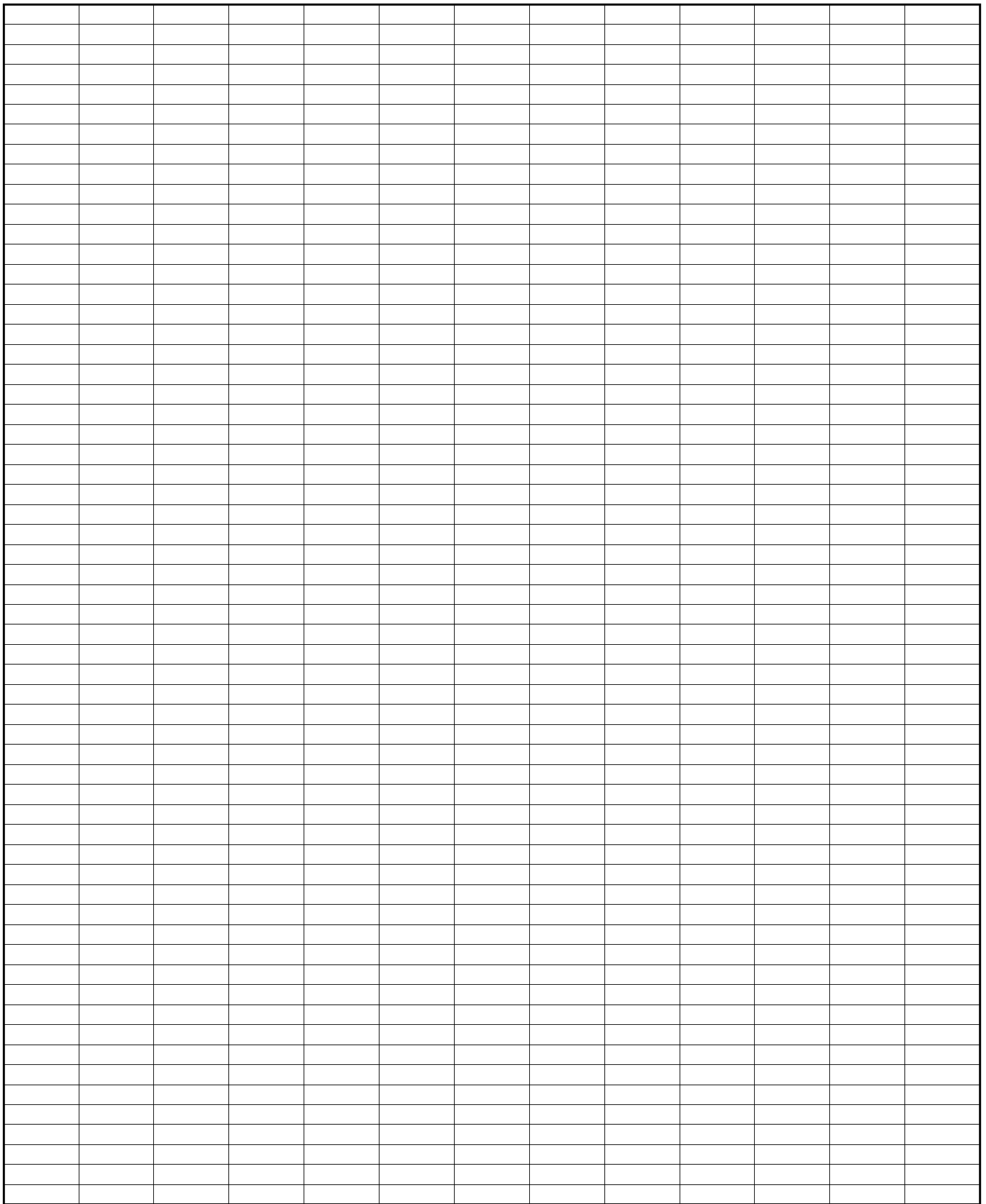












A blank sheet of graph paper with a 20x20 grid. The grid consists of 20 columns and 20 rows of squares, forming a large square area for drawing or calculation. The grid is composed of thin black lines on a white background.



Empty grid area for data entry.

LEGAL EXPENSES					LEGAL EXPENSES		
Legal Fees:		0		0	Legal Fees:		

Additional empty grid rows at the bottom of the page.

North Metro TV 2027 Recommended Equipment Budget

Master Control Service & Subscriptions						
ID No.	Model No.	Make	Description	Qty	Cost	Total
2027-1	CBL-PLATINUM-4	Tightrope	4 I/O Platinum Support through Tightrope. Loaner, Night Support, Upgrade Assistance	1	4250	4250
2027-2	CBL-PLATINUM-ADDL	Tightrope	Tightrope Additional I/O Annual Software Maintenance Contract for Large Systems (update 10 Needed)	10	550	5500
2027-3	CBL-REFLECT-BND	Tightrope	Cablecast Reflect Live & VOD Stream Server Subscription -	3	2800	8400
2027-4	CBL-REFLECT-LIVE	Tightrope	Cablecast Live Reflect Service	2	1500	3000
2027-5	CBL-CAPTIONING-500	Tightrope	500 Hour Block of Captioning	1	4000	4000
2027-8	CBL-CABLECAST-REN	Tightrope	Subscription Fee to maintain 1 Cablecast OTT channel	2	300	600
2027-7	CBL-ENCO-SUPPORT	Enco	Annual Support Contract for ENCO enCaption server & software	1	6500	6500
2027-8	M-PREM-SUPP-1	Halvision	Premium Maintenance & Support for StreamHub and Pro460	0	7000	0
						32250

Master Control Equipment						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2027-10	PM-FR-9	Imagine	Router Frame Assembly 9RU	1	7000	7000
2027-11	PT-PS	Imagine	Redundant Power Supply	3	1600	4800
2027-12	PM-128x128-3G9	Imagine	Platinum MX 128x128 3Gbps Cross Point Card	2	4500	9000
2027-13	PM-ATDM16-X9	Imagine	Platinum MX ATDM Crosspoint Card 16 Slots of Audio	2	11000	22000
2027-14	PT-RES	Imagine	Platinum MX Resource Control Module	1	3000	3000
2027-16	PX-HSR8C-IBG	Imagine	Platinum SDI/HD/3G Input Module with 8 BNC Connectors	7	1400	9800
2027-18	PX-HSR-OBG+	Imagine	Platinum SDI/HD/3G/ASI Output Module with 8 BNC Connectors	6	1250	7500
2027-17	PX-SXP-64x6	Imagine	Platinum 64x6 pip Multiview Card with 6x HDSDI or HDMI outputs	1	26000	26000
2027-18	MYCARE+HW-Platinum-UPL	Imagine	Uplift Warranty with 24x7 services year 1	1	4500	4500
2027-19	PS-NET-PM	Imagine	Project Management for networking products	1	1500	1500
2027-20	PS-NET-FE	Imagine	Field Engineering for networked products	1	6000	6000
						101100

Control Room/Studio A						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2027-21	Evertz Playback Server	Evertz	4 Output Playback Server replacing the Black Storm	1	37500	37500
						37500

Control Room/Studio B						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						0
						0

Production Truck						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2027-40	Ross NK Router	Ross		0		0
						0

Sports Department						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2027-60	PXW-Z200	Sony				0
						0

Public Access						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						0
						0

Production Department						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2027-70	RE20	Electro-Voice	Electro-Voice RE20 Broadcast Announcer Microphone with Variable-D (Black)	1	600	600
2027-71	D2	Lacie	LaCie 8TB e2 Professional USB-C 3.2 Gen 2 External Hard Drive	2	550	1100
		various	lights, microphones, cable, etc	1	1959	1959
						3659

Special Events						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						0
						0

Municipal Services						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2027-80						0
						0

Tech Shop Equipment						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2027-100			Cable Reels, Cable Ends, Tools, Converters, etc.....			10000
						10000

Various Small Items						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2027-110			Small Item Budget			3000
						3000

Computers						
ID No.	Model No.	Make	Description	Qty	Cost	Total
2028-201		PC	Michela Office Computer	1	1500	1500
2028-202		PC	Hard Drives	1	2000	2000
2028-203		PC	Matt Office Computer	1	2000	2000
2028-204		PC	Computer Replacement Parts	1	1500	2000
						7600

Software & Subscriptions						
ID No.	Model No.	Make	Description	Qty	Cost	Total
2028-301	Adobe Suites	Adobe	Adobe Photoshop, Premiere, After Effects....etc (\$1100/Month)	5	1100	5500
2028-302	Office Products	Microsoft	Microsoft Office Subscription	1	2500	2500
2028-303	Gmail Accounts	Gmail	Google Gmail & Workspace Business Accounts	8	300	2400
2028-304	Mac Drive	MacDrive	MacDrive Account for 4 Yearly Licenses	4	50	200
2028-306	SmartDraw	SmartDraw	Technical Drawing & Archiving Software	1	115	115
2028-308	Acrobat	Adobe	Adobe Acrobat Stand Alone Subscription	12	23	276
2028-307	RealVNC Pro	RealVNC	Remote VNC Connection to office computers (Yearly Subscription)	1	1500	1500
						12491

Grand Total

207500.00



Public Right of Way Application

Applicant Information:

Name of Company: TAK Broadband

Address: 2948 Rice St

City/State/ZIP: Little Canada, MN 55113

Phone Number: 605-518-9662

Fax Number: _____

Email Address: tcr-permits@takbroadband.com

Representatives Name: Audra Uppal

Project Information:

Project Name: JB 2618425

Project Address/Location: 512 Lone Ave NE

City/State/ZIP: Spring Lake Park, MN 55432

Parcel Number(s): _____

Description of Work and restoration plan: (Attach additional pages if necessary)

Obstruction permit for aerial work on behalf of Comcast

Duration of the Right of Way:

Start Date: 7/6/2026

End Date: 9/30/2026

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.

Attachments Required:

Site Plan/Map

Project Drawings

Traffic Control Plan

Proof of Insurance (copy of policy)

Property Deed or Owner Authorization

Environmental Impact Assessment (if applicable)

Other: _____

Applicant's Certification:

I, the undersigned, certify that I am the owner or authorized agent of the owner, and that the information provided in this application is true and accurate to the best of my knowledge. I agree to comply with all applicable laws and regulations related to the requested right of way.

In lieu of an escrow fee, we will bill the project owner for actual restoration fees if needed.

Signature: Audra Uppal

Date: 6/19/26

For Office Use Only:

Application Number: _____

Date Received: 6/22/26

Reviewed By: CD

Approval Status: Approved Denied

Conditions of Approval/Reasons for Denial: _____

Signature of Reviewing Officer: Gege Barington

Date: 6/22/26

Right of Way Permit - \$150.00

Excavation Hole - \$150.00

Emergency Hole - \$75.00

Trench - \$70/100'

Obstruction Fee - \$150.00

Overhead Obstruction - \$150.00

Boring Holes - \$50.00 per hole

Other: _____

Instructions for Submission:

Complete the application form in its entirety.

Attach all required documents and plans.

Submit the application to info@slpmn.org or wbrown@slpmn.org.

Please verify specific requirements and guidelines with the appropriate agency before submission, as these can vary by location and project type.

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

Legend

- New Ped
- New Vault
- Existing Ped
- Existing Vault
- Existing U/G
- New U/G
- Existing Aerial
- New Aerial
- Pole
- Lock Box
- Footage
- Text Box
- Callout Arrow
- Excavation
- Hand Surface
- Pothole

Permit Notes

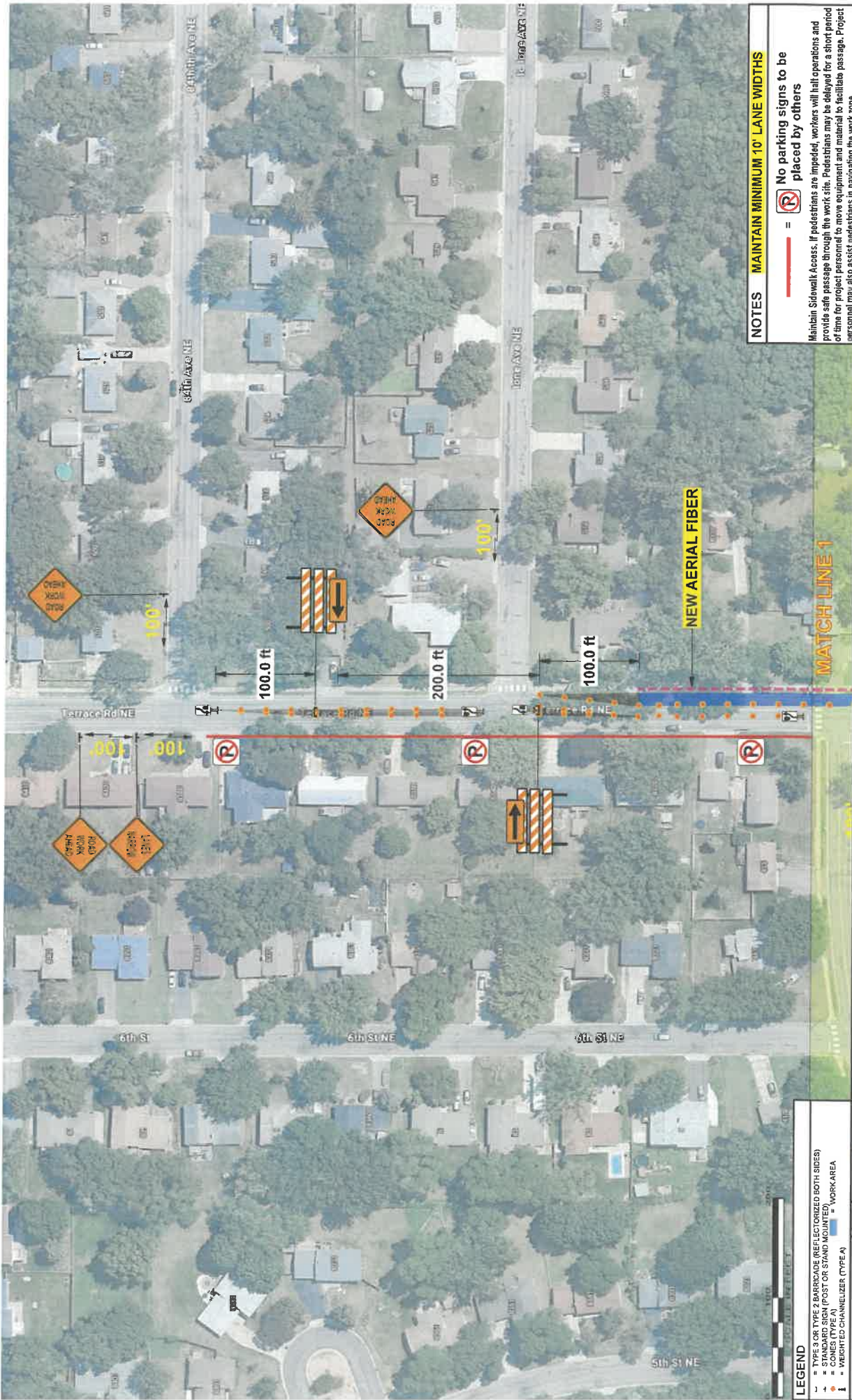
Replacing 192' of aerial coax for Comcast.
Trucks will block the northbound lane of Terrace Av as indicated.

Materials



Permit Overview

Customer	Comcast	Address	8309 Terrace Rd N, Spring Lake Park, MN 55432	Job Number	JB 2618425
Prepared By	Steve Elliott	Phone	605.909.1553	Approved Labor Codes	
Date Prepared	6/11/2026	E-Mail	sellott@takbroadband.com		
Sheet Number:					
1 of 1					



NOTES MAINTAIN MINIMUM 10' LANE WIDTHS

— = No parking signs to be placed by others

Maintain Sidewalk Access. If pedestrians are impeded, workers will halt operations and provide safe passage through the work site. Pedestrians may be delayed for a short period of time for project personnel to move equipment and material to facilitate passage. Project personnel may also assist pedestrians in navigating the work zone.

8309 Terrace Rd N, Spring Lake Park, MN 55432

PHASE N/A JOB# JB 2618425 1 OF 2 SHEET

Tak Communications
Lane Closure



Disclaimer - This is a proposed traffic control device layout. It has not been prepared by a Professional Engineer and must be approved and accepted by the Road Authority. Safety Signs LLC does not assume any legal liability.

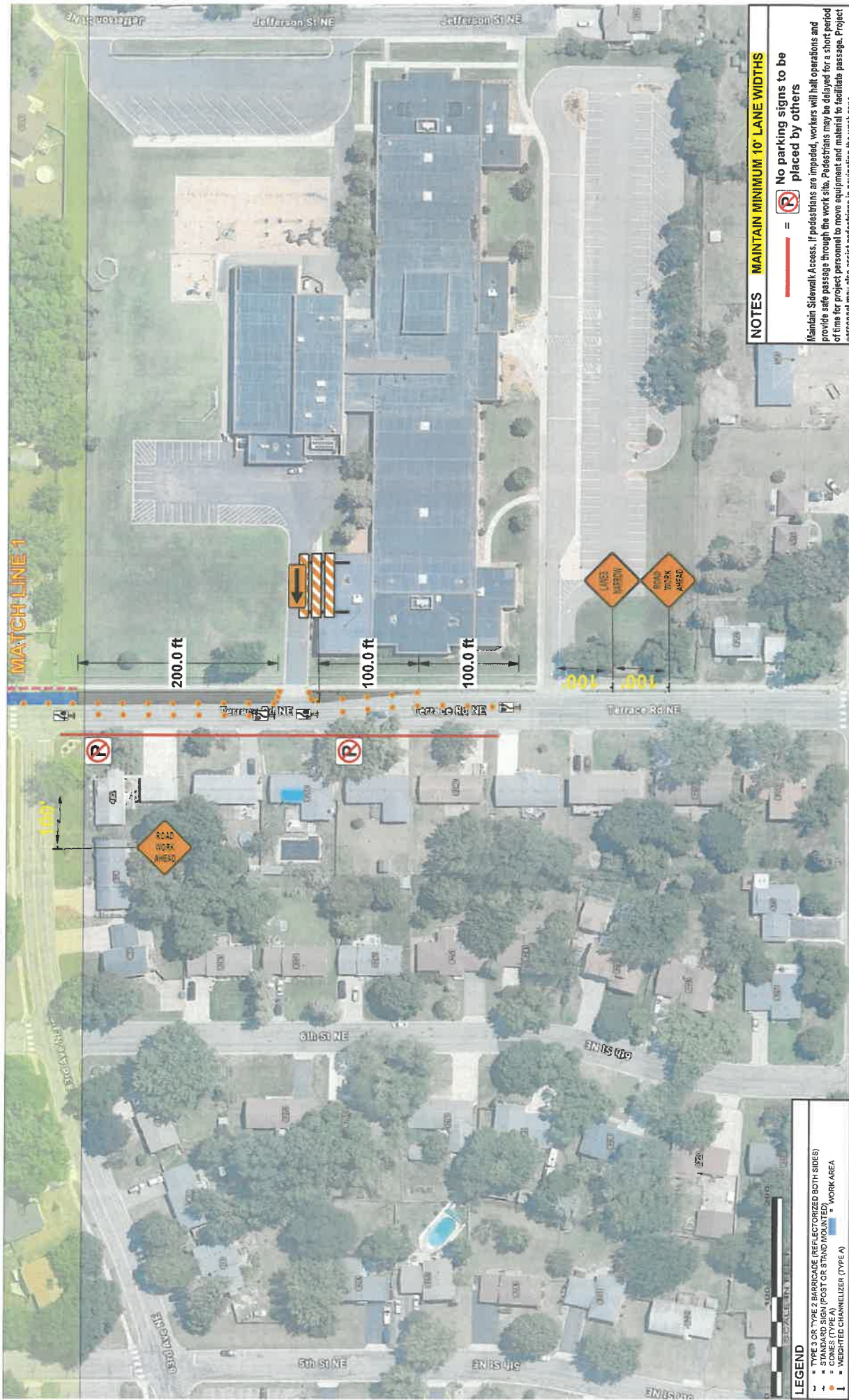
LEGEND

- TYPE 3 OR TYPE 2 BARRICADE (REFLECTORIZED BOTH SIDES)
- STANDARD SIGN (POST OR STAND MOUNTED)
- CONES (TYPE A)
- WEIGHTED CHANNELIZER (TYPE A)

6/15/2026 David Ostrygard

SPEED LIMIT 30

NO DATE REVISIONS



NOTES MAINTAIN MINIMUM 10' LANE WIDTHS

— = No parking signs to be placed by others

Maintain Sidewalk Access. If pedestrians are impeded, workers will halt operations and provide safe passage through the work site. Pedestrians may be delayed for a short period of time for project personnel to move equipment and material to facilitate passage. Project personnel may also assist pedestrians in navigating the work zone.

8309 Terrace Rd N, Spring Lake Park, MN 55432
 PHASE N/A JOB# JB 2618425 2 OF 2 SHEET

Tak Communications
 Lane Closure

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LEGEND

- TYPE 3 OR TYPE 2 BARRICADE (REFLECTORIZED BOTH SIDES)
- STANDARD SIGN (POST OR STAND MOUNTED)
- CONES (TYPE A)
- REFLECTORIZED CHANNELIZER (TYPE A)
- WORK AREA

6/17/2026 David Ostragard

SPEED LIMIT 30

NO DATE REVISIONS



June 29, 2026

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

RE: Proposal #06-48 Proposal for Geotechnical Services
Proposed Building
Spring Lake Park, Minnesota

Dear Mr. Buchholtz:

Thank you for the opportunity to provide this proposal for geotechnical services for the proposed project in Spring Lake Park, Minnesota. This proposal contains our understanding of the project and the projected costs for its completion.

Description of Project

The project will consist of the construction of a new building in Spring Lake Park, MN. The project area appears to be a flat, previously graded, grass-surfaced lot located at 410 79th Avenue Northeast. We understand the structure will be a slab-on-grade building founded on standard, cast-in-place concrete spread footings and foundation walls. Two (2) split-spoon soil borings are planned in the proposed building area to depths of just under fifteen (15) feet. Our estimated total footage is thirty (30) feet. We will stake the boring locations and contact Gopher One Call for existing utility locates prior to drilling.

Exploration Scope:

The borings are planned to be performed with a truck-mounted drill rig. The borings will be sampled using standard penetration test procedures so that intact samples can be obtained and "N" values recorded to help estimate soil parameters. Standard penetration samples will be taken at 2 ½ -foot intervals in accordance with ASTM D1586. The rig is capable of drilling through normally consolidated soil material but not through rock. Two attempts will be made to reach planned depth at each location if suitable bearing material has not been reached. The shallow boreholes will be backfilled with the auger cuttings from drilling operations.

Engineering Scope:

The completed report will include log sheets for the borings showing soil types and a sketch of the boring locations as drilled. The report will include a summary of our findings as well as recommendations regarding earthwork, fill and compaction, building foundation, soil

bearing capacities, floor slab support, estimated settlement and wall backfill. An electronic copy of the report will be provided.

Schedule

Our present schedule will allow us to begin the fieldwork within 2-3 weeks of authorization to proceed. The fieldwork will take one day to complete. Preliminary verbal results and logs should be available within one week of completion of the fieldwork. The final letter report will be complete within two weeks of completion of all fieldwork.

Fees & Payment

We will perform the work in accordance with the unit costs on the “Job Estimate” attached to this confirmation letter. The unit costs are valid for sixty days from the date of this proposal. The total cost of **\$3,435.00** will not be exceeded without a change in the work scope and the owner’s authorization. An invoice for the work performed will be mailed after completion of the engineering report.

Remarks

Mr. Buchholtz, we appreciate the opportunity to provide you with this proposal. If you have any questions about the services we provide, please call me at (320) 253-4338.

Sincerely,



Tyler T. Burkes, EIT
Assistant Geotechnical Engineer

Authorization:

Please proceed as described above:

Authorized Signature

Title

Date

Independent Testing Technologies, Inc.
337 31st Avenue South, Waite Park, MN 56387
Phone: 320-253-4338
Fax: 320-253-4547

JOB ESTIMATE

DRILLING / LAB TESTING / ENGINEERING:

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	TOTAL
1	Project Coordination, Stake Borings & Gopher State One Call	LS	1	\$250.00	\$250.00
2	Mobilization (Truck-Mounted Rig)	Trip	1	\$750.00	\$750.00
3	Mobilization (Support Truck)	Trip	2	\$255.00	\$510.00
4	Standard Penetration Test Borings	Foot	30	\$35.00	\$1,050.00
5	Analysis & Letter Report by P.E.	Hour	7	\$125.00	\$875.00
				TOTAL	\$3,435.00

Peter Barta

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

06/15/2026

City of Spring Lake Park

1301 81st Ave NE

Spring Lake Park, MN 55432

To Josh Antoine, Chief of Police,

Please accept this letter as my formal irrevocable resignation from my position as Police Officer for the City of Spring Lake Park effective 06/15/2026.

I cannot tell you how much I appreciated the time I have spent working for the City of Spring Lake Park Police Department. You should be extremely proud of the Officers who work tirelessly to train the recruits to serve the residents of this fine city. I am exceedingly grateful to have spent these last months working with the men and women of the Spring Lake Park Police, and I remain committed to their mission. I regret the need to resign from my position; however, due to unforeseen personal circumstances I feel it is in the best interests of the Police Department as well as mine.

Sincerely,



Peter Barta, 225



June 18, 2026

Dear Peter,

I acknowledge receipt of your resignation, effective June 15, 2026. This letter serves as formal acceptance of your resignation as of that date.

Thank you for your service to the City of Spring Lake Park and the Police Department. I wish you the very best in your future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to be "Chief Antoine", written over a thin blue horizontal line.

Chief Antoine



Memorandum

Date: July 6, 2026

To: Mayor and City Council

Re: Officer Resignation

Mayor and City Council Members,

We received a resignation letter from Officer Barta dated June 15, 2026. As you will recall, the Council voted on that same date to separate Officer Barta from employment. Officer Barta has since requested that his employment status be recorded as “resigned” rather than “separated.”

I accepted his resignation on June 15, 2026, and I am requesting that the City Council ratify this resignation.

Thank you,

Chief Josh Antoine



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

Contractor's Licenses July 6, 2026

General Contractor

Hy-Vee Construction

One Way Wireless Construction, LLC.

Mechanical Contractor

A & E Heating & Cooling

Ideal Air, LLC.

Top Tier Heating

Plumbing Contractor

Master Plumbing Services, LLC.

Warnke Plumbing, LLC.

Tree Contractor

MDT Quality Tree Services Corp.



Memorandum

To: Mayor Nelson and Members of the City Council

Cc: Dan Buchholtz, City Administrator

From: George Linngren, Public Works Director

Date: July 1, 2026

Subject: June Public Works Report

Below is a summary of Public Works activities completed during the month of June:

1. Patching
We continued patching operations throughout the city, addressing the worst potholes first. We anticipate completing major patching within the next week, after which we will shift our focus to smaller nuisance areas.
2. Tree Removals
Most of the identified trees have been removed and the stumps ground out. Crews are now working on removing wood chips and restoring boulevards with soil and seed.
3. Water Main Breaks
We are coordinating with a concrete contractor to evaluate all winter excavation areas so curb replacement and subsequent asphalt restoration can proceed.
4. Tower Days
Tower Days was successful again this year. The Parks and Recreation team did an excellent job coordinating events. The parade was well attended, and the rain fortunately held off until the conclusion. For those who missed it, the winning name for the 2026 street sweeper is: Sweep Caroline. Thank you to everyone who participated in the naming contest.
5. Miscellaneous
 - Meter reading was completed on June 1 to ensure timely utility billing.
 - I met with Dan to begin the budget process and am currently preparing capital budget requests.
 - Due to the recent hot weather, rooftop HVAC units have been cleaned and serviced to maintain peak efficiency ahead of the fall inspection cycle.

Meetings and Community Engagement

- Attended two council meetings and one work session.
- Attended the monthly supervisors meeting.



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

REPORT

TO: Spring Lake Park City Council
FROM: Jeff Baker, Code Enforcement Director/Building Official
RE: Code Enforcement Monthly Report for June 2026
DATE: June 29, 2026

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 June, a total of 43 permits were issued, compared to 49 permits issued in June 2025. The breakdown of permits issued is as follows:

- Building: 12
- Fire Suppression & Alarm: 1
- Mechanical: 10
- Plumbing: 4
- Electrical: 14
- Zoning: 2

Code Enforcement conducted a total of 157 inspections during the month of June, consisting of:

- Building: 46
- Rental: 36
- Zoning: 2
- Nuisance: 58
- Electrical: 15

Additionally, 12 administrative citations were issued for non-compliance.

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

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

Approximately 30 correction notices were mailed to property owners with dead or diseased trees requiring removal. To date, four properties have already removed their trees, and only a few

property owners have contacted the City to request additional time to complete the work. The Code Enforcement Department has an abatement plan in place to address properties that fail to achieve compliance.

Inspector Wirtz has earned the required experience points and recently completed the Building Official Limited course through the Minnesota Department of Labor and Industry. The class provided valuable knowledge and practical insight, and he has scheduled his certification exam for late August.

Once certified, Inspector Wirtz will significantly strengthen the Code Enforcement Department by expanding our inspection capabilities and reducing wait times for residents and contractors, particularly when scheduling conflicts arise.

Construction Update:

1313 Osborne Rd #120 – The Grey Area (Cannabis Cultivation) the building permit has been issued.

8406 Sunset Rd – Optimize Physical Therapy & Elite Sport Performance. All inspections have been completed. The final Certificate of Occupancy has been issued.

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

- City Council meeting on June 1st.
- Department head meeting June 2nd.
- Budget Meeting June 17th.

This concludes the Code Enforcement monthly report for June 2026. 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

Cc: Dan Buchholtz

From: George Linngren, Public Works Director

Date: July 1, 2026

Subject: Request for Council Approval – Purchase and Installation of Well Motor, Pump, and Inspection Services

Mayor Nelson and Council Members,

I am requesting council approval to purchase and install a new well motor and pump for Well #2 at Terrace Park. This rehabilitation project was originally scheduled for next year as part of our ongoing capital improvement plan, under which we complete one well rehabilitation annually. However, the existing pump has failed, making it necessary to move this replacement forward to the current year.

We have evaluated two equipment options. One system is more energy-efficient but costs more than double the price of the alternative. After review, staff recommends selecting the less expensive, lower-efficiency option, as it provides a significantly better long-term cost benefit.

The pricing for the two options is as follows:

- Higher-efficiency package: \$133,634.00
- Standard-efficiency package: \$95,500.00

In addition to replacing the pump and motor, the project will include brushing the well casing, televising the interior to assess the condition of the pipe, and completing any other necessary work to fully restore the well.

If approved, the contractor anticipates being able to begin work within the next few weeks.

Thank you for your consideration. If you have any questions, please feel free to contact me at 763-257-7106.



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 07.06.26 Meeting**
File No.: R:\client\municipal\spring_lake_park_ci_mn (18GEN)

Note: Updated information is shown in *italics*.

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

2026 Street Project (193807587). This project consists of a street mill and overlay project on Plaza Blvd., Theorin Terrace, Center Drive, Sunset Rd. and a portion of the Hwy-10 Frontage Road. Neighborhood Meeting was held on March 31st. First Improvement Hearing was on 4/7/2026. Bids came lower than anticipated. Public Assessment Hearing was held on June 15th. Council awarded bid to ASTECH on June 15th. *Construction Contracts have been received and can be signed after City Attorney Review. A Preconstruction Conference will be held in early July.*

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

2025 AT&T on Arthur tower [Escrow # ME2025-0001]. AT&T replaced equipment under this project. *The Contractor (Vinco) has completed their work. KLM Engineering (representing the City) completed a final inspection on 4/28/2026 and issued a final approval letter on 6/7/26. City can deal with cash escrow once final invoices are received.*

2027-2028 Water Tower Maintenance Project (193807712). The CIP includes new coatings on the Able and Arthur water towers in 2027 and 2028. City Administrator has applied for Congressional funding. *Next steps are to have KLM review previous inspections and to begin the design process.*

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

Terrace Park New Park Building (193807324 and 222702844). Working with the Parks and Rec. Director on drawings for a new park building. *Draft plan review meeting was held on July 2nd.*

American Water Infrastructure Act Plan Update (19380____). The City is required to conduct and certify a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) this year (every 5 years). *The RRA and ERP are currently being revised. THE RRA was certified on 6/30/26. The ERP will be updated to meet the 12/30/26 submittal deadline.*

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

Please contact Evan Monson, Bruce Paulson, Jack Menke, Mark Janovek, or me if you have questions.

