



**CITY COUNCIL WORK SESSION AGENDA
TUESDAY, JANUARY 21, 2025**

ABLE PARK BUILDING, 8200 ABLE STREET NE at 5:00 PM

- 1. CALL TO ORDER**
- 2. DISCUSSION ITEMS**
 - A. Discussion of Humane Pet Store Ordinance
 - B. Discussion of 2025 Appointments and City Councilmember Assignments
 - C. Discussion of Code Enforcement Position
- 3. REPORT**
 - A. City Council and Staff Reports
- 4. ADJOURN**



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 6, 2024

Subject: Humane Pet Store Ordinance

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

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

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

Pros

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

Cons

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

Included with this memo are the following:

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

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

Daniel Buchholtz

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

Good morning Dan,

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

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

Happy Saturday!

Lisa

Sent from Android device

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

From: Aaron Zellhoefer <azellhoefer@humanesociety.org>

Date: Jul 6, 2024 7:41 AM

Subject: Humane Pet Store Policy in Spring Lake Park

To: Lisa Dircks <ldircks@slpmn.org>

Cc:

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

Hello Council Member Lisa Dircks,

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

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

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

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

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

Thank you for your time.

Sincerely,

Aaron Zellhoefer

Aaron J Zellhoefer

Minnesota State Director, State Affairs

Pronouns: he/him/his

azellhoefer@humanesociety.org

P 612-910-6241

humanesociety.org



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



COON RAPIDS ORDINANCE

ORDINANCE NO. 2303

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

The City of Coon Rapids does ordain:

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

CITY OF COON RAPIDS, MINNESOTA

CHAPTER 6-900

REGULATION OF PET STORES

6-901 Policy

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

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

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

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

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

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

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

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

6-903 Prohibition on Sales.

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

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

6-904 Certificate of Source.

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

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

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

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

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

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

(1) Falsify a Certificate of Source.

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

(3) Violate any provisions of this section.

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

Introduced this 2nd day of April, 2024

Adopted this ____ day of _____, 2024

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

OFFICIAL PROCEEDINGS

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

1. CALL TO ORDER

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilmember April Moran

STAFF PRESENT

Administrator Buchholtz

2. DISCUSSION ITEMS

A. Discussion of Humane Pet Store Ordinance (Dircks)

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

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

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

B. Minnesota Cannabis Store Mandate (Goodboe-Bisschoff)

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

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

No further action was taken on this item.

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

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

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

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

3. REPORT

A. City Council / Staff Reports – None.

4. ADJOURN

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

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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 November 18, 2024 at the Able Park Building, 8200 Able Street NE, at 5:30 PM.

1. CALL TO ORDER

MEMBERS PRESENT

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

STAFF PRESENT

Public Works Director Linngren, Administrator Buchholtz

VISITORS PRESENT

Megan Helling, Ashley Riddle, Ann Olson, Nick Coughlin, Aaron Zellhoefer

2. DISCUSSION ITEMS

A. Discussion of Humane Pet Store Ordinance (Dircks)

Administrator Buchholtz initiated the discussion, noting that the proposed ordinance aims to prohibit the sale of dogs and cats sourced from puppy and kitten mills. He acknowledged that not all scheduled speakers could attend due to unforeseen circumstances and suggested listening to the speakers who were able to attend and then continuing the discussion in a future session to ensure input from all perspectives.

Councilmember Dircks noted that she initially brought this proposed ordinance in July. She stated the consensus of the Council at that time was to schedule the issue for a future City Council work session where all viewpoints on this issue could be presented.

Nick Coughlin, a local advocate and marketing professional, stated that this is not a partisan issue and that both conservative and liberal voices agree on the need to address the cruelty of puppy mills. He shared data from the World Pet Association indicating that pet stores operating under humane models outperform those selling animals.

Megan Helling, an impacted consumer and former business owner, recounted her experience purchasing a sick puppy from a pet store. She also relayed the story of a Wisconsin pet store owner who transitioned to a humane model, emphasizing how this shift increased customer support and reduced business risks.

Aaron Zellhoefer, representing the Humane Society of the United States (HSUS), addressed the Council regarding consumer protection issues related to pet stores sourcing animals from

puppy mills. He highlighted deceptive sales practices, such as misleading claims about breeders and withholding breeder information from consumers. Zellhoefer also discussed violations found in breeding facilities supplying Minnesota pet stores, including inadequate veterinary care and poor living conditions for animals. He emphasized that even USDA-licensed breeders often fail to meet humane standards, advocating for the enactment of a humane pet store ordinance to protect both consumers and animals.

Ann Olson, Executive Director of Animal Folks, highlighted the physical and psychological harm endured by animals in breeding facilities. She shared examples of inadequate veterinary care and poor living conditions in puppy mills, stressing the need for stricter regulations.

Ashley Riddell, with the Animal Rights Coalition, discussed the lack of transparency in pet store operations and the financial and emotional burdens placed on consumers purchasing unhealthy animals.

Mayor Nelson shared his personal perspective on the issue of pet sales and humane practices. While he expressed strong opposition to puppy mills, calling for strict accountability and enforcement against unethical breeders, he also raised concerns about limiting consumer choice. He emphasized the importance of creating safe spaces where seniors and families could interact with pets before purchasing, rather than relying on unregulated or unsafe transactions.

Mayor Nelson highlighted issues such as fraudulent pet sales, recounting his own experience of being threatened during an attempted purchase. He advocated for stronger governmental oversight and enforcement to hold unethical breeders accountable, suggesting jail time for those who mistreat animals. While supportive of efforts to address puppy mills, he cautioned against sweeping regulations that might negatively impact responsible breeders or limit legitimate consumer options. His comments reflected a nuanced stance, balancing animal welfare with practical considerations for residents.

Councilmember Moran supported the ordinance, stating that the ordinance is a proactive step to prevent unethical practices from taking root in our community. Councilmember Dircks noted that the proposed ordinance does not prohibit pet stores; it ensures that any pets sold come from humane sources.

Mayor Nelson thanked everyone who came to speak and noted this item will be scheduled for a future work session.

B. 2025 Public Utilities Budget Proposal (Buchholtz)

Administrator Buchholtz presented the proposed 2025 Public Utilities Budget proposal, which addresses water, sanitary sewer, and stormwater utility operations. He stated that a 5.75% increase in revenues was driven by rate adjustments. He stated the 5.75% increase in expenditures is due to wage and benefit increases and increases in Metropolitan Council Environmental Services wastewater treatment charges. He said the budget also reallocates a Public Works employee's role to focus on utility maintenance, freeing up funds for contracted

custodial services at City Hall. He noted that the budget continues contributions to the Utilities Renewal and Replacement Fund to support long-term capital improvements.

Mayor Nelson inquired about the financial impact of the salary shift of the Public Works employee to the General Fund. Buchholtz stated that the shift will be cost-neutral, as funds from the General Fund will offset the custodial contract.

Councilmember Wendling stated that he appreciates the budget's investment in the utility infrastructure while keeping rates competitive.

CONSENSUS of the City Council was to review and approve the proposed budget in an upcoming regular meeting.

3. REPORT

A. City Council and Staff Reports

Administrator Buchholtz provided an update on upcoming public hearings including the 2025 Fee Schedule ordinance, 2025 Truth in Taxation, the 2025 Street Improvement Project Hearing, and the MS4 Permit Annual Meeting. He stated that public hearings are scheduled for two ordinances, the Cannabis Business Registration ordinance and the Sight Triangle ordinance, in front of the Planning Commission on November 25, 2024.

4. ADJOURN

The meeting was adjourned at 6:35pm.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



[IMPACT](#) [COLORADO](#) [DOG RESCUE](#) [ANIMAL WELFARE](#)

When 'Puppy Mill Rescue' Blurs The Line Between Saving And Selling Dogs

Questionable practices inside the high-profile nonprofit National Mill Dog Rescue are not what most people expect "rescuing" to be.

By Kim Kavin

Jul 14, 2019, 08:00 AM EDT

Updated Sep 4, 2019



[LEAVE A COMMENT](#)



ILLUSTRATION: DAMON DAHLEN/HUFFPOST; PHOTOS: GETTY

One Saturday in 2014, a woman named Theresa Strader stepped onto a TEDx event stage in Colorado Springs and waited quietly to speak. On a large screen, a video played of her reading a letter she had written, but never sent, to the breeder of her Italian greyhound Lily. In the video, Strader wiped tears from her cheeks and repeatedly paused to catch her breath, as she described dogs like Lily being imprisoned in cages their whole lives — sadness and fear in their eyes, lower jaws rotted away, never once able to run or play — all because the breeder was solely interested in producing puppies at any expense. Photos of Lily, deformed and painfully thin, flashed across the screen. In one, the dog stood in a wire cage, a tag with her auction lot number, 251, hanging around her neck.

After the video played, Strader walked to center stage and talked about how her visit to the dog auction where she bought Lily seven years earlier had changed her life. She described her first sight of Lily and dozens of other dogs, how she was left speechless at their living conditions, how she sank to the ground in tears. During those first moments at the auction, she said, she decided to found a new kind of dog rescue organization — one that would take dogs from “puppy mill” breeders like Lily’s and offer them for adoption to loving homes.

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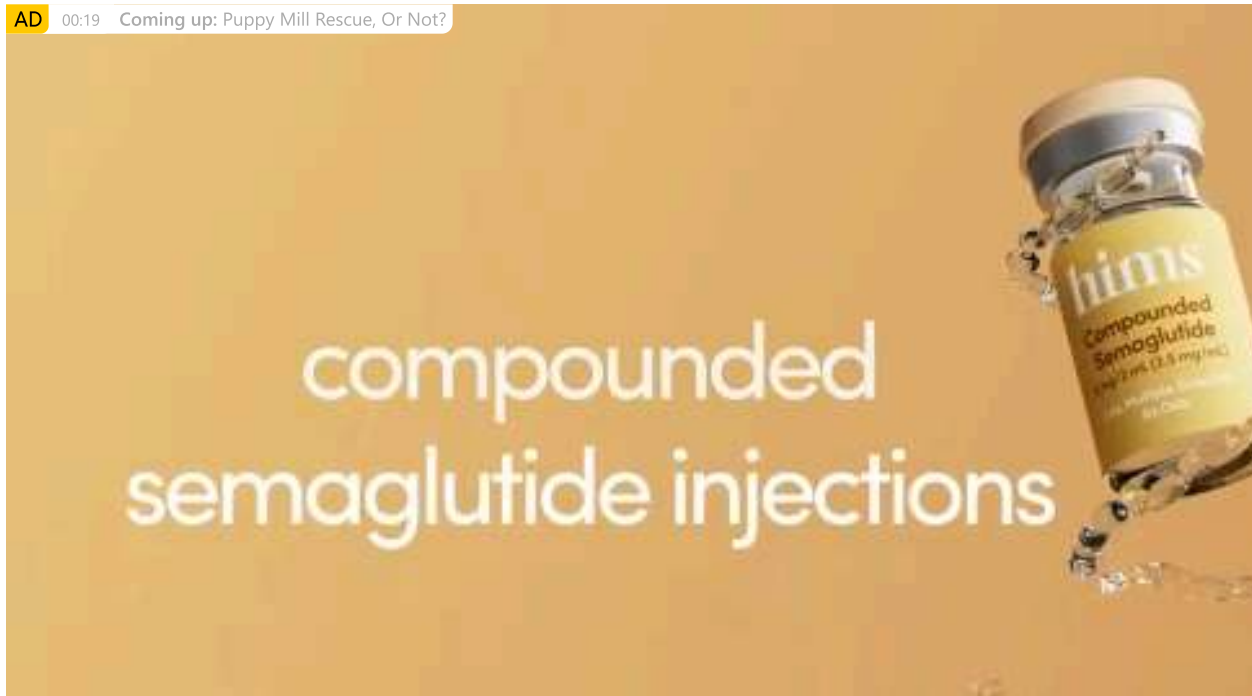
The audience cheered.

In the 12 years since she attended the Missouri auction, Strader has built a nonprofit empire. The organization she founded, National Mill Dog Rescue, now brings in nearly \$3 million a year, according to its most recent available tax return. The nonprofit has nearly [670,000 followers on Facebook](#), with another [56,000 on Instagram](#) and [25,000 on Twitter](#). National Mill’s website says it has “rescued and placed” more than 14,000 dogs as pets in homes, and it has become a regular supplier of dogs and puppies to at least a dozen other nonprofits and shelters from New York to California. Strader has been publicly lauded by everyone from the American Society for the

Prevention of Cruelty to Animals (ASPCA), which [gave her an award](#) named for its esteemed founder, to People magazine, which designated her “[a hero among us](#).” Her nonprofit has [spawned multiple copycat organizations](#), some run by former National Mill volunteers, spreading Strader’s version of the “puppy mill rescue” cause all across the United States.

It should be a story to make us all feel good. But “puppy mill rescue” as National Mill has come to embody it is not what most Americans understand “rescue” to be.

AD 00:19 Coming up: Puppy Mill Rescue, Or Not?

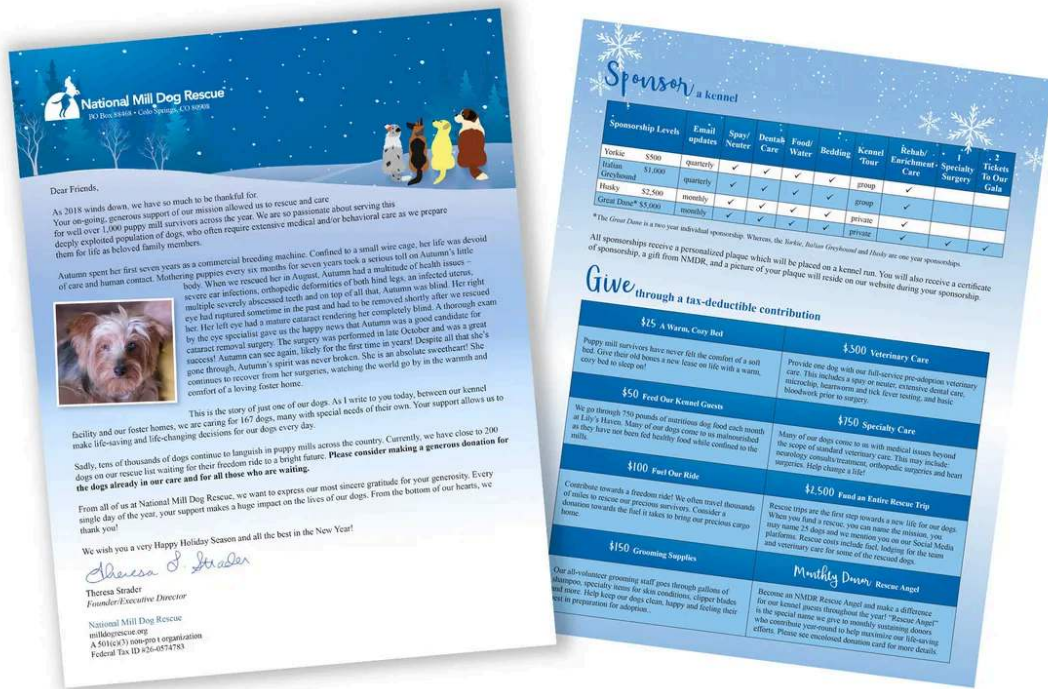


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According to experts in the dog trade, “puppy mill rescue” should encompass two basic elements — a bad breeder shutting down and

the one-time removal of dogs from that breeder. But National Mill’s business model doesn’t focus on breeding kennels that are shutting down. The nonprofit’s version of “rescue” actually helps kennels that stay in business, National Mill insiders said.

National Mill often works hand-in-glove with commercial kennels — including at least three breeders on the “Horrible Hundred” lists from the Humane Society of the United States. Behind the scenes, many of the “rescue missions” in which Strader collects dogs from breeders — promoted online with rousing music and promises that the dogs are finally free from a life of cruelty — resemble the kind of brokering that has linked kennels and retail pet stores for generations.



An example of a marketing letter from National Mill Dog Rescue.

During the past decade, the success of “puppy mill rescue” nonprofits like National Mill has dovetailed with a burgeoning nationwide campaign against “puppy mills.” Some 300 jurisdictions, including California and Maryland, have enacted pet store laws aimed at driving bad breeders out of the retail game, with versions now being debated in New York, Maine, Massachusetts, Pennsylvania, Rhode Island and Wisconsin. Celebrities like actress [Edie Falco back the “puppy mill” bans in the media](#), declaring it “an exciting time that we can actually be close to putting an end to this

cruelty.” On May 1, federal lawmakers introduced the bipartisan [Puppy Protection Act](#), targeting conditions in commercial breeding kennels. Heartrending images of dirty, shivering, frightened dogs in rusty outdoor cages are in constant rotation on TV, helping just the top welfare organizations alone to generate hundreds of millions of dollars a year in donations. Americans, who bring home an estimated 8 million pet dogs a year, are encouraged to “adopt, don’t shop.” And more people than ever are choosing shelter dogs and “puppy mill survivors” instead of buying a pooch from a breeder.

The virtue signaling around shelters and dog rescue is loud and clear.

But when it comes to “puppy mill rescue,” that’s not the whole story. National Mill has a network of suppliers, including at least 30 it has returned to more than once to collect dogs. Some of them are federally or state-regulated breeders and brokers, and some are tied to pet stores and the American Kennel Club, the country’s best-known registry of purebred dogs. National Mill takes puppies the breeders haven’t sold, along with adult dogs the breeders want to retire. Often, National Mill gets the dogs straight from the kennels; the group also has [paid to buy dogs from breeders](#) through middlemen such as dog auctioneers.

The U.S. Department of Agriculture requires a federal license for commercial brokers that buy puppies from breeders for sale to pet stores. As of early 2019, National Mill was being inspected under the same license — a regulatory acknowledgment that its operations function more like the business of brokers than the nonprofit charity of rescues and shelters.

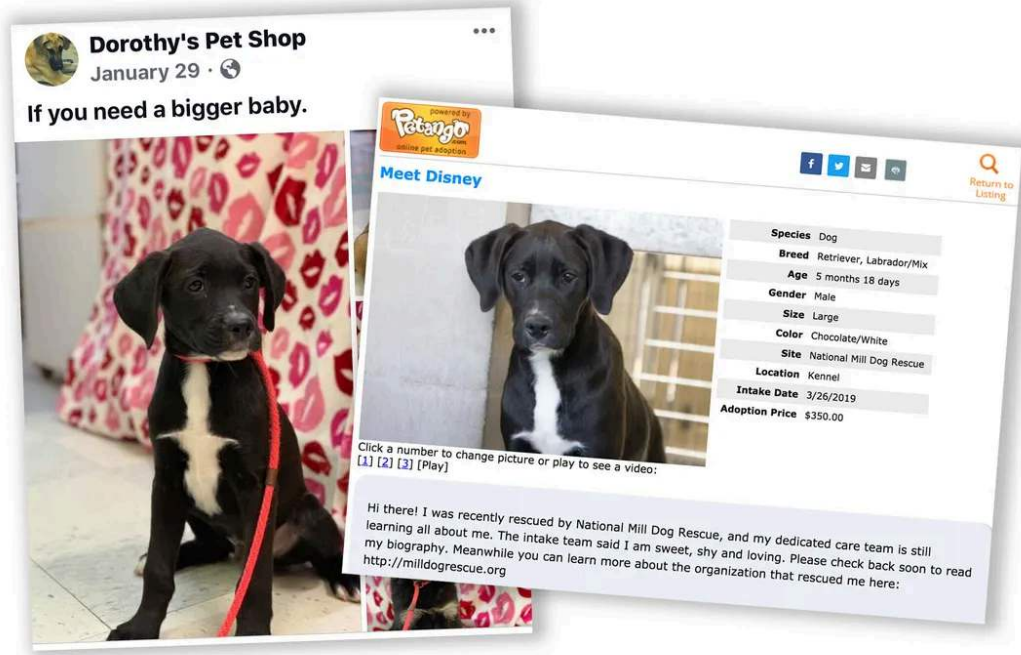
Meanwhile, marketing that looks and sounds a lot like Strader’s TEDx Talk tells the public that these “rescued” dogs are receiving proper veterinary care and basic human compassion for the first time in their lives, and that they’re being saved from a cruel and heartless industry that nobody with a shred of sanity would do anything to support.

According to documents that HuffPost obtained from inside National Mill, however, the dogs coming from breeders throughout 2017 and 2018 were far younger, and healthier, than multiple commercial breeding experts and activists suggest they would be in a “rescue” situation. Numerous former National Mill staff and volunteers said the majority of dogs have arrived at the nonprofit in pretty good shape going back more than a half-dozen years.

They're also not the kinds of overlooked pups and scruffy mutts that shelters have often encouraged people to take home. Many of the dogs that National Mill adopts out are among the most popular purebreds, including beagles, Chihuahuas, dachshunds, Siberian huskies, poodles, Shih Tzus and Yorkshire terriers, as well as some of the most desired designer cross-breeds, like goldendoodles and labradoodles. In other words, they are exactly the kind of dogs that commercial breeders are in the business of selling.

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In purely retail terms, if pet stores are the top-dollar Nordstrom or Saks Fifth Avenue of the commercial breeding industry, taking the pick of the litter from the breeders and offering those pups for sale at sky-high retail prices, then National Mill's version of "puppy mill rescue" is the TJMaxx or Marshalls, scooping up what might be damaged, imperfect or simply unsold "brand-name" product and marketing it to consumers at a lower price — like a black pup that Dorothy's Pet Shop in Junction City, Kansas, advertised on [Facebook](#) on Jan. 29. The same dog showed up in a "rescue mission" video being offloaded at National Mill on March 27, by then too old for typical pet store shoppers. He was being marketed by the name Disney, at a bargain price of \$350, as of mid-April on the National Mill website.



A black puppy named "Disney" for sale at Dorothy's Pet Shop on the left and then available through National Mill's website for \$350 on the right.

FACEBOOK/NMDR.ORG

The social media images of that dog are among many that HuffPost reviewed during a six-month investigation of National Mill. We interviewed more than 35 people, including more than a dozen current and former National Mill staffers, volunteers and directors. HuffPost also looked at National Mill's inspection reports in Colorado going back to early 2017; a slew of documents, photos and videos from inside the nonprofit; and more than 7,500 documents received through open-records requests in seven states where the nonprofit sources dogs it tells the public it's "rescuing" from breeders.

When HuffPost reached out to Strader with detailed questions, she declined to address them. "The questions and comments you have provided are so thoroughly riddled with flagrant lies, bias and inaccuracies, a response is simply not warranted. Your agenda is, and always has been, quite clear," she said via email.

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The reporting shows that questionable practices at National Mill aren't limited to marketing. Two agencies in Colorado — the state Department of Regulatory Agencies and a division of the state Department of Agriculture — have opened investigations into the nonprofit following complaints that Jene Nelson, National Mill's former marketing director-turned-whistleblower, filed with the state in early 2019. Those complaints allege that National Mill has trafficked dogs across state lines without legally required veterinary paperwork, falsified rabies certificates prior to dogs being offered for adoption or transferred to other shelters, and more than once delayed or failed to provide needed veterinary treatment.

HuffPost's reporting supports those allegations and points to a damning conclusion: that National Mill's version of "puppy mill rescue" simply normalizes another retail pipeline, with a side helping of virtue, from the commercial breeding industry to the public. Iowa's attorney general, in an action filed this past March against other rescue nonprofits, defined a similar operation as "[puppy laundering](#)" intended to sidestep the pet store bans lawmakers have been enacting.

"This is a dog-buying and distributing company that is posing as a rescue," said Cindy McKeon, who served as National Mill's facilities manager from 2011 to 2013. "It's possible that some of them [breeders] aren't being paid, but she's making room for them to breed more, and she's making a fortune by assisting these breeders."

Several of the breeders HuffPost spoke with agreed about the impact that Strader's concept of "puppy mill rescue" is having on their kennels.

"She has been a godsend to me," said Debbie Snyder of [D&D Kennels](#) in Kansas. "It's very nice."

Most Common Problem: Needs A Bath

Snyder's kennel is in Clifton, Kansas, population 554. That's the type of rural area where a lot of National Mill's dogs originate, as well as

the more than 100,000 purebred puppies that end up in pet stores nationwide each year. Breeding kennels with 10, 15 or more dogs tend to be located in the American heartland in areas also known for raising cows, pigs and crops, the kinds of places that often have struggling downtowns.

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HuffPost interviewed about a dozen dog breeders in rural areas. Some said they've been driven to kill dogs in the past, because there simply weren't enough local adopters for the retired breeding adults or the puppies that were, say, born the "wrong color" for their breed or with a genetic problem that made them hard to sell. Other breeders said they've always found homes for their dogs, but doing so required a lot of time spent on marketing, which isn't their primary skill set. National Mill can reach far more potential adopters through its vast social media network and by delivering dogs to shelters such as North Shore Animal League America, a \$40 million nonprofit in the New York City area with A-list celebrity boosters that sometimes showcases dogs on radio and TV, [including "The Late Show With Stephen Colbert."](#)

"These dogs aren't being rescued. She's rehoming them," said breeder Amy Noland of [Dog Blessed Bullies](#) in Maple Hill, Kansas, population 620. "We've sent some 3- and 4-year-olds to her that have never bred. Sometimes a female just won't breed." Noland said she's also given National Mill older dogs. "Most of them, they're retired, French bulldogs, maybe 6 or 7 years old. To me, they're a lifesaver for us, to help with that."

When asked for comment, National Mill staffer Helen Freeman — who as of 2017 was listed on the nonprofit's tax returns as an officer on the board of directors — called HuffPost's questions a "witch hunt" while acknowledging that National Mill and the breeders are indeed a symbiotic entity.

“The relationship is one of, we’re grateful to them for giving the dogs a second chance, and they’re grateful for having a place to turn to and give their dogs a second chance,” Freeman said. “We’re helping them to retire their breeding dogs in a humane way.”

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Of course, describing the dogs as “retired breeders” or “too old to be a pet store puppy” doesn’t have the same fundraising cachet as “puppy mill survivors.” National Mill’s mission statement is to “rescue, rehabilitate and rehome discarded breeding dogs and to educate the general public about the cruel realities of a commercial dog breeding industry.” Its fundraising and marketing have long highlighted some of the worst-case animals it receives, who are portrayed as representative of the whole industry. The message focuses on how they’re sick, genetically deformed, psychologically and physically battered, or overbred well into their elderly years.

Current and former volunteers for National Mill told HuffPost that its messaging has been a combination of truth and exaggeration, going back to at least 2011. Several said Strader had personally instructed volunteers to promote the worst-case dogs because, as one former volunteer put it, “that’s how you get the donations, quite honestly.”

HuffPost obtained National Mill’s internal assessments of 919 dogs received from breeders from March 2017 to December 2018.

According to the volunteers who described the incoming dogs, less than 1 in 10 were sick, injured or genetically deformed, or appeared scared or terrified. Two-thirds of the dogs were described positively with words that ranged from “sweet” and “friendly” to “gives kisses,” “playful” and “outgoing.” About 1 in 5 were described as timid, shy or nervous, despite being in new surroundings and handled by unfamiliar people after a long ride in a travel crate. A few of the dogs arrived from breeders already housebroken, leash-trained, and spayed or neutered, according to the documents. One 5-year-old Shih Tzu entered the program able to give high fives on command.



According to National Mill's Animal Care Program report for the first 11 months of 2018, which covered 1,133 dogs, by far the most common "procedure" that incoming pups required before being put up for adoption was bathing. While 193 dogs were listed as needing "severe dental surgeries" and 206 dogs were sent to outside veterinarians, the nonprofit logged some 1,880 sessions in the bath (some dogs need more than one). And 352 dogs went to the in-house grooming stands for de-matting, trims, clips and fluffs.

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Nevertheless, according to unofficial minutes taken at a November 2018 meeting of National Mill's directors, the nonprofit decided to focus its year-end fundraising letter on dogs' medical needs. At the same meeting, outside veterinary bills were described as being low, at just over \$5,000. The appeal letter that went out to thousands of National Mill supporters opened with an update signed by Strader. The first paragraph reads: "Your on-going, generous support of our mission allowed us to rescue and care for well over 1,000 puppy mill survivors across the year. We are so passionate about serving this deeply exploited population of dogs, who often require extensive

medical and/or behavioral care as we prepare them for life as beloved family members.”

Freeman and Dr. Debbie St. Louis, who worked at National Mill for two and a half years as a veterinarian (and left this year), said the internal documents that HuffPost obtained didn’t necessarily reflect the true condition of the dogs. Both women said that vets may find additional problems after the initial assessments are complete, although St. Louis confirmed that volunteers do tend to note anything “really bad.”

“We put that the dog is sweet or timid or shy or gives kisses. We just rescue dogs that have probably never seen a brush or anything,” she said. “They were just unbelievably matted dogs, but they were still happy little things. We’ve had dogs that have lost every tooth in their mouth, but they’re giving you kisses. Dogs are incredibly resilient.”

Connie Bouchard, who volunteered with National Mill during its earliest days before starting her own nonprofit called [Breeder Release Adoption Service](#), said the dogs coming into nonprofit “rescues” from breeders used to be in much worse shape than they are today.

“That’s not a bad thing — these people needed to clean up their acts,” she said. “In that respect, this has been a good thing, but to continue to lead the public to believe that every single dog is a train wreck — they’re just not.”

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The data set that HuffPost obtained from inside National Mill appears to be the first to be made public about the actual health and temperament of dogs coming into nonprofit rescue from the kinds of kennels often labeled “puppy mills.” Another, larger data set about commercial breeding conditions — which has yet to be published — is being collected at Purdue University in Indiana. Candace Croney,

director of Purdue's Center for Animal Welfare Science, has spent the past four and a half years getting about 100 commercial breeders to let her team into their kennels to research standards of care on what dogs actually need, how success can be measured, and how to determine scientifically whether dogs are in good shape physically and psychologically.

Croney was not surprised by what National Mill's internal reports showed. She said the Purdue data, which is based on different breeding kennels than the ones National Mill frequents, is finding much the same thing so far.

"Now, the caveat is that we're working with breeders who open their doors to us," Croney said. "We know that we are working with a skewed population, but some of the ones who we see where there are problems — that's starting to happen because they realize we're not there to do them harm, we're really just there to measure the welfare of the dogs — we don't see many or serious health problems."

"The internet tells me that I should see dogs living in squalor, that are living in cages, that are thin from not being fed properly, that are matted in their coats, that get no dental care, that never see a veterinarian, that have wounds and injuries that are unattended," she added. "That's what I was expecting to see, and we don't see that. Of all the kennels we've been to, I can count less than a handful of places where we've seen any dogs that we have any concerns about their physical health or physical condition."

What Croney's team has seen, she said, is animals that seem fearful, especially of strangers, much as National Mill's internal reports listed 20% of dogs as shy, timid or nervous.

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Dog Welfare Research - With Caretaker



Dog Welfare Research - With Strangers



ABOVE:

While “puppy mill rescuers” often look into the camera and say the dogs seem shy or fearful because they’ve lived their whole lives without meaningful human contact or have been caged and never set foot on the ground, Candace Croney’s research, in conjunction with Purdue University, shows that the dogs are sometimes simply afraid of the rescuers because the rescuers are strangers. The top video shows dogs with the breeder they know. The bottom video shows the same dogs in the same place with an unfamiliar person, such as a rescuer.

“What’s sort of interesting is that there’s this idea that these dogs are fearful because they’re mistreated or because they’re only handled when they’re being fed and watered,” Croney said. “But what we’re seeing is that in many of these places, not only are the dogs getting regular interactions, but they’re getting positive interaction. What they’re not getting is socialization: exposing the dogs to new sights, sounds and other people. What we have found, at least in the preliminary study, is that when we test the dogs with their people, they know those folks and have a positive relationship with them. Their body language and other things tell us this. It just doesn’t manifest with other people.”

In other words, it’s possible that some dogs are showing signs of nervousness when they reach National Mill simply because they’ve

never known anything but the kennel where they were raised. The very act of “rescuing” them may be what’s making them afraid that day — which is “not a horrific welfare situation,” Croney noted.

Overall, she said, “I’m floored by what I’m seeing. I’m under no illusion that everybody operates at a high standard, or that every outcome for every dog is good. But the data is far too good from far too many of these kennels not to take a hard step back and ask: Where is the information coming from that these dogs are all coming from horrible kennels?”

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Equally noteworthy are the ages of dogs that National Mill collects from breeders. According to records HuffPost obtained documenting 942 dogs picked up between February 2017 and December 2018, most of National Mill’s “rescues” were not elderly dogs who were bred well into their senior years. Instead, 64% of the dogs were 5 or younger, 22% were 6 months or younger, and 84% were 7 or younger. Senior-age dogs, those 10 and older that could have been overbred for years past their prime, represented just 5% of the dogs taken in during that nearly two-year period, the documents show.

The “quick facts” section of National Mill’s website, as of April, said the average age of dogs it rescued was 7 years old. But the dogs collected between February 2017 and December 2018 were actually only 4.4 years old on average.



Becky Weaver, who said she volunteered with National Mill from about 2012 through 2018, saw a change over time in the ages of the dogs coming in through “rescue missions” at breeding kennels.

“You know, we get all ages now,” she said. “It used to be older dogs — 7, 8 years old and up. Now we get a lot of younger dogs, too. I’d say maybe a year and a half ago, two years ago, it changed.”

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Patrick Desjardins, who said he volunteered with National Mill for several months about four years ago, described being stunned that most of the Australian shepherds “rescued” from breeder Karey Marrs of [Mockingbird Hill Kennel](#) in Bolivar, Missouri, were in fine shape.

“I was there and helped unload them,” he recalled. “Out of the six we took off, five were fine. One was shell-shocked, but hey, he’d just spent a day and a half in a van. The vast majority of those dogs, there’s not a whole lot wrong with them at all.”

Marrs is an American Kennel Club Breeder of Merit who has produced 15 show ring champions. She said she relinquishes retired breeding dogs to National Mill when they're about 6 years old because it's easier for the nonprofit to find them homes.

"To tell you the truth, there aren't that many good rehoming services out there," Marrs said. "So, if you are kind of stuck in that situation where you have to use what's available, you know — you want your puppies or your adults to go ... to homes, and that's the most important thing. What they call us is a sales pitch to the public."

"I've told them several times they need to change their name," she added. "I don't like it. But, in that instance, you have to do what you have to do."

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Is It About The Dogs Or The Money?

In summer 2013, the Black Forest fire ravaged more than 14,000 acres in Colorado and destroyed more than 500 homes, including Theresa Strader's. Because the nonprofit had been started in her home, it still had office space where National Mill business was conducted.

National Mill sought donations to help the Strader family, and the nonprofit's 2014 tax return shows a personal loan of \$57,798 to Strader and her husband, Rich, who is National Mill's treasurer — with \$32,376 still owed at the end of that year. There is no mention of the loan's repayment on the nonprofit's publicly available 2015, 2016 and 2017 tax forms.

None of the members of the 2014 board of directors who spoke to HuffPost about the personal loan could recall why, specifically, the board approved it or if the total sum was ever paid back.

Freeman, one of those board members, said she's "literally just guessing" at what happened with the nonprofit's cash five years ago: "I know that their [the Straders'] expenses were pretty severe, trying to wait for insurances and stuff like that so, um, you know, to get things going again for them and the rescue."

Chris Thornton, who was National Mill's secretary at the time of the loan and is now chairman of the board, did not respond to email or phone requests for comment. Kim Lehmann, who was on the board at the time and is now National Mill's director of kennel operations, hung up when reached by phone for comment on this and other matters.

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Jim Klever, who spent 45 years as a YMCA executive before retiring and becoming a National Mill volunteer, served for a brief period as the nonprofit's executive director. Based on what he saw when he attempted to exert financial controls at National Mill and how Strader took back power, he said the nonprofit suffers from "founder syndrome." That's when a nonprofit's founder resists change and holds onto a disproportionate share of power, leading to numerous problems as the organization grows.

"It may last a number of years, but it's surviving on the personality of the founder, as opposed to good organization with a good board of directors, financial accountability, legal systems, things like that," Klever said. "Almost without exception, small nonprofits all have issues if they're still run by founders and people are trying to exert controls."



A half-dozen past staffers and volunteers also questioned the way Strader has handled the nonprofit's "rescue mission" expenses. She increased the number of dogs collected from breeders and then transferred to other shelters, according to numerous former volunteers. Sometimes, those shelters were in resort areas such as Missouri's Lake of the Ozarks and Aspen, Colorado. Strader, they said, would take a select group of National Mill insiders, and sometimes family members, along for the doggie deliveries, paying for hotel rooms, meals and other expenses on the nonprofit's dime and making a vacation of it. The wasteful spending gnawed at their consciences, they said.

"We've eaten in fancy Italian restaurants, we've stayed in Hyatts, Marriotts — it's never the no-tell motel," McKeon, the former facilities manager, said.

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Desjardins said he was shocked by the spending he saw when Strader asked him to help deliver 30 dogs from National Mill's Colorado facility to a shelter in Phoenix. At one point on that trip,

Desjardins said he was driving down the highway with Strader and Jenny Whitt, who is now National Mill's director of adoption programs, when the subject of their hotel reservations came up. "Jenny went online and saw that somebody had complained about bedbugs, so Theresa got on the phone and canceled the reservation, and she made a reservation at the nicest hotel in Phoenix," he said. "I had my own suite — it had two rooms, a sitting room, and a bedroom — and they shared one. We went to dinner that night and probably dropped \$300 or \$400 on wine and food. It wasn't a cheap restaurant. It was filet mignons, red wine, before-dinner drinks, dessert. It was a good bill."

"What I'm used to in dog rescue is you go to Denny's and get whatever's on special," he added. "This seemed standard to them, as long as it was a certain group of closed people involved. When it's in public where all the volunteers can see, it's something else."

Not all the former volunteers who spoke to HuffPost recall extravagant spending. Some remember staying in roadside motels, grabbing hot dogs at gas stations and, on good nights, having a meal at a chain restaurant such as Olive Garden or Applebee's.

Desjardins also said he'd seen Strader use the nonprofit's imprimatur for her personal benefit when she asked him to collect an adjustable bed that she could use at home after having knee replacement surgery. Strader told him to pretend they were driving somewhere on National Mill business, he said.

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"I went over to her house, and we were getting ready to leave, and she handed me those magnetic [National Mill] stickers and said, 'Put them on the [vehicle] door. That way, it's company business,'" Desjardins said. "But it wasn't."

Weaver, the volunteer from about 2012 to 2018, said her antenna went up about how money was being spent after an incident with a cocker spaniel one Friday afternoon a couple of years ago. The dog arrived at National Mill in pain. “All she could do was squat all the time, and we didn’t know what was wrong,” Weaver said. She and other volunteers said they told Kim Lehmann that the dog needed to see a vet.

“Kim said no, it would cost too much,” Weaver recalled, noting that the nonprofit was bringing in well over a million dollars a year at that time. “The volunteers that were there, and I was one of them, I said, ‘I’ll even pay for it.’ She got very upset over it. Well, they did take the dog the next morning. She had the most horrible stones in her bladder. She was in horrible pain. She was in that pain for hours that she didn’t need to be in it.”

The incident bothered Weaver so much, she said, that she invited Strader to her home for a talk.

“I thought, when she finds out that all this is going on beneath her, she’s going to be upset,” Weaver said. “I said, ‘Is it about the dogs or is it about the money?’ She got very, very uncomfortable. She started squirming and moving around in her chair. I was expecting her to say it was about the dogs, but she said, ‘You know, all of our financial stuff is online.’ They’re making a lot — a lot — of money off this place. I didn’t like that answer, so I waited until later and asked her again, and I got the same response.”

At least five other former volunteers and employees recalled challenging Strader on money issues and getting similarly unsatisfactory answers.

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“I was pushing for financial controls of the organization, making sure the taxes were being paid, they were filing the 501(c)(3) paperwork

on time and the 990s, and I think I was probably trespassing into territory where they didn't want me to go," said Klever, the former executive director.

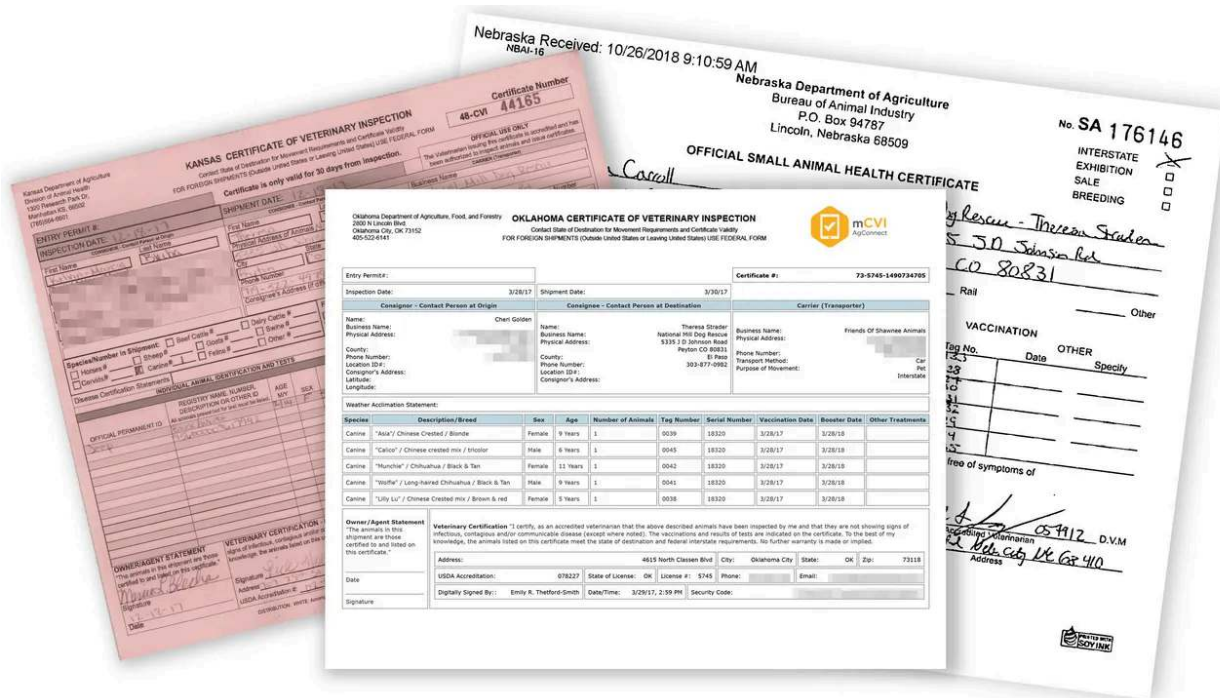
Acting Like A Vet

Prior to the recently launched Colorado investigations, National Mill faced regulatory scrutiny at least once before, in March 2017. An inspector from Colorado's Pet Animal Care Facilities Act (PACFA) program cited the nonprofit for failing to comply with nine different state regulations. The violations ranged from housing intact male and female dogs together to having kennels with rusty sharp-edged panels that could injure a dog. One of the most serious "direct" violations cited National Mill for transferring 62 dogs from Kansas to Colorado without first obtaining the required certificates of veterinary inspection, or CVIs, stating that the dogs were healthy and did not pose a risk of spreading disease in Colorado.

The state thought that was a one-off mistake, according to Hollis Glenn, director of the Colorado Department of Agriculture division that oversees the PACFA program. Colorado officials "read Kansas the riot act," he said, demanding that Kansas officials never again encourage National Mill to move to Colorado dogs that didn't have veterinary certificates. In October 2017, the state considered the case closed after Strader said all the CVI-related violations had been corrected.

But according to numerous interviews and open-records requests in seven states, National Mill regularly took dogs across state lines without the required certificates. Although emails obtained by HuffPost show that Colorado's inspector took Strader's word that National Mill was following the rules on CVIs, the nonprofit was routinely doing the opposite.

The state where a dog originates and the state where it ends up are each supposed to have a CVI on file for that dog. That way, if a newly transported dog shows up with a contagious disease, state officials can trace the animal back to its place of origin and hopefully nip an outbreak in the bud.



Examples of certificates of veterinary inspection from Kansas, Oklahoma and Nebraska.

Using National Mill's internal documents to determine where its dogs were originating, HuffPost filed open-records requests for every canine that left Illinois, Iowa, Kansas, Missouri, Nebraska and Oklahoma — and was bound for Colorado — between January 2017 and December 2018. We looked through the more than 7,500 documents for any that contained the names Theresa Strader or National Mill Dog Rescue, or National Mill's address in Peyton, Colorado. There should have been about 2,000 CVIs on file: In 2017, according to state records, National Mill imported 1,032 dogs into Colorado, and in 2018, according to National Mill's year-end fundraising appeal, the nonprofit dealt with "well more than 1,000 dogs."

But HuffPost's research turned up fewer than 100 CVIs for those two years combined in the six states other than Colorado. In Colorado, there were CVIs for only 168 dogs brought in by National Mill, and

the state veterinarian's office sent them with a warning that some were probably duplicates.

The lack of CVIs, and thus the possible importation of sick dogs into the state, is a serious health and welfare concern that can lead to any nonprofit being forced to cease operations, Glenn said.

"This is a big issue for me," said the Colorado official, who noted that he cannot discuss open investigations, including the ongoing inquiry into National Mill. "If we can prove that there is imminent harm to the public, I believe that importation of sick dogs, if they're knowingly doing it, would rise to a summary suspension."

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According to National Mill's own data from the first 11 months of 2018, nearly 1 in 5 dogs that came through its facility required outside veterinary care. The complaint that Nelson, the nonprofit's former marketing director, filed with the Colorado Department of Regulatory Agencies states that National Mill imported some dogs with diseases including parvovirus and distemper, and then sometimes moved them into proximity with other dogs before resolving the veterinary issues. For instance, Nelson told the state, out of 21 dogs that arrived at National Mill in March 2018 from Arkansas, at least 11 died. She reported that some of the dogs were transferred to the Second Chance Humane Society in Ridgway, Colorado, before a diagnosis had been made. "There was no protocol in place for the staff, and frankly, no notification about the distemper issue," she wrote.

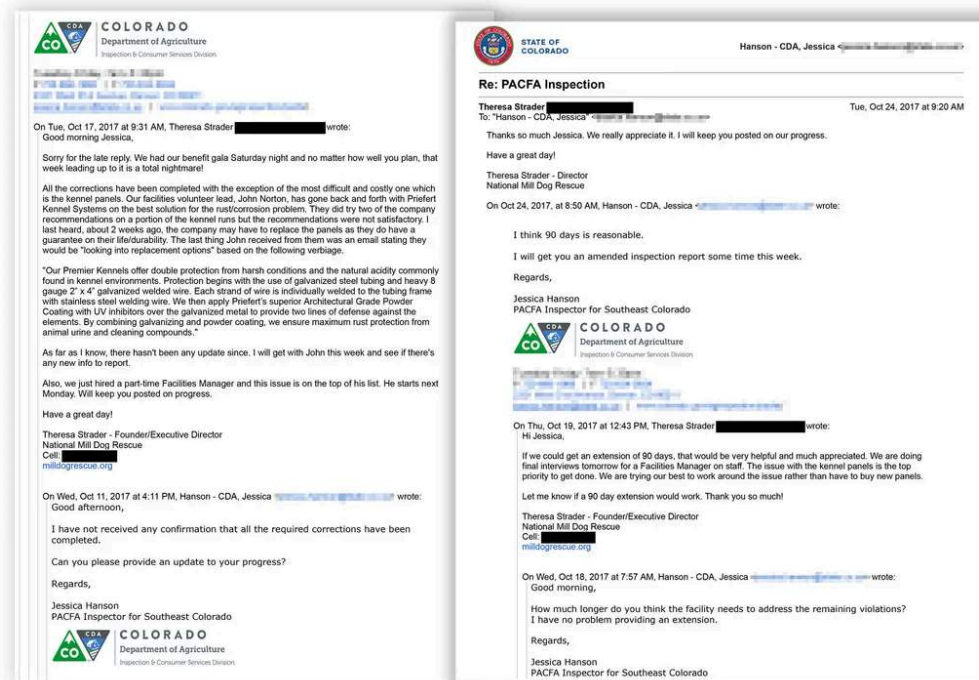
St. Louis, the veterinarian, disputed that allegation. "There's an isolation room with gowns. Only one person is treating them — we don't have the volunteers go in and feed them; there's only a few people who know what you should do," she said. "There's a sign on the door that says these dogs are quarantined. There definitely is a plan."

However, St. Louis and Freeman, the former board member who remains a staffer, did confirm that the nonprofit hasn't always obtained CVIs for imported dogs, including as recently as six months ago. Both women said that during the past six months — the timeframe in which Nelson's complaints were filed and HuffPost began reporting this article — National Mill started getting the required vaccinations and paperwork before bringing dogs into Colorado. "I can tell you right now that all the rescues this year have been 100% health certificates," Freeman said.

In April 2019, a federal inspection report showed National Mill in compliance with all requirements under the Animal Welfare Act.

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But this is not the first time National Mill has appeared to resolve the issue. After Colorado regulators cited the nonprofit in March 2017 for transporting dogs across state lines without CVIs, Strader told the inspector in an Oct. 17, 2017, email that "all the corrections have been completed" for documented violations.



An email exchange about certificates of veterinary inspection between Theresa Schrader and Colorado state regulators.

And HuffPost's research turned up numerous other Colorado-based nonprofits that were obtaining CVIs for the dogs they imported. It's clearly possible to do it, even for organizations with less funding and fewer staffers than National Mill.

Bouchard, the former National Mill volunteer who now runs her own nonprofit, said the breeders in Arkansas, Missouri and Kansas who give her dogs have CVIs in place from their own vets before she even arrives to pick up the pups, save for random exceptions.

"I'm not going to tell you we don't ever bring a dog into the state without a health certificate. That would be a lie," Bouchard said. "But 99% of the dogs we bring in have a health certificate."

While Colorado's PACFA program is investigating CVIs and other issues that it oversees, the Department of Regulatory Agencies is looking into a separate claim by Nelson that Strader has been practicing veterinary medicine without a license and falsifying rabies certificates. In Colorado, practicing veterinary medicine without a license is a misdemeanor on the first offense and a felony on second and subsequent offenses.

"Conservatively, hundreds of dogs have been given their rabies vaccine by Ms. Strader," Nelson wrote in her complaint to the Department of Regulatory Agencies. "Realistically, the number is in the thousands."

A person without a veterinary license giving rabies vaccines to dogs risks public health and safety — not just that of the dogs, but also of human beings, since rabies can spread from animals to people.

According to Nick Striegel, the assistant state veterinarian for Colorado, if a dog receives a rabies vaccine from someone other than a licensed vet, officials can't assume that the vaccine was properly handled or that the injection was correctly administered. "If a dog that was adopted is exposed to a rabid skunk or another animal, that dog may have to be quarantined for six months at a facility, or it could need to be euthanized," Striegel said. "If that's not recognized by public health as a certified vaccination, they do have the ability to say they are putting that dog to sleep."

Numerous former National Mill volunteers said that for years, Strader, who is a registered nurse, has been giving rabies and other vaccines to the dogs before they're adopted. Videos that HuffPost obtained from inside National Mill show Strader giving vaccines, including for rabies. Then the vaccination paperwork has routinely been filled in with the names of two licensed vets: Drs. St. Louis and Traci Duncanson.

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Duncanson did not respond to requests for comment. St. Louis told HuffPost that she never signed rabies paperwork without giving the vaccine herself, but also noted that if the dogs had to wait for their shots until a vet was available to conduct a full medical exam, “it could take weeks.” St. Louis also said the state veterinarian’s office told her it was OK for Strader to administer the vaccines under her direction. A spokesperson for the Colorado Department of Agriculture, which oversees that office, told HuffPost that it has no record or recollection of any such conversation with St. Louis.

Weaver and others said the vets routinely were not present when Strader administered the vaccines. “It’s just her,” the former volunteer said. “There might be a vet, if she happens to be working that day, over in the other building, but Theresa does all of that — and she has no veterinary degree. ... She just does what she wants to do.”

Rabies vaccinations are not the only area in which National Mill appears to have engaged in questionable medical practices. According to text messages that HuffPost obtained, National Mill staffer Christi Pate reached out to Freeman on Sept. 6, 2018, to say that a medical sheet was never created for a dog that had been spayed and was now heading home with an adopter, and that all the pain medication and antibiotics the dog was supposed to have received after the surgery were “still in her bag. She never got any of the post surgical meds.”

Freeman replied, “This has happened with a couple of other dogs.”

Pate did not respond to a request for comment. Freeman told HuffPost that she has “created medical delivery sheets to ensure medications were accurately delivered, annotated and tracked.”

It’s Only Wrong When Pet Stores Do It

The business model and practices of National Mill Dog Rescue, besides raising serious questions about the whole concept of “puppy mill rescue,” show how easy it is for breeders and nonprofits to subvert the laws often described as “puppy mill bans” that have been spreading across the nation for more than a decade.

National Mill regularly transfers dogs from breeders to at least another dozen shelters and nonprofit rescues, including some in California, New York state and Phoenix, according to records HuffPost obtained. California and Phoenix are among the 300 or so jurisdictions that, since 2006, have enacted “puppy mill bans.” [New York lawmakers](#) recently introduced what could become the third statewide version of such a ban, and [Arizona state legislators](#) are taking on the issue right now, too.

“Puppy mill bans” do not, in fact, ban the breeding of puppies in mill-like facilities. Instead, they make it illegal for retail pet stores to buy puppies or older dogs from breeders. The idea, voters are told, is to choke off the “puppy mill” supply chain by forcing pet stores to shift over to what is regularly described as the “humane” alternative: sourcing dogs only from shelters and nonprofit rescues. If “puppy mills” can’t reach consumers through pet stores, lawmakers promise, then these breeding kennels will go out of business altogether.

In places where the pet sale bans have been enacted or are being debated, leading voices in the rescue community often publicly push for them — sometimes while receiving deliveries of National Mill’s “puppy mill rescue” dogs, according to the documents that HuffPost obtained. It’s always that support for the pet sale bans that the media highlights, not the fact that shelters are receiving dogs from the same sort of kennels they don’t want pet stores to rely on.

In July 2014, for example, when Phoenix’s retail pet sale ban was being challenged in court, Judith Gardner, director and CEO of the Arizona Animal Welfare League & SPCA, [told The Arizona Republic](#) that during the past year, her organization had “taken in nearly 100 castoffs from breeders the league considers puppy mills.”

Unreported was the fact that at least three deliveries of dogs came from National Mill, as Gardner acknowledged in a September 2014 deposition in a case challenging the Phoenix ban.

“The only way we’re helping the breeder is by taking their problems off of their hands. They don’t have to then kill the dogs or euthanize them; they can give them to someone and wipe their hands of it,” Gardner told HuffPost. She added that she didn’t actually know which breeders had relinquished the dogs, but that the physical and psychological condition of the dogs her shelter received from National Mill “brought everybody in this organization to tears.” She said many were older dogs, one was a frightened puppy, and one was “younger, a really beautiful male golden retriever” that could not produce puppies.

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Gardner noted that her shelter no longer receives regular drop-offs of dogs from National Mill. She also said she supports the nonprofit and its founder.

“I know, if you break the rules, it’s not a good thing, but I truly believe in Theresa’s heart,” Gardner said. “I like her and admire her so much. I truly believe she cares about what I care about, and that’s the animal itself.”

In September 2018, the senior vice president of operations at North Shore Animal League America argued for a similar pet sale ban in New York City. “We have seen firsthand the abuse and neglect these animals have endured,” Joanne Yohannan [told the New York Post](#) — which did not report that North Shore is a regular receiver of shipments from breeding kennels via National Mill. North Shore even charges adopters more for those animals: It gets [\\$100 for generic adult dogs, \\$250 for “puppy mill rescues” and \\$350 for puppies](#).

Yohannan did not respond to a request for comment.

The primary supporters of retail pet sale bans across the nation have long been the ASPCA — which honored Strader with its coveted [Henry Bergh Award](#) in 2013 and gave National Mill a \$5,500 grant

the next year — and the Humane Society of the United States, which featured Strader in its [Animal Sheltering](#) magazine in 2013 and gave National Mill a \$2,500 grant two years later.

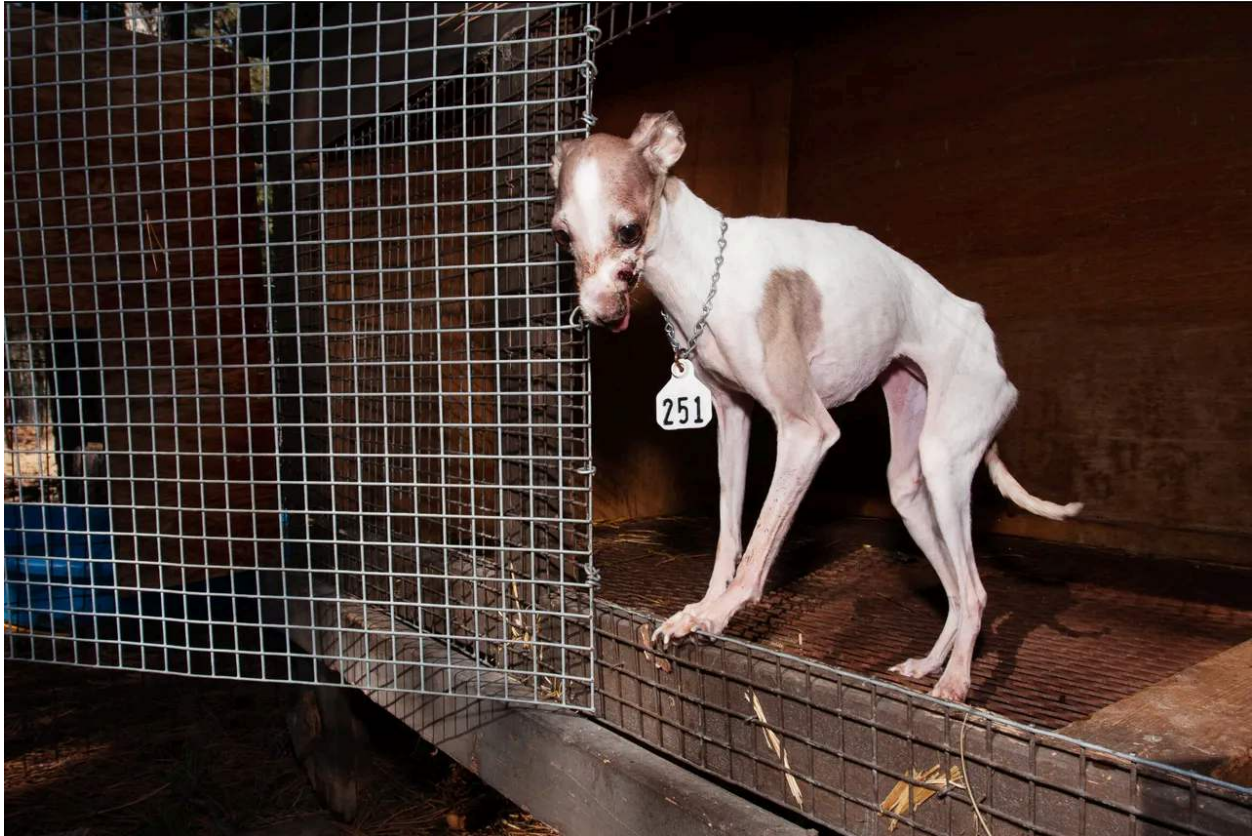
When HuffPost sent detailed questions about National Mill to the ASPCA's CEO, who has been quoted saying that pet sale bans break the “puppy mill supply chain,” the organization responded with a general statement about “the cruel practices inherent” in commercial dog breeding. The ASPCA reiterated its support for “rescues and shelters committed to rehabilitating and rehoming animals churned out by the commercial dog breeding industry.”

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Also after receiving detailed information about HuffPost's reporting, John Goodwin, senior director of the Humane Society's Stop Puppy Mills Campaign, simply stated, “As many as 50,000 commercially raised puppies are shipped to New York pet stores each year, and any legislation that stems that flow is going to be helpful in reducing the number of puppy mill dogs sold to unsuspecting New York families.”

The Pet Industry Joint Advisory Council lobbies against the pet sale bans that the ASPCA and Humane Society support. Mike Bober, president and CEO of the council, called National Mill a frustrating example of the “underground market” for commercially bred puppies that his organization has argued would result from such bans.

“Cases like this make it clear that banning the sale of dogs in pet stores is not a solution to concerns about commercial breeding,” Bober said in a statement to HuffPost.



A photo of Lilly, the dog that Strader highlighted in her TEDx Talk, with the allegedly custom-ordered auction tag.

And About That Dog Lily ...

On National Mill's Facebook page and elsewhere online, donors and adopters can still see those heartbreaking photos of Lily that Strader showed at her TEDx Talk when she described buying the dog at auction. A ray of sunlight pierces through one image of the Italian greyhound as if to symbolize hope entering the cage.

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The photos were “totally staged,” said a former volunteer, one of three who said the same thing. Strader and Clay Myers, a prominent animal welfare photographer who did not respond to requests for comment, took them in Strader’s backyard — more than a year after she brought Lily home.

Strader, the former volunteers said, custom-ordered the No. 251 auction tag to look authentic for the marketing campaign.

Kim Kavin’s most recent book is “[The Dog Merchants: Inside the Big Business of Breeders, Pet Stores, and Rescuers](#),” which won two national awards. In May, she was awarded the 2019 Donald Robinson Prize for Investigative Journalism, for [this article about dog auctions](#) in The Washington Post. She lives in New Jersey with her two adopted shelter mutts.

Top illustration: Damon Dahlen/HuffPost; Photos: Getty. Video: Kiara Alfonseca/HuffPost. Infographics: Heather Jones for HuffPost.

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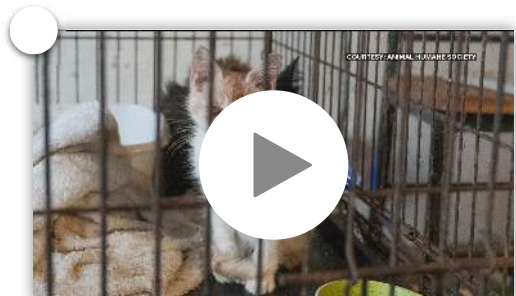
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LOCAL NEWS

AHS rescues dozens of dogs and cats from horrific conditions in northern Minnesota

The animals were confiscated from a property in the town of Hines in Beltrami County on Dec. 6. The owners face multiple charges involving animal mistreatment.

Author: Dana Thiede





GOLDEN VALLEY, Minnesota — More than 60 dogs and cats are in the first days of their new lives after being rescued from deplorable conditions on a property in northern Minnesota.

Animal Humane Society (AHS) Chief Medical Officer Dr. Graham Brayshaw met with reporters on Friday to update the situation with the [animals that were rescued](#) from "dire, unsanitary conditions" on the problem property. He said 35 dogs and 29 cats are living in temporary housing that is clean and safe, eating substantial food, drinking clean water, and receiving much-needed medication.

Investigative agents and critical response team members had been assisting the Beltrami County Sheriff's Office with the case in recent weeks, chronicling the horrific conditions that more than 250 companion animals were living in. There was no food or water for the animals, and the outbuildings and shelters they were living in were overrun with urine and feces.

The team had been to the property multiple times and on Friday, Dec. 6, Brayshaw was among those who arrived in Hines expecting to transport all those animals back to AHS headquarters in Golden Valley for emergency lifesaving care.

Instead, Brayshaw told reporters, they discovered more than 170 dogs and cats they had previously seen were unaccounted for and that those still on the property were in worse shape than they had been in three previous visits. Sheriff's investigators recovered a number of animals that were dead and found a wood stove filled with the remains of a number of animals and bone fragments consistent with small animals.

"This is obviously not the outcome we were hoping for," Dr. Brayshaw said.

Property owners Douglas Ray Erickson and Debra Kay Marshall told reporters they were running an animal rescue. Each stands charged with 10 felony counts



mistreatment/torture.



Credit: Beltrami County Sheriff's Office

Douglas Erickson, left, Debra Marshall, right.

The critical response team rounded up most of the animals and transported them back to Golden Valley, where they are being treated for respiratory ailments, infections, broken bones, fleas and other medical ailments. After living in a clean, safe environment with food and water for just four days, Brayshaw says he is already seeing significant improvement in most of the dogs and cats.

In fact, some of the rescues could be placed up for adoption sometime next week or the week after for people willing to provide the special physical and behavioral care these animals need. Others have a longer road to recovery, and due to a lack of human interaction and socialization, some may not ever be adoptable. Brayshaw says being in a safe and loving place for a week or two will reveal which of the animals exhibiting anti-social or dangerous behavior can be saved.

**New York Times vs. OpenAI & Microsoft a
BATTLE for Truth! (NEWS WARS)**



Brayson says humane investigators remain on the case, helping the Beltrami County Sheriff's Office with forensic expertise in the processing of the ash and bone fragments found on the property in Hines. He told reporters there were also horses, mules and mini ponies found on the property that are being cared for on a local level.



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Bystander dies after police chase leads to crash in St. Paul

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Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: January 15, 2025

Subject: 2025 Appointments and City Councilmember Assignments

As directed by the City Council, a work session has been scheduled for **Tuesday, January 21, 2025, at 5:00 PM**, prior to the City Council meeting, to finalize Council member assignments to various boards, committees, and commissions. This memo outlines the process for determining these assignments in accordance with City Code and ensuring the final list is ready for formal adoption during the City Council meeting.

Section 3.04.010 of the City Code establishes the City Council's responsibility to assign members to represent the Council on boards, committees, and commissions. We will follow the process outlined in Code if there is more than one member wishing to be assigned to a specific position.

To facilitate an efficient discussion, I have included the 2024 appointment list, the Mayor's proposed 2025 appointment list and a blank listing of appointments in the packet. Be prepared to share your preferences and any relevant considerations during the meeting.

If you have any questions or need additional information in advance, please feel free to contact me.



CITY OF SPRING LAKE PARK

1301 Eighty First Avenue NE

Spring Lake Park, MN 55432

Ph: 763-784-6491 Fax: 763-792-7257

2024 APPOINTMENTS

I. ELECTED OFFICIALS

POSITION	TERM	NAME	TERM EXPIRES
Mayor	4 Years	Bob Nelson	1/4/27
Councilmember	4 Years	Lisa Dircks	1/6/25
Councilmember	4 Years	Ken Wendling	1/4/27
Councilmember	4 Years	Barbara Goodboe-Bisschoff	1/6/25
Councilmember	4 Years	April Moran	1/4/27

II. ANNUAL APPOINTMENTS AT FIRST MEETING OF THE YEAR

POSITION	TERM	NAME	TERM EXPIRES
Acting Mayor	Annual	Lisa Dircks	1/6/25
Official Newspaper	Annual	Blaine/SLP Life	1/6/25
Official Depository	Annual	U.S. Bank	1/6/25
		4M Fund	1/6/25
		Wells Fargo Bank	1/6/25
		RBS Wealth Management	1/6/25
Agent of Record	Annual	Corporate Four Ins. Agency	1/6/25
Attorney	Annual	Carson, Clelland & Schreder	1/6/25
Auditor	Annual	Smith Schafer	1/6/25
Engineer	Annual	Stantec	1/6/25
Bond Counsel	Annual	Jenny Boulton, Kennedy & Graven	1/6/25
Weed Inspector	Annual	Mayor	1/6/25
Asst. Weed Inspector	Annual	George Linngren	1/6/25
Animal Control	Annual	Josh Antoine	1/6/25

III. COUNCIL COMMITTEES

COMMITTEE	TERM	NAME	TERM EXPIRES
Parks & Recreation Commission Liaison	Annual	Ken Wendling	1/6/25
Parks & Recreation Commission Alternate	Annual	Lisa Dircks	1/6/25
Planning Commission Liaison	Annual	April Moran	1/6/25
Planning Commission Alternate	Annual	Lisa Dircks	1/6/25

COMMITTEE	TERM	NAME	TERM EXPIRES
Anoka County Joint Law Enforcement Council	Annual	Bob Nelson	1/6/25
Anoka County Joint Law Enforcement Council – Alternate	Annual	Ken Wendling	1/6/25
Anoka County Fire Protection Council	Annual	April Moran	1/6/25
Anoka County Fire Protection Council – Alternate	Annual	Ken Wendling	1/6/25
Beyond the Yellow Ribbon	Annual	Bob Nelson	1/6/25
Beyond the Yellow Ribbon	Annual	Ken Wendling	1/6/25
SBM Fire Department Liaison	Annual	Lisa Dircks	1/6/25
SBM Administrative Committee	Annual	Daniel Buchholtz	1/6/25
Negotiations – Patrol	Annual	Bob Nelson	1/6/25
Negotiations – Patrol	Annual	Ken Wendling	1/6/25
Negotiations – Patrol	Annual	Daniel Buchholtz	1/6/25
Negotiations – Sergeants	Annual	Bob Nelson	1/6/25
Negotiations – Sergeants	Annual	Lisa Dircks	1/6/25
Negotiations – Sergeants	Annual	Daniel Buchholtz	1/6/25
Negotiations – Public Works	Annual	Ken Wendling	1/6/25
Negotiations – Public Works	Annual	April Moran	1/6/25
Negotiations – Public Works	Annual	Daniel Buchholtz	1/6/25
Non-Bargained Employee Personnel Committee	Annual	Bob Nelson	1/6/25
Non-Bargained Employee Personnel Committee	Annual	April Moran	1/6/25
Non-Bargained Employee Personnel Committee	Annual	Daniel Buchholtz	1/6/25
N. Metro Cable Communications Commission	Annual	Barbara Goodboe-Bisschoff	1/6/25
N. Metro Cable Communications Commission – Alt.	Annual	April Moran	1/6/25
N. Metro Cable Communications Operations Committee	Annual	Daniel Buchholtz	1/6/25
North Metro Mayor’s Assn Rep.	Annual	Bob Nelson	1/6/25
North Metro Mayor’s Assn. – Alt.	Annual	Ken Wendling	1/6/25
North Metro Mayor’s Assn Operations Committee	Annual	Daniel Buchholtz	1/6/25

COMMITTEE	TERM	NAME	TERM EXPIRES
Tower Days Committee Liaison	Annual	Lisa Dircks	1/6/25
Tower Days Committee Alt.	Annual	Barbara Goodboe-Bisschoff	1/6/25
Trunk Highway 65 Corridor Coalition	Annual	Barbara Goodboe-Bisschoff	1/6/25
School Board Liaison	Annual	April Moran	1/6/25
Suburban Rate Authority	Annual	George Linngren	1/6/25
Suburban Rate Authority – Alt.	Annual	Daniel Buchholtz	1/6/25
Coon Creek Watershed District Citizens Advisory Commission	Annual	Barbara Goodboe-Bisschoff	1/6/25
Coon Creek Watershed District Technical Advisory Committee	Annual	Phil Gravel/ George Linngren	1/6/25

IV. ADMINISTRATIVE APPOINTMENTS

POSITION	TERM	NAME
Administrator, Clerk-Treasurer	Indefinite	Daniel Buchholtz
Data Practices Responsible Authority	Indefinite	Daniel Buchholtz
Police Chief/Public Safety Director	Indefinite	Josh Antoine
Parks & Recreation Director	Indefinite	Kay Okey
Public Works Director	Indefinite	George Linngren
Building Official	Indefinite	Jeff Baker
Plumbing Inspector	Indefinite	Jeff Baker
Fire Marshal	Indefinite	Jeff Baker

V. PLANNING COMMISSION (Municipal Code Section 16.60)

POSITION	TERM	NAME	TERM EXPIRES
Commissioner	3 Years	Rick Cobbs	12/31/26
Commissioner	3 Years	Eric Julien	12/31/26
Commissioner	3 Years	Brad Delfs	12/31/25
Commissioner	3 Years	Sharon Weighous	12/31/25
Commissioner	3 Years	Kelsey Hollihan	12/31/24
Commissioner	3 Years	Hans Hansen	12/31/24
Commissioner (student)	1 Year	<i>vacant</i>	

VI. EMERGENCY MANAGEMENT AGENCY (Municipal Code Section 3.12 – Appointed by Mayor)

POSITION	TERM	NAME
Co-Directors	Indefinite	Josh Antoine/Dan Retka
Deputy Directors	Indefinite	Sgts. Fiske and Kramer

VII. PARKS AND RECREATION COMMISSION (Municipal Code Section 3.08)

POSITION	TERM	NAME	TERM EXPIRES
Commissioner	3 Years	Erik Olson	12/31/26
Commissioner	3 Years	Wannie-Mae Parsons	12/31/26
Commissioner	3 Years	<i>Vacant</i>	12/31/26
Commissioner	3 Years	Barbara Harlan	12/31/25
Commissioner	3 Years	Chris Lammers	12/31/25
Commissioner	3 Years	Mark Hoard	12/31/24
Commissioner	3 Years	Barbara Yawn	12/31/24



CITY OF SPRING LAKE PARK

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2025 APPOINTMENTS

I. ELECTED OFFICIALS

POSITION	TERM	NAME	TERM EXPIRES
Mayor	4 Years	Bob Nelson	1/4/27
Councilmember	4 Years	Lisa Dircks	1/2/29
Councilmember	4 Years	Ken Wendling	1/4/27
Councilmember	4 Years	Barbara Goodboe-Bisschoff	1/2/29
Councilmember	4 Years	April Moran	1/4/27

II. ANNUAL APPOINTMENTS AT FIRST MEETING OF THE YEAR

POSITION	TERM	NAME	TERM EXPIRES
Acting Mayor	Annual	Barbara Goodboe-Bisschoff	1/5/26
Official Newspaper	Annual	Blaine/SLP Life	1/5/26
Official Depository	Annual	U.S. Bank	1/5/26
		4M Fund	1/5/26
		Wells Fargo Bank	1/5/26
		RBS Wealth Management	1/5/26
Agent of Record	Annual	Corporate Four Ins. Agency	1/5/26
Attorney	Annual	Carson, Clelland & Schreder	1/5/26
Auditor	Annual	Smith Schafer	1/5/26
Engineer	Annual	Stantec	1/5/26
Bond Counsel	Annual	Jenny Boulton, Kennedy & Graven	1/5/26
Weed Inspector	Annual	Mayor	1/5/26
Asst. Weed Inspector	Annual	George Linngren	1/5/26
Animal Control	Annual	Josh Antoine	1/5/26

III. COUNCIL COMMITTEES

COMMITTEE	TERM	NAME	TERM EXPIRES
Parks & Recreation Commission Liaison	Annual	Ken Wendling	1/5/26
Parks & Recreation Commission Alternate	Annual	April Moran	1/5/26
Planning Commission Liaison	Annual	April Moran	1/5/26
Planning Commission Alternate	Annual	Ken Wendling	1/5/26

COMMITTEE	TERM	NAME	TERM EXPIRES
Anoka County Joint Law Enforcement Council	Annual	Bob Nelson	1/5/26
Anoka County Joint Law Enforcement Council – Alternate	Annual	Barbara Goodboe-Bisschoff	1/5/26
Anoka County Fire Protection Council	Annual	Lisa Dircks	1/5/26
Anoka County Fire Protection Council – Alternate	Annual	April Moran	1/5/26
Beyond the Yellow Ribbon	Annual	Bob Nelson	1/5/26
Beyond the Yellow Ribbon	Annual	Ken Wendling	1/5/26
SBM Fire Department Liaison	Annual	April Moran	1/5/26
SBM Administrative Committee	Annual	Daniel Buchholtz	1/5/26
Negotiations – Patrol	Annual	Ken Wendling	1/5/26
Negotiations – Patrol	Annual	Lisa Dircks	1/5/26
Negotiations – Patrol	Annual	Daniel Buchholtz	1/5/26
Negotiations – Sergeants	Annual	Bob Nelson	1/5/26
Negotiations – Sergeants	Annual	Barbara Goodboe-Bisschoff	1/5/26
Negotiations – Sergeants	Annual	Daniel Buchholtz	1/5/26
Negotiations – Public Works	Annual	Ken Wendling	1/5/26
Negotiations – Public Works	Annual	April Moran	1/5/26
Negotiations – Public Works	Annual	Daniel Buchholtz	1/5/26
Non-Bargained Employee Personnel Committee	Annual	Lisa Dircks	1/5/26
Non-Bargained Employee Personnel Committee	Annual	Ken Wendling	1/5/26
Non-Bargained Employee Personnel Committee	Annual	Daniel Buchholtz	1/5/26
N. Metro Cable Communications Commission	Annual	Barbara Goodboe-Bisschoff	1/5/26
N. Metro Cable Communications Commission – Alt.	Annual	April Moran	1/5/26
N. Metro Cable Communications Operations Committee	Annual	Daniel Buchholtz	1/5/26
North Metro Mayor’s Assn Rep.	Annual	Bob Nelson	1/5/26
North Metro Mayor’s Assn. – Alt.	Annual	Barbara Goodboe-Bisschoff	1/5/26
North Metro Mayor’s Assn Operations Committee	Annual	Daniel Buchholtz	1/5/26

COMMITTEE	TERM	NAME	TERM EXPIRES
Tower Days Committee Liaison	Annual	Lisa Dircks	1/5/26
Tower Days Committee Alt.	Annual	April Moran	1/5/26
Trunk Highway 65 Corridor Coalition	Annual	Barbara Goodboe-Bisschoff	1/5/26
School Board Liaison	Annual	April Moran	1/5/26
Suburban Rate Authority	Annual	George Linngren	1/5/26
Suburban Rate Authority – Alt.	Annual	Daniel Buchholtz	1/5/26
Coon Creek Watershed District Citizens Advisory Commission	Annual	Barbara Goodboe-Bisschoff	1/5/26
Coon Creek Watershed District Technical Advisory Committee	Annual	Phil Gravel/ George Linngren	1/5/26

IV. ADMINISTRATIVE APPOINTMENTS

POSITION	TERM	NAME
Administrator, Clerk-Treasurer	Indefinite	Daniel Buchholtz
Data Practices Responsible Authority	Indefinite	Daniel Buchholtz
Police Chief/Public Safety Director	Indefinite	Josh Antoine
Parks & Recreation Director	Indefinite	Kay Okey (until 3/3/2025) Anne Scanlon (3/4/2025)
Public Works Director	Indefinite	George Linngren
Building Official	Indefinite	Jeff Baker
Plumbing Inspector	Indefinite	Jeff Baker
Fire Marshal	Indefinite	Jeff Baker

V. PLANNING COMMISSION (Municipal Code Section 16.60 – between 5 and 7 members)

POSITION	TERM	NAME	TERM EXPIRES
Commissioner	3 Years	Hans Hansen	12/31/27
Commissioner	3 Years	Rick Cobbs	12/31/26
Commissioner	3 Years	Eric Julien	12/31/26
Commissioner	3 Years	Brad Delfs	12/31/25
Commissioner	3 Years	Sharon Weighous	12/31/25
Commissioner (student)	1 Year	<i>vacant</i>	

VI. EMERGENCY MANAGEMENT AGENCY (Municipal Code Section 3.12 – Appointed by Mayor)

POSITION	TERM	NAME
Co-Directors	Indefinite	Josh Antoine/Dan Retka
Deputy Directors	Indefinite	Sgts. Fiske and Kramer

VII. PARKS AND RECREATION COMMISSION (Municipal Code Section 3.08)

POSITION	TERM	NAME	TERM EXPIRES
Commissioner	3 Years	Eric Hendrickson	12/31/27
Commissioner	3 Years	Mark Hoard	12/31/27
Commissioner	3 Years	Ryan McLaughlin	12/31/26
Commissioner	3 Years	Wannie-Mae Parsons	12/31/25
Commissioner	3 Years	Erik Olson	12/31/25
Commissioner	3 Years	Barbara Harlan	12/31/25
Commissioner	3 Years	Chris Lammers	12/31/25



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2025 APPOINTMENTS

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POSITION	TERM	NAME	TERM EXPIRES
Mayor	4 Years	Bob Nelson	1/4/27
Councilmember	4 Years	Lisa Dircks	1/2/29
Councilmember	4 Years	Ken Wendling	1/4/27
Councilmember	4 Years	Barbara Goodboe-Bisschoff	1/2/29
Councilmember	4 Years	April Moran	1/4/27

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Official Depository	Annual	U.S. Bank	1/5/26
		4M Fund	1/5/26
		Wells Fargo Bank	1/5/26
		RBS Wealth Management	1/5/26
Agent of Record	Annual	Corporate Four Ins. Agency	1/5/26
Attorney	Annual	Carson, Clelland & Schreder	1/5/26
Auditor	Annual	Smith Schafer	1/5/26
Engineer	Annual	Stantec	1/5/26
Bond Counsel	Annual	Jenny Boulton, Kennedy & Graven	1/5/26
Weed Inspector	Annual	Mayor	1/5/26
Asst. Weed Inspector	Annual	George Linngren	1/5/26
Animal Control	Annual	Josh Antoine	1/5/26

III. COUNCIL COMMITTEES

COMMITTEE	TERM	NAME	TERM EXPIRES
Parks & Recreation Commission Liaison	Annual		1/5/26
Parks & Recreation Commission Alternate	Annual		1/5/26
Planning Commission Liaison	Annual		1/5/26
Planning Commission Alternate	Annual		1/5/26

COMMITTEE	TERM	NAME	TERM EXPIRES
Anoka County Joint Law Enforcement Council	Annual		1/5/26
Anoka County Joint Law Enforcement Council – Alternate	Annual		1/5/26
Anoka County Fire Protection Council	Annual		1/5/26
Anoka County Fire Protection Council – Alternate	Annual		1/5/26
Beyond the Yellow Ribbon	Annual		1/5/26
Beyond the Yellow Ribbon	Annual		1/5/26
SBM Fire Department Liaison	Annual		1/5/26
SBM Administrative Committee	Annual	Daniel Buchholtz	1/5/26
Negotiations – Patrol	Annual		1/5/26
Negotiations – Patrol	Annual		1/5/26
Negotiations – Patrol	Annual	Daniel Buchholtz	1/5/26
Negotiations – Sergeants	Annual		1/5/26
Negotiations – Sergeants	Annual		1/5/26
Negotiations – Sergeants	Annual	Daniel Buchholtz	1/5/26
Negotiations – Public Works	Annual		1/5/26
Negotiations – Public Works	Annual		1/5/26
Negotiations – Public Works	Annual	Daniel Buchholtz	1/5/26
Non-Bargained Employee Personnel Committee	Annual		1/5/26
Non-Bargained Employee Personnel Committee	Annual		1/5/26
Non-Bargained Employee Personnel Committee	Annual	Daniel Buchholtz	1/5/26
N. Metro Cable Communications Commission	Annual		1/5/26
N. Metro Cable Communications Commission – Alt.	Annual		1/5/26
N. Metro Cable Communications Operations Committee	Annual	Daniel Buchholtz	1/5/26
North Metro Mayor’s Assn Rep.	Annual		1/5/26
North Metro Mayor’s Assn. – Alt.	Annual		1/5/26
North Metro Mayor’s Assn Operations Committee	Annual	Daniel Buchholtz	1/5/26

COMMITTEE	TERM	NAME	TERM EXPIRES
Tower Days Committee Liaison	Annual		1/5/26
Tower Days Committee Alt.	Annual		1/5/26
Trunk Highway 65 Corridor Coalition	Annual		1/5/26
School Board Liaison	Annual		1/5/26
Suburban Rate Authority	Annual	George Linngren	1/5/26
Suburban Rate Authority – Alt.	Annual	Daniel Buchholtz	1/5/26
Coon Creek Watershed District Citizens Advisory Commission	Annual		1/5/26
Coon Creek Watershed District Technical Advisory Committee	Annual	Phil Gravel/ George Linngren	1/5/26

IV. ADMINISTRATIVE APPOINTMENTS

POSITION	TERM	NAME
Administrator, Clerk-Treasurer	Indefinite	Daniel Buchholtz
Data Practices Responsible Authority	Indefinite	Daniel Buchholtz
Police Chief/Public Safety Director	Indefinite	Josh Antoine
Parks & Recreation Director	Indefinite	Kay Okey
Public Works Director	Indefinite	George Linngren
Building Official	Indefinite	Jeff Baker
Plumbing Inspector	Indefinite	Jeff Baker
Fire Marshal	Indefinite	Jeff Baker

V. PLANNING COMMISSION (Municipal Code Section 16.60)

POSITION	TERM	NAME	TERM EXPIRES
Commissioner	3 Years		12/31/27
Commissioner	3 Years		12/31/27
Commissioner	3 Years	Rick Cobbs	12/31/26
Commissioner	3 Years	Eric Julien	12/31/26
Commissioner	3 Years	Brad Delfs	12/31/25
Commissioner	3 Years	Sharon Weighous	12/31/25
Commissioner	3 Years	Kelsey Hollihan	12/31/24
Commissioner	3 Years	Hans Hansen	12/31/24
Commissioner (student)	1 Year	<i>vacant</i>	

VI. EMERGENCY MANAGEMENT AGENCY (Municipal Code Section 3.12 – Appointed by Mayor)

POSITION	TERM	NAME
Co-Directors	Indefinite	Josh Antoine/Dan Retka
Deputy Directors	Indefinite	Sgts. Fiske and Kramer

VII. PARKS AND RECREATION COMMISSION (Municipal Code Section 3.08)

POSITION	TERM	NAME	TERM EXPIRES
Commissioner	3 Years	Eric Hendrickson	12/31/27
<i>Commissioner</i>	<i>3 Years</i>	<i>Mark Hoard</i>	<i>12/31/27</i>
Commissioner	3 Years	Erik Olson	12/31/26
Commissioner	3 Years	Ryan McLaughlin	12/31/26
Commissioner	3 Years	Wannie-Mae Parsons	12/31/25
Commissioner	3 Years	Erik Olson	12/31/25
Commissioner	3 Years	Barbara Harlan	12/31/25
Commissioner	3 Years	Chris Lammers	12/31/25
Commissioner	3 Years	Mark Hoard	12/31/24
Commissioner	3 Years	Barbara Yawn	12/31/24



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, Administrator, Clerk/Treasurer
Jeff Baker, Building Official

Date: January 15, 2025

Subject: Authorize Recruitment of Fire Inspector/Code Enforcement Officer

As you are aware, Walter Morris resigned from the Fire Inspector/Code Enforcement Officer position effective January 3, 2025 to join the SBM Fire Department as a shift captain. The City Council requested that this position be added to the January 21, 2025 work session agenda for further discussion.

The City Council authorized a rental housing study in late 2020 which focused on improving the City's programs and policies for rental properties. The findings of the study were presented to the City Council at a work session on February 8, 2021. As a result of that study, the City Council adopted amendments to its Housing Maintenance Code (Ordinance 473), adopted a housing maintenance inspection policy and transitioned the code enforcement officer from part time to full time to implement these amendments. The increased cost for the code enforcement position was paid for through higher rental housing license fees. The amendments were approved at the May 3, 2021 meeting. The new full time Fire Inspector/Code Enforcement Officer was approved at the September 7, 2021 meeting.

Since September 2021, the Fire Inspector/Code Enforcement Officer position was responsible for the following achievements:

- Stronger rental license program to hold landlords accountable and ensure tenants have a quality place to live.
- 2017-2021 averaged 45 late rental registrations. 2022-2025 average is 5 late rental registrations.
- Commercial fire inspections have provided us with the opportunity to access every business within the city limits, preventing transient companies from operating and ensuring we stay updated on their current Conditional Use Permits (CUPs).
- Life Safety Classes for Senior Apartment Residents. Enhancing the quality of life for the City's most vulnerable population.

- Abatement of 8064 Garfield Street. Removing this property not only increased the property values of the neighboring lots but also eliminated a significant safety hazard for the adjacent residents.
- Enhanced enforcement efforts on the Lund properties (Villa Rosa, Villa Rosa 2, Fireside Apartments), which led to a change in ownership and significant improvements to living conditions for residents in 91 apartment units.
- Removal of an illegal home auto shop at 7770 Van Buren Street
- 616 Rosedale Road. Unsanitary living conditions. Two dogs were rescued by animal control, and the previous homeowner was able to relocate to a more suitable living environment.
- Auto Body and Auto Repair Shops. Historically, numerous complaints have portrayed our city as resembling a junkyard. Since 2022, however, Code Enforcement has received an average of only two complaints per year.

The Fire Inspector/Code Enforcement Officer plays a critical role in enhancing public safety and maintaining the overall well-being of our community. This position ensures compliance with fire, property maintenance, nuisance and zoning codes, reducing risks to residents and businesses alike. By proactively identifying and addressing hazards such as fire code violations, unsafe structures, and overcrowded properties, this role helps prevent incidents that could result in injury, loss of life, or property damage. The presence of a dedicated professional focused on fire safety and code enforcement demonstrates our commitment to protecting our community from preventable dangers.

Beyond immediate safety, this position contributes to the long-term stability and vibrancy of our neighborhoods. A robust code enforcement program, coupled with fire inspections, preserves property values, supports economic development, and fosters community pride. By addressing issues such as blight, unkempt properties, and fire hazards, the Fire Inspector/Code Enforcement Officer helps maintain a clean, orderly, and appealing environment for residents, businesses, and visitors. Their work encourages accountability among property owners and landlords, ensuring that all properties meet health, safety, and aesthetic standards.

Furthermore, this role enhances the efficiency of local government by proactively addressing potential problems before they escalate, reducing the burden on emergency services and other departments. It also builds trust between the community and the city, as residents see tangible efforts to prioritize their safety and quality of life. Investing in this position is an investment in the safety, health, and future prosperity of our community, making it a critical component of our public safety strategy.

Based on these reasons and the demonstrated success of our rental housing program, staff respectfully requests authority to recruit for a Fire Inspector/Code Enforcement Officer.

If you have any questions, please do not hesitate to contact Building Official Jeff Baker or City Administrator Daniel Buchholtz at 763-784-6491.

To:	Dan Buchholtz, City Administrator City of Spring Lake Park	From:	Phil Carlson, Lauren Walburg Stantec
File:	Rental Housing Study	Date:	January 29, 2021

Re: Rental Housing Study Update

INTRODUCTION

The Spring Lake Park City Council is exploring the issue of rental housing in single family zoning districts and has asked for Stantec's assistance in a study which focuses on improving Spring Lake Park's current programs and policies for rental properties. The study includes researching and summarizing Spring Lake Park's current policies and regulations, as well as information provided by the City on documented issues with rental properties. This memo summarizes the research conducted to date and provides initial recommendations for next steps.

We have had conversations with City Staff and listened to input from the City Council in initiating this moratorium and study. The summary and recommendations included in this memo focus on the issues from these discussions. City staff also expressed a desire to look at the rental licensing program in the City of Columbia Heights as a model for Spring Lake Park. We suggest using Columbia Heights as a model for rental licensing in Spring Lake Park. This memo responds to the following issues:

- Maintenance issues at rental properties including yard maintenance, trash and parking issues
- Conduct issues at rental properties by residents or their guests including noise complaints and other police calls
- Issues with administering the ordinance, including: follow-through and enforcement of rental inspections, contacting rental managers (especially larger companies) and license renewal process, among others

REVIEW OF NUISANCE/POLICE CALLS

Nuisance Complaints

One of the issues analyzed in this study is maintenance and upkeep of rental vs owner-occupied single-family homes. One indicator of maintenance issues is the record of nuisance complaints and calls per property. The Building Inspector provided Stantec with a summary of nuisance/code enforcement records from 2018-2020 for both owner-occupied and renter-occupied residential properties throughout the City. Stantec reviewed both the number of nuisance calls for each type of property, as well as the type of nuisance complaints received. A few conclusions can be drawn from the information:

- Of all the code enforcement/nuisance complaints throughout the City from 2018-2020, roughly 83% were for owner-occupied properties, while roughly 17% were for renter occupied properties. This correlates with the higher percentage of owner-occupied residential properties in the City.
- Nuisance calls for rental properties included the following categories: Parking (including inoperable and commercial vehicles), rubbish/junk, weeds/grass, driveway repair, garbage cans at street, outdoor storage.
- Of these nuisance calls, few required a second notice. However, this list generally does not capture violations cited during routine rental inspection, which require a follow-up inspection.

Re: Rental Housing Study Update

While these types of nuisance complaints are not unique to rental properties, enforcement can be made more difficult by the absence of an on-site property owner/responsible party. These nuisance issues are exacerbated when a rental manager or property owner is difficult to reach, providing few solutions to the City to address the issue. This memo will suggest several ways in which enforcement/administration may be improved to better respond to nuisance complaints.

Police Calls

City Staff also provided Stantec with a random sampling of police calls in three sections of the City. These police calls were provided for both owner occupied and rental properties. Stantec reviewed this information to assess the extent to which conduct/behavioral issues occur at renter occupied vs. owner-occupied properties. Stantec ensured an equal number of owner-occupied and rental properties to provide an “apples-to-apples” comparison for police calls. The following conclusions can be drawn from the information provided:

- In an equal random sample of owner-occupied and renter-occupied properties, there were 151 police calls from owner-occupied properties and 348 police calls from renter-occupied properties.
- There were several properties (both renter and owner-occupied) that had more than 20 police calls per property. Properties with this many calls are relative outliers compared with the rest of the call data. When these outliers were removed, the number of police calls for owner-occupied and renter-occupied properties were essentially equal (104 calls for owner occupied vs. 105 calls for renter-occupied).
- Police calls for renter-occupied properties included the following general categories: medical, welfare check, noise, domestic/civil dispute, narcotics, 911 hang-up, suspicious activity, animal complaint, child custody. Police calls for owner-occupied properties included the same general categories.

The police call data indicates that for the most part, owner-occupied and renter-occupied properties place a similar number of 911 calls and for similar issues. However, as indicated above, there are a few rental properties that have consistent conduct/behavioral issues. This memo proposes stronger mechanisms for the City to address these properties with consistent and repeated conduct issues.

CURRENT POLICIES AND REGULATIONS

The City currently regulates rental housing through Section 12.16 Housing Maintenance and Occupancy in its municipal code. The City provides all property owners seeking a rental license with an application and a guidance document describing the application, fees and inspection process. Additionally, the City has adopted the International Property Maintenance Code (2006 IPMC) by reference, which applies to all residential properties within the City, and is used as a tool for conducting regular rental inspections. During inspection, the City issues a Rental/C.O. (certificate of occupancy) Inspection Report and Compliance Order, which provides rental property owners with a list of inspection criteria, and a timeframe to correct any issues. All of these documents were reviewed by Stantec as part of this study and are analyzed further in the following sections.

Ordinance

Section 12.16 Housing Maintenance and Occupancy includes several sections pertaining to the following broader topic areas: administration of rental license and application procedure, fees, rental unit inspection, compliance/violation of procedures and conduct on rental property. The following summarizes key points in the rental ordinance, Stantec comments are included in *italics*:

Re: **Rental Housing Study Update**

License/Application

- Per City code section 12.16.030, a rental license must be obtained, which is valid for a period of **1 year**. Licenses expire on December 31, and license renewals must be filed by November 1. The code sets a delinquency penalty of 5% of the license fee for each day of operation without a valid license.
Rental licenses are renewed every year, while inspections occur every 2 years. At a minimum, these processes should occur at the same time of the year. It could also help with administration if they were done at the same frequency.
- Application must be completed by the owner of the property or their legally constituted agent (see description below).
- Resident agent – must be designated in writing by the owner of the property. This person must reside in the Twin City area, is the person responsible for maintenance and upkeep and can legally receive notice of violation of city ordinance. City must be notified in writing of any change of agent.
This language ensures that the City has a local contact, which was a stated issue. Ensuring that the contact information for the resident agent (address, not a P.O. box, up-to-date phone number and email, etc) is collected in the application and updated at each renewal period could help with administration.
- Application requirements are listed in section 12.16.050 (B).
The City of Columbia Heights has a much longer list of application requirements, including requiring detailed contact information from property owner, rental manager, agent and emergency contact in the case of a maintenance emergency. Collecting more information in the application and requiring information to be verified at each renewal period could ease administration and contact issues with the rental license and inspection processes. The City of Columbia Heights also collects other pertinent information such as number of parking spaces,
- License is non-transferable

Inspection

- A certificate of inspection must be obtained prior to operating a rental dwelling. The certificate is valid for a period of **2 years**. Certificate expires on the anniversary of its issuance and is non-transferable.
The building inspector has stated that the inspection procedures and enforcement could be stronger.
- Property owner must agree to allow inspection

Fees

- A conversion fee is required for converting a single-family home to a rental property and is in addition to the first year registration fee. This is a one-time fee.

Conformance to laws

- City Code Section 12.16.070 says that an operating license may not be issued or renewed if the rental dwelling and its premises fail to follow City and State law.
In addition to complying with all City and State laws, rental property owners could also be required to include crime/drug-free language in their leases and to perform criminal background checks prior rental.

Re: Rental Housing Study Update

Compliance Order

- A compliance order is issued whenever a violation of the ordinance is discovered (typically during inspection). The ordinance states that the compliance order must be in writing, describe the location and nature of violation, provide reasonable time for correction of violation and be served to the property owner or designated agent.
This language could provide more specific guidance to City staff regarding compliance procedures. Specifically, in the event that a property owner does not correct a violation, specific recourse could be included to provide for additional enforcement of the ordinance. This could also be addressed in a separate inspection policy, such as the Columbia Heights example provided in the recommendations.

License Suspension or Revocation

- The City Council has the right to suspend or revoke a rental license should the owner or resident agent fail to comply with city ordinances or state law. Should a license be revoked/suspended, the owner or agent is barred from receiving a rental license for any new occupancies until the license is restored by the City Council.
The revocation language could be clearer about the situations (nuisance/conduct issues) under which a license would be revoked/suspended. The process could also be clearer. Suspension/revocation example language from the City of Columbia Heights is included in the recommendations below.

Responsibility For a Licensee Relating to the Conduct of Occupants or Guests

- The ordinance specifies a list of Minnesota State Statutes and Spring Lake Park city ordinances describing a variety of conduct issues. The ordinance states that it shall “be the responsibility of the licensee to take appropriate action following conduct by occupant(s) or guest(s) of the occupants in violation of the statutes and ordinances. A specific enforcement and administration procedure is described, to be carried out by the Chief of Police, which provides for written notice of violation and revocation or suspension by the City Council after three violations within 12 months, following appropriate notice and opportunity for hearing.
This language provides a mechanism for suspension/revocation of license for conduct issues, the recommendations below give the City Council further options and tools to manage behavioral/conduct issues at rental properties.

Application

Stantec reviewed the application and supplemental information provided to property owners/agents upon request for rental license. The application and supplemental information provides clear guidance on the expectations for rental licensing and inspection within the City, including information on fees. As indicated in the ordinance section above, the information collected in the application could be enhanced to ease administration and enforcement. If not already done, the applicant could also be provided with the inspection checklist so that expectations for maintenance and upkeep are clear from the start and provided in writing. Overall, the application appears to serve the City well, and any updates would likely be minor.

Inspection Checklist

City staff provided Stantec with the inspection checklist used during routine rental inspections. The inspection checklist provides clear guidance to property owners/rental agents on the expectations for maintenance and upkeep. As mentioned above, this checklist could be provided early in the process, prior to the first inspection to ensure that expectations are clear. Stantec does not propose any updates to the inspection checklist itself, as this document appears to be serving the City well.

Re: Rental Housing Study Update

RECOMMENDATIONS

The goal of this study was to provide the City with targeted recommendations for updates to their ordinance/policies/practices for single-family rental properties. The following information provides recommendations for best practices related to rental properties, generally using the City of Columbia Heights as a model. Stantec would propose as a next step to prepare a strikethrough version of the ordinance, providing for specific modifications based on feedback from City staff and the City Council on the proposed recommendations below.

Nuisance

- To address maintenance and nuisance complaints, as well as inspection administration, the City could adopt a similar policy to the Columbia Heights Property Maintenance Inspection Policy (attached). While this policy would not be part of the official ordinance, Stantec would work with the City to update the ordinance with necessary language to correspond with this policy. The Columbia Heights Policy is included as an attachment to this memo and was vetted and recommended by the building official.
- The City of Columbia Heights requires that property owners take responsibility for the inspection process, rather than tenants. This ensures clear communication with property owners and ensures that the responsible party handles all corrections to violations. We recommend that the City adopt language that explicitly requires property owners (or their formally designated agent) to conduct the inspection and reinspection process with the building official. This language could also be listed in bold on the license application to ensure that it is clear to the owner/designated agent that they must be present for inspection and reinspection.
- Columbia Heights also uses abatement as an option for handling nuisance issues at rental properties. The City of Spring Lake Park has an existing abatement policy for specific public nuisances in section 9.20.020 of the municipal code. The City could choose to apply this policy to rental properties for specific nuisance concerns, or after several correction orders are served in writing.

Conduct/Behavioral Issues

- To address behavioral/conduct issues, the City could consider requiring that all single-family rental properties include a crime-free/drug-free addendum in their tenant leases. This is common practice in many cities across the Twin Cities Metro Area, including Columbia Heights. However, several cities have begun to move away from this requirement based on equity issues and a lack of due process for tenants. City staff is doing additional research on cities that have recently removed this language from their ordinances and will share that information with the Council. Sample language from the City of Columbia Heights is included as an example below:
 - (1) Crime Free/Drug Free.
 - a. Resident, any members of the resident's household or a guest or other person affiliated with resident shall not engage in criminal activity, including drug-related criminal activity, on or near the premises.
 - b. Resident, any member of the resident's household or a guest or other person affiliated with resident shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near the premises.
 - c. Resident or members of the household will not permit the dwelling unit to be used for, or to facilitate criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest.

Re: Rental Housing Study Update

- d. Resident, any member of the resident's household or a guest, or other person affiliated with the resident shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance at any locations, whether on or near the premises or otherwise.
 - e. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.
 - (2) Disorderly Use.
 - a. Resident, members of the resident's household, guests, or other persons under the resident's control shall not engage in the following Disorderly Use activities: violations of state law relating to alcoholic beverages, trespassing or disorderly conduct; and violation of the Columbia Heights City Code relating to prohibited noise.
 - b. THREE DISORDERLY USE VIOLATIONS INVOLVING THE SAME TENANCY WITHIN A CONTINUOUS TWELVE MONTH PERIOD SHALL BE A SUBSTANTIAL AND MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF THE TENANCY.
 - (3) Definitions.
 - a. The term "criminal activity" means prostitution, gambling, maintaining or conducting a disorderly house, unlawful possession, transportation, sale or use of a weapon, domestic assault, delinquency of a minor, criminal street gang activity, threatening, intimidating or assaultive behavior, the unlawful discharge of firearms, or any other criminal activity on or near the premises that jeopardizes the health, safety and welfare of the landlord, his agent, other resident, neighbor or other third party, or involving imminent or actual serious property damage.
 - b. The term "drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance or any substance represented to be drugs (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).
 - (4) Non-Exclusive Remedies. The Crime Free/Drug Free and Disorderly Use provisions are in addition to all other terms of the lease and do not limit or replace any other provisions. The City could also consider requiring rental property owners to conduct criminal background checks on all tenants. This information could be made available to the City upon request. This is also a fairly typical requirement across metro-area cities.
- The City could also consider requiring rental property owners to conduct criminal background checks on all tenants. This information could be made available to the City upon request. This is also a fairly typical requirement across metro-area cities, including the City of Columbia Heights. Similar to the Crime-free/drug-free language, several cities have begun to move away from this requirement based on equity issues. City staff is doing additional research on cities that have recently removed this language from their ordinances and will share that information with the Council. Example language from the City of Columbia Heights is included below:
 - (1) A statewide (Minnesota) criminal history check of all prospective tenants covering at least the last seven years. The checks must be done by utilizing the most recent update of the Minnesota Bureau of Criminal Apprehension's criminal history files;
 - (2) A statewide criminal history check from the prospective tenant's previous state of residence shall be conducted if the tenant is moving directly from the previous state;
 - (3) A criminal history check of any prospective tenant in their previous states of residence shall be conducted covering the last seven years if they have not resided in Minnesota for three years or longer;
 - (4) A statewide (Minnesota) court history check of all prospective tenants covering at least the last seven years. This check, which includes Unlawful Detainer actions, can be done utilizing the most recent update of the Minnesota Judicial Branch Trial Court Public Access database.

Re: Rental Housing Study Update

- (5) Any company that the licensee contract with to conduct criminal history checks must meet the same standards as established above.
 - (6) Documentation of the criminal background checks must be kept on file by the property owner for the length of the tenant's lease. The lessor must display documentation of the background check upon request by the Police Department.
 - (7) If the licensee fails to comply with the requirements of this section, the rental dwelling license for the premises may be denied, revoked, suspended, or not renewed. An action to deny, revoke, suspend, or not renew a license under this section shall be initiated by the City Council at the request of the Police Department in the manner described in § [5A.408](#).
- Finally, some cities require landlords (especially those with multiple rental properties within the City) to take a Phase 1 of the Crime Free Multi Housing (CFMH) training. This is an 8-hour class which covers crime prevention/working with police, crime prevention through environmental design principals, lease agreements and evictions, applicant screening and fair housing, terrorism awareness and prevention. Most cities that require this class will offer it at least once per year through their local police department. The City of Columbia Heights does not require this class as part of their rental licensing policy. For more information about the Crime Free Multi Housing training, visit: <https://www.mncpa.net/what-we-do/crime-free-multi-housing>

Administration

- The City could consider targeted improvements to the application requirements to help to alleviate some of the issues with contacting property owners/management companies.
 - The City has a section in their municipal code that addresses revocation of rental licenses. This section should be reviewed, and further guidance provided on the situations in which revocation would be appropriate and to clarify the process. Example suspension/revocation language from the City of Columbia Heights is included below:
- (A) A license issued or renewed under this section may be revoked or suspended upon a finding of noncompliance with the provisions of this chapter. Reinstatement of a suspended or revoked license shall be accompanied by a fee in an amount set by Council Resolution. Issuance of a new license after suspension or revocation shall be made in the manner provided for obtaining an initial license.
 - (B) The Council may, for cause, revoke or suspend a license, or take other action restricting the privileges of a license subject to the following requirements:
 - a. The city, through its Property Maintenance Enforcement Officer, provides the licensee with a written statement or reasons or causes for the proposed Council action together with a notice for public hearing.
 - b. The Council shall conduct a public hearing on the proposed action and provide findings of fact and citations to any ordinances or regulations that have been violated, together with a statement of action taken and the conditions of any resulting revocation, suspension, or other action restricting the privileges of the licensee.
 - c. The Property Maintenance Enforcement Officer shall forward the findings and statement of action taken to the person in whose name said license was issued by mailing the same to the mailing address indicated on the license application.
 - (C) A violation of any provision of this chapter or of state law, prescribing standards of conduct or regulations governing a licensee; the particular type of business or commercial activity or trade or occupation that is licensed; or the premises where the licensed activity is conducted; shall be a prima facie showing of cause for revocation, suspension, or other action restricting the privileges of a licensee as the Council may determine.

Re: Rental Housing Study Update

- (D) Nondisclosure, misrepresentation or misstatement of a material fact in any application for a license under this chapter shall be a prima facie showing of cause for revocation, suspension, or other such action restricting the privileges of a licensee as the Council may determine.
- (E) Any person or owner who has had an interest in two or more licenses revoked pursuant to this code shall be ineligible to hold or have an interest in an occupancy license for a period of five years.
- If these recommendations are adopted, it will likely increase the staff time required to administer the ordinance and enforce the inspection policy. The Council could consider increasing fees for the rental license program to pay for the additional staff time needed to enforce the ordinance. This could be handled during the regular budget and fee discussions, which would give the City time to assess the increase in staff time needed to enforce the ordinance. For reference, the current fee structure is as follows:
 - Single Family: \$150/year
 - Duplex: \$200/year
 - Apartment: \$250 per building plus \$25 per Unit (per year)
 - Rental Conversion Fee: \$750 (one-time fee)

**SPRING LAKE PARK
ORDINANCE 473**

**AN ORDINANCE AMENDING CHAPTER 12 OF THE SPRING LAKE PARK CODE
OF ORDINANCE RELATING TO BUILDING REGULATIONS; CONSTRUCTION**

NOW THEREFORE, be it ordained by the Council of Spring Lake Park, in the State of Minnesota, as follows:

SECTION 1: **AMENDMENT** “12.16.010 Definitions - Housing Maintenance And Occupancy” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

A M E N D M E N T

12.16.010 Definitions - Housing Maintenance And Occupancy

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CONVERSION. Property conversion shall include all existing residential property that has not previously been registered as rental property in Spring Lake Park.

RENTAL PROPERTIES. All residential properties where the owner of record does not reside at the property and is used as a primary residence by a person or persons, related or not, to the owner of record, or when a room or rooms are rented out for a fee.

RESIDENTIAL. All properties located within an R-1, R-2, and R-3, ~~R-4, R-5, and R-6~~ zones.

SECTION 2: **AMENDMENT** “12.16.030 Rental Units; Operating License Required” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

A M E N D M E N T

12.16.030 Rental Units; Operating License Required

No person shall operate a rental dwelling without first obtaining a license to do so from the city as hereinafter provided and outlined in the Housing Maintenance Inspection Policy, as amended from time to time. The license shall be issued for a period of one year. Each operating license shall expire on December 31 of each year. License renewals must be filed by November 1 of each year. A delinquent penalty of 5% of the license fee for each day of operation without a valid license shall be charged to owners of rental dwellings.

SECTION 3: AMENDMENT “12.16.050 License Application” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

12.16.050 License Application

- A. License application or renewal shall be made by the owner of rental units or his or her legally constituted agent. Application forms may be acquired from and subsequently filed with the City Administrator, Clerk/Treasurer.
- B. The applicant shall supply:
 - 1. The name, address, and telephone number of the dwelling owner, owning partners if a partnership, or corporate officers if a corporation;
 - 2. The name, address, and telephone number of the designated resident agent, if any;
 - 3. The name, address, and telephone number of the vendee, if the dwelling is being sold through a contract for deed;
 - 4. The legal address of the dwelling; ~~and~~
 - 5. The number of dwelling units within the dwelling;
 - 6. Owner, agent or manager to whom notices of violation should be directed pursuant to this ordinance (the "Licensee's Designee" herein); and
 - 7. A list of all rental units owned by applicant, including address.
- C. Failure to complete, in full, the required license application shall be grounds for denial of the license.
- D. Licensee is deemed to have been notified of any violations the notice of which is provided to the Licensee's Designee.

SECTION 4: AMENDMENT “12.16.140 License Suspension Or Revocation” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

12.16.140 License Suspension Or Revocation

- A. A license issued or renewed under this section may be revoked or suspended upon a finding of noncompliance with the provisions of this chapter. Reinstatement of a suspended or revoked license shall be accompanied by a fee in the amount set under SLPC 3.16.030. Issuance of a new license after suspension or revocation shall be made in the manner provided for obtaining an initial license.
- B. The City Council may, for cause, revoke or suspend a license, or take other action restricting the privileges of a license subject to the following requirements:
 - 1. The City, through its Building Official, or designee, provides the licensee with a written statement of reasons or causes for the proposed City Council action together with a notice for public hearing.
 - 2. The City Council shall conduct a public hearing on the proposed action and provide findings of fact and citations to any ordinances or regulations that have been violated, together with a statement of action taken and the conditions of any resulting revocation, suspension or other action restricting the privileges of the licensee.
 - 3. The Building Official, or designee, shall forward the findings and statement of action taken to the license by mailing the same to the mailing address indicated on the license application or to any other address provided by the licensee.
- C. A violation of any provision of this chapter or of state law, prescribing standards of conduct or regulations governing a license, the particular type of business or commercial activity or trade or occupation that is licensed or the premises where the licensed activity is conducted shall be a prima facie showing of cause for revocation, suspension, or other action restricting the privileges of a licensee as the City Council may determine.
- D. Nondisclosure, misrepresentation or misstatement of a material fact in any application for a license under this chapter shall be a prima facie showing of cause for revocation, suspension or other such action restricting the privileges of a licensee as the City Council may determine.
- E. Any person or owner who has an interest in two or more licenses revoked pursuant to this code shall be ineligible to hold or have an interest in an occupancy for a period of five years.

~~Every operating license issued under the direction of this chapter is subject to suspension or revocation by the City Council should the licensed owner or his or her duly authorized resident agent fail to operate or maintain licensed rental dwellings and units therein consistent with the provisions of the ordinances of the city and the laws of the state. In the event that an operating license is suspended or revoked by the City Council for just cause, it shall be unlawful for the owner or his or her duly authorized agent to thereafter permit any new occupancies of vacant or thereafter vacated rental units until such time as a valid operating license may be restored by the City Council.~~

SECTION 5: AMENDMENT “12.16.180 Responsibility For A Licensee Relating To The Conduct Of Occupants Or Guests” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

12.16.180 Responsibility ~~For~~Of A Licensee Relating To The Conduct Of Occupants Or Guests

- A. *Conduct on licensed premises.* It shall be the responsibility of the licensee to take appropriate action following conduct by occupant(s) or guest(s) of the occupants which is in violation of any of the following statutes or ordinances:
1. M.S. §§ 609.75 through 609.76, as they may be amended from time to time, which prohibit gambling;
 2. M.S. §§ 609.321 through 609.324, as they may be amended from time to time, which prohibit prostitution and acts relating thereto;
 3. M.S. §§ 152.01 through 152.025 and 152.027, subs. 1 and 2, as they may be amended from time to time, which prohibit the unlawful sale or possession of controlled substances;
 4. M.S. § 340A.401, as it may be amended from time to time, which regulates the unlawful sale of alcoholic beverages;
 5. M.S. § 609.33, as it may be amended from time to time, which prohibits owning, leasing, operating, managing, maintaining, or conducting a disorderly house, or inviting or attempting to invite others to visit or remain in a disorderly house;
 6. M.S. §§ 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716, as they may be amended from time to time;
 7. M.S. §§ 609.71, 609.713, and 609.715, as they may be amended from time to time, regarding riots, terroristic threats and presence at unlawful assembly;
 8. M.S. § 609.72, as it may be amended from time to time, which prohibits disorderly conduct;
 9. SLPC 9.20.020 Paragraphs A through F, SLPC 13.04.010 Paragraphs A and B, SLPC 13.04.020 Paragraphs A through F, SLPC 13.04.030 Paragraph A, SLPC 13.04.020 Paragraph G and SLPC 13.08 regulating nuisances, disorderly conduct, prostitution, weapons violations and similar conduct; or
 10. M.S. §§ 609.221, 609.222, 609.223, 609.2231, and 609.224, as they may be amended from time to time, regarding assaults in the first, second, third, fourth and fifth degree.
- B. *Enforcement and administration.*
1. The Chief of Police or his/her designee shall be responsible for enforcement and administration of this section.
 2. Upon determination by the Chief of Police that a licensed premises or dwelling unit was involved in a violation of Paragraph A, the Chief of Police

shall notify the licensee by first class mail of the violation and direct the licensee to take steps to prevent further violations. A copy of the notice shall be sent by first class mail to the occupant in violation of Paragraph A.

3. Upon a second violation within 12 months of Paragraph A involving the same occupant, or a guest of the same occupant of a dwelling unit, the notice provided under Paragraph B,2 shall require the licensee to submit a written report of the action taken to prevent further violations on the premises. This written report shall be submitted to the Chief of Police within ten business days of request of the report and shall detail all actions taken by the licensee in response to all notices regarding violations to Paragraph A within the preceding 12 months. If the licensee fails to comply with the requirements of this paragraph, the rental dwelling license for the individual rental unit, may be denied, revoked, suspended, or not renewed. An action to deny, revoke, suspend, or not renew a license under this section shall be initiated by the City Council at the request of the Chief of Police in a manner described in this chapter providing that licensees shall have notice requirements and opportunity for hearing as provided under the Administrative Procedures Act.
4. If a third or subsequent violation of Paragraph A involving the same occupant, or a guest of the same occupant, of a dwelling unit occurs within 12 months after any two previous instances for which notices (pursuant to this section) were sent to the licensee regarding the same dwelling unit, the rental dwelling license for the individual rental unit, may be denied, revoked, suspended, or not renewed. An action to deny, revoke, suspend, or not renew a license under this section shall be initiated by the City Council at the request of the Chief of Police in a manner described in this chapter providing that licensees shall have notice ~~requirements~~ and an opportunity for hearing as provided under the Administrative Procedures Act.
5. All notices sent by the city to the licensee shall be by first class mail to the address given by the licensee to the city in the license application process or any update thereto provided by the licensee. The city shall retain affidavits of service by first class mail in its file for each violation notice.
6. No adverse license action shall be imposed if the violation to Paragraph A occurred during the pendency of eviction proceedings (unlawful detainer) or within 30 days of notice given by the licensee to an occupant to vacate the premises, where the violation was related to conduct by that occupant, other occupants, or the occupant's guests. Eviction proceedings shall not be a bar to adverse license action, however, unless they are diligently pursued by the licensee. Further, an action to deny, revoke, suspend, or not renew a license based upon violations of this section may be postponed or discontinued at any time if it appears that the licensee has taken appropriate measures which will prevent further violations to Paragraph A.
7. A determination that the licensed premises or dwelling unit has been used in violation of Paragraph A shall be made upon substantial evidence to support such a determination. It shall not be necessary that criminal charges be brought to support a determination of violation to Paragraph A, nor shall the fact of

dismissal or acquittal of criminal charges operate as a bar to adverse license action under this section. Further, imposition of other enforcement actions, penalties, administrative offense tickets, criminal charges, or other actions on a license shall not operate as a bar to any other action on a license pursuant to this chapter.

SECTION 6: ADOPTION “12.16.190 Background Checks” of the Spring Lake Park Municipal Code is hereby *added* as follows:

ADOPTION

12.16.190 Background Checks(*Added*)

- A. *Criminal Background Check Required.* The City is interested in rental property owners being well informed about a prospective renter's past criminal and rental history, regardless of whether or not the owner decides to enter into a lease with the prospective tenant. Therefore, the licensee shall conduct criminal background checks on all prospective tenants. The criminal background check must include the following:
1. A statewide (Minnesota) criminal history check of all prospective tenants covering at least the last seven years. The checks must be done by utilizing the most recent update of the Minnesota Bureau of Criminal Apprehension's criminal history files;
 2. A statewide criminal history check from the prospective tenant's previous state of residence shall be conducted if the tenant is moving directly from the previous state;
 3. A criminal history check of any prospective tenant in their previous states of residence shall be conducted covering the last seven years if they have not resided in Minnesota for three years or longer;
 4. A statewide (Minnesota) court history check of all prospective tenants covering at least the last seven years. This check, which includes Unlawful Detainer actions, can be done utilizing the most recent update of the Minnesota Judicial Branch Trial Court Public Access database.
- B. Any company that the licensee contracts with to conduct criminal history checks must meet the same standards as established above.
- C. Documentation of the criminal background checks must be kept on file by the property owner for the length of the tenant's lease. The lessor must display documentation of the background check upon request by the Police Department.
- D. If the licensee fails to comply with the requirements of this section, the rental dwelling license for the premises may be denied, revoked, suspended or not renewed. An action to deny, revoke, suspend or not renew a license under this section shall be initiated by the City Council at the request of the Police Department in the manner described in [SLPC 12.16.140](#).

SECTION 7: **AMENDMENT** “12.36.010 Adoption Of International Property Maintenance Code” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

12.36.010 Adoption Of International Property Maintenance Code

The *International Property Maintenance Code*, ~~2006~~2018 edition, as published by the International Code Council, is hereby adopted by reference as the Property Maintenance Code of the City of Spring Lake Park, in the State of Minnesota for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical features and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Spring Lake Park are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter, with the additions, insertions, deletions and changes, if any, prescribed in SLPC 12.36.020. A copy of the ~~2006~~2018 *International Property Maintenance Code* is on file at the Office of Administration at Spring Lake Park City Hall.

SECTION 8: **REPEALER CLAUSE** Ordinance 468, Enacting a Moratorium on the Conversion of Residential Property to Rental Property in the City of Spring Lake Park, and Ordinance 469, Extending a Moratorium on the Conversion of Residential Property to Rental Property in the City of Spring Lake Park, are hereby repealed.


SECTION 9: **EFFECTIVE DATE** This Ordinance shall be in full force and effect upon its passage and publication.

PASSED AND ADOPTED BY THE SPRING LAKE PARK COUNCIL ON THIS 3RD DAY OF MAY, 2021.


	AYE	NAY	ABSENT	ABSTAIN
Councilmember Wendling	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Councilmember Delfs	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Councilmember Goodboe-Bisschoff	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Councilmember Dircks	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Mayor Nelson	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Presiding Officer

Attest



Robert Nelson, Mayor, Spring Lake Park



Daniel R. Buchholtz, Administrator,
Clerk/Treasurer Spring Lake Park

12.16 HOUSING MAINTENANCE AND OCCUPANCY

[12.16.010 Definitions - Housing Maintenance And Occupancy](#)

[12.16.020 Required Inspections](#)

[12.16.030 Rental Units; Operating License Required](#)

[12.16.040 Fees](#)

[12.16.050 License Application](#)

[12.16.060 Resident Agent Required](#)

[12.16.070 Conformance To Laws](#)

[12.16.080 Inspection Condition](#)

[12.16.090 License Not Transferable](#)

[12.16.100 Enforcement And Inspection Authority](#)

[12.16.110 Inspection Access](#)

[12.16.120 Compliance Order](#)

[12.16.130 \(Reserved\)](#)

[12.16.140 License Suspension Or Revocation](#)

[12.16.150 Restrictions On Ownership Transfer](#)

[12.16.160 Compliance Orders; Remedies](#)

[12.16.170 Violations](#)

[12.16.180 Responsibility Of A Licensee Relating To The Conduct Of Occupants Or Guests](#)

[12.16.190 Background Checks](#)

12.16.010 Definitions - Housing Maintenance And Occupancy

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CONVERSION. Property conversion shall include all existing residential property that has not previously been registered as rental property in Spring Lake Park.

RENTAL PROPERTIES. All residential properties where the owner of record does not reside at the property and is used as a primary residence by a person or persons, related or not, to the owner of record, or when a room or rooms are rented out for a fee.

RESIDENTIAL. All properties located within an R-1, R-2, and R-3 zones.

HISTORY

Amended by Ord. [473](#) on 5/3/2021

12.16.020 Required Inspections

No person shall operate a rental dwelling without first obtaining a certificate of rental inspection from the city as hereinafter provided. The certificate of rental inspection shall be issued for a period of two years. Each certificate of rental inspection shall expire on the anniversary of the certificate of rental inspection issuance. Once issued, a certificate of rental inspection is non-transferable.

12.16.030 Rental Units; Operating License Required

No person shall operate a rental dwelling without first obtaining a license to do so from the city as hereinafter provided and outlined in the Housing Maintenance Inspection Policy, as amended from time to time. The license shall be issued for a period of one year. Each operating license shall expire on December 31 of each year. License renewals must be filed by November 1 of each year. A delinquent penalty of 5% of the license fee for each day of operation without a valid license shall be charged to owners of rental dwellings.

HISTORY

Amended by Ord. [473](#) on 5/3/2021

12.16.040 Fees

A conversion fee shall be paid for a single-family home that is converted to a rental property. The conversion fee shall be established by ordinance of the City Council. The conversion fee shall be in addition to the first year rental registration fee. Any fees and/or fines associated with rental conversion or registration, and remain unpaid after 90 days, may be specially assessed to the property in the manner prescribed by law. Any existing residential property that has converted to rental and has failed to register with the City of Spring Lake Park is subject to an additional fee which is set forth by Council ordinance.

12.16.050 License Application

1. License application or renewal shall be made by the owner of rental units or his or her legally constituted agent. Application forms may be acquired from and subsequently filed with the City Administrator, Clerk/Treasurer.
2. The applicant shall supply:
 1. The name, address, and telephone number of the dwelling owner, owning partners if a partnership, or corporate officers if a corporation;
 2. The name, address, and telephone number of the designated resident agent, if any;
 3. The name, address, and telephone number of the vendee, if the dwelling is being sold through a contract for deed;
 4. The legal address of the dwelling;
 5. The number of dwelling units within the dwelling;
 6. Owner, agent or manager to whom notices of violation should be directed pursuant to this ordinance (the "Licensee's Designee" herein); and
 7. A list of all rental units owned by applicant, including address.
3. Failure to complete, in full, the required license application shall be grounds for denial of the license.
4. Licensee is deemed to have been notified of any violations the notice of which is provided to the Licensee's Designee.

HISTORY

Amended by Ord. [473](#) on 5/3/2021

12.16.060 Resident Agent Required

No operating license shall be issued or renewed for a non-resident owner of rental dwelling units unless the owner designates in writing to the City Administrator, Clerk/Treasurer the name of his or her resident agent, or non-resident agent located within the Twin City area, who is responsible for maintenance and upkeep and who is legally constituted and empowered to receive service of notice of violation of the provisions of city ordinances, to receive orders, and to accept all service of process pursuant to law. The Administrator, Clerk/Treasurer shall be notified in writing of any change of resident or non-resident agent.

12.16.070 Conformance To Laws

No operating license shall be issued or renewed unless the rental dwelling and its premises conform to the ordinances of the city and the laws of the state.

12.16.080 Inspection Condition

No operating license shall be issued or renewed unless the owner of rental units agrees in his or her application to permit inspections, at all reasonable times, pursuant to this chapter.

12.16.090 License Not Transferable

No operating license shall be transferable to another person or to another rental dwelling. Every person holding an operating license shall give notice in writing to the Administrator, Clerk/Treasurer within ten days after having legally transferred or otherwise disposed of the legal control of any licensed rental dwelling. This notice shall include the name and address of the person succeeding to the ownership or control of the rental dwelling or dwellings.

12.16.100 Enforcement And Inspection Authority

The Administrator, Clerk/Treasurer and his or her designated agents shall be the compliance official who shall administer and enforce the provisions of this chapter and who is hereby authorized to cause inspections on a scheduled basis for rental units, or otherwise when reason exists to believe that a violation of this chapter has been or is being committed. Inspections shall be conducted during reasonable daylight hours and the compliance official shall present evidence of official capacity to the occupant in charge of the respective dwelling units.

12.16.110 Inspection Access

Any owner, occupant, or other person in charge of a dwelling or dwelling unit may refuse to permit free access and entry to the structure or premises under his or her control for inspection pursuant to this chapter, whereupon, the compliance official may seek a court order authorizing the inspection.

12.16.120 Compliance Order

1. When the compliance official determines that any dwelling, dwelling unit, or rooming unit, or the premises surrounding any of these, fails to meet the provisions of this chapter, he or she shall issue a compliance order setting forth the violations of the code provisions and ordering the owner, occupant, operator, or agent to correct the violations.
2. This compliance order shall:
 1. Be in writing;
 2. Describe the location and nature of the violation of this chapter;
 3. Establish a reasonable time for the correction of the violation, and notify of appeal recourse; and
 4. Be served upon the owner, or his or her agent, or the occupant, as the case may require.

12.16.130 (Reserved)

12.16.140 License Suspension Or Revocation

1. A license issued or renewed under this section may be revoked or suspended upon a finding of noncompliance with the provisions of this chapter. Reinstatement of a suspended or revoked license shall be accompanied by a fee in the amount set under [SLPC 3.16.030](#). Issuance of a new license after suspension or revocation shall be made in the manner provided for obtaining an initial license.
2. The City Council may, for cause, revoke or suspend a license, or take other action restricting the privileges of a license subject to the following requirements:
 1. The City, through its Building Official, or designee, provides the licensee with a written statement of reasons or causes for the proposed City Council action together with a notice for public hearing.
 2. The City Council shall conduct a public hearing on the proposed action and provide findings of fact and citations to any ordinances or regulations that have been violated, together with a statement of action taken and the conditions of any resulting revocation, suspension or other action restricting the privileges of the licensee.
 3. The Building Official, or designee, shall forward the findings and statement of action taken to the licensee by or to any other address provided by the licensee mailing the same to the mailing address indicated on the license application.

3. A violation of any provision of this chapter or of state law, prescribing standards of conduct or regulations governing a license, the particular type of business or commercial activity or trade or occupation that is licensed or the premises where the licensed activity is conducted shall be a prima facie showing of cause for revocation, suspension, or other action restricting the privileges of a licensee as the City Council may determine.
4. Nondisclosure, misrepresentation or misstatement of a material fact in any application for a license under this chapter shall be a prima facie showing of cause for revocation, suspension or other such action restricting the privileges of a licensee as the City Council may determine.
5. Any person or owner who has an interest in two or more licenses revoked pursuant to this code shall be ineligible to hold or have an interest in an occupancy for a period of five years.

HISTORY

Amended by Ord. [473](#) on 5/3/2021

12.16.150 Restrictions On Ownership Transfer

It shall be unlawful for the owner of any dwelling, dwelling unit, or rooming unit upon whom a pending compliance order has been served to sell, transfer, mortgage, or otherwise dispose thereof to another person until the provisions of the tag or compliance order have been complied with, unless the owner shall furnish to the grantee, lessee, or mortgage a true copy of any notice of violation or compliance order and shall obtain and possess a receipt of acknowledgment. Anyone securing an interest in the dwelling, dwelling unit, or rooming unit who has received a notice of the existence of a violation tag or compliance order shall be bound by same without further service of notice upon him or her and shall be liable to all penalties and procedures provided by this chapter.

12.16.160 Compliance Orders; Remedies

Upon failure to comply with the compliance order within the time set therein and no appeal having been taken, or upon failure to comply with a modified compliance order within the time set therein, the criminal penalty established hereunder notwithstanding, the City Council may by resolution cause the cited deficiency to be remedied as set forth in the compliance order. The cost of the remedy shall be a lien against the subject real estate and may be levied and collected as a special assessment in the manner provided by M.S. Ch. 429, as it may be amended from time to time, that the assessment shall be payable in a single installment.

12.16.170 Violations

Any person who fails to comply with a compliance order after right of appeal has expired, and any person who fails to comply with a modified compliance order within the time set therein, upon conviction therefor shall be punished as for a misdemeanor. Each day of failure to comply shall constitute a separate punishable offense.

12.16.180 Responsibility Of A Licensee Relating To The Conduct Of Occupants Or Guests

1. *Conduct on licensed premises.* It shall be the responsibility of the licensee to take appropriate action following conduct by occupant(s) or guest(s) of the occupants which is in violation of any of the following statutes or ordinances:
 1. M.S. §§ 609.75 through 609.76, as they may be amended from time to time, which prohibit gambling;
 2. M.S. §§ 609.321 through 609.324, as they may be amended from time to time, which prohibit prostitution and acts relating thereto;
 3. M.S. §§ 152.01 through 152.025 and 152.027, subds. 1 and 2, as they may be amended from time to time, which prohibit the unlawful sale or possession of controlled substances;
 4. M.S. § 340A.401, as it may be amended from time to time, which regulates the unlawful sale of alcoholic beverages;
 5. M.S. § 609.33, as it may be amended from time to time, which prohibits owning, leasing, operating, managing, maintaining, or conducting a disorderly house, or inviting or attempting to invite others to visit or remain in a disorderly house;
 6. M.S. §§ 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716, as they may be amended from time to time;
 7. M.S. §§ 609.71, 609.713, and 609.715, as they may be amended from time to time, regarding riots, terroristic threats and presence at unlawful assembly;
 8. M.S. § 609.72, as it may be amended from time to time, which prohibits disorderly conduct;
 9. SLPC 9.20.020 Paragraphs A through F, SLPC 13.04.010 Paragraphs A and B, SLPC 13.04.020 Paragraphs A through F, SLPC 13.04.030 Paragraph A, SLPC 13.04.020 Paragraph G and SLPC 13.08 regulating nuisances, disorderly conduct, prostitution, weapons violations and similar conduct; or
 10. M.S. §§ 609.221, 609.222, 609.223, 609.2231, and 609.224, as they may be amended from time to time, regarding assaults in the first, second, third, fourth and fifth degree.
2. *Enforcement and administration.*
 1. The Chief of Police or his/her designee shall be responsible for enforcement and administration of this section.
 2. Upon determination by the Chief of Police that a licensed premises or dwelling unit was involved in a violation of Paragraph A, the Chief of Police shall notify the licensee by first class mail of the violation and direct the licensee to take steps to prevent further violations. A copy of the notice shall be sent by first class mail to the occupant in violation of Paragraph A.

3. Upon a second violation within 12 months of Paragraph A involving the same occupant, or a guest of the same occupant of a dwelling unit, the notice provided under Paragraph B,2 shall require the licensee to submit a written report of the action taken to prevent further violations on the premises. This written report shall be submitted to the Chief of Police within ten business days of request of the report and shall detail all actions taken by the licensee in response to all notices regarding violations to Paragraph A within the preceding 12 months. If the licensee fails to comply with the requirements of this paragraph, the rental dwelling license for the individual rental unit, may be denied, revoked, suspended, or not renewed. An action to deny, revoke, suspend, or not renew a license under this section shall be initiated by the City Council at the request of the Chief of Police in a manner described in this chapter providing that licensees shall have notice requirements and opportunity for hearing as provided under the Administrative Procedures Act.
4. If a third or subsequent violation of Paragraph A involving the same occupant, or a guest of the same occupant, of a dwelling unit occurs within 12 months after any two previous instances for which notices (pursuant to this section) were sent to the licensee regarding the same dwelling unit, the rental dwelling license for the individual rental unit, may be denied, revoked, suspended, or not renewed. An action to deny, revoke, suspend, or not renew a license under this section shall be initiated by the City Council at the request of the Chief of Police in a manner described in this chapter providing that licensees shall have notice and an opportunity for hearing as provided under the Administrative Procedures Act.
5. All notices sent by the city to the licensee shall be by first class mail to the address given by the licensee to the city in the license application process. or any update thereto provided by the licensee The city shall retain affidavits of service by first class mail in its file for each violation notice.
6. No adverse license action shall be imposed if the violation to Paragraph A occurred during the pendency of eviction proceedings (unlawful detainer) or within 30 days of notice given by the licensee to an occupant to vacate the premises, where the violation was related to conduct by that occupant, other occupants, or the occupant's guests. Eviction proceedings shall not be a bar to adverse license action, however, unless they are diligently pursued by the licensee. Further, an action to deny, revoke, suspend, or not renew a license based upon violations of this section may be postponed or discontinued at any time if it appears that the licensee has taken appropriate measures which will prevent further violations to Paragraph A.

7. A determination that the licensed premises or dwelling unit has been used in violation of Paragraph A shall be made upon substantial evidence to support such a determination. It shall not be necessary that criminal charges be brought to support a determination of violation to Paragraph A, nor shall the fact of dismissal or acquittal of criminal charges operate as a bar to adverse license action under this section. Further, imposition of other enforcement actions, penalties, administrative offense tickets, criminal charges, or other actions on a license shall not operate as a bar to any other action on a license pursuant to this chapter.

HISTORY

Amended by Ord. [473](#) on 5/3/2021

12.16.190 Background Checks

1. *Criminal Background Check Required.* The City is interested in rental property owners being well informed about a prospective renter's past criminal and rental history, regardless of whether or not the owner decides to enter into a lease with the prospective tenant. Therefore, the licensee shall conduct criminal background checks on all prospective tenants. The criminal background check must include the following:
 1. A statewide (Minnesota) criminal history check of all prospective tenants covering at least the last seven years. The checks must be done by utilizing the most recent update of the Minnesota Bureau of Criminal Apprehension's criminal history files;
 2. A statewide criminal history check from the prospective tenant's previous state of residence shall be conducted if the tenant is moving directly from the previous state;
 3. A criminal history check of any prospective tenant in their previous states of residence shall be conducted covering the last seven years if they have not resided in Minnesota for three years or longer;
 4. A statewide (Minnesota) court history check of all prospective tenants covering at least the last seven years. This check, which includes Unlawful Detainer actions, can be done utilizing the most recent update of the Minnesota Judicial Branch Trial Court Public Access database.
2. Any company that the licensee contracts with to conduct criminal history checks must meet the same standards as established above.
3. Documentation of the criminal background checks must be kept on file by the property owner for the length of the tenant's lease. The lessor must display documentation of the background check upon request by the Police Department.
4. If the licensee fails to comply with the requirements of this section, the rental dwelling license for the premises may be denied, revoked, suspended or not renewed. An action to deny, revoke, suspend or not renew a license under this section shall be initiated by the City Council at the request of the Police Department in the manner described in [SLPC 12.16.140](#).

HISTORY

Adopted by Ord. [473](#) on 5/3/2021

CITY OF SPRING LAKE PARK CODE ENFORCEMENT



HOUSING MAINTENANCE INSPECTION POLICY

EFFECTIVE - **May 10, 2021**

PURPOSE:

This policy is intended to guide the administration of all housing maintenance, licensing and inspections.

POLICY:

It shall be the policy of the City of Spring Lake Park to conduct housing maintenance licensing and inspections according to the procedures outlined in this document, City Ordinances, State Fire Code and the State Building Code.

SCOPE:

The provisions of this policy shall apply to all currently existing and later established residential structures and all currently existing and later established premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.

PROCEDURE:

Inspection Hours. Subject only to exceptional circumstances, as determined by the Code Enforcement Division, hours for conducting both scheduled and non-scheduled inspections shall be Monday through Friday, 9:00 am – 3:30 pm. (Exterior inspections will not be scheduled)

The owner or the owner’s representative is required to attend all inspections. The tenant is not considered to be the owner’s representative.

LICENSING:

Licensing procedure is as follows:

Residential Rental Property. The license shall be issued for a period of one year, with every operating license expiring on December 31 of each year. License renewals must be filed by December 31 of each year.

License applications will be sent out to the owner 45 days prior to the licensing date. Licensing requires that a signed, updated application be returned along with required fees prior to the re-licensing date.

All applications shall be filled out completely and signed to be considered compliant with the licensing requirement. Any incomplete application will be sent back.

A reminder letter will be sent out 15 days prior to the re-licensing date reminding the owner to return the owner’s application and fees.

On the first of the year, the re-licensing date, all properties that have not submitted their application and fees will be placed on the 1st City Council meeting agenda in January for revocation of license, or at a regularly scheduled meeting as soon as possible thereafter.

HOUSING MAINTENANCE CODE LICENSING PROCEDURE

	RESIDENTIAL WITH INTERIOR INSPECTION	RESIDENTIAL WITHOUT INTERIOR INSPECTION
Registration	45 days prior to license date, a license application will be mailed out.	45 days prior to license date, a license application will be mailed out.
Registration	After 30 days, if a license application and fees are not received, a reminder letter is sent.	After 30 days, if license application and fees are not received, a reminder letter is sent.
Registration	After 45 days, if the license application and fees are not received the property is scheduled for a revocation hearing at the first City Council meeting in January.	After 45 days, if the license application and fees are not received the property is scheduled for a revocation hearing at the first City Council meeting in January.
Inspection	November 1, a final letter will be mailed out. The initial inspection and all corrections shall be completed by December 31. If all inspections and corrections are not complete the property is scheduled for a revocation hearing.	November 1, a final letter will be mailed out. The initial inspection and all corrections shall be completed by December 31. If all inspections and corrections are not complete the property is scheduled for a revocation hearing.

LICENSE FEES:

All licensed properties will be assessed a license fee. The fee will cover the length of time of the license only. As with the license, the license fee is not transferable.

Proposed licensing fees are as follows:

*See attached fee schedule for current fees. Fees are set by ordinance.

INSPECTIONS:

All licensed properties are required to have periodic inspections as per this chart:

Occupancy Type	Interior Required	Exterior Required
Single Family	Every other year	Annually
Duplex/Triplex	Every other year	Annually
Multi Family (4+ Units)	(Units) Every other year (Common areas) Annually	Annually

*The Code Enforcement Division has the right to make systematic inspections of properties as individuals, blocks, or areas of the City.

Rental properties that require inspections of the individual tenant units are required to schedule an inspection with the Code Enforcement Division. Tenants shall be notified, by the owner, of the inspection at least **24** hours prior to the scheduled inspection. The Code Enforcement Division will not inspect individual units that have not met the minimum 24 hours notice. It is the right of the tenant to refuse to let the Code Enforcement Division conduct an inspection of their individual tenant space. The Code Enforcement Division may acquire an Administrative Search Warrant to conduct the inspection. The Code Enforcement Division reserves the right to inspect a randomly picked sampling of units based on the size of the building and past inspection history.

The owner or owner’s representative is required to attend all inspections. The tenant is not considered to be the owner’s representative.

All licensed residential properties with three or more units are required to have an inspection of the exterior and common areas every year.

Violation Correction:

When violations are found by inspectors, the owner of rental properties shall be given a reasonable amount of time to correct the violations. The following is the schedule to be used by the Code Enforcement Division:

TYPE OF VIOLATION	TIME TO FIRST REINSPECTION	DISPOSITION
Priority Violations (Significant life safety violations). Trash, Outside Storage, Vegetation, etc.	10 days*	Citation, Abatement or License Revocation**
All Other Violations	30 days*	Citation, Abatement or License Revocation**
*These time frames are used unless a different time is specified in the ordinance or referenced ordinance. **License revocation does not apply to non-licensed properties, i.e. owner-occupied single-family homes.		

If violations are not corrected, the property may be put on the agenda of a City Council meeting for a possible license revocation hearing or an abatement hearing.

COMPLAINT INSPECTION.

The Code Enforcement Division shall respond to all complaints. Complaints will be accepted either verbally or in writing. A written record of the complaint will be made.

Complaints will be included as a scheduled inspection unless it is determined that it is a Priority Inspection. Priority Inspections will be responded to as soon as feasible.

Complaints of individual residential rental units will follow the above policy with some

differences. Complaints must originate from a tenant of the unit. Except for Priority Violations, complaint inspections will not be made for tenants who are under an unlawful detainer, part of an eviction process, or who have already moved out of a property.

If a complaint is in regards to the exterior of a property the inspectors may, based on the type of violations and the condition of neighboring properties, inspect those neighboring properties that have similar violations or are of similar condition.

EXTENSION PROCEDURE:

Extensions to the violation correction schedule above may be granted by the inspection staff, office staff or the Housing Maintenance Inspector subject to the following guidelines.

Extensions will only be granted if requested during the initial 30-day time to the first re-inspection. Extensions will not be granted for 10-day violations.

Requests for extensions received for non-priority violations can be granted routinely by inspection staff or office staff for up to a maximum of 14 days. Any length of time longer than this requires the approval of the Property Maintenance Enforcement Officer.

Seasonal extensions for exterior work, which cannot be completed due to cold weather, may be granted to no later than June 1 of the following year. Examples include: exterior painting, siding replacement, roofing, concrete, or asphalt work, retaining walls, landscaping or other work that cannot be completed with soil that is frozen.

Special extensions may be granted for large projects that require more time or are a financial hardship. Requests for these extensions are to be in writing with an explanation as to the hardship. The request must include a completion date. Only one special extension will be granted for a violation.

Extensions involving heating violations require the approval of the Housing Maintenance Inspector. Generally, the property owner will be granted reasonable extensions provided that significant efforts are being made by the property owner to comply and circumstances beyond the control of the property owner exist.

A re-inspection of extension items will be made to verify compliance. If the violation is not completed the property may be given a citation and/or the property will be put on the agenda of a City Council meeting for a license suspension or revocation hearing or an abatement hearing.

SPECIAL SITUATIONS:

There may be times that deadlines cannot be made due to special situations beyond the control of the City and its staff. An example may be a missed inspection due to an

emergency call. The inspection office has the right to deviate from this policy as long as the intent of the policy is met.

REVOCACTION PROCESS:

When the property has not met the above requirements, licensed properties may have their license suspended or revoked. The license can only be suspended or revoked by the City Council as part of a revocation hearing. Property owners and tenants are to be notified of the suspension or revocation hearing by either certified mail or first class mail. The owner's notification will also include the **Statement of Cause**.

The revocation hearing will be set by the City's Executive Assistant. Staff will schedule the hearing to give the owner and tenants at least 14 days notice.

A final pre-revocation inspection will be performed, if needed, prior to the hearing. If violations are corrected and all other requirements are met, the hearing will be cancelled.

At the suspension or revocation hearing, the owner and all tenants will be given an opportunity to be heard by the City Council.

The City Council has the right to revoke or suspend the license, grant an extension, table the motion, or refuse revocation.

If the license is suspended or revoked, the owner and tenants will be notified by regular and certified mail of the suspension or revocation. The property will also be posted. The posting gives 60 days to vacate.

Sixty days after the original posting of the property, an **Unlawful to Occupy** posting will be put on the building. The Code Enforcement Division may write the owner and/or occupants an Administrative Offense Citation or begin the process with Anoka County Courts to have the occupants removed.

To re-license a revoked property, all requirements of this policy and the Housing Maintenance Code ordinance shall be met. This includes payment of all outstanding fees.

ABATEMENT PROCEDURE:

City Ordinance 9.20.020 F 1-5 allows for the abatement of Housing Maintenance violations that the City Council deems a nuisance affecting public safety. The Code Enforcement Division will follow the procedures outlined in the ordinance.

The violation letter sent to property owners/tenants will advise that abatement may be one of the options used if the violations are not completed by the re-inspection date.

If the violations are not completed by the re-inspection date, and the Code Enforcement Division decides to use this option, the property owner/tenant will be scheduled for an abatement hearing at a future City Council Meeting.

ADMINISTRATIVE OFFENSE CITATION:

The Code Enforcement Division is allowed, by City Ordinance, to write Administrative Citations. The Code Enforcement Division will follow the procedures outlined in the ordinance.

The violation letter sent to property owners/tenants will advise that an Administrative Citation may be one of the options used if the violations are not completed by the re-inspection date.

If the violations are not completed by the re-inspection date, and the Code Enforcement Division decides to use this option, the property owner/tenant will be given an Administrative Offense Citation.

Collection and payment of the Administrative Citation will have a date noted on the Citation. Failure to correct violations could result in a double fine. Failure to pay the Administrative Citation will result in the amount due, certified to the property taxes.

REMEDIES NOT EXCLUSIVE:

All enforcement actions contemplated in this policy shall be cumulative. The implementation or imposition of any of the remedies, corrective actions, or license actions set forth in this policy shall not be exclusive and will not prohibit the implementation or imposition of any other remedies, corrective actions, or license actions deemed necessary by the Code Enforcement Division or the City Council.

Fire Inspector - Code Enforcement

Dept/Div: Code Enforcement/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs work performing fire and rental inspections, enforcing zoning ordinance and various environmental codes, inspecting properties, maintaining records, preparing reports, and related work as apparent or assigned.

Work is performed under the supervision of the Building Official.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Conducts commercial fire inspections as directed.
- Responds to fire alarms and follow-up with corrective actions.
- Inspects rental housing to identify and correct violations of property maintenance, housing, nuisance, licensing, and other city ordinances.
- Monitors, inspects, and enforces residential and commercial properties for compliance with state and city codes and ordinances.
- Investigates reports of code and nuisance violations, issues citations, resolves disputes and conducts follow-up to ensure corrections.
- Participates in legal proceedings, including producing documents/evidence for prosecution of code violations.
- Stays abreast of updated inspection practices and code changes; makes recommendations on department procedures and code modifications.
- Educates contractors, homeowners, business owners, and community members on fire and property maintenance codes and related ordinances, policies, and procedures.
- Maintains a variety of inspection and enforcement logs and records.
- Informs the Building Official of any inspection related activities that require immediate attention or action.

Knowledge, Skills, and Abilities

General knowledge of practices, principles, and techniques of effective code enforcement principals; general knowledge of Minnesota fire codes; general knowledge of the zoning ordinances and various municipal codes including building and maintenance property codes; general knowledge of legal procedures related to the enforcement of ordinances and codes.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in public speaking and delivering presentations to a wide audience of individual and groups.

Ability to read and interpret permits, site plans and designs and to ensure compliance with appropriate ordinances and codes; ability to communicate effectively both orally and in writing; ability to enforce ordinances and regulations with firmness, tact, and impartiality; ability to establish and maintain effective working relationships with associates, contractors, property owners, and the general public.

Fire Inspector - Code Enforcement

Education and Experience

High School diploma or GED and minimal experience in fire and municipal code inspection work, or equivalent combination of education and experience.

Special Qualifications

Fire Inspector I certification upon hire.
Valid driver's license in the State of Minnesota

Physical Requirements

Physical Requirements and Activity

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force.

Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires tasting or smelling.

Sensory Requirements

Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Sensory Utilization

Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions

Work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Work is generally in a moderately noisy location (e.g., business office, light traffic).

Special Requirements

Minnesota Fire Inspector I certification upon hire.
Valid driver's license in the State of Minnesota.

Last Revised: 5/5/2021