



CITY COUNCIL REGULAR AGENDA
MONDAY, OCTOBER 19, 2026
CITY HALL at 7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - City Council Work Session - October 5, 2026
 - [B.](#) Approval of Minutes - City Council Meeting - October 5, 2026
 - [C.](#) Approval of September Claims List - General Disbursement #26-17 - \$699,816.85
 - [D.](#) Revenue and Expenditure Report - September 2026
 - [E.](#) Statement of Fund Balance - September 2026
 - [F.](#) City Administrator Performance Evaluation – Public Summary
 - [G.](#) Accept Letter of Resignation from Police Officer Jacob Stauffeneker
 - [H.](#) Contractor's Licenses
 - [I.](#) Business Licenses
- 7. DEPARTMENT REPORTS**
 - [A.](#) Police Department
 - [B.](#) Parks and Recreation Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Resolution 2026-48, Approving State of Minnesota Joint Powers Agreements with the City of Spring Lake Park on Behalf of its Police Department
 - [B.](#) Resolution 2026-49, Ordering Preparation of Report on Improvement of 2027 Street Improvement Project
- 9. NEW BUSINESS**
 - [A.](#) Approval to Upgrade Agenda Management System
 - [B.](#) Approval to Upgrade the Municipal Website
 - [C.](#) Approval of KLM Proposal for Antenna Management during Reconditioning of Able Street & Arthur Street Tower
 - [D.](#) Approval of First Amendment to the SLP Recycling Service Agreement with Walters Recycling and Refuse

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

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

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

10. REPORTS

- A. Attorney Report
- [B.](#) Engineer Report
- C. Administrator Report

11. OTHER

- A. Closed Session - Discussion of Non-Public Medical Records Pursuant to Minn. Stat. §13D.05, subd. 2(a)(4).

12. ADJOURN

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

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

PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

OFFICIAL PROCEEDINGS

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

1. CALL TO ORDER

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

MEMBERS PRESENT:

Councilmember Ken Wendling
Councilmember Barbara Goodboe-Bisschoff (arrived at 5:35pm)
Councilmember Lisa Dircks
Councilmember April Moran
Mayor Robert Nelson

MEMBERS ABSENT:

STAFF PRESENT:

Public Works Director George Linngren, Police Chief Josh Antoine, Administrator,
Clerk/Treasurer Daniel Buchholtz

OTHERS PRESENT:

Kristi Cobbs	8085 Jefferson Street NE	Spring Lake Park
Perry Korzenowski	8420 Laddie Road NE	Spring Lake Park
Halyn Roth	7914 Able Street NE	Spring Lake Park
C Meyer	459 81 st Avenue NE	Spring Lake Park
Kenneth Kirchner	7955 Van Buren Street NE	Spring Lake Park
Tim Marrs	658 79 th Avenue NE	Spring Lake Park

2. DISCUSSION ITEMS

A. Discussion from the Floor Rule Update Discussion (Goodboe-Bisschoff)

Councilmember Goodboe-Bisschoff requested that the City Council consider revisions to the rules governing the Discussion from the Floor portion of regular City Council meetings. She expressed support for establishing time limits for individual speakers and the overall agenda item, as well as eliminating back-and-forth debate between speakers and the Council. She referenced the recently adopted rules of procedure of the North Metro Telecommunications Commission as a potential model for the City to consider.

The City Council discussed the importance of providing residents an opportunity to address the Council while maintaining orderly and efficient meetings. Councilmembers

generally agreed that the existing three-minute speaking limit had not always been consistently enforced and that clearer procedures would be beneficial.

City Administrator Buchholtz recommended that the Council refrain from engaging in discussion or debate with speakers during Discussion from the Floor. Instead, staff would follow up with individuals regarding their concerns and provide updates to the Council, as appropriate. He also suggested consistently enforcing speaking limits while allowing the Council discretion to grant additional time when warranted.

Following discussion, the Council reached a consensus to establish a two-minute limit per speaker and a maximum of 20 minutes for the Discussion from the Floor agenda item. The Council also supported eliminating back-and-forth discussion between speakers and Councilmembers, with staff responsible for following up on concerns raised.

The Council also discussed whether participation should be limited to City residents or include nonresident property owners and business owners. Councilmembers expressed differing opinions regarding eligibility, including concerns about individuals without a direct connection to the City using the public comment period. No final consensus was reached on this issue.

Consensus of the City Council was to request Administrator Buchholtz prepare revised rules of procedure reflecting the Council's direction for consideration at a future City Council meeting.

B. Backyard Chicken Policy Discussion (Moran)

Councilmember Moran initiated a discussion regarding potentially allowing backyard chickens within the City. She noted that several neighboring communities, including Blaine, Coon Rapids, Fridley, and Columbia Heights, permit backyard chickens subject to certain regulations.

The Council discussed potential ordinance requirements, including limiting the number of chickens to four hens, prohibiting roosters, establishing setbacks for chicken coops, requiring permits, and providing for proper sanitation and maintenance. Councilmembers also discussed requiring applicants to complete an educational course on chicken care before obtaining a permit.

Mayor Nelson expressed concerns regarding avian influenza, potential odors, noise, predators, neighborhood conflicts, and additional code enforcement responsibilities. Councilmembers discussed whether annual permit renewals and associated fees could help offset administrative and enforcement costs.

The discussion also included the possibility of allowing quail and establishing regulations for backyard beekeeping.

Following discussion, a majority of the Council expressed support for further exploring an ordinance allowing backyard chickens and beekeeping. City Administrator Buchholtz noted that staff is currently reviewing the City's animal regulations and would include draft language for backyard chickens and beekeeping into that review.

C. Potential 2027 Street Improvement Project (Buchholtz)

Engineer Gravel presented a potential 2027 street improvement project involving portions of Tyler Street and Cottagewood Terrace near the Spring Lake Park–Blaine municipal boundary. He stated that the City of Blaine is planning street improvements in the area and has approached Spring Lake Park regarding the possibility of incorporating the City's adjoining street segments into Blaine's project.

Engineer Gravel explained that Blaine would manage the project, while Spring Lake Park would be responsible for conducting its own assessment process and funding its share of the improvements. He said the proposed work would generally consist of a mill and overlay on Cottagewood Terrace and reconstruction of the Spring Lake Park portion of Tyler Street, where curb and gutter improvements are necessary. He noted the project would also include certain water utility improvements, including replacement of hydrants and valves, with those expenses funded through the City's Water Utility Fund.

Councilmembers discussed the condition of the streets, stormwater drainage, potential assessments to affected property owners, and the benefits of coordinating construction with Blaine. Staff confirmed that Spring Lake Park's assessment policy would apply to properties within the City.

The Council expressed general support for proceeding with the project development process. Staff will prepare the necessary information and correspondence to begin the process, including future consideration of assessments and opportunities for affected property owners to provide input.

D. Terrace Park Field Drainage Project Update (Scanlon)

Recreation Director Scanlon provided an update on the proposed Terrace Park drainage improvement project. She said the project is intended to address longstanding drainage issues affecting the City's softball fields, which have resulted in canceled games, delayed field use, and poor playing conditions following rainfall.

Director Scanlon stated that the City received seven quotations for the proposed improvements, ranging from approximately \$113,600 to \$172,400, with Valley-Rich, Inc. submitting the lowest quotation. The original project estimate was approximately \$65,000, including a \$15,000 Minnesota Twins Fields for Kids grant.

Engineer Gravel explained that the higher-than-anticipated project cost was primarily attributable to the need for dewatering during construction because of groundwater and saturated soil conditions. He stated that the proposed improvements include approximately 513 linear feet of perforated drain pipe, connections to the existing storm sewer system, associated drainage structures, and site restoration.

Councilmembers discussed the project's cost, drainage benefits, impacts on the existing stormwater system, and competing infrastructure priorities throughout the City. Questions were also raised regarding the number of games canceled annually because of field conditions and the associated financial impact.

The Consensus of the Council was to defer further consideration of the project until staff could research the financial impact of canceled games and contact the Minnesota Twins regarding the possibility of extending the grant deadline.

3. REPORT

A. City Council and Staff Reports - None

4. ADJOURN

Mayor Nelson adjourned the meeting at 6:40 pm.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on October 5, 2026 at Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT

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

STAFF PRESENT

Police Chief Josh Antoine, Attorney Thames, Engineer Phil Gravel, City Administrator Daniel Buchholtz

VISITORS

Kristi Cobbs	8085 Jefferson Street NE	Spring Lake Park
Perry Korzenowski	8420 Laddie Road NE	Spring Lake Park
Halyn Roth	7914 Able Street NE	Spring Lake Park
C Meyer	459 81 st Avenue NE	Spring Lake Park
Kenneth Kirchner	7955 Van Buren Street NE	Spring Lake Park
Tim Marrs	658 79 th Avenue NE	Spring Lake Park
Katie Kelly	Alexandra House Community Outreach Coordinator	

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA - None

5. DISCUSSION FROM THE FLOOR

C. Meyer, 459 81st Avenue NE, voiced concern over the Council's acceptance of an additional Flock camera despite resident objections and questioned the assurance of seven-day data deletion. She also opposed proposed limits to public comment, stating they may discourage resident participation.

Ken Kirchner, 7955 Van Buren Street NE, stated his opposition to Flock cameras, expressing concern that surveillance may treat law-abiding residents as potential criminals. He questioned the security of data transmitted over Wi-Fi based on his technical experience and argued that

such systems remain vulnerable to unauthorized access. He concluded by reiterating that he sees no justification for surveilling residents who have no criminal history. Mr. Kirchner requested clarification regarding repainting stop-sign markings near his property, noting that current markings do not meet the 30-foot standard he believes is required. He also expressed concern over proposals to limit public comment, stating that elected officials are accountable to residents.

Kristi Cobbs, 8085 Jefferson Street NE, stated concern that recent Council actions and lack of responses to resident emails give the impression that resident input is not welcomed. She emphasized that public comment is essential for community engagement and that residents should have reasonable access to their elected officials. She noted her consistent attendance at meetings and reiterated that her participation is not to create conflict but to address decisions affecting the community. She concluded by expressing support for allowing backyard chickens.

6. PRESENTATION

A. Presentation of Mayor's Proclamation – Domestic Violence Awareness Month to Alexandra House

Mayor Nelson presented a proclamation designating October 2026 as Domestic Violence Awareness Month in Spring Lake Park. He outlined the widespread impact of domestic violence, recognized the work of Alexandria House and community partners in supporting survivors, and encouraged residents to promote safe and respectful relationships.

Katie Kelly, Community Outreach Coordinator for Alexandria House and a Spring Lake Park resident, thanked the Mayor and Council for recognizing Domestic Violence Awareness Month. She highlighted the importance of awareness efforts, shared key statistics on intimate partner violence, and encouraged residents to participate by displaying yard signs, wearing purple, and engaging in community conversations. She expressed appreciation for the City's partnership and support in promoting safety and advocacy for survivors.

7. CONSENT AGENDA

- A. Approval of Minutes – City Council Work Session Meeting – September 21, 2026
- B. Approval of Minutes – City Council Meeting – September 21, 2026
- C. Accept Letter of Retirement from Sgt. Karen Fiske
- D. Authorization to Begin Hiring Process for a Police Officer Position
- E. Contractor's Request for Payment #1 – 2026 Street Improvement Project - \$374,116.77
- F. Contractor's Licenses
- G. Sign Permits

Mayor Nelson reflected on Sgt. Fiske's service to the city, praising her strong de-escalation skills, dedication, and positive impact on the community. He noted her long tenure,

professionalism, and the respect she brought to the department, stating she will be greatly missed.

Councilmember Wendling asked whether the requested hiring process was for Sgt. Fiske's replacement. Chief Antoine confirmed that the process would fill her vacant officer position, noting that two sergeant promotions are underway and the city will hire a new officer while promoting from within.

Motion made by Councilmember Wendling to approve Consent Agenda.

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

8. DEPARTMENT REPORTS

A. Public Works Report

Public Works Director Linngren reported that tree planting funded by a Lions grant is nearly complete and asked residents to watch for vandalism of the newly planted trees. He added that street sweeping for the season's first round is finished, with asphalt patching and additional sweeping to follow.

B. Code Enforcement Report

Building Official Baker reported that utility disconnections for the Terrace Park warming house have been resolved after delays with service providers. He noted ongoing work with Spring Lake Park Schools regarding the scoreboard project and provided construction updates, including inspections at The Grey, progress on Nashmi Restaurant, and completion of rough-in inspections for the planned event center at 7777 Highway 65.

9. ORDINANCES AND/OR RESOLUTIONS -

A. Ordinance No. 512, An Ordinance Amending Chapter 16 of the Spring Lake Park City Code Relating to Secondary School Stadium Video Displays

Administrator Buchholtz explained that Ordinance 512 updates the city's zoning code to regulate secondary school stadium video displays after the high school installed a new scoreboard not covered by existing rules. He stated that the ordinance creates standards that allow stadiums to use video displays for events while protecting nearby homes from excessive brightness, size, and nighttime operation.

Administrator Buchholtz said key provisions include limits on height, width, display area, brightness, operating hours, and proximity to residential properties. He stated that only one display is allowed per campus, and it must face the field and be designed to minimize

impacts on neighbors. He noted the applications require detailed technical and lighting plans, with the option for independent review. He said that the ordinance also includes enforcement and ongoing compliance requirements.

Administrator Buchholtz stated that the Planning Commission added one amendment to allow use during private rental events and unanimously recommended approval. Buchholtz noted that the city has little authority over the school district, so enforcing zoning requirements is the primary way to ensure compliance.

Mayor Nelson reflected on the Planning Commission's discussion, raising concerns about doubling the school district's permit fees and the resulting tax impact on residents. He questioned whether standard fees should apply instead and asked the City Attorney whether a memorandum of understanding could help ensure the school district follows permit requirements in the future. He emphasized the need for clearer processes to prevent recurring violations.

Attorney Thames responded that an additional agreement is unnecessary because permitting rules were already clear and communicated. He suggested the issue stemmed from the applicant, not the process. He noted the Council may choose to waive the doubled fee but advised that the school district should continue to be treated like any other land-use applicant going forward.

Motion by Councilmember Dircks to amend the ordinance to limit stadium sign operation to no earlier than dawn and no later than midnight.

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

Motion made by Mayor Nelson to approve Ordinance No. 512, An Ordinance Amending Chapter 16 of the Spring Lake Park City Code Relating to Secondary School Stadium Video Displays.

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

B. Resolution 2026-46, Approving Summary Publication of Ordinance No. 512, An Ordinance Amending Chapter 16 of the Spring Lake Park City Code Relating to Secondary School Stadium Video Displays

Motion made by Councilmember Mayor Nelson to approve Resolution 2026-46, Approving Summary Publication of Ordinance No. 512, An Ordinance Amending Chapter 16 of the Spring Lake Park City Code Relating to Secondary School Stadium Video Displays

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

C. Resolution 2026-47, Rejecting All Bids for the Terrace Park Building Replacement Project

Administrator Buchholtz reported that project bids came in at nearly double the engineer's estimate, prompting a redesign to reduce costs. He noted that significant square footage and amenities had already been removed, yet bids remained unexpectedly high. He stated that staff will revisit the building plan to identify more cost-effective alternatives.

Motion made by Councilmember Wendling to approve Resolution 2026-47, Rejecting All Bids for the Terrace Park Building Replacement Project.

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

10. NEW BUSINESS

A. Conditional Sign Permit Approval – Spring Lake Park High School Stadium Video Display – 1100 81st Avenue NE

Administrator Buchholtz reported that the school district has submitted a sign permit for the new scoreboard. He recommended conditional approval to allow completion of remaining permitting and compliance requirements, including a building permit and a photometric plan. He stated that while the district requested the City waive the photometric requirement, he advised retaining it to ensure proper evaluation of compliance under the newly adopted ordinance.

Motion made by Councilmember Dircks to approve Conditional Sign Permit Approval – Spring Lake Park High School Stadium Video Display – 1100 81st Avenue NE.

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

11. REPORTS

A. Attorney's Report

Attorney Thames reported reviewing the City's commercial cellular leases in preparation for upcoming water tower painting projects. He thanked Deputy Clerk Brown for assisting in locating the agreements and clarified that the review pertains only to equipment located on top of the tower.

B. Engineer's Report

Report accepted as presented.

C. Administrator Report

Administrator Buchholtz acknowledged Sgt. Fiske's retirement, noting her outstanding service to the community, particularly through her years as a school resource officer. He expressed appreciation for her positive impact on residents and announced that a retirement celebration is planned for the afternoon of November 30, with additional details to follow.

12. OTHER

A. Close City Council Meeting to Conduct City Administrator Performance Evaluation, pursuant to M.S. 13D.05, subd. 3a

Motion made by Councilmember Dircks to recess the meeting for a closed session.

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

Meeting recessed at 7:58 PM

Meeting reconvened at 8:22 PM

Attorney Thames stated that the City Council had adjourned to a closed session held pursuant to Minnesota Statute 13D.05, subd. 3a, to discuss the City Administrator's Performance Evaluation. He stated an update will be given at the next meeting.

Councilmember Moran announced that Park and Recreation is running its final set of advertisements, including a large billboard on Highway 65.

13. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 8:23 PM

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
GENERAL OPERATIONS

Date: September 2026

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Claim Res. #26-17

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
79678	ALAN GREGERSON	BRANSON TOUR REFUND	\$ 200.00
79679	ALTERNATIVE BUSINESS FURNITURE	COMPUTER CHAIR FOR LF CUBE	\$ 647.31
79680	ANOKA COUNTY	GOVERNMENT MEETING LUNCH	\$ 24.00
79681	AUTOMATIC SYSTEMS CO	SCADA COMPUTER UPGRADE	\$ 25,362.00
79682	CINTAS	FLOOR MATS	\$ 327.93
79683	COLLINS ELECTRICAL	WIRED A/C UNIT FOR PW BREAKROOM	\$ 938.70
79684	COMCAST	8251 ARTHUR MONTHLY UTILITIES	\$ 113.07
79685	COMPUTER INTERGRATION TECHNOLOGIES	CONTRACTUAL SERVICES	\$ 10,565.82
79686	ECM PUBLISHERS, INC.	ESCROW CHARGES	\$ 137.50
79687	ERIK SKOGQUIST	3RD QTR ASSESSING SERVICES	\$ 4,777.90
79688	FRIENDLY CHEVROLET GEO. INC.	HARNESS	\$ 61.27
79689	GREEN LAMPS RECYCLING LLC	ELECTRONICS / INK CARTS / XMAS LIGHTS	\$ 124.16
79690	HYDRAULIC SPECIALTY INC	PARTS	\$ 184.60
79691	JOEY D'S TREE SERVICE	CUT DOWN & HAUL DEAD ASH TREES - CE	\$ 3,892.50
79692	JOSH ANTOINE	UNIFORM ALLOWANCE / CONF & SCHOOLS REIM	\$ 206.36
79693	KLM ENGINEERING INC	ESCROW CHARGES	\$ 7,200.00
79694	LITHIA MOTORS SUPPORT SERVICES	PARTS	\$ 136.80
79695	MARCO TECHNOLOGIES, LLC	PARTS	\$ 1,048.20
79696	MARY WELLS	3RD QTR ASSESSING SERVICES	\$ 4,777.90
79697	MENARDS - BLAINE	PARTS	\$ 36.31
79698	MICKMAN BROTHERS	LANDSCAPING FOR CITY HALL	\$ 6,362.82
79699	MINNEAPOLIS SAW COMPANY, INC.	PARTS	\$ 1,187.02
79700	NAPA AUTO PARTS	LMP BLISTER PAK MINIS	\$ 9.34
79701	NYSTROM PUBLISHING CO	PARK & REC FALL CATALOG	\$ 8,512.60
79702	ON SITE SANITATION INC	STD CONSTRUCTION RESTROOMS	\$ 288.00
79703	PDCM / DDP	4 HOUR REFRESHER CLASS	\$ 560.00
79704	PRECISE HEATING, AC, PLUMBING, REFRIGERA	PUMP HOUSE A/C	\$ 5,737.00
79705	RECYCLE TECHNOLOGIES	07/11 RECYCLING EVENT	\$ 2,322.15
79706	SHRED-IT USA	SHREDDING SERVICES	\$ 192.45
79707	TASC	COBRA ADMIN FEE	\$ 35.20
79708	TEGRETE	JANTIORIAL SERVICES	\$ 3,177.50
79709	TRANE U.S. INC	HVAC REPAIR	\$ 1,421.50
79710	TWIN CITIES BMEU WEST	PERMIT 1611 UB POSTAGE	\$ 1,200.00
79711	U.S. POSTMASTER	1ST CLASS PRESORT / USPS MARKETING	\$ 780.00
79712	VERIZON BUSINESS	CELL PHONE SERVICES	\$ 950.22
79713	VISU-SEWER INC	T&M GROUT LABOR AV-100 GROUT	\$ 3,970.00
79714	SHARON DEINKEN	PAYROLL	\$ 304.04
79715	ANOKA COUNTY	2ND HALF PROPERTY TAXES	\$ 25,352.09
79716	AT & T MOBILITY	HOT SPOT	\$ 39.73
79717	CADY BUSINESS TECHNOLOGIES	PHONE SYSTEM	\$ 882.98
79718	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$ 308.19
79719	CINTAS	FLOOR MATS / SHOP TOWELS	\$ 462.96
79720	COMM-WORKS, LLC	PARK CAMERA MONITORING	\$ 275.00
79721	EMBEDDED SYSTEMS, INC	6 MONTH SIREN MAINTENANCE FEE	\$ 599.64
79722	GOPHER STATE ONE-CALL INC	LOCATES	\$ 82.35
79723	IMPERIAL CUSTOM WOODWORKING INC	FINISHING ON DONATED GUN CABINET	\$ 300.00
79724	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	\$ 227.04
79725	JOSH ANTOINE	UNIFORM ALLOWANCE - KOHL'S REIMB	\$ 19.98

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
GENERAL OPERATIONS

Date: September 2026

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Claim Res. #26-17

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
79726	LANGUAGE LINE SERVICES	INTERPRETATION SERVICES	\$	83.43
79727	LISA MURPHY	UNIFORM ALLOWANCE - TJ MAXX REIMB	\$	39.99
79728	LITHIA MOTORS SUPPORT SERVICES	AUTO REPAIRS	\$	2,336.05
79729	MANSFIELD SERVICE PARTNERS SOUTH, LLC	UNLEADED & DIESEL FUEL	\$	3,937.86
79730	MARIE RIDGEWAY LISS, LLC	SLP POWER PROGRAM	\$	500.00
79731	MARTIN MARIETTA MATERIALS	TANDEM RUBBLE DISPOSAL	\$	237.31
79732	METRO-INET	DATA SERVICES	\$	280.00
79733	METROPOLITAN COUNCIL	WASTE WATER SERVICES DEF REV	\$	53,851.22
79734	NYKANEN INSPECTIONS, LLC	AUGUST ELECTRICAL INSPECTIONS	\$	562.40
79735	OAKS ELECTRIC COMPANY	PERMIT #P2026-0378 OVERPAYMENT REFUND	\$	50.00
79736	PERFORMANCE PLUS dba HEALTH STRATEGIES	ANNUAL RESPIRATOR CERT & MASK FITS	\$	1,250.00
79737	PLUNKETT'S INC	PEST CONTROL	\$	198.60
79738	SLP FIRE DEPARTMENT	SEPTEMBER FIRE PROTECTION SERVICES	\$	27,260.00
79739	THE HOME DEPOT CREDIT SERVICES	CC PMNT	\$	423.61
79740	WALTERS RECYCLING REFUSE SERV	LEAF DROP DNR	\$	1,403.00
79741	WATER CONSERVATION SERVICE INC	LEAK LOCATE 8299 UNIVERSITY	\$	482.85
79742	XCEL ENERGY	MONTHLY UTILITIES	\$	4,418.38
79743	ZAHL PETROLEUM MAINTENANCE	MONITOR ISSUES	\$	737.00
79744	CONSTRUCTION RESULTS CORP	CITY HAL RENO/EXPANSION PMNTS 15-17	\$	243,573.71
79745	ARCHER INSURANCE COMPANY	PAYROLL	\$	6,534.08
79746	CENTRAL PENSION FUND	PAYROLL	\$	4,160.00
79747	GUARDIAN LIFE INSURANCE COMPANY	PAYROLL	\$	2,636.95
79748	HEALTH PARTNERS, INC	PAYROLL	\$	37,782.24
79749	LELS	PAYROLL	\$	803.00
79750	LOCAL 49	PAYROLL	\$	175.00
79751	NCPERS GROUP LIFE INS	PAYROLL	\$	32.00
79752	ADDAY ALTAL	ESCROW REFUND	\$	2,430.25
79753	ASPEN MILLS	UNIFORM ALLOWANCE - LORINSER	\$	557.60
79754	CAR WASH PARTNERS INC (dba: MISTER CAR W	CAR WASHES	\$	168.00
79755	CARSON, CLELLAND & SCHREDER	ATTORNEY SERVICES	\$	9,187.50
79756	CINTAS	SHOP TOWELS	\$	37.84
79757	CITY OF FRIDLEY	FIELD TRIPS & TRANSPORTATION	\$	2,230.42
79758	COHNREZNICK LLP	2025 FINANCIAL AUDIT	\$	7,875.00
79759	COMPUTER INTERGRATION TECHNOLOGIES	RECURRING RETAINER	\$	1,000.00
79760	INSTRUMENTAL RESEARCH INC	AUGUST WATER TESTING	\$	108.00
79761	JOANNE CARPENTER	BRANSON TOUR REFUND	\$	200.00
79762	MAC QUEEN EQUIPMENT, LLC.	EQUINOX RADIO INSTALL	\$	525.00
79763	MANSFIELD SERVICE PARTNERS SOUTH, LLC	UNLEADED & DIESEL FUEL	\$	7,096.85
79764	MCCRAY EXPRESS SPORTS NETWORK	ADULT SOFTBALL UMPIRES	\$	615.00
79765	NAPA AUTO PARTS	BRAKE PADS	\$	139.26
79766	NEW BRIGHTON PARKS & RECREATION	SUMMER ADULT VOLLEYBALL RECONCILIATION	\$	1,847.68
79767	SCHMIDT CURB COMPANY, INC	8299 UNIVERSITY SERVICE RD	\$	21,640.00
79768	STANTEC	CONSULTING SERVICES	\$	67,152.28
79769	STREICHER'S	UNIFORM ALLOWANCE - KRAMER	\$	74.99
79770	TREE TRUST	2026 TREE SALE	\$	5,454.00
79771	TWIN CITY HARDWARE	SUNRISE ROOM LOCK REPAIR	\$	247.50
79772	WALTERS RECYCLING REFUSE SERV	MONTHLY RECYCLING SERVICES	\$	12,491.30
79773	ZAHL PETROLEUM MAINTENANCE	PARTS / REPAIRS	\$	299.00

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
GENERAL OPERATIONS

Date: September 2026
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Claim Res. #26-17

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
79774	TOP OF IOWA WELCOME CENTER	CARAMEL ROLLS FOR LINCOLN, NE TRIP	\$	120.00
79775	BERGO ENVIRONMENTAL INC	ASBESTOS TESTING FOR TERRACE PARK BLDG	\$	750.00
79776	CINTAS	FLOOR MATS	\$	387.28
79777	COMCAST	8251 ARTHUR MONTHLY UTILITIES	\$	128.07
79778	COMCAST	ABLE WARMING HOUSE MONTHLY UTILITIES	\$	149.72
79779	COMPUTER INTERGRATION TECHNOLOGIES	SUBSCRIPTIONS / CONTRACTUAL SERVICES	\$	7,572.99
79780	CONNEXUS ENERGY	MONTHLY UTILITIES	\$	318.50
79781	CORE & MAIN LP	SENSUS WALL CHARGER CORD	\$	192.09
79782	ECM PUBLISHERS, INC.	LEAF DROP AD	\$	340.50
79783	FASTENAL COMPANY	PARTS	\$	5.10
79784	FLEETPRIDE	AIR PANEL ELEMENT	\$	23.72
79785	GUARDIAN LIFE INSURANCE COMPANY	COBRA DENTAL PMNT	\$	164.62
79786	GUY BROWN LLC	US BANK CASH BAGS	\$	10.88
79787	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$	90.00
79788	HYDROSEEDING CREATIONS, INC	HYDROSEEDING @ CITY HALL	\$	1,200.00
79789	INDEPENDENT TESTING TECHNOLOGIES INC	PROJ. NO 26-275 PROPOSED BLDG	\$	3,435.00
79790	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	\$	65.64
79791	JSB SURVEILLANCE	2ND 1/2 LAKESIDE PROJECT	\$	8,962.50
79792	MANSFIELD SERVICE PARTNERS SOUTH, LLC	UNLEADED FUEL	\$	1,582.55
79793	MENARDS - BLAINE	CLEANING SUPPLIES FOR ABLE	\$	40.50
79794	MICHAEL LEDMAN	SEPTEMBER YOGA	\$	450.00
79795	MTI DISTRIBUTING INC	PARTS / REPAIRS	\$	1,745.97
79796	NAPA AUTO PARTS	PARTS	\$	279.19
79797	OFFICE OF MN.IT SERVICES	FIBER OPTICS	\$	47.20
79798	PERFORMANCE PLUS dba HEALTH STRATEGIES	RESP QUALIFICATION / MASK FIT - GULBRANSON	\$	141.00
79799	SHRED-IT USA	SHREDDING SERVICES	\$	197.27
79800	STANTEC	CONSULTING SERVICES	\$	4,389.50
79801	SUPERIOR AUTOMOTIVE	ALI LIFT INSPECTION	\$	425.00
79802	TASC	COBRA ADMIN FEE	\$	35.20
79803	TEGRETE	JANITORIAL SERVICES	\$	3,177.50
79804	THE SHERWIN WILLIAMS CO.	WHITE PAINT	\$	119.89
79805	UNLIMITED SUPPLIES, INC	PARTS	\$	110.98
79806	WALTERS RECYCLING REFUSE SERV	2YD ORGANICS / 6YD TRASH + EXTRA TRASH	\$	833.01
79807	XCEL ENERGY	MONTHLY UTILITIES	\$	877.20
TOTAL DISBURSEMENTS			\$	699,816.85

WHEREAS,

the City Council of the City of Spring Lake Park has considered the foregoing itemized list of disbursements; and

WHEREAS,

the City Council has determined that all disbursements, as listed, with the following exceptions:

are proper.

NOW, THEREFORE BE IT RESOLVED:

that the City Council directs and approves the payment of the aforementioned disbursements this _____ day of _____, 20____.

Signed: _____
Mayor

Councilmembers:

ATTEST:

Daniel Buchholtz, Admin/Clerk-Treasurer

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 09/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 09/30/2026 (Abnormal)	Activity For 09/30/2026 Increase (Decrease)	Available Balance 09/30/2026 Normal (Abnormal)	% Bdg Used
Fund: 101 GENERAL FUND						
Account Category: Revenues						
Department: 00000						
101.00000.31010	CURRENT TAXES	4,310,534.00	2,339,315.75	0.00	1,971,218.25	54.27
101.00000.31020	DELINQ TAXES	0.00	40,962.83	0.00	(40,962.83)	100.00
101.00000.31910	PENALTIES & INTEREST	0.00	13,495.77	0.00	(13,495.77)	100.00
101.00000.32110	LIQUOR LICENSES	24,000.00	250.00	0.00	23,750.00	1.04
101.00000.32180	CIGARETTE,DANCE,BINGO & MISC LIC	6,500.00	200.00	0.00	6,300.00	3.08
101.00000.32181	SIGN PERMITS	6,000.00	3,180.00	0.00	2,820.00	53.00
101.00000.32182	CANNABIS LICENSE	1,500.00	500.00	0.00	1,000.00	33.33
101.00000.32208	CONTRACTORS LICENSES	12,500.00	10,425.00	675.00	2,075.00	83.40
101.00000.32210	BUILDING PERMIT	75,000.00	43,937.43	7,322.35	31,062.57	58.58
101.00000.32211	BUILDING PERMIT SURCHARGES	2,500.00	1,321.59	268.98	1,178.41	52.86
101.00000.32215	DEMOLITION PERMIT	0.00	464.90	0.00	(464.90)	100.00
101.00000.32216	ELECTRICAL PERMITS / PLAN REVIEW	20,000.00	13,163.10	980.00	6,836.90	65.82
101.00000.32217	ELECTRICAL PERMIT SURCHARGES	250.00	289.39	17.25	(39.39)	115.76
101.00000.32230	PLUMBING PERMIT	6,000.00	5,650.95	861.35	349.05	94.18
101.00000.32231	PLUMBING PERMIT SURCHARGES	150.00	89.26	13.00	60.74	59.51
101.00000.32232	HEATING & A/C PERMITS	10,000.00	7,752.32	1,688.90	2,247.68	77.52
101.00000.32233	HTG & A/C SURCHARGES	250.00	138.43	42.90	111.57	55.37
101.00000.32240	PET LICENSE	1,000.00	640.00	25.00	360.00	64.00
101.00000.32260	CERTIFICATE OF OCCUPANCY	2,800.00	1,350.00	200.00	1,450.00	48.21
101.00000.32261	VACANT PROPERTY REGISTRATION	500.00	0.00	0.00	500.00	0.00
101.00000.32262	SOLICITORS LICENSE	0.00	300.00	0.00	(300.00)	100.00
101.00000.33401	LOCAL GOVERNMENT AID	776,537.00	388,268.50	0.00	388,268.50	50.00
101.00000.33403	LOCAL PERFORMANCE AID	1,040.00	0.00	0.00	1,040.00	0.00
101.00000.33405	CLASS 4D(1) TRANSITION AID	11,500.00	11,818.50	0.00	(318.50)	102.77
101.00000.33416	POLICE TRAINING REIMB	10,000.00	10,663.40	0.00	(663.40)	106.63
101.00000.33421	INSURANCE PREMIUM-POLICE	135,000.00	0.00	0.00	135,000.00	0.00
101.00000.34102	ZONING LETTERS	200.00	300.00	0.00	(100.00)	150.00
101.00000.34103	SPEC USE,ZONING,SUB-DIV	7,500.00	13,347.61	2,516.16	(5,847.61)	177.97
101.00000.34104	PLAN CHECKING FEES	25,000.00	1,878.00	140.00	23,122.00	7.51
101.00000.34105	SALE OF MAPS,COPIES ETC	0.00	3.00	0.00	(3.00)	100.00
101.00000.34107	ASSESSMENT SEARCHES	50.00	25.00	0.00	25.00	50.00
101.00000.34109	FILING FEES	75.00	90.00	0.00	(15.00)	120.00
101.00000.34111	ADM. GAMBLING EXPENSES	43,950.00	0.00	0.00	43,950.00	0.00
101.00000.34115	GUN RANGE FACILITY USE	250.00	20.00	0.00	230.00	8.00
101.00000.34117	ROOM-FACILITY RENTAL	250.00	0.00	0.00	250.00	0.00
101.00000.34201	POLICE & FIRE ALARM PERMIT	2,000.00	0.00	0.00	2,000.00	0.00
101.00000.34202	POLICE REPORTS	1,000.00	2,380.50	100.00	(1,380.50)	238.05
101.00000.34204	HOUSING REGISTRATION	105,000.00	32,600.00	1,250.00	72,400.00	31.05
101.00000.34205	RIGHT OF WAY APPLICATIONS	1,000.00	0.00	0.00	1,000.00	0.00
101.00000.34801	INSURANCE DIVIDENDS	10,000.00	0.00	0.00	10,000.00	0.00
101.00000.34949	RESTITUTION	0.00	1,171.88	207.00	(1,171.88)	100.00
101.00000.34950	REFUNDS & REIMB	5,000.00	5,071.11	4,360.40	(71.11)	101.42
101.00000.35101	COURT FINES	48,000.00	25,036.59	2,222.35	22,963.41	52.16
101.00000.35102	ADM OFFENSE FINES	35,000.00	18,336.88	50.00	16,663.12	52.39
101.00000.35348	PROPERTY ROOM REVENUE	0.00	81.72	0.00	(81.72)	100.00
101.00000.36200	MISC REVENUES	0.00	4.04	0.00	(4.04)	100.00
101.00000.36201	SOLAR ENERGY CREDITS-XCEL	15,000.00	8,412.56	0.00	6,587.44	56.08
101.00000.36210	INTEREST EARNINGS	90,000.00	111,312.81	7,759.03	(21,312.81)	123.68
101.00000.36901	LIAISON OFFICER	108,490.00	72,327.12	0.00	36,162.88	66.67

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 09/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 09/30/2026 (Normal (Abnormal))	Activity For 09/30/2026 Increase (Decrease)	Available Balance 09/30/2026 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Revenues						
Department: 00000						
101.00000.39100	REIM FOR SERVICES	0.00	35.00	35.00	(35.00)	100.00
101.00000.39202	TRANSFER FROM PUBLIC UTILITIES	61,946.00	0.00	0.00	61,946.00	0.00
101.00000.39205	TRANSFER-FROM TIF FUND	3,500.00	0.00	0.00	3,500.00	0.00
101.00000.39206	TRANSFER FROM RECYCLING FUND	4,500.00	0.00	0.00	4,500.00	0.00
101.00000.39207	TRANSFER FROM RECREATION	62,500.00	0.00	0.00	62,500.00	0.00
101.00000.39208	TRANSFER FROM PUBLIC SAFETY AID	75,000.00	0.00	0.00	75,000.00	0.00
Total Dept 00000		6,118,772.00	3,186,610.94	30,734.67	2,932,161.06	52.08
Revenues		6,118,772.00	3,186,610.94	30,734.67	2,932,161.06	52.08
Account Category: Expenditures						
Department: 41110 MAYOR AND COUNCIL						
101.41110.41030	PART TIME EMPLOYEES	31,297.00	23,470.92	2,607.88	7,826.08	74.99
101.41110.41211	DEFINED CONTR PLAN/PERA	1,565.00	1,173.69	130.41	391.31	75.00
101.41110.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	2,394.00	1,795.50	199.49	598.50	75.00
101.41110.41230	MN PAID LEAVE	276.00	92.61	10.29	183.39	33.55
101.41110.41510	WORKERS COMPENSATION	130.00	137.98	9.98	(7.98)	106.14
101.41110.42100	OPERATING SUPPLIES	850.00	343.35	2.92	506.65	40.39
101.41110.43310	TRAVEL EXPENSE	650.00	0.00	0.00	650.00	0.00
101.41110.43500	PRINTING & PUBLISHING	1,900.00	792.00	49.50	1,108.00	41.68
101.41110.44000	CONTRACTUAL SERVICE	4,680.00	(455.00)	0.00	5,135.00	(9.72)
101.41110.44300	CONFERENCE & SCHOOLS	5,920.00	969.21	0.00	4,950.79	16.37
101.41110.44330	DUES & SUBSCRIPTIONS	16,552.00	17,346.00	0.00	(794.00)	104.80
101.41110.44955	DISCRETIONARY FUND	12,050.00	593.19	0.00	11,456.81	4.92
Total Dept 41110 - MAYOR AND COUNCIL		78,264.00	46,259.45	3,010.47	32,004.55	59.11
Department: 41400 ADMINISTRATION						
101.41400.41010	FULL TIME EMPLOYEES	407,959.00	284,251.06	31,570.07	123,707.94	69.68
101.41400.41050	VACATION BUY BACK	8,500.00	0.00	0.00	8,500.00	0.00
101.41400.41210	PERA CONTRIBUTIONS-EMPLOYER	30,507.00	22,160.02	2,360.86	8,346.98	72.64
101.41400.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	31,117.00	21,029.29	2,221.01	10,087.71	67.58
101.41400.41230	MN PAID LEAVE	1,790.00	1,179.33	125.64	610.67	65.88
101.41400.41300	HEALTH INSURANCE	70,694.00	53,053.86	6,423.19	17,640.14	75.05
101.41400.41313	LIFE INSURANCE	225.00	159.17	21.68	65.83	70.74
101.41400.41510	WORKERS COMPENSATION	2,668.00	2,632.62	179.84	35.38	98.67
101.41400.42000	OFFICE SUPPLIES	3,000.00	3,106.47	223.15	(106.47)	103.55
101.41400.42030	PRINTED FORMS	1,950.00	857.39	0.00	1,092.61	43.97
101.41400.42100	OPERATING SUPPLIES	970.00	1,645.52	0.00	(675.52)	169.64
101.41400.42220	POSTAGE	2,706.00	1,454.59	125.60	1,251.41	53.75
101.41400.43210	TELEPHONE	625.00	230.42	38.41	394.58	36.87
101.41400.43310	TRAVEL EXPENSE	4,000.00	2,596.73	230.76	1,403.27	64.92
101.41400.43500	PRINTING & PUBLISHING	350.00	178.05	0.00	171.95	50.87
101.41400.43550	COUNTY FEES FOR SERVICE	1,850.00	1,616.98	0.00	233.02	87.40
101.41400.44000	CONTRACTUAL SERVICE	0.00	462.50	0.00	(462.50)	100.00
101.41400.44050	MAINTENANCE AGREEMENTS	14,905.00	12,704.58	0.00	2,200.42	85.24
101.41400.44300	CONFERENCE & SCHOOLS	7,850.00	2,413.53	0.00	5,436.47	30.75
101.41400.44330	DUES & SUBSCRIPTIONS	1,585.00	2,082.20	0.00	(497.20)	131.37
101.41400.44380	BANK CHARGES	1,900.00	1,293.49	118.75	606.51	68.08
101.41400.44390	MISCELLANEOUS	0.00	(1,164.91)	0.00	1,164.91	100.00
101.41400.44500	CONTRACTUAL SERVICES	7,300.00	7,178.71	98.64	121.29	98.34

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 09/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 09/30/2026 (Normal) (Abnormal)	Activity For 09/30/2026 Increase (Decrease)	Available Balance 09/30/2026 Normal (Abnormal)	% Bdg Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 41400 ADMINISTRATION						
Total Dept 41400 - ADMINISTRATION		602,451.00	421,121.60	43,737.60	181,329.40	69.90
Department: 41500 ASSESSOR						
101.41500.44000 CONTRACTUAL SERVICE		40,610.00	28,667.40	0.00	11,942.60	70.59
Total Dept 41500 - ASSESSOR		40,610.00	28,667.40	0.00	11,942.60	70.59
Department: 41540 AUDIT & ACCTG SERVICES						
101.41540.43010 AUDIT & ACCTG SERVICES		16,400.00	19,162.50	3,937.50	(2,762.50)	116.84
Total Dept 41540 - AUDIT & ACCTG SERVICES		16,400.00	19,162.50	3,937.50	(2,762.50)	116.84
Department: 41600 I.T. SERVICES						
101.41600.44000 CONTRACTUAL SERVICE		89,035.00	76,882.13	6,022.81	12,152.87	86.35
Total Dept 41600 - I.T. SERVICES		89,035.00	76,882.13	6,022.81	12,152.87	86.35
Department: 41610 LEGAL FEES						
101.41610.43040 LEGAL FEES		130,000.00	74,397.00	9,187.50	55,603.00	57.23
Total Dept 41610 - LEGAL FEES		130,000.00	74,397.00	9,187.50	55,603.00	57.23
Department: 41710 ENGINEERING FEES						
101.41710.43030 ENGINEERING FEES		5,000.00	2,742.41	0.00	2,257.59	54.85
Total Dept 41710 - ENGINEERING FEES		5,000.00	2,742.41	0.00	2,257.59	54.85
Department: 41720 PLANNING & ZONING						
101.41720.42100 OPERATING SUPPLIES		100.00	0.00	0.00	100.00	0.00
101.41720.42220 POSTAGE		100.00	133.20	0.00	(33.20)	133.20
101.41720.43500 PRINTING & PUBLISHING		200.00	0.00	0.00	200.00	0.00
101.41720.44000 CONTRACTUAL SERVICE		1,750.00	1,300.26	0.00	449.74	74.30
Total Dept 41720 - PLANNING & ZONING		2,150.00	1,433.46	0.00	716.54	66.67
Department: 41940 GOVERNMENT BUILDING						
101.41940.41013 OVERTIME		0.00	618.67	109.56	(618.67)	100.00
101.41940.41020 ON CALL SALARIES		0.00	109.57	109.57	(109.57)	100.00
101.41940.41210 PERA CONTRIBUTIONS-EMPLOYER		0.00	54.63	16.45	(54.63)	100.00
101.41940.41220 FICA/MC CONTRIBUTIONS-EMPLOYER		0.00	70.64	16.44	(70.64)	100.00
101.41940.41230 MN PAID LEAVE		0.00	3.77	0.87	(3.77)	100.00
101.41940.41300 HEALTH INSURANCE		0.00	126.91	32.41	(126.91)	100.00
101.41940.41313 LIFE INSURANCE		0.00	0.59	0.17	(0.59)	100.00
101.41940.41510 WORKERS COMPENSATION		0.00	24.63	6.10	(24.63)	100.00
101.41940.42000 OFFICE SUPPLIES		0.00	2.87	0.00	(2.87)	100.00
101.41940.42100 OPERATING SUPPLIES		16,000.00	13,556.77	812.40	2,443.23	84.73
101.41940.42200 REPAIR & MAINTENANCE		12,000.00	6,758.03	858.96	5,241.97	56.32
101.41940.42280 UNIFORM ALLOWANCE		0.00	218.76	0.00	(218.76)	100.00
101.41940.43210 TELEPHONE		11,000.00	8,257.36	922.71	2,742.64	75.07
101.41940.43810 ELECTRIC UTILITIES		31,000.00	27,895.79	338.42	3,104.21	89.99
101.41940.43830 GAS UTILITIES		20,000.00	15,229.26	175.23	4,770.74	76.15
101.41940.43841 RUBBISH REMOVAL		4,850.00	9,709.12	1,008.36	(4,859.12)	200.19
101.41940.44000 CONTRACTUAL SERVICE		53,083.00	44,684.48	5,000.06	8,398.52	84.18
101.41940.45000 CAPITAL OUTLAY		0.00	9,484.82	0.00	(9,484.82)	100.00
101.41940.47000 PERMANENT TRANSFERS OUT		16,400.00	0.00	0.00	16,400.00	0.00
Total Dept 41940 - GOVERNMENT BUILDING		164,333.00	136,806.67	9,407.71	27,526.33	83.25
Department: 42100 POLICE PROTECTION						

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 09/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 09/30/2026 (Abnormal)	Activity For 09/30/2026 (Decrease)	Available Balance 09/30/2026 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 42100 POLICE PROTECTION						
101.42100.41010	FULL TIME EMPLOYEES	1,481,239.00	984,446.83	107,130.25	496,792.17	66.46
101.42100.41013	OVERTIME	95,000.00	82,622.42	8,200.78	12,377.58	86.97
101.42100.41050	VACATION BUY BACK	8,000.00	0.00	0.00	8,000.00	0.00
101.42100.41210	PERA CONTRIBUTIONS-EMPLOYER	268,256.00	186,611.08	19,246.19	81,644.92	69.56
101.42100.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	28,681.00	20,853.55	2,141.84	7,827.45	72.71
101.42100.41230	MN PAID LEAVE	6,925.00	4,401.64	455.57	2,523.36	63.56
101.42100.41300	HEALTH INSURANCE	269,697.00	158,573.05	19,195.40	111,123.95	58.80
101.42100.41313	LIFE INSURANCE	783.00	587.43	82.65	195.57	75.02
101.42100.41510	WORKERS COMPENSATION	116,774.00	128,743.80	7,662.77	(11,969.80)	110.25
101.42100.42000	OFFICE SUPPLIES	3,600.00	1,981.03	69.53	1,618.97	55.03
101.42100.42030	PRINTED FORMS	2,200.00	490.95	0.00	1,709.05	22.32
101.42100.42040	RANGE EQUIP & SUPPLIES	9,800.00	3,228.02	0.00	6,571.98	32.94
101.42100.42100	OPERATING SUPPLIES	6,610.00	3,364.98	0.00	3,245.02	50.91
101.42100.42120	MOTOR FUELS & LUBRICANTS	25,000.00	23,552.08	2,783.73	1,447.92	94.21
101.42100.42220	POSTAGE	1,000.00	747.69	16.38	252.31	74.77
101.42100.43050	MEDICAL EXPENSE	3,000.00	3,481.00	0.00	(481.00)	116.03
101.42100.43210	TELEPHONE	3,500.00	1,912.52	307.28	1,587.48	54.64
101.42100.43211	DATA SERVICES	67,096.00	42,959.22	2,410.25	24,136.78	64.03
101.42100.43300	CLOTHING & PERSONAL EQUIP	16,450.00	12,228.18	2,341.31	4,221.82	74.34
101.42100.43310	TRAVEL EXPENSE	1,200.00	0.00	0.00	1,200.00	0.00
101.42100.44000	CONTRACTUAL SERVICE	71,075.00	52,946.94	2,081.70	18,128.06	74.49
101.42100.44050	MAINTENANCE AGREEMENTS	10,000.00	7,143.99	0.00	2,856.01	71.44
101.42100.44060	AUTO EQUIPMENT REPAIR	23,000.00	11,821.24	2,643.31	11,178.76	51.40
101.42100.44070	OTHER EQUIPMENT REPAIR	3,000.00	4,814.86	0.00	(1,814.86)	160.50
101.42100.44300	CONFERENCE & SCHOOLS	26,000.00	6,732.71	1,632.45	19,267.29	25.90
101.42100.44310	TRAINING-PER CONTRACT	13,000.00	0.00	0.00	13,000.00	0.00
101.42100.44330	DUES & SUBSCRIPTIONS	2,540.00	1,599.60	0.00	940.40	62.98
101.42100.45000	CAPITAL OUTLAY	57,700.00	56,423.42	0.00	1,276.58	97.79
101.42100.47000	PERMANENT TRANSFERS OUT	13,000.00	0.00	0.00	13,000.00	0.00
Total Dept 42100 - POLICE PROTECTION		2,634,126.00	1,802,268.23	178,401.39	831,857.77	68.42
Department: 42200 FIRE PROTECTION						
101.42200.44000	CONTRACTUAL SERVICE	329,270.00	245,340.00	27,260.00	83,930.00	74.51
101.42200.45000	CAPITAL OUTLAY	116,742.00	56,780.00	0.00	59,962.00	48.64
Total Dept 42200 - FIRE PROTECTION		446,012.00	302,120.00	27,260.00	143,892.00	67.74
Department: 42300 CODE ENFORCEMENT						
101.42300.41010	FULL TIME EMPLOYEES	228,751.00	148,986.23	15,237.31	79,764.77	65.13
101.42300.41050	VACATION BUY BACK	1,500.00	0.00	0.00	1,500.00	0.00
101.42300.41210	PERA CONTRIBUTIONS-EMPLOYER	25,514.00	5,667.54	629.34	19,846.46	22.21
101.42300.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	12,581.00	10,933.25	1,074.50	1,647.75	86.90
101.42300.41230	MN PAID LEAVE	1,013.00	605.45	60.16	407.55	59.77
101.42300.41300	HEALTH INSURANCE	55,325.00	25,216.29	3,081.68	30,108.71	45.58
101.42300.41313	LIFE INSURANCE	129.00	104.53	14.24	24.47	81.03
101.42300.41510	WORKERS COMPENSATION	2,622.00	1,824.57	103.64	797.43	69.59
101.42300.42000	OFFICE SUPPLIES	600.00	103.36	0.00	496.64	17.23
101.42300.42030	PRINTED FORMS	150.00	159.81	0.00	(9.81)	106.54
101.42300.42100	OPERATING SUPPLIES	2,700.00	363.75	0.00	2,336.25	13.47
101.42300.42120	MOTOR FUELS & LUBRICANTS	3,000.00	1,566.88	185.59	1,433.12	52.23
101.42300.42200	REPAIR & MAINTENANCE	1,750.00	0.00	0.00	1,750.00	0.00

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GL Number	Description	2026 Amended Budget	YTD Balance 09/30/2026 (Abnormal)	Activity For 09/30/2026 Increase (Decrease)	Available Balance 09/30/2026 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 42300 CODE ENFORCEMENT						
101.42300.43210	TELEPHONE	1,300.00	460.84	76.82	839.16	35.45
101.42300.43300	CLOTHING & PERSONAL EQUIP	0.00	563.68	0.00	(563.68)	100.00
101.42300.43310	TRAVEL EXPENSE	300.00	15.81	0.00	284.19	5.27
101.42300.44000	CONTRACTUAL SERVICE	17,500.00	11,132.03	1,295.95	6,367.97	63.61
101.42300.44050	MAINTENANCE AGREEMENTS	0.00	3,430.50	0.00	(3,430.50)	100.00
101.42300.44300	CONFERENCE & SCHOOLS	2,700.00	235.00	0.00	2,465.00	8.70
101.42300.44330	DUES & SUBSCRIPTIONS	5,650.00	3,618.49	0.00	2,031.51	64.04
Total Dept 42300 - CODE ENFORCEMENT		363,085.00	214,988.01	21,759.23	148,096.99	59.21
Department: 43000 STREET DEPARTMENT						
101.43000.41010	FULL TIME EMPLOYEES	190,130.00	114,470.78	12,664.39	75,659.22	60.21
101.43000.41013	OVERTIME	10,100.00	6,067.48	275.76	4,032.52	60.07
101.43000.41020	ON CALL SALARIES	4,525.00	1,780.67	207.12	2,744.33	39.35
101.43000.41040	TEMPORARY EMPLOYEES	0.00	135.47	0.00	(135.47)	100.00
101.43000.41050	VACATION BUY BACK	1,900.00	0.00	0.00	1,900.00	0.00
101.43000.41210	PERA CONTRIBUTIONS-EMPLOYER	15,500.00	9,580.84	986.08	5,919.16	61.81
101.43000.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	15,810.00	9,644.16	983.11	6,165.84	61.00
101.43000.41230	MN PAID LEAVE	910.00	511.69	51.97	398.31	56.23
101.43000.41300	HEALTH INSURANCE	39,492.00	22,411.51	2,768.43	17,080.49	56.75
101.43000.41313	LIFE INSURANCE	105.00	84.12	11.59	20.88	80.11
101.43000.41510	WORKERS COMPENSATION	12,320.00	12,329.28	822.88	(9.28)	100.08
101.43000.42100	OPERATING SUPPLIES	2,500.00	2,415.28	75.68	84.72	96.61
101.43000.42120	MOTOR FUELS & LUBRICANTS	20,000.00	19,494.10	3,164.85	505.90	97.47
101.43000.42130	RUG SERVICE	500.00	0.00	0.00	500.00	0.00
101.43000.42150	SHOP MATERIALS	6,000.00	454.06	0.00	5,545.94	7.57
101.43000.42200	REPAIR & MAINTENANCE	12,000.00	7,708.75	2,214.37	4,291.25	64.24
101.43000.42210	EQUIPMENT PARTS	16,000.00	42,110.85	0.00	(26,110.85)	263.19
101.43000.42221	TIRES	5,000.00	1,080.00	0.00	3,920.00	21.60
101.43000.42224	STREET MAINT SUPPLIES	3,000.00	19,088.78	0.00	(16,088.78)	636.29
101.43000.42226	SIGNS & STRIPING	12,500.00	7,435.49	0.00	5,064.51	59.48
101.43000.42280	UNIFORM ALLOWANCE	2,170.00	1,721.67	0.00	448.33	79.34
101.43000.43210	TELEPHONE	370.00	76.80	12.80	293.20	20.76
101.43000.44000	CONTRACTUAL SERVICE	4,000.00	468.00	0.00	3,532.00	11.70
101.43000.44300	CONFERENCE & SCHOOLS	1,300.00	1,467.00	0.00	(167.00)	112.85
101.43000.44330	DUES & SUBSCRIPTIONS	245.00	104.00	0.00	141.00	42.45
101.43000.47000	PERMANENT TRANSFERS OUT	35,000.00	0.00	0.00	35,000.00	0.00
Total Dept 43000 - STREET DEPARTMENT		411,377.00	280,640.78	24,239.03	130,736.22	68.22
Department: 45100 RECREATION DEPARTMENT						
101.45100.41010	FULL TIME EMPLOYEES	304,680.00	212,637.91	23,430.72	92,042.09	69.79
101.45100.41040	TEMPORARY EMPLOYEES	34,476.00	43,488.63	3,874.25	(9,012.63)	126.14
101.45100.41050	VACATION BUY BACK	4,500.00	0.00	0.00	4,500.00	0.00
101.45100.41210	PERA CONTRIBUTIONS-EMPLOYER	22,852.00	16,601.52	1,757.30	6,250.48	72.65
101.45100.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	26,290.00	19,810.42	2,038.46	6,479.58	75.35
101.45100.41230	MN PAID LEAVE	1,513.00	1,048.97	107.87	464.03	69.33
101.45100.41300	HEALTH INSURANCE	43,385.00	33,578.32	4,043.58	9,806.68	77.40
101.45100.41313	LIFE INSURANCE	155.00	125.55	17.10	29.45	81.00
101.45100.41510	WORKERS COMPENSATION	19,925.00	18,208.24	1,031.62	1,716.76	91.38
101.45100.42000	OFFICE SUPPLIES	2,600.00	1,476.46	60.11	1,123.54	56.79
101.45100.42030	PRINTED FORMS	500.00	0.00	0.00	500.00	0.00

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GL Number	Description	2026 Amended Budget	YTD Balance 09/30/2026 (Normal (Abnormal))	Activity For 09/30/2026 Increase (Decrease)	Available Balance 09/30/2026 Normal (Abnormal)	% Bdg Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 45100 RECREATION DEPARTMENT						
101.45100.42100	OPERATING SUPPLIES	500.00	238.52	0.00	261.48	47.70
101.45100.42220	POSTAGE	15,000.00	9,193.99	137.97	5,806.01	61.29
101.45100.42290	RECREATION EQUIP SUPPLIES	16,335.00	308.65	0.00	16,026.35	1.89
101.45100.43310	TRAVEL EXPENSE	1,000.00	392.64	0.00	607.36	39.26
101.45100.43410	EMPLOYMENT ADVERTISING	150.00	0.00	0.00	150.00	0.00
101.45100.43420	ENTERPRISE ADVERTISING	3,500.00	207.69	0.00	3,292.31	5.93
101.45100.43500	PRINTING & PUBLISHING	25,000.00	12,038.65	0.00	12,961.35	48.15
101.45100.44050	MAINTENANCE AGREEMENTS	0.00	1,125.60	0.00	(1,125.60)	100.00
101.45100.44300	CONFERENCE & SCHOOLS	1,600.00	0.00	0.00	1,600.00	0.00
101.45100.44310	TRAINING-PER CONTRACT	0.00	477.26	0.00	(477.26)	100.00
101.45100.44330	DUES & SUBSCRIPTIONS	700.00	185.00	0.00	515.00	26.43
101.45100.44501	PROGRAM EXPENSE	3,500.00	0.00	0.00	3,500.00	0.00
101.45100.44502	RECREATION REFUNDS	0.00	776.00	0.00	(776.00)	100.00
Total Dept 45100 - RECREATION DEPARTMENT		528,161.00	371,920.02	36,498.98	156,240.98	70.42
Department: 45200 PARKS DEPARTMENT						
101.45200.41010	FULL TIME EMPLOYEES	185,954.00	115,112.75	12,803.19	70,841.25	61.90
101.45200.41013	OVERTIME	10,550.00	1,509.64	145.50	9,040.36	14.31
101.45200.41020	ON CALL SALARIES	3,000.00	155.26	109.50	2,844.74	5.18
101.45200.41040	TEMPORARY EMPLOYEES	40,000.00	107,418.50	12,028.50	(67,418.50)	268.55
101.45200.41050	VACATION BUY BACK	3,250.00	0.00	0.00	3,250.00	0.00
101.45200.41210	PERA CONTRIBUTIONS-EMPLOYER	15,207.00	9,214.93	979.32	5,992.07	60.60
101.45200.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	18,571.00	17,434.89	1,886.22	1,136.11	93.88
101.45200.41230	MN PAID LEAVE	1,069.00	916.29	99.05	152.71	85.71
101.45200.41300	HEALTH INSURANCE	29,948.00	26,350.50	3,257.98	3,597.50	87.99
101.45200.41313	LIFE INSURANCE	105.00	83.56	11.55	21.44	79.58
101.45200.41510	WORKERS COMPENSATION	15,965.00	18,644.02	1,373.88	(2,679.02)	116.78
101.45200.42000	OFFICE SUPPLIES	0.00	297.01	0.00	(297.01)	100.00
101.45200.42001	SUPPLIES	600.00	112.87	0.00	487.13	18.81
101.45200.42100	OPERATING SUPPLIES	1,000.00	4,561.66	0.00	(3,561.66)	456.17
101.45200.42120	MOTOR FUELS & LUBRICANTS	16,500.00	18,444.90	3,041.13	(1,944.90)	111.79
101.45200.42200	REPAIR & MAINTENANCE	25,300.00	6,591.19	688.04	18,708.81	26.05
101.45200.42205	LAKESIDE PK EXP TO BE REIM	0.00	3,526.65	0.00	(3,526.65)	100.00
101.45200.42210	EQUIPMENT PARTS	6,000.00	3,730.50	245.76	2,269.50	62.18
101.45200.42220	POSTAGE	0.00	488.12	0.00	(488.12)	100.00
101.45200.42221	TIRES	2,000.00	1,000.80	0.00	999.20	50.04
101.45200.42225	LANDSCAPING MATERIALS	16,000.00	19,962.58	0.00	(3,962.58)	124.77
101.45200.42280	UNIFORM ALLOWANCE	2,070.00	2,375.25	0.00	(305.25)	114.75
101.45200.42290	RECREATION EQUIP SUPPLIES	6,700.00	166.60	0.00	6,533.40	2.49
101.45200.43210	TELEPHONE	550.00	230.42	38.41	319.58	41.89
101.45200.43810	ELECTRIC UTILITIES	6,000.00	4,141.89	366.78	1,858.11	69.03
101.45200.43830	GAS UTILITIES	4,000.00	2,436.15	69.37	1,563.85	60.90
101.45200.43841	RUBBISH REMOVAL	250.00	63.90	0.00	186.10	25.56
101.45200.44000	CONTRACTUAL SERVICE	0.00	1,306.00	0.00	(1,306.00)	100.00
101.45200.44190	SATELLITE RENTAL	2,500.00	1,636.58	288.00	863.42	65.46
101.45200.44300	CONFERENCE & SCHOOLS	2,500.00	2,475.00	0.00	25.00	99.00
101.45200.44330	DUES & SUBSCRIPTIONS	0.00	60.00	0.00	(60.00)	100.00
101.45200.44500	CONTRACTUAL SERVICES	2,000.00	2,520.32	0.00	(520.32)	126.02
101.45200.44502	RECREATION REFUNDS	0.00	1,350.00	0.00	(1,350.00)	100.00

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GL Number	Description	2026 Amended Budget	YTD Balance 09/30/2026 Normal (Abnormal)	Activity For 09/30/2026 Increase (Decrease)	Available Balance 09/30/2026 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 45200 PARKS DEPARTMENT						
101.45200.44901	LAKESIDE PARK EXPENSE	13,000.00	12,821.49	281.06	178.51	98.63
Total Dept 45200 - PARKS DEPARTMENT		430,589.00	387,140.22	37,713.24	43,448.78	89.91
Department: 49000 MISCELLANEOUS						
101.49000.41300	HEALTH INSURANCE	525.00	430.01	35.20	94.99	81.91
101.49000.43600	INSURANCE	69,615.00	62,208.20	0.00	7,406.80	89.36
101.49000.44000	CONTRACTUAL SERVICE	5,000.00	0.00	0.00	5,000.00	0.00
101.49000.44389	CONTINGENCY FUND	46,339.00	1,000.00	0.00	45,339.00	2.16
101.49000.44390	MISCELLANEOUS	10,000.00	731.14	0.00	9,268.86	7.31
101.49000.44420	SURCHARGES-PLBG	200.00	80.05	0.00	119.95	40.03
101.49000.44430	SURCHARGES-HTG	400.00	117.55	0.00	282.45	29.39
101.49000.44440	SURCHARGES-BLDG	5,000.00	1,139.59	0.00	3,860.41	22.79
101.49000.44480	SURCHARGES-ELECTRICAL	100.00	161.87	0.00	(61.87)	161.87
101.49000.47000	PERMANENT TRANSFERS OUT	40,000.00	0.00	0.00	40,000.00	0.00
Total Dept 49000 - MISCELLANEOUS		177,179.00	65,868.41	35.20	111,310.59	37.18
Expenditures		6,118,772.00	4,232,418.29	401,210.66	1,886,353.71	69.17
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,118,772.00	3,186,610.94	30,734.67	2,932,161.06	52.08
TOTAL EXPENDITURES		6,118,772.00	4,232,418.29	401,210.66	1,886,353.71	69.17
NET OF REVENUES & EXPENDITURES:		0.00	(1,045,807.35)	(370,475.99)	1,045,807.35	

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Fund: 601 PUBLIC UTILITIES OPERATIONS						
Account Category: Revenues						
Department: 00000						
601.00000.34950	REFUNDS & REIMB	500.00	1,318.34	145.00	(818.34)	263.67
601.00000.36210	INTEREST EARNINGS	60,000.00	2,512.13	(8,756.38)	57,487.87	4.19
601.00000.37101	WATER COLLECTIONS	785,993.00	587,053.91	293,788.02	198,939.09	74.69
601.00000.37103	SALES TAX ADDED	8,000.00	7,622.82	2,764.25	377.18	95.29
601.00000.37104	PENALTIES/WATER	12,500.00	12,493.90	0.00	6.10	99.95
601.00000.37109	SAFE DRINKING WATER FEE	34,245.00	26,069.69	8,649.58	8,175.31	76.13
601.00000.37111	ADMINISTRATIVE CHARGE	195,145.00	139,790.22	46,378.22	55,354.78	71.63
601.00000.37115	ESTIMATE READING CHRG	0.00	85.00	0.00	(85.00)	100.00
601.00000.37149	WATER CONNECTION CHRG-INTEREST	0.00	464.64	19.11	(464.64)	100.00
601.00000.37150	WATER CONNECTION CHARGES-WAC	0.00	1,457.17	488.16	(1,457.17)	100.00
601.00000.37151	WATER RECONNECTION	0.00	250.00	125.00	(250.00)	100.00
601.00000.37172	WATER METER SALES	1,500.00	1,873.89	0.00	(373.89)	124.93
601.00000.37201	SEWER COLLECTIONS	1,110,195.00	988,193.39	334,805.82	122,001.61	89.01
601.00000.37204	PENALTIES-SEWER	15,000.00	18,313.57	0.00	(3,313.57)	122.09
601.00000.37250	SEWER CONNECTION CHARGES-SAC	0.00	3,767.32	1,262.08	(3,767.32)	100.00
601.00000.37251	SEWER CONNECTION CHRG-INTEREST	0.00	166.58	49.22	(166.58)	100.00
601.00000.39206	TRANSFER FROM RECYCLING FUND	3,500.00	0.00	0.00	3,500.00	0.00
Total Dept 00000		2,226,578.00	1,791,432.57	679,718.08	435,145.43	80.46
Revenues		2,226,578.00	1,791,432.57	679,718.08	435,145.43	80.46
Account Category: Expenditures						
Department: 49400 WATER DEPARTMENT						
601.49400.41010	FULL TIME EMPLOYEES	161,348.00	92,453.51	9,614.10	68,894.49	57.30
601.49400.41013	OVERTIME	5,500.00	2,102.52	90.89	3,397.48	38.23
601.49400.41020	ON CALL SALARIES	5,663.00	472.62	54.78	5,190.38	8.35
601.49400.41040	TEMPORARY EMPLOYEES	10,000.00	12,236.24	0.00	(2,236.24)	122.36
601.49400.41050	VACATION BUY BACK	2,500.00	782.83	782.83	1,717.17	31.31
601.49400.41210	PERA CONTRIBUTIONS-EMPLOYER	13,108.00	7,573.85	790.75	5,534.15	57.78
601.49400.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	14,135.00	8,177.02	727.59	5,957.98	57.85
601.49400.41230	MN PAID LEAVE	0.00	452.15	41.74	(452.15)	100.00
601.49400.41300	HEALTH INSURANCE	32,899.00	21,872.20	2,654.68	11,026.80	66.48
601.49400.41313	LIFE INSURANCE	100.00	79.59	10.92	20.41	79.59
601.49400.41510	WORKERS COMPENSATION	8,133.00	5,628.86	340.33	2,504.14	69.21
601.49400.42000	OFFICE SUPPLIES	750.00	287.65	0.00	462.35	38.35
601.49400.42030	PRINTED FORMS	1,500.00	1,447.91	0.00	52.09	96.53
601.49400.42100	OPERATING SUPPLIES	1,200.00	588.31	0.00	611.69	49.03
601.49400.42120	MOTOR FUELS & LUBRICANTS	5,000.00	3,212.13	371.18	1,787.87	64.24
601.49400.42200	REPAIR & MAINTENANCE	85,000.00	114,364.08	0.00	(29,364.08)	134.55
601.49400.42210	EQUIPMENT PARTS	2,500.00	3,022.74	0.00	(522.74)	120.91
601.49400.42220	POSTAGE	3,000.00	3,061.43	28.47	(61.43)	102.05
601.49400.42221	TIRES	2,500.00	0.00	0.00	2,500.00	0.00
601.49400.42222	STREET REPAIRS	20,000.00	22,534.72	21,640.00	(2,534.72)	112.67
601.49400.42261	WATER TESTING	1,750.00	864.00	108.00	886.00	49.37
601.49400.42262	WATER METER & SUPPLIES	10,000.00	9,675.57	0.00	324.43	96.76
601.49400.42264	SAFE DRINKING WATER FEE	34,245.00	26,037.00	0.00	8,208.00	76.03
601.49400.42280	UNIFORM ALLOWANCE	1,600.00	1,078.48	0.00	521.52	67.41
601.49400.43010	AUDIT & ACCTG SERVICES	8,450.00	9,581.25	1,968.75	(1,131.25)	113.39
601.49400.43030	ENGINEERING FEES	1,000.00	0.00	0.00	1,000.00	0.00
601.49400.43040	LEGAL FEES	300.00	0.00	0.00	300.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 09/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 09/30/2026 (Normal (Abnormal))	Activity For 09/30/2026 Increase (Decrease)	Available Balance 09/30/2026 Normal (Abnormal)	% Bdgt Used
Fund: 601 PUBLIC UTILITIES OPERATIONS						
Account Category: Expenditures						
Department: 49400 WATER DEPARTMENT						
601.49400.43210	TELEPHONE	1,145.00	307.22	51.21	837.78	26.83
601.49400.43310	TRAVEL EXPENSE	1,500.00	0.00	0.00	1,500.00	0.00
601.49400.43500	PRINTING & PUBLISHING	14,500.00	17,289.85	4,627.98	(2,789.85)	119.24
601.49400.43600	INSURANCE	25,000.00	24,228.75	0.00	771.25	96.92
601.49400.43870	WATER USAGE-CITY OF BLAINE	12,000.00	4,530.10	0.00	7,469.90	37.75
601.49400.44000	CONTRACTUAL SERVICE	9,000.00	15,652.42	500.00	(6,652.42)	173.92
601.49400.44050	MAINTENANCE AGREEMENTS	12,120.00	12,513.10	41.18	(393.10)	103.24
601.49400.44300	CONFERENCE & SCHOOLS	2,700.00	2,706.00	0.00	(6.00)	100.22
601.49400.44330	DUES & SUBSCRIPTIONS	1,500.00	362.50	0.00	1,137.50	24.17
601.49400.44370	TAXES	12,000.00	10,648.47	0.00	1,351.53	88.74
601.49400.47000	PERMANENT TRANSFERS OUT	152,303.00	0.00	0.00	152,303.00	0.00
Total Dept 49400 - WATER DEPARTMENT		675,949.00	435,825.07	44,445.38	240,123.93	64.48
Department: 49402 WATER TREATMENT PLANT						
601.49402.42100	OPERATING SUPPLIES	500.00	337.59	0.00	162.41	67.52
601.49402.42120	MOTOR FUELS & LUBRICANTS	3,000.00	0.00	0.00	3,000.00	0.00
601.49402.42160	CHEMICALS & CHEMICAL PROD	30,000.00	18,370.02	90.00	11,629.98	61.23
601.49402.42200	REPAIR & MAINTENANCE	20,000.00	18,290.27	320.16	1,709.73	91.45
601.49402.42210	EQUIPMENT PARTS	10,000.00	504.17	0.00	9,495.83	5.04
601.49402.43030	ENGINEERING FEES	1,000.00	0.00	0.00	1,000.00	0.00
601.49402.43500	PRINTING & PUBLISHING	300.00	0.00	0.00	300.00	0.00
601.49402.43600	INSURANCE	19,733.00	20,486.65	0.00	(753.65)	103.82
601.49402.43810	ELECTRIC UTILITIES	105,000.00	53,057.33	707.57	51,942.67	50.53
601.49402.43830	GAS UTILITIES	4,000.00	2,746.44	36.86	1,253.56	68.66
601.49402.44000	CONTRACTUAL SERVICE	4,000.00	3,350.91	0.00	649.09	83.77
601.49402.44370	TAXES	2,550.00	550.00	0.00	2,000.00	21.57
601.49402.47000	PERMANENT TRANSFERS OUT	44,469.00	0.00	0.00	44,469.00	0.00
Total Dept 49402 - WATER TREATMENT PLANT		244,552.00	117,693.38	1,154.59	126,858.62	48.13
Department: 49450 SEWER DEPARTMENT						
601.49450.41010	FULL TIME EMPLOYEES	161,347.00	92,442.03	9,612.72	68,904.97	57.29
601.49450.41013	OVERTIME	5,500.00	2,101.40	90.82	3,398.60	38.21
601.49450.41020	ON CALL SALARIES	5,417.00	472.14	54.79	4,944.86	8.72
601.49450.41040	TEMPORARY EMPLOYEES	10,000.00	12,235.51	0.00	(2,235.51)	122.36
601.49450.41050	VACATION BUY BACK	2,500.00	782.77	782.77	1,717.23	31.31
601.49450.41210	PERA CONTRIBUTIONS-EMPLOYER	13,108.00	7,571.36	790.50	5,536.64	57.76
601.49450.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	14,135.00	8,174.39	727.28	5,960.61	57.83
601.49450.41230	MN PAID LEAVE	0.00	450.62	41.56	(450.62)	100.00
601.49450.41300	HEALTH INSURANCE	32,899.00	21,868.69	2,654.37	11,030.31	66.47
601.49450.41313	LIFE INSURANCE	100.00	78.35	10.79	21.65	78.35
601.49450.41510	WORKERS COMPENSATION	10,555.00	5,255.50	340.24	5,299.50	49.79
601.49450.42000	OFFICE SUPPLIES	500.00	58.02	0.00	441.98	11.60
601.49450.42030	PRINTED FORMS	1,600.00	1,447.90	0.00	152.10	90.49
601.49450.42100	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
601.49450.42120	MOTOR FUELS & LUBRICANTS	4,000.00	3,133.63	371.15	866.37	78.34
601.49450.42200	REPAIR & MAINTENANCE	15,000.00	30,267.80	1,980.30	(15,267.80)	201.79
601.49450.42210	EQUIPMENT PARTS	6,000.00	3,534.44	0.00	2,465.56	58.91
601.49450.42220	POSTAGE	2,500.00	2,671.44	28.47	(171.44)	106.86
601.49450.42221	TIRES	3,000.00	0.00	0.00	3,000.00	0.00
601.49450.42222	STREET REPAIRS	3,000.00	79.87	0.00	2,920.13	2.66

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 09/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 09/30/2026 (Normal (Abnormal))	Activity For 09/30/2026 Increase (Decrease)	Available Balance 09/30/2026 Normal (Abnormal)	% Bdg Used
Fund: 601 PUBLIC UTILITIES OPERATIONS						
Account Category: Expenditures						
Department: 49450 SEWER DEPARTMENT						
601.49450.42262	WATER METER & SUPPLIES	5,000.00	0.00	0.00	5,000.00	0.00
601.49450.42280	UNIFORM ALLOWANCE	1,550.00	1,078.33	0.00	471.67	69.57
601.49450.43010	AUDIT & ACCTG SERVICES	8,450.00	9,581.25	1,968.75	(1,131.25)	113.39
601.49450.43030	ENGINEERING FEES	1,000.00	0.00	0.00	1,000.00	0.00
601.49450.43040	LEGAL FEES	300.00	0.00	0.00	300.00	0.00
601.49450.43210	TELEPHONE	875.00	307.25	51.22	567.75	35.11
601.49450.43310	TRAVEL EXPENSE	500.00	0.00	0.00	500.00	0.00
601.49450.43500	PRINTING & PUBLISHING	300.00	0.00	0.00	300.00	0.00
601.49450.43600	INSURANCE	24,100.00	24,210.75	0.00	(110.75)	100.46
601.49450.43810	ELECTRIC UTILITIES	6,250.00	3,320.22	253.91	2,929.78	53.12
601.49450.43840	METRO WASTE CONTROL	646,215.00	485,210.98	53,851.22	161,004.02	75.09
601.49450.44000	CONTRACTUAL SERVICE	10,000.00	13,208.77	500.00	(3,208.77)	132.09
601.49450.44050	MAINTENANCE AGREEMENTS	9,995.00	7,813.02	41.17	2,181.98	78.17
601.49450.44300	CONFERENCE & SCHOOLS	1,500.00	1,250.00	0.00	250.00	83.33
601.49450.44330	DUES & SUBSCRIPTIONS	300.00	212.50	0.00	87.50	70.83
601.49450.44390	MISCELLANEOUS	9,193.00	0.00	0.00	9,193.00	0.00
601.49450.44450	RESERVE CAPACITY CHARGES	12,425.00	2,771.44	0.00	9,653.56	22.31
601.49450.47000	PERMANENT TRANSFERS OUT	276,463.00	0.00	0.00	276,463.00	0.00
Total Dept 49450 - SEWER DEPARTMENT		1,306,077.00	741,590.37	74,152.03	564,486.63	56.78
Expenditures		2,226,578.00	1,295,108.82	119,752.00	931,469.18	58.17
Fund 601 - PUBLIC UTILITIES OPERATIONS:						
TOTAL REVENUES		2,226,578.00	1,791,432.57	679,718.08	435,145.43	80.46
TOTAL EXPENDITURES		2,226,578.00	1,295,108.82	119,752.00	931,469.18	58.17
NET OF REVENUES & EXPENDITURES:		0.00	496,323.75	559,966.08	(496,323.75)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 09/30/2026

GL Number	Description	2026 Amended Budget	YTD Balance 09/30/2026 (Normal) (Abnormal)	Activity For 09/30/2026 Increase (Decrease)	Available Balance 09/30/2026 Normal (Abnormal)	% Bdg't Used
Fund: 603 STORMWATER UTILITY						
Account Category: Revenues						
Department: 00000						
603.00000.36210	INTEREST EARNINGS	2,500.00	3.51	(402.12)	2,496.49	0.14
603.00000.36504	STORMWATER COLLECTION	160,819.00	122,031.20	40,565.66	38,787.80	75.88
603.00000.36506	STORMWATER PENALTIES	1,500.00	2,074.87	0.00	(574.87)	138.32
Total Dept 00000		164,819.00	124,109.58	40,163.54	40,709.42	75.30
Revenues		164,819.00	124,109.58	40,163.54	40,709.42	75.30
Account Category: Expenditures						
Department: 49785 STORMWATER UTILITY						
603.49785.41010	FULL TIME EMPLOYEES	27,488.00	19,308.08	2,118.93	8,179.92	70.24
603.49785.41050	VACATION BUY BACK	1,000.00	0.00	0.00	1,000.00	0.00
603.49785.41210	PERA CONTRIBUTIONS-EMPLOYER	2,137.00	1,498.88	158.90	638.12	70.14
603.49785.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	2,180.00	1,494.09	158.46	685.91	68.54
603.49785.41230	MN PAID LEAVE	109.00	79.25	8.37	29.75	72.71
603.49785.41300	HEALTH INSURANCE	4,339.00	3,173.65	387.46	1,165.35	73.14
603.49785.41313	LIFE INSURANCE	16.00	12.57	1.72	3.43	78.56
603.49785.41510	WORKERS COMPENSATION	1,709.00	755.14	79.02	953.86	44.19
603.49785.42200	REPAIR & MAINTENANCE	20,000.00	26,477.41	0.00	(6,477.41)	132.39
603.49785.42280	UNIFORM ALLOWANCE	300.00	87.51	0.00	212.49	29.17
603.49785.43030	ENGINEERING FEES	10,000.00	568.00	0.00	9,432.00	5.68
603.49785.43040	LEGAL FEES	500.00	0.00	0.00	500.00	0.00
603.49785.43310	TRAVEL EXPENSE	200.00	0.00	0.00	200.00	0.00
603.49785.44000	CONTRACTUAL SERVICE	29,650.00	17,867.50	0.00	11,782.50	60.26
603.49785.44389	CONTINGENCY FUND	691.00	0.00	0.00	691.00	0.00
603.49785.45000	CAPITAL OUTLAY	64,500.00	0.00	0.00	64,500.00	0.00
Total Dept 49785 - STORMWATER UTILITY		164,819.00	71,322.08	2,912.86	93,496.92	43.27
Expenditures		164,819.00	71,322.08	2,912.86	93,496.92	43.27
Fund 603 - STORMWATER UTILITY:						
TOTAL REVENUES		164,819.00	124,109.58	40,163.54	40,709.42	75.30
TOTAL EXPENDITURES		164,819.00	71,322.08	2,912.86	93,496.92	43.27
NET OF REVENUES & EXPENDITURES:		0.00	52,787.50	37,250.68	(52,787.50)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		8,510,169.00	5,102,153.09	750,616.29	3,408,015.91	59.95
TOTAL EXPENDITURES - ALL FUNDS		8,510,169.00	5,598,849.19	523,875.52	2,911,319.81	65.79
NET OF REVENUES & EXPENDITURES:		0.00	(496,696.10)	226,740.77	496,696.10	

CASH SUMMARY REPORT FOR CITY OF SPRING LAKE PARK

From 01/01/2026 to 09/30/2026

Fund Description	Beginning Balance 01/01/2026	Total Debits	Total Credits	Ending Balance 09/30/2026
101 GENERAL FUND	3,093,611.19	3,448,472.90	4,543,063.01	1,999,021.08
102 ELECTION FUND	109,614.09	2,860.75	14,904.59	97,570.25
103 POLICE RESERVES & SAFETY EDUCATION FUND	25,240.68	4,338.75	2,445.48	27,133.95
104 NORTH CENTRAL SUBURBAN CABLE	19,457.93	4,973.69	89.90	24,341.72
108 POLICE FORFEITURES	16,263.48	75.49	4,219.81	12,119.16
112 ESCROW TRUST FUND	138,701.08	42,630.19	36,107.31	145,223.96
115 COMPREHENSIVE PLAN UPDATE	11,343.58	57.25	41.97	11,358.86
224 SMALL EQUIPMENT FUND	7,458.73	11,350.60	14,235.73	4,573.60
225 PARK ACQUISITION & IMPRV FUND	92,342.52	465.79	1,481.41	91,326.90
226 PARK EQUIPMENT & IMPRV	278,941.81	1,935.55	98,682.60	182,194.76
227 HRA EXCESS	147,466.88	225,909.52	81,482.65	291,893.75
229 SANBURNOL PARK IMPROVEMENT FUND	33,534.03	3,177.63	135.13	36,576.53
230 RECYCLING FUND	118,451.44	170,136.45	167,726.78	120,861.11
234 STREET LIGHTING FUND	92,292.09	29,577.81	30,519.93	91,349.97
235 RIGHT OF WAY MAINT	2,121.81	10.70	7.85	2,124.66
237 PARK & RECREATION SPECIAL PRJ	5,607.72	28.30	315.10	5,320.92
238 GRANTS & SPECIAL PRJ	2,126.67	15,014.70	63.10	17,078.27
240 TOWER DAYS	26,695.79	17,151.80	41,698.18	2,149.41
243 PUBLIC SAFETY RADIO REPLACEMENT	135,688.59	684.51	1,508.25	134,864.85
244 RECREATION PROGRAMS FUND	475,702.97	569,627.69	418,888.74	626,441.92
248 TRAFFIC EDUCATION FUND	38,375.87	193.71	141.97	38,427.61
249 EMERGENCY MANAGEMENT	23,147.93	116.75	165.03	23,099.65
250 ANIMAL CONTROL	6,519.59	29.45	1,930.30	4,618.74
251 FORESTRY	119,367.16	541.00	68,783.13	51,125.03
304 N METRO TELECOMMUNICATIONS 2016A	0.00	1.52	0.01	1.51
306 LEGENDS OF SLP-TIF 6.1	78,469.79	24,582.63	75,908.87	27,143.55
331 2017A GO EQUIP CERT DEBT (SBM FIRE)	0.00	80.17	0.30	79.87
335 2024A G. O. C. I. P. BOND	165,969.66	688,577.48	163,568.25	690,978.89
384 2005A G.O. CAPITAL (FIRE) IMPROV BOND	0.00	297.62	23,409.00	(23,111.38)
400 REVOLVING CONSTRUCTION FUND	1,112,388.18	105,016.76	54,151.11	1,163,253.83
401 CAPITAL INVESTMENT FUND	1,890,912.07	9,544.22	6,995.42	1,893,460.87
402 MSA MAINTENANCE	279,265.64	106,006.83	35,751.22	349,521.25
403 CAPITAL REPLACEMENT	456,227.04	2,300.25	4,155.21	454,372.08
407 SEALCOATING FUND	278,674.22	68,766.37	12,752.73	334,687.86
410 LAKESIDE LIONS PARK IMPROVEMENT	24,089.32	121.58	89.12	24,121.78
416 BUILDING MAINT & RENEWAL FUND	224,052.08	268,251.80	23,031.08	469,272.80
434 EQUIPMENT FUND	41,599.27	213,439.44	63,654.96	191,383.75
435 2024 CITY HALL RENOVATION/EXPANSION PRO	1,204,802.92	15,586.75	1,089,199.13	131,190.54
600 PUBLIC UTILITIES RENEWAL & REPLACEMENT	1,767,622.12	120,482.46	52,394.01	1,835,710.57
601 PUBLIC UTILITIES OPERATIONS	390,855.67	1,745,001.46	1,527,499.67	608,357.46
603 STORMWATER UTILITY	75,543.04	108,523.37	73,959.33	110,107.08
700 SEVERANCE FUND	33,504.71	0.00	36,174.67	(2,669.96)
705 PUBLIC SAFETY AID	194,293.50	980.68	718.79	194,555.39
750 PAYROLL CLEARING	91,634.78	1,786,906.46	1,670,363.21	208,178.03
REPORT TOTALS:	13,329,977.64	9,813,828.83	10,442,414.04	12,701,392.43

City Administrator Performance Evaluation – Public Summary

Pursuant to Minnesota Statutes § 13D.05, Subdivision 3(a), the City Council conducted a closed session on October 5, 2026, to evaluate the performance of City Administrator Daniel Buchholtz. The City Council expressed a high level of satisfaction with the City Administrator's overall performance, recognizing his strong leadership, professionalism, extensive knowledge of municipal operations, and continued accomplishments on behalf of the City. Councilmembers specifically commended his ability to provide clear, thorough, and timely information on complex issues, his willingness to assist Councilmembers and answer questions, and his collaborative and respectful approach to working with elected officials, staff, and residents. The Council also acknowledged improvements in organizational culture, employee relations, and communication, as well as his effective management of significant City projects and operational challenges. Looking ahead, priorities identified included completion of the City's Comprehensive Plan, continued investment in employee development and organizational efficiency, and facilitation of the City Council's strategic planning process. Overall, the City Council concluded that the City Administrator continues to perform at a high level, expressed its appreciation for his dedication and service, and affirmed its confidence in his leadership.

From: Jacob Stauffeneker <JStauffeneker@springlakeparkmn.gov>
Sent: Thursday, October 8, 2026 10:57 AM
To: Josh Antoine <jantoine@springlakeparkmn.gov>; Richard Kramer <rkramer@springlakeparkmn.gov>; Karen Fiske <kfiske@springlakeparkmn.gov>
Subject: Official start date for Mounds View.

Good afternoon,

I wanted to let you all know I officially got my start date with Mounds View. I'll be starting October 26th.

I'm really grateful for the opportunity I've had here at Spring Lake Park and for everyone who has helped me along the way. I've really enjoyed my time here and appreciate everything I've learned and the people I've had the chance to work with.

Thank you,

Jacob Stauffeneker
Police Officer #224
1301 81st Avenue NE
Spring Lake Park, MN 55432



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

Contractor's Licenses October 19, 2026

General Contractor

ITG Communications, LLC.

Summit Installations, LLC.

Concrete Contractor

Creative Concrete, Inc.

Mechanical Contractor

Climate Control, LLC.

Erickson Plumbing, Heating, Air and Electrical

Optimal Heating and Cooling, LLC.

Plumbing Contractor

Erickson Plumbing, Heating, Air and Electrical

Lucky Dog Sewer & Drain, LLC.

Sign Contractor

JL Dimel, LLC.

Quick Sign Services

Tree Contractor

Metro Tree and Stump

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

**2026 Used Car License New
October 19, 2026 New**

**Carway LLC
8375 Sunset Road NE
Spring Lake Park MN 55432
CD-26-07**

**2026 Tobacco License New
October 19, 2026 New**

**SLP SSSS Inc
Dba SLP Tobacco Shop
8097 Hwy 65 #105
Spring Lake Park MN 55432**



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

**2027 Used Car License New
October 19, 2026 New**

**Carway LLC
8375 Sunset Road NE
Spring Lake Park MN 55432
CD-27-01**





Police Report

September 2026

Submitted for Council Meeting October 19th, 2026

The Spring Lake Park Police Department responded to six-hundred ninety-three calls for service for the month of September 2026. This is compared to responding to eight hundred and four calls for service in September of 2025.

School Resource Officer Smith reports handling twenty-three calls for service at our local schools, along with conducting nineteen student contacts, fifty-four misc. meetings, and thirteen follow-up investigations into school-related issues. Please see Officer Smith's attached report for further details.

Detective Imig reports handling a total of twelve cases for the month of September 2026. Ten of the cases were felonies and two were gross misdemeanor cases. Detective Imig also continues to monitor three forfeiture cases and closed one. Detective Imig reported attending our annual qualification shoot as well as a advances interview training at the Anoka County Sheriff's office. Detective Imig conducted several search warrants in a multi-agency auto theft investigation. During these search warrants a stolen vehicle was recovered. Please see Detective Imig report for further details.

September continued to keep me busy. Besides handling the day to day operations of the police department, I attended several meetings and trainings throughout the month. Below are just are the highlighted meetings and trainings for the month:

- Several CIT IT review meetings related to security
- Tyler RMS and CAD training
- Coffee with a Cop
- Onboarding Officer Dokka
- Range qualifications (Anoka PD)
- City council meetings
- Department head meeting
- MN Chiefs of Police Bi-weekly meetings
- Embedded social worker meeting
- Coordinate radio encryption

- Sergeant promotion process
- Police department admin meeting
- Anoka County Emergency Management quarterly meeting

This will conclude my report for the month of September 2026

Chief Josh Antoine



Investigator

Tony Bennek

Spring Lake Park Police Department

Monthly Report

September 2026

Total Case Load

Case Load by Level of Offense: 12

Felony	10
Gross Misdemeanor	2
Misdemeanor	0

Case Dispositions:

County Attorney	4
Juvenile County Attorney	0
City Attorney	1
Forward to Other Agency	0
SLP Liaison	0
Carried Over	5
Unfounded	0
Exceptionally Cleared	0
Closed/Inactive	3

Forfeitures:

Active Forfeitures	3
Forfeitures Closed	1



September 2026 School Resource Officer Report

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	15	19	37	10
Discovery Days (pre-school)				
Lighthouse School	1			
Park Terrace Elementary School	3		4	2
District Office				
School Related			1	
Miscellaneous Locations	4		12	1
Totals:	23	19	54	13

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	
Students charged with Assault or Disorderly Conduct	4
Students charged with other crimes	
Non-students Charged	2
Warrant Arrests	
Miscellaneous reports	

Parks and Recreation Department

August / September 2026

Department Activity

- We wrapped up summer programming
 - Able Park Adventurous: completed the season with 156 kids participating in the program
 - Youth Softball had 134 kids in the 3 divisions.
 - Adult Day Trips – continue to be popular
- Fall Programming has started
 - Adult programming is seeing a boost in numbers – popular this fall: Uber 101 and Cider Making. Day Trips and Extended Trips are busy also. Adult Sports leagues continue to be popular
 - Youth Programming - New Volleyball for Youth was a huge success, Dance classes
- Director Scanlon attended the following meetings and events during August / September:
 - Department Head Meeting
 - City Council Session
 - Terrace Park Building Replacement
 - Collette Tours Partnership Mtg and Community Travel Show
 - Weekly Park and Rec Staff Mtg
 - Mtg with MV for Lakeside Commission

Grants and other funding

- At this time both of our Terrace Park Projects are on hold, bids on both projects came in greater than anticipated.

Park and Recreation Commission

-

New and Upcoming

Community Events

- Country Jammers (On-going) 1st Monday of each month 12:00 pm – 2:00 pm at Able Park
- Park and Recreation Fall Fest – Friday, Oct 23, 2026 * 6:00 pm – 9:00 pm at Able Park
- SLP Lions Pancake Breakfast – Sunday, Oct 25, 2026 * 8:00 am -12:00 pm at Spring Lake Park High School
- SLP Lions Trunk or Treat – Saturday, Oct 31, 2026 * 5:00 pm – 6:15 pm at Sanburnol
- Park and Recreation Travel Show – Tuesday, Nov 10 at 11:00 am or 6:00 pm Spring Lake Park City Hall
- Park and Recreation Ugly Sweater Exchange & Mocktails – Saturday, Nov 14 * 12:00 pm – 2:00 pm at SLP City Hall
- Park and Recreation Jingle and Mingle – Saturday, Dec 5 * 10:00 am – 12:00 pm at SLP City Hall



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer
Date: September 30, 2026
Subject:

The City Council is requested to approve a resolution authorizing renewal of the Joint Powers Agreement (JPA) and Court Data Services Subscriber Amendment with the Minnesota Department of Public Safety, Bureau of Criminal Apprehension (BCA).

The City's existing agreement with the BCA expired on April 3, 2026. The agreement allows the Spring Lake Park Police Department to access criminal justice information, databases, and related systems through the BCA's Criminal Justice Data Communications Network (CJDN).

The proposed agreement renews this authorization for an additional five years and includes the Court Data Services Subscriber Amendment, which permits access to authorized court records and information. The resolution also designates the Police Chief as the City's authorized representative and authorizes the Mayor and City Administrator to execute the agreements.

The annual cost of the CJDN connection is \$1,560, which is funded through the Police Department's operating budget. Additional fees may apply to certain court data services.

Staff recommends that the City Council approve the resolution authorizing renewal of the Joint Powers Agreement and Court Data Services Subscriber Amendment with the Minnesota Bureau of Criminal Apprehension.

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

CITY OF SPRING LAKE PARK

RESOLUTION NO. 2026-48

A RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF SPRING LAKE PARK ON BEHALF OF ITS POLICE DEPARTMENT

WHEREAS, the City of Spring Lake Park on behalf of its Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five-year life of the agreement and obligates the City to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Spring Lake Park on behalf of its Police Department, are hereby approved.
2. That the Police Chief, Joshua Antoine, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That Robert Nelson and Daniel Buchholtz, the Mayor and Administrator, Clerk/Treasurer for the City of Spring Lake Park respectively, are authorized to sign the State of Minnesota Joint Powers Agreements.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 19th day of October, 2026.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Spring Lake Park on behalf of its Police Department ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

- 2.2 **Methods of Access.**

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these

methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdcs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing

its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court Information Access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor Personnel Screening. The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. The bills are sent annually for a total annual cost of One Thousand Five Hundred Sixty and 00/100 Dollars (\$1,560.00).

The Governmental Unit will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name: Kathryn Meiers, Interim Deputy Superintendent

Address: Minnesota Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Avenue
Saint Paul, Minnesota 55106
Telephone: 651-793-2425
Email Address: Katie.Meiers@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his successor:

Name: Josh Antoine, Chief
Address: 1301 81st Ave NE
Spring Lake Park, Minnesota 55432
Telephone: 763-792-7200
Email Address: jantoine@slpmn.org

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.
- Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.
- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.

- 7.4 If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA: the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5 To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 **BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
- 8.2 **Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 **Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.
- 9.2 **Sanctions Involving Only BCA Systems and Tools.**

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.

 - 9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.
 - 9.2.2 If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools

under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

9.3.2 Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date: _____

ADMIN ID#: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment ("Subscriber Amendment") is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, ("BCA") and the City of Spring Lake Park behalf of its Police Department ("Agency"), and by and for the benefit of the State of Minnesota acting through its State Court Administrator's Office ("Court") who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract Number 281373, of even or prior date, for Agency use of BCA systems and tools (referred to herein as "the CJDN Subscriber Agreement"). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers ("Master Authorization Agreement") between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **"Authorized Court Data Services"** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers ("Master Authorization Agreement") between the Court and the BCA.

b. **"Court Data Services"** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **"Court Records"** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **"Court Case Information"** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **"Court Confidential Case Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **"Court Confidential Security and Activation Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **"Court Confidential Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **"DCA"** shall mean the district courts of the state of Minnesota and their respective staff.

e. **"Policies & Notices"** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber's use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **"Rules of Public Access"** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records* or *Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. **"Court"** shall mean the State of Minnesota, State Court Administrator's Office.

h. **"Subscriber"** shall mean the Agency.

i. **“Subscriber Records”** means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber’s access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber’s duties required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber’s access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber’s duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber’s obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber’s bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions

upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS. Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically

and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for

the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by

the Minnesota Supreme Court for access to Court Records provided via the BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber

Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____



October 13, 2026

Mr. Dan Buchholtz, Administrator
City of Spring Lake Park
1301 Eighty-First Avenue NE
Spring Lake Park, MN 55432-2188

Reference: 2027 Street Improvements Project
Authorize Preparation of Feasibility Report

Dear Dan:

The City of Blaine intends to complete a street improvement project in 2027. The project area is adjacent to Spring Lake Park (west of Laddie Lake). Blaine representatives invited Spring Lake Park to tag along on their project by including Tyler Street and Cottagewood Terrace as part of the construction contract.

The proposed work within Spring Lake Park will include:

- Replacing all Spring Lake Park water valves and hydrants.
- 1.5-inch mill and overlay on Cottagewood Terrace.
- Full street reclaim and adding concrete curb and gutter on Tyler Street NE.

The city of Spring Lake Park intends to assess a portion of the project costs to the adjacent property owners in accordance with past city practice.

To keep the project on schedule, we recommend working on the preliminary matters soon. **We request that the Council order preparation of a Feasibility Report for the 2027 Street Improvements Project.**

The following schedule outlines the major project tasks necessary to complete the project.

Authorize Feasibility Report	October 19, 2026
Accept Report and Call for Improvement Hearing	November 16, 2026
Public Improvement Hearing	December 2026
City of Blaine Prepare Plans and Specifications	January – March 2027
City of Blaine Open Bids	April 2027
Declare Costs and Order Final Assessment Roll	April 2027
Receive Assessment Roll & Order Hearing	May 2027
Public Assessment Hearing	May 2026
Begin Construction	May 2027

Please feel free to contact Nate Drews or me if you have any questions or require any additional information.

Sincerely,
Stantec

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

Phil Gravel

RESOLUTION NO. 2026-49

**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT FOR
2027 STREET IMPROVEMENT PROJECT**

WHEREAS, it is proposed to improve Tyler Street NE and Cottagewood Terrace along with any replacement of all municipal water valves and hydrants, a 1.5-inch mill and overlay on Cottagewood Terrace, and a full street reclaim and adding concrete curb and gutter on Tyler Street NE; and

WHEREAS, it is the City's intent to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Spring Lake Park that the proposed improvement, called "2027 Street Improvement Project", be referred to the City Engineer for study and that that person is instructed to report to the Council will all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

The foregoing resolution was moved for adoption by

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 19th day of October, 2026.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator



Memorandum

To: Mayor and City Council Members

Cc: Daniel Buchholtz, City Administrator

From: Wanda Brown, Deputy City Clerk

Date: October 12, 2026

Subject: Request for Approval to Upgrade Agenda Management System

I respectfully submit this memorandum to request formal authorization to upgrade the City's current Agenda Management system. The existing platform is being phased out by the vendor and will no longer receive technical support, security updates, or maintenance. Continued reliance on unsupported software poses operational risks and may compromise the efficiency and integrity of our agenda preparation processes.

To ensure continuity of service and adherence to current technological standards, staff recommends transitioning to the vendor's new Lite Agenda Management system. This platform provides improved reliability, ongoing support, and enhanced functionality that aligns with the City's administrative needs.

The financial requirements for this upgrade are as follows:

- **One-time implementation investment:** \$3,700
- **Annual recurring service cost:** \$3,700

Approval of this request will allow staff to proceed with the necessary procurement and implementation steps to maintain a secure and dependable agenda management workflow for the City.

Your consideration of this request is greatly appreciated. Please let me know if any additional documentation or clarification is needed.

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-125150-1
9/24/2026 2:04 PM
11/23/2026

Client:
City of Spring Lake Park, MN

Bill To:
SPRING LAKE PARK CITY, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Erin Chmielowski		erin.chmielowski@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Conversion Lite Premium Implementation	Includes config. of up to 3 existing meeting types, up to 3 existing boards, access to 3h of group training and recorded training resources

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Lite Annual Fee	AMM Select: Lite Annual Fee
1.00	AMM Select: AI Editing Assistant	AI Editing Assistant is an optional AMMS feature that enables authorized users to enhance agenda and meeting content using integrated AI tools to generate, summarize, rewrite, or polish text in fields like item descriptions, fiscal info, and minutes.

Total Investment - Initial Term	USD 3,700.00
Annual Recurring Services (Subject to Uplift)	USD 3,700.00

Initial Term	3/1/2027 - 2/29/2028, Renewal Term 3/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
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Annual Uplift	5% to be applied in year 2
---------------	----------------------------

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-125150-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Memorandum

To: Mayor and City Council Members

Cc: Daniel Buchholtz, City Administrator

From: Wanda Brown, Deputy City Clerk

Date: October 12, 2026

Subject: Request for Authorization to Upgrade the Municipal Website

I respectfully submit this memorandum to request approval to proceed with an upgrade to the Municipal website. The current platform no longer meets the City's operational, accessibility, and security needs, and the proposed upgrade will ensure compliance with modern web standards, improve public access to information, and enhance the overall user experience for residents and staff.

The financial requirements for the proposed upgrade are as follows:

- **Initial implementation cost:** \$6,129.00
- **Annual recurring service cost:** \$6,129.00 (subject to a potential increase of up to 5% beginning in Year 2)

Approval of this request will allow staff to initiate contractual agreements with the vendor and begin the upgrade process to ensure a reliable, secure, and contemporary online presence for the City.

Your consideration of this request is appreciated. Please advise if further information or documentation is required.

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-150655-1
9/30/2026 11:41 AM
11/4/2026

Client:
City of Spring Lake Park, MN

Bill To:
SPRING LAKE PARK CITY, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Erin Chmielowski		erin.chmielowski@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup (springlakeparkmn.gov)
1.00	Municipal Websites Central: Migration Standard Implementation	Includes full setup and configuration of the approved website design
1.00	Municipal Websites Central: Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated
1.00	Municipal Websites Central: Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.
1.00	Municipal Websites Central: Blended Training	Included blended system training, online learning paired with access to a trainer for a 1-hour for questions and learning reinforcement.
1.00	Standard Department Header Implementation - Municipal Websites	Standard Department Header Implementation

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Annual - Municipal Websites Central	Annual - Municipal Websites Central

QTY	PRODUCT NAME	DESCRIPTION
1.00	Hosting & Security Annual Fee - Websites Central	Hosting & Security Annual Fee - Websites Central
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: springlakeparkmn.gov
1.00	DNS Hosting for .GOV Annual Fee	DNS Hosting for .GOV Annual Fee: springlakeparkmn.gov
1.00	Standard Department Header Annual Fee - Municipal Websites	Standard Department Header Annual Fee: Parks & Rec

List Price - Initial Term Total	USD 9,844.00
Total Investment - Initial Term	USD 6,129.00
Annual Recurring Services (Subject to Uplift)	USD 6,129.00

Initial Term	3/1/2027 - 2/29/2028, Renewal Term 3/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-150655-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

October 13, 2026

By Email Only

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

RE: Proposal for Antenna Management during the Reconditioning of the Able Street Tower and the Arthur Street Tower Located in Spring Lake Park, Minnesota.

Dear Mr. Buchholtz,

This proposal is for KLM to provide consulting and inspection services for the cell carrier work to be performed during the pre and post tower reconditioning of the Able Street and Arthur Street Towers. KLM recommends collecting escrows from carriers either through lease requirements or associated project permitting to cover the following fees:

Able Street Tower	T-Mobile	Hourly, Not to Exceed	\$10,500.00
Arthur Street Tower	T-Mobile	Hourly, Not to Exceed	\$10,500.00
	AT&T	Hourly, Not to Exceed	\$10,500.00

The fees for each carrier include: providing the city with monthly progress updates, providing the city with a notification letter template, notification and coordination with local carrier representatives for removal and reinstallation of carrier equipment, review of carrier temp plans to insure their plans will allow the painting contractor to perform their work, review of existing carrier builds, review of proposed changes that the carriers want to make prior to or upon reinstallation, coordination of pre-construction and scoping meetings, inspections of carrier work on the tower including CWI weld inspections, AMPP coating inspections, and general telecommunication inspections.

Please sign, date, and send this letter back to KLM Engineering, Inc. KLM will proceed with work on this project as soon as we receive a signed contract. If you have any questions, please call me at 651-773-5111. Please fax the signed proposals to Michelle at 651-773-5222 or email at mnelson@klmengineering.com.

City of Spring Lake Park, Minnesota

Date

Sincerely,

KLM Engineering, Inc.



Tadd Oachs, MBA
Telecom Manager
Cell: 612-481-8018
Email: toachs@klmengineering.com



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer
Date: October 15, 2026
Subject: First Amendment to Residential Recycling Service Agreement – Walters Recycling and Refuse, Inc.

The City's current residential recycling agreement with Walters Recycling and Refuse, Inc. expires December 31, 2026. Walters has expressed interest in continuing its partnership with the City and initially proposed a five-year extension under the existing contract terms and conditions.

Following City Council direction, staff negotiated a three-year extension rather than the proposed five-year term. The shorter extension aligns the expiration of the recycling agreement with the anticipated implementation of the residential organics collection mandate in 2030. This approach preserves the City's flexibility to coordinate future recycling and organics collection services, including the possibility of competitively soliciting and combining both services under a single contract.

The amendment retains the existing agreement's general terms and conditions, establishes updated collection rates, and provides the opportunity for an additional five-year extension upon mutual written agreement of both parties. Neither party is obligated to agree to a future extension.

Walters proposed an approximately 5% rate adjustment effective January 1, 2027, consistent with recent inflation trends and the existing agreement's CPI adjustment methodology. No additional recycling market or disposal cost adjustments were proposed for 2027.

Under the amendment, the 2027 monthly recycling rates will be \$4.46 per household for single-family collection and \$3.83 per unit for multifamily collection. Beginning January 1, 2028, rates will be adjusted annually based on the Consumer Price Index (CPI-U) for garbage and trash collection, consistent with the existing agreement.

The amendment also retains provisions allowing the parties to negotiate adjustments in response to substantial changes in recycling commodity markets or extraordinary costs.

Staff recommends that the City Council approve the First Amendment to the Residential Recycling Service Agreement with Walters Recycling and Refuse, Inc., extending the agreement through December 31, 2029, and authorize the Mayor and City Administrator to execute the amendment.

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

RESIDENTIAL RECYCLING SERVICE AGREEMENT (5 Year)

THIS RESIDENTIAL RECYCLING SERVICE AGREEMENT (this "Agreement") is made and entered into this 16th day of August, 2021, by and between the **CITY OF SPRING LAKE PARK, MINNESOTA**, a Municipal Corporation organized and existing under the laws of the State of Minnesota (the "City") and **WALTERS RECYCLING & REFUSE**, a Minnesota Corporation ("Contractor").

WITNESSETH:

WHEREAS, The City of Spring Lake Park has found and determined that the public health and safety of the City will be promoted and preserved by establishing with a private contractor an arrangement for the collection, transportation, and disposal of Recyclables produced (see Appendix B), kept and accumulated within the City; and

WHEREAS, the City desires to maintain a recycling program.

WHEREAS, the Contractor desires to enter into this Agreement with the City with respect to such services,

WHEREAS, pursuant to appropriate action heretofore taken, the City has determined the Contractor to be qualified to carry out the terms of this Contract,

WHEREAS, the service fees proposed by the Contractor are acceptable to the City,

NOW, THEREFORE, in consideration of the covenants, promises, undertakings, and obligations herein created, granted, and assumed, the parties hereto agree as follows:

SECTION 1. DEFINITIONS:

- A. **Place or Premises:** Place or premises shall mean any dwelling house, dwelling unit, multiple dwelling, building, trailer, mobile home park, and every other place or premises where any person resides within the City.
- B. **Residential Unit:** Residential unit as used herein shall mean any structure in which one or more persons reside in up to three dwelling units.
- C. **Person:** Person shall mean and include any natural person, corporation, firm or association.
- D. **Multiple Residences:** Multiple Residences shall mean any single structure containing four (4) or more dwelling units.
- E. **Excluded Materials:** Excluded Materials means radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, biohazardous or toxic substance or material, or regulated medical or hazardous waste as defined by, characterized or listed under applicable federal, state, or local laws or regulations, materials containing information (in hard copy or electronic format, or otherwise) which information is protected or regulated under any local, state or federal privacy or data security laws, including, but not limited to the Health Insurance Portability and Accountability Act of 1996, as amended, or other regulations or ordinances, and/or any other waste not approved in writing by Contractor.
- F. **Single-Sort Recycling:** (Also referred to as "single-stream recycling.") The recycling system whereby residents set out recyclables in a wheeled, lidded recycling cart, or bundled cardboard and/or newspaper, with the materials later processed at a centralized materials recovery facility, including sorting into their individual marketable commodities.

SECTION 2. EXCLUSIVE PERMIT AND TENURE OF CONTRACT:

The Contractor shall have, if all terms and provisions of this Agreement are met, an exclusive permit for the collection, transportation and disposal of all recyclable material as herein defined from or with the City. This Agreement shall commence on January 1, 2022 and remain in effect through December 31, 2026. The parties may agree to extend this Agreement by mutual written agreement.

SECTION 3. RENEGOTIATIONS:

The parties do hereby agree to meet and discuss with each other any suggested changes or amendments to this Agreement in order to minimize or eliminate inequities as may arise and be found to exist in the strict performance of the provisions hereof. Any amendment, modification or change of any provision of this Agreement must be in writing signed by both parties hereto.

SECTION 4. RESIDENTIAL COLLECTION OF RECYCLABLES (Single Sort):

The Contractor shall collect Recyclables from all residential units within the corporate city limits of the City, as follows:

- A. Collection: The Contractor will provide the collection of Recyclables from each unit every other week.
- B. Contractor shall provide, at no charge, Recycling Containers (1 or 2, 94-gallon single stream) and bi-weekly collection service of single stream materials to Spring Lake Park Municipal Building(s) including, but not limited to:
 - Spring Lake Park City Hall, 1301 81st Avenue NE
 - SBM Fire Department, 1710 County Highway 10 NE
- C. For single-family residences, recyclables are to be collected at the curb, except where residents' physical abilities are impaired and in which case Recycling Containers will be serviced via walk-up to the Recycling Container located next to the house or garage. There are currently less than 10 residential units receiving walk-up service.
- D. For multi-family properties, recyclables are to be collected at each property's designated area.
- E. Missed Collections: The Contractor shall pick up missed recycling collections on the same day the Contractor receives notice of a missed collection, provided notice is received by the Contractor before 12:00 noon on a business day. If notice is received by the Contractor after 12:00 noon, Contractor will pick up missed collection no later than 4:00 p.m. the following business day.
- F. Customer Complaints: Service complaints will be handled by the Contractor. Subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "MGDPA"), the City will notify the Contractor of all complaints it receives. The Contractor is responsible for corrective actions and shall answer all complaints courteously and promptly.
- G. Contractor shall provide personnel to receive complaints and answer curbside recycling questions via telephone between the hours of 8:00 a.m. and 4:30 p.m. weekdays, except holidays. The Contractor shall have a voicemail system activated to receive phone calls after hours and on weekends.

- H. Contractor shall maintain a log of all complaints, including the nature of the complaints, names, addresses, and contact phone numbers of the complainants, date and time received, Contractor's response, and the date and time of response. Contractor will provide this information to the City Recycling Coordinator in a monthly report.
- I. Containers: The Contractor will provide a Single Sort Cart for collection of all Recyclables to each residential unit. The cost of providing the cart will be built into the unit rate. Contractor shall be responsible for the maintenance of the carts and except in the case of abuse and/or misuse by a resident, shall replace free of cost.
- J. Contractor shall provide Recycling Containers for use in single stream collection program. The Contractor will maintain an inventory of new and replacement Recycling Containers and will be required to service and repair damaged Recycling Containers. Contractor shall maintain sufficient Recycling Container inventory of various sizes to meet supply and demand needs for the entire term of Contract.
- K. The standard Recycling Container size shall be approximately 64 gallons. They shall be uniform and consistent in color and design and have a recycling symbol and an approved instruction label imprinted on the container, so as to be easily identified by the resident/customer and the Contractor's driver as the container for recyclable material collection.
- L. Thirty-two and 94-gallon Recycling Containers, of same design shall be provided to residents upon request. Additional Recycling Containers will be provided at no extra charge to residents in single-family homes or multi-family buildings as requested/needed.
- M. Contractor shall keep and maintain an updated log of all resident addresses where "education tags" were left because of Non-Recyclable Materials set out for recycling.

The City shall not discontinue collection of any material listed as a Recyclable, nor divert, retract, or withdraw from the Recyclables any Recyclables listed in Appendix B without the express written consent of Contractor. The City discourages scavenging of any Recyclables. Any additions to the listing of acceptable Recyclables in Appendix B shall be made upon the mutual agreement of City and Contractor. The City and Contractor agree to mutually update Appendix B as necessary to comply with prevailing law.

The parties acknowledge that maintenance of the quality of the Recyclables is a requirement of this Agreement. City shall use reasonable efforts to inform its residents of the quality requirements hereunder and enforce its standards for the acceptance of Recyclables.

Title to Recyclables provided is transferred to Contractor upon Contractor's collection. Title to and liability for Excluded Materials shall remain with customer at all times. The City shall not be liable for Excluded Materials placed for collection by other customers.

Contractor shall create, produce, and implement, at its own expense in conjunction with the City Recycling Coordinator, an annual public education marketing piece to be mailed to all single-family and multi-family households at the onset of said Agreement and each December of the Agreement.

The education marketing piece shall include an annual service calendar highlighting service weeks and holidays, a list of materials accepted and a list of materials not accepted in the curbside program, how to prepare materials for collections, and Contractor's contact information for questions, concerns, or comments.

The Contractor shall request approval of the education marketing piece from the Recycling Coordinator prior to printing. A PDF of the document shall be supplied to the Recycling Coordinator and a minimum of 150 printed pieces for additional distribution, and provide a copy to the Recycling Coordinator of any and all information mailed to Residents each year of the Agreement. City shall have the right to publish the calendar and other education and marketing materials at City Hall and on the City's website and social media accounts.

SECTION 5. RECYCLABLES COLLECTION (FEES):

The Contractor's service fees for Recyclables collection shall be determined in accordance with the fee schedule attached hereto as Appendix "A". This schedule will be in effect during the period of January 1, 2022 until December 31, 2026. The fees will be adjusted according to Appendix A, Price Worksheet. The increases will be made on the anniversary day, January 1st, for years two – five. In the event the Contractor should incur any actual increases in government taxes/fees, the City agrees to negotiate in good faith with the Contractor to rectify the inadequacies. Both parties must agree upon these adjustments.

SECTION 6. BILLING AND PAYMENTS TO THE CONTRACTOR:

Compensation to be paid by the City to the Contractor for residential collection of recycling shall be in accordance with the fee schedule found in Appendix "A". The City will provide the Contractor with the number of households on a semi-annual basis.

Contractor shall submit itemized bills for recycling collection services provided to the City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.

The Contractor shall submit two copies of the monthly documentation and reports; both copies along with the invoice to the Recycling Coordinator. Payment to the Contractor will not be released unless the required information is received by the Recycling Coordinator. The City will pay undisputed amounts to Contractor no later than 30 days from the receipt of invoice.

SECTION 7. COLLECTION EQUIPMENT:

The Contractor shall provide all equipment necessary for collection, transportation and disposal of Recyclables. Unless the material to be transported presents practical difficulties, all trucks shall be designed and built specifically for Recyclable collection and shall be of the covered all-metal type so the material being collected and transported will not be seen, will not blow, fall or leak from the vehicle. The Contractor shall maintain equipment used in the performance of this Agreement in a clean and sanitary condition.

- A. Hauler of Recyclable Materials must have a license issued by the City as governed by appropriate City Code.
- B. The number of vehicles to be used by the Contractor identifying types, model numbers and capacities must be supplied to the City.
- C. All vehicles must be maintained in good working conditions, comply with all State inspection requirements and be kept neat in appearance.
- D. The Contractor shall state in the list of truck equipment how the vehicle design and operation will meet all City, county, and state load weight limits, including seasonal limitations. The fully loaded gross vehicle weight and weight per axle shall be listed for each of the proposed trucks.
- E. The number of personnel to be provided on each truck must be indicated.

- F. Contractor must identify where collection vehicles will be delivering materials.
- G. Contractor must be an equal opportunity employer.
- H. Contractor must provide a plan for end use of all collected materials, including contaminated materials.
- I. Contractor must provide a contingency plan in the event a vehicle or operator is unavailable.
- J. Vehicles shall be equipped with warning flashers, backup alarms, a broom and shovel for spills, a two-way communication device, and the Contractor's name and phone number prominently displayed on both sides of the vehicle, along with signs on the back of the vehicle indicating the vehicle makes frequent stops.
- K. Vehicles must be designated for recyclables collection only. All such vehicles must be clearly signed on both sides as a recycling collection vehicle.
- L. Equipment operators must meet all Federal, State and local licenses and operation requirements.

SECTION 8. TRANSPORTATION:

Upon collection by the Contractor of Recyclables, as required by the nature and size of its equipment, such waste shall be promptly and in a workmanlike manner transported to the site of disposal or processing.

SECTION 9. EXCLUDED WASTE:

No person shall be permitted to deposit Excluded Waste in the Recyclables. The Contractor shall not be required to collect Recyclables containing Excluded Waste. If loads of the mixed recyclable materials do not meet Contractor's specifications for acceptable recyclables, Contractor shall have the right to reject the load in whole or in part, or to handle the contaminated load (i.e., landfill disposal) and impose additional reasonable charges on the responsible customer.

SECTION 10. COLLECTION OPERATIONS:

The Contractor shall furnish all labor and equipment as shall be necessary and adequate to insure satisfactory collection, transportation and disposal of recyclable material. The Contractor shall make every effort to maintain established scheduled pick-ups even though conditions such as weather may be adverse. Containers shall be handled with reasonable care to avoid damage and are to be replaced in an upright position. Any contents spilled shall be cleaned up and disposed of immediately in a workmanlike manner and all work to be performed hereunder shall be done so as to protect, to the highest extent possible, the public health and safety.

SECTION 11. CONTRACTOR INSURANCE AND INDEMNIFICATION:

A. Insurance. The Contractor shall carry and file insurance certificates with the City showing proof of workers' compensation insurance (including employer's liability insurance), commercial general liability insurance, and automobile liability insurance in accordance with the minimum requirements set forth below. The City, including its elected and appointed officials, employees, and agents, shall be named as an additional insured in all such policies with the exception for workers' compensation insurance

1. **General Liability.** The Contractor agrees to maintain Commercial General Liability insurance in a minimum amount of \$2,000,000 per occurrence; \$4,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, limited pollution liability, personal injury, advertising injury, and contractually assumed liability.
2. **Automobile Liability.** The Contractor shall maintain Business Automobile Liability Insurance, including owned, hired, and non-owned automobiles, with a minimum combined single liability limit of \$2,000,000 per occurrence.
3. **Workers' Compensation.** The Contractor agrees to provide Workers' Compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Contractor shall also carry Employers' Liability Coverage with minimum limits as follows:
 - \$500,000 – Bodily Injury by Disease per employee
 - \$500,000 – Bodily Injury by Disease aggregate
 - \$500,000 – Bodily Injury by Accident

The insurance requirements may be met through any combination of primary and umbrella/excess insurance.

The Contractor's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under this Agreement.

The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.

B. Indemnification. To the fullest extent permitted by law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

SECTION 12. CONTRACTOR PERFORMANCE:

If Contractor does not cure any failure to fulfill any of the provisions of the Contract within five (5) days of written notice from the City, the City may, at its option, declare the Agreement immediately terminated and may thereafter hire such labor and equipment as may be necessary to perform the services contemplated by this Agreement. The cost of such performance by the City shall be charged to and deducted from any compensation due the Contractor.

Reporting Requirements – The Contractor must provide certified weight receipts for all collected materials within 15 days of the end of the previous month. If recyclable material is not weighed individually, the Contractor must indicate the procedure that will determine individual material breakdown. If collected materials are stored for a period of more than 30 days, the amounts of materials by type and location of storage must be reported to the City. An accurate method in recycling program must be provided to the City on a monthly basis. Tonnage reports shall also be provided on a monthly basis.

At a minimum, the Contractor shall include the following information monthly:

- Total quantities of Recyclable Materials collected, by material type in tons.
- Net quantities of Recyclable Materials marketed, by material in tons.

- Recycling service fee (based upon contracted price per household).
- Log of all complaints, including the nature of the complaints, the names, addresses, and contact number of the complaints, the date and time received, the Contractor's response, and the date and time of response.
- Average Participation Rates and explanation of how rates are calculated.

Damage to Property – The Contractor shall take all necessary precautions to protect private property. Contractor shall repair or replace any private or public property, including but not limited to, sod, mailboxes, or recycling bins, which are damaged by the Contractor. Such property damage shall be addressed for repair or replacement, at no charge to the property owner, within forty-eight (48) hours with property of the same or equivalent value at the time of the damage.

If the Contractor fails to repair or replace the damaged property within forty-eight (48) hours, the City may, but shall not be obligated to, repair or replace such damaged property, and the Contractor shall fully reimburse the City for any of its reasonable incurred expenses. The Contractor shall reimburse the City for any such expenses within ten (10) working days of receipt of the City invoice.

Liquidated Damages – The Contractor shall agree that the City may withhold and retain payment to the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill its obligations, unless said obligation is beyond the reasonable control of the Contractor:

1. Failure to respond to legitimate service complaints within 24 hours in a reasonable and professional manner - \$50 per incident.
2. Failure to collect properly notified missed Collections - \$250 per incident.
3. Failure to provide accurate monthly and annual reports - \$100 per incident.
4. Failure to complete the Collections within the specified timeframes without proper notice to the City - \$100 per incident.
5. Failure to clean up spills during Collection operations - \$250 per incident.

The Contractor shall be liable for liquidated damages amount(s), upon determination of the City. The City shall notify Contractor in writing or electronically of each act or omission discovered by the City. It shall be the duty of the Contractor to take whatever steps or action may be necessary to remedy the cause of the complaint. Nothing in this section shall limit the City's right to terminate this Agreement or exercise any other right contemplated herein.

Annual Performance Review Meeting – Contractor shall meet with the Recycling Coordinator each winter to review the Agreement. Contractor's performance will be reviewed each fall during the length of the Agreement. Performance to be measured by the following:

- Reporting information (tonnage, participation, etc.)
- Efforts to expand recyclable markets
- Feedback from residents to City staff
- Recommendations for improvement in the City recycling program
- Communication efforts with the Recycling Coordinator

Suggestions for opportunities to improve the program, customer service and collection service will be discussed as needed.

Agreement Termination – The City may cancel the Agreement if the Contractor fails to fulfill its obligations under the Agreement in a proper and timely manner, or otherwise violates the terms of the Agreement if the default has not been cured within 30 days after receiving written notice of said default. The City shall pay Contractor all compensation earned prior to the date of termination, minus any damages and costs incurred by the City as a result of the breach. If the Agreement is canceled or terminated, all finished or unfinished documents, data, studies, surveys, route maps, route notes, models, photographs, reports or other materials prepared by the Contractor under this Agreement shall, at the option of the City, become the property of the City and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to termination. Upon termination, Contractor shall be responsible for retrieving all Recycling Containers within seven (7) business days from the date of termination.

SECTION 13. ASSIGNMENTS AND SUBCONTRACTORS:

The Contractor shall not assign this Agreement or any interest therein or any privilege or right granted therein without the written consent of the City Council. Consent to one assignment shall not be deemed to be consent to any subsequent assignment, neither shall the Contractor subcontract all or any portion of the work to be performed hereunder without the written consent of the government body of the City Council.

SECTION 14. COMMERCIAL BUSINESS COLLECTIONS:

This Agreement applies only to residential recyclable material as defined herein. Commercial businesses may contract with any licensed hauler such businesses may choose.

SECTION 15. WAIVER:

The waiver by the City of any breach or violation of any term, covenant, or condition of this Agreement shall not be a waiver of any subsequent breach or violation of the same or any other term, covenant or condition hereof.

SECTION 16. DISPUTE:

In the event a dispute shall arise between the Contractor and the City, with respect to the amount of monthly compensation entitled to the Contractor from the City, duly appointed City and Contractor representatives should meet and endeavor to resolve the differences. In the event the dispute cannot be so resolved both the City and Contractor shall be bound by the terms and conditions of this Agreement. Disputes that require legal action will be brought and dealt with in Anoka County court. This Agreement shall be construed in accordance with the laws of the State of Minnesota.

SECTION 17. INDEPENDENT CONTRACTOR.

The services shall be performed and furnished by Contractor as an independent contractor and not as an agent or employee of City. The services shall be performed under the sole supervision, management, direction and control of Contractor in accordance with the terms and conditions of this Agreement. Contractor will have full control, including but not limited to hiring, firing and supervision, of its employees to assist in the performance of this Agreement. Contractor further agrees that the services shall meet with the approval of City but that the detailed manner and method of performing the Services shall be under the exclusive control of and in the complete discretion of Contractor. Contractor shall have no authority to act as an agent or employee of City nor to enter into any contract or contract for or on behalf of City.

Personnel Requirements – Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications of the services described in this Agreement. Contractor's personnel will be trained both in program operation and customer service and ensure that all personnel maintain a positive attitude with the public personnel shall:

- Conduct themselves at all times in a courteous manner and use no abusive or foul language.

- Perform their duties in accordance with all existing laws and ordinances and future amendments to Federal, State or Minnesota, and local laws and governing boards.
- Be clean and presentable in appearance.
- Wear a uniform and employee identification badge or name tag.
- Drive and act in a safe and considerate manner.
- Manage Recycling Containers in a careful manner.
- Monitor for any spillage and be responsible for cleaning up any litter or breakage resulting from the service.
- Avoid damage of property.
- Abstain from operating vehicle while under the influence of alcohol, illegal controlled substances, or prescribed medication that may impair their ability to operate the vehicle.

SECTION 18. FORCE MAJEURE.

Force Majeure: Neither party shall be in default for its failure to perform or delay in performance caused by events or significant threats or events beyond its reasonable control, whether or not foreseeable, including, but not limited to, strikes, labor trouble, riots, pandemics and epidemics, imposition of laws or governmental orders, fires, acts of war or terrorism, acts of God, and the inability to obtain equipment, and the affected party shall be excused from performance during the occurrence of such events.

SECTION 19. BINDING EFFECT:

The terms, covenants, and conditions of this Agreement shall apply to, and shall bind and inure to the benefit of the parties, their successors, and assigns.

SECTION 20. MGDPA COMPLIANCE

The parties mutually acknowledge that the City is a public entity and is correspondingly obligated to comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "MGDPA"). Contractor agrees to assist the City with its compliance obligations related to the same. This obligation shall survive termination of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement, by their officers, as of the day and year first above written.

CITY OF SPRING LAKE PARK

By: 
Mayor

WALTERS RECYCLING & REFUSE

By: 
Michael Moroz, President and CEO

ATTEST:



City Administrator, Clerk/Treasurer

Date: August 18, 2021

Date: Aug. 23, 2021

APPENDIX A
Price Worksheet*

***Prices listed after year 1 are estimates only. Actual prices will be dependent on CPI.**

Single-Family Collection

Includes 1 to 3 units, Mobile Homes and Townhomes
Single-Stream Bi-weekly Collection

Agreement Year	Price per household (unit) per month
January 1, 2022 - December 31, 2022	\$3.45
January 1, 2023 - December 31, 2023	\$3.53
January 1, 2024 - December 31, 2024	\$3.62
January 1, 2025 - December 31, 2025	\$3.71
January 1, 2026 - December 31, 2026	\$3.81

Multi-Family Collection

Includes 4+ units
Single-Stream Bi-weekly Collection

Agreement Year	Price per household (unit) per month
January 1, 2022 - December 31, 2022	\$2.96
January 1, 2023 - December 31, 2023	\$3.04
January 1, 2024 - December 31, 2024	\$3.11
January 1, 2025 - December 31, 2025	\$3.19
January 1, 2026 - December 31, 2026	\$3.27

Prices listed above shall include all Recyclable processing/marketing costs and charges but in the event of substantial market change in any of the Recyclable Material Commodity prices or sustained inflation at any time during the Term of this Agreement, the City or Contractor may, at either's option and upon written notice of the other, request to reopen negotiations for the amount per month charged for Recycling Collection services.

APPENDIX B RECYCLABLES

RECYCLABLES: Recyclable Materials or Recyclables: The current list of recyclables includes:

- ◆ Newspapers (including advertising inserts);
- ◆ Household office paper & mail (including copy paper and computer paper, greeting cards, school papers);
- ◆ Phone books, magazines & catalogues;
- ◆ Boxboard (including cereal, cake, chip, and cracker boxes);
- ◆ Corrugated cardboard;
- ◆ Food and beverage glass jars and bottles;
- ◆ Aluminum cans and foil (including pie tins and trays);
- ◆ Steel bimetal ("tin") cans;
- ◆ All rigid plastic containers including lids and caps, non-bottle tubs, cups and clam shells; and
- ◆ Aseptic juice cartons and milk cartons.

RECYCLABLES do not include the following:

Bagged materials (even if containing Recyclables)	Microwave trays
Mirrors	Window or auto glass
Light Bulbs	Ceramics
Porcelain	Plastics unnumbered
Plastic bags	Coat hangers
Glass cookware/bakeware	Household items such as cooking pots, toasters, etc.
Flexible packaging and multi-laminated materials	Wet fiber
Excluded Materials	Fiber containing, or that has been in contact with, food debris
Any recyclable materials, or pieces of recyclable materials, less than 2" in size in any dimension	Materials: (a) that contain chemical or other properties deleterious, or capable of causing material damage, to any part of Company's property, its personnel or the public; and/or (b) that may materially impair the strength or the durability of the Company's structures or equipment.

If loads of the mixed recyclables materials do not meet Contractor's specifications for acceptable recyclables, Contractor shall have the right to reject the load in whole or in part, or to handle the contaminated load (i.e., landfill disposal) and impose additional reasonable charges on the responsible customer.

FIRST AMENDMENT TO THE RESIDENTIAL RECYCLING SERVICE AGREEMENT

This First Amendment (“**1st Amendment**”) to that certain *Residential Recycling Service Agreement*, dated August 16, 2021 (“**Agreement**”), is by and between the **CITY OF SPRING LAKE PARK**, a Minnesota municipal corporation (the “**City**”) and **WALTERS RECYCLING AND REFUSE, INC.**, a Minnesota corporation (“**Contractor**”).

RECITALS

WHEREAS, the parties entered into the Agreement whereby the Contractor has agreed to provide certain recycling services to the City; and

WHEREAS, the parties wish to extend the term of the Agreement in accordance with the terms and conditions of this 1st Amendment;

NOW, THEREFORE, in consideration of the mutual agreements and covenants set forth herein, the receipt and sufficiency of which is hereby acknowledged by each of the parties, the parties agree as follows:

1. **Amendment to Section 2.** The second sentence of Section 2 shall be deleted in its entirety and replaced with the following:

This Agreement shall commence on January 1, 2022, and remain in effect through December 31, 2029.

2. **Amendment to Section 5.** Section 5 shall be deleted in its entirety and replaced with the following:

The Contractor’s service fees for Recyclables collection shall be determined in accordance with the fee schedule attached hereto as Appendix “A”. The fee schedule shall be effective for the period commencing January 1, 2027, through December 31, 2029. The fees set forth on Appendix A as of January 1, 2027 shall remain in effect through December 31, 2027, and shall thereafter be adjusted in accordance with Appendix A, with each adjustment effective January 1 of each calendar year through the expiration of the Agreement. In the event the Contractor should incur any actual increases in government taxes/fees, the City agrees to negotiate in good faith with the Contractor to rectify the inadequacies. Both parties must agree upon these adjustments.

3. **Future Extension.** Prior to the expiration of the Agreement, the parties may negotiate in good faith an additional five (5)-year extension of the Agreement upon such terms and conditions as may be mutually acceptable to the parties. Any such extension shall be subject to the mutual written agreement of the parties. For the avoidance of doubt, nothing herein shall be construed to obligate either party to extend the Agreement or to enter into any renewal or extension thereof.

4. **Interpretation.** Except as specifically set forth herein, the Agreement shall remain in full force and effect. To the extent that this 1st Amendment and the Agreement conflict, this 1st Amendment shall be construed as controlling.

[Signature Page to Follow]

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands this ____ day of _____, 2026.

CITY OF SPRING LAKE PARK

WALTERS RECYCLING AND REFUSE, INC.

Its: Mayor

By: _____
Its: President

ATTEST:

City Administrator, Clerk/Treasurer

Date: _____

[Signature Page to 1st Amendment]

APPENDIX “A”
Price Worksheet

Single-Family Collection

Includes 1 to 3 units, Mobile Homes and Townhomes
Single-Stream Bi-weekly Collection

Agreement Year	Price per Household (unit) per Month
January 1, 2027 - December 31, 2027	\$4.46

Multi-Family Collection

Includes 4+ units
Single-Stream Bi-weekly Collection

Agreement Year	Price per Household (unit) per Month
January 1, 2027 - December 31, 2027	\$3.83

Price Escalation: Commencing January 1, 2028, and on each January 1 thereafter during the term of the Agreement, the service fees shall be adjusted by an amount equal to the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U), U.S. city average, Garbage and trash collection, not seasonally adjusted, as published by the U.S. Bureau of Labor Statistics, based on the twelve (12)-month percentage change for the period ending September 30 of the immediately preceding calendar year.

For reference, the applicable CPI series is published by the BLS and is available at <https://www.bls.gov/cpi/tables/supplemental-files/> Table 2 Column D - Garbage and Trash Collection

Prices shall include all Recyclable processing/marketing cost and charges; provided, however in the event of substantial market change in any of the Recyclable Material Commodity prices or other extraordinary cost changes not reasonably reflected in the annual CPI adjustment provided above, the City or Contractor may, at either's option and upon written notice to the other, request to reopen negotiations for the amount per month charged for Recycling Collection services.



City of Spring Lake Park Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 10.19.26 Meeting**
File No.: R:\client\municipal\spring_lake_park_ci_mn (18GEN)

Note: Updated information is shown in *italics*.

2026 Street Project (193807587). This project included a street mill and overlay on Plaza Blvd., Theorin Terrace, Center Drive, Sunset Rd. and a portion of the Hwy-10 Frontage Road. First Improvement Hearing was on 4/7/2026. Bids came lower than anticipated. Public Assessment Hearing was held on June 15th. Council awarded bid to ASTECH on June 15th. A Preconstruction Conference was held on August 10th. *Construction is complete. Final punch-list work is remaining.*

2027 Street Project (193807587). The City may complete a 2027 street project in the area north of Highway 10 and west of TH-65 in conjunction with a planned project in Blaine. The project would include the Spring Lake Park portions of **Tyler Street and Cottagewood Terrace**. No work needs to be completed on the Frontage Road. The proposed work will include:

- Replacing all Spring Lake Park water valves and hydrants.
- 1.5-inch mill and overlay on Cottagewood Terrace.
- Full street reclaim and adding concrete curb and gutter on Tyler Street NE.

American Water Infrastructure Act Plan Update (PN 173411298). The City is required to conduct and certify a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) this year (every 5 years). *The RRA and ERP are currently being revised. THE RRA was certified on 6/30/26. The ERP will be updated to meet the 12/30/26 submittal deadline.*

2027-2028 Water Tower Maintenance Project (193807712). The CIP includes new coatings on the Able and Arthur water towers in 2027 and 2028. City Administrator has applied for Congressional funding. *Next steps are to have KLM review previous inspections and to have Stantec begin the design process. Also, consider approval of agreement with KLM Engineering to manage the antenna relocation process.*

Terrace Park Drainage Improvements Project (193807324). Quotes were received and were rejected on 10/5/2026. This project is on hold until 2027.

Terrace Park New Park Building (193807324 and 222702844). This project is on hold until 2027.

2026 Street Pavement Markings Project (193807599). Quotes were requested for 2026 pavement markings (striping) of the major city streets. *The low quote was submitted by Sir Lines-A-Lot and the contract was awarded in September. The Contractor has completed most of the work.*

2026 Sanitary Sewer Service Clean and Grout Project (193807597). Council authorized this sewer lateral cleaning and grouting project in December 2025. *Bids will be received in 2026, and construction will be in 2027.*

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