



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, FEBRUARY 02, 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 - January 20, 2026 Council Work Session
  - [B.](#) Approval of Minutes - January 20, 2026 City Council Meeting Minutes
  - [C.](#) Resolution 2026-03, Accepting Donation from Perfect 10 Auto, Inc
  - [D.](#) Appoint Bill Clement to Parks and Recreation Commission
  - [E.](#) Contractor's Licenses
- 7. PUBLIC HEARING**
  - [A.](#) Rental License Revocation for Certain Property Located at 349 81st Avenue NE
- 8. DEPARTMENT REPORTS**
  - [A.](#) Public Works Report
  - [B.](#) Code Enforcement Report
- 9. ORDINANCES AND/OR RESOLUTIONS**
  - [A.](#) Resolution 2026-04, Approving the Tentative Agreement between the City of Spring Lake Park and IUOE Local 49, Representing the Public Works Bargaining Unit, for Calendar Years 2026-2027
  - [B.](#) Resolution 2026-05, Authorizing a Phased Retirement Option (PRO) Agreement Under MNPERA and Approving Related Police Department Staffing Adjustments
- 10. NEW BUSINESS**
- 11. REPORTS**
  - A. Attorney Report
  - [B.](#) Engineer Report
  - C. Administrator Report

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

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

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

## **12. OTHER**

- A. Closed Session to Develop or Consider Offers and Counteroffers Related to the Potential Lease of City-owned Property Located at 8466 Central Avenue NE Pursuant to M.S. §13D.05, subd. 3(c)3

## **13. ADJOURN**

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### **RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS**

#### **DISCUSSION FROM THE FLOOR**

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

#### **PUBLIC HEARINGS**

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

The following format will be used to conduct the hearing:

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

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

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

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Work Session was held on January 20, 2026 at the City Hall, 1301 81st Ave NE, at 5:30 PM

### 1. CALL TO ORDER

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

#### MEMBERS PRESENT

Councilmember Ken Wendling

Councilmember Dircks

Mayor Nelson

#### MEMBERS ABSENT

Councilmember Barbara Goodboe-Bisschoff

Councilmember Moran

#### STAFF PRESENT

Chief Josh Antoine, Public Works Director George Linngren, Administrator Buchholtz

#### OTHERS PRESENT

Chief Dan Retka, SBM Fire Department

### 2. DISCUSSION ITEMS

#### A. SBM Fire Department Update - Chief Dan Retka

Fire Chief Retka presented an update on SBM Fire Department operations, accomplishments, and strategic planning initiatives.

Chief Retka reported that 2025 marked the completion of the department's transition from a volunteer-based response model to a full-time duty crew staffing model, resulting in 24/7/365 staffing. He stated that this change significantly reduced response times, with average district-wide response times now approximately three minutes, well below industry standards. He explained that improved response times have resulted in increased life-saving outcomes, improved fire containment, reduced property damage, and enhanced firefighter safety.

Chief Retka stated that the department recorded zero lost-time injuries for the second consecutive year, attributing this to controlled staffing environments, reduced emergency driving risks, and expanded on-shift training. He reported that training hours have doubled due to hands-on, on-shift training requirements, resulting in increased accountability and preparedness.

Chief Retka reviewed fire prevention and community outreach efforts, noting expanded participation by on-duty crews and the Fire Corps. He reported that the Fire Corps has grown to 48 volunteers and is actively engaged in fire safety education across five school districts.

Chief Retka discussed refinements to the department's capital improvement plan completed in coordination with the Cities of Spring Lake Park, Blaine, and Mounds View. He stated that strategic equipment management and staffing efficiencies reduced projected capital expenditures by more than \$2 million and that the department currently operates with a fully cash-funded capital plan, avoiding bonding for major equipment purchases.

Chief Retka reviewed the completion of the Centennial collaboration, under which SBM now provides fire and emergency services to Circle Pines and Centerville. He stated that Centennial's newer equipment was incorporated into the department's fleet, allowing aging equipment to be retired and replacement cycles to be extended. He further reported that Station 4 was closed and operations were transferred to Centennial Station 1, which is now staffed 24/7, improving overnight coverage and reducing the need for apparatus to leave Spring Lake Park.

Chief Retka reviewed internal organizational changes, including the addition of full-time captains and battalion chiefs assigned by shift. He stated that this structure ensures experienced leadership is present on all responses and improves operational accountability, all within the existing budget.

Chief Retka reported that the department has assumed responsibility for the Anoka County Fire Academy and now provides fire and EMS training for departments throughout Anoka and Ramsey Counties. He stated that this improves regional consistency, enhances firefighter safety, and generates revenue to offset operational costs.

Chief Retka stated that workforce retention remains strong, with only two separations over the past year despite significant growth. He noted that the department's focus in 2026 will be on stabilizing operations, improving employee morale, and strengthening long-term retention.

Chief Retka also provided an overview of the strategic need for a future fire station in northeast Blaine. He stated that current response times in that area range from seven to eleven minutes and described those response times as unacceptable given continued residential and commercial growth. He reviewed preliminary concepts for a purpose-built station intended to address response-time deficiencies, overlapping call volumes, and space constraints at the current headquarters. Chief Retka outlined next steps, including confirming project scope, commissioning architectural plans, determining estimated costs, and evaluating funding options.

#### B. Anoka County Flock Camera Pilot Program (*Antoine*)

Police Chief Antoine presented information regarding a proposed countywide pilot program involving FLOCK license-plate recognition cameras and first-responder drones.

He explained that the program would expand camera coverage in Spring Lake Park and provide access to countywide drone response capabilities. He stated that the first year of the pilot would be provided at no cost to the City, with the second year funded by the County Sheriff's Office. Ongoing costs would be evaluated prior to any long-term commitment, with a non-appropriation clause allowing the City to withdraw if funding cannot be resolved.

Councilmember Dircks inquired about data privacy and access. Chief Antoine addressed data privacy and access concerns, stating that data ownership remains with individual cities and that access would be limited to Minnesota agencies to ensure compliance with state data practices laws. He explained that audit procedures, access controls, and public transparency measures would be implemented.

Chief Antoine requested preliminary direction from the Council regarding interest in participating in the pilot and offered to arrange a formal presentation for a future council meeting.

CONSENSUS OF THE COUNCIL is to express preliminary support for participation in the Anoka County Flock camera and first responder drone pilot program, subject to further review of data privacy protections, governance controls, and long-term funding impacts. Council further directed staff to continue coordination with Anoka County and return with a formal presentation and recommended next steps prior to any long-term commitment.

### **3. REPORT**

#### A. Council/Staff Reports

Administrator Buchholtz reported that the RISE building was purchased by Optimize Physical Therapy for a Physical Therapy and Elite Sports Training facility.

### **4. ADJOURN**

Mayor Nelson adjourned the work session at 6:50pm.

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Robert Nelson, Mayor

Attest:

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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 January 20, 2026 at Spring Lake Park Community Center, 1301 81<sup>st</sup> 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 Lisa Dircks

Mayor Robert Nelson

#### MEMBERS ABSENT

Councilmember Barbara Goodboe-Bisschoff

Councilmember April Moran

#### STAFF PRESENT

Police Chief Josh Antoine, Parks and Recreation Director Anne Scanlon, Administrator Daniel Buchholtz

### **3. PLEDGE OF ALLEGIANCE**

### **4. ADDITIONS OR CORRECTIONS TO AGENDA - None**

### **5. DISCUSSION FROM THE FLOOR – None**

### **6. CONSENT AGENDA**

- A. Approval of Minutes – January 5, 2026 City Council Meeting
- B. Approval of Claims List – General Disbursement #25-23 - \$776,931.09
- C. Revenue and Expenditure Report – December 2025
- D. Statement of Fund Balance – December 31, 2025
- E. Mayor's Proclamation – Winter Salt Awareness Week – January 26-30, 2026
- F. Approval of Right of Way Application – Xcel Energy – 1152 79<sup>th</sup> Ave NE
- G. Contractor's Licenses
- H. Sign Permit

Motion made by Councilmember Wendling to approve Consent Agenda.

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

## **7. DEPARTMENT REPORTS**

### **A. Police Report**

Chief Antoine reported that the Police Department responded to 650 calls for service in December 2025 compared to 723 calls for service for the month of December 2024. He stated that the total number of calls for 2025 were 9,302. He noted that the calls were down slightly from 2024. Chief Antoine stated that School Resource Officer Imig handled 8 school-related calls, 16 student contacts, 27 escorts, and 6 follow-up investigations.

Chief Antoine said Investigator Bennek reported handling 29 cases for the month of December, 27 of which are felony in nature, 2 misdemeanor cases, while monitoring 4 forfeiture cases. He stated that Investigator Bennek closed one forfeiture case in December.

Chief Antoine stated that the administrative staff was recognized for their contributions for the year and they attended the Anoka County Chiefs Association year-end luncheon on December 22, 2025. He noted that December was busy with the hiring processes for two officers, one new position and one position to replace Investigator Bennek upon his retirement. He noted that SRO Imig, will be moving into the Investigator role. He reported that a new SRO process was also completed, and Officer Kelsey Smith will begin her assignment at the school on March 2, 2026.

Chief Antoine expressed his appreciation to officers and staff for their dedication during the holidays and throughout 2025, noting that reportable crimes decreased across all categories compared to the previous year. Chief Antoine highlighted the Everbridge Notification System, encouraging residents to register via the City website for emergency and event alerts.

### **B. Parks and Recreation Report**

Parks and Recreation Director Scanlon noted that warming houses were not provided this year; however, the free skate and snowshoe checkout program at City Hall has been highly successful, with strong community engagement and many new skaters. She noted that the Public Works and Parks staff created a new skating loop at SanBurnol Park, offering a “lazy river on ice” experience.

Director Scanlon reported that a digital crowdfunding campaign through SeedMoney.org raised \$200, which will fund an additional bench and table at SanBurnol Park and a small garden for the Able Park summer program. She noted that raised garden beds are also being rebuilt.

Director Scanlon said that upcoming events include Snow Day at Able Park, the Valentine’s luncheon and dance, and senior programs. She stated that the City has partnered with Mounds View for Music in the Park to expand programming. Director Scanlon noted that

the City did not receive the Releaf Grant but will reapply next year. Director Scanlon concluded her report with a slide presentation of the Parks and Recreation Department.

## 8. ORDINANCES AN/OR RESOLUTIONS

### A. Resolution 2026-02, A Resolution Accepting a Donation from SeedMoney to the City

Motion made by Councilmember Dircks to approve a Donation from SeedMoney to the City.

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

## 9. NEW BUSINESS

### A. Request for Approval – Police Officer Conditional Job Offer

Chief Antoine reported that the Department completed its hiring processes, which included applications, oral interviews and a comprehensive background check. He stated that two candidates, Peter Barta and Philip Pouchak, successfully passed all requirements and are being recommended for conditional offers for employment. He stated that both candidates bring prior experience from other agencies. Chief Antoine is requesting council approval for conditional job offers, noting that, upon approval, the new hires would begin work in late January.

Motion made by Mayor Nelson to approve conditional job offers to Peter Barta and Philip Pouchak for employment with the Police Department.

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

## 10. REPORTS

### A. Attorney's Report - None

### A. Engineer's Report

Report accepted as presented.

### B. Administrator Report

Administrator Buchholtz reported that at the February 2, 2026 City Council Meeting, the Public Works union contract will be presented for approval. He stated that more information regarding the property located at 8466 Central Avenue will be available for review.



**11. OTHER** - None

**12. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:22 PM

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

**RESOLUTION NO. 2026-03**

**A RESOLUTION ACCEPTING A DONATION TO THE CITY FROM  
PERFECT 10 AUTO, INC.**

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

**WHEREAS**, Perfect 10 Auto, Inc has offered to contribute \$100 to the city; and

**WHEREAS**, the donation is intended to be applied toward the Senior Valentine's Day Luncheon; and

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

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

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

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

The foregoing resolution was moved for adoption by

Upon roll call, the following voted aye:

And the following voted nay: None

Whereupon the Mayor declared said resolution duly passed and adopted this 2<sup>nd</sup> day of February 2026.

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



Applied January 2026  
cancel Feb 2026

## APPLICATION BOARD/COMMISSION MEMBER

These questions are designed to obtain information about your experience and interest in civic activities. You may return your application by mail, email or fax. **Mail to:** Administrator, Clerk/Treasurer's Office, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432; **E-Mail to:** info@slpmn.org or **Fax to** (763) 792-7257. Your application will remain on file for six months. If you have questions, please call the Administrator, Clerk/Treasurer's Office at (763) 784-6491. **Thank you for your interest!**

Name: BILL CLEMENT ☒ Adult (18+) ☐ Student (under 18)  
Address: [REDACTED] SLP Zip: 55432  
Home #: [REDACTED] Cell #: [REDACTED]  
Email: [REDACTED] Work #: RETIRED

Length of residence in Spring Lake Park (in years) 43 May we call you at work? ☐ Yes ☒ No

### I am interested in serving on the following commission:

(If you have an interest in more than one commission, you may rank your choices)

- ☐ Planning and Zoning Commission  
☒ Parks and Recreation Commission

### Community, Civic or Volunteer Experience:

PARK CLEANUP, HELP ELDERLY NEIGHBORS, ADOPTED A DRAIN,  
COACH SOFTBALL, HELP MAINTAIN SLP FLOAT.

Interests and Hobbies: WOODWORK, REPAIR, PUZZLES, DIMOND DOTS,  
READING AND CONSTRUCTION

### Occupation and Work Experience (you may attach a resume if desired):

RESTAURANT MANAGER, CONSTRUCTION, INSURANCE SALES  
AND FINANCIAL ADVISOR, BUS DRIVER

**Please complete other side of application**

Educational Background/Training: ST CLOUD SCHOOL OF BUSINESS,  
BUSINESS ADMIN & ACCOUNTING, ELECTRONIC COURSE,

What skills or personal qualities do you possess that would make you valuable as a board or commission member? I HAVE COMMON SENSE AND AWARE OF  
CAUSE & EFFECT.

Why are you interested in volunteering? HELP MAKE OUR COMMUNITY  
BETTER.

**Conflicts of Interest**

No commissioner shall: (1) Enter into any contract with the city unless otherwise authorized by law. (2) Use their position to secure any special privilege or exemption for themselves or others. (3) Use their office or otherwise act in any manner which would give the appearance of or result in any impropriety or conflict of interest.

**IMPORTANT INFORMATION CONCERNING YOUR APPLICATION**

DATA PRIVACY NOTICE: Minnesota law requires that you be informed of the purposes and intended uses of the information you are providing on this application. Pursuant to Minnesota Statutes Section 13.601, your name, city of residence, employment history, volunteer work, awards and honors are public data and is available to anyone who requests the information. The data that you give us about yourself is also needed to identify you and assist in determining your suitability for the commission(s) for which you are applying. This data is not legally required, but refusal to supply the information requested may affect the City Council's ability to evaluate your application. Should you be appointed to serve on a board or commission, pursuant to Minnesota Statutes Section 13.601, your residential address and either a telephone number or electronic mail address (or both) where you can be reached also become public information.

*I have read and understand the data privacy information given above and authorize investigation of all statements contained in this application as may be necessary to arrive at an appointment decision. I certify that all answers given here are true, and I understand that any false information on or omission of information from this application will be cause for rejection of this application.*

*Bid Cent*  
Applicant signature (electronic)

1/16/26  
Date



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

## Contractor's Licenses February 2, 2026

### Mechanical Contractor

MN Plumbing & Home Services, Inc.

### Plumbing Contractor

MN Plumbing & Home Services, Inc.

Van Winkle Plumbing

Window Store, Inc. dba TWS Remodeling

### 2026-2027 General Contractor

Kraus-Anderson Construction Company

**City of Spring Lake Park**

**RESOLUTION NO. 26-**

**RESOLUTION APPROVING RENTAL LICENSE REVOCATION FOR CERTAIN PROPERTY LOCATED AT 349 81<sup>st</sup> Ave Ne, PURSUANT TO SECTION 12.16.140 OF THE CITY OF SPRING LAKE PARK CODE**

**WHEREAS**, Clifton Properties LLC (Hereinafter “License Holder”) is the legal owner of the real property at 349 81<sup>st</sup> Ave Ne Spring Lake Park MN, 55432; and

**WHEREAS**, pursuant to City Code, 12.16.140 of the City of Spring Lake Park written notice setting forth the causes and reasons for the proposed council action contained herein and notice of a public hearing to be held on at 7:00 pm on February 2<sup>nd</sup>, 2026 was given to the license holder on January 8<sup>th</sup>, 2026.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that, in accordance with the foregoing, and all ordinances and regulations of the City of Spring Lake Park, the City Council adopts the following.

**Findings of Fact**

1. That on or about December 16<sup>th</sup> 2025 Code Enforcement staff attempted to complete an initial rental housing inspection at the property of 349 81<sup>st</sup> Ave Ne in the City of Spring Lake Park MN.
2. That on or about December 30<sup>th</sup> 2025 Code Enforcement completed a follow up inspection at the property of 349 81<sup>st</sup> Ave Ne in the City of Spring Lake Park MN. The property failed this rental inspection.
3. That on or about January 8<sup>th</sup>, 2026 the property owner and all tenants were notified of a public hearing scheduled for Monday February 2<sup>nd</sup> 7:00 pm.
4. That based upon said records of the Code Enforcement, the following conditions and violations of the City Property Maintenance Code were found to exist, to-wit:
  - A. Failure of rental housing inspection on December 16<sup>th</sup>, 2025
  - B. Failure of rental housing inspection on December 30<sup>th</sup>, 2025
5. That all parties, including the license holder and any occupants or tenants, have been given the appropriate notice of this hearing according to the provisions of the City Code, Chapter 12 Article 16.140 of the City of Spring Lake Park.

**Order of Council**

1. The rental license belonging to the license holder described herein and identified as Clifton Properties LLC is hereby revoked;
2. The City will post for the purpose of preventing occupancy a copy of this order on the buildings covered by the license held by license Holder;

3. All tenants shall remove themselves from the premises within 45 days from the first day of posting of this Order revoking the license as held by license Holder.

The foregoing resolution as moved for adoption by Councilmember.

Upon roll call, the following voted aye:

And the following voted nay:

Where the Mayor declared said resolution duly passed and adopted this the 2nd day of February, 2026.

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**Robert Nelson, Mayor**

**ATTEST:**

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**Daniel R. Buchholtz, Administrator**



# Memorandum

To: Mayor Nelson and Members of the City Council

Cc: Dan Buchholtz, Administrator/Clerk/Treasurer

From: George Linngren, Public Works Director

Date: 1/28/2026

Subject: January Public Works Report

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## **Streets**

We experienced six snow and/or salting events this month. While recent temperatures have been too cold for snowfall, we have stayed ahead of rain and ice by applying salt before events rather than reacting afterward. Our crews have been scraping and salting to reduce ice buildup, and with the return of sunshine and warmer temperatures, conditions should continue to improve.

## **Tree Trimming**

Tree trimming and removals were limited in January due to extreme cold and wind. Our focus remained on street maintenance to prevent rutting. In February, we plan to resume tree work, including removing ash trees in parks and trimming oak branches overhanging streets and sidewalks—now the safest time for this work.

## **Parks**

Ice rinks are in good condition, though usage may have been limited by the cold. We hope residents take advantage of skating opportunities in February before warmer weather impacts ice quality.

## **Plow and Truck Maintenance**

The cold weather allowed us to catch up on maintenance and repairs that had been delayed. Additionally, we received the new blower and seat for the Trackless machine, which is working exceptionally well—thank you for your support in acquiring this equipment.

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## **Meetings and Administrative Activities**

1. Attended two City Council meetings and one workshop.
2. Participated in the monthly CCWD meeting.
3. Attended the monthly department head meeting.
4. Attended the quarterly SRA meeting in St. Louis Park.
5. Attended the monthly Supervisors meeting (S.U.S.A).





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

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## REPORT

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**TO:** Spring Lake Park City Council  
**FROM:** Jeff Baker, Code Enforcement Director  
**RE:** Code Enforcement Monthly Report for January 2026  
**DATE:** January 27, 2026

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The Spring Lake Park Code Enforcement department is the authority having jurisdiction for all fire, rental, property, nuisance, and zoning codes within Spring Lake Park.

In January, a total of 44 permits were issued, compared to 51 permits issued in January 2025. The breakdown of permits issued is as follows:

- Building: 5
- Fire Suppression & Alarm: 2
- Mechanical: 10
- Plumbing: 9
- Certificate of Occupancy: 1
- Electrical: 14
- Zoning: 4

Code Enforcement conducted a total of 60 inspections during the month of January, consisting of:

- Building: 26
- Rental: 4
- Zoning: 0
- Nuisance: 20
- Fire: 3
- Electrical: 7

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

Inspector Wirtz and Permit Technician Pearson have been working diligently to complete the 2025 rental inspections and process the 2026 rental registrations. Inspector Wirtz posted a total of 13 properties—one related to the 2025 inspection year and twelve related to the 2026 registration cycle. Following the posting of these properties, all but three have come into compliance. The remaining three properties are scheduled for tonight's agenda for revocation.

**Construction Update:**

7777 Hwy 65 – MN Melt N Dip is still under construction.

8179 University Ave – Dollar Tree was issued their full Certificate of Occupancy and should be opening in early February 2026.

8181 University Ave – Aqua Coin Laundromat has had all their underground and rough-inspections completed.

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

- City Council meeting on January 5<sup>th</sup>.
- Department Head meeting on January 6<sup>th</sup>.

This concludes the Code Enforcement monthly report for January 2026. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.



# Memorandum

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

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

**Date:** January 28, 2026

**Subject:** IUOE Local 49 – Public Works - Union Contract

This is to inform you that on January 14, 2026, the IUOE Local #49 – Public Works accepted the offer outlined in Resolution 2026-04.

The Public Works Negotiation Committee is recommending that the City Council approve the 2026/2027 union contract as outlined in the Resolution.

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

**CITY OF SPRING LAKE PARK**

**RESOLUTION NO. 2026-04**

**A RESOLUTION APPROVING THE TENTATIVE AGREEMENT BETWEEN THE CITY OF SPRING LAKE PARK AND IUOE LOCAL 49, REPRESENTING THE PUBLIC WORKS BARGAINING UNIT, FOR CALENDAR YEARS 2026-2027**

**WHEREAS**, representatives of the City of Spring Lake Park and representatives of I.U.O.E. Local 49, representing the Public Works bargaining unit of the City, have negotiated a 2 year labor agreement for the term of January 1, 2026 through December 31, 2027; and

**WHEREAS**, the attached document summaries the substantive agreement between the parties.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council approves and ratifies the tentative agreement and that the appropriate individuals designated by the City are authorized and directed to execute the original contracts.

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 2nd day of February, 2026.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator

## APPENDIX A

### TENTATIVE AGREEMENT BETWEEN CITY OF SPRING LAKE PARK AND IUOE LOCAL 49

1. Article #17: Two year contract for 2026 and 2027 calendar years
2. Article #8 Increase vacation standby duty pay to one and one-half hours of overtime pay per week day.

Employees who respond to operational emergencies by phone or electronic coordination, without a physical call-out and while not on standby, shall receive 0.25 hours of compensatory time per incident.

3. Article #9 Increase City's maximum contribution to health insurance \$1,689.58 per month, per employee starting January 1, 2026; split increases in premium or deductible on a 50/50 basis with the employee.
4. Article #10: Implementation of following compensation table

<i>Maintenance Worker</i>		
	4.00% COLA+ 1% market rate adj. 1/1/2026	4.00% 1/1/2027
Step 1	\$32.06	\$33.34
Step 2 (6 months)	\$33.14	\$34.46
Step 3 (1 year)	\$34.26	\$35.63
Step 4 (2 years)	\$35.42	\$36.83
Step 5 (3 years)	\$36.62	\$38.09
Step 6 (4 years)	\$37.85	\$39.37
Step 7 (5 years)	\$39.14	\$40.71

<i>Maintenance Worker/Mechanic</i> <i>(\$3.50/hour stipend above Maintenance Worker</i>		
	1/1/2026	1/1/2027
Step 1	\$35.56	\$36.84
Step 2 (6 months)	\$36.64	\$37.96
Step 3 (1 year)	\$37.76	\$39.13
Step 4 (2 years)	\$38.92	\$40.33
Step 5 (3 years)	\$40.12	\$41.59
Step 6 (4 years)	\$41.35	\$42.89
Step 7 (5 years)	\$42.64	\$44.21

<i>Lead Maintenance Worker</i>		
	4.00% COLA+ 1% market rate adj. 1/1/2026	4.00% 1/1/2027
Step 1	\$35.88	\$37.31
Step 2 (6 months)	\$37.10	\$38.58
Step 3 (1 year)	\$38.36	\$39.89
Step 4 (2 years)	\$39.67	\$41.26
Step 5 (3 years)	\$41.01	\$42.65
Step 6 (4 years)	\$42.41	\$44.11
Step 7 (5 years)	\$43.86	\$45.61

5. Article 11: Add Backflow Assembly Test Certification to list of Certifications.  
  
Increase compensation to \$0.35/hour for each eligible certification, up to a maximum of \$1.40/hour.
6. Article 12: Increase uniform allowance to \$875.00 in 2026 and \$900.00 in 2027.
7. New Article: Minnesota Paid Leave Law language. City and employees will equally share premium cost for Minnesota Paid Medical Leave law and City has the right to meet its obligations under the law through the state-administered program or through a private plan that complies with all applicable provisions of Minnesota law.



# Memorandum

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

**From:** Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

**Date:** January 29, 2026

**Subject:** MN PERA Phased Retirement Option Agreement for Records Technician

One of the City's Police Records Technicians has requested authorization to participate in the Minnesota Public Employees Retirement Association (MnPERA) Phased Retirement Option (PRO). Under MnPERA guidelines, a phased retirement agreement allows an eligible employee to begin receiving PERA retirement benefits while continuing to work for the City on a reduced schedule. Participation in a PRO agreement is discretionary and requires City Council approval.

As part of the City's 2026 Police Department restructuring which created the Administrative Captain position, both Police Records Technicians were reduced from 40 hours per week to 32 hours per week. That staffing adjustment was made to accommodate the new position while managing overall departmental personnel costs.

The proposed phased retirement arrangement would allow one of the two Records Technicians to transition to a reduced schedule under MnPERA's PRO framework, while enabling the City to restore the second Records Technician position back to full time (40 hours per week). This adjustment would help maintain operational coverage and workload balance within the Department, particularly given the implementation of the new Tyler Records system in 2026.

Even with restoring the second Records Technician to full-time status, the City would still realize a net payroll savings of approximately four hours per week compared to what was budgeted for 2026.

Under MnPERA rules, a phased retirement agreement requires a reduction in scheduled work hours of at least 25 percent and limits the employee to no more than 1,044 hours of work per year (approximately 20 hours per week). The agreement must be in writing, entered into prior to termination of active PERA membership, and may not extend beyond five years in total.

Staff is requesting authority to enter into two consecutive one-year Phased Retirement Option (PRO) agreements. During this initial two-year period, the employee would remain eligible for City-provided health and dental insurance benefits. If the City and the employee mutually agree to continue the PRO arrangement beyond the initial two years, any such extension would be without City-provided health or dental insurance benefits, as the employee would be eligible for Medicare.

Any extension of the PRO agreement beyond the initial two-year period would be subject to the sole discretion of the City Council, based on departmental needs and available budget.

Chief Antoine supports this request and believes it will provide additional cost savings to the Department while maintaining appropriate operational coverage during the transition to the Tyler records system. Both affected employees have indicated their support for the proposed changes.

Staff recommends approval of Resolution 2026-05. If you have any questions, please do not hesitate to contact me at 763-784-6491.



## **RESOLUTION NO. 2026-05**

### **A RESOLUTION AUTHORIZING A PHASED RETIREMENT OPTION (PRO) AGREEMENT UNDER MNPERA AND APPROVING RELATED POLICE DEPARTMENT STAFFING ADJUSTMENTS**

WHEREAS, the City participates in the Minnesota Public Employees Retirement Association (PERA), which permits eligible employees to participate in a Phased Retirement Option (PRO) agreement at the discretion of the employer; and

WHEREAS, a PRO agreement allows an eligible employee to begin receiving PERA retirement benefits while continuing employment with the City on a reduced schedule, subject to PERA requirements and City Council approval; and

WHEREAS, an eligible employee serving as one of two Police Records Technicians has requested authorization to enter into a PRO agreement; and

WHEREAS, as part of the City's 2026 organizational plan to create the Administrative Captain position within the Police Department, both Police Records Technician positions were reduced from forty (40) hours per week to thirty-two (32) hours per week; and

WHEREAS, implementation of a PRO agreement would allow one Police Records Technician to transition to a reduced schedule while enabling the City to restore the second Police Records Technician position to full-time (40 hours per week) status; and

WHEREAS, even with the restoration of one full-time Records Technician position, the City would realize a net payroll savings of approximately four (4) hours per week compared to the 2026 adopted budget; and

WHEREAS, the City Council desires to authorize a limited PRO arrangement with clearly defined terms, benefit provisions, and Council oversight of any future extensions.

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

1. *Authorization of PRO Agreement.* The City Council authorizes the City Administrator to enter into up to two consecutive one-year Phased Retirement Option (PRO) agreements with an eligible Police Records Technician, consistent with MnPERA requirements.
2. *Benefits During Initial Term.* During the initial two-year PRO period, the employee shall remain eligible for City-provided health and dental insurance benefits on the same terms and conditions applicable to other full-time, non-bargaining unit employees.
3. *Council Discretion for Extensions.* Any PRO agreement beyond the initial two-year period shall require separate City Council approval and shall be granted solely at the discretion of the City Council, based on departmental needs and available budget. Any extension of the PRO arrangement beyond the initial two-year period shall be without

City-provided health or dental insurance benefits, recognizing the employee's eligibility for Medicare.

4. *Staffing Adjustment Authorization.* Upon the transition of the first Police Records Technician to phased retirement status, and in conjunction with approval of the PRO agreement, the City Administrator is authorized to restore the second Police Records Technician position to full-time (40 hours per week) status.
5. *Administrative Authority.* The Administrator, Clerk/Treasurer is authorized to execute all documents necessary to implement this resolution and to administer the PRO agreement in accordance with MnPERA requirements and City policies.

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 2<sup>nd</sup> day of February 2026.

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

The Phased Retirement program creates a flexible environment where members can transition into retirement, and employers can provide the necessary knowledge transfer. If you are age 62 or older, you may be eligible to participate in the Phased Retirement Option (PRO) and start your PERA retirement benefit without terminating your public service position.

## IT IS UP TO YOUR EMPLOYER

Participating in the PRO is at the discretion of your employer and may not be available to all Coordinated and Basic members. Contact your employer for more information. In addition, you should investigate if a reduction of hours may impact other employee benefits.

### PRO REQUIREMENTS

- Active Coordinated or Basic member, not an elected official
- Age 62 or older
- Must hold same position with same employer last active with
- Immediately eligible for a retirement annuity from the General Plan (Coordinated or Basic members)
- Worked at least 1,044 hours in each of the five preceding years in a position covered by PERA that you intend to go PRO
- You must agree to reduce your regular schedule by 25 percent in each pay period under the PRO and may not work over 1,044 hours in a one year period
- Not a current PERA benefit recipient
- Not eligible for the state employee Post-Retirement Option program under minn. Stat. §43A.346

### BENEFITS OF THE PRO

- **PERA's termination requirements are waived for your PRO.** You will receive a PERA retirement monthly benefit without terminating your public service position. If you are active in other public service, however, you must follow PERA's termination requirements for these positions to receive your PERA retirement benefit.
- **No member and employer contributions to PERA.** You will no longer contribute to PERA for the employment under the PRO. Since you are receiving your retirement benefit, there is no accrual of service credit or adjustment of the high-five salary for your service under the PRO.
- **No annual earnings limits while working under the PRO agreement.** Your position covered under the PRO will not be subject to PERA's post-retirement earnings limits.

## THE PRO PROCESS

- 1 Contact your employer.** The PRO agreement must be with your same employer, and it is the discretion of your employer to offer the PRO to you.
- 2 Apply for the PRO and retirement benefit.** PERA must receive the PRO agreement before the PRO begins. The PRO agreement replaces the *Verification of Termination* form. All other PERA benefit and application requirements must be met. Your retirement benefit will begin approximately the same time as the PRO employment period.
- 3 During the PRO.** The maximum length of the PRO is five years. You must reduce your regular schedule by 25 percent in each pay period and may not work over 1,044 hours in a one year period during the PRO. Your employer will report your earnings and hours to PERA while working under the PRO.
- 4 End of the PRO agreement.** After completing the PRO, you must terminate your position covered under the PRO. You must have no written/verbal agreement prior to termination of employment to provide services to any public employer as an employee, independent contractor or an employee of an independent contractor for 30 days. Public employment includes service to any governmental employer in Minnesota—e.g. school districts, cities, counties, townships, and state.

## COMBINED SERVICE ANNUITY

Please contact a PERA representative if you have service with another Minnesota public pension fund and are considering a PERA Phased Retirement program or the other fund's Phased Retirement Program.



Your PERA monthly benefit will be suspended if the allowed hours in a pay period or the maximum hours per year are exceeded. The benefit will not be reinstated until all public employment has been terminated, and you have a continuous separation from public employment for 30 days. Please see the PRO agreement for more information.

## FREQUENTLY ASKED QUESTIONS (FAQs)

### **If I enter a PRO agreement, when does my retirement benefit begin?**

Both the PRO agreement and the retirement application materials must be sent to PERA together. Your PERA retirement benefit cannot be deferred while you are employed under the PRO. Your employer will enter the starting date of the PRO employment period on the PRO agreement. Therefore:

- If the PRO employment period starts on the 1st of the month, then your benefit effective date will also be the 1st of the month (same date).
- If the PRO employment period starts on any other day of the month, then your benefit effective date will be the 1st of the following month.

### **When I enter into and begin my PRO agreement, can I take a position with my current employer that is different than my current position?**

No. You must remain in your current position.

### **Can a PERA-covered employer other than my current employer offer me a PRO agreement?**

No. The PRO agreement must be entered with your same, current PERA covered employer prior to any termination of employment.

### **Can I work full-time for a certain period and then not work at all for the remainder of a year covered by a PRO agreement?**

No. You must reduce your regularly scheduled hours of work by at least 25% per pay period and not exceed 1,044 hours for the PRO agreement one year period.

- Example 1: if you were scheduled to work 80 hours per pay period prior to the PRO, you may work 40 hours per pay period for the PRO one year agreement.
- Example 2: if you were scheduled to work 80 hours per pay period prior to the PRO, you may not work more than 60 hours in any pay period covered by the PRO for the first 6 months and not work more than 20 hours in any pay period for the remaining 6 months (as you may not work more than 1,044 total hours for the year).

### **If my employer allows me to accrue vacation, sick and holiday leave while working under the PRO, will the hours associated with the leave pay, when taken, count towards the maximum number of hours I may work under the PRO?**

Yes. The hours you take off from work, for which you receive pay, will count towards the maximum number of hours you may work under the PRO agreement.

### **If I currently have employment in more than one position covered by PERA membership and want to continue working for these employers, do I have to enter a PRO with each PERA-covered employer?**

Yes, if you wish to continue employment for each position. To participate under the PRO agreement and also start your PERA pension, you must either:

- Enter a PRO agreement for each position you intend to maintain during the PRO agreement. However, you must reduce each position by at least 25% and total work hours combined under all PRO agreements must not exceed 1,044 hours.
- Terminate the employment not covered by a PRO agreement and remain out of that employment for at least 30 days with no agreement to return.

### **Will I be eligible for disability benefits from PERA if I become disabled while working under a PRO agreement?**

No. By accepting/receiving a retirement benefit, you are no longer eligible for PERA disability benefits.



Public Employees Retirement Association  
60 Empire Drive, Suite 200, St. Paul, MN 55103-2088  
1-800-652-9026 | 651-296-7460 | mnpera.org

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City of Spring Lake Park  
Engineer's Project Status Report

To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 02.02.26 Meeting**  
File No.: R:\client\municipal\spring\_lake\_park\_ci\_mn (18GEN)

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

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

**2026 Seal Coat and Crack Repair Project (193807599).** The 2026 Street Seal Coat and Crack Repair Project will include the area north of 81<sup>st</sup> Ave. between Monroe and Able. Council authorized this project in December 2025.

**Possible 2026 Street Project (193807587).** *A Feasibility Report is being prepared for a possible street mill and overlay project on Plaza Blvd., Theorin Terrace, Center Drive, and Sunset Rd. in the northeast area of the city. Draft information will be presented in February.*

**Storm Sewer Televising Project.** The Public Works Director has obtained quotes for storm sewer televising and inspection to have information to use for evaluating future storm lining projects. *Televising will be completed in 2026.*

**2025 AT&T on Arthur tower (Escrow # ME2025-0001).** AT&T is replacing equipment. 2025-07-18 CDs are okay. A Precon site meeting was held on 11/12/2025. A bond has been submitted. *The Contractor (Vincio) has stated working. KLM Engineering is providing inspections.*

**2026 Anoka County Highway 10 Paving Project:** Anoka County is planning to repave Co. Rd. 10 between Able St. NE and Pleasant View Dr. in 2026. The construction will require shifting traffic on Co. Rd. 10 with short-term closures. Staff met with Anoka County representative on December 9<sup>th</sup> to discuss the project impacts and coordination with the separate MnDOT bridge repair project.

**Future Water Tower Painting Project (19380xxxx).** The CIP includes new coatings on the Able and Arthur water towers in 2027 and 2028. The Administrator submitted a PPL application for possible State of MN DWRF financing. *Next steps are to have KLM complete interior and exterior inspections in +/- April 2026 and to submit an IUP application in May 2026.*

**2025 MS4 Permit and SWPPP Update (193801776 Task 450).** Pond, structural BMP, and outfall inspections are due annually. Program analysis and annual training is due by December. Annual meetings are usually held in June but can be held anytime. Annual Reports to the MPCA are generally due in June. Part 1 of new Permit Application was submitted on April 17, 2025. MPCA Audit of MS4 Permit compliance was held on August 12<sup>th</sup>. Information was given to the MPCA on September 4<sup>th</sup>. A formal Notice letter of violation letter was received from the MPCA on September 18<sup>th</sup>. *A City response was submitted to the MPCA on December 15<sup>th</sup>. On December 17<sup>th</sup>, MPCA sent a message that said: **All corrective actions have been satisfied Look for the Case Conclusion letter to be issued in the next couple of weeks.***

Please contact Evan Monson, Bruce Paulson, Zach Naslund, Eric Stommes, Jason Quisberg, or me if you have questions.