



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, FEBRUARY 01, 2021**  
**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 21, 2021 City Council Meeting
  - [B.](#) Resolution No. 21-04 Accepting Monetary Donation
  - [C.](#) Contractor's Licenses
  - [D.](#) Sign Permit
- 7. DEPARTMENT REPORTS**
  - A. Public Works Report
  - [B.](#) Code Enforcement Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
  - [A.](#) Resolution 21-05, Granting Approval of Conditional Use Permit for Bethel City of Hope Church
- 9. REPORTS**
  - A. Attorney's Report
  - [B.](#) Engineer's Report
  - [C.](#) 2021 Municipal State Aid Account Allocation
  - [D.](#) Administrator Report
- 10. OTHER**
  - [A.](#) Correspondence
- 11. ADJOURN**

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

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the 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.

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

### **DISCUSSION FROM THE FLOOR**

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

### **PUBLIC HEARINGS**

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

The following format will be used to conduct the hearing:

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

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

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

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on January 19, 2021 at the City Hall, at 7:00 PM.

### **1. CALL TO ORDER**

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

### **2. ROLL CALL**

#### PRESENT

Mayor Robert Nelson  
Councilmember Ken Wendling  
Councilmember Brad Delfs  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember Lisa Dircks

#### STAFF PRESENT

Public Works Director Randall, Police Chief Ebeltoft, Engineer Gravel, Attorney Thames, Parks and Recreation Director Okey, Administrator Buchholtz and Executive Assistant Gooden.

#### VISTORS

George Eilertson, Northland Securities

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

### **4. ADDITIONS OR CORRECTIONS TO AGENDA**

Administrator Buchholtz reported that a corrected copy of Resolution 21-03 was sent out to the Councilmembers prior to the meeting.

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

### **6. CONSENT AGENDA**

- A. Approval of Minutes - January 4, 2021 City Council
- B. General Operations Disbursements #20-23 \$666,949.72
- C. Approval of Pay Request 3 - Arthur Street Water Treatment Plant Project
- D. Contractor's Request for Payment No. 3 - 2020 Sanitary Sewer Lining
- E. Contractor's Licenses
- F. Sign Permit

Motion made by Councilmember Wendling to approve Consent Agenda.

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

## **7. DEPARTMENT REPORTS**

### **A. Police Report**

Police Chief Ebeltoft reviewed the staff report and monthly statistics.

Mayor Nelson inquired if the uptick in the calls received is typical in the winter months as compared to year past. He inquired if COVID-19 has had an effect on the number of calls. Chief Ebeltoft stated that the number of calls is typical, but noted the COVID-19 pandemic has had an impact.

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

Parks and Recreation Director Okey reviewed the staff report and a recap of the programs offered virtually. She reported that the Senior Valentine's Day luncheon is canceled due to the COVID-19 pandemic. She reported that the first Tower Days committee meeting will be held on Tuesday, January 26, 2021.

## **8. ORDINANCES AND/OR RESOLUTIONS**

### **A. Resolution 21-03, Ratifying the Sale of General Obligation Improvement Refunding Bonds, Series 2021A, In The Original Aggregate Principal Amount of \$1,455,000; Fixing Their Form and Specifications; Directing Their Execution and Delivery; Providing For Their Payment; And Providing For The Redemption of Bonds Refunded Thereby**

George Eilertson, Northland Securities, reviewed the staff memo and reported that the sale of the bond generated bond savings of \$54,873, over the remaining five years of the bond.

Motion made by Councilmember Delfs to approve Resolution 21-03, Ratifying the Sale of General Obligation Improvement Refunding Bonds, Series 2021A, In The Original Aggregate Principal Amount of \$1,455,000; Fixing Their Form and Specifications; Directing Their Execution and Delivery; Providing For Their Payment; And Providing For The Redemption of Bonds Refunded Thereby.

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



**9. NEW BUSINESS****A. Accept Proposal from Municode for City Website Update**

Administrator Buchholtz reviewed the staff memo. He stated that the City's website needs updating and required ADA requirements.

Councilmember Delfs inquired if the staff was pleased with the services and other products that Municode has provided to the City. Executive Assistant Gooden stated that she has been happy with the agenda management system and feels it is best to stay with Municode, to ensure integration between the website and management system to work together.

Motion made by Councilmember Delfs to Accept Proposal from Municode for City Website Update.

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

**B. Accept Letter of Retirement from Chief Doug Ebeltoft**

Mayor Nelson reported that the City received a letter of retirement from Chief Ebeltoft. He stated that Chief Ebeltoft has been a great asset to the community and has made a life long impression to the city and community.

Councilmember Delfs thanked Chief Ebeltoft for the advance notice of his retirement in August. He stated that he has much respect for his professionalism he always shows.

Councilmember Wendling thanked Chief Ebeltoft for his service and stated that he is leaving at a high point in his career during the trouble times we are all facing.

Councilmember Dircks stated that she will miss him and is happy to have had the opportunity to work with him.

Motion made by Mayor Nelson to Accept Letter of Retirement from Chief Ebeltoft.

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

**C. Approval of Second Amendment to Lease Agreement - T-Mobile**

Attorney Thames reviewed the staff memo and reported that the City has been working with T-Mobile on their request to upgrade their equipment on the Able Street water tower. He reported that with the increase volume and space needed by T-Mobile, it was determined that a rent adjustment was needed.

Mayor Nelson inquired if the added equipment will be bolted onto the existing railings and the new equipment will not interfere with the lining of the tower or water quality. Public Works Director Randall stated clamps are sealed with rubber to reduce impact to the rails. He reported that the work on the installation of the generator at the site is taking place and suggested that the restart of the generator take place weekly on Wednesday. He stated that the area of the generator is completely chain linked fenced and is uncertain if there are slats to avoid it to be climbed.

Mayor Nelson inquired when the next painting of the water tower will take place. Mr. Randall stated that the tower will be inspected in the summer of 2021 with a camera and that will help determine the condition of the tower. He stated that the cost of the painting is covered by the rental proceeds from the cell leases.

Motion made by Councilmember Wendling to Approve Second Amendment to Lease Agreement - T-Mobile.

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

A. Approval of Administration Copier Purchase

Administrator Buchholtz reviewed the staff memo. He stated that the Administration copier has been experiencing a number of service calls leading to downtime for staff. He thanked Accounting Clerk/Special Projects Coordinator Brown and Executive Assistant Gooden for their research and time visiting with various copier vendors.

Mayor Nelson inquired if there is any benefit to trying to sell the existing copier to recoup any savings. Administrator Buchholtz stated that since there has been confidential material copied on the machine, the hard drive would need to be destroyed.

Councilmember Delfs stated that there is usually is not much of an after-market for used copiers. He inquired if leasing was an option the new copier. Administrator Buchholtz stated that he prefers to purchase equipment as lease interest rates are higher than the loss of investment return due to the purchase. He reported that the cost of the new copier is well under the \$22,000 budgeted amount.

Motion made by Councilmember Dircks to Approve Administration Copier Purchase.

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

**10. REPORTS****A. Attorney's Report**

Attorney Thames wished Chief Ebeltoft congratulations on his retirement and wished him well.

**B. Engineer's Report**

Engineer Gravel provided his staff report in the council packet. He encouraged councilmembers to review the cell tower activities on the water towers documented in his report.

**C. Administrator Report**

Administrator Buchholtz provided his report in the council packet. He reported that the new cable equipment arrived on Tuesday, January 19, 2021, and will be installed by North Metro TV staff on January 21, 2021.

**11. OTHER****A. Correspondence**

Mayor Nelson reported that the monthly pork chop dinner will resume on the fourth Monday in February. He reported that the Beyond Yellow Ribbon will be serving brats and hamburgers during Tuesday bingo at the VFW.

**12. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

The meeting adjourned at 7:50 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**RESOLUTION NO. 21-04**  
**RESOLUTION ACCEPTING MONETARY DONATION**

**WHEREAS**, Debbra Kuehn and Dennis Cooper, are local residents of City of Spring Lake Park and;

**WHEREAS**, they graciously made a monetary donation to the Spring Lake Park Police Department and

**WHEREAS**, the donation will be placed in the Spring Lake Park Police Department Forfeiture Account for assistance of payment for Police Officer Bullet Proof Vests ; and,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Spring Lake Park expresses the gratitude of the members of the Police Department and citizens of Spring Lake Park to Debbra Kuehn and Dennis Cooper for their generous donation.

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: .

Whereupon the Mayor declared said Resolution duly passed and adopted this the 1<sup>st</sup> day of February, 2021.

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Robert Nelson, Mayor

ATTEST:

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Daniel Buchholtz, Administrator

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

## Contractor's Licenses

February 1, 2021

### Mechanical License

Centraire Heating & A/C, Inc.

Home Works Services Co.

### Plumbing License

M & S Plumbing, Inc.

### Sign License

Dandy Signs & Graphics



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

Sign Permit

February 1, 2021

Caribou Coffee  
8097 Hwy 65 NE





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

**Sign Permit Application**

DATE: 1-8-2021

NAME OF APPLICANT: Topline Advertising, Inc.

ADDRESS OF APPLICANT: 11775 Justen Cir, Ste A, Maple Grove, MN 55369

TELEPHONE NUMBER OF APPLICANT: 763-428-5067

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

8097 Hwy 65, Ste 100

New Construction: \_\_\_\_\_ Remodel: \_\_\_\_\_ Word Change Only: \_\_\_\_\_

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

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

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

Name of person, firm or corporation erecting the structure: Same as applicant

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

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

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

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

  
SIGNATURE OF APPLICANT

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

FEE: \$ 75.00

RECEIPT NUMBER: \_\_\_\_\_

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

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

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: ~~418~~ 2147

SQUARE FOOTAGE OF ALL EXISTING SIGNS: ~~menu board - 269~~ 418

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: ~~28.4~~ 29

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

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

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

DRAWING:

remove existing menu board sign  
and install new using existing  
base and anchor bolts

Proposed  
29  $\square$  \$ 75.00

Existing  
Caribou - 135  $\square$  Building  
29  $\square$  menu board (proposed)  
16.5  $\square$  pylon

Revitalize  
16.5  $\square$  pylon  
43  $\square$  Building

Boost Mobile  
20  $\square$  pylon  
100  $\square$  Building

Los Morritos Repostenia  
18  $\square$  pylon

644  $\square$  30%  
418  $\square$  - existing  
29  $\square$  - proposed  
197  $\square$  - Remaining



**CARIBOU COFFEE MENUBOARD:**

5'1-3/4" (Nominal) x 5' - 6" (Nominal) Illuminated menuboard.

OAH: 6' - 7 1/2"

Shroud height: 1' 5-1/2" h.

Single Pole

Anchor bolt foundation.

6 panels

LED Illumination 138 Lumens Sq Ft, Color Temp 5000k

Aluminum cabinet and pole shroud.

Painted Duranodic Brown

Divider bars painted Duranodic Brown

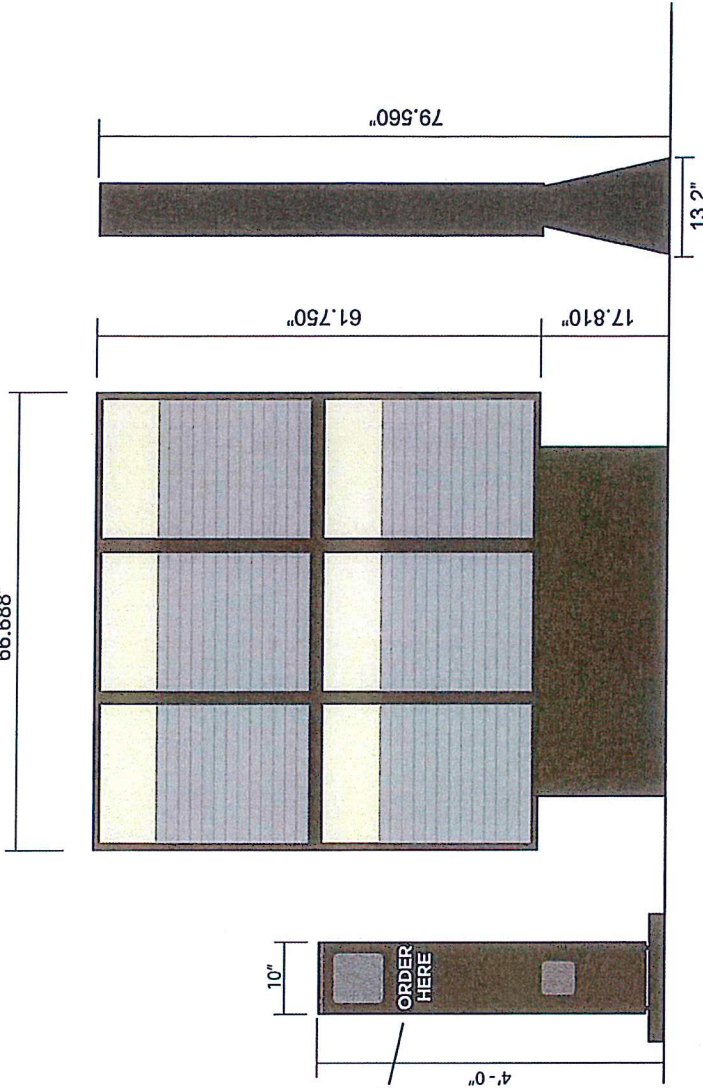
Inserts provided by others.

Slotted base plate.

All Menuboards to have internal disconnect switch

2975  
88040

66.688"

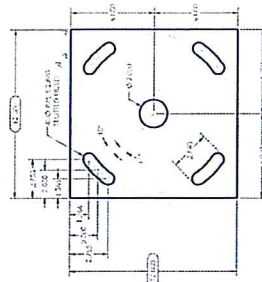


10"

Neutra Text Bold

ORDER  
HERE

4'-0"



Menu Board Base Plate Detail  
Slotted Holes 8" on Center

**VINYL COLORS:**



3M 3630-7297 Custom Blue

3M 3630-69 Duranodic  
"brown"



DISCLAIMER: Renderings are for graphic purposes only and not intended for actual construction dimensions. For windload requirements, actual dimensions and mounting detail, please refer to engineering specifications and install drawings. These drawings and designs are the exclusive property of Everbite LLC. Use of, or duplication in any manner without express written permission of Everbite LLC is prohibited.

Customer: Caribou Coffee

Project No: 423277-1

Scale: NTS

Date: 3/5/20

Drawn By: DB

Location & Site No: Minneapolis, MN

CCCORPORATE

Description: Menu Board

Revised:

Customer Approval: NOTE: Unless specified by customer, all depth of embossing will be determined by Everbite Engineering or existing customer specifications on file. Colors and graphics on file will be used unless otherwise specified by customer.

Please read carefully, check appropriate box and fax back to Everbite:

☐ Sketch OK as is

☐ New sketch required

SIGNATURE

DATE





Google Earth

©2020 Google

©2021 Google



8.89 ft





Google Earth

©2020 Google



## Owner consent for sign Installation and permits

Scott Gaylord

as agent for Spring Lake Park Marketplace, LLC

I \_\_\_\_\_, ~~being the owner,~~ manager of the business/property  
(individual's Name)

known as Caribou Coffee #1235 and located at 8097 HWY 65, SUITE 100  
SPRING LAKE PARK, MN 55432 do hereby certify that I am allowing Everbrite,  
Inc. (and / or their sub-contractor) to obtain permits and install signage at the  
below mentioned address.

Everbrite, LLC further agrees that all work will be done in compliance with all  
applicable laws, codes and ordinance, and any stipulations or restrictions listed on  
the permits.



Signature: as agent for Spring Lake Marketplace, LLC

Name: Scott Gaylord

Phone: 952-563-6669

Email: sgaylord@midamericagrp.com

Date: 1/21/21



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

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## REPORT

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**TO:** Spring Lake Park City Council  
**FROM:** Jeff Baker, Code Enforcement Director  
**RE:** Code Enforcement Monthly Report for January 2021  
**DATE:** January 26, 2021

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

In January, a total of 8 building, 13 mechanical, 4 plumbing, 1 Fire and 2 Zoning for a total of 28 permits issued compared to a total of 22 in 2020. Code Enforcement conducted 75 inspections in the month of January including 37 Building, 11 rental, 16 nuisance, 10 fire and 1 zoning inspections.

Part time inspector, Morris has switched his schedule. He will be working 2 days a week so that Fire Inspections of commercial properties may continue.

I had a meeting with Anoka County. A program called Heading Home Anoka Housing Collaborative (HHAHC). This meeting we discussed how we can work together to end homelessness, determine who else should be included in the conversation about housing, or lack thereof, and educate about the resources available to prevent homelessness or figure out how to obtain more resources.

### Construction Update:

Hy-Vee – Concrete work has been completed. All trades have been working hard, kitchen tile is going up, exposed ceilings have started getting paint. I have been on-site on a daily basis to make sure no trades are being held up.

7800 & 7806 Monroe – All rough-in inspections are complete; gypsum board is in process.

Rental registrations continue to progress for 2021. Only 6 out of a total of 1043 units, have failed to register for rental in 2021. I have issued Administrative Offense tickets for each license.

In January of 2021, I also attended the following appointments:

- City Council meeting on Monday, January 4<sup>th</sup>.
- Department Head meeting on January 5<sup>th</sup>.

- Building Officials Zoom Conference, January 11<sup>th</sup> through 14<sup>th</sup>.
- Video conference with Stantec on January 6<sup>th</sup> and 29<sup>th</sup>.
- Landlord Outreach meeting on January 14<sup>th</sup>.

This concludes the Code Enforcement Department monthly report for January 2020. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.



## **RESOLUTION NO. 21-05**

### **RESOLUTION GRANTING APPROVAL OF CONDITIONAL USE PERMIT FOR BETHEL CITY OF HOPE CHURCH**

**WHEREAS**, Bethel City of Hope Church (the “Applicant”) has submitted an application for approval of a conditional use permit to permit the operation of an assembly use at 8485 Plaza Blvd NE; and

**WHEREAS**, the legal description for the planned unit development is as follows:

Lot Thirty-seven (37), except the North five (5) feet; Lots Thirty-four (34), Thirty-five (35), Thirty-six (36), Thirty-nine (39), Forty (40), Forty-one (41), Forty-two (42), Forty-three (43), and Forty-four (44), All in Spring Lake Park Plaza, Anoka County, Minnesota; AND That part of the vacated alley in SPRING LAKE PARK PLAZA Anoka County Minnesota, lying southerly of a westerly extension across it of the south line of the north 5.00 feet of Lot 37, said plat, and lying northerly of a line drawn from the southwest corner of Lot 34, said plat, to the southeast corner of Lot 43, said plat; AND That part of the west half of the vacated alley in the plat of SPRING LAKE PARK PLAZA Anoka County Minnesota, lying southerly of a line drawn from the southwest corner of Lot 34, said plat, to the southeast corner of Lot 43, said plat, and lying northerly of the easterly extension across it of the south line of Lot 44, said plat; AND That part of the west half of the vacated alley in the plat of SPRING LAKE PARK PLAZA Anoka County Minnesota, lying northerly of the westerly extension across it of the south line of the north 5.00 feet of Lot 37, said plat, and lying southerly of a line drawn from the northwest corner of Lot 38, said plat, to the northeast corner of Lot 39, said plat; and

**WHEREAS**, the Planning Commission considered the Applicant’s request at a duly noticed Public Hearing which took place on January 25, 2021; and

**WHEREAS**, the Planning Commission forwarded the application to the City Council without recommendation; and

**WHEREAS**, the City Council considered the application at its February 1, 2021 meeting and has made the following findings in support of approval of the conditional use permit application:

1. The proposed church use in an existing multi-tenant commercial building appears to not involve issues beyond parking. From information supplied by the applicant and owners, parking appears to be adequate and will be confirmed in a written agreement between the building owner and the City.
2. It is reasonable and appropriate for the City to review and respond to potential parking issues on site which could result in traffic or safety issues. Such review may involve imposing additional conditions on the use, which is an appropriate function of the City’s zoning authority.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the City Council does hereby approve the application made by Bethel City of Hope Church for a conditional use permit to permit the operation of an assembly use at 8485 Plaza Blvd NE, subject to the following conditions:

1. The property owners will sign an agreement with the City indicating the use of 85 parking spaces on site reserved for the church on Sundays and 55 spaces other days. The spaces for church use will be clearly marked and the building owner will enforce the use of them. If parking becomes a problem, in the City's opinion, on site or on the street, the City reserves the right to review the Conditional Use Permit and impose additional conditions, limit the use of the space, or revoke the Conditional Use permit for the church.
2. The church or the property owners will apply for a sign permit if and when the church wishes to install new signage, which will comply with the City's sign regulations.
3. Any changes proposed to the exterior of the building or site as a result of this church use, other than signage, will be reviewed by City staff to see if such changes require review of the Conditional Use Permit. In such a case, the City reserves the right to refer the Conditional Use Permit to the Planning Commission and City Council and impose additional conditions or limit the use of the space.
4. The property owner shall comply with the requirements of the Minnesota Accessibility Code.

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same: .

Whereon the Mayor declared said Resolution duly passed and adopted the 1st day of February, 2021.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator

State of Minnesota )  
 Counties of Anoka and Ramsey ) ss  
 City of Spring Lake Park )

I, Daniel R. Buchholtz, duly appointed and qualified City Clerk in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby Certify that the foregoing is a true and correct copy of Resolution No. 20-05, A Resolution Approving Application for Conditional Use Permit for Bethel City of Hope Church, adopted by the Spring Lake Park City Council at their regular meeting on the 1st day of February, 2021.

(SEAL)

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

Dated: \_\_\_\_\_

To: Spring Lake Park City Council  
City of Spring Lake Park

File: Bethel City of Hope  
8485 Plaza Blvd NE  
Applicant: Joe Nick, City of Hope  
Owners: Brian & Peter Lunseth

From: Phil Carlson, Stantec

Date: February 1, 2021

**Re: Conditional Use Permit, Bethel City of Hope Church, 8485 Plaza Blvd NE**

## INTRODUCTION

Bethel City of Hope Church wants to lease space in the multi-tenant building at 8485 Plaza Blvd NE. Churches are considered an “assembly” use in the Zoning Code, requiring a Conditional Use Permit. The church would occupy an existing space (Unit D) in the building and make little or no changes to the building and site.

The property is guided Commercial and zoned C-1 Shopping Center Commercial. “Assembly uses, including auditoriums, religious and philanthropic uses” are by Conditional Use Permit in the C-1 district.

Surrounding uses are commercial in the other building tenant spaces and other parcels both south and north on the same block; church and industrial in the block to the east; commercial uses across 85<sup>th</sup> Avenue in Blaine; and Highway 65 to the west.

The Planning Commission considered the request at a public hearing at their January 25, 2021 meeting and gave no clear recommendation, splitting 3-3 on a motion to approve the request.



**Re: Conditional Use Permit, 8485 Plaza Blvd NE, Bethel City of Hope**

## **SITE ISSUES – CONDITIONAL USE PERMIT**

The Zoning Code allows the City to impose reasonable conditions on certain uses to address issues that may impact surrounding properties or public health, safety and welfare. Conditional uses are considered *permitted uses to which reasonable conditions may be attached based on findings of fact*. The assumption is that the use is allowed and if there are potential issues associated with the use, the City can articulate the conditions under which the use might be approved, not deny it because of potential conditions that do not yet exist. If it appears there is no reasonable way to accommodate the use in this location, the City can deny the use.

In this case, there is an existing multi-tenant commercial building with several other uses. The church would join those uses and share parking, but no changes are proposed to the exterior of the building or site, other than occupying a space on the existing signs.

The key issue for this use on this site is parking, and that was the main topic of discussion at the Planning Commission. There were three areas of concern expressed:

- The 12 spaces in the back of the building may not be available or may not be appropriate for use;
- The church may outgrow the attendance noted in the original application and therefore exceed the parking capacity of the site;
- Congestion on the site due to the church use might interfere with deliveries for other businesses sharing the block.

Each of these issues, I believe, can be addressed in conditions that the City can attach to the Conditional Use Permit. The building has been in existence for many years with a variety of commercial and service uses. The request here is not to build something new, but to occupy a space in the existing building for a church use.

The parking on site was summarized in our report to the Planning Commission:

- Available and proposed parking
  - 95 parking spaces, total on site (83 in front, 12 in back)
  - 85 spaces available to the church on Sunday, according to the building owners
  - 55 spaces available for the church during the week, according to the building owners

According to this plan, the church would use all but 10 of the parking spaces on site on Sundays. It would be up to the owner to agree:

- 1) That the spaces promised to the church are designated, marked and enforced as such;
- 2) That the other businesses have enough parking available;
- 3) That if there are parking problems on site, the owner and the church use would lose the ability to use the space for the church under the Conditional Use Permit.

On weekdays, the church would use all but 40 of the parking spaces on site.

The entire building comprises about 26,000 sq ft of leased space, of which the proposed church would use 5,000 sq ft. Overall, with 95 parking spaces, the building has available about 3.7 spaces/1,000 sq ft, which is at the low end of parking ratios for this kind of commercial space. The church, with 85 spaces reserved for 5,000 sq ft, would use about 17 spaces/1,000 sq ft, a very high ratio.

**Re: Conditional Use Permit, 8485 Plaza Blvd NE, Bethel City of Hope**

*Parking in back*

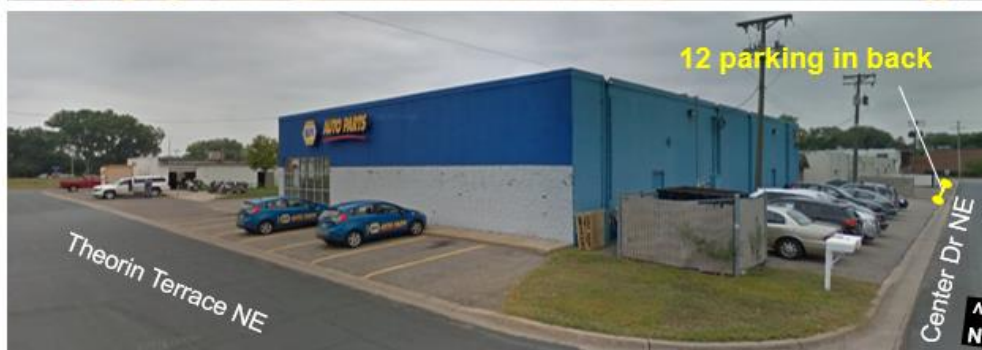
The 12 parking spaces in the back of the building, accessed from Center Drive, are similar to parking spaces used for other businesses on Center Drive and on Theorin Terrace, as seen in the street view photos below.



Center Drive  
View to SW



Center Drive  
View to NW



Corner of Center Drive  
& Theorin Terrace  
View to NW

*Church attendance/outgrowing available parking*

The amount of parking on site is finite and the City can limit the use of the building and space with clear conditions of approval. The conditions would indicate the amount of parking that must be available with assurance that it will be clearly marked and enforced. If parking problems arise, the City has the ability to review the Conditional Use Permit and insist that the conditions be adhered to or revoke the permit for use of the space by the church.

*Congestion interfering with other uses*

Similar to the above issue of total parking on site, if the use of the parking lot poses problems or interference with other uses in the building and nearby on other sites, the City can review or revoke the Conditional Use Permit.



**Re: Conditional Use Permit, 8485 Plaza Blvd NE, Bethel City of Hope**

*Additional parking off-site*

With the limited parking on the site and the large parking demand for the proposed church use, the building owner and the church might make arrangements with another adjacent property for use of some parking at certain times – “joint parking” as permitted in the Zoning Code. If this were to be arranged:

- Such a joint parking agreement would have to be in writing and agreed to by the City and all property owners;
- The additional off-site parking would be sufficient to keep adequate parking for all other uses in the building at 8485 Plaza Drive NE;
- The City would need to review the parking situation for the off-site property to determine that excess parking exists on that site and that allowing parking for the site at 8485 Plaza Drive NE would not create parking, traffic, or safety problems on either site.

## **CONCLUSION**

The church use may be able to use this space and have adequate parking for itself and the remaining uses in the building, but the use of those parking spaces on various days and times of day would need to be carefully monitored, and is important to understanding if it can work. The City Council needs to have more information from the building owner and others about how parking works on site now and how it would work with this proposed use. It may be that the site can support the proposed use, or that additional off-site parking can be arranged. Or it may be that there is no feasible way the site can support this parking intensive use on a small commercial site.

*Approval*

The City Council might approve the Conditional Use Permit for Bethel City of Hope Church at 8485 Plaza Drive NE, with conditions for approval and findings such as the following:

- 1) The property owners will sign an agreement with the City indicating the use of 85 parking spaces on site reserved for the church on Sundays and 55 spaces other days. The spaces for church use will be clearly marked and the building owner will enforce the use of them. If parking becomes a problem, in the City's opinion, on site or on the street, the City reserves the right to review the Conditional Use Permit and impose additional conditions, limit the use of the space, or revoke the Conditional Use permit for the church.
- 2) The property owner and church will arrange for off-site joint parking with an adjacent property *[to be determined]*.
- 3) The church or the property owners will apply for a sign permit if and when the church wishes to install new signage, which will comply with the City's sign regulations.
- 4) Any changes proposed to the exterior of the building or site as a result of this church use, other than signage, will be reviewed by City staff to see if such changes require review of the Conditional Use Permit. In such a case, the City reserves the right to refer the Conditional Use Permit to the Planning Commission and City Council and impose additional conditions or limit the use of the space.

*Findings of Fact for Approval of the CUP*

- 1) The proposed church use in an existing multi-tenant commercial building appears to not involve issues beyond parking. From information supplied by the applicant and owners, parking appears to be adequate, and will be confirmed in a written agreement between the building owner and the City *[and off-site joint parking with be provided. . . to be determined]*.
- 2) It is reasonable and appropriate for the City to review and respond to potential parking issues on site which could result in traffic or safety issues. Such review may involve imposing additional conditions on the use, which is an appropriate function of the City's zoning authority.

**Re: Conditional Use Permit, 8485 Plaza Blvd NE, Bethel City of Hope**

### *Denial*

The City Council might deny the Conditional Use Permit for Bethel City of Hope Church at 8485 Plaza Drive NE, with findings for denial including the following:

#### *Findings of Fact for Denial of the CUP*

- 1) The commercial building at 8484 Plaza Drive NE comprises approximately 26,000 sq ft of space with 95 parking spaces, a ratio of 3.7 spaces per 1,000 sq ft of floor area, which is a low parking ratio for commercial space.
- 2) The proposed church use would lease 5,000 sq ft of space and be expected to use 85 spaces on Sundays, a ratio of 17 spaces per 1,000 sq ft. Using 85 spaces for the church leaves 10 parking spaces on site on Sundays for the remaining 21,000 sq ft of commercial space, a ratio of less than 0.5 space per 1,000 sq ft, which is well below the typical parking needs of commercial space.
- 3) On weekdays the building owner would reserve 55 parking spaces for the church, leaving 40 spaces on site for the remaining 21,000 sq ft of commercial space, a ratio of about 1.9 spaces per 1,000 sq ft, well below the typical parking needs of commercial space.
- 4) There does not, therefore, seem to be a reasonable way to accommodate the parking needs of the proposed church use on this site without creating significant parking shortages, resulting in inconvenience or traffic and safety concerns for owners and patrons of the uses in the area.

### **OPTIONS**

- 1) Recommend approval of the CUP as presented with the recommended conditions and findings, or as modified by the Planning Commission.
- 2) Recommend denial of the CUP, with findings for denial for each.
- 3) Continue the items to a future meeting to gather more information or for more discussion, including the potential for joint parking off-site.

### **60-DAY RULE**

The Conditional Use Permit application was received on November 24, 2020 and was considered complete on December 7, 2020 with receipt of information on site and building use. The 60-day deadline for final action by the City Council was extended an additional 60 days, as permitted by State statute, to March 6, 2021, to give the City more time, if needed, to review and act on the application.



## **RESOLUTION NO. 21-05(A)**

### **RESOLUTION DENYING CONDITIONAL USE PERMIT APPLICATION FOR BETHEL CITY OF HOPE CHURCH**

**WHEREAS**, Bethel City of Hope Church (the “Applicant”) has submitted an application for approval of a conditional use permit to permit the operation of an assembly use at 8485 Plaza Blvd NE; and

**WHEREAS**, the legal description for the planned unit development is as follows:

Lot Thirty-seven (37), except the North five (5) feet; Lots Thirty-four (34), Thirty-five (35), Thirty-six (36), Thirty-nine (39), Forty (40), Forty-one (41), Forty-two (42), Forty-three (43), and Forty-four (44), All in Spring Lake Park Plaza, Anoka County, Minnesota; AND That part of the vacated alley in SPRING LAKE PARK PLAZA Anoka County Minnesota, lying southerly of a westerly extension across it of the south line of the north 5.00 feet of Lot 37, said plat, and lying northerly of a line drawn from the southwest corner of Lot 34, said plat, to the southeast corner of Lot 43, said plat; AND That part of the west half of the vacated alley in the plat of SPRING LAKE PARK PLAZA Anoka County Minnesota, lying southerly of a line drawn from the southwest corner of Lot 34, said plat, to the southeast corner of Lot 43, said plat, and lying northerly of the easterly extension across it of the south line of Lot 44, said plat; AND That part of the west half of the vacated alley in the plat of SPRING LAKE PARK PLAZA Anoka County Minnesota, lying northerly of the westerly extension across it of the south line of the north 5.00 feet of Lot 37, said plat, and lying southerly of a line drawn from the northwest corner of Lot 38, said plat, to the northeast corner of Lot 39, said plat; and

**WHEREAS**, the Planning Commission considered the Applicant’s request at a duly noticed Public Hearing which took place on January 25, 2021; and

**WHEREAS**, the Planning Commission forwarded the application to the City Council without recommendation; and

**WHEREAS**, the City Council considered the application at its February 1, 2021 meeting and has made the following findings in support of denial of the conditional use permit application:

1. The commercial building at 8485 Plaza Blvd NE comprises approximately 26,000 square feet of space with 95 parking spaces, a ratio of 3.7 spaces per 1,000 square feet of floor area, which is a low parking ratio for commercial space.
2. The proposed church use would lease 5,000 square feet of space and be expected to use 85 spaces on Sundays, a ratio of 17 spaces per 1,000 square feet. Using 85 spaces for the church leaves 10 parking spaces on the site on Sundays for the remaining 21,000 square feet of commercial space, a ratio of less than 0.5 space per 1,000 square feet, which is well below the typical parking needs of commercial space.

3. On weekdays, the building owner would reserve 55 parking spaces for the church, leaving 40 spaces on site for the remaining 21,000 square feet of commercial space, a ratio of about 1.9 spaces per 1,000 square feet, well below the typical parking needs of commercial space.
4. After observation of the parking lot on January 27, 2021, it was documented by City staff that 14 parking spaces were utilized for snow storage on the lot, eliminating access to an additional 10 parking spaces in the lot. This, combined with the parking demand by the church, would exceed the capacity of the parking lot during the winter months.
5. There does not, therefore, seem to be a reasonable way to accommodate the parking needs of the proposed church use on this site without creating significant parking shortages, resulting in inconvenience or traffic and safety concerns for owners and patrons of the uses in the area.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the City Council does hereby deny the application made by Bethel City of Hope Church for a conditional use permit to permit the operation of an assembly use at 8485 Plaza Blvd NE.

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same: .

Whereon the Mayor declared said Resolution duly passed and adopted the 1st day of February, 2021.

APPROVED BY:

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator

State of Minnesota )  
 Counties of Anoka and Ramsey ) ss  
 City of Spring Lake Park )

I, Daniel R. Buchholtz, duly appointed and qualified City Clerk in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby Certify that the foregoing is a true and correct copy of Resolution No. 20-05, A Resolution Denying Application for Conditional Use Permit for Bethel City of Hope Church, adopted by the Spring Lake Park City Council at their regular meeting on the 1st day of February, 2021.

(SEAL)

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

Dated: \_\_\_\_\_

To: Spring Lake Park Planning & Zoning Commission

From: Phil Carlson, Stantec

City of Spring Lake Park

File: Bethel City of Hope  
8485 Plaza Blvd NE  
Applicant: Joe Nick, City of Hope  
Owners: Brian & Peter Lunseth

Date: January 25, 2021

**Re: Conditional Use Permit, Bethel City of Hope Church, 8485 Plaza Blvd NE**

## INTRODUCTION

Bethel City of Hope Church wants to lease space in the multi-tenant building at 8485 Plaza Blvd NE. Churches are considered an “assembly” use in the Zoning Code, requiring a Conditional Use Permit. The church would occupy an existing space (Unit D) in the building and make little or no changes to the building and site.

The property is guided Commercial and zoned C-1 Shopping Center Commercial – see map excerpts on the next page. “Assembly uses, including auditoriums, religious and philanthropic uses” are by Conditional Use Permit in the C-1 district.

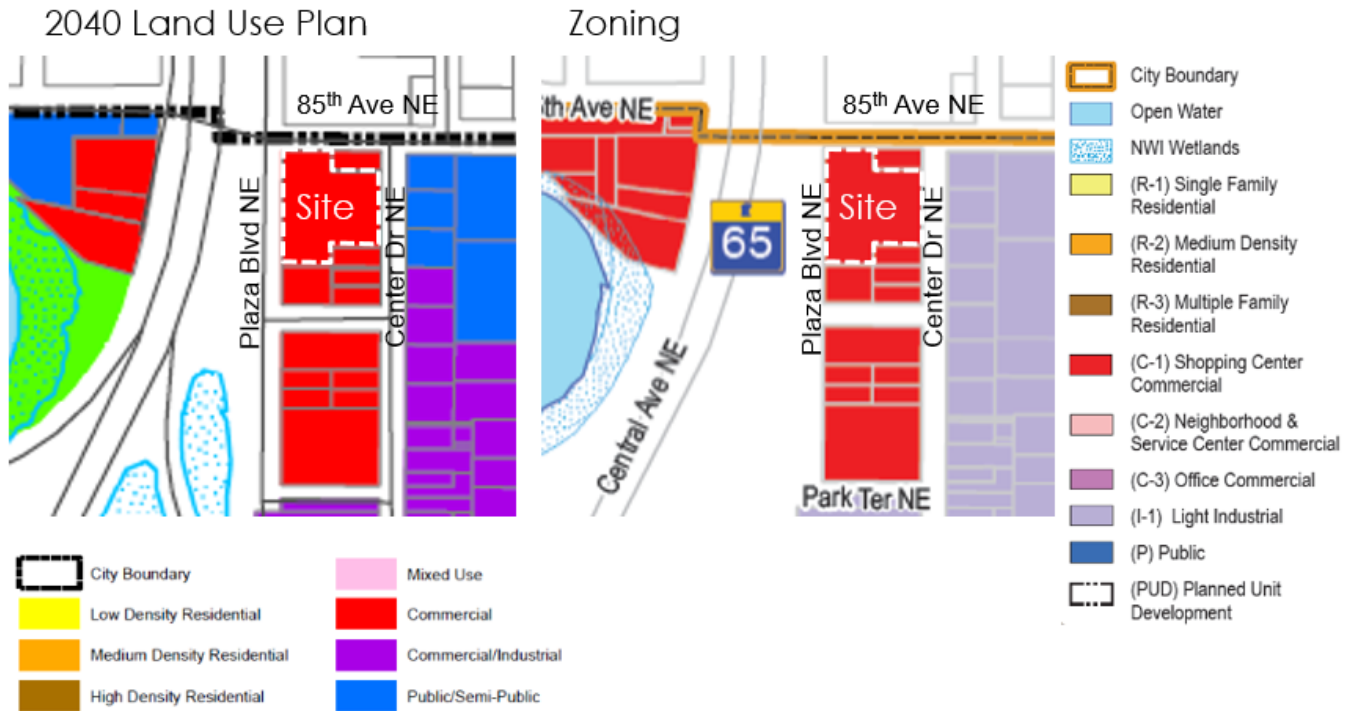
Surrounding uses are commercial in the other building tenant spaces and other parcels south on the same block; church and industrial in the block to the east; commercial use across 85<sup>th</sup> Avenue in Blaine; and Highway 65 to the west.



## SITE ISSUES – CONDITIONAL USE PERMIT

The Zoning Code allows the City to impose reasonable conditions on certain uses to address issues that may impact surrounding properties. In this case, there is an existing multi-tenant commercial building with several other uses. The church would join those uses and share parking, but no changes are proposed of the exterior of the building or site, other than occupying a space on the existing signs.

**Re: Conditional Use Permit, 8485 Plaza Blvd NE, Bethel City of Hope**



### Parking

The key issue for this use on this site is parking. A church use can have intense parking needs, but the largest gatherings are typically on Sunday, when other businesses are often closed. Parking demand for a church typically adds up the various components of the uses separately – sanctuary, classrooms, office space. Parking analysis is as follows:

- Available parking
  - 95 parking spaces, total on site (83 in front, 12 in back)
  - 85 spaces available to the church on Sunday, according to the owners
  - 55 or more spaces available for the church during the week, according to the owners



**Re: Conditional Use Permit, 8485 Plaza Blvd NE, Bethel City of Hope**

- Building use:
  - Sanctuary, occupying about 3,200 sq ft, with seating for 200-250
  - Two classrooms, 500 sq ft each, 25 seats each
  - 800 sq ft – pastor’s office, kitchen, restrooms, storage
- Parking demand, based on Spring Lake Park Zoning Code:
  - Sanctuary: 1 space per 3 seats = 83 spaces (at 250 seating)
  - Classrooms: 2 spaces per classroom = 4 spaces
  - Office: assume only the pastor’s office = 1 space
  - Sunday (maximum use) total: 88 spaces
  - Weekday – 55 spaces available:
    - Assume meetings in each classroom, 1 space/3 seats = 17 spaces
    - Pastor’s office = 1 space
    - Sanctuary: 37 spaces available, could handle a gathering of 110 people at 1/3 seats

At full capacity on Sunday and following the Zoning Code formulas, parking demand would be within a few spaces of the available parking. During a weekday, the space could be fairly heavily used with 160 people at several meetings, and still stay under the 55 spaces available. Parking is not allowed on Plaza Drive NE, so parking for the church and other businesses needs to be handled on site. Parking formulas are generalized and not exact – the proposed parking seems reasonable.

## **CONCLUSION & RECOMMENDATION**

I recommend approval of the Conditional Use Permit for Bethel City of Hope Church at 8485 Plaza Drive NE as presented in the application, with the following conditions:

- 1) The owners will share with the City the lease language indicating the use of 85 parking spaces on site for the church on Sundays and 55 spaces other days. If parking becomes a problem, in the City’s opinion, on site or on the street, the City reserves the right to revisit the Conditional Use Permit and impose additional conditions or limit the use of the space.
- 2) The church or the property owners will apply for a sign permit if and when the church wishes to install new signage, which will comply with the City’s sign regulations.
- 3) Any changes proposed to the exterior of the building or site as a result of this church use, other than signage, will be reviewed by City staff to see if such changes require review of the Conditional Use Permit. In such a case, the City reserves the right to refer the Conditional Use Permit to the Planning Commission and City Council and impose additional conditions or limit the use of the space.

### *Findings of Fact for Approval of the CUP*

- 1) The proposed church use in an existing multi-tenant commercial building appears to not involve issues beyond parking. From information supplied by the applicant and owners, parking appears to be adequate.

**Re: Conditional Use Permit, 8485 Plaza Blvd NE, Bethel City of Hope**

- 2) It is reasonable and appropriate for the City to review and respond to potential parking issues on site which could result in traffic or safety issues. Such review may involve imposing additional conditions on the use, which is an appropriate function of the City's zoning authority.

#### **OPTIONS**

- 1) Recommend approval of the CUP as presented with the recommended conditions and findings, or as modified by the Planning Commission.
- 2) Recommend denial of the CUP and variance, with findings for denial for each.
- 3) Continue the items to a future meeting to gather more information or for more discussion.

#### **60-DAY RULE**

The Conditional Use Permit application was received on November 24, 2020 and was considered complete on December 7, 2020 with receipt of information on site and building use. The 60-day deadline for final action by the City Council is February 5, 2021. The City hereby extends the deadline an additional 60 days, as permitted by State statute, to March 6, 2021, to give the City more time to review and act on the application, assuming the City Council may not be able to make a decision at its meeting on February 1, 2021.





**City of Spring Lake Park**  
 1301 81<sup>st</sup> Avenue NE  
 Spring Lake Park, MN 55432  
 763-784-6491 (p) 763-792-7257 (f)  
[info@slpmn.org](mailto:info@slpmn.org)

For Office Use Only	
Case Number:	
Fee Paid:	
Received by:	
Date Filed:	
Date Complete:	
Base Fee:	Escrow:

## DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)			
<input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text) <input type="checkbox"/> Rezoning <input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Site Plan/Building Plan Review <input type="checkbox"/> Conceptual Plan Review <input checked="" type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Lot Combination <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____	
PROPERTY INFORMATION			
Street Address: <u>8485 PLAZA BLVD NE</u>			
Property Identification Number (PIN#): <u>01-30-24-12-0079</u>		Current Zoning: <u>C-1</u>	
Legal Description (Attach if necessary): <u>- attached</u>			
APPLICANT INFORMATION			
Name: <u>Bethel City of Hope MN</u>		Business Name:	
Address: <u>1915 Highway 36 west suite #76</u>			
City: <u>Roseville</u>	State: <u>MN</u>	Zip Code: <u>55113</u>	
Telephone: <u>651 302 7777</u>	Fax:	E-mail:	
Contact:	Title:		
OWNER INFORMATION (if different from applicant)			
Name: <u>PETER &amp; BRIAN LUNSETH</u>		Business Name: <u>LUNSETH PROPERTIES LLC</u>	
Address: <u>1923 GREEN AVE</u>			
City: <u>ANOKE</u>	State: <u>MN</u>	Zip Code: <u>55303</u>	
Telephone: <u>763 421 7777</u>	Fax:	E-mail: <u>lunsethproperties@gmail.com</u>	
Contact: <u>PETER</u>	Title: <u>VP</u>		
DESCRIPTION OF REQUEST (attach additional information if needed)			
Existing Use of Property: <u>Vacant Retail</u>			
Nature of Proposed Use:			
Reason(s) to Approve Request: <u>Help Spring Lake Park business - Tax revenue</u>			
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE			
Project Name:		Date of Application:	
Nature of Request:			
ATTENTION: Applicants must submit all required support documents.			



### APPLICATION FEES AND EXPENSES:

The City of Spring Lake Park requires all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

Minnesota Statute § 471.462 requires all cities to provide, upon request, a nonbinding estimate of consulting fees in connection with applications for permits, licenses, or other approvals relating to real estate development or construction. If the applicant requests the estimate, the application shall not be deemed complete until the City has (1) provided an estimate to the applicant; (2) received the required application fees, as specified by the City; (3) received a signed acceptance of the fee estimate from the applicant; and (4) received a signed statement that the applicant has not relied on the estimate of fees in its decision to proceed with the final application from the applicant.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. **All fees and expenses are due whether the application is approved or denied.**

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. **I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.** This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

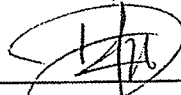

I wish to be notified of additional costs in the following manner (select one):

☒ E-mail pkoffachofma@com ☐ Fax \_\_\_\_\_ ☐ USPS – Certified Mail

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application, including all four requirements of Minnesota Statute § 471.462, should I request a written estimate of consultant fees. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant:  Date: 11/24/20  
Owner:  Date: 11/24/20

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

Legal Desc:

LOT 34 SPRING LAKE PARK PLAZA LOTS 34 THRU 36 INCL,  
TOG/W LOT 37 EX N 5 FT THEREOF, ALSO TOG/W LOTS 39 THRU 44  
INCL, SPRING LAKE PARK PLAZA, ALSO TOG/W ADJ VAC ALLEY, EX  
RD SUBJ TO EASE OF REC

**City of Spring Lake Park  
Conditional Use Permit Worksheet**

A conditional use permit cannot be approved unless the Planning and Zoning Commission and the City Council make certain findings and recommendations. Please provide a response on how/why your project meets the below stated criteria. Use additional sheets if necessary. If some items are not applicable for your project, write N/A. Contact the Zoning Administrator with any questions.

1. That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community. Churches generally are favorable to a community. The Church's goal is to contribute to its members welfare, and encourage them to positively impact their family & community.
2. That the use will not be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity of the use or injurious to property values/improvements within the vicinity of the use. Use will be regular church-type activities: Worship services, teaching, small group meetings, child education & services. Our aim is to improve morals & welfare of community.
3. That the proposed use will comply with the regulations specified in Chapter 153 of the Zoning Code. Use would be assembly/religious which is listed as conditional within C-1 Zoning.
4. That the proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity. Surrounding properties are mainly businesses... most of which are closed on Sunday. Property has large amount of on site parking.

5. That the use will not lower property values or impact scenic views in the surrounding area. \_\_\_\_\_

Only planning to improve the space.  
No major changes to view/elevation.

6. That existing utilities, streets, highways and proposed access roads will be adequate to accommodate anticipated traffic. \_\_\_\_\_

Just a small to medium sized church. Traffic impact would mainly be on Sunday morning. Hwy 65 & Hwy 10 would be the main routes to the location.

7. That the use includes adequate protection for the natural drainage system and natural topography. \_\_\_\_\_

No impact to drainage/topography

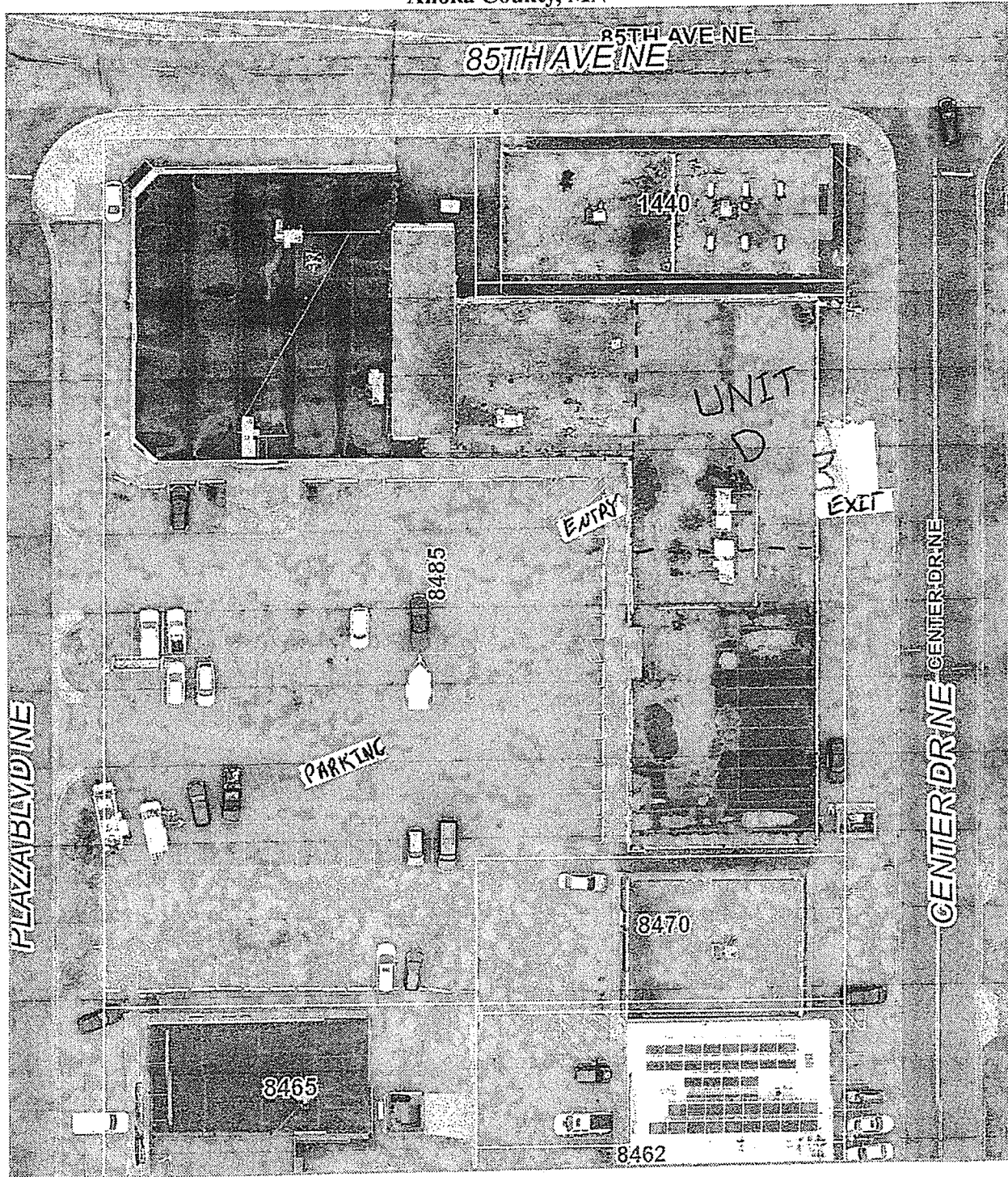
8. That the proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise or vibration so that none of these will constitute a nuisance. \_\_\_\_\_

No odor/fumes anticipated  
Dust only during initial remodeling and would be contained.  
Noise/vibration contained by insulation/walls added during remodel.

9. That the proposed use will not stimulate growth incompatible with prevailing density standards. \_\_\_\_\_

Members will not be required to move to attend church.

Anoka County, MN



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Map Scale  
1 inch = 50 feet  
11/10/2020



## DRAFT PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park Planning Commission was held on January 25, 2021 at the City Hall, at 7:00 PM.

### **1. CALL TO ORDER**

Chair Hansen called the meeting to order at 7:00 PM.

### **2. ROLL CALL**

#### PRESENT

Chairperson Hans Hansen  
Commissioner Aisha Ali  
Commissioner Jeff Bernhagen  
Commissioner Rick Cobbs  
Commissioner Doug Eischens  
Commissioner Eric Julien

#### STAFF PRESENT

Building Official Baker, City Planner Walburg and Administrator Buchholtz

#### VISITORS

Peter Lunseth, Coon Rapids  
David Wilson, Bethel City of Hope  
Isaac Mitchell, Bethel City of Hope  
Christina Gray, Bethel City of Hope  
Jim Berg, Cotton's Napa Store

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

### **4. ELECT OFFICERS**

#### A. Chairperson

Motion made by Commissioner Julien, Seconded by Commissioner Cobbs to nominate Hans Hansen as Chairperson.

Voting Yea: Commissioner Ali, Commissioner Bernhagen, Commissioner Cobbs,  
Commissioner Eischens, Commissioner Julien

Voting Abstaining: Chairperson Hansen

#### B. Vice Chairperson

Motion made by Commissioner Eischens, Seconded by Commissioner Julien to nominate Jeff Bernhagen as Vice Chairperson.

Voting Yea: Chairperson Hansen, Commissioner Ali, Commissioner Cobbs, Commissioner Eischens, Commissioner Julien

Voting Abstaining: Commissioner Bernhagen

## **5. APPROVAL OF MINUTES**

### **A. Approval of Minutes - November 23, 2020**

Motion made by Commissioner Eischens, Seconded by Commissioner Bernhagen to approve November 23, 2020 meeting minutes.

Voting Yea: Chairperson Hansen, Commissioner Ali, Commissioner Bernhagen, Commissioner Cobbs, Commissioner Eischens, Commissioner Julien. Motion carried.

## **6. PUBLIC HEARING**

### **A. Conditional Use Permit - Bethel City of Hope MN, 8485 Plaza Blvd NE**

Planner Walburg reviewed the staff memo with the Commission. She reported that the City received an application for a Conditional Use Permit for the lease of a tenant space for the use of a church. She reported that there would be little or no changes to the building and site.

Ms. Walburg reported that the parking lot is shared with other tenants. She reported that there are 95 parking spaces available on the property. She stated that with the proposed plans submitted with the Conditional Use Permit (CUP) approximately 88 spaces would be required for use on a Sunday. She recommended that a condition be placed on the CUP recommendation that parking lease conditions be shared with the City for further review at a later date should parking become an issue.

Ms. Walburg stated that a few parking spaces are available in the back of the building. Commissioner Eischens stated that he does not think there is sufficient additional parking in the back of the building. He stated that the dumpster enclosures are in the back.

Peter Lunseth, owner of property, stated that the front parking lot was recently paved and restriped. He stated that the back lot will be completed this spring and he feels that enough space can be made to accommodate vehicles if needed. He stated that the existing fence could be removed. He stated that not all the surrounding businesses are not open on Sunday and he feels that those businesses would be willing to share their parking.

Building Official Baker stated that four handicap accessible parking spaces are required since the building usage is changing. He stated that only one space currently exists.

Jim Berg, Cotten's Napa Auto Store, stated that he has concern with additional church parking affecting his business. He stated that his store is open on Sunday and he would not like to see the overflow of the church guests using the spaces of the store. He stated that his business has delivery vehicles and employee vehicles which could be an additional 10-12 vehicles in his lot.

Reverend Mitchell, Bethel City of Hope Church, stated that the church currently operates at the Fridley Community Center and has for the past four years. He stated that there have been no problems with parking. He reported that the total number of people that participate at the two church services is 75. He stated that many are families and arrive in one vehicle. He reported that the church has dedicated parking lot attendants who assist members with parking and proper door entrances.

Mr. Wilson, Bethel City of Hope Church, reviewed the statistics of the church members and who attends the services. He stated that there is little to no traffic during the week. He stated that classes are held virtually (and have been prior to the pandemic) and 75 people is the most that have attended the services. He stated that the church wants to be good neighbors with the existing businesses and will comply with any conditions of the CUP.

Chairperson Hansen inquired as to what time the church services are held. Mr. Wilson stated that services are held at 9:45 AM and 11:00 AM.

Chairperson opened the public hearing at 7:25 PM.

Hearing no further discussion from the floor, Chairperson Hansen closed the public hearing at 7:25 PM.

Commissioner Bernhagen inquired as how the CUP would be revisited if the conditions are not in compliance. He inquired if there would be a time limit for the review or if it would be complaint based. He stated he has great concern with the parking spaces in the back as there is no spaces currently with the snow piled in the area. Administrator Buchholtz stated that the CUP would be reviewed if complaints were received or Code Enforcement noticed that conditions were not being followed.

Administrator Buchholtz inquired as to the future vision and how the church will look and operate once the congregation increases. Mr. Wilson stated that it is hard to project how the congregation will grow however the church will work closely with the City and owners for changes and abide by the conditions.

Reverend Mitchell stated that if the congregation grows and the parking spaces are an issue with more members attending the services, an early service could be added in addition to the existing two services. He stated that this space would allow for less staff time on Sunday as there would be no need to set up and tear down each week. He started that for the congregation to grow to 200 people it would take a large amount of time.

Motion made by Commissioner Ali, Seconded by Commissioner Cobbs to recommend approval of Conditional Use Permit for Bethel City of Hope Church with the following conditions: 1.) The owners will share with the City the lease language indicating the use of 85 parking spaces on site for the church on Sundays and 55 spaces other days. If parking becomes a problem, in the City's opinion, on site or on the street, the City reserves the right to revisit the Conditional Use Permit and impose additional conditions or limit the use of space; 2.) The church or property owners will apply for a sign permit if and when the church wishes to install new signage, which will comply with the City's sign regulations; 3.) Any changes proposed to the exterior of the building or site as a result of this church use, other than signage, will be reviewed by City staff to see if such changes require review of the Conditional Use Permit. In such a case, the City reserves the right to refer the Conditional Use Permit to the Planning Commission and City Council and impose additional conditions or limit the use of the space; 4.) The property owner or church shall ensure MN Accessibility Code requirements are met.

Voting Yea: Chairperson Hansen, Commissioner Ali, Commissioner Cobbs

Voting Nay: Commissioner Bernhagen, Commissioner Eischens, Commissioner Julien

Chairperson Hansen announced that the motion failed.

The Planning Commission will forward the request to the City Council without a recommendation.

## **7. OTHER**

Administrator Buchholtz reported that construction on Hy-Vee is moving forward with an opening in May 2021. He reported that Hampton Companies will be submitting plans for the assisted living project at 525 Osborne Road in the near future.

Administrator Buchholtz reported that Code Enforcement has been working on complaints received and possible Conditional Use Permits will be brought to the Commission for review and compliance.

## **8. ADJOURN**

Motion made by Commissioner Eischens, Seconded by Commissioner Bernhagen to adjourn the meeting.

Voting Yea: Chairperson Hansen, Commissioner Ali, Commissioner Bernhagen, Commissioner Cobbs, Commissioner Eischens, Commissioner Julien. Motion carried.

The meeting adjourned at 7:40 PM.



City of Spring Lake Park  
Engineer's Project Status Report

To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 02.01.21 Meeting**  
File No.: R-18GEN

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

**2021 MS4 Permit (193802936).** Annual Report and Public Meeting due by June 30<sup>th</sup>. Pond, structural BMP, and outfall inspections due by July 31<sup>st</sup>. Program analysis due in December. *New MS4 Permit application due by April 2021 – a letter outlining the process for completing the new MS4 application will be prepared in February.*

**Garfield Pond Improvements Project (193804750).** Final contractor payment will be processed when claim issue has been addressed. Remaining 50% of RCWD reimbursement can be processed after final contractor payment.

**Fillmore & 83<sup>rd</sup> Pond Improvements Project (193805029).** This was a possible project to expand an existing pond and adding treatment features. *A small maintenance project will be considered this spring.*

**2020 Sewer Lining Plan (193804980).** Contractor is Visu-Sewer Inc. Monroe Street storm sewer lining has been completed. *Sanitary sewer lining is complete. Sewer service lateral grout work continues. Terry Randall is watching this project.*

**Utilities for 525 Osborn Road Project (193805012).** This city project is for off-site utilities for 525 Osborne Rd.(water main looping and storm sewer). Construction started on October 5<sup>th</sup> and is essentially complete. *A punch-list inspection will be completed in the spring of 2021.*

**2021 Sewer Lining Plan (193805204).** *Terry has identified an area for lining in 2021 and has had a firm complete preliminary televising. Plans will be prepared based on results of televising.*

**2021 Street Seal Coat and Crack Repair Plan (193805205).** *The 2021 street maintenance area will be the area south of 81<sup>st</sup> Avenue and west of Monroe Street. Plans are being prepared.*

**2021 Sidewalk Project:** Quotes will be obtained for possible sidewalk improvements in Triangle Park and at City Hall. *Updated sketches of the proposed sidewalk have been prepared and will be used to obtain construction quotes.*

**2021 Anoka County CSAH 35 (Central Ave.) and CSAH (85<sup>th</sup> Ave. NE) Projects.** Anoka County is planning pavement preservation projects on these two roads. Staff met with County representatives in December 2020 to discuss some city concerns with the projects.

**Cellular Antenna Installations on Water Towers:**

- **T-Mobile Utility Upgrade/Backup power (generator) - Able Street Tower (Network Hardening).** This project includes installing a permanent generator. The contact person is Tom Jemilo at insite inc. and whoever their contractor is. An escrow account has been established. Review of the construction drawings has been completed. On 12-29-20, the Contractor requested a Preconstruction Conference. *Preconstruction Conference has been held and construction has started.*
- **T-Mobile Antenna Maintenance on Able Street Tower (2020 Anchor).** This project includes antennae replacement. The contact person is Tom Jemilo at insite inc. An escrow account has been established. *Review of the Construction Drawings (CDs) for this project were approved on*



9/29/20. The Second Amendment to T-Mobile Lease Agreement was approved in January 2021. *Construction may begin once a building permit has been issued and a Preconstruction Conference has been scheduled (as of 1/20/21)*

- **2019-2021 Verizon on Arthur Street tower.** This is a new installation. The contact person is Michael Raia of TechScape. Revised Construction Drawings labeled Revision E were submitted in March 2019 and are considered approvable. Final Lease was approved by city council on October 21, 2019. *Construction may not occur until 2021.*
- **2021 T-Mobile/Sprint antennae replacement on Arthur Street tower.** *This is a new request based on a 12-30-20 email message from Shane Bagley of Begley Wireless Consultants to Dan Buchholtz. Construction Drawings (CDs) prepared by Fullerton Engineering Design (dated 12/15/20). These plans have not been reviewed by engineering/public works (waiting for submittal of escrow – no escrow request message has been sent as of 1-12-21).*
- **2021 Clearwire equipment removal from Able Street tower.** *This is a new removal request based on e-mail messages from Nelson Valenzuela of Qualtek Wireless in the fall of 2020. City Building Permit Number for this project is 2020-00449. Plans have not been reviewed by engineering/public works (waiting for submittal of escrow – message sent by PG to Qualtek on 12-18-20) Public works will need to decide the extent of the removal required including ground equipment.*

Feel free to contact Harlan Olson, Phil Carlson, Jim Engfer, Mark Rolfs, Marc Janovec, Jeff Preston, Peter Allen, or me if you have any questions or require any additional information.



January 27, 2021

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

**Re: Municipal State Aid Account**

Dear Dan:

This letter is to provide you with an update on the city's Municipal State Aid account. Specifically, we would like to update you on the items below. Related documents are attached.

**2021 Annual Distribution.** This month the Office of State Aid announced the 2021 Maintenance and Construction Allotments for the MSAS cities as approved by the Commissioner of Transportation. A copy of the annual Notice is attached. The City of Spring Lake Park received the following allocations:

- Construction allocation of \$217,170 (compared to \$234,385 in 2020, \$212,486 in 2019, \$204,421 in 2018, \$180,097 in 2017, \$176,127 in 2016, \$168,062 in 2015, and \$149,943 in 2014).
- Maintenance allocation of \$72,390 (compared to \$78,129 in 2020, \$70,829 in 2019, \$68,140 in 2018, \$60,033 in 2017, \$58,709 in 2016, \$56,021 in 2015, and \$49,981 in 2014).

**The total combined construction and maintenance allocation for 2021 is \$289,560.** The 2021 total allotment is a decrease of \$22,954 from last year. The total allocation had been increasing steadily over the past 5 years. However, the amount of gas tax revenue available to municipalities decreased 8.2 percent from the previous year which results in a lower current allotment.

The City still has a large pending reimbursement amount in the State Aid system because of the 2014-2015 Street Improvement project. This means that for the next 3 or 4 years the city will receive the construction portion of their State Aid allocation without needing to submit any additional reimbursement requests.

**2020 Annual Certification of Mileage.** We completed the paperwork associated with the annual certification of mileage a few weeks ago and submitted it to the Office of State Aid. A copy of the certification form is attached. There were no mileage changes from the previous year.

**2020 Annual Map Update.** We completed the MnDOT requested annual map update paperwork. A copy of the current MnDOT city map is attached.

Feel free to contact Jeff Preston 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, City Engineer

cc. Terry Randall, Public Works Director

MUNICIPALITY	TOTAL APPORTIONMENT	* TRUNK HIGHWAY TURNBACK		REQUESTED AMOUNT FOR GENERAL MAINTENANCE ALLOTMENT	AMOUNT OF BOND INTEREST APPLIED TO GENERAL MAINTENANCE ALLOTMENT			TOTAL MAINTENANCE ALLOTMENT	CONSTRUCTION ALLOTMENT
		MAINTENANCE ALLOWANCE	GENERAL MAINTENANCE ALLOTMENT		GENERAL MAINTENANCE ALLOTMENT	MAINTENANCE ALLOTMENT	MAINTENANCE ALLOTMENT		
Shakopee	\$1,941,206		25%		485,302		\$485,302	\$1,455,904	
Shoreview	1,063,485		25%		265,871		265,871	797,614	
Shorewood	388,672		25%		97,168		97,168	291,504	
South St. Paul	873,015		25%		218,254		218,254	654,761	
Spring Lake Park	289,560		25%		72,390		72,390	217,170	
St. Anthony	375,950		25%		93,988		93,988	281,962	
St. Cloud	3,570,252		25%		892,563		892,563	2,677,689	
St. Francis	464,387		25%		116,097		116,097	348,290	
St. Joseph	349,218		25%		87,305		87,305	261,913	
St. Louis Park	2,145,670		35%		750,985	147,050	898,035	1,247,635	
St. Michael	946,227		25%		236,557		236,557	709,670	
St. Paul	13,299,431		Lump Sum		3,700,000		3,700,000	9,599,431	
St. Paul Park	276,233		25%		69,058		69,058	207,175	
St. Peter	623,553		\$1500/improved mile		21,660	86,803	108,463	515,090	
Stewartville	236,005		25%		59,001		59,001	177,004	
Stillwater	896,095		25%		224,024		224,024	672,071	
Thief River Falls	662,475		25%		165,619		165,619	496,856	
Vadnais Heights	516,214		25%		129,054		129,054	387,160	
Victoria	419,264		25%		104,816		104,816	314,448	
Virginia	585,016		25%		146,254		146,254	438,762	
Waconia	653,650		25%		163,413		163,413	490,237	
Waite Park	395,348		\$1500/improved mile		11,655		11,655	383,693	
Waseca	389,026		25%		97,257		97,257	291,769	
West St. Paul	822,716		25%		205,679		205,679	617,037	
White Bear Lake	1,072,056		25%		268,014		268,014	804,042	
Willmar	1,227,938		25%		306,985		306,985	920,953	
Winona	1,250,113		25%		312,528		312,528	937,585	
Woodbury	3,340,240		25%		835,060		835,060	2,505,180	
Worthington	584,722		Lump Sum		100,000		100,000	484,722	
Wyoming	517,895		25%		129,474		129,474	388,421	
Zimmerman	256,874		\$1500/improved mile		9,135		9,135	247,739	
TOTAL	\$193,011,589				\$45,962,595	\$933,022	\$46,895,617	\$146,115,972	
GENERAL MAINTENANCE ALLOTMENT OPTIONS:									
17 Cities requested \$1,500 per Improved Mile									
108 Cities requested 25% of Total Apportionment									
9 Cities requested 35% of Total Apportionment									
14 Cities requested a Lump Sum amount > \$1,500/ Improved Mile and < 35% of Total Allotment									
TOTAL MAINTENANCE ALLOTMENT:									
General Maintenance Allotment Option (selected by the city) plus bond interest due, if any									

\* changed Maintenance Request for 2021

NOTE: There are no Trunk Highway Turnbacks eligible for Turnback Maintenance.

# 2020 ANNUAL CERTIFICATION OF MILEAGE

SEE INSTRUCTIONS INCLUDED ON WEB SITE  
RECORD REVISIONS ON BACK OF FORM  
SUBMIT TO YOUR DSAE BY JANUARY 15, 2021

Municipal Mileage as of Dec. 31, 2019				Revisions During Current Year 2020 (+ or -)				Municipal Mileage as of Dec. 31, 2020			
Non- Existing I	II	III	Total IV	Non- Existing V	VI	Improved VII	Total VIII	Non- Existing IX	X	Improved XI	Total XII
MILEAGE NOT CONSIDERED IN THE COMPUTATION OF BASIC MILEAGE											
1. Trunk Highways		3.05	3.05							3.05	3.05
2. Trunk Highways Turnbacks (Designated as MSAS - mileage above 20%)											
3. County State Aid Highways (Exclude mileage designated as MSAS)		2.62	2.62							2.62	2.62
4. County State Aid Highway Turnbacks (Designated as MSAS - mileage above 20%)											
5. Total Mileage of Line 1 Thru 4	Previous =	5.67		(+ or -) Adjustment =				Current =		5.67	
BASIC MILEAGE: MILEAGE CONSIDERED IN THE COMPUTATION OF ALLOWABLE MILEAGE											
6. Municipal State Aid Streets (Exclude Trunk and County Highway Turnbacks and Mileage Partly Outside the City Limits in a non MSAS city)		5.53	5.53			(0.01)	(0.01)			5.52	5.52
7. County Road Turnbacks (Designated as MSAS)		0.29	0.29							0.29	0.29
8. County Roads (Exclude mileage designated as MSAS)		0.32	0.32							0.32	0.32
9. Other Local Roads And Streets - not designated (Include T.H. & CSAH frontage roads)		21.73	21.73			0.01	0.01			21.74	21.74
10. Total Improved Basic Mileage (lines 6 + 7 + 8 + 9)	Previous =	27.87		(+ or -) Adjustment =				Current =		27.87	
11. Percentage Limitation Allowed by Statute	X 0.20										
12. MAXIMUM MILEAGE ALLOWED FOR M.S.A.S. DESIGNATIONS (Col XI, Line 10 Times Line 11)	5.57										
13. Total Municipal State Aid Street Designated (Column XII, Line 2 + 4 + 6 + 7)	5.81										
14. Total Miles of T.H. & County Turnbacks designated as MSAS Above 20% (Col. XII Line 2 + 4 + 7)	(-) 0.29										
15. Mileage designated MSAS - not including T.H. and County Turnback mileage (Line 13 minus Line 14).	(-) 5.52										
16. MSAS Mileage Partly Outside the City Limits in a non MSAS city (if any)	(-)										
17. Municipal State Aid Street Mileage Over/Under Maximum Allowed. (Line 12 minus line 15 minus Line 16)	0.05										

I hereby certify that the total Improved Mileage (Col.XI. Line 5 + 10) in the Municipality of Spring Lake Park as of December 31, 2020 is 33.54 Miles.

Signed: Phil Gravel Title: City Engineer Date: 12/28/2020



NOTE: Lines 2, 4, 6, & 7 are MSAS mileage categories. Shaded Fields contain formulas. These fields get filled automatically as data is entered.

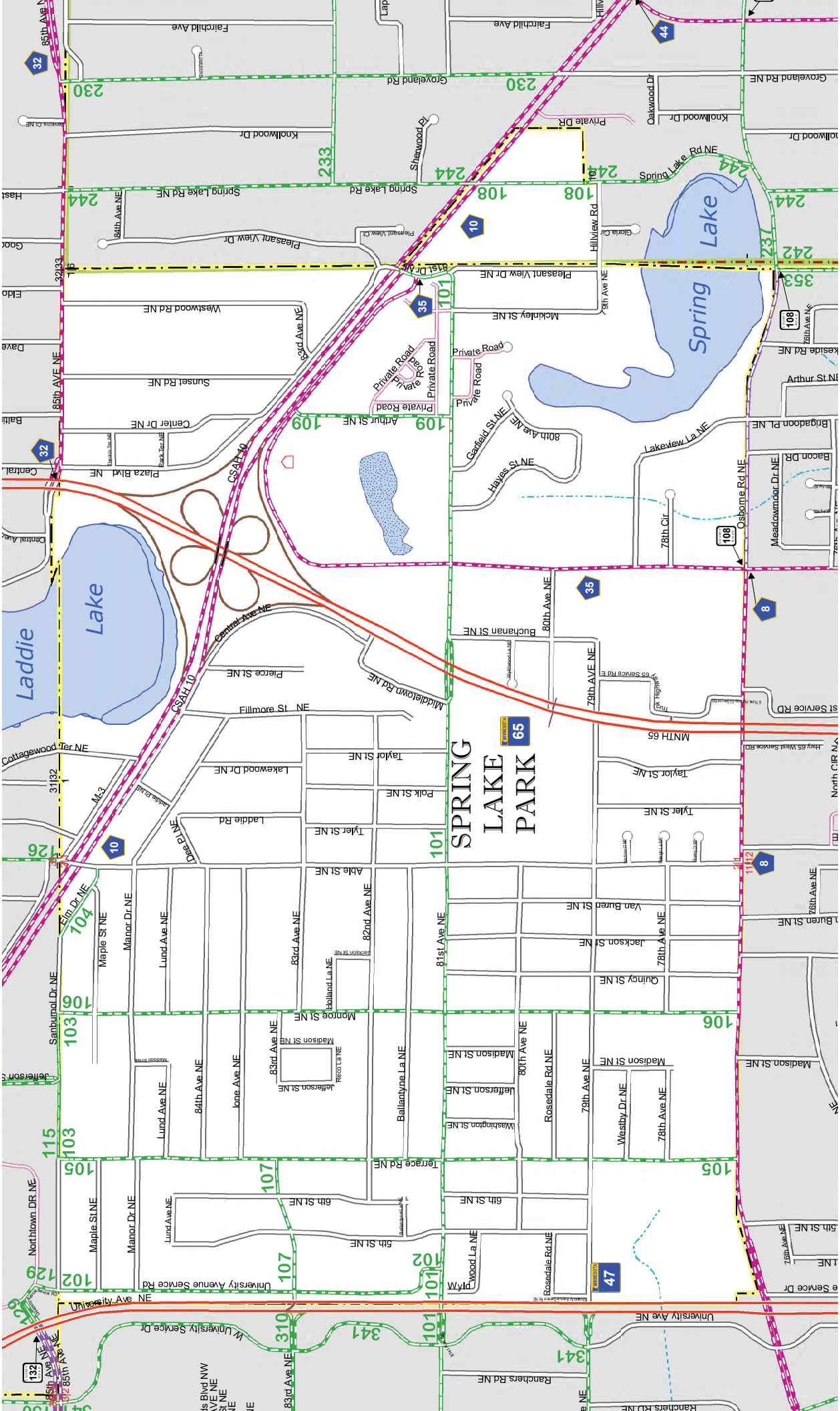
JAN. 1 TO DEC. 31, 2020

MUNICIPALITY - Spring Lake Park

## REVISIONS MADE DURING 2020

New Construction, System Revision, Jurisdictional Exchange, Administrative Revision, etc.

MUNICIPAL STATE AID STREETS Regular Mileage									
Route Number	Original Miles	MILEAGE CHANGE + OR -				Revised or New Miles	Date of Change	Reason / notes	Indicate if Needs were updated in 2020
		Non-Existing	Un-improved	Improved	Total				
101	1.88			(0.24)	-0.24	1.64		Revocation	Yes
102	0.67			(0.27)	-0.27	0.40		Revocation	Yes
110	0.00			0.50	0.50	0.50		Addition	Yes
	2.55			(0.01)	(0.01)	2.54	TOTAL MILEAGE CHANGE + or - (insert on Line 6)		
TURNBACK MUNICIPAL STATE AID STREETS (County Road, CSAH or TH Turnbacks)									
							TOTAL MILEAGE CHANGE + or - (insert on Line 2 or Line 4 or Line 7)		
TRUNK HIGHWAYS, COUNTY ROADS, or COUNTY STATE AID HIGHWAYS									
							TOTAL MILEAGE CHANGE + or - (insert on Line 1, Line 3 or Line 8)		
LOCAL ROADS									
							TOTAL MILEAGE CHANGE + or - insert on Line 9		







# 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, 2021

**Subject:** Administrator Report

1. Contract for the Classification and Compensation Survey has been signed with Baker Tilly. Staff is coordinating the kickoff of this project in the next two weeks.
2. A website update committee has been formed to help guide the upcoming website redesign project. Executive Assistant Goodin will be leading that committee.
3. Chief Ebeltoft and I have begun putting together an outline for the Chief of Police selection process. Once that is put together, we will have the City Council review the process and provide staff with the authorization to proceed.
4. Administration staff is working to implement recommendations from the Cultural Assessment. A team agreement has been formulated and is being reviewed by Admin staff. Administration staff had a departmental meeting on January 25.
5. Planning Commission met on January 25. Officers remain Hans Hansen as Chair and Jeff Bernhagen as Vice Chair.

Have a great weekend.



# **CORRESPONDENCE**



# VALUATION Viewpoint

Fall/Winter 2020  
Vol 25 No 3



## The Complexity of Valuing Greenhouses

by Henry Walter

The experience of driving through the fall countryside and seeing farmers and tractors harvesting crops may soon be replaced with visions of large industrial buildings packed with fully autonomous watering, air circulation, and advanced lighting systems. Global food and technology changes have accelerated this movement, which presents unique real estate valuation challenges for appraisers.

According to the Food and Agriculture Organization of the United Nation (FAO), border closures, nationwide quarantines, and supply chain strains from the 2020 Global Pandemic have limited communities' access to food. Additionally, the growing global population is predicted to reach 9.1 billion people by 2050, which the FAO predicts will necessitate an increase in food production of 70% globally. With supply chain disruptions, food access, and the growing global population gaining



attention, entrepreneurs and investors are experimenting with ways to maximize yields while decreasing their footprint.

Conventional farming uses manpower, heavy machinery, and farm animals to till the soil in large agricultural fields. Over time, this process degrades soil, depriving it of vital nutrients and minerals required to maintain high plant yields. Technological advancements in farming can improve this process and produce higher yields, as demonstrated by agricultural output in the Netherlands. A nation that is approximately the size of Connecticut, the Netherlands is the second largest agricultural exporter, by value, in the world thanks to the use of high-tech greenhouses. In addition to producing higher yields, high-tech greenhouses are more environmental-friendly compared to conventional farming since they use a fraction of the water, fertilizers, and land. These facilities also benefit from lower labor and transportation costs because they can locate closer to metropolitan areas.

*continued on page 4*

### National Market Trends & Value Indicators

High Qual. Institut'l Grade	Value $\Delta$ Over Past 12 Mo.
Office	-8%
Mall	-28%
Strip Retail	-14%
Industrial	10%
Apartment	-5%
Health Care	-6%
Lodging	-25%
Manufactured Home Park	8%
Self-Storage	-5%
Student Housing	-11%
YoY Change	
New Housing Starts - Q3 Midwest*	26.8%
Productivity**	4.1%
U.S. Unemployment***	92%
Consumer Confidence Index****	-19.60%

Real Estate Indicators from Green Street Advisors CPPI Report,  
\*Source: St. Louis FRED, \*\* 3Q 2019/3Q 2020 - Source: Bureau of  
Labor Statistics, \*\*\* Oct 2019/Oct 2020 - Source: Bureau of Labor Statistics,  
\*\*\*\* Nov 2019/Nov 2020 - Source: The Conference Board

### More in this Issue:

COVID-19 and Currency Circulation.....	2
Real Estate Transaction.....	6
Business Transaction.....	7



## COVID-19 and Currency Circulation

by Emma Niemela

Across the United States, businesses are displaying signs stating, “no cash”, “credit or debit only”, or “exact change only”. These signs appeared in July, seemingly connected to COVID-19. Concerned about whether cash is becoming extinct, I investigated why these signs are appearing and what it means for the future of coins and cash in America.

At a high-level, this issue is rooted in the national reaction to COVID-19. Ever since March, people have changed their habits, making efforts to stay isolated, doing more shopping online, and using touchless payment methods. As a result of these actions, coin circulation in the United States has dramatically declined.

To clarify, there is not a shortage of currency in the United States. There is actually currently more currency in circulation than in recent years. This is illustrated in the following chart from the Federal Reserve Bank of San Francisco. The chart below documents the accelerated increase in currency issued by the Fed beginning in March of 2020, compared to the annual increase in currency circulation from 2017 through 2019.

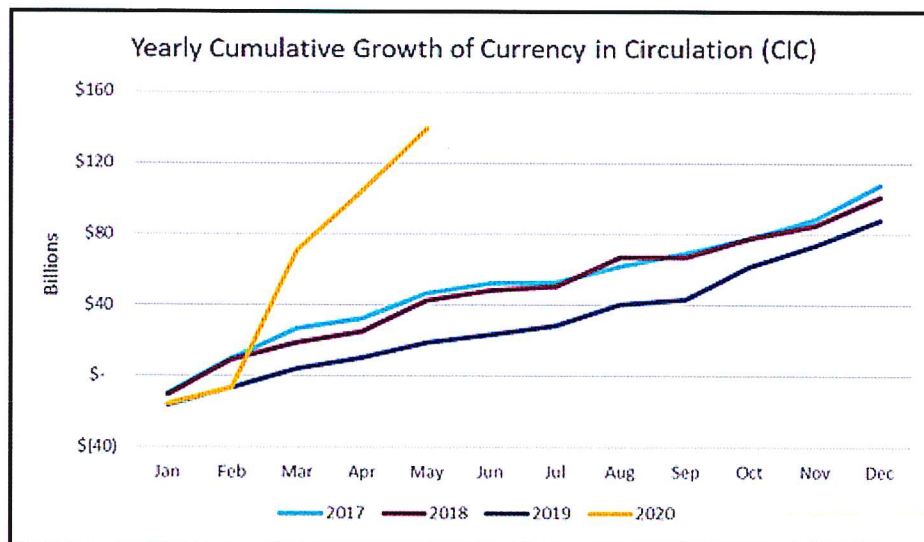


Image: Federal Reserve Bank of San Francisco

It is important to note the above chart includes both cash and coins. Looking specifically at coins, the U.S. Mint has increased coin production from the 2019 average of 1 billion coins per month to about 1.6 billion coins in June and expects to produce about 1.65 billion coins monthly through the year end.

The Federal Reserve Bank of San Francisco also provided

information on consumer payment choices in their supplemental Diary of Consumer Payment Choice (Diary) which was published in July of 2020, including data from April and May of 2020. This supplementary Diary was created to examine consumer habits during COVID-19 because of the increased demand for currency and claims that consumer payment habits were dramatically changing.

The July 2020 Diary asked participants about their cash holdings, changes in payment behavior, and cash avoidance. The Diary data supports four main conclusions: many people did not make in-person payments, most people are not avoiding cash, people are holding more cash, and online payment behavior does not appear substantially different.

The participants answered questions between April 15, 2020 and May 12, 2020. During this time period, 63% of participants reported they had not made any in-person payments since March 10, 2020. The fact that a majority of participants went a month, or perhaps two without making a single in-person payment shows the dramatic effect of initial social distancing efforts. However, it is

noteworthy that only 28% of the total participants stated they were avoiding cash, a much smaller number than the 63% which had not made in-person payments.

On average, participants carried \$81 in cash, an increase from \$69 in 2019. The average amount of cash stored elsewhere also rose to \$483, compared to \$257 in 2019. This tendency to hold onto cash has contributed to the fewer coins in circulation.

The impact of business re-opening is not captured well by this data set. A majority of states

began to re-open throughout May, whereas the last Diary participants responded on May 12. This limits the data's use in predicting future habits, as the majority of businesses were closed during the study period.

Some businesses have struggled to react to the coin shortage, especially if their customers tend to make small-value payments. The 2019 Diary of Consumer Payment

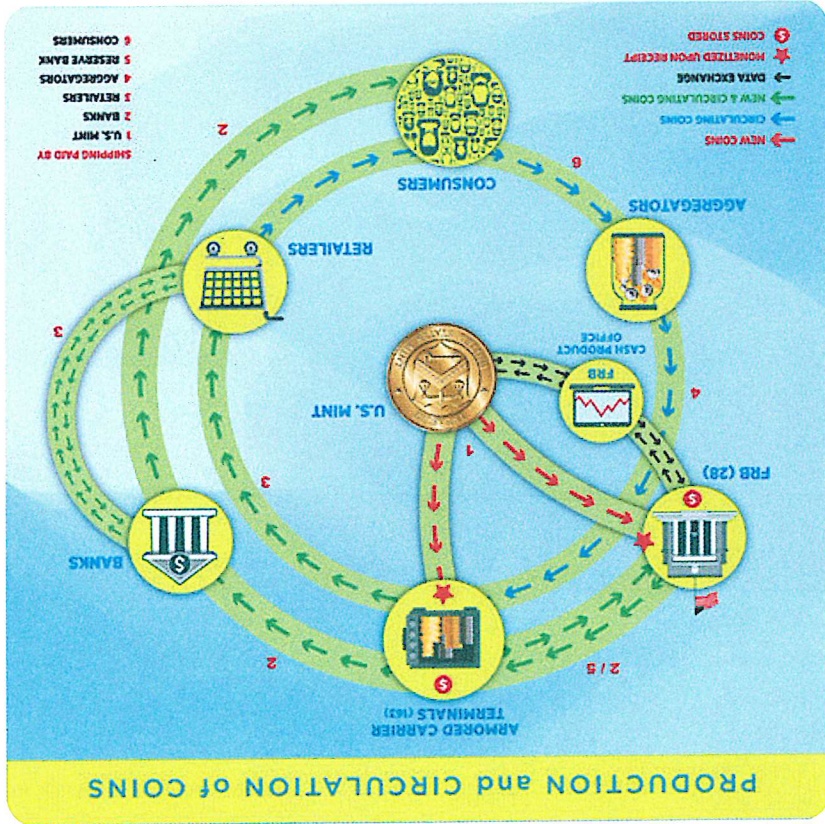


## COVID-19 and Currency Circulation

continued from page 2

Choice found cash represented 49% of payments under \$10 in October of 2019. Chipotle is one business falling into this category and facing a potential class action lawsuit as a result. Plaintiffs in Pennsylvania accuse Chipotle employees of repeatedly shortchanging customers; for example, one customer paid with a \$20 bill and received \$4 in change instead of \$4.49. The plaintiffs ask the Court to stop Chipotle from refusing to provide cash-paying customers with correct change, require Chipotle give cash-paying customers a credit toward future purchases if they lack correct change, stop Chipotle from charging consumers more for not using a credit card, and to award any other relief deemed appropriate. These accusations highlight the struggles some companies have faced while responding to the lack of coins. It appears the shortchanging may have been a store-specific issue and result of miscommunication among employees. Chipotle's Chief Corporate Affairs and Food Safety Officer, Laurie Schalow responded to Delish, a website focusing on food news and recipes, with the following statement: "Chipotle's policy is to give customers the exact change they are owed when making a cash purchase in our restaurants. If a restaurant is low on change as a result of the nationwide coin shortage, our policy is to only accept exact change or other non-cash forms of payment. Restaurants that are impacted have signage posted on the door as well as inside, and employees have been instructed to alert guests prior to ordering. We encourage customers to contact us immediately with any concerns so we can investigate and respond quickly to make things right."

Given that coins will take some time to get back to normal circulation, it is important that businesses have a plan in place to deal with the present situation. Many companies have created plans similar to Chipotle, though there are also stories of business owners who needed coins and drove many miles to get them or organized a community coin drive. The U.S. Coin Taskforce was created to make recommendations to resolve the issue of low coin circulation.



circulation. The taskforce includes members of the American Bankers Association, Independent Community Bankers of America, Credit Union Associations, Department of the Treasury (U.S. Mint), Armored Carriers Industry, Food Marketing Institute, Coin Aggregator Industry, and the Federal Reserve System. This taskforce is collaborating to strategically allocate coin inventories by simplifying the process consumers use to deposit loose change, discouraging stockpiling by individual institutions, and working with the Mint to determine necessary coin supply levels.

Image: US Coin Taskforce

It does not appear that coins and cash are about to become extinct, simply that they, like all of us, have been affected by COVID-19. The U.S. Mint is running at maximum production, and many stakeholders are working together to return coin circulation to normal. The most impactful recommendation from the U.S. Coin Taskforce is for consumers to bring in change to trade for cash. It will take time, but currency circulation is expected to return to normal.



## The Complexity of Valuing Greenhouses

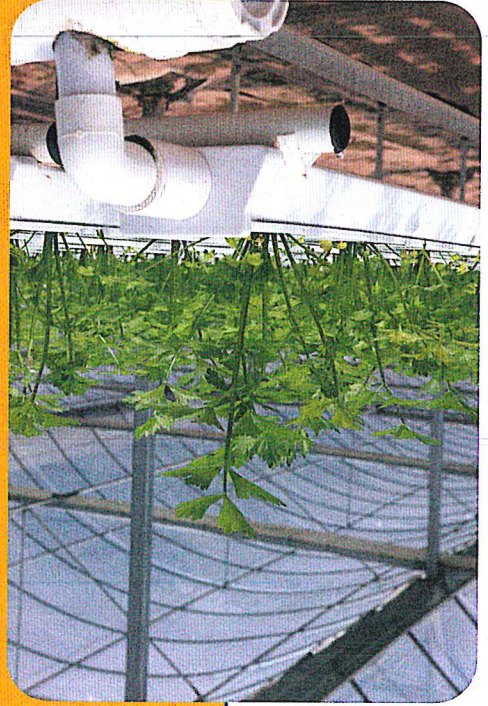
*continued from page 1*

High-tech greenhouses are a newer form of real estate, which presents challenges for valuing these assets. The advanced design and technology featured in these specialized properties require a detailed and diligent analysis in order to provide a reliable and well-supported opinion of value. The appraiser must develop a thorough understanding of how these special-use buildings function in order to understand the value potential. Once the appraiser has identified and fully researched the variety of features present in a greenhouse being appraised, he or she must then consider these unique property features when applying all applicable approaches to value. Real estate appraisers may employ three approaches to value: the cost approach, the sales comparison approach, and the income capitalization approach. • The income capitalization approach estimates the value of a property by analyzing its income streams and/or its potential to produce income.

- The sales comparison approach uses the principle of substitution to determine how much a buyer would pay for a comparable property. The cost approach is a valuation method estimating the price a buyer should pay for real estate based on the cost of building an equivalent building. The costs include acquisition of land and total construction costs, less economic depreciation. Valuing high-tech greenhouses requires more due diligence from the appraiser for several reasons: the income capitalization and sales comparison approaches lack sufficient reliable market data. This is due to the fact that many facilities are owner-operated, and typically, the owner is leasing the real estate back to a related company. Rental rates in these situations do not reflect market rents, so rents must be adjusted to reflect the appropriate market rates. However, without reliable market data, it is challenging to accurately adjust rents. The application of the income capitalization approach depends

### What does an automated greenhouse look like?

Greenhouses are encased by double polymer sheeting or laid with acrylic glass that allows for maximum light penetration to the plants. The double polymer sheeting is a lower end feature that is cost conservative but requires a higher level of maintenance and more rapid replacement compared to acrylic glass which is sold at a premium price, but does not require the same level of maintenance and has a longer useful life. Typically, at the base of either the polymer or glass structure lies concrete flooring, sometimes with elaborate plumbing systems below for flood floors. There are several autonomous systems that enable the farmer to produce high-quality products. Hydroponic systems utilize water as the soilless medium, in which plants float on the surface while the root systems absorb nutrients, as needed. Automated drip irrigation feeds each plant through a series of tubes after sensors calculate the necessary amounts and distribute it to the root system. Facilities equipped with state-of-the-art HVAC systems can utilize evaporative cooling, where water acts as the coolant to hot dry air and releases cool humid air that feeds the plant. These systems are best fitted for desert-like climates. Smaller scale greenhouses may install mist irrigation, a system that releases a fine mist that cools the hot air trapped at the top. Flood floors are a cost-effective alternative, that rely on plumbing below the concrete that quite literally floods the floor to deliver water and nutrients to the plants and then drains the excess after a designated period.





## The Complexity of Valuing Greenhouses

*continued from page 4*

on if data sufficient to support this approach is available.

An appraiser may elect to apply a sales approach, but like other approaches to value, he or she may be limited by the availability of data. Shenehon tracks the sale of specialized real estate assets such as high-tech greenhouses. For example, we have been tracking several Real Estate Investment Trusts (REITs) that are actively acquiring mechanized medical marijuana greenhouses through sale-leaseback arrangements. REITs are interested in these medical marijuana greenhouses because the supply of these property types is limited, and there is a growing demand for their use. Medical marijuana is legal in only 33 states, all of which require several permits to operate and may have state mandated limits to how many greenhouses can grow this plant. The sale-leaseback program allows medical marijuana companies to reinvest the proceeds of the sale into their operations since obtaining financing is often tricky for such companies as their product is federally prohibited from utilizing traditional financing sources.

In 2020, Industrial Innovative Properties, Inc. (IIPR) acquired several medical cannabis greenhouses, with the intention of improving and expanding capabilities and capacity of each facility through their tenant improvements.

According to IIPR's sale-leaseback program, they aim for:

- Deals in the \$5 million to \$30+ million range.
- Lease terms for 10 to 20 years on a triple net lease.
- Initial base rent that is 10% to 16% of the total investment.
- Rental rate annual escalations of 3% to 5%.

Their acquisitions ranged from \$5.5 million with \$29.5 million in tenant improvements in New Jersey to \$26.8



million with \$22.2 million in tenant improvements in Massachusetts. These sales provide useful data for determining value using the sales approach.

The cost approach is one of the more accurate ways to value the greenhouse due to highly specialized buildouts, but only if records of construction costs were kept. If the sworn construction statement is available, a thorough analysis of the building's physical depreciation, as well as estimating the functional and economic obsolescence present in the property, must be completed. In cases where construction statements are unavailable, estimating the building construction costs can vary widely, resulting in significant differences in opinions of value. The plant intended to be grown in the greenhouse also has a major impact on the cost to build the structure. For example, Bayer CropScience built a 300,000 square foot automated greenhouse in Marana, Arizona for their corn-genetics research for \$100 million compared to Bright Farm's 280,000 square foot specialized greenhouse in Sellingsgrove, Pennsylvania designed to grow lettuce, which was built for \$20 million. Different light cycles, temperatures, and carbon dioxide levels of plants require varying degrees of automation and sophistication in the buildouts.

From rural farm to city center, acrylic to polycarbonate, hydroponic to flood floors, and tomatoes to marijuana, no one high-tech greenhouse is the built the same. The limited market data and the difference in tenant improvements, purchase price, and construction costs highlight the complexity of evaluating such a unique asset. Understanding that complexity and valuing unique properties is one of things Shenehon does well.





# Market Transaction

## Real Estate

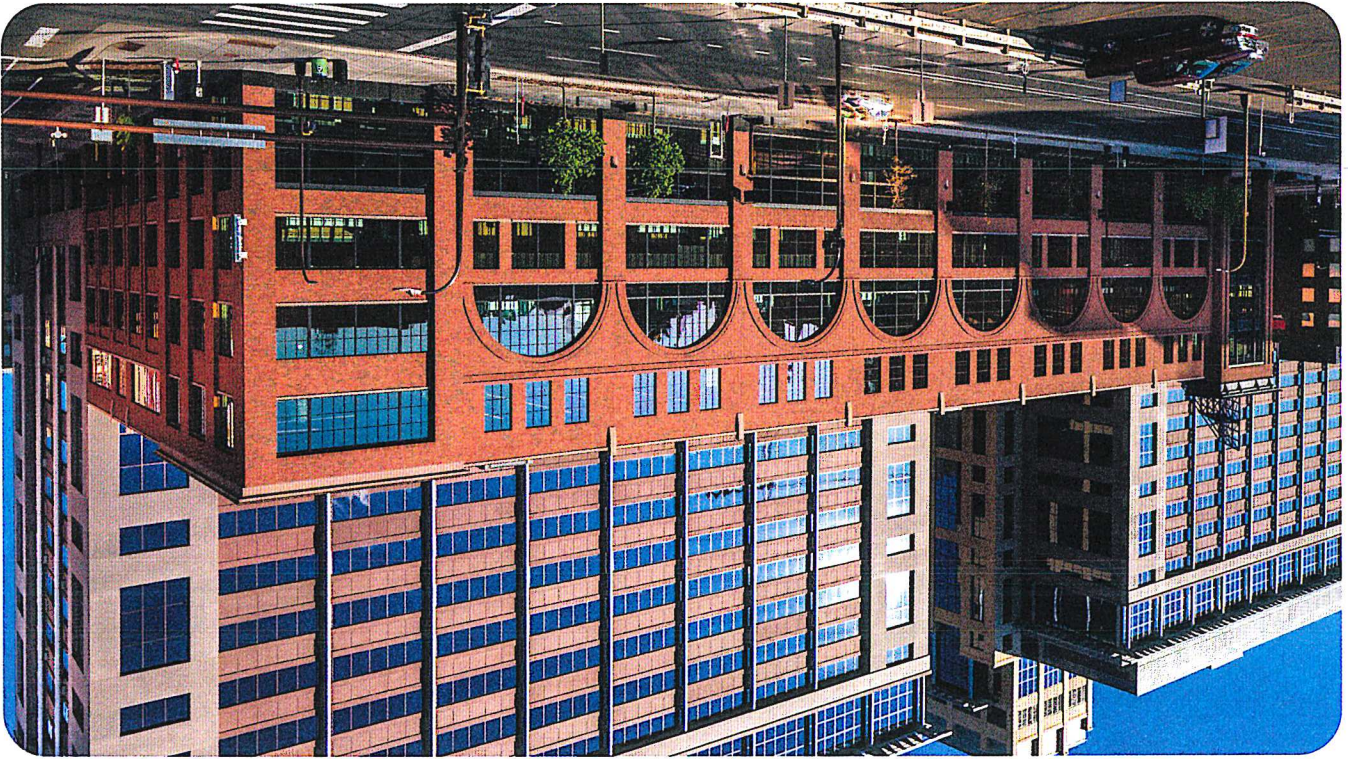
<b>Buyer:</b>	CBRE Global Investors Ltd dba CPUS Millwright, LP
<b>Seller:</b>	Artis Real Estate Investment Trust and Ryan Companies
<b>Property:</b>	US, Inc. dba Artis/Ryan Millwright, LP
<b>PID:</b>	Millwright Building, 533 S 3rd Street, Minneapolis, MN
<b>Sale Price:</b>	23-029-24-34-0718
<b>Website:</b>	\$51,200,000
	millwrightmpls.com

### Sale of the Millwright Building

In September, the Millwright Building, a multi-tenant office building located in the Downtown East neighborhood, sold for \$51,200,000, or \$295.14 per square foot. CBRE Global Investors Ltd through CPUS Millwright, LP purchased the Millwright Building from Artis/Ryan Millwright, LP, acting for the Artis Real Estate Investment Trust and Ryan Companies US, Inc. The three-year-old building sits on 1.00 acre of land and contains 173,476 square feet of Class A office space. At the time of sale, the building was 97% leased, as reported by the buyer. Tenants include Ryan Companies, one of the prior owners and the developer and builder of the Millwright Building, who has headquartered from the space since its completion in 2017. Other tenants in the building include Provation and Rally Health.

Located at 533 South Third Street on the eastern side of downtown Minneapolis, the Millwright Building is blocks from U.S. Bank Stadium, the Mississippi River, Mill Ruins Park, Gold Medal Park, and the iconic Stone Arch Bridge. Over the past few years, this neighborhood has undergone a transformation from the significant capital investment that surrounded the construction of U.S. Bank Stadium and the redevelopment of the former Star Tribune offices into a new corporate campus for Wells Fargo.

This transaction was the first significant sale in the downtown area since the onset of the COVID-19 pandemic, and it is the only marquee downtown office sale since then that has closed. The sale also garnered attention for bringing such a high price in its submarket for a couple reasons. The property sold with a mix of local business tenants who, while reputable, do not have institutional credit, and sales of this type and at this price have historically been relegated to the Central Business District or North Loop neighborhoods. A high value sale in the Downtown East/East Town neighborhood bodes well for future developments in the area.



Millwright Building

Source: Costar

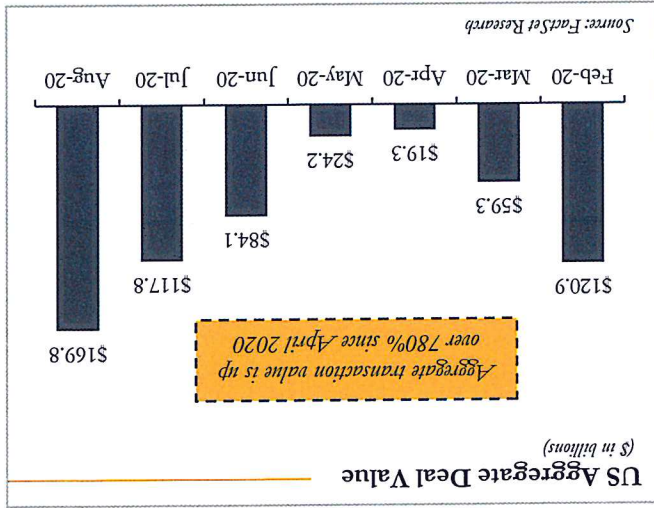


# Market Transaction Business

by Jim Clancy, Managing Director, Hennepin Partners

comfortable with conducting diligence meetings and even facilities visits virtually. Across day-to-day business, we all know that video-conferencing platforms have become the "new normal", and it is no different in the deal world. Despite the uncertainty COVID has presented to the world, the US M&A market has proven extremely resilient – and continues to be attractive to investors.

<sup>1</sup>US Bureau of Labor Statistics



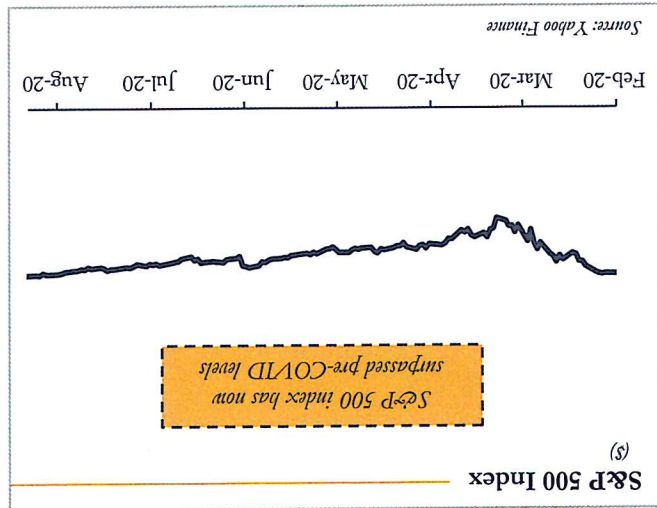
## HP Transaction Spotlight

In a recently closed transaction, Hennepin Partners served as the sell-side advisor to Bedford Technology, a portfolio company of Hillcrest Capital Partners, on Bedford's sale to Tangent Technologies, a portfolio company of the Sterling Group. Bedford Technology converts recycled plastics into various types of plastic lumber, including furniture grade, standard plastic, and structural plastic. The buyer, Tangent Technologies, did not have standard plastic capabilities but was the clear market leader in the manufacture of furniture-grade plastic lumber. Bedford's additional capabilities in standard plastic made it very attractive to Tangent who ultimately prevailed in the sale process.

## Substantial Economic Rebound Following Initial Halt Due to COVID

At the beginning of the 2020 global pandemic, economic activity slowed significantly, as state and local quarantine orders were put in place and travel was suspended. Initially, unemployment rates skyrocketed and the stock market plummeted. Since then, equity markets have rebounded past pre-COVID levels -- while unemployment rates have improved to 7.9%, down from 14.7% at the height of COVID<sup>1</sup> but still much higher than the 3.5% pre-COVID level. Now that we have navigated our third quarter of living with this pandemic, the US is beginning to adapt to its "new normal," and economic activity has picked up significantly in many industries.

While COVID curtailed M&A activity deeply in April-June 2020 across most industries, activity has roared back since May 2020. As shown in the chart below, aggregate US M&A transaction value in August was \$170 billion, representing a 40% increase in aggregate value vs. pre-COVID February 2020. With the resurgence in deal activity, the rules of engagement between buyers and sellers has needed to adapt, including getting







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## VALUATION VIEWPOINT NEWSLETTER INSIDE

SHENEHON COMPANY IS A REAL ESTATE AND BUSINESS VALUATION FIRM, serving both the private and public sectors throughout the United States. Our unique combination of real estate and business valuation expertise allows us to provide a wide range of services to offer innovative solutions to difficult valuation issues. Shenehon Company is committed to equipping its clients with the tools necessary to make informed and knowledgeable decisions regarding their capital investments.

- Allocation of purchase price
- Asset depreciation studies
- Bankruptcy proceedings
- Charitable donations
- Commercial properties
- Condemnation
- Contamination impact studies
- ESOP/ESOT
- Estate planning
- Feasibility analyses
- General limited partnership interests
- Gift tax evaluations
- Going public or private
- Highest and best use studies
- Industrial properties
- Insurance indemnifications
- Intangible asset valuation
- Internal management decisions
- Investment counseling
- Land development cost studies
- Lease and rental analyses
- Lost profit analyses
- Marriage dissolution
- Mortgage financing
- Multifamily residential properties
- Municipal redevelopment studies
- Potential sales and purchases
- Railroad right-of-ways
- Special assessment appeals
- Special purpose real estate
- Tax abatement proceedings
- Tax increment financing
- Utility and communication easements

### Contributors:

Robert Strachota, President  
Jim Clancy, Managing Director, Hennepin Partners  
Henry Walter, Valuation Analyst  
Emma Niemela, Valuation Analyst







Rhonda Sivarajah  
County Administrator

# Anoka County

## COUNTY ADMINISTRATION

Respectful, Innovative, Fiscally Responsible

This letter was sent to all  
elected officials of the cities  
located in the Coon Creek  
Watershed District

January 22, 2021

The Honorable Bob Nelson  
Mayor, City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

RE: Coon Creek Watershed District Appointments

Dear Mayor Nelson:

In accordance with the provisions of Minn. Stat. § 103B.227, Anoka County in January 2021 published a notice that a term will expire for a manager on the Coon Creek Watershed District Board of Managers. The notice publication requirement applies because Coon Creek Watershed District is considered a watershed management organization. The published notice states that persons interested in being appointed may submit their names to the appointing authority, which is the county board, for a watershed district appointment. For your information, a copy of the notice is enclosed.

In appointing a manager to the Coon Creek Watershed District, Minn. Stat. § 103D.311 is applicable. This statute requires a county board, prior to the expiration of a term, to appoint a manager for a watershed district either from a list of persons nominated by one or more cities and municipalities within the district that is submitted at least 60 days before the manager's term of office expires or to appoint a manager who resides in a city or municipality within the district that fails to submit a list. The term expires on May 27, 2021. In order for the county to consider a list of nominations, it must be received by Friday, March 26, 2021. If there is a desire to submit a list jointly for a manager appointment, you may wish to confer with affected cities to coordinate submission of the list. The cities with territory located in the Coon Creek Watershed District are Andover, Blaine, Columbus, Coon Rapids, Fridley, Ham Lake, and Spring Lake Park.

To be considered a list under the statutory definition, the list must contain the names of at least three nominees eligible to be appointed for each manager's position to be filled. To be eligible for an appointment, a nominee must reside within the watershed district boundaries, be eligible to vote in the district, and not be a public officer of the county, state, or federal government (except that a soil and water conservation supervisor can be appointed). The county board may choose to appoint someone who is not on a list if the person resides in a city or municipality that did not submit a list.

Page 2

The appointee, whose term will expire on May 27, 2021, is Dwight McCullough. A map outlining the Coon Creek Watershed District is being forwarded to the manager/administrator/clerk of the City of Spring Lake Park.

All applicants must submit a completed application form to the appointing authority. Find the application at [anokacounty.us/2227/Advisory-Boards-and-Commissions](http://anokacounty.us/2227/Advisory-Boards-and-Commissions).

Please contact me if you have any questions regarding this appointment process.

Sincerely,




Rhonda Sivarajah  
County Administrator  
763-324-4715  
[Rhonda.Sivarajah@co.anoka.mn.us](mailto:Rhonda.Sivarajah@co.anoka.mn.us)

RS:bv  
Enclosure

c: Spring Lake Park City Manager/Administrator or Clerk  
Brenda Vetter, Principal Administrative Assistant

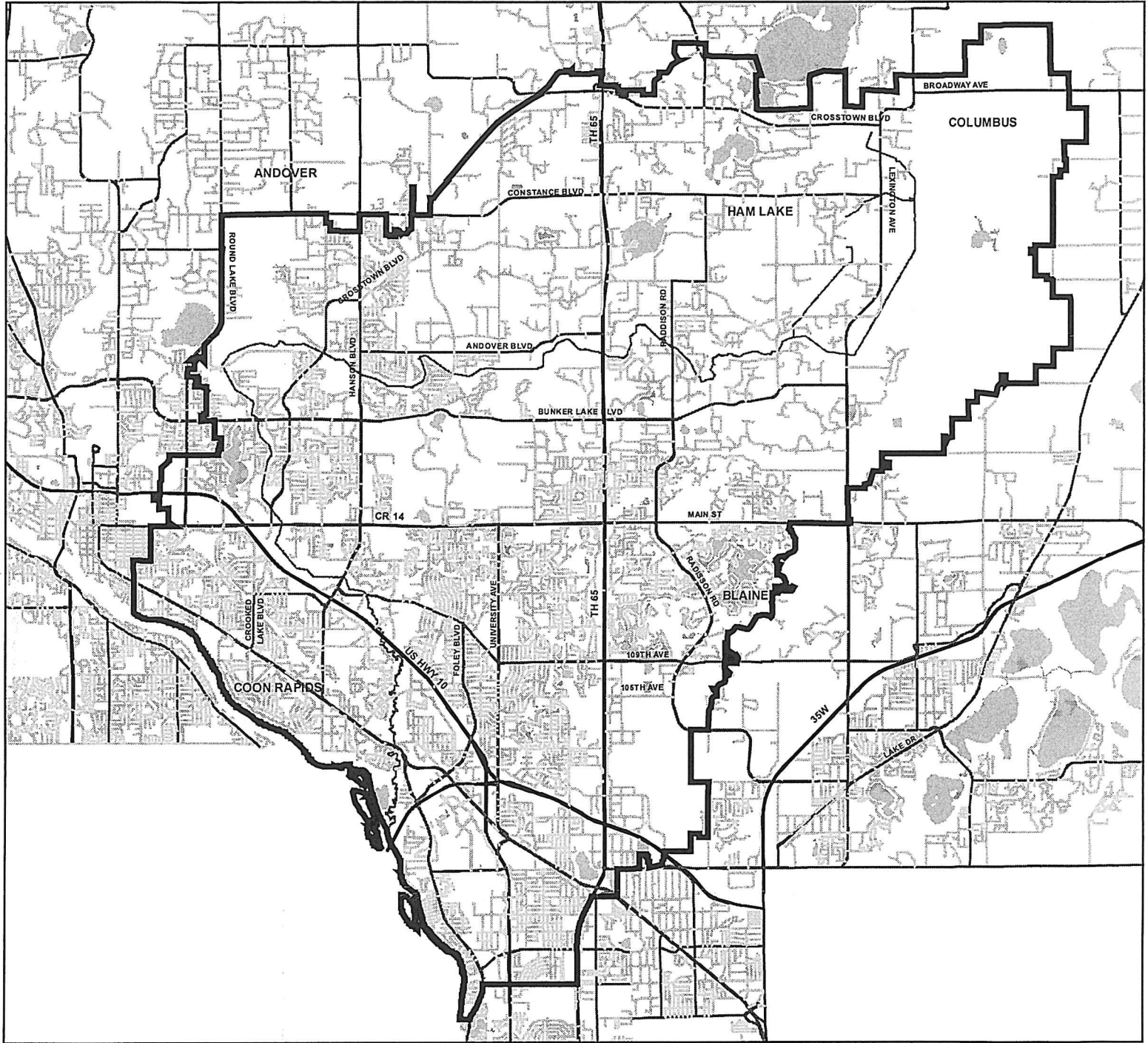
## PUBLIC NOTICE OF VACANCY

**NOTICE IS HEREBY GIVEN** pursuant to Minn. Stats. §§ 103B.227 and 103D.311 that a vacancy will occur on the Coon Creek Watershed District Board of Managers due to the expiration on May 27, 2021, of the term of Dwight McCullough, City of Ham Lake. Term of the appointment is for three years. Managers are eligible to be reappointed. Persons interested in being appointed to serve on the Coon Creek Watershed District Board of Managers may submit their names for consideration to the Anoka County Board of Commissioners, the appointing authority, by March 26, 2021. Minn. Stat. § 103D.311 permits the cities in the district to submit a list(s) of nominations to the county board. If a valid list(s) containing at least three eligible nominees for a manager's position is submitted at least 60 days prior to the expiration of the terms or by March 26, 2021, the Anoka County Board of Commissioners is required to make appointments either from the list(s) or to appoint a manager who resides in a city that fails to submit a list. Since a list may be submitted, persons interested in being considered for appointment may wish to contact their city to request to be included on a list of nominations. In the absence of a valid list, the Anoka County Board of Commissioners may appoint any voting resident of the Coon Creek Watershed District who is not a public officer of the county, state, or federal government.

/s/   
Rhonda Sivarajah  
County Administrator

PUBLISH IN: Anoka Union, January 22, 2021  
Forest Lake Times, January 21, 2021

# Coon Creek Watershed District

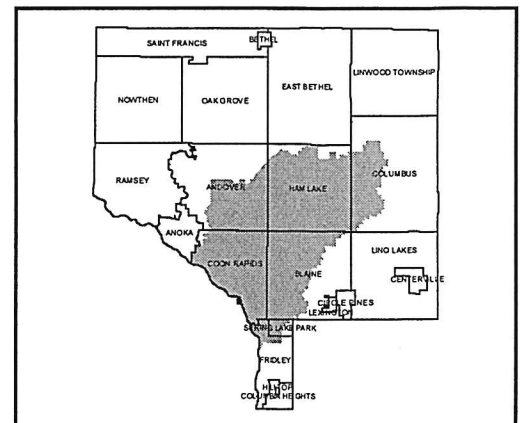
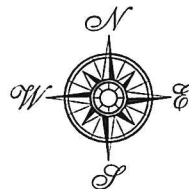


## Legend

 WATERSHED DISTRICT BOUNDARY

## BOARD OF MANAGERS

Anthony Wilder, President  
 Michael Kreun, Vice-President  
 Warren Hoffman, Treasurer  
 Matthew Herbst, Secretary  
 Dwight McCullough, At-Large/CAC Liason



January 12, 2021

See Resolution #21-04.

Correspondence with donation.

With  
Appreciation

Thank you so much!  
During these difficult times  
and the pandemic, we would just  
like to say Thank-You for all  
that you do.



THANK YOU

Dear Spring Lake Park PD,

This past Saturday, I mistakenly left my garage door open. One of your officers was kind enough to close it for me. Your police officers are always very friendly & wave at my fiancé & I when we're out on walks. You make my





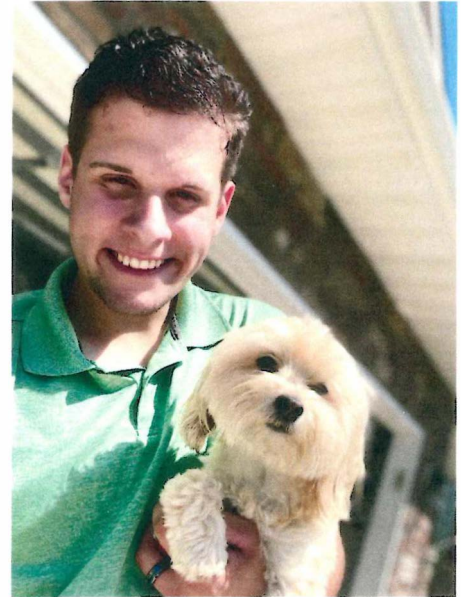


### *Warriors Behind the Badge*

Matthew A. Johnson

763-233-1193

Johnsonmatth01@gmail.com



Brother/Sister in Blue,

Thank you for all you do. I know it feels like nobody appreciates you, but I do. I know this Country is being torn apart. All because of one man's actions, the rest have to suffer. I go to sleep every night not knowing if my dad is going to be there for me to talk to in the morning. As the son of a recently promoted Police Captain, I want to thank you for your bravery and sacrifice to this great Country. Words cannot describe how much you are appreciated by not only me, but many, many others! The fact that you continue to put that duty belt and vest carrier on day after day, despite the risk and hate you receive, makes you a warrior. A warrior that I will forever look up to. This is a profession I have always wanted to be a part of, but with everything going on, I'm simply scared. I don't know how else to thank you other than giving you this simple note.



Please just remember that you are appreciated, you are brave, and you deserve much better than how people are treating your brothers and sisters.

Warrior in Blue, I thank you for all that you do!

~Matthew A. Johnson

*Blessed*  
ARE THE  
**PEACEMAKERS**  
FOR THEY SHALL  
BE CALLED  
THE CHILDREN OF  
*god*  
Matthew 5:9

