CITY COUNCIL REGULAR AGENDA

MONDAY, NOVEMBER 02, 2026

CITY HALL at 7:00 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **ADDITIONS OR CORRECTIONS TO AGENDA**
5. **DISCUSSION FROM THE FLOOR**
6. **PUBLIC HEARINGS**
   - A. Resolution 2026-50, A Resolution Certifying Delinquent Accounts
7. **CONSENT AGENDA**
   - A. Approval of Minutes - October 19, 2026 City Council Work Session
   - B. Approval of Minutes - October 26, 2026 Special City Council Meeting
   - C. Approval of 2027 Select Committee on Recycling and Environment (SCORE) Agreement with Anoka County for Curbside Residential Recycling Program
   - D. Contractor's Licenses
8. **DEPARTMENT REPORTS**
   - A. Public Works Report
   - B. Code Enforcement Report
9. **ORDINANCES AND/OR RESOLUTIONS**
   - A. Resolution 2026-51, Approving a Variance from the Side Yard Setback Requirement for a Driveway Extension at 8035 Jackson St NE
10. **NEW BUSINESS**
    - A. Approve Police Sergeant Promotions
11. **REPORTS**
    - A. Attorney Report
    - B. Engineer Report
    - C. Administrator Report
12. **OTHER**
    - A. Closed Session - Discussion of Non-Public Medical Records Pursuant to Minn. Stat. §13D.05, subd. 2(a)(4).
13. **ADJOURN**

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

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

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

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

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

PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

RESOLUTION NO. 2026-50

RESOLUTION CERTIFYING DELINQUENT ACCOUNTS

WHEREAS, the City Council of the City of Spring Lake Park, Minnesota, by Chapter 3.20.010(F)(2) of the Municipal Code of the City of Spring Lake Park, has provided that uncollected administrative citations shall become a lien against the property and be certified to the County Auditor for collection in the same manner as real estate taxes; and

WHEREAS, the City has provided notice to the affected property owners of the amount due and the City's intent to certify the unpaid balance if not paid by the date specified in such notice; and

WHEREAS, the Administrator, Clerk/Treasurer has prepared and submitted to the City Council a list of properties with unpaid administrative citation balances that remain outstanding and are eligible for certification.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota, that the amounts set forth in Exhibit A and Exhibit B, attached hereto and incorporated herein by reference, are hereby certified to the appropriate County Auditor -- Anoka County or Ramsey County, as applicable to each parcel -- for collection with the 2027 property taxes in the same manner as other taxes; and

BE IT FURTHER RESOLVED that the Administrator, Clerk/Treasurer is hereby authorized and directed to transmit a certified copy of this resolution and the list of unpaid administrative citations to the appropriate County Auditor for collection.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 2nd day of November 2026.

_____
Robert Nelson, Mayor

ATTEST:

_____
Daniel Buchholtz, City Administrator

Exhibit A
Delinquent Accounts
Anoka County

PID #	Property Address	Amount	Admin Fee	Total
02-30-24-13-0002	515 82nd Ave NE	$ 500.00	$ 125.00	$ 625.00
02-30-24-13-0025	536 82nd Ave NE	$ 100.00	$ 125.00	$ 225.00
01-30-24-11-0051	8401 Sunset Rd NE	$ 50.00	$ 125.00	$ 175.00
01-30-24-22-0085	8410 Lakewood Dr NE	$ 250.00	$ 125.00	$ 375.00
01-30-24-31-0001	8050 Central Ave NE	$ 100.00	$ 125.00	$ 225.00
01-30-24-22-0175	1066 County Road 10 NE	$ 100.00	$ 125.00	$ 225.00
02-30-24-44-0039	7819 Quincy St NE	$ 350.00	$ 125.00	$ 475.00
01-30-24-14-0052	1636 County Road 10 NE	$ 300.00	$ 125.00	$ 425.00
02-30-24-21-0061	474 Manor Dr NE	$ 150.00	$ 125.00	$ 275.00
02-30-24-11-0054	781 84th Ave NE	$ 50.00	$ 125.00	$ 175.00
02-30-24-12-0150	651 83rd Ave NE	$ 50.00	$ 125.00	$ 175.00
02-30-24-11-0035	813 83rd Ave NE	$ 50.00	$ 125.00	$ 175.00
02-30-24-14-0063	733 82nd Ave NE	$ 100.00	$ 125.00	$ 225.00
01-30-24-21-0004	8320 Pierce St NE	$ 50.00	$ 125.00	$ 175.00
02-30-24-13-0023	548 82nd Ave NE	$ 900.00	$ 125.00	$ 1,025.00
01-30-24-14-0001	1540 County Road NE	$ 700.00	$ 125.00	$ 825.00
01-30-24-42-0075	8094 Garfield St NE	$ 450.00	$ 125.00	$ 575.00
02-30-24-11-0109	828 Maple St NE	$ 150.00	$ 125.00	$ 275.00
01-30-24-23-0030	8280 Taylor St NE	$ 3,850.00	$ 125.00	$ 3,975.00
02-30-24-42-0026	615 79th Ave NE	$ 3,000.00	$ 125.00	$ 3,125.00
01-30-24-23-0034	8220 Taylor St NE	$ 2,000.00	$ 125.00	$ 2,125.00
02-30-24-31-0021	7932 Terrace Rd NE	$ 3,550.00	$ 125.00	$ 3,675.00
01-30-24-11-0016	8379 Westwood Rd NE	$ 700.00	$ 125.00	$ 825.00
02-30-24-42-0030	8025 Jackson St NE	$ 3,000.00	$ 125.00	$ 3,125.00
02-30-24-11-0179	880 Manor Dr NE	$ 150.00	$ 125.00	$ 275.00
02-30-24-31-0017	8031 6th St NE	$ 1,400.00	$ 125.00	$ 1,525.00
02-30-24-14-0097	709 81st Ave NE	$ 2,450.00	$ 125.00	$ 2,575.00
TOTAL		**$ 24,500.00**	**$ 3,375.00**	**$ 27,875.00**

Exhibit B
Delinquent Accounts
Ramsey County

PID #	Property Address	Amount	Admin Fee	Total
063023320001	1810 Highway 10 NE	$ 1,450.00	$ 125.00	$ 1,575.00
630233200002	8019 Spring Lake Park Rd NE	$ 1,800.00	$ 125.00	$ 1,925.00
063023320012	7934 Spring Lake Park Rd	$ 300.00	$ 125.00	$ 425.00
TOTAL		**$ 3,550.00**	**$ 375.00**	**$ 3,925.00**

Memorandum

Spring Lake Park
History. Community. Home.

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

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

Date: **October 26, 2026**

Subject: **Public Hearing – Certify Delinquent Administrative Citations**

City staff has assembled an assessment roll of outstanding administrative citations for review and approval by the City Council.

The proposed assessment roll is $31,800.00. Of that total, $28,050.00 is related to unpaid Administrative Offense citations, with the remaining $3,750.00 is related to administrative service charges.

A public hearing on the assessment roll has been scheduled for Monday, November 2, 2026 at 7:00pm (or as soon thereafter). Notices were sent to the affected property owners. The public hearing provides an opportunity for the City Council to review any objections or concerns from the property owners regarding their unpaid balances. After consideration, the City Council may decide to adjust, reduce or certify the full amount of these charges.

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

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Work Session was held on October 19, 2026 at the Spring Lake Park City Hall, 1301 81st Ave NE, at 5:30 PM.

1. CALL TO ORDER

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

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

MEMBERS ABSENT: None

STAFF PRESENT:
Public Works Director George Linngren, Police Chief Josh Antoine, Administrator, Clerk/Treasurer Daniel Buchholtz, Parks and Recreation Director Anne Scanlon

OTHERS PRESENT:

Kristi Cobbs	8085 Jefferson Street NE	Spring Lake Park

2. DISCUSSION ITEMS

A. 2027-2031 Capital Improvement Plan

Administrator Buchholtz presented the proposed 2027–2031 Capital Improvement Plan (CIP), which identifies approximately $8 million in anticipated capital expenditures over the five-year planning period. He explained that the CIP serves as a planning document to identify future capital needs, establish priorities, and identify potential funding sources. Major expenditures include water tower rehabilitation, street and utility improvements, equipment replacements, and park improvements.

Buchholtz noted that funding remains a significant challenge for park improvements, as the City does not have a dedicated revenue source for park capital projects. Historically, these improvements have been funded through grants, park dedication fees, and transfers of available General Fund surpluses. He stated that the Council may need to consider establishing a more sustainable funding source for future park improvements.

The Council discussed several proposed projects, including replacement of the City's electronic message sign along Highway 65. Buchholtz explained that the existing sign is

experiencing reliability issues and replacement parts are no longer available. A replacement would require a significant investment, and the Council would need to determine whether the communication benefits justify the expense.

Mayor Nelson expressed interest in exploring opportunities to generate advertising revenue from the sign to offset replacement and ongoing maintenance costs. Buchholtz indicated that staff would research the legal and policy considerations associated with commercial advertising on a municipal sign, including First Amendment concerns and the development of an appropriate advertising policy. Councilmembers also discussed the importance of evaluating the effectiveness of the sign compared to other communication methods. Buchholtz noted that the City's annual community survey provides limited information regarding how residents receive City communications, although the relatively small number of responses makes it difficult to draw broader conclusions.

The Council also discussed the proposed curbside voting accessibility device, which would allow individuals requesting assistance to notify election staff from their vehicles. Buchholtz explained that the device would improve accessibility for individuals unable to enter City Hall and would be funded through the election fund. Councilmembers discussed the anticipated use of the device, its cost, and applicable election procedures. Some members questioned the need for the equipment based on historically limited requests for curbside voting, while others supported the additional accessibility it would provide.

Additional discussion focused on the planned Arthur Street water tower rehabilitation, replacement of the sewer jetter truck, water meter and radio replacements, the 2027 Street Improvement Project, Public Works equipment, and ongoing storm sewer improvements. Buchholtz reported that the City's existing water meter radio technology is becoming obsolete and that staff will need to develop a long-term replacement strategy. The Council also discussed the potential future use of water main lining technology as an alternative to traditional excavation and replacement.

Mayor Nelson emphasized the importance of coordinating infrastructure improvements to avoid unnecessary disruption and repeated assessments to property owners. Buchholtz noted that the purpose of the CIP is to provide for coordinated long-term planning and that projects and funding estimates will continue to be updated as circumstances change.

The Council generally expressed support for the planning process and identified projects. No formal action was taken. Staff will continue to refine the CIP and investigate potential advertising revenue opportunities.

B. Draft Animal Ordinance

Administrator Buchholtz presented the proposed comprehensive update to the City's animal regulations, including provisions allowing limited backyard chickens, quail, and beekeeping. He explained that the ordinance was drafted following direction provided by a majority of the City Council at its October 5, 2026, work session and incorporates regulatory approaches used by other metropolitan communities.

Councilmembers Moran and Dircks expressed support for the proposed ordinance, noting that it incorporated the regulations and safeguards discussed at the previous work session. These include limits on the number of chickens, licensing requirements, educational requirements, notification of neighboring property owners, and standards for animal housing and maintenance.

Mayor Nelson reiterated his opposition to allowing backyard chickens and beekeeping, citing concerns regarding public health, wildlife, disease transmission, enforcement costs, and potential impacts on neighboring properties. He questioned whether the demand for these activities justified the additional regulatory responsibilities for the City.

Councilmember Goodboe-Bisschoff also expressed concerns regarding the proposal, particularly the potential effects on neighboring properties and the opportunity for public input. She questioned why the ordinance had not been referred to the Planning Commission and requested that residents have an opportunity to provide comments at a public hearing.

Buchholtz explained that the ordinance primarily concerns animal licensing, public health, nuisance prevention, and enforcement rather than zoning or land use regulations. Accordingly, a Planning Commission review or public hearing is not legally required. He noted, however, that the Council could direct that a public hearing be held before considering adoption of the ordinance.

Councilmember Moran expressed support for holding a public hearing to allow residents both in favor of and opposed to the proposed ordinance to provide comments and identify potential concerns. Councilmembers discussed whether the hearing should be held before the Planning Commission or directly before the City Council.

Following discussion, the consensus of the Council was to schedule a public hearing before the City Council to receive public input on the proposed animal ordinance prior to consideration of its adoption.

C. Discussion from the Floor Rules and Procedures

Administrator Buchholtz presented draft revisions to the City's rules governing Discussion from the Floor and public hearings. He explained that the proposed revisions were intended to establish clearer expectations for public participation, maintain orderly meetings, and clarify the distinction between public comments and interactive discussion with the City Council.

Councilmembers discussed several proposed provisions, including limits on speaking time, procedures for individuals representing groups or organizations, and opportunities for residents to submit comments when the allotted public comment period has expired.

Councilmember Goodboe-Bisschoff expressed concern that the proposed rules allowing additional speaking time for designated representatives of groups or organizations could result in extended presentations without sufficient limits. She requested that the language be revised to establish clearer time restrictions.

Councilmembers also discussed changing the name of "Discussion from the Floor" to "Open Forum" to better describe the opportunity for public comments. There was general support for the proposed name change.

Councilmember Wendling emphasized the importance of providing a clear process for individuals who are unable to speak because of time limitations. He requested that the policy specifically identify how written comments may be submitted and to whom they should be directed, ensuring that residents have a means of communicating their concerns to the Council.

The Council also discussed the placement of the public comment period on the regular City Council agenda. Mayor Nelson and Councilmember Goodboe-Bisschoff suggested moving the public comment period to follow presentations, immediately before the Consent Agenda, to accommodate scheduled presenters and individuals attending meetings for ceremonial or other specific purposes. Councilmember Moran expressed a preference for retaining the public comment period in its current location, emphasizing the importance of allowing residents to address the Council early in the meeting.

Following discussion, Buchholtz stated that staff would revise the proposed rules to address the concerns identified by Councilmembers and present options regarding placement of the public comment period. He indicated that the City Council could make a final determination when formally considering adoption of the revised rules.

The Council directed staff to bring the revised policy back for consideration at the November 16, 2026, City Council meeting.

3. REPORT

A. City Council and Staff Reports - None

4. ADJOURN

Mayor Nelson adjourned the meeting at 6:40 pm.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the special meeting of the Spring Lake Park City Council was held on October 26, 2026 at the City Hall, 1301 81st Avenue NE, at 5:30 PM.

1. CALL TO ORDER

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

2. ROLL CALL

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

MEMBERS ABSENT

STAFF PRESENT
Administrator Daniel Buchholtz

OTHERS PRESENT
Kristi Cobbs,

3. NEW BUSINESS

A. Discussion Regarding Potential Acquisition of 8455 Terrace Road NE for Expansion of Sanburnol Park

Administrator Buchholtz presented information regarding the potential acquisition of 8455 Terrace Road NE for the future expansion of Sanburnol Park. He explained that the approximately 0.65-acre property is immediately adjacent to Sanburnol Park and directly south of the City-owned Morgan property at 8463 Terrace Road NE. Acquisition would allow the City to square off the southwestern corner of the park and provide additional land for future recreational improvements.

Buchholtz reviewed the City's history of acquiring property along Terrace Road for park expansion, including the acquisition of approximately 0.41 acres of the Morgan property in 1995 and the remaining Morgan property in 2006. He noted that the City has informally discussed acquiring 8455 Terrace Road NE since 2006, particularly in connection with the potential construction of a recreation building at Sanburnol Park. The additional land would provide flexibility for future recreational facilities, parking, and other park amenities.

The property is currently listed for sale for $250,000 and contains a single-family residence constructed in 1957 with an attached two-car garage. Buchholtz reported that the residence is in poor condition and would require substantial improvements if retained. The Council discussed the property's history of maintenance issues, previous City enforcement actions, and potential environmental considerations related to a former underground fuel oil tank.

Mayor Nelson expressed support for exploring the acquisition, noting that the property has been of interest to the City for many years and that its availability presents a limited opportunity to expand Sanburnol Park. Councilmembers discussed potential future uses of the property, including a recreation building that could accommodate indoor recreational activities and gymnasium space. Buchholtz explained that existing school facilities are heavily utilized, making it difficult to secure space for City recreation programming.

The Council also discussed options for the existing residence, including demolition or potential rehabilitation for use by the Spring Lake Park Lions Club. Mayor Nelson noted that he had discussed the possibility of the Lions Club utilizing the building as a Lions' den. Ryan Julien, President of the Spring Lake Park Lions Club, indicated that potential grant opportunities through Lions Clubs International were being explored to assist with rehabilitation costs. Buchholtz explained that a determination regarding the future use or removal of the residence would not need to be made as part of the initial acquisition decision.

The Council discussed the financial implications of the proposed acquisition, particularly its potential impact on the Terrace Park Community Building project. Buchholtz explained that the City has sufficient resources in its Park Improvement Fund to consider purchasing the property; however, those funds are currently earmarked to address additional costs associated with the Terrace Park project. He noted that construction bids for the Terrace Park building were substantially higher than anticipated, requiring the City to reevaluate the project.

Buchholtz further explained that the City has received a $450,000 Community Development Block Grant (CDBG) award for the Terrace Park project and has requested $1.2 million in federal Community Project Funding, of which $500,000 was included in the FY 2027 House Appropriations Bill. The federal appropriation has not been finalized. Without additional funding, redirecting Park Improvement Fund resources toward the acquisition could require the City to reduce the scope of the Terrace Park project, identify alternative funding sources, or reconsider proceeding with the project. Depending on the outcome, the City could also be required to return the CDBG funds if the project cannot be completed in accordance with grant requirements.

Councilmember Moran questioned whether acquiring the property would result in additional costs to taxpayers and how the acquisition would affect other planned park improvements. Buchholtz explained that while existing resources could potentially fund the purchase without an immediate property tax increase, utilizing those funds would reduce the amount available for other projects. He noted that the City does not have a dedicated, sustainable funding source for park capital improvements and has historically relied on grants, park dedication fees, and General Fund transfers.

Councilmember Moran expressed opposition to pursuing the acquisition at this time, citing concerns regarding the City's limited financial resources, the uncertain timing and cost of future improvements at Sanburnol Park, and the need to prioritize completion of the Terrace Park project. She questioned whether purchasing land for a potential future recreation facility was appropriate when the City was already experiencing difficulty funding an identified park improvement project.

Other Councilmembers expressed interest in further exploring the acquisition, recognizing the potential long-term value of obtaining property adjacent to an existing City park. Discussion also addressed possible demolition and site preparation costs, potential environmental liabilities, and the need to evaluate the property's condition before making a final purchasing decision.

Buchholtz explained that the purpose of the public discussion was to determine whether the Council wished to pursue the acquisition further. If the Council supported proceeding, a closed session would allow the Council to develop or consider offers or counteroffers and provide negotiating direction to staff. He emphasized that proceeding to closed session would not constitute a decision to purchase the property.

Following discussion, a majority of the Council expressed interest in further considering the potential acquisition.

B. Closed Session Pursuant to M.S. § 13D.05, subd. 3(c)(3) to Develop or Consider Offers or Counteroffers for the Purchase of Real Property Located at 8455 Terrace Road NE

Motion made by Mayor Nelson to close the meeting pursuant to M.S. § 13D.05, subd. 3(c)(3) to develop or consider offers or counteroffers for the purchase of real property located at 8455 Terrace Road NE.

Voting Aye: Councilmember Wendling, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Mayor Nelson. Voting Nay: Councilmember Moran. Motion carried 4-1.

The City Council entered closed session at 5:54pm.

Mayor Nelson reconvened the meeting at 6:35pm. Administrator Buchholtz reported that the City Council conducted a closed session pursuant to M.S. § 13D.05, subd. 3(c)(3) to develop or consider offers or counteroffers for the purchase of real property located at 8455 Terrace Road NE. He stated that staff has been given direction from the City Council.

4. ADJOURN

Motion by Councilmember Wendling to adjourn.

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

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

Memorandum

Spring Lake Park
History. Community. Home.

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

Cc: **Daniel Buchholtz, MMC, Administrator, Clerk/Treasurer**

From: **Haley Morrison, Accounting Clerk/Special Projects Coordinator**

Date: **November 3, 2026**

Subject: **Anoka County Agreement for Residential Recycling Program 2027 – Select Committee on Recycling and Environment (SCORE)**

Attached is a copy of the 2027 Residential Recycling Agreement. The agreement must be signed and returned to Anoka County by November 16, 2026, in order to receive the funding for 2027. The 2027 Municipal Reimbursement Funding Allocation allows us to receive reimbursement for eligible expenses, less revenues or other reimbursements received, for eligible actives to the project maximum, which shall not exceed $61, 042.00.

Base Funding Allocation (Includes Labor & Staffing):	$24,935.00
Drop-Off Grant:	$11,042.00
General Enhancement Grant:	$ 2,965.00
Organics Grant:	$ 2,100.00
Additional Grant:	$20,000.00
Total Contract Award:	$64,042.00

I recommend approval of the agreement.

Attachment.

Docusign Envelope ID: D38FFD91-9809-8B76-8040-2E8C6FAE6972

Anoka County
HUMAN SERVICES DIVISION
Community Social Services and Behavioral Health

October 15, 2026

City of Spring Lake Park
Attn: Robert Nelson
1301 81st Ave NE
Spring Lake Park, MN 55432

Dear Mr. Nelson:

Enclosed is your 2027 contract with Anoka County. Please review the contract and complete the signature portion using DocuSign. If applicable and ready, please attach the necessary insurance information using the attachment link in the DocuSign document. If insurance is not ready and you will be sending this information at a later date, please send to:

Angela.Rodine@co.anoka.mn.us **or**

Angie Rodine
County of Anoka
2100 3rd Avenue, 5th Floor
Anoka, MN 55303

PLEASE NOTE: The following information is required as part of your contract. If the contract is signed and executed without receiving this information in a timely manner, it may be referred to the County Attorney's Office for possible Breach of Contract and/or payments may be withheld until information is received.

CERTIFICATE OF LIABILITY INSURANCE - Required
No insurance is required for this contract.

CONTRACTOR INFORMATION SHEET - Required
Please update/complete and sign this page and return with your contract.

DocuSign will automatically forward a copy of the signed contract to you, once completed. If you have questions regarding the contract, please call your Contract Manager, Sue Doll, at 763-324-3482.

Sincerely,

Angie Rodine
Senior Budget Analyst, Planning and Operations Support Services

Docusign Envelope ID: D38FFD91-9809-8B76-8040-2E8C6FAE6972

Anoka County Contract # SCON26-00001211

2027 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2027, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF SPRING LAKE PARK, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County anticipates receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557, the Select Committee on Recycling and the Environment (hereinafter "SCORE funds") during 2027 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source-separated compostable materials; and

WHEREAS, the County also anticipates receive funding pursuant to Minn. Stat. § 473.8441, Local Recycling Development Grants (hereinafter "LRDG funds") during 2027; and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is $1,647,568.50; and

WHEREAS, the current County Solid Waste Management Plan (SWMP) and the Minnesota Pollution Control Agency (hereinafter "MPCA") Metropolitan Solid Waste Management Policy Plan 2022-2042 state that MSW generated in the County that is not reused, recycled, or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the current SWMP was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).; and

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **FUNDING SOURCE CONTINGENCY.** The terms and conditions of this Agreement are contingent upon receiving funds from the State of Minnesota. If the County and the State do not reach an agreement as to funding, the County is under no obligation to provide any funding outlined in this Agreement, and this Agreement shall become null and void.

2. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management

Docusign Envelope ID: D38FFD91-9809-8B76-8040-2E8C6FAE6972

Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Anoka County Municipal Waste Abatement Grant Program (hereinafter "Grant Program") Contract Documents include: the **Anoka County Municipal Waste Abatement Grant Funding Application** submitted by the Municipality for the current contract year, and this Agreement for Residential Recycling Program and attachments issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program; and** 2) **Anoka County Municipal Waste Abatement Grant Funding Application.**

3. **TERM.** The term of this Agreement is from January 1, 2027, through December 31, 2027, unless earlier terminated as provided herein.

4. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. § 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. Additionally:

   a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.

   b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes, and senior housing complexes.

   c. "Community Partner" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by a municipality or an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.

5. **ELIGIBILITY FOR FUNDS.** Per Minn. Stat. § 115A.557, Subd. 1, funding eligibility is based primarily on population, with a minimum funding floor. For 2027, the County has determined that funding will be determined by the Grant Program funding application. The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed $61,042.00. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the approved 2027 Grant Program Funding Application.

   The County reserves the right to assess reimbursement reporting status for each municipality mid-year and recommend funding adjustments as determined by the County Program Specialist managing the Grant Program.

   The County also reserves the right to withdraw reimbursement of approved expenses if the requirements noted in section 6. of this contract are not met.

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The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available.

6. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 749 tons of recyclable and source-separated compostable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling or composting.

   a. The Municipal recycling program shall include the following components:

      i. Per Minn. Stat. § 115A.552, each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, and metal.

      ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

      iii. The Municipality shall implement a public information program that utilizes social media to promote waste reduction, reuse, recycling, source-separated compostable materials programs and events throughout the year, plus at least one of the following components:

         (1) One promotional mailing to each household focused exclusively on the Municipality's waste reduction, recycling and source-separated compostable materials program;

         (2) One promotional advertisement detailing recycling and source-separated compostable materials opportunities available for residents included in the Municipality's newsletter or local newspaper; or

         (3) Two community outreach activities at Municipal or Community Partner events to inform residents about recycling and source-separated compostable materials opportunities.

      iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.

      v. The Municipality shall offer a minimum of one spring or fall recycling drop-off event where items not normally accepted at the curb are collected for recycling. If the

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Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.

b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.

ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Community Partner events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding source-separated compostable material collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.

iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Community Partner facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.

iv. Organize and manage a Full-Service Recycling Drop-off Center.

v. Implement enhanced recycling promotion and assistance for Multi-family dwellings.

vi. Develop additional opportunities for source-separated compostable materials collection.

vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g., appliances, batteries, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.

c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.

d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.

e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151.

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f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.

g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available.

7. **REPORTING.** The Municipality shall submit the following forms via Re-TRAC: application, reimbursement, and tonnage report forms to the County on the schedule noted below:

a. June 1, 2027 – Deadline for submitting via Re-TRAC the 2028 Anoka County Municipal Waste Abatement Grant Funding Application and all required attachments

b. July 15, 2027 – Deadline for submitting via Re-TRAC the 2027 January – June Anoka County Municipal Reimbursement Report Form and all required attachments

c. August 2, 2027 – Deadline for submitting via Re-TRAC the 2027 January – June Anoka County Municipal Tonnage Report Form and all required attachments

d. November 15, 2027 – Deadline for submitting via DocuSign the signed 2028 Agreement for Residential Recycling Program

e. January 7, 2028 – Deadline for submitting via Re-TRAC the 2027 July – December Anoka County Municipal Reimbursement Report Form and all required attachments

f. January 31, 2028 – Deadline for submitting via Re-TRAC the 2027 July – December Anoka County Municipal Tonnage Report Form and all required attachments

g. For the Anoka County **Municipal Waste Abatement Grant Funding Application**, **using set categories in Re-TRAC,** the:
- Municipality is required to follow application instructions
- Municipality must refer to list of eligible expenses when completing the application
- Municipality is required to upload in Re-TRAC a complete and accurate 2027 Staffing Metric and Drop-off Calculator
- Municipality is required to upload in Re-TRAC a complete and accurate .pdf file of up-to-date promotions listing collection opportunities at curbside, permanent drop-off centers or other special events

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h. For the Anoka County **Municipal Reimbursement Report Form**, **using set categories in Re-TRAC,** the:

- Municipality is required to follow reimbursement form instructions
- Municipality must refer to list of eligible expenses when completing the reimbursement form
- If the Municipality is being audited, the Municipality must provide a full accounting of the expenses incurred that have been approved in the 2027 Municipal Waste Abatement Grant Funding Application
- Municipality is required to upload in Re-TRAC a complete and accurate Reimbursement Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Reimbursement Report Form
- Information regarding any revenue received from sources other than the County, for the Municipality's recycling and source-separated organics programs, i.e., revenue taken in from the sale of recyclables and fees collected from residents, shall be reported
- Copies of all promotional materials that have been prepared by the Municipality during each reporting period shall be uploaded in the Re-TRAC Reimbursement Report Form

i. For the **Municipal Tonnage Report Form, using set categories in Re-TRAC,** the:

- Municipality is required to follow tonnage report form instructions
- Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement
- When calculating <u>all</u> tonnage categories, weight slips from haulers and end markets are required. If weight slips cannot be obtained, written documentation of the quantity and type of material being reused, recycled, or composted must be provided
- Using quantity and type of material, the Municipality shall use the conversion factors provided by the County to determine the tonnage
- If County conversion factors do not apply to any given materials, a description of the methodology used for calculations must be provided to the County
- If the Municipality is being audited, the Municipality must provide a full accounting of the amount of waste which has been reused, recycled, and composted due to the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers
- Municipality is required to upload in Re-TRAC a complete and accurate Tonnage Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Tonnage Report Form
- For waste abatement programs run by other persons or entities, the Municipality shall provide documentation of materials recycled by the Municipality's residents through these other programs

j. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.

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k. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

8. **REIMBURSEMENT PAYMENT PROCEDURE.** Approved grant reimbursement payments shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners. Payments will not be made until the set contract deadlines are met.

9. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds." The Municipality shall provide to the County copies of all promotional materials funded by this grant.

The County shall provide to the Municipalities printed public information pieces about County programs and topics developed by the Recycling Education Committee (REC). The Municipality shall not modify County provided publications and promotional materials.

Information about all County programs and drop-off sites that a Municipality plans to publish in a Municipal communication, printed, electronic, or on social media platforms shall be provided to the County for review and approved by the County prior to publication. This includes all information related to County waste prevention, reduction, recycling programs, County household hazardous waste operations and the County compost sites.

To ensure content accuracy and message consistency throughout the region, any technical information about waste prevention, reduction, recycling, composting and household hazardous waste should be provided to the County for review, before it is printed, to verify that it is correct information for Anoka County. Information copied from the Internet may not be accurate for the twin cities metro area.

10. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

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11. **GENERAL PROVISIONS.**

a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state, or local laws, ordinances, rules, regulations, or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.

b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.

c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.

e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.

f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents, or representatives be considered employees, agents, or representatives of the County for any purpose.

g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.

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h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

i. The County reserves the right to withdraw reimbursement of approved expenses if the Municipality does not comply with state law or the County's Solid Waste Ordinance.

12. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

(SIGNATURE PAGE TO FOLLOW)

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IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF SPRING LAKE PARK

By: _____
Robert Nelson
Mayor

Date: _____

By: _____
Daniel Buchholtz
City Administrator, Clerk/Treasurer

Date: _____

Approved as to form and legality:

By: _____
John Thames
City Attorney

Date: _____

COUNTY OF ANOKA

By: _____
Kate Heffernan
Chief Human Services Officer

Date: _____

By: _____
Jim Dickinson
County Administrator

Date: _____

Approved as to form and legality:

By: _____
Kurt Deile
Assistant County Attorney

Date: _____

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Attachment A

Minnesota Statutes Referenced in Agreement for Residential Recycling Program

Chapter 115A WASTE MANAGEMENT

Minn. Stat. §115A.03 Definitions

Subdivision 1. **Applicability.**

For the purposes of this chapter, the terms defined in this section have the meanings given them, unless the context requires otherwise.

Subd. 2. **Agency.**

"Agency" means the Pollution Control Agency.

Subd. 3.

[Repealed, 1989 c 335 art 1 s 270]

Subd. 3a. **Arrange for management.**

"Arrange for management" means an activity undertaken by a person that determines the ultimate disposition of solid waste that is under the control of the person, including delivery of the waste to a transfer station for transport to another solid waste management facility. Knowledge of the destination of waste by a generator is by itself insufficient for arranging for management unless the generator knows that the destination is an environmentally inferior facility as defined in this section, has the ability to redirect the waste to an environmentally superior facility and ensure its delivery to that facility, and chooses not to redirect the waste.

Subd. 4. **Cities.**

"Cities" means statutory and home rule charter cities and towns authorized to plan under sections 462.351 to 462.364.

Subd. 5. **Collection.**

"Collection" means the aggregation of waste from the place at which it is generated and includes all activities up to the time the waste is delivered to a waste facility.

Subd. 6. **Commercial waste facility.**

"Commercial waste facility" means a waste facility established and permitted to sell waste processing or disposal services to generators other than the owner and operator of the facility.

Subd. 6a. **Commissioner.**

"Commissioner" means the commissioner of the Pollution Control Agency.

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Subd. 7. **Construction debris.**

"Construction debris" means waste building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings and roads.

Subd. 7a. **Containment.**

"Containment" means isolating, controlling, and monitoring waste in a waste facility in order to prevent a release of waste from the facility that would have an adverse impact upon human health and the environment.

Subd. 8. **Development region.**

"Development region" means a region designated pursuant to sections 462.381 to 462.397.

Subd. 8a.

[Repealed, 1Sp2005 c 1 art 2 s 162]

Subd. 9. **Disposal or dispose.**

"Disposal" or "dispose" means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any waste into or on any land or water so that the waste or any constituent thereof may enter the environment or be emitted into the air, or discharged into any waters, including groundwaters.

Subd. 10. **Disposal facility.**

"Disposal facility" means a waste facility permitted by the agency that is designed or operated for the purpose of disposing of waste on or in the land, together with any appurtenant facilities needed to process waste for disposal or transfer to another waste facility.

Subd. 10a. **Environmentally inferior.**

"Environmentally inferior" means a solid waste management method that is lower on the list of preferred waste management methods in section 115A.02 than a solid waste management method chosen by a county or, as applied to a facility, means a waste management facility that utilizes a waste management method that is lower on the list of preferred waste management methods than the waste management method chosen by a county. In addition, as applied to disposal facilities, a facility that does not meet the standards for new facilities in Code of Federal Regulations, title 40, chapters 257 and 258, is environmentally inferior to a facility that does meet these standards.

Subd. 11. **Generation.**

"Generation" means the act or process of producing waste.

Subd. 12. **Generator.**

"Generator" means any person who generates waste.

Subd. 13. **Hazardous waste.**

"Hazardous waste" has the meaning given it in section 116.06, subdivision 11.

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Subd. 13a. **Industrial waste.**

"Industrial waste" means solid waste resulting from an industrial, manufacturing, service, or commercial activity that is managed as a separate waste stream.

Subd. 14. **Intrinsic hazard.**

"Intrinsic hazard" of a waste means the propensity of the waste to migrate in the environment, and thereby to become exposed to the public, and the significance of the harm or damage likely to result from exposure of natural resources or the public to the waste, as a result of such inherent or induced attributes of the waste as its chemical and physical stability, solubility, bioconcentratability, toxicity, flammability, and corrosivity.

Subd. 15. **Intrinsic suitability.**

(a) "Intrinsic suitability" of a land area or site means that, based on existing data on the inherent and natural attributes, physical features, and location of the land area or site, there is no known reason why the waste facility proposed to be located in the area or site cannot reasonably be expected to qualify for permits in accordance with agency rules. Agency certification of intrinsic suitability shall be based on data submitted to the agency by the proposing entity and data included by the administrative law judge in the record of any public hearing on recommended certification, and applied against criteria in agency rules and any additional criteria developed by the agency in effect at the time the proposing entity submits the site for certification.

(b) In the event that all candidate sites selected by the board before May 3, 1984, are eliminated from further consideration and a new search for candidate sites is commenced, "intrinsic suitability" of a land area or site shall mean that, because of the inherent and natural attributes, physical features, and location of the land area or site, the waste facility proposed to be located in the area or site would not be likely to result in material harm to the public health and safety and natural resources and that therefore the proposed facility can reasonably be expected to qualify for permits in accordance with agency rules.

Subd. 16.

[Repealed, 1997 c 7 art 1 s 26]

Subd. 17. **Local government unit.**

"Local government unit" means cities, towns, and counties.

Subd. 17a. **Major appliances.**

"Major appliances" means clothes washers and dryers, dishwashers, hot water heaters, heat pumps, furnaces, garbage disposals, trash compactors, conventional and microwave ovens, ranges and stoves, air conditioners, dehumidifiers, refrigerators, and freezers.

Subd. 18. **Metropolitan area.**

"Metropolitan area" has the meaning given it in section 473.121.

Subd. 19. **Metropolitan Council.**

"Metropolitan Council" means the council established in chapter 473.

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Subd. 20.

[Repealed, 1994 c 628 art 3 s 209]

Subd. 21. **Mixed municipal solid waste.**

(a) "Mixed municipal solid waste" means garbage, refuse, and other solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, except as provided in paragraph (b).

(b) Mixed municipal solid waste does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.

Subd. 22. **Natural resources.**

"Natural resources" has the meaning given it in chapter 116B.

Subd. 22a.

[Repealed, 1Sp2005 c 1 art 2 s 162]

Subd. 22b. **Packaging.**

"Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product. "Packaging" includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.

Subd. 23. **Person.**

"Person" has the meaning given it in section 116.06, but does not include the Pollution Control Agency.

Subd. 24. **Political subdivision.**

"Political subdivision" means any municipal corporation, governmental subdivision of the state, local government unit, special district, or local or regional board, commission, or authority authorized by law to plan or provide for waste management.

Subd. 24a. **Problem material.**

"Problem material" means a material that, when it is processed or disposed of with mixed municipal solid waste, contributes to one or more of the following results:

(1) the release of a hazardous substance, or pollutant or contaminant, as defined in section 115B.02, subdivisions 8, 13, and 15;

(2) pollution of water as defined in section 115.01, subdivision 13;

(3) air pollution as defined in section 116.06, subdivision 4; or

(4) a significant threat to the safe or efficient operation of a solid waste facility.

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Subd. 24b. **Postconsumer material.**

"Postconsumer material" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

Subd. 24d. **Prepared sewage sludge.**

"Prepared sewage sludge" means exceptional quality sewage sludge, as defined in Minnesota Rules, part 7041.0100, subpart 20, applied to a lawn or home garden and sold or given away in a bag or other container that:

(1) meets low limits on metal concentrations;

(2) has been treated to ensure pathogens, pollutants, and vectors that can transport disease have been carefully managed; and

(3) is labeled with the nutrient content.'

Subd. 25. **Processing.**

"Processing" means the treatment of waste after collection and before disposal. Processing includes but is not limited to reduction, storage, separation, exchange, resource recovery, physical, chemical, or biological modification, and transfer from one waste facility to another.

Subd. 25a. **Recyclable materials.**

"Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

Subd. 25b. **Recycling.**

"Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

Subd. 25c. **Recycling facility.**

"Recycling facility" means a facility at which materials are prepared for reuse in their original form or for use in manufacturing processes that do not cause the destruction of the materials in a manner that precludes further use.

Subd. 25d. **Refuse-derived fuel.**

"Refuse-derived fuel" means a product resulting from the processing of mixed municipal solid waste in a manner that reduces the quantity of noncombustible material present in the waste, reduces the size of waste components through shredding or other mechanical means, and produces a fuel suitable for combustion in existing or new solid fuel-fired boilers.

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Subd. 26. **Regional development commission.**

"Regional development commission" means a commission established pursuant to sections 462.381 to 462.397.

Subd. 26a. **Resource conservation.**

"Resource conservation" means the reduction in the use of water, energy, and raw materials.

Subd. 27. **Resource recovery.**

"Resource recovery" means the reclamation for sale, use, or reuse of materials, substances, energy, or other products contained within or derived from waste.

Subd. 28. **Resource recovery facility.**

"Resource recovery facility" means a waste facility established and used primarily for resource recovery, including related and appurtenant facilities such as transmission facilities and transfer stations primarily serving the resource recovery facility.

Subd. 28a. **Retrievable storage.**

"Retrievable storage" means a method of disposal whereby wastes are placed in a facility established pursuant to sections 115A.18 to 115A.30 for an indeterminate period in a manner designed to allow the removal of the waste at a later time.

Subd. 28b. **Sanitary district.**

"Sanitary district" means a sanitary district with the authority to regulate solid waste.

Subd. 29. **Sewage sludge.**

"Sewage sludge" means solid, semisolid, or liquid residue generated during the treatment of domestic sewage in a treatment works. It includes, but is not limited to, scum or solids removed in primary, secondary, or advanced wastewater treatment processes and a material derived from sewage sludge. Sewage sludge does not include ash generated during the firing of sewage sludge in a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment works. Sewage sludge that is acceptable and beneficial for recycling on land as a soil conditioner and nutrient source is also known as biosolids.

Subd. 30. **Sewage sludge disposal facility.**

"Sewage sludge disposal facility" means property owned or leased by a political subdivision and used for interim or final disposal or land spreading of sewage sludge.

Subd. 31. **Solid waste.**

"Solid waste" has the meaning given it in section 116.06, subdivision 22.

Subd. 32. **Solid waste management district or waste district.**

"Solid waste management district" or "waste district" means a geographic area extending into two or more counties in which the management of solid waste is vested in a special district established pursuant to sections 115A.62 to 115A.72.

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Subd. 32a.

MS 1994 [Renumbered subd 32c]

Subd. 32a.**Source-separated compostable materials.**

"Source-separated compostable materials" means materials that:

(1) are separated at the source by waste generators for the purpose of preparing them for use as compost;

(2) are collected separately from mixed municipal solid waste, and are governed by the licensing provisions of section 115A.93;

(3) are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the commissioner has determined that no other person is willing to accept the paper for recycling;

(4) are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the agency's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and

(5) may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the commissioner determines that no other person is willing to accept the materials.

Subd. 32b.

MS 1994 [Renumbered subd 32d]

Subd. 32b. **Source-separated recyclable materials.**

"Source-separated recyclable materials" means recyclable materials, including commingled recyclable materials, that are separated by the generator.

Subd. 32c. **Stabilization.**

"Stabilization" means a chemical or thermal process in which materials or energy are added to waste in order to reduce the possibility of migration of any hazardous constituents of the resulting stabilized waste in preparation for placement of the waste in a stabilization and containment facility.

Subd. 32d. **Stabilization and containment facility.**

"Stabilization and containment facility" means a waste facility that is designed for stabilization and containment of waste, together with other appurtenant facilities needed to process waste for stabilization, containment, or transfer to another facility.

Subd. 33. **Transfer station.**

"Transfer station" means an intermediate waste facility in which waste collected from any source is temporarily deposited to await transportation to another waste facility.

Subd. 34. **Waste.**

"Waste" means solid waste, sewage sludge, and hazardous waste.

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Subd. 35. **Waste facility.**

"Waste facility" means all property, real or personal, including negative and positive easements and water and air rights, which is or may be needed or useful for the processing or disposal of waste, except property for the collection of the waste and property used primarily for the manufacture of scrap metal or paper. Waste facility includes but is not limited to transfer stations, processing facilities, and disposal sites and facilities.

Subd. 36. **Waste management.**

"Waste management" means activities which are intended to affect or control the generation of waste and activities which provide for or control the collection, processing and disposal of waste.

Subd. 36a. **Waste management method chosen by a county.**

"Waste management method chosen by a county" means:

(1) a waste management method that is mandated for waste generated in the county by section 115A.415, 473.848, 473.849, or other state law, or by county ordinance based on the county solid waste management plan developed, adopted, and approved under section 115A.46 or 458D.05 or the county solid waste management master plan developed, adopted, and approved under section 473.803; or

(2) a waste management facility or facilities, developed under the county solid waste management plan or master plan, to which solid waste generated in a county is directed by an ordinance developed, adopted, and approved under sections 115A.80 to 115A.893.

Subd. 36b. **Waste reduction or source reduction.**

"Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

(1) reusing a product in its original form;

(2) increasing the life span of a product;

(3) reducing material or the toxicity of material used in production or packaging; or

(4) changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

Subd. 37. **Waste rendered nonhazardous.**

"Waste rendered nonhazardous" means (1) waste excluded from regulation as a hazardous waste under the delisting requirements of United States Code, title 42, section 6921 and any federal and state delisting rules, and (2) other nonhazardous residual waste from the processing of hazardous waste.

Subd. 38. **Yard waste.**

"Yard waste" means garden wastes, leaves, lawn cuttings, weeds, shrub and tree waste, and prunings.

History:

1980 c 564 art 1 s 3; 1981 c 352 s 1,2; 1983 c 373 s 5,6; 1984 c 640 s 32; 1984 c 644 s 1,2; 1985 c 274 s 1-3; 1986 c 425 s 12-17; 1987 c 348 s 1,2; 1988 c 524 s 1; 1988 c 685 s 3,4,21; 1989 c 325 s 3; 1989 c 335 art 1 s 128,129,269; 1Sp1989 c 1 art 18 s 3; art 20 s 1,2; 1991 c 303 s 1; 1991 c 337 s 6,7,44; 1992 c 593 art 1 s 5-7,28; 1993 c 249 s

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7,8,61; 1994 c 548 s 1; 1994 c 585 s 3; 1994 c 639 art 5 s 3; 1995 c 220 s 96; 1995 c 247 art 1 s 66; 1996 c 470 s 2-5; 1Sp2005 c 1 art 2 s 161; 2008 c 357 s 32,33; 2011 c 107 s 81; 2014 c 248 s 14; 1Sp2015 c 4 art 4 s 104,105

Minn. Stat. § 115A.151 RECYCLING REQUIREMENTS; PUBLIC ENTITIES; COMMERCIAL BUILDINGS; SPORTS FACILITIES.

(a) A public entity, the owner of a sports facility, and an owner of a commercial building shall:

(1) ensure that facilities under its control, from which mixed municipal solid waste is collected, also collect at least three recyclable materials, such as, but not limited to, paper, glass, plastic, and metal; and

(2) transfer all recyclable materials collected to a recycler.

(b) For the purposes of this section:

(1) "public entity" means the state, an office, agency, or institution of the state, the Metropolitan Council, a metropolitan agency, the Metropolitan Mosquito Control Commission, the legislature, the courts, a county, a statutory or home rule charter city, a town, a school district, a special taxing district, or any entity that receives an appropriation from the state for a capital improvement project after August 1, 2002;

(2) "metropolitan agency" and "Metropolitan Council" have the meanings given them in section 473.121;

(3) "Metropolitan Mosquito Control Commission" means the commission created in section 473.702;

(4) "commercial building" means a building that:

(i) is located in a metropolitan county, as defined in section 473.121;

(ii) contains a business classified in sectors 42 to 81 under the North American Industrial Classification System; and

(iii) contracts for four cubic yards or more per week of solid waste collection; and

(5) "sports facility" means a professional or collegiate sports facility at which competitions take place before a public audience.

History: *1Sp1989 c 1 art 18 s 9; 1991 c 337 s 12; 1996 c 457 s 10; 2002 c 312 s 2; 2014 c 225 s 4; 2014 c 312 art 13 s 24*

Minn. Stat. §115A.46 REGIONAL AND LOCAL SOLID WASTE MANAGEMENT PLAN; REQUIREMENTS.

Subdivision 1.**General.**

(a) Plans shall address the state policies and purposes expressed in section 115A.02 and may not be inconsistent with state law.

(b) Plans for the location, establishment, operation, maintenance, and postclosure use of facilities and facility sites, for ordinances, and for licensing, permit, and enforcement activities shall be consistent with the rules adopted by the agency pursuant to chapter 116.

(c) Plans shall address:

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(1) the resolution of conflicting, duplicative, or overlapping local management efforts;

(2) the establishment of joint powers management programs or waste management districts where appropriate; and

(3) other matters as the rules of the agency may require consistent with the purposes of sections 115A.42 to 115A.46.

(d) Political subdivisions preparing plans under sections 115A.42 to 115A.46 shall consult with persons presently providing solid waste collection, processing, and disposal services.

(e) Plans must be submitted to the commissioner for approval. When a county board is ready to have a final plan approved, the county board shall submit a resolution requesting review and approval by the commissioner. After receiving the resolution, the commissioner shall notify the county within 45 days whether the plan as submitted is complete and, if not complete, the specific items that need to be submitted to make the plan complete. Within 90 days after a complete plan has been submitted, the commissioner shall approve or disapprove the plan. If the plan is disapproved, reasons for the disapproval must be provided.

(f) After initial approval, each plan must be updated and submitted for approval at least every ten years. The plan must be revised as necessary so that it is not inconsistent with state law.

(g) Rules that regulate plan content under subdivision 2 must reflect demographic, geographic, regional, and solid waste system differences that exist among the counties.

Subd. 2.**Contents.**

(a) The plans shall describe existing collection, processing, and disposal systems, including schedules of rates and charges, financing methods, environmental acceptability, and opportunities for improvements in the systems.

(b) The plans shall include an estimate of the land disposal capacity in acre-feet which will be needed through the year 2000, on the basis of current and projected waste generation practices. In assessing the need for additional capacity for resource recovery or land disposal, the plans shall take into account the characteristics of waste stream components and shall give priority to waste reduction, separation, and recycling.

(c) The plans shall require the most feasible and prudent reduction of the need for and practice of land disposal of mixed municipal solid waste.

(d) The plans shall address at least waste reduction, separation, recycling, and other resource recovery options, and shall include specific and quantifiable objectives, immediately and over specified time periods, for reducing the land disposal of mixed municipal solid waste and for the implementation of feasible and prudent reduction, separation, recycling, and other resource recovery options. These objectives shall be consistent with statewide objectives as identified in statute. The plans shall describe methods for identifying the portions of the waste stream such as leaves, grass, clippings, tree and plant residue, and paper for application and mixing into the soil and use in agricultural practices. The plans shall describe specific functions to be performed and activities to be undertaken to achieve the abatement, reduction, separation, recycling, and other resource recovery objectives and shall describe the estimated cost, proposed manner of financing, and timing of the functions and activities. The plans shall describe proposed mechanisms for complying with the recycling requirements of section 115A.551, and the household hazardous waste management requirements of section 115A.96, subdivision 6.

(e) The plans shall include a comparison of the costs of the activities to be undertaken, including capital and operating costs, and the effects of the activities on the cost to generators and on persons currently providing solid waste collection, processing, and disposal services. The plans shall include

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alternatives which could be used to achieve the abatement objectives if the proposed functions and activities are not established.

(f) The plans shall designate how public education shall be accomplished. The plans shall, to the extent practicable and consistent with the achievement of other public policies and purposes, encourage ownership and operation of solid waste facilities by private industry. For solid waste facilities owned or operated by public agencies or supported primarily by public funds or obligations issued by a public agency, the plans shall include criteria and standards to protect comparable private and public facilities already existing in the area from displacement unless the displacement is required in order to achieve the waste management objectives identified in the plan.

(g) The plans shall establish a siting procedure and development program to assure the orderly location, development, and financing of new or expanded solid waste facilities and services sufficient for a prospective ten-year period, including estimated costs and implementation schedules, proposed procedures for operation and maintenance, estimated annual costs and gross revenues, and proposals for the use of facilities after they are no longer needed or usable.

(h) The plans shall describe existing and proposed county and municipal ordinances and license and permit requirements relating to solid waste management and shall describe existing and proposed regulation and enforcement procedures.

Subd. 3.

[Repealed, 1984 c 644 s 82]

Subd. 4. **Delegating solid waste responsibilities.**

A county or a solid waste management district established under sections 115A.62 to 115A.72 may not delegate to another governmental unit or other person any portion of its responsibility for solid waste management unless it establishes a funding mechanism to assure the ability of the entity to which it delegates responsibility to adequately carry out the responsibility delegated.

Subd. 5. **Jurisdiction of plan.**

(a) After a county plan has been submitted for approval under subdivision 1, a public entity, as defined in section 16C.073, subdivision 1, within the county may not enter into a binding agreement governing a solid waste management activity that is inconsistent with the county plan without the consent of the county.

(b) After a county plan has been approved under subdivision 1, the plan governs all solid waste management in the county and a public entity, as defined in section 16C.073, subdivision 1, within the county may not develop or implement a solid waste management activity, other than an activity to reduce waste generation or reuse waste materials, that is inconsistent with the county plan that the county is actively implementing without the consent of the county.

History:

1980 c 564 art 5 s 5; 1982 c 569 s 13; 1984 c 644 s 32,33; 1987 c 404 s 140; 1989 c 131 s 3; 1989 c 325 s 6; 1989 c 335 art 1 s 269; 1Sp1989 c 1 art 20 s 3,4; 1991 c 337 s 15,16; 1995 c 247 art 1 s 8; art 2 s 12; 2003 c 13 s 1; 1Sp2005 c 1 art 2 s 161; 2014 c 196 art 1 s 5

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Minn. Stat. §115A.471 PUBLIC ENTITIES; MANAGING SOLID WASTE.

Subdivision 1. **Definitions.**

(a) Prior to entering into or approving a contract for the management of mixed municipal solid waste which would manage the waste using a waste management practice that is ranked lower on the list of preferred waste management practices in section 115A.02, paragraph (b), than the waste management practice selected for such waste in the county plan for the county in which the waste was generated, a public entity must:

(1) determine the potential liability to the public entity and its taxpayers for managing the waste in this manner;

(2) develop and implement a plan for managing the potential liability; and

(3) submit the information from clauses (1) and (2) to the agency.

(b) For the purpose of this subdivision, "public entity" means the state; an office, agency, or institution of the state; the Metropolitan Council; a metropolitan agency; the Metropolitan Mosquito Control District; the legislature; the courts; a county; a statutory or home rule charter city; a town; a school district; another special taxing district; or any other general or special purpose unit of government in the state.

History: ***1995 c 247 art 1 s 9***

Minn Stat. §115A.551 RECYCLING.

Subdivision 1. **Definitions.**

(a) For the purposes of this section, "recycling" means, in addition to the meaning given in section 115A.03, subdivision 25b, yard waste and source-separated compostable materials composting and recycling that occurs through mechanical or hand separation of materials that are then delivered for use in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

(b) For the purposes of this section, "total solid waste generation" means the total by weight of:

(1) materials separated for recycling;

(2) materials separated for yard waste and source-separated compostable materials composting;

(3) mixed municipal solid waste plus motor and vehicle fluids and filters, tires, lead acid batteries, and major appliances; and

(4) residential waste materials that would be mixed municipal solid waste but for the fact that they are not collected as such.

Subd. 2

[Repealed, 2014 c 312 art 13 s 48]

Subd. 2a. **County recycling goals.**

(a) By December 31, 2030, each county will have as a goal to recycle the following amounts:

(1) for a county outside of the metropolitan area, 35 percent by weight of total solid waste generation; and

(2) for a metropolitan county, 75 percent by weight of total solid waste generation.

(b) Each county will develop and implement or require political subdivisions within the county to develop and implement programs, practices, or methods designed to meet its recycling goal. Nothing in

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this section or in any other law may be construed to prohibit a county from establishing a higher recycling goal.

(c) Any quantified recyclable materials that meet the definition in subdivision 1, paragraph (a), or section 115A.03, subdivision 25a, are eligible to be counted toward a county's recycling goal under this subdivision.

Subd. 3. **Interim goals; nonmetropolitan counties.**

The commissioner shall establish interim recycling goals for the nonmetropolitan counties to assist them in meeting the goals established in subdivision 2a.

Subd. 4. **Interim monitoring.**

The commissioner shall monitor the progress of each county toward meeting the recycling goals in subdivision 2a. The commissioner shall report to the senate and house of representatives committees having jurisdiction over environment and natural resources as part of the report required under section 115A.411. If the commissioner finds that a county is not progressing toward the goals in subdivision 2a, the commissioner shall negotiate with the county to develop and implement solid waste management techniques designed to assist the county in meeting the goals, such as organized collection, curbside collection of source-separated materials, and volume-based pricing.

Subd. 5. **Failure to meet goal.**

(a) A county failing to meet the interim goals in subdivision 3 shall, as a minimum:

(1) notify county residents of the failure to achieve the goal and why the goal was not achieved; and

(2) provide county residents with information on recycling programs offered by the county.

(b) If, based on the recycling monitoring described in subdivision 4, the commissioner finds that a county will be unable to meet the recycling goals established in subdivision 2a, the commissioner shall, after consideration of the reasons for the county's inability to meet the goals, recommend legislation for consideration by the senate and house of representatives committees having jurisdiction over environment and natural resources and environment and natural resources finance to establish mandatory recycling standards and to authorize the commissioner to mandate appropriate solid waste management techniques designed to meet the standards in those counties that are unable to meet the goals.

Subd. 6. **County solid waste plans.**

Each county shall include in its solid waste management plan described in section 115A.46, or its solid waste master plan described in section 473.803, a recycling implementation strategy for meeting the recycling goal established in subdivision 2a along with mechanisms for providing financial incentives to solid waste generators to reduce the amount of waste generated and to separate recyclable materials from the waste stream.

Subd. 7. **Recycling implementation strategy.**

Each county shall submit to the commissioner for approval the recycling implementation strategy required in subdivision 6. The recycling implementation strategy must be submitted by October 31, 1995, and must:

(1) be consistent with the approved county solid waste management plan;

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(2) identify the materials that are being and will be recycled in the county to meet the goals under this section and the parties responsible and methods for recycling the material;

(3) provide a budget to ensure adequate funding for needed county and local programs and demonstrate an ongoing commitment to spending the money on recycling programs; and

(4) include a schedule for implementing recycling activities needed to meet the goals in subdivision 2a.

History:

1Sp1989 c 1 art 18 s 12; 1991 c 337 s 19-21; 1992 c 593 art 1 s 14-16,54; 1993 c 249 s 13,14,61; 1994 c 639 art 5 s 3; 1995 c 247 art 1 s 14-17; art 2 s 15; 1996 c 470 s 27; 1999 c 73 s 4; 1Sp2005 c 1 art 2 s 161; 2012 c 272 s 67,68; 2014 c 312 art 13 s 26,27; 1Sp2015 c 4 art 4 s 108; 2016 c 158 art 1 s 26-28

Minn. Stat. §115A.552 OPPORTUNITY TO RECYCLE.

Subdivision 1. **County requirement.**

Counties shall ensure that residents, including residents of single and multifamily dwellings, have an opportunity to recycle. At least one recycling center shall be available in each county. Opportunity to recycle means availability of recycling and curbside pickup or collection centers for recyclable materials at sites that are convenient for persons to use. Counties shall also provide for the recycling of problem materials and major appliances. Counties shall assess the operation of existing and proposed recycling centers and shall give due consideration to those centers in ensuring the opportunity to recycle. To the extent practicable, the costs incurred by a county for collection, storage, transportation, and recycling of major appliances must be collected from persons who discard the major appliances.

Subd. 2. **Recycling opportunities.**

An opportunity to recycle must include:

(1) a local recycling center in the county and sites for collecting recyclable materials that are located in areas convenient for persons to use them;

(2) curbside pickup, centralized drop-off, or a local recycling center for at least four broad types of recyclable materials in cities with a population of 5,000 or more persons; and

(3) monthly pickup of at least four broad types of recyclable materials in cities of the first and second class and cities with 5,000 or more population in the metropolitan area.

Subd. 3. **Recycling information, education, and promotion.**

(a) Each county shall provide information on how, when, and where materials may be recycled, including a promotional program that publishes notices at least once every three months and encourages source separation of residential, commercial, industrial, and institutional materials.

(b) The commissioner shall develop materials for counties to use in providing information on and promotion of recycling.

(c) The commissioner shall provide technical assistance to counties to help counties implement recycling programs.

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Subd. 4 .**Nonresidential recycling.**

Each county shall encourage building owners and managers, business owners and managers, and collectors of commercial mixed municipal solid waste to provide appropriate recycling services and opportunities to generators of commercial, industrial, and institutional solid waste in the county.

History: *1Sp1989 c 1 art 18 s 13; 1991 c 337 s 22-24; 1994 c 639 art 5 s 3; 1Sp2005 c 1 art 2 s 161*

Minn. Stat. §115A.557 COUNTY WASTE REDUCTION AND RECYCLING FUNDING.

Subdivision 1. **Distribution; formula.**

Any funds appropriated to the commissioner for the purpose of distribution to counties under this section must be distributed each fiscal year by the commissioner based on population, except a county may not receive less than $55,000 in a fiscal year. If the amount available for distribution under this section is less or more than the amount available in fiscal year 2001, the minimum county payment under this section is reduced or increased proportionately. For purposes of this subdivision, "population" has the definition given in section 477A.011, subdivision 3. A county that participates in a multicounty district that manages solid waste and that has responsibility for recycling programs as authorized in section 115A.552, must pass through to the districts funds received by the county in excess of the minimum county payment under this section in proportion to the population of the county served by that district.

Subd. 2. **Permissible expenditures.**

(a) A county receiving money distributed by the commissioner under this section may use the money only for the development and implementation of programs to:

(1) reduce the amount of solid waste generated;

(2) recycle the maximum amount of solid waste technically feasible;

(3) create and support markets for recycled products;

(4) remove problem materials from the solid waste stream and develop proper disposal options for them;

(5) inform and educate all sectors of the public about proper solid waste management procedures;

(6) provide technical assistance to public and private entities to ensure proper solid waste management;

(7) provide educational, technical, and financial assistance for litter prevention;

(8) process mixed municipal solid waste generated in the county at a resource recovery facility located in Minnesota;

(9) compost source-separated compostable materials, including the provision of receptacles for residential composting;

(10) prevent food waste or collect and transport food donated to humans or to be fed to animals; and

(11) process source-separated compostable materials that are to be used to produce class I or class II compost, as defined in Minnesota Rules, part 7035.2836, after being processed in an anaerobic digester, but not to construct buildings or acquire equipment.

(b) Beginning in fiscal year 2015 and continuing thereafter, of any money distributed by the commissioner under this section to a metropolitan county, as defined in section 473.121, subdivision 4, that exceeds the amount the county was eligible to receive under this section in fiscal year 2014: (1) at

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least 50 percent must be expended on activities in paragraph (a), clauses (9) to (11); and (2) the remainder must be expended on activities in paragraph (a), clauses (1) to (7) and (9) to (11), that advance the county toward achieving its recycling goal under section 115A.551.

Subd. 3. **Eligibility.**

(a) To be eligible to receive money distributed by the commissioner under this section, a county shall within one year of October 4, 1989:

(1) create a separate account in its general fund to credit the money; and

(2) set up accounting procedures to ensure that money in the separate account is spent only for the purposes in subdivision 2.

(b) In each following year, each county shall also:

(1) have in place an approved solid waste management plan or master plan including a recycling implementation strategy under section 115A.551, subdivision 7, and a household hazardous waste management plan under section 115A.96, subdivision 6, by the dates specified in those provisions;

(2) submit a report by April 1 of each year to the commissioner, which may be submitted electronically and must be posted on the agency's website, detailing for the previous calendar year:

(i) how the money was spent including, but not limited to, specific recycling and composting activities undertaken to increase the county's proportion of solid waste recycled in order to achieve its recycling goal established in section 115A.551; specific information on the number of employees performing SCORE planning, oversight, and administration; the percentage of those employees' total work time allocated to SCORE planning, oversight, and administration; the specific duties and responsibilities of those employees; and the amount of staff salary for these SCORE duties and responsibilities of the employees; and

(ii) the resulting gains achieved in solid waste management practices; and

(3) provide evidence to the commissioner that local revenue equal to 25 percent of the money sought for distribution under this section will be spent for the purposes in subdivision 2.

(c) The commissioner shall withhold all or part of the funds to be distributed to a county under this section if the county fails to comply with this subdivision and subdivision 2.

Subd. 4. **Report.**

The commissioner shall report on how the money was spent and the resulting statewide improvements in solid waste management to the senate and house of representatives committees having jurisdiction over ways and means, finance, environment and natural resources, and environment and natural resources finance. The report shall be included in the report required under section 115A.411.

History:

1Sp1989 c 1 art 19 s 1; 1991 c 337 s 26; 1992 c 593 art 1 s 17,54; 1994 c 585 s 13; 1994 c 639 art 5 s 3; 1995 c 247 art 1 s 19,20; 1996 c 470 s 27; 2000 c 490 art 10 s 1; 1Sp2001 c 2 s 125; 2002 c 374 art 6 s 2; 2004 c 284 art 2 s 11; 1Sp2005 c 1 art 2 s 161; 2009 c 37 art 1 s 42; 2012 c 272 s 69; 2014 c 312 art 13 s 28,29; 1Sp2015 c 4 art 4 s 109

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Chapter 473 METROPOLITAN GOVERNMENT

Minn. Stat. §473.8441 LOCAL RECYCLING DEVELOPMENT PROGRAM.

Subdivision 1.**Definitions.**

"Number of households" has the meaning given in Minnesota Statutes 1992, section 477A.011, subdivision 3a.

Subd. 2. **Program.**

The commissioner shall encourage the development of permanent local recycling programs throughout the metropolitan area. The commissioner shall make grants to qualifying metropolitan counties as provided in this section.

Subd. 3. **Grants; eligible costs.**

Grants may be used to pay for planning, developing, and operating yard waste composting and recycling programs.

Subd. 4. **Grant conditions.**

The commissioner shall administer grants so that the following conditions are met:

(a) A county must apply for a grant in the manner determined by the commissioner. The application must describe the activities for which the grant will be used.

(b) The activities funded must be consistent with the metropolitan policy plan and the county master plan.

(c) A grant must be matched by equal local expenditures for the activities for which the grant is made. A local expenditure may include, but is not limited to, an expenditure by a local unit of government, tribal government, or private sector or nonprofit organization.

(d) All grant funds must be used for new activities or to enhance or increase the effectiveness of existing activities in the county. Grant funds shall not be used for research or development of a product that would be patented, copyrighted, or a subject of trade secrets.

(e) Counties shall provide support to maintain effective municipal recycling where it is already established.

Subd. 5. **Grant allocation procedure.**

(a) The commissioner shall distribute the funds annually so that each qualifying county receives an equal share of 50 percent of the allocation to the program described in this section, plus a proportionate share of the remaining funds available for the program. A county's proportionate share is an amount that has the same proportion to the total remaining funds as the number of households in the county has to the total number of households in all metropolitan counties.

(b) To qualify for distribution of funds, a county, by April 1 of each year, must submit to the commissioner for approval a report on expenditures and activities under the program during the preceding fiscal year and any proposed changes in its recycling implementation strategy or performance funding system. The report shall be included in the county report required by section 473.803, subdivision 3.

History: *1987 c 348 s 46; 1989 c 325 s 63; 1993 c 249 s 41; 1995 c 247 art 2 s 47-49; 1Sp2005 c 1 art 2 s 161; 2016 c 158 art 1 s 194; 2018 c 134 s 1*

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Minn. Stat. § 473.848 RESTRICTION ON DISPOSAL.

Subdivision 1. **Restriction.**

(a) For the purposes of implementing the waste management policies in section 115A.02 and metropolitan area goals related to landfill abatement established under this chapter, a person may not dispose of unprocessed mixed municipal solid waste generated in the metropolitan area at a waste disposal facility unless the waste disposal facility meets the standards in section 473.849 and:

(1) the waste has been certified as unprocessible by a county under subdivision 2; or

(2)(i) the waste has been transferred to the disposal facility from a resource recovery facility;

(ii) no other resource recovery facility serving the metropolitan area is capable of processing the waste; and

(iii) the waste has been certified as unprocessible by the operator of the resource recovery facility under subdivision 3.

(b) For purposes of this section, mixed municipal solid waste does not include street sweepings, construction debris, mining waste, foundry sand, and other materials, if they are not capable of being processed by resource recovery as determined by the council.

Subd. 2. **County certification; office approval.**

(a) By April 1 of each year, each county shall submit an annual certification report to the office detailing:

(1) the quantity of waste generated in the county that was not processed prior to transfer to a disposal facility during the year preceding the report;

(2) the reasons the waste was not processed;

(3) a strategy for development of techniques to ensure processing of waste including a specific timeline for implementation of those techniques; and

(4) any progress made by the county in reducing the amount of unprocessed waste.

The report shall be included in the county report required by section 473.803, subdivision 3.

(b) The Pollution Control Agency shall approve a county's certification report if it determines that the county is reducing and will continue to reduce the amount of unprocessed waste, based on the report and the county's progress in development and implementation of techniques to reduce the amount of unprocessed waste transferred to disposal facilities. If the Pollution Control Agency does not approve a county's report, it shall negotiate with the county to develop and implement specific techniques to reduce unprocessed waste. If the Pollution Control Agency does not approve two or more consecutive reports from any one county, the Pollution Control Agency shall develop specific reduction techniques that are designed for the particular needs of the county. The county shall implement those techniques by specific dates to be determined by the Pollution Control Agency.

Subd. 3. **Facility certification.**

The operator of each resource recovery facility that receives waste from counties in the metropolitan area shall certify as unprocessible each load of mixed municipal solid waste it does not process. Certification must be made to each county that sends its waste to the facility at intervals specified by the county. Certification must include at least the number and size of loads certified as unprocessible and the reasons the waste is unprocessible. Loads certified as unprocessible must include the loads that would otherwise have been processed but were not processed because the facility was not in operation,

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but nothing in this section relieves the operator of its contractual obligations to process mixed municipal solid waste.

Subd. 4. **Pollution Control Agency report.**

The Pollution Control Agency shall include, as part of its report to the Environment and Natural Resources Committees of the senate and house of representatives, the Finance Division of the senate Committee on Environment and Natural Resources, and the house of representatives Committee on Environment and Natural Resources Finance required under section 473.149, an accounting of the quantity of unprocessed waste transferred to disposal facilities, the reasons the waste was not processed, a strategy for reducing the amount of unprocessed waste, and progress made by counties to reduce the amount of unprocessed waste. The Pollution Control Agency may adopt standards for determining when waste is unprocessible and procedures for expediting certification and reporting of unprocessed waste.

Subd. 5. **Definition.**

For the purpose of this section, waste is "unprocessed" if it has not, after collection and before disposal, undergone separation of materials for resource recovery through recycling, incineration for energy production, production and use of refuse-derived fuel, composting, or any combination of these processes so that the weight of the waste remaining that must be disposed of in a mixed municipal solid waste disposal facility is not more than 35 percent of the weight before processing, on an annual average.

History:

1985 c 274 s 35; 1989 c 325 s 66; 1991 c 337 s 81,82; 1993 c 249 s 43,44; 1994 c 585 s 49,50; 1995 c 247 art 2 s 51,52; 1996 c 470 s 27; 1Sp2005 c 1 art 2 s 161

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CHAPTER 16C. STATE PROCUREMENT

Minn. Stat. § 16C.05 CONTRACT MANAGEMENT; VALIDITY AND REVIEW.

Subdivision 1. **Agency cooperation and delegation.**

Agencies shall fully cooperate with the commissioner in the creation, management, and oversight of state contracts. Authority delegated to agencies shall be exercised in the name of the commissioner and under the commissioner's direct supervision and control. A delegation of duties may include, but is not limited to, allowing individuals within agencies to acquire goods, services, construction, and utilities within dollar limitations and for designated types of acquisitions. Delegation of contract management and review functions must be filed with the secretary of state. The commissioner may withdraw any delegation at the commissioner's sole discretion. The commissioner may require an agency head or subordinate to accept delegated responsibility to procure goods, services, or construction intended for the exclusive use of the agency receiving the delegation.

Subd. 2. **Creation and validity of contracts.**

(a) A contract and amendments are not valid and the state is not bound by them and no agency, without the prior written approval of the commissioner granted pursuant to subdivision 2a, may authorize work to begin on them unless:

(1) they have first been executed by the head of the agency or a delegate who is a party to the contract;

(2) they have been approved by the commissioner; and

(3) the accounting system shows an encumbrance for the amount of the contract liability, except as allowed by policy approved by the commissioner and commissioner of management and budget for routine, low-dollar procurements and section 16B.98, subdivision 11.

(b) Grants, interagency agreements, purchase orders, work orders, and annual plans need not, in the discretion of the commissioner and attorney general, require the signature of the commissioner and/or the attorney general. A signature is not required for work orders and amendments to work orders related to Department of Transportation contracts. Bond purchase agreements by the Minnesota Public Facilities Authority do not require the approval of the commissioner.

(c) Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section 16C.03, subdivision 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more.

(d) A record must be kept of all responses to solicitations, including names of bidders and amounts of bids or proposals. A fully executed copy of every contract, amendments to the contract, and performance evaluations relating to the contract must be kept on file at the contracting agency for a time equal to that specified for contract vendors and other parties in subdivision 5. These records are open to public inspection, subject to section 13.591 and other applicable law.

(e) The attorney general must periodically review and evaluate a sample of state agency contracts to ensure compliance with laws.

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(f) Before executing a contract or license agreement involving intellectual property developed or acquired by the state, a state agency shall seek review and comment from the attorney general on the terms and conditions of the contract or agreement.

Subd. 2a. **Emergency authorization.**

The commissioner may grant an agency approval to authorize work to begin on a contract prior to the full execution of the contract in the event of an emergency as defined in section 16C.10, subdivision 2.

Subd. 3.

[Repealed by amendment, 2014 c 196 art 2 s 4]

Subd. 4. **Contract administration.**

A contracting agency shall diligently administer and monitor any contract it has entered into. The commissioner may require an agency to report to the commissioner at any time on the status of any contracts to which the agency is a party.

Subd. 5. **Subject to audit.**

A contract or any pass-through disbursement of public funds to a vendor of goods or services or a grantee made by or under the supervision of the commissioner or any county or unit of local government must include, expressed or implied, an audit clause that provides that the books, records, documents, and accounting procedures and practices of the vendor or other party, that are relevant to the contract or transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. If the contracting agency is a local unit of government, and the governing body of the local unit of government requests that the state auditor examine the books, records, documents, and accounting procedures and practices of the vendor or other party pursuant to this subdivision, the contracting agency shall be liable for the cost of the examination. If the contracting agency is a local unit of government, and the grantee, vendor, or other party requests that the state auditor examine all books, records, documents, and accounting procedures and practices related to the contract, the grantee, vendor, or other party that requested the examination shall be liable for the cost of the examination. An agency contract made for purchase, lease, or license of software and data from the state is not required to contain this audit clause.

Subd. 6. **Authority of attorney general.**

The attorney general may pursue remedies available by law to avoid the obligation of an agency to pay under a contract or to recover payments made if services performed or goods received under the contract are so unsatisfactory, incomplete, or inconsistent that payment would involve unjust enrichment. The contrary opinion of the contracting agency does not affect the power of the attorney general under this subdivision.

Subd. 7. **Contracts with Indian tribes and bands.**

Notwithstanding any other law, an agency may not require an Indian tribe or band to deny its sovereignty as a requirement or condition of a contract with an agency.

History:

1994 c 632 art 3 s 33; 1998 c 386 art 1 s 6; 1999 c 86 art 1 s 11; 1999 c 230 s 1; 2000 c 488 art 2 s 1; 1Sp2001 c 8 art 2 s 10; 1Sp2001 c 10 art 2 s 37; 2003 c 130 s 12; 1Sp2003 c 1 art 2 s 48,49; 2004 c 206 s 7; 2007 c 148 art 2 s 35,36; 2009 c 101 art 2 s 109; 2014 c 187 s 3; 2014 c 196 art 1 s 5; art 2 s 4

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Anoka County Municipal Waste Abatement Grant Funding Application

Cycle: *Annual* | Year: *2026* | Status: *Verified*

Member Name: *City of Spring Lake Park*

2027 Applications are due June 1, 2026.

City of Spring Lake Park is requesting the following funding for their 2027 Anoka County municipal waste abatement program efforts.

General Instructions

This application is provided to each municipality in Anoka County for funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2027, 2024 Met Council data has been used to determine the number of households for this application.

There are three sections in this funding application:
- Base Funding
- Enhancement Funding
- Supplemental Funding

The Enhancement Funding section of the application also has three parts:
- Drop-off
- General Enhancement
- Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero.

If a completed funding application isn't submitted by June 1, 2026, the municipality will not be eligible for funding.

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

USER TIPS

To contact support from within this form: Click "Support" at the top of the screen or "Program Support Request" in the green bar at the top of the form.

To print this form: Click the "Export" button found on upper top right corner of the form. You must save the form before you can export it.

To see eligible expenses within each section: Click "view eligible expense" in each section.

Click here to download the full Eligible Expenses document.

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To save this form while working on it: Click “Save” at the bottom of the form and select “Save as Draft”.

To submit this form: Click “Save” at the bottom of the form and if there are no errors, click the “Mark as Complete” option. Note that once you mark the form as complete, you cannot make changes to it.

Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Labor and staffing directly related to recycling program administration and implementation may be funded up to 75% of total funding allocation (not including Supplemental Funding). See Labor & Staffing section below for more information.

Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs: The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement if municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

Click here to view the previous years Application

Click here to view the previous years Reimbursements

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Click here to download the full Eligible Expenses document.

2027 Total Funding Allocation

MANAGE ONLY

Your Community has access to the following funds for 2027:

$ 41,042.00

(An additional $20,000 in discretionary funds may be available through the Supplemental Funding section.)

2027 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and
- percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is $10,000.00 base, plus $5.00/household (household counts are based on 2022 Met Council estimates)

Municipality Name:

City of Spring Lake Park

MANAGE ONLY

# of households 3,006

Base Funding

$ 10,000.00

Base Funding Additional (based on $5/household)

$ 15,030.00

Total Base Funding Allocation

$ 25,030.00

Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Click here to download the Curbside Collection Eligible Expenses document.

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Collection Service Provider Expenses $ 149,904.00

Contamination Fees $ 0.00

Additional Expenses $ 0.00

Curbside Collection Expense Subtotal

$ 149,904.00

Estimated Revenue $ 194,572.00

Curbside Collection Expenses

$ -44,668.00 *Negative values here will not carry forward to other sections.*

General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Click here to download the General Operations of a Drop-off Center/Spring or Fall Recycling Days Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

DO NOT include any expenses for tires, oil, antifreeze & oil filters. These expenses should be listed in the Problem Materials section.

Collection Service Provider Expenses $ 5,781.00

Equipment $ 0.00

Facility Expenses $ 0.00

General Operations of a Drop-off Expense Subtotal

$ 5,781.00

Estimated Revenue $ 4,000.00

General Operations of a Drop-off Expenses

$ 1,781.00 *Negative values here will not carry forward to other sections.*

Promotion -- Base Funding

Click here to download the Promotion Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

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Printing $ 1,000.00

Postage $ 400.00

Advertising $ 0.00

Volunteer Incentives $ 0.00

Educational Entertainment $ 1,500.00

Promotion -- Base Funding Expenses

$ 2,900.00

Yard Waste/Tree Waste

Click here to download the Yard/Tree Waste Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses $ 0.00

Equipment $ 0.00

Yard Waste/Tree Waste Expenses Subtotal

$ 0.00

Estimated Revenue $ 0.00

Yard Waste/Tree Waste Expenses

$ 0.00 *Negative values here will not carry forward to other sections.*

Problem Materials
(Tires, Oil, Antifreeze, and Oil Filters)

Click here to download the Problem Materials Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses $ 500.00

Estimated Revenue $ 0.00

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Problem Material Expenses

$ 500.00 *Negative values here will not carry forward to other sections.*

Program Administration -- Base Funding

Click here to download the Program Administration Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies	$ 100.00
Training	$ 100.00
Mileage	$ 50.00
Membership Dues, Periodicals	$ 0.00
Professional Services	$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses

$ 250.00

Total BASE Funding Requested

$ 5,431.00

Funding Remaining

$ 35,611.00 *(Funding allocation minus Base Funding Requested)*

Complete ALL required fields below, if value is zero, enter "0.00".

2027 ENHANCEMENT Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

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The grant for this section is $10,000.00 for municipalities with up to 4,999 households and $15,000.00 for municipalities with household counts 5,000 and over.

Below are examples of materials that can be collected for reuse or recycling. Only list organics expenses in the organics section.

Additional Reusable or Recyclable Materials Collected at Permanent Drop-off Centers or Special Events:
Appliances, Electronics, Mattresses*, Confidential Document Destruction, Fluorescent Bulbs, Household Batteries, Fire Extinguishers, Propane Tanks, Bicycles**, and Clothing**.

Additional Items:
Block and Shape Polystyrene, Cell Phones, Film Plastic/Bags, Furniture* **, Household Goods**, String Lights/Extension Cords, Printer Cartridges

* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash
** Items that should be evaluated for reuse prior to recycling

MANAGE ONLY

Drop-off Grant Amount Available

$ 10,000.00

Click here to download the Drop-off Eligible Expenses document.

Permanent Drop-off Center Enhancements

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses $ 0.00

New Equipment & Supplies $ 0.00

New Construction $ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Enhancement Expenses Subtotal

$ 0.00

Estimated Revenue $ 0.00

Permanent Drop-off Center Enhancement Expenses

$ 0.00 *Negative values here will not carry forward to other sections.*

Monthly or Quarterly Drop-off Events

Complete ALL required fields below, if value is zero, enter "0.00".

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Collection Service Provider Expenses $ 11,042.00

New Equipment & Supplies $ 0.00

User Coupon Incentives $ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense Subtotal

$ 11,042.00

Estimated Revenue $ 0.00

Monthly or Quarterly Drop-off Event Expenses

$ 11,042.00 *Negative values here will not carry forward to other sections.*

Total Drop-off Grant Requested

$ 11,042.00

General Enhancement Grant

The grant amount available for this section is calculated using $1.00/household.

General Enhancement Grant Amount Available

$ 3,006.00

Click here to download the General Enhancement Eligible Expenses document.

Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses $ 0.00

Recycling Containers $ 0.00

Recycling Bags $ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Park Recycling Expenses

$ 0.00

Special Municipal Programs or Events - Please list any organics expenses in the organics section.

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Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses $ 0.00

Supplies & Containers $ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Special Municipal Program or Event Expenses Subtotal

$ 0.00

Estimated Revenue $ 0.00

Special Municipal Program or Event Expenses

$ 0.00 *Negative values here will not carry forward to other sections.*

Special Curbside Recycling Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses $ 415.00

Subsidy to Resident $ 550.00

Special Curbside Recycling Collection Expenses Subtotal

$ 965.00

Estimated Revenue $ 0.00

Special Curbside Recycling Collection Expenses

$ 965.00 *Negative values here will not carry forward to other sections.*

Multi-Family Recycling Outreach

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies & Containers $ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Multi-Family Recycling Outreach Expenses

$ 0.00

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Promotion -- Enhancement Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing	$ 1,000.00
Postage	$ 1,000.00
Advertising	$ 0.00
Volunteer Incentives	$ 0.00
Educational Entertainment	$ 0.00

Promotion -- Enhancement Funding Expenses

$ 2,000.00

Total General Enhancement Grant Requested

$ 2,965.00

Organics Program Grant

The grant amount for this section is $0.50/household if additional curbside or drop-off grant programs are not offered to residents or $1.00/household if curbside or drop-off organics programs are offered to residents.

Does your municipality offer curbside or drop-off organics programs to your residents? *

- (●) Yes
- ( ) No

Amount Available $ 3,006.00

Click here to download the Oranics Eligible Expenses document.

Organics Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses	$ 2,100.00
Organics Equipment	$ 0.00
Organics Only - Promotion	$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Organics Program Expenses Subtotal

$ 2,100.00

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Estimated Revenue

$ 0.00

Organics Program Expenses

$ 2,100.00 *Negative values here will not carry forward to other sections.*

Total ENHANCEMENT Funding Requested

$ 16,107.00

Maximum Funding Available

$ 41,042.00 *(Base plus Enhancement NOT including Supplemental)*

Total Funding Requested

$ 21,538.00 *(not including Staffing)*

Funding Remaining

$ 19,504.00 *(Total Requested minus Max Amount available)*

2027 Labor & Staffing (All Programs)

HIDDEN

Labor & Staffing Calculations

Maximum Available for Labor and Staffing based on 75% of total funding allocation:

$ 30,781.50

Salary and labor expenses must be directly related to recycling program operations and administration. These expenses may be funded up to 75% of funding allocation (not including supplemental funding). The final % and expense amount for salary and labor will be determined after Anoka County approves the submitted staffing and labor metric.

Upload 2027 Staffing Metric and Drop-off Calculator *
2027 Staffing Metric and Drop-off Calculator.xlsx

Upload a scanned pdf of recent promotion for your current curbside or drop-off opportunities. It can be from a brochure, newsletter or from your website, for how your special curbside collection program works, and/or what is accepted at your city or town offices (during business hours), spring recycling event, permanent drop-off centers or other drop-off events. *
Recycling.pdf

MANAGE ONLY oad the Curbside Collection Eligible Expenses document.

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Admin only: The approved Labor and Staffing % from your 2025 Staffing Metric has been inserted to provide an estimate of typical Labor and Staffing costs for your community. In general, this percentage has not changed much over the last several years.

75 %

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Labor & Staffing Maximum Funds Available

$ 30,781.50

General Program Administration $ 19,504.00

Program Implementation $ 0.00

Total Labor & Staffing Expenses Requested:

$ 19,504.00

HIDDEN

Admin-Only- Additional Staff Funding $

HIDDEN

GRAND TOTAL LABOR & STAFFING FUNDING REQUESTED

$ 19,504.00

2027 Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to $20,000.00 per municipality.

Supplemental Funding – may include:
- Collection service provider expenses for additional materials
- Additional expenses from construction and paving projects
- Large equipment purchases
- New program expenses

Do you need additional funds to grow existing waste abatement programs? *

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Yes No

In the box below, please include the following information:
• Identify need for supplemental funding;
• Describe project scope and design;
• Describe how the project may benefit multiple municipalities or the County as a whole;
• Note key stakeholders participating in project activities, including project collaborators;
• Quantify and list expected outcomes, such as, new materials to be collected, projected amount to be collected, percentage increase of currently collected materials if supplemental grant funding is approved.

HIDDEN

Supplemental Funding - Maximum Amount Available 20,000.00

Project Budget

List all project elements that require funding. Use the ADD button to add elements to the chart.

Project Element *	Expense *
Additional Base Drop-off and Yard Waste Collection expenses	10,000.00
Drop-off Enhancement expenses	10,000.00

Total Supplemental Funding Requested

$ 20,000.00

2027 Summary of Funding Requested

Base Funding Requested

$ 5,431.00

Enhancement Funding Requested

Drop-off Grant Requested $ 11,042.00

General Enhancement Grant Requested $ 2,965.00

Organics Program Grant Requested $ 2,100.00

Total Enhancement Funding Requested

$ 16,107.00

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Labor & Staffing Funding Requested

$ 19,504.00

Supplemental Funding Requested

$ 20,000.00

Total Funding Requested

$ 61,042.00

Date: * 05/22/2026

Name: * Haley Morrison

Title: * Special Projects Coordinator

2027 Total Funding Granted

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Base Funding Granted 5,431.00

MANAGE ONLY

Drop-off Funding Granted 11,042.00

MANAGE ONLY

General Enhancement Funding Granted 2,965.00

MANAGE ONLY

Organics Program Funding Granted 2,100.00

MANAGE ONLY

Labor & Staffing Funding Granted 19,504.00

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Supplemental Funding Granted	20,000.00

Total Funding Granted $ 61,042.00

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Office Use Only

Received By: Sue Doll

Date: 05/22/2026

Manager Notes for Reporters:

Last Updated: Jun 17, 2026 at 06:14 PM CDT

Sue Doll

Sue.doll@anokacountymn.gov

Created: Apr 29, 2026 at 06:46 PM CDT

Sue Doll

Sue.doll@anokacountymn.gov

Docusign Envelope ID: D38FFD91-9809-8B76-8040-2E8C6FAE6972

Contract# SCON26-00001211

ANOKA COUNTY HUMAN SERVICES
CONTRACTOR INFORMATION SHEET

Please review the following information for accuracy and completeness, indicate any changes, sign and return to:

Angie Rodine
Anoka County Human Services
2100 3rd Ave, Suite 500
Anoka, MN 55303

LEGAL NAME FOR CONTRACTOR: Spring Lake Park, City of
(Legal name and name on Certificate of Insurance must be exactly the same in order for County Signatures to be obtained on the Contract.)

Doing Business As: Spring Lake Park, City of

Business/Corporate Address: 1301 81st Ave NE

Spring Lake Park, MN 55432

National Provider Identification (NPI) #: N/A

Federal Tax Identification #: 41-6008845
NOTICE: Federal Business Tax ID/Social Security Number is needed for tax purposes as mandated by Section 1211 of the Tax Reform Act of 1976 and Minn. Stat 270.66. This information will be shared with the Minnesota Department of Revenue, the Minnesota Department of Human Services, the Internal Revenue Service, and the U.S. Department of Health, Education and Welfare for the purposes of administering the income tax, child support obligation and social security tax programs.

Individual who Contractor is designating to receive notice under the contract and to act as the responsible authority for data requests under the Minnesota government data practices act (Minn. Stat. Chap. 13):

Name:	Phone:	Fax:	Email:
Haley Morrison	763-792-7240	763-792-7257	hmorrison@slpmn.org

Signature (Required): _____ **Date:** _____

Insurance Agency: _____ **Name of Agent:** _____

Telephone Number of Insurance Agent: _____

Person Completing this Form:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Certificate Of Completion

Envelope Id: D38FFD91-9809-8B76-8040-2E8C6FAE6972
Status: Sent
Subject: City of Spring Lake Park SCORE Contract# SCON26-00001211
Source Envelope:
Document Pages: 48
Signatures: 0
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Envelope Originator:
Angie Rodine
Anoka County Government Center
2100 3rd Avenue
Anoka, MN 55303
angela.rodine@anokacountymn.gov
IP Address: 156.98.106.233

Record Tracking

Status: Original
10/15/2026 1:40:25 PM
Holder: Angie Rodine
angela.rodine@anokacountymn.gov
Location: DocuSign
Security Appliance Status: Connected
Pool: StateLocal

Signer Events	Signature	Timestamp
Haley Morrison hmorrison@springlakeparkmn.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 10/15/2026 3:04:22 PM ID: 24bc88d3-9361-433f-8275-c826e5dabc00 Company Name: Anoka County		Sent: 10/15/2026 1:45:43 PM Viewed: 10/15/2026 3:04:22 PM
Daniel Buchholtz dbuchholtz@springlakeparkmn.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		
Robert Nelson rnelson@springlakeparkmn.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		
John Thames john.thames@carsoncs.net Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/30/2025 3:37:26 PM ID: fdc59b82-c3cc-409b-910b-1920f7b0ba33 Company Name: Anoka County		
Kate Heffernan Kate.Heffernan@anokacountymn.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 6/24/2025 4:43:59 PM ID: b4fc652f-9d4b-4e54-a4d1-ff9ae31ef687 Company Name: Anoka County		

Signer Events	Signature	Timestamp
Jim Dickinson Jim.Dickinson@anokacountymn.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 9/18/2024 11:28:17 AM ID: bc9ccb33-25fc-44c4-b097-01e5af457ee6 Company Name: Anoka County		
Kurt Deile Kurt.Deile@anokacountymn.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 2/2/2023 10:41:39 AM ID: d9e5e25e-2da7-4076-90b4-c0aef4e53110 Company Name: Anoka County		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp
Angie Rodine angela.rodine@anokacountymn.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 1/8/2021 1:44:58 PM ID: 6e2d50ad-740c-4672-beb3-aa4bab51e013 Company Name: Anoka County		

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Jill Rykhus Jill.Rykhus@anokacountymn.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		
Jill Rykhus Jill.Rykhus@anokacountymn.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		
For Record Purposes RS-Atty-Civ-Contracts@anokacountymn.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		

Carbon Copy Events	Status	Timestamp
Katie Hanson Katie.Hanson@anokacountymn.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/15/2026 1:45:43 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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changing an email address, please include your prior email address as well as your new address. If you no longer wish to receive future documents in electronic format, please include that request in the body of your email.

Email: helpdesk@co.anoka.mn.us
Phone: (763) 324-4110
Address: Anoka County Government Center
Attn: Information Technology, #300
2100 3rd Avenue
Anoka, MN 55303

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

Contractor's Licenses
November 2, 2026

Mechanical Contractor

Anderson's Residential Heating and AC, Inc.

MN Plumbing & Home Service, Inc.

Plumbing Contractor

E & C Drain Cleaning, LLC.

Leaf Home Water Solutions

MN Plumbing & Home Service, Inc.

My Rooter Plumbing, Sewer & Drain, LLC.

Memorandum

Spring Lake Park
History. Community. Home.

To: Mayor Nelson and Members of the City Council

Cc: Dan Buchholtz, City Administrator

From: George Linngren, Public Works Director

Date: October 29, 2026

Subject: October Public Works Report

Here is my summary of our work activities that were carried out in October.

1. Park Maintenance

- All park irrigation systems have been shut down and winterized by blowing out the lines in preparation for the winter season.
- We planted 27 trees throughout the parks and will continue watering them through the fall to ensure they are well established and adequately hydrated before winter.

2. Water Main Breaks

- All water main breaks have been repaired, and the system is in good condition heading into the fall and winter months.

3. Street Painting

- Street and curb painting operations have concluded for the year. While not all planned painting was completed, the current condition is sufficient for winter, and remaining work will resume in the spring.

4. Street Sweeping

- With leaves now falling more consistently, we have resumed street sweeping operations and will continue throughout the fall season until snowfall begins.

5. Miscellaneous Projects

- The street mill and overlay project has been completed, including all punch-list items. The project was successful and produced positive results.
- Miscellaneous asphalt patching for the year has also been completed, and our roadways are in good condition heading into the winter months.

Meetings and Community Engagement

- Attended two City Council meetings and two work sessions.
- Attended the quarterly SRA meeting in Chanhassen.
- Participated in the monthly supervisors meeting.

This concludes my report. I would be happy to answer any questions.
Thank you.

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

REPORT

TO: Spring Lake Park City Council

FROM: Jeff Baker, Code Enforcement Director

RE: Code Enforcement Monthly Report for October 2026

DATE: October 29, 2026

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

In October, a total of 44 permits were issued, compared to 77 permits issued in October 2025. The breakdown of permits issued is as follows:

- Building: 13
- Fire Suppression & Alarm: 0
- Mechanical: 7
- Plumbing: 10
- Certificate of Occupancy: 1
- Electrical: 10
- Zoning: 3

Code Enforcement conducted a total of 113 inspections during the month of October, consisting of:

- Building: 35
- Rental: 11
- Zoning: 1
- Nuisance: 58
- Fire: 0
- Electrical: 8

Additionally, 15 administrative citations were issued for non-compliance.

Inspector Wirtz and Permit Technician Pearson have been working diligently to complete inspections of all remaining rental properties. Currently, 49 properties have yet to complete their inspections, despite each property owner having been contacted at least five times through letters, emails, or phone calls.

The breakdown of the remaining properties is as follows:

- 19 single-family homes
- 4 duplexes
- 12 fourplexes
- 2 sixplexes
- 1 sixteen-unit building
- 7 twenty-three-unit buildings
- 1 194-unit building

Efforts to contact property owners and schedule the remaining inspections are ongoing.

The City has received the final quote for the sewer disconnection. Once the sewer disconnection has been completed, NITTI Rolloff Services will be able to move forward with demolition of the Terrace Park warming house.

Construction Update:

1313 Osborne Rd #120 – The Grey Area (Cannabis Cultivation) the building permit has been issued. Phase 1 Framing inspection was done. HVAC and Plumbing plans are being drawn up.

8299 University Ave – Nashmi Restaurant. All Rough-In inspections have been completed.

7777 Highway 65 #C – Event Center. Still working on their CUP paperwork. All Rough-In inspections have been completed.

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

- City Council meeting on October 5th.
- Department Head meeting on October 6th.
- Planning Commission meeting October 26th.

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

CITY OF SPRING LAKE PARK

RESOLUTION NO. 2026-51

A RESOLUTION APPROVING A VARIANCE FROM THE SIDE YARD SETBACK REQUIREMENT FOR A DRIVEWAY EXTENSION AT 8035 JACKSON STREET NE

WHEREAS, Rachal Anderson (the "Applicant"), owner of the property located at 8035 Jackson Street NE, Spring Lake Park, Minnesota (the "Property"), has submitted an application for a variance from the side yard setback requirements of the Spring Lake Park City Code; and

WHEREAS, the Property is located within the R-1, Single Family Residential Zoning District and contains an existing single-family dwelling, detached garage, driveway, and rock-covered parking area; and

WHEREAS, the Applicant proposes to replace the existing rock-covered parking area with a concrete driveway extension to accommodate parking for vehicles and a trailer; and

WHEREAS, Section 16.40.030 of the Spring Lake Park City Code requires a minimum five-foot setback from the property line for residential driveways but expressly authorizes variances allowing driveway setbacks of less than five feet; and

WHEREAS, the Applicant requests a three-foot variance to allow the proposed driveway extension to be located no closer than two feet from the side property line; and

WHEREAS, Section 16.60.040 of the Spring Lake Park City Code authorizes the City Council to grant variances where practical difficulties exist, provided the variance is consistent with the general purposes and intent of the zoning ordinance and the Comprehensive Plan; and

WHEREAS, the Spring Lake Park Planning Commission considered the variance application at its meeting on October 26, 2026 and recommended approval of the variance, subject to certain conditions; and

WHEREAS, the City Council has reviewed the variance application, submitted site plan, staff memorandum, and recommendation of the Planning Commission.

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

1. **Approval.** The City Council hereby approves a three-foot variance from the five-foot side yard setback requirement established by Section 16.40.030 of the Spring Lake Park City Code, allowing a driveway extension to be constructed no closer than two feet from the side property line at 8035 Jackson Street NE, subject to the conditions below.

2. **Findings of Fact.** The City Council makes the following findings in support of the variance:

a. The proposed variance is consistent with the general purposes and intent of the zoning ordinance. Section 16.40.030 expressly permits driveway setback variances, recognizing that unique property circumstances may warrant flexibility in driveway placement. The proposed improvement would provide a defined, durable parking surface consistent with the City's off-street parking objectives.
b. The requested variance is consistent with the City's Comprehensive Plan because it maintains the existing single-family residential use of the Property, does not increase the intensity of development, and supports the continued maintenance and improvement of established residential neighborhoods.
c. The Applicant proposes to use the Property in a reasonable manner by replacing an existing rock-covered parking area with a concrete driveway extension. Off-street parking is a customary accessory use of residential property, and the proposed improvement would not introduce a new or incompatible use.
d. The existing configuration of the dwelling, detached garage, and driveway, together with the location of an established tree approximately eight inches in diameter, limits the available area for expanding the driveway while maintaining the required five-foot setback. Expanding the driveway in the opposite direction would require removal of the existing tree. These physical characteristics of the Property create practical difficulties that are not based solely on economic considerations or circumstances created by the Applicant. Preservation of the existing tree is also consistent with Section 16.20.100 of the City Code, which encourages preservation of existing trees where practicable.
e. The proposed driveway extension would generally follow an existing parking area and replace a rock-covered surface with concrete. The improvement would maintain the Property's residential use, would not involve construction of additional buildings, and would preserve a minimum two-foot separation from the adjoining property. The proposed improvement would not alter the essential character of the surrounding residential neighborhood.

3. **Conditions of Approval.** The City Council hereby approves a three-foot variance from the five-foot side yard setback requirement established by Section 16.40.030 of the Spring Lake Park City Code, allowing a driveway extension to be constructed no closer than two feet from the side property line at 8035 Jackson Street NE, subject to the following conditions:
    a. The driveway modifications shall be constructed in accordance with all applicable standards established by the City of Spring Lake Park. The Applicant shall obtain all required permits from the City prior to commencing construction.
    b. The driveway extension shall be constructed substantially in accordance with the site plan submitted with the variance application and included in the Planning Commission meeting packet. The driveway shall maintain a minimum two-foot setback from the side property line.
    c. Drainage shall be managed in a manner that does not direct or deposit stormwater or snow onto neighboring properties.
    d. The parking of vehicles and trailers shall comply with all applicable requirements of Section 16.20.120 of the Spring Lake Park City Code.

4. **Effect of Approval.** Approval of this variance applies only to the driveway extension described in the application and approved site plan. Any modifications inconsistent with this approval shall require further review and approval by the City in accordance with applicable provisions of the Spring Lake Park City Code.

The foregoing Resolution was moved for adoption by Councilmember.

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 2nd day of November, 2026.

APPROVED BY:

_____
Robert Nelson, Mayor

ATTEST:

_____
Daniel R. Buchholtz, City Administrator

Memorandum

Spring Lake Park
History. Community. Home.

To: **Mayor Nelson and Members of the City Council**
From: **Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer**
Date: **October 29, 2026**
Subject: **Application for Variance – 8035 Jackson St NE**



Rachal Anderson, 8035 Jackson St NE, has submitted an application for a variance from the side yard setback requirement for an extension of the existing driveway on her property.

The applicant is seeking a variance from the five-foot side yard setback requirement, as set forth in SLPC 16.40.030 of the Spring Lake Park City Code.

The property is located on the 8000 block of Jackson Street NE and is zoned R-1, Single Family Residential. The property contains an existing single-family dwelling, detached garage and driveway.

The applicant proposes to replace an existing rock-covered parking area with concrete to accommodate parking for vehicles and a trailer. According to the application, the existing parking area is approximately three feet from the side property line. The proposed driveway extension would be located approximately two feet from the property line.

The applicant indicates that expanding the driveway in the opposite direction would require the removal of an existing tree approximately eight inches in diameter. The applicant wishes to preserve the tree while improving the existing parking area with a paved surface.

SLPC 16.40.030 governs parking and loading spaces.

> **§ 16.40.030 – Yards; Setbacks**
> Off-street parking and loading facilities shall be subject to the front yard, side yard, and rear yard regulations for the use district in which the parking is located, with the following exceptions.
>
> In any of the residence districts, no parking or loading space shall be located within 15 feet of any property line. Driveways, garages, and carports in conjunction with any

> single- or two-family residence shall be exempted from this requirement; however, they shall not be located less than five feet from the property line, except by variance obtained in the manner provided in this code. Variances in the case of driveways may be allowed down to zero feet setback from the property line. Recreational vehicles parked in conformance with SLPC 16.20.120 Paragraph B,2 are also exempted from the above yard setback regulations.

The applicant is seeking a three-foot variance from the side yard setback (two feet from the property line instead of five feet). The ordinance specifically authorizes driveway setback variances down to zero feet.

In addition to the setback requirement, SLPC 16.20.090 limits impervious surface coverage in the R-1 District to 50% of the total lot area. The property will remain below this threshold following construction of the proposed driveway extension. SLPC 16.20.100 also encourages the preservation of existing trees where practicable.

Variance

SLPC 16.60.040 of the City of Spring Lake Park's zoning code outlines the criteria for considering variances:

> The City Council may grant a variance from the strict application of this title and impose conditions and safeguards on the variance so granted only in instances where their strict enforcement would cause practical difficulties in complying with the official control because of circumstances unique to the individual property under consideration, and may grant a variance only when it is demonstrated that such actions will be in harmony with the general purposes and intent of this title and when the variances are consistent with the Comprehensive Plan.
>
> "Practical difficulties" as used in connection with granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by an official control, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties also includes, but is not limited to, direct sunlight for solar energy systems. A variance shall not be granted to allow a use that is not allowed in the zoning district involved.

Staff has reviewed the application in relation to the variance criteria and offers the following proposed findings for consideration by the Planning Commission:

1. **Harmony with the Zoning Ordinance.** The proposed variance is consistent with the general purposes and intent of the zoning ordinance. SLPC 16.40.030 expressly allows

driveway setback variances down to zero feet, recognizing that unique circumstances may warrant flexibility in locating residential driveways. The proposed improvement would provide a defined, durable parking surface consistent with the City's off-street parking objectives.

2. **Consistency with the Comprehensive Plan.** The requested variance would maintain the existing single-family residential use of the property and would not change its residential character or intensity of development. The proposed improvement is consistent with the general objectives of preserving and maintaining established residential neighborhoods.
3. **Reasonable Use of the Property.** The applicant proposes to use the property in a reasonable manner by improving an existing rock-covered parking area with concrete to accommodate vehicles and a trailer. Off-street parking is a customary accessory use of residential property, and the proposed driveway extension would not introduce a new or incompatible use.
4. **Circumstances Unique to the Property.** The existing configuration of the dwelling, detached garage, and driveway, together with the location of an established tree, limits the available area for expanding the driveway while maintaining the required five-foot setback. The applicant indicates that expansion in the opposite direction would require removal of an approximately eight-inch-diameter tree. Preserving the tree is consistent with SLPC 16.20.100, which encourages preservation of existing trees where practicable. These existing physical characteristics, if confirmed by the Planning Commission, provide a basis for finding practical difficulties associated with the property rather than merely the applicant's desire for additional parking.
5. **Essential Character of the Neighborhood.** The proposed driveway extension would generally follow an existing parking area and replace a rock-covered surface with concrete. The improvement would maintain the property's residential use, would not involve additional buildings, and would preserve a minimum two-foot separation from the adjoining property. The proposed improvement is not anticipated to alter the essential character of the surrounding residential neighborhood.

Based on these findings, staff believes the requested variance can satisfy the practical difficulties test established in SLPC 16.60.040, provided the Planning Commission determines that the existing site configuration and physical restraints sufficiently establish the circumstances unique to the property.

Planning Commission Review

The Planning Commission held a public hearing on October 26, 2026, to consider the variance application. Following the public hearing, the Planning Commission unanimously recommended approval of the requested three-foot variance.

Recommendations

Staff recommends approval of the requested three-foot variance, allowing the driveway extension to be located two feet from the side property line. The existing configuration of the property, the location of the established tree, and the applicant's proposal to improve an existing parking area provide a reasonable basis for granting the variance, subject to the Planning Commission's findings regarding practical difficulties.

If the Planning Commission wishes to recommend approval of the variance, it would be with the following conditions:

1. Driveway modifications must be constructed pursuant to the standards established by the City of Spring Lake Park. The applicant must secure all required permits from the City prior to construction.
2. The driveway extension shall be constructed substantially in accordance with the site plan submitted with the variance application and included in the Planning Commission packet. The driveway shall maintain a minimum two-foot setback from the side property line.
3. Drainage must be handled in such a way as not to deposit stormwater or snow onto neighboring properties.
4. The parking of vehicles and trailers must comply with all applicable requirements of SLPC 16.20.120.

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

Memorandum

Date: November 2, 2026

To: Mayor and City Council

From: Joshua Antoine
Chief of Police

Re: Sergeant Promotion Process.

Mayor and City Council Members,

I am pleased to report that we have successfully concluded the Sergeants promotion process. As a reminder, our original request sought approval to promote one officer; however, with Sergeant Fiske submitting her retirement paperwork, you authorized the promotion of two officers.

We were fortunate to have four qualified applicants participate in the process. Following an essay assessment, interviews, and a leadership evaluation, two candidates emerged as the top performers: Officer Dustin Lemke and Officer Jeremiah Drinkwine.

Officer Lemke will be the first to be promoted, effective December 1, 2026, immediately following Sergeant Fiske's retirement on November 30, 2026. Officer Drinkwine will be promoted on January 1, 2027, coinciding with the start of the new Administrative Sergeant position.

I respectfully request council approval to proceed with these promotions on the dates outlined above.

Thank you,

Chief Antoine

City of Spring Lake Park

Engineer's Project Status Report

To:	Council Members and Staff	Re:	**Status Report for 11.2.26 Meeting**
From:	Phil Gravel	File No.:	R:\client\municipal\spring_lake_park_ci_mn (18GEN)

Note: Updated information is shown in *italics.*

2026 Street Project (193807587). This project included a street mill and overlay on Plaza Blvd., Theorin Terrace, Center Drive, Sunset Rd. and a portion of the Hwy-10 Frontage Road. First Improvement Hearing was on 4/7/2026. Bids came lower than anticipated. Public Assessment Hearing was held on June 15th. Council awarded bid to ASTECH on June 15th. *Construction is complete. Final punch-list work is being completed this week. Final Contractor payment will be processed in the coming weeks.*

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

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

Feasibility report is being prepared. City of Blaine is preparing a Joint Powers Agreement.

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

2027-2028 Water Tower Maintenance Project (193807712). The CIP includes new coatings on the Able and Arthur water towers in 2027 and 2028. City Administrator has applied for Congressional funding (*updated funding information anticipated in December 2026)*. KLM Engineering to manage the antenna relocation process on behalf of the City. *Next steps are to have KLM review previous inspections and to have Stantec begin the design process. Tentative schedule is to submit construction plans to MDH in December for permitting.*

2026 Street Pavement Markings Project (193807599). Quotes were requested for 2026 pavement markings (striping) of the major city streets. *The low quote was submitted by Sir Lines-A-Lot and the contract was awarded in September. The Contractor has completed the work. The final cost came in slightly less than the original quote amount. Contractor payment request/invoice can be processed.*

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

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