



## **CITY COUNCIL REGULAR AGENDA**

**MONDAY, DECEMBER 02, 2024**

**ABLE PARK BUILDING, 8200 ABLE STREET NE, at 7:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
  - [A.](#) Approval of Minutes - October 7, 2024 Work Session
  - [B.](#) Approval of Minutes - October 21, 2024 Work Session
  - [C.](#) Approval of Minutes - November 4, 2024 Work Session
  - [D.](#) Approval of Minutes - November 4, 2024 City Council Meeting
  - [E.](#) Approval of Minutes - November 18, 2024 Work Session
  - [F.](#) Approval of Minutes - November 18, 2024 City Council Meeting
  - [G.](#) Contractor's Request for Payment #9 - City Hall Renovation/Expansion - \$194,211.35
  - [H.](#) Contractor's Request for Payment #10 - City Hall Renovation/Expansion - \$55,060.47
  - [I.](#) Fourth Quarter Billing for 2025 Payable 2026 Property Tax Assessment - Ken Tolzmann
  - [J.](#) Appointment of Erik Hendrickson to Parks and Recreation Commission
  - [K.](#) Public Right of Way Application - Lumen/CenturyLink
  - [L.](#) Annual Authorization to Not Waive Statutory Tort Limits - LMCIT
  - [M.](#) Contractor's Licenses
- 7. DEPARTMENT REPORTS**
  - A. Public Works Report
  - [B.](#) Code Enforcement Report
- 8. PUBLIC HEARINGS**
  - [A.](#) Truth in Taxation Presentation
  - [B.](#) Improvement Hearing for 2025 Street Improvement Project (Resolution 2024-68)
  - [C.](#) 2025 Fee Schedule Ordinance
- 9. ORDINANCES AND/OR RESOLUTIONS**
  - [A.](#) Ordinance 498, Adopting the 2025 Fee Schedule for the City of Spring Lake Park
  - [B.](#) Resolution 2024-66, Authorizing Summary Publication of Ordinance 498, An Ordinance Adopting the 2025 Fee Schedule for the City of Spring Lake Park
  - [C.](#) Ordinance 499, Amending SLPC Chapter 11 and SLPC Chapter 16 Relating to Adult Use Cannabis Businesses

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

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

[D.](#) Resolution 2024-67, Authorizing Summary Publication of Ordinance 499, Amending SLPC Chapter 11 and SLPC Chapter 16 Relating to Adult Use Cannabis Businesses

[E.](#) Resolution 2024-69, Establishing 2025 Utility Rates for the City of Spring Lake Park

**10. NEW BUSINESS**

[A.](#) Approval of 2025 Public Utilities Budget

[B.](#) Approval of 2025 Recycling Budget

**11. REPORTS**

A. Attorney Report

[B.](#) Engineer Report

[C.](#) Administrator Report

**12. OTHER**

[A.](#) Correspondence

**13. ADJOURN**

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

**DISCUSSION FROM THE FLOOR**

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

**PUBLIC HEARINGS**

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

The following format will be used to conduct the hearing:

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

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

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

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the duly called work session of the Spring Lake Park City Council was held on October 7, 2024 at the Able Park Building, 8200 Able Street NE, at 5:30 PM.

### 1. CALL TO ORDER

#### MEMBERS PRESENT

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

#### MEMBERS ABSENT

Mayor Robert Nelson

#### STAFF PRESENT

Attorney John Thames, Administrator Buchholtz, Parks and Recreation Director Okey

### 2. DISCUSSION ITEMS

#### A. Parliamentary Procedure Review (Buchholtz)

Administrator Buchholtz introduced the item, emphasizing the importance of maintaining decorum and efficiency in meetings. He noted that the City Code stipulates that Robert's Rules of Order, newly revised, governs meeting procedures, with a notable exception that the City Council does not require a second on motions. He reviewed the benefits of adopting formal parliamentary practices, especially during contentious meetings, and discussed mechanisms to address procedural violations and maintain order. He provided members with a "Robert's Rules of Order Cheat Sheet" to help guide members in future discussions.

#### B. Review Proposed Changes to Statement of Values (Buchholtz)

Administrator Buchholtz stated that Mayor Nelson requested this discussion was deferred to a future work session to allow his participation.

CONSENSUS of the City Council was to include the policy update in the agenda for the October 21 Council meeting and discuss the topic in the preceding work session.

#### C. No Parking Signs at Fillmore/County Road 10 Service Drive (Goodboe-Bisschoff)

Councilmember Goodboe-Bisschoff requested that no parking signs be installed near the intersection of Fillmore Avenue and County Road 10 Service Drive, citing litter being deposited from those parking on the street. Councilmember Dircks concurred with the assessment, highlighting issues with people parking in the area, littering, and leaving trash behind. Councilmember Dircks stated that she was opposed to a No Parking zone because

there was not a specific safety issue being addressed by the No Parking zone. After further discussion, the Council reached a consensus to install “No Littering” signs and potentially add a garbage receptacle in the area. Administrator Buchholtz suggested that the issue be revisited in the future to evaluate the effectiveness of these measures before considering further action, such as implementing “No Parking” signs.

No further action was taken on the request.

D. Discussion on Recreation Programming Partnership with ISD 16 (Buchholtz)

Administrator Buchholtz summarized his discussion with Spring Lake Park Schools Superintendent Jeff Ronneberg about potential recreation programming partnerships between the city and the School District. He stated that there has been a history of challenges in collaborating with the district, including issues of duplicated programming and inconsistent communication. Parks and Recreation Director Okey emphasized the importance of fostering collaboration while ensuring that any agreement is a true partnership rather than a takeover.

Councilmembers inquired about specifics of the meeting between Administrator Buchholtz and Jeff Ronneberg. CONSENSUS of the Council was to direct staff to continue conversations with the district, with a focus on drafting a memorandum of understanding to outline roles and responsibilities .

**3. REPORT**

A. City Council and Staff Reports -- No reports.

**4. ADJOURN**

The meeting was adjourned at 6:30pm.

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Lisa Dircks, Acting Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the duly called work session of the Spring Lake Park City Council was held on October 21, 2024 at the Able Park Building, 8200 Able Street NE, at 5:30 PM.

### 1. CALL TO ORDER

#### MEMBERS PRESENT

Councilmember Ken Wendling  
Councilmember Goodboe-Bisschoff  
Councilmember April Moran  
Acting Mayor Lisa Dircks

#### MEMBERS ABSENT

Mayor Robert Nelson

#### STAFF PRESENT

Attorney John Thames, Building Official Jeff Baker, Administrator Buchholtz

#### OTHERS PRESENT

Andrew Nykanen, Nykanen Inspections  
Andy Schreder and Carri Levitski, Rum River Consultants

### 2. DISCUSSION ITEMS

#### A. Discuss Transitioning Plumbing Plan Reviews and Electrical Inspections from State to Outside Contractors (Baker/Buchholtz)

Building Official Baker introduced the agenda item, stating that he is recommending transitioning plumbing plan reviews from the State of Minnesota to Rum River Consulting and transitioning electrical inspections from the State of Minnesota to Nykanen Inspections. He highlighted delays experienced with state services, such as a two-month wait for a plumbing review that delayed the City Hall Renovation/Expansion project. He stated that the proposed shift to outside contractors will offer quicker turnaround times, same-day electrical inspections, and a streamlined "one-stop shop" at City Hall for permit submissions, reducing the need for residents and businesses to navigate state processes independently.

Representatives from both firms emphasized their qualifications and experience with neighboring cities, assuring the council of their capability to meet Spring Lake Park's needs.

Administrator Buchholtz noted that the city will receive 20% of the fees charged under these contracts, providing revenue to offset building department costs.

Councilmembers expressed support, noting the potential for improved services and convenience for the community. Administrator Buchholtz stated that the October 21, 2024 City Council agenda included a number of items to implement this change.

B. Review Proposed Changes to Statement of Values (Buchholtz)

Administrator Buchholtz presented the proposed updates to the Statement of Values, aiming to ensure respectful and orderly meetings. He noted that the revisions include protocols for addressing disruptive behavior and an enforcement structure. Councilmembers expressed support for the changes, noting that they offer a clear and fair framework for managing conduct at City Council meetings and events. Administrator Buchholtz stated that final adoption of the updates to the Statement of Values would take place at the October 21, 2024 City Council meeting.

**3. REPORT**

A. City Council and Staff Reports

Administrator Buchholtz provided an update on the City Hall renovation, which is progressing on schedule despite minor supply chain issues. He provided an update that Officer Brady Lohse Johnson will be leaving the Police Department in early November and that staff will be on-boarding a new officer starting in November.

Administrator Buchholtz sought input from the City Council about partnering with the building trades program at Spring Lake Park High School to construct a new warming house at Terrace Park. He stated that this collaboration would involve students building a significant portion of the facility, resulting in labor cost savings for the city. Councilmembers expressed support for the project and the City's application for Community Development Block Grant funds to construct the warming house.

Council Member Dircks reported ongoing parking and litter issues along Fillmore Street, attributed to various sources, including dental office employees. Administrator Buchholtz confirmed that "no littering" signs would be installed and that additional police patrols would be conducted to address resident concerns.

**4. ADJOURN**

The meeting was adjourned at 6:30pm.

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Lisa Dircks, Acting Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, a duly noticed work session of the Spring Lake Park City Council was held on November 04, 2024 at the Able Park Building, 8200 Able Street NE, at 5:30 PM.

### 1. CALL TO ORDER

#### MEMBERS PRESENT

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

#### MEMBERS ABSENT

Councilmember April Moran

#### STAFF PRESENT

Administrator Buchholtz, Attorney Thames, Police Chief Antoine

#### OTHERS PRESENT

Chris Bauer, MnDOT

### 2. DISCUSSION ITEMS

#### A. State Highway 47 PEL Presentation (MnDOT)

Chris Bauer, North Area Engineer from MnDOT, provided an update on the University Avenue/State Highway 47 Planning and Environmental Linkages (PEL) study. Bauer explained that the PEL study aims to improve safety on University Avenue, which experiences a high rate of serious and fatal crashes, especially in Anoka County where speeds are typically higher than in Hennepin County. Bauer stated that MnDOT is considering several design solutions, including roundabouts and grade-separated interchanges, to address these safety issues. Bauer also mentioned upcoming MnDOT projects, such as the 2028 reconstruction of Highway 65 and a \$12 million resurfacing project on University Avenue slated for 2030, which may incorporate safety improvements.

Mayor Nelson advocated for the addition of fences along the corridor to prevent pedestrians from crossing the road at non-signalized intersections. He expressed strong concern about including roundabouts in the corridor.

Councilmembers raised questions about the speed limits along the Spring Lake Park section of University Avenue/State Highway 47, the need for additional lighting along the corridor and the feasibility of pedestrian safety measures near 85<sup>th</sup> Avenue NE.

Bauer stated that MnDOT will conduct additional community engagement sessions to gather further input from the public. He added that MnDOT plans to seek federal grants to help fund University Avenue safety improvements identified in the PEL study.

**B. Review Draft Cannabis Registration Ordinance (Buchholtz/Thames)**

Attorney Thames and Administrator Buchholtz provided an overview of the draft cannabis registration ordinance. Attorney Thames stated that the draft ordinance aligns with state laws governing cannabis businesses. He stated that the draft ordinance establishes a buffer zone of 1,000 feet from schools and 500 feet from daycares, residential treatment facilities, and parks used by minors. Attorney Thames explained that the ordinance limits registrations to one cannabis retailer per 12,500 residents or none if the County reaches the minimum number of licensees of one per 12,500 residents countywide.

Councilmember Dircks raised a question about hours of operation, proposing consistency between sales hours and event hours. Councilmember Dircks sought clarification on whether on-site consumption would be prohibited at temporary cannabis events. Administrator Buchholtz responded affirmatively.

Councilmembers discussed the number of licenses, the level of regulation of cannabis businesses within the zoning code, and adding a buffer zone for churches. Administrator Buchholtz stated that staff would refine the ordinance based on the Council's input. He stated that the Planning Commission will hold a public hearing on the ordinance at their November 25 meeting and that the City Council will consider the ordinance after that. He noted that the moratorium on cannabis related businesses expires on January 1, 2025.

**3. REPORT**

**A. City Council and Staff Reports**

Administrator Buchholtz shared findings from the Phase II environmental site assessment for 8478 Highway 65 NE, which revealed groundwater contamination consistent with chemicals used in dry cleaning. He stated that soil vapor levels were also found to be elevated, potentially requiring remediation. The Council discussed possible costs and liability issues and agreed to pursue enrollment in the state's Voluntary Investigation and Cleanup (VIC) program to mitigate liability concerns. Administrator Buchholtz advised that remediation expenses may limit the feasibility of leasing the property.

**4. ADJOURN**

The meeting was adjourned at 6:55pm.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on November 4, 2024 at the Able Park Building, 8200 Able Street NE, at 7:00 PM.

### 1. CALL TO ORDER

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

### 2. ROLL CALL

#### MEMBERS PRESENT

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

#### MEMBERS ABSENT

Councilmember April Moran

#### STAFF PRESENT

Building Official Jeff Baker, Public Works Director George Linngren, Attorney John Thames, Engineer Gravel, Administrator Daniel Buchholtz

VISITORS - None

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the following change be made to the agenda: 1) that item 7A be removed from the agenda.

### 5. DISCUSSION FROM THE FLOOR

### 6. CONSENT AGENDA

- A. Approval of Minutes – October 21, 2024 City Council Meeting
- B. Approval of Claims List – General Disbursement #24-17 - \$1,258,578.76
- C. ROW Application – CenterPoint Energy
- D. ROW Application – Telcom Construction for Lumen
- E. Contractor's Licenses

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

**7. DEPARTMENT REPORTS**

- A. Rental License Revocation for Certain Property Located at 8025 Jackson Street NE –  
Removed

**8. DEPARTMENT REPORTS**

- A. Public Works Report

Public Works Director Linngren gave an overview of the projects undertaken by the Public Works Department for the month of October. He stated that the contractor has completed the minor punch list items on the 83<sup>rd</sup> Avenue NE and Sanburnol Street Project.

Director Linngren stated that the Terrace Park playground equipment will be delayed until spring. He stated that the Fall cleanup was well attended. Director Linngren made note that the fiber installation on Hayes and Garfield had some minor road issues and the repairs are planned for the spring to ensure durability and to minimize further damage.

Director Linngren noted that staff set up the election equipment at Emmanuel Christian Center. He said that the department is addressing issues proactively while getting ready for winter and future projects.

- B. Code Enforcement Report

Building Official Baker stated that the City issued 4 Administrative Offense tickets for non-compliance. Building Official Baker stated that Inspector Morris and Permit Technician Pearson were working thoroughly to complete the rental inspections on all remaining properties. He stated that there are 27 single-family properties and 23 multi-family properties that have not completed inspections.

Building Official Baker extended his thanks to the Council for adopting the ordinance that enables the city to contract plumbing plan reviews and electrical inspections.

**9. ORDINANCES AND/OR RESOLUTIONS**

- A. Resolution 2024-60, Certifying Outstanding Costs for the Abatement of Hazardous Nuisances at 8064 Garfield St NE

Administrator Buchholtz stated that staff calculated the outstanding costs associated with the nuisance abatement at 8064 Garfield Street NE. He noted that the costs authorized by Anoka County District Court for abatement of nuisance is \$40,269.32, which \$23,392.97 was

recovered by the Court's order authorizing the sale of personal property, leaving an outstanding balance of \$16,876.35.

Councilmember Goodboe-Bisschoff inquired when the land would be sold. Administrator Buchholtz stated that the City has no control over the land. He stated that assessing the property will guarantee that the City recoups their cost when the property is sold.

Motion made by Councilmember Goodboe-Bisschoff to Approve Resolution 2024-60, Certifying Outstanding Costs for the Abatement of Hazardous Nuisances at 8064 Garfield St NE.

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

- B. Ordinance 497, An Ordinance Granting Centerpoint Energy Resources Corp. d/b/a Centerpoint Energy Minnesota Gas ("Centerpoint Energy"), Its Successors and Assigns, A Nonexclusive Franchise to Construct, Operate, Repair and Maintain Facilities and Equipment for the Transportation, Distribution, Manufacture and Sale of Gas Energy for Public and Private Use and to Use the Public Ways and Grounds of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, for Such Purpose; and, Prescribing Certain Terms and Conditions Thereof

Attorney Thames stated that the City Engineer, the City Administrator, and himself worked together on a draft for updating the franchise agreement with CenterPoint Energy. He said a proposal was received a few months ago with revised language, as the agreement was set to expire in September. He said after reviewing the draft, most changes were minor and acceptable, but staff chose to retain some original language from 20 years ago on specific points. Attorney Thames stated negotiations went smoothly, and terms were agreed upon quickly.

Attorney Thames noted the draft will not affect the separate franchise fee ordinance.

Attorney Thames stated he recommends approving the draft and he request authorization to make any final minor revisions if needed.

Motion made by Councilmember Wendling to approve Ordinance 497, An Ordinance Granting Centerpoint Energy Resources Corp. d/b/a Centerpoint Energy Minnesota Gas ("Centerpoint Energy"), Its Successors and Assigns, A Nonexclusive Franchise to Construct, Operate, Repair and Maintain Facilities and Equipment for the Transportation, Distribution, Manufacture and Sale of Gas Energy for Public and Private Use and to Use the Public Ways and Grounds of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, for Such Purpose; and, Prescribing Certain Terms and Conditions Thereof.

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



C. Resolution 2024-61, Authorizing Summary Publication of Ordinance No. 497

Motion made by Councilmember Wendling to approve Resolution 2024-61, Authorizing Summary Publication of Ordinance No. 497.

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

D. Resolution 2024-62, Approving a Variance from the Side Yard Setback Requirement for a Driveway Expansion at 673 81<sup>st</sup> Avenue NE

Administrator Buchholtz gave an overview of the variance request by Mr. Hany Omar. He stated the request was made for a variance allowing the applicant to widen his driveway by 5 feet, resulting in a setback of 0 feet. Administrator Buchholtz stated that the Planning Commission recommended approval of the variance based on the following conditions:

1. Driveway modifications must be constructed pursuant to the standards set forth by the City of Spring Lake Park. Applicant must secure a zoning permit from the Code Enforcement Department prior to construction of the expanded driveway.
2. Drainage must be handled in such a way not to deposit storm water or snow onto the neighboring property.

Motion made by Commissioner Wendling to Approve Resolution 2024-62, Approving a Variance from the Side Yard Setback Requirement for a Driveway Expansion at 673 81<sup>st</sup> Avenue NE.

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

E. Resolution 2024-63, Receiving Feasibility Report and Calling Hearing on Improvement

Administrator Buchholtz stated the 2025 street project will focus on 79th Avenue, spanning from Highway 65 to Able Street. He said at the beginning, there was consideration to extend the project to Monroe Street, but further analysis showed that the portion could be deferred to a future project. He said that after evaluating additional areas, Taylor Street was identified for inclusion due to its condition.

Administrator Buchholtz said council authorized a feasibility report for Taylor Street, which extends from Osborne Road to 79th Avenue. He said the decision came after observing significant wear and cracking on the street, a condition known as "alligator cracking," indicating the pavement's deterioration.

Motion made by Councilmember Wendling to approve Resolution 2024-63, Receiving Feasibility Report and Calling Hearing on Improvement.

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

## 10. NEW BUSINESS

### A. Phase 2 Computer Purchase

Administrator Buchholtz stated that staff is seeking approval to begin the next step of the computer refresh cycle. He noted that the last computer replacement took place in 2019. Administrator Buchholtz stated that the computers are on a 5-year cycle to maintain operational efficiency and security.

Administrator Buchholtz said that Phase 2 will replace all of the computers in the Administration and Recreation Departments. He noted that the purchase will consist of 14 laptops and docking stations and 2 desktops.

Mayor Nelson inquired about the cost and funding of the computer replacement. Administrator Buchholtz stated that the replacement cost will be \$22,354.80, and will be funded through the City Hall Renovation/Expansion project budget.

Motion made by Councilmember Wendling to approve Phase 2 Computer Purchase.

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

## 11. REPORTS

### A. Attorney Report

None

### B. Engineer's Report

Reported accepted as presented.

### C. Administrator Report

Administrator Buchholtz gave an update on the City Hall renovation project. He stated that on November 1, 2024 from 9:30 pm to November 2, 2024 at 4:30 am, that Zayo, CIT and he were relocating the IT equipment. Administrator Buchholtz noted that the metal panels have been installed, receiving positive feedback, and the Link has generated excitement among residents visiting for absentee voting.

Administrator Buchholtz stated that the holding cell fixtures are expected by mid-December. He stated that Chief Antoine has planned to manage any delays. He said that the exterior door card access installation is slightly behind schedule but should be completed this week.

Absentee voter turnout has been high, with county-wide participation already at 30–40%. This should result in shorter lines on Election Day. Residents are encouraged to vote on Tuesday at Emmanuel Christian Center, open from 7 a.m. to 8 p.m. Best wishes were extended to all election candidates.

**12. OTHER**

A. Correspondence

None

**13. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:44 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Work Session was held on November 18, 2024 at the Able Park Building, 8200 Able Street NE, at 5:30 PM.

### 1. CALL TO ORDER

#### MEMBERS PRESENT

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

#### STAFF PRESENT

Public Works Director Linngren, Administrator Buchholtz

#### VISITORS PRESENT

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

### 2. DISCUSSION ITEMS

#### A. Discussion of Humane Pet Store Ordinance (Dircks)

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

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

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

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

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

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

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

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

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

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

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

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

#### B. 2025 Public Utilities Budget Proposal (Buchholtz)

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

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

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

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

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

### **3. REPORT**

#### A. City Council and Staff Reports

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

### **4. ADJOURN**

The meeting was adjourned at 6:35pm.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



- F. Pay Request #1 – 83<sup>rd</sup> Avenue Boulevard Restoration Project - \$16,411.72
- G. Anoka County Agreement for Residential Recycling Program 2025 – Select Committee on Recycling and the Environment (SCORE)
- H. Contractor’s Licenses

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

## 7. DEPARTMENT REPORTS

### A. Police Report

Chief Antoine reported that the Police Department responded to 698 service calls in October 2024, a slight decrease from 755 in October 2023, partly due to reduced street coverage from staffing shortages. He said that Investigator Bennett managed 46 cases, including 43 felonies and 3 misdemeanors, while monitoring 5 forfeiture cases and closing 1. Chief Antoine stated that School Resource Officer Imig handled 15 school-related calls, 10 student contacts, 24 escorts, and 15 follow-up investigations.

Chief Antoine gave an update on operational functions which include continued adjustments to the new police department facility, onboarding Officer Rachelle Gulbranson and conducting interviews for an additional officer. The Chief attended governance meetings and was named Chair of the Anoka County JLEC for 2025.

### B. Recreation Report

Recreation Director Okey stated that the Park and Recreation Department had a productive October, offering over 50 classes with 425 participants. She said the Fall Fest on October 26 served 95 families, supported by volunteers, including commissioners and council members.

Recreation Director Okey gave an update on activities which included cleaning the carpets, playground installation at Terrace Park, and upcoming aeration of Spring Lake. She noted that Sandy Tykeson was recognized for her three years of volunteerism maintaining the flower gardens at Able Park.

Director Okey said staff continues to be busy with day to day operations, program planning, and community engagement, with winter program registration. She noted that the next Tower Days meeting is November 26, 2024.

## 8. PUBLIC HEARING

### A. Public Hearing – Assessment of Delinquent Accounts



Motion made by Councilmember Wendling to open the public hearing.

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

Mayor Nelson opened the public hearing at 7:09 pm.

Administrator Buchholtz provided an overview of the outstanding assessment roll of delinquent utility bills, escrow accounts, and administrative citations. He stated that the proposed assessment roll is \$100,369.85. He noted that the balance consists of \$64,919.85 for utility bills, \$20,200.00 for unpaid administrative citations and \$15,250.00 for service fees.

Administrator Buchholtz stated that all affected property owners were given notice of the hearing. He stated that a hearing notice was published in the Blaine/SLP Life on November 1, 2024. Administrator Buchholtz said the hearing provides an opportunity for the City Council to review any objections or concerns from the property owners. He said the City Council may decide to adjust, reduce or certify the full amount of the charges.

Administrator Buchholtz stated that one objection to the assessment had been received and it was placed in the packet, along with the staff response.

Ms. Kristin Winter, owner 626 83<sup>rd</sup> Avenue NE, stated that she would like to ask for the administrative citation fees to be forgiven. Building Official Baker stated that the issue of debris and long grass have been cleared up and there have been no complaints since August 2024.

Motion made by Councilmember Goodboe-Bisschoff to amend Exhibit A by waiving the proposed assessment to PID #02-30-24-12-0152.

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

Motion made by Councilmember Wendling to close the public hearing.

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

Mayor Nelson closed the public hearing at 7:20 pm.

Motion made by Councilmember Wendling to approve Resolution 2024-65, Certifying Delinquent Utility Bills, Escrow Accounts and Administrative Citations as Amended.

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

B. Public Hearing – Rental License Revocation for Certain Property Located at 8070 Central Avenue NE

Removed

**9. NEW BUSINESS**

A. Police Officer Candidate Conditional Job Offer

Chief Antoine stated that he is requesting approval to present a conditional job offer to Ashlyn Haste for the position of Patrol Officer. He noted that he is seeking Council's final approval of Ms. Haste pending a psychological evaluation, physical agility tests, and a medical and drug exam.

Motion made by Mayor Nelson to approve Police Officer Candidate Conditional Job Offer to Ashlyn Haste.

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

B. Authorize Contract with Stantec to Prepare Renovation Design Plans and Cost Estimates for Terrace Park Warming House

Director Okey is recommending the City Council approve a contract with Stantec to prepare a renovation design plan and rough cost estimates for remodeling Terrace Park Warming House/Activities Building. She noted that the preliminary drawings and costs are necessary to proceed with the CDBG grant application to Anoka County.

Director Okey stated that the new building would increase the footprint, which would allow for expanded programming and community use, along with housing the maintenance equipment. She noted the new building would be ADA accessible.

Mayor Nelson inquired about cooperation with the high school building trades program to build the building. Director Okey stated that is still in negotiations; however, a general contractor would still need to be hired to oversee the project. She stated that all specialized construction work would go out for bids.

Motion made by Councilmember Goodboe-Bisschoff to Authorize Contract with Stantec to Prepare Renovation Design Plans and Cost Estimates for Terrace Park Warming House.

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

C. Approve Quote for 1-Year Warranty Televising for 2023 Sanitary Sewer Lining Project

Engineer Gravel stated that the City has the opportunity to conduct a televising inspection as part of the one-year warranty inspection on the 2023 Sanitary Sewer Lining Project. He stated that the primary goal of televising is to identify any sewer services that may need further grouting.

Engineer Gravel noted that four quotes were received, and the lowest quote came from Visu-Sewer, LLC for \$57,520.00. He stated that Director Linngren and he will review the inspection footage to ensure no issues are missed.

Motion made by Councilmember Dircks to Approve Quote for 1-Year Warranty Televising for 2023 Sanitary Sewer Lining Project.

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

D. City Hall Server Replacement Quote

Administrator Buchholtz stated that staff is seeking approval to replace the City Hall server. He noted that the server replacement is the last phase of the computer refresh project. Administrator Buchholtz noted that the cost of the server is \$33,222.49. He stated that the funds will come from the City Hall Renovation/Expansion project budget.

Motion made by Councilmember Goodboe-Bisschoff to approve City Hall Server Replacement Quote.

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

## 10. REPORTS

A. Attorney's Report

None

B. Engineer's Report

Report accepted as presented.

C. Administrator Report

Administrator Buchholtz stated that good progress was being made at City Hall. He noted that the framing for the administration area was progressing, and the plumbing is

completed for the locker room, break room and janitor’s closet. Administrator Buchholtz stated that nineteen applications for the Parks and Recreation Director position were received.

**11. OTHER**

A. Correspondence

None

**12. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:36 PM

---

Robert Nelson, Mayor

Attest:

---

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

**Stantec Architecture Inc.**

733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309  
 Phone: (612) 712-2000

To:	Dan Buchholtz	From:	Bruce Paulson
Company:	City of Spring Lake Park	<input type="checkbox"/>	For Your Information
Address:	1301 81st Avenue NE Spring Lake Park, MN 55432	<input checked="" type="checkbox"/>	For Your Approval
Phone:	(763) 792-7211	<input checked="" type="checkbox"/>	For Your Review
		<input type="checkbox"/>	As Requested
Date:	November 5, 2024		
File:	193806049		
Delivery:	Email		

**Reference: Spring Lake Park City Hall Renovation/Expansion Application and Certificate for Payment**

**Attachment:**

Copies	Doc Date	Pages	Description
1	10/31/2023	13	Application and Certificate for Payment No. 9

Hi Dan,

Please have the attached copy signed and then it can be scanned and emailed to Heather Clay at [heather.clay@constructionresults.com](mailto:heather.clay@constructionresults.com) and to me. Thank you.

Respectfully yours,

**Stantec Architecture Inc.**



**Bruce P. Paulson**

Senior Project Manager/Architect  
 Phone: (612) 712-2108  
 Cell: (651) 492-9089  
 Bruce.Paulson@stantec.com

c. File



Project: Spring Lake Park City Hall Renovation/Expansion	Date: November 5, 2024
For Period: 10/1/2024 to 10/31/2024	Request No 9
Contractor: Construction Results Corp., 5465 Hwy 169 North, Plymouth, MN 55442	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
 SPRING LAKE PARK CITY HALL RENOVATION/EXPANSION PROJECT  
 CITY OF SPRING LAKE PARK  
 SPRING LAKE PARK, MINNESOTA  
 STANTEC FILE NO. 19386049

SUMMARY

1	Original Contract Amount		\$	<u>5,955,690.00</u>
2	Change Order - Addition	\$	<u>266,601.48</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>6,222,291.48</u>
5	Value Completed to Date		\$	<u>5,911,414.09</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>5,911,414.09</u>
8	Less Retainage 5%		\$	<u>295,570.70</u>
9	Subtotal		\$	<u>5,615,843.39</u>
10	Less Amount Paid Previously		\$	<u>5,421,632.04</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>9</u>		\$	<u><u>194,211.35</u></u>

Recommended for Approval by:  
**STANTEC ARCHITECTURE INC.**

See attached for signature \_\_\_\_\_

Approved by Contractor:  
**CONSTRUCTION RESULTS CORPORATION**

See attached for signature \_\_\_\_\_

Approved by Owner:  
**CITY OF SPRING LAKE PARK**

\_\_\_\_\_

\_\_\_\_\_

Specified Contract Completion Date:  
June 27, 2025

Date:  
 \_\_\_\_\_

# AIA Document G702<sup>®</sup> - 1992

## Application and Certificate for Payment

**TO OWNER:** City of Spring Lake Park  
1301 81st Avenue Northeast  
Spring Lake Park, MN 55432

**PROJECT:** 7088-Spring Lake Park City Hall  
Renovation - Expansion  
1301 81st Avenue Northeast  
Spring Lake Park, MN 55432

**FROM:** Construction Results Corp  
CONTRACTOR: 5465 Hwy 169 North  
Plymouth, MN 55442

**VIA ARCHITECT:** Stattec Consulting Services Inc.  
13980 Collections Center Dr  
Chicago, IL 60693

**APPLICATION NO:** 009  
**PERIOD TO:** October 31, 2024

**CONTRACT FOR:** General Construction  
**CONTRACT DATE:** February 01, 2024  
**PROJECT NOS:** 7088 /

**Distribution to:**  
OWNER:  ARCHITECT:   
CONTRACTOR:  FIELD:   
OTHER:

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703<sup>®</sup>, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM ..... \$5,955,690.00
2. NET CHANGE BY CHANGE ORDERS ..... \$266,601.48
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$6,222,291.48
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$5,911,414.09

**5. RETAINAGE:**

- a. 5.00 % of Completed Work (Column D + E on G703) ..... \$295,570.70
  - b. 0 % of Stored Material (Column F on G703) ..... \$0.00
- Total Retainage (Lines 5a + 5b or Total in Column I of G703) ..... \$295,570.70

6. TOTAL EARNED LESS RETAINAGE ..... \$5,615,843.39  
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$5,421,632.04  
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE ..... \$194,211.35
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) ..... \$606,448.09

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$228,159.09	\$0.00
Total approved this Month	\$38,442.39	\$0.00
<b>TOTALS</b>	<b>\$266,601.48</b>	<b>\$0.00</b>
<b>NET CHANGES by Change Order</b>		<b>\$266,601.48</b>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** M. L. Ladyka  
**By:** M. L. Ladyka  
State of: Minnesota  
County of: Hennepin

Date: October 31, 2024

Subscribed and sworn to before me this 31<sup>st</sup> day of October, 2024

Notary Public: Cindy Ladyka  
My Commission expires: January 31, 2027

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$194,211.35  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:** Bruce P. Luntzen  
**By:** Bruce P. Luntzen  
Date: November 5, 2024

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



# AIA Document G703<sup>®</sup> - 1992

## Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Mobilization	138,000.00	138,000.00	0.00	0.00	0.00	138,000.00	0.00	6,900.00
2	Demobilization	30,000.00	0.00	10,500.00	0.00	0.00	10,500.00	19,500.00	525.00
3	Bonds & Insurance	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00	0.00	4,250.00
4	Procure	15,000.00	14,220.00	0.00	0.00	0.00	14,220.00	780.00	711.00
5	Contracts	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	750.00
6	Project Start up	26,000.00	26,000.00	0.00	0.00	0.00	26,000.00	0.00	1,300.00
7	General Conditions	310,000.00	288,009.00	9,852.00	0.00	0.00	297,861.00	12,139.00	14,893.05
8	Consumables	65,000.00	61,697.00	1,852.00	0.00	0.00	63,549.00	1,451.00	3,177.45
9	Site Clean up/ General Clean up	10,000.00	9,113.00	650.00	0.00	0.00	9,763.00	237.00	488.15
10	Equipment	35,550.00	34,557.00	350.00	0.00	0.00	34,907.00	643.00	1,745.35
11	Site Survey / Staking	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	400.00
12	Site Demolition	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.00	800.00
13	Earthwork - Excavation	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.00	800.00
14	Earthwork - Aggregate base Grading	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	650.00
15	Earthwork - Final Grading	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	100.00
16	Earthwork - Equipment	10,256.00	10,256.00	0.00	0.00	0.00	10,256.00	0.00	512.80
17	Bituminous Paving - Labor	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00	0.00	550.00
18	Bituminous Paving - Materials	8,375.00	8,375.00	0.00	0.00	0.00	8,375.00	0.00	418.75
19	Landscaping - Labor	2,481.00	0.00	0.00	0.00	0.00	0.00	2,481.00	0.00
20	Landscaping - Materials	1,395.00	0.00	0.00	0.00	0.00	0.00	1,395.00	0.00
21	Dust Protection - Labor	13,112.00	11,762.00	750.00	0.00	0.00	12,512.00	600.00	625.60
22	Dust Protection -	7,250.00	6,641.00	489.00	0.00	0.00	7,130.00	120.00	356.50

009  
October 31, 2024  
October 31, 2024  
Stantec Consulting Services Inc.

APPLICATION NO:  
APPLICATION DATE:  
PERIOD TO:  
ARCHITECT'S PROJECT NO:

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
	Material								
23	Demolition - Labor	137,000.00	122,019.00	14,981.00	0.00	0.00	137,000.00	0.00	6,850.00
24	Demolition - Material	1,500.00	1,100.00	400.00	0.00	0.00	1,500.00	0.00	75.00
25	Demolition - Equipment	2,500.00	1,900.00	600.00	0.00	0.00	2,500.00	0.00	125.00
26	Cast in Place Curb & Gutter - Labor	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	250.00
27	Cast in Place Curb & Gutter - Material	2,551.00	2,551.00	0.00	0.00	0.00	2,551.00	0.00	127.55
28	Cast in Place Exterior Concrete - Labor	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	600.00
29	Cast in Place Exterior Concrete - Material	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	250.00
30	Cast in Place Interior Concrete - Mobilization	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00	125.00
31	Cast in Place Interior Concrete - Labor	96,300.00	96,300.00	-7,000.00	0.00	0.00	89,300.00	7,000.00	4,465.00
32	Cast in Place Interior Concrete - Material	53,200.00	53,200.00	-3,500.00	0.00	0.00	49,700.00	3,500.00	2,485.00
33	Concrete Reinforcement - Labor	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	150.00
34	Concrete Reinforcement - Material	9,174.00	9,174.00	0.00	0.00	0.00	9,174.00	0.00	458.70
35	Architectural / Hollow Core Precast Concrete - Engineering	10,380.00	10,380.00	0.00	0.00	0.00	10,380.00	0.00	519.00
36	Architectural / Hollow Core Precast Concrete - Labor	31,426.00	31,426.00	0.00	0.00	0.00	31,426.00	0.00	1,571.30
37	Architectural / Hollow Core Precast Concrete - Material	41,806.00	41,806.00	0.00	0.00	0.00	41,806.00	0.00	2,090.30
38	Architectural / Hollow Core Precast Concrete -	9,296.00	9,296.00	0.00	0.00	0.00	9,296.00	0.00	464.80

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Logistics								
39	Architectural / Hollow Core Precast Concrete - Erection	74,902.00	74,902.00	0.00	0.00	0.00	74,902.00	0.00	3,745.10
40	Architectural / Hollow Core Precast Concrete - Caulking	5,190.00	5,190.00	0.00	0.00	0.00	5,190.00	0.00	259.50
41	Masonry - Mobilization	18,500.00	18,500.00	0.00	0.00	0.00	18,500.00	0.00	925.00
42	Masonry - Labor	267,900.00	250,483.00	12,289.00	0.00	0.00	262,772.00	5,128.00	13,138.60
43	Masonry - Material	150,916.00	150,916.00	0.00	0.00	0.00	150,916.00	0.00	7,545.80
44	Masonry - Equipment	12,513.00	12,513.00	0.00	0.00	0.00	12,513.00	0.00	625.65
45	Structural Steel - Detailing / Submittals	2,880.00	2,880.00	0.00	0.00	0.00	2,880.00	0.00	144.00
46	Structural Steel - Labor	19,000.00	19,000.00	-900.00	0.00	0.00	18,100.00	900.00	905.00
47	Structural Steel - Material	56,760.00	56,760.00	0.00	0.00	0.00	56,760.00	0.00	2,838.00
48	Miscellaneous Metals - Labor	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.00	700.00
49	Miscellaneous Metals - Material	52,680.00	52,680.00	0.00	0.00	0.00	52,680.00	0.00	2,634.00
50	Structural Steel - Delivery	1,580.00	1,580.00	0.00	0.00	0.00	1,580.00	0.00	79.00
51	Metal Fabrications / Mesh Guarding System - Labor	5,000.00	5,000.00	-400.00	0.00	0.00	4,600.00	400.00	230.00
52	Metal Fabrications / Mesh Guarding System - Material	21,469.00	21,469.00	0.00	0.00	0.00	21,469.00	0.00	1,073.45
53	Rough Carpentry - Labor	65,000.00	60,647.00	2,950.00	0.00	0.00	63,597.00	1,403.00	3,179.85
54	Rough Carpentry - Material	8,743.00	8,743.00	0.00	0.00	0.00	8,743.00	0.00	437.15
55	Finish Carpentry -	40,000.00	31,659.00	0.00	0.00	0.00	31,659.00	8,341.00	1,582.95

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Labor								
56	Finish Carpentry - Materials	4,000.00	2,959.00	0.00	0.00	0.00	2,959.00	1,041.00	147.95
57	Solid Surface Fabrications / Casework - Labor	15,000.00	12,359.00	0.00	0.00	0.00	12,359.00	2,641.00	617.95
58	Solid Surface Fabrications / Casework - Material	56,005.00	51,005.00	0.00	0.00	0.00	51,005.00	5,000.00	2,550.25
59	Bituminous Damproofing - Labor	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	0.00	187.50
60	Bituminous Damproofing - Material	4,186.00	4,186.00	0.00	0.00	0.00	4,186.00	0.00	209.30
61	Insulation - Labor	2,000.00	1,459.00	0.00	0.00	0.00	1,459.00	541.00	72.95
62	Insulation - Material	1,200.00	1,200.00	-300.00	0.00	0.00	900.00	300.00	45.00
63	Joint Sealants - Labor	9,784.00	8,390.00	0.00	0.00	0.00	8,390.00	1,394.00	419.50
64	Joint Sealants - Material	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.00	110.00
65	Aluminum Composite Panels - Submittals	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	75.00
66	Aluminum Composite Panels - Labor	39,129.00	5,123.00	34,006.00	0.00	0.00	39,129.00	0.00	1,956.45
67	Aluminum Composite Panels - Material	29,017.00	0.00	29,017.00	0.00	0.00	29,017.00	0.00	1,450.85
68	Thermoplastic Polyolefin Roofing - Submittals	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00	60.00
69	Thermoplastic Polyolefin Roofing - Mobilization	4,150.00	4,150.00	0.00	0.00	0.00	4,150.00	0.00	207.50
70	Thermoplastic Polyolefin Roofing - Labor	95,545.00	91,560.00	3,285.00	0.00	0.00	94,845.00	700.00	4,742.25
71	Thermoplastic	273,250.00	273,250.00	0.00	0.00	0.00	273,250.00	0.00	13,662.50

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
	Polyolefin Roofing - Material								
	Thermoplastic Polyolefin Roofing - Equipment	5,850.00	5,850.00	0.00	0.00	0.00	5,850.00	0.00	292.50
72	Hollow Metal Frames - Labor	5,000.00	4,269.00	0.00	0.00	0.00	4,269.00	731.00	213.45
73	Hollow Metal Frames - Material	62,757.00	62,757.00	0.00	0.00	0.00	62,757.00	0.00	3,137.85
74	Wood / Hollow Metal Doors - Labor	9,000.00	7,289.00	0.00	0.00	0.00	7,289.00	1,711.00	364.45
75	Wood / Hollow Metal Doors - Material	21,759.00	21,759.00	0.00	0.00	0.00	21,759.00	0.00	1,087.95
76	Finish Hardware - Labor	16,000.00	12,989.00	0.00	0.00	0.00	12,989.00	3,011.00	649.45
77	Finish Hardware - Materials	89,093.00	89,093.00	0.00	0.00	0.00	89,093.00	0.00	4,454.65
78	Detention Doors - Shop Drawings / Submittals	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	50.00
79	Detention Doors - Labor	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00	125.00
80	Detention Doors - Material	12,650.00	12,650.00	0.00	0.00	0.00	12,650.00	0.00	632.50
81	Upward Acting Sectional Doors - Labor	26,425.00	26,425.00	0.00	0.00	0.00	26,425.00	0.00	1,321.25
82	Upward Acting Sectional Doors - Material	55,227.00	55,227.00	0.00	0.00	0.00	55,227.00	0.00	2,761.35
83	Aluminum Storefront - Submittals	14,275.00	14,275.00	0.00	0.00	0.00	14,275.00	0.00	713.75
84	Aluminum Storefront - Shop Drawings	5,259.00	5,259.00	0.00	0.00	0.00	5,259.00	0.00	262.95
85	Storefront Bullet Resistant & Hardware - Labor	51,388.00	44,258.00	6,130.00	0.00	0.00	50,388.00	1,000.00	2,519.40

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87	Storefront - Material	109,867.00	109,867.00	0.00	0.00	0.00	109,867.00	0.00	5,493.35
88	Bullet Resistant Framing - Material	42,918.00	42,918.00	0.00	0.00	0.00	42,918.00	0.00	2,145.90
89	Storefront / Door Glazing - Labor	12,113.00	11,113.00	0.00	0.00	0.00	11,113.00	1,000.00	555.65
90	Storefront / Door Glazing - Material	29,926.00	29,926.00	0.00	0.00	0.00	29,926.00	0.00	1,496.30
91	Bullet Resistant Glazing - Labor	1,686.00	1,686.00	0.00	0.00	0.00	1,686.00	0.00	84.30
92	Bullet Resistant Glazing - Material	1,028.00	1,028.00	0.00	0.00	0.00	1,028.00	0.00	51.40
93	Aluminum Door Hardware / Auto Opener - Material	75,552.00	75,552.00	0.00	0.00	0.00	75,552.00	0.00	3,777.60
94	Aluminum Storefront Equipment	7,566.00	6,535.00	1,031.00	0.00	0.00	7,566.00	0.00	378.30
95	Metal Wall Louvers - Labor	2,050.00	2,050.00	0.00	0.00	0.00	2,050.00	0.00	102.50
96	Metal Wall Louvers - Material	2,143.00	2,143.00	0.00	0.00	0.00	2,143.00	0.00	107.15
97	Gypsum Board Assemblies - Summittals	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	50.00
98	Cold Formed Metal Framing - Labor	10,000.00	8,789.00	0.00	0.00	0.00	8,789.00	1,211.00	439.45
99	Cold Formed Metal Framing - Material	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	500.00
100	Gypsum Drywall - Labor	190,200.00	176,918.00	0.00	0.00	0.00	176,918.00	13,282.00	8,845.90
101	Gypsum Drywall - Material	126,700.00	116,671.00	0.00	0.00	0.00	116,671.00	10,029.00	5,833.55
102	Ceramic Tile - Labor	61,464.00	55,234.00	0.00	0.00	0.00	55,234.00	6,230.00	2,761.70
103	Ceramic Tile - Material	53,870.00	53,870.00	0.00	0.00	0.00	53,870.00	0.00	2,693.50
104	Acoustical Ceilings -	28,990.00	24,808.00	-2,700.00	0.00	0.00	22,108.00	6,882.00	1,105.40

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	Labor								
105	Acoustical Ceilings - Material	36,700.00	32,151.00	0.00	0.00	0.00	32,151.00	4,549.00	1,607.55
106	Vinyl Base - Labor	500.00	305.00	0.00	0.00	0.00	305.00	195.00	15.25
107	Vinyl Base - Material	400.00	400.00	0.00	0.00	0.00	400.00	0.00	20.00
108	Carpet - Labor	13,000.00	10,258.00	0.00	0.00	0.00	10,258.00	2,742.00	512.90
109	Carpet - Material	36,100.00	36,100.00	0.00	0.00	0.00	36,100.00	0.00	1,805.00
110	Concrete Floor Sealer - Labor	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.00	55.00
111	Concrete Floor Sealer - Material	5,950.00	5,950.00	0.00	0.00	0.00	5,950.00	0.00	297.50
112	Painting - Labor	57,777.00	46,525.00	0.00	0.00	0.00	46,525.00	11,252.00	2,326.25
113	Painting - Materials	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	400.00
114	Concrete Floor Coating - Labor	5,840.00	5,840.00	-2,100.00	0.00	0.00	3,740.00	2,100.00	187.00
115	Concrete Floor Coating - Material	3,150.00	3,150.00	-1,050.00	0.00	0.00	2,100.00	1,050.00	105.00
116	Signs - Labor	1,500.00	985.00	0.00	0.00	0.00	985.00	515.00	49.25
117	Signs - Material	4,938.00	4,938.00	0.00	0.00	0.00	4,938.00	0.00	246.90
118	Interior Way Finding Allowance	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
119	Operable Partitions - Labor	4,000.00	2,896.00	0.00	0.00	0.00	2,896.00	1,104.00	144.80
120	Operable Partitions - Material	15,950.00	6,592.00	0.00	0.00	0.00	6,592.00	9,358.00	329.60
121	Stainless Steel Corner Guards - Labor	1,188.00	925.00	0.00	0.00	0.00	925.00	263.00	46.25
122	Stainless Steel Corner Guards - Material	3,977.00	3,977.00	0.00	0.00	0.00	3,977.00	0.00	198.85
123	Toilet Accessories - Labor	9,801.00	6,952.00	0.00	0.00	0.00	6,952.00	2,849.00	347.60
124	Toilet Accessories - Material	7,408.00	7,408.00	0.00	0.00	0.00	7,408.00	0.00	370.40

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125	Adult Changing Stations - Labor	1,188.00	0.00	0.00	0.00	0.00	0.00	1,188.00	0.00
126	Adult Changing Stations - Material	9,731.00	9,731.00	0.00	0.00	0.00	9,731.00	0.00	486.55
127	Fire Protection Specialties - Labor	2,645.00	1,546.00	0.00	0.00	0.00	1,546.00	1,099.00	77.30
128	Fire Protection Specialties - Material	2,645.00	2,645.00	0.00	0.00	0.00	2,645.00	0.00	132.25
129	Heavy Duty Personnel Lockers - Labor	4,250.00	0.00	0.00	0.00	0.00	0.00	4,250.00	0.00
130	Heavy Duty Personnel Lockers - Material	55,337.00	55,337.00	0.00	0.00	0.00	55,337.00	0.00	2,766.85
131	Entrance Floor Mats & Frames - Submittals	200.00	200.00	0.00	0.00	0.00	200.00	0.00	10.00
132	Entrance Floor Mats & Frames - Labor	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.00	90.00
133	Entrance Floor Mats & Frames - Material	4,773.00	4,773.00	0.00	0.00	0.00	4,773.00	0.00	238.65
134	Fire Suppression - Engineered Design Submittals	13,568.00	13,568.00	0.00	0.00	0.00	13,568.00	0.00	678.40
135	Fire Suppression - Labor	67,840.00	56,852.00	5,269.00	0.00	0.00	62,121.00	5,719.00	3,106.05
136	Fire Suppression - Material	88,192.00	81,257.00	6,935.00	0.00	0.00	88,192.00	0.00	4,409.60
137	Plumbing Insulation - Labor	31,330.00	25,748.00	2,980.00	0.00	0.00	28,728.00	2,602.00	1,436.40
138	Plumbing Insulation - Material	17,700.00	17,700.00	0.00	0.00	0.00	17,700.00	0.00	885.00
139	Facility Water Distribution - Labor	32,420.00	27,164.00	0.00	0.00	0.00	27,164.00	5,256.00	1,358.20
140	Facility Water Distribution - Material	36,565.00	36,565.00	0.00	0.00	0.00	36,565.00	0.00	1,828.25

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141	Facility Sanitary Sewage - Labor	92,260.00	79,705.00	0.00	0.00	0.00	79,705.00	12,555.00	3,985.25
142	Facility Sanitary Sewage - Material	99,275.00	99,275.00	0.00	0.00	0.00	99,275.00	0.00	4,963.75
143	Domestic Water Heaters - Labor	2,250.00	895.00	0.00	0.00	0.00	895.00	1,355.00	44.75
144	Domestic Water Heaters - Material	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	750.00
145	Plumbing Fixtures - Labor	14,630.00	11,802.00	0.00	0.00	0.00	11,802.00	2,828.00	590.10
146	Plumbing Fixtures - Material	82,550.00	66,016.00	0.00	0.00	0.00	66,016.00	16,534.00	3,300.80
147	HVAC Testing Adjusting & Balancing - Labor	8,900.00	0.00	0.00	0.00	0.00	0.00	8,900.00	0.00
148	Facility Natural Gas Piping - Labor	6,700.00	5,380.00	0.00	0.00	0.00	5,380.00	1,320.00	269.00
149	Facility Natural Gas Piping - Material	6,950.00	5,587.00	0.00	0.00	0.00	5,587.00	1,363.00	279.35
150	HVAC Ducts & Casings - Labor	39,830.00	34,496.00	0.00	0.00	0.00	34,496.00	5,334.00	1,724.80
151	HVAC Ducts & Casings - Material	87,525.00	75,293.00	0.00	0.00	0.00	75,293.00	12,232.00	3,764.65
152	HVAC Fans - Labor	3,560.00	2,014.00	0.00	0.00	0.00	2,014.00	1,546.00	100.70
153	HVAC Fans - Material	18,245.00	18,245.00	0.00	0.00	0.00	18,245.00	0.00	912.25
154	Air Outlets & Inlets - Labor	14,300.00	10,209.00	0.00	0.00	0.00	10,209.00	4,091.00	510.45
155	Air Outlets & Inlets - Material	19,350.00	19,350.00	0.00	0.00	0.00	19,350.00	0.00	967.50
156	Gas Fired Unit Heaters - Labor	5,125.00	3,111.00	0.00	0.00	0.00	3,111.00	2,014.00	155.55
157	Gas Fired Unit Heaters - Material	21,270.00	21,270.00	0.00	0.00	0.00	21,270.00	0.00	1,063.50



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158	Packaged Outdoor HVAC Equipment - Labor	16,450.00	14,764.00	0.00	0.00	0.00	14,764.00	1,686.00	738.20
159	Packaged Outdoor HVAC Equipment - Material	225,550.00	225,550.00	0.00	0.00	0.00	225,550.00	0.00	11,277.50
160	Electrical Mobilization	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00	1,750.00
161	Electrical Demolition - Labor	15,000.00	12,550.00	2,450.00	0.00	0.00	15,000.00	0.00	750.00
162	Electrical Demolition - Material	7,500.00	6,195.00	1,305.00	0.00	0.00	7,500.00	0.00	375.00
163	Lighting Control - Labor	45,000.00	41,004.00	0.00	0.00	0.00	41,004.00	3,996.00	2,050.20
164	Lighting Control - Labor	25,000.00	21,493.00	0.00	0.00	0.00	21,493.00	3,507.00	1,074.65
165	Light Fixture - Labor	86,000.00	61,258.00	11,852.00	0.00	0.00	73,110.00	12,890.00	3,655.50
166	Light Fixture - Material	231,000.00	203,789.00	27,211.00	0.00	0.00	231,000.00	0.00	11,550.00
167	Mechanical Power - Labor	32,750.00	27,323.00	0.00	0.00	0.00	27,323.00	5,427.00	1,366.15
168	Mechanical Power - Material	36,000.00	34,301.00	1,699.00	0.00	0.00	36,000.00	0.00	1,800.00
169	Panels / Feeder - Labor	43,000.00	43,000.00	0.00	0.00	0.00	43,000.00	0.00	2,150.00
170	Panels / Feeder - Material	122,000.00	122,000.00	0.00	0.00	0.00	122,000.00	0.00	6,100.00
171	Branch Circuit Devices - Labor	65,000.00	54,936.00	0.00	0.00	0.00	54,936.00	10,064.00	2,746.80
172	Branch Circuit Devices - Material	30,000.00	26,757.00	0.00	0.00	0.00	26,757.00	3,243.00	1,337.85
173	Fire Alarm - Labor	23,000.00	18,783.00	0.00	0.00	0.00	18,783.00	4,217.00	939.15
174	Fire Alarm - Material	17,000.00	14,930.00	0.00	0.00	0.00	14,930.00	2,070.00	746.50
175	CO #1	64,147.40	64,147.40	0.00	0.00	0.00	64,147.40	0.00	3,207.37
176	CO #2	164,011.69	164,011.69	0.00	0.00	0.00	164,011.69	0.00	8,200.58
177	CO #3	38,442.39	0.00	33,550.00	0.00	0.00	33,550.00	4,892.39	1,677.50

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		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>GRAND TOTAL</b>	<b>\$6,222,291.48</b>	<b>\$5,706,981.09</b>	<b>\$204,433.00</b>	<b>\$0.00</b>	<b>\$5,911,414.09</b>	<b>95.00%</b>	<b>\$310,877.39</b>	<b>\$295,570.70</b>

**Stantec Architecture Inc.**

733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309  
Phone: (612) 712-2000

---

To:	Dan Buchholtz	From:	Bruce Paulson
Company:	City of Spring Lake Park	<input type="checkbox"/>	For Your Information
Address:	1301 81st Avenue NE Spring Lake Park, MN 55432	<input checked="" type="checkbox"/>	For Your Approval
Phone:	(763) 792-7211	<input checked="" type="checkbox"/>	For Your Review
		<input type="checkbox"/>	As Requested
Date:	November 27, 2024		
File:	193806049		
Delivery:	Email		

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**Reference: Spring Lake Park City Hall Renovation/Expansion Application and Certificate for Payment**

## Attachment:

Copies	Doc Date	Pages	Description
1	11/25/2023	13	Application and Certificate for Payment No. 10

Hi Dan,

Please have the attached copy signed and then it can be scanned and emailed to Heather Clay at [heather.clay@constructionresults.com](mailto:heather.clay@constructionresults.com) and to me. Thank you.

Respectfully yours,

**Stantec Architecture Inc.****Bruce P. Paulson**

Senior Project Manager/Architect  
Phone: (612) 712-2108  
Cell: (651) 492-9089  
[Bruce.Paulson@stantec.com](mailto:Bruce.Paulson@stantec.com)

c. File



Project: Spring Lake Park City Hall Renovation/Expansion	Date: November 27, 2024
For Period: 11/1/2024 to 11/30/2024	Request No 10
Contractor: Construction Results Corp., 5465 Hwy 169 North, Plymouth, MN 55442	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
 SPRING LAKE PARK CITY HALL RENOVATION/EXPANSION PROJECT  
 CITY OF SPRING LAKE PARK  
 SPRING LAKE PARK, MINNESOTA  
 STANTEC FILE NO. 19386049

SUMMARY

1	Original Contract Amount		\$	<u>5,955,690.00</u>
2	Change Order - Addition	\$	<u>266,601.48</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>6,222,291.48</u>
5	Value Completed to Date		\$	<u>5,969,372.48</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>5,969,372.48</u>
8	Less Retainage 5%		\$	<u>298,468.62</u>
9	Subtotal		\$	<u>5,670,903.86</u>
10	Less Amount Paid Previously		\$	<u>5,615,843.39</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	<u>10</u>	\$	<u><u>55,060.47</u></u>

Recommended for Approval by:  
**STANTEC ARCHITECTURE INC.**

See attached for signature \_\_\_\_\_

Approved by Contractor:  
**CONSTRUCTION RESULTS CORPORATION**

See attached for signature \_\_\_\_\_

Approved by Owner:  
**CITY OF SPRING LAKE PARK**

\_\_\_\_\_

\_\_\_\_\_

Specified Contract Completion Date:  
June 27, 2025

Date:  
 \_\_\_\_\_



# AIA Document G702 - 1992

## Application and Certificate for Payment

**TO OWNER:** City of Spring Lake Park  
1301 81st Avenue Northeast  
Spring Lake Park, MN 55432

**PROJECT:** 7088-Spring Lake Park City Hall  
Renovation - Expansion  
1301 81st Avenue Northeast  
Spring Lake Park, MN 55432

**FROM:** Construction Results Corp  
CONTRACTOR: 5465 Hwy 169 North  
Plymouth, MN 55442

**VIA ARCHITECT:** Stantec Consulting Services Inc.  
13980 Collections Center Dr  
Chicago, IL 60693

**APPLICATION NO:** 010  
**PERIOD TO:** November 30, 2024

**CONTRACT FOR:** General Construction  
**CONTRACT DATE:** February 01, 2024  
**PROJECT NOS:** 7088 /

**Distribution to:**  
OWNER:   
ARCHITECT:   
CONTRACTOR:   
FIELD:   
OTHER:

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM ..... \$5,955,690.00
2. NET CHANGE BY CHANGE ORDERS ..... \$266,601.48
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$6,222,291.48
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$5,969,372.48
5. RETAINAGE:
  - a. 5.00 % of Completed Work (Column D + E on G703) ..... \$298,468.62
  - b. 0 % of Stored Material (Column F on G703) ..... \$0.00
- Total Retainage (Lines 5a + 5b or Total in Column I of G703) ..... \$298,468.62
6. TOTAL EARNED LESS RETAINAGE ..... \$5,670,903.86  
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$5,615,843.39  
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE ..... \$55,060.47
9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$551,387.62  
(Line 3 less Line 6)

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$55,060.47  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Bruce F. Lusk  
By: \_\_\_\_\_ Date: November 27, 2024

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$228,159.09	\$0.00
Total approved this Month	\$38,442.39	\$0.00
<b>TOTALS</b>	<b>\$266,601.48</b>	<b>\$0.00</b>
NET CHANGES by Change Order		\$266,601.48

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User Notes: (389ADA52)





# AIA Document G703 - 1992

## Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:  
APPLICATION DATE:  
PERIOD TO:  
ARCHITECT'S PROJECT NO:

010  
November 25, 2024  
November 30, 2024  
7088

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Mobilization	138,000.00	138,000.00	0.00	0.00	0.00	138,000.00	0.00	6,900.00
2	Demobilization	30,000.00	10,500.00	0.00	0.00	0.00	10,500.00	19,500.00	525.00
3	Bonds & Insurance	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00	0.00	4,250.00
4	Procure	15,000.00	14,220.00	0.00	0.00	0.00	14,220.00	780.00	711.00
5	Contracts	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	750.00
6	Project Start up	26,000.00	26,000.00	0.00	0.00	0.00	26,000.00	0.00	1,300.00
7	General Conditions	310,000.00	297,861.00	0.00	0.00	0.00	297,861.00	12,139.00	14,893.05
8	Consumables	65,000.00	63,549.00	0.00	0.00	0.00	63,549.00	1,451.00	3,177.45
9	Site Clean up/ General Clean up	10,000.00	9,763.00	0.00	0.00	0.00	9,763.00	237.00	488.15
10	Equipment	35,550.00	34,907.00	0.00	0.00	0.00	34,907.00	643.00	1,745.35
11	Site Survey / Staking	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	400.00
12	Site Demolition	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.00	800.00
13	Earthwork - Excavation	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.00	800.00
14	Earthwork - Aggregate base Grading	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	650.00
15	Earthwork - Final Grading	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	100.00
16	Earthwork - Equipment	10,256.00	10,256.00	0.00	0.00	0.00	10,256.00	0.00	512.80
17	Bituminous Paving - Labor	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00	0.00	550.00
18	Bituminous Paving - Materials	8,375.00	8,375.00	0.00	0.00	0.00	8,375.00	0.00	418.75
19	Landscaping - Labor	2,481.00	0.00	2,010.00	0.00	0.00	2,010.00	471.00	100.50
20	Landscaping - Materials	1,395.00	0.00	1,120.00	0.00	0.00	1,120.00	275.00	56.00
21	Dust Protection - Labor	13,112.00	12,512.00	0.00	0.00	0.00	12,512.00	600.00	625.60
22	Dust Protection -	7,250.00	7,130.00	0.00	0.00	0.00	7,130.00	120.00	356.50

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Material								
23	Demolition - Labor	137,000.00	137,000.00	0.00	0.00	0.00	137,000.00	0.00	6,850.00
24	Demolition - Material	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	75.00
25	Demolition - Equipment	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00	125.00
26	Cast in Place Curb & Gutter - Labor	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	250.00
27	Cast in Place Curb & Gutter - Material	2,551.00	2,551.00	0.00	0.00	0.00	2,551.00	0.00	127.55
28	Cast in Place Exterior Concrete - Labor	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	600.00
29	Cast in Place Exterior Concrete - Material	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	250.00
30	Cast in Place Interior Concrete - Mobilization	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00	125.00
31	Cast in Place Interior Concrete - Labor	96,300.00	89,300.00	7,000.00	0.00	0.00	96,300.00	0.00	4,815.00
32	Cast in Place Interior Concrete - Material	53,200.00	49,700.00	3,500.00	0.00	0.00	53,200.00	0.00	2,660.00
33	Concrete Reinforcement - Labor	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	150.00
34	Concrete Reinforcement - Material	9,174.00	9,174.00	0.00	0.00	0.00	9,174.00	0.00	458.70
35	Architectural / Hollow Core Precast Concrete - Engineering	10,380.00	10,380.00	0.00	0.00	0.00	10,380.00	0.00	519.00
36	Architectural / Hollow Core Precast Concrete - Labor	31,426.00	31,426.00	0.00	0.00	0.00	31,426.00	0.00	1,571.30
37	Architectural / Hollow Core Precast Concrete - Material	41,806.00	41,806.00	0.00	0.00	0.00	41,806.00	0.00	2,090.30
38	Architectural / Hollow Core Precast Concrete -	9,296.00	9,296.00	0.00	0.00	0.00	9,296.00	0.00	464.80

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			FROM PREVIOUS APPLICATION (D + E)						
	Logistics								
	Architectural / Hollow Core Precast Concrete - Erection	74,902.00	74,902.00	0.00	0.00	0.00	74,902.00	0.00	3,745.10
	Architectural / Hollow Core Precast Concrete - Caulking	5,190.00	5,190.00	0.00	0.00	0.00	5,190.00	0.00	259.50
41	Masonry - Mobilization	18,500.00	18,500.00	0.00	0.00	0.00	18,500.00	0.00	925.00
42	Masonry - Labor	267,900.00	262,772.00	5,128.00	0.00	0.00	267,900.00	0.00	13,395.00
43	Masonry - Material	150,916.00	150,916.00	0.00	0.00	0.00	150,916.00	0.00	7,545.80
44	Masonry - Equipment	12,513.00	12,513.00	0.00	0.00	0.00	12,513.00	0.00	625.65
	Structural Steel - Detailing / Submittals	2,880.00	2,880.00	0.00	0.00	0.00	2,880.00	0.00	144.00
46	Structural Steel - Labor	19,000.00	18,100.00	900.00	0.00	0.00	19,000.00	0.00	950.00
	Structural Steel - Material	56,760.00	56,760.00	0.00	0.00	0.00	56,760.00	0.00	2,838.00
	Miscellaneous Metals - Labor	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.00	700.00
	Miscellaneous Metals - Material	52,680.00	52,680.00	0.00	0.00	0.00	52,680.00	0.00	2,634.00
50	Structural Steel - Delivery	1,580.00	1,580.00	0.00	0.00	0.00	1,580.00	0.00	79.00
	Metal Fabrications / Mesh Guarding System - Labor	5,000.00	4,600.00	400.00	0.00	0.00	5,000.00	0.00	250.00
	Metal Fabrications / Mesh Guarding System - Material	21,469.00	21,469.00	0.00	0.00	0.00	21,469.00	0.00	1,073.45
53	Rough Carpentry - Labor	65,000.00	63,597.00	0.00	0.00	0.00	63,597.00	1,403.00	3,179.85
54	Rough Carpentry - Material	8,743.00	8,743.00	0.00	0.00	0.00	8,743.00	0.00	437.15
55	Finish Carpentry -	40,000.00	31,659.00	0.00	0.00	0.00	31,659.00	8,341.00	1,582.95



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			FROM PREVIOUS APPLICATION (D + E)	% (G+C)					
	Labor								
56	Finish Carpentry - Materials	4,000.00	2,959.00	0.00	0.00	0.00	2,959.00	1,041.00	147.95
57	Solid Surface Fabrications / Casework - Labor	15,000.00	12,359.00	0.00	0.00	0.00	12,359.00	2,641.00	617.95
58	Solid Surface Fabrications / Casework - Material	56,005.00	51,005.00	0.00	0.00	0.00	51,005.00	5,000.00	2,550.25
59	Bituminous Dampproofing - Labor	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	0.00	187.50
60	Bituminous Dampproofing - Material	4,186.00	4,186.00	0.00	0.00	0.00	4,186.00	0.00	209.30
61	Insulation - Labor	2,000.00	1,459.00	0.00	0.00	0.00	1,459.00	541.00	72.95
62	Insulation - Material	1,200.00	900.00	0.00	0.00	0.00	900.00	300.00	45.00
63	Joint Sealants - Labor	9,784.00	8,390.00	0.00	0.00	0.00	8,390.00	1,394.00	419.50
64	Joint Sealants - Material	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.00	110.00
65	Aluminum Composite Panels - Submittals	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	75.00
66	Aluminum Composite Panels - Labor	39,129.00	39,129.00	0.00	0.00	0.00	39,129.00	0.00	1,956.45
67	Aluminum Composite Panels - Material	29,017.00	29,017.00	0.00	0.00	0.00	29,017.00	0.00	1,450.85
68	Thermoplastic Polyolefin Roofing - Submittals	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00	60.00
69	Thermoplastic Polyolefin Roofing - Mobilization	4,150.00	4,150.00	0.00	0.00	0.00	4,150.00	0.00	207.50
70	Thermoplastic Polyolefin Roofing - Labor	95,545.00	94,845.00	700.00	0.00	0.00	95,545.00	0.00	4,777.25
71	Thermoplastic	273,250.00	273,250.00	0.00	0.00	0.00	273,250.00	0.00	13,662.50

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Polyolefin Roofing - Material								
72	Thermoplastic Polyolefin Roofing - Equipment	5,850.00	5,850.00	0.00	0.00	0.00	5,850.00	0.00	292.50
73	Hollow Metal Frames - Labor	5,000.00	4,269.00	731.00		0.00	5,000.00	0.00	250.00
74	Hollow Metal Frames - Material	62,757.00	62,757.00	0.00	0.00	0.00	62,757.00	0.00	3,137.85
75	Wood / Hollow Metal Doors - Labor	9,000.00	7,289.00	0.00	0.00	0.00	7,289.00	1,711.00	364.45
76	Wood / Hollow Metal Doors - Material	21,759.00	21,759.00	0.00	0.00	0.00	21,759.00	0.00	1,087.95
77	Finish Hardware - Labor	16,000.00	12,989.00	0.00	0.00	0.00	12,989.00	3,011.00	649.45
78	Finish Hardware - Materials	89,093.00	89,093.00	0.00	0.00	0.00	89,093.00	0.00	4,454.65
79	Detention Doors - Shop Drawings / Submittals	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	50.00
80	Detention Doors - Labor	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00	125.00
81	Detention Doors - Material	12,650.00	12,650.00	0.00	0.00	0.00	12,650.00	0.00	632.50
82	Upward Acting Sectional Doors - Labor	26,425.00	26,425.00	0.00	0.00	0.00	26,425.00	0.00	1,321.25
83	Upward Acting Sectional Doors - Material	55,227.00	55,227.00	0.00	0.00	0.00	55,227.00	0.00	2,761.35
84	Aluminum Storefront - Submittals	14,275.00	14,275.00	0.00	0.00	0.00	14,275.00	0.00	713.75
85	Aluminum Storefront - Shop Drawings	5,259.00	5,259.00	0.00	0.00	0.00	5,259.00	0.00	262.95
86	Storefront Bullet Resistant & Hardware - Labor	51,388.00	50,388.00	1,000.00		0.00	51,388.00	0.00	2,569.40

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			FROM PREVIOUS APPLICATION (D + E)	% (G+C)					
87	Storefront - Material	109,867.00	109,867.00	0.00	0.00	0.00	109,867.00	0.00	5,493.35
88	Bullet Resistant Framing - Material	42,918.00	42,918.00	0.00	0.00	0.00	42,918.00	0.00	2,145.90
89	Storefront / Door Glazing - Labor	12,113.00	11,113.00	0.00	0.00	0.00	11,113.00	1,000.00	555.65
90	Storefront / Door Glazing - Material	29,926.00	29,926.00	0.00	0.00	0.00	29,926.00	0.00	1,496.30
91	Bullet Resistant Glazing - Labor	1,686.00	1,686.00	0.00	0.00	0.00	1,686.00	0.00	84.30
92	Bullet Resistant Glazing - Material	1,028.00	1,028.00	0.00	0.00	0.00	1,028.00	0.00	51.40
93	Aluminum Door Hardware / Auto Opener - Material	75,552.00	75,552.00	0.00	0.00	0.00	75,552.00	0.00	3,777.60
94	Aluminum Storefront Equipment	7,566.00	7,566.00	0.00	0.00	0.00	7,566.00	0.00	378.30
95	Metal Wall Louvers - Labor	2,050.00	2,050.00	0.00	0.00	0.00	2,050.00	0.00	102.50
96	Metal Wall Louvers - Material	2,143.00	2,143.00	0.00	0.00	0.00	2,143.00	0.00	107.15
97	Gypsum Board Assemblies - Summittals	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	50.00
98	Cold Formed Metal Framing - Labor	10,000.00	8,789.00	1,211.00	0.00	0.00	10,000.00	0.00	500.00
99	Cold Formed Metal Framing - Material	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	500.00
100	Gypsum Drywall - Labor	190,200.00	176,918.00	0.00	0.00	0.00	176,918.00	13,282.00	8,845.90
101	Gypsum Drywall - Material	126,700.00	116,671.00	10,029.00	0.00	0.00	126,700.00	0.00	6,335.00
102	Ceramic Tile - Labor	61,464.00	55,234.00	0.00	0.00	0.00	55,234.00	6,230.00	2,761.70
103	Ceramic Tile - Material	53,870.00	53,870.00	0.00	0.00	0.00	53,870.00	0.00	2,693.50
104	Acoustical Ceilings -	28,990.00	22,108.00	0.00	0.00	0.00	22,108.00	6,882.00	1,105.40

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			FROM PREVIOUS APPLICATION (D + E)	% (G+C)					
	Labor								
105	Acoustical Ceilings - Material	36,700.00	32,151.00	0.00	0.00	0.00	32,151.00	4,549.00	1,607.55
106	Vinyl Base - Labor	500.00	305.00	0.00	0.00	0.00	305.00	195.00	15.25
107	Vinyl Base - Material	400.00	400.00	0.00	0.00	0.00	400.00	0.00	20.00
108	Carpet - Labor	13,000.00	10,258.00	0.00	0.00	0.00	10,258.00	2,742.00	512.90
109	Carpet - Material	36,100.00	36,100.00	0.00	0.00	0.00	36,100.00	0.00	1,805.00
110	Concrete Floor Sealer - Labor	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.00	55.00
111	Concrete Floor Sealer - Material	5,950.00	5,950.00	0.00	0.00	0.00	5,950.00	0.00	297.50
112	Painting - Labor	57,777.00	46,525.00	0.00	0.00	0.00	46,525.00	11,252.00	2,326.25
113	Painting - Materials	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	400.00
114	Concrete Floor Coating - Labor	5,840.00	3,740.00	0.00	0.00	0.00	3,740.00	2,100.00	187.00
115	Concrete Floor Coating - Material	3,150.00	2,100.00	0.00	0.00	0.00	2,100.00	1,050.00	105.00
116	Signs - Labor	1,500.00	985.00	0.00	0.00	0.00	985.00	515.00	49.25
117	Signs - Material	4,938.00	4,938.00	0.00	0.00	0.00	4,938.00	0.00	246.90
118	Interior Way Finding Allowance	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00	500.00
119	Operable Partitions - Labor	4,000.00	2,896.00	0.00	0.00	0.00	2,896.00	1,104.00	144.80
120	Operable Partitions - Material	15,950.00	6,592.00	0.00	0.00	0.00	6,592.00	9,358.00	329.60
121	Stainless Steel Corner Guards - Labor	1,188.00	925.00	0.00	0.00	0.00	925.00	263.00	46.25
122	Stainless Steel Corner Guards - Material	3,977.00	3,977.00	0.00	0.00	0.00	3,977.00	0.00	198.85
123	Toilet Accessories - Labor	9,801.00	6,952.00	0.00	0.00	0.00	6,952.00	2,849.00	347.60
124	Toilet Accessories - Material	7,408.00	7,408.00	0.00	0.00	0.00	7,408.00	0.00	370.40

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
125	Adult Changing Stations - Labor	1,188.00	0.00	0.00	0.00	0.00	0.00	1,188.00	0.00
126	Adult Changing Stations - Material	9,731.00	9,731.00	0.00	0.00	0.00	9,731.00	0.00	486.55
127	Fire Protection Specialties - Labor	2,645.00	1,546.00	0.00	0.00	0.00	1,546.00	1,099.00	77.30
128	Fire Protection Specialties - Material	2,645.00	2,645.00	0.00	0.00	0.00	2,645.00	0.00	132.25
129	Heavy Duty Personnel Lockers - Labor	4,250.00	0.00	0.00	0.00	0.00	0.00	4,250.00	0.00
130	Heavy Duty Personnel Lockers - Material	55,337.00	55,337.00	0.00	0.00	0.00	55,337.00	0.00	2,766.85
131	Entrance Floor Mats & Frames - Submittals	200.00	200.00	0.00	0.00	0.00	200.00	0.00	10.00
132	Entrance Floor Mats & Frames - Labor	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.00	90.00
133	Entrance Floor Mats & Frames - Material	4,773.00	4,773.00	0.00	0.00	0.00	4,773.00	0.00	238.65
134	Fire Suppression - Engineered Design Submittals	13,568.00	13,568.00	0.00	0.00	0.00	13,568.00	0.00	678.40
135	Fire Suppression - Labor	67,840.00	62,121.00	0.00	0.00	0.00	62,121.00	5,719.00	3,106.05
136	Fire Suppression - Material	88,192.00	88,192.00	0.00	0.00	0.00	88,192.00	0.00	4,409.60
137	Plumbing Insulation - Labor	31,330.00	28,728.00	0.00	0.00	0.00	28,728.00	2,602.00	1,436.40
138	Plumbing Insulation - Material	17,700.00	17,700.00	0.00	0.00	0.00	17,700.00	0.00	885.00
139	Facility Water Distribution - Labor	32,420.00	27,164.00	0.00	0.00	0.00	27,164.00	5,256.00	1,358.20
140	Facility Water Distribution - Material	36,565.00	36,565.00	0.00	0.00	0.00	36,565.00	0.00	1,828.25



A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	% (G+C)					
141	Facility Sanitary Sewage - Labor	92,260.00	79,705.00	0.00	0.00	0.00	79,705.00	12,555.00	3,985.25
142	Facility Sanitary Sewage - Material	99,275.00	99,275.00	0.00	0.00	0.00	99,275.00	0.00	4,963.75
143	Domestic Water Heaters - Labor	2,250.00	895.00	0.00	0.00	0.00	895.00	1,355.00	44.75
144	Domestic Water Heaters - Material	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	750.00
145	Plumbing Fixtures - Labor	14,630.00	11,802.00	0.00	0.00	0.00	11,802.00	2,828.00	590.10
146	Plumbing Fixtures - Material	82,550.00	66,016.00	0.00	0.00	0.00	66,016.00	16,534.00	3,300.80
147	HVAC Testing Adjusting & Balancing - Labor	8,900.00	0.00	0.00	0.00	0.00	0.00	8,900.00	0.00
148	Facility Natural Gas Piping - Labor	6,700.00	5,380.00	0.00	0.00	0.00	5,380.00	1,320.00	269.00
149	Facility Natural Gas Piping - Material	6,950.00	5,587.00	0.00	0.00	0.00	5,587.00	1,363.00	279.35
150	HVAC Ducts & Casings - Labor	39,830.00	34,496.00	0.00	0.00	0.00	34,496.00	5,334.00	1,724.80
151	HVAC Ducts & Casings - Material	87,525.00	75,293.00	0.00	0.00	0.00	75,293.00	12,232.00	3,764.65
152	HVAC Fans - Labor	3,560.00	2,014.00	1,546.00	0.00	0.00	3,560.00	0.00	178.00
153	HVAC Fans - Material	18,245.00	18,245.00	0.00	0.00	0.00	18,245.00	0.00	912.25
154	Air Outlets & Inlets - Labor	14,300.00	10,209.00	4,091.00	0.00	0.00	14,300.00	0.00	715.00
155	Air Outlets & Inlets - Material	19,350.00	19,350.00	0.00	0.00	0.00	19,350.00	0.00	967.50
156	Gas Fired Unit Heaters - Labor	5,125.00	3,111.00	2,014.00	0.00	0.00	5,125.00	0.00	256.25
157	Gas Fired Unit Heaters - Material	21,270.00	21,270.00	0.00	0.00	0.00	21,270.00	0.00	1,063.50

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A	B	C	D		E		F	G		H	I
			FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)		% (G+C)	BALANCE TO FINISH (C - G)		
158	Packaged Outdoor HVAC Equipment - Labor	16,450.00	14,764.00	1,686.00	0.00	16,450.00	100.00%	0.00	0.00	822.50	
159	Packaged Outdoor HVAC Equipment - Material	225,550.00	225,550.00	0.00	0.00	225,550.00	100.00%	0.00	0.00	11,277.50	
160	Electrical Mobilization	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00%	0.00	0.00	1,750.00	
161	Electrical Demolition - Labor	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00	0.00	750.00	
162	Electrical Demolition - Material	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00%	0.00	0.00	375.00	
163	Lighting Control - Labor	45,000.00	41,004.00	0.00	0.00	41,004.00	91.12%	0.00	3,996.00	2,050.20	
164	Lighting Control - Labor	25,000.00	21,493.00	0.00	0.00	21,493.00	85.97%	0.00	3,507.00	1,074.65	
165	Light Fixture - Labor	86,000.00	73,110.00	0.00	0.00	73,110.00	85.01%	0.00	12,890.00	3,655.50	
166	Light Fixture - Material	231,000.00	231,000.00	0.00	0.00	231,000.00	100.00%	0.00	0.00	11,550.00	
167	Mechanical Power - Labor	32,750.00	27,323.00	0.00	0.00	27,323.00	83.43%	0.00	5,427.00	1,366.15	
168	Mechanical Power - Material	36,000.00	36,000.00	0.00	0.00	36,000.00	100.00%	0.00	0.00	1,800.00	
169	Panels / Feeder - Labor	43,000.00	43,000.00	0.00	0.00	43,000.00	100.00%	0.00	0.00	2,150.00	
170	Panels / Feeder - Material	122,000.00	122,000.00	0.00	0.00	122,000.00	100.00%	0.00	0.00	6,100.00	
171	Branch Circuit Devices - Labor	65,000.00	54,936.00	0.00	0.00	54,936.00	84.52%	0.00	10,064.00	2,746.80	
172	Branch Circuit Devices - Material	30,000.00	26,757.00	0.00	0.00	26,757.00	89.19%	0.00	3,243.00	1,337.85	
173	Fire Alarm - Labor	23,000.00	18,783.00	0.00	0.00	18,783.00	81.67%	0.00	4,217.00	939.15	
174	Fire Alarm - Material	17,000.00	14,930.00	0.00	0.00	14,930.00	87.82%	0.00	2,070.00	746.50	
175	CO #1	64,147.40	64,147.40	0.00	0.00	64,147.40	100.00%	0.00	0.00	3,207.37	
176	CO #2	164,011.69	164,011.69	0.00	0.00	164,011.69	100.00%	0.00	0.00	8,200.58	
177	CO #3	38,442.39	33,550.00	4,892.39	0.00	38,442.39	100.00%	0.00	0.00	1,922.12	

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
		0.00	0.00		0.00	0.00	0.00	0.00	0.00
	<b>GRAND TOTAL</b>	<b>\$6,222,291.48</b>	<b>\$5,911,414.09</b>		<b>\$57,958.39</b>	<b>\$0.00</b>	<b>\$5,969,372.48</b>	<b>\$252,919.00</b>	<b>\$298,468.62</b>
								<b>95.94%</b>	



**Kenneth A. Tolzmann, SAMA**  
Spring Lake Park City Assessor

November 26, 2024

City of Spring Lake Park  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, Mn 55432  
Attn: Mr. Daniel Bucholtz, Admin.

Re: Fourth Quarter Billing for 2025 Payable 2026 Property Tax Assessment.

Dear Mr. Bucholtz,

The annual cost for Assessment Services in accordance with our contract is as follows:

2086 Residential improved parcels @ \$10.00 per parcel -----	\$20,860.00
305 Comm/Ind/Apt/Pub Utility parcels @ \$55.00 per parcel -----	16,775.00
27 Unimproved land parcels @ \$ 2.50 per parcel -----	67.50
90 Exempt parcels	nc
103 Mobile Home Parcels	nc
2611 Total Parcels	

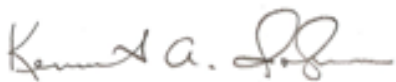
Total Cost for year 2025 assessment payable in 2026: \$37,702.50

Fourth Quarter Amt. Due: \$ 9,425.63

The above figures are in accordance with our contract for services dated June 8, 2021.

If you have any questions, please give me a call at 651 605-5125.

Sincerely,



Kenneth A. Tolzmann, SAMA#1939  
Spring Lake Park City Assessor  
13921 45<sup>th</sup> Ave. N  
Plymouth, MN. 55446



**APPLICATION  
BOARD/COMMISSION MEMBER**

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

**Name:** Erik Hendrickson  Adult (18+)  Student (under 18)

**Address:** 8001 McKinley Street NE **Zip:** 55432

**Home #:** [REDACTED] **Cell #:** [REDACTED]

**Email:** ehendrickson1@juno.com **Work #:** [REDACTED]

Length of residence in Spring Lake Park (in years) 22 May we call you at work?  Yes  No

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

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

- Planning and Zoning Commission
- Parks and Recreation Commission

Community, Civic or Volunteer Experience:

Scout Master Troop 714 2010 and 2014-17; Blaine Planning Commission 1997-98

Interests and Hobbies: Golf, Reading  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*Please complete other side of application*

Educational Background/Training: BS History St. Cloud State University

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What skills or personal qualities do you possess that would make you valuable as a board or commission member? I have coached various sports over the last 30 years

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Why are you interested in volunteering? I want to give back to the community I have lived in for the past 22 years.

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**Conflicts of Interest**

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

**IMPORTANT INFORMATION CONCERNING YOUR APPLICATION**

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

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

  
\_\_\_\_\_  
*Applicant signature (electronic)*

10/28/2024  
\_\_\_\_\_  
*Date*

P.143103-A



CITY OF SPRING LAKE PARK  
1301 Eighty-First Avenue N.E.  
Spring Lake Park, MN 55432  
Ph: 763-784-6491 Fax: 763-792-7257

# PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: Lumen/CenturyLink

GOPHER 1-CALL REG. NO.: 243101157 & 243101158

ADDRESS: 8839 ABLE ST NE, BLAINE, MN 55434

PHONE: 651-378-2650

FAX:

E-MAIL ADDRESS: Susan.Blue@lumen.com

NAME OF REPRESENTATIVE: Sue Blue

REPRESENTATIVE PHONE NO'S.: 651-378-2650

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:  
Lumen Project # P.143103 (Aerial): place 778' of aerial cable on existing poles

START DATE: 12/02/2024

COMPLETION DATE: 03/31/2025

The City of Spring Lake Park reserves the right to modify the schedule as necessary in the issuance of the permit. Therefore, the dates stated on this application may not necessarily match actual approved dates.

EXPLANATION OF RESTORATION:

*Jeff Kubit*  
Authorized Representative Signature

11/11/2024  
Date

### FOR OFFICE USE ONLY

100.00

- PROOF OF CERTIFICATE OF INSURANCE:
- SCALED DRAWING SHOWING LOCATION
- COPY OF INSURANCE POLICIES  
(If Corporation; from Secretary of State)

VERIFICATION DATE:

- LETTER OF CREDIT OR CONST. BOND
- COPY OF CERTIFICATE OF AUTHORITY  
(From M.P.U.C., State, or Federal Agency)

PERMIT FEES:  Excavation Hole - \$150.00  
 Trench - \$70.00/100'+Hole fee

Emergency Hole - \$55.00  
 Obstruction Fee - \$50.00+.05/Ft.

Receipt No:

*Carol Kungler* Date: 11/18/24

Initials: *CK*

APPLICANT MUST CONTACT THE SPRING LAKE PARK PUBLIC WORKS DIRECTOR AT 763-792-7227  
48 HOURS PRIOR TO COMMENCING WORK

# AERIAL PERMIT

PROJECT ID : P.143103

WORK LOCATION

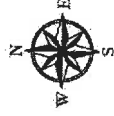


**ADDRESS :** 8470 COTTAGEWOOD TERRACE NE,  
SPRING LAKE PARK, MN 55432  
**TOWNSHIP :** SPRING LAKE PARK, MN  
S01-T30N-R24W  
(SPRING LAKE PARK AERIAL PERMIT)

**LUMEN**

**LUMEN ENGINEER :** ERNEST WEBER  
**DRAWN BY :** HEATHER SHENKES / RAVI KANT JOSHI  
**SHEET :** 1 OF 2

**PROJECT ID :** P.143103  
**WIRE CENTER :** BLANMNBL  
**SCALE :** NTS  
**DATE :** 10/23/2024



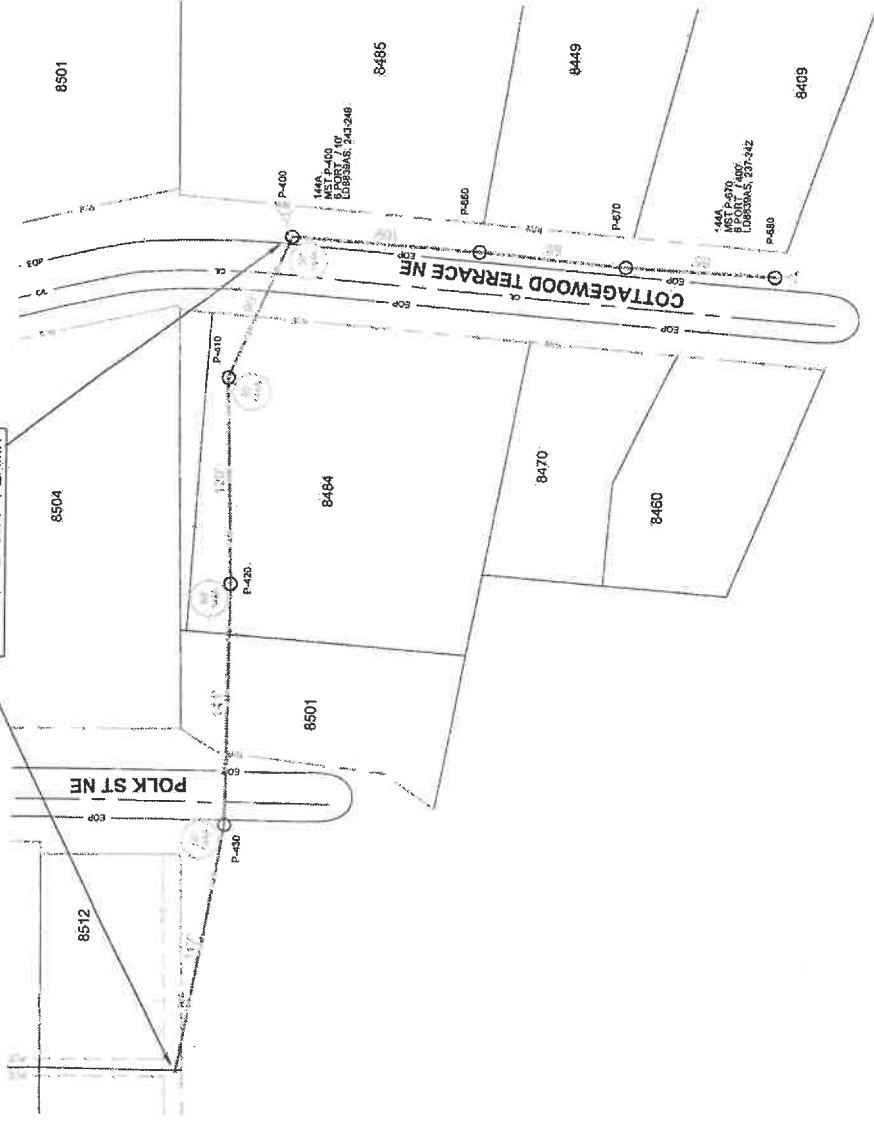
**PEARCE**  
CONSTRUCTION SERVICES

# AERIAL PERMIT

PLACEMENT CONTINUE TO BLAINE CITY PERMIT

**SCOPE OF WORK :**  
PLACE 778' OF AERIAL FIBER ON EXISTING POLES

LINE & SYMBOL LEGENDS	
	24F AERIAL CABLE
	48F AERIAL CABLE
	72F AERIAL CABLE
	96F AERIAL CABLE
	144F AERIAL CABLE
	216F AERIAL CABLE
	288F AERIAL CABLE
	432F AERIAL CABLE
	EXISTING F1 AERIAL
	EXISTING F1 FIBRE
	FUTURE DROP CABLE
	OHG GUY
GENERAL BLOCKS	
	AERIAL FOOTAGE
	DOWN GUY
	GENERAL POLES

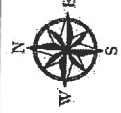


**ADDRESS :** 8470 COTTAGEWOOD TERRACE NE,  
SPRING LAKE PARK, MN 55432  
**TOWNSHIP :** SPRING LAKE PARK, MN  
S01-T30N-R24W  
(SPRING LAKE PARK AERIAL PERMIT)

**LUMEN**

**LUMEN ENGINEER :** ERNEST WEBER  
**DRAWN BY :** PEARCE SERVICES / RAVIKANT JOSHI  
**SHEET :** 2 OF 2

**PROJECT ID :** P-143103  
**WIRE CENTER :** BLANMIBL  
**SCALE :** NTS  
**DATE :** 10/21/2024







# Memorandum

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

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

**Date:** November 27, 2024

**Subject:** Tort Limit Election

Each year, the City Council is asked whether it wishes to elect to waive the statutory tort limits in order to comply with LMCIT requirements.

The City historically has chosen to not waive the monetary limits on municipal tort liability established by M.S. § 466.04. This decision reduces the cost of the City's liability insurance as it limits claims to \$500,000 per individual claimant per occurrence or \$1,500,000 for all claimants per occurrence.

Not all claims are covered by statutory municipal tort limits. This is why the City purchases \$1 million in excess liability coverage per year.

Staff recommends not waiving monetary tort limits. If you have any questions, please do not hesitate to contact me at 763-784-6491.





## LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city's underwriter, to pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

---

LMCIT Member Name: City of Spring Lake Park

*Check one:*

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

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

## Contractor's Licenses

December 2, 2024

### General Contractor

Copeland Building Corp.

### Plumbing Contractor

Perfection Plumbing, LLC.

Pipe and Water Plumbing, LLC.



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

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## REPORT

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**TO:** Spring Lake Park City Council  
**FROM:** Jeff Baker, Code Enforcement Director  
**RE:** Code Enforcement Monthly Report for November 2024  
**DATE:** November 26, 2024

---

In November, a total of 19 building, 8 mechanical, 6 plumbing, 2 Zoning and 2 Fire Suppression for a total of 37 permits issued compared to a total of 29 in 2023. Code Enforcement conducted 121 inspections in the month of November including 58 building, 46 rental, 9 zoning, 13 nuisance and 4 fire inspections.

Eight Administrative Offense tickets were issued.

The first round of letters for rental renewals went out on November 15<sup>th</sup>. So far, 40 properties have registered.

There are still 25 rental properties pending inspections. This includes 14 multi-family properties, with 7 of them being Northtown Apartments. One of the multi-family properties hasn't had any inspection at all in 2024. Additionally, 11 single-family properties are also waiting for inspections, and 8 of them haven't been inspected yet this year.

The electrical permit process is currently underway, and we will be taking it over starting December 1, 2024. Permit Tech Pearson has been instrumental in helping to streamline the process with Nykanen Inspections.

Construction Update:

- City hall is on track. I completed the in-wall inspections and framing. Sheetrock will be starting December 2<sup>nd</sup>.

In November of 2024, I attended the following appointments:

- City Council meeting on November 5<sup>th</sup> and 18<sup>th</sup>.
- Department Head Meeting November 6<sup>th</sup>.
- Meeting with MN Department of Labor and Industry November 22<sup>nd</sup>.
- Planning Commission meeting November 25<sup>th</sup>.

This concludes the Code Enforcement Department monthly report for November 2024. 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 2025 Truth in Taxation Hearing

### City Council

Bob Nelson, Mayor

Ken Wendling

Barbara Goodboe-Bisschoff

Lisa Dircks

April Moran

December 2, 2024

## Purpose of TNT Hearing

- Required under M.S. 275.065
- Provide information on 2025 proposed budget and tax levy
- Provide opportunity for residents to share feedback on the proposed budget and tax levy
- This is not the time to discuss your estimated market value. That occurs during the Open Book Assessment process in April.

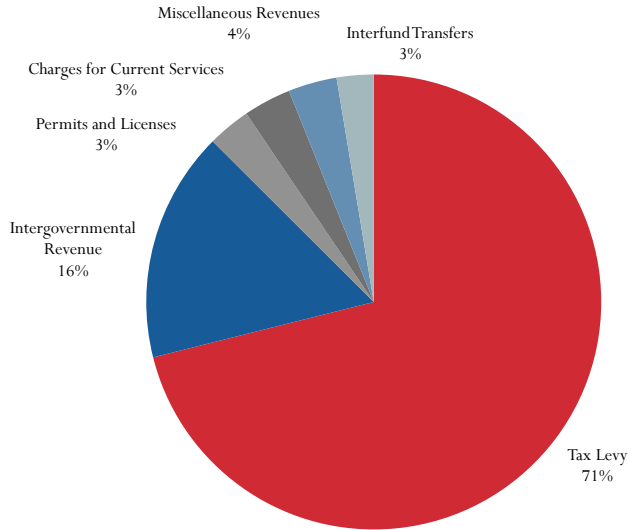
## 2025 Budget Process

- June 2024 Department Heads Draft Departmental Budgets
- July 2024 Department Heads Present Budgets to Administrator
- August 5, 2024 Administrator Presents Proposed Budget to City Council
- September 3, 2024 Council Approves Preliminary Budget/Tax Levy
- December 2, 2024 TNT Hearing
- December 16, 2024 Council Approves Final Budget/Tax Levy

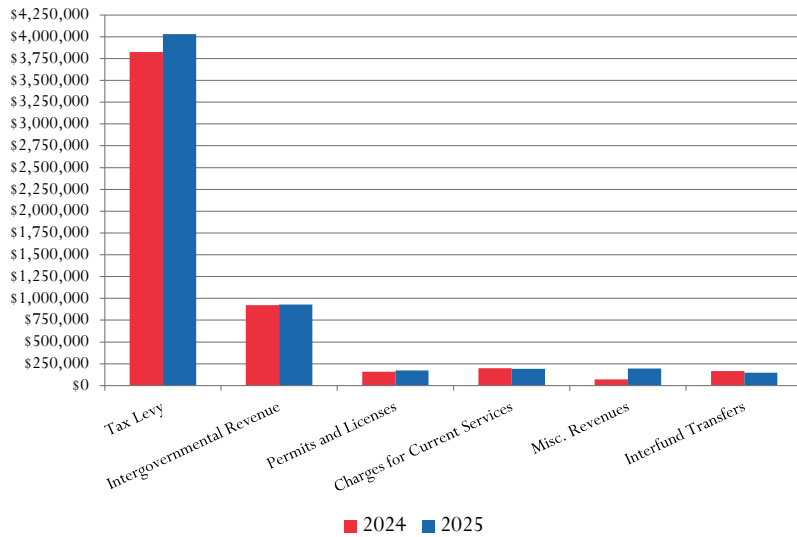
## Why Does My Property Tax Bill Vary From Year to Year

- Market Value Changes
- Budgets and Levies of Various Jurisdictions
- Special Assessments
- Change in Property Class
- Voter Approved Referendums
- Changes in Federal and State Mandates
- Changes in Aid and Revenue from State/Federal Government
- State Legislative Changes

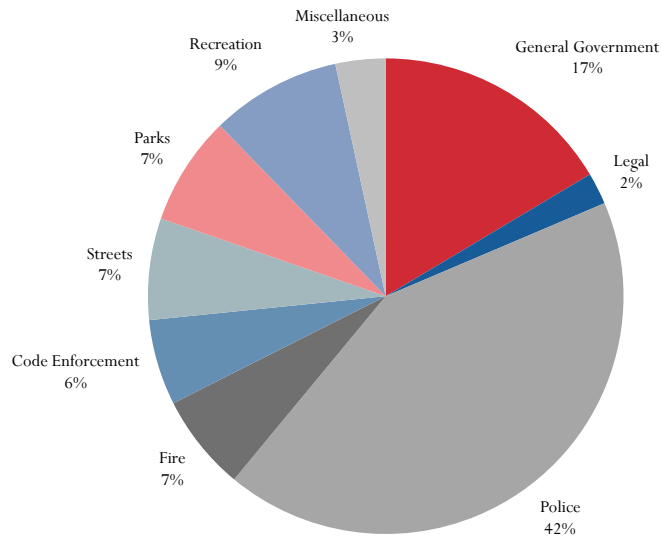
## 2025 General Fund Revenues



## Revenue Comparison

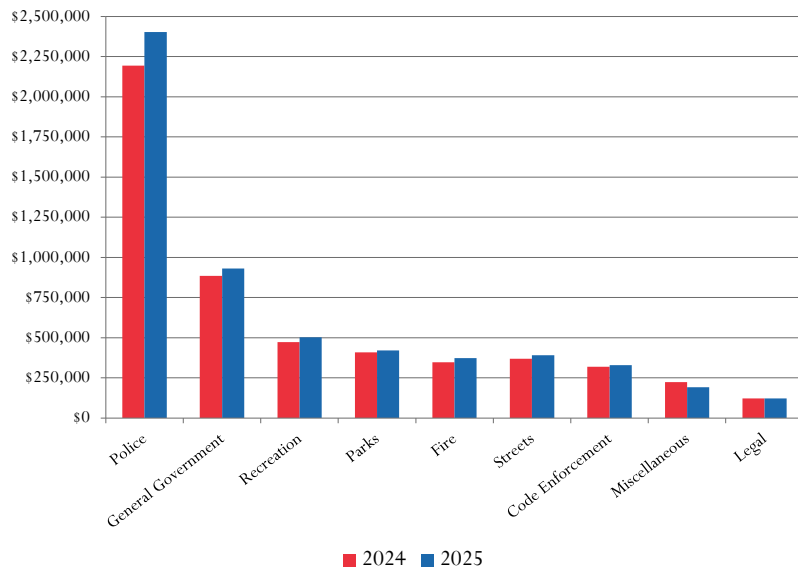


## 2025 General Fund Expenditures



**Notes:** General Government includes City Council, Administration, Assessor, Audit, I.T., Engineering, Planning and Zoning and Government Buildings.

## Expenditure Comparison





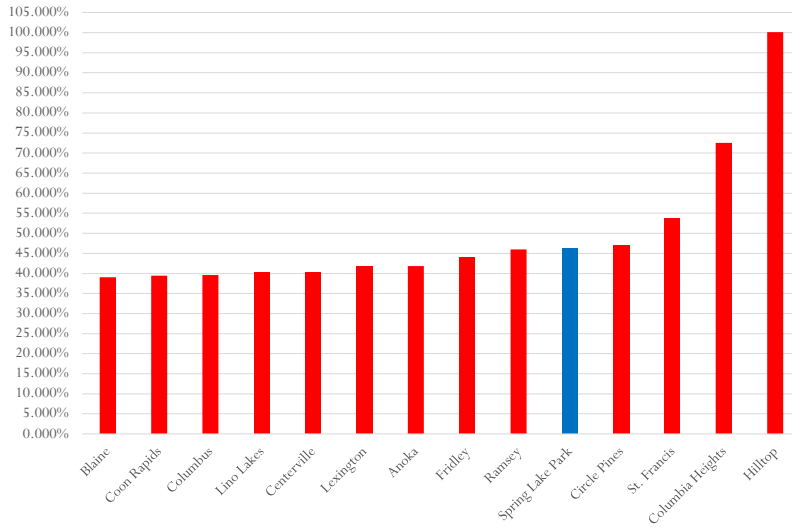
## 2025 Budget Highlights

- Proposed 2025 Levy is \$4,721,272, an increase of 14.78%
  - General Government levy increase is 5.38%, from \$3,823,887 to \$4,029,435
  - Capital Improvement Fund levy to increase by 5.00% from \$183,560 to \$194,591.
  - Street Improvement Levies to increase from \$24,078 to \$52,499, an increase of 218%. This increase funds the City's share of the 2024 Street Improvement Project
  - Debt Service levy increases from \$80,000 to \$444,747, due to debt service for City Hall Renovation/Expansion project
- Proposed 2025 Budget is Balanced
  - General Fund revenues are anticipated to increase by 6.13%
  - Overall General Fund spending is set to increase by 6.13%
- City's tax rate will increase from 37.752% in 2024 to 46.106% in 2025

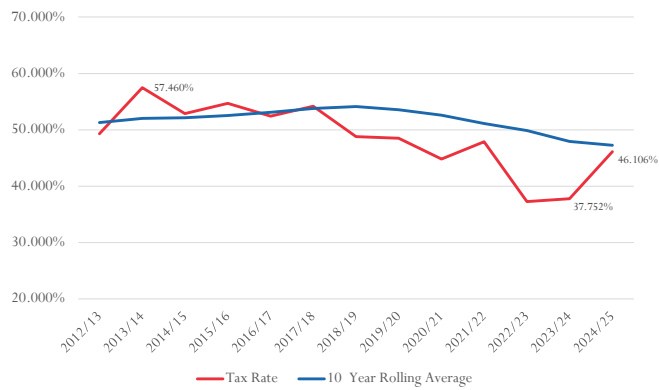
## 2025 Budget Highlights

- City is self-financing capital equipment needs, allowing money previously allocated for bond issuance costs and interest payments to fund equipment needs instead.
- Budget proposes adding a 12<sup>th</sup> licensed peace officer to the Police Department.
- Budget addresses inflationary increases such as salaries, benefits, fuel, increases in temporary salary ranges, printing and publication costs, and workers compensation insurance
- Budget sets aside funds for Ash tree removals due to the Emerald Ash Borer epidemic.

### Proposed 2025 Tax Rates for Select Anoka County Cities



### Spring Lake Park Historical Tax Rate



## Revenue Detail

Revenue by Category	2024 Budget	2025 Budget	% Chg.
Property Taxes	\$ 3,823,887.00	\$ 4,029,435.00	5.38%
Intergovernmental Revenue (LGA, Court Fines, etc)	\$ 921,720.00	\$ 929,679.00	0.09%
Permits and Licenses (Liquor, Sign, Bldg, Rental, etc)	\$ 160,289.00	\$ 173,029.00	7.95%
Charges for Current Services (Zoning Fees, Gambling Tax, Alarm Calls, Rental Housing)	\$ 197,462.00	\$ 192,087.00	( 0.03%)
Miscellaneous Revenues (Ins. Dividends, Admin Fines, Service Contracts)	\$ 71,606.00	\$ 196,031.00	273.76%
Interfund Transfers (Public Utilities, Recycling)	\$ 166,502.00	\$ 148,497.00	( 10.81%)
<b>TOTAL</b>	<b>\$ 5,341,466.00</b>	<b>\$5,668,758.00</b>	<b>6.13%</b>

## Expenditure Detail

Expenditure by Department	2024 Budget	2025 Budget	% Chg.
General Government	\$ 884,803.00	\$ 934,645.00	5.88%
Police Department	\$ 2,194,110.00	\$ 2,402,043.00	9.47%
Fire Protection	\$ 346,086.00	\$ 372,235.00	7.56%
Code Enforcement	\$ 318,367.00	\$ 329,880.00	3.62%
Streets	\$ 368,817.00	\$ 391,136.00	6.05%
Recreation	\$ 473,253.00	\$ 502,777.00	6.24%
Parks	\$ 409,630.00	\$ 420,842.00	2.73%
Legal	\$ 122,500.00	\$ 122,500.00	0.00%
Miscellaneous	\$ 223,900.00	\$ 192,700.00	(13.93%)
<b>TOTAL</b>	<b>\$ 5,341,466.00</b>	<b>\$ 5,668,758.00</b>	<b>6.13%</b>

## 2025 Property Tax Levy

Revenue by Category	2024 Levy	2025 Levy	% Chg.
General Operations	\$4,033,290.00	\$4,276,525.00	6.03%
Debt Service	\$ 80,000.00	\$ 444,747.00	555.93%
<b>TOTAL</b>	<b>\$4,113,290.00</b>	<b>\$4,721,272.00</b>	<b>14.78%</b>

Questions?



*Thank You For Attending!*

City of Spring Lake Park

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2025 Street Improvements Project  
Public Improvement Hearing

---

December 2, 2024




1

## Project Location (79<sup>th</sup> Avenue NE - area to be assessed)

2

Note: 79<sup>th</sup> Avenue between Monroe St. NE and Able St. NE was originally considered as part of the 2025 project, but that segment was eliminated as part of the Feasibility Report evaluation process

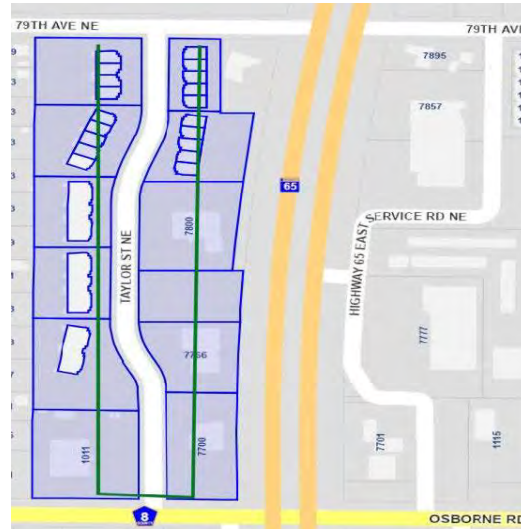


Public Hearing 12/02/2024

2

## Project Location (Taylor St. NE - area to be assessed)

3



Public Hearing 12/02/2024

3

## Existing Conditions – Cracks and bituminous flaking

4



- Cracking.
- Bituminous surface failing.
- Ongoing patching required.
- Existing concrete curbing is generally in acceptable condition.
- Existing sanitary sewer and water main is in acceptable condition.
- Some storm sewer structure improvements may be necessary.

Public Hearing 12/02/2024

4

## Feasibility Report

5

- The proposed project is a continuation of the City's Pavement Management Policy that began in the 1990's (Resolution 98-48).
- Project area includes:
  - Sanburnol Drive NE (AKA 85<sup>th</sup> Avenue),
  - Elm Drive NE, and
  - 83<sup>rd</sup> Avenue NE between University and Terrace.
- Streets last paved in 1994 and 1997.
- Feasibility Report
  - ▣ Proposed Improvements
  - ▣ Opinion of Probable Construction Costs
  - ▣ Assessment Information
  - ▣ Schedule
  - ▣ Preliminary Assessment Roll



5

## Project Components

6

- Street Improvements -
  - ▣ Remove and replace some segments of concrete curb.
  - ▣ Mill off top 2-inches of existing bituminous (79<sup>th</sup> Ave. & Taylor St.).
  - ▣ Patch areas of distress after milling.
  - ▣ Place new bituminous surface.
- Storm Sewer Improvements -
  - ▣ Replace structure castings, frames & concrete adjustment rings on catch basins where needed.
- Sanitary Sewer and Water Main Improvements -
  - ▣ No sanitary sewer or water main work is proposed.



Public Hearing 12/02/2024

6



## Estimated Project Costs & Funding

7

- Estimated Total Project Cost -
  - ▣ \$ 405,400
  
- Approximate Funding Sources -
  - ▣ SLP Street and Utility Funds: \$130,385
  - ▣ SLP Assessments: \$275,015

Public Hearing 12/02/2024

7

## Assessments – CITY ASSESSMENT POLICY AND PRACTICE

8

### CITY ASSESSMENT POLICY AND PRACTICE

The City Council adopted Resolution 98-48 on November 16, 1998 establishing a Pavement Management Policy. The City adopted an addendum to the policy in January 1999 to clarify construction issues. Resolution 98-48 established assessment policy to be applied to street improvement projects. This policy provides that commercial, industrial, school, and church properties shall pay 100 percent of the actual cost based on the front footage of the property adjacent to the streets being improved. For purposes of this report, public lands are treated in a manner identical to school and church. This includes City-owned properties.

In residential areas, the policy says that costs will be split, with approximately 45% being assigned to the residential properties, and approximately 55% being funded by the City. The assignment of costs to residential properties will be made based on the total number of equivalent units involved in the project. For this method, a single-family lot is assigned a value of one unit. Multiple housing lots (if any) are counted as proportions of equivalent single-family lots. Duplex units are counted at a rate of 0.8 single-family lots per unit, town homes are counted at a rate of 0.6 single-family lots per unit, and apartments are counted as 0.4 single-family lots per unit. No differentiation will be made between attached and detached town home units.

In accordance with the Pavement Management Policy, all costs of public utility improvements incurred on this project, including sanitary sewer, water main, and storm sewer, will be completely funded by the City, with no portion assessed.

Residential lots are only to be assessed for one street improvement project. Therefore, corner lots that have been assessed for a previous street improvement project are not assessed twice.

Public Hearing 12/02/2024

8

## Estimated Assessments

9

City assessment practice calls for assessing 45% of assessable project costs to adjacent residential properties. For commercial, industrial, and institutional properties, city practice calls for assessing 100% of the assessable costs.

Sanitary sewer, water main, and storm sewer costs are not considered assessable costs.

For Sanburnol Drive and Elm Drive, the cost for the street base and bituminous in excess of 2.5-inches is not included in the assessable costs. Assessment rates are based on the estimated cost of a typical city street mill and overlay.

**Proposed Assessment Rates:**  
**2025 Street Improvements Project**

Single Family Unit Rate	\$2,850.00 / parcel
Town Home Unit Rate	\$1,710.00 / parcel
Per Front Foot Rate	\$84.88 per front foot

**Estimated Total Assessments:**  
**2025 Street Improvements Project**

79 <sup>th</sup> Ave & Taylor St. Assessments	\$275,015.63
<b>Total Estimated Assessments</b>	<b>\$275,015.63</b>

Public Hearing 12/02/2024

9

## Project Schedule – Spring Lake Park 2025 Street Improvements

10

Authorize Feasibility Report Preparation	Sept. and Oct. 2024
Order Public Improvement Hearing	November 4, 2024
Public Improvement Hearing	December 2, 2024
Approve Construction Plans / Authorize Bidding	January 21, 2025
Receive Bids	February 2025
Public Assessment Hearing	April 21, 2025
Council Award Construction Bids	April 21, 2025
Begin Construction	May or June 2025

Public Hearing 12/02/2024

10

# Conclusion - Questions from residents, then close hearing.

11



## Questions?

**Please come to podium.**

**City of Spring Lake Park  
Feasibility Report**

**2025 Street Improvements Project**

**79<sup>th</sup> Avenue NE** (between Able St. and TH 65)  
and **Taylor Street** (between 79<sup>th</sup> Ave and Osborne Rd.)

October 2024

Stantec Project No. 192807275

Public Hearing 12/02/2024



# Memorandum

---

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

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

**Date:** November 25, 2024

**Subject:** Adoption of 2025 Fee Schedule

## **Project Overview:**

The 2025 Street Improvement Project includes proposed mill and overlay work for the following segments:

- **79th Avenue NE:** Between Able Street and TH-65.
- **Taylor Street NE:** Between 79th Avenue and Osborne Road.

These improvements are part of the City's comprehensive street maintenance program and are consistent with similar projects completed in previous years.

## **Scope of Work:**

- Milling and overlay of 2 inches of bituminous pavement.
- Spot repairs to concrete curb and gutter.
- Minimal repairs to pedestrian curb ramps.
- Adjustment of valve boxes and castings as necessary.
- Restoration of disturbed areas with topsoil and seeding.

No water main, sanitary sewer, or major storm sewer work is included in this project, as these systems are in good condition.

## **Estimated Costs and Assessments:**

The **total estimated project cost** is \$405,400, which includes construction, administrative fees, and contingency.

The **assessment policy** divides costs as follows:

- 100% of costs for commercial, industrial, school, and church properties based on frontage.
- 45% of costs for residential properties on a per parcel basis.  
The City will cover remaining costs not allocated to assessments.

## **Proposed Assessment Rates:**

- **Single-family residential:** \$2,850 per parcel.
- **Townhomes:** \$1,710 per parcel.
- **Non-residential properties:** \$84.88 per front foot.

These rates align with the City's assessment practices and reflect inflation-adjusted rates from previous projects.

**Area to be Assessed:**

Properties adjacent to 79th Avenue NE and Taylor Street NE are proposed for assessments. A detailed map and preliminary assessment roll have been prepared and shared with affected property owners.

**Feasibility Findings:**

The feasibility study concluded that:

1. The proposed improvements are necessary and cost-effective.
2. The project adheres to engineering and construction standards.
3. The City's assessment methodology ensures an equitable distribution of costs.

**Next Steps:**

1. **Public Hearing:** Gather public input on the proposed project and assessments at the Improvement Hearing being held on December 2, 2024 at 7:00pm.
2. **Council Action:** Following the hearing, the Council may:
  - o Approve the project as proposed.
  - o Adjust the project scope or assessment methodology based on feedback.
  - o Order the preparation of detailed plans and specifications for bidding.

Staff recommends approval of Resolution 2024-70, Ordering Improvement and Preparation of Plans - 2025 Street Improvement Project.

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



November 26, 2024

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

**Reference:** 2025 Street Project (79<sup>th</sup> Avenue and Taylor St.)  
Authorize Preparation of Plans and Specs

Dear Dan:

A Feasibility Report for the possible 2024 Street Improvement Project has been prepared. The streets in the project are 79<sup>th</sup> Avenue NE between Able and TH-65 and Taylor St. south of 79<sup>th</sup> Ave. The Public Hearing for the Project will be held on December 2, 2024.

If the City Council wishes to take the next step with the project after the Public Hearing, **we request that the City Council Authorize the preparation of final plans and specifications.**

The current planning level estimate of the project costs are as shown below.

Construction	\$ 310,400
Engineering	\$ 75,000
Legal, Geotech, Testing, and Admin.	<u>\$ 20,000</u>
Total Project	\$ 405,400

Please feel free to contact us if you have any questions or require any additional information.

Sincerely,  
**Stantec**

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

Phil Gravel



## **City of Spring Lake Park Feasibility Report**

### **2025 Street Improvements Project**

**79<sup>th</sup> Avenue NE** (between Able St. and TH 65)  
and **Taylor Street** (between 79<sup>th</sup> Ave and Osborne Rd.)

October 2024

Stantec Project No. 193807275





Stantec Consulting Services Inc.  
733 Marquette Avenue, Suite 1000  
Minneapolis MN 55402  
Tel: (612) 712-2000

October 29, 2024

Honorable Mayor and City Council  
City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432-2116

Re: Feasibility Report  
2025 Street Improvements Project - 79<sup>th</sup> Avenue and Taylor Street  
Stantec Project No.: 193807275

Dear Mayor and Council:

Submitted herewith is our Report on providing improvements on 79<sup>th</sup> Avenue NE and Taylor Street NE. The 79<sup>th</sup> Avenue portion of the report was authorized by the City Council on September 3, 2024. The Taylor Street portion of the report was authorized by the City Council on October 21, 2024.

The Report includes a discussion of the existing condition of the streets, as well as a description of the improvements recommended for inclusion in this project. The improvements primarily include street rehabilitation (mill and overlay) and select repairs to the existing concrete curb and gutter.

A planning-level cost estimate for the recommended improvements is also included in the Report, along with a possible method of cost allocation for division of costs between the City and properties that will benefit from the improvements.

Note that the report has determined that the segment of 79th Avenue NE between Monroe St. and Able St. that was originally considered is not recommended for improvements in 2025. We would be pleased to meet with the City Council and Staff at any mutually convenient time to discuss the findings of this Report.

Sincerely,  
STANTEC

Phil Gravel, City Engineer

I hereby certify that this report, plan, or specification was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

Phil Gravel, PE

Date: October 29, 2024 Registration No. 19864



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Figures 1 and 2 – Project Location – Area To Be Assessed  
Appendix A – Opinion of Probable Project Costs  
Appendix B – Preliminary Assessment Roll

# Executive Summary

Since the late 1990's, the City of Spring Lake Park has undertaken a comprehensive city-wide street maintenance program. Street Improvement Projects have occurred regularly since that time. Recent projects were completed in 2014-2015, 2022, and 2024. This report presents information for completing improvements on the following:

- 79<sup>th</sup> Avenue NE between Monroe St. and TH-65 (last paved in 1997 and 2003).
- Taylor Street NE between 79<sup>th</sup> Avenue and Osborne Road (last paved in 2003).

The proposed improvements presented herein are similar to previous street improvement projects.

**The estimated total project cost is \$405,000.** The estimated amount to be assessed is \$272,015.63. The net estimated City of Spring Lake Park share of the project \$132,984.37 (total project cost less proposed assessments).

The proposed assessment rates presented herein are consistent with the city's assessment practice. The proposed assessment rates are similar to rates from previous projects when adjusted for inflation. If the Council wishes to proceed with the project, the next steps include preparation of a detailed financial analysis, sharing information with the public, and final preparation of plans and specifications.

# Introduction and Existing Roadway Conditions

The City Council authorized preparation of a Feasibility Report to complete a street improvements project on the streets in the project area on September 3, 2024 and October 21, 2024.

The streets in the project areas are existing urban, bituminous roadways with concrete curb and gutter. The streets are 32-foot wide (face of curb to face of curb).

Taylor Street from 79<sup>th</sup> Avenue to Osborne Road was last paved in 2003 as a mill and overlay.

79<sup>th</sup> Avenue NE between Monroe St. and Able St was last paved in 2003 as part of a full street reconstruction project.

79<sup>th</sup> Avenue NE between Able St. and TH-64 was last paved in 1997. The block between Able Tyler was a 1.5-inch mill and overlay project. The two blocks east of Tyler were fully reconstructed.

Existing street information is presented below.

**79<sup>th</sup> Avenue NE from Monroe St. to Able St.:** *(note – this segment not recommended for final project)*

Street Width	32-feet (face of curb to face of curb)
Bituminous Wear	1.5-inches (from 2003)
Bituminous Base	2.0-inches (from 2003)
Aggregate Base	Variable depth of reclaimed material from 2003
Number of Driving Lanes	2 (one in each direction)
Sidewalk	On south side of 79 <sup>th</sup> (None on north side)

**79<sup>th</sup> Avenue NE from Able St. to Tyler Ave.:**

Street Width	32-feet (face of curb to face of curb)
Bituminous Wear	1.5-inches (from 1997)
Bituminous Base	Unknown depth from prior to 1997
Aggregate Base	Unknown depth from prior to 1997
Number of Driving Lanes	2 (one in each direction)
Sidewalk	On north side of 79 <sup>th</sup> (None on south side)

### **79<sup>th</sup> Avenue NE from Tyler Ave. to TH-65.:**

Street Width	32-feet (face of curb to face of curb)
Bituminous Wear	1.5-inches (from 1997)
Bituminous Base	2.0-inches (from 1997)
Aggregate Base	+/- 6-inches of reclaimed material (from 1997)
Number of Driving Lanes	2 (one in each direction)
Sidewalk	On north side of 79 <sup>th</sup> (None on south side)

### **Taylor Street NE from 79<sup>th</sup> Avenue to Osborne Road:**

Street Width	32-feet (face of curb to face of curb)
Bituminous Wear	1.5-inches (from 2003)
Bituminous Base	2.0-inches (from 2003)
Aggregate Base	Variable depth of reclaimed material from prior to 2003
Number of Driving Lanes	2 (one in each direction)
Sidewalk	None

The existing curb and gutter along the roads is generally in fair condition. Minor cracks and settlements exist in spot locations.

In place storm sewer catch basin structures in the project area may need repair or replacement. The Public Works Supt. will determine which structures require repairs or replacement.

## **Geotechnical Investigation**

Because the project is limited to surface replacement work, no geotechnical investigation or environmental sampling has been completed.

## **Roadway Design Considerations**

### **STREET SECTION – 79<sup>th</sup> AVENUE NE**

According to available record documents, the existing bituminous section on 79<sup>th</sup> Avenue NE in the project area is 3.5-inches of bituminous over +/- 6-inches of reclaimed aggregate material and/or Class 5 aggregate.

Upon review as part of the process of preparing this report, the surface condition of 79<sup>th</sup> Avenue between Monroe St. and Able Street was reviewed. It was determined that seal coat and crack repair maintenance should be sufficient to meet the needs of the city's pavement maintenance program.

The proposed construction on 79<sup>th</sup> Avenue Able St. and TH-65 will include removing the top layer of bituminous by milling. The mill thickness will be 2-inches between. After milling, patching of any areas of distress will occur. Finally, the road will be resurfaced by placing a new 2-inch thick bituminous mat.

### **STREET SECTION – TAYLOR STREET NE**

According to available record documents, the existing bituminous section on Taylor Street NE 3.5-inches of bituminous over +/- 6-inches of reclaimed aggregate material and/or Class 5 aggregate.

The proposed construction will include removing the top layer of bituminous by milling. The mill thickness will be 2-inches maximum. After milling, patching of any areas of distress will occur. Finally, the road will be resurfaced by placing a new 2-inch thick bituminous mat.

## CONCRETE CURB AND GUTTER

The streets included in this project have existing B618 (high back) concrete curb and gutter. Based on a field review and discussions with the Public Works Director, the majority of the curb appears to be in satisfactory condition. The City has indicated that they prefer to save the curb and gutter if possible. Therefore, it is proposed to limit the replacement of curb and gutter to spot areas. Proposed curb replacement segments include those sections currently showing damage or deterioration and at those locations where storm sewer repairs and pedestrian ramp replacements are proposed.

## SIDEWALK

Concrete sidewalk currently exists on one side of 79<sup>th</sup> Avenue within the project area. Based on discussions with the Public Works Director, the pedestrian curb ramps that do not presently include truncated domes are to be replaced. The majority of the mainline existing sidewalk appears to be in satisfactory condition. Since the existing sidewalk is in adequate condition, only minimal spot repairs and some pedestrian ramp repairs are proposed.

## Storm Sewer

No storm sewer work is proposed. The existing storm sewer structures have been inspected by the Public Works Director to determine pipe conditions and identify necessary repairs. There are only a few catch basins in the project area, and they are located in the segment of 79<sup>th</sup> Avenue that is not proposed to be in the final project.

## Water Main

No water main work is proposed. The existing water distribution system in the project area is deemed to be in an acceptable condition based on the history of past repairs in the project area and discussions with the Public Works Director. No improvements or extensions will be made to the water distribution system as part of this project. Work on the system will be limited to adjustment of valve boxes or hydrants as part of the street improvements.

## Sanitary Sewer

No sanitary sewer work is proposed. Sanitary sewer mains exist along the length of the streets in the project area. The existing sewer mains have all been lined as part of past sewer lining projects. No extensions or upgrades to the sanitary sewer system are proposed as part of this project.

## Permits

To construct the proposed improvements discussed herein, it is anticipated the following permits will need to be obtained prior to the start of construction:

- Minnesota Pollution Control Agency: A NPDES General Storm Water Permit for Construction Activities will be required from the Minnesota Pollution Control Agency.
- Coon Creek Watershed District (CCWD):  
Per the current CCWD rules (Effective 01/01/2023), an erosion and sediment control plan will be required, but a Rule 3 (Stormwater Management) permit should not be required because the method of construction proposed (milling and patching) does not meet the CCWD definition of Full Reconstruction.

### CCWD Rule 3 - Stormwater Management

- **Fully Reconstructed Impervious Surface.** An area where impervious surface is removed down to the underlying native soil, and the underlying native soil (as distinguished from roadway subbase material) is disturbed. The

following are among those actions that do not constitute impervious surface reconstruction: structure renovation; impervious surface mill, reclamation and overlay; paving of an existing gravel road that will remain rural-section road; hard surface removal and replacement associated with an isolated maintenance activity (as opposed to broader-scale replacement) such as repair of a catch basin or pipe section or replacement at the same hydraulic capacity; and pedestrian ramp installation.

## Project Schedule

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

Authorize Feasibility Report	September 3 <sup>rd</sup> and October 21 <sup>st</sup>
Accept Report and Call for Improvement Hearing	November 4, 2024
Public Improvement Hearing	December 2 <sup>nd</sup> or December 16 <sup>th</sup>
Authorize Preparation of Plans and Specifications	December 2 <sup>nd</sup> or December 16 <sup>th</sup>
City Council Approve Plans and Specifications	January 21, 2025
Open Bids	February 2025
Declare Costs and Order Final Assessment Roll	March 3, 2025
Receive Assessment Roll & Order Assessment Hearing	February 18, 2025
Public Assessment Hearing	April 21, 2025
Award Contract (Award Bid)	April 21, 2025
Begin Construction	June 2025 (after school year and parade)

## Opinion of Probable Project Costs

An opinion of Probable Project Costs has been prepared for the proposed improvements based on current information, including an allowance for engineering, administrative fees, and financing. Costs are not included for capitalized interest that will accrue. It is understood that a separate financing analysis of the project will be prepared when funding and financing decisions are made.

A detailed list of the estimated improvement costs is included in an attachment to this report. The total estimated project cost is \$405,000.

## Cost Allocation and Assessments

The costs for the improvements will be recovered through a combination of assessments to the properties benefiting from this project and City funding.

### CITY ASSESSMENT POLICY AND PRACTICE

The City Council adopted Resolution 98-48 on November 16, 1998 establishing a Pavement Management Policy. The City adopted an addendum to the policy in January 1999 to clarify construction issues. Resolution 98-48 established assessment policy to be applied to street improvement projects.

The policy provides that commercial, industrial, school, and church properties shall pay 100 percent of the actual cost based on the front footage of the property adjacent to the streets being improved. On previous city improvement projects, public land (city property) is treated the same as school and church properties.

For residential properties, the policy says that costs will be split, with approximately 45% being assigned to the residential properties, and approximately 55% being funded by the City. The assignment of costs to residential properties will be made on a per single family residential equivalent unit basis. For this method, a single-family lot is assigned a value of one unit. Per the policy, single family corner lots are to be assessed for improvements on the street in front (shorter length side), and not on the side street (longer length side).

There are two corner lots within the 2025 Project that have the side (not front) of the lot facing 79<sup>th</sup> Avenue and are therefore not proposed to be assessed under this project.

Multiple housing lots are counted as proportions of equivalent single-family lots. Duplex units are counted at a rate of 0.8 single-family lots per unit, town homes are counted at a rate of 0.6 single-family lots per unit, and apartments are counted as 0.4 single-family lots per unit. No differentiation is made between attached and detached town home units.

In accordance with recent city practice, costs of public utility improvements incurred on a project (sanitary sewer, water main, and storm sewer), will be completely funded by the City, with no portion assessed.

### **ASSESSMENT RATE ASSUMPTIONS FOR THIS PROJECT**

The 2025 Street Improvement work proposed for 79<sup>th</sup> Avenue NE and Taylor Street NE does not include any oversizing beyond that of a typical residential street. The proposed assessments herein do not include any reduction for oversizing.

The townhomes on Taylor St. include common space Outlot parcels, These Outlots are not proposed to be assessed.

Sidewalk repair and pedestrian curb ramp replacements are not included in the assessable costs.

### **ASSESSMENT RATE CALCULATIONS**

To determine the proposed assessment rates for this project, a cost estimate was determined for the proposed pavement preservation (mill and overlay). A copy of Opinion of Probable Construction Costs is attached to this report. The non-assessable construction costs are separated from the assessable costs. The assessable project costs amount was used as the assessable project cost for determining assessments.

For residential properties, the City assessment practice calls for assessing 45% of the assessable project cost on a per parcel basis.

For non-residential properties, the City Assessment call for assessing on a front foot basis. The front footage assessment rate is based on 100% of the assessable project costs. The total front footage lengths were determined from Anoka County mapping.

### **PROPOSED ASSESSMENT RATES**

Based on the assumptions and methodology presented above, the resulting estimated assessment rates for a standard residential street are shown below. An analysis of financing and funding options should be prepared based on the information contained herein.

<b>Proposed Assessment Rates:</b>	
<b><u>2025 Street Improvements Project</u></b>	
Single Family Unit Rate	\$2,850.00 / parcel
Town Home Unit Rate	\$1,710.00 / parcel
Per Front Foot Rate	\$84.88 per front foot

<b>Estimated Total Assessments:</b>	
<b><u>2025 Street Improvements Project</u></b>	
79 <sup>th</sup> Ave & Taylor St. Assessments	<u>\$275,015.63</u>
<b>Total Estimated Assessments</b>	<b>\$275,015.63</b>

**Assessment Rate Comparison  
Past Projects in Spring Lake Park**

<u>Project</u>	<u>Unit Rate</u>	<u>Frontage Rate</u>
2024 Street Improvements Project	\$2,291.28	\$67.89
2022 Street Improvements Project	\$2,726.00	N / A
2014-2015 Street Imp. Project	\$3,079.55	\$68.22
Able Street/Terrace Road (actual 2011 rates)	\$2,992.93	\$67.92
CSAH 10 Frontage Roads (inflated from 2007)	N / A	\$72.08
81 <sup>st</sup> Avenue (inflated from 2005)	\$3,119.39	\$71.55
2004 Street Improvement Project (inflated)	\$3,055.77	\$70.50
2003 Street Improvement Project (inflated)	\$3,205.53	\$73.55

**AREA TO BE ASSESSED**

The area proposed to be assessed includes the parcels adjacent to the improvements. The area to be assessed is shown on Figures 1 and 2 of this report. The parcels are listed in the Preliminary Assessment Roll.

## Conclusions and Recommendations

This Feasibility Report was ordered by the City Council based on the age and condition of streets included in the project. It has been determined that a capital improvement project to reconstruct these streets should be undertaken.

Note that this report has determined that the segment of 79th Avenue NE between Monroe St. and Able St. that was originally considered is not recommended for improvements in 2025. The preliminary cost and assessment information contained herein assumes that 79th Avenue NE between Monroe St. and Able St. is not part of the 2025 project.

The proposed improvements described in this report are feasible as they relate to general engineering principals and construction procedures. The feasibility of the project as a whole is subject to financial review. The improvements proposed are necessary to improve the condition of the roadway per the City's city-wide street maintenance practice. The improvements proposed are cost effective and feasible based on proven methods for street construction.

A project schedule has been presented for completing the improvements in one construction season. The following recommendations are presented for consideration by the Spring Lake Park City Council:

- A financing analysis for the project should be prepared.
- The City should accept this Report and adopt it as a guide for completion of the proposed improvements.
- The City should consider assessing a portion of the cost of this project to abutting properties in accordance with approved City policy.
- The City should schedule a public improvement hearing to receive input on the proposed improvements.
- Upon completion of the public hearing, if the City wishes to proceed, the City Council should formally order the project.

Figure 1.

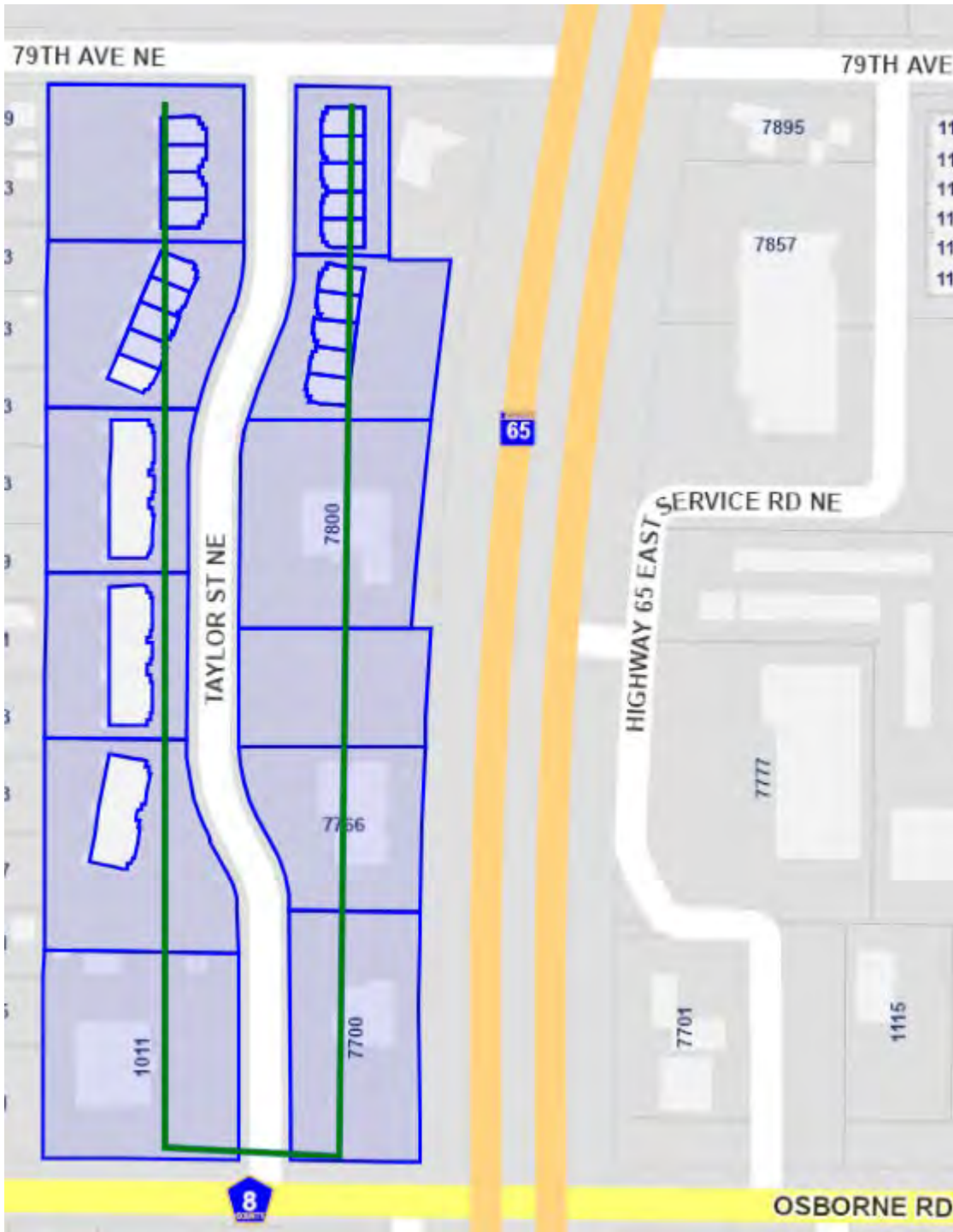
### City of Spring Lake Park 2025 Street Improvements Project 79<sup>th</sup> Avenue NE Area to be Assessed





Figure 2.

### City of Spring Lake Park 2025 Street Improvements Project Taylor Street NE Area to be Assessed



Opinion of Probable Project Costs - 2025 Street Improvements Project  
 City of Spring Lake Park  
 October 2024

Item	Item	Units	Quantity	Opinion of Probable Costs	
				Unit Price	Total
1	MOBILIZATION	LS	1	\$25,000.00	\$25,000.00
2	TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00
3	SAW BITUMINOUS (FULL DEPTH)	LF	1700	\$5.00	\$8,500.00
4	SAW CONCRETE	LF	600	\$10.00	\$6,000.00
5	INLET PROTECTION	EACH	5	\$100.00	\$500.00
6	ADJUST EX VALVE BOX	EACH	4	\$500.00	\$2,000.00
7	ADJUST EX FRAME & RING CASTING	EACH	5	\$1,200.00	\$6,000.00
8	REMOVE BITUMINOUS PAVEMENT	SQ YD	1000	\$24.00	\$24,000.00
9	REMOVE CONCRETE CURB AND GUTTER	LIN FT	510	\$10.00	\$5,100.00
10	CONCRETE CURB AND GUTTER	LIN FT	510	\$40.00	\$20,400.00
11	MILL BITUMINOUS PAVEMENT	SQ YD	8200	\$2.00	\$16,400.00
12	PREPARE BITUMINOUS PAVEMENT FOR OVERLAY	SQ YD	8200	\$0.50	\$4,100.00
13	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	990	\$100.00	\$99,000.00
14	BITUMINOUS TACK COAT	GAL	550	\$1.00	\$550.00
15	TYPE SP 12.5 NON WEAR 3 INCH STREET PATCH	SQ YD	1000	\$61.00	\$61,000.00
16	5" LOAM TOPSOIL, SEED, FERTILIZER, & HYDROMULCH	SQ YD	300	\$15.00	\$4,500.00
17	PAVEMENT MARKINGS - EPOXY	LS	1	\$1,050.00	\$1,050.00
18	CONTINGENCY	LS	1	\$11,300.00	\$11,300.00
<b>TOTAL ESTIMATED CONSTRUCTION</b>					<b>\$300,400.00</b>
<b>Administration</b>					<b>\$95,000.00</b>
<b>Total Estimated Assessable Project Cost</b>					<b>\$395,400.00</b>
<b>Non-assessable sidewalk and storm sewer</b>					<b>\$ 10,000.00</b>
<b>TOTAL ESTIMATED PROJECT COST</b>					<b>\$405,400.00</b>

Assumes standard SLP street.  
 2.0-inch mill and overlay. 10% curb repair. 12% base patch.

Front foot assmt. rate is total assessable cost divided by 4658.5 front feet = **\$84.88** per front foot

Per parcel assessment rate for residential lot of 74.63-feet frontage and city policy of assessing 45% of cost is 0.45 \* front foot rate \* 74.63 = \$2,850.47  
 Round to: **\$2,850.00** per single family parcel

Townhome rate is 60% of single family rate = **\$1,710.00** per townhome

**PRELIMINARY ASSESSMENT ROLL**  
**79th Avenue - 2025 STREET IMPROVEMENTS PROJECT**  
 SPRING LAKE PARK, MINNESOTA  
 OCTOBER 2024

Property ID	Property Address	Owner	Frontage	Proposed Assessment	Notes	other address
PIN: 01-30-24-32-0001	1100 81ST AVE NE	IND SCHOOL DISTRICT 16	1162	\$ 98,630.56		1415 81ST AVE NE ... 55432
PIN: 01-30-24-33-0029	900 79TH AVE NE	SAXE, SHAWN	74.9	\$ 2,850.00		
PIN: 01-30-24-33-0030	910 79TH AVE NE	TURNER, ANDREW	74.63	\$ 2,850.00		
PIN: 01-30-24-33-0031	920 79TH AVE NE	CARRIGAN, RICHARD & DARLEEN	74.63	\$ 2,850.00		
PIN: 01-30-24-33-0032	930 79TH AVE NE	HARLAN, BARBARA J TRUSTEE	74.63	\$ 2,850.00		
PIN: 01-30-24-33-0047	7892 TYLER ST NE	PATTERSON, MYRA	132.9	\$ -	long side corner lot	
PIN: 01-30-24-33-0033	7899 TYLER ST NE	BUZZELLI, JEFFERY & C M	132.9	\$ -	long side corner lot	
PIN: 01-30-24-33-9901	7890-7872 Taylor St NE	townhome association	226.66	\$ -		
PIN: 01-30-24-33-9901	7897-7873 Taylor St NE	townhome association	110.0	\$ -		
PID 01-30-24-33-0003	7890 HIGHWAY 65 NE	JOHNSON, STEVEN D	124	\$ 10,525.12		3012 109TH LN NW, COON RAPIDS, 55433
PIN: 01-30-24-33-0079	7890 TAYLOR ST NE	BUDILOVSKY TRUSTEE, JOAN		\$ 1,710.00		
PIN: 01-30-24-33-0080	7884 TAYLOR ST NE	SOLLIE, DANIEL L		\$ 1,710.00		
PIN: 01-30-24-33-0081	7878 TAYLOR ST NE	COOK, DARLENE K		\$ 1,710.00		
PIN: 01-30-24-33-0082	7872 TAYLOR ST NE	CAZA, TIMOTHY R	182.68	\$ 1,710.00		
PIN: 01-30-24-33-0083	7866 TAYLOR ST NE	ASPENSON, JAKE		\$ 1,710.00		
PIN: 01-30-24-33-0084	7860 TAYLOR ST NE	LIVDAHL TRUSTEE, BARBARA J		\$ 1,710.00		
PIN: 01-30-24-33-0085	7854 TAYLOR ST NE	WITKOWSKI ROSEANN		\$ 1,710.00		
PIN: 01-30-24-33-0086	7848 TAYLOR ST NE	BIRR, DOUGLAS J		\$ 1,710.00		
PIN: 01-30-24-33-0087	7842 TAYLOR ST NE	OYEWUMI, OYEBANKE	202.51	\$ 1,710.00		
PIN: 01-30-24-33-9901	7836 TAYLOR ST NE	HUESER, DARLENE		\$ 1,710.00		
PIN: 01-30-24-33-0088	7830 TAYLOR ST NE	MCCARTHY BRIAN J		\$ 1,710.00		
PIN: 01-30-24-33-0089	7824 TAYLOR ST NE	ANDERSON, KRISTENE J		\$ 1,710.00		
PIN: 01-30-24-33-0090	7818 TAYLOR ST NE	CORDES, JOANN M		\$ 1,710.00		
PIN: 01-30-24-33-0091	7812 TAYLOR ST NE	SKWAREK DAWN E	190.86	\$ 1,710.00		
PIN: 01-30-24-33-0092	7806 TAYLOR ST NE	COCCHIARELLA, CHRISTINE A		\$ 1,710.00		
PIN: 01-30-24-33-9901	7800 TAYLOR ST NE	SCHENDEL, CAROLE		\$ 1,710.00		
PIN: 01-30-24-33-0093	7790 TAYLOR ST NE	SHANOR, MATTHEW		\$ 1,710.00		
PIN: 01-30-24-33-0094	7778 TAYLOR ST NE	HANSEN, LINDA		\$ 1,710.00		
PIN: 01-30-24-33-0095	7766 TAYLOR ST NE	PERAULT JAMES A & LOIS A	193.14	\$ 1,710.00		
PIN: 01-30-24-33-0096	7754 TAYLOR ST NE	OCHU TRUSTEE, BRUCE R		\$ 1,710.00		
PIN: 01-30-24-33-0097	7742 TAYLOR ST NE	WYNNE TRUSTEE, ROBERT W		\$ 1,710.00		

608 W 5TH ST Adrian MN 56110

PIN: 01-30-24-33-0100	7730 TAYLOR ST NE	KLARKOWSKI, PATRICIA		\$ 1,710.00	
PIN: 01-30-24-33-0101	7718 TAYLOR ST NE	KAHLE E GILBERT		\$ 1,710.00	
PIN: 01-30-24-33-9901			5		
PIN: 01-30-24-33-0071	1011 OSBORNE RD NE	MINN. YOUTH ATHLETIC SERVICES INC		\$ 250.00	south 45-feet not assessed
PIN: 01-30-24-33-0104	7897 TAYLOR ST NE	SCHULTZ GARY J		\$ 1,710.00	
PIN: 01-30-24-33-0105	7891 TAYLOR ST NE	SMITH MICHAEL B		\$ 1,710.00	
PIN: 01-30-24-33-0106	7885 TAYLOR ST NE	BEELEN, JOHN G		\$ 1,710.00	
PIN: 01-30-24-33-0107	7879 TAYLOR ST NE	PAYTON, CAROLYN		\$ 1,710.00	
PIN: 01-30-24-33-0108	7873 TAYLOR ST NE	WASHINGTON, ERICK		\$ 1,710.00	
PIN: 01-30-24-33-9901			1-5	196.04	
PIN: 01-30-24-33-0109	7867 TAYLOR ST NE	LIDBERG, IRENE IRIS		\$ 1,710.00	
PIN: 01-30-24-33-0110	7861 TAYLOR ST NE	HANKA, LINDA		\$ 1,710.00	
PIN: 01-30-24-33-0111	7855 TAYLOR ST NE	REICHSTAFT TRUSTEE, MELVIN A		\$ 1,710.00	
PIN: 01-30-24-33-0112	7849 TAYLOR ST NE	LIESER PAUL C & JUDITH A		\$ 1,710.00	
PIN: 01-30-24-33-0113	7843 TAYLOR ST NE	POTTER, KARI		\$ 1,710.00	
PIN: 01-30-24-33-9901			6-10	200.40	
PIN: 01-30-24-33-0063	7800 HIGHWAY 65 NE	ENTERPRISE LEASING COMPANY		\$ 242.35	2775 BLUE WATER RD, Eagan MN 55121
PIN: 01-30-24-33-0064		ENTERPRISE LEASING COMPANY		\$ 136.65	2775 BLUE WATER RD, Eagan MN 55121
PIN: 01-30-24-33-0065	7766 HIGHWAY 65 NE	GRAHAM ENTERPRISES LLC		\$ 202.58	3110 PRIOR CIRCLE, Roseville MN 55113
PIN: 01-30-24-33-0002	7700 HIGHWAY 65 NE	CITI GROUP AUTO INC		\$ 333.00	200 UNIVERSITY AVE, St Paul MN 55103
				<u>4517.5</u>	
		79th Avenue NE total assessments		\$ 272,015.63	

Frontage is 4517.5-feet plus 141-feet for cross streets = 4658.50

**RESOLUTION NO. 2024-68**

**RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS –  
2025 STREET IMPROVEMENT PROJECT**

WHEREAS, Resolution 2024-63, adopted by the City Council on November 4, 2024, fixed a date for a council hearing on the 2025 Street Improvement Project, the improvement of 79th Avenue between the right of way line of Highway 65 to the centerline of Able Street and the improvement of Taylor Street between the centerline of 79th Avenue to the right of way line of Osborne Road by rehabilitating said streets, along with any needed sanitary sewer, storm sewer, sidewalk and water system repairs discovered during the project; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 2<sup>nd</sup> day of December 2024, at which all persons desiring to be heard were given an opportunity to be heard thereof.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in Resolution 2024-63 adopted November 4, 2024.
3. Such improvement has no relationship to the comprehensive municipal plan.
4. Stantec is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
5. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds, should they be issued for this project.

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 December, 2023.

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator



# Memorandum

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

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

**Date:** November 25, 2024

**Subject:** Adoption of 2025 Fee Schedule

This memorandum provides a summary of the proposed changes and updates to the City of Spring Lake Park Fee Schedule for 2025.

## Summary of Changes:

- *Residential and Commercial Plumbing & Mechanical Permits.* Increased mechanical permit fees to cover cost of inspection.
- *Park and Facility Rentals.* Updated rental rates for park facilities, hockey rinks, and community spaces, with differential pricing for residents and non-residents. Maintained damage deposit for park facilities.
- *Zoning and Development Fees.* Adjustments to comprehensive plan amendments, conditional use permits (CUP), and interim use permits (IUP) to cover costs. Separate site plan from concept plan in the fee schedule.
- *Administrative Offense Fees.* Added an administrative offense penalty for cannabis use in parks or other public places.
- *Licenses and Registrations.* Cannabis related license categories added, reflecting recent legislative changes.
- *Water, Sewer, and Street Fees.* Revisions to water and sewer connection fees to account for inflationary growth for water and sewer infrastructure construction. Updated street opening and right-of-way permit fees to line up with the cost of performing the service.

The proposed adjustments ensure that the City can continue to provide high-quality services while recovering the actual costs associated with permitting, licensing, and facility management. This approach aligns with the City's fiscal responsibility and commitment to equitable cost-sharing among residents, businesses, and developers.

It is recommended that the Council adopt the proposed 2025 Fee Schedule ordinance to be effective January 1, 2025. Following Council approval, the new fee schedule will be published and incorporated into all relevant City operations and communications.

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

# CITY OF SPRING LAKE PARK

## 2025 FEE SCHEDULE

### 1. PERMIT FEE - VALUATION TABLE

Valuation	Permit Fee
\$1 to \$500	\$50.00
\$501 to \$2,000	\$28.00 for the first \$500 plus \$3.70 for each additional \$100 in value or fraction thereof; min. \$50.00
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12.00 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof
\$101,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof.
\$1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.

Pursuant to MN Rules Chapter 1300.0160, subpart 3, building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

### 2. ELECTRICAL PERMIT FEES – VALUATION TABLE

COMMERCIAL ELECTRICAL PERMIT	
Valuation	Permit Fee
\$1 to \$1,000	\$50.00 per trip
\$1,001 to \$2,000	\$50.00 for the first \$1,000 plus \$3.25 for each additional \$100 or fraction thereof
\$2,001 to \$25,000	\$82.00 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof
\$100,001 to \$500,000	\$1,063.55 for the first \$100,000 plus \$6.00 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,463.55 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof
\$1,000,001 and up	\$6,013.55 for the first \$1,000,000 plus \$4.00 for each \$1,000 or fraction thereof



Solar Fees:	
0kw to 5kw	\$90.00
5.1kw to 10kw	\$150.00
10.1kw to 20kw	\$225.00
20.1kw to 30kw	\$300.00
30.1kw to 50kw	\$375.00
40.01kw and larger	\$375.00 plus \$25.00 for each additional 10kw

<b>RESIDENTIAL ELECTRICAL PERMIT (Single Family Homes, Apartments and Condominiums)</b>	
<b>Item</b>	<b>Fee</b>
Residential Panel Replacement	\$110.00
Sub Panel	\$50.00
New Service or Power Supply (Circuits)	Add \$16.00 for each additional 100 amps
0 to 300 amp	\$55.00
400 amp	\$71.00
New Service or Power Supply (Feeders)	Add \$6.00 for each additional 100 amps
0 to 100 amp	\$9.00
101-200 amp	\$15.00
<ul style="list-style-type: none"> <li>• Minimum permit fee is \$50.00 plus \$1.00 state surcharge. This is for one inspection only. Minimum fee for rough-in and final inspection is \$100.00 plus \$1.00 state surcharge.</li> <li>• Maximum fee for single family dwelling or townhouse not over 200 amps (no max if service is over 200 amps) is \$200.00 plus \$1.00 state surcharge.</li> <li>• Failed inspections are an additional \$50.00 each</li> </ul>	
Apartment or Condominium Complex <i>(Does not cover service, unit feeders or house panels)</i>	\$90.00 per unit
Swimming Pool and Hot Tub	\$100.00 plus circuits at \$9 per circuit – includes 2 inspections
Addition/Remodel/Basement Finish	\$100.00 (includes up to 10 circuits and 2 inspections)
Residential Accessory Structure	Greater of \$55.00 for panel plus \$9 per circuit or \$100 for 2 inspections
Street and Parking Lot Lights	\$5 per standard
Transformers and Generators:	
Up to 10 kva	\$5.00
11 to 74 kva	\$45.00
75 to 299 kva	\$60.00
Over 299 kva	\$165.00
Retrofit Lighting	\$0.85 per fixture
Sign Transformer or Driver	\$9.00 per transformer
Low Voltage Fire Alarm, Low Voltage Heating and Air Conditioning Control Wiring	\$0.85 per device
Residing Jobs	\$50.00 first unit, \$35.00 for each additional unit
Reinspection Fee	\$50.00

Solar Fees:	
0kw to 5kw	\$90.00
5.1kw to 10kw	\$150.00
10.1kw to 20kw	\$225.00
20.1kw to 30kw	\$300.00
30.1kw to 50kw	\$375.00
40.01kw and larger	\$375.00 plus \$25.00 for each additional 10kw
Electrical Inspection Fee: Furnace, Air Conditioning, Bath Fan, Fireplace or Receptacle for Water Heater Vent	\$40.00
<ul style="list-style-type: none"> <li>• Refunds must be requested in writing. No refunds unless more than the minimum fee. Refunds are minus the City's 20% handling fee.</li> <li>• Permit fee is doubled if the work starts before the permit is issued.</li> <li>• Min. fee permits expire in 6 months; permits over the min. fee and up to \$250, expire in 1 year.</li> </ul>	

### 3. RESIDENTIAL PERMIT FEES

Item	Fee
Maintenance Permit Fees (re-roof, re-side, re-door/garage door, re-window, if replacing existing opening)	Valuation based permit
Plumbing Permit Fees:	
Per Fixture Fee	\$75.00 plus \$9.00 per fixture after five (5) fixtures (includes each of any of the following: floor drains, toilets, bidets, sinks, hose bibs, laundry, dishwasher and/or refrigerator connections, water heater, whole-house humidifier, water softener, lawn irrigation system, shower, tub, sump pump, future rough-in fixture and water supply pipe replacement)
Lawn Irrigation System	\$60.00
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00
Fire Suppression	Valuation based permit
Mechanical Permit Fees	
AC (only); Furnace (only); Air Exchanger; Sheet Metal/Duct Work; Gas Appliance (inc. Fireplace Insert) Gas, oil piping; Steam, hot water heating	\$50.00/unit; minimum fee \$100.00
Fire Place Masonry	Valuation based; building permit required
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00

### 4. COMMERCIAL PERMIT FEES

Item	Fee
Plumbing	Valuation based; minimum fee \$95.00
Mechanical	Valuation based; minimum fee \$95.00

Gas line minimum (unless included with other mechanical work)	\$95.00
Irrigation system	Valuation based; minimum fee \$95.00
Fire Sprinkler Systems	Valuation based; building permit required
Fire Alarm Systems	Valuation based

## 5. MISCELLANEOUS PERMIT FEES

Item	Fee	Reference
Billboards	\$250.00 per billboard side	§16.24.020
Temporary Signs	\$35.00 per side per 14 day period Maximum of 3 permits or six weeks per year	§16.24.020
Permanent Signs	\$75.00 for the first 40 square feet plus \$1.25 for each additional square feet thereafter	§16.24.020
Fire Alarm Systems	\$100.00	§9.08
Tank Installation (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Tank Removal (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Temporary Structures (Tents < 200 sq. ft.)	\$50.00	§12.12
Moving Principal Structure	\$175.00 per building (plus \$1.00 surcharge)	§12.24
Moving Accessory Structure (400 sq. ft. or less)	\$25.00	§12.24
Moving Accessory Structure (< than 400 sq. ft.)	\$50.00 per building (plus \$1.00 surcharge)	§12.24

## 6. SURCHARGES

Building Surcharge: Unless otherwise stated, where the fee for the permit is based upon valuation, the surcharge is as follows:

Valuation of Work	Surcharge Computation
\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1,200 + .0002 x (Value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1,400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (Value - \$5,000,000)
For fixed-fee permits	\$1.00 per permit (or .0005 of the permit fee if fee exceeds \$1,000).

## 7. BUILDING PERMIT RELATED FEES (COMMERCIAL AND RESIDENTIAL)

Item	Fee	Reference
Contractor Licenses	\$65.00 per Year State License	§12.08
Contractor's License Verification Fee	\$5.00 per Permit	§12.08
Investigation Fee (building, plumbing and electrical)	Equivalent to permit fee (when work commences without an approved permit)	§12.04
Plan Review Fee	65% of permit fee for residential and commercial projects	§12.04

Master Plan	When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of normal building permit fee established and charged for same structure. Original structure plan review fee is 65% of permit fee	§12.04
Review of State Approved Plans	25% of the Plan Review required by the adopted fee schedule (for orientation to the plans)	§12.04
Residential Site Inspection (required for all new construction -- new homes, detached garages, accessory structures)	\$60.00	§12.04
Commercial Site Inspection (required for all new construction – new buildings and accessory structures)	\$90.00	§12.04
Fire Inspection Fee	\$75.00/hr.	§9.16
Certificate of Occupancy fee	\$200.00 Commercial/Industrial Business \$150.00 Residential	§12.12
Temporary Certificate of Occupancy – Escrow	\$500.00 – Residential \$1,000.00 – Commercial	§12.12
Demolition –Commercial	Based on valuation; minimum \$250.00	§16.60
Demolition -- Residential	Based on valuation; minimum \$150.00	§16.60
Exterior Structures:		
Driveway	\$60.00	§12.52.040
Retaining Wall (under 4' in height)	\$60.00	§16.28.030
Retaining Wall (over 4' in height)	Based on valuation	§12.04
Fence (under 7' in height)	\$60.00	§16.28.030
Fence (over 7' in height)	Based on valuation	§12.04
Shed (under 200 square feet)	\$60.00	§16.20.070
Shed (over 200 square feet)	Based on valuation	§12.04
Seasonal Swimming Pools (over 24" and 5,000 gallons, installed entirely above grade and located in the same place in yard year after year)	\$80.00 (one time fee)	§12.04
Permanent and In-ground Swimming Pools	Based on valuation	§12.04
Pre-moved in single family dwelling	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Pre-moved in accessory structure	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Connection fee – moved in structure (does not include foundation/interior remodel)	\$200.00	§12.04
Connection fee – plumbing	\$50.00	§12.04
Connection fee – mechanical	\$50.00	§12.04
Manufactured home installation (does not include foundation/interior remodel)	\$200.00 plus connection fees (if applicable)	§12.04
Site work for manufactured, prefab or moved in home (foundation, basement, etc)	Based on valuation	§12.04

## 8. PLUMBING PLAN REVIEW FEES

Item	Fee
Plan Review Fees: Building, Fire Suppression and Fire Alarm Permits	65% of the building permit fee established under Section 1
Plan Review Fees: Commercial Mechanical Permits	10% of the permit fee when project valuation exceeds \$30,000
Plan Review Fees: Public, Commercial and Industrial Plumbing Permits:	
Systems with both water distribution and drain, waste and vent system and having:	
25 or fewer drainage fixture units	\$150.00
26 to 50 drainage fixture units	\$250.00
51 to 150 drainage fixture units	\$350.00
151 to 249 drainage fixture units	\$500.00
250 or more drainage fixture units	\$3.00 per drainage fixture unit; maximum of \$4,000
Interceptors, separators or catch basins	\$70.00 per interceptor, separator or catch basin
Building sewer service only	\$150.00
Building water service only	\$150.00
Building water distribution system only; no drainage system	\$5.00 per supply fixture unit or \$150.00, whichever is greater
Storm drainage system	\$minimum fee of \$150.00 or \$50.00 per drain opening, up to a maximum of \$500 and \$70 per interceptor, separator or catch basin design.
Manufactured home or campground	
1 to 25 sites	\$300.00
26 to 50 sites	\$350.00
51 to 125 sites	\$400.00
126 or more sites	\$500.00
Revision of previously reviewed or incomplete plans:	
Review of plans for which the city has issued two or more requests for additional information, per review	\$100 per review or 10% of the original fee, whichever is greater
Proposer-requested revision with no increase in project scope	\$50.00 or 10% of the original fee, whichever is greater
Proposer-requested revision with an increase in project scope	\$50.00 plus the difference between the original project fee and the revised project fee.
<ul style="list-style-type: none"> <li>• If a permit applicant submits an application that requires plan review and decides not to proceed with the project after the plan review has been completed, the applicant shall pay the plan review fee.</li> <li>• Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00</li> </ul>	

## 9. OTHER INSPECTIONS AND FEES

Item	Fee	Reference
Re-inspection Fee	\$63.25	§12.04
Inspections outside of normal business hours (will include travel time both ways – 2 hour min.)	\$63.25/hour	§12.04
Inspections for which no fee is indicated; Miscellaneous and Special Services (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Additional Plan Review required by changes, additions, or revisions to approved plans (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Special Investigation Fee (work started without a permit)	100% of the permit fee	§12.04
Duplicate permit card fee	\$25.00 – short card (8½ x 7) \$50.00 – long card (8½ x 14)	§12.04
Lead Certification (for eligible construction) (contractor Lead Certification verification)	\$5.00	§12.04
Permit Renewal (within 6 months of expiration)	50% of fee	§12.04
Permit Renewal (> 6 months after expiration)	Valuation of remaining work; new permit required	§12.04
Pre-Final inspection (new home/structure)	\$63.25	§12.04
No Show Fee	\$63.25	§12.04
Refunds		
Plan Review (if plan review has not begun)	100%	§12.04
Plan Review (if plan review has started)	50%	§12.04
Plan review (if plan review has been completed)	0%	§12.04
Permit fee (if work not started) within 6 months of permit issuance	80%	§12.04
Permit fee (if work has started)	0%	§12.04
Maintenance permits	0%	§12.04

## 10. ZONING / DEVELOPMENT

Item	Fee	Reference
Comprehensive Plan Amendment	\$750.00/amendment plus \$1,500.00 escrow	
Conditional Use Permit (CUP): R-1 District	\$150.00 plus \$300.00 Escrow	§16.56
Conditional Use Permit (CUP) All other Districts	\$500.00 plus \$1,500.00 Escrow	§16.56
Conditional Use Permit (CUP) Amendment	Same as CUP Fee	§16.56
Concept Plan Review Fee	\$500.00 plus \$1,000.00 Escrow	§16.20.060
Interim Use Permit (IUP): R-1 District	\$150.00 plus \$300.00 Escrow	§16.58
Interim Use Permit (IUP): All other districts	\$500.00 plus \$1,500.00 Escrow	§16.58
Park Dedication Fee – Commercial/Industrial	3% fair market of improved/unimproved land value or monetary fund by discretion of City.	§14.12.050

Park Dedication Fee - Residential	\$2,595.00 per unit	§14.12.050
Planned Unit Development (PUD)	\$1,000.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Amendment	\$500.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Refund Policy	All but \$100.00 of the permit fee can be refunded within 100 days of application if no work done.	§16.48
Rezoning / Text Amendment	\$500.00 plus \$1,000.00 Escrow	§16.60.050
Minor Subdivision & Lot Combination Fee	\$200.00 plus \$500.00 Escrow	§14.28
Major Subdivision – Preliminary Plat	\$500.00 plus \$5,000.00 Escrow	§14.08
Major Subdivision – Final Plat	\$500.00 plus \$1,000.00 Escrow	§14.08
Variance: R-1 District	\$250.00 plus \$250.00 Escrow	§16.60.040
Variance: All Other Districts	\$500.00 plus \$1,500.00 Escrow	§16.60.040
Site Plan Review	\$500.00 plus \$1,000.00 Escrow	§16.20.060
Street or Easement Vacation	\$250.00 per property	§16.20.160
Zoning Letter	\$100.00	

Applicants are responsible for all costs incurred associated with the filing, review and processing of development applications. Such fees are to be paid in escrow up front or upon receipt of statement from the City of Spring Lake Park. Fees may include but are not limited to costs for consultants retained by the City, consultant planning services, attorney, and engineer fees. A deposit may also be required to cover costs of public notices, materials and staff time spent in the review, research or preparation of materials associated with this application. The applicant shall be responsible for all reasonable incurred costs in excess of the initial deposit amount. Payment of park dedication fees is required with subdivision applications. Application fees are not refundable.

## 11. MISCELLANEOUS FEES

Item	Fee	Reference
Copy of City Code & Comp. Plan	\$150.00	
Annual Financial Report	\$25.00	
Adopted Annual Budget	\$25.00	
Copy of any Code Chapter	\$10.00	
Copy of Zoning Code	\$50.00	
Capital Improvement Plan	\$10.00	
Assessment Search Fee	\$25.00	
Administrative Fee for Certification to Tax Roll	\$125.00/parcel	
Photocopies per Page	\$ .25 per sheet (8½ x 11; b/w) \$ .50 per sheet (11 x 17; b/w) \$1.00 per sheet (8½ x 11; color) \$2.00 per sheet (11 x 17; color) \$4.00 per sheet (large plan sheet)	
Certified Copies	\$5.00 plus photocopy fee	
Non-Resident Notary Fee	\$2.00	
Filing Fee for Public Office	\$15.00 (no sales tax)	M.S. 205.13
Insufficient Funds (NSF) checks/Credit Card Chargebacks	\$35.00	
Mailed City Council Agendas	\$60.00/year	

Mailed Planning Commission Agendas	\$30.00/year	
Mailed City Council Minutes	\$150.00/year	
Mailed Planning Commission Minutes	\$75.00/year	
Mailed City Council Meeting Packets	\$250.00/year	
Mailed Planning Commission Meeting Packets	\$200.00/year	
Residential Address Labels	\$100.00	
Map Copies	Small - \$1.00 Large - \$15.00 Zoning (Ledger) - \$5.00	
City Mowing	Cost plus \$75.00/mo. Administration fee	
Credit Card Transaction Fees Utility E-Billing with Online Payment E-checks (ACH) All other Transactions	Actual cost Actual cost Actual cost	
Scanning Fee	\$100.00 per building permit/zoning application if full size plans are not provided in electronic format	

## Police Administration

Item	Fee	Reference
Excess Alarm Fee – Police Calls/year	1 <sup>st</sup> – 3 <sup>rd</sup> No Charge; 4 <sup>th</sup> + - \$75.00 for each	§9.08
Excess Alarm Fee – Fire Calls/year	1 <sup>st</sup> – 2 <sup>nd</sup> No Charge 3 <sup>rd</sup> - \$75.00 Each after doubles the previous charge	§9.08
Finger Printing – Residents Only	\$25.00/set	
Digital Photos	\$30.00 plus costs	
Digital Recordings	\$30.00	
Electronic copies to Digital Media	\$50.00 per disc	
Police Records Check/Clearance Letters/Certified Copies	\$5.00	

## 12. Administrative Offenses (Chapter 34)

Item	Fee	Reference
Abandoned, Wrecked or Inoperable Vehicle	\$50.00	§9.04
Adult Use Cannabis Use in Park or Other Public Place	\$100.00	§11.48.080
Animals	\$75.00	§9.12
Dog running at large	\$75.00	§9.12.010
Dog/Cat Must be Vaccinated	\$75.00	§9.12.010
Dog/Cat Must be Licensed	\$75.00	§9.12.010
ATV Violation	\$50.00	§7.04.030
Blocking Driveways	\$50.00	§7.08.020
Building Code Violations	\$100.00	§12.04
Critical Water Deficiency Declaration Ordinance or Emergency Conservation Regulations Violation	warning letter - 1 <sup>st</sup> offense \$100.00 - 2 <sup>nd</sup> offense	§5.04.050/ §5.04.010



	\$200.00 - 3 <sup>rd</sup> offense \$300.00 - 4 <sup>th</sup> and subsequent offense	
Deposit Debris onto Roadway	\$50.00 for 1 <sup>st</sup> offense, \$75.00 for 2 <sup>nd</sup> offense \$100.00 for 3 <sup>rd</sup> + offense	§9.04.010
Expired License Plates – Motorized Vehicle	\$50.00	§16.20.120
Fire Code Violations	\$100.00	§9.16
Fire Hydrant	\$50.00	§9.16
Fire Lane	\$50.00	§9.16
Fire Prevention Violations	\$50.00	§9.16
Fireworks Violations	\$100.00	§9.20.020
Flammable Products	\$100.00	§9.16
Garage Sale Violations	\$50.00	§11.04.02
General Municipal Water and Water Violations	\$50.00	§1.04.200
Handicap Parking Violation	\$200.00	§7.04.010
Housing Code Violations	\$100.00	§12
Illegal Garbage Dumping	\$100.00	§9.20.020
Inoperable Vehicles Parked on Street	\$50.00	§9.04.010
Intoxicating Beverages in Parks and Other Public Areas	\$50.00	§11.08.010
Junk or Debris	\$50.00	§9.20.020
Keys in Ignition	\$50.00	§7.01
License and Permit Violations	\$100.00	§1.04.200
License Plat/Tabs Missing – Motorized Vehicle	\$50.00	§16.20.120
Load Limit Violation	\$100.00	§7.04.020
Loud Parties/Noise (City Noise Codes)	\$50.00	§9.20.020
Missing Address Numbers	\$50.00	§12.20
Other Illegal Parking	\$50.00	§7.08
Outdoor Storage of Wood	\$50.00	§9.20.020
Park Hours Violation	\$50.00	§9.28.010
Parking at Park After Park Hours	\$50.00	§9.28.010
Public Nuisances	\$50.00	§9.20.020
Regulated Business Activity	\$100.00	§1.04.200
Rental Code Violations	\$50.00/Unit	§12.16
Seasonal Parking Violation	\$50.00	§7.08.020
Sign Code Violations	\$100.00	§16.24
Snowmobile Violation	\$50.00	§7.04.040
Bicycle Violation	\$25.00	§7.04.050
Subdivision Regulation	\$100.00	§14
Trespass	\$100.00	§11.04.010
Trucks Parking on Restricted Route	\$50.00	§7.08.020
Road Restriction Violation	\$100.00	§7.04.020
Waste Disposal Violations	\$50.00	§5.08

Weeds and Grass	\$50.00	§9.20.030
Zoning Code Violations	\$100.00	§16

**13. Licenses** (All licenses subject to a 10% late fee where applicable.)

**A. General Business Licenses**

Item	Fee	Reference
Administrative Application Fee	\$50.00	
Amusement Devices and Centers	\$15.00 per location plus \$15.00 per machine	§11.24
Automobile Sales, New and Used	\$300.00/year	§11.20
Amusement Rides, Carnivals, Circuses	\$130.00 for first day plus \$20.00 for each additional day	§9.36
Boxing and Wrestling Processing Fee	Regulated by the State of Minnesota	
Cigarette and Tobacco License Fee	\$150.00/year	§11.12
Dance	\$100.00/year	
Lower Potency Hemp Edible Retailer Application Fee	\$125.00/year	§11.50.040
Lower Potency Hemp Edible Retailer License Fee (Initial & Renewal)	\$125.00/year	§11.50.040
Food Sales & Service Application Fee	\$100.00/Application	§11.32
Garbage and Rubbish Hauler	\$50.00/1 <sup>st</sup> Truck & \$15.00 additional	§5.08
Criminal Investigation Fee – General Business Licenses (first time applicants)	\$50.00	§11.48
Sexually Oriented Business License Fee	\$10,000.00/yr	§11.44.040
Sexually Oriented Business Initial Investigation Fee	\$1,500.00	§11.44.050
Special Event Permit	\$100.00/event	§9.36.050
Special services fee escrow	125% of estimated cost for required City services/resources	§9.36.080
<b>Pawn Shops</b>		
Non-Refundable Application Fee (includes cost of investigation)	New - \$500.00 Renewal - \$100.00	§11.16
New Manager Investigation Fee	\$150.00	§11.16
Annual License	\$6,250.00	§11.16
Billable Transaction Fee	\$2,192.00/year	§11.16
Performance Bond	\$5,000.00	§11.16

<b>Peddlers / Transient Merchants</b>		
Permits	Transient - \$100.00 SUP + \$150.00 Escrow Peddlers - \$60.00/day, \$200.00/month, \$500.00/year	§11.04
Investigation fee	\$10.00 investigation fee for each new peddler	§11.04
I.D. Card	\$5.00/person	§11.04
Criminal Investigation Fee – Peddler/ Transient Merchant Licenses (first time applicants)	\$50.00	§11.48
<b>Therapeutic Massage</b>		
Partnership/Corporation License	\$350.00 + \$200.00 - Background Check	§11.40
Technician License	\$100.00 + \$100.00 - Background Check	§11.40

### **B. Liquor Licenses**

<b>Item</b>	<b>Fee</b>	<b>Reference</b>
On-Sale Intoxicating	Class A - \$6,200.00/yr Class B - \$9,300.00/yr	§11.08.010
On-Sale Wine	\$500.00/yr	§11.08.010
On-Sale Malt Liquor/3.2 Beer	\$300.00/yr	§11.08.010
Off-Sale Intoxicating	\$310.00/yr	§11.08.010
Off-Sale 3.2% Malt Liquor	\$100.00/yr	§11.08.010
Brewer Tap Room	\$400.00/yr	§11.08.010
On-Sale Brewer Pub License	\$400.00/yr	§11.08.010
Off-Sale Brewer Pub License	\$100.00/yr	§11.08.010
Cocktail Room License	\$400.00/yr	§11.08.010
Culinary Class Ltd. On-Sale Malt Liquor/Wine	\$300.00/yr	§11.08.010
Consumption and Display – City Fee	\$250.00/yr	§11.08.010
Club	\$300.00/yr	§11.08.010
Sunday On Sale	\$200.00/yr	§11.08.010
Two A.M. Closing Permit	\$100.00/yr	§11.08.010
Liquor Licensing Investigation Fee	\$500.00 (in state) Actual cost not to exceed \$10,000 (out of state)	M.S. 340A.412
Temporary 3.2% Liquor License Fee	\$25.00/Event	§11.08.010
Temporary Intoxicating Liquor License Fee	\$50.00/Event	§11.08.010

### **C. Adult Use Cannabis Registration/License**

<b>Item</b>	<b>Fee</b>	<b>Reference</b>
Initial Retail Registration Fee	\$500.00 or half the amount of the initial state license fee	§11.48.030
Renewal Retail Registration Fee	\$1,000.00 or half the amount of a renewal state license fee	§11.48.030
Temporary Cannabis Event License	\$100.00	§11.48.080

#### D. Animal Licenses

Item	Fee	Reference
Spayed or neutered – Cats and Dogs	\$10.00/yr	§9.12
Unsprayed or Unneutered – Cats and Dogs	\$15.00/yr	§9.12
Duplicate tags	\$2.00 per	§9.12
Dangerous Dog Registration	\$500.00/yr	§9.12.020
Kennel – Residential	\$50.00/yr	§9.12
Kennel – Commercial	\$100.00/yr	§9.12
Criminal Background Check – Kennel License (first time applicant)	\$50.00	§11.48
Impound Fee	1 <sup>st</sup> offense - \$75.00 plus Animal Hospital fees as outlined in Animal Control agreement 2 <sup>nd</sup> offense - \$125.00 plus Animal Hospital fees as outlined in Animal Control agreement 3 <sup>rd</sup> offense - \$175.00 plus Animal Hospital fees as outlined in Animal Control agreement 4 <sup>th</sup> and subsequent offense - \$325.00 plus Animal Hospital Fees as outlined in Animal Control agreement	§9.12

#### E. Rental Housing Licenses

Item	Fee	Reference
Single Family	\$250.00	§12.16
Duplex	\$325.00	§12.16
Apartment	\$500.00 per Building plus \$50.00 per Unit	§12.16
Reinspection Fee	\$150.00 after the 2 <sup>nd</sup> inspection	§12.16
Revoked Rental Housing License Reinstatement Fee	Five (5) times the annual licensing fee	§12.16
Excessive Consumption Fee: rental/non-rental	\$50.00 per incident	§12.16
Conversion Fee	\$1,000.00 includes 1 <sup>st</sup> year registration fee	§12.16
Late Conversion Fee	\$1,500.00	§12.16

#### F. Vacant Property Licenses

Item	Fee	Reference
Residential Unit	\$200.00	§12.28
Monitoring Fee	\$20.00 per visit	§12.28

## 14. SPRING LAKE PARK – FACILITY RENTAL<sup>1</sup>

### A. Park Facilities

Item	Resident		Non-Resident	
	Half Day	Full Day	Half Day	Full Day
Able Park Building	\$100.00	\$200.00	\$150.00	\$250.00
Able Park Hockey Rink	\$50.00	\$100.00	\$100.00	\$200.00
Able Park South Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Able Park North Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Able Park Picnic Shelter	\$25.00	\$50.00	\$50.00	\$75.00
Able Park Volleyball Court	\$10.00	\$20.00	\$20.00	\$40.00
Sanburnol Park North Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Lakeside Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Lakeside Volleyball Court	\$10.00	\$20.00	\$20.00	\$40.00
Sanburnol Park South Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Terrace Park East Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Terrace Park West Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Terrace Park Pickleball/Tennis Court	\$10.00	\$20.00	\$15.00	\$25.00
Terrace Park Volleyball Court	\$10.00	\$20.00	\$15.00	\$25.00
Terrace Park East Picnic Shelter	\$25.00	\$50.00	\$50.00	\$75.00
Terrace Park West Picnic Shelter	\$25.00	\$50.00	\$50.00	\$75.00
Terrace Park Hockey Rink	\$50.00	\$100.00	\$100.00	\$200.00
Terrace Park Football Field	\$50.00	\$100.00	\$100.00	\$200.00
Triangle Park Gazebo	\$25.00	\$50.00	\$50.00	\$75.00
Westwood Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Westwood Park Picnic Shelter	\$10.00	\$20.00	\$20.00	\$40.00

Item	Fee
Athletic Field Use by Youth Sports Teams	\$12.00 per rostered player per sports season
Field Lined	\$35.00
Damage Deposit	\$100.00

### B. City Hall Facility

	Public Sector	Resident/ Non-Profit	Non-Resident
City Hall – Laddie Room (Multipurpose A)	\$20.00/hour	\$30.00/hour	\$60.00/hour
City Hall – Spring Lake Room (Multipurpose B)	\$40.00/hour	\$70.00/hour	\$90.00/hour
City Hall – Laddie Room & Spring Lake Room	\$60.00/hour	\$80.00/hour	\$150.00/hour
City Hall Link	\$30.00/hour	\$50.00/hour	\$60.00/hour
Huddle Room	\$20.00	\$20.00	\$20.00
City Hall A/V Package	\$75.00	\$75.00	\$75.00
Damage Deposit	\$100.00	\$100.00	\$100.00
Lost Key	\$50.00	\$50.00	\$50.00

<sup>1</sup> All park amenity rentals are taxable. Damage deposit required.

## 15. WATER, SEWER, STREET AND OTHER FEES

### A. Water

Item	Fee	Reference
Water Availability Charge (WAC)	\$1,617.00/Unit (City determines # of units)	§5.04
Water Connection/Disconnect and/or Demo Inspection Fee	Residential - \$50.00 Commercial – \$75.00	§5.04
Water Connection Inspection Fee – New Residential Connection	\$50.00 (plus WAC)	§5.04
Water Connection Inspection Fee – New Commercial Connection	\$75.00 (plus WAC)	§5.04
Connection and Reconnection Fee	\$125.00/Hour (\$187.50/Hour after Business Hours)	§5.04
Water Meter Installation Fee	3/4" – 1" meter - \$75.00 Over 1" meter - \$100.00	§5.04
Water Meters and Parts	Cost plus 2%	§5.04
Water General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04
Estimated Water Meter Reading	1 <sup>st</sup> est. – \$25.00 2 <sup>nd</sup> est. - \$50.00 3 <sup>rd</sup> and subsequent est. - \$75.00	§5.04
Disconnect Tag Fee	\$25.00	§5.04

### B. Sewer

Item	Fee	Reference
Sewer Access Charge (SAC)	\$2,485.00/Unit (M.C. determines no. of units)	§5.04
SAC Administrative Fee	\$400.00/Unit (based on M.C. unit count)	§5.04
Sewer Connection/Disconnection and/or Demo Inspection Fee	\$50.00 – Residential \$75.00 - Commercial	§5.04
Sewer Hook-up Fee – New Only	\$145.00 (plus SAC)	§5.04
Sewer General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04

### C. Street

Item	Fee	Reference
Load Limits Permit Fee	\$25.00/entry/truck	§7.04.020
Street Opening Permit	\$150.00 permit fee plus \$1,000 Security Fee	
Right of Way Permit (ROW) - Excavation Permit	\$150.00	§12.48
ROW - Obstruction Permit	\$150.00	§12.48
ROW - Excavation Hole Permit	\$150.00	§12.48
ROW – Trench	\$70.00 per 100 feet	§12.48
ROW – Emergency Hole	\$75.00	§12.48
ROW – Boring Holes	\$50.00 per hold	§12.48

ROW Security Fee	Subject to the Discretion of the Public Works Director	§12.48
Small Cell Wireless Fees	Maximum fee allowed under Statute	M.S. 237.163(6)

**SPRING LAKE PARK  
ORDINANCE 498**

**AN ORDINANCE ADOPTING THE 2025 FEE SCHEDULE FOR THE CITY OF  
SPRING LAKE PARK**

The City Council of the City of Spring Lake Park, Minnesota, ordains as follows:

**Section 1.**     Adoption of Fee Schedule. The 2025 City Fee Schedule, as attached to this ordinance, is hereby adopted.

**Section 2.**     Effective Date of Ordinance. This ordinance shall be effective January 1, 2025 after its final passage, approval and publication as provided by law.

PASSED AND ADOPTED BY THE SPRING LAKE PARK COUNCIL this 2nd day of  
December 2024.

**AYE           NAY           ABSENT   ABSTAIN**

Councilmember Wendling  
Councilmember Goodboe-Bisschoff  
Councilmember Dircks  
Councilmember Moran  
Mayor Nelson

Presiding Officer

Attest

\_\_\_\_\_  
Robert Nelson, Mayor,  
Spring Lake Park

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



EXHIBIT A  
2025 CITY FEE SCHEDULE

# CITY OF SPRING LAKE PARK

## 2025 FEE SCHEDULE

### 1. PERMIT FEE - VALUATION TABLE

Valuation	Permit Fee
\$1 to \$500	\$50.00
\$501 to \$2,000	\$28.00 for the first \$500 plus \$3.70 for each additional \$100 in value or fraction thereof; min. \$50.00
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12.00 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof
\$101,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof.
\$1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.

Pursuant to MN Rules Chapter 1300.0160, subpart 3, building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

### 2. ELECTRICAL PERMIT FEES – VALUATION TABLE

COMMERCIAL ELECTRICAL PERMIT	
Valuation	Permit Fee
\$1 to \$1,000	\$50.00 per trip
\$1,001 to \$2,000	\$50.00 for the first \$1,000 plus \$3.25 for each additional \$100 or fraction thereof
\$2,001 to \$25,000	\$82.00 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof
\$100,001 to \$500,000	\$1,063.55 for the first \$100,000 plus \$6.00 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,463.55 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof
\$1,000,001 and up	\$6,013.55 for the first \$1,000,000 plus \$4.00 for each \$1,000 or fraction thereof

Solar Fees:	
0kw to 5kw	\$90.00
5.1kw to 10kw	\$150.00
10.1kw to 20kw	\$225.00
20.1kw to 30kw	\$300.00
30.1kw to 50kw	\$375.00
40.01kw and larger	\$375.00 plus \$25.00 for each additional 10kw

<b>RESIDENTIAL ELECTRICAL PERMIT (Single Family Homes, Apartments and Condominiums)</b>	
<b>Item</b>	<b>Fee</b>
Residential Panel Replacement	\$110.00
Sub Panel	\$50.00
New Service or Power Supply (Circuits)	Add \$16.00 for each additional 100 amps
0 to 300 amp	\$55.00
400 amp	\$71.00
New Service or Power Supply (Feeders)	Add \$6.00 for each additional 100 amps
0 to 100 amp	\$9.00
101-200 amp	\$15.00
<ul style="list-style-type: none"> <li>• Minimum permit fee is \$50.00 plus \$1.00 state surcharge. This is for one inspection only. Minimum fee for rough-in and final inspection is \$100.00 plus \$1.00 state surcharge.</li> <li>• Maximum fee for single family dwelling or townhouse not over 200 amps (no max if service is over 200 amps) is \$200.00 plus \$1.00 state surcharge.</li> <li>• Failed inspections are an additional \$50.00 each</li> </ul>	
Apartment or Condominium Complex <i>(Does not cover service, unit feeders or house panels)</i>	\$90.00 per unit
Swimming Pool and Hot Tub	\$100.00 plus circuits at \$9 per circuit – includes 2 inspections
Addition/Remodel/Basement Finish	\$100.00 (includes up to 10 circuits and 2 inspections)
Residential Accessory Structure	Greater of \$55.00 for panel plus \$9 per circuit or \$100 for 2 inspections
Street and Parking Lot Lights	\$5 per standard
Transformers and Generators:	
Up to 10 kva	\$5.00
11 to 74 kva	\$45.00
75 to 299 kva	\$60.00
Over 299 kva	\$165.00
Retrofit Lighting	\$0.85 per fixture
Sign Transformer or Driver	\$9.00 per transformer
Low Voltage Fire Alarm, Low Voltage Heating and Air Conditioning Control Wiring	\$0.85 per device
Residing Jobs	\$50.00 first unit, \$35.00 for each additional unit
Reinspection Fee	\$50.00

Solar Fees:	
0kw to 5kw	\$90.00
5.1kw to 10kw	\$150.00
10.1kw to 20kw	\$225.00
20.1kw to 30kw	\$300.00
30.1kw to 50kw	\$375.00
40.01kw and larger	\$375.00 plus \$25.00 for each additional 10kw
Electrical Inspection Fee: Furnace, Air Conditioning, Bath Fan, Fireplace or Receptacle for Water Heater Vent	\$40.00
<ul style="list-style-type: none"> <li>• Refunds must be requested in writing. No refunds unless more than the minimum fee. Refunds are minus the City's 20% handling fee.</li> <li>• Permit fee is doubled if the work starts before the permit is issued.</li> <li>• Min. fee permits expire in 6 months; permits over the min. fee and up to \$250, expire in 1 year.</li> </ul>	

### 3. RESIDENTIAL PERMIT FEES

Item	Fee
Maintenance Permit Fees (re-roof, re-side, re-door/garage door, re-window, if replacing existing opening)	Valuation based permit
Plumbing Permit Fees:	
Per Fixture Fee	\$75.00 plus \$9.00 per fixture after five (5) fixtures (includes each of any of the following: floor drains, toilets, bidets, sinks, hose bibs, laundry, dishwasher and/or refrigerator connections, water heater, whole-house humidifier, water softener, lawn irrigation system, shower, tub, sump pump, future rough-in fixture and water supply pipe replacement)
Lawn Irrigation System	\$60.00
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00
Fire Suppression	Valuation based permit
Mechanical Permit Fees	
AC (only); Furnace (only); Air Exchanger; Sheet Metal/Duct Work; Gas Appliance (inc. Fireplace Insert) Gas, oil piping; Steam, hot water heating	\$50.00/unit; minimum fee \$100.00
Fire Place Masonry	Valuation based; building permit required
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00

### 4. COMMERCIAL PERMIT FEES

Item	Fee
Plumbing	Valuation based; minimum fee \$95.00
Mechanical	Valuation based; minimum fee \$95.00

Gas line minimum (unless included with other mechanical work)	\$95.00
Irrigation system	Valuation based; minimum fee \$95.00
Fire Sprinkler Systems	Valuation based; building permit required
Fire Alarm Systems	Valuation based

## 5. MISCELLANEOUS PERMIT FEES

Item	Fee	Reference
Billboards	\$250.00 per billboard side	§16.24.020
Temporary Signs	\$35.00 per side per 14 day period Maximum of 3 permits or six weeks per year	§16.24.020
Permanent Signs	\$75.00 for the first 40 square feet plus \$1.25 for each additional square feet thereafter	§16.24.020
Fire Alarm Systems	\$100.00	§9.08
Tank Installation (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Tank Removal (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Temporary Structures (Tents < 200 sq. ft.)	\$50.00	§12.12
Moving Principal Structure	\$175.00 per building (plus \$1.00 surcharge)	§12.24
Moving Accessory Structure (400 sq. ft. or less)	\$25.00	§12.24
Moving Accessory Structure (< than 400 sq. ft.)	\$50.00 per building (plus \$1.00 surcharge)	§12.24

## 6. SURCHARGES

Building Surcharge: Unless otherwise stated, where the fee for the permit is based upon valuation, the surcharge is as follows:

Valuation of Work	Surcharge Computation
\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1,200 + .0002 x (Value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1,400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (Value - \$5,000,000)
For fixed-fee permits	\$1.00 per permit (or .0005 of the permit fee if fee exceeds \$1,000).

## 7. BUILDING PERMIT RELATED FEES (COMMERCIAL AND RESIDENTIAL)

Item	Fee	Reference
Contractor Licenses	\$65.00 per Year State License	§12.08
Contractor's License Verification Fee	\$5.00 per Permit	§12.08
Investigation Fee (building, plumbing and electrical)	Equivalent to permit fee (when work commences without an approved permit)	§12.04
Plan Review Fee	65% of permit fee for residential and commercial projects	§12.04

Master Plan	When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of normal building permit fee established and charged for same structure. Original structure plan review fee is 65% of permit fee	§12.04
Review of State Approved Plans	25% of the Plan Review required by the adopted fee schedule (for orientation to the plans)	§12.04
Residential Site Inspection (required for all new construction -- new homes, detached garages, accessory structures)	\$60.00	§12.04
Commercial Site Inspection (required for all new construction – new buildings and accessory structures)	\$90.00	§12.04
Fire Inspection Fee	\$75.00/hr.	§9.16
Certificate of Occupancy fee	\$200.00 Commercial/Industrial Business \$150.00 Residential	§12.12
Temporary Certificate of Occupancy – Escrow	\$500.00 – Residential \$1,000.00 – Commercial	§12.12
Demolition –Commercial	Based on valuation; minimum \$250.00	§16.60
Demolition -- Residential	Based on valuation; minimum \$150.00	§16.60
Exterior Structures:		
Driveway	\$60.00	§12.52.040
Retaining Wall (under 4' in height)	\$60.00	§16.28.030
Retaining Wall (over 4' in height)	Based on valuation	§12.04
Fence (under 7' in height)	\$60.00	§16.28.030
Fence (over 7' in height)	Based on valuation	§12.04
Shed (under 200 square feet)	\$60.00	§16.20.070
Shed (over 200 square feet)	Based on valuation	§12.04
Seasonal Swimming Pools (over 24" and 5,000 gallons, installed entirely above grade and located in the same place in yard year after year)	\$80.00 (one time fee)	§12.04
Permanent and In-ground Swimming Pools	Based on valuation	§12.04
Pre-moved in single family dwelling	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Pre-moved in accessory structure	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Connection fee – moved in structure (does not include foundation/interior remodel)	\$200.00	§12.04
Connection fee – plumbing	\$50.00	§12.04
Connection fee – mechanical	\$50.00	§12.04
Manufactured home installation (does not include foundation/interior remodel)	\$200.00 plus connection fees (if applicable)	§12.04
Site work for manufactured, prefab or moved in home (foundation, basement, etc)	Based on valuation	§12.04

## 8. PLUMBING PLAN REVIEW FEES

Item	Fee
Plan Review Fees: Building, Fire Suppression and Fire Alarm Permits	65% of the building permit fee established under Section 1
Plan Review Fees: Commercial Mechanical Permits	10% of the permit fee when project valuation exceeds \$30,000
Plan Review Fees: Public, Commercial and Industrial Plumbing Permits:	
Systems with both water distribution and drain, waste and vent system and having:	
25 or fewer drainage fixture units	\$150.00
26 to 50 drainage fixture units	\$250.00
51 to 150 drainage fixture units	\$350.00
151 to 249 drainage fixture units	\$500.00
250 or more drainage fixture units	\$3.00 per drainage fixture unit; maximum of \$4,000
Interceptors, separators or catch basins	\$70.00 per interceptor, separator or catch basin
Building sewer service only	\$150.00
Building water service only	\$150.00
Building water distribution system only; no drainage system	\$5.00 per supply fixture unit or \$150.00, whichever is greater
Storm drainage system	\$minimum fee of \$150.00 or \$50.00 per drain opening, up to a maximum of \$500 and \$70 per interceptor, separator or catch basin design.
Manufactured home or campground	
1 to 25 sites	\$300.00
26 to 50 sites	\$350.00
51 to 125 sites	\$400.00
126 or more sites	\$500.00
Revision of previously reviewed or incomplete plans:	
Review of plans for which the city has issued two or more requests for additional information, per review	\$100 per review or 10% of the original fee, whichever is greater
Proposer-requested revision with no increase in project scope	\$50.00 or 10% of the original fee, whichever is greater
Proposer-requested revision with an increase in project scope	\$50.00 plus the difference between the original project fee and the revised project fee.
<ul style="list-style-type: none"> <li>• If a permit applicant submits an application that requires plan review and decides not to proceed with the project after the plan review has been completed, the applicant shall pay the plan review fee.</li> <li>• Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00</li> </ul>	

## 9. OTHER INSPECTIONS AND FEES

Item	Fee	Reference
Re-inspection Fee	\$63.25	§12.04
Inspections outside of normal business hours (will include travel time both ways – 2 hour min.)	\$63.25/hour	§12.04
Inspections for which no fee is indicated; Miscellaneous and Special Services (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Additional Plan Review required by changes, additions, or revisions to approved plans (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Special Investigation Fee (work started without a permit)	100% of the permit fee	§12.04
Duplicate permit card fee	\$25.00 – short card (8½ x 7) \$50.00 – long card (8½ x 14)	§12.04
Lead Certification (for eligible construction) (contractor Lead Certification verification)	\$5.00	§12.04
Permit Renewal (within 6 months of expiration)	50% of fee	§12.04
Permit Renewal (> 6 months after expiration)	Valuation of remaining work; new permit required	§12.04
Pre-Final inspection (new home/structure)	\$63.25	§12.04
No Show Fee	\$63.25	§12.04
Refunds		
Plan Review (if plan review has not begun)	100%	§12.04
Plan Review (if plan review has started)	50%	§12.04
Plan review (if plan review has been completed)	0%	§12.04
Permit fee (if work not started) within 6 months of permit issuance	80%	§12.04
Permit fee (if work has started)	0%	§12.04
Maintenance permits	0%	§12.04

## 10. ZONING / DEVELOPMENT

Item	Fee	Reference
Comprehensive Plan Amendment	\$750.00/amendment plus \$1,500.00 escrow	
Conditional Use Permit (CUP): R-1 District	\$150.00 plus \$300.00 Escrow	§16.56
Conditional Use Permit (CUP) All other Districts	\$500.00 plus \$1,500.00 Escrow	§16.56
Conditional Use Permit (CUP) Amendment	Same as CUP Fee	§16.56
Concept Plan Review Fee	\$500.00 plus \$1,000.00 Escrow	§16.20.060
Interim Use Permit (IUP): R-1 District	\$150.00 plus \$300.00 Escrow	§16.58
Interim Use Permit (IUP): All other districts	\$500.00 plus \$1,500.00 Escrow	§16.58
Park Dedication Fee – Commercial/Industrial	3% fair market of improved/unimproved land value or monetary fund by discretion of City.	§14.12.050



Park Dedication Fee - Residential	\$2,595.00 per unit	§14.12.050
Planned Unit Development (PUD)	\$1,000.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Amendment	\$500.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Refund Policy	All but \$100.00 of the permit fee can be refunded within 100 days of application if no work done.	§16.48
Rezoning / Text Amendment	\$500.00 plus \$1,000.00 Escrow	§16.60.050
Minor Subdivision & Lot Combination Fee	\$200.00 plus \$500.00 Escrow	§14.28
Major Subdivision – Preliminary Plat	\$500.00 plus \$5,000.00 Escrow	§14.08
Major Subdivision – Final Plat	\$500.00 plus \$1,000.00 Escrow	§14.08
Variance: R-1 District	\$250.00 plus \$250.00 Escrow	§16.60.040
Variance: All Other Districts	\$500.00 plus \$1,500.00 Escrow	§16.60.040
Site Plan Review	\$500.00 plus \$1,000.00 Escrow	§16.20.060
Street or Easement Vacation	\$250.00 per property	§16.20.160
Zoning Letter	\$100.00	

Applicants are responsible for all costs incurred associated with the filing, review and processing of development applications. Such fees are to be paid in escrow up front or upon receipt of statement from the City of Spring Lake Park. Fees may include but are not limited to costs for consultants retained by the City, consultant planning services, attorney, and engineer fees. A deposit may also be required to cover costs of public notices, materials and staff time spent in the review, research or preparation of materials associated with this application. The applicant shall be responsible for all reasonable incurred costs in excess of the initial deposit amount. Payment of park dedication fees is required with subdivision applications. Application fees are not refundable.

## 11. MISCELLANEOUS FEES

Item	Fee	Reference
Copy of City Code & Comp. Plan	\$150.00	
Annual Financial Report	\$25.00	
Adopted Annual Budget	\$25.00	
Copy of any Code Chapter	\$10.00	
Copy of Zoning Code	\$50.00	
Capital Improvement Plan	\$10.00	
Assessment Search Fee	\$25.00	
Administrative Fee for Certification to Tax Roll	\$125.00/parcel	
Photocopies per Page	\$ .25 per sheet (8½ x 11; b/w) \$ .50 per sheet (11 x 17; b/w) \$1.00 per sheet (8½ x 11; color) \$2.00 per sheet (11 x 17; color) \$4.00 per sheet (large plan sheet)	
Certified Copies	\$5.00 plus photocopy fee	
Non-Resident Notary Fee	\$2.00	
Filing Fee for Public Office	\$15.00 (no sales tax)	M.S. 205.13
Insufficient Funds (NSF) checks/Credit Card Chargebacks	\$35.00	
Mailed City Council Agendas	\$60.00/year	

Mailed Planning Commission Agendas	\$30.00/year	
Mailed City Council Minutes	\$150.00/year	
Mailed Planning Commission Minutes	\$75.00/year	
Mailed City Council Meeting Packets	\$250.00/year	
Mailed Planning Commission Meeting Packets	\$200.00/year	
Residential Address Labels	\$100.00	
Map Copies	Small - \$1.00 Large - \$15.00 Zoning (Ledger) - \$5.00	
City Mowing	Cost plus \$75.00/mo. Administration fee	
Credit Card Transaction Fees Utility E-Billing with Online Payment E-checks (ACH) All other Transactions	Actual cost Actual cost Actual cost	
Scanning Fee	\$100.00 per building permit/zoning application if full size plans are not provided in electronic format	

## Police Administration

Item	Fee	Reference
Excess Alarm Fee – Police Calls/year	1 <sup>st</sup> – 3 <sup>rd</sup> No Charge; 4 <sup>th</sup> + - \$75.00 for each	§9.08
Excess Alarm Fee – Fire Calls/year	1 <sup>st</sup> – 2 <sup>nd</sup> No Charge 3 <sup>rd</sup> - \$75.00 Each after doubles the previous charge	§9.08
Finger Printing – Residents Only	\$25.00/set	
Digital Photos	\$30.00 plus costs	
Digital Recordings	\$30.00	
Electronic copies to Digital Media	\$50.00 per disc	
Police Records Check/Clearance Letters/Certified Copies	\$5.00	

## 12. Administrative Offenses (Chapter 34)

Item	Fee	Reference
Abandoned, Wrecked or Inoperable Vehicle	\$50.00	§9.04
Adult Use Cannabis Use in Park or Other Public Place	\$100.00	§11.48.080
Animals	\$75.00	§9.12
Dog running at large	\$75.00	§9.12.010
Dog/Cat Must be Vaccinated	\$75.00	§9.12.010
Dog/Cat Must be Licensed	\$75.00	§9.12.010
ATV Violation	\$50.00	§7.04.030
Blocking Driveways	\$50.00	§7.08.020
Building Code Violations	\$100.00	§12.04
Critical Water Deficiency Declaration Ordinance or Emergency Conservation Regulations Violation	warning letter - 1 <sup>st</sup> offense \$100.00 - 2 <sup>nd</sup> offense	§5.04.050/ §5.04.010

	\$200.00 - 3 <sup>rd</sup> offense \$300.00 - 4 <sup>th</sup> and subsequent offense	
Deposit Debris onto Roadway	\$50.00 for 1 <sup>st</sup> offense, \$75.00 for 2 <sup>nd</sup> offense \$100.00 for 3 <sup>rd</sup> + offense	§9.04.010
Expired License Plates – Motorized Vehicle	\$50.00	§16.20.120
Fire Code Violations	\$100.00	§9.16
Fire Hydrant	\$50.00	§9.16
Fire Lane	\$50.00	§9.16
Fire Prevention Violations	\$50.00	§9.16
Fireworks Violations	\$100.00	§9.20.020
Flammable Products	\$100.00	§9.16
Garage Sale Violations	\$50.00	§11.04.02
General Municipal Water and Water Violations	\$50.00	§1.04.200
Handicap Parking Violation	\$200.00	§7.04.010
Housing Code Violations	\$100.00	§12
Illegal Garbage Dumping	\$100.00	§9.20.020
Inoperable Vehicles Parked on Street	\$50.00	§9.04.010
Intoxicating Beverages in Parks and Other Public Areas	\$50.00	§11.08.010
Junk or Debris	\$50.00	§9.20.020
Keys in Ignition	\$50.00	§7.01
License and Permit Violations	\$100.00	§1.04.200
License Plat/Tabs Missing – Motorized Vehicle	\$50.00	§16.20.120
Load Limit Violation	\$100.00	§7.04.020
Loud Parties/Noise (City Noise Codes)	\$50.00	§9.20.020
Missing Address Numbers	\$50.00	§12.20
Other Illegal Parking	\$50.00	§7.08
Outdoor Storage of Wood	\$50.00	§9.20.020
Park Hours Violation	\$50.00	§9.28.010
Parking at Park After Park Hours	\$50.00	§9.28.010
Public Nuisances	\$50.00	§9.20.020
Regulated Business Activity	\$100.00	§1.04.200
Rental Code Violations	\$50.00/Unit	§12.16
Seasonal Parking Violation	\$50.00	§7.08.020
Sign Code Violations	\$100.00	§16.24
Snowmobile Violation	\$50.00	§7.04.040
Bicycle Violation	\$25.00	§7.04.050
Subdivision Regulation	\$100.00	§14
Trespass	\$100.00	§11.04.010
Trucks Parking on Restricted Route	\$50.00	§7.08.020
Road Restriction Violation	\$100.00	§7.04.020
Waste Disposal Violations	\$50.00	§5.08

Weeds and Grass	\$50.00	§9.20.030
Zoning Code Violations	\$100.00	§16

**13. Licenses** (All licenses subject to a 10% late fee where applicable.)

**A. General Business Licenses**

Item	Fee	Reference
Administrative Application Fee	\$50.00	
Amusement Devices and Centers	\$15.00 per location plus \$15.00 per machine	§11.24
Automobile Sales, New and Used	\$300.00/year	§11.20
Amusement Rides, Carnivals, Circuses	\$130.00 for first day plus \$20.00 for each additional day	§9.36
Boxing and Wrestling Processing Fee	Regulated by the State of Minnesota	
Cigarette and Tobacco License Fee	\$150.00/year	§11.12
Dance	\$100.00/year	
Lower Potency Hemp Edible Retailer Application Fee	\$125.00/year	§11.50.040
Lower Potency Hemp Edible Retailer License Fee (Initial & Renewal)	\$125.00/year	§11.50.040
Food Sales & Service Application Fee	\$100.00/Application	§11.32
Garbage and Rubbish Hauler	\$50.00/1 <sup>st</sup> Truck & \$15.00 additional	§5.08
Criminal Investigation Fee – General Business Licenses (first time applicants)	\$50.00	§11.48
Sexually Oriented Business License Fee	\$10,000.00/yr	§11.44.040
Sexually Oriented Business Initial Investigation Fee	\$1,500.00	§11.44.050
Special Event Permit	\$100.00/event	§9.36.050
Special services fee escrow	125% of estimated cost for required City services/resources	§9.36.080
<b>Pawn Shops</b>		
Non-Refundable Application Fee (includes cost of investigation)	New - \$500.00 Renewal - \$100.00	§11.16
New Manager Investigation Fee	\$150.00	§11.16
Annual License	\$6,250.00	§11.16
Billable Transaction Fee	\$2,192.00/year	§11.16
Performance Bond	\$5,000.00	§11.16

<b>Peddlers / Transient Merchants</b>		
Permits	Transient - \$100.00 SUP + \$150.00 Escrow Peddlers - \$60.00/day, \$200.00/month, \$500.00/year	§11.04
Investigation fee	\$10.00 investigation fee for each new peddler	§11.04
I.D. Card	\$5.00/person	§11.04
Criminal Investigation Fee – Peddler/ Transient Merchant Licenses (first time applicants)	\$50.00	§11.48
<b>Therapeutic Massage</b>		
Partnership/Corporation License	\$350.00 + \$200.00 - Background Check	§11.40
Technician License	\$100.00 + \$100.00 - Background Check	§11.40

### **B. Liquor Licenses**

<b>Item</b>	<b>Fee</b>	<b>Reference</b>
On-Sale Intoxicating	Class A - \$6,200.00/yr Class B - \$9,300.00/yr	§11.08.010
On-Sale Wine	\$500.00/yr	§11.08.010
On-Sale Malt Liquor/3.2 Beer	\$300.00/yr	§11.08.010
Off-Sale Intoxicating	\$310.00/yr	§11.08.010
Off-Sale 3.2% Malt Liquor	\$100.00/yr	§11.08.010
Brewer Tap Room	\$400.00/yr	§11.08.010
On-Sale Brewer Pub License	\$400.00/yr	§11.08.010
Off-Sale Brewer Pub License	\$100.00/yr	§11.08.010
Cocktail Room License	\$400.00/yr	§11.08.010
Culinary Class Ltd. On-Sale Malt Liquor/Wine	\$300.00/yr	§11.08.010
Consumption and Display – City Fee	\$250.00/yr	§11.08.010
Club	\$300.00/yr	§11.08.010
Sunday On Sale	\$200.00/yr	§11.08.010
Two A.M. Closing Permit	\$100.00/yr	§11.08.010
Liquor Licensing Investigation Fee	\$500.00 (in state) Actual cost not to exceed \$10,000 (out of state)	M.S. 340A.412
Temporary 3.2% Liquor License Fee	\$25.00/Event	§11.08.010
Temporary Intoxicating Liquor License Fee	\$50.00/Event	§11.08.010

### **C. Adult Use Cannabis Registration/License**

<b>Item</b>	<b>Fee</b>	<b>Reference</b>
Initial Retail Registration Fee	\$500.00 or half the amount of the initial state license fee	§11.48.030
Renewal Retail Registration Fee	\$1,000.00 or half the amount of a renewal state license fee	§11.48.030
Temporary Cannabis Event License	\$100.00	§11.48.080

#### D. Animal Licenses

Item	Fee	Reference
Spayed or neutered – Cats and Dogs	\$10.00/yr	§9.12
Unsprayed or Unneutered – Cats and Dogs	\$15.00/yr	§9.12
Duplicate tags	\$2.00 per	§9.12
Dangerous Dog Registration	\$500.00/yr	§9.12.020
Kennel – Residential	\$50.00/yr	§9.12
Kennel – Commercial	\$100.00/yr	§9.12
Criminal Background Check – Kennel License (first time applicant)	\$50.00	§11.48
Impound Fee	1 <sup>st</sup> offense - \$75.00 plus Animal Hospital fees as outlined in Animal Control agreement 2 <sup>nd</sup> offense - \$125.00 plus Animal Hospital fees as outlined in Animal Control agreement 3 <sup>rd</sup> offense - \$175.00 plus Animal Hospital fees as outlined in Animal Control agreement 4 <sup>th</sup> and subsequent offense - \$325.00 plus Animal Hospital Fees as outlined in Animal Control agreement	§9.12

#### E. Rental Housing Licenses

Item	Fee	Reference
Single Family	\$250.00	§12.16
Duplex	\$325.00	§12.16
Apartment	\$500.00 per Building plus \$50.00 per Unit	§12.16
Reinspection Fee	\$150.00 after the 2 <sup>nd</sup> inspection	§12.16
Revoked Rental Housing License Reinstatement Fee	Five (5) times the annual licensing fee	§12.16
Excessive Consumption Fee: rental/non-rental	\$50.00 per incident	§12.16
Conversion Fee	\$1,000.00 includes 1 <sup>st</sup> year registration fee	§12.16
Late Conversion Fee	\$1,500.00	§12.16

#### F. Vacant Property Licenses

Item	Fee	Reference
Residential Unit	\$200.00	§12.28
Monitoring Fee	\$20.00 per visit	§12.28

## 14. SPRING LAKE PARK – FACILITY RENTAL<sup>1</sup>

### A. Park Facilities

Item	Resident		Non-Resident	
	Half Day	Full Day	Half Day	Full Day
Able Park Building	\$100.00	\$200.00	\$150.00	\$250.00
Able Park Hockey Rink	\$50.00	\$100.00	\$100.00	\$200.00
Able Park South Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Able Park North Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Able Park Picnic Shelter	\$25.00	\$50.00	\$50.00	\$75.00
Able Park Volleyball Court	\$10.00	\$20.00	\$20.00	\$40.00
Sanburnol Park North Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Lakeside Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Lakeside Volleyball Court	\$10.00	\$20.00	\$20.00	\$40.00
Sanburnol Park South Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Terrace Park East Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Terrace Park West Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Terrace Park Pickleball/Tennis Court	\$10.00	\$20.00	\$15.00	\$25.00
Terrace Park Volleyball Court	\$10.00	\$20.00	\$15.00	\$25.00
Terrace Park East Picnic Shelter	\$25.00	\$50.00	\$50.00	\$75.00
Terrace Park West Picnic Shelter	\$25.00	\$50.00	\$50.00	\$75.00
Terrace Park Hockey Rink	\$50.00	\$100.00	\$100.00	\$200.00
Terrace Park Football Field	\$50.00	\$100.00	\$100.00	\$200.00
Triangle Park Gazebo	\$25.00	\$50.00	\$50.00	\$75.00
Westwood Softball Field	\$25.00	\$50.00	\$50.00	\$75.00
Westwood Park Picnic Shelter	\$10.00	\$20.00	\$20.00	\$40.00

Item	Fee
Athletic Field Use by Youth Sports Teams	\$12.00 per rostered player per sports season
Field Lined	\$35.00
Damage Deposit	\$100.00

### B. City Hall Facility

	Public Sector	Resident/ Non-Profit	Non-Resident
City Hall – Laddie Room (Multipurpose A)	\$20.00/hour	\$30.00/hour	\$60.00/hour
City Hall – Spring Lake Room (Multipurpose B)	\$40.00/hour	\$70.00/hour	\$90.00/hour
City Hall – Laddie Room & Spring Lake Room	\$60.00/hour	\$80.00/hour	\$150.00/hour
City Hall Link	\$30.00/hour	\$50.00/hour	\$60.00/hour
Huddle Room	\$20.00	\$20.00	\$20.00
City Hall A/V Package	\$75.00	\$75.00	\$75.00
Damage Deposit	\$100.00	\$100.00	\$100.00
Lost Key	\$50.00	\$50.00	\$50.00

<sup>1</sup> All park amenity rentals are taxable. Damage deposit required.

## 15. WATER, SEWER, STREET AND OTHER FEES

### A. Water

Item	Fee	Reference
Water Availability Charge (WAC)	\$1,617.00/Unit (City determines # of units)	§5.04
Water Connection/Disconnect and/or Demo Inspection Fee	Residential - \$50.00 Commercial – \$75.00	§5.04
Water Connection Inspection Fee – New Residential Connection	\$50.00 (plus WAC)	§5.04
Water Connection Inspection Fee – New Commercial Connection	\$75.00 (plus WAC)	§5.04
Connection and Reconnection Fee	\$125.00/Hour (\$187.50/Hour after Business Hours)	§5.04
Water Meter Installation Fee	3/4” – 1” meter - \$75.00 Over 1” meter - \$100.00	§5.04
Water Meters and Parts	Cost plus 2%	§5.04
Water General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04
Estimated Water Meter Reading	1 <sup>st</sup> est. – \$25.00 2 <sup>nd</sup> est. - \$50.00 3 <sup>rd</sup> and subsequent est. - \$75.00	§5.04
Disconnect Tag Fee	\$25.00	§5.04

### B. Sewer

Item	Fee	Reference
Sewer Access Charge (SAC)	\$2,485.00/Unit (M.C. determines no. of units)	§5.04
SAC Administrative Fee	\$400.00/Unit (based on M.C. unit count)	§5.04
Sewer Connection/Disconnection and/or Demo Inspection Fee	\$50.00 – Residential \$75.00 - Commercial	§5.04
Sewer Hook-up Fee – New Only	\$145.00 (plus SAC)	§5.04
Sewer General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04

### C. Street

Item	Fee	Reference
Load Limits Permit Fee	\$25.00/entry/truck	§7.04.020
Street Opening Permit	\$150.00 permit fee plus \$1,000 Security Fee	
Right of Way Permit (ROW) - Excavation Permit	\$150.00	§12.48
ROW - Obstruction Permit	\$150.00	§12.48
ROW - Excavation Hole Permit	\$150.00	§12.48
ROW – Trench	\$70.00 per 100 feet	§12.48
ROW – Emergency Hole	\$75.00	§12.48
ROW – Boring Holes	\$50.00 per hold	§12.48



ROW Security Fee	Subject to the Discretion of the Public Works Director	§12.48
Small Cell Wireless Fees	Maximum fee allowed under Statute	M.S. 237.163(6)

**CITY OF SPRING LAKE PARK**

**RESOLUTION NO. 2024-66**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 498,  
AN ORDINANCE ADOPTING THE 2025 FEE SCHEDULE FOR THE CITY OF  
SPRING LAKE PARK**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 498 will clearly inform the public of the intent and effect of the Ordinance; and

**WHEREAS**, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the following summary of Ordinance No. 498 is approved for publication:

“On December 2, 2024, the Spring Lake Park City Council approved Ordinance No. 498, entitled ‘An Ordinance Adopting the 2025 Fee Schedule for the City of Spring Lake Park.’

The following is a summary of Ordinance No. 498, a copy of which is available in its entirety for review during regular office hours at the City of Spring Lake Park, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN, or for review on the City’s website, [www.slpmn.org](http://www.slpmn.org).

The Ordinance outlines updates to permit fees, zoning and development fees, utility charges, and other miscellaneous fees. These changes ensure the City continues to recover costs effectively and maintain quality services.

The ordinance will take effect on January 1, 2025 upon publication in the City’s newspaper of record.”

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 Acting Mayor declared said Resolution duly passed and adopted the 2nd day of December, 2024.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



# Memorandum

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

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

**Date:** November 27, 2024

**Subject:** Draft Adult Use Cannabis Businesses Ordinance

## Background

In May 2023, the Minnesota Legislature passed, and Governor Walz signed into law, legislation legalizing adult-use cannabis, effective August 1, 2023. This comprehensive law created a framework for regulating cannabis production, distribution, and sales through the newly established Minnesota Office of Cannabis Management (OCM).

Recognizing the need to evaluate the potential local impact of these businesses, the City Council enacted a temporary moratorium effective June 20, 2023, under Minn. Stat. § 462.355. This moratorium has provided the City with time to study zoning, public health, and safety considerations. The moratorium expires December 31, 2024.

## Draft Ordinance Overview

To prepare for the end of the moratorium, staff developed a draft Cannabis Registration Ordinance, which amends SLPC Chapter 11 (Business Regulations) and Chapter 16 (Zoning). The ordinance was reviewed at the November 4, 2024 City Council work session and was reviewed by the Planning Commission after a public hearing held on Monday November 25, 2024.

The Planning Commission recommended approval of the original draft Cannabis Registration Ordinance with two amendments: 1) reduce the buffer from schools from 1,000 feet to 500 feet; and 2) amend the hours of operation from 10:00am to 9:00pm to 8:00am to 10:00pm. Both of these amendments were proposed to bring the sale of adult use cannabis in line with the City's off-sale liquor licensing requirements.

If the City Council would like to accept these recommendations, you would adopt the ordinance numbered Ordinance 499(A). If the City Council would like to keep the ordinance as originally proposed, you would adopt the ordinance numbered Ordinance 499.

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

## Next Steps

The Planning Commission is tasked with conducting a public hearing on the proposed ordinance and reviewing zoning-related provisions, ensuring compatibility with existing district regulations, and recommending any necessary adjustments.

A copy of the draft ordinance is attached for your review. Also attached is a copy of the Local Government Guide published by the State of Minnesota Office of Cannabis Management.

Staff recommends approval of the draft ordinance. If you have any questions, please do not hesitate to contact me at 763-784-6491.

**SPRING LAKE PARK  
ORDINANCE 499**

**AN ORDINANCE AMENDING SLPC CHAPTER 11, BUSINESS REGULATIONS,  
AND SLPC CHAPTER 16, ZONING, RELATING TO ADULT USE CANNABIS  
BUSINESSES**

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

**SECTION 1:**            **ADOPTION** “11.48 CANNABIS BUSINESS REGULATIONS” of the Spring Lake Park Municipal Code is hereby *added* as follows:

**ADOPTION**

11.48 CANNABIS BUSINESS REGULATIONS(*Added*)

**SECTION 2:**            **ADOPTION** “11.48.010 Purpose” of the Spring Lake Park Municipal Code is hereby *added* as follows:

**ADOPTION**

11.48.010 Purpose(*Added*)

The purpose of this ordinance is to implement the provisions of Minn. Stat. Ch. 342, which authorizes the City Council to protect the public health, safety and welfare of Spring Lake Park residents by regulating cannabis businesses within the legal limits of the city.

**SECTION 3:**            **ADOPTION** “11.48.020 Definitions” of the Spring Lake Park Municipal Code is hereby *added* as follows:

**ADOPTION**

11.48.020 Definitions(*Added*)

Unless otherwise noted or specifically defined in this section, words and phrases contained in M.S. § 342.01, as it may be amended from time to time, and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

**CANNABIS CULTIVATION.** A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

**CANNABIS RETAIL BUSINESSES.** A retail location and the retail location(s) of a mezzobusiness(es) with a retail operations endorsement, microbusiness(es) with a retail operations endorsement, and medical combination business(es) operating a retail location.

**CANNABIS RETAILER.** Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

**CERTIFIED MEDICAL PROFESSIONAL.** An individual who holds a valid and active license to practice medicine or provide healthcare services within the State of Minnesota, as issued by the Minnesota Board of Medical Practice, or other relevant state licensing authorities. This includes, but is not limited to, licensed physicians, advanced practice registered nurses (APRNs), physician assistants (PAs) or other healthcare professionals recognized by the State of Minnesota as being authorized to conduct medical evaluations, provide medical advice and respond to medical emergencies.

**DAYCARE.** A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

**DRUG PARAPHERNALIA.** All equipment, products, and materials of any kind, except those used in conjunction with permitted uses of controlled substances pursuant to state law, which are knowingly or intentionally used primarily in (1) manufacturing a controlled substance other than cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products, (2) injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance other than cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products, or (3) enhancing the effect of a controlled substance other than cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products. **DRUG PARAPHERNALIA** does not include the possession, manufacture, delivery, or sale of: (1) hypodermic syringes or needles or any instrument or implement which can be adapted for subcutaneous injections; or (2) products that detect the presence of fentanyl or a fentanyl analog in a controlled substance.

**LOWER-POTENCY HEMP EDIBLE.** As defined under M.S. § 342.01, subd. 50, as it may be amended from time to time.

**LOWER-POTENCY HEMP EDIBLE RETAILER.** A business which sells Lower-Potency Hemp Edibles but which is not a Cannabis Retailer.

**OFFICE OF CANNABIS MANAGEMENT.** Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.

**PLACE OF PUBLIC ACCOMMODATION.** A business, accommodation, refreshment, entertainment, recreation or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

**PRELIMINARY LICENSE APPROVAL.** OCM pre-approval for a cannabis business license for applicants who qualify under M.S. § 342.17, as it may be amended from time to time.

**PUBLIC PLACE.** A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants, bars, any other food or liquor establishment, hospitals, nursing homes, auditoriums, arenas, gyms, meeting rooms, common areas of rental apartment buildings and other places of public accommodation.

**RESIDENTIAL TREATMENT FACILITY.** A facility as defined under M.S. § 245.462, subd. 23, as it may be amended from time to time.

**RETAIL REGISTRATION.** An approved registration issued by the city to a state-licensed cannabis retail business, registering a single specified retail location within the city limits.

**SCHOOL.** A public school as defined under M.S. § 120A.05, as it may be amended from time to time, or a nonpublic school that must meet the reporting requirements under M.S. § 120A.24, as it may be amended from time to time.

**STATE LICENSE.** An approved license issued by the Office of Cannabis Management to a cannabis business.

**SECTION 4:            ADOPTION** “11.48.030 Registration Of Cannabis Businesses” of the Spring Lake Park Municipal Code is hereby *added* as follows:

**ADOPTION**

11.48.030 Registration Of Cannabis Businesses(*Added*)

**A. Consent to Registering of Cannabis Businesses.** No individual or entity may operate a state-licensed cannabis retail business within the corporate limits of the city without first registering with the city. With the exception of the limitations set forth in Paragraph G.1, all requirements of this Section shall apply to lower-potency hemp edible retailers the same as they do to cannabis retail businesses.



B. Compliance Checks Prior to Retail Registration.

1. The city may conduct a preliminary compliance check prior to issuance of a cannabis retail business registration to ensure compliance with local ordinances.
2. Pursuant to M.S. Ch. 342, within 30 days of receiving a copy of a state license application from OCM, the city shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

C. Registration and Application Procedure.

1. Fees.

- a. The city shall not charge an application fee.
- b. A registration fee, as established under the city's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.
  - (1) An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under M.S. § 342.11, as it may be amended from time to time, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
  - (2) Any renewal retail registration fee imposed by the city shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under M.S. § 342.11, as it may be amended from time to time, whichever is less.
  - (3) A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2. Application submittal.

- a. The city shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of M.S. § 342.22 and this Chapter, as they may be amended from time.
  - (1) An applicant for a retail registration shall fill out an application form, as provided by the city. Said form shall include, but is not limited to:
    - (A) Full name of property owner and applicant;
    - (B) Address, email address, and telephone number of the applicant;
    - (C) The address and parcel ID for the property which the retail registration is sought;
    - (D) Certification that the applicant complies with the requirements of local ordinances established pursuant to M.S. 342.13, as it may be amended from time to

time.

(2) The applicant shall include with the form:

(A) The application fee as required in Paragraph C,1;

(B) A copy of the state license application form and materials submitted to OCM.

(C) A copy of a valid state license or written notice of OCM license preapproval.

(D) Any additional information the city deems necessary.

(3) Once an application is considered complete, the city shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.

(4) The application fee shall be non-refundable once processed.

3. Application approval.

a. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Paragraph G.

b. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.

c. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

4. Annual compliance checks.

a. The city shall complete at least one unannounced compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under M.S. § 342.22, subd. 4(b) and M.S. § 342.24, as they may be amended from time to time, and these ordinances.

b. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a person or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer.

5. Location change. A state-licensed cannabis retail business shall be required to submit a new application for registration under Paragraph C,2 if it seeks to relocate to a new location still within the legal boundaries of the city. That application for registration at the new location shall be subject to the provisions of Paragraph G.

D. Renewal of registration. The city shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by the city and pay the renewal fee for the registration as established

in the city's fee schedule.

E. *Transfer of registration.* A cannabis retail registration issued under this ordinance shall not be transferred.

F. *Suspension of registration.*

1. *When suspension is warranted.* The city may suspend a cannabis retail business's registration if it violates the ordinance of the city or poses an immediate threat to the health or safety of the public. The city shall immediately notify the cannabis retail business in writing the grounds for the suspension.
2. *Notification to OCM.* The city shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the city and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
3. *Length of suspension.* The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The city may require receipt of a determination from OCM before reinstating a registration. The business may not make sales to customers if their registration is suspended. The city may reinstate a registration if it determines that the violations have been resolved. The city shall reinstate a registration if OCM determines that the violation(s) have been resolved.

G. *Limitation on Number of Registrations.*

1. The city shall limit the number of cannabis retail businesses to the lowest number of registrations permitted by M.S. § 342.13, as it may be amended from time to time, and these ordinances. The city shall allow no greater than one registration of a single retail location per 12,500 residents within the city limits which is not an operation owned and operated by the city. In the event an application for registration seeks to locate within the corporate boundaries of the city and the County in which the proposed operations site is located has reached the threshold of one active registration for every 12,500 residents, the city shall not issue a registration to an operation which is not owned by the city. This limitation shall not apply to lower-potency hemp edible retailers, as defined in this Chapter.
2. The city shall limit the number of lower-potency hemp edible retailers to no more than four registrations of single retail locations within the corporate boundaries of the city. However, the limits set forth in this Paragraph G,2 shall not apply to a cannabis retail business which is also licensed to sell lower-potency hemp edibles.

H. *Inspections.* City officials and law enforcement have the right to inspect the premises at any time to ensure compliance with all regulations.

**SECTION 5:**            **ADOPTION** “11.48.040 Restrictions On Issuance” of the Spring Lake Park Municipal Code is hereby *added* as follows:

ADOPTION

11.48.040 Restrictions On Issuance(*Added*)

- A. No registration for a state-licensed cannabis business shall be granted within 1,000 feet of a school. The distance is to be measured from the closest side of the school to the closest side of the structure on the premises within which cannabis is to be sold.
- B. No registration for a state-licensed cannabis business shall be granted within 500 feet of a day care, a residential treatment facility and/or an attraction within a public park that is regularly used by minors, including a playground or athletic field. The distance is to be measured from the closest side of the day care, residential treatment facility or public park attraction regularly used by minors to the closest side of the structure on the premises within which cannabis is to be sold.
- C. Pursuant to M.S. § 462.357, subd. 1e, as it may be amended from time to time, nothing in SLPC 11.48.040 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility and/or an attraction within a public park that is regularly used by minors moves within the minimum buffer zone.
- D. In the event an applicant seeks registration for a business to be located within a zoning district which requires a conditional use permit to permit the business, the city shall deny the application as not compliant with local zoning if the applicant has not obtained a valid conditional use permit for the use from the city.

**SECTION 6:**            **ADOPTION** “11.48.050 Hours Of Operation” of the Spring Lake Park Municipal Code is hereby *added* as follows:

ADOPTION

11.48.050 Hours Of Operation(*Added*)

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m.

**SECTION 7:**            **ADOPTION** “11.48.060 Temporary Cannabis Events” of the Spring Lake Park Municipal Code is hereby *added* as follows:

## ADOPTION

### 11.48.060 Temporary Cannabis Events(*Added*)

- A. License required. A license or permit is required to be issued and approved by the city prior to holding a Temporary Cannabis Event.
- B. Registration and application procedure. A registration fee, as established in the city fee schedule, shall be charged to applicants for Temporary Cannabis Events.
- C. Application submittal and review. The city shall require an application for Temporary Cannabis Events.
  - 1. An applicant for a retail registration shall fill out an application form, as provided by the city. The form shall include, but is not limited to:
    - a. Full name of the property owner and applicant;
    - b. Address, email address and telephone number of applicant;
    - c. The address at which the event will be held; and
    - d. Other information required by the Administrator, Clerk/Treasurer or designee.
  - 2. The applicant shall include with the form the application fee as required under Paragraph B and a copy of the OCM cannabis event license application, submitted pursuant to M.S. § 342.39, subd. 2, as it may be amended from time to time.
  - 3. The application shall be submitted to the Administrator, Clerk/Treasurer, or designee, for review. If the Administrator, Clerk/Treasurer determines that a submitted application is incomplete, he/she shall return the application to the applicant with the notice of deficiencies.
  - 4. Once an application is considered complete, the Administrator, Clerk/Treasurer shall inform the applicant of such, process the application fees and forward the application to the city council for approval or denial. The application fee shall be non-refundable once processed.
  - 5. The application for a license for a Temporary Cannabis Event shall meet the following standards:
    - a. Comply with buffer standards as set forth in SLPC 16.24.010.
    - b. Security requirements.
      - (1) A minimum of two licensed peace officers or licensed security guards per 100 attendees must be present at all times.
      - (2) The event area must be equipped with 24/7 video surveillance covering all entrances, exits, and key areas.
      - (3) Secure fencing and controlled entry points must be established to ensure only authorized individuals enter the event area.
    - c. Operational standards.
      - (1) Noise levels must not exceed the limits set forth in the city's noise ordinance.
      - (2) Effective odor control measures must be in place to ensure no detectable odor extends beyond the event premises.

- d. Health and safety standards.
    - (1) At least one certified medical professional must be present on-site at all times.
    - (2) Adequate sanitation facilities must be provided, including restrooms and handwashing stations, as determined by the City's Building Official.
    - (3) A comprehensive waste management plan must be implemented to handle all event-related waste.
  - e. Inspections. City officials and law enforcement have the right to inspect the event at any time to ensure compliance with all regulations.
  - f. Event hours. A Temporary Cannabis Event shall only be held between the hours of 10:00am and 9:00pm.
6. On-site consumption prohibited. On-site consumption shall not be permitted at a temporary cannabis event within the city.

**SECTION 8:**            **ADOPTION** “11.48.070 Civil Penalties” of the Spring Lake Park Municipal Code is hereby *added* as follows:

ADOPTION

11.48.070 Civil Penalties(*Added*)

- A. Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of \$2,000 for each violation.
- B. Subject to M.S. § 342.22, subd. 5(e), the city may impose a civil penalty of \$500 for the first violation of this chapter, \$1,000 for the second violation of this chapter within a 36 month period, and \$2,000 for the third and subsequent violations within a 36 month period.

**SECTION 9:**            **ADOPTION** “11.48.080 Public Use Of Cannabis And Lower-Potency Hemp Edibles Prohibited” of the Spring Lake Park Municipal Code is hereby *added* as follows:

ADOPTION

11.48.080 Public Use Of Cannabis And Lower-Potency Hemp Edibles Prohibited(*Added*)

It is unlawful for any person to use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products as each is defined by state law, in a public place within the City of Spring Lake Park. For the purposes of this Section, “public place” shall not include:

- a. A private residence, including the curtilage or yard of the same;
- b. Private property not generally accessible by the public, unless the person is explicitly prohibited from consuming cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property;
- c. The premises of an establishment licensed to permit on-site consumption, provided the use complies with the on-site consumption permit. and this Chapter. On site consumption shall not be permitted at cannabis events within the city.

Any violation of this Section shall be a petty misdemeanor.

**SECTION 10:**            **ADOPTION** “11.48.090 Possession Of Drug Paraphernalia Prohibited” of the Spring Lake Park Municipal Code is hereby *added* as follows:

ADOPTION

11.48.090 Possession Of Drug Paraphernalia Prohibited(*Added*)

It is unlawful for any person, knowingly or intentionally, to use or possess drug paraphernalia.

Any violation of this Section shall be a petty misdemeanor.

**SECTION 11:**            **AMENDMENT** “16.36.010 Specific Development Standards” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

16.36.010 Specific Development Standards

The purpose of this section is to establish specific development standards to provide supplemental regulations to address the unique characteristics of specific uses.

*A. Auto and marine; sales, leasing and rental.*

1. The use shall be served by a major collector or higher classification of roadway.
2. An open-ai red used auto and marine sales or rental lot as a stand-alone

business is prohibited.

3. Used automobiles may be sold or rented as a stand-alone business if the used vehicles and associated business are contained within a building.
4. Used automobiles may not be sold accessory to businesses other than new car dealerships. Outdoor vehicle display for used vehicles shall be limited to 30% of the total outdoor display area for a new car dealership. The display area shall be defined as the total number of parking spaces devoted to the sale of new vehicles only, not including the required off-street parking spaces needed for the public and employees.
5. Outdoor vehicle display areas within the public right-of-way are prohibited.
6. All areas on which motor vehicles are stored or displayed must be paved with concrete or a bituminous surface. No display, sale or storage of automobiles or other vehicles are permitted on landscaped areas.
7. Outdoor vehicle display shall be in an orderly fashion, with access aisles provided as needed. Outdoor vehicle display shall not reduce the amount of off-street parking provided on-site, below the level required for the principal use. The outdoor storage of inoperable, junk vehicles and vehicles with expired tabs is prohibited.
8. Music or amplified sounds shall not be audible from adjacent residential properties.
9. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening or other site improvements consistent with the character of the neighborhood.
10. Fuel pumps for the purpose of retail sale and dispensing of fuel to the general public shall be prohibited. If the use included dispensing of fuel for automobiles maintained on-site, the use shall employ best management practices regarding the venting of odors, gas and fumes. Such vents shall be directed away from residential uses. All storage tanks shall be equipped with vapor-tight fittings to eliminate the escape of gas vapors.

*B. Auto and marine; service and repair.*

1. All vehicles waiting for repair or pick-up shall be stored within an enclosed building or in designated off-street parking spaces.
2. All work shall be performed within a completely enclosed building.
3. All vehicles parked or stored on site shall display a current license plate with a current license tab. Outside storage of automobile parts or storage of inoperable or salvage vehicles shall be prohibited.
4. The sale of vehicles shall be prohibited, unless permitted by this title or allowed by conditional use.
5. The use shall employ best management practices regarding the venting of odors, gas and fumes. Such vents shall be located a minimum of ten feet above grade and shall be directed away from residential uses. All storage tanks shall be equipped with vapor tight fittings to eliminate the escape of gas vapors.
6. Any automobile service station activities shall be subject to the applicable standards for automobile convenience facilities.



C. *Car wash.*

1. Water from the car wash shall not drain across any sidewalk or into any public right-of-way.
2. Vacuum facilities shall be located in an enclosed structure or located at least 50 feet from any residential property line to avoid noise impacts.
3. The premises, all adjacent streets, sidewalks and alleys and all sidewalks and alleys within 100 feet of the use shall be inspected regularly for the purposes of removing litter found thereon.

D. *Child daycare center.*

1. The building and any exterior fenced areas shall meet the setback requirements for a principal structure in the zoning district in which the use is located.
2. The play area shall be located away from the main entrance to the daycare facility and shall be contained with a fence at least five feet in height.
3. At least 50 square feet of outside play area shall be provided for each child under care. .
4. The use shall provide a designated area for the short-term parking of vehicles engaged in loading and unloading of children under care. The designated area shall be located as close as practical to the principal entrance of the building and shall be connected to the building by a sidewalk.
5. The facility shall meet all applicable building and fire codes and be licensed as required by the State of Minnesota.

E. *Drive-in restaurants.*

1. The site shall accommodate vehicle stacking in accordance with the provisions of this title.
2. Any speaker system shall not be audible from any residentially zoned property or any residential use.

F. *Home occupations.*

1. No home occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and state fire and police recommendations.
2. Conduct of the home occupation does not generate more noise, vibration, glare, fumes, odors, or electrical interference than normally associated with residential occupancy in the neighborhood.
3. The home occupation is not of a scale requiring the use of a commercial vehicle for the delivery of materials to or from the premises.
4. The home occupation may increase vehicular traffic flow and parking by no more than one additional vehicle at a time and any need for parking generated by the conduct of a home occupation shall be met off the street, other than in a required front yard.
5. No outdoor display of goods or outside storage of equipment or materials shall be permitted.
6. Home occupations shall not include employment of persons not residing on the premises.
7. The area used for the home occupation may not exceed 25% of the total floor

area of the dwelling.

8. Home occupations may have one wall sign per dwelling not exceeding one square foot in area.

*G. Pawnshop.*

1. The use shall be located at least 3,000 feet from all existing pawnshops, currency exchanges, consignment/secondhand stores and precious metal dealerships.
2. The window and door area of any existing first floor facade along a public street or sidewalk shall not be reduced, nor shall changes be made to such windows or doors that block views into and out of the building at eye level.
3. The use of bars, chains or similar security devices that are visible from a public street or sidewalk shall be prohibited.
4. All receipt, sorting and processing of goods shall occur within a completely enclosed building.
5. The premises, all adjacent streets, sidewalks and alleys, and all sidewalks and alleys within 100 feet of the use shall be inspected regularly for the purposes of removing litter found thereon.

*H. Sexually-oriented businesses.*

1. Conditions outlined in SLPC 11.44.040, Conditional Use Permit Required; Conditions, in SLPC 11.44, Sexually Oriented Businesses, as may be amended from time to time, are adopted by reference.
2. The use shall be located at least 1,000 feet from any other adult entertainment use.
3. Activities classified as obscene as defined by M.S. § 617.241, or successor statute, are prohibited.
4. No more than one adult entertainment use shall be located on the property.
5. Sign messages shall be generic in nature and shall only identify the type of business which is being conducted. Signs shall not contain material classified as advertising.

*I. Boarding school.*

1. Dormitory must be supervised by adult staff members whenever students are present.
2. Dormitory must have sufficient personal space for students to sleep in and store their belongings, with suitable furniture of sufficient size for the number of students, as well as appropriate separation between gender and age groups.
3. In addition to sleeping rooms, dormitory must include provision of support spaces (e.g. living room, activity room, study rooms, storage, laundry, kitchen/dining area, bathrooms, etc.).
4. Dormitory must have bathroom and washing facilities that ensure maximum privacy of students, as well as personal hygiene. Bathrooms, showers and toilets must be designed in such a way that staff is able to open them from the outside in case of an emergency.
5. Dormitory must provide a space for health care, such as sick rooms/bays with an appropriate first aid kit.

*J. Liquor establishments; places of worship, schools.*

1. No on-sale or off-sale liquor establishment shall be located within 500 feet of a school or place of worship, consistent with SLPC 11.08.010 Paragraph Q, as amended from time to time.
2. No place of worship or school shall be located within 500 feet of an on-sale or off-sale liquor establishment licensed by the city. A place of worship or school located within 500 feet of an on-sale or off-sale liquor establishment prior to the effective date of this section shall be considered a legal, non-conforming use.

K. *Bulk deicer storage facilities.*

1. *Applicability.* The following sections apply to all indoor and outdoor bulk deicer storage facilities (temporary and permanent) including salt piles, salt bag storage, sand piles and other storage of deicing materials.
2. *General Requirements.*
  - a. Indoor operations for the storage of deicing materials must be provided wherever possible in order to prevent such materials from being affected by rain, snow and melt water.
  - b. All salt, sand and other deicing materials stored outdoors must be covered at all times.
    - (1) When not using a permanent roof, a waterproof impermeable, flexible cover must be placed over all storage piles. The cover must prevent runoff and leachate from being generated by the outdoor storage piles. The cover must be secured to prevent removal by wind or other storm events. Piles must be formed in a conical shape and covered as necessary to prevent leaching.
    - (2) Any roof leaks, tears or damage should be temporarily repaired during winter to reduce the entrance of precipitation. Permanent repairs must be completed prior to the next winter season.
    - (3) Facility siting.
      - (A) The facility must be in close proximity to the area in which the deicing materials are to be used, if practical.
      - (B) Each facility must be located outside of floodplains and 100 feet from lakes, rivers, streams, ditches, storm drains, manholes, catch basins, wetlands and any other areas likely to absorb runoff. A facility must not be located in close proximity to surface water features, water supplies, wells or drywells.
      - (C) A facility must be located on impermeable surfaces.
      - (D) Salt vulnerable/intolerant natural areas should be avoided as storage facilities to the extent possible. Where they cannot be avoided, specific measures as identified by the City Engineer shall be instituted to

protect vulnerable areas.

(4) *Transfer of materials.* Practices must be implemented in order to reduce exposure (e.g. sweeping, diversions, and/or containment) when transferring salt or other deicing materials.

(5) *Snow piles.* Snow piles must be located downslope from salt and deicer storage areas to prevent the snow melt from flowing through storage areas and carrying material to the nearest drainage system or waterway.

L. *Sacred communities.*

1. *Definitions.* All definitions under M.S. § 327.30, subd. 1, as amended from time to time, are hereby adopted by reference.

2. *General Requirements.*

- a. All Sacred Communities must have a Conditional Use Permit prior to commencement of use.
- b. All Sacred Communities must comply with all requirements of M.S. § 327.30, as amended from time to time, and such requirements are hereby adopted by reference.
- c. Appropriate insurance coverage for the religious institution and all proposed uses must be obtained and proof provided to the City prior to the commencement of the use.
- d. Between one-third (1/3) and forty percent (40%) of the micro units must be occupied by volunteers.
- e. All units must be connected to electric service.
- f. All units must be less than four hundred (400) square feet and be built on a permanent chassis and anchored to pin foundations with engineered fasteners.
- g. Prior to commencement of use, all Sacred Communities must provide the City with a written and sufficiently detailed plan, approved by the religious institution's governing board, that outlines the following:
  - (1) disposal of water and sewage from micro units if not plumbed;
  - (2) adequate parking, lighting, and access to units by emergency vehicles;
  - (3) protocols for security and address conduct within the settlement; and
  - (4) safety protocols for severe weather.
- h. Units must be built in accordance with the American National Standards Institute (ANSI) Code 119.5, as amended from time to time, which includes standards for heating, electrical systems, and fire and life safety.
- i. Compliance with all setback requirements consistent with manufactured homes per SLPC 16.64.050 and SLPC 15.08 and must be placed in the least conspicuous feasible location as determined by the Zoning Administrator, including not being placed in easements, sight triangles or in parking spaces otherwise required for the site.

- j. Must be placed on the primary site of the religious institution's worship location or on property directly contiguous to the primary site.
- k. A Sacred Community must provide an annual certification that residents of the micro units meet the eligibility requirements as designated volunteers, chronically homeless individuals, or individual with extremely low income and at the occupancy levels required by state law and City Code.
- l. No Sacred Community occupant, unit or site may create a public nuisance of any type as outlined in City Code.
- m. All units must either be connected to City services and provide the following services in-unit; or have twenty four (24) hour access to shared facilities connected to City services: kitchens, laundry, toilet, and bathing facilities. Shared facilities must be within 100 feet door to door of all units. The required number of these facilities shall be regulated by M.R., part 1305.2902, as amended from time to time. No individual unit or shared facility may be connected to a septic system or holding tank.
- n. Placement of Sacred Communities must not cause the site to become noncompliant with any City Code.
- o. All access paths to units, entrances to units and common facilities must be well lit at all times.
- p. All units must be clad in a material which is compliant with the City's residential exterior material codes.
- q. One (1) parking space per volunteer unit shall be provided on site and may not make the remainder of the site non-compliant with parking requirements of this Code.
- r. Applicants and permit holders shall make all units and facilities within a Sacred Community available and accessible to the City at all reasonable times for inspection to ensure compliance with the terms of this Section. A permit may be denied, suspended or revoked by the City Council due to non-compliance with this Section. In the event of non-compliance, the City shall notify the permit holder of the violation and provide reasonable opportunity to cure. If the violation is not promptly addressed, the matter shall be presented to the City Council for potential action on the permit and the permit holder shall be notified. The permit holder shall have an opportunity to present any relevant evidence at a hearing before the City Council, prior to any action being taken on the permit by the City Council. The Building Official shall also have authority to temporarily and immediately suspend a permit to address an emergency situation. In such event, the action of the Building Official on the permit shall be promptly reviewed by the City Council.

M. Cannabis and Hemp Business Activities

1. Cannabis retail establishments can only operate between the hours of 10:00 a.m. and 9:00 p.m.
2. Establishments must implement comprehensive security measures, including but not limited to:
  - a. Security cameras covering all areas of the premises, both interior and exterior.
  - b. Alarm system monitored 24 hours per day, 7 days per week by a licensed security company.
  - c. Secure storage areas for all cannabis products.
  - d. Documented emergency response measures for incidents such as theft, fire and other emergencies.
3. Adequate ventilation systems must be installed to ensure no odor is detectable from the exterior of the building or from adjacent properties.
4. Establishments must have a plan for the disposal of cannabis waste that complies with state regulations and prevents access by unauthorized individuals.
5. The operation of a cannabis business is prohibited within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.
6. All signage must comply with SLPC 16.24 and must not depict cannabis leaves, use slang terms for cannabis, or appeal to minors.

**SECTION 12:**            **AMENDMENT** “16.64.040 Appendix D: Schedule Of Permitted Uses By District” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

16.64.040 Appendix D: Schedule Of Permitted Uses By District

A. *Residential districts.* The following uses are allowed in the various residential districts either as permitted, accessory, conditional, or interim uses.

<i>Use</i>	<i>Details</i>	<i>District</i>		
		<i>R-1</i>	<i>R-2</i>	<i>R-3</i>
Boarding or rental of rooms	Note: family members, as defined in this title, may enter into rental agreements	C	C	C
Dwellings	Cluster developments	-	-	C
Dwellings	Medium density dwellings	-	P	P

Dwellings	Mobile homes	-	-	C
Dwellings	Multi-family dwellings over six units per building	-	-	C
Dwellings	Single-family detached dwellings	P	P	P
Dwellings	Two-family dwellings	C	P	P
Essential public service and utility structures or uses		P	P	P
Fallout shelter		A	A	A
Family daycare	Within the residence of the daycare provider	P	P	P
Home occupations	As regulated by SLPC 16.36.010	P	P	P
Living quarters of persons employed on the premises		-	-	A
Off-street parking lots or garages		-	-	A
Parks and recreation	Private owned or operated areas	C	C	C
Parks and recreation	Private recreation facilities for the enjoyment of residents and guests only	A	A	A
Parks and recreation	Public owned or operated areas	P	P	P
Places of worship	Under 30,000 square feet; includes sacred communities as regulated by SLPC 16.36.010	C	C	C
Private garage		C	C	C
Schools	Day schools or nurseries	C	C	C
Schools	Public or private	C	C	C
Small wireless facility in right-of-way, as regulated in SLPC 12.48		C	P	P
Swimming pool		A	A	A
Tool house, shed, and				

similar storage		A	A	A
Uses customarily incident to the permitted, conditional or interim uses allowed in the district		A	A	A
Other public or semi- public facilities		C	C	C
Key: A = accessory uses; P = permitted uses; C = conditional uses; I = interim uses				

B. *Commercial districts.*

<i>Use</i>	<i>District</i>		
	<i>C-1</i>	<i>C-2</i>	<i>C-3</i>
Accessory uses customarily incident to the permitted, conditional or interim uses allowed in the district	A	A	A
Adult daycare facilities	C	C	C
Auto and marine; sales, leasing and rental (See SLPC 11.20.040 Paragraph F,4 re: licensing and SLPC 16.36.010 Paragraph A)	-	I	-
Auto and marine; service, parts, and repair, excluding wash	C	C	-
Boarding school	C	-	-
Brewer taprooms, brew pubs and cocktail rooms	P	P	-
<u>Cannabis; retail, compliant with SLPC 11.48.030-11.48.040</u>	<u>P</u>	<u>P</u>	<u>-</u>
Commercial recreation, indoor	C	C	-
Commercial recreation, outdoor	C	C	-
Construction and/or trades sales and service shops; with storage of equipment, supplies or materials inside a building	P	P	C
Child daycare facilities (see SLPC 16.36.010 Paragraph D)	C	C	C
Dry cleaning and laundry establishments with no more than four employees for cleaning or pressing	P	P	-
Dry cleaning and laundry collection stations, and self-service	P	P	-
Electric vehicle charging station	A	A	A



Equipment rental, no outside display	P	P	C
Equipment rental, outside display	-	C	-
Essential service structures, including, but not limited to, buildings such as telephone stations, booster or pressure stations, elevated tanks, lift stations, and electric power substations	A	A	A
Event centers, night clubs, taverns	C	C	-
Farmer's market	I	I	I
Financial institutions, with no drive-up window	P	P	C
Financial institutions, with drive-up window	C	C	C
Garden centers and nurseries	-	C	-
Greenhouses, seasonal	I	I	-
Health care services; including medical, dental, optometrist, chiropractic and counseling clinics, for the diagnosis, treatment and care of patients	P	P	P
Hospitals	-	C	-
<u>Lower potency hemp edible retailers, compliant with SLPC 11.48.030</u>	<u>P</u>	<u>P</u>	<u>-</u>
Mortuaries, funeral homes, monument sales	C	P	-
Motels, hotels, or apartment hotels	C	C	-
Motor fuel stations	C	C	-
Municipal and government buildings and structures, including police, fire, library, public works garages	C	C	C
Nursing homes, memory care or retirement homes	-	-	C
Non-alcoholic beverage bottling establishment not larger than 3,000 square feet accompanied by a retail shop or store not less than 50% of the size of the bottling establishment, where bottled product is sold	P	P	C
Off-sale liquor stores	P	P	-
Off-street parking and loading as regulated in SLPC 16.40.010	A	A	A
Offices (administrative, executive, professional, governmental, medical, research); without merchandising services	P	P	P
Offices; with merchandising services	C	P	C

Outdoor seating or dining	C	C	-
Pawnshops, secondhand goods stores (excluding motor vehicles) as regulated SLPC 16.36.010 Paragraph G (see. SLPC 11.16, Pawnshops or SLPC 11.20, Secondhand Goods Dealers, for licensing	C	C	-
Personal services; barber shops, beauty/hair salons, massage therapy, shoe repair, tailoring and alterations, alterations and the like	P	P	P
Pet related care; including dog daycare, boarding, veterinary clinics and grooming, with outdoor use	C	C	-
Pet related care including dog daycare, boarding, veterinary clinics and grooming, with no outdoor use	P	P	-
Places of worship; religious uses	C	C	-
Plumbing and heating showrooms and shops	-	P	-
Printing, publishing, and related distribution agencies	C	C	-
Private clubs and lodges	C	C	-
Public, parochial and private schools, trade and business schools, colleges and universities	C	C	-
Research and development; including laboratories (medical, software, communications, scientific, etc)	P	P	P
Restaurants, excluding a drive-up window	P	P	-
Restaurants, including a drive-up window	C	C	-
Restaurants; with or without on-sale liquor	P	P	-
Retail uses (excluding autos, boats, and the like) such as apparel, appliances, beverage, book, carpet, drugs, floral, furniture, grocer, hardware, jewelry, paint, tobacco, sporting goods	P	P	C
Sacred communities, as regulated by SLPC 16.36.010	C	C	-
Sexually oriented businesses as defined in SLPC 11.48 and regulated in SLPC 16.36.010 Paragraph H	C	-	-
Signs as regulated by SLPC 16	A	A	A
Small wireless facility in right-of-way, as regulated in SLPC 12.48	P	P	P
Studios; artistic, music, photo, decorating, dancing, health, and the like	C	C	-

Tattoo and body piercing	P	P	-
Theaters (indoor only)	P	P	-
Key: A= accessory uses; P = permitted uses; C = conditional uses; I = interim uses			

- C. *Light industrial district.* Conditional uses in this paragraph shall be governed by the criteria enumerated in SLPC 16.56, relating to conditional uses. Interim uses in this paragraph shall be governed by criteria enumerated in SLPC 16.58, relating to interim uses.

<i>Uses in I-1</i>	<i>Category</i>
Automobile sales; indoor (Refer to SLPC 11.20.040 Paragraph F,4 and SLPC 16.36.010 Paragraph A)	I
Bottling establishments	C
Brewing taprooms and cocktail rooms	P
Building material sales and storage	P
Camera and photographic supplies manufacturing	P
<u>Cannabis; state licensed businesses with no retail</u>	<u>P</u>
Cartage and freight terminals	C
Cartography, technical drawing or drafting and book binding	P
Cleaning and maintenance services; carpet, laundry, furniture, upholstery, appliances, and the like	C
Commercial dog kennel; with or without dwelling for night watchperson	C
Construction trades	P
Data center	P
Dry cleaning and laundry establishments	P
Electrical service shops	P
Engraving, printing, and publishing	P
Governmental and public utility buildings and structures	P
<u>Hemp manufacture</u>	<u>P</u>
Jewelry manufacture	P
Light manufacturing	P

Machine shop	P
Off-street parking and loading as regulated by SLPC 16.40.010	A
Offices, office buildings	P
Packaging/processing food products	C
Parcel delivery services	P
Pharmaceutical/medical device manufacturing	P
Product distribution center	P
Research and development; including laboratories	P
Retail and service establishments essential to the operation of an I-1 district and providing goods and services primarily for the use of persons employed in the district	C
Signs as regulated by SLPC Ch.16	A
Small wireless facility in right-of-way, as regulated in SLPC 12.48	P
Storage, enclosed rental	C
Vehicle repair and maintenance, including vehicle wrapping, detailing and window treatment	C
Warehousing, wholesaling or distribution business	P
Woodworking shop	P
Any manufacturing, production, processing, cleaning, storage, servicing, repair, and testing of materials, goods, or products similar to the permitted uses (P) listed above which conform with the performance standards	C
All uses customarily incident to the permitted (P), conditional (C) or interim (I) uses above	A
Key: A= accessory uses; P = permitted uses; C = conditional uses; I = interim uses	

**SECTION 13:**            **REPEAL SLPC 11.50.** The City Council does hereby repeal SLPC 11.50 in its entirety.

**SECTION 14:**            **EFFECTIVE DATE.** This Ordinance shall be in full force and effect on January 1, 2025 upon approval and publication according to law.

PASSED AND ADOPTED BY THE SPRING LAKE PARK COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councilmember Wendling	_____	_____	_____	_____
Councilmember Goodboe-Bisschoff	_____	_____	_____	_____
Councilmember Dircks	_____	_____	_____	_____
Councilmember Moran	_____	_____	_____	_____
Mayor Nelson	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Robert Nelson, Mayor, Spring Lake  
Park

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

**SPRING LAKE PARK  
ORDINANCE 499(A)**

**AN ORDINANCE AMENDING SLPC CHAPTER 11, BUSINESS REGULATIONS,  
AND SLPC CHAPTER 16, ZONING, RELATING TO ADULT USE CANNABIS  
BUSINESSES**

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

**SECTION 1:**        **ADOPTION** “11.48 CANNABIS BUSINESS REGULATIONS” of the Spring Lake Park Municipal Code is hereby *added* as follows:

**ADOPTION**

11.48 CANNABIS BUSINESS REGULATIONS(*Added*)

**SECTION 2:**        **ADOPTION** “11.48.010 Purpose” of the Spring Lake Park Municipal Code is hereby *added* as follows:

**ADOPTION**

11.48.010 Purpose(*Added*)

The purpose of this ordinance is to implement the provisions of Minn. Stat. Ch. 342, which authorizes the City Council to protect the public health, safety and welfare of Spring Lake Park residents by regulating cannabis businesses within the legal limits of the city.

**SECTION 3:**        **ADOPTION** “11.48.020 Definitions” of the Spring Lake Park Municipal Code is hereby *added* as follows:

**ADOPTION**

11.48.020 Definitions(*Added*)

Unless otherwise noted or specifically defined in this section, words and phrases contained in M.S. § 342.01, as it may be amended from time to time, and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

**CANNABIS CULTIVATION.** A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

**CANNABIS RETAIL BUSINESSES.** A retail location and the retail location(s) of a mezzobusiness(es) with a retail operations endorsement, microbusiness(es) with a retail operations endorsement, and medical combination business(es) operating a retail location.

**CANNABIS RETAILER.** Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

**CERTIFIED MEDICAL PROFESSIONAL.** An individual who holds a valid and active license to practice medicine or provide healthcare services within the State of Minnesota, as issued by the Minnesota Board of Medical Practice, or other relevant state licensing authorities. This includes, but is not limited to, licensed physicians, advanced practice registered nurses (APRNs), physician assistants (PAs) or other healthcare professionals recognized by the State of Minnesota as being authorized to conduct medical evaluations, provide medical advice and respond to medical emergencies.

**DAYCARE.** A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

**DRUG PARAPHERNALIA.** All equipment, products, and materials of any kind, except those used in conjunction with permitted uses of controlled substances pursuant to state law, which are knowingly or intentionally used primarily in (1) manufacturing a controlled substance other than cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products, (2) injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance other than cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products, or (3) enhancing the effect of a controlled substance other than cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products. **DRUG PARAPHERNALIA** does not include the possession, manufacture, delivery, or sale of: (1) hypodermic syringes or needles or any instrument or implement which can be adapted for subcutaneous injections; or (2) products that detect the presence of fentanyl or a fentanyl analog in a controlled substance.

**LOWER-POTENCY HEMP EDIBLE.** As defined under M.S. § 342.01, subd. 50, as it may be amended from time to time.

**LOWER-POTENCY HEMP EDIBLE RETAILER.** A business which sells Lower-Potency Hemp Edibles but which is not a Cannabis Retailer.

**OFFICE OF CANNABIS MANAGEMENT.** Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.

**PLACE OF PUBLIC ACCOMMODATION.** A business, accommodation, refreshment, entertainment, recreation or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

**PRELIMINARY LICENSE APPROVAL.** OCM pre-approval for a cannabis business license for applicants who qualify under M.S. § 342.17, as it may be amended from time to time.

**PUBLIC PLACE.** A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants, bars, any other food or liquor establishment, hospitals, nursing homes, auditoriums, arenas, gyms, meeting rooms, common areas of rental apartment buildings and other places of public accommodation.

**RESIDENTIAL TREATMENT FACILITY.** A facility as defined under M.S. § 245.462, subd. 23, as it may be amended from time to time.

**RETAIL REGISTRATION.** An approved registration issued by the city to a state-licensed cannabis retail business, registering a single specified retail location within the city limits.

**SCHOOL.** A public school as defined under M.S. § 120A.05, as it may be amended from time to time, or a nonpublic school that must meet the reporting requirements under M.S. § 120A.24, as it may be amended from time to time.

**STATE LICENSE.** An approved license issued by the Office of Cannabis Management to a cannabis business.

**SECTION 4:            ADOPTION** “11.48.030 Registration Of Cannabis Businesses” of the Spring Lake Park Municipal Code is hereby *added* as follows:

**ADOPTION**

11.48.030 Registration Of Cannabis Businesses(*Added*)

**A. Consent to Registering of Cannabis Businesses.** No individual or entity may operate a state-licensed cannabis retail business within the corporate limits of the city without first registering with the city. With the exception of the limitations set forth in Paragraph G,1, all requirements of this Section shall apply to lower-potency hemp edible retailers the same as they do to cannabis retail businesses.



B. Compliance Checks Prior to Retail Registration.

1. The city may conduct a preliminary compliance check prior to issuance of a cannabis retail business registration to ensure compliance with local ordinances.
2. Pursuant to M.S. Ch. 342, within 30 days of receiving a copy of a state license application from OCM, the city shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

C. Registration and Application Procedure.

1. Fees.

- a. The city shall not charge an application fee.
- b. A registration fee, as established under the city's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.
  - (1) An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under M.S. § 342.11, as it may be amended from time to time, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
  - (2) Any renewal retail registration fee imposed by the city shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under M.S. § 342.11, as it may be amended from time to time, whichever is less.
  - (3) A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2. Application submittal.

- a. The city shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of M.S. § 342.22 and this Chapter, as they may be amended from time.
  - (1) An applicant for a retail registration shall fill out an application form, as provided by the city. Said form shall include, but is not limited to:
    - (A) Full name of property owner and applicant;
    - (B) Address, email address, and telephone number of the applicant;
    - (C) The address and parcel ID for the property which the retail registration is sought;
    - (D) Certification that the applicant complies with the requirements of local ordinances established pursuant to M.S. 342.13, as it may be amended from time to

time.

(2) The applicant shall include with the form:

(A) The application fee as required in Paragraph C,1;

(B) A copy of the state license application form and materials submitted to OCM.

(C) A copy of a valid state license or written notice of OCM license preapproval.

(D) Any additional information the city deems necessary.

(3) Once an application is considered complete, the city shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.

(4) The application fee shall be non-refundable once processed.

3. Application approval.

a. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Paragraph G.

b. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.

c. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

4. Annual compliance checks.

a. The city shall complete at least one unannounced compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under M.S. § 342.22, subd. 4(b) and M.S. § 342.24, as they may be amended from time to time, and these ordinances.

b. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a person or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer.

5. Location change. A state-licensed cannabis retail business shall be required to submit a new application for registration under Paragraph C,2 if it seeks to relocate to a new location still within the legal boundaries of the city. That application for registration at the new location shall be subject to the provisions of Paragraph G.

D. Renewal of registration. The city shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by the city and pay the renewal fee for the registration as established

in the city's fee schedule.

E. *Transfer of registration.* A cannabis retail registration issued under this ordinance shall not be transferred.

F. *Suspension of registration.*

1. *When suspension is warranted.* The city may suspend a cannabis retail business's registration if it violates the ordinance of the city or poses an immediate threat to the health or safety of the public. The city shall immediately notify the cannabis retail business in writing the grounds for the suspension.
2. *Notification to OCM.* The city shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the city and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
3. *Length of suspension.* The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The city may require receipt of a determination from OCM before reinstating a registration. The business may not make sales to customers if their registration is suspended. The city may reinstate a registration if it determines that the violations have been resolved. The city shall reinstate a registration if OCM determines that the violation(s) have been resolved.

G. *Limitation on Number of Registrations.*

1. The city shall limit the number of cannabis retail businesses to the lowest number of registrations permitted by M.S. § 342.13, as it may be amended from time to time, and these ordinances. The city shall allow no greater than one registration of a single retail location per 12,500 residents within the city limits which is not an operation owned and operated by the city. In the event an application for registration seeks to locate within the corporate boundaries of the city and the County in which the proposed operations site is located has reached the threshold of one active registration for every 12,500 residents, the city shall not issue a registration to an operation which is not owned by the city. This limitation shall not apply to lower-potency hemp edible retailers, as defined in this Chapter.
2. The city shall limit the number of lower-potency hemp edible retailers to no more than four registrations of single retail locations within the corporate boundaries of the city. However, the limits set forth in this Paragraph G,2 shall not apply to a cannabis retail business which is also licensed to sell lower-potency hemp edibles.

H. *Inspections.* City officials and law enforcement have the right to inspect the premises at any time to ensure compliance with all regulations.

**SECTION 5:**            **ADOPTION** “11.48.040 Restrictions On Issuance” of the Spring Lake Park Municipal Code is hereby *added* as follows:

ADOPTION

11.48.040 Restrictions On Issuance(*Added*)

- A. No registration for a state-licensed cannabis business shall be granted within 500 feet of a school. The distance is to be measured from the closest side of the school to the closest side of the structure on the premises within which cannabis is to be sold.
- B. No registration for a state-licensed cannabis business shall be granted within 500 feet of a day care, a residential treatment facility and/or an attraction within a public park that is regularly used by minors, including a playground or athletic field. The distance is to be measured from the closest side of the day care, residential treatment facility or public park attraction regularly used by minors to the closest side of the structure on the premises within which cannabis is to be sold.
- C. Pursuant to M.S. § 462.357, subd. 1e, as it may be amended from time to time, nothing in SLPC 11.48.040 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility and/or an attraction within a public park that is regularly used by minors moves within the minimum buffer zone.
- D. In the event an applicant seeks registration for a business to be located within a zoning district which requires a conditional use permit to permit the business, the city shall deny the application as not compliant with local zoning if the applicant has not obtained a valid conditional use permit for the use from the city.

**SECTION 6:**            **ADOPTION** “11.48.050 Hours Of Operation” of the Spring Lake Park Municipal Code is hereby *added* as follows:

ADOPTION

11.48.050 Hours Of Operation(*Added*)

Cannabis retail establishments can only operate between the hours of 8:00am and 10:00pm, Monday through Saturday and 10:00am and 10:00pm, Sunday.

**SECTION 7:**            **ADOPTION** “11.48.060 Temporary Cannabis Events” of the Spring Lake Park Municipal Code is hereby *added* as follows:

## ADOPTION

### 11.48.060 Temporary Cannabis Events(*Added*)

- A. License required. A license or permit is required to be issued and approved by the city prior to holding a Temporary Cannabis Event.
- B. Registration and application procedure. A registration fee, as established in the city fee schedule, shall be charged to applicants for Temporary Cannabis Events.
- C. Application submittal and review. The city shall require an application for Temporary Cannabis Events.
1. An applicant for a retail registration shall fill out an application form, as provided by the city. The form shall include, but is not limited to:
    - a. Full name of the property owner and applicant;
    - b. Address, email address and telephone number of applicant;
    - c. The address at which the event will be held; and
    - d. Other information required by the Administrator, Clerk/Treasurer or designee.
  2. The applicant shall include with the form the application fee as required under Paragraph B and a copy of the OCM cannabis event license application, submitted pursuant to M.S. § 342.39, subd. 2, as it may be amended from time to time.
  3. The application shall be submitted to the Administrator, Clerk/Treasurer, or designee, for review. If the Administrator, Clerk/Treasurer determines that a submitted application is incomplete, he/she shall return the application to the applicant with the notice of deficiencies.
  4. Once an application is considered complete, the Administrator, Clerk/Treasurer shall inform the applicant of such, process the application fees and forward the application to the city council for approval or denial. The application fee shall be non-refundable once processed.
  5. The application for a license for a Temporary Cannabis Event shall meet the following standards:
    - a. Comply with buffer standards as set forth in SLPC 16.24.010.
    - b. Security requirements.
      - (1) A minimum of two licensed peace officers or licensed security guards per 100 attendees must be present at all times.
      - (2) The event area must be equipped with 24/7 video surveillance covering all entrances, exits, and key areas.
      - (3) Secure fencing and controlled entry points must be established to ensure only authorized individuals enter the event area.
    - c. Operational standards.
      - (1) Noise levels must not exceed the limits set forth in the city's noise ordinance.
      - (2) Effective odor control measures must be in place to ensure no detectable odor extends beyond the event premises.

- d. Health and safety standards.
    - (1) At least one certified medical professional must be present on-site at all times.
    - (2) Adequate sanitation facilities must be provided, including restrooms and handwashing stations, as determined by the City's Building Official.
    - (3) A comprehensive waste management plan must be implemented to handle all event-related waste.
  - e. Inspections. City officials and law enforcement have the right to inspect the event at any time to ensure compliance with all regulations.
  - f. Event hours. A Temporary Cannabis Event shall only be held between the hours of 10:00am and 10:00pm.
6. On-site consumption prohibited. On-site consumption shall not be permitted at a temporary cannabis event within the city.

**SECTION 8:**            **ADOPTION** “11.48.070 Civil Penalties” of the Spring Lake Park Municipal Code is hereby *added* as follows:

ADOPTION

11.48.070 Civil Penalties(*Added*)

- A. Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of \$2,000 for each violation.
- B. Subject to M.S. § 342.22, subd. 5(e), the city may impose a civil penalty of \$500 for the first violation of this chapter, \$1,000 for the second violation of this chapter within a 36 month period, and \$2,000 for the third and subsequent violations within a 36 month period.

**SECTION 9:**            **ADOPTION** “11.48.080 Public Use Of Cannabis And Lower-Potency Hemp Edibles Prohibited” of the Spring Lake Park Municipal Code is hereby *added* as follows:

ADOPTION

11.48.080 Public Use Of Cannabis And Lower-Potency Hemp Edibles Prohibited(*Added*)

It is unlawful for any person to use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products as each is defined by state law, in a public place within the City of Spring Lake Park. For the purposes of this Section, “public place” shall not include:

- a. A private residence, including the curtilage or yard of the same;
- b. Private property not generally accessible by the public, unless the person is explicitly prohibited from consuming cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property;
- c. The premises of an establishment licensed to permit on-site consumption, provided the use complies with the on-site consumption permit. and this Chapter. On site consumption shall not be permitted at cannabis events within the city.

Any violation of this Section shall be a petty misdemeanor.

**SECTION 10:**            **ADOPTION** “11.48.090 Possession Of Drug Paraphernalia Prohibited” of the Spring Lake Park Municipal Code is hereby *added* as follows:

ADOPTION

11.48.090 Possession Of Drug Paraphernalia Prohibited(*Added*)

It is unlawful for any person, knowingly or intentionally, to use or possess drug paraphernalia.

Any violation of this Section shall be a petty misdemeanor.

**SECTION 11:**            **AMENDMENT** “16.36.010 Specific Development Standards” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

16.36.010 Specific Development Standards

The purpose of this section is to establish specific development standards to provide supplemental regulations to address the unique characteristics of specific uses.

*A. Auto and marine; sales, leasing and rental.*

1. The use shall be served by a major collector or higher classification of roadway.
2. An open-aiored used auto and marine sales or rental lot as a stand-alone



business is prohibited.

3. Used automobiles may be sold or rented as a stand-alone business if the used vehicles and associated business are contained within a building.
4. Used automobiles may not be sold accessory to businesses other than new car dealerships. Outdoor vehicle display for used vehicles shall be limited to 30% of the total outdoor display area for a new car dealership. The display area shall be defined as the total number of parking spaces devoted to the sale of new vehicles only, not including the required off-street parking spaces needed for the public and employees.
5. Outdoor vehicle display areas within the public right-of-way are prohibited.
6. All areas on which motor vehicles are stored or displayed must be paved with concrete or a bituminous surface. No display, sale or storage of automobiles or other vehicles are permitted on landscaped areas.
7. Outdoor vehicle display shall be in an orderly fashion, with access aisles provided as needed. Outdoor vehicle display shall not reduce the amount of off-street parking provided on-site, below the level required for the principal use. The outdoor storage of inoperable, junk vehicles and vehicles with expired tabs is prohibited.
8. Music or amplified sounds shall not be audible from adjacent residential properties.
9. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening or other site improvements consistent with the character of the neighborhood.
10. Fuel pumps for the purpose of retail sale and dispensing of fuel to the general public shall be prohibited. If the use included dispensing of fuel for automobiles maintained on-site, the use shall employ best management practices regarding the venting of odors, gas and fumes. Such vents shall be directed away from residential uses. All storage tanks shall be equipped with vapor-tight fittings to eliminate the escape of gas vapors.

*B. Auto and marine; service and repair.*

1. All vehicles waiting for repair or pick-up shall be stored within an enclosed building or in designated off-street parking spaces.
2. All work shall be performed within a completely enclosed building.
3. All vehicles parked or stored on site shall display a current license plate with a current license tab. Outside storage of automobile parts or storage of inoperable or salvage vehicles shall be prohibited.
4. The sale of vehicles shall be prohibited, unless permitted by this title or allowed by conditional use.
5. The use shall employ best management practices regarding the venting of odors, gas and fumes. Such vents shall be located a minimum of ten feet above grade and shall be directed away from residential uses. All storage tanks shall be equipped with vapor tight fittings to eliminate the escape of gas vapors.
6. Any automobile service station activities shall be subject to the applicable standards for automobile convenience facilities.



C. *Car wash.*

1. Water from the car wash shall not drain across any sidewalk or into any public right-of-way.
2. Vacuum facilities shall be located in an enclosed structure or located at least 50 feet from any residential property line to avoid noise impacts.
3. The premises, all adjacent streets, sidewalks and alleys and all sidewalks and alleys within 100 feet of the use shall be inspected regularly for the purposes of removing litter found thereon.

D. *Child daycare center.*

1. The building and any exterior fenced areas shall meet the setback requirements for a principal structure in the zoning district in which the use is located.
2. The play area shall be located away from the main entrance to the daycare facility and shall be contained with a fence at least five feet in height.
3. At least 50 square feet of outside play area shall be provided for each child under care. .
4. The use shall provide a designated area for the short-term parking of vehicles engaged in loading and unloading of children under care. The designated area shall be located as close as practical to the principal entrance of the building and shall be connected to the building by a sidewalk.
5. The facility shall meet all applicable building and fire codes and be licensed as required by the State of Minnesota.

E. *Drive-in restaurants.*

1. The site shall accommodate vehicle stacking in accordance with the provisions of this title.
2. Any speaker system shall not be audible from any residentially zoned property or any residential use.

F. *Home occupations.*

1. No home occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and state fire and police recommendations.
2. Conduct of the home occupation does not generate more noise, vibration, glare, fumes, odors, or electrical interference than normally associated with residential occupancy in the neighborhood.
3. The home occupation is not of a scale requiring the use of a commercial vehicle for the delivery of materials to or from the premises.
4. The home occupation may increase vehicular traffic flow and parking by no more than one additional vehicle at a time and any need for parking generated by the conduct of a home occupation shall be met off the street, other than in a required front yard.
5. No outdoor display of goods or outside storage of equipment or materials shall be permitted.
6. Home occupations shall not include employment of persons not residing on the premises.
7. The area used for the home occupation may not exceed 25% of the total floor

area of the dwelling.

8. Home occupations may have one wall sign per dwelling not exceeding one square foot in area.

G. *Pawnshop.*

1. The use shall be located at least 3,000 feet from all existing pawnshops, currency exchanges, consignment/secondhand stores and precious metal dealerships.
2. The window and door area of any existing first floor facade along a public street or sidewalk shall not be reduced, nor shall changes be made to such windows or doors that block views into and out of the building at eye level.
3. The use of bars, chains or similar security devices that are visible from a public street or sidewalk shall be prohibited.
4. All receipt, sorting and processing of goods shall occur within a completely enclosed building.
5. The premises, all adjacent streets, sidewalks and alleys, and all sidewalks and alleys within 100 feet of the use shall be inspected regularly for the purposes of removing litter found thereon.

H. *Sexually-oriented businesses.*

1. Conditions outlined in SLPC 11.44.040, Conditional Use Permit Required; Conditions, in SLPC 11.44, Sexually Oriented Businesses, as may be amended from time to time, are adopted by reference.
2. The use shall be located at least 1,000 feet from any other adult entertainment use.
3. Activities classified as obscene as defined by M.S. § 617.241, or successor statute, are prohibited.
4. No more than one adult entertainment use shall be located on the property.
5. Sign messages shall be generic in nature and shall only identify the type of business which is being conducted. Signs shall not contain material classified as advertising.

I. *Boarding school.*

1. Dormitory must be supervised by adult staff members whenever students are present.
2. Dormitory must have sufficient personal space for students to sleep in and store their belongings, with suitable furniture of sufficient size for the number of students, as well as appropriate separation between gender and age groups.
3. In addition to sleeping rooms, dormitory must include provision of support spaces (e.g. living room, activity room, study rooms, storage, laundry, kitchen/dining area, bathrooms, etc.).
4. Dormitory must have bathroom and washing facilities that ensure maximum privacy of students, as well as personal hygiene. Bathrooms, showers and toilets must be designed in such a way that staff is able to open them from the outside in case of an emergency.
5. Dormitory must provide a space for health care, such as sick rooms/bays with an appropriate first aid kit.

J. *Liquor establishments; places of worship, schools.*

1. No on-sale or off-sale liquor establishment shall be located within 500 feet of a school or place of worship, consistent with SLPC 11.08.010 Paragraph Q, as amended from time to time.
2. No place of worship or school shall be located within 500 feet of an on-sale or off-sale liquor establishment licensed by the city. A place of worship or school located within 500 feet of an on-sale or off-sale liquor establishment prior to the effective date of this section shall be considered a legal, non-conforming use.

**K. Bulk deicer storage facilities.**

1. Applicability. The following sections apply to all indoor and outdoor bulk deicer storage facilities (temporary and permanent) including salt piles, salt bag storage, sand piles and other storage of deicing materials.

2. General Requirements.

a. Indoor operations for the storage of deicing materials must be provided wherever possible in order to prevent such materials from being affected by rain, snow and melt water.

b. All salt, sand and other deicing materials stored outdoors must be covered at all times.

(1) When not using a permanent roof, a waterproof impermeable, flexible cover must be placed over all storage piles. The cover must prevent runoff and leachate from being generated by the outdoor storage piles. The cover must be secured to prevent removal by wind or other storm events. Piles must be formed in a conical shape and covered as necessary to prevent leaching.

(2) Any roof leaks, tears or damage should be temporarily repaired during winter to reduce the entrance of precipitation. Permanent repairs must be completed prior to the next winter season.

(3) Facility siting.

(A) The facility must be in close proximity to the area in which the deicing materials are to be used, if practical.

(B) Each facility must be located outside of floodplains and 100 feet from lakes, rivers, streams, ditches, storm drains, manholes, catch basins, wetlands and any other areas likely to absorb runoff. A facility must not be located in close proximity to surface water features, water supplies, wells or drywells.

(C) A facility must be located on impermeable surfaces.

(D) Salt vulnerable/intolerant natural areas should be avoided as storage facilities to the extent possible. Where they cannot be avoided, specific measures as identified by the City Engineer shall be instituted to

protect vulnerable areas.

- (1) *Transfer of materials.* Practices must be implemented in order to reduce exposure (e.g. sweeping, diversions, and/or containment) when transferring salt or other deicing materials.
- (2) *Snow piles.* Snow piles must be located downslope from salt and deicer storage areas to prevent the snow melt from flowing through storage areas and carrying material to the nearest drainage system or waterway.

L. *Sacred communities.*

1. *Definitions.* All definitions under M.S. § 327.30, subd. 1, as amended from time to time, are hereby adopted by reference.
2. *General Requirements.*
  - a. All Sacred Communities must have a Conditional Use Permit prior to commencement of use.
  - b. All Sacred Communities must comply with all requirements of M.S. § 327.30, as amended from time to time, and such requirements are hereby adopted by reference.
  - c. Appropriate insurance coverage for the religious institution and all proposed uses must be obtained and proof provided to the City prior to the commencement of the use.
  - d. Between one-third (1/3) and forty percent (40%) of the micro units must be occupied by volunteers.
  - e. All units must be connected to electric service.
  - f. All units must be less than four hundred (400) square feet and be built on a permanent chassis and anchored to pin foundations with engineered fasteners.
  - g. Prior to commencement of use, all Sacred Communities must provide the City with a written and sufficiently detailed plan, approved by the religious institution's governing board, that outlines the following:
    - (1) disposal of water and sewage from micro units if not plumbed;
    - (2) adequate parking, lighting, and access to units by emergency vehicles;
    - (3) protocols for security and address conduct within the settlement; and
    - (4) safety protocols for severe weather.
  - h. Units must be built in accordance with the American National Standards Institute (ANSI) Code 119.5, as amended from time to time, which includes standards for heating, electrical systems, and fire and life safety.
  - i. Compliance with all setback requirements consistent with manufactured homes per SLPC 16.64.050 and SLPC 15.08 and must be placed in the least conspicuous feasible location as determined by the Zoning Administrator, including not being placed in easements, sight triangles or in parking spaces otherwise required for the site.

- j. Must be placed on the primary site of the religious institution's worship location or on property directly contiguous to the primary site.
- k. A Sacred Community must provide an annual certification that residents of the micro units meet the eligibility requirements as designated volunteers, chronically homeless individuals, or individual with extremely low income and at the occupancy levels required by state law and City Code.
- l. No Sacred Community occupant, unit or site may create a public nuisance of any type as outlined in City Code.
- m. All units must either be connected to City services and provide the following services in-unit; or have twenty four (24) hour access to shared facilities connected to City services: kitchens, laundry, toilet, and bathing facilities. Shared facilities must be within 100 feet door to door of all units. The required number of these facilities shall be regulated by M.R., part 1305.2902, as amended from time to time. No individual unit or shared facility may be connected to a septic system or holding tank.
- n. Placement of Sacred Communities must not cause the site to become noncompliant with any City Code.
- o. All access paths to units, entrances to units and common facilities must be well lit at all times.
- p. All units must be clad in a material which is compliant with the City's residential exterior material codes.
- q. One (1) parking space per volunteer unit shall be provided on site and may not make the remainder of the site non-compliant with parking requirements of this Code.
- r. Applicants and permit holders shall make all units and facilities within a Sacred Community available and accessible to the City at all reasonable times for inspection to ensure compliance with the terms of this Section. A permit may be denied, suspended or revoked by the City Council due to non-compliance with this Section. In the event of non-compliance, the City shall notify the permit holder of the violation and provide reasonable opportunity to cure. If the violation is not promptly addressed, the matter shall be presented to the City Council for potential action on the permit and the permit holder shall be notified. The permit holder shall have an opportunity to present any relevant evidence at a hearing before the City Council, prior to any action being taken on the permit by the City Council. The Building Official shall also have authority to temporarily and immediately suspend a permit to address an emergency situation. In such event, the action of the Building Official on the permit shall be promptly reviewed by the City Council.

**M. Cannabis and Hemp Business Activities**

1. Cannabis retail establishments can only operate between the hours of 8:00am and 10:00pm, Monday through Saturday and 10:00am and 10:00pm, Sunday.
2. Establishments must implement comprehensive security measures, including but not limited to:
  - a. Security cameras covering all areas of the premises, both interior and exterior.
  - b. Alarm system monitored 24 hours per day, 7 days per week by a licensed security company.
  - c. Secure storage areas for all cannabis products.
  - d. Documented emergency response measures for incidents such as theft, fire and other emergencies.
3. Adequate ventilation systems must be installed to ensure no odor is detectable from the exterior of the building or from adjacent properties.
4. Establishments must have a plan for the disposal of cannabis waste that complies with state regulations and prevents access by unauthorized individuals.
5. The operation of a cannabis business is prohibited within 500 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.
6. All signage must comply with SLPC 16.24 and must not depict cannabis leaves, use slang terms for cannabis, or appeal to minors.

**SECTION 12:**            **AMENDMENT** “16.64.040 Appendix D: Schedule Of Permitted Uses By District” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

16.64.040 Appendix D: Schedule Of Permitted Uses By District

A. *Residential districts.* The following uses are allowed in the various residential districts either as permitted, accessory, conditional, or interim uses.

<i>Use</i>	<i>Details</i>	<i>District</i>		
		<i>R-1</i>	<i>R-2</i>	<i>R-3</i>
Boarding or rental of rooms	Note: family members, as defined in this title, may enter into rental agreements	C	C	C
Dwellings	Cluster developments	-	-	C
Dwellings	Medium density dwellings	-	P	P

Dwellings	Mobile homes	-	-	C
Dwellings	Multi-family dwellings over six units per building	-	-	C
Dwellings	Single-family detached dwellings	P	P	P
Dwellings	Two-family dwellings	C	P	P
Essential public service and utility structures or uses		P	P	P
Fallout shelter		A	A	A
Family daycare	Within the residence of the daycare provider	P	P	P
Home occupations	As regulated by SLPC 16.36.010	P	P	P
Living quarters of persons employed on the premises		-	-	A
Off-street parking lots or garages		-	-	A
Parks and recreation	Private owned or operated areas	C	C	C
Parks and recreation	Private recreation facilities for the enjoyment of residents and guests only	A	A	A
Parks and recreation	Public owned or operated areas	P	P	P
Places of worship	Under 30,000 square feet; includes sacred communities as regulated by SLPC 16.36.010	C	C	C
Private garage		C	C	C
Schools	Day schools or nurseries	C	C	C
Schools	Public or private	C	C	C
Small wireless facility in right-of-way, as regulated in SLPC 12.48		C	P	P
Swimming pool		A	A	A
Tool house, shed, and				

similar storage		A	A	A
Uses customarily incident to the permitted, conditional or interim uses allowed in the district		A	A	A
Other public or semi- public facilities		C	C	C
Key: A = accessory uses; P = permitted uses; C = conditional uses; I = interim uses				

B. *Commercial districts.*

<i>Use</i>	<i>District</i>		
	<i>C-1</i>	<i>C-2</i>	<i>C-3</i>
Accessory uses customarily incident to the permitted, conditional or interim uses allowed in the district	A	A	A
Adult daycare facilities	C	C	C
Auto and marine; sales, leasing and rental (See SLPC 11.20.040 Paragraph F,4 re: licensing and SLPC 16.36.010 Paragraph A)	-	I	-
Auto and marine; service, parts, and repair, excluding wash	C	C	-
Boarding school	C	-	-
Brewer taprooms, brew pubs and cocktail rooms	P	P	-
<u>Cannabis; retail, compliant with SLPC 11.48.030-11.48.040</u>	<u>P</u>	<u>P</u>	<u>-</u>
Commercial recreation, indoor	C	C	-
Commercial recreation, outdoor	C	C	-
Construction and/or trades sales and service shops; with storage of equipment, supplies or materials inside a building	P	P	C
Child daycare facilities (see SLPC 16.36.010 Paragraph D)	C	C	C
Dry cleaning and laundry establishments with no more than four employees for cleaning or pressing	P	P	-
Dry cleaning and laundry collection stations, and self-service	P	P	-
Electric vehicle charging station	A	A	A



Equipment rental, no outside display	P	P	C
Equipment rental, outside display	-	C	-
Essential service structures, including, but not limited to, buildings such as telephone stations, booster or pressure stations, elevated tanks, lift stations, and electric power substations	A	A	A
Event centers, night clubs, taverns	C	C	-
Farmer's market	I	I	I
Financial institutions, with no drive-up window	P	P	C
Financial institutions, with drive-up window	C	C	C
Garden centers and nurseries	-	C	-
Greenhouses, seasonal	I	I	-
Health care services; including medical, dental, optometrist, chiropractic and counseling clinics, for the diagnosis, treatment and care of patients	P	P	P
Hospitals	-	C	-
<u>Lower potency hemp edible retailers, compliant with SLPC 11.48.030</u>	<u>P</u>	<u>P</u>	<u>-</u>
Mortuaries, funeral homes, monument sales	C	P	-
Motels, hotels, or apartment hotels	C	C	-
Motor fuel stations	C	C	-
Municipal and government buildings and structures, including police, fire, library, public works garages	C	C	C
Nursing homes, memory care or retirement homes	-	-	C
Non-alcoholic beverage bottling establishment not larger than 3,000 square feet accompanied by a retail shop or store not less than 50% of the size of the bottling establishment, where bottled product is sold	P	P	C
Off-sale liquor stores	P	P	-
Off-street parking and loading as regulated in SLPC 16.40.010	A	A	A
Offices (administrative, executive, professional, governmental, medical, research); without merchandising services	P	P	P
Offices; with merchandising services	C	P	C

Outdoor seating or dining	C	C	-
Pawnshops, secondhand goods stores (excluding motor vehicles) as regulated SLPC 16.36.010 Paragraph G (see. SLPC 11.16, Pawnshops or SLPC 11.20, Secondhand Goods Dealers, for licensing	C	C	-
Personal services; barber shops, beauty/hair salons, massage therapy, shoe repair, tailoring and alterations, alterations and the like	P	P	P
Pet related care; including dog daycare, boarding, veterinary clinics and grooming, with outdoor use	C	C	-
Pet related care including dog daycare, boarding, veterinary clinics and grooming, with no outdoor use	P	P	-
Places of worship; religious uses	C	C	-
Plumbing and heating showrooms and shops	-	P	-
Printing, publishing, and related distribution agencies	C	C	-
Private clubs and lodges	C	C	-
Public, parochial and private schools, trade and business schools, colleges and universities	C	C	-
Research and development; including laboratories (medical, software, communications, scientific, etc)	P	P	P
Restaurants, excluding a drive-up window	P	P	-
Restaurants, including a drive-up window	C	C	-
Restaurants; with or without on-sale liquor	P	P	-
Retail uses (excluding autos, boats, and the like) such as apparel, appliances, beverage, book, carpet, drugs, floral, furniture, grocer, hardware, jewelry, paint, tobacco, sporting goods	P	P	C
Sacred communities, as regulated by SLPC 16.36.010	C	C	-
Sexually oriented businesses as defined in SLPC 11.48 and regulated in SLPC 16.36.010 Paragraph H	C	-	-
Signs as regulated by SLPC 16	A	A	A
Small wireless facility in right-of-way, as regulated in SLPC 12.48	P	P	P
Studios; artistic, music, photo, decorating, dancing, health, and the like	C	C	-

Tattoo and body piercing	P	P	-
Theaters (indoor only)	P	P	-
Key: A= accessory uses; P = permitted uses; C = conditional uses; I = interim uses			

C. *Light industrial district.* Conditional uses in this paragraph shall be governed by the criteria enumerated in SLPC 16.56, relating to conditional uses. Interim uses in this paragraph shall be governed by criteria enumerated in SLPC 16.58, relating to interim uses.

<i>Uses in I-1</i>	<i>Category</i>
Automobile sales; indoor (Refer to SLPC 11.20.040 Paragraph F,4 and SLPC 16.36.010 Paragraph A)	I
Bottling establishments	C
Brewing taprooms and cocktail rooms	P
Building material sales and storage	P
Camera and photographic supplies manufacturing	P
<u>Cannabis; state licensed businesses with no retail</u>	<u>P</u>
Cartage and freight terminals	C
Cartography, technical drawing or drafting and book binding	P
Cleaning and maintenance services; carpet, laundry, furniture, upholstery, appliances, and the like	C
Commercial dog kennel; with or without dwelling for night watchperson	C
Construction trades	P
Data center	P
Dry cleaning and laundry establishments	P
Electrical service shops	P
Engraving, printing, and publishing	P
Governmental and public utility buildings and structures	P
<u>Hemp manufacture</u>	<u>P</u>
Jewelry manufacture	P
Light manufacturing	P

Machine shop	P
Off-street parking and loading as regulated by SLPC 16.40.010	A
Offices, office buildings	P
Packaging/processing food products	C
Parcel delivery services	P
Pharmaceutical/medical device manufacturing	P
Product distribution center	P
Research and development; including laboratories	P
Retail and service establishments essential to the operation of an I-1 district and providing goods and services primarily for the use of persons employed in the district	C
Signs as regulated by SLPC Ch.16	A
Small wireless facility in right-of-way, as regulated in SLPC 12.48	P
Storage, enclosed rental	C
Vehicle repair and maintenance, including vehicle wrapping, detailing and window treatment	C
Warehousing, wholesaling or distribution business	P
Woodworking shop	P
Any manufacturing, production, processing, cleaning, storage, servicing, repair, and testing of materials, goods, or products similar to the permitted uses (P) listed above which conform with the performance standards	C
All uses customarily incident to the permitted (P), conditional (C) or interim (I) uses above	A
Key: A= accessory uses; P = permitted uses; C = conditional uses; I = interim uses	

**SECTION 13:**            **REPEAL SLPC 11.50.** The City Council does hereby repeal SLPC 11.50 in its entirety.

**SECTION 14:**            **EFFECTIVE DATE.** This Ordinance shall be in full force and effect on January 1, 2025 upon approval and publication according to law.

PASSED AND ADOPTED BY THE SPRING LAKE PARK COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councilmember Wendling	_____	_____	_____	_____
Councilmember Goodboe-Bisschoff	_____	_____	_____	_____
Councilmember Dircks	_____	_____	_____	_____
Councilmember Moran	_____	_____	_____	_____
Mayor Nelson	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Robert Nelson, Mayor, Spring Lake  
Park

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



# Memorandum

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**To:** Chair Hansen and Members of the City Council

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

**Date:** November 19, 2024

**Subject:** Public Hearing – Draft Cannabis Registration Ordinance

## Background

In May 2023, the Minnesota Legislature passed, and Governor Walz signed into law, legislation legalizing adult-use cannabis, effective August 1, 2023. This comprehensive law created a framework for regulating cannabis production, distribution, and sales through the newly established Minnesota Office of Cannabis Management (OCM).

Recognizing the need to evaluate the potential local impact of these businesses, the City Council enacted a temporary moratorium effective June 20, 2023, under Minn. Stat. § 462.355. This moratorium has provided the City with time to study zoning, public health, and safety considerations. The moratorium expires December 31, 2024.

## Draft Ordinance Overview

To prepare for the end of the moratorium, the City Council developed a draft Cannabis Registration Ordinance, which amends SLPC Chapter 11 (Business Regulations) and Chapter 16 (Zoning). The ordinance was reviewed at the November 4, 2024 City Council work session and is scheduled for a public hearing to be held on Monday November 25, 2024.

## Key Components of the Proposed Ordinance:

### 1. Local Cannabis Business Registration

- All state-licensed cannabis businesses, including retailers and lower-potency hemp edible retailers, must register with the City prior to operation. This will ensure they meet local zoning and operational standards.
- A compliance check will be required before registration is approved, ensuring alignment with zoning and public safety regulations.

### 2. Zoning and Location Requirements

- The ordinance adheres to the state-mandated buffer zones, which prevent cannabis businesses from being located within 1,000 feet of schools and 500 feet of daycares,

residential treatment facilities, and parks used by minors. This is a maximum buffer under state law.

- The ordinance permits the sale of adult use cannabis and lower-potency hemp edibles in the C-1 and C-2 zoning districts. Cannabis businesses with no retail are permitted in the I-1 zoning district. Hemp manufacture is a permitted use in the I-1 zoning district.

### **3. Fees and Registration Process**

- In compliance with state law, the registration fee is capped at \$500 for new applications, with a renewal fee of \$1,000. This is to cover administrative and enforcement costs.

### **4. Operating Hours**

- Cannabis businesses may operate between 10:00 a.m. and 9:00 pm under the proposed ordinance.
- State Law allows cities to prohibit retail sales of cannabis between the hours of 8:00 am and 10:00 am Monday through Saturday and 9:00pm and 2:00am the following day.

### **5. Temporary Cannabis Events**

- Temporary cannabis events will require a separate permit from the City. On-site consumption remains prohibited as per state law. The ordinance also addresses security and operational standards for these events.
- The proposed ordinance does not allow on-site consumption at temporary events. This is something the City Council could allow under its discretion but has chosen not to.

### **6. Retailer Limits**

- The ordinance reflects the state's limitation of one cannabis retailer per 12,500 residents. This means Spring Lake Park will only allow one retail establishment at this time. This number could be zero if there is one cannabis retailer per 12,500 population in Anoka County.
- The one cannabis retailer per 12,500 residents is a minimum standard. The Council is permitted to allow a higher number of cannabis retailers but chose to follow the minimum standard.
- Nothing in the proposed ordinance limits the ability of the city to operate a municipal cannabis store.

### **7. Penalties for Non-Compliance**

- The ordinance establishes penalties for businesses that operate without proper registration or fail compliance checks, including potential fines and suspension of registration.

## Next Steps

The Planning Commission is tasked with conducting a public hearing on the proposed ordinance and reviewing zoning-related provisions, ensuring compatibility with existing district regulations, and recommending any necessary adjustments.

A copy of the draft ordinance is attached for your review. Also attached is a copy of the Local Government Guide published by the State of Minnesota Office of Cannabis Management.

Staff recommends approval of the draft ordinance. 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 Planning Commission was held on November 25, 2024 at the ABLE PARK BUILDING, 8200 ABLE STREET NE, at 7:00 PM.

### 1. CALL TO ORDER

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

### 2. ROLL CALL

#### MEMBERS PRESENT

Commissioner Rick Cobbs  
Commissioner Brad Delfs  
Commissioner Eric Julien  
Commissioner Sharon Weighous  
Chair Hans Hansen

#### MEMBERS ABSENT

Commissioner Kelsey Hollihan

#### STAFF PRESENT

Building Official Jeff Baker, Administrator Buchholtz

#### VISITORS

Jeff Taylor, Beezwax, 23530 University Ave, Bethel  
Mutez Amro, 995 Lynde Dr NE #26, Fridley

### 3. PLEDGE OF ALLEGIANCE

### 4. APPROVAL OF MINUTES

#### A. Approval of Minutes - October 28, 2024 Meeting

Motion by Commissioner Cobbs, seconded by Commissioner Julien to approve the minutes of the October 28, 2024 Planning Commission meeting.

Voting Aye: Commissioner Weighous, Commissioner Cobbs, Commissioner Julien, Commissioner Delfs, Chair Hansen. Motion carried.

## 5. PUBLIC HEARING

### A. Ordinance Amending SLPC Chapter 11, Business Regulations, and SLPC Chapter 16, Zoning, Relating to Adult Use Cannabis Businesses

Administrator Buchholtz stated that the proposed ordinance regulating adult-use cannabis businesses had been developed over an extended period during the moratorium, which is set to expire at the end of the year. He explained that the ordinance was in response to state legislation passed in May 2023 and signed into law by Governor Walz, legalizing adult-use cannabis effective August 1, 2023. He noted that the City enacted a temporary moratorium on June 20, 2023, under Minnesota Statute 462.355, to allow time for studying zoning, public health, and safety considerations.

Administrator Buchholtz stated that the Council reviewed and authorized the ordinance at its November 4, 2024, work session, and the draft was now before the Planning Commission for public hearing. He explained that the ordinance amends SLPC Chapter 11 (business regulations) and Chapter 16 (zoning), establishing a framework for cannabis business registration and compliance checks. He outlined that the ordinance prohibits cannabis businesses within 1,000 feet of schools and 500 feet of daycares, residential treatment facilities, and parks, while permitting retail cannabis sales in C1 and C2 zoning districts and allowing non-retail cannabis businesses and hemp manufacturing in the I1 district.

Administrator Buchholtz stated that the ordinance sets operational hours for cannabis businesses between 10:00 AM and 9:00 PM, which he noted is more restrictive than state law. He also explained that temporary cannabis events are allowed under the ordinance but require separate permits from the City, and onsite consumption is prohibited. He added that penalties for violations include fines and potential suspension of registrations, which would place an additional burden on the Police Department.

Administrator Buchholtz said the ordinance does not designate cannabis businesses as conditional uses but instead includes detailed performance standards within the zoning code. He explained that this approach avoids the temptation to improperly deny conditional use permits, which could lead to conflicts with state law. He noted that the ordinance would permit the City to operate a municipal cannabis store, there are no plans to pursue this option.

He concluded by reiterating that the ordinance reflects extensive study and preparation and invited questions from the Planning Commission, stating that cannabis regulation has been a complex issue since its adoption by the state.

Chair Hansen asked about the license duration. Administrator Buchholtz stated that cannabis registrations are issued annually. Commissioner Delfs inquired if about the registration. Buchholtz responded that the registration would link with the license issued by the Office of Cannabis Management and would remain with that license until its

conclusion. Delfs asked about compliance checks. Administrator Buchholtz said the Police Department would perform the compliance checks in accordance with state law. Delfs inquired if the registration is transferrable. Buchholtz stated that registrations are not transferrable. Delfs asked about background checks for cannabis licensees. Buchholtz stated that since the State issues the license, the City will rely on the State's background process in issuing the registrations. He noted that the registration is essentially a verification to the state that the business is permitted under the City's zoning code.

Hansen opened the public hearing at 7:21pm.

Jeff Taylor introduced himself as a Blaine resident and representative of Beeswax, which he stated is one of the largest THC manufacturers in Minnesota. He shared his extensive experience in the cannabis industry, including contributing to legislation, working with cities, and educating policymakers. He stated that he owns a 36,000-square-foot manufacturing facility and emphasized the professional and regulated nature of his operations.

Mr. Taylor stated his willingness to answer any questions about the cannabis industry. Taylor emphasized that opening licensed cannabis stores would help diminish the black market by providing safe, regulated products. He noted that Minnesota's tax framework for cannabis is designed to be competitive and prevent the over-taxation issues seen in other states, such as Illinois, where high taxes drive consumers back to illegal sources. He stated that while the black market will not be completely eliminated, legal cannabis businesses will significantly reduce its size.

Mr. Taylor also highlighted the challenges faced by the Office of Cannabis Management (OCM), noting delays in implementation and the difficulty of establishing a new regulatory system. He stated that while enforcement is challenging, the OCM and police are actively inspecting businesses and imposing fines for noncompliance. He reiterated that regulated businesses must comply with strict rules, including the use of Certificates of Analysis (COA) to ensure product safety.

Mr. Taylor concluded by stating that society would prefer buying safe, tested products from licensed stores rather than from illegal sources. He noted that regulated cannabis would likely lead to fewer public safety concerns than alcohol and reduce access for minors over time. Taylor invited city officials to tour his manufacturing facility to better understand the industry and reiterated his willingness to answer any questions.

Hearing no further comment, Chair Hansen closed the public hearing at 7:49pm.

Commissioner Cobbs expressed his opinion that the buffers between schools, daycares and parks should match the City's liquor regulations. He also stated that the hours of operation for cannabis businesses should also match off-sale liquor store hours.

Motion by Commissioner Cobbs, seconded by Commissioner Julien, to amend the proposed ordinance to reduce the buffer from schools from 1,000 feet to 500 feet and to increase the house of operation from 10:00am to 9:00pm to 8:00am to 10:00pm.

Voting Aye: Commissioner Weighous, Commissioner Cobbs, Commissioner Julien, Commissioner Delfs, Chair Hansen. Motion carried.

Motion by Commissioner Cobbs, seconded by Commissioner Delfs, to recommend approval the proposed cannabis business ordinance, as amended.

Voting Aye: Commissioner Weighous, Commissioner Cobbs, Commissioner Julien, Commissioner Delfs, Chair Hansen. Motion carried.

B. Ordinance Amending Chapter 16 of the Spring Lake Park City Code Relating to Sight Distance Triangles

Building Official Baker provided an overview of the proposed amendment to the zoning code relating to sight distance triangles. He stated that there were conflicting provisions within the code and the proposed amendment would eliminate the conflicting language. He said staff proposes a 50-foot measurement from the curb to define the triangle, as it is easy for residents to identify without a survey.

Chair Hansen opened the public hearing at 8:01pm.

Hearing no public comment, Chair Hansen closed the public hearing at 8:02pm.

Commissioner Julien raised concerns about the impact on existing fences and vegetation and suggested reducing the sight triangle distance. Building Official Baker stated that the ordinance grandfathers in existing fences and that this ordinance change would have no impact on existing fences. Commissioner Cobbs agreed that the proposed sight distance triangle was too big and suggested reducing it to either 30 feet or 40 feet. Cobbs also suggested clarifying allowances for chain-link and other see-through fencing.

Motion by Commissioner Delfs, seconded by Commissioner Cobbs, to table the ordinance.

Voting Aye: Commissioner Weighous, Commissioner Cobbs, Commissioner Julien, Commissioner Delfs, Chair Hansen. Motion carried.

6. **OTHER** -- None

**7. ADJOURN**

Motion by Commissioner Julien, seconded by Commissioner Weighous, to adjourn.

Voting Aye: Commissioner Weighous, Commissioner Cobbs, Commissioner Julien, Commissioner Delfs, Chair Hansen. Motion carried.

Meeting adjourned at 8:05pm.

**CITY OF SPRING LAKE PARK**

**RESOLUTION NO. 2024-67**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 499,  
AN ORDINANCE AMENDING SLPC CHAPTER 11 AND SLPC CHAPTER 16  
RELATING TO ADULT USE CANNABIS BUSINESSES**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 499 will clearly inform the public of the intent and effect of the Ordinance; and

**WHEREAS**, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the following summary of Ordinance No. 499 is approved for publication:

“On December 2, 2024, the Spring Lake Park City Council approved Ordinance No. 499, entitled ‘An Ordinance Amending SLPC Chapter 11 and SLPC Chapter 16 Relating to Adult Use Cannabis Businesses.’

The following is a summary of Ordinance No. 4998, a copy of which is available in its entirety for review during regular office hours at the City of Spring Lake Park, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN, or for review on the City’s website, [www.slpmn.org](http://www.slpmn.org).

The ordinance addresses licensing, operational standards, buffer zones, and public safety measures in compliance with Minnesota Statutes Chapter 342. It also amends zoning standards to identify permitted locations for such businesses.

The ordinance will take effect on January 1, 2025 upon publication in the City’s newspaper of record.”

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 December, 2024.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



# Memorandum

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

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

**Date:** November 25, 2024

**Subject:** Adoption of 2025 Fee Schedule

Staff is presenting proposed 2025 utility rates for City Council review and approval.

## Proposed Rates Overview:

### 1. Water Conservation Rates:

The water rates are structured in a tiered system to encourage conservation and reflect increasing costs for higher usage levels.

- **Administrative Base Rate:** \$19.45 per quarter
- **Usage Rates:**
  - Tier 1: \$2.22/1,000 gallons for 0-9,000 gallons/quarter
  - Tier 2: \$2.51/1,000 gallons for 9,001-18,000 gallons/quarter
  - Tier 3: \$3.86/1,000 gallons for 18,001-27,000 gallons/quarter
  - Tier 4: \$4.30/1,000 gallons for 27,001-36,000 gallons/quarter
  - Tier 5: \$4.66/1,000 gallons for 36,001-45,000 gallons/quarter
  - Tier 6: \$5.06/1,000 gallons for 45,001+ gallons/quarter

### 2. Sewer Rates:

Rates for sewer services are designed to ensure equitable distribution of costs across property types.

- **Single-Family, Duplex, Townhouse & Similar Residential:** \$82.87/unit/quarter
- **Apartment, Mobile Home, Institutional, Commercial & Industrial:** Minimum \$82.87/quarter for 18,000 gallons, plus \$4.82/1,000 gallons for usage over 18,000 gallons.

### 3. Additional Utility Charges:

- **Recycling Fee:** \$14.97/quarter per residential unit
- **Street Light Fee:** \$4.37/quarter per water connection
- **Minnesota Water Test Fee:** \$2.43/quarter per water connection
- **Storm Water Utility Fee:** \$6.69/quarter per residential equivalency factor (REF)

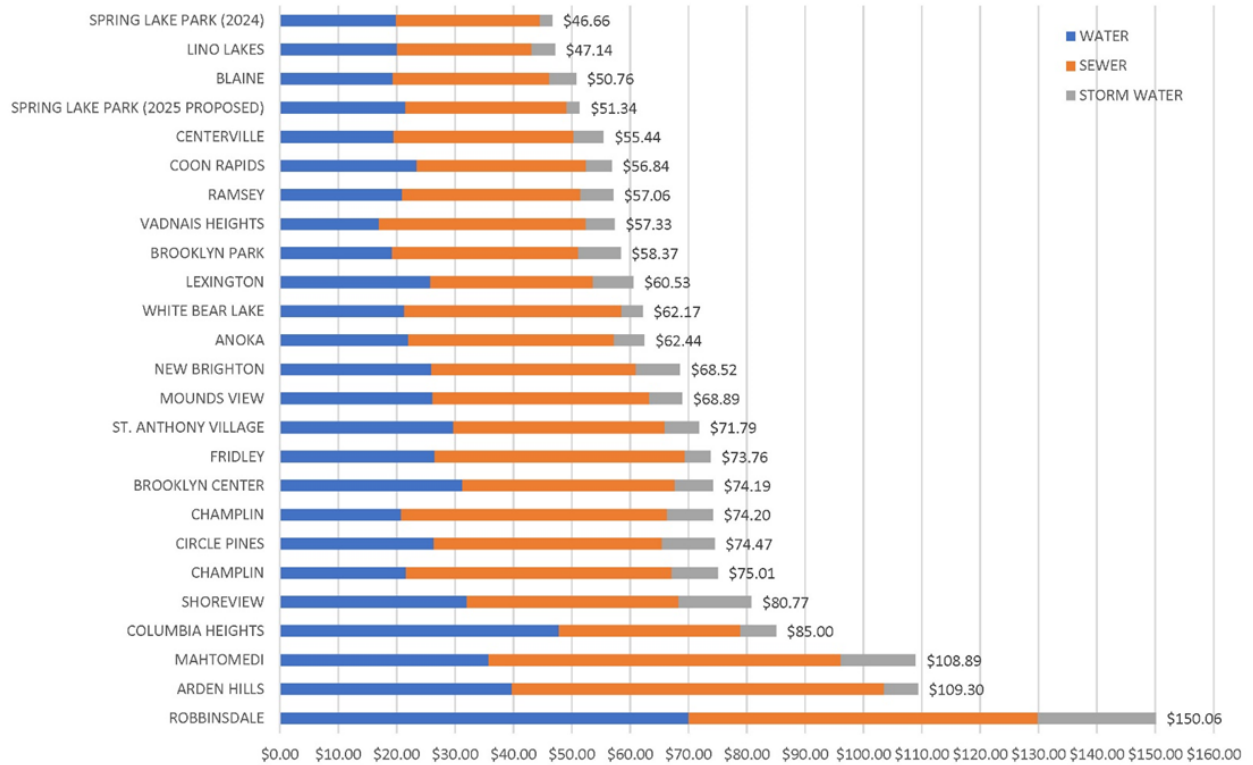
Increased costs for materials, labor and infrastructure maintenance have necessitated adjustments in rates to ensure sufficient funding for operations. The updated rates align with the projected budgetary need of the Public Utilities Department, ensuring the continuation of high-quality service delivery.

Despite the increase in rates, the City's utility charges compare extremely favorably with cities in the North Metro.



## 2024 Residential Utility Rates - North Metro Cities

Monthly Bill - Based on 6,000 gallons/month



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

**RESOLUTION NO. 2024-69**

**RESOLUTION ESTABLISHING 2025 UTILITY RATES FOR THE CITY OF SPRING LAKE PARK**

**WHEREAS**, City staff has prepared a proposed budget for the Public Utilities Department for the 2025 fiscal year; and

**WHEREAS**, due to inflationary pressures on the public utilities fund, additional revenue is needed; and

**WHEREAS**, the proposed rates will meet the Public Utilities Department’s revenue needs.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the following utility rates are established, effective January 1, 2025.

**WATER CONSERVATION RATES – ALL PROPERTIES**

Administrative Base Rate:	\$19.45/quarter
Tier 1:	\$2.22/1,000 gallons for 0-9,000 gallons/quarter
Tier 2:	\$2.51/1,000 gallons for 9,001-18,000 gallons/quarter
Tier 3:	\$3.86/1,000 gallons for 18,001-27,000 gallons/quarter
Tier 4:	\$4.30/1,000 gallons for 27,001-36,000 gallons/quarter
Tier 5:	\$4.66/1,000 gallons for 36,001-45,000 gallons/quarter
Tier 6:	\$5.06/1,000 gallons for 45,001+ gallons/quarter

**SEWER RATES – ALL PROPERTIES**

Single Family, Duplex, Townhouse & Similar Residential	\$82.87/unit/quarter
Apartment, Mobile Home, Institutional, Commercial & Industrial	Minimum \$82.87/quarter for 18,000 gallons and \$4.82/1,000 gallons for all usage over 18,000 gallons.

**OTHER UTILITY BILL CHARGES**

Recycling Fee	\$14.97/quarter/residential unit
Street Light Fee	\$ 4.37/quarter per water connection
Minnesota Water Test Fee	\$ 2.43/quarter per water connection
Storm Water Utility Fee	\$ 6.69/quarter per residential equivalency factor (REF)

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 2nd day of December, 2024.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator

BUDGET REPORT FOR CITY OF SPRING LAKE PARK

Calculations As of 12/31/2024

GL Number	Description	2021 Activity	2022 Activity	2023 Activity	2024 Activity	2024 Amended Budget	2025 DEPARTMENT REQUEST	2025 CITY ADMINISTRATOR	2025 COUNCIL PRELIMINARY
<b>Fund: 601 PUBLIC UTILITIES OPERATIONS</b>									
<b>Account Category: Estimated Revenues</b>									
601.00000.34950	REFUNDS & REIMB	26,432.67	187.67	294.00	800.52	6,691.00	500.00	0.00	0.00
601.00000.36200	MISC REVENUES	375.00	1,133.00	23.00	0.00	1,500.00	0.00	0.00	0.00
601.00000.36201	SOLAR ENERGY CREDITS-XCEL	0.00	0.00	13,905.10	0.00	0.00	0.00	0.00	0.00
601.00000.36210	INTEREST EARNINGS	(5,242.27)	(34,906.53)	18,188.26	0.00	51,356.00	59,405.00	0.00	0.00
601.00000.37101	WATER COLLECTIONS	576,791.40	553,995.71	746,554.35	470,116.59	839,772.00	832,183.00	0.00	0.00
601.00000.37103	SALES TAX ADDED	0.00	0.00	0.00	7,642.06	6,200.00	6,200.00	0.00	0.00
601.00000.37104	PENALTIES/WATER	11,468.99	10,234.48	11,973.69	19,390.12	8,497.00	10,000.00	0.00	0.00
601.00000.37109	SAFE DRINKING WATER FEE	21,422.47	21,450.74	26,746.30	16,091.71	21,500.00	21,500.00	0.00	0.00
601.00000.37111	ADMINISTRATIVE CHARGE	82,249.46	82,390.15	205,838.44	126,064.56	86,100.00	168,180.00	0.00	0.00
601.00000.37115	ESTIMATE READING CHR	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00
601.00000.37149	WATER CONNECTION CHR	318.77	272.71	321.65	82.68	0.00	0.00	0.00	0.00
601.00000.37150	WATER CONNECTION CH	0.00	125.00	0.00	1,501.10	0.00	0.00	0.00	0.00
601.00000.37151	WATER RECONNECTION	625.00	1,770.25	513.74	250.69	625.00	0.00	0.00	0.00
601.00000.37170	WATER PERMITS	375.00	125.00	50.00	0.00	125.00	0.00	0.00	0.00
601.00000.37171	WATER PERMIT SURCH	2.00	2.00	1.00	0.00	10.00	0.00	0.00	0.00
601.00000.37172	WATER METER SALES	1,468.80	7,269.92	1,228.59	1,311.83	1,500.00	1,500.00	0.00	0.00
601.00000.37174	INSTALL CHGS-NEW PER	905.76	789.48	180.54	0.00	250.00	0.00	0.00	0.00
601.00000.37201	SEWER COLLECTIONS	849,525.46	864,464.97	1,079,039.11	691,272.71	964,675.00	1,000,654.00	0.00	0.00
601.00000.37204	PENALTIES-SEWER	15,425.36	15,706.64	18,311.19	20,912.77	8,498.00	12,500.00	0.00	0.00
601.00000.37250	SEWER CONNECTION C	(7,455.00)	2,508.26	139,160.00	3,794.92	0.00	0.00	0.00	0.00
601.00000.37251	SEWER CONNECTION C	0.00	(309.70)	0.00	213.40	0.00	0.00	0.00	0.00
601.00000.37270	SEWER PERMITS	675.00	200.00	350.00	0.00	200.00	200.00	0.00	0.00
601.00000.37271	SEWER PERMIT SURCH	3.00	2.00	1.00	0.00	10.00	0.00	0.00	0.00
601.00000.37273	SEWER HOOK-UP CH	870.00	290.00	145.00	0.00	150.00	0.00	0.00	0.00
601.00000.39206	TRANSFER FROM REC	2,000.00	2,000.00	3,000.00	0.00	3,500.00	3,500.00	0.00	0.00
Estimated Revenues		1,578,236.87	1,529,701.75	2,265,824.96	1,359,445.66	2,001,209.00	2,116,322.00	0.00	0.00
<b>Account Category: Appropriations</b>									
601.49400.41010	FULL TIME EMPLOYEES	119,857.48	107,847.83	132,744.10	117,754.27	137,607.00	154,225.00	0.00	0.00
PUBLIC WORKS DIRECTOR (0.17 FTE)							21,742.00	0.00	0.00
PUBLIC WORKS MAINTENANCE WORKER (1.25 FTE)							97,521.00	0.00	0.00
UTILITY BILLING CLERK (50%)							32,352.00	0.00	0.00
CERTIFICATION PAY							2,610.00	0.00	0.00
601.49400.41013	OVERTIME	4,238.18	3,375.13	2,649.05	1,587.96	9,480.00	8,500.00	0.00	0.00
601.49400.41020	ON CALL SALARIES	1,505.31	701.99	289.19	184.17	5,417.00	5,417.00	0.00	0.00
601.49400.41040	TEMPORARY EMPLOYEES	0.00	0.00	10,256.24	6,315.74	0.00	10,000.00	0.00	0.00
601.49400.41050	VACATION BUY BACK	1,486.64	921.52	1,282.18	0.00	3,000.00	2,500.00	0.00	0.00
601.49400.41210	PERA CONTRIBUTIONS-EMPLOYER	(25,175.62)	13,616.32	9,897.08	9,146.54	11,057.00	12,611.00	0.00	0.00
COORDINATED (7.5%)							12,611.00	0.00	0.00
601.49400.41220	FICA/MC CONTRIBUTIONS-EMPLOYE	9,093.72	8,469.45	10,516.06	9,542.71	11,899.00	13,820.00	0.00	0.00
SOCIAL SECURITY (6.2%)							11,200.00	0.00	0.00
MEDICARE (1.45%)							2,620.00	0.00	0.00
601.49400.41300	HEALTH INSURANCE	24,442.77	21,121.86	19,389.54	18,325.53	25,128.00	26,878.00	0.00	0.00
601.49400.41313	LIFE INSURANCE	92.16	79.36	92.60	83.95	95.00	105.00	0.00	0.00
601.49400.41510	WORKERS COMPENSATION	10,775.33	12,670.47	5,745.73	7,433.14	7,240.00	6,643.00	0.00	0.00
PREMIUM DEDUCTIBLE							4,643.00	0.00	0.00
							2,000.00	0.00	0.00
601.49400.42000	OFFICE SUPPLIES	318.60	435.43	551.28	715.07	1,000.00	750.00	0.00	0.00
601.49400.42030	PRINTED FORMS	1,408.32	1,241.69	1,449.86	87.58	1,600.00	1,000.00	0.00	0.00
601.49400.42100	OPERATING SUPPLIES	970.85	608.29	1,969.25	1,601.59	1,000.00	1,250.00	0.00	0.00

BUDGET REPORT FOR CITY OF SPRING LAKE PARK

Calculations As of 12/31/2024

GL Number	Description	2021 Activity	2022 Activity	2023 Activity	2024 Activity	2024 Amended Budget	2025 DEPARTMENT REQUEST	2025 CITY ADMINISTRATOR	2025 COUNCIL PRELIMINARY
<b>Fund: 601 PUBLIC UTILITIES OPERATIONS</b>									
<b>Account Category: Appropriations</b>									
601.49400.42120	MOTOR FUELS & LUBRICANTS	2,746.10	3,755.35	3,213.18	4,282.58	5,000.00	5,000.00	0.00	0.00
601.49400.42200	REPAIR & MAINTENANCE	49,585.96	104,807.72	90,983.18	84,674.16	75,000.00	80,000.00	0.00	0.00
HYDRANT CONVERSION									
WATER MAIN BREAKS									
WATER SYSTEM MAINTENANCE									
601.49400.42210	EQUIPMENT PARTS	490.69	3,180.70	1,191.62	3,970.70	1,500.00	2,500.00	0.00	0.00
601.49400.42220	POSTAGE	2,130.46	2,080.74	1,978.58	2,264.44	2,500.00	2,500.00	0.00	0.00
601.49400.42221	TIRES	589.14	986.88	1,174.28	1,518.48	1,500.00	3,000.00	0.00	0.00
601.49400.42222	STREET REPAIRS	15,500.86	13,837.93	40,071.08	4,052.50	22,500.00	20,000.00	0.00	0.00
601.49400.42261	WATER TESTING	1,093.00	1,032.00	1,023.00	1,866.40	1,100.00	1,500.00	0.00	0.00
601.49400.42262	WATER METER & SUPPLIES	3,185.50	1,980.60	6,543.16	13,707.85	6,500.00	10,000.00	0.00	0.00
601.49400.42264	SAFE DRINKING WATER FEE	21,399.00	21,470.00	21,808.79	22,162.54	21,500.00	21,500.00	0.00	0.00
601.49400.42280	UNIFORM ALLOWANCE	744.63	809.38	845.44	843.75	1,100.00	1,377.00	0.00	0.00
601.49400.43010	AUDIT & ACCTG SERVICES	5,712.50	5,975.00	7,350.00	6,962.50	6,700.00	7,468.00	0.00	0.00
AUDIT									
FINANCIAL SERVICES SUPPORT									
601.49400.43030	ENGINEERING FEES	6,258.75	0.00	207.00	852.00	2,500.00	1,000.00	0.00	0.00
601.49400.43040	LEGAL FEES	0.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00
601.49400.43210	TELEPHONE	474.08	605.00	735.32	642.86	875.00	1,145.00	0.00	0.00
601.49400.43310	TRAVEL EXPENSE	193.52	1,023.89	473.68	0.00	1,500.00	1,500.00	0.00	0.00
601.49400.43500	PRINTING & PUBLISHING	10,466.68	11,037.25	14,725.42	13,693.72	11,250.00	14,000.00	0.00	0.00
601.49400.43600	INSURANCE	10,209.07	14,029.11	19,182.74	21,355.65	14,000.00	20,000.00	0.00	0.00
601.49400.43870	WATER USAGE-CITY OF BLAINE	5,890.62	30,771.73	6,352.76	7,899.11	31,000.00	10,000.00	0.00	0.00
601.49400.44000	CONTRACTUAL SERVICE	4,134.43	8,256.91	16,013.51	17,184.50	8,500.00	8,500.00	0.00	0.00
I.T. SERVICES									
SAFETY CONSULTANT									
DRUG TESTING									
601.49400.44050	MAINTENANCE AGREEMENTS	8,488.81	8,785.76	3,691.10	10,360.45	11,613.00	11,821.00	0.00	0.00
BS&A									
GOPHER STATE ONE CALL									
CATHODIC PROTECTION SERVICE									
SCADA SYSTEM (66%)									
METER READER SOFTWARE/EQUIPMENT SUPPORT									
ARC GIS									
601.49400.44300	CONFERENCE & SCHOOLS	810.00	320.00	2,100.00	1,235.00	2,000.00	2,050.00	0.00	0.00
MUNICI-PALS									
MN RURAL WATER CONFERENCE									
AWWA									
CON-EXPO									
MISCELLANEOUS TRAINING									
601.49400.44330	DUES & SUBSCRIPTIONS	367.19	296.38	645.00	62.50	500.00	500.00	0.00	0.00
601.49400.44370	TAXES	3,357.57	3,345.19	11,738.52	15,496.58	10,000.00	12,600.00	0.00	0.00
DNR FEES (WELL PERMITS)									
QUARTERLY SALES TAX									
601.49400.47000	PERMANENT TRANSFERS OUT	69,865.00	68,545.00	150,332.00	30,000.00	173,875.00	178,569.00	0.00	0.00
TRANSFER TO GENERAL FUND									
TRANSFER TO RENEWAL & REPLACEMENT									
TRANSFER TO CITY HALL DEBT SERVICE FUND									
601.49402.42100	OPERATING SUPPLIES	127.19	0.00	353.72	277.69	300.00	500.00	0.00	0.00
601.49402.42120	MOTOR FUELS & LUBRICANTS	2,000.00	2,000.00	2,000.00	0.00	3,000.00	3,000.00	0.00	0.00

BUDGET REPORT FOR CITY OF SPRING LAKE PARK

Calculations As of 12/31/2024

GL Number	Description	2021 Activity	2022 Activity	2023 Activity	2024 Activity	2024 Amended Budget	2025 DEPARTMENT REQUEST	2025 CITY ADMINISTRATOR	2025 COUNCIL PRELIMINARY
<b>Fund: 601 PUBLIC UTILITIES OPERATIONS</b>									
<b>Account Category: Appropriations</b>									
601.49402.42160	CHEMICALS & CHEMICAL PROD	26,339.28	28,761.12	28,031.76	27,144.26	30,000.00	30,000.00	0.00	0.00
601.49402.42200	REPAIR & MAINTENANCE	4,976.14	25,443.94	15,895.17	21,568.49	20,000.00	20,000.00	0.00	0.00
601.49402.42210	EQUIPMENT PARTS	15,545.31	1,474.59	14,444.63	9,633.91	8,000.00	8,000.00	0.00	0.00
601.49402.43030	ENGINEERING FEES	0.00	0.00	103.50	0.00	1,000.00	1,000.00	0.00	0.00
601.49402.43500	PRINTING & PUBLISHING	0.00	239.96	0.00	0.00	300.00	300.00	0.00	0.00
601.49402.43600	INSURANCE	9,002.00	11,130.00	16,035.75	18,855.00	14,000.00	14,700.00	0.00	0.00
601.49402.43810	ELECTRIC UTILITIES	98,433.74	99,505.77	104,229.72	93,517.18	102,000.00	102,000.00	0.00	0.00
601.49402.43830	GAS UTILITIES	3,208.38	3,532.72	3,158.35	2,460.39	3,500.00	3,500.00	0.00	0.00
601.49402.44000	CONTRACTUAL SERVICE	0.00	0.00	0.00	2,909.33	2,000.00	2,000.00	0.00	0.00
FILTER EVALUATION									
SECURITY CAMERA MAINTENANCE									
COMCAST									
601.49402.44370	TAXES	1,075.00	950.00	1,095.00	1,000.00	2,600.00	2,550.00	0.00	0.00
HAZARDOUS CHEMICAL INVENTORY FEE & PRESSURE VESSEL PERMIT (MN)							200.00	0.00	0.00
WTP PERMIT (MET COUNCIL)							650.00	0.00	0.00
STRENGTH CHARGE (MET COUNCIL)							1,700.00	0.00	0.00
601.49402.47000	PERMANENT TRANSFERS OUT	54,058.00	40,915.00	17,745.00	15,000.00	24,271.00	25,485.00	0.00	0.00
TRANSFER TO RENEWAL & REPLACEMENT FUND							25,485.00	0.00	0.00
601.49450.41010	FULL TIME EMPLOYEES	119,858.06	107,848.28	132,637.11	117,746.42	137,607.00	154,224.00	0.00	0.00
PUBLIC WORKS DIRECTOR (0.17 FTE)							21,742.00	0.00	0.00
PUBLIC WORKS MAINTENANCE (1.25 FTE)							97,520.00	0.00	0.00
UTILITY BILLING CLERK (50%)							32,352.00	0.00	0.00
CERTIFICATION PAY							2,610.00	0.00	0.00
601.49450.41013	OVERTIME	4,238.34	3,375.25	2,649.12	1,587.60	9,480.00	8,500.00	0.00	0.00
601.49450.41020	ON CALL SALARIES	1,505.37	702.03	289.21	184.22	5,417.00	5,417.00	0.00	0.00
601.49450.41040	TEMPORARY EMPLOYEES	0.00	0.00	10,256.26	6,315.51	0.00	10,000.00	0.00	0.00
601.49450.41050	VACATION BUY BACK	1,486.64	921.52	1,389.45	0.00	3,000.00	2,500.00	0.00	0.00
601.49450.41210	PERA CONTRIBUTIONS-EMPLOYER	9,428.68	8,726.70	9,573.72	9,144.83	11,057.00	12,799.00	0.00	0.00
COORDINATED (7.5%)							12,799.00	0.00	0.00
601.49450.41220	FICA/MC CONTRIBUTIONS-EMPLOYE	9,094.36	8,469.80	10,516.60	9,541.21	11,900.00	13,820.00	0.00	0.00
SOCIAL SECURITY (6.2%)							11,200.00	0.00	0.00
MEDICARE (1.45%)							2,620.00	0.00	0.00
601.49450.41300	HEALTH INSURANCE	24,443.19	21,122.26	19,390.32	18,323.34	25,128.00	28,084.00	0.00	0.00
601.49450.41313	LIFE INSURANCE	92.40	79.55	92.65	83.21	95.00	100.00	0.00	0.00
601.49450.41510	WORKERS COMPENSATION	10,851.80	12,670.47	6,010.49	8,478.92	8,286.00	10,147.00	0.00	0.00
PREMIUM DEDUCTIBLE							8,147.00	0.00	0.00
							2,000.00	0.00	0.00
601.49450.42000	OFFICE SUPPLIES	245.83	200.00	200.00	0.00	800.00	500.00	0.00	0.00
601.49450.42030	PRINTED FORMS	1,408.33	1,241.69	1,449.86	0.00	1,600.00	1,600.00	0.00	0.00
UTILITY BILLS & ENVELOPES							1,400.00	0.00	0.00
SPECIAL NOTICES, RADIO INSTALL FORMS							200.00	0.00	0.00
601.49450.42100	OPERATING SUPPLIES	127.19	1,002.96	952.30	365.42	500.00	500.00	0.00	0.00
601.49450.42120	MOTOR FUELS & LUBRICANTS	2,746.11	3,639.07	3,213.11	4,282.46	4,000.00	4,000.00	0.00	0.00
601.49450.42200	REPAIR & MAINTENANCE	5,234.77	14,306.76	1,762.42	14,899.25	15,000.00	15,000.00	0.00	0.00
TOOLS									
RPZ TESTING									
LOAD BANK TESTING (GENERATOR)									
601.49450.42210	EQUIPMENT PARTS	745.33	8,556.02	8,264.86	763.27	8,000.00	6,000.00	0.00	0.00
601.49450.42220	POSTAGE	1,885.46	2,080.73	1,538.56	1,833.11	2,500.00	2,500.00	0.00	0.00
601.49450.42221	TIRES	589.14	292.72	1,174.28	0.00	1,500.00	3,000.00	0.00	0.00

BUDGET REPORT FOR CITY OF SPRING LAKE PARK

Calculations As of 12/31/2024

GL Number	Description	2021 Activity	2022 Activity	2023 Activity	2024 Activity	2024 Amended Budget	2025 DEPARTMENT REQUEST	2025 CITY ADMINISTRATOR	2025 COUNCIL PRELIMINARY
<b>Fund: 601 PUBLIC UTILITIES OPERATIONS</b>									
<b>Account Category: Appropriations</b>									
601.49450.42222	STREET REPAIRS	0.00	0.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00
601.49450.42262	WATER METER & SUPPLIES	3,185.50	1,980.59	7,398.58	0.00	6,500.00	5,000.00	0.00	0.00
601.49450.42280	UNIFORM ALLOWANCE	744.63	809.38	845.45	843.75	1,050.00	1,377.00	0.00	0.00
601.49450.43010	AUDIT & ACCTG SERVICES	5,712.50	5,975.00	7,350.00	6,962.50	6,700.00	7,468.00	0.00	0.00
AUDIT							6,968.00	0.00	0.00
FINANCIAL SERVICES SUPPORT							500.00	0.00	0.00
601.49450.43030	ENGINEERING FEES	0.00	0.00	161.00	0.00	1,000.00	1,000.00	0.00	0.00
601.49450.43040	LEGAL FEES	0.00	0.00	0.00	0.00	300.00	300.00	0.00	0.00
601.49450.43210	TELEPHONE	474.15	519.55	824.75	642.96	875.00	875.00	0.00	0.00
601.49450.43310	TRAVEL EXPENSE	0.00	3.59	306.00	0.00	1,500.00	1,500.00	0.00	0.00
601.49450.43500	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	300.00	300.00	0.00	0.00
601.49450.43600	INSURANCE	14,153.56	15,246.11	19,953.73	21,179.65	15,300.00	22,950.00	0.00	0.00
601.49450.43810	ELECTRIC UTILITIES	5,658.89	5,931.95	5,839.19	4,768.42	5,800.00	6,000.00	0.00	0.00
601.49450.43840	METRO WASTE CONTROL	535,912.94	586,387.66	582,561.84	571,533.49	623,491.00	656,936.00	0.00	0.00
601.49450.44000	CONTRACTUAL SERVICE	4,834.43	7,941.90	13,647.51	4,386.79	10,000.00	9,500.00	0.00	0.00
I.T. SERVICES							5,000.00	0.00	0.00
SAFETY CONSULTANT							2,500.00	0.00	0.00
DRUG TESTING							500.00	0.00	0.00
LOAD BANK TESTING (GENERATOR)							1,000.00	0.00	0.00
MISCELLANEOUS							500.00	0.00	0.00
601.49450.44050	MAINTENANCE AGREEMENTS	6,432.76	6,897.08	3,691.11	10,282.39	9,868.00	10,037.00	0.00	0.00
BS&A							4,377.00	0.00	0.00
GOPHER STATE ONE CALL							2,000.00	0.00	0.00
SCADA SYSTEM (33%)							450.00	0.00	0.00
METER PROGRAM SOFTWARE/EQUIPMENT SUPPORT							910.00	0.00	0.00
ARC GIS							2,000.00	0.00	0.00
GPS/GIS SOFTWARE SUPPORT							300.00	0.00	0.00
601.49450.44300	CONFERENCE & SCHOOLS	0.00	780.00	3,635.00	355.00	2,000.00	2,000.00	0.00	0.00
MUNICI-PALS							200.00	0.00	0.00
MN RURAL WATER CONFERENCE							200.00	0.00	0.00
AWWA							300.00	0.00	0.00
CON-EXPO							500.00	0.00	0.00
MISC. TRAINING							800.00	0.00	0.00
601.49450.44330	DUES & SUBSCRIPTIONS	67.19	69.37	200.00	62.50	340.00	300.00	0.00	0.00
601.49450.44390	MISCELLANEOUS	0.00	36.98	0.00	33.00	250.00	250.00	0.00	0.00
601.49450.44450	RESERVE CAPACITY CHARGES	44,210.14	4,608.99	136,382.68	2,771.44	12,425.00	12,425.00	0.00	0.00
601.49450.47000	PERMANENT TRANSFERS OUT	99,805.00	98,304.00	178,230.00	30,000.00	216,333.00	223,149.00	0.00	0.00
TRANSFER TO GENERAL FUND							19,746.00	0.00	0.00
TRANSFER TO RENEWAL AND REPLACEMENT							123,403.00	0.00	0.00
TRANSFER TO CITY HALL DEBT SERVICE FUND							80,000.00	0.00	0.00
Appropriations		1,502,645.03	1,622,702.92	1,974,691.28	1,477,603.43	2,001,209.00	2,116,322.00	0.00	0.00
<b>Fund 601 - PUBLIC UTILITIES OPERATIONS:</b>									
TOTAL ESTIMATED REVENUES		1,578,236.87	1,529,701.75	2,265,824.96	1,359,445.66	2,001,209.00	2,116,322.00	0.00	0.00
TOTAL APPROPRIATIONS		1,502,645.03	1,622,702.92	1,974,691.28	1,477,603.43	2,001,209.00	2,116,322.00	0.00	0.00
NET OF REVENUES & APPROPRIATIONS:		75,591.84 4.79%	(93,001.17) -6.08%	291,133.68 12.85%	(118,157.77) -8.69%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%

BUDGET REPORT FOR CITY OF SPRING LAKE PARK

Calculations As of 12/31/2024

GL Number	Description	2021 Activity	2022 Activity	2023 Activity	2024 Activity	2024 Amended Budget	2025 DEPARTMENT REQUEST	2025 CITY ADMINISTRATOR	2025 COUNCIL PRELIMINARY
<b>Fund: 603 STORMWATER UTILITY</b>									
<b>Account Category: Estimated Revenues</b>									
603.00000.36200	MISC REVENUES	0.00	11,363.20	20,254.83	0.00	0.00	0.00	0.00	0.00
603.00000.36210	INTEREST EARNINGS	(1.67)	(6,209.33)	5,431.82	0.00	500.00	2,500.00	1,172.00	0.00
603.00000.36504	STORMWATER COLLECTION	6.00	97,516.19	122,834.60	77,286.80	103,364.00	109,106.00	109,106.00	0.00
603.00000.36506	STORMWATER PENALTIES	0.00	1,415.67	1,893.56	2,178.03	1,000.00	1,000.00	1,000.00	0.00
603.00000.39201	TRANSFER FROM OTHER FUNDS	0.00	116,192.07	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Revenues		4.33	220,277.80	150,414.81	79,464.83	104,864.00	112,606.00	111,278.00	0.00
<b>Account Category: Appropriations</b>									
603.49785.41010	FULL TIME EMPLOYEES	0.00	10,919.40	15,149.83	11,152.73	12,434.00	22,059.00	22,059.00	0.00
PUBLIC WORKS DIRECTOR (0.10 FTE)							12,789.00	12,789.00	0.00
ACCOUNTING CLERK (0.14 FTE)							9,270.00	9,270.00	0.00
603.49785.41050	VACATION BUY BACK	0.00	445.19	456.32	0.00	1,000.00	1,000.00	1,000.00	0.00
603.49785.41210	PERA CONTRIBUTIONS-EMPLOYER	0.00	762.51	1,094.63	853.68	1,008.00	2,945.00	1,655.00	0.00
COORDINATED (7.5%)							2,945.00	1,655.00	0.00
603.49785.41220	FICA/MC CONTRIBUTIONS-EMPLOYE	0.00	811.40	1,158.63	847.22	1,028.00	3,004.00	1,688.00	0.00
SOCIAL SECURITY (6.2%)							2,434.00	1,368.00	0.00
MEDICARE (1.45%)							570.00	320.00	0.00
603.49785.41300	HEALTH INSURANCE	0.00	1,342.12	1,945.55	1,475.82	1,370.00	5,825.00	3,178.00	0.00
603.49785.41313	LIFE INSURANCE	0.00	4.62	6.39	73.98	7.00	23.00	13.00	0.00
603.49785.41510	WORKERS COMPENSATION	0.00	0.00	0.00	169.50	452.00	585.00	585.00	0.00
PREMIUM							577.00	0.00	0.00
603.49785.42200	REPAIR & MAINTENANCE	0.00	20,947.00	6,529.88	126.58	25,000.00	22,500.00	24,000.00	0.00
603.49785.42280	UNIFORM ALLOWANCE	0.00	62.50	84.38	0.00	65.00	363.00	150.00	0.00
603.49785.43030	ENGINEERING FEES	0.00	3,118.00	2,470.00	3,030.25	8,000.00	4,000.00	4,000.00	0.00
603.49785.43040	LEGAL FEES	0.00	0.00	0.00	0.00	500.00	500.00	500.00	0.00
603.49785.43310	TRAVEL EXPENSE	0.00	0.00	180.00	0.00	0.00	250.00	250.00	0.00
603.49785.43500	PRINTING & PUBLISHING	0.00	53.75	53.75	0.00	1,000.00	1,000.00	1,000.00	0.00
603.49785.44000	CONTRACTUAL SERVICE	0.00	11,470.40	38,701.31	11,322.88	25,000.00	11,200.00	11,200.00	0.00
COON CREEK WATERSHED COST SHARE							11,200.00	11,200.00	0.00
603.49785.45000	CAPITAL OUTLAY	0.00	14,204.00	0.00	89,227.65	28,000.00	40,000.00	40,000.00	0.00
Appropriations		0.00	64,140.89	67,830.67	118,280.29	104,864.00	115,254.00	111,278.00	0.00
<b>Fund 603 - STORMWATER UTILITY:</b>									
TOTAL ESTIMATED REVENUES		4.33	220,277.80	150,414.81	79,464.83	104,864.00	112,606.00	111,278.00	0.00
TOTAL APPROPRIATIONS		0.00	64,140.89	67,830.67	118,280.29	104,864.00	115,254.00	111,278.00	0.00
NET OF REVENUES & APPROPRIATIONS:		4.33	156,136.91	82,584.14	(38,815.46)	0.00	(2,648.00)	0.00	0.00
		100.00%	70.88%	54.90%	-48.85%	0.00%	-2.35%	0.00%	0.00%





# Memorandum

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**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 25, 2024  
**Subject:** Proposed Recycling Budget 2025

Attached you will find the 2025 projected revenues and expenditures, along with the actual revenues and expenditures from the year as of November 25, 2024, revenues are short until after we submit our July - December 2024 SCORE Report and our reimbursement form to Xcel Energy for the recycling of fluorescent bulbs, which will be submitted in January 2025.

The 2025 projected revenues and expenditures are based off of the revenues and expenditures from 2024. Due to employee wage and benefit increases and contract cost increases we are requesting an increase in the recycling fee from \$13.60/quarter to \$14.97/quarter, that would be an increase of 10%. If you have any questions I would be more than willing to answer them. I can be contacted at 763-792-7240, Monday - Friday from 8:00 am - 4:30 pm.

Thank you.

BUDGET REPORT FOR CITY OF SPRING LAKE PARK

Calculations As of 12/31/2024

GL Number	Description	2021 Activity	2022 Activity	2023 Activity	2024 Activity	2024 Amended Budget	2025 DEPARTMENT REQUEST	2025 CITY ADMINISTRATOR	2025 COUNCIL PRELIMINARY
<b>Fund: 230 RECYCLING FUND</b>									
<b>Account Category: Estimated Revenues</b>									
230.00000.33425	ANOKA CTY LANDFILL	57,072.00	60,272.00	60,139.00	36,678.13	61,350.00	61,070.00	61,070.00	0.00
230.00000.33429	RECYCLING GRANT	9,598.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230.00000.34950	REFUNDS & REIMB	1,354.86	0.00	0.00	0.00	0.00	1,200.00	1,200.00	0.00
230.00000.36210	INTEREST EARNINGS	(211.62)	(1,659.43)	2,082.35	0.00	0.00	534.00	534.00	0.00
230.00000.36506	STORMWATER PENALTIES	2,950.00	1,565.90	0.00	329.00	0.00	0.00	0.00	0.00
230.00000.37601	RECYCLING COLLECTIONS	126,172.16	156,086.64	201,303.20	121,979.36	166,259.98	180,297.00	180,297.00	0.00
230.00000.37604	RECYCLING PENALTIES	2,254.32	3,309.08	3,285.31	3,452.40	3,430.61	3,431.00	3,431.00	0.00
Estimated Revenues		199,190.22	219,574.19	266,809.86	162,438.89	231,040.59	246,532.00	246,532.00	0.00
<b>Account Category: Appropriations</b>									
230.47660.41010	FULL TIME EMPLOYEES	26,036.78	23,208.89	24,660.52	23,933.51	21,480.00	32,446.00	32,446.00	0.00
ACCOUNTING CLERK/RECYCLING COORDINATOR (49%)							32,446.00	32,446.00	0.00
230.47660.41050	VACATION BUY BACK	470.18	0.00	0.00	0.00	0.00	500.00	500.00	0.00
230.47660.41210	PERA CONTRIBUTIONS-EMPLOYER	1,832.95	1,742.16	1,847.41	1,830.87	1,611.00	2,434.00	2,434.00	0.00
COORDINATED (7.5%)							2,434.00	2,434.00	0.00
230.47660.41220	FICA/MC CONTRIBUTIONS-EMPLOYE	1,865.19	1,687.62	1,824.30	1,811.88	1,643.00	2,482.00	2,482.00	0.00
SOCIAL SECURITY (6.2%)							2,001.00	2,001.00	0.00
MEDICARE (1.45%)							481.00	481.00	0.00
230.47660.41300	HEALTH INSURANCE	5,305.60	3,869.94	3,592.64	3,619.41	5,456.00	6,488.00	6,488.00	0.00
230.47660.41313	LIFE INSURANCE	22.08	22.99	22.12	20.62	22.00	26.00	26.00	0.00
230.47660.41510	WORKERS COMPENSATION	0.00	0.00	0.00	29.04	150.00	226.00	226.00	0.00
230.47660.42000	OFFICE SUPPLIES	26.91	161.00	0.00	0.00	150.00	150.00	150.00	0.00
230.47660.42100	OPERATING SUPPLIES	0.00	0.00	0.00	221.12	125.00	125.00	125.00	0.00
230.47660.42220	POSTAGE	2,687.91	4,182.25	1,437.45	353.23	2,500.00	500.00	500.00	0.00
230.47660.43310	TRAVEL EXPENSE	55.27	62.50	62.88	0.00	150.00	150.00	150.00	0.00
230.47660.43500	PRINTING & PUBLISHING	3,819.55	5,524.98	2,284.40	2,135.00	2,500.00	2,500.00	2,500.00	0.00
230.47660.44000	CONTRACTUAL SERVICE	94,332.24	121,654.24	112,246.77	124,400.37	136,821.00	144,305.00	144,305.00	0.00
230.47660.44002	CLEAN-UP & YARD WASTE	38,711.33	26,014.73	23,924.20	22,924.84	40,000.00	40,000.00	40,000.00	0.00
230.47660.44011	RECYCLING COMMUNITY EVENTS	6,060.44	10,374.70	7,221.13	4,853.34	8,500.00	8,500.00	8,500.00	0.00
230.47660.44300	CONFERENCE & SCHOOLS	36.35	0.00	0.00	0.00	100.00	0.00	0.00	0.00
230.47660.44330	DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	100.00	100.00	100.00	0.00
230.47660.44390	MISCELLANEOUS	0.00	0.00	0.00	0.00	100.00	100.00	100.00	0.00
230.47660.45000	CAPITAL OUTLAY	9,598.50	0.00	11,634.20	0.00	0.00	0.00	0.00	0.00
230.47660.47000	PERMANENT TRANSFERS OUT	5,000.00	5,000.00	6,500.00	0.00	5,500.00	5,500.00	5,500.00	0.00
TRANSFER TO GENERAL FUND							3,000.00	3,000.00	0.00
TRANSFER TO PUBLIC UTILITIES FUND							2,500.00	2,500.00	0.00
Appropriations		195,861.28	203,506.00	197,258.02	186,133.23	226,908.00	246,532.00	246,532.00	0.00
<b>Fund 230 - RECYCLING FUND:</b>									
TOTAL ESTIMATED REVENUES		199,190.22	219,574.19	266,809.86	162,438.89	231,040.59	246,532.00	246,532.00	0.00
TOTAL APPROPRIATIONS		195,861.28	203,506.00	197,258.02	186,133.23	226,908.00	246,532.00	246,532.00	0.00
NET OF REVENUES & APPROPRIATIONS:		3,328.94 1.67%	16,068.19 7.32%	69,551.84 26.07%	(23,694.34) -14.59%	4,132.59 1.79%	0.00 0.00%	0.00 0.00%	0.00 0.00%



City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 12.02.24 Meeting**  
File No.: R-18GEN

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

**2024 MS4 Permit and SWPPP Update (193801776 Task 450).** Pond, structural BMP, and outfall inspections are due annually. Program analysis and annual training is due by December. Annual meeting is usually held in June but can be held anytime. Annual Reports to the MPCA are generally due in June (MPCA is not requiring a report in 2024). *City Staff met on October 30<sup>th</sup> to review MS4 requirements for 2024 (training and annual meeting) and 2025. The required Annual Public Meeting will be held on December 16, 2024.*

**City Hall Building (193806049).** Design started in January 2023. City Council updated at workshops. Public Open House was held on May 8<sup>th</sup>. Plans were approved by Council on October 16, 2023. Bids were opened on November 20, 2023. Contract was awarded on February 5, 2024. *Construction is proceeding ahead of schedule.*

**2024 Sanburnol Drive NE, Elm Drive NE, and 83<sup>rd</sup> Avenue NE (193806347).** Sanburnol Drive (AKA 85<sup>th</sup> Ave. NE) is a shared road between Spring Lake Park and Blaine. Spring Lake Park is the lead agency on this project, but it is a cooperative project between Blaine and Spring Lake Park.

Construction started on June 10<sup>th</sup>. CenterPoint Energy gas main replacement on Sanburnol caused a delay. The final paving has been completed. A Construction Contract Change Order has been processed to reflect miscellaneous changes that occurred during construction.

**Geographic Information System (GIS) and Mapping (193806747).** Staff has completed the implementation of an online ArcGIS system to maintain public works documents and provide mapping of infrastructure. Training continues as requested. Updates can be completed if issues are identified.

**Possible Future Storm Sewer Lining Project (19380xxxx).** The Capital Improvement Plan includes future lining of storm sewers. Public works is evaluating sewers for a possible lining project in 2025.

**2025 Street 79<sup>th</sup> Avenue and Taylor Street NE Mill and Overlay Project (193807275).** The PW Director has identified 79<sup>th</sup> Avenue (between Monroe St. and TH-65) and Taylor Street NE (between 79<sup>th</sup> Ave and Osborne Rd.) as segments for a potential mill and overlay project for 2025. *Public Improvement Hearing will be on December 2, 2024.*

**1-Year Warranty Televising for 2023-2024 Sanitary Sewer Lining Project (193805871).** *Council voted to proceed with low quote from Visu-sewer for 1-year warranty televising and a report.*

**2025 Seal Coat and Crack Repair Project (19380xxxx).** Project will include streets north of Osborne Rd, east of Monroe St., and west of TH-65. Will also include Univ Serv Dr. and Terrace north of 81<sup>st</sup> Ave.

Please contact Phil Carlson, Bruce Paulson, Zach Naslund, or me if you have questions or require additional information.

Three Week Look Ahead Schedule



11/25 - 12/13

Period:

Spring Lake Park

Job # 7088

PM: Jason H

Contractor	Activity	11/25	11/26	11/27	11/28	11/29	#	#	12/2	12/3	12/4	12/5	12/6	#	##	12/9	12/10	12/11	12/12	12/13	#	Remarks
		9/24	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri	Sa	
Murphy Window & Door	Caulk exterior window Frames	X	X	X																		
	Install interior window frames			X				X	X													
Construction results	Backing in new walls	X	X																			
	Set door frames and doors exterior walls	X	X	X																		
Acoustics door	Install after carpet???? After Phase 2 is done																					
HVAC Precise	Install new duct	X	X	X																		
	Insulate new duct	X	X	X				X	X	X	X											
Summit	Rough-in	X	X	X																		
RTL	Frame walls soffits phase 2	X	X	X																		
	Drywall walls finish walls		X	X				X	X	X	X	X			X	X	X	X	X	X		
	Wall framing inspection		X																			
	Frame hard ceilings		X	X				X	X													
Linco	Install roof stairs																					Need old electrical equipment n
Brush Masters	Paint new walls drywall and block															X	X	X	X	X		
JSB surveillance	Install cameras/ door opener/ card readers.ect	X	X	X	X	X																
Retrofit Electrical	Finish loose ends phase 1	X	X	X																		
	Rough-in new walls, ceilings	X	X	X	X	X		X	X	X	X	X			X							
	Inwall inspections		X																			
Plumbing Precise	Install toilet sink holding cell																					Late December
	Install air lines Phase 1	x	X																			
	Rough-in overhead all plumbing	x	X	X				X	X	X												
	Plumbing insulation	X	X	X				X	X	X	X	X										
CIT																						
Contractor	Activity	11/18	11/19	11/20	11/21	11/22	#	#	11/25	11/26	11/27	11/28	11/29	#	##	12/2	12/3	12/4	12/5	12/6	#	Remarks
		Mon	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri	Sa	

# HISTORY 21



Jon Arntson  
1203 ADAMS ST NE  
MPLS. 15, MINN  
28-267 500-3244

Arntson 28  
Lesson 9 B-

*History 21 (in honor of the 21 cities in Anoka County) is published by the Anoka County Historical Society six times yearly as a member benefit. The ACHS is a 501(c)(3) nonprofit organization. Contributions are tax-deductible within the allowable limits of the law.*

## **Board of Directors**

District 1: Al Pearson

District 2: Open

District 3: Open

District 4: Steve Florman (President)

District 5: Kathryn Eckhardt Schwartz

District 6: Orville Lindquist (Treas.)

District 7: Lotus Hubbard

At-Large A: Allison Schmitt

At-Large B: Dennis Berg

At-Large C: Wes Volkenant

At-Large D: Kim Heikkila

At-Large E: Scott Nolan

At-Large F: Jessica Nelson (V. Pres.)

At-Large G: Keri Holloway (secretary)

At-Large H: Nate Otto

County Commissioner Liaison:

Mandy Meisner

## **Staff**

Rebecca Ebnet-Desens

(Executive Director)

Sara Given (Volunteer Coordinator)

Jan Bergstrom (Office Staff)

Don Johnson (Office Staff)

Karen Johnson (Office Staff)

Cindy McKenney (Office Staff)

Sarah Zecchini (Special Project Staff)

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- 14 - Thank you to our supporters
- 15 - Upcoming Events

*Front Cover: Jon Arfstrom Lesson 9 for the Famous Artists Course. This lesson focused on multiple figures in varying perspectives. Jon finished these assignments on December 29, 1954. He earned a B- on all three assignments. Instructions for this assignment are 2018.1690.034.J.*

*Object ID: 2018.1690.019*



## From the President

By the time you read this, we'll be approaching Thanksgiving. The year has gone by very quickly. We are "manufacturing history" at a rapid rate!

At the end of each Ghost Tour I lead, I ask guests to think about the first major event they can remember – the biggest thing they recall happening in their childhood. The answers are fascinating – in my groups, they range from JFK's assassination (November 1963) to the Space Shuttle *Challenger* disaster (January 1986) to 9/11 (2001) to events

even more recent. Mine is the first moon landing, Apollo 11 (July 1969). I was quite young, but it made a big impression on me!

My point is this: Each of us is making history every day. One of the most exciting advancements in the history field in the last 30 years has been the increase in studies of regular people like you and me, instead of a constant focus on generals, presidents, and kings. What we do and say today will matter to our great-grandchildren. What records are we leaving them? Do we take the time to write down our impressions of the events that shape our world? One young man suggested we do TikToks for posterity – why not? Just keep a record, no matter how small.

I never cease to marvel at how we are all connected—with each other and our shared past. I'm glad to be on this journey with you.

Steve Florman, President

## From the Director

Happy New Year!

With the close of Ghost Tour season, the museum takes a breath to reorder itself. It feels like a New Year each November when we take time to file all the things, clear the clutter off the desk, and schedule programs for winter and spring. We re-evaluate the exhibit proposals, look at the strategic plan, and polish budgets.

As with every fresh start, we're filled with optimism and hope for another successful year. I'm grateful for the staff, volunteers, and board members who work together to create the ACHS machine to preserve local history. I'm excited to dig deeper into the story of James Sheppard and Burns Lake, to follow where the stories of Vietnam era families leads us, and to help Circle Pines have a successful 75th anniversary celebration. We will hang some Jon Arfstrom art at North Central library, bring the Civil War to middle school students, and even give ZOOM presentations to the Rochester Community College.

Here's to another fabulous year!



Rebecca Ebnet-Desens,  
Executive Director

Coon Rapids, East Bethel, Fridley, Ham Lake, Hilltop, Levington, Lino Lakes, Minwood, Nowthen, Oak Grove, Ramsey, Spring Lake Park, St. Francis





## **BLAINE VETERANS THROUGH THE DECADES**

*By Blaine Historical Society*

Veterans have been a part of Blaine from its very beginning—a beginning that goes back to the Civil War era. In a large city, it is easy to lose track of individual stories over many decades. It is also easy to think about “Veterans” and specific conflicts while losing sight of the stories and contributions of individual people. The individual stories are what add dimension to the dates, facts, and places of the history books.

We are proud to highlight a few of the stories of Blaine veterans and their contributions to the broader world.

### **GREENBERRY CHAMBERS**

Civil War veteran Greenberry Chambers was one of the earliest residents of Blaine, Minnesota. Greenberry Chambers began living in Barren County, Kentucky, as an enslaved person of Frank Chambers. He and his wife Charlotte (Lottie) had five children. He gained freedom by serving in the Union Army as a private in Company H of the 115th U.S. Colored Infantry. Shortly after becoming a soldier, Chambers was assigned to help erect a stockade at Fort Cynthiana, Kentucky. While doing this, he received a serious injury from which he never fully recovered. He served as a supervisor cook at a military hospital in Covington, Kentucky, until his discharge in July 1865.





After the war, Chambers secured freedom for his wife and three of their children. They moved to Anoka County, where he purchased land and became a farmer. After Blaine Township was created in 1877, Chambers served on the Blaine Township Board of Supervisors, where he was elected constable from 1878-1881 and road overseer in 1882. Chambers was listed as a voter in the 1881 Blaine Township elections.

The family moved to St. Paul in 1884. Chamber received an annual Civil War pension of \$48. Charlotte contributed to the family support by cleaning, washing, and ironing until her death from pneumonia in December of 1884. In 1890, Chambers worked as a railroad porter. He died in 1898. Greenberry and Charlotte Chambers are buried in Oakland Cemetery in St. Paul, Minnesota.

## **BETTY ERICKSON**

As a twenty-year-old woman, Betty Erickson wanted to do something meaningful to contribute to the war effort during World War II. The Women's Army Corps (WAC) was an opportunity to do that. She needed and received her parents' signature to enlist since the minimum age for enlisting was 21. She signed up in May 1944.

Erickson attended WAC basic training in Des Moines, Iowa. The training started each day at 5:30 a.m. with physical fitness. Throughout her life, Betty continued a regimen of staying fit—regular exercise and dancing replaced marching.

After basic training, Erickson was sent to Barksdale Field in Shreveport, Louisiana. Her days included keeping the WAC service records and typing. Shreveport was hot and humid; she said the sweat would run "in buckets." With no air conditioning, Erickson would experience long days, hard work, and K.P.. While Blaine had mosquitoes, her new home away from home had large cockroaches.

Erickson and a fellow WAC at the Enlistment office developed a special friendship. They maintained it throughout their service in 1944 and 1945 and continued it back in Blaine. Their husbands also became good friends. Betty served her country proudly and earned both a Good Conduct Medal and a WWII Victory Medal.

A long-time Blaine resident, Erickson and her husband Lorry had three children - Gary, Janice, and Lawrence. Gary followed in his mother's footsteps and joined the Army, serving in Vietnam.



## **WILLIS WYATT**

Willis Wyatt was drafted into the Army in Anoka County's first draft for World War II. When the Japanese attacked Pearl Harbor on December 7, 1941, his one-year commitment turned into more than four years.



Wyatt's wife, Minnie, supported the war effort during this time by working in the shipyards in Oregon. Their only communication was through letters.

Willis celebrated four of his December 9th birthdays away from home. The first was in Montgomery, Alabama, the second was in Africa at Bath, the third was in London, England, and the fourth was in Paris, France.

Wyatt served in the Second Armored Division. His unit was at the invasion of Normandy in June 1944. Their next action was the Battle of the St. Lo Breakthrough, 40 miles from Paris. This was one of the war's fiercest battles and was where Willis was wounded and received the Purple Heart. After an operation and treatment in England, Sgt. Wyatt returned to his unit in Barmen, Germany. On November 28, 1944, Wyatt led six of his men in a

mine clearing expedition. They preceded a column of tanks and infantry into the town of Barmen. Facing heavy barrages of artillery fire without infantry support, they enabled the tanks to move into the town, clearing the streets. This heroic achievement inspired the men working with him and earned him the Bronze Star Medal for his aggressive leadership.

On January 7, 1945, during the Battle of the Bulge in Belgium, Platoon Sgt. Wyatt made 12 trips, crawling from a covered position to clear an enemy minefield with German infantry 50 yards from him. This extraordinary, courageous action earned him the Distinguished Service Cross, the Nation's Second Highest award for valor.

After a storied service to his country, Wyatt arrived home on VE Day. Following the war, Wyatt, along with two of his brothers, Earl and Gordy, founded Wyatt Brothers Ready Mix. Their company had a significant and positive impact on Blaine's growth. Wyatt and Minnie had two sons who were also veterans from Blaine. Both were in the Army. Roger was stationed in Germany, and Clyde was stationed in Vietnam.



## **LESTER ZIEGLER**

Lester Arnold Ziegler was born August 19, 1931 to Reinhart and Alma (Matz) Ziegler. He married Shirley Thompson on September 30, 1952. They raised one daughter (Vickie Wendel) and remained married for 69 years until Lester passed away on October 24, 2021.

Ziegler was drafted into the U.S. Army during the Korean War and served at Fort

Lewis, Washington, from 1953 – 1955. An adverse reaction to a vaccination resulted in a basic training that consisted mostly of removing cigarette butts and dandelions from the grounds of the Army base. Ziegler was among 16 men randomly chosen by officers for Cooks' School. He enjoyed it and discovered a talent for cooking. Ziegler's first assignment was cooking for the stockade. The equipment was cast iron coal and wood stoves. He was later assigned to cook for Headquarters Company, where he cooked for 35 officers in a state-of-the-art kitchen. He made sergeant in 22 months.

He enjoyed baking. His favorite baking project was cherry pie. When a devil's food cake went awry, his "accidental brownies" were a hit with the officers. He couldn't make them again



because he didn't know how he made them the first time!

Ziegler and Shirley lived in off-base housing and had a car, which allowed him to earn an extra \$2.50 each week providing rides for other soldiers. In Ziegler's words, "We lived pretty good on that extra \$2.50."

After his discharge, Ziegler and Shirley returned to Minnesota. They bought a house in Blaine in 1967, and Lester worked in the grocery warehouse business.

*ACHS and the Blaine Historical Society are always looking for more stories. If someone you know is a veteran who has lived in Blaine and wants to share their story, let us know through our website, [www.blainehistory.org](http://www.blainehistory.org). We are always looking for and open to people who can help us tell the stories of our specific corner of the County. It is also worth highlighting Blaine's Veterans Memorial Park, located across the street from Blaine City Hall, honoring all Veterans who served. The memorial includes memorials for each major global conflict and special specialty statues and monuments, such as women in service, POW-MIA, and military families.*

*These are just some of the stories of Blaine veterans, set among the larger backdrop of veterans of Anoka County and the State of Minnesota. By saving and sharing their stories, we honor their service and add richness to ALL of our community's history.*

*Local historical societies don't operate in a vacuum — we talk with each other, read each other's newsletters, and in many cases, hold keys to each other's collections. Maybe someone lived in City A and moved to City B, contributing to both historic records. Maybe a product made in City C made it's way around the state, leaving a trail of stories in it's wake. So is the situation with Anoka's VEERAC production. It turns out that after publishing an article and some social media posts about the VEERAC, ACHS raised awareness enough for the Hopkins Historical Society to make some connections of their own. We hope you enjoy their contribution to the story!*



### **Svec Grocery and S.E. Svec**

Someone recently asked the Hopkins Historical Society if this photo of a delivery truck was from Hopkins, MN. Painted on the side of the truck bed was “S.E. SVEC, GROCERIES. HOPKINS.” In addition, the phone number “HO 7” was painted on the side of the driver’s seat. This spurred the following research into this turn-of-the-20th-century local business and its owner – along with more information about VEERAC. Inscribed on the bottom of the photo is: “Mfd. by VEERAC Motor Company, Minneapolis.”

We found a listing for S. E. Svec Grocery in the *Minneapolis City Directory, 1901*:

*Koblas & Svec Meats. John J. Koblas and Stanley E. Svec, grocers  
818 Excelsior Ave W (Mainstreet, south side)*



Svec must have left Koblas Meats at this time and started his own grocery, presumably at about the age of 24. In 1902, Svec is listed as a grocer and the following year, Frank Bennish is clerking for the grocery. Interestingly, a John Bennish works as a meat cutter for Koblas Meats. In 1905, Fred Jeppson and Edwin Seiberlich join Bennish as clerks. A year later, they have left and we find Bennish working with Charles Hedlund.

Unfortunately, there are no street addresses or phone numbers listed for the above, but if the number painted on the truck is to be believed, the phone number for Svec Grocery was Ho 7. The HHS has a wooden delivery box from Svec Grocery as well as several photos of the building and the business. There is no mention in directories of Svec after this and we wonder if he moved?



In the 1937 St. Louis Park Directory, a Stanley and Petrolina Svec were listed on 9th Avenue North in Hopkins. Stanley was a plumber. Was this Stanley E. (probably) or son of Stanley E.? There is a Hop 9233 phone number. Petrolina Chastek Svec's Find a Grave website page shows they were both buried at Shady Oak Cemetery. Petrolina: 1878-1933 (their wedding photo is at right). Stanley's Find a Grave page shows him living from 1878 to 1949. It also includes a photo of him and another presumably of the interior of Svec Grocery (below).



Hopkins Centennial Album, 1887-1987, states that Stanley E. Svec's Grocery was "on the west side of the Odd Fellows Building". [northeast corner of 9th Avenue and Excelsior Avenue West (Mainstreet)] Hopkins, Minnesota: Through the Years confirms this store in 1903 as "S. E. Svec, Staple and Fancy Groceries" and its location in the I.O.O.F. Hall after its construction in 1903 at 823 Mainstreet.

Find the Hopkins Historical Society at [HopkinsHistory.org](http://HopkinsHistory.org) or visit them in the Hopkins Activity Center, 33 14th Ave N.

# Research in progress

A panel discussion in partnership with the Anoka Ramsey Community College this spring about the experience of BIPOC in Anoka County has provided an opportunity for ACHS to explore several stories of African American residents in greater detail. University of Minnesota student Thom Sandberg and Augsburg student Miller Krueger took one of these stories and used their research to create a piece (below) to bring a human element to the data points found at [MappingPrejudice.umn.edu](http://MappingPrejudice.umn.edu).

*There is no way to hide the ugly fact that the lake known today as Burns Lake was, for many years, known as N— Lake. Just after the Civil War, an African American man made his home on the shore of this lake in the northwestern corner of Nowthen (then Burns Township). Local stories alleged to honor his legacy by continuing to use this name into the 1970s. Lou Paulson, a Nowthen resident and local history buff, researched the subject for her book on the city. While unable to speak with primary sources, she found secondary sources of historical information.*

*Paulson's research indicates his name was James Sheppard (with multiple spellings), born in Kentucky (later census records indicate Virginia), and his obituary states he served in a "colored regiment" during the Civil War. There is a dispute about when he arrived in Anoka County, but the 1870 census lists a James Sheppard in Anoka. He arrived in Nowthen soon after that, working for area farmers. He married Mary, bought a farm, and had eight children—all of whom preceded him in death. He attended Anoka Baptist Church and was a member of the Anoka Fire Department. Sheppard died at the age of 70 in Minneapolis in 1913 and is buried in Anoka.*

Further research by volunteer Jane Lamagusa has led to the potential identity of Captain Martin, who is mentioned in Sheppard's obituary. The file on J.W. Wells, a fellow African American veteran also mentioned in Sheppard's obituary, at ACHS doesn't shed light on which regiment James served with or whether he was a free black or enslaved. We know a little more about his eight children, such as several died in Anoka County, and one in Minneapolis (Robert's obituary says his funeral was at Bethesda Mission church), and many records remain undiscovered about his wife, Mary. Her state of origin changes depending on the census records, so it's complicated.

Other stories ACHS will research include:

- An attempted lynching in Anoka in 1931 of an African-American named Ernest McDuffey. There were various other accounts of the event, a few records at the courthouse, and an outreach to MNHS, which turned up a couple of case files.
- A student (likely named Susanna) Coleman, who endured severe disciplinary action from a teacher in 1886. The two newspapers reported this based on their political leanings, prompting her mother, Mrs. Wm Coleman, to write an article.
- A production of "The History of Agriculture in Anoka" shown on the Amphitheater in 1916, written and directed by Roe Chase. ACHS has a script that references "darkies" and a photo of the cast, some of whom are costumed in blackface.
- A 1939 film from a Federal Cartridge Company employee picnic, where the first few frames are a person dressed in blackface wearing a police officer's uniform. The newspaper account calls the individual a "comic policeman." One without the other would have no context, but together, it speaks to the era's language.

## Thank you to our recent donors:

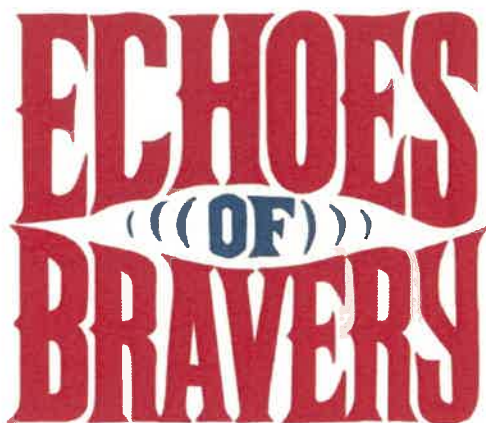
American Legion Post 102,  
Anoka — \$1,000

Vista Outdoor — \$5,000

Anonymous — \$2,500

These dollars have made it possible for ACHS to apply for a \$10,000 grant to conduct oral history recordings as well as design and create a book prototype, and digitize incoming artifacts from Vietnam era families.

ACHS will present more about the Echoes of Bravery project on Nov 8 at the Coon Rapids Senior Center, Nov 9 at the memorial dedication for the Vietnam Veterans of American chapter 470, and Nov 11 at the Andover YMCA. Please visit [AnokaCountyHistory.org/Vietnam](http://AnokaCountyHistory.org/Vietnam) to donate or leave us a story about your experiences. We welcome the families and employers of servicemembers especially to share the challenges and joys of sharing a life with the men and women in uniform.

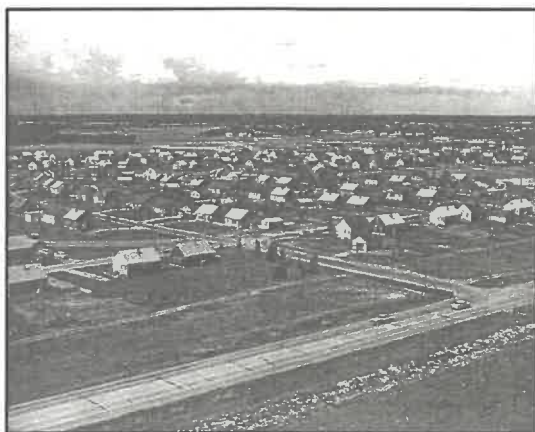


THE VIETNAM VETERANS EXPERIENCE, VOLUME 3  
From the Anoka County Historical Society

## Circle Pines 75th Anniversary

ACHS looks forward to working with the City of Circle Pines this winter and spring to research and present their 75th Anniversary celebration. Their donation of \$5,000 will support the collection of memories from residents, create exhibits, and gather suggestions for highlighting the past 25 years.

ACHS will also contribute to publications and help install tour material throughout the city.



Circle Pines view north from the tower in the 1950's (object ID CP5)

# The Ghost Tour Breakdown

As the 20th season of ACHS Ghost Tours come to a close we wanted to reflect on an amazing couple of months. Thank you to all the volunteer guides who represented us and the History & Mystery of Anoka with nearly 1,500 people, the homes and businesses who have shared their stories with us, and whatever weather gods gave us the most beautiful nights (except for the snow on Halloween!)

Keep the spirt alive until next year with your own Ghost Tour t-shirt or merch, designed by volunteer Holly. Available on our giftshop online. We're also looking to make updates to the classic tour with new stops and new stories. If you know of any ghostly stories around Anoka, send them our way!



**78** Tours in **2** months

~**1,500** participants

~**\$30,000** raised for ACHS  
\* Gross

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## Wargo's Heritage Lab

Hundreds of kids visit Wargo Nature Center's Heritage Lab each fall to experience a melding of nature and history, immersing themselves in Minnesota's history for a day. The Wargo naturalists are joined by Gibbs Farm and ACHS staff to create seven different stations the kids rotate through. In the latest episode of the ACHS podcast, History 21, you'll hear Eric Vehe, Program Services Supervisor, share what goes into creating this program and the kids' excitement as we take a microphone into the woods to capture the day.

At the ACHS station, we made the kids apprentice cartographers. Together, we learned about the important parts of maps and what early settlers needed on their maps, and they even created one themselves. Listen to the episode at [AnokaCountyHistory.org](http://AnokaCountyHistory.org) or subscribe to your favorite podcast app.



*Photo courtesy of Anoka County Parks*



## VOLUNTEER WORLD: SHOUT OUT TO ALLISON!

On September 14 and October 12, volunteer and ACHS board member Allison Schmitt visited Avant Garden Bookstore on Main St. in Anoka for a history and Halloween storytime. Kids and their adults found a cozy space among the books on the second floor of the building as smells from the coffee shop below wafted up.

After reading a couple of published books, Allison told the story of a unique Anoka Halloween pumpkin called “Winky and the Great Battle of the Pumpkin Patch.” The book tells the story of Winky, an eight-foot, lighted pumpkin at the top of Anoka City Hall. Each child received a copy of the story—with blank pages. The children then helped to illustrate Winky’s story in an art contest. Participants in the Anoka kid’s costume contest also received books. Kids could submit their art to ACHS; one stood out: Olivia, age 8, brought the story to life on each page. She even captured Winky’s signature wink.



Oh it was so fun! We have seen Winky so many times, so we loved hearing that story. 🍊

Thank you to Allison who spearheaded this idea and connected with Avant to participate in their Saturday story times. **It was so much fun we’re headed back with volunteers Allison and Jessica on November 9 and December 14.** It was a blast sharing our love of history and stories with new generations!



**Thank you for all your help!**

Sara Given  
Volunteer Coordinator  
Sara@AnokaCountyHistory.org

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**History 21 The Podcast!**

Episodes drop the first and third Friday of each month. Subscribe and never miss one!

**Here are the latest episodes:**

- Episode 4.18 The Great Depression in Anoka County
- Episode 4.20 The Music Store Ghosts
- Episode 4.21 Wargo Nature Center's Heritage Lab

*Subscribe at Apple, Audible, Amazon, Spotify or listen at AnokaCountyHistory.org*

## PROGRAMS & EVENTS

MONTHLY

### History Center Hours—WINTER HOURS

Closed Sunday, Monday, Tuesday

Wednesday– Saturday: 10-4 p.m.

Call us for a research reservation or to schedule shenanigans!

### ACHS Board Meetings

Second Thursday of each month. 6:30 p.m. via Zoom

Open to membership and the public. Find the link to attend digitally at AnokaCountyHistory.org on the calendar.

## EVENTS FOR YOU TO ATTEND:

### Avant Story Time

**When:** Nov. 9, 10 a.m. AND Dec 14, 10 a.m.

Join Jessica and Allison for stories and history! (try not to eat the crayons)

### Give to the Max Day

**Nov. 21**

The year-end appeal season has begun! Help ACHS reach it's yearly income goals by donating to your favorite nonprofit (wink). All amounts make a difference.

## OTHER PLACES WE'RE GOING (AKA WE'RE BUSY!)

### • Librarian Day @ ACHS

30 of our closest librarian friends from District 11 will spend an afternoon exploring the resources at ACHS and how students can use them for projects and History Day presentations

### • Coon Rapids Senior Center Vietnam

### • Veterans Day at the Andover YMCA

ACHS is on the trail talking about our third volume of the Vietnam Veterans Experience called, Echoes of Bravery. We would love to talk with your club or group! Contact us to schedule.

### • MNHS Women's Org Presentation

The Halloween Capital of the World strikes again when ACHS presents about the history and mystery of Anoka, as well as the 2016 jack-o-lantern stamp unveiling.



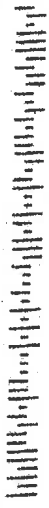


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**November 18, 2024**

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### **Disinflation Progress Stalls in October**

The U.S. Department of Labor reported last week that the Consumer Price Index (CPI) rose 0.2% in October from the prior month, and 2.6% on a year-over-year basis. The latter figure was the highest rate in three months. The “core” CPI, which excludes food and energy, rose 0.3% in October and 3.3% on a year-over-year basis, both unchanged from September. One reason the reported rate of inflation has been little changed in recent months is on-going pressure from the shelter index, the largest CPI component, which rose 0.4% in October from the prior month, or 4.9% on an annual basis.

### **Data Points**

- The “core” Consumer Price Index rose 3.3% in October from the prior year
- U.S. retail sales increased by 0.4% in October versus the prior month
- The NFIB Small Business Optimism Index rose to 93.7 in October

[Read More](#)

## U.S. Retail Sales Rise in October:

The U.S. Census Bureau reported last week that sales at U.S. retail and restaurant establishments increased by 0.4% in October over the prior month, while sales for September were revised upward to a 0.8% monthly rise from a previously reported 0.4%. Driving the October gains was automobile sales, which jumped 1.6% and accounted for almost three-quarters of the overall monthly sales increase. Excluding sales of automobiles, however, the rise in sales was more modest at 0.1%. Restaurant sales also improved in October, gaining 0.7% versus the prior month.

[Read More](#)

## Small Business Optimism Improves in October:

The National Federation of Independent Business (NFIB) Small Business Optimism rose in October for the second straight month, advancing 2.2% to a level of 93.7. Despite the increase, this marked the 34th consecutive month the index fell below its 50-year average of 98. More small business owners than not reported lower nominal sales in the past three months, though the percent of owners expecting higher future sales volumes improved. Similar to prior months, inflation and labor remained top concerns of owners: 23% cited inflation as the most important issue in operating their business, while 35% reported an inability to fill job openings.

[Read More](#)



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