



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, SEPTEMBER 21, 2020**  
**CITY HALL at 7:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
  - [A.](#) Approval of Minutes - September 8, 2020 City Council Meeting
  - [B.](#) General Operations Disbursements #20-15 \$478,469.82
  - [C.](#) Contractor's Licenses
  - D. Gambling License - Kraus Hartig VFW
- 7. DEPARTMENT REPORTS**
  - [A.](#) Police Report
  - [B.](#) Parks and Recreation Report
- 8. NEW BUSINESS**
  - [A.](#) Award Coronavirus Relief Fund Business Grants
- 9. REPORTS**
  - A. Attorney's Report
  - [B.](#) Engineer's Report
- 10. OTHER**
- 11. ADJOURN**

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

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

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

### **DISCUSSION FROM THE FLOOR**

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

### **PUBLIC HEARINGS**

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

The following format will be used to conduct the hearing:

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

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

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

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on September 8, 2020 at the City Hall, at 7:00 PM.

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

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

### **2. ROLL CALL**

#### PRESENT

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

#### STAFF PRESENT

Public Works Director Randall, Code Enforcement Officer Baker, Police Chief Ebeltoft, City Planner Carlson, City Engineer Gravel, Attorney Thames, Parks and Recreation Director Okey, Administrator Buchholtz and Executive Assistant Gooden

#### VISITORS

Duane Stombaugh, 8497 Monroe Street NE  
Jim Edgerton, 8300 Pierce Street NE  
Jason Miller, Smith - Schafer and Associates, LTD

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

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

Administrator Buchholtz requested that the regular Council meeting recess to go into Closed Session as Item 11C to discuss a non-public medical data pursuant to 130.05, subd. 2 (3).

### **5. DISCUSSION FROM THE FLOOR**

Jim Edgerton, 8300 Pierce Street NE, stated that he has noticed that the recycling trucks are leaving large amount of fluid on the streets when they collect the recycling. He feels that this leakage from the trucks is causing wear and tear on the local streets.

Administrator Buchholtz requested that Mr. Edgerton email the photos to him and they will get forwarded to Waste Management. He stated that he was not aware of this problem prior to Mr. Edgerton bringing it forward. Councilmember Delfs stated that he has noticed the fluid from the trucks in his neighborhood as well.

Duane Stombaugh, 8497 Monroe Street NE, addressed the Council with his concerns on the Metro Transit busses that run on Monroe Street and has noticed many of them are empty. He expressed his concern that there have been many empty or near empty busses running every five minutes on the bus route. He suggested that the City work with Metro Transit to lessen the number of buses that travel on Monroe Street.

Mr. Stombaugh stated that he commends the City Council for the moratorium on rental properties in the City. He stated that he encourages the Council to keep the moratorium in place as he feels that many of the unkept properties and additional garbage on the streets is caused by rental units and renters in the area.

Mayor Nelson stated that there is a lot of research and many more work sessions that need to take place before any permanent Code changes are made. He stated that the Council take in account from residents and property owners along with data from the study when making decisions. He stated that there will be an open house for residents to express their concerns.

Mr. Stombaugh stated that he has been speaking with residents and will be taking their names and contact information for future meetings.

A. **Presentation of 2019 Audited Financial Statements**

Jason Miller, Smith Schafer & Associates, presented the 2019 Financial Report and reviewed the various financial statements.

Mr. Miller stated that the City's financial statements present fairly, in all material aspects, the respective financial position of the government activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Spring Lake Park as of December 31, 2019, and the reflective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States.

Mr. Miller reported that the report provides an unmodified audit opinion. He stated that there are no Minnesota Legal Compliance exceptions in 2019. He reported that the General Fund balance is \$2,080,669 (50% of 2019 expenditures) and the Bonds, certificates and notes payable outstanding carry a balance of \$4,790,342 at the end of December 31, 2019.

Mr. Miller expressed appreciation to Accountant Barker, Administrator Buchholtz and staff for their assistance with the audit.

Motion made by Councilmember Wendling to approve the 2019 Audit Findings and Financial Statements.

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

## **6. CONSENT AGENDA**

- A. Approval of Minutes - August 17, 2020 City Council Meeting
- B. Mayor's Proclamation - Constitution Week - September 17-23
- C. Resolution 20-27 Accepting CARES Act Grant Funding (Elections)
- D. 3rd Quarter Billing for 2021 Payable 2022 Property Tax Assessment
- E. Contractor Licenses
- F. Business Licenses - Used Car License and Massage Enterprise License

Councilmember Wendling requested that Item 6B, Mayor's Proclamation - Constitution Week - September 17-23, 2020, be pulled from the agenda and read aloud.

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

## **7. DEPARTMENT REPORTS**

### **A. Public Works Report**

Public Works Director Randall reported that the Public Works Department has been collecting garbage and recycling in the parks; mowing the grass and weed whipping the parks. He reported that the Department assisted with the delivery, set up and take down of the Election equipment for the Primary Election at Emmanuel Christian Center.

Mr. Randall reported that the Department has been recoating the tennis courts at Terrace Park, lining and dragging the ballfields and have been painting crosswalks, stop bars and traffic arrows. He reported that the traffic counts for MnDOT have been completed and the sewer clean out is complete on the west side of the City.

Mr. Randall reported that there a few sink holes in the City and he has hired a contractor to make the necessary repairs and the replacement of the asphalt will take place soon. He reviewed the meetings he attended for the month of August.

Mayor Nelson inquired if there was completion date for the Osborne Road project. Mr. Randall reported that November 2020 is an approximate completion date. He stated that the project is moving forward but additional curb work is necessary.

Councilmember Delfs inquired if the MnDOT traffic numbers were less on 81st Avenue because of school not being in session and the pandemic. Mr. Randall stated that the traffic count on 81st Avenue was about the same as previous years.

**B. Code Enforcement Report**

Code Enforcement Officer Baker reviewed the monthly staff report for the month of August.

Councilmember Goodboe-Bisschoff inquired if the manufactured home that was sold was located within the trailer court. Mr. Baker confirmed that it was.

Councilmember Wendling inquired if Mr. Baker would follow up with the trash complaint around the bus stop on Monroe Street. Mr. Baker stated that he will put a call into Metro Transit and discuss the necessary cleanup.

Mayor Nelson congratulated Mr. Baker on his one year of service with the City and reported that he has received many good comments from residents regarding Mr. Baker.

**8. ORDINANCES AND/OR RESOLUTIONS**

**A. Resolution 20-28, Adopting Proposed 2020 Tax Levy Collectible in 2021**

Administrator Buchholtz reviewed the staff memo. He reported that Resolution 20-28 establishes the proposed 2020, pay 2021, tax levy at \$3,631,417. He reported that this is an increase of 2.20% from the 2019, pay 2020, tax levy. He reported that the increase is due to a number of factors including employee salary and benefits, building maintenance and fiscal uncertainty facing the City in 2021 due to the COVID-19 pandemic.

Motion made by Councilmember Delfs to approve Resolution 20-28, Adopting Proposed 2020 Tax Levy Collectible in 2021.

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

**B. Resolution 20-29, Cancelling Debt Service Levies**

Administrator Buchholtz reviewed the staff memo and reported that State Law requires the County Auditor to levy the amount of debt service originally certified unless the City passes a resolution cancelling the levy. He reviewed the staff memo and Resolution 20-29, Resolution Cancelling or Reducing Bond Levies 2020/2021, which would cancel three debt

service levies and reduce a fourth due to the City having funds on-hand to make the debt service payment.

Motion made by Mayor Nelson to approve Resolution 20-29 Cancelling or Reducing Bond Levies - 2020/2021.

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

## 9. NEW BUSINESS

### A. Approval of Proposal for Rental Housing Study

City Planner Carlson reviewed the revised proposal for the Professional Planning Services Related to the Impact of Rental Housing in Single Family Zoning Districts. He reported that the estimated cost of the scope of work to be \$10,700.00.

Mayor Nelson thanked Mr. Carlson for his presentation and professionalism. He stated that he was happy with the proposal and stated that it covers the expectations of the Council.

Motion made by Councilmember Wendling to approve proposal for Rental Housing Study in the amount of \$10,700.00.

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

### B. Award Bid for 525 Osborne Road Utility Improvements

Engineer Gravel reviewed the staff memo regarding the bid results for the 2020 Utility Improvements 525 Osborne Road NE. He reported that nine bids were received and they have been reviewed and found to be in order.

The following bids were received:

	<u>Contractor</u>	<u>Base Bid+Alt A</u>	<u>Base Bid+Alt B</u>
	New Look Contracting, Inc.	\$307,235.00	\$302,555.00
	C&L Excavating, Inc.	\$302,226.00	\$303,203.00
#3	Kuechle Underground, Inc.	\$345,023.00	\$0.00
#4	GM Contracting, Inc.	\$0.00	\$315,384.56
#5	G.F. Jedlikci, Inc.	\$378,214.00	\$346,662.00
#6	Douglas-Kerr Construction Co. Inc.	\$317,632.05	\$332,790.45
#7	Northdale Construction Co. Inc.	\$340,298.03	\$333,373.05
#8	Meyer Contracting Inc.	\$391,266.00	\$408,876.42
#9	Geislinger & Sons	\$355,667.00	\$376,275.00

Mr. Gravel reported that the Base Bid includes the storm sewer work necessary for the new building at 525 Osborne Road. He stated that Alternate A is the alternate bid for installing the proposed water main by open cut trench installation with the open cut water main installation method. He stated that Alternate B is the alternate bid for installing most of the water main by trenchless (drilling) installation. He stated that seven trees will be removed with the open cut water main installation method.

Mr. Gravel reported that the tunneling method is recommended, as this method will save more mature trees on the site.

Councilmember Wendling inquired if the tunneling method takes the same amount of time for the project. Mr. Gravel stated that it is the same amount of time.

Administrator Buchholtz reported that the City portion of the project, looping the four dead end water mains, will be paid from the proceeds of the sale of the property. He stated that over 200 residents will benefit from the project with improved water quality.

Mayor Nelson stated that this portion of the City is an example of Spring Lake Park being proactive to help the residents of the City providing more reliable service and improved water quality.

Councilmember Goodboe-Bisschoff reminded the Councilmembers that the residents of Spring Lake Park helped to contribute to this project over the years through their funds being contributed to the Suburban Hospital District. She feels that this project is one that the residents can see their contributions being given back to them with improved water quality.

Motion made by Councilmember Wendling to award New Look Contracting, Inc. for 525 Osborne Road Utility Improvements in the amount of \$302,555.00.

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

C. Playground Parts and Equipment Request

Parks and Recreation Director Okey reviewed the staff memo. She thanked the Public Works staff members who have participated in the playground inspection classes. She reported that the Park Commission reviewed the request for replacement playground equipment and gave their approval on September 1, 2020.

Parks and Recreation Okey provided an overview of the new equipment and explained that the new equipment will be purchased from the Park Improvement funds, therefore, there is no expense to the tax payers.



Councilmember Goodboe-Bisschoff inquired on the new piece of equipment called the Buck-A-Bout. Ms. Okey explained that it is a balance and coordination piece of equipment similar to a see-saw and will accommodate 5-12-year-olds.

Mayor Nelson expressed that he was pleased that taxpayer money is not being used for the equipment and was happy with the choices made.

Motion made by Mayor Nelson to approve the Playground Parts and Equipment Request in the amount of \$10,808.52.

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

## 10. REPORTS

- A. Engineer's Report - None
- B. Attorney's Report- None
- C. Administrator's Report

Administrator Buchholtz requested that a Council work session be held on Monday, September 14, 2020, at 5:30 PM. He stated that the Councilmembers will be touring the park buildings and the Morgan House.

Administrator Buchholtz suggested that the Council have a discussion on the future of the vacant McKinley lots and if the lots should be put up for sale. He stated that a realtor would need to be hired to assist with the sale of the lots. He recommended that the Council add the discussion to the work session agenda.

## 11. OTHER

- A. Schedule Administrator Performance Evaluation

Administrator Buchholtz reviewed the memo to the City Council regarding the City Administrator's Performance Evaluation. He requested that the evaluation be scheduled for the September 21, 2020 City Council meeting during a closed session.

- B. Correspondence

Mayor Nelson reported that the monthly pork chop dinner at the VFW will be held on Monday, September 28, 2020. He reported that events will be returning to the VFW with social distancing practices in place. He encouraged residents and veterans to support the VFW as business has been slower due to the COVID-19 pandemic.

C. Closed Session to Discuss Non-Public Medical Data

Mayor Nelson closed regular Council meeting at 8:51 PM.

Mayor Nelson opened the regular Council meeting at 9:22 PM.

**12. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

Voice Vote: All Ayes.

The meeting adjourned at 9:22 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

CITY OF SPRING LAKE PARK  
CLAIMS LIST APPROVED AND PAID  
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68690	ARLISS VERLANDER	RECREATION REFUND	100.00
68691	AUTOMATIC SYSTEMS CO	SCADA SYSTEM REPAIR	1,125.50
68692	BARBARA GOODBOE-BISSCHOFF	MILEAGE REIMBURSEMENT	142.02
68693	CITY OF BLAINE	SECOND QTR WATER PAYMENT	810.22
68694	CAROL KEECH	RECREATION REFUND	100.00
68695	CARSON, CLELLAND & SCHREDER	MONTHLY ATTORNEY FEES	9,700.46
68696	DEBRA LACHER	RECREATION REFUND	100.00
68697	DAIMOND VOGEL PAINTS	PAINT	560.25
68698	DOUGLAS EBELTOFT	UNIFORM ALLOWANCE	598.57
68699	ECM PUBLISHERS, INC.	PAT TEST/SEWER LINING BIDS	150.51
68700	FINANCE AND COMMERCE	SEWER LINING BIDS	107.95
68701	JOEY D'S TREE SERVICE	TREE TAKE DOWN	800.00
68702	KAREN THAYER	RECREATION REFUND	200.00
68703	MANSFIELD OIL COMPANY	FUEL	694.23
68704	MICHAEL DOMINO	REIMBURSEMENT	375.00
68705	MILLE GREEN	RECREATION REFUND	100.00
68706	CITY OF MOUNDSVIEW	JPA - BUILDIGN OFFICIAL	276.25
68707	NYSTROM PUBLISHING CO	SUMMER NEWSLETTER	2,382.71
68708	QUILL	ELECTION SUPPLIES	125.12
68709	STANTEC	MONTHLY ENGINEERING FEES	31,752.86
68710	TASC	COBRA FEES	1,280.38
68711	THE HOME DEPOT CREDIT SERVICES	CREDIT CARD PAYMENT	210.92
68712	WIPERS AND WIPES	SUPPLIES	938.62
68713	AMANDA LEWANDOWSKI	RECREATION REFUND	100.00
68714	AT & T MOBILITY	CELL PHONE PAYMENT	549.43
68715	BARTON SANE & GRAVEL CO	DISPOSAL FEE	30.00
68716	BETTY SCHNEIDERMAN	RECREATION REFUND	175.00
68717	CENTERPOINT ENERGY	MONTHLY UTILITY FEE	131.52
68718	CHOCK, KATIE	RECREATION REFUND	100.00
68719	CINTAS	OPERATING SUPPLIES	100.23
68720	CONNEXUS ENERGY	MONTHLY UTILITY FEE	9.78
68721	DAVE'S SPORT SHOP	SOFTBALL UNIFORMS	119.76
68722	DENA BRUNETTE	REIMBURSEMENT	69.99
68723	GOPHER STATE ONE-CALL INC	MONTHLY PAYMENT	178.20
68724	GRAINGER IINC	SUPPLIES	512.62
68725	HAYNUS, RAY	RECREATION REFUND	100.00
68726	INNOVATIVE OFFICE SOLUTIONS	OFFICE SUPPLIES	145.02
68727	INSTRUMENTAL RESEARCH INC	JULY WATER TEST	63.00
68728	JONES, BRIAN	RECREATION REFUND	105.00
68729	KATHY STAUFF	RECREATION REFUND	100.00
68730	MANSFIELD OIL COMPANY	FUEL	966.34
68731	MARK SATT	RECREATION PERFORMANCE	350.00
68732	METROPOLITAN COUNCIL	WASTE WATER SERVICE	48,743.25

CITY OF SPRING LAKE PARK  
CLAIMS LIST APPROVED AND PAID  
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68733	NORMA CEDARSTRAND	RECREATION REFUND	100.00
68734	NORTHSTAR COMPANIES	MASKS	2,557.50
68735	OLSEN, NICK	RECREATION REFUND	100.00
68736	SULLIVAN, AMBER	RECREATION REFUND	100.00
68737	TWIN CITIES BMEU WEST	FALL RECREATION POSTAGE	2,283.89
68738	ANOKA COUNTY TREASURY	LANGUAGE LINE USAGE	54.99
68739	AT & T MOBILITY	CELL PHONE SERVICE	676.21
68740	BATTERIES PLUS BULBS	BATTERIES	87.80
68741	BRENDA PASK	RECREATION REFUND	100.00
68742	C. J. SPRAY	SUPPLIES	194.97
68743	CATHY AKERMAN	RECREATION REFUND	460.00
68744	CENTERPOINT ENERGY	MONTHLY UTILITIES	180.41
68745	CHERYL WESTPHAIL	RECREATION REFUND	100.00
68746	CITY OF ROSEVILLE	DATA SERVICES	194.00
68747	COMCAST	MONTHLY UTILITIES	105.92
68748	COMPUTER INTERGRATION TECHNOLOG	COMPUTER SERVICE AGREEMENT	3,453.00
68749	CONNEXUS ENERGY	MONTHLY UTILITIES	323.59
68750	DC MANAGEMENT & ENVIRONMENTAL	RANGE EQUIPMENT & SUPPLIES	1,419.00
68751	DEBRA WATSON	REFUND - UTILITY OVERPAYMENT	55.04
68752	DELTA DENTAL	COBRA PAYMENT	161.54
68753	ECM PUBLISHERS, INC	UTILITY IMPROVEMENT BID	155.88
68754	HEALTH PARTNERS	COBRA PAYMENT	915.60
68755	LEAUGE OF MN CITIES INS TRUST	INSURANCE DEDUCTIBLE	203.53
68756	MANDSFIELD OIL COMPANY	FUEL	817.07
68757	MINNESOTA SAFETY COUNCIL	MATURE DRIVING CLASS	306.00
68758	BORHTLAND SECURITIES INC	2019 TIF REPORTING	990.00
68759	OFFICE DEPAOT	OFFICE SUPPLIES	101.48
68760	RICE, JOLENE	RECREATION REFUND	75.00
68761	SLP LEASED HOUSING ASSOCIATION	TIF PAYMENT - DISTRICT 6-1	95,955.48
68762	SUBURBAN RATE AUTHORITY	2020 SECOND HALF PAYMENT	461.00
68763	THADDEAUS ENDE	REFUND - UTILITY OVERPAYMENT	366.51
68764	USS MINNESOTA ONE MT LLC	SUBSCRIBED ENERGY	17,300.24
68765	WASTE MANAGEMENT	MONTHLY RECYCLING SERVICE	7,783.49
68766	WELLS FARGO CREDIT CARD	CREDIT CARD PAYMENT	58.20
68767	AMERITAS	PAYROLL	42.70
68768	CENTRAL PENSION FUND	PAYROLL	1,040.04
68769	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	344.88
68770	DELTA DENTAL	PAYROLL	1,400.56
68771	L.E.L.S	PAYROLL	310.00
68772	LOCAL 49	PAYROLL	105.00
68773	NCPERS GROUP LIFE INS	PAYROLL	56.00
68774	PREFERREDONE INSURANCE CO	PAYROLL	15,217.68
68775	BARBARA GOODBOE-BISSCHOFF	ELECTION JUDGE	299.26

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68776	BILL CLEMENT	ELECTION JUDGE	235.13
68777	BRYNN JURANEK	ELECTION JUDGE	277.98
68778	DAVID NOVAK	ELECTION JUDGE	235.13
68779	KELLY DELFS	ELECTION JUDGE	235.13
68780	CHERYL ENSENBACH	ELECTION JUDGE	262.50
68781	ROSEMAY ESLER	ELECTION JUDGE	299.26
68782	JOAN HAGEDORN	ELECTION JUDGE	249.38
68783	KATHLEEN HARASYN	ELECTION JUDGE	235.13
68784	KAREN HOKENSON	ELECTION JUDGE	242.25
68785	HERB HOPPENSTEDT	ELECTION JUDGE	262.50
68786	JOANN HYDEMAN	ELECTION JUDGE	249.38
68787	JERRIS WATKINS	ELECTION JUDGE	277.88
68788	NORM KELZENBERG	ELECTION JUDGE	235.13
68789	LINDA HANSEN	ELECTION JUDGE	270.75
68790	LYNN SONTAG	ELECTION JUDGE	277.50
68791	MICHAEL SETTERLUND	ELECTION JUDGE	235.13
68792	LISA MONSON-HOKENSON	ELECTION JUDGE	270.00
68793	PATRICIA PETERSON	ELECTION JUDGE	242.26
68794	MARY KAY PILTZ	ELECTION JUDGE	235.13
68795	JUDY ANN ROGGE	ELECTION JUDGE	242.25
68796	KATHY ROTHAM	ELECTION JUDGE	330.00
68797	NANCY ROSE-BALAMUT	ELECTION JUDGE	330.00
68798	STEPHANIE NERVEGNA	ELECTION JUDGE	277.88
68799	SHIRLEY STEVERMER	ELECTION JUDGE	242.25
68800	ERNA THOMLEY	ELECTION JUDGE	270.76
68801	MAILYN TROOP	ELECTION JUDGE	242.26
68802	DEAN WALDVOGEL	ELECTION JUDGE	235.13
68803	KENNETH WENDLING	ELECTION JUDGE	242.26
68804	ANOKA COUNTY TREASURY	DATA SERVICES	450.00
68805	ASPEN MILLS	UNIFORMS	149.95
68806	BSN SPORTS LLC	NETS	16.43
68807	COON RAPIDS CHRYSLER	AUTO REPAIR	1,064.11
68808	CORE & MAIN LP	WATER METER SUPPLIES	1,530.87
68809	COTTON'S	AUTO REPAIR MATERIALS	58.67
68810	DAVE PERKINS CONTRACTING	REAPIR AND MAINTENANCE	3,234.00
68811	ECM PUBLISHERS INC	AUGUST RECYCLING EVENT	415.00
68812	FASTENAL COMPANY	EQUIPMENT	31.98
68813	FERGUSON WATERWORKS	VALVE EQUIPMENT	487.25
68814	RICHARD KRAMER	REIMBURSEMENT	141.45
68815	LIFESTYLE LANDSCAPES	WEED CONTROL	533.00
68816	MANSFIELD OIL COMPANY	FUEL	987.89
68817	MENARDS CAPITAL ONE COMMERCIAL	CREDIT CREDIT CARD PAYMENT	256.80

CITY OF SPRING LAKE PARK  
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68818	MN DEPT OF LABOR & INDUSTRY	PRESSURE VESSEL PAYMENT	60.00
68819	ON SITE SANITATION INC	RESTROOM RENTAL	235.71
68820	QUILL	OFFICE SUPPLIES	23.87
68821	RAYMOND, KYLE	RECREATION REFUND	100.00
68822	TOPWASH.COM	AUTO REPAIR	78.00
68823	WALTERS RECYCLING REFUSE SERVICE	TRASH & ORGANIC DISPOSAL	480.01
68824	XCEL ENERGY	MONTHLY UTILITIES	3,095.84
68825	AARON IMIG	UNIFORM ALLOWANCE	526.70
68826	ALLIED BLACKTOP	2020 SEAL COAT PROJECT	101,118.95
68827	ALLINA HEALTH	PATIENT VISIT	378.00
68828	ASPEN MILLS	UNIFORMS	34.99
68829	AUTOMATIC SYSTEMS CO	LIFT STATION MAINTENANCE	269.00
68830	BATTERIES PLUS BULBS	BATTERIES	42.90
68831	CINTAS	MATS	119.53
68832	COMM-WORKS LLC	PARK CAMERA MONITORING	125.00
68833	COMPUTER INTEGRATION TECHNOLOGIE	COMPUTER SERVICE AGREEMENT	2,733.00
68834	COON RAPIDS CHRYLSE	AUTO REPAIR	429.62
68835	ECM PUBLISHERS, INC	2019 TIF REPORT	129.00
68836	FINANCE AND COMMERCE	BID ANNOUNCEMENT	129.40
68837	HAUGO GEO TECHNICAL SERVICES	DRILLING/GEOTECHNICAL REPORT	3,240.00
68838	HEARTLAND TIRE INC	AUTO REPAIR	149.00
68839	MANSFIELD OIL COMPANY	FUEL	654.23
68840	MICHAEL HANDLER	SEPTEMBER DINE & DANCE MUSIC	700.00
68841	MN DEPT OF EMPLOYMENT & ECONOMIC	QUARTER 2 BENEFITS	4,035.20
68842	MTI DISTRIBUTING INC	MAINTENANCE SUPPLIES	453.26
68843	OFFICE OF MN.IT SERVICES	FIBER OPTICS	40.60
68844	OSBORNE APARTMENTS	REFUND - UTILITY OVERPAYMENT	7,049.30
68845	SHRED-IT USA	SHREDDING SERVICES	107.39
68846	SLP FIRE DEPARTMENT	AUGUST FIRE PROTECTION	19,225.00
68847	STANTEC	MONTHLY ENGINEER PAYMENT	35,278.03
68848	TASC	COBRA FEE	30.08
68849	AMERITAS	PAYROLL	32.14
68850	CENTRAL PENSION FUND	PAYROLL	1,040.04
68851	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	344.88
68852	DELTA DENTAL	PAYROLL	1,400.56
68853	LOCAL 49	PAYROLL	105.00
68854	L.E.L.S	PAYROLL	310.00
68855	NCPERS GROUP LIFE INS	PAYROLL	56.00
68856	PREFERREDONE INSURANCE CO	PAYROLL	15,217.68
		<b>TOTAL DISBURSEMENTS</b>	<b>478,469.82</b>

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

WHEREAS,  
the City Council has determined that all disbursements, as listed, with the following exceptions:  
\_\_\_\_\_  
\_\_\_\_\_  
are proper.

NOW, THEREFORE BE IT RESOLVED:  
that the City Council directs and approves the payment of the aforementioned disbursements  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_  
Mayor

Councilmembers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, Admin/Clerk-Treasurer





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

## Contractor's Licenses

September 21, 2020

### Excavating Contractor

CDR Excavating

### General Contractor

Engelsma Construction

### Mechanical Contractor

Professional Mech Services

### Plumbing Contractor

Engberg Plumbing

### Sign Contractor

Apparently Graphic



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

Gambling License

September 21, 2020

Kraus Hartig VFW

8100 Pleasant View Dr NE

Amanda Jackson





## Police Report

August 2020

Submitted for Council Meeting September 21, 2020

The Spring Lake Park Police Department responded to six hundred and five calls for service for the month of August 2020. This is compared to responding to six hundred and seventy-seven calls for service in August of 2019.

As we are progressing into fall, it is that time of year where school will be getting back into session. Exactly what going to school will continue to look like will be determined on an ongoing basis. But never the less, we will be having school buses driving on our streets, along with students driving and walking to and from school. The police department would like to remind everyone to allow extra time for traveling to and from your destinations to help prevent any unfortunate incidents happening and to help keep our roadways and those utilizing them safe! On behalf of the police department, I would like to thank everyone in advance for your attention with this matter. Working together, we can help each other keep everyone safe.

This year due to the continued issues surrounding COVID-19, the annual "Nite to Unite Event" was postponed from August 6, 2020 until October 6, 2020. Since the start of COVID-19, I have been closely monitoring COVID-19, events that have occurred and the daily information provided by the CDC, MN Dept. of Health, the Anoka County Dept. of Health and our Federal Government Experts. With the continued concern for the public spread of COVID-19, to stay in compliance with our MN Governor Executive Order(s) for maintaining social distancing, trying to contain COVID-19, the lack of interest by the public to register for this event at the time of the writing of my report and for the safety of our residents and staff, the police department is cancelling the "Nite to Unite Event" for the City of Spring Lake Park. This event is something that the police department looks forward to every year and is sad to announce it cancellation but is eagerly waiting to re-instate it for 2021 if at all possible.

Investigator Bennek reports handling a total of thirteen cases for the month of August 2020. Ten of these cases are felony in nature, two of these cases are gross misdemeanor in nature and one of these cases is misdemeanor in nature. Investigator Bennek also continues to monitor five forfeiture cases and

is attempting to bring all of his cases to a conclusion as soon as possible. For further details see Investigator Bennek's attached report.

The Spring Lake Park Police Department Administrative Office Staff continue to remain steadfast in their duties, typing and imaging reports, filing, answering and dispensing phone calls for service and information, along with other duties that may be assigned on a daily basis. The police department administrative staff also continue on a daily basis to address the concerns of COVID-19 by providing daily sanitary cleaning within our department.

The month of August has been a busy month for myself as well, besides handling the day to day operations of the police department, I continue to attend meetings (Virtually) on a daily basis, representing the City of Spring Lake Park and the Police Department.

This will conclude my report for the month of August 2020.

Are there any questions?



Investigator  
Tony Bennek

# **Spring Lake Park Police Department**

## **Investigations Monthly Report**

**August 2020**

### **Total Case Load**

#### **Case Load by Level of Offense:13**

<b>Felony</b>	<b>10</b>
<b>Gross Misdemeanor</b>	<b>2</b>
<b>Misdemeanor</b>	<b>1</b>

#### **Case Dispositions:**

<b>County Attorney</b>	<b>8</b>
<b>Juvenile County Attorney</b>	<b>0</b>
<b>City Attorney</b>	<b>4</b>
<b>Forward to Other Agency</b>	<b>0</b>
<b>SLP Liaison</b>	<b>0</b>
<b>Carried Over</b>	<b>0</b>
<b>Unfounded</b>	<b>0</b>
<b>Exceptionally Cleared</b>	<b>1</b>
<b>Closed/Inactive</b>	<b>0</b>

#### **Forfeitures:**

<b>Active Forfeitures</b>	<b>5</b>
<b>Forfeitures Closed</b>	<b>0</b>





## **Parks and Recreation Department Report for the Month of August**

I attended the Parks and Recreation Commission meeting on August 4th. The commission met at Lakeside Lions Park where Faye Murphy was welcomed as a new member. The commission toured Lakeside Lions Park and inquired about developing a trail in the woods on the west end and updating the park rules sign. I am in conversations with Mounds View on these inquiries since this is a jointly operated park.

August 6<sup>th</sup> was the last day of the summer youth program. The shorten 5-week program was successful and served 92 youth during the free morning program and 61 participants for the fee-based afternoon program.

The Fall Adult softball program got started with 14 teams on August 2nd. Over 270 adults comprised the 14 co-rec teams which plays ball on Sundays at Terrace Park. This program is co-sponsored by Torg Brewery. The league will finish with a tournament on September 25th and 26<sup>th</sup>.

Dine and Dance Music was held on Wednesday, August 12, which was the last evening performance of the summer. I would like to thank Legends of Blaine and the Spring Lake Park Lions for their generous donations to this program. Their sponsorship allowed us to present this summer program at half the cost. Beyond the Yellow Ribbon provided concession stand service.

An organic composter was built and installed at Sanburnol Community Gardens by Sam Lilledahl, a local Boy Scout. Sam will stop by twice a month to rotate the bin for proper mixing.

In addition to the above-mentioned activities the Recreation Department offered Yoga, youth dance classes, and soccer drop in clinics at Terrace and Able Park. We also had two citizens volunteer for Adopt-A-Flower Bed Program along with several citizen who did not officially register but assisted in weeding while visiting the park. We want to thank all citizens for helping us keep our parks beautiful. Adopt-A-Flower Bed applications are available on our website.

During the month of August, I wrote and updated our COVID-19 Preparedness Plans for each separate event that will be held at the school district facilities, outside venues and classes at City Hall.

The fall brochure went out to homes in mid-August. I also communicated with the District Community Education Department on flyer distribution in the schools and we will be allowed, for now with classes in session, to distribute our marketing flyers. This has been a critical marketing tool for us in the past.

Recreation Department is offering new virtual events that will be free of charge these include a virtual 5 and 10K run, Water Challenge, and Esports.

This concludes the Parks and Recreation report for the month of August.





# Memorandum

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

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

**Date:** September 17, 2020

**Subject:** Coronavirus Relief Fund Business Grants

The City of Spring Lake Park received \$482,931 in Coronavirus Relief Funds (CRF) from the State of Minnesota as a pass-through from the Federal Government.

The CARES Act requires that payments from the CRF can only be used to cover expenses that:

1. Are necessary expenditures incurred dur to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. Were incurred during the period that begins on March 1, 2020 and ends on November 15, 2020.

Additional guidance from the Department of Treasury states that CRF funds can be used to provide grants to small businesses to reimburse the costs of business interruption caused by required closures.

To this end, the City Council, at its August 3, 2020 meeting, authorized the use of up to \$100,000 in CRF funds for a small business grant program with the maximum grant award per recipient being \$10,000. Information on the grant program was posted on the City's website and was distributed to businesses with assistance from Anoka County Regional Economic Development. The City received 9 applications for assistance.

Staff has reviewed the applications and is recommending awarding grants to each of the applicants. The ninth application is being further reviewed for compliance with Department of Treasury guidelines. Staff will have further information on this application at the October 5, 2020 meeting.

Staff is recommending the following grant awards:

Hair by Hughes and Crew	\$10,000
Lincoln Pawn & Jewelry	\$10,000
RS Properties (dba The Sunset Grill)	\$10,000
Salon Images	\$10,000
Montes of Spring Lake Park (dba Montes Bar & Café)	\$10,000

Torg Brewery	\$10,000
Kraus Hartig VFW Holding Company Inc (dba Kraus Hartig VFW)	\$10,000
Anderson's Residential Heating & AC	\$10,000
Cotten's Inc (dba Cottens' NAPA)	<u>\$10,000</u>
	<b>\$90,000</b>

The COVID-19 pandemic has had a significant impact on our business community. From these 9 applicants, estimated monthly gross revenue losses due to the pandemic were \$286,900.

Grant awards are conditioned upon the applicants signing a grant agreement with the City (see attached) submitting a completed W-9 form and submitting a business relief grant reporting form within 60 days of the date of the executed grant agreement.

Staff also recommends closing the application window for local grant program.

If you have any questions regarding the City's Business Relief Grant Program, please don't hesitate to contact me at 763-784-6491.



City of Spring Lake Park  
Engineer's Project Status Report

To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 9.21.20 Meeting**  
File No.: R-18GEN

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

**2020 MS4 Permit (193802936).** MS4 deadlines: Annual Report and Public Meeting due by June 30<sup>th</sup>. (Annual Report was submitted to MPCA on June 26, 2020). Pond, structural BMP, and outfall inspections by July 31<sup>st</sup>. Annual Training and program analysis due in December. City held Public Meeting on July 20<sup>th</sup>

**2019 Sanitary Sewer Lining Project (193804547).** This project includes lining in the area near TH65 and Osborne Rd. Warranty televising has been completed. *Need close-out information from contractor.*

**Garfield Pond Improvements Project (193804750).** Construction started in March and is substantially complete. A punch-list was sent to the contractor on July 24<sup>th</sup>. *Contractor has completed remaining punch-list items. Much of the required paperwork has been sent to RCWD for partial grant reimbursement. Tree contractor has replaced the 4 dead trees.*

**Fillmore & 83<sup>rd</sup> Pond Improvements Project (193805029).** This possible project includes expanding an existing pond and adding treatment features. CCWD partial funding is available. Preliminary drawings have been prepared. A wetland delineation has been prepared and geotechnical borings have been completed. *Next step is to meet with CCWD (still waiting to hear back from them).*

**2020 Street Seal Coat and Crack Repair Plan (193804979).** A preconstruction conference was held on July 7<sup>th</sup>. Crack repair has been completed. Chip seal placement has been completed. Sweeping has been completed. *Pavement markings have been completed.*

**2020 Sewer Lining Plan (193804980).** Sewer lining in western portion of city including an alternate bid for lining the 36-inch diameter storm sewer on Monroe south of 81<sup>st</sup> Ave. *Construction Contracts with Visu-Sewer have been signed. A preconstruction conference will be held, and work will begin in October.*

**Anoka County Osborn Road Project.** Joint power agreements were approved in June. Bids were received in July. *Contract in the amount of \$1,766,913 to Park construction company on July 28<sup>th</sup>. Construction continues. County updates: <https://www.anokacounty.us/1578/Construction-Weekly>*

**Utilities for 525 Osborn Road Project (193805012).** This project is a city project to install off-site utilities for the 525 Osborne Rd. site (water main looping and storm sewer). *Bids were awarded at the last meeting. Construction Contracts are being processed. Construction will begin in October.*

**Hy-Vee Project:** Initial inspection lists for site, 81<sup>st</sup> Avenue/Highway 65, and CSAH 35 work have been prepared and sent to Hy-Vee. Waiting to hear from Hy-Vee before scheduling follow-up inspection. *Record plan drawings for the Hwy 65 traffic signal and 81<sup>st</sup> Avenue have been submitted to MnDOT.*

**JP Brooks Housing Project (on Monroe):** *Site work stated on August 10<sup>th</sup>. Sewer and water have been installed. Driveway and sidewalk work still to be completed – waiting for schedule from developer.*

Feel free to contact Harlan Olson, Phil Carlson, Jim Engfer, Peter Allen, or me if you have questions or require additional information.

