



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, AUGUST 04, 2025**  
**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 - July 21, 2025 City Council Meeting Minutes
  - B. Resolution 25-31 - Accepting Donation from Carol J. Uecker and William Tjosvold for Police Department
  - C. Review and Acknowledgement of Annual Data Practices Compliance
  - D. Approval of 2026 North Metro Telecommunications Commission Budget
  - E. Approval of Business License
  - F. Approval of Public Right of Way Application - Xcel Energy - 1105 83rd Avenue NE
  - G. Approval of Public Right of Way Application - Xcel Energy - 1011 83rd Avenue NE
  - H. Approval of Public Right of Way Application - Xcel Energy - 8347 Lakewood Drive NE
  - I. Approval of Public Right of Way Application - Xcel Energy - 1110 Manor Drive NE
  - J. Approval of Public Right of Way Application - TAK (Comcast) - 1164 79th Avenue NE
  - K. Sign Permit
- 7. DEPARTMENT REPORTS**
  - A. Public Works Report
  - B. Code Enforcement Report
  - C. Parks and Recreation Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
- 9. NEW BUSINESS**
  - A. Approval of Contract with Brycer, Implementing the Compliance Engine Cloud Based Inspection Reporting System
  - B. Award Terrace Park Athletic Court Repair Project
  - C. GreenStep Cities Road Sign Purchase
- 10. REPORTS**
  - A. Attorney Report
  - B. Engineer Report
  - C. Administrator Report

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

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

- 11. OTHER
- 12. ADJOURN

---

## 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 July 21, 2025 at the City Hall, at 7:00 PM.

### 1. CALL TO ORDER

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

### 2. ROLL CALL

#### MEMBERS PRESENT

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

#### MEMBERS ABSENT

Councilmember April Moran

#### STAFF PRESENT

Building Official Jeff Baker, Police Chief Josh Antoine, Recreation Director Anne Scanlon, City Administrator Daniel Buchholtz

#### VISITORS

Donna Eiler	8301 Pierce Street NE	Spring Lake Park MN
Rachel Eiler	8301 Pierce Street NE	Spring Lake Park MN
Gene Eiler	8301 Pierce Street NE	Spring Lake Park MN

### 3. PLEDGE OF ALLEGIANCE

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

### 5. DISCUSSION FROM THE FLOOR

Donna Eiler, 8301 Pierce Street NE addressed several concerns regarding code enforcement and neighborhood quality in Spring Lake Park. She expressed frustration with a lack of action on issues she's reported, including overgrown lawns, dead trees, trash, and discarded furniture on her street, specifically noting properties at 8330 and 8340 Pierce Street. She said that despite previous calls and conversations with a council member, the problems persist.

Ms. Eiler urged that not only residents but also elected officials be held accountable for adhering to city codes and setting a proper example for the community. She also discussed problems related to the duplexes at 8350 and 8352 Pierce Street, noting that although neighbors were told they would not be rentals, they now appear to function as halfway houses.

She mentioned disruptive behavior by individuals in the area and asked about the terms of the rental agreements.

Ms. Eiler emphasized that many homes citywide are in visible disrepair, negatively affecting the overall appearance and morale of the community. She stressed the importance of consistent enforcement of city codes to maintain property standards and community pride.

Ms. Eiler raised concerns about the nearby collision center operating on weekends, particularly Sundays, despite previous statements to the contrary. She cited noise and paint fumes as ongoing nuisances affecting neighborhood livability.

Chief Antoine clarified that the properties in question on Pierce Street are not halfway houses but rather group homes, which typically serve individuals with medical or mental health needs, not those transitioning from jail or prison. He assured residents that if they witness disruptive behavior—such as someone yelling in the street—they should not hesitate to contact the Police Department. He stated that officers will respond promptly, work to return the individual to the residence, and communicate with the homeowner or managing company to address ongoing behavior issues.

Chief Antoine explained that residents can also report local business operating outside permitted hours (such as weekends). He said officers will document the incident, file a report, and refer it to code enforcement, which can then issue citations if warranted. He noted that specific restrictions on a business's operating hours would need to be confirmed with the City's Building Inspector.

Ms. Eiler asked about the article in the newsletter concerning homeowners being contacted about dead and dying trees on their property. She asked how was the issue going to be enforced?

City Administrator Buchholtz informed the Council that the City Forester, who also serves as the Public Works Director, will be conducting inspections to identify hazardous trees, with priority given to those posing immediate danger. He noted that while the current focus is on these priority removals, all dying Ash trees throughout the city will eventually need to be removed. He also mentioned that the city is nearly finished with its removal efforts for City Boulevard trees.

## **6. CONSENT AGENDA**

- A. Approval of Minutes – July 7, 2025 City Council Work Session Minutes
- B. Approval of Minutes – July 7, 2025 City Council Meeting Minutes
- C. Approval of May Claims List – General Disbursement #25119 - \$724,115.64
- D. Revenue and Expense Report – June 30, 2025
- E. Resolution 2025-30, Accepting Donation from Keith Schweiger for Police Department Flock Camera Program



- F. Contractor's Request for Payment No. 1 – 2025 Street Seal Coat and Crack Repair - \$20,754.65
- G. Approval of Public Right of Way Application – Xcel Energy – 589 Rosedale Road NE
- H. Approval of Public Right of Way Application – Xcel Energy – 8001 Madison Street NE
- I. Contractor's Licenses
- J. Sign Permit

Chief Antoine stated that he would like to recognize Keith Schweiger, owner of Perfect 10 Auto Sales, for his continued partnership with the Police Department over the past three years. He said that Mr. Schweiger's contributions have helped the Police Department purchase two electric bikes for the bike patrol and, more recently, supported the installation of Flock Cameras at County Road 10 and Osborne Road.

Chief Antoine stated that the Police Department truly appreciates Mr. Schweiger for his ongoing support of the community's safety.

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. Code Enforcement**

Building Official Baker reported that the Code Enforcement Department did 143 inspections and issued 8 administrative citations. He said that most increases in noncompliance were from commercial businesses.

Building Official Baker stated that the department is exploring a web-based compliance engine that streamlines fire and sprinkler reporting. He stated that there would be no direct cost to the City, but some cost would be coming from businesses and inspection companies.

Mr. Nelson inquired about the cost to businesses for the new software program. Building Official Baker stated that the cost per business would be \$25.00 per fire suppression or alarm system annually for the automated tracking and reporting of required inspections.

### **B. Police Report**

Chief Antoine reported that the Police Department responded to 783 calls for service in June 2025 compared to 825 calls for service for the month of June 2024. He stated that Investigator Bennek handled 27 cases for the month of June, 26 felonies and 1 misdemeanor. He stated that Investigator Bennek is still monitoring 5 forfeiture cases and working alongside the auto theft task force. Chief Antoine stated that School Resource

Officer Imig's annual report shows that he took 82 reports at the school, had 73 student contacts, 207 escorts and other calls, and 70 follow-up investigations.

Chief Antoine stated that the Department successfully supported the Tower Days Parade with 43 volunteers from neighboring agencies. He expressed his gratitude to partner departments for their assistance.

Mayor Nelson inquired about the number of block parties are registered. Chief Antoine reported that 6 parties have preregistered for Night to Unite.

C. Parks and Recreation Report

Director Scanlon thanked everyone involved in Tower Days, noting strong support from sponsors, volunteers, council members, SBM Fire, and police officers, which made the event a success despite some challenging weather. She highlighted new volunteers who expressed interest in returning next year. Director Scanlon stated that Recreation Supervisor Waddell completed her first extended trip around Lake Michigan. Director Scanlon stated that she met with the Spring Lake Park High School Leadership Academy to encourage student involvement on city commissions and committees. She stated that the summer programs, including the Able Park drop-in program, Panther, and Munchkins, are off to a great start with excellent leadership staff and strong community participation.

**8. ORDINANCES AN/OR RESOLUTIONS - None**

**9. NEW BUSINESS**

A. Approval of School Resource Officer Agreement

Chief Antoine reminded the City Council about the renegotiated contract with the school for the School Resource Officer to comply with the new state statute. He said that part of that agreement requires annual renewal. He noted that the contract amount matches \$108,490.67 for 170 days of the resource officer being at the school. Chief Antoine noted that the contract is the same as last year, however going forward only the Superintendent will sign the contract annually.

Chief Antoine is requesting approval of the School Resource Officer contract.

Motion made by Councilmember Wendling for Approval of School Resource Officer Agreement.

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

**10. REPORTS**

A. Attorney's Report - None

B. Engineer's Report

Report accepted as presented.

C. Administrator Report – None

**11. OTHER**

Councilmember Dircks stated the Pokémon with the Police event took place on Sunday, July 20. She thanked Officer Imig, Crack and Hits, Hy-Vee and the Blaine/Fridley/Spring Lake Park RAID group for sponsoring and helping organizing the event. She stated the event had a turnout of 25 people. Councilmember Dircks also thanked the Parks and Recreation staff for their assistance in organizing and promoting the event on social media.

A. Closed Session – Discuss Labor Negotiation Strategy Pursuant to Minn. Stat 13D.03, Subd. 1(b)

Motion made by Councilmember Goodboe-Bisschoff to adjourn the meeting for a closed session.

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

Meeting closed at 7:33 PM.

Meeting Reconvened at 7:42 PM

Administrator Buchholtz stated that the City Council had adjourned to a closed session held pursuant to Minnesota Statute 13D.03, Subdivision 1(b), to discuss labor negotiation strategy. He stated staff provided the Council with an update on the status of labor negotiations and received direction.

**23. 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 7:50 PM.

---

Robert Nelson, Mayor

Attest:

---

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



## Memorandum

Date: August 3<sup>rd</sup>, 2025

To: Mayor and City Council

Re: Resident Donation

Mayor and City Council Members,

On 7/21/2025 I received a note from Carol J Uecker and William Tjosvold. They are residents of Spring Lake Park and wanted to thank the department for assisting them on some calls over the last few years. They thanked the police department for their commitment to the community and enclosed a \$100.00 donation to the police department.

I am respectfully requesting that the City Council formally accept the generous donation of \$100.00 from Mrs. Carol K Uecker and William Tjosvold. We will be using the donation for future equipment needs.

Thank you for your consideration.

Thank you,  
Chief Josh Antoine

**CITY OF SPRING LAKE PARK, MINNESOTA**

**RESOLUTION NO. 25-31**

**A RESOLUTION ACCEPTING A DONATION FROM CAROL J. UECKER AND  
WILLIAM TJOSVOLD**

**WHEREAS**, Carol J. Uecker and William Tjosvold, residents of Spring Lake Park, have expressed their gratitude to the Spring Lake Park Police Department for their assistance on various calls over the past few years; and

**WHEREAS**, Carol J. Uecker and William Tjosvold have conveyed their appreciation for the Police Department's ongoing commitment and dedication to the community; and

**WHEREAS**, they have generously donated \$100.00 to the Spring Lake Park Police Department as a token of their appreciation;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Anoka County, Minnesota, that the donation of \$100.00 from Carol J. Uecker and William Tjosvold is hereby gratefully accepted.

**BE IT FURTHER RESOLVED** that the City Council extends its sincere appreciation to Carol J. Uecker and William Tjosvold for their support and recognition of the valuable work performed by the Spring Lake Park Police Department.

The foregoing resolution was moved for adoption by

Upon roll call, the following voted aye

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this    day of August 2025.

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, Administrator



# Memorandum

---

To: Mayor Nelson and Members of the City Council

CC: Daniel Buchholtz, Administrator, Clerk/Treasurer

From: Wanda Brown, Deputy City Clerk

Date: July 23, 2025

Subject: Annual Reporting of the City of Spring Lake Park Data Practice Policy

As required by the Minnesota Government Data Practices Act (MGDPA) and in accordance with the City of Spring Lake Park's Data Practices Policy, staff has completed the annual review and reporting process for data practices compliance. This review ensures that the City's procedures for responding to public data requests, classifying data, and maintaining data security remain current and consistent with state law.

The annual reporting includes an inventory of not public data, updates to designated data practices responsible authorities, and verification that all required public postings and forms are accurate and accessible. No significant changes were needed to the policy this year, but staff continues to monitor legislative updates and best practices to ensure ongoing compliance.

This memo serves to inform the Mayor and City Council of the completion of the annual reporting requirement. Should any changes to the policy be necessary in the future, they will be brought before the Council for review and approval.

Please do not hesitate to contact me with any questions or if you require additional details regarding the City's Data Practices Policy or reporting process at 763-784-6491.



# City of Spring Lake Park

## Data Practices Policy

- I. **Responsible Authority and Compliance Official.** The data practices compliance official is the designated employee of the government entity to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices issues. The City Council has appointed Daniel Buchholtz, Administrator, Clerk/Treasurer, as the City's Responsible Authority and the Compliance Official for the Act. The people listed in Appendix A have been appointed as Responsible Authority Designees to assist in complying with the Act.
- II. **Government Data Generally Accessible to the Public.** "Government Data" means all data collected, created, received, maintained or disseminated by the City regardless of its physical form, storage media or conditions of use. Government Data is public data and is generally accessible by the public according to the terms of the Minnesota Government Data Practices Act (MGDPA), unless it is specifically classified differently by the MGDPA or other law, and may be subject to a fee. The MGDPA classifies categories of Government Data that are not generally accessible to the public as follows:
  - **"Confidential data on individuals"** is inaccessible to the public or to the individual subject of the data.
  - **"Private data on individuals"** is inaccessible to the public, but is accessible to the individual subject of the data.
  - **"Protected nonpublic data"** is data *not on individuals* that is inaccessible to the public or the subject of the data, if any.
  - **"Nonpublic data"** is data *not on individuals* that is inaccessible to the public, but accessible to the subject of the data, if any.
- III. **Access to Public Data.** All data maintained by the City is public unless there is a specific statutory designation which gives it a different classification.
  - A. **People Entitled to Access.** Any person has the right to inspect and copy public data. The person also has the right to have an explanation of the meaning of the data. The person does not need to state his or her name, provide identification or give the reason for the request (MS 13.05, subd. 12). To fulfill the request, the representative of the City may ask questions to clarify the request and may use the form contained in this policy as Exhibit B. The City must determine whether it maintains the requested data. The City is not required by the Minnesota Government Data Practices Act to provide data that it does not maintain, nor is the City required to produce data in a new format.
  - B. **Form of Request.** The request for public data may be verbal or written. The City will consult with its attorney in preparing a response to a request for data relating to litigation.
  - C. **Time Limits.** Requests will be received and processed during normal business hours. If requests cannot be processed or copies cannot be made immediately at the time of the request, the information must be supplied as soon as reasonably possible. Standing requests will be valid for one year at which time the request must be renewed by the party making the request.



- D. Fees.** Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. The fee does not include time necessary to separate public from non-public data. Fees will not be charged for inspection of government data.

➤ **Single –Sided, Black and White, Letter or Legal-Size Documents**

1-100 pages (MN Statute 13.03, subd. 3c)	\$0.25 per page
101 or more pages	Actual Cost (as defined below)

The *actual cost of copies* includes the cost of searching for and retrieving the data, including the cost of employee time, and for making, certifying and electronically transmitting copies of the data and/or mailing copies of the data and any other production expenses. Actual costs shall be determined by the department fulfilling the data request.

The City may require the requesting party to prepay any fees associated with a request for copies or transmission.

The Responsible Authority may also charge an additional fee if the copies have commercial value and are a substantial and discrete portion of a formula, compilation, program, process or system developed with significant expenditure of public funds. This additional fee must relate to the actual development costs of the information.

- IV. Access to Data on Individuals.** Data about individual people is classified by law as public, private, or confidential. A list of the private and confidential information maintained by the City is attached as Exhibit C (Non-public Data Maintained by City). Information to be incorporated on forms used to collect private and confidential information is also attached as Exhibit E (Tennessee Warning).

**A. People Entitled to Access.**

- **Public data about an individual may be shown or given to anyone.**
- **Private data about an individual may be shown or given to:**
- The individual, but only once every six months, unless a dispute has arisen or additional data has been collected.
  - A person who has been given access by the express written consent of the subject of the data. This consent must be on the form attached as Exhibit E, or a form reasonably similar.
  - People who are authorized access by federal, state or local law or court order.
  - People about whom the individual was advised at the time the data was collected. The identity of those people must be part of the Tennessee Warning.
  - People within the City staff, the City Council and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

- **Confidential information may not be given to the subject of the data, but may be shown or given to:**
  - People who are authorized access by federal, state or local law or court order.
  - People within the City staff, the City Council and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

**B. Form of Request. Any individual may verbally or in writing inquire whether the City has stored data about that individual and whether the data is classified as public, private, or confidential.**

All requests to see or copy private or confidential information must be in writing. An information disclosure request, attached as Exhibit F, must be completed to document who requests and who receives this information. The Responsible Authority or Designee must complete the relevant portions of the form. The Responsible Authority or Designee may waive the use of this form if there is other documentation of the requesting party's identity, the data requested, and the City's response. A response to a request for data relating to litigation will be made after consultation with the City Attorney.

The City is not required to provide information verbally over the telephone. The City may provide information by fax or e-mail, at its own discretion. The City is not required to provide information in any specific format, except that if the data is maintained in electronic format and is requested to be in electronic format, then it must be provided in that medium. This does not mean that the city will provide the data in an electronic format or program that is different from what the city has. Requests for names and addresses of residents must be made in person or in writing.

- C. Identification of Requesting Party.** The Responsible Authority or Designee must verify the identity of the requesting party as a person entitled to access. This can be done through personal knowledge, presentation of written identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.
- D. Time Limits.** Requests will be received and processed during normal business hours. The response must be immediate, if possible, or within 10 days (excluding Saturdays, Sundays and legal holidays) if an immediate response is not possible (M.S. 13.04 subd. 3).
- E. Fees.** Fees may be charged in the same manner as for public information.
- F. Summary Data.** Summary data is statistical records and reports derived from data on individuals but which does not identify an individual by name or any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The Responsible Authority or Designee will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority or Designee must notify the requesting party about the estimated costs and collect those costs before preparing or supplying the summary data. This should be done within 10 days after receiving the request. If the summary data cannot be prepared within 10 days, the

Responsible Authority or Designee must notify the requester of the anticipated time schedule and the reasons for the delay.

Summary data may be prepared by “blacking out” personal identifiers, cutting out portions of the records that contain personal identifiers, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may authorize an outside agency or person to prepare the summary data if (1) the specific purpose is given in writing, (2) the agency or person agrees not to disclose the private or confidential data, and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. The Responsible Authority may use the form attached as Exhibit F.

**G. Juvenile Records.** The following applies to private (but not confidential) data about people under the age of 18.

- **Parental Access.** In addition to the people listed above who may have access to private data, a parent may have access to private information about a juvenile subject. “Parent” means the parent or legal guardian of a juvenile data subject, or individual acting as a parent or legal guardian in the absence of a parent or legal guardian. The parent is presumed to have this right unless the Responsible Authority or Designee has been given evidence that there is a state law, court order, or other legally binding document which prohibits this right.
- **Notice to Juvenile.** Before requesting private data from juveniles, City personnel must notify the juveniles that they may request that the information not be given to their parent(s). This notice should be in the form attached as Exhibit H.
- **Denial of Parental Access.** The Responsible Authority or Designee may deny parental access to private data when the juvenile requests this denial and the Responsible Authority or Designee determines that withholding the data would be in the best interest of the juvenile. The request from the juvenile must be in writing stating the reasons for the request. In determining the best interest of the juvenile, the Responsible Authority or Designee will consider:
  - Whether the juvenile is of sufficient age and maturity to explain the reasons and understand the consequences;
  - Whether denying access may protect the juvenile from physical or emotional harm;
  - Whether there is reasonable grounds to support the juvenile’s reasons; and
  - Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor. The city complies with all HIPPA requirements.

The Responsible Authority or Designee may also deny parental access without a request from the juvenile under Minnesota Statutes Section 144.335.

**V. Denial of Access.** If the Responsible Authority or Designee determines that the requested data is not accessible to the requesting party, the Responsible Authority or Designee must inform the requesting party orally at the time of the request or in writing as soon after that

as possible. The Responsible Authority or Designee must give the specific legal authority, including statutory section, for withholding the data. The Responsible Authority or Designee must place an oral denial in writing upon request. This must also include the specific legal authority for the denial.

- VI. *Collection of Data on Individuals.*** The collection and storage of information about individuals will be limited to that necessary for the administration and management of programs specifically authorized by the state legislature, city council, or federal government.

When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a Tennesen warning. This warning must contain the following:

- The purpose and intended use of the requested data
- Whether the individual may refuse or is legally required to supply the requested data;
- Any known consequences from supplying or refusing to supply the data; and
- The identity of other persons or entities authorized by state or federal law to receive the data.

A Tennesen warning is not required when an individual is requested to supply investigative data to a law enforcement officer.

A Tennesen warning may be on a separate form or may be incorporated into the form which requests the private or confidential data. See Exhibit E.

- VII. *Challenge to Data Accuracy.*** An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. The individual must notify the City's Responsible Authority in writing describing the nature of the disagreement. Within 30 days, the Responsible Authority or Designee must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or (2) notify the individual that the Authority believes the data to be correct.

An individual who is dissatisfied with the Responsible Authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The Responsible Authority will correct any data if so ordered by the Commissioner.

**VIII. *Data Protection.***

**A. *Accuracy of Data.***

- All employees will be requested, and given appropriate forms, to provide updated personal information to the appropriate staff person, which is necessary for tax purposes, insurance coverage, emergency notifications, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.
- Department Heads should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.
- All records must be disposed of according to the City's records retention schedule.

**B. Data Safeguards.**

- Private and confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.
- Private and confidential data must be kept only in City offices, except when necessary for City business.
- Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private and confidential information. These employees will be instructed to:
  - not discuss, disclose or otherwise release private or confidential data to City employees whose job responsibilities do not require access to the data;
  - not leave private or confidential data where non-authorized individuals might see it;
  - securing not public data within locked work spaces and in locked file cabinets;
  - password protecting employee computers and locking computers before leaving workstations; and
  - shred private or confidential data before discarding, or dispose through confidential locked recycling;
- When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act. The City may include in a written contract the language contained in Exhibit G.
- The City will utilize the penalties for unlawful access to not public data as provided for under Minnesota Statutes Section 13.09. Penalties include suspension without pay, dismissal of the public employee or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

## **EXHIBIT A LIST OF DESIGNEES**

The following persons are officially designated by the Responsible Authority as “Designees” to be in charge of individual files or systems containing government data and to receive and comply with the request for government data.

### Administration

Melissa Barker  
Wanda Brown  
Kristine Pearson

### Parks and Recreation

Anne Scanlon

### Police Department

Josh Antoine  
Karen Fiske  
Richard Kramer

### Public Works

George Linngren

### Code Enforcement

Jeff Baker

**EXHIBIT B**  
**CITY OF SPRING LAKE PARK**  
**REQUEST FOR PUBLIC DATA**  
**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**REQUESTER:** Complete this form and return it to Spring Lake Park City Hall. You may submit it via e-mail at [info@slpmn.org](mailto:info@slpmn.org), in person or by U.S. Mail.

You do not have to provide contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

The City of Spring Lake Park will respond to you as soon as reasonably possible.

**NOTICE:** You may cancel this request at any time prior to the release of information.

*You may be required to pay the actual costs of making copies.*

[illegible]

**DEPARTMENT USE ONLY - Requester, please do not write below this line.**

Department \_\_\_\_\_ Handled by: \_\_\_\_\_

Request Type: ☐ In-person, ☐ Mail ☐ Phone ☐ E-mail

Fees Charged: \_\_\_\_\_

*If no fee is charged enter "None"*

**City of Spring Lake Park  
1301 81<sup>st</sup> St NE  
Spring Lake Park, MN 55432  
Phone: 763-784-6491, Fax 763-792-7257**

**EXHIBIT C**  
**CLASSIFIED DATA ACCESS REQUEST**  
**Government Data Practices Act**

**REQUESTER: Complete this form and return it to Spring Lake Park City Hall.**

**NOTICE:** You may cancel this request at any time prior to the release of information. In any event, this consent form will expire 90 days after signing.

After being shown private data on individuals and informed of its meaning, this data need not be disclosed again for six months unless additional information has been collected or an action is pending.

You may be required to pay the actual costs of making and/or compiling data.

**NOTE:** The subject of the data request must authorize the release of private information to the subject's agent or another agency. An "Informed Consent to Release" must be completed by the subject of the data.

Name:	Last	First	M.I.	Date		
Address:	Street	City	State	Zip	Phone No.	E-mail
Information Requested						

Requester's Signature: *If not the subject of the data requested, see note above.*

---

**DEPARTMENT USE ONLY - Please do not write below this line.**

**NOTE:** Reasonable identification must be obtained from the person seeking the information.

**NOTE:** If Data Subject is a minor, consult Attorney prior to release of information.

Department	Handled by:
------------	-------------

Identification Viewed (Drivers License, State ID, Notarized Request)

Requester is: ☐ Data Subject; ☐ Not Data Subject, See NOTE above

Request Type: ☐ In-person, ☐ Mail

Data Classification: ☐ Public, ☐ Non-Public, ☐ Protected Non-Public, ☐ Private, ☐ Confidential

Request: ☐ Approved or ☐ Denied      Authorized Signature \_\_\_\_\_

Comments: *Enter any appropriate remarks or comments. If data access is denied, cite authority or reason.*

Fees Charged (If no fee is charged enter "None"): \_\_\_\_\_

**City of Spring Lake Park**  
**1301 81<sup>st</sup> Avenue NE**  
**Spring Lake Park, MN 55432**  
**Phone: 763-784-6491, Fax 763-792-7257**



## EXHIBIT D INVENTORY OF NOT PUBLIC DATA

In accordance with the Minnesota Government Data Practices Act (Minnesota Statutes, Section 13.025), this inventory lists common types of data maintained by the City of Spring Lake Park that are classified as not public. This includes data classified as private, confidential, nonpublic, or protected nonpublic under state or federal law.

Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Employment Records	Employee personal data such as SSN, address, medical data, and evaluations.	Private	Minn. Stat. § 13.43	HR, Administration
Background Checks	Criminal history and driving record data used for employment or licensing decisions.	Private / Confidential	Minn. Stat. § 13.43, § 13.87	HR, Police Department
Police Investigation Files	Active investigation data, including victim identity, suspect info, and evidence details.	Confidential / Private	Minn. Stat. § 13.82	Police Department
Juvenile Law Enforcement Records	Law enforcement records involving minors.	Private	Minn. Stat. § 13.82, Subd. 2	Police Department
Attorney-Client Documents	Legal opinions, memos, and communications protected by attorney-client privilege.	Confidential	Minn. Stat. § 13.393	Administration, City Attorney
Security System Plans	Building alarm systems, access controls, and sensitive	Protected Nonpublic	Minn. Stat. § 13.37	Administration, Public Works

	infrastructure layouts.			
Utility Billing Assistance Forms	Applications for financial relief or hardship related to utility bills.	Private	Minn. Stat. § 13.46	Finance, Administration
Permit & License Applications	Personal or business information submitted for permits or licenses.	Private	Minn. Stat. § 13.41	Administration, Police Department (if applicable)
Recreation Registration Forms	Participant names, emergency contacts, and medical information for youth programs.	Private	FERPA / Minn. Stat. § 13.46	Parks & Recreation, Administration
Business Subsidy Applications	Confidential business financials or proprietary data submitted for economic development.	Nonpublic / Protected Nonpublic	Minn. Stat. § 13.37	Administration, Finance, Economic Development
Absentee Ballot Lists (Pre-Election)	Names and ballot status of voters before election day.	Nonpublic	Minn. Stat. § 203B.12	Administration, Election Staff
Social Service Inquiries	Personal information submitted by residents seeking rental or financial assistance.	Private	Minn. Stat. § 13.46	Administration, Housing Staff
Security Camera Footage (Investigations)	Surveillance video used in active law enforcement or building security cases.	Private / Confidential	Minn. Stat. § 13.82, § 13.37	Police Department, Administration

Internal Complaint Investigations	Data related to employee complaints and disciplinary reviews before final disposition.	Private	Minn. Stat. § 13.43	HR, Administration
-----------------------------------	--	---------	---------------------	--------------------

**Exhibit E**  
**CITY OF SPRING LAKE PARK DATA PRACTICES ADVISORY**  
**(Tennessee Warning)**

Some or all of the information that you are asked to provide on the attached form is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is: \_\_\_\_\_

\_\_\_\_\_

You ☐ are / ☐ are not legally required to provide this information. If you refuse to supply the

information, the following may happen: \_\_\_\_\_

\_\_\_\_\_

Other persons or entities who are authorized by law to receive this information are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your signature on this form indicates that you understand this advisory.

X \_\_\_\_\_

Signature

**EXHIBIT F**  
**CITY OF SPRING LAKE PARK**  
**CONSENT TO RELEASE PRIVATE DATA**

I, \_\_\_\_\_, authorize the City of Spring Lake Park ("City") to release  
(print name)  
the following private data about me:

---

---

---

to the following person or people:

---

---

---

The person or people receiving the private data may use it only for the following purpose or purposes:

---

---

---

This authorization is dated \_\_\_\_\_ and expires on \_\_\_\_\_.

The expiration cannot exceed one year from the date of the authorization, except in the case of authorizations given in connection with applications for life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.

I agree to give up and waive all claims that I might have against the City, its agents and employees for releasing data pursuant to this request.

X \_\_\_\_\_  
Signature

Identity verified by:

- ☐ Identification: Driver's License, State ID, Passport, other: \_\_\_\_\_
- ☐ Comparison with signature on file
- ☐ Other: \_\_\_\_\_

Responsible Authority/Designee: \_\_\_\_\_

**EXHIBIT G**  
**CITY OF SPRING LAKE PARK**  
**GOVERNMENT DATA ACCESS AND NONDISCLOSURE AGREEMENT**

1. **AUTHORIZATION.** City of Spring Lake Park ("City") hereby authorized \_\_\_\_\_  
\_\_\_\_\_, ("Authorized Party") access to the following  
government data: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. **PURPOSE.** Access to this government data is limited to the objective of creating summary data for  
the following purposes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **COST.** (Check which applies)  
☐ The Authorized Party is the person who requested the summary data and agrees to bear the  
City's cost associated with the preparation of the data which has been determined to be  
\$ \_\_\_\_\_  
☐ The Authorized Party has been requested by the City to prepare summary data and will be paid a  
reasonable fee.
4. **SECURITY.** The Authorized Party agrees that it and any employees or agents under its control must  
protect the privacy interest of individual data subjects in accordance with the terms of this  
Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to  
identify any individual from data classified by state or federal law as non-public which is obtained  
from City records and incorporated into reports, summaries, compilations, articles or any document  
or series of documents.

Data contained in files, records, or other storage media maintained by the City are the City's  
property and are not to leave the City's custody. The Authorized Party agrees not to make  
reproductions of any data or to remove any data from the site where it is provided, if the data can in  
any way identify an individual.

No data which is not public and which is irrelevant to the purpose state above will ever be disclosed  
or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above: \_\_\_\_\_

5. **LIABILITY FOR DISCLOSURE.** The Authorized Party is liable for any unlawful use or disclosure of government data collection, used and maintained in the exercise of this Agreement and classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws.

The Authorized Party agrees to defend, indemnify, and hold the city, its officers and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from an act or omission of the Authorized Party, its agents, employees or assignees under this agreement and against all loss by reason of the Authorized Party's failure to fully perform in any respect all obligations under this Agreement.

6. **INSURANCE.** In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of the Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance will cover \$1,000,000 per claimant for personal injuries and/or damages and \$1,000,000 per occurrence. The policy must cover the indemnification obligation specified above.

7. **ACCESS PERIOD.** The Authorized Party may have access to the information described above from \_\_\_\_\_ to \_\_\_\_\_.

8. **SURVEY RESULTS.** (Check which applies):

- ☐ If the Authorized Party is the requester, a copy of all reports, summaries, compilations, articles, publications or any document or series of documents which are created from the information provided under this Agreement must be made available to the city in its entirety.
- ☐ If the Authorized Party is a contractor of the City, all copies of reports, summaries, compilations, articles, publication or any document or series of documents which are created from the information provided under this Agreement must be provided to the City. The Authorized Party may retain one copy for its own records but may not disclose it without City permission, except in defense of claims brought against it, as permitted by law.

AUTHORIZED PARTY: \_\_\_\_\_

By: \_\_\_\_\_

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

Title (If Applicable): \_\_\_\_\_

CITY OF SPRING LAKE PARK

By: \_\_\_\_\_

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

Administrator, Clerk/Treasurer

**EXHIBIT H**  
**CITY OF SPRING LAKE PARK**  
**NOTICE TO PERSONS UNDER AGE OF 18**

Some of the information you are asked to provide is classified as private under state law. You have the right to request that some of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- Whether you are of sufficient age and maturity to explain the reasons and understand the consequences,
- Whether denying access may protect you from physical or emotional harm,
- Whether there is reasonable grounds to support your reasons, and
- Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO: \_\_\_\_\_ Date: \_\_\_\_\_

BY: \_\_\_\_\_  
(Title)

<b>Request to Withhold Information</b>		
I request that the following information: _____ _____		
Be withheld from: _____		
For these reasons: _____ _____ _____		
I have received and reviewed this notice:		
Date of Birth: _____	_____	_____
	Print Name	Signature



**Exhibit I**  
**SAMPLE CONTRACT PROVISION**

***Data Practices Compliance.*** Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligations under this contract. Contractor agrees to maintain all data obtained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor agrees to defend and indemnify the City, its elected officials and employees, from any claim, liability, damage or loss asserted against the City, its elected officials and employees, as a result of Contractor's failure to comply with the requirements of the Act or this contract. Upon termination of this contract, Contractor agrees to return data to the City, as requested by the City. The terms of the section shall survive termination of this contract.

**EXHIBIT J**  
**STANDARDS FOR VERIFYING IDENTITY**  
**DATA PRACTICES POLICY FOR DATA SUBJECTS**

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
  - A state driver's license
  - A military ID
  - A passport
  - A Minnesota ID
  - A Minnesota tribal ID
- A **minor individual** must provide a valid photo ID, such as
  - A state driver's license
  - A military ID
  - A passport
  - A Minnesota ID
  - A Minnesota tribal ID
  - A Minnesota school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either*
  - A certified copy of the minor's birth certificate *or*
  - A certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - A court order relating to divorce, separation, custody foster care
    - A foster care contract
    - An affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - Court order(s)
  - Valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

Data on Individuals  
Maintained by the City of Spring Lake Park  
August 2025

This document identifies the name, title and address of the Responsible Authority for the City of Spring Lake Park and describes private or confidential data on individuals maintained by the City of Spring Lake Park (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of the City of Spring Lake Park's procedures for ensuring that not public data are only accessible to individuals whose work assignments reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, the City of Spring Lake Park's Responsible Authority, Department Heads, and the City Attorney will also have access to all not public data on an as needed basis as part of a specific work assignment.

City of Spring Lake Park's Responsible Authority is:

Daniel R. Buchholtz  
Administrator, Clerk/Treasurer  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

Direct all questions about this document to the City of Spring Lake Park's Data Practices

Compliance Official (DPCO):  
Daniel R. Buchholtz  
Administrator, Clerk/Treasurer  
1301 81st Avenue NE  
Spring Lake Park, MN 55432



July 23, 2025

**TO: NMTC OPERATIONS COMMITTEE**

**RE: APPROVAL OF 2026 NORTH METRO TELECOMMUNICATIONS  
COMMISSION BUDGET**

Enclosed, please find for the council's review and approval the 2026 North Metro Telecommunications Commission Budget and support materials.

The Commission's operating budget for 2026 is proposed at \$1,437,597. This number represents a \$6,443 decrease over expected expenditures for 2025. The increase includes a 3% COLA increase for staff, step increases, building maintenance costs, an accounting service, and insurance costs.

Budgeted capital costs for 2025 are \$224,750. This number represents a \$6,219 decrease from the 2024 budget. Capital expenditures include video equipment for North Metro TV, office equipment, and \$100,000 to be returned to cities for capital expenditures. Additionally, if the Commission finishes the year with \$50,000 of surplus, that money will also be returned to the cities.

In total, the 2026 budget is \$12,653 lower than the 2025 budget.

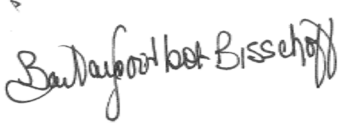
**Recommendation:** That the Member Cities approve the 2026 Commission Budget as recommended by the Telecommunications Commission and the Operations Committee.

The Joint Powers Agreement states, "submitted budgets shall be deemed approved by a Member City unless, prior to October 15 preceding the effective date of the proposed budget, the Member City gives notice in writing to the Commission that it is withdrawing from the Commission."

I want to thank the Commission directors, staff, and the Operations Committee for their efforts in preparing these budgets. If you have any questions about either budget please consult with your Commission director or City Administrator.

I look forward to working with all parties, throughout the remainder of 2025, toward reaching the full potential of North Metro TV and to increase both the quality and quantity of community programming and services in 2026.

Sincerely,

A handwritten signature in black ink, reading "Barbara Goodboe-Bisschoff". The signature is written in a cursive, flowing style.

Barbara Goodboe-Bisschoff  
Chair, North Metro Telecommunications Commission

Enc.

# 2026 North Metro Telecommunications Commission

## Budget

### Talking Points

#### Overall Organizational Goals

- Support legislation that will update the community television funding model to better reflect current entertainment delivery trends.
- Develop educational services for internet service/devices/software usage.
- Apply for grants to fund broadband educational services.
- Grow commercial productions.
- Continue live and on-demand closed captioning.
- Comply with WCAG AA web standards.
- Continue to be responsive to cities communications needs.
- Maintain accessibility of all channels through live streaming, OTT channels, and video on demand services, 24-hours-a-day, on any device.
- Provide program playback, video transport, channel management services, video equipment maintenance and consulting services, internet streaming services for city channels, VOD libraries for meetings, meeting management software licenses and bookmarking services, program production and event coverage services, home-media transfer services, and public access to television production for our cities, schools and general public.

#### Estimated Fund Balance/Revenues/Expenses

- The beginning fund balances for 2026 are estimates based on previous allocations, planned spending for 2025, and estimated income.
- Estimated revenues include: Franchise fees, including the actual first quarter franchise fee payment, with anticipated reductions across quarters two through four. PEG fees based on estimated number of subscribers, throughout 2024, multiplied by the PEG fee.
- Other income includes dub fees, home movie transfers, drone, streaming and production services. Interest income is estimated conservatively based on the current market.
- Estimated expenditures include the operating expenses and capital expenses, production and office equipment, and the fee payment to the cities.
- The year end fund balances include:
  - The **Operating reserve** which is set at a minimum of 25% of the operating budget.
  - **Accrued vacation, sick and comp** time. The total value of owed vacation, sick, and comp time to employees.
  - The **capital equipment fund** is intended for emergency replacement of unplanned equipment failures.

- The **vehicle replacement fund** is to cover the cost of a new fleet vehicle.
- The **building repair fund** is to cover major costs related to the building such as windows, roof, furnace, parking lot, AC replacement and painting, carpet replacement etc.
- The **franchise renewal fund** is a reserve fund for the NMTC's franchise renewal process. Franchise renewal can be very expensive, with the informal negotiation process historically costing around \$200,000 across the renewal period. With the 5-year franchise extension, these funds won't be needed in the near future.

## **Budget**

- The recommended operating budget for the organization totals \$1,443,254. This number is a \$6,443 decrease compared to last year's operating budget. Decreases were made to overall wages and benefits costs with the recommended Co-Executive Director model. Increases were made administrative costs line items. New expenses include an update to make the website meet federal accessibility requirements, along with ongoing consulting fees and educational opportunities for the Co-Executive Directors.
- Budgeted capital purchases for 2026 are set at \$224,750. Budgeted capital items include a new video player for the control room, a new router for the production truck, equipment contracts, closed captioning contracts, and closed captioning charges. The capital budget also includes routine computer/software upgrades, and software licenses, and \$100,000 in capital equipment support for cities.
- The overall 2026 capital budget is \$6,210 lower than the 2025 capital budget.
- The overall 2026 budget is \$12,653 lower than the 2025 budget.

## **Closing Points**

- North Metro TV provides a variety of valuable services to our member cities in a very cost effective manner. These services include:
  - Program playback and channel management.
  - Closed captioning.
  - Internet streaming of city meetings.
  - Bookmarking city meetings.
  - Podcasting city meetings.
  - Live streaming of city channels and community channels.
  - Provide city channels on Roku and AppleTV via NMTV app.
  - Video equipment repair, maintenance and consulting.
  - Drone services.
  - Video production services.
  - Meeting coverage and troubleshooting.
- The general public also benefits from the services of North Metro TV. These services include:
  - Educational opportunities.
  - Access to professional video production tools.

- Home Movie transfer services.
  - Varied and informative programming about their community, including high school sports, local news, and city meetings.
- Future state and federal legislation could have an impact on future income sources.



# **North Metro Telecommunications Commission 2026 Budget Line-Item Supporting Information**

## **Personnel**

- The recommended 2026 budget follows the recommendation of The Waldron Group to move to a Co-Executive Director model and reduce one full-time staff position.
- The personnel line-item reflects a 3% COLA.
- Part-time staff includes sports and meeting coverage personnel. Employees in the part-time group are used when needed for a sports shoot or to cover a city meeting. The majority of the part-time staff qualify for PERA. They are not eligible for health benefits. Payroll taxes apply.

## **Benefits**

- The NMTC employee benefits package has been budgeted at \$1,400.00 per FT staff per month for 2026, plus the expected PT payroll taxes and PERA costs. This is \$0 more, per person/per month than was budgeted for 2025. The Member City benefits package average for 2024 was \$1,399.80.
- All indications are that the NMTC's contribution to PERA will remain at 7.5% in 2025.

## **Administrative Expenses**

- Budgeted administrative expenses are \$2,700 higher than 2025. The increases include educational opportunities for the new Co-Executive Directors, as well as ongoing consulting from The Waldron Group.

## **Production Expenses**

- Budgeted production expenses are \$12,800 less than 2025. The need for DVDs, Blu-rays, and disc cases continues to decrease, partially as a result of electronic file transfers.
- The intern budget has been decreased by \$2,000

## **Office Expenses**

- Office expenses are budgeted at \$10,200 more than the 2025 level.
- \$10,000 of the increase is attributed to website accessibility upgrades that put us into federal compliance before the April 2027 deadline.
- Building maintenance includes the furnace/AC maintenance contract, lawn care, snow removal, carpet and window cleaning, fire inspection, and landscaping and building mechanical services.

- Building utilities include sewer, water, gas, and electric.
- Insurance includes all property, liability, crime, volunteer, vehicle, drone, and monument sign coverage.
- Office supply line-item includes all office supplies, and maintenance contracts on printers and copiers.
- The Telephone/Internet/Web Hosting line-item covers bandwidth which is required to transport signals from city hall. NMTV continues to pay a fee to house video-on-demand and streaming content on a remote server. This allows for unlimited simultaneous viewing, without a reduction in speed, or an inordinate amount of bandwidth for that purpose. The line-item also covers the wireless live transmission of sporting events and other field productions. The website maintenance contract, web hosting, telephone costs, license fees for our Roku and AppleTV apps, and the annual phone software upgrade are also included.
- Postage covers the cost of mailing dubs and equipment for contract maintenance, and other postage for the NMTC.
- Property tax is for the recycling assessment. In 2024, there was an unexpected street assessment fee in this line item.
- Building cleaning, trash, recycling, and hazardous material disposal/recycling increased \$6,000 to better reflect recent cost increases.

### **Capital Expenditures**

- The 2026 capital budget currently includes \$108,250 for production equipment, \$8,500 for office systems and software fees, \$8,000 for HVAC improvements, and \$100,000 for city capital expenses.
- The production equipment budget includes annual system contracts, including closed captioning, a new video player for the studio, and a new router for the production truck.
- Fees back to Cities are included as a capital cost.

### **Summary**

- The recommended 2026 Operating budget is \$6,443 lower than the 2025 budget.
- Capital equipment expenditures are budgeted at \$224,750, which is \$6,210 less than the 2025 budget.
- The 2024 HD bond payment was the final payment, and that bond has been paid off.
- It is recommended that fees returned to cities be included in capital expenditures in order to maximize fee payments in the future. This budget includes \$100,000 in fees for city capital expenditures and capital reserves.
- The overall 2026 budget is \$12,653 lower than the 2025 budget.

**North Metro Telecommunications Commission**  
**2026 FINANCIAL SUMMARY**  
**Estimated Fund Balances/Revenues/Expenditures.**

**BEGINNING FUND BALANCES**

Operating Reserve	\$608,709
Accrued Vac, Sick, Comp	\$120,000
Capital Equip. Fund	\$504,155
Vehicle Replacement Fund	\$49,763
Bldg Repair Reserve	\$165,000
Franchise Renewal Fund	\$200,000
Bond Reserve	\$0

**TOTAL: \$1,647,627**

**ESTIMATED REVENUES**

Franchise Fees	\$972,000
PEG Fees	\$480,000
Other Income	\$55,000
Interest Income	\$48,750
Income From Reserve Funds	\$106,597

**TOTAL: \$1,662,347**

**ESTIMATED EXPENDITURES**

Operating Expenses	\$1,437,597
Capital Expenses: Equipment/Bldg	\$124,750
Capital Expenses: Bond Payment	\$0 Paid off in 2024
Capital Expenses: PEG Fees to Cities	\$100,000

**TOTAL: \$1,662,347**

**YEAR END FUND BALANCES**

		Increase(Decrease)
Operating Reserve	\$496,455	-\$106,597
Accrued Vac, Sick, Comp	\$120,000	\$0
Capital Equip. Fund	\$504,155	\$0
Vehicle Replacement Fund	\$49,763	\$0
Bldg Repair Reserve	\$165,000	\$0
Franchise Renewal Fund	\$200,000	\$0
Bond Reserve	\$0	\$0

**TOTAL: \$1,535,373 -\$106,597**

<p style="text-align: center;"><b>2026</b></p> <p style="text-align: center;"><b>North Metro Telecommunications Commission Budget</b></p>
---

[illegible]

<p align="center"><b>2026</b></p> <p align="center"><b>North Metro Telecommunications Commission Budget</b></p>
---

[illegible]

**2026**  
**North Metro Telecommunications Commission Budget**

	2024 ACTUAL	2025 BUDGET		2026 BUDGET	NOTES
		Budget	April Rev.		
<b>CAPITAL EXPENDITURES</b>					
Video Equipment	144,752	105,960	92,327	108,250	Master Control equipment, live streaming hardware
Computer/Office Equipment/Sftwre	20,042	15,000	10,492	8,500	office systems, software
To equipment reserve fund	200,000	0	0	0	
Vehicles	0	0	0	0	
Building Expenditures	12,409	10,000	0	8,000	HVAC improvements
Bond Payment	230,265	0	0	0	HD Bond Payment
City Capital Expenditures	150,000	100,000	100,000	100,000	Equipment/Equipment Reserves
<b>CAPITAL EXP. TOTAL:</b>	<b>757,468</b>	<b>230,960</b>	<b>202,819</b>	<b>224,750</b>	
<b>GRAND TOTAL:</b>	<b>1,833,367</b>	<b>1,675,000</b>	<b>678,831</b>	<b>1,662,347</b>	

North Metro TV 2026 Computer Budget	
-------------------------------------	--

ID No.	Model No.	Make	Description	Qty	Cost	Total
2026-201		PC	Michele Office Computer	1	1500	1500
2026-202		PC	Ted Office Computer	1	3000	3000
2026-203		PC	Matt Office Computer	1	1500	1500
2026-204		PC	Computer Replacement Parts	1	1000	2000
						8000

North Metro TV 2026 Software Budget	
-------------------------------------	--

ID No.	Model No.	Make	Description	Qty	Cost	Total
2026-301	Adobe Suites	Adobe	Adobe Photoshop, Premiere, After Effects.....etc (\$900/Month)	12	900	10800
2026-302	Office Products	Microsoft	Microsoft Office Subscription	1	2500	2500
2026-303	Gmail Accounts	Gmail	Google Gmail & Workspace Business Accounts (Monthly at \$211)	1	3000	3000
2026-304	Mac Drive	MacDrive	MacDrive Account for 4 Yearly Licenses	4	50	200
2026-305	RealVNC Pro	RealVNC	Remote VNC Connection to office computers (Yearly Subscription)	1	1000	1000
						17500

## North Metro TV 2026 Recommended Equipment Budget

### Master Control Service & Subscriptions

ID No.	Model No.	Make	Description	Qty	Cost	Total
2026-1	CBL-PLATINUM-4	Tightrope	4 I/O Platinum Support through Tightrope. Loaner, Night Support, Upgrade Assistance	1	4250	4250
2026-2	CBL-PLATINUM-ADDL	Tightrope	Tightrope Additional I/O Annual Software Maintenance Contract for Large Systems (update 10 Needed)	10	550	5500
2026-3	CBL-REFLECT-BND	Tightrope	Cablecast Reflect Live & VOD Stream Server Subscription -	3	2800	8400
2026-4	CBL-REFLECT-LIVE	Tightrope	Cablecast Live Reflect Service	2	1500	3000
2026-5	CBL-CAPTIONING-500	Tightrope	500 Hour Block of Captioning	1	4000	4000
2026-6	CBL-CABLECAST-REN	Tightrope	Subscription Fee to maintain 1 Cablecast OTT channel	2	300	600
2026-7	CBL-ENCO-SUPPORT	Enco	Annual Support Contract for ENCO enCaption server & software	1	6500	6500
2026-8	M-PREM-SUPP-1	Haivision	Premium Maintenance & Support for StreamHub and Pro460	1	7000	7000
						<b>39250</b>

### Master Control Equipment

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
				0	0	0
						<b>0</b>

### Control Room/Studio A

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2026-20	Evertz Playback Server	Evertz	4 Output Playback Server replacing the Black Storm	1	36000	36000
						<b>36000</b>

### Control Room/Studio B

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						0
						<b>0</b>

### Production Truck

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						0
						<b>0</b>

### Sports Department

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2026-50	Ross NK Router	Ross	Ross router to replace 10-year old router in truck	1	20000	20000
						<b>20000</b>

### Public Access

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						<b>0</b>

### News Department

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						<b>0</b>

### Special Events

ID No.	Model No.	Make	Description	Qty	Unit Price	Total



0

Municipal Servies						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
			Various Small Equipment Replacements	1	500	500
						500

Tech Shop Equipment						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2026-100			Cable Reels, Cable Ends, Small Tools, etc.....			7500
						7500

Various Small Items						
ID No.	Model No.	Make	Description			Total
2026-120	-	-	Small Item Budget			5000
						5000

Grand Total						108250.00
-------------	--	--	--	--	--	-----------

**City of Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park MN 55432**

**Business License  
Liquor License  
August 4, 2025**

**Intoxicating On-Sale**

Dala 1, Inc (**New Owner**)  
8407 Plaza Blvd NE

**Main License**

ONS-25-01

**Sunday License**

ONSS-25-01

**2AM License**

X



# Public Right of Way Application

## Applicant Information:

Name of Company: Xcel Energy

Address: 825 Rice St,

City/State/ZIP: St. Paul, MN, 55117

Phone Number: 919-655-5511

Fax Number: \_\_\_\_\_

Email Address: anne.wagner@xcelenergy.com

Representatives Name: Anne Wagner

## Project Information:

Project Name: 15376585 114554919

Project Address/Location: 1105 83rd Ave NE,

City/State/ZIP: Minneapolis, MN 55432

Parcel Number(s): \_\_\_\_\_

Description of Work and restoration plan: (Attach additional pages if necessary)

Replace 1 existing deteriorating power pole and equipment.

## Duration of the Right of Way:

Start Date: 7/25/25

End Date: 1/25/26

**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.**

## Attachments Required:

☒ Site Plan/Map

☒ Project Drawings

☒ Traffic Control Plan

☐ Proof of Insurance (copy of policy)

☐ Property Deed or Owner Authorization

☐ Environmental Impact Assessment (if applicable)

☐ Other: \_\_\_\_\_

**Applicant's Certification:**

I, the undersigned, certify that I am the owner or authorized agent of the owner, and that the information provided in this application is true and accurate to the best of my knowledge. I agree to comply with all applicable laws and regulations related to the requested right of way.

In lieu of an escrow fee, we will bill the project owner for actual restoration fees if needed.

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

Date: 6/23/25

**For Office Use Only:**

Application Number: \_\_\_\_\_

Date Received: 7/25/25

Reviewed By: [Signature]

Approval Status: ☒ Approved ☐ Denied

Conditions of Approval/Reasons for Denial: \_\_\_\_\_

Signature of Reviewing Officer: [Signature]

Date: 7/25/25

**Right of Way Permit - \$150.00**

☐ Excavation Hole - \$150.00

☐ Emergency Hole - \$75.00

☐ Trench - \$70/100'

☐ Obstruction Fee - \$150.00

☐ Overhead Obstruction - \$150.00

☐ Boring Holes - \$50.00 per hole

☐ Other: \_\_\_\_\_

**Instructions for Submission:**

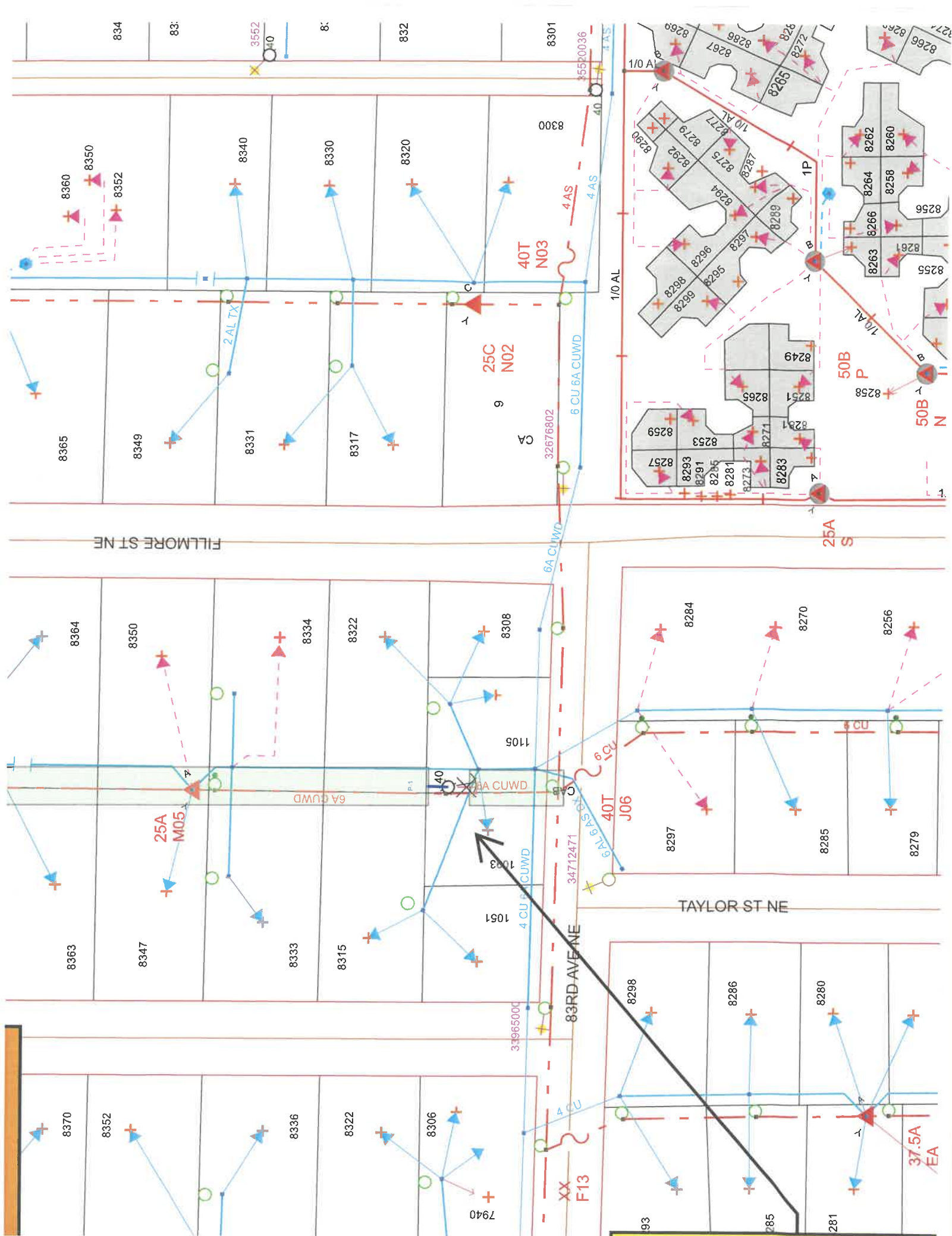
Complete the application form in its entirety.

Attach all required documents and plans.

Submit the application to [info@slpmn.org](mailto:info@slpmn.org) or [wbrown@slpmn.org](mailto:wbrown@slpmn.org).

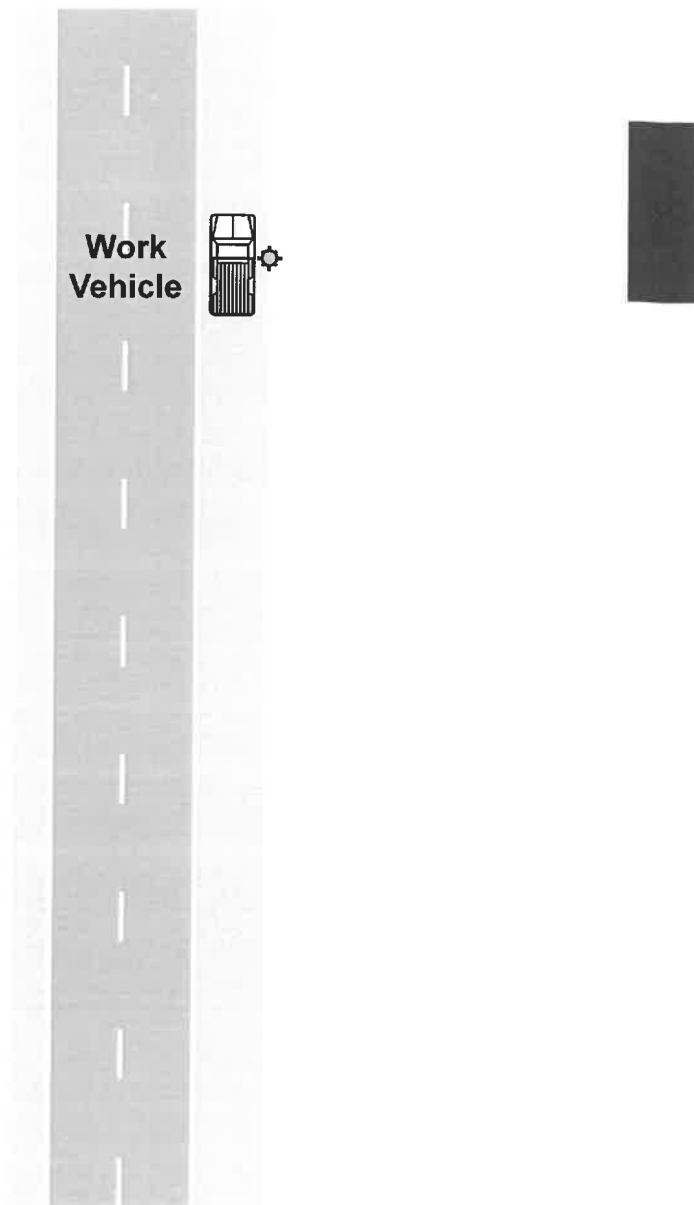
Please verify specific requirements and guidelines with the appropriate agency before submission, as these can vary by location and project type.

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



**NOTES:**

1. The Work Vehicle should be pulled over as far off the roadway as possible, and shall display and operate a 360-degree flashing beacon.

**WORK VEHICLE PARKED ON SHOULDER****1 HOUR or LESS**

6K-6

**LAYOUT 6**



# Public Right of Way Application

## Applicant Information:

Name of Company: Xcel Energy

Address: 825 Rice St,

City/State/ZIP: St. Paul, MN, 55117

Phone Number: 919-655-5511

Fax Number: \_\_\_\_\_

Email Address: anne.wagner@xcelenergy.com

Representatives Name: Anne Wagner

## Project Information:

Project Name: 15376584 114605860

Project Address/Location: 1011 83rd Ave NE

City/State/ZIP: Minneapolis, MN 55432

Parcel Number(s): \_\_\_\_\_

Description of Work and restoration plan: (Attach additional pages if necessary)

Replace 1 existing deteriorating power pole and equipment.

## Duration of the Right of Way:

Start Date: 7/30/25

End Date: 1/31/26

**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.**

## Attachments Required:

☒ Site Plan/Map

☒ Project Drawings

☒ Traffic Control Plan

☐ Proof of Insurance (copy of policy)

☐ Property Deed or Owner Authorization

☐ Environmental Impact Assessment (if applicable)

☐ Other: \_\_\_\_\_

**Applicant's Certification:**

I, the undersigned, certify that I am the owner or authorized agent of the owner, and that the information provided in this application is true and accurate to the best of my knowledge. I agree to comply with all applicable laws and regulations related to the requested right of way.

In lieu of an escrow fee, we will bill the project owner for actual restoration fees if needed.

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

Date: 7/30/25

**For Office Use Only:**

Application Number: \_\_\_\_\_

Date Received: 7/30/25

Reviewed By: \_\_\_\_\_

Approval Status: ☒ Approved ☐ Denied

Conditions of Approval/Reasons for Denial: \_\_\_\_\_

Signature of Reviewing Officer: \_\_\_\_\_

Date: 7/30/25

**Right of Way Permit - \$150.00**

☐ Excavation Hole - \$150.00

☐ Emergency Hole - \$75.00

☐ Trench - \$70/100'

☐ Obstruction Fee - \$150.00

☐ Overhead Obstruction - \$150.00

☐ Boring Holes - \$50.00 per hole

☐ Other: \_\_\_\_\_

**Instructions for Submission:**

Complete the application form in its entirety.

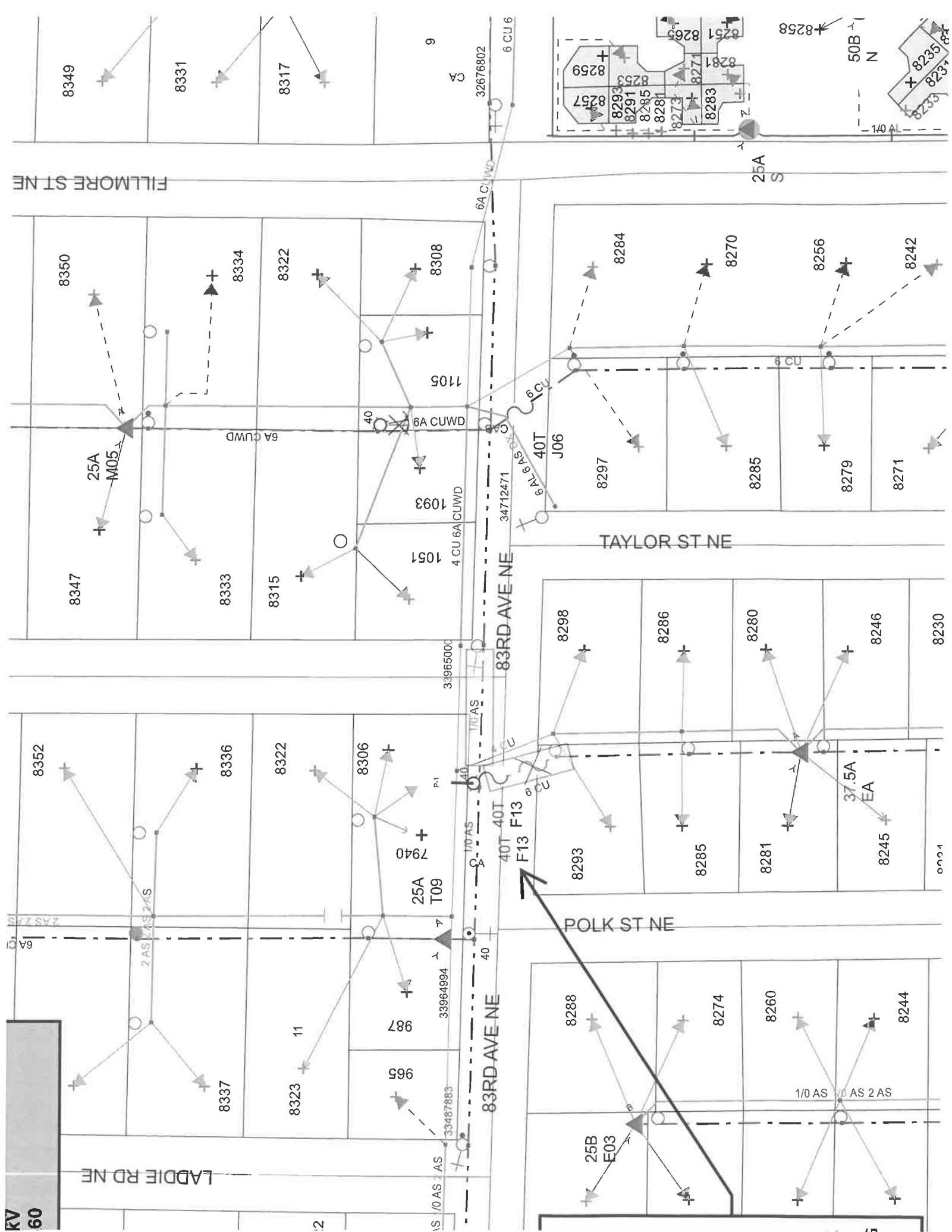
Attach all required documents and plans.

Submit the application to [info@slpmn.org](mailto:info@slpmn.org) or [wbrown@slpmn.org](mailto:wbrown@slpmn.org).

Please verify specific requirements and guidelines with the appropriate agency before submission, as these can vary by location and project type.

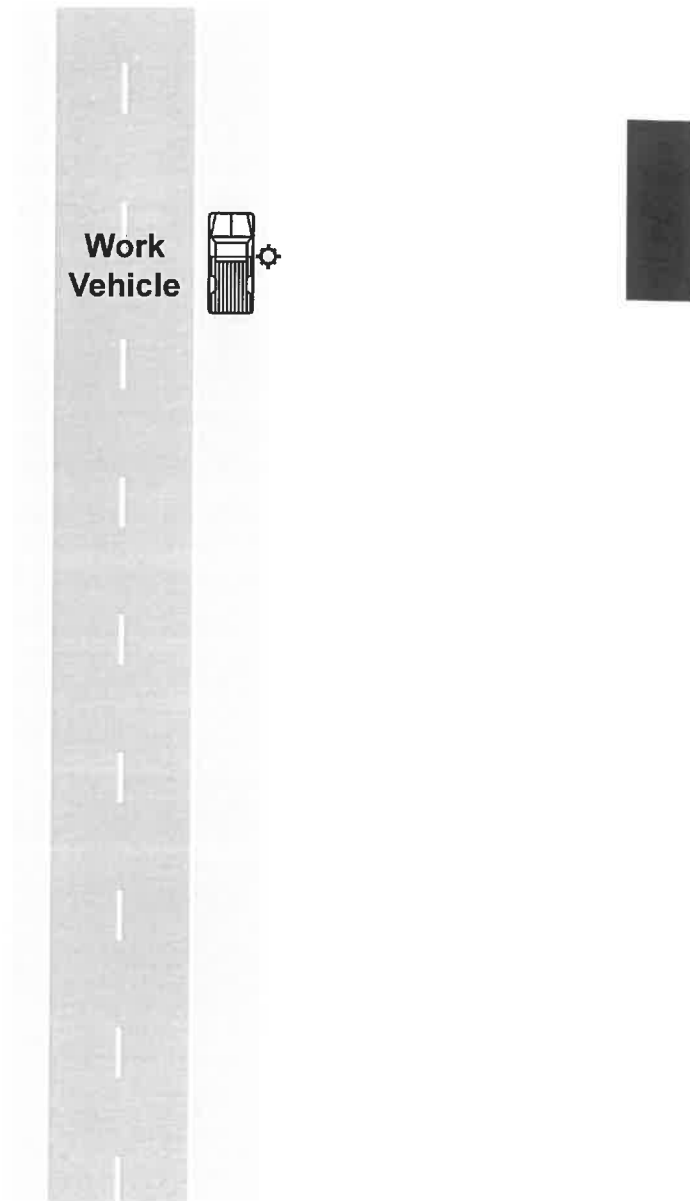
**APPLICANT MUST CONTACT THE SPRING LAKE PARK PUBLIC WORKS DIRECTOR AT 763-792-7227 48 HOURS PRIOR TO COMMENCING WORK.**





**NOTES:**

1. The Work Vehicle should be pulled over as far off the roadway as possible, and shall display and operate a 360-degree flashing beacon.

**WORK VEHICLE PARKED ON SHOULDER****1 HOUR or LESS**

6K-6

**LAYOUT 6**



# Public Right of Way Application

## Applicant Information:

Name of Company: Xcel Energy

Address: 825 Rice St,

City/State/ZIP: St. Paul, MN, 55117

Phone Number: 919-655-5511

Fax Number: \_\_\_\_\_

Email Address: anne.wagner@xcelenergy.com

Representatives Name: Anne Wagner

## Project Information:

Project Name: 15376583 114593299

Project Address/Location: 8347 Lakewood Dr NE

City/State/ZIP: Minneapolis, MN 55432

Parcel Number(s): \_\_\_\_\_

Description of Work and restoration plan: (Attach additional pages if necessary)

Replace 1 existing deteriorating power pole  
and equipment.

## Duration of the Right of Way:

Start Date: 7/28/25

End Date: 1/31/25

**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.**

## Attachments Required:

☒ Site Plan/Map

☒ Project Drawings

☒ Traffic Control Plan

☐ Proof of Insurance (copy of policy)

☐ Property Deed or Owner Authorization

☐ Environmental Impact Assessment (if applicable)

☐ Other: \_\_\_\_\_

**Applicant's Certification:**

I, the undersigned, certify that I am the owner or authorized agent of the owner, and that the information provided in this application is true and accurate to the best of my knowledge. I agree to comply with all applicable laws and regulations related to the requested right of way.

In lieu of an escrow fee, we will bill the project owner for actual restoration fees if needed.

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

Date: 6/23/25

**For Office Use Only:**

Application Number: \_\_\_\_\_

Date Received: 7/29/25

Reviewed By: 

Approval Status: ☒ Approved ☐ Denied

Conditions of Approval/Reasons for Denial: \_\_\_\_\_

Signature of Reviewing Officer: 

Date: 7/29/25

**Right of Way Permit - \$150.00**

☐ Excavation Hole - \$150.00

☐ Emergency Hole - \$75.00

☐ Trench - \$70/100'

☐ Obstruction Fee - \$150.00

☐ Overhead Obstruction - \$150.00

☐ Boring Holes - \$50.00 per hole

☐ Other: \_\_\_\_\_

**Instructions for Submission:**

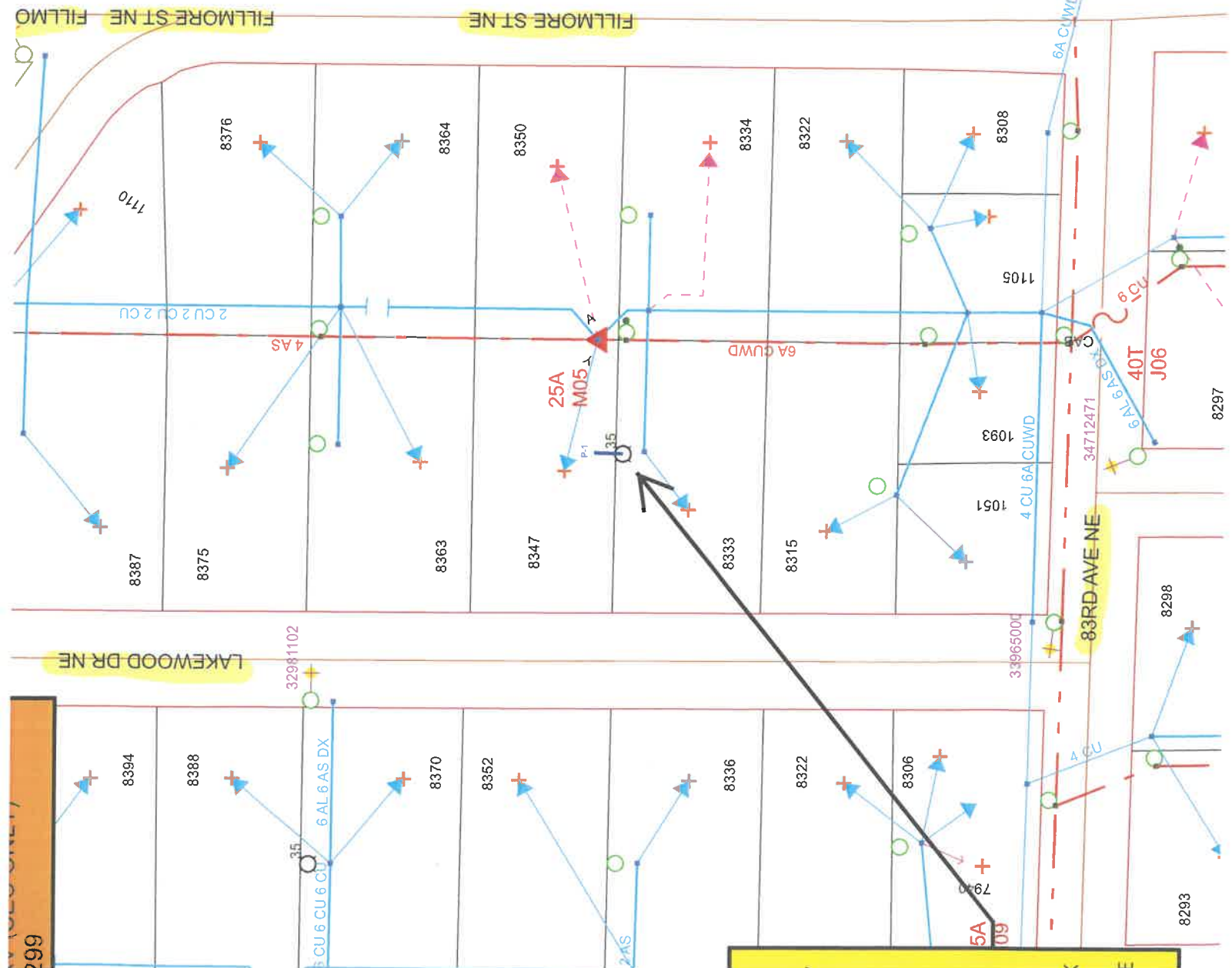
Complete the application form in its entirety.

Attach all required documents and plans.

Submit the application to [info@slpmn.org](mailto:info@slpmn.org) or [wbrown@slpmn.org](mailto:wbrown@slpmn.org).

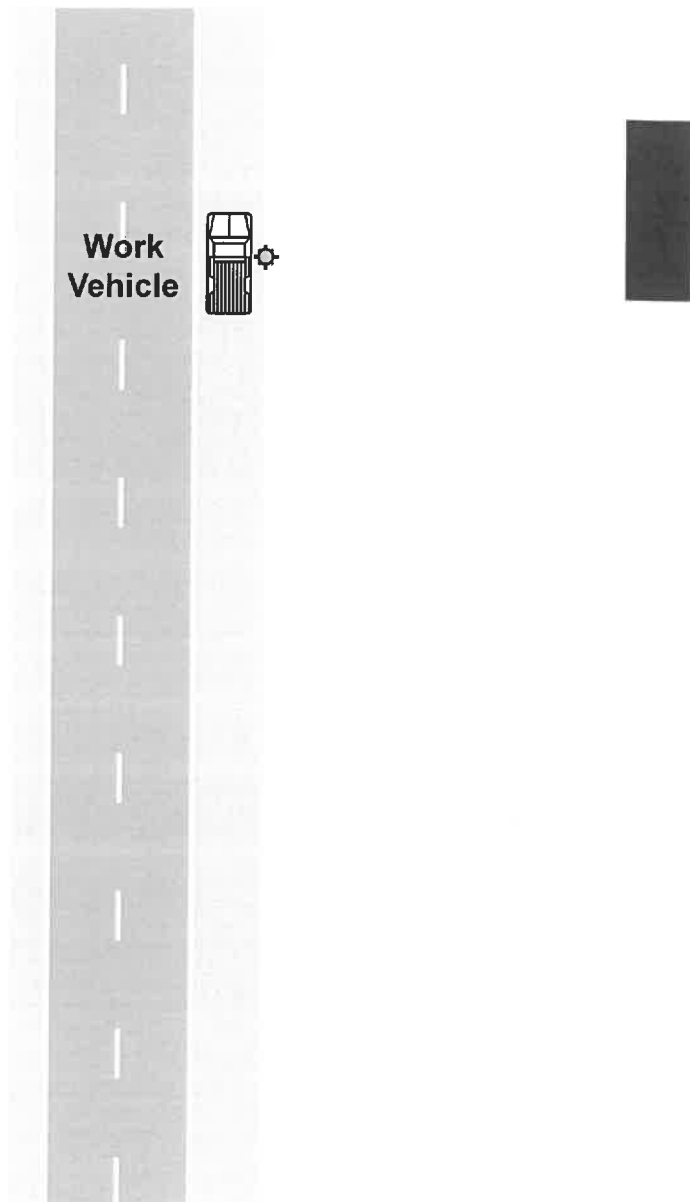
Please verify specific requirements and guidelines with the appropriate agency before submission, as these can vary by location and project type.

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



**NOTES:**

1. The Work Vehicle should be pulled over as far off the roadway as possible, and shall display and operate a 360-degree flashing beacon.

**WORK VEHICLE PARKED ON SHOULDER****1 HOUR or LESS****6K-6****LAYOUT 6**



# Public Right of Way Application

## Applicant Information:

Name of Company: Xcel Energy

Address: 825 Rice St,

City/State/ZIP: St. Paul, MN, 55117

Phone Number: 919-655-5511

Fax Number: \_\_\_\_\_

Email Address: anne.wagner@xcelenergy.com

Representatives Name: Anne Wagner

## Project Information:

Project Name: 15376582 114605815

Project Address/Location: 1110 Manor Dr NE,

City/State/ZIP: Minneapolis, MN 55432

Parcel Number(s): \_\_\_\_\_

Description of Work and restoration plan: (Attach additional pages if necessary)

Replace 1 existing deteriorating power pole and equipment.

## Duration of the Right of Way:

Start Date: 7/30/25

End Date: 1/31/26

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.

## Attachments Required:

☒ Site Plan/Map

☒ Project Drawings

☒ Traffic Control Plan

☐ Proof of Insurance (copy of policy)

☐ Property Deed or Owner Authorization

☐ Environmental Impact Assessment (if applicable)

☐ Other: \_\_\_\_\_

**Applicant's Certification:**

I, the undersigned, certify that I am the owner or authorized agent of the owner, and that the information provided in this application is true and accurate to the best of my knowledge. I agree to comply with all applicable laws and regulations related to the requested right of way.

In lieu of an escrow fee, we will bill the project owner for actual restoration fees if needed.

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

Date: 7/30/25

**For Office Use Only:**

Application Number: \_\_\_\_\_

Date Received: 7/30/25

Reviewed By: \_\_\_\_\_

Approval Status: ☒ Approved ☐ Denied

Conditions of Approval/Reasons for Denial: \_\_\_\_\_

Signature of Reviewing Officer: \_\_\_\_\_

Date: 7/30/25

**Right of Way Permit - \$150.00**

☐ Excavation Hole - \$150.00

☐ Emergency Hole - \$75.00

☐ Trench - \$70/100'

☐ Obstruction Fee - \$150.00

☐ Overhead Obstruction - \$150.00

☐ Boring Holes - \$50.00 per hole

☐ Other: \_\_\_\_\_

**Instructions for Submission:**

Complete the application form in its entirety.

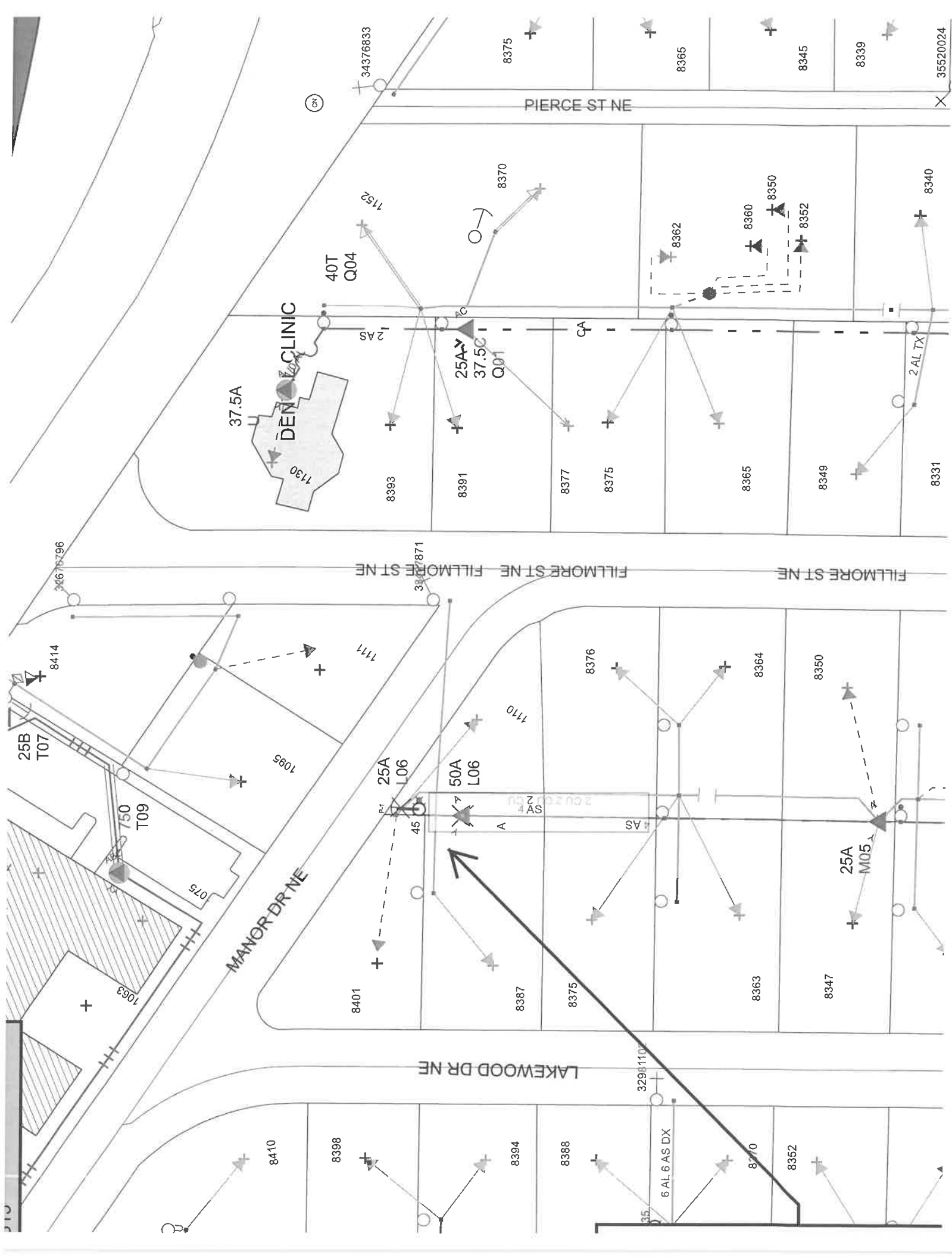
Attach all required documents and plans.

Submit the application to [info@slpmn.org](mailto:info@slpmn.org) or [wbrown@slpmn.org](mailto:wbrown@slpmn.org).

Please verify specific requirements and guidelines with the appropriate agency before submission, as these can vary by location and project type.

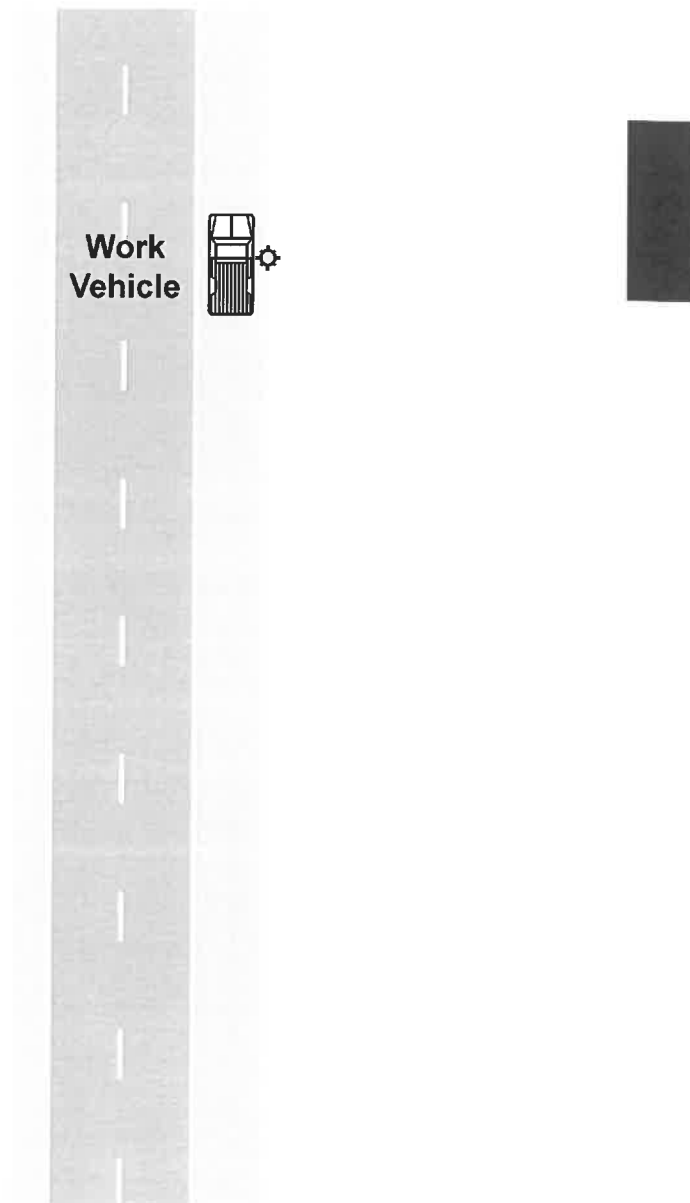
**APPLICANT MUST CONTACT THE SPRING LAKE PARK PUBLIC WORKS DIRECTOR AT 763-792-7227 48 HOURS PRIOR TO COMMENCING WORK.**





**NOTES:**

1. The Work Vehicle should be pulled over as far off the roadway as possible, and shall display and operate a 360-degree flashing beacon.

**WORK VEHICLE PARKED ON SHOULDER****1 HOUR or LESS****6K-6****LAYOUT 6**



# Public Right of Way Application

## Applicant Information:

Name of Company: TAK Broadband o/b/o Comcast

Address: 2948 Rice St

City/State/ZIP: Little Canada, MN 55113

Phone Number: 605-709-3999

Fax Number: n/a

Email Address: TCR-Permits@takcommunications.com

Representatives Name: Ira Darlington

## Project Information:

Project Name: JB 2196117

Project Address/Location: 1164 79th Ave NE

City/State/ZIP: Spring Lake Park, MN, 55432

Parcel Number(s): 01-30-24-34-0093

Description of Work and restoration plan: (Attach additional pages if necessary)

We will be replacing a 130' span of underground coaxial cable on behalf of Comcast by method of 2" directional bore at 1164 79TH AVE NE, SPRING LAKE PARK, MN 55432.

## Duration of the Right of Way:

Start Date: 8/4/25

End Date: 12/31/25

**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.**

## Attachments Required:

☒ Site Plan/Map

☒ Project Drawings

☐ Traffic Control Plan

☐ Proof of Insurance (copy of policy)

☐ Property Deed or Owner Authorization

☐ Environmental Impact Assessment (if applicable)

☐ Other: \_\_\_\_\_

**Applicant's Certification:**

I, the undersigned, certify that I am the owner or authorized agent of the owner, and that the information provided in this application is true and accurate to the best of my knowledge. I agree to comply with all applicable laws and regulations related to the requested right of way.

In lieu of an escrow fee, we will bill the project owner for actual restoration fees if needed.

Signature: Ara Darlington

Date: 7/30/25

**For Office Use Only:**

Application Number: \_\_\_\_\_

Date Received: 7/30/25

Reviewed By: CK

Approval Status: ☒ Approved ☐ Denied

Conditions of Approval/Reasons for Denial: \_\_\_\_\_

Signature of Reviewing Officer: George L. Linger

Date: 7/30/25

**Right of Way Permit - \$150.00**

☐ Excavation Hole - \$150.00

☐ Emergency Hole - \$75.00

☐ Trench - \$70/100'

☐ Obstruction Fee - \$150.00

☐ Overhead Obstruction - \$150.00

☐ Boring Holes - \$50.00 per hole

☐ Other: \_\_\_\_\_

**Instructions for Submission:**

Complete the application form in its entirety.

Attach all required documents and plans.

Submit the application to [info@slpmn.org](mailto:info@slpmn.org) or [wbrown@slpmn.org](mailto:wbrown@slpmn.org).

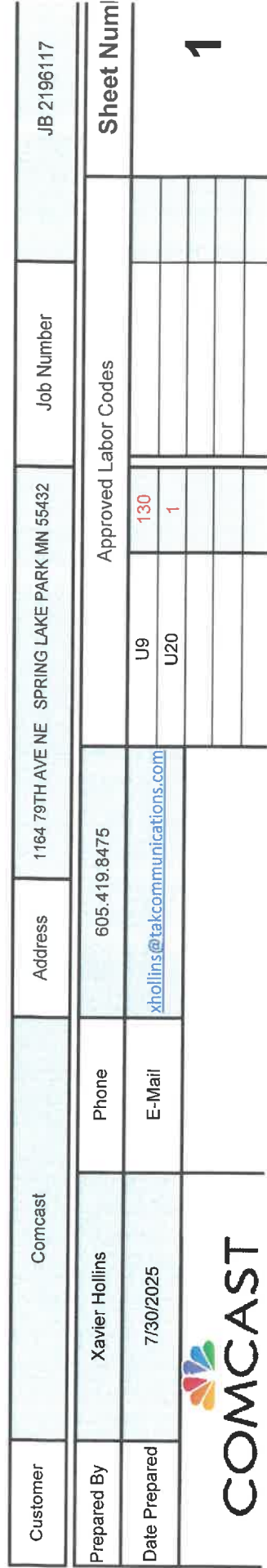
Please verify specific requirements and guidelines with the appropriate agency before submission, as these can vary by location and project type.

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





**Wuit from  
cable at**





# CERTIFICATE OF LIABILITY INSURANCE

1/1/2026

DATE (MM/DD/YYYY)  
12/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Lockton Companies, LLC 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: PHONE (A/C No. Ext): E-MAIL ADDRESS:	FAX (A/C No.):
INSURED	TAK BROADBAND, LLC 1540048 4401 S. TECHNOLOGY DRIVE SIOUX FALLS SD 57106	INSURER(S) AFFORDING COVERAGE	
		INSURER A : QBE Insurance Corporation	NAIC # 39217
		INSURER B : Stonington Insurance Company	10340
		INSURER C : North Pointe Insurance Company	27740
		INSURER D : Praetorian Insurance Company	37257
		INSURER E :	
		INSURER F :	

## COVERAGES

CERTIFICATE NUMBER: 20477602

REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	171000201	01/01/2025	01/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> HIRED <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> SCHEDULED <input type="checkbox"/> AUTOS <input type="checkbox"/> NON-OWNED <input type="checkbox"/> AUTOS ONLY	N	N	1612000825	01/01/2025	01/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	191000114	01/01/2025	01/01/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
D	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	152000531	01/01/2025	01/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
EVIDENCE OF INSURANCE.

## CERTIFICATE HOLDER

## CANCELLATION

20477602 CITY OF SPRING LAKE PARK 1301 81ST AVE NE SPRING LAKE PARK, MN 55432	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
--	---

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

Sign Permit

August 4, 2025

Sign Permit

Habibi's Halal, LLC.

8188 Hwy 65



## SIGN PERMIT APPLICATION

City of Spring Lake Park  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN 55432  
763-784-6491  
Permits@slpmn.org

JOB ADDRESS: 8188 Hwy 65 NE Spring Lake Park, MN 55432

### APPLICANT INFORMATION:

Name: Habibi's Halal LLC

Address: 8188 Hwy 65 NE Spring Lake Park, MN 55432

Email: habibishalalmpls@gmail.com

Phone: 612-607-4640

☐ New Construction

☒ Remodel

☐ Word Change

### CONTRACTORS INFORMATION:

*Please Note: Contractors must be licensed with the City of Spring Lake Park*

Name: Creative Color Inc

Address: 9635 Girard Ave. S - Minneapolis, MN 55431

Email: brent@creativecolorstudio.com

Phone: 952-746-4164

State License #: SB765693

Expiration Date: 12-31-2025

### DESCRIPTION OF WORK TO BE COMPLETED:

Refacing the current pylon Sign with a new graphic. 1 Building sign (Channel Letter Illuminated Sign) on East Fascia ~~120" X 23"~~ 120" X 23"

Square Footage of front of Building (Length X Width): 306" X 132" - 281sq' 400 per ordinance

Square Footage of all existing signs (Length X Width): ~~Pylon 66sq', Sign 1 60" X 60" 25sq', Sign 2 72" X 26" 13sq' - TOTAL 104sq'~~ Removed

Square footage of proposed sign or signs (Length X Width): ~~Pylon 66sq', Sign 1 194" X 39" - 52sq' - TOTAL 118sq'~~

IS AN ELECTRICAL PERMIT REQUIRED?

Yes ☒ No ☐

Pylon 50' X 2' = 100  
Building 19'

Total 119'

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

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

⇒ Applicant Signature: [Signature]

Date: 7/15/2025





## SIGN PERMIT APPLICATION

City of Spring Lake Park  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN 55432  
763-784-6491  
Permits@slpmn.org

### REQUIREMENTS:

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

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

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

Include a drawing showing location and message on sign.

If you are not the owner of the property, include a SIGNED letter from the owner giving permission to erect the sign.

If the application is NOT fully completed, it will be denied at time of processing. Please verify that all necessary information is legible and plans are included with job cost estimates.

NOTE: All applications are due by noon on the Tuesday preceding the Council Meeting.

### \*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Fee: \$250

Receipt Number: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Pylon  
 $\pi \times 4 \times 4 = 50 \times 2 = 100 - \$75 + 1.25(10) = 87.50 \times 2 = \$175$   
Building  
19 - \$75

120 - 30%  
100 - pylon  
19 - Building  

---

1 - Remaining

EXTERIOR SIGN



97.5" X 97.5"



~~665Q~~ - ILLUMINATED PYLON SIGN

The design, layout, and information in this drawing is proprietary. Any reproduction, in part or whole, without the written permission of Creative Color Inc. All Rights Reserved.

**Creative  
Color**  
graphic & print studio

CREATIVECOLORSTUDIO.COM  
952.746.4164  
9635 Girard Ave. S. | Minneapolis, MN 55431

DESIGN | SIGNS | WRAPS | PRINT

CUSTOMER: Habibi's Halal

DATE: 7/8/2025

PROJECT: Exterior Signage



EXTERIOR SIGN

**HABIBI'S HALAL**  
GYROS. BOWLS. SANDWICHES

23"

120"

The design, layout, and information in this drawing is proprietary. Any reproduction, in part or whole, without the written permission of Creative Color is prohibited. © 2025 All Rights Reserved.

**Creative  
Color**  
graphic & print studio

**CREATIVECOLORSTUDIO.COM**  
**952.746.4164**

9635 Girard Ave. S. | Minneapolis, MN 55431

DESIGN | SIGNS | WRAPS | PRINT

**CUSTOMER:** Habibi's Halal

**DATE:** 7/24/2025

**PROJECT:** Exterior Sign



# SIGN LOCATIONS

**HABIBI'S HALAL**  
GYROS. BOWLS. SANDWICHES



The design, layout, and information in this drawing is proprietary. Any reproduction, in part or whole, without the written permission of Creative Color is prohibited. © 2025 Creative Color Inc. All Rights Reserved.

**creative  
color**  
graphic & print studio

**CREATIVECOLORSTUDIO.COM**  
**952.746.4164**

9635 Girard Ave. S. | Minneapolis, MN 55431

**DESIGN | SIGNS | WRAPS | PRINT**

**CUSTOMER:** Habibi's Halal

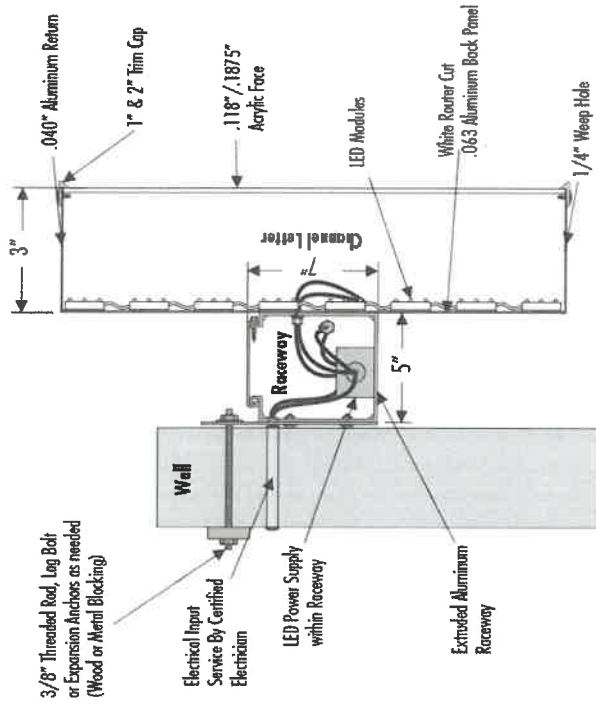
**DATE:** 7/15/2025

**PROJECT:** Exterior Signs



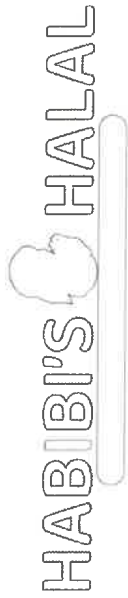
3M Digital & Translucent Vinyl Decoration  
Tangerine - 3630-84

## SIDE VIEW - HABIBI'S SIGN



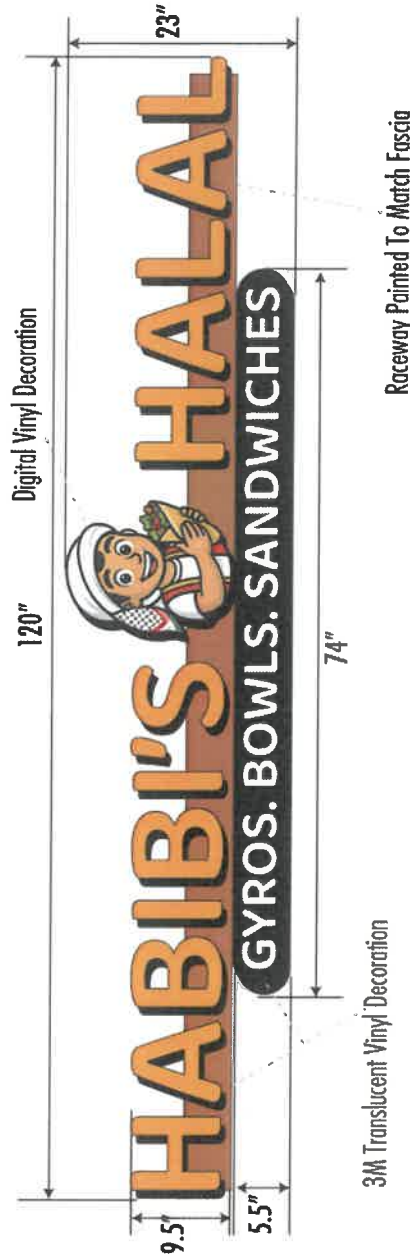
## SECTION ASSEMBLY DETAIL

Typical Internally Illuminated (LEDs)  
Small Channel Letter/Logo (Raceway Mounted)



(ICON) - .118" White Acrylic w/ 1" Black Trim Cap - Black Return  
(GYRO. BOWL) - .1875" White Acrylic w/  
2" Black Trim Cap - Black Return

## FRONT VIEW - HABIBI'S HALAL SIGN



## SPECIFICATIONS: (QUT 1 SET)

- \*HABIBI'S (ICON) HALAL - CHANNEL LETTER
  - 3" (.040) Aluminum Return (Black)
  - (.063) Aluminum Back Panel (White)
  - (.118) White Acrylic Face w/ Vinyl Decoration
  - 1" (Black) Trim Cap
  - Illuminated With Principal (White) LED (Front)
  - Wiring: 120V/277V Internal LED Power Supply
  - Mounted To Raceway
- \*GYROS. BOWLS. SANDWICHES - CABINET CHANNEL LETTER
  - 3" (.040) Aluminum Return (Black)
  - (.063) Aluminum Back Panel (White)
  - (.118) White Acrylic Face w/ Vinyl Decoration
  - 2" (Black) Trim Cap
  - Illuminated With Principal (White) LED (Front)
  - Wiring: 120V/277V Internal LED Power Supply
  - Mounted To Raceway



DIGITAL VINYL



3M TANGERINE - 3630-84



BLACK

**creative color**  
graphic & print studio

CREATIVECOLORSTUDIO.COM  
952.746.4164

DESIGN | SIGNS | WRAPS | PRINT

All Details, Drawings, Specs Are Property of and are Copyrighted © 2025 Creative Color Inc. 9635 Girard Ave. S. | Minneapolis, MN 55431

07/15/2025

RE: Sign Work at 8188 Hwy 65 NE Spring Lake Park, MN 55432

To whom it may concern

I, William Alex Gomez, owner of the property listed above, approve the tenant to proceed with signage at the property listed above.

Thank you

*William Gomez*

William Alex Gomez





# Memorandum

---

**To:** Mayor Nelson and Members of the City Council  
**Cc:** Dan Buchholtz, City Administrator  
**From:** George Linngren, Public Works Director  
**Date:** July 31, 2025  
**Subject:** July 2025 Public Works Report

---

The following is a summary of Public Works activities for the month of July:

- **Parks Maintenance:** Due to abundant rainfall and recent fertilization, the lawns have been growing quickly and look great. Terry and the parks crew have been working hard to keep up with mowing and have done an excellent job maintaining the grounds.
- **Gardening and Landscaping:** Lucy, one of our seasonal workers, has been doing outstanding work in the park gardens, including weeding and beautification efforts.
- **Stump Grinding:** We are still catching up on grinding the remaining stumps. If you are aware of any locations we may have missed, please let me know.
- **Community Engagement:** Trevor and I participated in a "Touch a Truck" event at Substance Church. We brought a dump truck and loader for about 20 enthusiastic children to explore. They had a great time, and perhaps we inspired some future public works professionals.
- **Seal Coating:** Seal coating work is scheduled to begin in the next week or so. Rock material is being delivered and staged at Terrace Park this week in preparation.
- **Mill and Overlay Project:** This project is currently underway. Concrete work is complete, milling began on Friday, and patching and paving are taking place this week.
- **Terrace Park Playground Material:** We successfully removed the old playground materials from Terrace Park. Some of the fill was reused on the west side of City Hall, and we will be seeding that area soon.
- **Storm Clean-Up:** We experienced minimal damage from the two recent storms. A few large limbs and small branches came down, but everything was cleared and chipped the same day.
- **Pothole Patching:** Now that seal coat prep is complete, we are transitioning to patching potholes around the city. Please notify us of any problem areas.
- **Storm Sewer Lining:** The contractor has completed inspection of the storm line on Theorin Terrace. The liner has been ordered and is expected to be installed in 6–8 weeks.

## Meetings and Administrative Activities:

1. Attended one City Council meeting
2. Attended the monthly department head meeting

3. Participated in the SRA quarterly meeting
4. Collaborated with Dan Buchholtz on the 2026 budget
5. Met with contractors to begin exploring HVAC maintenance contracts as existing warranties near expiration

This concludes my report for the month of July. I am available to answer any questions you may have.  
Thank you.





**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**

---

## REPORT

---

**TO:** Spring Lake Park City Council  
**FROM:** Jeff Baker, Code Enforcement Director  
**RE:** Code Enforcement Monthly Report for July 2025  
**DATE:** July 30, 2025

---

Permits for July, had a total of 20 building, 0 certificate of occupancy, 0 fire suppression, 0 Zoning, 5 mechanical and 3 plumbing for a total of 28 permits issued compared to a total of 42 in 2024. Code Enforcement conducted 172 inspections in the month of July including 38 building, 24 housing, 78 fire and 32 nuisances.

A total of 8 Administrative Citations were issued.

Code Enforcement has started the initial steps to gain access to 7730 Central Ave. This vacant home is becoming a dumping ground and has started attracting illegal activity, making it an increasing nuisance in the area. If you see anything suspicious, please contact the police department so the activity can be documented and possibly stopped.

### **Construction Update:**

7811 Jackson St - Code Enforcement has finished reviewing the plans for the new home, and the permit has been issued. The house is a good-sized split-level and will have a similar look to the new homes recently built on Monroe Street.

In July of 2025, I also attended the following appointments:

- City Council Meeting July 21<sup>st</sup>.
- Budget Review July 15<sup>th</sup>.

This concludes the Code Enforcement Department monthly report for July 2025. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.

# Parks and Recreation Department

## July 2025 Report

### Parks

---

- Music in the Park: We have had to cancel the July 23<sup>rd</sup> show, it has been rescheduled for Aug 20. We will have two shows in August:
  - August 7<sup>th</sup> – Everett Smith
  - August 20<sup>th</sup> – Todd and Me
- Service Day – We want to Thank Emmanuel Christian Center for volunteering to work in our parks for their Service Day. They completed some much-needed projects: - staining of the old library building at Lakeside Lions, the post for the Little Library, and the posts in the picnic shelter. They also helped with the flower beds at Terrace Park which need a refresh and weed removal. ECC also had groups cleaning along University Ave and Old Central. Their support is greatly appreciated.

### Department Activity

---

- Summer programs are running at full steam. The Able Park program continues to be popular.
- Our youth softball tournament was the last weekend in July – boy was it hot out. The kids and families did great and had a fun time. We did reduce some play time for games as the heat was rising.
- Clare will have a busy August with a variety of Day Trips and an Extended Trip with Anne at the end of the month.
- We have been using social media videos to grab attention of community members. The results have been good.
- Staff participated in the following Community based events: Pokémon Go, Popsicle with the Police.
- Director Scanlon attended the following meetings and events during June:
  - Tower Days Planning Meeting (Wrap Up)
  - Department Head Meeting
  - City Council Session
  - Weekly Park and Rec Staff Mtg
  - Mtg with SLP Lions for Tower Days

## Social Media & Community Engagement

Our social media presence continues to grow as a vital tool for connecting with residents and sharing the energy of our events and programs. From live event coverage to fun video clips, our posts aim to be timely, engaging, and reflective of our department's spirit. Behind every post, photo, and video is a team effort. While we don't have a dedicated communications team, we continue to find creative and collaborative ways to meet the growing demand for quality content.

In June and July, we saw strong interaction and reach across a variety of posts on **Facebook**:

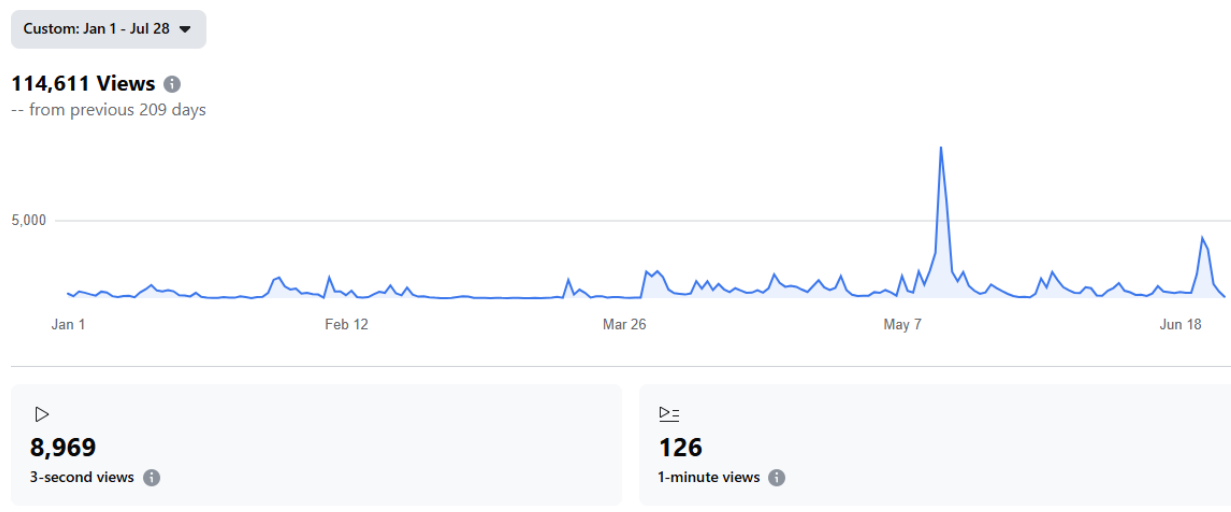
**Views:** The number of times your content was played or displayed. Content included reels, videos, posts, stories and ads.

- Terrace Park Playground is Open! – May 31
  - Video: 3,461 views
- Tower Days – June 5-8
  - All Videos and Posts: 11,324 views
  - 13 videos or posts were made our two highest viewed were:
    - Tower Days is Officially Underway had 2,623 and our live feed of Wrestling reached 1,290.
- Popsicle with the Police – July 24
  - All Videos and Posts: 5,062 views
- Music in the Park – July 9
  - 723 views
- SLP Rec Paw-some Work Buddy – July 3
  - 482 views

The most engaging posts in July were *Popsicle with the Police*, *Music in the Park* and *Paw-some Work Buddy*, both helping to spotlight the people and personalities behind our programs.

As our department continues to evolve and connect more directly with the public, social media has become an essential part of how we reach and engage our community. We're proud to share the stories, highlights, and moments that reflect the vibrancy of Spring Lake Park.

If you look at the chart below you can see a large peak during Tower Days.





## 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

---

## MEMO

---

**TO:** Spring Lake Park City Council  
**FROM:** Jeff Baker, Code Enforcement Director  
**RE:** Compliance Engine – Third Party Reporting System  
**DATE:** July 25, 2025

---

This memo is to inform the City Council about the potential implementation of *The Compliance Engine*, a cloud-based inspection reporting system powered by Brycer. This system is designed to streamline the tracking of fire protection systems and other life safety system inspections performed by third-party contractors.

### ***Purpose and Benefits:***

The Compliance Engine allows the City to receive, track, and manage inspection reports for systems such as:

- Fire alarms
- Sprinkler systems
- Commercial kitchen suppression systems
- Fire extinguishers
- Emergency lighting
- And other required life safety systems

By using this platform, the City can:

- Improve code compliance and ensure systems are properly maintained
- Receive timely and consistent reporting from service providers
- Reduce administrative workload for City staff
- Increase public safety and reduce liability
- Notify building owners and contractors of upcoming or overdue inspections automatically

### ***How It Works:***

Registered contractors submit their inspection reports directly to The Compliance Engine. The platform notifies both the City and property owners of compliance status, deficiencies, and follow-ups. This ensures that all required annual, semi-annual, and quarterly inspections are performed and properly documented.

***Costs:***

There is **no cost to the City** for implementing The Compliance Engine. The cost is passed on to the contractors in the form of a nominal filing fee per report (Roughly \$25.00). Contractors are already familiar with this system, as it is widely used in cities across Minnesota and the country.

***Recommendation:***

Code Enforcement recommends that the City move forward with the adoption of The Compliance Engine as our official third-party reporting system for life safety inspections. This will greatly enhance our ability to ensure compliance, protect our businesses and residents, and improve efficiency without any cost burden to the City.

If approved, Code Enforcement will work with Brycer to initiate implementation and provide education to local service providers and stakeholders.

# THE COMPLIANCE ENGINE IMPLEMENTATION PLAN

POWERED BY **BRYCER**

BRYCER L.P.

THE COMPLIANCE ENGINE 4355 Weaver Pkwy. St 230. Warrenville, IL 60555



## THE COMPLIANCE ENGINE

The Compliance Engine is a simple, internet-based tool for code officials to track and drive code compliance, reduce false alarm activity and provide a safer community. It provides a secure cloud environment in which third party contractors who inspect, test, and maintain fire protections systems, submit their reports via BRYCER's web portal directly to the AHJ. This facilitates a more efficient review, tracking and follow-up process with occupants to correct deficiencies and maintain systems. In addition to the web-based technology, our services include a team to administer hard and soft copy notifications and perform follow up calls to help increase testing and maintenance activity in each jurisdiction. The result is a comprehensive and accurate aggregation of data around which buildings have what types of systems, when they were last tested, and if there are any open deficiencies that could jeopardize their successful deployment in the event of an incident. With The Compliance Engine, the AHJ will be better equipped to do more with less in their mission to drive 100% code compliance with fire and life safety laws.

### Current Landscape:

- 40% of life safety systems go uninspected or maintained every year
- 32.5% of false alarms are due lack of maintenance and testing
- 29% of fire code official's time is spent administering 3<sup>rd</sup> Party ITM reports
- 95% of AHJs do not have the resources to enforce their adopted fire code
- Current Process is manual, paper based, reactionary, inefficient and expensive

### The Compliance Engine Benefits:

- Drives 100% Compliance with fire & life safety code
- Electronically collects, organizes and tracks fire and life safety test results
- Offers API Services with RMS and software inspection companies
- Maximizes limited resources, saves time and streamlines communication
- Built to ensure a safer environment for firefighters, citizens and guests
- Saves AHJs money while strengthening life safety and offers cost recovery

### Revenue Model:

- Free for Fire Department
- Zero charge to the building owners
- Fee paid by 3<sup>rd</sup> party contractors per system and per premises
- Delivers Compliance resulting in new business and maintenance revenue for 3<sup>rd</sup> party contractors
- Endorsed by IKECA, Arizona Fire Alarm Assoc. and Western Fire Chiefs Assoc

Learn more at [www.thecomplianceengine.com](http://www.thecomplianceengine.com) or 630-413-9511

*Collect. Connect. Comply.*

## **Notable National Partners:**

**Los Angeles, CA  
Chicago, IL  
Phoenix, AZ  
San Diego, CA  
San Jose, CA  
Austin, TX  
Seattle, WA  
Oklahoma City, OK  
Albuquerque, NM  
Kansas City, MO  
Colorado Springs, CO  
Raleigh, NC  
Long Beach, CA  
Wichita, KS  
Corpus Christi, TX  
Greensboro, NC  
Laredo, TX  
Boise, ID  
Tacoma, WA  
Iowa City, IA  
Charleston, SC  
Naperville, IL  
Syracuse, NY  
Scottsdale, AZ  
Ft. Lauderdale, FL  
State of Mississippi  
State of Maryland  
State of Nevada  
State of Kansas**



## IMPLEMENTATION TASK LIST

TCE will do majority of the work to ensure the Fire Department goes live and runs efficiently. However, we kindly ask that the following list of tasks is completed by the Fire Department, in order to complete the implementation process. Completing these in a timely manner will allow for the simplest and smoothest transition into our system.

Implementation Tasks	Responsible Party	Completed
Send Main Contact Info (Name, Phone, Email, Title, Signature)	AHJ	<input type="checkbox"/>
Send Copy of Department Logo	AHJ	<input type="checkbox"/>
Send List of Local Inspection Companies	AHJ	<input type="checkbox"/>
Send or Schedule Data Extraction of Properties (ID, Name, Address, City, State, Postal, Contact Info, Fire Protection Systems)	BRYCER & AHJ	<input type="checkbox"/>
Schedule Data Verification Call with BRYCER Data Quality Assurance Team	BRYCER & AHJ	<input type="checkbox"/>
Approve Notifications & Call Script	AHJ	<input type="checkbox"/>
Send AHJ Press Release	BRYCER	<input type="checkbox"/>
Send Contractor Letter	BRYCER	<input type="checkbox"/>
Set AHJ Training Prior to Go Live	BRYCER & AHJ	<input type="checkbox"/>
Go Live	BRYCER & AHJ	<input type="checkbox"/>

YOUR DEPARTMENT NAME

1234 STREET ADDRESS

CITY, STATE, POSTAL



MONTH, DAY, YEAR

System Type - Contractor of Record:

SYSTEM TESTING COMPANY

(555) 555-5555

EMAIL@COMPANY.COM

PREMISE NAME

1234 STREET ADDRESS

CITY, STATE, POSTAL

**Re: SYSTEM TYPE INSPECTION RENEWAL - 1234 MAIN RD, YOUR CITY, STATE ZIP CODE**

Dear Building Occupant/Owner:

In accordance with the **YOUR CODE**, our records indicate the **SYSTEM TYPE** is coming due for inspection by a licensed company and must be tested within the month of your renewal date which is **DATE**.

It is the responsibility and requirement of the inspection company testing your system to submit all test reports to us via the web at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER L.P. at 630-413-9511 or via email at [support@mybrycer.com](mailto:support@mybrycer.com)

Sincerely,

*Digital Signature*

YOUR NAME

YOUR TITLE

YOUR DEPARTMENT NAME

YOUR DEPARTMENT NAME  
1234 STREET ADDRESS  
CITY, STATE, POSTAL



MONTH, DAY, YEAR

System Type - Contractor of Record:

SYSTEM TESTING COMPANY  
(555) 555-5555  
THEIREMAIL@COMPANY.COM

PREMISE NAME  
1234 STREET ADDRESS  
CITY, STATE, POSTAL

**Re: SYSTEM TYPE INSPECTION OVERDUE - 1234 MAIN RD, YOUR CITY, STATE ZIP CODE**

Dear Building Occupant/Owner:

Our records indicate the **SYSTEM TYPE** is now overdue and was to be tested within the month of your renewal date which was **DATE**. In order to avoid penalties, as provided by law for such violations, you must take immediate action.

**Actions Required:**

1. Have your **SYSTEM TYPE** inspected, tested and maintained by a licensed company and,
2. Upon completion, have your inspection company submit the test results to us at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).
3. If this inspection has been completed, you must notify your testing company that a copy of this report must be submitted to us at [www.thecomplianceengine.com](http://www.thecomplianceengine.com). **It is the contractor's responsibility to submit the documentation.**

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER L.P. at 630-413-9511 or via email at [support@mybrycer.com](mailto:support@mybrycer.com)

Sincerely,

*Digital Signature*

YOUR NAME  
YOUR TITLE  
YOUR DEPARTMENT NAME

YOUR DEPARTMENT NAME  
1234 STREET ADDRESS  
CITY, STATE, POSTAL



MONTH, DAY, YEAR

System Type - Contractor of Record:

SYSTEM TESTING COMPANY  
(555) 555-5555  
THEIREMAIL@COMPANY.COM

PREMISE NAME  
1234 STREET ADDRESS  
CITY, STATE, POSTAL

**Re: SYSTEM TYPE INSPECTION DEFICIENCIES FOUND - 1234 MAIN RD, YOUR CITY, STATE ZIP CODE**

Dear Building Occupant/Owner:

A recent inspection of your **SYSTEM TYPE** at **PREMISE ADDRESS** on **DATE** by **ITM COMPANY** revealed the violations listed below.

This notice is an **ORDER TO COMPLY**. Your failure to comply with this notice before re-inspection (30 days from date of letter) may make you liable for the penalties provided for by law for such violation(s).

#### DEFICIENCIES

**Deficiency Found:**

**Deficiency Found:**

It is the responsibility and requirement of the inspection company to submit all corrections to us via the web at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER L.P. at 630-413-9511 or via email at [support@mybrycer.com](mailto:support@mybrycer.com)

Sincerely,

*Digital Signature*

YOUR NAME  
YOUR TITLE  
YOUR DEPARTMENT NAME

## Requirement Letter to Fire Protection Contractors

YOUR DEPARTMENT NAME

1234 STREET ADDRESS

CITY, STATE, POSTAL

MONTH, DAY, YEAR



Dear Service Provider,

The **AHJ Name** has instituted a new process for service providers who inspect and test fire protection systems. Effective **Go Live Date** all compliant & non-compliant fire protection systems test reports are required to be sent to the **AHJ Name** electronically by your respective organization via The Compliance Engine's online system at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).

The **AHJ Name** is dedicated to delivering 100% compliance with our adopted Fire Code. This web-based service will aggregate, track and streamline the collection of compliance data of our jurisdiction's systems. Property owners will receive timely proactive notifications of their testing requirements, and the **AHJ Name** will gain the ability to better mitigate the risk in our community by improving public safety to our citizens.

All service providers who inspect or test fire protection systems within the **AHJ Name's** jurisdiction are required to register and submit all test, inspection, and service reports via The Compliance Engine. All reports must be submitted in accordance with the testing schedule and requirements outlined in our adopted fire code.

Benefits to you:

- Increases market opportunity and demand for your fire protection services
- Ensures all reports arrive, affording you the ability to track our department's follow up
- Enhances maintenance revenue and timeliness of deficiency corrections
- Improves customer retention with renewal notifications identifying you as company of record
- Minimizes non licensed contractors from working in your market

This proven process requires the service provider pay a nominal filing fee at the time of submittal. There is no fee to register your company with The Compliance Engine. Once registered, pricing is viewable under **AHJ Name** icon in The Compliance Engine. If you are a licensed fire protection system contractor and are not currently registered with Brycer, please do so at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).

We look forward to partnering with you to better protect and serve our community. We are confident this will benefit us ALL.

Sincerely,

*Digital Signature*

YOUR NAME

YOUR TITLE

YOUR DEPARTMENT NAME

PHONE

EMAIL

## Keys to Getting Started:

- Register at [www.thecomplianceengine.com](http://www.thecomplianceengine.com)
- Sign up for training
- Complete account set up by entering all inspectors, inspector licenses, and company licenses
- Add Users and company logo for brand awareness
- Add TCE link to your webpage

## Key Processes to Know: Check the TCE HELP Portal for “How To” Visuals

- Select correct template for each report submitted: Fire Alarm, Sprinkler, Kitchen Hood, etc.
- Enter all test reports and type out deficiencies
- Attach pdf version of inspection report when using short form (fire protection systems only)
- Ensure all reports entered are submitted for payment
- Update deficiency tracking to inform AHJ that violations have been corrected
- Check notifications icon to track sent out by AHJ
- Open inspection reports are saved reports not yet submitted to AHJ, if not submitting these to AHJ delete
- Submit a new premises when necessary (if you cannot locate the premises in the existing database)
- View your transaction list to confirm correct payment
- Create new users when necessary
- Update credit card information

## Systems Tracked: (CUSTOMIZABLE)

- Automatic Fire Sprinkler
- Automatic Closing Fire Assemblies
- 5yr Sprinkler System
- Fire Alarm System
- Commercial Kitchen Hood Suppression
- Commercial Kitchen Hood Cleaning
- Standpipe
- Active Smoke Control
- Private Hydrant System
- Fire Pump
- Fire Escape
- Gas Detection System
- Paint/Spray Booth
- Emergency Generator
- Emergency Radio Responder Coverage System
- Emergency Exit Lights
- Special Suppression
- Portable Fire Extinguishers

# PRICING MODEL

System Type	Price	Billing Frequency
5 Year Sprinkler	\$20.00	Per Submittal
Automatic Closing Fire Assemblies	\$20.00	Per Submittal
Commercial Kitchen Exhaust (Cleaning)	\$20.00	Per Submittal
Emergency Exit Lights	\$20.00	Per Submittal
Emergency Power Generator	\$20.00	Per Submittal
Emergency Responder Radio Coverage System	\$20.00	Per Submittal
Fire Alarm	\$20.00	Per Submittal
Fire Pump	\$20.00	Per Submittal
Gas Detection Systems	\$20.00	Per Submittal
Hood Suppression System	\$20.00	Per Submittal
Paint/Spray Booth Suppression	\$20.00	Per Submittal
Portable Fire Extinguisher	<b>BELOW</b>	Per Submittal
Private Fire Hydrants	\$20.00	Per Submittal
Smoke Control System	\$20.00	Per Submittal
Special Suppression	\$20.00	Per Submittal
Sprinkler System	\$20.00	Per Submittal
Standpipe	\$20.00	Per Submittal

\*\*\*REPORTS SUBMITTED AFTER 30 DAYS FROM THE INSPECTION DATE WILL INCUR A \$10.00 LATE FEE\*\*\*

\*\*\*REPORTS SUBMITTED AFTER 60 DAYS FROM THE INSPECTION DATE WILL INCUR A \$20.00 LATE FEE\*\*\*

## \*\*\*Portable Fire Extinguishers Pricing\*\*\*

1-5 Extinguishers = \$15.00

6+ Extinguishers = \$20.00

**Business Model:** There is no cost to the jurisdiction for implementation, annual or ongoing maintenance, licensing or other services offered by BRYCER. At no time will there be an invoice addressed to the jurisdiction for implementation of TCE. BRYCER's system for collecting and processing orders is simple, an Inspection company registers with TCE, which requires their payment card to be recorded and stored by our payment processing partner. We meet and exceed all PCI DSS standards. An inspection company submits a report to the jurisdiction at which point their payment card is billed at the agreed upon rate, frequency (e.g. per system, per building) and posted against the jurisdiction. The inspection company receives an email receipt along with an audit log of their transactions recorded in their custom site. The jurisdiction and the property Owner are never billed or required to make payments.

**Extent of Fees:** BRYCER charges the inspection companies on a per system, per building basis. However, TCE will accept submission of reports done on all frequencies (e.g. annually, semi-annually, quarterly, monthly, weekly and daily).

**Revenue Share Option:** BRYCER's revenue share option is a way for the jurisdiction to recover costs for administering your Bureau of Fire Prevention's fire and life safety compliance goals. BRYCER will collect all fees due and payable by third party inspectors and remit the jurisdiction's remuneration on a quarterly basis via Check or ACH Direct Deposit Transfer.



# LIST OF SYSTEMS TCE TRACKS

System Type
Air Sampling System
Area of Rescue Assistance
Automatic Closing Fire Assemblies
Chemical Storage Room
Commercial Kitchen Hood Suppression System
Commercial Kitchen Exhaust Cleaning
Emergency Exit Lights
Emergency Power Generator
Emergency Responder Radio Coverage System (BDA)
Fire Alarm
Fire Escape
Fire Pump
Gas Detection Systems
Commercial Kitchen Hood Suppression System
Leak Detection
Paint / Spray Booth Suppression
Portable Fire Extinguisher
Pressure Reducing Valves (PRV's)
Private Fire Hydrant
Rescue Air System
Smoke Management Systems
Special Suppression System
Sprinkler System (Wet, Dry, Pre-action, Clean Agent, Deluge)
Standpipe
Water Monitor
Water Tank
3 Year & 5 Year (Sprinkler, Standpipe, Hydrant, BDA)
Elevator & Conveyance
Backflow (Fire, Domestic, Irrigation, Residential)

POWERED BY **BR**Y**CER**



**BRYCER, L.P.**  
**4355 Weaver Parkway**  
**Suite 230**  
**Warrenville, IL 60555**

June 16<sup>th</sup>, 2025

City of Spring Lake Park  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN 55432

**Re:    “The Compliance Engine”**

Dear City of Spring Lake Park:

We look forward to providing you with “The Compliance Engine” (the “Solution”). This proposal letter provides the basic terms by which Brycer, L.P. (“Brycer”) will provide you, City of Spring Lake Park (Client”), with the Solution. The use of the Solution and all matters between Brycer and Client will be subject to the standard “Terms and Conditions” attached to this proposal as Exhibit A. The basic terms are as follows:

1.     **Term:** Brycer will provide Client with the Solution for three years, commencing \_\_\_\_\_ (the “Initial Term”). Thereafter, the Term shall automatically renew for successive three-year periods unless terminated by Brycer or Client in writing at least 90 days prior to the expiration of the then current Term (each, a “Renewal Term” and together with the Initial Term, the “Term”). Following the expiration or termination of the Term (as provided in the Terms and Conditions), Client shall stop using the Solution; provided, however, Brycer shall make available, and Client shall have the right to download, Client’s data from the Solution for a period of 60 days after the expiration or termination of the Term. Client shall have the right to terminate this agreement upon giving 90 days written notice to Brycer.
2.     **Fees:** Client shall not pay any fees for use of the Solution. Brycer will collect all fees due and payable by third party inspectors in connection with activities relating to the Solution.
3.     **Brycer Responsibilities:** During the Term, Brycer shall be responsible for the following in connection with Client’s use of the Solution:
  - **Availability.** Brycer shall make the Solution available to Client as set forth on Exhibit B. The maintenance schedule and minimum service levels for the Solution are set forth on Exhibit B.
  - **Service Level.** Brycer shall provide commercially reasonable levels of customer service with respect to the Solution to all third parties who transact business with Client and access the Solution.
  - **Backup.** Brycer shall backup the database used in connection with the Solution to a separate server located within the same web hosting firm which the Solution is being hosted on a real time basis. Upon request by Client (which can be no more than once a month) or made prior to or within 60 days after the effective date of termination of the Term, Brycer will make available to Client a complete and secure (i.e. encrypted and appropriately authenticated) download file of Client data in XML format including all schema and attachments in their native format. Brycer shall maintain appropriate administrative, physical and technical safeguards for protection of the security, confidentiality and

integrity of Client data. Brycer shall not (a) modify Client data or (b) disclose Client data except as required by law.

- ***Retention of Information.*** Brycer will maintain all information entered into the database by third party inspectors for at least five years from the time such information is entered into the database.
- ***Notices.*** Brycer will be responsible for generating and delivering the following notices to third parties in connection with the Solution: (a) reminders of upcoming inspections that are due; (b) notices that an inspection is past due; and (c) notices of completed inspection reports which contain one or more deficiencies.
- ***Call Center*** Phone calls by Brycer on behalf of the Client to the property for EACH life-safety system overdue for service based on dates automatically tracked within the TCE database. Brycer is not an agent of the Client and all scripts for the overdue calls will be approved by the Client.
- ***Updates and Enhancements.*** In the event Brycer releases any updates, corrections, or enhancements to the Solution during the Term, Brycer shall promptly provide such updates or corrections to Client free of any charge or fee.

4. **Client Responsibilities:** During the Term, Client shall be responsible for the following in connection with Client's use of the Solution:

- ***Operating System.*** Client shall be solely responsible for providing a proper operating environment, including computer hardware or other equipment and software, for any portion of the Solution installed on the Client's equipment (the "Client Access Software") and for the installation of network connections to the Internet. In addition to any other Client Access Software requirements, Client must use version Edge, Firefox version 76, Chrome 60 or Safari (or more recent versions), in addition to having a .pdf reader installed on machines to view attachments.
- ***Training.*** Client shall allow Brycer at Client's facilities to train all applicable personnel of Client on the use of the Solution.
- ***Information.*** Client shall promptly provide Brycer with all appropriate information necessary for Brycer to create the database for the Solution, including without limitation: (a) all commercial building addresses within [City of Spring Lake Park] for Brycer's initial upload; and (b) quarterly updates to in a format acceptable to Brycer in its discretion.
- ***Enforcement.*** Client shall take all actions necessary to require (e.g. resolution, ordinance, fire policy, code amendment) the use of the Solution by third party inspection companies.
- ***Reports.*** Client will require all compliant and deficient test results to be submitted.

5. **Ownership of Data.** Client owns all the data provided by Client and received from third party contractors for Client. Brycer shall maintain appropriate administrative, physical and technical safeguards for protection of the security, confidentiality and integrity of Client's data.

Please acknowledge your acceptance of this proposal and our standard Terms and Conditions by counter-signing this proposal below. We look forward to a long-term and mutually beneficial relationship with you.

Brycer, L.P.

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Acknowledged and Agreed to this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

[City of Spring Lake Park]

By: \_\_\_\_\_  
Its: \_\_\_\_\_

## Exhibit A

### Terms and Conditions

Any capitalized terms not defined in these Terms and Conditions shall have the meaning assigned to it in that certain Letter Agreement attached hereto by and between Brycer, L.P. and Client (the "Agreement").

1. **Restrictions on Use.** Client shall not copy, distribute, create derivative works of or modify the Solution in any way. Client agrees that: (a) it shall only permit its officers and employees (collectively, the "Authorized Users") to use the Solution for the benefit of Client; (b) it shall use commercially reasonable efforts to prevent the unauthorized use or disclosure of the Solution; (c) it shall not sell, resell, rent or lease the Solution; (d) it shall not use the Solution to store or transmit infringing or otherwise unlawful or tortious material, or to store or transmit material in violation of third party rights; (e) it shall not interfere with or disrupt the integrity or performance of the Solution or third-party data contained therein; (f) it shall not reverse engineer, translate, disassemble, decompile or otherwise attempt to create any source code which is derived from the Solution (g) it shall not permit anyone other than the Authorized Users to view or use the Solution and any screen shots of the Solution and (h) it shall not disclose the features of the Solution to anyone other than the Authorized Users. Client is responsible for all actions taken by the Authorized Users in connection with the Solution.
2. **Proprietary Rights.** All right, title and interest in and to the Solution, the features of the Solution and images of the Solution as well any and all derivative works or modifications thereof (the "Derivative Works"), and any accompanying documentation, manuals or other materials used or supplied under this Agreement or with respect to the Solution or Derivative Works (the "Documentation"), and any reproductions works made thereof, remain with Brycer. Client shall not remove any product identification or notices of such proprietary rights from the Solution. Client acknowledges and agrees that, except for the limited use rights established hereunder, Client has no right, title or interest in the Solution, the Derivative Works or the Documentation.
3. **Independent Contractor.** Nothing in the Agreement may be construed or interpreted as constituting either party hereto as the agent, principal, employee or joint venturer of the other. Each of Client and Brycer is an independent contractor. Neither may assume, either directly or indirectly, any liability of or for the other party. Neither party has the authority to bind or obligate the other party and neither party may represent that it has such authority.
4. **Reservation of Rights.** Brycer reserves the right, in its sole discretion and with prior notice to Client, to discontinue, add, adapt, or otherwise modify any design or specification of the Solution and/or Brycer's policies, procedures, and requirements specified or related hereto. All rights not expressly granted to Client are reserved to Brycer, including the right to provide all or any part of the Solution to other parties.
5. **Use of Logos.** During the term of this Agreement, Brycer shall have the right to use Client's logos for the purpose of providing the Solution to Client.
6. **Confidential Information.** Brycer and Client acknowledge and agree that in providing the Solution, Brycer and Client, as the case may be, may disclose to the other party certain confidential, proprietary trade secret information ("Confidential Information"). Confidential Information may include, but is not limited to, the Solution, computer programs, flowcharts, diagrams, manuals, schematics, development tools, specifications, design documents, marketing information, financial information or business plans. Each party agrees that it will not, without the express prior written consent of the other party, disclose any Confidential Information or any part thereof to any third party. Notwithstanding the foregoing, the parties acknowledge that Client and Brycer shall be permitted to comply with any all federal and state laws concerning disclosure provided that any such required disclosure will not include any of Brycer's screen shots. The disclosing party shall provide prior written notice of any required disclosure of the nondisclosing party's Confidential Information to the nondisclosing party and shall disclose only the information that is required to be disclosed by law. In the event that Client requests from Brycer any reports or other information for purposes of complying with federal and state disclosure laws, Brycer shall provide such information within five business day following such request. Confidential Information excludes information: (a) that is or becomes generally available to the public through no fault of the receiving party; (b) that is rightfully received by the receiving party from a third party without limitation as to its use; or (c) that is independently developed by receiving party without use of any Confidential Information. At the termination of this Agreement, each party will return the other party all Confidential Information of the other party. Each party also agrees that it shall not duplicate, translate, modify, copy, printout, disassemble, decompile or otherwise tamper with any Confidential Information of the other party or any firmware, circuit board or software provided therewith.
7. **Brycer Warranty.** Brycer represents and warrants to Client that Brycer has all rights necessary in and to any patent, copyright, trademark, service mark or other intellectual property right used in, or associated with, the Solution, and that Brycer is duly authorized to enter into this Agreement and provide the Solution to Client pursuant to this Agreement.
8. **Disclaimer.** All information entered into Brycer's database is produced by third party inspectors and their agents. **THEREFORE, BRYCER SPECIFICALLY DISCLAIMS ANY REPRESENTATION OR WARRANTY AS TO THE ACCURACY OR COMPLETENESS OF ANY INFORMATION ENTERED INTO BRYCER'S DATABASE BY EITHER CLIENT OR THIRD PARTY INSPECTORS. EXCEPT AS SET FORTH IN SECTION 7, BRYCER MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE SOLUTION OR ANY OTHER INFORMATION AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, ARE HEREBY DISCLAIMED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. BRYCER'S SOLE LIABILITY FOR BREACH OF THE REPRESENTATION AND WARRANTY SET FORTH IN SECTION 7, AND CLIENT'S SOLE REMEDY, SHALL BE THAT BRYCER SHALL INDEMNIFY AND HOLD RECIPIENT HARMLESS FROM AND AGAINST ANY LOSS, SUIT, DAMAGE, CLAIM OR DEFENSE ARISING OUT OF BREACH OF THE REPRESENTATION AND WARRANTY.**
9. **LIMITATION ON DAMAGES. BRYCER SHALL ONLY BE LIABLE TO CLIENT FOR DIRECT DAMAGES PURSUANT TO THE AGREEMENT. EXCEPT AS OTHERWISE PROVIDED IN SECTION 7, IN NO EVENT SHALL BRYCER BE LIABLE FOR OR OBLIGATED IN ANY MANNER FOR SPECIAL, CONSEQUENTIAL, OR INDIRECT DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF USE, LOSS OF PROFITS OR SYSTEM DOWNTIME. CLIENT ACKNOWLEDGES AND AGREES THAT IN NO CASE SHALL BRYCER'S LIABILITY FOR ANY LOSS OF DATA OR DATA INTEGRITY EXCEED THE REPLACEMENT COST OF THE MEDIA ON WHICH THE DATA WAS STORED.**
10. **Risks Inherent to Internet.** Client acknowledges that: (a) the Internet is a worldwide network of computers, (b) communication on the Internet may not be secure, (c) the Internet is beyond the control of Brycer, and (d) Brycer does not own, operate or manage the Internet. Client also acknowledges that there are inherent risks associated with using the Solution, including but not limited to the risk of breach of security, the risk of exposure to computer viruses and the risk of interception, distortion, or loss of communications. Client assumes these risks knowingly and voluntarily releases Brycer from all liability from all

such risks. Not in limitation of the foregoing, Client hereby assumes the risk, and Brycer shall have no responsibility or liability of any kind hereunder, for: (1) errors in the Solution resulting from misuse, negligence, revision, modification, or improper use of all or any part of the Solution by any entity other than Brycer or its authorized representatives; (2) any version of the Solution other than the then-current unmodified version provided to Client; (3) Client's failure to timely or correctly install any updates to the Client Access Software; (4) problems caused by connecting or failure to connect to the Internet; (5) failure to provide and maintain the technical and connectivity configurations for the use and operation of the Solution that meet Brycer's recommended requirements; (6) nonconformities resulting from or problems to or caused by non-Brycer products or services; or (7) data or data input, output, accuracy, and suitability, which shall be deemed under Client's exclusive control.

11. **Indemnity.** Brycer (the "Indemnifying Party") will defend and indemnify Client against any damages, losses, liabilities, causes of action, costs or expenses arising from Brycer's breach of this Agreement, gross negligence or intentional misconduct. Client will defend and indemnify Brycer against any damages, losses, liabilities, costs or expenses (including reasonable attorneys' fees) arising from Client's breach of this Agreement, gross negligence or intentional misconduct. Client acknowledges that Brycer does not create any of the data and information included in the Solution and is not responsible for and does not assess or make any suggestions or recommendations with respect to any such data or information. Client will defend and indemnify Brycer against any damages, losses, liabilities, costs or expenses (including reasonable attorneys' fees), claims, demands, suits or proceedings made or brought against Brycer by a third party in connection with Client's or an Authorized User's use of the Solution, or any action or inaction taken by a third party, including, but not limited to, third party inspectors, in connection with such third party providing services for Client or otherwise at Client's or an Authorized User's request or direction.
12. **Breach.** Brycer shall have the right to terminate or suspend this Agreement, and all of Client's rights hereunder, immediately upon delivering written notice to Client detailing Client's breach of any provision of this Agreement. If Client cures such breach within 5 days of receiving written notice thereof, Brycer shall restore the Solution and Client shall pay any fees or costs incurred by Brycer in connection with the restoration of the Solution.
13. **Illegal Payments.** Client acknowledges and agrees that it has not received or been offered any illegal or improper bribe, kickback, payment, gift or anything of value from any employee or agent of Brycer in connection with the Agreement.
14. **Beneficiaries.** There are no third party beneficiaries to the Agreement.
15. **Force Majeure.** Neither party shall be responsible for any failure to perform due to unforeseen, non-commercial circumstances beyond its reasonable control, including but not limited to acts of God, war, riot, embargoes, acts of civil or military authorities, fire, floods, earthquakes, blackouts, accidents, or strikes. In the event of any such delay, any applicable period of time for action by said party may be deferred for a period of time equal to the time of such delay, except that a party's failure to make any payment when due hereunder shall not be so excused.
16. **Notices.** All notices required in the Agreement shall be effective: (a) if given personally, upon receipt; (b) if given by facsimile or electronic mail, when such notice is transmitted and confirmation of receipt obtained; (c) if mailed by certified mail, postage prepaid, to the last known address of each party, three business days after mailing; or (d) if delivered to a nationally recognized overnight courier service, one business day after delivery.
17. **JURISDICTION AND VENUE.** THE AGREEMENT SHALL BE GOVERNED BY, CONSTRUED AND INTERPRETED IN ACCORDANCE WITH, AND ENFORCEABLE UNDER, THE LAWS OF THE STATE IN WHICH CLIENT EXISTS APPLICABLE TO CONTRACTS MADE IN SUCH STATE AND THAT ARE TO BE WHOLLY PERFORMED IN SUCH STATE WITHOUT REFERENCE TO THE CHOICE-OF-LAW PRINCIPLES OF SUCH STATE. THE PARTIES IRREVOCABLY AGREE THAT ALL ACTIONS OR PROCEEDINGS IN ANY WAY, MANNER OR RESPECT ARISING OUT OF OR FROM OR RELATED TO THE AGREEMENT SHALL BE LITIGATED ONLY IN COURTS LOCATED WITHIN THE STATE IN WHICH CLIENT EXISTS. THE PARTIES HEREBY CONSENT AND SUBMIT TO THE EXCLUSIVE JURISDICTION OF ANY LOCAL, STATE OR FEDERAL COURT LOCATED WITHIN SAID STATE. THE PARTIES HEREBY WAIVE ANY RIGHTS THEY MAY HAVE TO TRANSFER OR CHANGE VENUE OF ANY SUCH ACTION OR PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT. THE PARTIES WAIVE ANY RIGHT TO TRIAL BY JURY ON ANY ACTION OR PROCEEDING TO ENFORCE OR DEFEND ANY RIGHTS UNDER THE AGREEMENT, AND AGREE THAT ANY SUCH ACTION OR PROCEEDING SHALL BE TRIED BEFORE A COURT AND NOT BEFORE A JURY.
18. **Attorneys' Fees.** The prevailing party in any proceeding in connection with the Agreement shall be entitled to recover from the non-prevailing party all costs and expenses, including without limitation, reasonable attorneys' and paralegals' fees and costs incurred by such party in connection with any such proceeding.
19. **Entire Agreement.** The Agreement sets out the entire agreement between the parties relative to the subject matter hereof and supersedes all prior or contemporaneous agreements or representations, oral or written.
20. **Amendment.** The Agreement may not be altered or modified, except by written amendment which expressly refers to the Agreement and which is duly executed by authorized representatives of both parties. The waiver or failure by either party to exercise or enforce any right provided for in the Agreement shall not be deemed a waiver of any further right under the Agreement. Any provision of the Agreement held to be invalid under applicable law shall not render the Agreement invalid as a whole, and in such an event, such provision shall be interpreted so as to best accomplish the intent of the parties within the limits of applicable law. The Agreement may be executed by facsimile and in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.
21. **Expiration.** The rights and obligations contained in these Terms and Conditions shall survive any expiration or termination of the Agreement.

## **Exhibit B**

### **Maintenance Schedule and Minimum Service Levels**

1. **Uptime and Maintenance.**

The Solution shall be available 24 hours per day during the term of this Agreement. The Solution shall be fully functional, timely and accessible by Client at least 99.5% of the time or better and Brycer shall use reasonable efforts to provide Client with advance notice of any unscheduled downtime.

2. **Response Time.**

Brycer shall respond to telephone calls from Client within two hours of the call and/or message and all emails from Client within two hours of the receipt of the email.

3. **Customer Support**

Customer support hours are 24/7/365. The number is 630-413-9511

Brycer will assign client a dedicated customer representative with direct access to their email and work number.



## MEMORANDUM

**To:** Spring Lake Park City Council  
**From:** Anne Scanlon, Director of Parks and Recreation  
**Date:** August 4, 2025  
**Subject:** Terrace Park Athletic Court Resurfacing – Project Recommendation

---

The City Council previously approved moving forward with the conversion of the existing tennis courts at Terrace Park into dedicated pickleball courts. In response, the Parks and Recreation Department solicited quotes for this work, along with optional pricing for improvements to the adjacent basketball courts.

### Project Budget

The City has budgeted approximately \$125,000 for the resurfacing project at Terrace Park. Our goal is to complete the conversion to pickleball and address the condition of the basketball courts while staying within this allocation whenever possible.

### Bid Summary

Proposals were received from Park Construction and New Look Contracting, with both contractors offering a base bid to resurface the tennis courts and alternate pricing for basketball court repairs and pickleball equipment installation.

Description	Park Construction	New Look Contracting
<b>Base Bid</b> – Resurface Tennis Courts	\$74,937.02	\$112,950.00
<b>Alt #1</b> – Full Resurface Basketball Courts	\$58,181.14	\$38,000.00
<b>Alt #2</b> – Crack Repair Basketball Courts	\$13,774.45	\$11,000.00
<b>Alt #3</b> – Install Pickleball Posts & Nets	\$9,605.00	\$15,300.00

*All bids exclude striping, surfacing, and related site work.*

Full bid documents are included in your Council packets for review.

## **Department Recommendation**

We recommend awarding the base bid and Alternate #3 to Park Construction for a total of \$84,542.02. This would complete the Council-approved pickleball conversion and include new posts and nets, while leaving approximately \$40,000 of the budget unspent.

In addition, we strongly recommend including Alternate #2 to repair the cracks in the basketball court, which would bring the total project to \$98,316.47—well within the approved budget.

## **Additional Council Consideration**

Should the Council wish to fully resurface both the tennis and basketball courts, the cost would increase to \$142,723.16, exceeding the current budget by approximately \$17,700. If this is the preferred option, additional funds would need to be identified before moving forward.

## **Summary**

- Council previously approved the tennis-to-pickleball court conversion.
- We recommend completing that work and installing new pickleball equipment.
- We also recommend crack repair on the basketball courts this season.
- Full resurfacing of both courts is possible but would require additional funding.
- Striping of the new courts will be completed at a later date.

We seek direction from the Council on how you would like to proceed. Please let us know if you have any questions or would like to discuss alternatives further.

Respectfully,  
Anne Scanlon  
Director of Parks and Recreation  
City of Spring Lake Park



# Transmittal of Proposal



**Park Construction**

Minneapolis, MN

**Contact:** Noah Juliar  
**Phone:** 651-260-5926  
**Fax:** Njuliar@park1916.com

Quote To: Spring Lake Park  
 Anne Scanlon

Job Name: SLP Terrace Park Courts

Date of Plans:

Revision Date:

Phone:

Fax:

No Addendums

ITEM	DESCRIPTION				
<b>BASE BID</b>					
10	MOBILIZATION				
20	REMOVE FENCE AS NEEDED				
30	REMOVE NET POSTS				
40	SAW CUT				
50	RECLAIM TENNIS COURTS				
60	EXPORT RECLAIM				
70	TOLERANCE TENNIS COURTS				
80	INSTALL 2" BIT BASE COURSE SPNWB230B				
90	INSTALL 2" BIT WEAR COURSE SPWEA240B VIRGIN				
100	REINSTALL FENCE				
110	RESTORATION				
<b>BASE BID TOTAL</b>					<b>74,937.02</b>
<b>ALT 1</b>					
200	MOBILIZATION				
210	REMOVE FENCE				
220	SAW CUTTING				
230	RECLAIM				
240	EXPORT RECLAIM				
250	TOLERANCE				
260	REPLACE FENCE BETWEEN BASKETBALL AND TENNIS COURT				
270	INSTALL 2" BIT BASE COURSE SPNWB230B				
280	INSTALL 2" BIT WEAR COURSE SPWEA240B VIRGIN				
<b>ALT 1 TOTAL</b>					<b>58,181.14</b>
<b>ALT 2</b>					
300	MILL CRACKS				
310	INSTALL 1.5" BIT PATCH				

ITEM	DESCRIPTION				
	<b>ALT 2 TOTAL</b>				<b>13,774.45</b>
	<b>ALT 3</b>				
400	FURNISH AND INSTALL NEW PICKBALL POSTS AND NETS				
	<b>ALT 3 TOTAL</b>				<b>9,605.00</b>

**NOTES:**

- NO CONCRETE REPLACEMENT
- NO PAVING UNDER FENCE Per Spec
- NO STRIPING
- NO IRRIGATION WORK REPLACEMENT(REMOVALS/RELOCATIONS)
- WORK TO BE COMPLETED IN ONE PHASE
- NO ELECTRICAL WORK OR REWORK
- NO SUBGRADE CORRECTIONS INCLUDED
- NO STREET SWEEPING
- ALL WORK IN 2025
- NO FLAGGING INCLUDED
- NO TRAFFIC CONTROL
- NO NIGHT WORK
- NO SUNDAY WORK
- STAGING OF WORK TO TAKE PLACE AT THE SAME TIME
- NO EROSION CONTROL
- NO GUARANTEE ON DRAINAGE LESS THAN 1%
- ADD BOND AT @ 0.40% IF REQUESTED
- RETAINAGE SAME AS OWNER
- QUOTE BASED ON ISSUANCE OF STANDARD AGC SUBCONTRACT



14045 Northdale Blvd, Rogers, MN 55374

Main: 763-241-1596 Fax: 763-241-9196

July 25, 2025

Anne Scanlon- City of Spring Lake Park

**Re: Spring Lake Park, MN – Terrace Park Athletic Court Repairs**

The following proposal is per Stantec Plans

- Supply & Install Bio-log
- Remove West Fence Line
- Saw Cut & Remove Tennis court Bituminous
- Remove existing tennis post
- Shape and compact existing aggregate base to drain with 1%
- Supply 4 loads of class 5 recycle to provide drainage
- Place 4" of Bituminous in two lifts (2"SPNWB230B, tack coat, 2" SPWEA240B)
- Respread 6" of onsite topsoil
- Supply and Install Erosion Control blanket with seed

Base Bid.....\$112,950.00

Alt Bid #1 - Pave Basketball court (2"SPNWB230B, tack coat, 2" SPWEA240B) Add.....\$38,000.00

Alt Bid #2 - Repair Basketball Court Cracks (1.5" SPWEA240B) Add.....\$11,000.00

Alt Bid #3 - Install Pickleball Post & Nets Add.....\$15,300.00

**Excludes**

- Bond (Add 1%), Surveying, Testing, Permits, Traffic Control, Dewatering, Private Utility locates
- **Acrylic surfacing and/or court Striping**
- Water, Sanitary, & Storm Sewer
- WAC & SAC; New water service meters, bituminous patching, Televising
- Soil Correction
- Concrete washout basins
- Handling &/or removal of Buried material, large rubble, rubble filled soils, etc.
- Underpinning, Sheeting, shoring, bracing, or retention wall systems
- Foundation insulation & waterproofing, Vapor barriers
- Excavation and/or installation of Signs & Bollards
- Landscaping, edging, mulch, plantings
- Winter Conditions of any kind

Respectfully,

*Joel Landkammer*

Joel Landkammer

Project Manager/Estimator

Our quote is valid for 30 days. Changes in our quote must be prior approved and acknowledged by NLC. This quote must be attached as an Exhibit to the Contract for this project. NLC must agree that the construction project plans and specifications in our contract are the same documents used for quoting our work scope before entering into a contract.

Quote results

Spring Lake Park Terrace Park - Court Repairs

July 2025

Base bid is to repave the tennis courts

Alternate 1 is to repave the basketball court

Alternate 2 is to simply fix the cracks on the basketball court.

Alternate 3 is to supply & install posts and nets for pickleball

Contractor	Base Bid	Alt. 1	Alt. 2	Alt. 3
Park Construction	\$ 74,937.02	\$ 58,181.14	\$ 13,774.45	\$ 9,605.00
New Look Contracting	\$ 112,950.00	\$ 38,000.00	\$ 11,000.00	\$ 15,300.00



# Memorandum

---

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

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

**Date:** July 25, 2025

**Subject:** GreenStep Cities Road Signs

Council Member Goodboe-Bisschoff has requested the City Council consider approving the purchase of six (6) 2'x2' "Minnesota GreenStep City" signs to display at key locations throughout the City. These signs recognize the City's participation in the Minnesota GreenStep Cities program and help promote our ongoing sustainability efforts to the public.

Spring Lake Park is a proud participant in the Minnesota GreenStep Cities program, which supports and recognizes cities that implement sustainable practices. Installing signage serves to highlight our commitment to environmental stewardship and increase community awareness of this initiative.

The signs will be 2'x2' in size and cost \$88 each. The total cost for six (6) signs is \$528. Funds for this purchase will come directly from the Recycling Fund.

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



## GreenStep Cities Road Signs



Once named a GreenStep City, the city will have the opportunity to purchase a sign to be added at any state highway, County or City road entrance to the city. The sign is **2 feet x 2 feet**. GreenStep Tribal Nations signs are also available.

### MnDOT Highways

**Cost:** \$88 each.

The GreenStep Cities program has established the sign design and the ordering process with the Minnesota Department of Transportation (MnDOT). GreenStep Cities signs, which fall under MnDOT's Community Recognition Signage guidelines, are NOT allowed on freeways, statewide.

Each GreenStep City sign is to be mounted below the city population sign in accordance with the following guidelines:

1. Installation of Community Recognition Sign panels shall be coordinated with the District Traffic Office. Contact the District Traffic Office and they will decide if installation is completed by the community under the permit process or installed by MnDOT (\$200 per sign).  
[www.dot.state.mn.us/trafficeng/contacts.html](http://www.dot.state.mn.us/trafficeng/contacts.html)
2. If there are no in-place Community Recognition signs (i.e. Yellow Ribbon, Tree City USA, etc.), the GreenStep Cities sign should be attached to the sign post furthest from the roadway, directly below the population sign panel.
3. If there is one in-place Community Recognition sign on the sign post, the GreenStep Cities sign should be attached to the other sign post, directly below the population sign panel.
4. If there are two in-place Community Recognition signs (one on each sign post) and the community decides to remove one in-place sign from one sign post to accommodate the GreenStep Cities sign, the GreenStep Cities sign is to be attached to that sign post.
5. If there are two in place Community Recognition signs (one on each sign post) and the community wants to retain both in-place signs, the city has to pay an up-front cost of \$200 for MnDOT to modify each population sign structure (to raise the population sign panel to nine feet and add a horizontal stringer to attach all three signs). The total square footage of all three signs cannot exceed 12 square feet.
6. If there are three in-place Community Recognition signs attached to a horizontal stringer below the population sign, one of the in-place Community Recognition signs must be removed and replaced with the GreenStep Cities sign.
7. Fill out the Order Form from GreenStep Cities (next page) and send to Kristin Mroz of GreenStep Cities at [kristin.mroz-risse@state.mn.us](mailto:kristin.mroz-risse@state.mn.us).
8. Kristin will follow up with the contact about billing. The city will need to send payments directly to MPCA. Signs will be sent to the shipping address provided.

## City and County Roads

**Cost:** Depends on where signs are purchased from. \$88 if purchased from the MnDOT sign shop through GreenStep Cities (see Step 8 for MnDOT Highways). Unknown for other vendors.

1. Coordinate with your City or County to determine sign placement, rules on installation, and required permits. Requirements will vary between cities and counties.
2. Signs may be purchased through GreenStep Cities from MnDOT (2 feet x 2 feet).
  - a. If you wish to produce signs through a city/county sign shop or other vender, GreenStep Cities will provide the MnDOT-approved sign template.
  - b. You are not required to use the MnDOT template but the design should be as similar as possible. If you chose to create your own template, please provide a proof to Kristin Mroz for approval.
3. Fill out the Order Form from GreenStep Cities (below) and send to Kristin Mroz of GreenStep Cities at [kristin.mroz-risse@state.mn.us](mailto:kristin.mroz-risse@state.mn.us). Kristin will follow up with the contact about billing if signs are to be purchased through MnDOT (see #8 under MnDOT Highways).

### GreenStep Cities Road Sign Request Form

<b>City/Tribal Name</b>			<b>Contact Name</b>		<b>Contact Email</b>	
<b>Billing Address</b> (for MnDOT orders)			<b>Shipping Address</b> (for MnDOT orders)			
<b>Number of Signs Requested</b>		<b>Proposed Locations of Signs</b> (MnDOT/County Highway or County/City road, direction (NB, SB, EB or WB), and mile marker if applicable)				
Free Sign from MPCA (circle): <b>1 OR Already Received</b>		Is a MnDOT highway included? ____ If yes, have they been notified? ____				
Additional Signs to be purchased by city: ____						
<b>Sign Shop Location</b> (include number of signs to be produced at each location)						
____ In-house at city						
____ In-house at county						
____ MnDOT (Required for signs to be located on MnDOT highways. GreenStep Cities will help coordinate)						
____ Other (Please specify):						

Return this form to Kristin Mroz with GreenStep Cities at [kristin.mroz-risse@state.mn.us](mailto:kristin.mroz-risse@state.mn.us). Please hold off on payment at this time.



GreenStep  
Cities

# CERTIFICATE

OF PARTICIPATION

PROUDLY PRESENTED TO THE

*City of Spring Lake Park*

for continued participation  
in the Minnesota GreenStep Cities program

June 28, 2025  
DATE

  
SIGNATURE



MINNESOTA POLLUTION  
CONTROL AGENCY



COMMERCE  
DEPARTMENT  
ENERGY RESOURCES



MINNESOTA  
ENVIRONMENTAL QUALITY BOARD





City of Spring Lake Park  
Engineer's Project Status Report

To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 8.4.25 Meeting**  
File No.: R:\client\municipal\spring\_lake\_park\_ci\_mn (18GEN)

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

**2025 MS4 Permit and SWPPP Update (193801776 Task 450).** Pond, structural BMP, and outfall inspections are due annually. Program analysis and annual training is due by December. Annual meetings are usually held in June but can be held anytime. Annual Reports to the MPCA are generally due in June. Part 1 of new Permit Application was submitted on April 17, 2025. *MPCA requires documentation of partnerships with the watershed districts regarding construction inspections. MPCA Audit will be on August 12<sup>th</sup>.*

**2024 Sanburnol Drive NE, Elm Drive NE, and 83<sup>rd</sup> Avenue NE (193806347).** *Project close-out will occur in 2025. Contractor has been notified to reseed the identified bad seeding areas.*

**2025 Street 79<sup>th</sup> Avenue and Taylor Street NE Mill and Overlay Project (193807275).** The project includes 79<sup>th</sup> Avenue (Able St. to TH-65) and Taylor Street NE (79<sup>th</sup> Ave. to Osborne Rd.). Contractor is North Valley Inc. *Construction has started and will be completed in August. Parking signing needs to be completed. Pavement markings will be completed under the seal coat project.*

**Future Water Tower Painting Project (19380xxxx).** The CIP includes rehabilitation of the coatings on the Able and Arthur water towers in 2027 and 2028. The Administrator submitted a PPL application for possible State of MN DWRF financing. *Next step is to submit an IUP application.*

**1-Year Warranty Televising for 2023-2024 Sanitary Sewer Lining Project (193805871).** *Final Visu-sewer report needs to be reviewed. A sewer lateral cleaning and grouting project will be necessary in 2026 or 2027.*

**2025 Seal Coat and Crack Repair Project (193807361).** Includes streets north of Osborne Rd, east of Monroe St., and west of TH-65. Will also include Univ. Service Dr. and Terrace Road north of 81<sup>st</sup> Ave. Construction Contract with Allied Blacktop has been signed. *Crack filling work has been completed. Seal Coat and pavement markings in August.*

**Possible Future Storm Sewer Lining Project.** The Public Works Director has evaluated sewers for a lining project in 2025. *A quote for lining was approved on 7/7/25.*

**Terrace Park Improvements Project (193807324).** The Parks and Recreation Director has identified repairs necessary for court repairs. *A 2025 court resurfacing project will be completed. Quote results information will be provided at the August 4<sup>th</sup> City Council meeting.*

**2026 Anoka County Highway 10 Paving Project:** *Anoka County is planning to repave Co. Rd. 10 between Able St. NE and Pleasant View Dr. in 2026. The construction will require closing Co. Rd. 10.*

Please contact Evan Monson, Bruce Paulson, Zach Naslund, Eric Stommes, or me if you have questions or require additional information.