



CITY COUNCIL REGULAR AGENDA

MONDAY, APRIL 15, 2024

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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - March 18, 2024 City Council Meeting
 - [B.](#) Approval of Minutes - April 1, 2024 City Council Meeting
 - [C.](#) Approval of Claims - General Disbursement No. 24-05 - \$1,483,492.30
 - [D.](#) Mayor's Proclamation - Proclaiming April 2024 Volunteer Month
 - [E.](#) Mayor's Proclamation - Municipal Clerks Week - May 5-11, 2024
 - [F.](#) Mayor's Proclamation - Arbor Day April 26, 2024
 - [G.](#) Statement of Revenue and Expenditures - March 2024
 - [H.](#) Statement of Fund Balance - March 2024
 - [I.](#) Resolution 2024-32, Authorizing Closure of Public Works Building Debt Service Fund
 - [J.](#) Resolution 2024-33, Authorizing 2023 Year End Fund Transfers and Budget Adjustment
 - [K.](#) Resolution 2024-35, Accepting Donation of LifeVac Equipment
 - [L.](#) Public Right of Way Application - Lumen/CenturyLink - 122977-A
 - [M.](#) Public Right of Way Application - Lumen/CenturyLink - 122977-B
 - [N.](#) Public Right of Way Application - Lumen/CenturyLink - 122978-A
 - [O.](#) Public Right of Way Application - Lumen/CenturyLink - 122978-B
 - [P.](#) Contractor's Licenses
- 7. DEPARTMENT REPORTS**
 - [A.](#) Police Report
 - [B.](#) Recreation Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Resolution 2024-34, Proclaiming "No Mow May" in Spring Lake Park
- 9. NEW BUSINESS**
 - [A.](#) Award Low Voltage Quote for City Hall Renovation/Expansion Project
 - [B.](#) Approval to Purchase Riding Lawn Mower
- 10. REPORTS**
 - A. Attorney 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 81st Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.

- [B.](#) Engineer Report
- [C.](#) Administrator Report

11. OTHER

- [A.](#) Correspondence

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 March 18, 2024 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT

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

STAFF PRESENT

Public Works Director George Linngren, Recreation Director Kay Okey, Attorney John Thames, Engineer Phil Gravel, Administrator Daniel Buchholtz

VISITOR

Forrest Hering	640 Sanburnol Drive NE	Spring Lake Park MN
Kathy Rootham	401 83 rd Avenue NE	Spring Lake Park MN
Michael Konetski	738 Sanburnol Drive NE	Spring Lake Park MN
Frederick Gotfredson	5137 Zenith Avenue S	Minneapolis MN
Steve & Colleen Coyle	601 Manor Drive NE	Spring Lake Park MN
Jen Rhoads	1001 Able Street NE	Blaine MN
Daniel Burns	760 Sanburnol Drive NE	Spring Lake Park MN
Tiffany Blodgett	474 Sanburnol Drive NE	Spring Lake Park MN
Ron & Cheri Lotz	300 Sanburnol Drive NE	Spring Lake Park MN

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

None

5. PRESENTATION

A. Mayor's Proclamation – Honoring Steve Coyle

Mayor Nelson presented a proclamation proclaiming March 18, 2024 as Steve Coyle Day in appreciation of Coyle's service to the City on the SBM Fire Board.

Chief Retka thanked Mr. Coyle for his leadership on the Spring Lake Park-Blaine-Mounds View Fire Board. He gave an overview of Mr. Coyle's accomplishments while serving on the Fire Board.

6. DISCUSSION FROM THE FLOOR

Mr. Steve Coyle, 601 Manor Drive NE, gave an overview of a police and fire call that took place in his neighborhood. He stated that the trash containers were blocked as the truck moved down the road. He said Officer Lemke took it upon himself to pull the trash cans away from the curb in order for the hauler to empty the cans and then moved them back to the curb.

Mr. Coyle wanted to relay his thanks to Officer Lemke.

7. CONSENT AGENDA

- A. Approval of Minutes – March 4, 2024 City Council Meeting
- B. Approval of Claims – General Disbursement No 24-03 - \$1,026,797.15
- C. Approval of Application & Certification for Payment #1 – City Hall Renovation/Expansion Project
- D. Statement of Revenue and Expenditures – February 2024
- E. Statement of Fund Balance – February 2024
- F. Resolution 2024-28, Resolution of Support for MACTA Efforts to Modernize Public, Education and Government (PEG) Programming/Public Access Funding
- G. Approval of Contractor's Request for Payment #2 – 2023-2024 Sanitary Sewer Lining - \$451,070.45
- H. Public Right of Way Application - Centerpoint
- I. Contractor's Licenses
- J. Sign Permit
- K. Business Licenses

Councilmember Wendling pulled Item 7J, Sign Permit. He inquired if there were more details on the sign. Administrator Buchholtz stated that the City is looking at code compliance and not content. He stated that Permit Tech Kristine Pearson did the calculations on the sign and determined that the sign met the requirements.

The item was re-added to the agenda.

Motion made by Councilmember Wendling to approve Consent Agenda.

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

8. DEPARTMENT REPORTS

- A. Police Report

Report accepted as presented.

B. Recreation Report

Recreation Director Okey gave an update on the ongoing activities for the Parks and Recreation Department. Director Okey stated that applications for the Community Raised Garden Beds at Sanburnol are still available. She said that volunteers are needed for Adopt a Flower Garden Program.

Director Okey stated that the Tower Days festivities are moving along nicely. She stated that there will be traffic flow changes. She stated that letters will be sent out to residents. The follow of the traffic will be one way on McKinley going southbound from 81st Avenue NE to 79th Avenue NE. She stated that 79th Avenue NE will be one way going eastbound from McKinley Street NE to Pleasant View Drive NE, and Pleasant View Drive NE will be one way going northbound from 79th Avenue NE to 81st Avenue NE.

Recreation Director Okey stated that a shuttle bus service will be added to Sunday from 11:00 am – 10:00 pm from the Spring Lake Park School District Office.

Mayor Nelson inquired if signs will be bagged for the parking. Recreation Director Okey said that additional signage was purchased.

9. PUBLIC HEARINGS

A. Assessment Hearing – 2024 Street Improvement Project

Motion made by Councilmember Wendling to open Public Hearing on 2024 Street Improvement Project Assessment Hearing.

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

Mayor Nelson open public hearing at 7:19 PM.

Engineer Gravel gave an overview of the 2024 Street Improvement Project which includes Sanburnol Drive, Elm Street and 83rd Avenue NE. He stated that the total project cost is \$1,363,040.00 and the amount to be assessed is \$251,983.00. Engineer Gravel stated that the City assessment policy calls for the project to be 45% assessed. He stated that the assessment assumes a street section for a typical municipal street so extra pavement thickness is not included in the assessment.

Engineer Gravel noted that the proposed per parcel assessment rate is \$2,291.28 per residential parcel and the per foot assessment rate for non-residential properties is \$67.89.

He noted that a sidewalk is proposed on 83rd Avenue by Nelsons Chasse & Deli to fill the gap. Engineer Gravel stated that the assessment is for ten years at 4.5% interest rate.

Mayor Nelson inquired about the thirty-day payment policy. Administrator Buchholtz stated that once the City Council certifies the assessment residents have thirty days to pay in full with no interest accumulated.

Mr. Pete Greenheck, Nelson Cheese & Deli, 359 83rd Avenue NE, discussed his concerns on the proposed sidewalk that would abut his business' driveway. He stated that the proposed sidewalk would not be utilized. He stated that he sees very little walking traffic in the area.

Administrator Buchholtz stated that there is a gap in the sidewalk between the carwash sidewalk and the apartment complex sidewalk. He said that the City is working towards better pedestrian access on the service drive to make it pedestrian friendly. Administrator Buchholtz stated that the sidewalk is in the right of way and that Mr. Greenheck will be able to keep his parking as it currently is.

Public Works Director Linngren discussed the safety of plowing the sidewalk. He stated that currently the plow has to veer off the sidewalk at the end of the apartment complex into the street where the gap is on the sidewalk and then veer back onto the sidewalk by the carwash.

Administrator Buchholtz stated that the proposed segment of sidewalk was being proposed for pedestrian safety. Engineer Gravel stated that staff will meet with Mr. Greenheck to further discuss the sidewalk improvement.

Mr. Konetski, 738 Sanburnol Drive NE, inquired what the timeline of the project would be from start to finish. He stated that he was informed that his apron may have to be replaced because it did not meet standards. Engineer Gravel said that Mr. Konetski's apron would not need to be replaced if only the streets are being replaced.

Motion made by Mayor Nelson to close Public Hearing.

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

Mayor Nelson closed public hearing at 7:44 PM.

10. ORDINANCES AN/OR RESOLUTIONS

A. Resolution 2024-26, Adopting Assessment – 2024 Street Improvement Project

Motion made by Councilmember Goodboe-Bisschoff approving Resolution 2024-26, Adopting Assessment – 2024 Street Improvement Project

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

B. Resolution 2024-27, Accepting Bid – 2024 Street Improvement Project

Engineer Gravel stated that the bids were opened on January 30, 2024. He stated that eight bids were received and the low bidder on the project was North Valley, Inc. with a total base bid of \$1,048,489.18.

Motion made by Councilmember Wendling approving Resolution 2024-27, Accepting Bid – 2024 Street Improvement Project.

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

11. NEW BUSINESS

A. Authorize Purchase of Cable Equipment & Council Chambers/Multipurpose Room/EOC Technology

Administrator Buchholtz gave an overview of the Cable Equipment & Council Chambers/Multipurpose Room/EOC Technology project. He stated that a new audio/visual system for the City Council Chambers, Multi-Purpose Room and the Emergency Operations Center is needed. Administrator Buchholtz said the City entered into a design contract with Z Systems to design a system that will meet the City's current and future audio/visual needs. He stated that the highlights of the upgrade are as follows:

- Council Chambers: Installation of a new broadcast production switcher, multiple displays to show presentations to the audience, a comprehensive audio system, and video conferencing, facilitating broader community participation and more dynamic presentations.
- Multi-Purpose Room: Installation of portable displays with video conferencing and a new multi-microphone audio system, enabling versatile use of the space for Recreation events, overflow space for City Council meetings and community engagement.
- EOC/Training Room: Installation of cameras for video conferencing and training – one camera to capture a trainer/presenter and a second camera to capture people sitting in the room in order to receive training from remote locations. While primarily a training room for City staff and others, it will also serve as the City's Emergency Operations Center.

Administrator Buchholtz said that the project will be able to reuse equipment from the existing system. He stated that the reuse of equipment reduced the cost of the project by approximately \$50,000.00. He noted that Z Systems holds the State bid for audio/visual equipment service.

Administrator Buchholtz said the quote is \$276,809.92. He noted that the project was included in the budget for the City Hall Renovation/Expansion project and came in under the estimate.

Motion made by Councilmember Wendling to Authorize Purchase of Cable Equipment & Council Chambers/Multipurpose Room/EOC Technology.

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

B. Authorize Purchase of City Hall Camera and Door Access System

Administrator Buchholtz gave an overview of the current camera and door lock system. He stated that JSB Surveillance will complete the work for the city hall camera and door lock system. He said JSB Surveillance will work with Twin City Hardware for the door lock system.

Administrator Buchholtz said staff is recommending purchasing the camera and door lock systems through JSB Surveillance. He stated the camera quote includes a twenty-three-camera system with a Network video recoding system, labor and parts for a total of \$29,848.00. He stated that the door lock quote includes twenty-four door access-controlled door locking system, labor and parts for a total of \$48,650.00.

Administrator Buchholtz stated that the funding for the project was included in the building remodel budget.

Motion made by Mayor Nelson to Authorize Purchase of City Hall Camera and Door Access System from JSB Surveillance.

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

C. Approval of Phase 1 Furniture Quote for City Hall

Administrator Buchholtz reported that City staff has been working with Alternative Business Furniture (ABF) on a design for new office furniture for City Hall. He said that the Police Department addition is scheduled to be completed in early June, staff is recommending splitting the order into two phases.

Administrator Buchholtz stated that Alternative Business Furniture is on the State Contract. He said that Phase 1 is proposed at \$35,635.26 and does not include chairs. Administrator Buchholtz said that ABF will bring out a selection of chairs for employees to try out and select for their work station.

Administrator Buchholtz says staff recommends approval of the Phase 1 quote. He stated that the funds for the furniture will come out of the Furniture, Fixtures and Equipment budget for the project.

Motion made by Mayor Nelson to authorize Approval of Phase 1 Furniture Quote for City Hall renovation.

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

D. Authorize Issuance of RFP for City Assessor Services

Administrator Buchholtz stated that the City's Assessor Ken Tolzmann has announced his intentions to retire at the end of December 2024. Administrator Buchholtz stated that with Mr. Tolzmann's retirement an RFP for Assessor Services has been prepared. He said staff recommends the City Council authorize issuance of the RFP to solicit proposals.

Motion by Councilmember Goodboe-Bisschoff to Authorize Issuance of RFP for City Assessor Services.

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

E. Funding for City-wide Earth Day Clean Up

Recreation Director Okey gave an overview of the City-wide Earth day Clean up to be held on April 20 from 9:30 am – 12:00 pm (noon). She stated that volunteers will be provided supplies to help clean up City Hall, Able Park and Terrace Park. Director Okey said volunteers will be supplied with Safety Vests, Grabbers, Trash Bags and Gloves.

Director Okey stated that the funds for the project will come from the Recycling Fund.

Motion made by Goodboe-Bisschoff to approve Funding for City-wide Earth Day Clean Up.

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

12. REPORTS

A. Attorney's Report

None

A. Engineer's Report

Report accepted as presented.

B. Administrator Report

Administrator Buchholtz stated that a report on the City Hall Renovation/Expansion Project was provided in the packet. He said the North Metro Mayor’s Day at the Capital will be on Wednesday, March 20, 2024.

13. OTHER

A. Correspondence

None

14. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 8:14 PM

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on April 1 2024 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT

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

MEMBERS ABSENT

Mayor Bob Nelson

STAFF PRESENT

Building Official Jeff Baker, Public Works Director George Linngren, Police Chief Josh Antoine, Attorney John Thames, Administrator Daniel Buchholtz

VISITORS

Rob Czech	804 6 th Street NW	New Brighton MN
Keith Schweiger	926 County Hwy 10	Spring Lake Park MN

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

None

5. DISCUSSION FROM THE FLOOR

None

6. CONSENT AGENDA

- A. Approval of Minutes – March 18, 2024 City Council Work Session
- B. Mayor’s Proclamation – Administrative Professionals Day – April 24, 2024
- C. Request for Contractor’s Payment #2 – City Hall Renovation/Expansion Project - \$340,152.25
- D. Public Right of Way Application – Comcast Cable
- E. Public Right of Way Application – Comcast Cable

- F. Public Right of Way Application – Comcast Cable
- G. Contractor's Licenses
- H. Sign Permit

Acting Mayor Dircks pulled Item 6B, Mayor's Proclamation – Administrative Professionals Day. She read the Mayor's Proclamation declaring April 24, 2024 Administrative Professional Day.

The item was re-added to the agenda.

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

7. PUBLIC HEARINGS

A. Rental License Revocation for Certain Property Located at 857 81st Avenue NE

Motion made by Councilmember Goodboe-Bisschoff to open Public Hearing on 857 81st Avenue NE.

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

Acting Mayor Dircks opened the Public Hearing at 7:05 PM.

Building Official Baker stated that the on January 16, 2024 Code Enforcement staff attempted to complete an initial rental housing inspection at 857 81st Avenue NE. He stated that the property management failed to notify tenants and also failed to appear for the rental inspection.

Building Official Baker said a follow-up inspection was conducted on March 3, 2024 and the property management failed to notify tenants and also failed to appear for the rental inspection. He said on March 11, 2024 Code Enforcement completed a follow-up inspection. He stated that the property failed its rental inspection due to multiple housing code violations along with municipal code violations. Building Official Baker said that on March 15, 2024 the property owner Bay Street Homes LLC and all the tenants were notified of a public hearing.

Acting Mayor Dircks asked for public comments from the audience. Hearing no public comments, the public hearing was closed.

Motion made by Councilmember Wendling to close the Public Hearing.

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

Acting Mayor Dircks closed the Public Hearing at 7:07 PM.

Motion made by Councilmember Wendling to adopt Resolution 2024-31, Rental License Revocation for Certain Property Located at 857 81st Avenue NE.

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

8. DEPARTMENT REPORTS

A. Public Works Report

Public Works Director Linngren gave an overview of the projects undertaken by the Public Works Department for the month of March. He stated that staff set up the election equipment on March 4, 2024 for the March 5, 2024 election and returned on March 6, 2024 to take down the equipment.

Public Works Director Linngren said the Public Works Department plowed March 22-26, 2024. He stated due to the heavy snow 25-20 mailboxes or mailbox posts were damaged. He stated that as per the City's snow policy, the homeowners are responsible for repairing the issues.

Director Linngren said the sewer lining project wrapped up and the areas that were dug up will be repaired by the Contractor when the road projects are being completed this year. He also stated the Zahl company was contracted to dig up the old fuel oil tank, and haul away the contaminated soil and dispose of it properly.

B. Code Enforcement Report

Building Official Baker reported that there was a higher amount of Administrative Offense tickets in March. He gave an update on construction projects at City Hall and 1625 County Highway 10 NE, formerly Blue Sun Soda.

Building Official Baker thanked Building Official Henly with the City of Mounds View for covering inspections while he was on vacation.

9. ORDINANCES AND/OR RESOLUTIONS

A. Ordinance 493, Amending SLPC 16.64.040, Appendix D: Schedule of Permitted Uses by District

Administrator Buchholtz gave an overview of the ordinance's key points, which include the following:

- Residential
 - Adjustments to the categories of permitted uses in residential districts to remove cemetery and professional offices and studios as conditional uses in the R1, R-2 and R-3 district.
 - Limitation of square footage of places of worship in residential areas to ensure that the place of worship fits in scale with the surrounding residential neighborhood.
 - Adding home based businesses as a permitted use, so long as they comply with SLPC 16.36.010.
- Commercial
 - Clarified the types of uses throughout the code to minimize the level of staff interpretation needed when evaluating zoning requests.
 - Added uses such as electric vehicle charging stations, and essential service structures.
 - Establish that vehicle related businesses (drive-through lanes, etc) generally require a conditional use permit due to the traffic-oriented nature of their development.
- Industrial
 - Updating various types of uses in the I-1 zoning district, including machine shops, data centers, construction trades, research and development, among others.

Administrator Buchholtz stated that the ordinance aims to enhance the clarity, efficiency, and responsiveness of the zoning code to current and future development needs, promoting a balanced approach to land use that respects community values and economic growth.

Motion made by Councilmember Goodboe-Bisschoff approving Ordinance 493, Amending SLPC 16.64.040, Appendix D: Schedule of Permitted Uses by District.

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

B. Resolution 2024-29, Authorizing Summary Publication of Ordinance 493, An Ordinance Amending SLPC 16.64.040, Appendix D: Schedule of Permitted Uses by District

Administrator Buchholtz stated that the resolution minimizes cost of publication. He said that a summary of the resolution will be printed in place of the entire Ordinance.

Motion made by Councilmember Wendling approving Resolution 2024-29, Authorizing Summary Publication of Ordinance 493, An Ordinance Amending SLPC 16.64.040, Appendix D: Schedule of Permitted Uses by District.

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

C. Resolution 2024-30, Approving Conditional Use Permit for an Auto Repair/Transportation Company at 970 County Hwy 10 NE

Planner Carlson gave an overview of the Conditional Use Permit. He said that Lake City Transportation wants to operate a transport business at 970 County Highway 10 NE. Planner Carlson stated there would be some service and repair of vehicles on site in the building.

Councilmember Wendling inquired about the traffic. He asked if there was a traffic count. Planner Carlson stated that no official traffic count had been done. Mr. Rob Czech, owner of Lake City Transportation stated that the drivers take the vehicles home. He stated that the most traffic would be in the summer and usually once a month.

Rob Czech, owner of Lake City Transportation stated that traffic would be minimal since drivers house the vans at their homes. He stated that traffic may increase once a month when vehicles are brought in for maintenance. Mr. Czech said that the company only services their vehicles. He stated that traffic will be before morning rush hour generally between 6 am – 7 am and the afternoon traffic is before evening rush hour between 3 pm – 4 pm.

Mr. Czech said that the vans are 10 passenger vans and they transport homeless and special needs students.

Motion made by Goodboe-Bisschoff to approve Resolution 2024-30, Approving Conditional Use Permit for an Auto Repair/Transportation Company at 970 County Hwy 10 NE.

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

10. NEW BUSINESS

A. Approval of Quality Assurance Testing Proposal – 2024 Street Improvement Project

Administrator Buchholtz stated that material testing is required as part of the construction phase for Sanburnol, Elm, and 83rd Avenue street project. He stated that the testing includes compaction testing on utility trenches, the aggregate base, concrete, and bituminous used on the project.

Administrator Buchholtz stated that the testing will be completed in accordance with MnDOT State Aid requirements. He said the estimated cost for testing is \$20,870.00 to \$26,471.00.

Motion made by Councilmember Wendling upon approval of the City Attorney to authorize Approval of Quality Assurance Testing Proposal – 2024 Street Improvement Project.

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

B. July 5, 2024 City Hall Closure

Administrator Buchholtz gave an overview of the request to close City Hall on Friday, July 5 2024.

Motion made by Councilmember Goodboe-Bisschoff to approve July 5, 2024 City Hall Closure.

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

11. OTHER

A. Correspondence

None

12. REPORTS

A. Attorney Report

No report

A. Engineer's Report

Accepted as presented.

C. Administrator Report

Administrator Buchholtz gave an overview of the City hall Renovation/Expansion Project. He stated that the seasonal parking restrictions are no longer in place, however if it snows vehicles will need to be moved off the street. Administrator Buchholtz stated that he will be testifying on the tax bill

13. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:32 PM.

Lisa Dircks, Acting Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
GENERAL OPERATIONS

Date: March 2024
Page: 1
Claim Res. #24-05

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
75439	AMERITAS	PAYROLL	\$	37.42
75440	CENTRAL PENSION FUND	PAYROLL	\$	1,560.00
75441	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$	198.03
75442	HEALTH PARTNERS, INC	PAYROLL	\$	15,477.86
75443	L.E.L.S.	PAYROLL	\$	352.50
75444	LOCAL 49	PAYROLL	\$	105.00
75445	METLIFE	PAYROLL	\$	963.85
75446	NCPERS GROUP LIFE INS	PAYROLL	\$	16.00
75447	ALLEGRA PRINT & IMAGING	COMPLIANCE NOTICES	\$	241.00
75448	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	\$	31.14
75449	AMERICAN MESSAGING	PW PAGER	\$	5.27
75450	ASPEN MILLS	UNIFORM ALLOWANCE--ANTOINE	\$	344.54
75451	BB RIVERBOATS	RIVER BOAT DINNER DEPOSIT	\$	536.01
75452	ANTHONY BENNEK	CONFERENCE MEAL REIMBURSEMENT	\$	20.45
75453	LEAGUE OF MN CITIES INSURANCE TRUST WC	INSURANCE RENEWAL	\$	132,502.00
75454	BRADY LOHSE-JOHNSON	CONFERENCE MEAL REIMBURSEMENT	\$	17.93
75455	CAROUSEL MOTOR GROUP	AUTO SERVICE & REPAIRS	\$	63.48
75456	CARSON, CLELLAND & SCHREDER	ATTORNEY SERVICES	\$	9,345.50
75457	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$	2,487.50
75458	CINTAS	FLOOR MATS	\$	152.53
75459	COMM-WORKS, LLC	PARK CAMERA MONITORING	\$	125.00
75460	CONNEXUS ENERGY	STREET LIGHTS	\$	9.64
75461	CORE & MAIN LP	COMMAND LINK	\$	692.19
75462	COTTENS INC	PARTS	\$	147.90
75463	FLEETPRIDE	PARTS	\$	27.10
75464	FORCE AMERICA	PARTS	\$	8,805.96
75465	GOPHER STATE ONE-CALL INC	LOCATES	\$	20.25
75466	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$	9,737.81
75467	HD ENTERTAINMENT INC.	POWER OF 10--06.09.24 PERFORMANCE DEP.	\$	1,700.00
75468	INDIGITAL	SCANNING SERVICES	\$	1,990.95
75469	INSTRUMENTAL RESEARCH INC	WATER TESTING DECEMBER / JANUARY	\$	244.00
75470	J. BECHER & ASSOCIATES, INC	WIRE NEW TRUCK HOIST IN PW GARAGE	\$	387.91
75471	JOEY D'S TREE SERVICE	CUT DOWN & HAUL DEAD EAB TREES	\$	21,000.00
75472	KAREN FISKE	CoRE MILEAGE REIMBURSEMENT	\$	43.75
75473	KELSEY SMITH	CONFERENCE MEAL REIMBURSEMENT	\$	20.45
75474	MARCO TECHNOLOGIES, LLC	COPIER	\$	882.64
75475	MC CLELLAN'S SALES	GREEN MARKING PAINT	\$	140.64
75476	MENARDS-CAPITAL ONE TRADE CREDIT	CC PMNT	\$	220.16
75477	METRO SALES, INC	OFFICE SUPPLIES	\$	111.73
75478	METROPOLITAN COUNCIL	WASTE WATER SERVICES DEF REV	\$	51,957.59
75479	MICHAEL LEDMAN	ADULT YOGA FEBRUARY SESSION	\$	438.75
75480	NASASP	NASASP ASSOCIATE MEMBERSHIP--LINNGREN	\$	39.00
75481	NORSAN	MEDIA	\$	22.25
75482	OPG-3, INC.	LF PROFESSIONAL SERVICES PROJECT	\$	410.00
75483	RAMSEY COUNTY-PRR	2023 TRUTH IN TAXATION NOTICE REIMB	\$	23.02
75484	SMITH SCHAFFER & ASSOCIATES	AUDITING SERVICES	\$	14,750.00
75485	THE HOME DEPOT CREDIT SERVICES	CC PMNT	\$	362.93
75486	TOLL GAS & WELDING SUPPLY	PARTS	\$	24.00
75487	TWIN CITY HARDWARE	CITY HALL SIDE DOOR REPAIR	\$	285.00

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
75488	ULINE	MESSAGE CENTER SIGN W/ POSTS	\$	930.14
75489	VALLEY-RICH CO., INC.	WATER MAIN BREAK--CENTRAL & 81ST AVE	\$	19,370.15
75490	WALTERS RECYCLING REFUSE SERV	TRASH DUMPSTER FOR PW GARAGE CLEAN OUT	\$	485.55
75491	XCEL ENERGY	MONTHLY UTILITIES	\$	516.56
75492	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$	1,574.72
75493	ECM PUBLISHERS, INC.	MAR 18 PH ASSESS 2024 STREET	\$	241.87
75494	FRIENDLY CHEVROLET GEO. INC.	MASS AIRFLOW SENSOR	\$	91.38
75495	GRAINGER INC	PARTS	\$	160.18
75496	HYDRAULIC SPECIALTY INC	PARTS	\$	10.49
75497	MINNESOTA-WIS PLAYGROUND INC	GAMETIME PLAY EQUIPMENT	\$	35,132.48
75498	ELEANOR PUUMALA	2024 PNP ELECTION	\$	351.50
75499	STREICHER'S	UNIFORM ALLOWANCES-KRAMER / SUPPLIES	\$	132.90
75500	SLP FIRE DEPARTMENT	MARCH 2024 FIRE PROTECTION SERVICES	\$	23,215.00
75501	BATTERIES PLUS BULBS	BATTERIES	\$	231.85
75502	SUBURBAN RATE AUTHORITY	2024 MEMBERSHIP ASSESSMENT	\$	488.00
75503	HAWKINS WATER TREATMENT	PARTS	\$	2,900.00
75504	WALTERS RECYCLING REFUSE SERV	TRASH DUMPSTER (DNR)	\$	12,026.21
75505	JOSH ANTOINE	CELL PHONE REIMBURSEMENT	\$	50.00
75506	BUSINESS ESSENTIALS	SUPPLIES	\$	313.40
75507	INSTRUMENTAL RESEARCH INC	FEBRUARY WATER TESTING	\$	96.00
75508	KELLY DELFS	2024 PNP ELECTION	\$	333.00
75509	FASTENAL COMPANY	PARTS	\$	25.42
75510	U.S. POSTMASTER	RENEWAL FEES	\$	640.00
75511	AT & T MOBILITY	CELL PHONE SERVICES	\$	530.97
75512	KATHY ROTHAM	2024 PNP ELECTION	\$	380.00
75513	KAREN HOKENSON	2024 PNP ELECTION	\$	333.00
75514	NANCY ROSE-BALAMUT	2024 PNP ELECTION	\$	380.00
75515	JUDY ANN ROGGE	2024 PNP ELECTION	\$	400.00
75516	MARY KAY PILTZ	2024 PNP ELECTION	\$	323.75
75517	LISA MONSON-HOKENSON	2024 PNP ELECTION	\$	350.00
75518	HOLIDAY INN EXPRESS	MIDWEST MARVELS EXTENDED TRIP	\$	3,964.35
75519	KENNETH A. TOLZMANN, SAMA	1ST QTR ASSESSMENT SERVICES PMNT	\$	9,425.63
75520	KENNETH WENDLING	2024 PNP ELECTION	\$	286.75
75521	JOANN HYDEMAN	2024 PNP ELECTION	\$	370.00
75522	MANSFIELD OIL COMPANY	UNLEADED & DIESEL FUEL	\$	3,041.13
75523	OFFICE OF MN.IT SERVICES	FIBER OPTICS	\$	44.60
75524	CADY BUSINESS TECHNOLOGIES	PHONE SYSTEM	\$	826.99
75525	CINTAS	FLOOR MATS	\$	305.06
75526	HERB HOPPENSTEDT	2024 PNP ELECTION	\$	286.75
75527	LAURANE ELY	2024 PNP ELECTION	\$	333.00
75528	ANTOINETTE MORTENSEN	2024 PNP ELECTION	\$	286.75
75529	SHARON DEINKEN	2024 PNP ELECTION	\$	323.75
75530	MARIE RIDGEWAY LISS, LLC	SLP POWER PROGRAM	\$	920.00
75531	REVOLUTIONARY SPORTS, LLC	2024 WINTER SESSIONS I & II CLASSES	\$	1,183.00
75532	KIRSTEN STRAND	2024 PNP ELECTION	\$	333.00
75533	DARRELL RITZEMA	2024 PNP ELECTION	\$	333.00
75534	BS & A	SOFTWARE	\$	23,450.00
75535	CAR WASH PARTNERS INC (dba: MISTER CAR V	CAR WASHES	\$	136.00
75536	JULIUS COSTANZA	2024 PNP ELECTION	\$	277.50

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
75537	JOHN FAIRBAIRN	2024 PNP ELECTION	\$	291.38
75538	CRYSTEEL TRUCK EQUIPMENT INC	CUTTING EDGE	\$	281.28
75539	METRO-INET	DATA SERVICES	\$	173.00
75540	LANGUAGE LINE SERVICES	INTERPRETATION SERVICES	\$	223.61
75541	JEANIE CARROLL	MATURE DRIVERS 4HR WITHDRAW	\$	26.50
75542	BB RIVERBOATS	MIDWEST MARVELS EXTENDED TRIP	\$	1,088.27
75543	MAC QUEEN EQUIPMENT, LLC.	PTO SHAFTS	\$	838.04
75544	ARK ENCOUNTER	MIDWEST MARVELS EXTENDED TRIP	\$	1,575.24
75545	AMERICAN LEGACY TOURS	STEP-ON GUIDE	\$	500.00
75546	CASSIE FRISCHMON	PARK RENTAL DEPOSIT REFUND	\$	100.00
75547	NORTHLAND FABRICATING, LLC	PARTS	\$	81.09
75548	PLAN IT SOFTWARE LLC	CAPITAL PLANNING SOFTWARE	\$	800.00
75549	UNLIMITED SUPPLIES, INC	SUPPLIES	\$	474.11
75550	MENARDS - BLAINE	PARTS	\$	1,552.55
75551	HOFBRAUHAUS	MIDWEST MARVELS EXTENDED TRIP	\$	951.86
75552	COMFOR SUITES	MIDWEST MARVELS EXTENDED TRIP	\$	2,298.24
75553	CREATION MUSEUM	MIDWEST MARVELS EXTENDED TRIP	\$	906.60
75554	HAMPTON INN ROCKFORD	MIDWEST MARVELS EXTENDED TRIP	\$	2,159.16
75555	NICK HUESER	2024 PNP ELECTION	\$	351.50
75556	CAROLYN LOHMAN	2024 PNP ELECTION	\$	390.00
75557	LUCIA NOYES	2024 PNP ELECTION	\$	55.50
75558	DEBORAH OSGOOD	2024 PNP ELECTION	\$	323.75
75559	AMERITAS	PAYROLL	\$	37.42
75560	CENTRAL PENSION FUND	PAYROLL	\$	1,560.00
75561	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$	197.87
75562	HEALTH PARTNERS, INC	PAYROLL	\$	15,477.92
75563	LELS	PAYROLL	\$	352.50
75564	LOCAL 49	PAYROLL	\$	105.00
75565	METLIFE	PAYROLL	\$	963.87
75566	NCPERS GROUP LIFE INS	PAYROLL	\$	16.00
75568	AMERICAN ENGINEERING TESTING	CITY HALL RENO/EXPANSION	\$	3,132.05
75569	ANOKA COUNTY TREASURY	2024 ECONOMIC DEV COST SHARE	\$	473.00
75570	AXON ENTERPRISE, INC	EVIDENCE LICENSE/ RANGE EQUIP	\$	266.60
75571	BRADY LOHSE-JOHNSON	FUEL REIMBURSEMENT	\$	28.03
75572	BURQAA BULLO	ESCROW REFUND	\$	936.89
75573	CITY OF SPRING LAKE PARK - PETTY CASH	PARK & REC PETTY CASH REIMB	\$	515.00
75574	COMCAST	MONTHLY UTILITIES	\$	113.07
75575	COMM-WORKS, LLC	PARK CAMERA MONITORING	\$	125.00
75576	COMPUTER INTERGRATION TECHNOLOGIES	CONTRACUAL SERVICES	\$	7,214.00
75577	CONNEXUS ENERGY	MONTHLY UTILITIES	\$	330.22
75578	CONSTRUCTION RESULTS CORP	CITY HALL RENO/EXPANSION PROJ PMNT NO.1	\$	485,739.75
75579	ECM PUBLISHERS, INC.	MARCH 25 PH CUP--970 HWY 10	\$	53.75
75580	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$	60.00
75581	INDIGITAL	SCANNING SERVICES	\$	7,063.74
75582	JEFF SANDINO	ITALIAN FAMILY	\$	228.00
75583	JSB SURVEILLANCE	CAMERA & DOOR SYSTEM	\$	39,249.00
75584	LEEANNE KRUSEMARK	TRAVEL WRITER CLASS	\$	25.00
75585	MELONIE SHIPMAN	LOONEY TUNES-COFFEE & TREATS SPEAKER	\$	100.00
75586	METLIFE	COBRA PMNT	\$	359.79

CITY OF SPRING LAKE PARK
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
75587	MHSRC/RANGE	8HR MATURE DRIVER COURSE	\$	380.00
75588	OMAHA CONVENTION & VISITOR BUREAU	OMAHA GROUP TOUR DECEMBER 2024	\$	150.00
75589	PLUNKETT'S INC	PEST CONTROL	\$	100.15
75590	RECYCLE TECHNOLOGIES	03/09/24 RECYCLING EVENT	\$	2,523.45
75591	RICHARD KRAMER	UNIFORM ALLOWANCE REIMBURSEMENT	\$	51.73
75592	RILEY BUS SERVICE INC	ARK ENCOUNTER TRANSPORTATION	\$	7,900.00
75593	STREICHER'S	UNIFORM ALLOWANCE--KRAMER	\$	164.99
75594	TASC	COBRA ADMIN FEE	\$	33.28
75595	TWIN CITIES BMEU WEST	UB POSTAGE FOR 1ST QTR 2024 USAGE (03.29.24)	\$	900.00
75596	TWIN PINES IMPRINTING	TOWER DAYS BUTTONS	\$	612.00
75597	ULINE	WIRE SHELVING & CHROME CASTERS	\$	336.98
75598	USS MINNESOTA ONE MT LLC	SOLAR	\$	8,199.65
75599	VISU-SEWER INC	2023-2024 SANITARY SEWER LINING PROJECT	\$	451,070.45
75600	WALTERS RECYCLING REFUSE SERV	2YD ORGANICS / 6YD TRASH SERVICES	\$	691.81
75601	WELLS FARGO CREDIT CARD	CC PMNT	\$	507.00
75602	XCEL ENERGY	MONTHLY UTILITIES	\$	2,485.25
TOTAL DISBURSEMENTS				<u>1,483,492.30</u>

WHEREAS,

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

WHEREAS,

the City Council has determined that all disbursements, as listed, with the following exceptions:

are proper.

NOW, THEREFORE BE IT RESOLVED:

that the City Council directs and approves the payment of the aforementioned disbursements this _____ day of _____, 20____.

Signed: _____

Mayor

Councilmembers:

ATTEST:

Daniel Buchholtz, Admin/Clerk-Treasurer



MAYOR'S PROCLAMATION
VOLUNTEER MONTH
APRIL 1 – APRIL 30, 2024

WHEREAS, Spring Lake Park thrives because of the dedication and kindness of its volunteers; and

WHEREAS, volunteers freely give their time, talents, and resources to make life better for everyone in our community; and

WHEREAS, April is Volunteer Month nationwide, providing a chance for cities everywhere to honor the incredible work of volunteers; and

WHEREAS, Spring Lake Park is deeply grateful for the countless hours volunteered by individuals, groups, and organizations that have made a positive impact; and

WHEREAS, volunteers are crucial in supporting local projects, events, programs, and services that promote togetherness, understanding and community involvement; and

WHEREAS, their commitment strengthens the bonds of our community, fostering a sense of belonging and making Spring Lake Park a wonderful place to call home.

NOW, THEREFORE, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby declare April 2024 as

VOLUNTEER MONTH

in the city of Spring Lake Park and do hereby thank our volunteers for their selfless dedication to improving the lives of others in our community.

Dated this 15th day of April, two thousand twenty-four.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Clerk



**MAYOR'S PROCLAMATION
MUNICIPAL CLERKS WEEK
MAY 5-11, 2024**

WHEREAS, Municipal Clerks are the backbone of local government, diligently serving our communities with professionalism, integrity and dedication; and

WHEREAS, Municipal Clerks play a vital role in maintaining the integrity of our democratic process by ensuring transparency, accessibility and fairness in government operations; and

WHEREAS, Municipal Clerks serve as a vital link between the city and the community, providing essential services and support to elected officials, staff and citizens; and

WHEREAS, Municipal Clerks demonstrate outstanding leadership, efficiency and flexibility in managing diverse responsibilities, including record keeping, elections administration, public information and customer service; and

WHEREAS, Municipal Clerks Week provides an opportunity to recognize and express gratitude for the important contributions of Municipal Clerks to the efficient operation of local governments and the betterment of our communities.

NOW, THEREFORE, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim the week of May 5 through May 11, 2024 as

MUNICIPAL CLERKS WEEK

in the City of Spring Lake Park, and further extend appreciation to our Municipal Clerk, Daniel Buchholtz, MMC, Deputy Clerk Wanda Brown, and Spring Lake Park Administrative staff for the vital services they perform and their exemplary dedication to our community.

Dated this fifteenth day of April, two thousand twenty four.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator,
Clerk/Treasurer



**MAYOR'S PROCLAMATION
ARBOR DAY
APRIL 26, 2024**

WHEREAS trees are vital to the health and well-being of our environment and our community, providing numerous benefits including clean air and water, habitat for wildlife, and beauty for all to enjoy; and

WHEREAS, the City of Spring Lake Park recognizes the importance of trees and is committed to planting and caring for trees in our city; and

WHEREAS, the urban canopy in our city provides numerous benefits, including improved air quality, reduced urban heat island effect, energy savings, wildlife habitat, increased property values, storm water control and improved mental health; and

WHEREAS, tree diseases, such as Emerald Ash Borer (EAB), Oak Wilt and Dutch Elm Disease, have had a significant impact on the tree population in our city, threatening the health and diversity of our urban forest; and

WHEREAS, Arbor Day is a nationally recognized day to celebrate the importance of trees and encourage tree planting and care.

NOW, THEREFORE, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim April 26, 2024 as

ARBOR DAY

in the City of Spring Lake Park and urge all citizens to celebrate this day by planting trees and supporting efforts to care for existing trees.

Dated this 15th day of April, two thousand twenty-four.

Robert Nelson, Mayor

ATTEST:

Daniel Buchholtz, City Administrator

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 03/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 Normal (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Revenues						
Department: 00000						
101.00000.31010	CURRENT TAXES	3,823,887.00	0.00	0.00	3,823,887.00	0.00
101.00000.32110	LIQUOR LICENSES	31,827.00	6,066.74	0.00	25,760.26	19.06
101.00000.32111	OFF-SALE LIQUOR	310.00	0.00	0.00	310.00	0.00
101.00000.32179	PAWN SHOP LICENSES	6,252.00	1,563.00	521.00	4,689.00	25.00
101.00000.32180	CIGARETTE,DANCE,BINGO & MISC LIC	6,000.00	775.00	125.00	5,225.00	12.92
101.00000.32181	SIGN PERMITS	5,500.00	1,305.00	445.00	4,195.00	23.73
101.00000.32208	CONTRACTORS LICENSES	8,500.00	5,080.00	3,835.00	3,420.00	59.76
101.00000.32210	BUILDING PERMIT	75,000.00	15,416.96	6,202.85	59,583.04	20.56
101.00000.32211	BUILDING PERMIT SURCHARGES	5,000.00	422.69	185.87	4,577.31	8.45
101.00000.32230	PLUMBING PERMIT	5,000.00	1,364.45	315.00	3,635.55	27.29
101.00000.32231	PLUMBING PERMIT SURCHARGES	500.00	18.00	5.00	482.00	3.60
101.00000.32232	HEATING & A/C PERMITS	10,000.00	2,496.30	433.15	7,503.70	24.96
101.00000.32233	HTG & A/C SURCHARGES	1,000.00	55.90	6.50	944.10	5.59
101.00000.32240	PET LICENSE	400.00	168.00	70.00	232.00	42.00
101.00000.32260	CERTIFICATE OF OCCUPANCY	3,000.00	1,100.00	200.00	1,900.00	36.67
101.00000.32261	VACANT PROPERTY REGISTRATION	2,000.00	600.00	0.00	1,400.00	30.00
101.00000.33401	LOCAL GOVERNMENT AID	771,720.00	0.00	0.00	771,720.00	0.00
101.00000.33416	POLICE TRAINING REIMB	10,000.00	0.00	0.00	10,000.00	0.00
101.00000.33421	INSURANCE PREMIUM-POLICE	95,000.00	0.00	0.00	95,000.00	0.00
101.00000.34102	ZONING LETTERS	200.00	0.00	0.00	200.00	0.00
101.00000.34103	SPEC USE,ZONING,SUB-DIV	5,500.00	760.00	260.00	4,740.00	13.82
101.00000.34104	PLAN CHECKING FEES	40,000.00	2,494.87	1,856.28	37,505.13	6.24
101.00000.34105	SALE OF MAPS,COPIES ETC	300.00	0.00	0.00	300.00	0.00
101.00000.34107	ASSESSMENT SEARCHES	100.00	25.00	0.00	75.00	25.00
101.00000.34108	ADMINISTRATION SAC CHARGES	100.00	0.00	0.00	100.00	0.00
101.00000.34109	FILING FEES	60.00	0.00	0.00	60.00	0.00
101.00000.34111	ADM. GAMBLING EXPENSES	41,027.00	0.00	0.00	41,027.00	0.00
101.00000.34115	GUN RANGE FACILITY USE	375.00	0.00	0.00	375.00	0.00
101.00000.34117	ROOM-FACILITY RENTAL	500.00	0.00	0.00	500.00	0.00
101.00000.34201	POLICE & FIRE ALARM PERMIT	3,500.00	0.00	0.00	3,500.00	0.00
101.00000.34202	POLICE REPORTS	500.00	515.00	125.00	(15.00)	103.00
101.00000.34204	HOUSING REGISTRATION	103,300.00	25,800.00	0.00	77,500.00	24.98
101.00000.34205	RIGHT OF WAY APPLICATIONS	2,000.00	0.00	0.00	2,000.00	0.00
101.00000.34801	INSURANCE DIVIDENDS	12,656.00	0.00	0.00	12,656.00	0.00
101.00000.34949	RESTITUTION	0.00	80.00	0.00	(80.00)	100.00
101.00000.34950	REFUNDS & REIMB	7,500.00	894.65	457.95	6,605.35	11.93
101.00000.35101	COURT FINES	45,000.00	9,745.13	5,994.85	35,254.87	21.66
101.00000.35102	ADM OFFENSE FINES	40,000.00	34,200.00	2,500.00	5,800.00	85.50
101.00000.35348	PROPERTY ROOM REVENUE	500.00	0.00	0.00	500.00	0.00
101.00000.35349	MN DRIVING DIVERSION PROGRAM	750.00	0.00	0.00	750.00	0.00
101.00000.35350	DETOX TRANSPORTATION	200.00	0.00	0.00	200.00	0.00
101.00000.36210	INTEREST EARNINGS	10,000.00	49,120.56	13,669.31	(39,120.56)	491.21
101.00000.39100	REIM FOR SERVICES	0.00	75.00	0.00	(75.00)	100.00
101.00000.39202	TRANSFER FROM PUBLIC UTILITIES	57,002.00	0.00	0.00	57,002.00	0.00
101.00000.39205	TRANSFER-FROM TIF FUND	3,000.00	0.00	0.00	3,000.00	0.00
101.00000.39206	TRANSFER FROM RECYCLING FUND	4,000.00	0.00	0.00	4,000.00	0.00
101.00000.39207	TRANSFER FROM RECREATION	62,500.00	0.00	0.00	62,500.00	0.00
101.00000.39208	TRANSFER FROM GENERAL FUND	40,000.00	0.00	0.00	40,000.00	0.00
Total Dept 00000		5,341,466.00	160,142.25	37,207.76	5,181,323.75	3.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 03/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 Normal (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdgtd Used
Fund: 101 GENERAL FUND						
Account Category: Revenues						
Revenues		5,341,466.00	160,142.25	37,207.76	5,181,323.75	3.00
Account Category: Expenditures						
Department: 41110 MAYOR AND COUNCIL						
101.41110.41030	PART TIME EMPLOYEES	31,297.00	7,823.64	2,607.88	23,473.36	25.00
101.41110.41211	DEFINED CONTR PLAN/PERA	1,565.00	260.82	0.00	1,304.18	16.67
101.41110.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	2,394.00	598.50	199.50	1,795.50	25.00
101.41110.41510	WORKERS COMPENSATION	70.00	62.10	0.00	7.90	88.71
101.41110.42100	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
101.41110.43310	TRAVEL EXPENSE	500.00	0.00	0.00	500.00	0.00
101.41110.43500	PRINTING & PUBLISHING	1,550.00	215.00	64.50	1,335.00	13.87
101.41110.44000	CONTRACTUAL SERVICE	4,830.00	0.00	0.00	4,830.00	0.00
101.41110.44300	CONFERENCE & SCHOOLS	5,470.00	825.00	0.00	4,645.00	15.08
101.41110.44330	DUES & SUBSCRIPTIONS	16,139.00	6,943.00	961.00	9,196.00	43.02
101.41110.44955	DISCRETIONARY FUND	12,050.00	0.00	0.00	12,050.00	0.00
Total Dept 41110 - MAYOR AND COUNCIL		76,365.00	16,728.06	3,832.88	59,636.94	21.91
Department: 41400 ADMINISTRATION						
101.41400.41010	FULL TIME EMPLOYEES	367,554.00	90,007.11	41,618.39	277,546.89	24.49
101.41400.41050	VACATION BUY BACK	6,000.00	0.00	0.00	6,000.00	0.00
101.41400.41210	PERA CONTRIBUTIONS-EMPLOYER	27,567.00	7,232.05	3,111.02	20,334.95	26.23
101.41400.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	28,578.00	6,936.22	2,984.28	21,641.78	24.27
101.41400.41300	HEALTH INSURANCE	66,802.00	16,965.77	7,271.09	49,836.23	25.40
101.41400.41313	LIFE INSURANCE	200.00	59.05	25.29	140.95	29.53
101.41400.41510	WORKERS COMPENSATION	3,095.00	2,013.78	0.00	1,081.22	65.07
101.41400.42000	OFFICE SUPPLIES	3,050.00	746.37	0.00	2,303.63	24.47
101.41400.42030	PRINTED FORMS	1,925.00	0.00	0.00	1,925.00	0.00
101.41400.42100	OPERATING SUPPLIES	615.00	365.54	91.65	249.46	59.44
101.41400.42220	POSTAGE	2,706.00	490.14	272.00	2,215.86	18.11
101.41400.43210	TELEPHONE	625.00	104.02	52.01	520.98	16.64
101.41400.43310	TRAVEL EXPENSE	3,500.00	807.66	346.14	2,692.34	23.08
101.41400.43500	PRINTING & PUBLISHING	300.00	0.00	0.00	300.00	0.00
101.41400.43550	COUNTY FEES FOR SERVICE	1,550.00	1,773.48	23.02	(223.48)	114.42
101.41400.44050	MAINTENANCE AGREEMENTS	13,790.00	10,465.59	9,005.64	3,324.41	75.89
101.41400.44300	CONFERENCE & SCHOOLS	6,335.00	1,273.46	0.00	5,061.54	20.10
101.41400.44330	DUES & SUBSCRIPTIONS	1,505.00	203.75	39.00	1,301.25	13.54
101.41400.44380	BANK CHARGES	2,000.00	480.47	151.25	1,519.53	24.02
101.41400.44390	MISCELLANEOUS	0.00	(804.66)	(804.66)	804.66	100.00
101.41400.44500	CONTRACTUAL SERVICES	5,966.00	4,585.33	800.00	1,380.67	76.86
Total Dept 41400 - ADMINISTRATION		543,663.00	143,705.13	64,986.12	399,957.87	26.43
Department: 41500 ASSESSOR						
101.41500.44000	CONTRACTUAL SERVICE	39,140.00	9,425.63	9,425.63	29,714.37	24.08
Total Dept 41500 - ASSESSOR		39,140.00	9,425.63	9,425.63	29,714.37	24.08
Department: 41540 AUDIT & ACCTG SERVICES						
101.41540.43010	AUDIT & ACCTG SERVICES	13,400.00	7,375.00	7,375.00	6,025.00	55.04
Total Dept 41540 - AUDIT & ACCTG SERVICES		13,400.00	7,375.00	7,375.00	6,025.00	55.04
Department: 41600 I.T. SERVICES						
101.41600.44000	CONTRACTUAL SERVICE	70,453.00	33,422.34	5,161.81	37,030.66	47.44

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GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 Normal (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 41600 I.T. SERVICES						
	Total Dept 41600 - I.T. SERVICES	70,453.00	33,422.34	5,161.81	37,030.66	47.44
Department: 41610 LEGAL FEES						
101.41610.43040	LEGAL FEES	122,500.00	25,948.50	17,125.00	96,551.50	21.18
	Total Dept 41610 - LEGAL FEES	122,500.00	25,948.50	17,125.00	96,551.50	21.18
Department: 41710 ENGINEERING FEES						
101.41710.43030	ENGINEERING FEES	6,500.00	437.50	187.50	6,062.50	6.73
	Total Dept 41710 - ENGINEERING FEES	6,500.00	437.50	187.50	6,062.50	6.73
Department: 41720 PLANNING & ZONING						
101.41720.42100	OPERATING SUPPLIES	100.00	0.00	0.00	100.00	0.00
101.41720.42220	POSTAGE	100.00	0.00	0.00	100.00	0.00
101.41720.43500	PRINTING & PUBLISHING	300.00	0.00	0.00	300.00	0.00
101.41720.44000	CONTRACTUAL SERVICE	2,000.00	958.45	220.11	1,041.55	47.92
	Total Dept 41720 - PLANNING & ZONING	2,500.00	958.45	220.11	1,541.55	38.34
Department: 41940 GOVERNMENT BUILDING						
101.41940.41010	FULL TIME EMPLOYEES	19,443.00	4,759.62	2,196.75	14,683.38	24.48
101.41940.41013	OVERTIME	0.00	41.18	0.00	(41.18)	100.00
101.41940.41020	ON CALL SALARIES	500.00	0.00	0.00	500.00	0.00
101.41940.41050	VACATION BUY BACK	400.00	0.00	0.00	400.00	0.00
101.41940.41210	PERA CONTRIBUTIONS-EMPLOYER	1,459.00	385.37	164.77	1,073.63	26.41
101.41940.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	1,557.00	393.71	162.18	1,163.29	25.29
101.41940.41300	HEALTH INSURANCE	3,140.00	706.51	302.79	2,433.49	22.50
101.41940.41313	LIFE INSURANCE	13.00	3.83	1.63	9.17	29.46
101.41940.41510	WORKERS COMPENSATION	1,128.00	992.12	0.00	135.88	87.95
101.41940.42100	OPERATING SUPPLIES	11,000.00	6,872.63	3,249.68	4,127.37	62.48
101.41940.42200	REPAIR & MAINTENANCE	12,000.00	2,847.08	1,915.63	9,152.92	23.73
101.41940.42280	UNIFORM ALLOWANCE	288.00	187.50	0.00	100.50	65.10
101.41940.43210	TELEPHONE	9,300.00	3,340.87	826.99	5,959.13	35.92
101.41940.43810	ELECTRIC UTILITIES	24,000.00	3,386.70	2,129.99	20,613.30	14.11
101.41940.43830	GAS UTILITIES	24,000.00	6,870.97	2,907.77	17,129.03	28.63
101.41940.43841	RUBBISH REMOVAL	4,800.00	3,010.79	1,977.17	1,789.21	62.72
101.41940.44000	CONTRACTUAL SERVICE	5,000.00	1,365.88	465.31	3,634.12	27.32
101.41940.47000	PERMANENT TRANSFERS OUT	14,754.00	0.00	0.00	14,754.00	0.00
	Total Dept 41940 - GOVERNMENT BUILDING	132,782.00	35,164.76	16,300.66	97,617.24	26.48
Department: 42100 POLICE PROTECTION						
101.42100.41010	FULL TIME EMPLOYEES	1,213,735.00	312,454.35	140,812.08	901,280.65	25.74
101.42100.41013	OVERTIME	100,000.00	11,984.91	5,436.49	88,015.09	11.98
101.42100.41050	VACATION BUY BACK	8,000.00	0.00	0.00	8,000.00	0.00
101.42100.41210	PERA CONTRIBUTIONS-EMPLOYER	218,203.00	56,377.62	24,629.81	161,825.38	25.84
101.42100.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	28,372.00	6,750.64	2,933.29	21,621.36	23.79
101.42100.41300	HEALTH INSURANCE	223,659.00	52,084.78	22,322.06	171,574.22	23.29
101.42100.41313	LIFE INSURANCE	722.00	198.25	84.89	523.75	27.46
101.42100.41510	WORKERS COMPENSATION	91,531.00	77,818.60	0.00	13,712.40	85.02
101.42100.42000	OFFICE SUPPLIES	3,600.00	343.41	49.00	3,256.59	9.54
101.42100.42030	PRINTED FORMS	2,200.00	0.00	0.00	2,200.00	0.00
101.42100.42040	RANGE EQUIP & SUPPLIES	9,400.00	822.65	(56.50)	8,577.35	8.75
101.42100.42100	OPERATING SUPPLIES	6,330.00	362.37	202.14	5,967.63	5.72

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Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 42100 POLICE PROTECTION						
101.42100.42120	MOTOR FUELS & LUBRICANTS	27,500.00	4,866.74	3,025.98	22,633.26	17.70
101.42100.42220	POSTAGE	1,500.00	51.09	12.11	1,448.91	3.41
101.42100.43050	MEDICAL EXPENSE	3,000.00	0.00	0.00	3,000.00	0.00
101.42100.43210	TELEPHONE	3,425.00	197.52	147.52	3,227.48	5.77
101.42100.43211	DATA SERVICES	39,105.00	30,428.80	353.00	8,676.20	77.81
101.42100.43300	CLOTHING & PERSONAL EQUIP	11,450.00	4,012.89	1,032.50	7,437.11	35.05
101.42100.43310	TRAVEL EXPENSE	1,200.00	101.25	43.75	1,098.75	8.44
101.42100.44000	CONTRACTUAL SERVICE	61,683.00	35,723.35	18,445.21	25,959.65	57.91
101.42100.44050	MAINTENANCE AGREEMENTS	8,600.00	6,388.50	0.00	2,211.50	74.28
101.42100.44060	AUTO EQUIPMENT REPAIR	22,500.00	1,346.21	286.00	21,153.79	5.98
101.42100.44070	OTHER EQUIPMENT REPAIR	2,500.00	113.29	0.00	2,386.71	4.53
101.42100.44300	CONFERENCE & SCHOOLS	30,000.00	2,190.08	58.83	27,809.92	7.30
101.42100.44330	DUES & SUBSCRIPTIONS	1,895.00	728.00	100.00	1,167.00	38.42
101.42100.45000	CAPITAL OUTLAY	56,000.00	39,525.00	0.00	16,475.00	70.58
101.42100.47000	PERMANENT TRANSFERS OUT	18,000.00	0.00	0.00	18,000.00	0.00
Total Dept 42100 - POLICE PROTECTION		2,194,110.00	644,870.30	219,918.16	1,549,239.70	29.39
Department: 42200 FIRE PROTECTION						
101.42200.44000	CONTRACTUAL SERVICE	279,344.00	69,645.00	23,215.00	209,699.00	24.93
101.42200.45000	CAPITAL OUTLAY	66,742.00	0.00	0.00	66,742.00	0.00
Total Dept 42200 - FIRE PROTECTION		346,086.00	69,645.00	23,215.00	276,441.00	20.12
Department: 42300 CODE ENFORCEMENT						
101.42300.41010	FULL TIME EMPLOYEES	213,203.00	52,680.38	24,323.35	160,522.62	24.71
101.42300.41050	VACATION BUY BACK	3,300.00	0.00	0.00	3,300.00	0.00
101.42300.41210	PERA CONTRIBUTIONS-EMPLOYER	23,864.00	4,231.65	1,819.82	19,632.35	17.73
101.42300.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	11,778.00	2,665.44	1,147.20	9,112.56	22.63
101.42300.41300	HEALTH INSURANCE	43,789.00	10,647.35	4,563.11	33,141.65	24.32
101.42300.41313	LIFE INSURANCE	129.00	38.11	16.31	90.89	29.54
101.42300.41510	WORKERS COMPENSATION	2,519.00	1,320.26	0.00	1,198.74	52.41
101.42300.42000	OFFICE SUPPLIES	600.00	10.86	0.00	589.14	1.81
101.42300.42100	OPERATING SUPPLIES	3,500.00	425.70	241.00	3,074.30	12.16
101.42300.42120	MOTOR FUELS & LUBRICANTS	2,500.00	352.57	181.88	2,147.43	14.10
101.42300.42200	REPAIR & MAINTENANCE	2,250.00	39.95	0.00	2,210.05	1.78
101.42300.43210	TELEPHONE	1,500.00	93.96	46.98	1,406.04	6.26
101.42300.43310	TRAVEL EXPENSE	250.00	14.28	0.00	235.72	5.71
101.42300.44000	CONTRACTUAL SERVICE	1,500.00	0.00	0.00	1,500.00	0.00
101.42300.44300	CONFERENCE & SCHOOLS	2,600.00	570.00	0.00	2,030.00	21.92
101.42300.44330	DUES & SUBSCRIPTIONS	5,085.00	4,957.00	4,857.00	128.00	97.48
Total Dept 42300 - CODE ENFORCEMENT		318,367.00	78,047.51	37,196.65	240,319.49	24.51
Department: 43000 STREET DEPARTMENT						
101.43000.41010	FULL TIME EMPLOYEES	175,108.00	43,384.99	20,024.04	131,723.01	24.78
101.43000.41013	OVERTIME	9,218.00	1,091.94	356.52	8,126.06	11.85
101.43000.41020	ON CALL SALARIES	4,214.00	1,455.77	812.06	2,758.23	34.55
101.43000.41050	VACATION BUY BACK	1,900.00	0.00	0.00	1,900.00	0.00
101.43000.41210	PERA CONTRIBUTIONS-EMPLOYER	14,141.00	3,695.41	1,589.45	10,445.59	26.13
101.43000.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	14,570.00	3,569.01	1,492.38	11,000.99	24.50
101.43000.41300	HEALTH INSURANCE	25,611.00	9,193.98	3,940.42	16,417.02	35.90
101.43000.41313	LIFE INSURANCE	105.00	30.92	13.28	74.08	29.45

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GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 Normal (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdgtd Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 43000 STREET DEPARTMENT						
101.43000.41510	WORKERS COMPENSATION	14,797.00	11,747.89	0.00	3,049.11	79.39
101.43000.42100	OPERATING SUPPLIES	0.00	909.28	137.89	(909.28)	100.00
101.43000.42120	MOTOR FUELS & LUBRICANTS	18,000.00	4,782.85	3,505.87	13,217.15	26.57
101.43000.42150	SHOP MATERIALS	5,000.00	961.69	636.32	4,038.31	19.23
101.43000.42200	REPAIR & MAINTENANCE	8,500.00	901.87	91.38	7,598.13	10.61
101.43000.42210	EQUIPMENT PARTS	10,000.00	5,005.67	2,891.26	4,994.33	50.06
101.43000.42221	TIRES	1,500.00	0.00	0.00	1,500.00	0.00
101.43000.42224	STREET MAINT SUPPLIES	3,000.00	515.30	0.00	2,484.70	17.18
101.43000.42226	SIGNS & STRIPING	9,000.00	0.00	0.00	9,000.00	0.00
101.43000.42280	UNIFORM ALLOWANCE	1,723.00	1,312.50	0.00	410.50	76.18
101.43000.43210	TELEPHONE	370.00	64.50	32.25	305.50	17.43
101.43000.44000	CONTRACTUAL SERVICE	1,040.00	0.00	0.00	1,040.00	0.00
101.43000.44300	CONFERENCE & SCHOOLS	800.00	110.00	0.00	690.00	13.75
101.43000.44330	DUES & SUBSCRIPTIONS	220.00	61.00	0.00	159.00	27.73
101.43000.47000	PERMANENT TRANSFERS OUT	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 43000 - STREET DEPARTMENT		368,817.00	88,794.57	35,523.12	280,022.43	24.08
Department: 45100 RECREATION DEPARTMENT						
101.45100.41010	FULL TIME EMPLOYEES	284,923.00	71,426.54	32,847.72	213,496.46	25.07
101.45100.41040	TEMPORARY EMPLOYEES	30,645.00	299.50	0.00	30,345.50	0.98
101.45100.41050	VACATION BUY BACK	3,000.00	0.00	0.00	3,000.00	0.00
101.45100.41210	PERA CONTRIBUTIONS-EMPLOYER	21,370.00	5,741.43	2,463.58	15,628.57	26.87
101.45100.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	24,372.00	5,714.15	2,434.70	18,657.85	23.45
101.45100.41300	HEALTH INSURANCE	45,934.00	11,715.69	5,021.01	34,218.31	25.51
101.45100.41313	LIFE INSURANCE	155.00	45.75	19.59	109.25	29.52
101.45100.41510	WORKERS COMPENSATION	17,903.00	15,807.24	0.00	2,095.76	88.29
101.45100.42000	OFFICE SUPPLIES	2,261.00	648.59	143.73	1,612.41	28.69
101.45100.42220	POSTAGE	13,710.00	410.58	13.52	13,299.42	2.99
101.45100.42290	RECREATION EQUIP SUPPLIES	3,000.00	225.00	225.00	2,775.00	7.50
101.45100.43310	TRAVEL EXPENSE	1,000.00	20.00	0.00	980.00	2.00
101.45100.43410	EMPLOYMENT ADVERTISING	50.00	0.00	0.00	50.00	0.00
101.45100.43500	PRINTING & PUBLISHING	22,700.00	0.00	0.00	22,700.00	0.00
101.45100.44300	CONFERENCE & SCHOOLS	1,550.00	0.00	0.00	1,550.00	0.00
101.45100.44330	DUES & SUBSCRIPTIONS	680.00	303.00	0.00	377.00	44.56
Total Dept 45100 - RECREATION DEPARTMENT		473,253.00	112,357.47	43,168.85	360,895.53	23.74
Department: 45200 PARKS DEPARTMENT						
101.45200.41010	FULL TIME EMPLOYEES	180,012.00	43,826.47	20,227.44	136,185.53	24.35
101.45200.41013	OVERTIME	9,218.00	81.82	0.00	9,136.18	0.89
101.45200.41020	ON CALL SALARIES	4,214.00	0.00	0.00	4,214.00	0.00
101.45200.41040	TEMPORARY EMPLOYEES	35,000.00	5,120.00	2,880.00	29,880.00	14.63
101.45200.41050	VACATION BUY BACK	3,000.00	0.00	0.00	3,000.00	0.00
101.45200.41210	PERA CONTRIBUTIONS-EMPLOYER	14,509.00	3,530.80	1,517.02	10,978.20	24.34
101.45200.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	17,706.00	3,974.80	1,706.32	13,731.20	22.45
101.45200.41300	HEALTH INSURANCE	26,096.00	8,402.62	3,601.06	17,693.38	32.20
101.45200.41313	LIFE INSURANCE	105.00	30.78	13.18	74.22	29.31
101.45200.41510	WORKERS COMPENSATION	14,730.00	9,790.79	0.00	4,939.21	66.47
101.45200.42100	OPERATING SUPPLIES	1,000.00	334.66	306.69	665.34	33.47
101.45200.42120	MOTOR FUELS & LUBRICANTS	16,500.00	4,551.05	3,355.88	11,948.95	27.58
101.45200.42200	REPAIR & MAINTENANCE	25,300.00	52.49	43.88	25,247.51	0.21

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GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 Normal (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 45200 PARKS DEPARTMENT						
101.45200.42205	LAKESIDE PK EXP TO BE REIM	0.00	2,714.00	2,714.00	(2,714.00)	100.00
101.45200.42210	EQUIPMENT PARTS	6,000.00	0.00	0.00	6,000.00	0.00
101.45200.42221	TIRES	1,000.00	0.00	0.00	1,000.00	0.00
101.45200.42225	LANDSCAPING MATERIALS	15,852.00	0.00	0.00	15,852.00	0.00
101.45200.42280	UNIFORM ALLOWANCE	1,922.00	1,312.50	0.00	609.50	68.29
101.45200.42290	RECREATION EQUIP SUPPLIES	6,600.00	1,239.46	839.50	5,360.54	18.78
101.45200.43210	TELEPHONE	500.00	93.96	46.98	406.04	18.79
101.45200.43810	ELECTRIC UTILITIES	5,500.00	1,553.19	681.93	3,946.81	28.24
101.45200.43830	GAS UTILITIES	5,000.00	1,170.56	491.35	3,829.44	23.41
101.45200.43841	RUBBISH REMOVAL	1,000.00	63.90	63.90	936.10	6.39
101.45200.44190	SATELLITE RENTAL	1,998.00	0.00	0.00	1,998.00	0.00
101.45200.44300	CONFERENCE & SCHOOLS	2,500.00	740.00	0.00	1,760.00	29.60
101.45200.44330	DUES & SUBSCRIPTIONS	88.00	0.00	0.00	88.00	0.00
101.45200.44500	CONTRACTUAL SERVICES	1,780.00	855.96	0.00	924.04	48.09
101.45200.44901	LAKESIDE PARK EXPENSE	12,500.00	0.00	0.00	12,500.00	0.00
Total Dept 45200 - PARKS DEPARTMENT		409,630.00	89,439.81	38,489.13	320,190.19	21.83
Department: 49000 MISCELLANEOUS						
101.49000.41300	HEALTH INSURANCE	800.00	99.84	33.28	700.16	12.48
101.49000.43600	INSURANCE	60,000.00	65,763.70	65,763.70	(5,763.70)	109.61
101.49000.44000	CONTRACTUAL SERVICE	10,000.00	0.00	0.00	10,000.00	0.00
101.49000.44389	CONTINGENCY FUND	10,000.00	0.00	0.00	10,000.00	0.00
101.49000.44390	MISCELLANEOUS	10,000.00	930.14	930.14	9,069.86	9.30
101.49000.44420	SURCHARGES-PLBG	200.00	0.00	0.00	200.00	0.00
101.49000.44430	SURCHARGES-HTG	400.00	0.00	0.00	400.00	0.00
101.49000.44440	SURCHARGES-BLDG	5,000.00	0.00	0.00	5,000.00	0.00
101.49000.47000	PERMANENT TRANSFERS OUT	127,500.00	25,000.00	0.00	102,500.00	19.61
Total Dept 49000 - MISCELLANEOUS		223,900.00	91,793.68	66,727.12	132,106.32	41.00
Expenditures		5,341,466.00	1,448,113.71	588,852.74	3,893,352.29	27.11
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		5,341,466.00	160,142.25	37,207.76	5,181,323.75	
TOTAL EXPENDITURES		5,341,466.00	1,448,113.71	588,852.74	3,893,352.29	
NET OF REVENUES & EXPENDITURES:		0.00	(1,287,971.46)	(551,644.98)	1,287,971.46	

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 03/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 Normal (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 601 PUBLIC UTILITIES OPERATIONS						
Account Category: Revenues						
Department: 00000						
601.00000.34950	REFUNDS & REIMB	6,691.00	11.55	0.00	6,679.45	0.17
601.00000.36200	MISC REVENUES	1,500.00	0.00	0.00	1,500.00	0.00
601.00000.36210	INTEREST EARNINGS	51,356.00	0.00	0.00	51,356.00	0.00
601.00000.37101	WATER COLLECTIONS	839,772.00	176.93	121.65	839,595.07	0.02
601.00000.37103	SALES TAX ADDED	6,200.00	0.82	0.00	6,199.18	0.01
601.00000.37104	PENALTIES/WATER	8,497.00	3,163.10	0.00	5,333.90	37.23
601.00000.37109	SAFE DRINKING WATER FEE	21,500.00	22.75	15.68	21,477.25	0.11
601.00000.37111	ADMINISTRATIVE CHARGE	86,100.00	1,254.98	122.85	84,845.02	1.46
601.00000.37115	ESTIMATE READING CHR	50.00	0.00	0.00	50.00	0.00
601.00000.37151	WATER RECONNECTION	625.00	125.16	0.00	499.84	20.03
601.00000.37170	WATER PERMITS	125.00	0.00	0.00	125.00	0.00
601.00000.37171	WATER PERMIT SURCHARGES	10.00	0.00	0.00	10.00	0.00
601.00000.37172	WATER METER SALES	1,500.00	0.00	0.00	1,500.00	0.00
601.00000.37174	INSTALL CHGS-NEW PERMITS	250.00	0.00	0.00	250.00	0.00
601.00000.37201	SEWER COLLECTIONS	964,675.00	744.01	490.80	963,930.99	0.08
601.00000.37204	PENALTIES-SEWER	8,498.00	4,485.74	0.00	4,012.26	52.79
601.00000.37270	SEWER PERMITS	200.00	0.00	0.00	200.00	0.00
601.00000.37271	SEWER PERMIT SURCHARGES	10.00	0.00	0.00	10.00	0.00
601.00000.37273	SEWER HOOK-UP CHARGES	150.00	0.00	0.00	150.00	0.00
601.00000.39206	TRANSFER FROM RECYCLING FUND	3,500.00	0.00	0.00	3,500.00	0.00
Total Dept 00000		2,001,209.00	9,985.04	750.98	1,991,223.96	0.50
Revenues		2,001,209.00	9,985.04	750.98	1,991,223.96	0.50
Account Category: Expenditures						
Department: 49400 WATER DEPARTMENT						
601.49400.41010	FULL TIME EMPLOYEES	137,607.00	33,420.70	15,488.91	104,186.30	24.29
601.49400.41013	OVERTIME	9,480.00	61.23	0.00	9,418.77	0.65
601.49400.41020	ON CALL SALARIES	5,417.00	0.00	0.00	5,417.00	0.00
601.49400.41050	VACATION BUY BACK	3,000.00	0.00	0.00	3,000.00	0.00
601.49400.41210	PERA CONTRIBUTIONS-EMPLOYER	11,057.00	2,692.51	1,161.76	8,364.49	24.35
601.49400.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	11,899.00	2,719.38	1,145.72	9,179.62	22.85
601.49400.41300	HEALTH INSURANCE	25,128.00	5,922.50	2,538.30	19,205.50	23.57
601.49400.41313	LIFE INSURANCE	95.00	27.33	11.77	67.67	28.77
601.49400.41510	WORKERS COMPENSATION	7,240.00	3,514.35	0.00	3,725.65	48.54
601.49400.42000	OFFICE SUPPLIES	1,000.00	167.28	99.39	832.72	16.73
601.49400.42030	PRINTED FORMS	1,600.00	0.00	0.00	1,600.00	0.00
601.49400.42100	OPERATING SUPPLIES	1,000.00	1,543.57	0.00	(543.57)	154.36
601.49400.42120	MOTOR FUELS & LUBRICANTS	5,000.00	2,110.87	1,865.43	2,889.13	42.22
601.49400.42200	REPAIR & MAINTENANCE	75,000.00	29,183.73	19,370.15	45,816.27	38.91
601.49400.42210	EQUIPMENT PARTS	1,500.00	3,243.21	3,142.81	(1,743.21)	216.21
601.49400.42220	POSTAGE	2,500.00	1,020.47	780.88	1,479.53	40.82
601.49400.42221	TIRES	1,500.00	1,518.48	0.00	(18.48)	101.23
601.49400.42222	STREET REPAIRS	22,500.00	0.00	0.00	22,500.00	0.00
601.49400.42261	WATER TESTING	1,100.00	340.00	340.00	760.00	30.91
601.49400.42262	WATER METER & SUPPLIES	6,500.00	3,525.54	692.19	2,974.46	54.24
601.49400.42264	SAFE DRINKING WATER FEE	21,500.00	5,535.54	0.00	15,964.46	25.75
601.49400.42280	UNIFORM ALLOWANCE	1,100.00	843.75	0.00	256.25	76.70
601.49400.43010	AUDIT & ACCTG SERVICES	6,700.00	3,687.50	3,687.50	3,012.50	55.04
601.49400.43030	ENGINEERING FEES	2,500.00	0.00	0.00	2,500.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 03/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 Normal (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 601 PUBLIC UTILITIES OPERATIONS						
Account Category: Expenditures						
Department: 49400 WATER DEPARTMENT						
601.49400.43040	LEGAL FEES	300.00	0.00	0.00	300.00	0.00
601.49400.43210	TELEPHONE	875.00	119.38	58.37	755.62	13.64
601.49400.43310	TRAVEL EXPENSE	1,500.00	0.00	0.00	1,500.00	0.00
601.49400.43500	PRINTING & PUBLISHING	11,250.00	3,385.48	0.00	7,864.52	30.09
601.49400.43600	INSURANCE	14,000.00	21,355.65	21,355.65	(7,355.65)	152.54
601.49400.43870	WATER USAGE-CITY OF BLAINE	31,000.00	0.00	0.00	31,000.00	0.00
601.49400.44000	CONTRACTUAL SERVICE	8,500.00	80.50	80.50	8,419.50	0.95
601.49400.44050	MAINTENANCE AGREEMENTS	11,613.00	5,826.37	5,245.13	5,786.63	50.17
601.49400.44300	CONFERENCE & SCHOOLS	2,000.00	666.00	96.00	1,334.00	33.30
601.49400.44330	DUES & SUBSCRIPTIONS	500.00	62.50	0.00	437.50	12.50
601.49400.44370	TAXES	10,000.00	8,164.48	53.24	1,835.52	81.64
601.49400.47000	PERMANENT TRANSFERS OUT	173,875.00	30,000.00	0.00	143,875.00	17.25
Total Dept 49400 - WATER DEPARTMENT		627,336.00	170,738.30	77,213.70	456,597.70	27.22
Department: 49402 WATER TREATMENT PLANT						
601.49402.42100	OPERATING SUPPLIES	300.00	0.00	0.00	300.00	0.00
601.49402.42120	MOTOR FUELS & LUBRICANTS	3,000.00	0.00	0.00	3,000.00	0.00
601.49402.42160	CHEMICALS & CHEMICAL PROD	30,000.00	10,582.87	9,797.81	19,417.13	35.28
601.49402.42200	REPAIR & MAINTENANCE	20,000.00	226.14	0.00	19,773.86	1.13
601.49402.42210	EQUIPMENT PARTS	8,000.00	0.00	0.00	8,000.00	0.00
601.49402.43030	ENGINEERING FEES	1,000.00	0.00	0.00	1,000.00	0.00
601.49402.43500	PRINTING & PUBLISHING	300.00	0.00	0.00	300.00	0.00
601.49402.43600	INSURANCE	14,000.00	18,855.00	18,855.00	(4,855.00)	134.68
601.49402.43810	ELECTRIC UTILITIES	102,000.00	12,570.70	5,941.98	89,429.30	12.32
601.49402.43830	GAS UTILITIES	3,500.00	1,167.19	663.10	2,332.81	33.35
601.49402.44000	CONTRACTUAL SERVICE	2,000.00	0.00	0.00	2,000.00	0.00
601.49402.44370	TAXES	2,600.00	0.00	0.00	2,600.00	0.00
601.49402.47000	PERMANENT TRANSFERS OUT	24,271.00	15,000.00	0.00	9,271.00	61.80
Total Dept 49402 - WATER TREATMENT PLANT		210,971.00	58,401.90	35,257.89	152,569.10	27.68
Department: 49450 SEWER DEPARTMENT						
601.49450.41010	FULL TIME EMPLOYEES	137,607.00	33,419.79	15,487.92	104,187.21	24.29
601.49450.41013	OVERTIME	9,480.00	61.23	0.00	9,418.77	0.65
601.49450.41020	ON CALL SALARIES	5,417.00	0.00	0.00	5,417.00	0.00
601.49450.41050	VACATION BUY BACK	3,000.00	0.00	0.00	3,000.00	0.00
601.49450.41210	PERA CONTRIBUTIONS-EMPLOYER	11,057.00	2,692.42	1,161.54	8,364.58	24.35
601.49450.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	11,900.00	2,719.30	1,145.54	9,180.70	22.85
601.49450.41300	HEALTH INSURANCE	25,128.00	5,922.42	2,538.02	19,205.58	23.57
601.49450.41313	LIFE INSURANCE	95.00	27.25	11.65	67.75	28.68
601.49450.41510	WORKERS COMPENSATION	8,286.00	3,849.72	0.00	4,436.28	46.46
601.49450.42000	OFFICE SUPPLIES	800.00	0.00	0.00	800.00	0.00
601.49450.42030	PRINTED FORMS	1,600.00	0.00	0.00	1,600.00	0.00
601.49450.42100	OPERATING SUPPLIES	500.00	307.40	140.64	192.60	61.48
601.49450.42120	MOTOR FUELS & LUBRICANTS	4,000.00	2,110.87	1,865.42	1,889.13	52.77
601.49450.42200	REPAIR & MAINTENANCE	15,000.00	29.85	0.00	14,970.15	0.20
601.49450.42210	EQUIPMENT PARTS	8,000.00	0.00	0.00	8,000.00	0.00
601.49450.42220	POSTAGE	2,500.00	589.16	460.88	1,910.84	23.57
601.49450.42221	TIRES	1,500.00	0.00	0.00	1,500.00	0.00
601.49450.42222	STREET REPAIRS	3,000.00	0.00	0.00	3,000.00	0.00
601.49450.42262	WATER METER & SUPPLIES	6,500.00	0.00	0.00	6,500.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 03/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 Normal (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 601 PUBLIC UTILITIES OPERATIONS						
Account Category: Expenditures						
Department: 49450 SEWER DEPARTMENT						
601.49450.42280	UNIFORM ALLOWANCE	1,050.00	843.75	0.00	206.25	80.36
601.49450.43010	AUDIT & ACCTG SERVICES	6,700.00	3,687.50	3,687.50	3,012.50	55.04
601.49450.43030	ENGINEERING FEES	1,000.00	0.00	0.00	1,000.00	0.00
601.49450.43040	LEGAL FEES	300.00	0.00	0.00	300.00	0.00
601.49450.43210	TELEPHONE	875.00	119.41	58.39	755.59	13.65
601.49450.43310	TRAVEL EXPENSE	1,500.00	0.00	0.00	1,500.00	0.00
601.49450.43500	PRINTING & PUBLISHING	300.00	0.00	0.00	300.00	0.00
601.49450.43600	INSURANCE	15,300.00	21,179.65	21,179.65	(5,879.65)	138.43
601.49450.43810	ELECTRIC UTILITIES	5,800.00	1,009.59	200.23	4,790.41	17.41
601.49450.43840	METRO WASTE CONTROL	623,491.00	155,872.77	51,957.59	467,618.23	25.00
601.49450.44000	CONTRACTUAL SERVICE	10,000.00	80.50	80.50	9,919.50	0.81
601.49450.44050	MAINTENANCE AGREEMENTS	9,868.00	5,826.35	5,245.12	4,041.65	59.04
601.49450.44300	CONFERENCE & SCHOOLS	2,000.00	165.00	55.00	1,835.00	8.25
601.49450.44330	DUES & SUBSCRIPTIONS	340.00	62.50	0.00	277.50	18.38
601.49450.44390	MISCELLANEOUS	250.00	0.00	0.00	250.00	0.00
601.49450.44450	RESERVE CAPACITY CHARGES	12,425.00	0.00	0.00	12,425.00	0.00
601.49450.47000	PERMANENT TRANSFERS OUT	216,333.00	30,000.00	0.00	186,333.00	13.87
Total Dept 49450 - SEWER DEPARTMENT		1,162,902.00	270,576.43	105,275.59	892,325.57	23.27
Expenditures		2,001,209.00	499,716.63	217,747.18	1,501,492.37	24.97
Fund 601 - PUBLIC UTILITIES OPERATIONS:						
TOTAL REVENUES		2,001,209.00	9,985.04	750.98	1,991,223.96	
TOTAL EXPENDITURES		2,001,209.00	499,716.63	217,747.18	1,501,492.37	
NET OF REVENUES & EXPENDITURES:		0.00	(489,731.59)	(216,996.20)	489,731.59	

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 03/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 Normal (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 603 STORMWATER UTILITY						
Account Category: Revenues						
Department: 00000						
603.00000.36210	INTEREST EARNINGS	500.00	0.00	0.00	500.00	0.00
603.00000.36504	STORMWATER COLLECTION	103,364.00	188.03	40.86	103,175.97	0.18
603.00000.36506	STORMWATER PENALTIES	1,000.00	507.76	0.00	492.24	50.78
Total Dept 00000		104,864.00	695.79	40.86	104,168.21	0.66
Revenues		104,864.00	695.79	40.86	104,168.21	0.66
Account Category: Expenditures						
Department: 49785 STORMWATER UTILITY						
603.49785.41010	FULL TIME EMPLOYEES	12,434.00	3,084.78	1,423.75	9,349.22	24.81
603.49785.41050	VACATION BUY BACK	1,000.00	0.00	0.00	1,000.00	0.00
603.49785.41210	PERA CONTRIBUTIONS-EMPLOYER	1,008.00	248.51	106.80	759.49	24.65
603.49785.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	1,028.00	246.60	105.99	781.40	23.99
603.49785.41300	HEALTH INSURANCE	1,370.00	457.31	195.99	912.69	33.38
603.49785.41313	LIFE INSURANCE	7.00	1.54	0.66	5.46	22.00
603.49785.41510	WORKERS COMPENSATION	452.00	0.00	0.00	452.00	0.00
603.49785.42200	REPAIR & MAINTENANCE	25,000.00	0.00	0.00	25,000.00	0.00
603.49785.42280	UNIFORM ALLOWANCE	65.00	0.00	0.00	65.00	0.00
603.49785.43030	ENGINEERING FEES	8,000.00	213.00	213.00	7,787.00	2.66
603.49785.43040	LEGAL FEES	500.00	0.00	0.00	500.00	0.00
603.49785.43500	PRINTING & PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00
603.49785.44000	CONTRACTUAL SERVICE	25,000.00	0.00	0.00	25,000.00	0.00
603.49785.45000	CAPITAL OUTLAY	28,000.00	0.00	0.00	28,000.00	0.00
Total Dept 49785 - STORMWATER UTILITY		104,864.00	4,251.74	2,046.19	100,612.26	4.05
Expenditures		104,864.00	4,251.74	2,046.19	100,612.26	4.05
Fund 603 - STORMWATER UTILITY:						
TOTAL REVENUES		104,864.00	695.79	40.86	104,168.21	
TOTAL EXPENDITURES		104,864.00	4,251.74	2,046.19	100,612.26	
NET OF REVENUES & EXPENDITURES:		0.00	(3,555.95)	(2,005.33)	3,555.95	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		7,447,539.00	170,823.08	37,999.60	7,276,715.92	
TOTAL EXPENDITURES - ALL FUNDS		7,447,539.00	1,952,082.08	808,646.11	5,495,456.92	
NET OF REVENUES & EXPENDITURES:		0.00	(1,781,259.00)	(770,646.51)	1,781,259.00	

**CITY OF SPRING LAKE PARK
STATEMENT OF FUND BALANCE**

Mar-24

Fund Description	Balance 03/31/2024
101 GENERAL FUND	1,950,052.03
102 ELECTION FUND	87,005.85
103 POLICE RESERVES & SAFETY EDUCATION FUND	14,830.26
104 NORTH CENTRAL SUBURBAN CABLE	20,513.50
108 POLICE FORFEITURES	17,039.74
112 ESCROW TRUST FUND	186,153.60
115 COMPREHENSIVE PLAN UPDATE	10,209.87
<u>SPECIAL REVENUE FUNDS</u>	
224 SMALL EQUIPMENT FUND	11,518.62
225 PARK ACQUISITION & IMPRV FUND	190,208.87
226 PARK EQUIPMENT & IMPRV	8,154.81
227 HRA EXCESS	1,134,611.36
229 SANBURNOL PARK IMPROVEMENT FUND	27,092.75
230 RECYCLING FUND	98,461.71
234 STREET LIGHTING FUND	82,092.27
235 RIGHT OF WAY MAINT	1,909.75
237 PARK & RECREATION SPECIAL PRJ	5,152.02
238 GRANTS & SPECIAL PRJ	1,418.47
240 TOWER DAYS	43,150.93
243 PUBLIC SAFETY RADIO REPLACEMENT	100,704.34
244 RECREATION PROGRAMS FUND	358,428.40
248 TRAFFIC EDUCATION FUND	35,777.21
249 EMERGENCY MANAGEMENT	19,692.03
250 ANIMAL CONTROL	6,358.01
251 FORESTRY	8,067.21
<u>DEBT SERVICE FUNDS</u>	
304 N METRO TELECOMMUNICATIONS 2016A	303.43
306 LEGENDS OF SLP-TIF 6.1	16,496.85
331 2017A GO EQUIP CERT DEBT (SBM FIRE)	12,560.39
333 2018A BLAINE FIRE DEBT SERVICE	17,597.21
334 2021A G.O. IMPRV REFUND BOND	367,891.73
384 2005A G.O. CAPITAL (FIRE) IMPROV BOND	180.02
<u>CAPITAL PROJECT FUNDS</u>	
400 REVOLVING CONSTRUCTION FUND	1,170,598.92
401 CAPITAL INVESTMENT FUND	1,709,645.77
402 MSA MAINTENANCE	223,080.62
403 CAPITAL REPLACEMENT	416,002.41
407 SEALCOATING FUND	92,766.03
410 LAKESIDE LIONS PARK IMPROVEMENT	21,648.79
416 BUILDING MAINT & RENEWAL FUND	150,226.69
434 EQUIPMENT FUND	197,412.18
435 2024 CITY HALL RENOVATION/EXPANSION PROJ	390,622.02
<u>ENTERPRISE FUNDS</u>	
600 PUBLIC UTILITIES RENEWAL & REPLACEMENT	1,089,512.92
601 PUBLIC UTILITIES OPERATIONS	461,757.25
602 WATER TREATMENT PLANT	(110.17)
603 STORMWATER UTILITY	228,924.99
<u>INTERNAL SERVICE FUNDS</u>	
700 SEVERANCE FUND	93,666.78
705 PUBLIC SAFETY AID	231,089.60
750 PAYROLL CLEARING	(145,709.47)
REPORT TOTALS:	11,164,768.57

CITY OF SPRING LAKE PARK

RESOLUTION NO. 2024-32

**RESOLUTION AUTHORIZING CLOSURE OF PUBLIC WORKS BUILDING
DEBT SERVICE FUND**

WHEREAS, the City issued a G.O. Capital Improvement Plan bond to fund the acquisition of the former Cemstone Building to serve as the City's Public Works facility; and

WHEREAS, the debt service associated with the bond has been satisfied.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park that the City Council does hereby authorize the closure of Fund #328, Debt Service – Public Works Building.

BE IT FURTHER RESOLVED by the City Council that the effective date of the transfer shall be December 31, 2023.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 15th day of April, 2024.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

RESOLUTION NO. 2024-33

RESOLUTION AUTHORIZING 2023 YEAR-END FUND TRANSFERS AND BUDGET ADJUSTMENT

WHEREAS, the preliminary unaudited financial statements for year ended December 31, 2023 indicate that the City experienced a surplus in the general fund; and

WHEREAS, surplus funds from general operations would typically remain in the general fund as cash carried forward, increasing the general fund’s operating reserves unless otherwise designated by the City Council; and

WHEREAS, the remaining fund balance in the General Fund will exceed the City’s fund balance policy of maintaining between 35%-50% of the budgeted expenditures in reserves.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park that the Administrator, Clerk/Treasurer is hereby authorized to make the transfer specified below:

Fund 101 (General Fund)	(\$ 560,000)	
Fund 226 (Park Equipment & Improvements)		\$ 80,000
Fund 251 (Forestry)		\$ 50,000
Fund 407 (Sealcoating)		\$ 110,000
Fund 434 (Equipment)		\$ 300,000
Fund 700 (Severance)		\$ 20,000

BE IT FURTHER RESOLVED that the effective date of the transfer is December 31, 2023.

BE IT FURTHER RESOLVED that the following General Fund budget amendment for 2023 is hereby adopted:

	Original Budget	Amended Budget
101-49000-7000 Permanent Transfers Out	\$127,500	\$687,500

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 15th day of April 2024.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: April 10, 2024
Subject: Year End Fund Transfers

I am pleased to report that the City ended the 2023 fiscal year with a surplus. Through prudent financial management, we have ended the year with a surplus of \$862,584. This surplus represents a significant opportunity for the city to invest in its future, address pending needs and strengthen our financial resilience against unforeseen challenges.

Staff is recommending the following year-end transfers, totaling \$560,000.

1. Park Equipment and Improvements Fund - \$80,000

The City has been awarded \$289,375 in CDBG funds from Anoka County for the Terrace Park playground improvements. This transfer will cover the City's local match for this project, as well as a 10% project contingency.

2. Forestry - \$50,000

These funds will help cover the cost of removing EAB infected ash trees from the City's boulevards and parks.

3. Sealcoating - \$110,000

The City's franchise fees do not generate enough revenue to cover the cost of the City's annual sealcoat program. This transfer will cover the 2024 project.

4. Equipment Fund - \$300,000

The City is transitioning away from issuing equipment certificates for capital equipment purchases with the goal of using cash. This transfer will shore up the equipment fund for large purchases in 2024, including a new lawnmower and new front end loader.

5. Severance Fund - \$20,000

The remaining surplus will remain in the General Fund to ensure compliance with the City's fund balance policy of keeping 35%-50% of expenditures in cash reserves.

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

CITY OF SPRING LAKE PARK, MINNESOTA

RESOLUTION NO. 24-35

RESOLUTION ACCEPTING LIFEVAC EQUIPMENT

WHEREAS, Tony and Kaity O'Neil graciously donated eight LifeVac Devices to the Spring Lake Park Police Department and

WHEREAS, LifeVac Devices have proven to be effective in removing airway obstructions and preventing fatalities during choking emergencies; and

WHEREAS, the donation of LifeVac devices will significantly enhance the Spring Lake Park Police Department's capacity to respond to choking emergencies and improve overall safety within our community

NOW, THEREFORE, BE IT RESOLVED that the City Council of Spring Lake Park expresses the gratitude of the members of the Police Department and citizens of Spring Lake Park to Tony and Kaity O'Neil for their generous donation of LifeVac devices.

The foregoing Resolution was moved for adoption by Councilmember

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

And the following voted against the same:

Whereupon the Mayor declared said Resolution duly passed and adopted this the 15th day of April, 2024.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator



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

PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: Lumen/CenturyLink
GOPHER 1-CALL REG. NO.: 240890533 & 240890600
ADDRESS: 2050 4th St, White Bear Lake, MN 55110

PHONE: 651-378-2650 **FAX:**

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

NAME OF REPRESENTATIVE: Sue Blue

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

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:
Lumen Project #P.122977 - Place 15458' of aerial fiber on existing poles; local address for reference is: 482 Sanburnol Dr NE, Spring Lake Park, MN 55432; aerial work extends south of Sanburnol Dr NE from University Ave NE at west to Terrace Rd NE at east

START DATE: 04/22/2024 **COMPLETION DATE:** 12/31/2024

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

EXPLANATION OF RESTORATION:

Authorized Representative Signature *Jeff Albert* Date 4/9/2024

FOR OFFICE USE ONLY

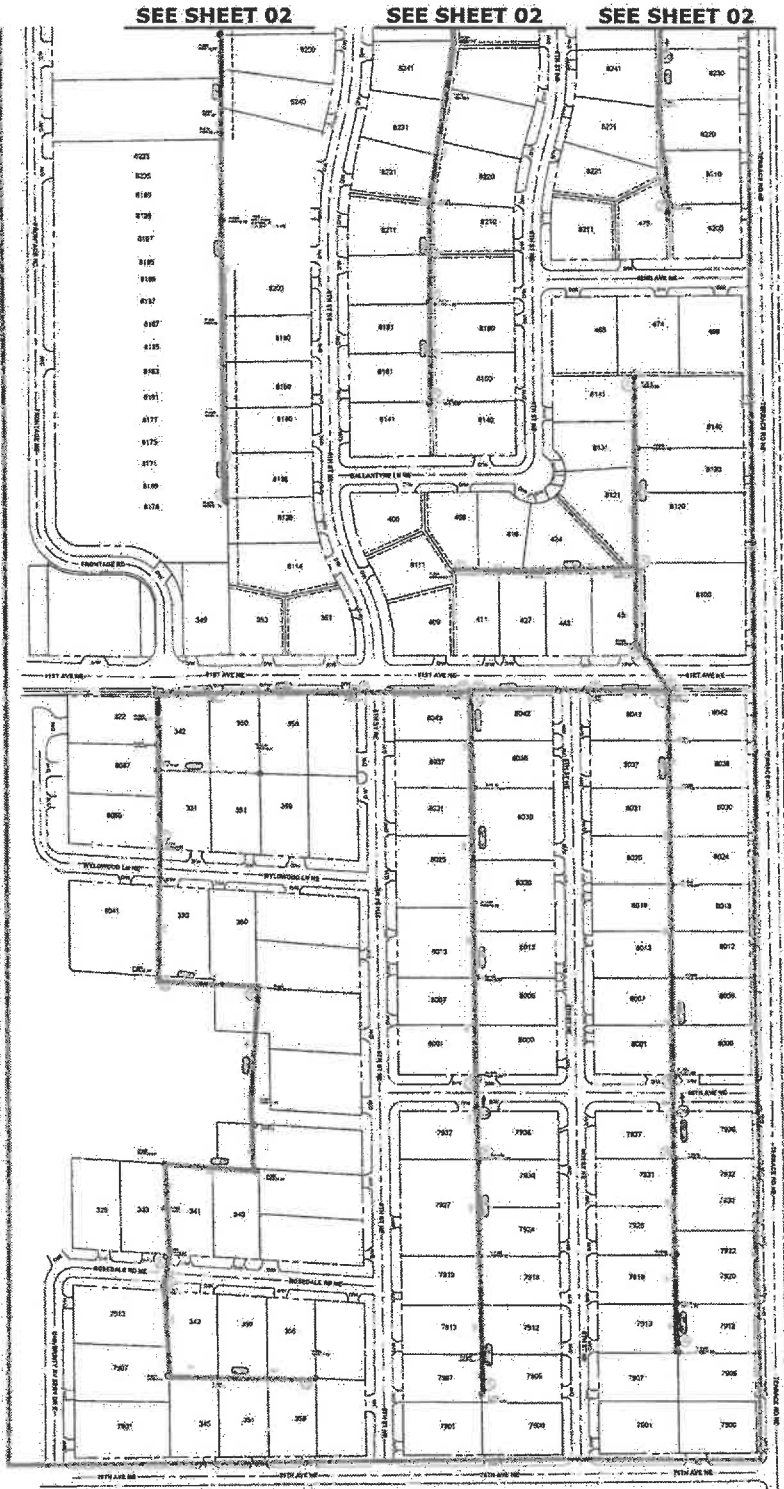
- | | |
|--|--|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE: | VERIFICATION DATE: 4/11/2024 |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES
(If Corporation: from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY
(From M.P.U.C., State, or Federal Agency) |
- PERMIT FEES:** Excavation Hole - \$150.00 Emergency Hole - \$55.00
 Trench - \$70.00/100'+Hole fee Obstruction Fee - \$50.00+.05/Ft.

Receipt No.: Date: Initials: *JA*

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

SCOPE OF WORK:
 PLACE 15458' OF AERIAL FIBER
 ON EXISTING POLES

AERIAL PERMIT



LINE & SYMBOL LEGENDS

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

ADDRESS: 482 SANBURNOL DRNE
 MINNEAPOLIS, MN 55432, USA
TOWNSHIP: SPRING LAKE PARK, MN
 SD2-T130N-R24W
 (CITY OF SPRING LAKE PARK AERIAL PERMIT)



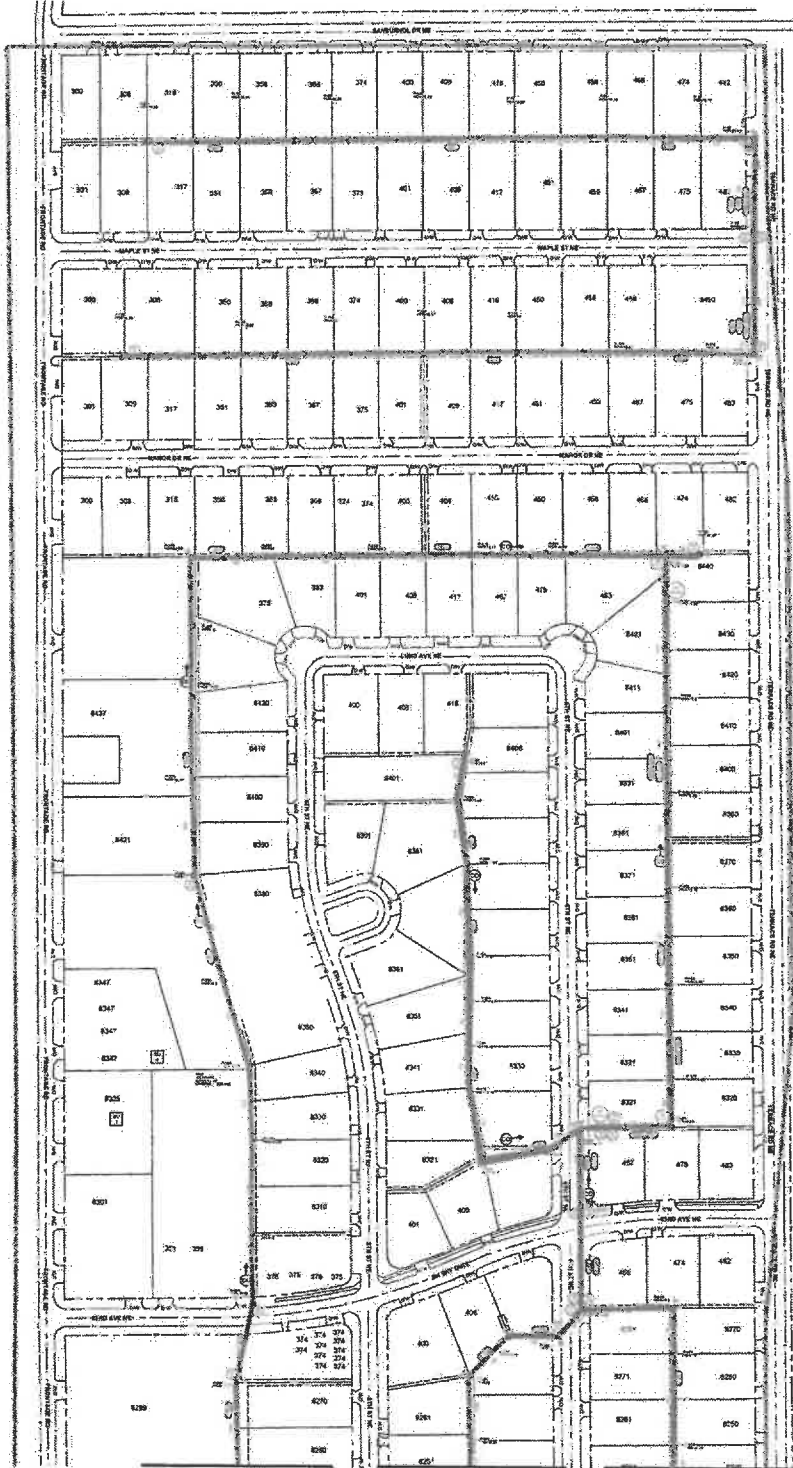
LUMEN ENGINEER: ERNEST WEBER
 DRAWN BY: PEACE SERVICES / ARAYINDO
 SHEET: 3 OF 03

PROJECT ID: P-122977
 WIRE CENTER: BLANNA BL
 SCALE: N.T.S.
 DATE: 04/08/2024



SCOPE OF WORK :
PLACE 15458' OF AERIAL FIBER
ON EXISTING POLES

AERIAL PERMIT



LINE & SYMBOL LEGENDS

20F AERIAL CABLE
48F AERIAL CABLE
72F AERIAL CABLE
96F AERIAL CABLE
144F AERIAL CABLE
288F AERIAL CABLE
432F AERIAL CABLE
EXISTING F3 AERIAL
EXISTING F3 FIBRE
FUTURE DROP CABLE
OHS GUY
GENERAL BLOCKS
AERIAL FOOTAGE
DOWN GUY
GENERAL POLES

ADDRESS: 482 SANBURNOL DRNE
 MINNEAPOLIS, MN 55432, USA
TOWNSHIP: SPRING LAKE PARK, MN
 S02-T30N-R24W
 (CITY OF SPRING LAKE PARK AERIAL PERMIT)

LUMEN

LUMEN ENGINEER: ERNEST WEBER
 DRAWN BY: PEACE SERVICE & ARAVIND
 SHEET: 2 OF 03

PROJECT ID: P-122977
 WIRE CENTER: BLANNGEL
 SCALE: N.T.S.
 DATE: 04/08/2024



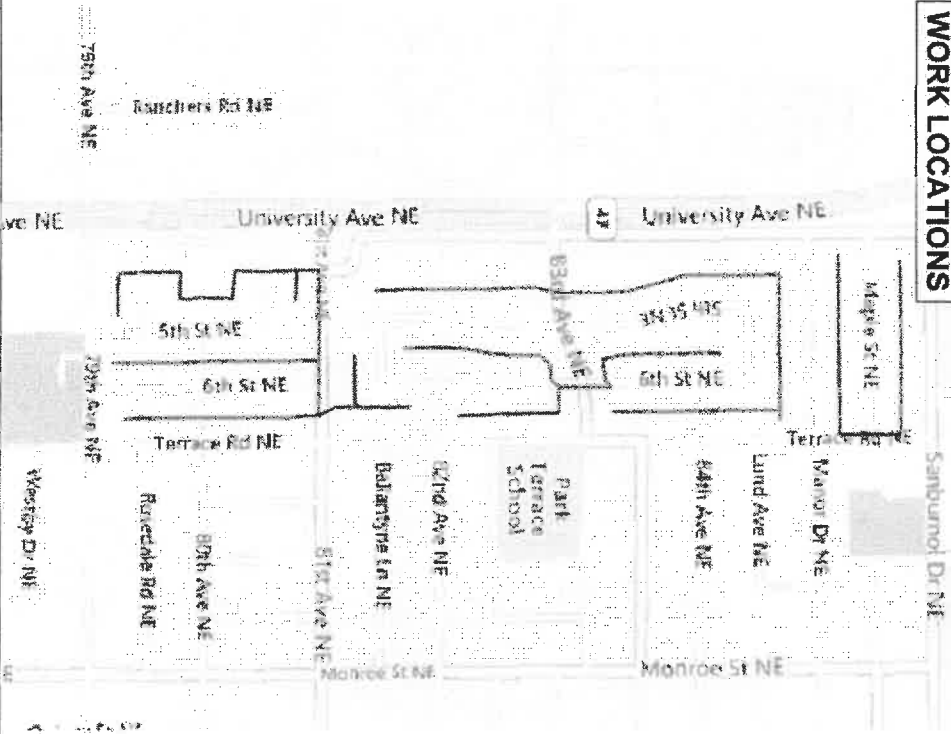
PEACE
 SERVICE &
 ARAVIND

AERIAL PERMIT

WORK LOCATIONS

VICINITY MAP

PROJECT ID : P.122977



ADDRESS: 482 SANBURNOL DR NE
MINNEAPOLIS, MN 55432, USA
TOWNSHIP: SPRING LAKE PARK, MN
S02-T30N-R24W

(CITY OF SPRING LAKE PARK AERIAL PERMIT)

LUMEN

LUMEN ENGINEER: ERNEST WEBER
DRAWN BY: PEARCE (DRAFTER) / KRAVINO
SHEET: 1 OF 03

PROJECT ID : P.122977
WIRE CENTER: BLANNIE
SCALE: NTS
DATE: 04/08/2024





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

PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: Lumen/CenturyLink
GOPHER 1-CALL REG. NO.: 240890533 & 240890600
ADDRESS: 2050 4th St, White Bear Lake, MN 55110

PHONE: 651-378-2650 **FAX:** _____

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

NAME OF REPRESENTATIVE: Sue Blue

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

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:
Lumen Project #P.122977 - Bore 1063' to place conduit & fiber cable; place (2) NEW handholes;
place (1) Fiber cabinet at 482 Sanburnol Dr NE; buried work extends from south of Sanburnol Dr
NE from University Ave NE at west to Terrace Rd NE at east (see plans for details)

START DATE: 04/22/2024 **COMPLETION DATE:** 12/31/2024

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

EXPLANATION OF RESTORATION: _____

Authorized Representative Signature *Jeff Albert* Date 4/9/2024

FOR OFFICE USE ONLY

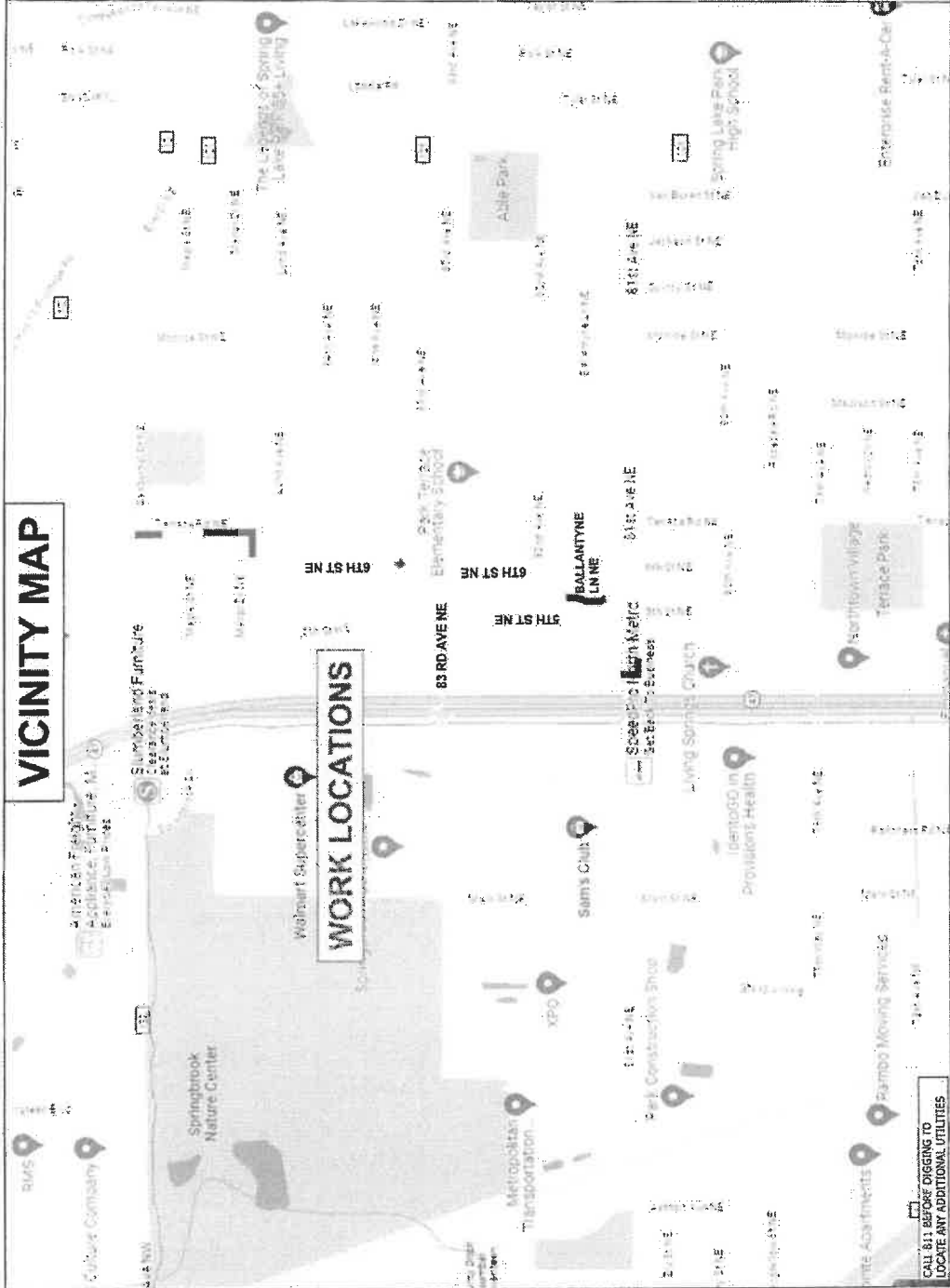
- | | |
|--|--|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE: | VERIFICATION DATE: 4/11/2024 |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES
(If Corporation; from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY
(From M.P.U.C., State, or Federal Agency) |

PERMIT FEES: Excavation Hole - \$150.00 Emergency Hole - \$55.00
 Trench - \$70.00/100'+Hole fee Obstruction Fee - \$50.00+05/Ft

Receipt No.: _____ Date: _____ Initials: *EA*

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

VICINITY MAP



PROJECT ID : P.122977

FOOTAGE AND QUANTITIES	
DESCRIPTION	QUANTITY UNIT
DIRECTIONAL BORE	1063 FT
PROPOSED HANDHOLE	02 EA
BORE PIT	10 EA
HH CABINET	01 EA
TOTAL PROJECT FOOTAGE	1063 FT

PAGE	SHEET INDEX
1	VICINITY MAP
2	LEGEND
3	GENERAL NOTES
4-8	CONSTRUCTION PLAN

PEARCE
SERVICES

PROJECT ID: P.122977
 WIRE CENTER: BLANMINBL
 SCALE: N.T.S
 DATE: 04/08/2024

LUMEN ENGINEER: DARIN HOVLAND
 DRAWN BY: PEARCE SERVICES / ARAVIND
 SHEET: 1 OF 8

LUMEN

(CITY PERMIT REQUIRED)

**ADDRESS: 482 SANBURNOL DR NE
 MINNEAPOLIS, MN 55432, USA
 TOWNSHIP: MINNESOTA, MN
 S02-T30N-R24W**

CALL 811 BEFORE DIGGING TO
 LOCATE ANY ADDITIONAL UTILITIES

P. 122978 -A



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

PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: Lumen/CenturyLink

GOPHER 1-CALL REG. NO. 240890596

ADDRESS: 2050 4th St, White Bear Lake MN, 55110

PHONE: 651-378-2650

FAX:

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

NAME OF REPRESENTATIVE: Sue Blue

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

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:
Lumen Project #P. 122978 - Place 8861' of aerial fiber on existing poles; local work
address for reference is: 8241 Able St NE, Spring Lake Park, MN 55432; work extends
from south of County 10 Service Dr from Co-Rd 101 at west to Fillmore St-NE at east (see
plans for details)

START DATE: 4/29/2024

COMPLETION DATE: 12/31/2024

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

EXPLANATION OF RESTORATION:

Authorized Representative Signature

Date

4/1/2024

FOR OFFICE USE ONLY

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

VERIFICATION DATE:

4/11/2024

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

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

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

Receipt No.:

Date:

Initials:

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

AERIAL PERMIT

VICINITY MAP

PROJECT ID : P.122978

WORK LOCATIONS



ADDRESS: 8241 ABLE ST NE
SPRING LAKE PARK, MN 55432, USA
TOWNSHIP: SPRING LAKE PARK, IA
S01-T30N-R24W (SPRING LAKE PARK CITY AERIAL PERMIT)

LUMEN

LUMEN ENGINEER: ERNEST WEBER
DRAWN BY: PEARCE SERVICES / SANJAY PAK
SHEET 01 OF 02

PROJECT ID : P.122978
WIRE CENTER: BLANKING
SCALE: N.T.S
DATE: 03/28/2024



P. 122978-B



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

PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: Lumen/CenturyLink

GOPHER 1-CALL REG. NO.: 240890596

ADDRESS: 2050 4th St, White Bear Lake, MN 55110

PHONE: 651-378-2650

FAX:

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

NAME OF REPRESENTATIVE: Sue Blue

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

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:
Lumen Project #P. 122978 - Bore 871 to place conduit & fiber cable, place (2) NEW handholes;
place (1) NEW SAI cabinet at 8241 Able St NE; work extends from south of County 10 Service
Dr from Co Rd 101 at west to Fillmore St NE at east (see plans for details)

START DATE: 4/29/2024

COMPLETION DATE: 12/31/2024

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

EXPLANATION OF RESTORATION:

Authorized Representative Signature

Date 4/8/2024

FOR OFFICE USE ONLY

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

VERIFICATION DATE: 4/11/2024

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

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

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

Receipt No.:

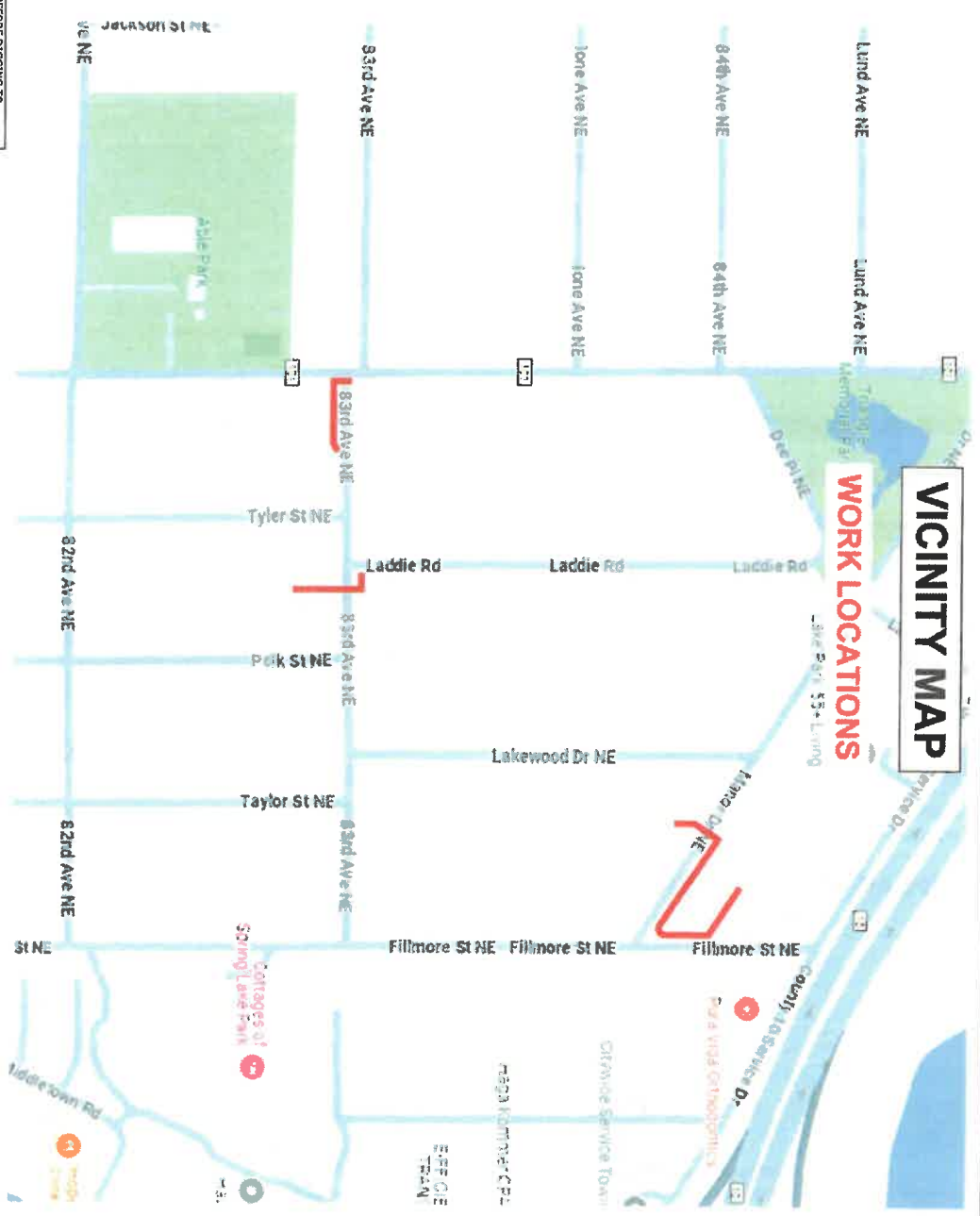
Date:

Initials:

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

VICINITY MAP

WORK LOCATIONS



PROJECT ID : P.122978

FOOTAGE AND QUANTITIES		
DESCRIPTION	QUANTITY	UNIT
DIRECTIONAL BORE	871	FT
PROPOSED HANDHOLE	01	EA
BORE PITS	08	EA
HH CABINET	01	EA
TOTAL PROJECT FOOTAGE	871	FT

PAGE	SHEET INDEX
1	VICINITY MAP
2	LEGEND
3	GENERAL NOTES
4-5	CONSTRUCTION PLAN

CALL 811 BEFORE DIGGING TO
LOCATE ANY ADDITIONAL UTILITIES

ADDRESS: 8241 ABLE ST NE
SPRING LAKE PARK, MN 55132, USA

TOWNSHIP: SPRING LAKE PARK, 1A
S01-T30N-R24W (SPRING LAKE PARK CITY PERMIT REQUIRED)



LUMEN ENGINEER: ERNEST WEBER
DRAWN BY: PEARCE SERVICES / SANIKAR WUK
SHEET: 01 OF 05

PROJECT ID : P.122978
WIRE CENTER: BLANMINBL
SCALE: N.T.S
DATE: 04/09/2024



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

Contractor's Licenses

April 15, 2024

Blacktopping Contractor

Duramax Asphalt, LLC.

Concrete Contractor

Duramax Asphalt, LLC.

General Contractor

GJW Group, LTD.

Monte's of Spring Lake Park, Inc.

North Star Fence, Inc.

Mechanical Contractor

CenterPoint Energy

Hero Home Services

Metro Heating & Cooling

Plumb Right Corp.

Riccar Heating & Air

St. Cloud Refrigeration

Standard Heating and Air

Plumbing Contractor

Bredahl Plumbing

Dave Nelson Plumbing, LLC.

Greg Hoffman Plumbing, LLC.

Hero Home Services

Metro Heating & Cooling

Plumb Right Corp.

Sign Contractor

Top Line Advertising, Inc.

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

Contractor's Licenses

April 15, 2024

Tree Contractor

Asplundh Tree Experts, LLC.

Central MN Tree Service

MN Tree Experts

Pioneer Tree Service

Carr's Tree Service, Inc.

Fran's Tree Service, LLC.

Northeast Tree, Inc.



Police Report

March 2024

Submitted for Council Meeting: April 15, 2024

The Spring Lake Park Police Department responded to eight-hundred sixty-four calls for service for the month of March 2024. This is compared to responding to eight hundred twenty-nine calls for service in March 2023.

Investigator Bennek reports handling thirty-six cases for the month of March 2024, thirty-one Felony and five Misdemeanor case. Investigator Bennek also continues to monitor six forfeiture cases.

Investigator Bennek also participated in the below meetings and training in the month of March:

- Anoka County Domestic Abuse Lethality meeting
- Elder Abuse training
- Use of Force in-service training

For further detail, see Investigator Bennek's attached report.

With the MN Legislature making the necessary fixes in MN HF3489, myself and City Attorney John Thames worked on updating our School Resource Officer contract. I sent the contract to the School District on April 4th, 2024 for their review and we are currently working through the contract with the district. We hope to have a contract to the council by the May 6th council meeting. The District and the Police Department are looking forward to getting the SRO back into the schools as soon as possible.

The month of March 2023 was a busy month for myself as well, besides handling the day to day operations of the police department, I attended the below meetings and training throughout the month:

March 4th council meeting

Department head meeting

Multiple Intrepid meetings (Mobile Field Force, Emergency Management Communication Tool)

CIT City IT Review

Weekly Building Project Review

City Hall Furniture meeting

BS&A software trainings and implementation

Anoka Chiefs of Police Meeting

Use of Force Training

This concludes my report for the month of March 2023.



Investigator

Tony Bennek

Spring Lake Park Police Department

Monthly Report

March 2024

Total Case Load

Case Load by Level of Offense: 36

Felony	31
Gross Misdemeanor	0
Misdemeanor	5

Case Dispositions:

County Attorney	30
Juvenile County Attorney	0
City Attorney	6
Forward to Other Agency	0
SLP Liaison	0
Carried Over	0
Unfounded	0
Exceptionally Cleared	0
Closed/Inactive	0

Forfeitures:

Active Forfeitures	6
Forfeitures Closed	0

Parks and Recreation Department

March 2024 Report

Recreation Programs

- Adult Pickleball Ladder Leagues - Spring (Ages 18+)
- Coffee and Treats - Parkinson's
- DAY TRIP: MN Zoo
- DAY TRIP: Mystic Lake Event - The Price is Right
- Dungeons & Dragons: Spring Break Camp (Ages 10-17)
- Dungeons & Dragons: Tabletop Gaming (Ages 10 & up)
- Easter Egg Hunt - Family Event
- Garden Art - Wine Bottle Wind Chime
- Grandparent and Me - "Easter Me"
- Intro to Coaching Clinic (Ages 18+)
- Intro to Pickleball Clinic (Ages 18+)
- Music Together - Spring Demo (Ages 0-5)
- OUT-OF-SCHOOL DAY - Grand Slam Outing (Ages 6-12)
- Red Cross Babysitters Course (Ages 9-17)
- RevSports Basketball - Spring Session I (Ages 3-9)
- SPRING BREAK OUTINGS
- Virtual Classes - Be a Better Writer: 10 Easy Tips
- Virtual Classes - Explore the World as a Travel Writer
- Virtual Classes - How to Make Extra Cash Pet Sitting
- Virtual Cooking Class: Mediterranean Mezze
- Virtual Cooking Class: Pretzel Crust Pizza & Pretzel Knots..
- Yoga - March Session (Ages 18+)
- Zumba - Session II (Ages 18+)

Parks

- Community Raised Garden Beds at Sanburnol – returning gardeners have until March 1st to claim their box. After March 1st first come first served. 14 boxes with 4 spots open.
- Adopt-a-Flower Garden Program – each year residents may volunteer to maintain a flower garden in one of the parks. If interested please fill out form: <https://slprec.org/parksrec/webform/adopt-flower-garden-interest-form>
- Adopt-a-Drain Program - residents may adopt a storm drain in their neighborhood to help keep our waterways clean. Register at: <https://adopt-a-drain.org/>
- Able Park Playground Facelift project – Community Block Development Grant was awarded with the funds being dedicated to refurbishing existing structures and adding updated swings, and the 2-4-year-old structure along with universal surfacing leading up to some of the play structures. Projected start date is June 3.

- Terrace Park Playground: Community Block Development grant was awarded for playground updates. Bids for project will go out next month.

Tower Days - June 6-9, 2024

- Musical groups (Stone Daisy Band on Saturday evening and Power of Ten on Sunday evening), Lumberjacks and fireworks vendor are contracted.
- Temporary Change of Traffic Flow for Tower Days surrounding Lakeside Lions Park, please attached map.
- Roads on parade route and leading up to the route will close at 5:30pm Thursday, June 6
Map posted on our website www.slprec.org
- Donations from SLP Lions received and greatly appreciated for their continued support both financial and with volunteers. Additional sponsors are still needed.
- Applications for the parade, Craft and Business Fair, and food vendors are available on our website.
- If interested in joining the committee please contact Kay at kokey@slpmn.org
- As events and activities are confirmed, they will be posted on www.slprec.org website. Please attached list of current events.

Department Activity

- Wesley Goldberg attended an Anoka County Hiring Event advertising our summer seasonal positions
- Anne Scanlon held three days trips during the month.
- Staff are alternating working from home and sharing cubicles during construction
- Director Okey attended the following meetings and events during the month:
 - City Council
 - Park and Recreation Commission monthly meeting
 - Tower Days Planning Meeting
 - Department Head Meeting
 - City Hall Construction Meeting
 - Community Education Advisory Council
 - Training on BS&A software
 - Easter Egg Hunt
 - Adaptive Program Meeting for Anoka County

Upcoming Activities

DAY TRIP: Beautiful the Carole King Musical

DAY TRIP: Till Beth Do Us Part - Plymouth Playhouse

Dungeons & Dragons: Miniature Monster Painting (Ages 10+)

Free: Social Security: Timing is Everything

Grandparent and Me - "Spring Bloom'n"

North Metro Bean Bag Toss Leagues - Summer (Ages 18+)

North Metro Soccer League - Summer Season (Ages 18+)

Packing, staging and marketing. Oh my!

Packing, staging and marketing. Oh my!

Travel Show

Virtual Cooking Class: California Sushi Roll Extravaganza

Virtual Cooking Class: Focaccia, Stromboli & Calzones!

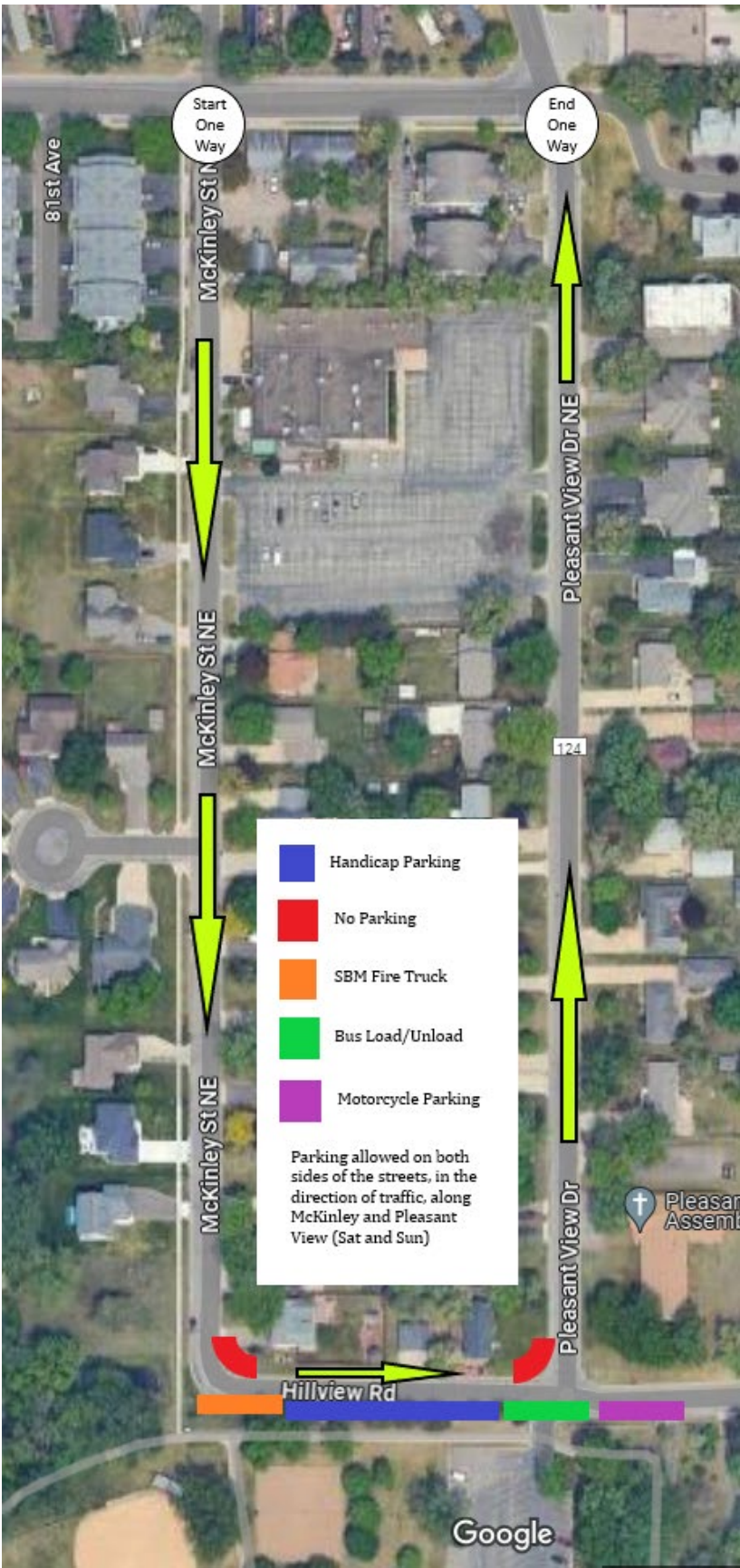
Virtual Cooking Class: Spring Roll Symphony!

Youth Co-Rec Softball League - 07U Age Division

Youth Co-Rec Softball League - 10U Age Division

Youth Co-Rec Softball League - 13U Age Division

Youth Co-Rec Softball League - 17U Age Division



<u>Overall Totals</u>	TOTAL	2021	2022	2023	2024
Bean Bag Toss	42			23	19
Volleyball - Indoor	172	6	29	71	66
Volleyball - Sand	31	3	10	18	0

Bean Bag Toss

Teams	TOTAL	2021	2022	2023	2024
Fridley	14			7	7
Mounds View	5			3	2
New Brighton	7			5	2
Spring Lake Park	16			8	8

Volleyball - Indoor

Teams	TOTAL	2021	2022	2023	2024
Fridley	18		4	8	6
Mounds View	11			8	3
New Brighton	72	3	16	27	26
Spring Lake Park	65	3	9	26	27
Individuals Team	6			2	4

Individuals

Fridley	17			3	14
Mounds View	15			7	8
New Brighton	8			4	4
Spring Lake Park	26			16	10

Volleyball - Sand

Teams	TOTAL	2021	2022	2023	2024
Fridley	8		5	3	0
Mounds View	6	0		6	0
New Brighton	9	2	3	4	0
Spring Lake Park	7	1	2	4	0
Individuals Team	1			1	0

Individuals

Fridley	0			0	0
Mounds View	4			4	0
New Brighton	1			1	0
Spring Lake Park	2			2	0

Spring Lake Park Lions and the
City of Spring Lake Park presents

Spring Lake Park Tower Days

June 6-9, 2024



Highlights

Thursday

~Parade 6:30pm & 3K Run

Friday

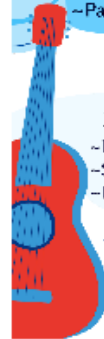
~Senior 500 Tournament
~Puzzlepalooza
~Cricket Dart Tournament

Saturday

~Distilled - rock and current hits
~Stone Daisy - country
~Fireworks

Sunday

~All American Lumberjack Shows
~Chops, an "all age" marching-arts corps
~Power of 10



Website: www.slpns.org for full schedule
Sponsored by City of Spring Lake Park & SL Park Lions Club
763-750-7200

Events Schedule June 6-8



Thursday, June 6

Tower Days Parade and 3-k Fun Run. Begins at 6:30pm

NEW: Tower Days People's Choice Award—vote for your favorite float, band or unit. This year the community will participate in selecting a Tower Days People's Choice Award. The voting process will take place online.

Parade Route: Begins at 81st & Able St, north on Able to 84th, west on 84th to Monroe, south on Monroe to 79th, and east on 79th to Able St. Preregistration is required for parade. Deadline May 15. **ROADS CLOSE @ 5:30pm**

All City Garage Sale Begins Thursday—Saturday Sale applications, maps and sale descriptions will be posted on slprec.org. \$7.00 registration fee. Deadline: May 31.

Friday, June 7

Senior 500 Tournament 1:00 - 3:00pm at Able Park. \$5/person. This is an individual tournament, not partners. Pre-registration by May 31.

Sponsored by SLP Parks & Recreation

Puzzlepalooza 5:45 - 8:00pm at Able Park Building. Teams of up to 4 participants will complete to see who finishes a 500-piece puzzle in the shortest amount of time. (2 hr time limit). All puzzles will be the same. Limited space so register your team early. Ages 12+, each team must have one adult on it. \$35/team. Deadline to register June 5. Sponsored by SLP Parks & Recreation

Cricket Dart Tournament

7:00 - 9:00pm Torg Brewery. Teams of 2. Free

Saturday, June 8

Bingo, Pull tabs, Live Music & Fireworks at Lakeside Lions Park

12:30 - 3:00pm- Bingo \$200 pot. Jackpot \$1,199

12:00 - 9:00pm - Beer Garden & Food Concessions—SLP Lions

3:00 - 5:00pm - **Distilled** - a band from St. Paul, MN. A five-piece cover band who play rock, alternative rock, and today's best hits.

6:15 - 9:45pm - **Stone Daisy** - a country group from Prior Lake, MN. Twin Cities best modern country cover band

****No Carry ins allowed in park for the weekend**

Fireworks
approximately
10:00pm

www.slprec.org | 763-792-7201

Sunday, June 9 at Lakeside Lions Park

\$3.00 donation for Tower Days Button

10am - 2pm MSMA Car Show: At Kraus Hartig VFW	1 - 3pm Bingo: \$.25/card.
11:00 - 11:45am Will Hale: Children's Music -Interactive	1 - 4pm Free Face painting: Sponsored by Sunset Grill
11am-1pm Table Top Carnival Games: 50 cent tickets.	1:15 - 3:15pm Dean-O-Mite: Interactive Kids DJ
11am - 5:30pm Arts, Crafts and Business Fair: Enjoy shopping with local businesses	3:30 - 4:00pm Lumberjack Show: Experience live performances
11 - 9:00pm Food Concessions: Variety of food trucks & concessions	4:00 - 4:30pm Interactive Lumberjack Show: Join in on the fun.
11 - 3:00pm Pony Rides: \$8.00 per ride	4 - 5pm ChopsLIVE an 'all age' marching-arts corps
12-12:30pm Lumberjack Show: Experience live performances	5 - 5:30pm Pie Eating Contest: Ages 5 - adult
12 - 8pm Water Wars: Free with a button.	5:30 - 6:00pm Lumberjack Show: Live Performance
12 - 6:30pm Inflatables & Kiddie Barrel Ride: Free with button	5:30 - 8:30pm Balloon Artistry by Mandana: Sponsored by Jim Kuglar
12 - 8pm Bungee Trampoline: Free with a button	6 - 8pm Power of 10
12 - 9pm Lion's Adult Beverage Area: Beverages and food	6 - 8pm Mobile Video Game Theater: 45' theater seats 16 players
12:30 - 1:15pm Burn Boot Camp Pop Up Workout	7:00pm Culvers Frozen Custard Social: Free w/button Sponsored by Coon Rapids Culvers.

Music by Power of Ten
6:00 - 9:00 pm

2024 Sponsors

Title Sponsor

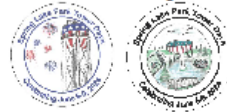
Spring Lake Park Lions Club
City of Spring Lake Park

Platinum

Blaine Festival



2024 Button Design



Bronze Star

Stantec Consulting Services, Inc	Jim Kugler— <i>Making Health Insurance Simple</i>
Public Indoor Tennis	Burn Boot Camp
Carson, Clelland & Schreder	Sunset Grill

Patriot

ABC Newspaper-BSLP Life

Community Support

SBM Fire Department	MN Youth Athletic Services
Blaine SLP Life News	Spring Lake Park Schools
Nelson Cheese	Coon Rapids Culvers

You too can support Tower Days. With just a \$3 donation you will receive a Tower Days Commemorative Button. Buttons are available at Spring Lake Park City Hall, & at Tower Days events.



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: April 11, 2024

Subject: No Mow May Resolution

No Mow May will be discussed at the April 15 work session. I have drafted a resolution as a placeholder for the City Council meeting agenda.

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

CITY OF SPRING LAKE PARK

RESOLUTION NO. 2024-34

RESOLUTION PROCLAIMING “NO MOW MAY” IN SPRING LAKE PARK

WHEREAS, insects, especially bees, serve a significant and critical role as pollinators of plants, including agricultural plants; and

WHEREAS, the ideal pollinator-friendly habitat is one comprised of mostly native wildflowers, grasses, vines, shrubs, and trees blooming in succession throughout the growing season; and

WHEREAS, the formative period for establishment of pollinator and other insect species and the many songbirds and other urban wildlife species that depend upon them occurs in late spring and early summer as they emerge from dormancy and require flowering plants as crucial foraging habitat; and

WHEREAS, “No Mow May” is a community science initiative that encourages property owners to limit lawn mowing practices during the month of May to provide early season foraging resources for pollinators that emerge in the spring, especially in urban landscapes when few floral resources are available; and

WHEREAS, the City of Spring Lake Park would like to encourage interested residents to increase pollinator-friendly habitat by encouraging pollinator-friendly lawn-care practices on their own properties for the month of May during this formative period.

NOW, THEREFORE BE IT RESOLVED that Spring Lake Park City Council proclaims May 1st – 31st, 2024 as “No Mow May” in the city of Spring Lake Park and encourage all residents who wish to participate to refrain from mowing their lawns in the month of May to provide vital early spring flowers for bees that emerge from hibernation.

BE IT FURTHER RESOLVED that the City of Spring Lake Park City Council directs staff to not issue correction notices for long grass and weed violations for the month of May, permitting all residents to voluntarily delay lawn care until June, while continuing to enforce the Minnesota State Mandate regarding the management of noxious weeds. Enforcement of long grass and weed violations will commence on June 1, 2024.

The foregoing Resolution was moved for adoption by Councilmember.

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 15th day of April, 2024.

CITY OF SPRING LAKE PARK, MINNESOTA

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, MMC, Administrator



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: April 11, 2024

Subject: Award Low Voltage Wiring Quote

Staff is seeking authority to enter into an agreement with its IT provider, CIT, to install the low voltage wiring throughout the City Hall building as part of the City Hall Renovation/Expansion project.

The quotes includes the installation, termination, testing and labeling of 230 CAT-6 data cables, the wall mount data cabinet for the intermediate distribution frame (IDF) system, installation, termination, testing and labeling of six strands of fiber from the IDF to the server room, all required equipment and patch cables.

The cost of the work will be \$109,775. Staff is also seeking the City Council to authorize a 10% contingency, bringing the total cost to \$120,750. The contingency will allow for minor field adjustments to be made without having to seek further City Council authority. This work is included in the City Hall Renovation/Expansion project budget.

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

Remodel Cabling Work

City of Spring Lake Park



**WE MAKE TECHNOLOGY
WORK FOR BUSINESS.**

Presented by:

Colton Jesse, Sr. Account Executive • (651) 255-5732 • colton.jesse@cit-net.com

Thursday, April 04, 2024



Service Descriptions

Scope of Work

- CIT will furnish, install, terminate, test, and label (230) Cat 6 data cables.
 - The security contractor is responsible for installing the cabling for surveillance, access control, and security systems.
 - The electrical contractor is responsible for installing stubbed conduit or ring and string for low voltage locations and any power requirements.
 - This proposal does not include a server cabinet or rack for the new data closet. This will need to be determined for placement of data cable patch panels.
- CIT will provide Cat 6 data patch cables for the new data cables.
- CIT will furnish and install a wall mount data cabinet in Phase 1 to create an IDF.
- CIT will furnish, install, terminate, test, and label 6-strands of OM4 multimode fiber from the IDF cabinet to the server cabinet(MDF).
- CIT will furnish (2) OM4 LC-LC fiber patch cables.
- CIT Assumptions and Statements:
 - Work to be performed during normal business hours (M-F, 7am-5pm)
 - CIT will perform work on a Time and Materials basis and only charge for the materials and labor used to complete the project.
 - CIT is licensed and bonded following State building codes, policies, and standards for low voltage cabling.
 - The City of Spring Lake Park will provide scissor lifts for the installation of cabling, if necessary to complete the installation.

Cabling Materials & Installation

Description	Qty	Price	Ext. Price
Materials Estimate	1	\$26,297.00	\$26,297.00
Installation Services Estimate	1	\$45,200.00	\$45,200.00

Subtotal: \$71,497.00

Fiber Backbone & IDF

Description	Qty	Price	Ext. Price
Materials Estimate	1	\$2,854.00	\$2,854.00
Installation Services Estimate	1	\$4,500.00	\$4,500.00

Subtotal: \$7,354.00

Remodel Cabling Work



Prepared by:

Computer Integration Technologies, Inc.

Colton Jesse
(651) 255-5732
Fax 651.450.0300
colton.jesse@cit-net.com

Prepared for:

City of Spring Lake Park

1301 81st Ave NE
Spring Lake Park, MN 55432
Daniel Buchholtz
(763) 792-7211
dbuchholtz@slpmn.org

Quote Information:

Quote #: 028956

Version: 2
Delivery Date: 04/04/2024
Expiration Date: 06/09/2024

Quote Summary

Description	Amount
Cabling Materials & Installation	\$71,497.00
Fiber Backbone & IDF	\$7,354.00
Total:	\$78,851.00

By signing this quote, it is assumed that CIT will proceed with placing orders for the recommended products and services. Quoted prices are based upon market pricing at the time of the quote. Due to fluctuating market conditions, pricing for third-party hardware, services, and related products are subject to change due to the market pricing in effect at the time of delivery. CIT will make commercially reasonable efforts to communicate with the customer for material price increases prior to delivery.

Beyond the standard configuration and deployment of the tool/service, additional configuration, tuning will be billed T&M.

Quotes are subject to customer credit terms and conditions. CIT requires 50% down payment upon acceptance on all orders over \$10,000 unless prior approval has been given. Additional down payment may be required if customer credit line is insufficient.

Each of the parties hereto has caused this Schedule to be duly executed by their authorized representatives on the date expressed below. The terms of this project proposal ("Schedule") by and between Computer Integration Technologies, Inc., ("CIT") and Customer are part of, and are hereby incorporated into, the Master Service Agreement executed by CIT and Customer.

Please do not pay from quote; taxes, shipping, handling and other fees may apply. Not all items are available for refund or exchange and must be approved by CIT prior to product return. Customers may need to work directly with manufacturers for item returns.

Computer Integration Technologies, Inc.

City of Spring Lake Park

Signature: Colton Jesse
Name: Colton Jesse
Title: Sr. Account Executive
Date: 04/04/2024

Signature: _____
Name: Daniel Buchholtz
Date: _____



Additional Switching Needed with IDF Closets for Cabling **Quote # 029547**

Date Issued: 04.10.2024
Date Expires: 07.07.2024

Prepared For

City of Spring Lake Park
Daniel Buchholtz
1301 81st Ave NE
Spring Lake Park, MN 55432
(763) 792-7211
dbuchholtz@slpmn.org



Prepared By

Computer Integration Technologies, Inc.
Colton Jesse
2375 Ventura Drive
Woodbury, MN 55125-3930
(651) 255-5732
colton.jesse@cit-net.com

Hardware/Software

Description	Qty	Price	Ext. Price
HPE ANW 6200F 48G CL4 4SFP+ PERP 740W SW PL-WB	4	\$6,344.43	\$25,377.72
ARUBA 1Y FOUNDATION CARE NBD SVCS EXCH 6200F 48GPOE+740SVC PL-LS	4	\$721.85	\$2,887.40
ARUBA 10G SFP+ TO SFP+ 1M DAC CABL CABLE PL-I6	2	\$83.43	\$166.86
Aruba 10G SFP+ LC SR 300m OM3 MMF Transceiver - For Data Networking, Optical Network - 1 x LC 10GBase-SR Network - Optical Fiber - Multi-mode - 10 Gigabit Ethernet - 10GBase-SR - Plug-in Module	4	\$616.93	\$2,467.72
Subtotal:			\$30,899.70

Shipping & Handling

Description	Qty	Price	Ext. Price
Shipping & Handling	1	\$25.00	\$25.00
Subtotal:			\$25.00

Quote Summary

Description	Amount
Hardware/Software	\$30,899.70
Subtotal:	\$30,899.70
Shipping:	\$25.00
Total:	\$30,924.70

By signing this quote, it is assumed that CIT will proceed with placing orders for the recommended products

and services. Quoted prices are based upon market pricing at the time of the quote. Due to fluctuating market conditions, pricing for third-party hardware, services, and related products are subject to change due to the market pricing in effect at the time of delivery. CIT will make commercially reasonable efforts to communicate with the customer for material price increases prior to delivery.

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Please do not pay from quote; taxes, shipping, handling, and other fees may apply. Not all items are available for refund or exchange and must be approved by CIT prior to product return. Customers may need to work directly with manufacturers for item returns.

CIT requires 50% down payment upon acceptance on all orders over \$10,000 unless prior approval has been given. Additional down payment may be required if customer credit line is insufficient. Due to changing market conditions, partial invoices may be created as the hardware is shipped

Computer Integration Technologies, Inc.

City of Spring Lake Park

Signature: Colton Jesse
Name: Colton Jesse
Title: Sr. Account Executive
Date: 04/10/2024

Signature: _____
Name: Daniel Buchholtz
Date: _____



Memorandum

To: Mayor Nelson and Members of the City Council

Cc: Dan Buchholtz, City Administrator

From: George Linngren, Public Works Director

Date: April 11, 2024

Subject: Approval to Purchase Riding Lawn Mower

I am seeking approval to purchase a 2024 Toro model number 5910 riding lawn mower to replace the current lawn mower, which was purchased in 2016. The new lawn mower will be purchased from MTI. The lawn mower is on the state contract under the Omnia purchasing cooperative, and the price for the lawn mower is \$150,886.32.

The funds for the lawn mower will come from the 2024 Capital Equipment fund. The City will trade in the current lawn mower to recapture some of the cost for the new lawn mower.

The lawn mower will be available mid-May for delivery. If you have questions or concerns, please contact me at 763-257-7106.

Thank you.



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 04.15.24 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2024 MS4 Permit and SWPPP Update (193801776 Task 450). Pond, structural BMP, and outfall inspections are due by July 31st. Program analysis and annual training is due by December. Annual Reports to the MPCA are generally due in June. However, MPCA is not requiring a report in 2024. Per 5-15-23 message: MPCA has put their requested review/audit of the city's 2022 information on hold until further notice.

2023-2024 Sewer Lining Project (193805871). This project includes lining the remaining sanitary sewers in the city that have not been previously lined (approximately 35,710-feet). The Contractor is Visu-Sewer Inc with a low bid amount of \$1,047,746. *Lining work has been completed. Cleaning of selected service wyes will occur in April and May. George Linngren is overseeing construction.*

City Hall Building (193806049). Design Phase started in January 2023. City Council updated at workshops (including *September 11th*). Public Open House was held on May 8th. Plans were approved by Council on October 16, 2023. Bids were opened on November 20, 2023. Contract was awarded on February 5, 2024. *Construction continues and is on schedule..*

2024 Sanburnol Drive NE, Elm Drive NE, and 83rd Avenue NE (193806347). Sanburnol Drive (AKA 85th Ave. NE) is a shared road between Spring Lake Park and Blaine. Spring Lake Park is the lead agency on this project, but it is a cooperative project between Blaine and Spring Lake Park.

Materials Testing agreement has been approved. Construction Contracts are being reviewed and can be signed upon recommendation from City Attorney. A preconstruction Conference with North Valley Inc. will be held on April 19th. Construction will begin around April 29th.

Declare Costs to be Assessed and Order Assessment	2/05/24. ✓
Order Public Assessment Hearing	2/20/24. ✓
Public Assessment Hearing (Adopt Assessment)	3/18/24. ✓
Accept Bid (Award Contract)	3/18/24. ✓

2024 Seal Coat and Crack Repair Project (193806748). Project includes maintenance on the streets in the area north of 81st Avenue and west of Terrace Street. Bids were received on February 27th. Project awarded on March 4th. *Construction Contracts have been signed. A preconstruction conference will be held in May.*

Geographic Information System (GIS) and Mapping (193806747). Staff has determined a process for implementing an online ArcGIS system to maintain public works documents and mapping of infrastructure. Council authorized proceeding with an ArcGIS system on 10/16/23. A project kick-off meeting was held on January 18th. *Update meeting was held on March 28th.*

Take 5 Express Car Wash (8301 Univ. Ave. NE): Revised site plans dated 8-24-22 include a sidewalk on 83rd Ave. *A site inspection needs to be completed in the spring.*

Please contact Phil Carlson, Bruce Paulson, Jeff Preston, or me if you have questions or require additional information.



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: April 11, 2024
Subject: City Hall Renovation Update

Staff wanted to provide the City Council with a brief renovation update.

- All of the footings, except for 1 that is part of the next project phase, have been poured. The block layers have begun constructing walls. Roof work is underway.
- The contractor did find some asbestos in the mastic underneath the flooring tile. In the areas where ceramic tile is begin laid, the mastic will be chemically treated. In the area that will become part of the multi-purpose room, the mastic will be removed mechanically. This is to preserve the warranty on the carpet. Budget impact of this discovery should be small and will be accounted for in a future change order.
- The roofing contractor discovered a small area at the northwest corner where the roof flashing had deteriorated. That flashing has been replaced.
- The quote for the low voltage work is on the agenda for consideration by the City Council on April 15.
- The Ash trees along the south side of City Hall are infected with EAB. Staff is coordinating the removal and replacement of these trees.

Stantec is continuing to work on a quote package for the Emergency Generator and any generator related items that are not in the construction contract. Once we have those quotes, we will bring that to the City Council for action.

The Recycling Containers continue to remain accessible to residents during construction. Residents are not able to access the City Hall “yard” from Old Central Avenue due to construction.

I have attached the 3-week look-ahead that we received from the Contractor this week for your information.

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

Three Week Look Ahead Schedule

CRC

4/8 - 4/26

Period:

Spring Lake Park

Job # 7088

PM: Jason H

Contractor	Activity	4/8	4/9	4/10	4/11	4/12	#	#	4/15	4/16	4/17	4/18	4/19	#	##	4/22	4/23	4/24	4/25	4/26	#	Remarks
		Mon	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri		
Knetic Excavating	Backfill front of building	X	X																			
AET Testing																						
Construction results	Demo Block walls for this phase	X	X	X	X	X			X													
	Demo new door openings in existing Block/Brick	X	X	X	X	X			X	X												
	Parapet for new roof @ existing metal deck roof	X	X	X	X	X			X	X	X	X	X									Work with Roofers
Foley Masonry																						
	Block Interior walls @ Mez up to precast.	X	X	X	X	X																
	Block exterior walls front of building								X	X	X	X	X			X	X	X				
	Support for new precast @ existing interior walls								X	X	X	X	X			X	X	X	X	X		
	New openings Doors,Luvers, Patch old louvers,								X	X	X	X	X			X	X	X	X	X		
HVAC Precise	Remove HVAC equipment / ductwork As needed	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X		
	Keep areas still occupied with heat.	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X		
	Use existing heaters for temp heat	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X		
TRC Electrical	Run Conduit to new panel location	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X		
	Disconnect power to walls being demoed	X	X	X	X	X																
	Rough-in where possible	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X		
Plumbing Precise	Rough-in Block walls			X	X	X			X													
	Underground plumbing			X	X	X			X	X	X	X	X									
	Underground plumbing inspections					X					X											
	Roof drains and piping			X	X	X			X	X	X	X	X			X	X	X	X	X		
Taracon	Set precast inside building.								X	X												
Thurnco Roofing	Demo old roof install new roof @ existing metal deck roof	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X		Pending weather

CORRESPONDENCE

Program Production

In March, **79 new programs** were produced using the North Metro TV facilities, funds, and services. That's **79 hours of new programming**.

- 35 programs were produced by the public
- 44 programs were produced by NMTV staff
- 2 programs were produced by city staff



Truck Shoots

As the winter sports season petered to a close, the HD production truck was used for 8.5 hours of production. The following events were produced live and/or recorded for additional playback:

- Girls Basketball 7AAAA Semi-Final Anoka vs Centennial
- Girls Basketball 7AAAA Semi-Final Blaine vs Andover



vMix Live Streaming Shoots

Staff used the vMix single camera production system to record and stream 1 event. The vMix system requires significantly fewer staff members than the production truck. Often, a single staff member can film and stream a game live, all at the same time.

- Boys Basketball 5AAAA Quarter-Final Spring Lake Park at Mounds View



Most Watched Sports Video on Social Media

Girls Basketball Semi-Final
Blaine and Centennial Highlights

345 views

Live, In Person Classes

Eric Houston hosted a trio of live, in person classes this past month.

- 3/1 Studio Tour for 5 students from the Anoka-Hennepin Schools Pathways Program
- 3/12 Studio Tour and Introductory Class for 4 recent Blaine High School graduates interested in public access television and future careers in the television industry
- 3/12 Studio Tour and Introductory Class for a Blaine resident interested in public access television.

Class	Type	# of Views	Hours Viewed
Diana Rigg: Avenger	Mini	1,011	98 hrs
Batman's Greatest Villains	Mini	105	7 hrs
Columbo: One More Thing	Mini	1,219	137 hrs
King of the Cowboys 4 – John Wayne	Mini	20	.75 hrs
King of the Cowboys 3 – Randolph Scott	Mini	74	3 hrs
King of the Cowboys 2 – Autry/Rogers	Mini	218	11 hrs
King of the Cowboys 1 – Strong and Silent	Mini	32	.75 hrs
Great British Game Shows	Mini	21	.5 hrs
We Love Lucy: The Lucille Ball Story	Full	5	.75 hrs
The Immortal Ingrid Pitt	Mini	335	16.75 hrs
The Oscars: 90 Years of the Academy Awards	Full	102	17.5 hrs
Tim Curry Horror Picture Show	Mini	19	.75 hrs
Back to the Eighties: The Decade's Biggest...	Full	13	.25 hrs
James Bond: 50 Years of 007	Full	NA	NA
Eurovision: A Celebration	Mini	NA	NA
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	315	57.75 hrs
Superman: The Man of Steel on the Silver Screen	Full	33	18.75 hrs
The Fantastic Four on the Silver Screen	Mini	NA	NA
Christmas in Hollywood	Full	4	1.5 hrs
TV's Greatest Christmas Specials	Full	NA	NA
Chicago Christmas Classics	Mini	201	8.25 hrs
Let's Go Ghostbusters: Filmmation's Haunted Heroes	Mini	5	.25 hrs
Monster Movies of the 40s and 50s	Full	180	11.25 hrs
Monster Movies of the 20s and 30s	Full	NA	NA
The Presidency on Film JQA to JFK	Full	NA	NA
Monstervision: The Legend of Joe Bob Briggs	Mini	5	.25 hrs
The Cult of Caroline Munro	Mini	2,636	88 hrs
The Marilyn Monroe Story	Full	NA	NA
Nick at Nite: A TV Viewer's Dream	Mini	29	1 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	12	1.5 hrs
Hollywood Goes to War: World War II	Full	NA	NA
Come on Down: Game Shows of the 70s and 80s	Full	36	7.75 hrs
The Quiz Show Scandals and Other Game Shows...	Full	150	35 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	NA	NA
The Marx Brothers: Groucho, Harpo, Chico...	Full	125	6.25 hrs
Mary Pickford: The World's First Movie Star	Full	NA	NA
Hollywood Goes to the Dogs: Lassie, Benji...	Full	9	.25 hrs
36 VOD Workshops		6,914 Total Views	531.75 Hours Viewed



Most Viewed YouTube Class

The Cult of Caroline Munro
2,636 Views

Short Form Videos on Social Media

Each month, North Metro TV produces several short form videos. These include individual news stories, municipal videos, sports highlight reels, and more. These videos air in between scheduled programming on Channels 15 and 16. They are also posted across all of our social media accounts, including YouTube, Facebook, and X (formerly Twitter).

Title	Producer	Views Across All Social Media	Length
Animal Humane Society Walk for Animals	Trevor Scholl	43	3 minutes
Anoka-Ramsey Hoops	Danika Peterson and Eric Nelson	74	3 minutes
Anoka-Ramsey Women's Basketball	Danika Peterson and Eric Nelson	198	3 minutes
Do You Have a Great Story to Share?	TJ Tronson	186	1 minute
Dorcas Aroloye: Student of the Month	Danika Peterson and Eric Nelson	1,258	3 minutes
Circle Pines Celebrates a "Golden" Comeback	Danika Peterson and Eric Nelson	540	4 minutes
Guns-N-Hoses Highlights	TJ Tronson	1,013	2 minutes
Girls Basketball Semi-Final Blaine and Centennial Highlights	Kenton Kipp and Ted Leroux	345	4 minutes
Lino Lakes Police Department Recruitment	Trevor Scholl	344	2 minutes
North Metro Wildfire Potential High Despite Snow	Danika Peterson and Eric Nelson	141	3 minutes
Pi Day	Eric Houston	52	3 minutes
Pi Day (Twitter Edit)	Eric Houston	156	2 minute
School Resource Officers Return to Schools in Blaine	Danika Peterson and Eric Nelson	352	2 minutes
Spring Has Sprung at Wargo	Danika Peterson and Eric Nelson	109	2 minutes
14 New Short Form Videos		4,811 Total Views	37 minutes

YouTube Stats

Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	18,260	25,412	1,379	67	299,264
February	20,070	28,271	1,426	53	313,072
March	27,800	38,100	1,514	31	299,100
TOTAL:	66,130	91,783	4,319	151	911,436

NMTV Website Stats

This month, we were able to regain partial statistics for our website, allowing us to see how many people visited the site. Video streaming data remains down. We continue to work with our web designers to fix the problem.

Month	Number of Users	Number of Views	Live Stream Views
January	NA	NA	NA
February	NA	NA	NA
March	8,794	NA	NA
TOTAL:	8,794	NA	NA

Home Movie Transfers

Home movie transfers are one of our most popular public services. Residents can transfer their family videos themselves for free or pay NMTV to do it. NMTV can also transfer film, slides, and photos for a fee.

Month	Transfer Hours	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	578.5	129	88	131	0	\$2,321.46
February	147.75	51	20	66	2	\$2,753.93
March	116.25	35	5	27	47	\$1,160.17
TOTAL:	842.5	215	113	224	49	\$6,235.56

Station Highlights

NMTV News Highlights

Each week, Danika Peterson and Eric Nelson create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some March highlights include:

- Anoka-Ramsey Women's Basketball
- School Resource Officers Return to Schools in Blaine
- Spring Has Sprung at Wargo



In addition to daily playbacks of North Metro TV News on the cable systems, there are **1,311 local stories** archived for viewers on the **NMTV YouTube channel**. The channel can be also be accessed through northmetrotv.com.



Most Viewed Online News Story

Dorcas Aroloye: Student of the Month

1,258 Views

Student of the Month

Interim Co-Executive Director and News Director Danika Peterson pioneered a whole new video series this month and it is already proving popular. Student of the Month is a new, monthly look at an exceptional student from one of our three school districts. For the inaugural video, Danika, Eric Nelson, and Trevor Scholl visited Blaine High School to interview senior Dorcas Aroloye. A tennis captain and president of the Minnesota chapter of the Business Professionals of America, Dorcas' future is unbelievably bright and North Metro TV was delighted to feature her as our first ever student of the month. The video was a big hit with Dorcas' family, the Anoka-Hennepin school district, and with our viewers.

Lino Lakes Police Recruitment Video

Following up on last month's terrific Lino Lakes Fire Department video, Municipal Producer Trevor Scholl wrapped another long term Lino Lakes project, with a thrilling new recruitment video for the Lino Lakes Police Department. Featuring tons of great action shots, including dynamic video of the Lino Lakes K-9 unit and some picturesque drone footage from TJ Tronson, the video is sure to catch the eye of the public service minded and help add even more brave souls to the ranks of the LLPD.



Guns N Hoses Highlight Video

Embracing our new focus on shorter form videos, Special Events Coordinator TJ Tronson took on the task of editing last month's Guns-N-Hoses hockey game into an edge of your seat highlight reel. TJ captured all the action of the annual charity match and condensed it into a format more friendly to today's social media minded viewers. The highlight reel itself has already attracted more than 1,000 views and should prove to be a valuable promotional tool in the lead up to next year's game.



Broadband Franchising Hearings

March 11 saw the first committee hearing for HF-4182, the Broadband Franchising bill shepherded by Commission lawyer Mike Bradley. Mike gave extremely articulate and convincing testimony alongside several local community leaders as the bill went before the House Commerce Committee. Executive Directors from a number of metro PEG stations attended to show support, including our own Interim Co-Executive Director Eric Houston.



The bill passed out of committee by a vote of 10 – 6. Since then, it has been added to the House Commerce Policy Omnibus Bill, HF 4077, and passed out of committee to the House floor. If successful, the bill will allow city governments to franchise internet service providers just as they do cable television, allowing for much needed oversight and funding for both the NMTC and our individual cities. The participation of Mr. Bradley means our Cable Commission has had a direct hand in shaping some truly meaningful legislation.

Circle Pines' "Golden" Comeback

After decades of hard work, Circle Pines' Golden Lake is about to come off the impaired water list. News Producer Eric Nelson visited the lake to chat with a representative from the Rice Creek Watershed District and with Mayor Dave Bartholomay about the momentous and rare occasion. TJ Tronson provided some breathtaking drone footage of the lake to help make the story sing. Eric Houston also pitched in on the effort to help inform Circle Pines residents of the news by excerpting a city council presentation on the lake and putting it on the NMTV YouTube channel.



Blaine High School Business Professionals of America

Each year, one or two teams from Blaine High School's Business Professionals of America Club use the NMTV studios to film mock news programs as part of a national competition. This year, two teams used our facility and we are thrilled to announce that one team has advanced to nationals. Blaine students Kreem Ibrahim, Ali Khan, and Bona Terfassa took third place at the state competition, earning them a spot in the nationals in Chicago. The group received training and advice from Interim Co-Executive Director and Studio Manager Eric Houston early in the year, learning how to film on set and in front of the NMTV blue screen. They returned in March to film additional material for their national bid. We at NMTV wish them the best of luck!



City Productions

In addition to the projects mentioned above, Trevor Scholl completed a video about the Animal Humane Society Walk for Animals this month. Trevor is also hard at work behind the scenes on several more productions, including a Blaine Community Outreach video that he describes as seven videos in one!

Also in the pipeline are a video about Snapt Cat Rescue, an EPA Water Service Line video, and some promotional videos for The Rookery in Lino Lakes.

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him with ideas for new videos.



Public Access Programs

Title	Producer	Runtime
Chit Chat (1 episode)	Sharon Carlson	19 minutes
Christ Lutheran Church (4 episodes)	Chance Amundsen	3 hours 55 minutes
Christ Lutheran Church Worship Message (4 episodes)	Chance Amundsen	1 hour 59 minutes
Glen Cary Lutheran Church Worship (4 episodes)	Vincent Schneider	3 hours 53 minutes
Lord of Life (4 episodes)	Jean Stauffer	3 hours 58 minutes
Lovepower (4 episodes)	Rick Larson	4 hours
Power of Love (4 episodes)	Rick Larson	2 hours
Rice Creek Watershed District Board Meeting (2 episodes)	Theresa Stasica	1 hour 52 minutes
The Hidden Truth (4 episodes)	Paul Dendy	3 hours 56 minutes
What Does the Bible Say (4 episodes)	George DeGidio	1 hour 57 minutes
35 New Programs		28 New Hours



NMTV Staff Full Length Programs

Title	Producer	Runtime
Circle Pines City Council RCWD Golden Lake Presentation	Eric Houston	1 hour 5 minutes
NMTV News (2 episodes)	Danika Peterson and Eric Nelson	44 minutes
Girls Basketball 7AAAA Semi-Final Anoka vs Centennial	Kenton Kipp and Ted Leroux	1 hour 23 minutes
Girls Basketball 7AAAA Semi-Final Blaine vs Andover	Kenton Kipp and Ted Leroux	1 hour 24 minutes
Boys Basketball 5AAAA Quarter-Final Spring Lake Park at Mounds View	Kenton Kipp and Ted Leroux	1 hour 15 minutes
Sports Den (1 episode)	Kenton Kipp and Ted Leroux	56 minutes
7 New Programs		7 New Hours



City Meetings

Title	Producer	Runtime
Blaine City Council Meeting (3/4)	TJ Tronson	1 hour 36 minutes
Ham Lake City Council Meeting (3/4)	Payton Nelson	10 minutes
Spring Lake Park City Council Meeting (3/4)	Ray Flint and Matt Waldron	1 hour 1 minute
Centerville Planning and Zoning Commission Meeting (3/4)	Trevor Scholl	1 hour 23 minutes
Blaine City Workshop (3/4) (Not Televised)	TJ Tronson	1 hour 30 minutes
Centerville Park and Recreation Committee Meeting (3/7)	John Murphy	1 hour 28 minutes
Lino Lakes City Council Meeting (3/11)	Ann Serwe	12 minutes
Anoka County Board Meeting (3/12)	TJ Tronson	1 hour 35 minutes
Circle Pines City Council Meeting (3/12)	Ray Flint	1 hour 11 minutes
Blaine Planning Commission Meeting (3/12)	Trevor Scholl	1 hour 41 minutes
Centerville City Council Meeting (3/13)	John Murphy	1 hour 31 minutes

Lino Lakes Planning and Zoning Commission Meeting (3/13)	Ann Serwe	1 hour 13 minutes
Spring Lake Park City Council Meeting (3/18)	Ray Flint	1 hour 15 minutes
Ham Lake City Council Meeting (3/18)	Payton Nelson	11 minutes
Blaine City Council Meeting (3/18)	Trevor Scholl	18 minutes
Blaine City Workshop (3/18) (Not Televised)	Trevor Scholl	1 hour 30 minutes
Blaine Natural Resources Meeting (3/19)	TJ Tronson	1 hour 34 minutes
Centerville Economic Development Authority (EDA) Meeting (3/20)	John Murphy	1 hour 11 minutes
Spring Lake Park Planning Commission Meeting (3/25)	Ray Flint	25 minutes
Lino Lakes City Council Meeting (3/25)	Ann Serwe	32 minutes
Anoka County Board Meeting (3/26)	TJ Tronson	1 hour 35 minutes
Circle Pines Utility Commission Meeting (3/26)	Ray Flint	17 minutes
Circle Pines City Council Meeting (3/26)	Ray Flint	1 hour 6 minutes
Centerville City Council Meeting (3/27)	John Murphy	58 minutes
24 New Programs		26 New Hours

If you have any questions or comments regarding this monthly report please contact Eric Houston (at 763-231-2803 or eric@northmetrotv.com) or Danika Peterson (at 763-231-2810 or danika@northmetrotv.com).

Video Production



In March, Municipal Producer Trevor Scholl completed work on the Lino Lakes Police Department Recruitment video. The thrilling new video features numerous action shots, including dynamic footage of the Lino Lakes K-9 unit and some eye catching drone footage from TJ Tronson. Trevor also produced a fun look at the Animal Humane Society’s annual Walk for Animals fundraiser. He assisted on numerous projects also airing on city channels and continues to work on the Blaine Community Outreach video, a project he describes as seven videos in one! TJ Tronson once again produced the month’s Anoka County Board Meetings and found the time to create a highlight video for Guns-N-Hoses. Thanks to our new emphasis on short form videos, Trevor, TJ, news producers Eric Nelson and Danika Peterson, studio manager Eric Houston, and sports producers Kenton Kipp and Ted Leroux all contributed several short videos to city channels this month.

March Completed Videos Playing In-Between Scheduled Programming on City Cable Channels and Streaming

Title	Producer	Runtime
Animal Humane Society Walk for Animals	Trevor Scholl	3 minutes
Anoka-Ramsey Hoops	Danika Peterson and Eric Nelson	3 minutes
Anoka-Ramsey Women's Basketball	Danika Peterson and Eric Nelson	3 minutes
Do You Have a Great Story to Share?	TJ Tronson	1 minute
Dorcas Aroloye: Student of the Month	Danika Peterson and Eric Nelson	3 minutes
Circle Pines Celebrates a “Golden” Comeback	Danika Peterson and Eric Nelson	4 minutes
Guns-N-Hoses Highlights	TJ Tronson	2 minutes
Girls Basketball Semi-Final Blaine and Centennial Highlights	Kenton Kipp and Ted Leroux	4 minutes
Lino Lakes Police Department Recruitment	Trevor Scholl	2 minutes
North Metro Wildfire Potential High Despite Snow	Danika Peterson and Eric Nelson	3 minutes
Pi Day	Eric Houston	3 minutes
Pi Day (Twitter Edit)	Eric Houston	2 minute

School Resource Officers Return to Schools in Blaine	Danika Peterson and Eric Nelson	2 minutes
Spring Has Sprung at Wargo	Danika Peterson and Eric Nelson	2 minutes

Equipment Consulting/Technical Support



Blaine

- No assistance required.

Centerville

- 3/19/24 – Installed new, temporary equipment at city hall to allow staff to present Power Point slides on multiple screens at once throughout city hall.

Circle Pines

- 3/13 – Replaced the battery in the control room uninterrupted power supply, a device which provides power to the equipment even during a blackout. Matt's foresight made this repair an easy one, as he already had a backup battery on hand.

Ham Lake

- No assistance required.

Lexington

- No assistance required.

Lino Lakes

- No assistance required.

Spring Lake Park

- 3/3 – 3/11/24 – Matt met with Dan Buchholtz and Freddie from Z Systems over several sessions to discuss the quote for the new Spring Lake Park video control room. Matt worked aggressively to lower the bid, which he was concerned had swelled with unnecessary equipment and work hours. In the end, he managed to get the quote down by more than \$100,000. A significant savings came from eliminating the installer service contract, an unnecessary \$17,000 expense that simply is not needed as Matt can provide these same services himself.
- 3/4 – 3/19/24 – Went to the Able Park Building and attended city meetings to ensure that the temporary video set up for recording and streaming city meetings worked adequately.



Additional City Support

From time to time, one of our cities requires help with a special project. In these cases, the one or two members of staff best suited to the job step up and help out however needed.

This month, TJ Tronson offered support to the City of Ham Lake. City Administrator Denise Webster reached out looking for help finding a suitable photograph for the cover Ham Lake's 2024 edition of the North Metro Guide. Over the course of the past year, TJ had taken hundreds of photographs of Ham Lake parks. He organized the images and sent them to Ms. Webster to choose the best one.

Eric Houston responded to a request from Patrick Antonen at Circle Pines. Mr. Antonen requested a watershed district presentation on Golden Lake be excerpted from a city council meeting and placed online in such a way that it could be easily linked to from the city website. Eric retrieved the requested footage and posted it to the North Metro TV YouTube channel and provided the city with a link.

Channel Management



Programming Coordinator Michele Silvester, along with help from Eric Houston and Trevor Scholl, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels: live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or uploaded to our CG servers, formerly known as Carousel. As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out live over the cable system. It is also simultaneously encoded on a server for future playbacks. The following meetings were processed in January:

Title	Producer	Runtime
Blaine City Council Meeting (3/4)	TJ Tronson	1 hour 36 minutes
Ham Lake City Council Meeting (3/4)	Payton Nelson	10 minutes
Spring Lake Park City Council Meeting (3/4)	Ray Flint and Matt Waldron	1 hour 1 minute
Centerville Planning and Zoning Commission Meeting (3/4)	Trevor Scholl	1 hour 23 minutes
Blaine City Workshop (3/4) (Not Televised)	TJ Tronson	1 hour 30 minutes
Centerville Park and Recreation Committee Meeting (3/7)	John Murphy	1 hour 28 minutes
Lexington City Council Meeting (3/7)	City Staff	6 minutes
Lino Lakes City Council Meeting (3/11)	Ann Serwe	12 minutes
Anoka County Board Meeting (3/12)	TJ Tronson	1 hour 35 minutes
Circle Pines City Council Meeting (3/12)	Ray Flint	1 hour 11 minutes
Blaine Planning Commission Meeting (3/12)	Trevor Scholl	1 hour 41 minutes
Centerville City Council Meeting (3/13)	John Murphy	1 hour 31 minutes
Lino Lakes Planning and Zoning Commission Meeting (3/13)	Ann Serwe	1 hour 13 minutes
Spring Lake Park City Council Meeting (3/18)	Ray Flint	1 hour 15 minutes
Ham Lake City Council Meeting (3/18)	Payton Nelson	11 minutes
Blaine City Council Meeting (3/18)	Trevor Scholl	18 minutes
Blaine City Workshop (3/18) (Not Televised)	Trevor Scholl	1 hour 30 minutes
Blaine Natural Resources Meeting (3/19)	TJ Tronson	1 hour 34 minutes
Centerville Economic Development Authority (EDA) Meeting (3/20)	John Murphy	1 hour 11 minutes
Lexington City Council Meeting (3/21)	City Staff	27 minutes
Spring Lake Park Planning Commission Meeting (3/25)	Ray Flint	25 minutes
Lino Lakes City Council Meeting (3/25)	Ann Serwe	32 minutes
Anoka County Board Meeting (3/26)	TJ Tronson	1 hour 35 minutes

Circle Pines Utility Commission Meeting (3/26)	Ray Flint	17 minutes
Circle Pines City Council Meeting (3/26)	Ray Flint	1 hour 6 minutes
Centerville City Council Meeting (3/27)	John Murphy	58 minutes
26 Meetings		27 Hours

Meetings are scheduled for replay based on schedules requested by each City. Additional, full length video programs, produced by NMTV staff, are also scheduled on the channels. Shorter videos and promos are loaded onto the CG servers, rather than being scheduled as separate playbacks. These short videos play back in a repeating cycle, along with graphics pages, and air on the channels between scheduled programs, 24 hours a day. The table below outlines how many times a regular length video program was entered into the Tigtrope system and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	191	223 hours 23 minutes
Centerville	74	90 hours 23 minutes
Circle Pines	158	127 hours 41 minutes
Ham Lake	79	38 hours 17 minutes
Lexington	111	45 hours 24 minutes
Lino Lakes	88	52 hours 46 minutes
Spring Lake Park	140	135 hours 51 minutes

The last category of programming on City channels consists of a bulletin board, or graphics pages, that display information about the City, local events, and other issues of interest to citizens. With the installation of the CG servers, Eric Houston updates the information on all seven channels. He works closely with City staff to ensure that all requested informational slides are created and posted to the satisfaction of the City. Even though Eric is doing the work of creating the informational pages, the Cities maintain editorial control. In addition to the graphics pages, the CG units play video. Each video's producer is responsible for posting any short videos that are displayed. The following work was done for City CG servers in January:

Blaine

- Uploaded 3 videos to CG.

Centerville

- Uploaded 1 video to CG.
- Created 4 new CG slides

Circle Pines

- Uploaded 1 video to CG.

Ham Lake

- Uploaded 2 videos to CG.

Lexington

- Uploaded 1 video to CG.

Lino Lakes

- Uploaded 3 videos to CG.

Spring Lake Park

- Uploaded 1 vides to CG.
- Created 10 new CG slides.

Closed Captioning



Closed captioning is an additional service provided by North Metro TV. Every city meeting is closed captioned live via our Tightrope system. That process is assigned a per-minute price by Tightrope. Once the meeting is recorded on our servers for repeat airings, that version of the meeting must be captioned separately. This is accomplished through a system owned by North Metro TV and does not incur an additional cost. The following table tallies the number of minutes of captioning provided to each city for the month of January.

City	Minutes of Live Closed Captioning	Minutes of Post Closed Captioning
Blaine	309	309
Centerville	392	392
Circle Pines	54	54
Ham Lake	21	21
Lexington	43	43
Lino Lakes	118	118
Spring Lake Park	161	161
Totals:	1,098 Minutes	1,098 Minutes

Meetings on Demand



NMTV has created a Video on Demand service, with agenda item bookmarking, for our Cities' meetings. In order to accomplish this, each meeting goes through several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. Once that is done, a staff member must go through the meeting, entering a bookmark at the start of each agenda item and entering the corresponding chapter titles. Next, the meeting is linked to the NMTV website's city meeting page for Video on Demand. Finally, PDF copies of the meeting agenda are attached to the video. The following meetings were bookmarked and/or placed on VOD for the Cities in January:

- **Blaine**
 - 4 meetings bookmarked and placed on VOD.
- **Centerville**
 - 5 meetings bookmarked and placed on VOD.
- **Circle Pines**
 - 3 meetings bookmarked and placed on VOD.
- **Ham Lake**
 - 2 meetings bookmarked and placed on VOD.
- **Lexington**
 - 2 meeting placed on VOD.
- **Lino Lakes**
 - 3 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
 - 3 meetings bookmarked and placed on VOD

Meeting Podcasts



NMTV provides a city meeting podcast service. Depending on each city's wishes, any or all meetings can be converted. All podcasts are available across six platforms: Apple Podcasts, Spotify, Podbean, Amazon Music/Audible, iHeart Radio, and Pocket Casts. Links to each platform are available on each individual channel's website and at northmetrotv.com/podcasts.

Blaine

- Uploaded 4 city meeting podcasts.
- 34 total downloads

Centerville

- Uploaded 5 city meeting podcasts.
- 25 total downloads

Circle Pines

- Uploaded 2 city meeting podcast.
- 20 total downloads

Ham Lake

- Uploaded 2 city meeting podcasts.
- 5 total downloads

Lexington

- Uploaded 2 city meeting podcasts.
- 11 total downloads

Lino Lakes

- Has decided not to convert city meetings to podcasts.

Spring Lake Park

- Uploaded 3 city meeting podcasts.
- 14 total downloads

Meeting Transcripts



NMTV also provides a city meeting transcription service. Depending on each city's wishes, any or all meetings can be transcribed. The transcripts are generated using an online platform called Otter.ai, which creates an interactive transcript that is broken down by speaker. Anyone using the transcript can click on any word to hear the meeting audio. Once created, links to each transcript are sent to relevant city staff, who often use the transcripts to help with creating meeting minutes.

Blaine

- Not participating.

Centerville

- Created 5 meeting transcript.

Circle Pines

- Created 3 meeting transcripts.

Ham Lake

- Created 2 meeting transcripts.

- **Lexington**
 - Not participating.
- **Lino Lakes**
 - Created 3 meeting transcripts.
- **Spring Lake Park**
 - Created 3 meeting transcripts.



Administrative

2025 Budget

- Began budgeting station operating costs for 2025.
- Worked with staff to determine necessary equipment upgrades and purchases.
- Worked on 5 year projections of income versus expenses, factoring in franchise and PEG fee attrition.

Broadband Franchising Bill

- Attended a Minnesota State House hearing on HF-4182, the Broadband Franchising bill shepherded by Commission lawyer Mike Bradley.

Building Maintenance

- Had new building master keys cut.
- Had building back door repaired.
- Continued to obtain quotes for long term building maintenance issues:
 - Dry system repair
 - HVAC contracting
 - Updated alarm system

Cost Studies

- Worked with staff to create an accurate estimate of the cost for any shoot involving the production truck.

Fridley

- Received draft agreement from the City of Fridley.
- Sent copy of agreement to counsel for review.
- Reviewed and revised agreement before returning to Fridley for further notes.

Rules of Decorum

- Working from Lino Lakes city documents, drafted a Code of Conduct and Rules of Decorum for the Cable Commission.

Cable Customer Requests

- Requests forwarded to Comcast:
 - Alan Irwin reached out to the City of Lino Lakes, who referred the issue to us. Alan was concerned that he seemed to be receiving fewer channels after upgrading his cable box. Comcast was able to confirm that Alan had been getting channels he was not supposed to be getting in the first place and that the new box actually corrected that issue.
 - Thao Tran wanted to cancel her internet service for her business, a Vietnamese restaurant. Thoa's native language is Vietnamese and was having trouble navigating the Comcast phone tree. We reached out to Comcast on her behalf and they were able to respond to her with a translator and resolve the issue.
- We also receive a steady stream of phone calls from Comcast customers who call us in error after finding our number on their bill. We typically provide them with the proper number for Comcast and recommend calling them directly to resolve the issue. If they cannot resolve the issue in this way, we invite them to call back. We received 17 such calls in March.
 - 6 were general billing questions
 - 1 was a general service request (upgrade/downgrade/cancel/replace equipment)
 - 1 could not find the Comcast phone number
 - 4 were general technology issues (slow internet, bad signal, etc)
 - 1 person was moving
 - 2 were calling on behalf of deceased relatives
 - 2 were for unspecified issues

Miscellaneous

- Received and documented monthly Comcast subscriber reports
- Reached out to Comcast about missing reports
- Reviewed March Legal Report
- Read industry articles

MARKET UPDATE

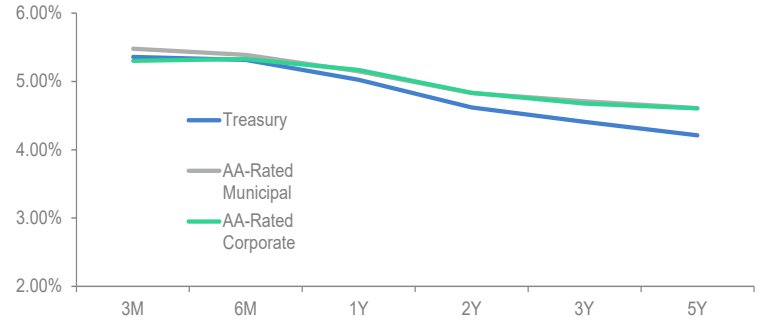
APRIL 2024

Market and Economic Highlights

- ▶ The S&P 500 rose for the fifth straight month
- ▶ The market experienced greater breadth in March as tech stocks remained strong
- ▶ Bonds performed well for the month with longer term indices outperforming
- ▶ Fed Chair Powell's commentary leaned dovish following the March 20-21 Fed meeting
- ▶ Headline and Core CPI exceeded economists' forecasts though PCE (Personal Consumption Expenditures) was in line
- ▶ Personal spending remained strong in February

Source: FactSet

Market Yields



Source: Bloomberg Finance L.P. 3/29/24

Market Returns

Market Index	MTD	QTD	YTD	1-Year
Bloomberg 9-12 Month T-Bill	0.41%	0.92%	0.92%	4.78%
Bloomberg 1-5 Year Government	0.40%	-0.04%	-0.04%	2.44%
Bloomberg Intermediate U.S. Gov/ Credit A or Better	0.57%	-0.24%	-0.24%	2.17%
Bloomberg Intermediate U.S. Agg.	0.78%	-0.42%	-0.42%	2.30%
S&P 500	3.22%	10.56%	10.56%	29.88%
Russell 2000	3.58%	5.18%	5.18%	19.71%

Source: Bloomberg

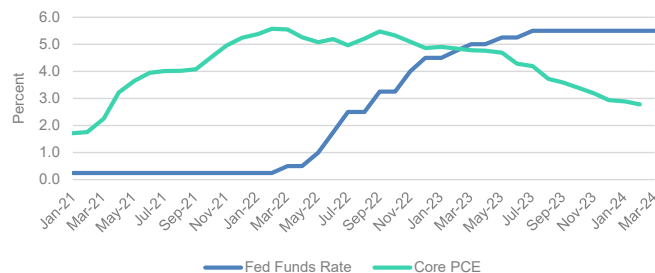
FEATURED MARKET DATA

Core Inflation Moderating

Though the path to lower inflation has been somewhat bumpy, the trend in Core PCE, the Fed's preferred measure of inflation, continues downward. Year-over-year growth in Core PCE declined to 2.8% in February. The reading was aligned with economists' expectations following the CPI report earlier in March which exceeded expectations. Core services excluding energy & shelter decelerated significantly to 0.18% for the month. The reading was down from 0.66% for January and more in line with disinflationary trends that prevailed from May 2023 to Dec 2023. Core PCE is now significantly below the 5.50% upper range of the Fed Funds target rate.

Source: Bloomberg

Fed Funds Rate Exceeds Core Inflation



Source: Bloomberg

U.S. Economic Indicators

Event	Event Date	Period	Survey	Actual	Prior / Revised (R)
Core CPI (MoM)	03/12/24	FEB	0.3%	0.4%	0.4%
Consumer Price Index (YoY)	03/12/24	FEB	3.1%	3.2%	3.1%
Building Permits	03/19/24	FEB	1,496K	1,518K	1,489K (R)
S&P Case Shiller 20-City Home Price Index (YoY)	03/26/24	JAN	6.12%	6.03%	5.57% (R)
Consumer Confidence	03/26/24	MAR	107.0	104.7	104.8 (R)
Personal Income	03/29/24	FEB	0.4%	0.3%	1.0%
Personal Spending	03/29/24	FEB	0.5%	0.8%	0.2%
Change in Nonfarm Payrolls	04/05/24	MAR	205K	--	275K
Unemployment Rate	04/05/24	MAR	3.8%	--	3.9%

Source: Bloomberg Finance L.P. 3/29/24. Glossary terms on following page.

Contact Information

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Glossary of Terms

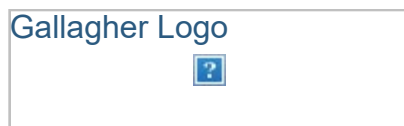
Term	What is it:
Building Permits	Records the number of permits for future housing construction.
Capacity Utilization	Tracks the extent to which capacity is being used in the production of goods and services.
Change in Nonfarm Payrolls	This indicator measures the change in the number of employees on business and government payrolls.
Chicago Fed National Activity Index	A nationwide measure of economic activity and inflation pressures. An index value of zero indicates that the national economy is expanding at its historical trend rate of growth.
Consumer Confidence	Index examines how consumers feel about jobs, the economy and spending.
Consumer Price Index (CPI)	Measures the average change in retail prices over time for a basket consisting of more than 200 categories of assorted goods and services paid directly by consumers.
Core Consumer Price Index (Core CPI)	This measure of CPI excludes food and energy costs.
Durable Goods Orders	A measure of new orders placed with domestic manufacturers for durable goods, which are items that last three years or more.
Existing Home Sales	Measures monthly sales of previously owned single-family homes.
GDP Annualized QoQ	Measures the annualized quarterly growth of the final market value of all goods and services produced within a country. GDP is the foremost report on how fast or slow the economy is growing.
Housing Starts	Records the number of new housing units started during a period.
Index of Leading Economic Indicators (LEI)	An index designed to predict the direction of the economy.
Initial Jobless Claims	Tracks new filings for unemployment insurance benefits.
ISM Manufacturing	Measures manufacturing activity based on a monthly survey of purchasing managers.
MBA Mortgage Applications	The Mortgage Bankers Association's weekly mortgage application survey includes home loan application activity for conventional and government loans for home purchases and refinances.
Mortgage Delinquencies	A measure of the percent of total conventional and government loans which are at least one payment past due, but not in the process of foreclosure.
Personal Consumption Expenditure (PCE)	The Federal Reserve's preferred measure of inflation tracks overall price changes for goods and services. Core PCE excludes food and energy.
Personal Income and Spending	Index records the income Americans receive, how much they spend, and what they save.
Retail Sales	Tracks the sale of new and used goods for personal or household consumption.
Retail Sales Ex. Auto	Retail sales excluding motor vehicles and parts.
S&P Case-Shiller Home Price Index	Tracks the value of single-family housing within the U.S. There are multiple indexes including the 20-City Composite.
Unemployment Rate	The U-3 unemployment rates tracks the percentage of the civilian workforce that is unemployed.

Source: Bloomberg, The Secrets of Economic Indicators by Bernard Baumohl; PMA Asset Management, LLC

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News & Insights

Weekly Financial Markets Update: April 08, 2024

This Weekly Financial Markets Update reviews the top market headlines: March Job Gains, Surprise to the Upside, Manufacturing Activity Expands in March, Oil Prices Extend 2024 Gains

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- **The U.S. economy added 303,000 jobs in March**

- **The ISM Manufacturing Index rose to 50.3% in March**

- **The price of Brent crude oil futures settled at \$91 per barrel last week**

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Top Three Market Headlines

March Job Gains Surprise to the Upside: The Labor Department reported last week that employers in the U.S. added 303,000 jobs in March, exceeding economists' expectations for the second straight month. This was the largest monthly gain since May 2023. As in February, industries seeing the most job additions in March included healthcare and government. Jobs also grew in the construction and the leisure & hospitality sectors, with total employment in the latter finally returning to pre-pandemic levels. Meanwhile, the unemployment rate edged down to 3.8% from 3.9% in February.

Manufacturing Activity Expands in March: According to the Institute for Supply Management (ISM), business activity in the manufacturing sector finally expanded in March after 16 straight months of contraction. The ISM Manufacturing Index, based on surveys of business executives, rose to 50.3% on the month, which was up from 47.8% in February and was the first time since October 2022 the reading exceeded the 50% threshold that differentiates expansion of business activity from contraction. Separately, the ISM Services Index reflected continued expansion in that sector, registering 51.4%, its 15th straight 50%+ reading.

Oil Prices Extend 2024 Gains: Oil prices jumped nearly 5% last week, with futures contracts for Brent crude, the primary global benchmark, piercing \$90 per barrel for the first time since October 2023. Prices for both Brent crude and the U.S. benchmark, West Texas Intermediate crude, have risen more than 10% in the last four weeks and are up 18% and 21% year-to-date, respectively. Last week's surge came amid escalating Middle East tensions, building on pressures stemming from on-going OPEC production cuts. In the U.S., rising crude prices have translated into a 15% increase in gasoline prices thus far in 2024.

As of April 08, 2024	Week	Quarter-To-Date	Year-To-Date	One-Year
MSCI All Country World	-0.89%	-0.89%	7.24%	22.42%

S&P 500	-0.93%	-0.93%	9.53%	29.24%
Russell 2000	-2.86%	-2.86%	2.17%	19.61%
MSCI EAFE	-1.35%	-1.35%	4.36%	13.24%
MSCI Emerging Markets	0.28%	0.28%	2.65%	8.66%
FTSE NAREIT Equity	-2.96%	-2.96%	-3.15%	9.03%%
Bloomberg Commodity	3.54%	3.54%	5.82%	1.81%
Barclays U.S. Aggregate	-1.06%	-1.06%	-1.83%	-0.53%

US Bureau of Labor Statistics 4/5/2024, ISM 4/1/2024 & 4/3/2024. WSJ 4/4/2024. Data from Morningstar Direct. Returns for periods greater than one year are annualized. Investment advisory, named and independent fiduciary services are offered through Gallagher Fiduciary Advisors, LLC, an SEC Registered Investment Adviser. Gallagher Fiduciary Advisors, LLC does not express an investment opinion regarding any specific commodity, sector or individual security. Unless otherwise expressly noted, the contents of this communication do not constitute securities or investment advice, nor should this communication be construed as an opinion regarding the appropriateness of any investment. Gallagher Fiduciary Advisors, LLC is a single-member, limited-liability company, with Gallagher Benefit Services, Inc. as its single member. Neither Arthur J. Gallagher & Co., Gallagher Fiduciary Advisors, LLC nor their affiliates provide accounting, legal or tax advice. The information provided cannot take into account all the various factors that may affect your particular situation, therefore you should consult your Gallagher Fiduciary Advisors consultant before acting upon any information or recommendation contained herein to discuss the suitability of the information/recommendation for your specific situation.

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