



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, MAY 05, 2025**  
**CITY HALL at 7:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. PRESENTATION**
  - [A.](#) Oath of Office - Officer Jacob Stauffenecker
  - B. Police Department Awards and Commendations
- 6. DISCUSSION FROM THE FLOOR**
- 7. CONSENT AGENDA**
  - [A.](#) Approval of Minutes - April 21, 2025 City Council Meeting
  - [B.](#) Mayor's Proclamation - Municipal Clerks Week, May 5-11, 2025
  - [C.](#) Mayor's Proclamation - National Police Week - May 11-17, 2025 and Police Officers Memorial Day - May 15, 2025
  - [D.](#) Mayor's Proclamation - Building Safety Month - May 2025
  - [E.](#) Approval of Change Order #5 - City Hall Renovation/Expansion Project
  - [F.](#) Resolution 2025-15, Firefighter Declaration on a Dual Position for Public Employees Retirement Association of Minnesota
  - [G.](#) Contractor's Licenses
- 8. DEPARTMENT REPORTS**
  - [A.](#) Public Works Report
  - [B.](#) Code Enforcement Report
- 9. PUBLIC HEARING**
  - [A.](#) Assessment Hearing for 2025 Street Improvement Project
    1. Resolution 2025-16, Adopting Assessment - 2025 Street Improvement Project
- 10. ORDINANCES AND/OR RESOLUTIONS**
  - [A.](#) Resolution 2025-17, Accepting Bid for 2025 Street Improvement Project
  - [B.](#) Resolution 2025-13, Electing Participation in Anoka County's Urban County Entitlement for Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) Programs for Federal Fiscal Years 2026-2028
  - [C.](#) Resolution 2025-14, Approving a Conditional Use Permit for an Auto Repair Use at 1810 County Highway 10 NE

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

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

## **11. NEW BUSINESS**

- [A.](#) Approval to Change Vendor for Senior Newsletter and Inclusion of Advertising
- [B.](#) Approval to Purchase a Zero Turn Lawn Mower

## **12. REPORTS**

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

## **13. OTHER**

- A. Closed Session - Consideration of the Purchase and the Lease of Real Property at 8478 and 8480-8492 Central Avenue Pursuant to Minnesota Statutes § 13D.05, Subd. 3(c)3

## **14. ADJOURN**

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

## **DISCUSSION FROM THE FLOOR**

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

## **PUBLIC HEARINGS**

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

The following format will be used to conduct the hearing:

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

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

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



## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on April 21, 2025 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

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

#### MEMBERS ABSENT

Councilmember April Moran

#### STAFF PRESENT

Sergeant Richard Kramer, Recreation Director Anne Scanlon, Attorney John Thames, Deputy City Clerk Wanda Brown

#### VISITORS

Fire Chief Dan Retka	SBM Fire Department	Spring Lake Park MN
Kurtiss Kemmet	965 83 <sup>rd</sup> Avenue NE	Spring Lake Park MN
Krista Kemmet	965 83 <sup>rd</sup> Avenue NE	Spring Lake Park MN
Ken Kieffer	546 Rosedale Road NE	Spring Lake Park MN

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

None

### 5. DISCUSSION FROM THE FLOOR

Mr. Kurtiss Kemmet, residing at 965 83<sup>rd</sup> Avenue NE, is requesting permission to build a six-foot privacy fence around what he considers his backyard. He noted that his property is on a corner lot, and that he has seen similar fences exist on another corner lots in the neighborhood. He stated that a permit was submitted, however it was returned with an amendment requiring the fence to drop to four-feet from the garage forward along Laddie Lake Road. Mr. Kemmet is requesting approval to maintain the six-foot height instead of proceeding without permission.

Mayor Nelson inquired of Mr. Kemmet if he had discussed the issue with the Building Official Baker. Mayor Nelson recommended that Mr. Kemmet apply for a variance and go in front of the Planning Commission.

Councilmember Goodboe-Bisschoff inquired of Deputy Clerk Brown about the Planning Commission. Ms. Brown informed the Council that the application deadline for the April 28 has passed, so Mr. Kemmet would have to make an application for the May Planning Commission Meeting.

## **6. CONSENT AGENDA**

- A. Approval of Minutes – April 7, 2025 City Council Work Session Minutes
- B. Approval of Minutes – April 7, 2025 City Council Meeting
- C. Approval of March Claims List – General Disbursement #25-05 - \$652,702.34
- D. Revenue and Expenditure Report – March 31, 2025
- E. Mayor's Proclamation – Administrative Professionals Day – April 23, 2025
- F. Mayor's Proclamation – Loyalty Day – May 1, 2025
- G. Contractor's Licenses
- H. Sign Permits

Motion made by Councilmember Wendling to approve Consent Agenda.

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

## **7. DEPARTMENT REPORTS**

### **A. SBM Fire Department Report**

Fire Chief Retka stated that the calls for 2025 are up 20% compared to ending 2024 at calls being 22% up for the year. He stated that the majority of the calls the Department is seeing are medical. He stated that due to the change in the way the station is staffed response time has gone from 12 minutes to 5 minutes when a fire call is received.

Chief Retka stated that 6 full time captains were added to the roster. He stated that this insured that there was an experience certified officer on each truck. He stated that the Fire Department is operating out of 2 stations instead of 5 stations therefor reducing the CIP by \$3 million dollars. He stated that with the last payment for Station 3 in May, they are ready to move on constructing a new station in the northeast quadrant of Blaine.

Chief Retka provided an overview on the EMS Program and the Fire Academy. Councilmember Wendling inquired about the equipment from the stations that are offline. Chief Retka stated that all the equipment from Station 2 will be moved to the new station. He gave an update on working with the DNR to have firefighters red card certified. He noted that he is working on a cooperative agreement to house the DNR out of Station 3.

**B. Police Report**

Sergeant Kramer reported that the Police Department responded to 849 calls for service in March 2025 compared to 829 calls for service for the month of March 2024. He stated that School Resource Officer Imig handled 9 school-related calls, 4 student contacts, 17 escorts and 3 follow up investigations.

Sergeant Kramer said Investigator Bennek reported handling 27 cases for the month of March, 26 of which are felony in nature, and 1 misdemeanor, while monitoring 4 forfeiture cases. He stated that Investigator Bennek closed on case in March.

**C. Parks and Recreation Report**

Parks and Recreation Director Scanlon provided an overview of the activities for March. She noted that Clare Waddell, the new Recreation Program Supervisor, started at the end of March and has been a valuable asset to the team. She said that program participation is growing with the partnerships with New Brighton and Mounds View.

Director Scanlon noted that planning for Tower Days is ongoing and that donations and sponsorships are increasing. She said that the Earth Day celebration will be at Able Park on April 26, 2025. She noted that the free daytime seminars for residents is a big hit and several day trips are planned, including a fishing trip on Lake Mille Lacs on May 22, 2025.

**8. ORDINANCES AN/OR RESOLUTIONS**

None

**9. NEW BUSINESS**

None

**10. REPORTS****A. Attorney's Report**

None

**B. Engineer's Report**

Report accepted as presented.

**C. Administrator Report**

None

**11. OTHER**

A. Closed Session - Consideration of the Lease of Real Property at 8478 and 8480-8492 Central Avenue Pursuant to Minnesota Statutes 13D.05, Subd. 3(c)3

Motion made by Councilmember Wendling to close the City Council meeting for Consideration of the Lease of Real Property at 8478 and 8480-8492 Central Avenue Pursuant to Minnesota Statutes 13D.05, Subd. 3(c)3

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

Meeting closed at 7:56 PM.

Meeting reconvened at 8:34 PM

Attorney Thames stated that the City Council met in closed session to discuss Consideration of the Lease of Real Property at 8478 and 8480-8492 Central Avenue Pursuant to Minnesota Statutes 13D.05, Subd. 3(c)3. Attorney Thames stated that City Council has provided staff and the attorney with direction.

**12. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 8:35 PM

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**MAYOR'S PROCLAMATION  
MUNICIPAL CLERKS WEEK  
MAY 5-11, 2025**

**WHEREAS**, the Office of the Municipal Clerk is a cornerstone of effective local government, providing essential services that support transparency, accountability, and public participation; and

**WHEREAS**, Municipal Clerks serve as the official record keepers of their communities, managing vital documents, ordinances, resolutions, and proceedings with accuracy and integrity; and

**WHEREAS**, Municipal Clerks administer fair and impartial elections, ensuring the democratic process at the local level remains strong and accessible; and

**WHEREAS**, Municipal Clerks provide a direct link between citizens and their local government, delivering courteous, knowledgeable, and efficient service to residents, elected officials, and staff alike; and

**WHEREAS**, the Municipal Clerk's Office is a vital hub of communication, organization, and responsiveness, playing a key role in the day-to-day operations of the City of Spring Lake Park; and

**WHEREAS**, the International Institute of Municipal Clerks has designated the week of May 5–11, 2025, as Municipal Clerks Week, a time to recognize the valuable contributions of Municipal Clerks across the nation.

**NOW, THEREFORE**, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim the week of May 5 through May 11, 2025 as

**MUNICIPAL CLERKS WEEK**

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

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Spring Lake Park to be affixed this 5th day of May, 2025.

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator





## **MAYOR'S PROCLAMATION**

### **NATIONAL POLICE WEEK - MAY 11-17, 2025 PEACE OFFICERS MEMORIAL DAY – MAY 15, 2025**

**WHEREAS**, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as National Police Week, to honor the service and sacrifice of law enforcement officers across the nation; and

**WHEREAS**, members of the Spring Lake Park Police Department play an essential role in safeguarding the rights and freedoms of the residents of Spring Lake Park; and

**WHEREAS**, it is important for all citizens to understand and appreciate the duties, responsibilities, hazards, and sacrifices of their law enforcement officers, and to recognize their dedication to preserving law and order in our community; and

**WHEREAS**, the officers of the Spring Lake Park Police Department are committed to maintaining peace, enforcing the law with fairness, compassion, and professionalism, and building strong partnerships with the community they serve; and

**WHEREAS**; it is fitting and proper that we express our sincere gratitude to the men and women who serve in law enforcement for their courage, commitment, and sacrifice.

**NOW, THEREFORE**, I, Mayor Robert Nelson, do hereby proclaim the week of May 11 through May 17, 2025, as **NATIONAL POLICE WEEK** in the City of Spring Lake Park, and further proclaim May 15, 2025, as **PEACE OFFICERS MEMORIAL DAY**, in honor of those law enforcement officers who have made the ultimate sacrifice in the line of duty.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Spring Lake Park to be affixed this 5th day of May, 2025.

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator



**MAYOR'S PROCLAMATION  
BUILDING SAFETY MONTH  
MAY 2025**

**WHEREAS**, our homes, schools, businesses, and places of gathering are all made safer and more resilient through the efforts of building safety professionals, including building inspectors, plan reviewers, architects, engineers, and other construction industry professionals; and

**WHEREAS**, Building Safety Month is an international campaign presented by the International Code Council each May to raise awareness about building safety, the importance of building codes, and the role of code officials in protecting the public; and

**WHEREAS**, the theme for Building Safety Month 2025, “Mission Possible: Building Safety Where You Live, Work & Play”, encourages all individuals to take responsibility for safety in the built environment and highlights how modern building codes contribute to communities that are safe, resilient, and sustainable; and

**WHEREAS**, building safety professionals in the City of Spring Lake Park work year-round to implement and enforce state and local codes, ensure safe construction practices, and support the development of safe housing, commercial buildings, and public infrastructure; and

**WHEREAS**, the dedicated efforts of our Building Official and inspection staff help protect lives and property in our community, ensuring the structures in which we live, learn, work, and play are safe and sound.

**NOW, THEREFORE**, I, Robert Nelson, Mayor, of the City of Spring Lake Park, do hereby proclaim the month of May 2025 as

**BUILDING SAFETY MONTH**

in the City of Spring Lake Park and do hereby express the community’s appreciation to Building Official Jeff Baker and Permit Technician Kristine Pearson for their efforts in ensuring the construction of high-quality buildings within the city.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Spring Lake Park to be affixed this 1st day of May, 2025.

\_\_\_\_\_  
Robert Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Daniel R. Buchholtz, City Administrator



# AIA® Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*  
Spring Lake Park City Hall  
Renovation/Expansion  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

**CONTRACT INFORMATION:**  
Contract For: General Construction  
  
Date: February 5, 2024

**CHANGE ORDER INFORMATION:**  
Change Order Number: 005  
  
Date: April 16, 2025

**OWNER:** *(Name and address)*  
City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

**ARCHITECT:** *(Name and address)*  
Stantec Architecture Inc.  
733 Marquette Avenue  
Suite 1000  
Minneapolis, MN 55402

**CONTRACTOR:** *(Name and address)*  
Construction Results Corporation  
14170 23rd Avenue North  
Plymouth, MN 55447

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Proposal Request No. 21: Add chair rail in Intox 168 = \$668.03

Proposal Request No. 22R: Add push button control station for door 183-3 and 183-5 = \$1,096.85

Proposal Request No. 23: Add power receptacle in north wall of Office 116 = no cost change

Proposal Request No. 25 (COR #141 and 142): Paint City Garage 137 = \$20,361.76

Proposal Request No. 26: Add chair rail in Waiting 102 and replace exterior metal wall panels = \$4,647.66

COR #144: Revise door lock and replace toilet paper holder in Holding Cell 169 = \$1,734.67

COR #145: Add paper towel cabinets in Toilet/Shower rooms 177 and 179 = \$386.71

The original Contract Sum was	\$ 5,955,690.00
The net change by previously authorized Change Orders	\$ 293,145.19
The Contract Sum prior to this Change Order was	\$ 6,248,835.19
The Contract Sum will be increased by this Change Order in the amount of	\$ 28,895.68
The new Contract Sum including this Change Order will be	\$ 6,277,730.87

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Stantec Architecture Inc.

**ARCHITECT** *(Firm name)*

*Bruce P. Paulson*

**SIGNATURE**

Bruce P. Paulson, PM

**PRINTED NAME AND TITLE**

April 23, 2025

**DATE**

Construction Results Corporation

**CONTRACTOR** *(Firm name)*

*Mike Luurtsema*

**SIGNATURE**

Mike Luurtsema, President

**PRINTED NAME AND TITLE**

2025-04-25

**DATE**

City of Spring Lake Park

**OWNER** *(Firm name)*

**SIGNATURE**

**PRINTED NAME AND TITLE**

**DATE**

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**User Notes:**

(3B9ADA39)

# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
**Z2NCU-NPBSK-AQFTB-UPHQU**

DOCUMENT COMPLETED BY ALL PARTIES ON  
**25 APR 2025 14:46:02 UTC**

## SIGNER

**MIKE LUURTSEMA**

EMAIL  
**MIKE.LUURTSEMA@CONSTRUCTIONRESULTS.COM**

## TIMESTAMP

SENT  
**25 APR 2025 14:41:32 UTC**

VIEWED  
**25 APR 2025 14:45:29 UTC**

SIGNED  
**25 APR 2025 14:46:02 UTC**

## SIGNATURE

*Mike Luurtsema*

IP ADDRESS  
**96.78.81.138**

LOCATION  
**MINNEAPOLIS, UNITED STATES**

## RECIPIENT VERIFICATION

EMAIL VERIFIED  
**25 APR 2025 14:45:29 UTC**





**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: PR #21

DATE: 1/15/2025

DESCRIPTION : Chair Rail at 168

PROJECT : Spring Lake Park City Hall Renovation / Expansion

C.R.C. PROJECT : 7088

	Supervision and Project Management	CHAIR RAIL WORK							TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>											
LABORER									0.000	\$98.00	\$0.00
LABORER - OVERTIME									0.000	\$147.00	\$0.00
CARPENTER		4.00							4.000	\$105.00	\$420.00
CARPENTER - OVERTIME									0.000	\$157.50	\$0.00
SUPERINTENDENT									0.000	\$150.00	\$0.00
PROJECT MANAGER									0.000	\$150.00	\$0.00
<b>MATERIALS &amp; EQUIPMENT :</b>											
CHAIR RAIL		\$ 140.98									\$140.98
FASTENERS		\$ 35.00									\$35.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
<b>SUBCONTRACTORS :</b>											
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00

<b>SUBTOTAL =</b>	<b>\$595.98</b>
10% OVERHEAD & FEE =	\$59.60
5% OVERHEAD & FEE =	\$0.00
BOND COST =	\$12.46
<b>TOTAL =</b>	<b>\$668.03</b>



**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 139

DATE: 2/10/2025

DESCRIPTION : PR #22R

PROJECT : SLP CITY HALL

C.R.C. PROJECT : #6935

	Supervision and Project Management							TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>										
LABORER								0.000	\$98.00	\$0.00
LABORER - OVERTIME								0.000	\$147.00	\$0.00
CARPENTER								0.000	\$105.00	\$0.00
CARPENTER - OVERTIME								0.000	\$157.50	\$0.00
SUPERINTENDENT								0.000	\$150.00	\$0.00
PROJECT MANAGER	1.00							1.000	\$150.00	\$150.00
<b>MATERIALS &amp; EQUIPMENT :</b>										
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>SUBCONTRACTORS :</b>										
RETROFIT		\$ 868.00								\$868.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00

<b>SUBTOTAL =</b>	<b>\$1,018.00</b>
10% OVERHEAD & FEE =	\$15.00
5% OVERHEAD & FEE =	\$43.40
BOND COST =	\$20.45
<b>TOTAL =</b>	<b>\$1,096.85</b>



**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 141  
 DATE: 2/10/2025  
 DESCRIPTION : PR #25 RESPONSE  
 PROJECT : SLP CITY HALL  
 C.R.C. PROJECT : #6935

	Supervision and Project Management							TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>										
LABORER								0.000	\$98.00	\$0.00
LABORER - OVERTIME								0.000	\$147.00	\$0.00
CARPENTER		6.00						6.000	\$105.00	\$630.00
CARPENTER - OVERTIME								0.000	\$157.50	\$0.00
SUPERINTENDENT	1.00							1.000	\$150.00	\$150.00
PROJECT MANAGER	1.00							1.000	\$150.00	\$150.00
<b>MATERIALS &amp; EQUIPMENT :</b>										
ROOF BLOCKING MATERIALS										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>SUBCONTRACTORS :</b>										
BRUSHMASTERS		\$ 7,142.00								\$7,142.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00

<b>SUBTOTAL =</b>	<b>\$8,072.00</b>
10% OVERHEAD & FEE =	\$93.00
5% OVERHEAD & FEE =	\$357.10
BOND COST =	\$161.92
<b>TOTAL =</b>	<b>\$8,684.02</b>



**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 26

DATE: 3/25/2025

DESCRIPTION : PR #26 RESPONSE - CHAIR RAIL AND WALL PANELS ONLY

PROJECT : SLP CITY HALL

C.R.C. PROJECT : \$7,088

	Supervision and Project Management							TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>										
LABORER								0.000	\$98.00	\$0.00
LABORER - OVERTIME								0.000	\$147.00	\$0.00
CARPENTER		6.00						6.000	\$105.00	\$630.00
CARPENTER - OVERTIME								0.000	\$157.50	\$0.00
SUPERINTENDENT	2.00							2.000	\$150.00	\$300.00
PROJECT MANAGER	1.00							1.000	\$150.00	\$150.00
<b>MATERIALS &amp; EQUIPMENT :</b>										
LIFT		\$ 400.00								\$400.00
CHAIR RAIL		\$ 280.00								\$280.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>SUBCONTRACTORS :</b>										
										\$0.00
PBS - WALL PANELS		\$ 2,500.00								\$2,500.00
										\$0.00
										\$0.00
										\$0.00
								<b>SUBTOTAL = \$4,260.00</b> 10% OVERHEAD & FEE = \$176.00 5% OVERHEAD & FEE = \$125.00 BOND COST = \$86.66 <b>TOTAL = \$4,647.66</b>		





**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 142

DATE: 2/12/2025

DESCRIPTION : PR #25 RESPONSE - ADDITIONAL PAINTING REQUESTED BY DAN

PROJECT : SLP CITY HALL

C.R.C. PROJECT : #6935

	Supervision and Project Management							TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>										
LABORER								0.000	\$98.00	\$0.00
LABORER - OVERTIME								0.000	\$147.00	\$0.00
CARPENTER								0.000	\$105.00	\$0.00
CARPENTER - OVERTIME								0.000	\$157.50	\$0.00
SUPERINTENDENT	1.00							1.000	\$150.00	\$150.00
PROJECT MANAGER	1.00							1.000	\$150.00	\$150.00
<b>MATERIALS &amp; EQUIPMENT :</b>										
ROOF BLOCKING MATERIALS										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>SUBCONTRACTORS :</b>										
BRUSHMASTERS		\$ 10,600.00								\$10,600.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00

<b>SUBTOTAL =</b>	<b>\$10,900.00</b>
10% OVERHEAD & FEE =	\$30.00
5% OVERHEAD & FEE =	\$530.00
BOND COST =	\$217.74
<b>TOTAL =</b>	<b>\$11,677.74</b>



**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 144

DATE: 2/21/2025

DESCRIPTION : Change TP Holder and Door Lock at Holding Cell

PROJECT : SLP CITY HALL

C.R.C. PROJECT : #7088

	Supervision and Project Management							TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>										
LABORER								0.000	\$98.00	\$0.00
LABORER - OVERTIME								0.000	\$147.00	\$0.00
CARPENTER		2.00						2.000	\$105.00	\$210.00
CARPENTER - OVERTIME								0.000	\$157.50	\$0.00
SUPERINTENDENT	3.00							3.000	\$150.00	\$450.00
PROJECT MANAGER	1.00							1.000	\$150.00	\$150.00
<b>MATERIALS &amp; EQUIPMENT :</b>										
DOOR LOCK		\$ 400.00								\$400.00
TOILET PAPER HOLDER		\$ 337.57								\$337.57
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>SUBCONTRACTORS :</b>										
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00

<b>SUBTOTAL =</b>	<b>\$1,547.57</b>
10% OVERHEAD & FEE =	\$154.76
5% OVERHEAD & FEE =	\$0.00
BOND COST =	\$32.34
<b>TOTAL =</b>	<b>\$1,734.67</b>



**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 145

DATE: 3/5/2025

DESCRIPTION : COR #145 - Paper Towel Holders

PROJECT : SLP CITY HALL

C.R.C. PROJECT : #6935

	Supervision and Project Management							TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>										
LABORER								0.000	\$98.00	\$0.00
LABORER - OVERTIME								0.000	\$147.00	\$0.00
CARPENTER		1.00						1.000	\$105.00	\$105.00
CARPENTER - OVERTIME								0.000	\$157.50	\$0.00
SUPERINTENDENT								0.000	\$150.00	\$0.00
PROJECT MANAGER	0.50							0.500	\$150.00	\$75.00
<b>MATERIALS &amp; EQUIPMENT :</b>										
TRI-STATE		\$ 165.00								\$165.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>SUBCONTRACTORS :</b>										
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00

<b>SUBTOTAL =</b>	<b>\$345.00</b>
10% OVERHEAD & FEE =	\$34.50
5% OVERHEAD & FEE =	\$0.00
BOND COST =	\$7.21
<b>TOTAL =</b>	<b>\$386.71</b>

## **RESOLUTION NO. 2025-15**

### **FIREFIGHTER DECLARATION ON A DUAL POSITION FOR PUBLIC EMPLOYEES RETIREMENT ASSOCIATION OF MINNESOTA**

**WHEREAS**, the policy of the State of Minnesota as declared in Minn. Stat. Section 353.63 is to give special consideration to firefighters who are required to perform hazardous work and who devote their time and skills to protecting the property and personal safety of others; and

**WHEREAS**, Minnesota Statutes Chapter 353 permits the governing body of a governmental subdivision to request coverage in the Public Employees Police and Fire Plan for all services rendered by an employee holding a fire service position that requires firefighting on a primary vases and related non-fire firefighting duties on a secondary basis; provided further, that none of the firefighting services rendered by the employee are earning credits in a relief association that operates under Chapter 424A; and

**WHEREAS**, for the governing body to declare to the Public Employees Retirement Association that a fire department position with dual roles is that of a firefighter who is eligible to participate in the Police and Fire Plan, the duties and training qualifications of the position and employee must meet the following minimum requirements:

1. The position requires and the employee holds a Firefighter I or Firefighter II state certification or meets equivalent training standards established by the SBM Fire Department; and
2. The primary services of the position are firefighting. Primary is understood to mean the highest priority task and a job requirement that the employee respond on a regular basis to the fire calls (and medical emergencies if applicable) that are received at the fire station to which the employee is assigned during the employee's established work hours.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby declares that the position titled Firefighter/Fire/Housing/Code Inspector currently held by Nicholas Anderson is for primary services that of a firefighter who qualifies for membership in the Police and Fire Plan; and

**BE IT FURTHER RESOLVED** that the City Council does hereby request that the employee holding this position be accepted as a member of the Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the City of Spring Lake Park.

The foregoing resolution was moved for adoption by.

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 5th day of May, 2025.

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator





# Memorandum

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

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

**Date:** March 4, 2025

**Subject:** Adoption of Resolution 2025-15, PERA Police and Fire Plan Eligibility for Nick Anderson

The City has appointed Nick Anderson as Fire Inspector/Code Enforcement Official, succeeding Walter Morris. As part of his duties, Mr. Anderson will serve as a daytime responder for the SBM Fire Department.

Adoption of Resolution 2025-15 will declare that Mr. Anderson's primary duties include firefighting, thereby making him eligible for enrollment in the PERA Police and Fire Plan. This practice is consistent with how similar daytime responder positions for are treated in the City of Blaine.

Staff recommends adoption of Resolution 2025-15 to ensure compliance and continuity with past practice.

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

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

Contractor's Licenses

May 5, 2025

General Contractors

Aspen Exteriors, Inc.

Xclusiv Renovations, LLC.

Mechanical Contractors

4Front Energy Solutions, Inc.

Anderson's Residential Heating and Air

Eco Mechanical Services, LLC.

St. Cloud Refrigeration, Inc.

A-ABC Appliance & Heating, LLC dba Total Comfort

Plumbing Contractors

4Front Energy Solutions, Inc.

Commers Conditioned Water Company

Lodderly Plumbing, LLC.

Sign Contractor

Resolution Graphics, Inc.





# Memorandum

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To: Mayor Nelson and Members of the City Council

Cc: Dan Buchholtz, City Administrator

From: George Linngren, Public Works Director

Date: May 1, 2025

Subject: April 2025 Public Works Report

The work activities for April.

- **North Garage Cleanup & Recycling Prep:** Significant cleaning and organizing was completed at the North Garage at City Hall in preparation for the recycling event held on April 26th. We filled one dumpster with scrap metal and another with general waste.
- **Recycling Event:** The recycling event was a great success thanks to the extensive preparation by Haley Morrison, our recycling lead. The event ran smoothly over the four-hour period, diverting a substantial amount of material from the landfill. Special thanks to Cory Haugen and Austin Becker for their assistance.
- **Street Sweeping:** The new street sweeper was put to use, and a complete pass through the city has already been made. We collected approximately 50 yards of debris during this first round.
- **Media Coverage:** Cable News conducted an interview and demonstration segment featuring myself and Cory Haugen with the new sweeper. The segment is available on the city's website.
- **Park & Ball Field Maintenance:** Park mowing has begun, and ball fields are being prepped for the season, including trimming, fertilizing, and application of weed control. Brett DeBoer and Ben Turbitt have been actively managing these tasks with valuable help from returning seasonal staff, Terry Randall and Steve Coyle.
- **City Hall Project:** The City Hall renovation project is nearing completion. Our team has wrapped up smaller tasks, while the contractor is addressing the final punch list items.
- **Hydrant Flushing:** A full round of hydrant flushing was completed with minimal disruption. Thank you to Trevor Heller and Ben Turbitt for their efforts.
- **Watermain Repairs:** Watermain breaks were repaired on 81st Street, 6th Street, and Fillmore Street.
- **General Support:** In addition to the above, our team continued to support other departments as needed. It's encouraging to see the collaboration across departments.

1. I attended 2 council meetings and 1 workshop.
2. I attended the bi weekly construction meetings for city hall.
3. I attended SUSA, the monthly Utility operators meeting.
4. I attended the Coon Creek Watershed meeting.

This concludes my report for the month of May. I will stand for questions.



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

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## REPORT

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

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

In April 2025, a total of 35 building, 20 electrical, 2 zoning, 7 mechanical, and 11 plumbing for a total of 75 permits issued compared to a total of 42 in 2024. I conducted 75 inspections in the month of April including 42 building, 5 rental, 0 fire, 1 Certificate of Occupancy and 27 nuisance inspections. 2 Administrative Offense Tickets were issued.

I'd like to take a moment to recognize Nick Anderson, who joined our team this week. Although it is only his first week with the City of Spring Lake Park, Nick has already demonstrated a strong ability to adapt to our processes and procedures. His previous experience in the field has clearly prepared him well, and he's been able to pick up our workflow quickly and effectively. We're glad to have him on board and look forward to his continued contributions to the department.

Now that the Fire Inspector position has been filled, rental inspection letters have been sent out to property owners. With inspections resuming on schedule, we're optimistic about a smooth and cooperative year. Our goal is to maintain compliance across the board—and ideally, we hope to see no rental license revocations brought forward to the Council agenda this year.

I'm pleased to report that Spring Lake Park's online permitting system is now fully up and running. Permit Technician Kristine Pearson, along with many of our contractors, have expressed how easy and smooth the new process is. Transitioning to an all-electronic system has streamlined our workflow and improved accessibility for both staff and applicants.

Online permitting is clearly the direction the industry is heading, and thanks to the support and forward-thinking of this City Council, Spring Lake Park is now part of that modern movement. Thank you for helping us step confidently into this new era of permitting.

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

- City Council meetings on April 7<sup>th</sup>.
- Planning Commission Meeting April 28<sup>th</sup>.
- 8478 Central Ave Walk Through April 30<sup>th</sup>.

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



Stantec Consulting Services Inc.  
733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

April 28, 2025  
File: 193807275

**Attention: Mr. Dan Buchholtz, Administrator**  
City of Spring Lake Park  
City Hall  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

**Reference: 2025 Street Improvements Project - Final Assessment Hearing**

Dear Dan,

Bids were received for the 2025 Street Improvements Project (Taylor Street NE and 79<sup>th</sup> Avenue NE) on March 10, 2025. Final proposed assessment information has been determined based on the low bid received. The current estimated project cost information is:

Total Project Cost:	\$ 249,690.00
Amount to be Assessed:	\$ 171,779.91

The total amount to be assessed is based on the city assessment practice as outlined in Resolution 98-48. The final proposed assessment rates are approximately 36% less than the rates presented last fall.

The **proposed per parcel assessment rate is \$1,800.04** per residential equivalent parcel. This compares to the proposed assessment amount of \$2,850 presented at the Public Improvement Hearing.

The **proposed townhome assessment rate is \$1,080.02** per unit. This compares to the proposed townhome assessment amount of \$1,710 presented at the Public Improvement Hearing.

The **proposed per foot assessment rate for non-residential properties is \$53.60** per front foot (compared to \$84.88 presented at the Public Improvement Hearing last fall).

This information can be presented at the final Assessment Hearing on May 5, 2025.

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

Regards,  
**STANTEC**

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

Phil Gravel

cc: George Linngren

Attachment: Final Assessment Roll

**FINAL ASSESSMENT ROLL**  
**2025 STREET IMPROVEMENTS PROJECT (79th Avenue & Taylor St.)**  
 SPRING LAKE PARK, MINNESOTA  
 MARCH 2025

Property ID	Property Address	Owner	Frontage	Proposed Assessment	other address
PIN: 01-30-24-32-0001	1100 81ST AVE NE	IND SCHOOL DISTRICT 16	1162	\$ 62,283.20	1415 81ST AVE NE ... 55432
PIN: 01-30-24-33-0029	900 79TH AVE NE	SAXE, SHAWN	74.9	\$ 1,800.04	
PIN: 01-30-24-33-0030	910 79TH AVE NE	TURNER, ANDREW	74.63	\$ 1,800.04	
PIN: 01-30-24-33-0031	920 79TH AVE NE	CARRIGAN, RICHARD & DARLEEN	74.63	\$ 1,800.04	
PIN: 01-30-24-33-0032	930 79TH AVE NE	HARLAN, BARBARA J TRUSTEE	74.63	\$ 1,800.04	
PIN: 01-30-24-33-0047	7892 TYLER ST NE	PATTERSON, MYRA	132.9	\$ -	
PIN: 01-30-24-33-0033	7899 TYLER ST NE	BUZZELLI, JEFFERY & C M	132.9	\$ -	
PIN: 01-30-24-33-9901	7890-7872 Taylor St NE	townhome association	226.66	\$ -	
PIN: 01-30-24-33-9901	7897-7873 Taylor St NE	townhome association	110.0	\$ -	
PID 01-30-24-33-0003	7890 HIGHWAY 65 NE	JOHNSON, STEVEN D	124	\$ 6,646.40	3012 109TH LN NW, COON RAPIDS, 55433
PIN: 01-30-24-33-0079	7890 TAYLOR ST NE	BUDILOVSKY TRUSTEE, JOAN		\$ 1,080.02	
PIN: 01-30-24-33-0080	7884 TAYLOR ST NE	SOLLIE, DANIEL L		\$ 1,080.02	
PIN: 01-30-24-33-0081	7878 TAYLOR ST NE	COOK, DARLENE K		\$ 1,080.02	
PIN: 01-30-24-33-0082	7872 TAYLOR ST NE	CAZA, TIMOTHY R		\$ 1,080.02	
PIN: 01-30-24-33-9901		1	182.68		
PIN: 01-30-24-33-0083	7866 TAYLOR ST NE	ASPENSON, JAKE		\$ 1,080.02	
PIN: 01-30-24-33-0084	7860 TAYLOR ST NE	LIVDAHL TRUSTEE, BARBARA J		\$ 1,080.02	
PIN: 01-30-24-33-0085	7854 TAYLOR ST NE	WITKOWSKI ROSEANN		\$ 1,080.02	
PIN: 01-30-24-33-0086	7848 TAYLOR ST NE	BIRR, DOUGLAS J		\$ 1,080.02	
PIN: 01-30-24-33-0087	7842 TAYLOR ST NE	OYEWUMI, OYEBANKE		\$ 1,080.02	
PIN: 01-30-24-33-9901		2	202.51		
PIN: 01-30-24-33-0088	7836 TAYLOR ST NE	HUESER, DARLENE		\$ 1,080.02	
PIN: 01-30-24-33-0089	7830 TAYLOR ST NE	MCCARTHY BRIAN J		\$ 1,080.02	608 W 5TH ST Adrian MN 56110
PIN: 01-30-24-33-0090	7824 TAYLOR ST NE	ANDERSON, KRISTENE J		\$ 1,080.02	
PIN: 01-30-24-33-0091	7818 TAYLOR ST NE	CORDES, JOANN M		\$ 1,080.02	
PIN: 01-30-24-33-0092	7812 TAYLOR ST NE	SKWAREK DAWN E		\$ 1,080.02	
PIN: 01-30-24-33-9901		3	190.86		
PIN: 01-30-24-33-0093	7806 TAYLOR ST NE	COCCHIARELLA, CHRISTINE A		\$ 1,080.02	

PIN: 01-30-24-33-0094	7800 TAYLOR ST NE	SCHENDEL, CAROLE		\$	1,080.02	
PIN: 01-30-24-33-0095	7790 TAYLOR ST NE	SHANOR, MATTHEW		\$	1,080.02	
PIN: 01-30-24-33-0096	7778 TAYLOR ST NE	HANSEN, LINDA		\$	1,080.02	
PIN: 01-30-24-33-0097	7766 TAYLOR ST NE	PERAULT JAMES A & LOIS A		\$	1,080.02	
PIN: 01-30-24-33-9901		4	193.14			
PIN: 01-30-24-33-0098	7754 TAYLOR ST NE	OCHU TRUSTEE, BRUCE R		\$	1,080.02	
PIN: 01-30-24-33-0099	7742 TAYLOR ST NE	WYNNE TRUSTEE, ROBERT W		\$	1,080.02	
PIN: 01-30-24-33-0100	7730 TAYLOR ST NE	KLARKOWSKI, PATRICIA		\$	1,080.02	
PIN: 01-30-24-33-0101	7718 TAYLOR ST NE	KAHLE E GILBERT		\$	1,080.02	
PIN: 01-30-24-33-9901		5				
PIN: 01-30-24-33-0071	1011 OSBORNE RD NE	MINN. YOUTH ATHLETIC SERVICES INC	250.00	\$	10,988.00	
PIN: 01-30-24-33-0104	7897 TAYLOR ST NE	SCHULTZ GARY J		\$	1,080.02	
PIN: 01-30-24-33-0105	7891 TAYLOR ST NE	SMITH MICHAEL B		\$	1,080.02	
PIN: 01-30-24-33-0106	7885 TAYLOR ST NE	BEELEN, JOHN G		\$	1,080.02	
PIN: 01-30-24-33-0107	7879 TAYLOR ST NE	PAYTON, CAROLYN		\$	1,080.02	
PIN: 01-30-24-33-0108	7873 TAYLOR ST NE	WASHINGTON, ERICK		\$	1,080.02	
PIN: 01-30-24-33-9901		1-5	196.04			
PIN: 01-30-24-33-0109	7867 TAYLOR ST NE	LIDBERG, IRENE IRIS		\$	1,080.02	
PIN: 01-30-24-33-0110	7861 TAYLOR ST NE	HANKA, LINDA		\$	1,080.02	
PIN: 01-30-24-33-0111	7855 TAYLOR ST NE	REICHSTAFT TRUSTEE, MELVIN A		\$	1,080.02	
PIN: 01-30-24-33-0112	7849 TAYLOR ST NE	LIESER PAUL C & JUDITH A		\$	1,080.02	
PIN: 01-30-24-33-0113	7843 TAYLOR ST NE	POTTER, KARI		\$	1,080.02	
PIN: 01-30-24-33-9901		6-10	200.40			
PIN: 01-30-24-33-0063	7800 HIGHWAY 65 NE	ENTERPRISE LEASING COMPANY	242.35	\$	12,989.96	2775 BLUE WATER RD, Eagan MN 55121
PIN: 01-30-24-33-0064		ENTERPRISE LEASING COMPANY	136.65	\$	7,324.44	2775 BLUE WATER RD, Eagan MN 55121
PIN: 01-30-24-33-0065	7766 HIGHWAY 65 NE	GRAHAM ENTERPRISES LLC	202.58	\$	10,858.29	3110 PRIOR CIRCLE, Roseville MN 55113
PIN: 01-30-24-33-0002	7700 HIGHWAY 65 NE	CITI GROUP AUTO INC	333.00	\$	17,848.80	200 UNIVERSITY AVE, St Paul MN 55103
			4517.5			
79th Avenue NE total assessments				\$	171,779.91	

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

**CITY OF SPRING LAKE PARK**

**RESOLUTION NO. 2025-16**

**RESOLUTION ADOPTING ASSESSMENT – 2025 STREET IMPROVEMENT  
PROJECT**

**WHEREAS**, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the 2025 Street Improvement Project, the improvement of 79th Avenue between the right of way line of Highway 65 to the centerline of Able Street and the improvement of Taylor Street between the centerline of 79th Avenue to the right of way line of Osborne Road by rehabilitating said streets, along with any needed sanitary sewer, storm sewer, sidewalk and water system repairs discovered during the project.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPRING LAKE PARK, MINNESOTA:**

1. Such proposed improvement, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2026, and shall bear interest at the rate of 4.45% per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2025. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the Administrator, Clerk/Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the Administrator, Clerk/Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The Administrator, Clerk/Treasurer shall forthwith a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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 5th day of May 2025.

APPROVED BY:

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator





April 29, 2025

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

**Reference:** 2025 Street Project (Taylor Street NE and 79<sup>th</sup> Avenue NE)  
Project 193807275  
**Bid Results and Construction Contract Award**

Dear Dan:

Bids were opened for the Project stated above on March 10, 2025. Transmitted herewith is a copy of the Bid Tabulation for your information and file. Copies will also be distributed to each Bidder once the Project has been awarded.

Eight bids were received. The following summarizes the results of the Bids received:

	<u>Contractor</u>	<u>Base Bid</u>
Low	North Valley, Inc.	\$154,937.28
2	Omann Brothers Paving, Inc.	\$155,730.80
3	ASTECH Corp.	\$166,939.64
4	Valley Paving, Inc.	\$168,649.00
5	Bituminous Roadways, Inc.	\$172,725.50
6	Park Construction Company	\$173,029.01
7	Aslakson's Services Inc.	\$184,699.40
8	Northwest	\$200,653.03

The low Bidder on the Project was North Valley, Inc. with a Total Base Bid Amount of \$154,937.28. These Bids have been reviewed and found to be in order.

**If the City Council wishes to award the Project to the low Bidder, then North Valley, Inc. should be awarded the Project on the Total Base Bid Amount of \$154,937.28.**

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

Sincerely,  
**Stantec**

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

Phil Gravel



Project Name: **2025 79th Ave NE and Taylor St. NE Street Improvements**

I hereby certify that this is an exact reproduction of bids received.

City Project No.:

Stantec Project No.: 193807275

Bid Opening: Monday, March 10, 2025 at 11:00 AM CDT

Owner: **Spring Lake Park, Minnesota**

*Phil Gravel*

Phil Gravel, P.E.

License No. 19864

**Bidder No. 1**

**Bidder No. 2**

**Bidder No. 3**

**Bidder No. 4**

**BID TABULATION**

**North Valley, Inc.**

**Omann Brothers Paving, Inc.**

**Asphalt Surface Technologies Corp.  
a/k/a ASTECH Corp.**

**Valley Paving, Inc.**

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>BASE BID:</b>											
1	MOBILIZATION	LUMP SUM	1	\$3,198.92	\$3,198.92	\$9,000.00	\$9,000.00	\$9,500.00	\$9,500.00	\$7,300.00	\$7,300.00
2	TRAFFIC CONTROL	LUMP SUM	1	\$2,060.32	\$2,060.32	\$3,000.00	\$3,000.00	\$2,200.00	\$2,200.00	\$2,000.00	\$2,000.00
3	SAWING CONCRETE PAVEMENT (FULL DEPTH)	EACH	30	\$21.69	\$650.70	\$3.50	\$105.00	\$3.00	\$90.00	\$3.50	\$105.00
4	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	2350	\$2.06	\$4,841.00	\$0.01	\$23.50	\$2.53	\$5,945.50	\$1.65	\$3,877.50
5	REMOVE CURB & GUTTER	LIN FT	400	\$8.79	\$3,516.00	\$5.16	\$2,064.00	\$7.48	\$2,992.00	\$13.00	\$5,200.00
6	REMOVE CONCRETE VALLEY GUTTER	SQ FT	96	\$5.42	\$520.32	\$10.32	\$990.72	\$7.48	\$718.08	\$8.00	\$768.00
7	REMOVE BITUMINOUS PAVEMENT	SQ FT	1250	\$1.25	\$1,562.50	\$1.50	\$1,875.00	\$1.21	\$1,512.50	\$1.10	\$1,375.00
8	BITUMINOUS PATCH SPECIAL 3-INCH	SQ FT	1250	\$3.16	\$3,950.00	\$5.20	\$6,500.00	\$4.02	\$5,025.00	\$4.25	\$5,312.50
9	MILL BITUMINOUS SURFACE (2.0 INCHES)	SQ YD	8200	\$1.71	\$14,022.00	\$2.20	\$18,040.00	\$1.21	\$9,922.00	\$2.15	\$17,630.00
10	BITUMINOUS MATERIAL FOR TACK COAT	GAL	515	\$3.25	\$1,673.75	\$3.50	\$1,802.50	\$3.00	\$1,545.00	\$2.00	\$1,030.00
11	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	990	\$96.74	\$95,772.60	\$92.80	\$91,872.00	\$96.58	\$95,614.20	\$103.50	\$102,465.00
12	ADJUST VALVE BOX (WITH NEW TOP SECTION)	EACH	8	\$389.86	\$3,118.88	\$600.00	\$4,800.00	\$495.00	\$3,960.00	\$600.00	\$4,800.00
13	ADJUST FRAME & RING CASTING	EACH	2	\$813.29	\$1,626.58	\$600.00	\$1,200.00	\$770.00	\$1,540.00	\$1,075.00	\$2,150.00
14	MILL AROUND FRAME & RING CASTING	EACH	6	\$27.11	\$162.66	\$80.00	\$480.00	\$101.20	\$607.20	\$90.00	\$540.00
15	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	400	\$32.53	\$13,012.00	\$25.70	\$10,280.00	\$38.50	\$15,400.00	\$26.00	\$10,400.00
16	7-INCH CONCRETE VALLEY GUTTER	SQ FT	96	\$16.27	\$1,561.92	\$15.98	\$1,534.08	\$36.96	\$3,548.16	\$26.00	\$2,496.00
17	EROSION CONTROL	LUMP SUM	1.00	\$1,518.13	\$1,518.13	\$2,064.00	\$2,064.00	\$5,500.00	\$5,500.00	\$800.00	\$800.00
18	PERMANENT RESTORATION (SEEDING)	SQ YD	100	\$21.69	\$2,169.00	\$1.00	\$100.00	\$13.20	\$1,320.00	\$4.00	\$400.00
<b>TOTAL BASE BID</b>					\$154,937.28		\$155,730.80		\$166,939.64		\$168,649.00
Contractor Name and Address:				North Valley, Inc.		Omann Brothers Paving, Inc.		Asphalt Surface Technologies Corp. a/k/a ASTECH Corp.		Valley Paving, Inc.	
				20015 Iguana St. NW, Ste. 100		6551 Labeau Ave. NE		8348 Ridgewood Rd.		8800 13th Ave. E.	
				Nowthen, MN 55330		Albertville, MN 55301		St. Joseph, MN 56302		Shakopee, MN 55379	
Phone:				(763) 274-2580		(763) 497-8259		(320) 363-8500		(952) 445-8615	
Email:				<a href="mailto:les@northvalleyinc.net">les@northvalleyinc.net</a>		<a href="mailto:paving@omanninc.com">paving@omanninc.com</a>		<a href="mailto:lanceastech@yahoo.com">lanceastech@yahoo.com</a>		<a href="mailto:brent@valleypaving.com">brent@valleypaving.com</a>	
Signed By:				Leslie A. Bloom		Dec Lindenfelser		Dale R. Strandberg		Brent Carron	
Title:				President		Coop. Secretary		Vice President		President	
Bid Security:				Bid Bond		Bid Bond		Bid Bond		Bid Bond	
Addenda Acknowledged:				1		1		1		1	



Project Name: 2025 79th Ave NE and

City Project No.: \_\_\_\_\_

Bid Opening: Monday, March 10, 2

**Bidder No. 5**

**Bidder No. 6**

**Bidder No. 7**

**Bidder No. 8**

**BID TABULATION**

**Bituminous Roadways, Inc.**

**Park Construction Company**

**Aslakson's Services Inc.**

**Northwest Asphalt**

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>BASE BID:</b>											
1	MOBILIZATION	LUMP SUM	1	\$10,000.00	\$10,000.00	\$19,042.08	\$19,042.08	\$9,000.00	\$9,000.00	\$8,555.00	\$8,555.00
2	TRAFFIC CONTROL	LUMP SUM	1	\$4,000.00	\$4,000.00	\$1,938.00	\$1,938.00	\$3,500.00	\$3,500.00	\$5,425.00	\$5,425.00
3	SAWING CONCRETE PAVEMENT (FULL DEPTH)	EACH	30	\$25.00	\$750.00	\$20.40	\$612.00	\$6.00	\$180.00	\$8.00	\$240.00
4	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	2350	\$1.50	\$3,525.00	\$1.94	\$4,559.00	\$3.50	\$8,225.00	\$3.50	\$8,225.00
5	REMOVE CURB & GUTTER	LIN FT	400	\$11.00	\$4,400.00	\$14.11	\$5,644.00	\$6.50	\$2,600.00	\$26.30	\$10,520.00
6	REMOVE CONCRETE VALLEY GUTTER	SQ FT	96	\$24.00	\$2,304.00	\$5.82	\$558.72	\$4.60	\$441.60	\$28.00	\$2,688.00
7	REMOVE BITUMINOUS PAVEMENT	SQ FT	1250	\$1.75	\$2,187.50	\$1.27	\$1,587.50	\$2.25	\$2,812.50	\$6.05	\$7,562.50
8	BITUMINOUS PATCH SPECIAL 3-INCH	SQ FT	1250	\$8.00	\$10,000.00	\$4.31	\$5,387.50	\$5.50	\$6,875.00	\$4.45	\$5,562.50
9	MILL BITUMINOUS SURFACE (2.0 INCHES)	SQ YD	8200	\$2.00	\$16,400.00	\$1.60	\$13,120.00	\$1.90	\$15,580.00	\$1.31	\$10,742.00
10	BITUMINOUS MATERIAL FOR TACK COAT	GAL	515	\$1.00	\$515.00	\$0.01	\$5.15	\$5.50	\$2,832.50	\$4.25	\$2,188.75
11	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	990	\$90.00	\$89,100.00	\$96.40	\$95,436.00	\$108.32	\$107,236.80	\$101.60	\$100,584.00
12	ADJUST VALVE BOX (WITH NEW TOP SECTION)	EACH	8	\$400.00	\$3,200.00	\$418.87	\$3,350.96	\$275.00	\$2,200.00	\$645.00	\$5,160.00
13	ADJUST FRAME & RING CASTING	EACH	2	\$800.00	\$1,600.00	\$802.12	\$1,604.24	\$400.00	\$800.00	\$615.00	\$1,230.00
14	MILL AROUND FRAME & RING CASTING	EACH	6	\$400.00	\$2,400.00	\$0.01	\$0.06	\$75.00	\$450.00	\$618.50	\$3,711.00
15	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	400	\$35.00	\$14,000.00	\$30.60	\$12,240.00	\$42.00	\$16,800.00	\$35.82	\$14,328.00
16	7-INCH CONCRETE VALLEY GUTTER	SQ FT	96	\$14.00	\$1,344.00	\$15.30	\$1,468.80	\$21.00	\$2,016.00	\$36.68	\$3,521.28
17	EROSION CONTROL	LUMP SUM	1.00	\$5,000.00	\$5,000.00	\$3,060.00	\$3,060.00	\$1,350.00	\$1,350.00	\$7,575.00	\$7,575.00
18	PERMANENT RESTORATION (SEEDING)	SQ YD	100	\$20.00	\$2,000.00	\$34.15	\$3,415.00	\$18.00	\$1,800.00	\$28.35	\$2,835.00
<b>TOTAL BASE BID</b>					<b>\$172,725.50</b>		<b>\$173,029.01</b>		<b>\$184,699.40</b>		<b>\$200,653.03</b>
Contractor Name and Address:				Bituminous Roadways, Inc.		Park Construction Company		Aslakson's Services Inc.		Northwest	
				1520 Commerce Dr.		1481 81st Ave. NE		1555 Bench St.		1451 Stagecoach Rd.	
				Mendota Heights, MN 55120		Minneapolis, MN 55432		Red Wing, MN 55066		Shakopee, MN	
Phone:				(651) 686-7001		(763) 786-9800		(651) 388-3330		(952) 445-1003	
Email:				<a href="mailto:info@bitroads.com">info@bitroads.com</a>		<a href="mailto:cborene@parkconstructionco.com">cborene@parkconstructionco.com</a>		<a href="mailto:aaron@aslaksons.com">aaron@aslaksons.com</a>		<a href="mailto:noahhendrichson@nwasphalt.net">noahhendrichson@nwasphalt.net</a>	
Signed By:				Pam Hague		Charlie Borene		Aaron Aslakson		Noah Hendrichson	
Title:				Secretary		Vice President		President		Estimator/PM	
Bid Security:				Bid Bond		Bid Bond		Bid Bond		Bid Bond	
Addenda Acknowledged:				1		1		1		1	

## **CITY OF SPRING LAKE PARK**

### **RESOLUTION NO. 2025-17**

#### **RESOLUTION ACCEPTING BID FOR 2025 STREET IMPROVEMENT PROJECT**

**WHEREAS**, pursuant to an advertisement for bids for the 2025 Street Improvement Project, bids were received, opened and tabulated according to the law, and the following bids were received complying with the advertisement:

<b><u>Contractor</u></b>	<b><u>Total Base Bid*</u></b>
North Valley, Inc.	\$154,937.28
Omann Brothers Paving, Inc	\$155,730.80
ASTECH Corp.	\$166,939.64
Valley Paving, Inc.	\$168,649.00
Bituminous Roadways, Inc.	\$172,725.50
Park Construction Company	\$173,029.01
Aslakson's Services Inc	\$184,699.40
Northwest	\$200,653.03

**AND WHEREAS**, it appears that North Valley, Inc. is the lowest responsible bidder.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPRING LAKE PARK, MINNESOTA:**

1. Upon receipt of written concurrence from the City of Blaine, the Mayor and Administrator, Clerk/Treasurer are hereby authorized and directed to enter into the attached contract with North Valley, Inc. in the name of the city of Spring Lake Park for the 2025 Street Improvement Project, according to the plans and specifications therefor approved by the City Council and on file in the office of the Administrator, Clerk/Treasurer.
2. The Administrator, Clerk/Treasurer is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lower bidder shall be retained until a contract has been signed.

The foregoing Resolution was moved for adoption by Councilmember Wendling.

Upon Vote being taken thereon, the following voted in favor thereof: Councilmember Wendling, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Councilmember Moran, Mayor Nelson

And the following voted against the same: None

Whereon the Mayor declared said Resolution duly passed and adopted the 18th day of March 2024.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



# Memorandum

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

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

**Date:** April 25, 2025

**Subject:** Participation in Anoka County's Urban County Entitlement for CDBG and HOME Programs (2026-2028)

Every three years, Anoka County is required to requalify with the U.S. Department of Housing and Urban Development (HUD) to maintain its designation as an "Urban County" for the purposes of administering Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) program funds.

Spring Lake Park is classified as a "split city" because its municipal boundaries span both Anoka and Ramsey Counties. Under HUD rules, split cities must determine their jurisdictional alignment for each three-year entitlement period. The City may:

- Participate fully with one county;
- Divide participation by geographic area between counties; or
- Opt out entirely and apply independently through the HUD Small Cities or State-administered programs.

Spring Lake Park has historically participated with Anoka County, and that partnership has proven beneficial in securing and managing HUD resources for eligible community development projects.

For the upcoming federal fiscal years 2026 through 2028, staff recommends continuing this partnership and designating Anoka County as the sole Urban County entitlement for the entire City of Spring Lake Park, including the portion located within Ramsey County. This approach simplifies administration, ensures continuity in the grant process, and aligns with our historic practices.

Resolution 2025-13 formalizes this decision. Staff recommends approval of Resolution 2025-13.

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

**CITY OF SPRING LAKE PARK, MINNESOTA**

**RESOLUTION NO. 2025-13**

**RESOLUTION ELECTING PARTICIPATION IN ANOKA COUNTY'S URBAN COUNTY ENTITLEMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAMS FOR FEDERAL FISCAL YEARS 2026 THROUGH 2028**

**WHEREAS**, the United States Department of Housing and Urban Development (HUD) requires periodic requalification of "Urban Counties" for participation in the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs; and

**WHEREAS**, the City of Spring Lake Park spans both Anoka County and Ramsey County and is therefore considered a "split city" for the purposes of federal entitlement participation; and

**WHEREAS**, HUD regulations require split cities to designate their jurisdictional alignment for each 3-year entitlement cycle, either by selecting one urban county to represent the entire city, participating in multiple counties by geographic segment, or opting out entirely to seek Small Cities or State CDBG/HOME funds; and

**WHEREAS**, the City of Spring Lake Park has historically participated in Anoka County's Urban County Entitlement and has found it to be an effective partner in administering HUD programs.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council does hereby elect to participate entirely with Anoka County's Urban County Entitlement for the federal fiscal years 2026-2028.

**BE IT FURTHER RESOLVED** that the Administrator, Clerk/Treasurer is hereby directed to transmit this resolution to Anoka County and is authorized to execute any documents related to this election.

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 5th day of May, 2025.

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, Administrator





**Anoka County**  
**COUNTY ADMINISTRATION**  
Community & Governmental Relations

April 15, 2025

City of Spring Lake Park  
ATTN: Dan Buchholtz, City Administrator  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

**VIA: Email**

RE: 2026-2028 Urban County Requalification for participation in the following HUD Programs:  
- CDBG (Community Development Block Grant Program); and  
- HOME (HOME Investment Partnerships Program)

Dear Mr. Buchholtz:

Every three years Anoka County must complete an Urban Requalification process to continue receiving and administering HUD funds from the CDBG and HOME programs. We are currently preparing our requalification for federal fiscal years 2026 through 2028; the county is required to notify participating communities of their option to be excluded from Anoka County's "Urban County" funding cycles for the next three years.

In situations where a community, such as Spring Lake Park, spans two or more urban county entitlements (Spring Lake Park spans Anoka and Ramsey Counties); the city needs to choose one of the following options:

1. Designate the entire city be included as part of only one urban county entitlement (Anoka or Ramsey) and excluded from the other; if this choice is made, the city must remain with whichever county it designated the entire 3-year period; **OR**
2. Designate the city will participate as part of more than one "urban county" in which the city is located, provided that a single portion of the split place cannot be included in more than one entitled urban county at a time; **OR**
3. Opt-out from inclusion in either "urban county" (Anoka or Ramsey) program thereby becoming eligible to apply for grants through HUD's small cities program or the State of MN Program.

**If you choose to OPT-IN and remain a participant with Anoka County, the following will apply:**

- The grant process for your city will remain the same as it is now for CDBG and HOME programs; **AND**
- Your city will continue to be ineligible to apply for individual grants through the HUD Small Cities or State CDBG and HOME programs; **AND**
- The current *Cooperation Agreement* will automatically renew for another three-year period.



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Office: 763-324-4650 ▲ Fax: 763-324-5490

Affirmative Action / Equal Opportunity Employer

Dan Buchholtz  
4/15/2025  
Page Two

**If you choose to OPT-OUT and NOT remain a participant with Anoka County, the following will apply:**

- Your city will be able to apply for grants individually through the HUD Small Cities or State CDBG and HOME programs; BUT,
- You will not be eligible to receive funds through Anoka County for federal fiscal years 2026 through 2028.

**Please notify Anoka County (by letter and/or Resolution) no later than May 30, 2025, of your intent to:**

- Remain a member (Opt-In) or Opt-Out of Anoka County's "Urban County" program;
- As a split city, make your "Urban County" jurisdiction selection (Anoka or Ramsey)

**Failure to respond by the deadline means your city will remain a participant in Anoka County's CDBG program for the 2026-2028 qualification period.**

Mail your notification to: Anoka County  
ATTN: Ruth Thompson  
2100 3<sup>rd</sup> Avenue, Suite 700  
Anoka, MN, 55303-5024

Email your notification to: Ruth.Thompson@anokacountymn.gov

If you'd like to receive a scanned copy of the *Cooperative Agreement* to review or if you have any questions, please contact me at 763-324-4601 or [Ruth.Thompson@anokacountymn.gov](mailto:Ruth.Thompson@anokacountymn.gov)

Thank you for your prompt attention to this matter.

Sincerely,



**Ruth Thompson**  
Community Development Specialist  
Direct Dial: 763.324.4601  
E-mail: [ruth.thompson@anokacountymn.gov](mailto:ruth.thompson@anokacountymn.gov)

To:	Spring Lake Park Planning Commission	From:	Phil Carlson, AICP, Kribashini Moorthy, AICP-C; Stantec
	City of Spring Lake Park		
File:	Big Chiefs Auto 1810 County Highway 10 NE Applicant: Ajemchap T. Nkem Owner: Clara J. Gallagher Trust	Date:	April 28, 2025

**Re: Conditional Use Permit, Big Chief's Auto Center, 1810 County Highway 10**

## INTRODUCTION

The commercial property at 1810 County Highway 10 is owned by the Clara Gallagher Trust. The property is about 0.28 acres in size and occupied by a vacant 4,000-sq-ft building. The lot to the south fronting on Spring Lake Park Road is owned by the same owner and will use that property for parking. Both properties are currently zoned C-2, Neighborhood and Service Center Commercial. The applicant Mr. Nkem wants to operate an auto business from the site, including auto repair, auto body work, tire sales, car wash and car rental, which require a conditional use permit (CUP) as detailed below.

Building Official Jeff Baker inspected the property in February and informed the owner that a CUP was necessary in order to operate an auto repair business on site.

## PLANNING & ZONING CONTEXT

The property is guided Commercial on the City's Land Use Plan and zoned C-2 Neighborhood and Service Center Commercial, as illustrated on the map excerpts on the next page.

For C-2 districts, auto and marine service, parts, and repair excluding wash are permitted as a Conditional Use as per 16.64.040 Appendix D: Permitted Uses for Commercial District.

A *conditional use* is considered in planning practice and Minnesota zoning rulings to be a *permitted use* to which reasonable conditions may be attached. It is generally not advisable to deny the use outright unless there are unusual issues with a given site that would make that use inappropriate even with reasonable conditions. Under this approach, we assume that auto repair can be allowed but that the City can attach conditions to the permit to address issues on site.



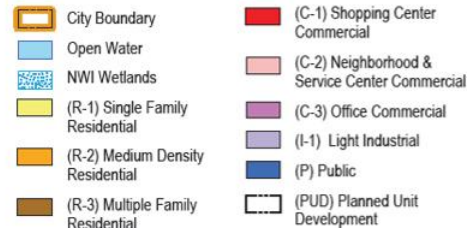
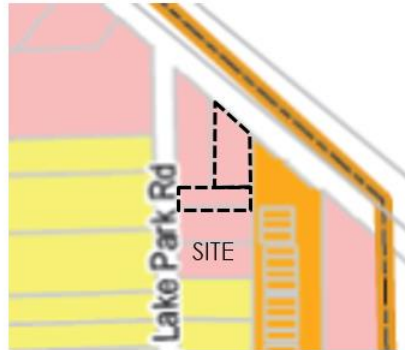


**Re: Conditional Use Permit, Big Chief's Auto, 1810 County Highway 10**

### Future Land Use Map



### Zoning Map



## HISTORY

The property was previously occupied by SERVPRO, a construction company that used the building for storage and office space. It was an allowed use in the C-2 zoning district and hence it did not require a conditional use permit. The applicant, Ajemchap T.Nkem is renting the property and intends to use it for his business that includes automotive repair, body work and tire sales. These uses are allowed subject to reasonable conditions such as screening, hours of operation, lighting, etc.

## CONDITIONAL USE PERMIT

For auto repair body work and tire sales, a conditional use permit is required and is subject to the following specific development standards according to 16.36.010 Specific Development Standards.

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

**Re: Conditional Use Permit, Big Chief's Auto, 1810 County Highway 10**

## **CONDITIONAL USE CRITERIA**

The criteria in Section 16.56.030(E)(1) of the Zoning Code related to Conditional Uses are as follows:

- a. The proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community;***

The use – auto repair – is assumed to be necessary and desirable.

- b. The use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity;***

The use, if conducted properly, will not be detrimental to people in the vicinity. Issues could potentially come up, including noise, unsightly cars, activities late in the evening, venting of odors, gas and fumes, etc.

- c. The proposed use will comply with the regulations specified in this title for the district in which the proposed use is to be located;***

The site complies with the setback, lot coverage and impervious surface coverage regulations.

- d. The use is one of the conditional uses specifically listed for the district in which it is to be located;***

The use is listed as a Conditional Use in the C-2 district.

- e. The proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity;***

Despite the proposed use being permitted as a conditional use, it may have an adverse impact on the adjacent properties. The neighbors have expressed concerns regarding the auto business, particularly due to its proximity to residential properties.

- f. The use will not lower property values or impact scenic views in the surrounding area;***

The conduct of the use itself will not lower property values, but as noted, the appearance or activity on site with many cars and no green space and landscaping may impact the area.

- g. Existing streets and highways and proposed access roads will be adequate to accommodate anticipated traffic;***

The streets are adequate to serve the use.

- h. Sufficient off-street parking and loading space will be provided to serve the proposed use;***

The use is most closely related to “service station” which requires “3 spaces per each service bay plus 1 per each employee on major shift” per 16.64.010 Appendix A: Parking Requirements. There are two service bays on the front of the building, which would require 6 spaces. On the south lot owned with the building site there is room for about 12 parking spaces. That would leave 6 spaces for employees or up to 6 employees. The parking available on site should be adequate.

**Re: Conditional Use Permit, Big Chief's Auto, 1810 County Highway 10**

***i. The use includes adequate protection for the natural drainage system and natural topography;***

Since there are no proposed changes to the building and the site, there is adequate protection for natural drainage and topography.

***j. The proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise, or vibration so that none of these will constitute a nuisance; and***

It is assumed that the use will continue to limit odor, fumes, dust, noise and vibration as required by the code.

***k. The proposed use will not stimulate growth incompatible with prevailing density standards.***

Not applicable.

## **RECOMMENDATION**

We recommend that the Planning Commission recommend approval of the Conditional Use Permit including auto repair use for Big Chief's Auto, with the following conditions which incorporate, restate, and modify the current permit conditions, with the following findings of fact:

*Conditions of Approval*

- 1) Auto repair may be conducted on site as long as all repair work is done completely within the building and all other conditions of this permit are adhered to.
- 2) Body work would be allowed as part of auto service, parts and repair by conditional use.
- 3) Tire sales are allowed as part of conditional use allowed as part of auto service, parts and repair.
- 4) Car wash is not allowed, except to clean cars inside the building for repair customers.
- 5) Car rental is not allowed to outside customers, but only as a courtesy loner to auto repair customers.
- 6) If changes to the building or site are proposed, they must be reviewed by City staff as a potential amendment to the Conditional Use Permit.
- 7) All vehicles on site must be legal and operational for public highways.
- 8) Hours of operation are 9 am to 9 pm, Monday to Friday and 9 am to 6 pm on Saturdays.
- 9) On-site lighting to be confined to the premises. Any changes in site lighting plan are to be reviewed and approved by the City Engineer.
- 10) Adequate off-street parking needs to be provided.
- 11) All other City standards related to drainage of the site and other site features are to be followed. Any changes must be reviewed and approved by the City Engineer.

**Re: Conditional Use Permit, Big Chief's Auto, 1810 County Highway 10**

*Finding of Fact for Approval*

- 1) The City has specific development standards in the zoning code.
- 2) The current site at 1810 County Highway 10 is zoned C-2 and no changes are proposed to be made to the site and building.
- 3) The uses requested in Conditional Use permit such as auto repair, body work and tire sales only are allowed as conditional use.
- 4) The use as conditioned with this approval meets the criteria for approving a Conditional Use Permit in Section 16.56.030(E)(1) of the City Code.

**OPTIONS**

- 1) Recommend approval of the CUP as presented with the recommended conditions and findings, or as modified by the Planning Commission.
- 2) Recommend denial of the CUP, with findings for denial.
- 3) Continue the items to a future meeting to gather more information or more discussion.

**60-DAY RULE**

The Conditional Use Permit application was received on February 13, 2025. The City has extended the deadline for final action upon request for additional 60 days to 120 days as allowed by State statute 15.99. The deadline for final action by the City Council is June 13, 2025.

## **RESOLUTION NO. 2025-14**

### **RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AN AUTO REPAIR USE AT 1810 COUNTY HIGHWAY 10 NE**

**WHEREAS**, Ajemchap T. Nkem (the "Applicant") has requested a Conditional Use Permit (CUP) to operate an automotive business, including auto repair, body work, and tire sales, at the property located at 1810 County Highway 10 NE (the "Property"); and

**WHEREAS**, the Property is owned by the Clara J. Gallagher Trust, identified by PIN # 06-30-23-32-0001, and is zoned C-2, Neighborhood and Service Center Commercial, which allows auto repair and related uses as conditional uses under Section 16.64.040 Appendix D of the City Zoning Code; and

**WHEREAS**, the Planning Commission, following a duly noticed public hearing held on April 22, 2025, reviewed the application and recommended approval of the CUP subject to conditions; and

**WHEREAS**, the City Council makes the following findings of fact in support of the CUP approval:

1. The proposed use is consistent with the City's Comprehensive Plan and C-2 zoning regulations.
2. The proposed use is necessary and desirable to provide services to the community and will contribute to the general welfare.
3. The proposed use, with the conditions imposed, will not be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity.
4. The proposed use will comply with applicable regulations including setback, lot coverage, impervious surface, and parking requirements.
5. Adequate access streets and off-street parking exist to serve the proposed use.
6. Measures are in place to control and prevent nuisance conditions such as odor, fumes, dust, noise, and vibration.
7. The use will not have a detrimental effect on the use and enjoyment of nearby properties nor negatively impact property values.
8. No changes to the site's natural drainage or topography are proposed, and existing drainage systems will remain protected; and

**WHEREAS**, the City Council further finds that approval of the CUP, subject to reasonable conditions, is consistent with the intent and purpose of Section 16.56.030(E)(1) of the City Code governing conditional uses.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota, that it hereby approves the Conditional Use Permit for Big Chief's Auto at 1810 County Highway 10 NE, subject to the following conditions:

1. All auto repair, body work, and tire sales must occur entirely within the building.



2. Car wash activity is limited to indoor cleaning of vehicles being serviced; no public or stand-alone car wash operations are permitted.
3. Car rental is prohibited except as a courtesy loaner service for customers having repair work completed at the site.
4. All vehicles parked or stored on site must be legally operable and display valid license plates with current tabs.
5. No outdoor storage of auto parts, inoperable vehicles, or salvage vehicles shall be permitted.
6. The hours of operation shall be limited to 9:00 a.m. to 8:00 p.m., Monday through Friday, and 9:00 a.m. to 6:00 p.m. on Saturdays. No operations shall occur on Sundays.
7. Any proposed changes to the building or site must be reviewed by City staff and may require an amendment to the CUP.
8. Site lighting shall be confined to the premises. Any changes to site lighting must be reviewed and approved by the City Engineer.
9. Adequate off-street parking must be maintained, consistent with the site plan reviewed as part of the CUP application.
10. All City standards regarding drainage, stormwater management, and other site operations shall be adhered to. Any modifications must be reviewed and approved by the City Engineer.
11. Best management practices shall be employed regarding venting and emission of odors, fumes, and gases to minimize impacts to surrounding properties.

**BE IT FURTHER RESOLVED** that the City Council adopts the findings of fact as stated herein and in the Planning Commission report dated April 28, 2025.

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 5th day of May 2025.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



**City of Spring Lake Park**  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432  
763-784-6491 (p) 763-792-7257 (f)  
[info@slpmn.org](mailto:info@slpmn.org)

### For Office Use Only

Case Number:  
Fee Paid: CASH  
Received by: WIS  
Date Filed: 2/18/25  
Date Complete:  
Base Fee: 500 Escrow: 1500

## DEVELOPMENT APPLICATION

### TYPE OF APPLICATION (Check All That Apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Appeal                       | <input type="checkbox"/> Site Plan/Building Plan Review    | <input type="checkbox"/> Variance          |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Concept Plan Review               | <input type="checkbox"/> Minor Subdivision |
| <input type="checkbox"/> Ordinance Amendment (Text)   | <input checked="" type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Lot Combination   |
| <input type="checkbox"/> Rezoning                     | <input type="checkbox"/> Interim Use Permit                | <input type="checkbox"/> Preliminary Plat  |
| <input type="checkbox"/> Planned Unit Development     | <input type="checkbox"/> Street or Easement Vacation       | <input type="checkbox"/> Final Plat        |

### PROPERTY INFORMATION

Street Address: 1810 County Hwy 10 Spring Lake Park, MN 55432  
Property Identification Number (PIN#): \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Legal Description:  
(Attach if necessary)

### APPLICANT INFORMATION

Name: Ajemchap T. Nkem Business Name: Big Chiefs auto & TI center LLC  
Address: 1810 County Hwy 10 Spring Lake Park, MN 55432  
City/State/Zip Code: Spring Lake Park, MN, 55432  
Telephone: 763 339 8888 Fax: \_\_\_\_\_ E-mail: BigChiefs@ yahoo.com  
Contact: \_\_\_\_\_ Title: Manager

### OWNER INFORMATION (if different from applicant)

Name: CLARE GALLAGHER TRUST Business Name: \_\_\_\_\_  
Address: 25904 JIVARD ST. NW  
City/State/Zip Code: 25ANTI MN 55040  
Telephone: 507-250-0011 Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_

### DESCRIPTION OF REQUEST (attach additional information if needed)

Existing Use of Property: RENTAL  
Nature of Proposed Use: AUTOMOTIVE REPAIR car rental, Body work, car wash, Tire sales  
Reason(s) to Approve Request: I wish to support community with basic car services, and help improve lives of others willing to work with me and build a better family with Spring Lake Park Community.

## APPLICATION FEES AND EXPENSES:

The City of Spring Lake Park requires all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

Minnesota Statute § 471.462 requires all cities to provide, upon request, a nonbinding estimate of consulting fees in connection with applications for permits, licenses, or other approvals relating to real estate development or construction. If the applicant requests the estimate, the application shall not be deemed complete until the City has (1) provided an estimate to the applicant; (2) received the required application fees, as specified by the City; (3) received a signed acceptance of the fee estimate from the applicant; and (4) received a signed statement that the applicant has not relied on the estimate of fees in its decision to proceed with the final application from the applicant.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. **All fees and expenses are due whether the application is approved or denied.**

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. **I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.** This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

I wish to be notified of additional costs in the following manner (select one):

☐ E-mail

Bigchiefs1ts@yahoo.com

☐ Fax

☐ USPS

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application, including all four requirements of Minnesota Statute § 471.462, should I request a written estimate of consultant fees. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: [Signature]

Date: 2/13/2025

Owner: [Signature]

Date: 2/13/2025

**NOTE: Applications only accepted with ALL required support documents.  
See City Code**

**City of Spring Lake Park**  
**Conditional Use Permit/Interim Use Permit Worksheet**

A conditional use permit or an interim use permit cannot be approved unless the Planning Commission and the City Council make certain findings and recommendations. Please provide a response on how/why your project meets the below stated criteria. Use additional sheets if necessary. If some items are not applicable for your project, write N/A. Contact the Zoning Administrator with any questions.

1. That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.

To the best of my knowledge this services will positively impact the community of spring lake park and minnesota as a whole.

2. That the proposed use will not be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity of the use or injurious to property values/improvements within the vicinity of the use.

We shall ensure all safety regulations are implemented to the help improve and build a better community.

3. That the proposed use will comply with the regulations specified in Chapter 16 of the City Code.

All codes of good conducts shall be followed to build a better community

4. That the proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity.

We will ensure our Neighbors and other property enjoy the best interests of control and maintaining cleanliness and safety

5. That the proposed use will not lower property values or impact scenic views in the surrounding area.

Our business will operate to add value to the community and property surrounding us.

6. That existing utilities, streets, highways and proposed access roads will be adequate to accommodate anticipated traffic.

We shall respect all roads and utilities highways, so as not to impact the community standards.

7. Sufficient off-street parking and loading space is available to serve the proposed use.

We do have off street park and loading and we will make sure we respect all.

8. That the proposed use includes adequate protection for the natural drainage system and natural topography.

More effort will be put to make sure proper drainage enforce and also the topography.

9. That the proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise or vibration so that none of these will constitute a nuisance.

All items or equipment use will meet standards to prevent noise, vibrations, odors to the neighborhood.

10. That the proposed use will not stimulate growth incompatible with prevailing density standards.

The proper use of the business shall be followed.

11. Please submit twelve copies of the following documents:

- a. Complete details of the proposed site development, including location of buildings, driveways, parking spaces, garages, refuse disposal areas, loading areas, dimensions of the lot, lot area and yard dimensions. The plans shall identify all adjoining properties
- b. An elevation of at least one building in detail and any sides facing onto all classes of residence districts, if different from the single elevation required.
- c. Complete landscaping plans, including species and size of trees and shrubs, proposed and required screening.\*
- d. A site plan indicating final contours at two-foot vertical intervals.\*
- e. Proposed sewer and water connections.\*
- f. Complete plans for storm water drainage systems sufficient to drain and dispose of all surface water accumulations within the area.\*
- g. Complete plans for proposed sidewalks to service parking, recreation and service areas within the proposed development.\*
- h. Complete structural, electrical and mechanical plans for the proposed buildings.\*
- i. Complete plans and specifications for exterior wall finishes proposed for all principal and accessory buildings.\*

*\* Items required to be submitted if requested by the Zoning Administrator, Planning Commission or City Council.*



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

Receipt: 0000009863  
Receipt: 02/18/25  
Cashier: WBROWN  
Received Of: NKEM, AJEMCHAP T.

1810 COUNTY HIGHWAY 10  
SPRING LAKE PARK MN 55432-2228

The sum of: \$1,500.00

BDINV 0000000928

Remaining Balance: \$0.00

Total: \$1,500.00

TENDERED: Cash

\$1,500.00

\$1,500.00



**Spring Lake Park**

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

**Receipt:** 0000009864

**Receipt:** 02/18/25

**Cashier:** WBROWN

**Received Of:** CLARA J GALLAGHER TR

**1645 S BENTSEN PALM DR UNIT 643  
PALMVIEW TX 78572-1176**

**The sum of: \$500.00**

**BDINV 0000000927**

**\$500.00**

Remaining Balance: \$0.00

**Total: \$500.00**

**TENDERED: Cash**

**\$500.00**



## CITY OF SPRING LAKE PARK NOTICE OF PUBLIC HEARING

Notice is hereby given that the Spring Lake Park Planning Commission will hold a public hearing on Monday, April 28, 2025 at 7:00 PM or soon thereafter, to consider the following:

Property Owner: Clara J Gallagher Tr (Owner)  
Applicant: Ajemchap T. Nkem  
Location: 1810 Highway 10 NE (PID # 06-30-23-32-0001). The full legal description is available to view at City Hall upon request.  
Petition: The applicant is seeking a Conditional Use Permit to operate an auto repair shop, including tire sales and other related automotive services.

The public hearing will be held at Spring Lake Park City Hall, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN. Interested individuals or organizations are encouraged to submit written comments prior to the hearing. All interested parties will be heard.



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Wanda Brown  
Deputy City Clerk

Posted: April 18, 2025  
Published: April 18, 2025

Dear Wanda,

I'm Pavel Zhuravlev the owner of Spring Lake Park Auto 8035 Spring Lake Park Rd NE, Spring Lake Park MN 55432 that is located next door parcel 2 on the map. I have purchased the property in year 2022. On top of the property purchase I paid additional \$250,000 for the name of Spring Lake Park Auto because it is a well-established over 30year old business with amazing reviews.

1810 Highway 10 building look very similar to my building and people think that I'm affiliated with the "new repair business" next door. They are already doing work from that building before they are even approved for automotive repair. (Heavy reconstruction work such as engine swaps that create a lot hazardous environmental waste) They are also telling their customers to come to Spring Lake Park Auto, I had several people come to my office to drop off keys for them, thinking that I'm affiliated with them. Positive reviews are everything especially in automotive business I try my best to get good reviews and to make my customers happy. I do not know how they will be running their business but given the similarity of the building and business type a disgruntled customer of theirs might give me a negative review hurting my good name and destroying my \$250,000 investment.

In the past week I have also seen them trying to sell cars from that location. First of all it violates MN Statue 168.27 subd 1, subd 10 and I do not want to have neighbors doing illegal activities next to my place of business. If someone is being shady with their licenses and selling vehicles the quality of the vehicle has a very good chance of being subpar and again opening up my business to negative feedback and essentially destroying it.

From the last 2 weeks I can see that Thomas Ajemchap is already operating without any licenses and permissions and breaking MN laws with selling auction cars that were purchased with other dealer licenses. The previous owner Jon Skon has worked very hard for 30 years to build Spring Lake Park Auto name to where it is. I continue to work very hard to make Spring Lake Park Auto the best I can attracting customers even from other states because they know the quality of our work and vehicles based on the reviews. I beg you not to allow this conditional use permit. It may destroy my business and my name that has over 30 years of legacy behind it.

Thank you,

Pavel Zhuravlev

651-983-3592

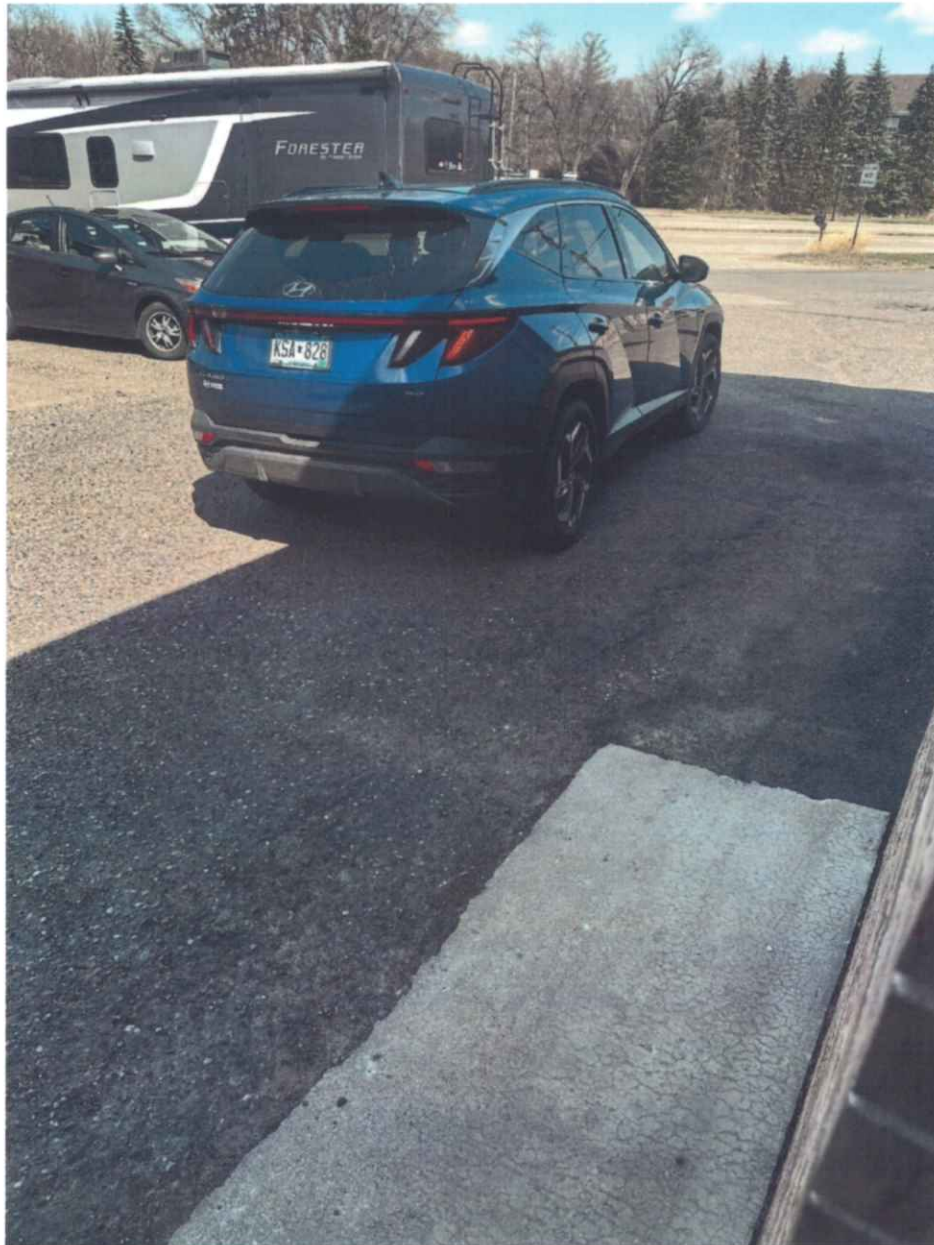
zhur0002@gmail.com

Incidents with pictures:

4/7/25 As you can see work is continuing without any permissions or licenses.



4/15/25 Someone came into my office with a check a cashiers check roughly for \$27,000. They wanted to pay for the car to Big Chief Auto that had 1810 Mounds View Blvd was the address made on the check. This again violates many MN rules and Statues. Attached is the image of the persons car who was waiting for the representative of Chief Auto at 1810 Mounds view blvd.





4/17/25 Person came with a broken rear glass to my office and told me that he was told to meet at 1810 Mounds View blvd to get their glass fixed



There has been many more instances that have showed complete disregard to vehicle selling rules or city ordinances. Allowing a conditional license will let these people bend the rules more and do things outside of those licenses creating problems for established businesses.

Thanks



# Memorandum

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To: Mayor and City Councilmembers

From: Anne Scanlon, Parks and Recreation Director

Date: April 29, 2025

Subject: Approval to Change Vendor for Senior Newsletter and Inclusion of Advertising

Dear Council Members,

I am writing to request approval to change the current vendor for the production and distribution of the Senior Newsletter. After a thorough review of options, staff recommends transitioning to a new vendor who offers enhanced services, including the ability to incorporate advertisements into the publication.

The new vendor provides a high-quality newsletter at little or no cost to the City by generating revenue through carefully selected advertising. All ads would be appropriate for our senior audience and subject to City approval. This change will allow us to maintain and potentially expand the newsletter's reach without increasing the City's expenses.

Key benefits of this change include:

- Continued delivery of the valued Senior Newsletter without additional budget impact
- Potential improvements in design, print quality, and content offerings
- City oversight over advertising to ensure it aligns with community standards

We believe this move supports fiscal responsibility while continuing to provide valuable information and resources to our senior residents. Pending Council approval, staff will work with the new vendor to ensure a smooth transition.

Thank you for your consideration. I am happy to provide additional details or answer any questions at your request.



# Memorandum

To: Mayor Nelson and Members of the City Council

Cc: Dan Buchholtz

From: George Linngren, Public Works Director

Date: May 1, 2025

Subject: Request for Approval – Purchase of Zero Turn Lawn Mower

Mayor and Council Members,

I am requesting your approval to proceed with the purchase of a new John Deere Z955 ZTrak zero-turn lawn mower, which will replace our aging Toro mower. This equipment replacement has been outlined in the 2025 Capital Improvement Plan, with \$20,000.00 allocated for the purchase.

The new mower will include a bagger and dethatcher attachment and will be acquired through the 2025 Sourcewell Cooperative Purchasing Agreement. The total purchase price is \$21,711.75; however, with the trade-in value of our current Toro mower, the final cost to the City will be \$15,511.39.

The cost savings from this purchase will allow us to consider acquiring a pull-behind slit seeder, which will be used with our existing tractor. This equipment will improve seed germination in park areas where broadcast seeding has proven ineffective. I will return to the Council with a separate request regarding that purchase at a later date.

Thank you for your consideration. If you have any questions, please feel free to contact me at (763) 257-7106.





City of Spring Lake Park  
Engineer's Project Status Report

To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 5.5.25 Meeting**  
File No.: R-18GEN

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

**2025 MS4 Permit and SWPPP Update (193801776 Task 450).** Pond, structural BMP, and outfall inspections are due annually. Part 1 of Permit Application was submitted on April 17, 2025. *MPCA requires info on partnerships with the watershed districts regarding construction inspections – need to do this in 2025.*

**2024 Sanburnol Drive NE, Elm Drive NE, and 83<sup>rd</sup> Avenue NE (193806347).** Construction started on June 10th. Final paving has been completed. A Contract Change Order has been processed to reflect miscellaneous changes that occurred during construction. *Project close-out will occur in June 2025.*

**2025 Street 79<sup>th</sup> Avenue and Taylor Street NE Mill and Overlay Project (193807275).** The project includes 79<sup>th</sup> Avenue (between Able St. and TH-65) and Taylor Street NE (between 79<sup>th</sup> Ave and Osborne Rd.). A Public Improvement Hearing was held on December 2, 2024. Bids have been received. *Public Assessment hearing will be held on May 5th.*

The current schedule for the major project tasks is:

City Council Approve Plans and Specifications	February 18, 2025 [done]
Open Bids	March 10, 2025 (11:00 AM) [done]
Declare Costs and Order Final Assessment Roll	March 17, 2025 [done]
Receive Assessment Roll & Order Assessment Hearing	April 7, 2025 [done]
Public Assessment Hearing	May 5, 2025
Award Contract (Award Bids)	May 5 <sup>th</sup>
Begin Construction	June 2025

**1-Year Warranty Televising for 2023-2024 Sanitary Sewer Lining Project (193805871).** Visu-Sewer continues with the 1-year warranty inspection. George Linngren is watching this.

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

**Possible Future Storm Sewer Lining Project (19380xxxx).** The CIP includes future lining of storm sewers. Public works is evaluating sewers for a possible lining project in 2025.

**Future Water Tower Painting Project (19380xxxx).** The CIP includes rehabilitation of the coatings on the Able and Arthur water towers. *On 4.17.25, the Administrator submitted a PPL application for possible State of MN Drinking Water Revolving Fund (DWRF) financing for the 2027-2028 construction project. Next step is to submit an Intended Use Plan (IUP) application.*

**Terrace Park Improvements Project (19380xxxx).** The Parks and Recreation Director has identified repairs necessary for court repairs. A 2025 repair project will be completed.

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