



**CITY COUNCIL AGENDA  
MONDAY, DECEMBER 2, 2019  
7:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ADDITIONS OR CORRECTIONS TO AGENDA
5. DISCUSSION FROM THE FLOOR
6. **CONSENT AGENDA:**
  - A. Approval of Minutes – November 18, 2019
  - B. Budget to Date (October)/Statement of Fund Balance
  - C. Fourth Quarter Billing for 2020 Payable 2021 Property Tax Assessment – Ken Toltzmann
  - D. Anoka County Regional Economical Development 2020 Voluntary Cost Sharing Agreement
  - E. Resolution 19-42 Certifying Delinquent Accounts - Anoka County
  - F. Business Licenses
    1. Used Car Licenses
    2. Dance Licenses
    3. Liquor Licenses
    4. Tobacco Licenses
    5. Used Car Licenses
  - G. Contractor's Licenses
7. **PUBLIC HEARINGS**
  - A. Truth in Taxation for 2020
  - B. Interim Ordinance Establishing A Moratorium On Two-Family Dwellings in the R-1 Zoning District
8. **PUBLIC WORKS REPORT**
9. **CODE ENFORCEMENT REPORT**
10. **ORDINANCES AND/OR RESOLUTIONS**
  - A. Ordinance 459 Amending the Official Zoning Map of the City of Spring Lake Park and Creating a New Planned Unit Development District
  - B. Resolution 19-43 Approving Preliminary Plat For JP Brooks Homes
  - C. Ordinance 460 An Interim Ordinance Establishing A Moratorium Temporarily Prohibiting Approval of Conditional Use Permits For Two-Family Dwellings in the R-1 Zoning District
11. **ENGINEER'S REPORT**
12. **ATTORNEY'S REPORT**
13. **REPORTS**
  - A. Beyond the Yellow Ribbon Report
14. **OTHER**
  - A. Administrator Reports
  - B. Closed Session to Discuss Sale of 525 Osborne Road NE
15. **ADJOURN**

**SEE NEXT PAGE FOR RULES FOR PUBLIC HEARINGS AND  
DISCUSSION FROM THE FLOOR**

## **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 to 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 was held on November 18, 2019 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

### 1. Call to Order

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

### 2. Roll Call

Members Present: Councilmembers Wendling, Delfs, Goodboe-Bisschoff and Mayor Nelson

Members Absent: Councilmember Dircks

Staff Present: Public Works Director Randall; Sergeant Antoine; Building Inspector Baker; Parks and Recreation Director Okey; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Joan Morphew, Resident of Legends of Spring Lake Park  
Christine Baker, Resident of Legends of Spring Lake Park  
Mary Andersohn, Resident of Legends of Spring Lake Park  
Karen Weinhold, Resident of Legends of Spring Lake Park

Mayor Nelson requested a moment of silence to recognize the passing of former Councilmember Barbara Carlson and the loss of two residents in a recent house fire.

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz requested that applications for Right of Way Permits for Xcel Energy and CenterPoint Energy be added to the Consent Agenda as Item 6K.

### 5. Discussion From The Floor

Karen Weinhold, Resident of Legends of Spring Lake Park, addressed the Council regarding her concerns at the Legends and requested for the Fire Department to come to the building for a safety talk. She also voiced her concerns with the parking at the Legends. She stated that there is a lack of parking spaces for the residents and the process to obtain parking permits is not easy for the residents.

Building Inspector Baker stated that he will work with the Fire Department on being present for their presentation to the Legends residents. He advised the residents that he will work with them so they are aware when they need to evacuate the building and the proper way to do so.

Joan Morphew, Resident of the Legends of Spring Lake Park, stated that she is concerned with the parking issues and towing that is taking place at the building. She stated that a very limited amount of parking passes are available and there are no discussions that take place between the residents and management.

Administrator Buchholtz stated that he will be in contact with the management staff to address the issues brought forward at the meeting. He stated that although the City does not have any authority on how the building is operated, he will present the residents concerns to management and advise that they take care of the immediate issues. He stated that he will follow up with Fire Chief to arrange a safety program for the residents at the Legends.

Christine Baker, Resident of Legends of Spring Lake Park, stated that she is very concerned with the commotion that takes place in the hallways at the Legends. She stated that she often does not feel safe in the garage area and noted that she has witnessed young adults in the garage area late at night. She is upset that it is not a senior building and there are all ages in the building.

Administrator Buchholtz advised the residents that if at anytime they do not feel safe they should call 911 and have an officer respond so that it is recorded of the incidents. He stated that management has worked hard on addressing problem tenants.

Mayor Nelson stated that he will work with city staff and Dominion staff to assure that the issues are looked into and that the residents feel safe. He stated that Dominion is working on residents who have “three strike” letters sent to them and many are asked to leave before the third letter is sent.

Councilmember Goodboe-Bisschoff inquired on how many residents have moved out due to safety. The residents of the Legends estimated 40 people. Administrator Buchholtz stated that he will ask for that information when he meets with management staff.

Administrator Buchholtz reminded the residents that they should place a call to 911 for any disturbances and if there residents being loud past the quiet hours of the building. He stated that management monitors the police calls and reports to the building.

#### 6. Consent Agenda:

Mayor Nelson reviewed the following Consent Agenda items:

- A. Approval of Minutes – November 4, 2019
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 19-19 - \$329,505.39
- C. Approval of Right of Way Application – CenturyLink
- D. LMCIT Insurance Tort Limit Acceptance
- E. Resolution 19-38 Establishing Precinct and Polling Locations for 2020 Election Year
- F. Resolution 19-39 Amending 2019 General Fund Budget
- G. Contractor’s Request for Payment No. 2- 2019 Sanitary Sewer Lining Project
- H. Contractor’s Licenses
- I. Sign Permit
- J. Correspondence
- K. Approval of Right of Way Application – CenterPoint Energy and Xcel Energy

Councilmember Wendling requested an explanation on ed on Item 6F, Resolution 19-39 Amending the 2019 General Fund Budget.

Administrator Buchholtz stated that the budget was set in 2018 and allocations for the Building Official contract services was not included. He stated that with the retirement of Mr. Brainard, the contract for building inspections needed to be added to cover the MNSPECT services. He stated that the amount of



employee costs needs to be reduced so the allocation for contract services can be added.

MOTION BY COUNCILMEMBER WENDLING APPROVING THE CONSENT AGENDA. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 7. Police Report

Sergeant Antoine reviewed the October 2019 department statistics.

Sergeant Antoine reported that the Police Department responded to six hundred twenty calls for service for the month of October 2019 compared to four hundred ninety one calls for service in October 2018.

Sergeant Antoine reported that with school back in session School Resource Officer Fiske reported handling 19 calls for service, along with conducting 37 students contacts, six escorts and 13 follow up investigations into school related incidents. She noted that there has been a considerable amount of Lost, Stolen and Found Property reports at the school.

Sergeant Antione reported that Investigator Bennek reports handling a case load of 25 cases for the month of October 2019. He reported that 21 of these cases were felony in nature, two were gross misdemeanor and 2 of them were misdemeanor in nature.

Sergeant Antione reported that the Spring Lake Park Police Department participated in the 18<sup>th</sup> National Drug Take Back Day on October 26, 2019. He reported that the Police Department collected six boxes of prescription medications totaling 86.8 pounds. He reminded the residents that the Department provides for a daily location to drop off unwater prescription medications over the course of the year.

Sergeant Antoine reported, in addition to addressing the day-to-day operations of the Department, Chief Ebeltoft attended numerous meetings throughout the month representing Spring Lake Park Police Department and the City of Spring Lake Park. He noted that Chief Ebeltoft expresses his gratitude to the Mayor and City Council for allowing him to attend the 2019 International Association Chiefs of Police Conference.

#### 8. Code Enforcement Report

Building Inspector Baker stated that in October 2019, 29 building permits, one fire suppression, five zoning, 9 mechanical and 13 plumbing permits were issued for a total of 59 permits compared to a total of 47 in 2018. He reported that the Code Enforcement Department conducted 81 inspections in the month of October including 40 rentals, six zoning, 12 nuisance and eight fire inspections.

Mr. Baker reported that in October he spent quite a bit of time setting up the Commercial Fire Inspection Program. He stated that he received access to Image Trent, which is a computer software offered by the State of MN to track commercial fire inspections. He stated that the Police Department has done a wonderful job at keeping a list of commercial properties in the City, but with the software he will be able to record all annual and routine fire inspections. He stated that this will help with the Certificate of Occupancy program that has already been established in the City.

Mr. Baker reported that he attended the Council meeting on October 7; a Department meeting on October 8; and the Building Official Limited class on October 28 – November 1.

9. Parks and Recreation Report

Parks and Recreation Director Okey reported that Jessica Abt and Wesley Goldberg, Recreation Programmers, started on October 21, 2019. She stated that they are already working on program planning and the winter activities brochure. She stated that they have been shadowing classes and attending various programs.

Ms. Okey reported that she attended the Lions Pancake Breakfast and thanked Councilmember Wendling and Marian Rygwall for assisting at the Parks and Recreation booth.

Ms. Okey reported that the Parks and Recreation Commission met and discussed Turkey Shoot event on November 16, 2019 and upcoming programs. She reminded residents that there are four vacant seats on the Parks and Recreation Commission and encouraged residents to apply.

Ms. Okey provided a recap of the events held in the month of October.

10. Ordinances And/Or Resolutions

A. Resolution 19-40 Certifying Delinquent Accounts – Anoka County

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE RESOLUTION 19-40 CERTIFYING DELINQUENT ACCOUNTS – ANOKA COUNTY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 19-41 Certifying Delinquent Accounts – Ramsey County

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE RESOLUTION 19-41 CERTIFYING DELINQUENT ACCOUNTS – RAMSEY COUNTY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Unfinished Business

A. Anoka County 2020 Agreement for Residential Recycling Program

Administrator Buchholtz presented a copy of the 2020 Residential Recycling Agreement to the Council. He reported that the 2020 Municipal Reimbursement Funding Allocation calls for the count to pay the city a base of \$10,000 plus \$5.00 per household and option for other recycling opportunities.

Municipal Grant Funding (\$10.00 + \$5 per household):	\$23,675.00
Monthly Drop-off Center:	\$10,000.00
Organics Collections:	\$ 2,735.00
Recycling Enhancement Grant:	\$ 2,735.00

Administrator Buchholtz stated that the City applied for an additional \$20,000.00 and was awarded the amount. He stated that the base amount combined with the additional grant gives the City of Spring Lake Park’s Recycling program a total contract award of \$59,145.00

Administrator Buchholtz stated that staff recommends of approval of the agreement.

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE ANOKA COUNTY AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM 2020 (SCORE). ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

## 12. New Business

### A. Approve 2019 Amended and Restated Joint Powers Agreement for A Coalition of Metropolitan Communities

MOTION MADE BY MAYOR NELSON TO APPROVE 2019 AMENDED AND RESTATED JOINT POWERS AGREEMENT FOR A COALITION OF METROPOLITAN COMMUNITIES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

### B. Approval of Joint Powers Agreement with City of Mounds View for Building Inspection Services

Administrator Buchholtz reported that the City has received complaints from business owners regarding the lack of timeliness for the review of commercial building permits by the City's building official service provider, MNSPECT. He stated that despite efforts by MNSPECT to correct this, the complaints have continued.

Administrator Buchholtz reported that the Building Inspector Jeff Baker, has scheduled his Certified Building Official (CBO) – Limited exam for Wednesday, November 20, 2019. He stated that upon passage of that exam, Inspector Baker will be able to perform plan reviews and inspections on one- and two-family residential dwellings within the City. He stated that Mr. Baker continues to work towards qualifying to take the full CBO exam in the future.

Administrator Buchholtz stated that staff has worked collaboratively with the City of Mounds View on an arrangement that will allow Mr. Baker to work under the Mounds View Building Official's license for commercial and multi-family residential plan review and inspections. He stated that this innovative approach will provide Inspector Baker with opportunity to gain further experience with commercial and multi-family plan reviews and inspections under the guidance of a CBO.

Administrator Buchholtz stated that the Joint Powers Agreement calls for the compensation to Mounds View to be \$60.00/hour for services rendered. He stated that the JPA will continue until Inspector Baker obtains his Certified Building Official license or the parties provide written notice to end it earlier. He stated that it is anticipated that the relationship will continue well in the future, particularly with covering vacations.

Administrator Buchholtz stated that Attorney Thames drafted the agreement and submitted it to LMCIT for their review under their contract review service. He stated that staff recommends the following actions:

- Approval of the JPA. Mounds View approved the agreement at their November 12, 2019, City Council meeting.
- Authorize the Administrator, Clerk/Treasurer to submit its 60-day notice to MNSPECT to terminate the "Agreement and Contract for Inspection Services."

Councilmember Goodboe-Bisschoff inquired on how many complaints there have been and from which businesses. Mayor Nelson stated that there have been at least six complaints from local businesses that are currently working on projects.

Councilmember Goodboe-Bisschoff inquired on the time period of the complaints. Administrator Buchholtz stated that the contract with MNSPECT started in April. He stated that complaints started after the plan reviews were not completed in the estimated time frame the contractors were given.

MOTION MADE BY MAYOR NELSON TO APPROVE JOINT POWERS AGREEMENT WITH CITY OF MOUNDS VIEW FOR BUILDING INSPECTION SERVICE AND AUTHORIZE ADMINISTRATOR, CLERK/TREASURER TO SUBMIT 60 DAY NOTICE TO MNSPECT TO TERMINATE AGREEMENT AND CONTRACT FOR INSPECTION SERVICES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### C. Approval of 2020 Recycling Budget

Administrator Buchholtz presented the 2019 projected and actual revenues and expenditures. He stated that the 2019 revenues are short until the City submits the July – December 2019 SCORE report and the reimbursement form to Xcel Energy for the recycling of fluorescent bulbs which will be submitted in January 2020.

Administrator Buchholtz stated that the 2020 expenditures and expenditures are figured from the revenues and expenditures from 2019. He reported that 2019 projected budget to be \$195,935.43 with the actual being \$155,887.65. He reported the 2020 projected budget to be \$194,854.82.

Councilmember Delfs inquired as to why the line item of Community Event/Park dropped significantly to \$7,000.00 from \$12,652.83. Recycling Coordinator Brown explained that in 2019 recycling receptacles were purchased for various locations and they will not need to be purchased in upcoming year.

MOTION MADE COUNCILMEMBER DELFS TO APPROVE 2020 RECYCLING BUDGET. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### D. Approval of 2020 Public Utilities Budget

Administrator Buchholtz presented the 2020 Public Utilities budget for the City Council to review and approve.

Administrator Buchholtz reported that revenues are anticipated at \$1,558,945, which is an increase of \$42,641 or 2.8%. He stated that this revenue growth is due to anticipated revenues from the opening of the Hy-Vee Fast and Fresh convenience store late this year and the opening of the Hy-Vee store early in 2020. He stated that expenditures are also anticipated at \$1,558,945, resulting in a balanced budget.

Administrator Buchholtz stated that the City's efforts to contain I&I through its sanitary sewer lining program appear to be paying off. He stated that the City will experience a \$8,659 reduction in the Metro Waster Control line item for 2020. He stated that these are the fees that City pays to Metropolitan Council Environmental Services (MCES) for the treatment of the City's wastewater.

Administrator Buchholtz stated that cost drivers include increases in wages and benefits and increases in utility maintenance costs (watermain breaks, sewer breaks, etc.) He stated that staff is not proposing a utility rate increase (water or sanitary) for 2020. He stated that it has been three years since the City's last utility rate increase.

Administrator Buchholtz stated that the City's water and sewer rates compare favorably with cities across the Twin Cities metropolitan area. He stated that City has some of the lowest utility rates in the Twin Cities Metropolitan area.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE 2020 PUBLIC UTILITIES BUDGET. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

E. Award Contract for 2019 Garfield Pond Improvement Project

Administrator Buchholtz reported that the bids were opened for the Garfield Pond Improvement Project on November 12, 2019. He reported that 10 bids were received.

He provided the following summary of the bid results:

	<u>Contractor</u>	<u>Total Base Bid</u>
Low	Jacon LLC	\$410,789.00
#2	Rachel Contracting	\$473,141.50
#3	Veit & Company	\$479,851.25
#4	New Look Contracting, Inc.	\$480,883.50
#5	Park Construction Company	\$494,420.50
#6	Dave Perkins Contracting, Inc.	\$495,812.00
#7	LinnCo, Inc.	\$508,445.30
#8	Northland Excavating	\$509,706.31
#9	LaTour Construction, Inc.	\$565,858.37
#10	Meyer Contracting, Inc.	\$565,858.38

Administrator Buchholtz reported that the low bidder on the project was Jacon LLC with a Total Base Bid of \$410,789.00. He stated that the low bid amount of \$410,789.00 is slightly less than the combined estimated construction and contingency amount used for the grant application on this project.

Administrator Buchholtz reported that these bids have been reviewed and found to be in order. He stated that if the City wishes to award the Project to the low bidder, then Jacon LLC should be awarded the project on the total base bid. He stated that award of the project, should be content upon Rice Creek Watershed District concurrence that the award is compliant with the grant requirements.

Mayor Nelson inquired if Mr. Randall was familiar with this contractor and if they have done work in the City previously. Mr. Randall stated he was not aware of this contractor and would be attending the pre-construction meeting on November 19, 2019. He stated that he will be active at the project once it is started.

MOTION MADE BY COUNCILMEMBER DELFTS TO AWARD CONTRACT FOR GARFIELD POND PROJECT TO JACON LLC IN THE AMOUNT OF \$410,789.00. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

F. Authorization to Purchase Park Equipment for Terrance and Able Parks

Parks and Recreation Director Okey reported that Terrace Park has a play structure that currently has a metal slide, which can get very hot in the summer; in addition, this play structure has constant repair issues. She stated that she discussed the option of repairing or purchasing a new piece of equipment with Public Works staff and the Park Commission. She reported that the consensus is to replace the unit with new as it is one of the oldest pieces of playground equipment and it is unable to determine how long replacement parts will be available.

Ms. Okey reported that she has received a quote from MN Wisconsin Playground, who operates under the State contract, for a replacement structure called Ollies' Nook in the amount of \$8,7000.00. She stated that is the

order is placed now, the sale price is locked in. She stated that delivery would be in the spring and Public Works would do the installation thus saving \$3,440.00

Ms. Okey reported that, due to the increased usage of the basketball courts at Able Park, the Park Commission suggest purchasing benches for participants to gather while waiting for the next game. She stated that the Commission voted on November 14, 2019 to have two benches installed. The quote for each bench is \$377.00.

Ms. Okey stated that she is requesting authorization to purchase from MN Wisconsin Playground the play structure and benches in the amount of \$10,788.23 to be taken from the Park and Recreation Special Projects Fund and the Park Equipment and Improvement Fund equally. She stated that both fund accounts are not taxpayer funded but rather Park Commission funds and donations/permit fees.

Councilmember Delfs stated that he is happy to see the metal slides removed and agreed that the benches will be a great addition.

MOTION MADE BY COUNCILMEMBER DELFS TO AUTHORIZE PURCHASE OF PLAY STRUCTURE AND BENCHES IN THE AMOUNT OF \$10,788.32. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### G. Authorization to Purchase Code Enforcement Vehicle

Code Enforcement Official Baker reported that he is seeking authorization to purchase a Chevrolet Equinox for the new Code Enforcement vehicle. He stated that the current vehicle is a 2006 Ford Taurus that is rapidly deteriorating. He stated that the new vehicle will be used for the all day to day inspections.

Mr. Baker reported that he reviewed the state contract and found that Ranger GM in Hibbing, MN is the best price for the City. He stated that he received a price quote for the vehicle of \$25,112.80. He stated that he is requesting authorization to purchase the vehicle. He stated that funds will be paid from the 2018 Equipment Replacement Certificate.

Councilmember Wendling inquired if the vehicle would need additional equipment or lights added. Mr. Baker stated that decals would be added to vehicle and possibly some additional lights.

Mayor Nelson inquired if the hands-free technology was included in the vehicle and if the old vehicle would be sent to auction. Mr. Baker stated that the vehicle is equipped with hand free technology. He stated that the old Code Enforcement vehicle would go to the auction.

Councilmember Goodboe-Bisschoff inquired if Friendly Chevrolet in Fridley is an option to purchase the vehicle. Mr. Randall stated that Friendly Chevrolet is not on the state contract and they are not able to match the state contract pricing. He stated that the vehicle is delivered from the Hibbing dealership for a low cost. He reported that any vehicle maintenance can be done at any dealership and Friendly Chevrolet would be an option for this.

MOTION MADE BY COUNCILMEMBER GOODBOE-BISSCHOFF OF APPROVE PURCHASE OF CHEVROLET EQUINOX IN THE AMOUNT OF \$25,112.80. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

H. Approve Rooftop Unit at 8466 Central Avenue NE

Administrator Buchholtz reported that a request from RS Properties was received for the City to participate in the replacement of a rooftop unit at the City's property at 8466 Central Avenue NE.

Administrator Buchholtz reported that this was the oldest rooftop unit in the building. He stated that this unit heats the kitchen, bathrooms and the front entryway in the building. He stated that the City sent a HVAC contractor over to check the unit. He stated that the contract concurred with RS Properties that the unit is not repairable due to its age and inability to find parts for the unit.

Administrator Buchholtz reported that RS Properties obtained a quote for the rooftop unit replacement. He stated that the quote is \$13,998.00 for a new 7.5-ton rooftop unit. He stated that the lease calls for the tenant to maintain the ventilation system in the building to a good standard. He stated that due to the age and condition of this unit at the signing of the lease, it is fair for the City, as owner of the building, to contribute toward the replacement.

Administrator Buchholtz reported that staff recommends the City contribute 50% of the cost of the new unit. He stated that this recommendation is based on a 15-year life for the unit and the fact that the RS Properties lease and lease option covers 8 of those 15 years.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE ROOFTOP UNIT REPLACEMENT AT 8466 CENTRAL AVENUE NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

13. Engineer's Report- None14. Attorney's Report - None15. Reports

Mayor Nelson reported that the porkchop dinner for the Beyond the Yellow Ribbon Committee will be held on Monday, November 25, 2019. He stated that there will not be a dinner held in December due to the Christmas holiday.

A. Administrator Reports

Administrator Buchholtz reported the administrators from Blaine, Mounds View and Spring Lake Park will be reviewing the Joint Powers Agreement with the Fire Department. He stated that there could be some amendments to the Joint Powers Agreement in the future.

Administrator Buchholtz requested a workshop session on Monday, December 9, 2019 at 5:30 PM.

16. Other- None

15. Adjourn

MOTION BY COUNCILMEMBER WENDLING TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting was adjourned at 8:39 PM.

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Robert Nelson, Mayor

Attest:

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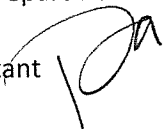
Daniel R. Buchholtz, Administrator, Clerk/Treasurer



MEMORANDUM

DATE: November 26, 2019

TO: Mayor, City Council and Department Heads

FROM: Peggy Anderson, Accountant 

RE: Budget to Date (as of October 31, 2019)

Attached is the October, 2019 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **16.68% remaining**. The overall General Fund ratio is **22%**.

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2019-10 Ending October 31, 2019

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Revenues</b>						
101.00000.31010	CURRENT TAXES	\$ 0.00	\$ 0.00	\$ 3,169,666.00	\$ 1,669,705.34	47.32%
101.00000.31020	DELINQ TAXES	0.00	0.00	0.00	13,195.52	0.00%
101.00000.31910	PENALTIES & INTEREST	0.00	0.00	0.00	5,580.50	0.00%
101.00000.32110	LIQUOR LICENSES	0.00	0.00	29,800.00	668.09	97.76%
101.00000.32178	PAWN INVESTIGATION FEE	0.00	0.00	100.00	0.00	100.00%
101.00000.32179	PAWN SHOP LICENSES	0.00	1,042.00	6,252.00	4,689.00	25.00%
101.00000.32180	CIGARETTE,DANCE,BINGO,MIS	0.00	1,500.00	6,000.00	2,503.68	58.27%
101.00000.32181	SIGN PERMITS	0.00	0.00	5,000.00	7,211.25	(44.23%)
101.00000.32208	CONTRACTORS LICENSES	0.00	680.00	8,000.00	10,050.00	(25.63%)
101.00000.32210	BUILDING PERMIT	0.00	10,818.19	75,000.00	129,095.84	(72.13%)
101.00000.32211	BUILDING PERMIT SURCHARG	0.00	353.99	5,000.00	5,174.83	(3.50%)
101.00000.32215	DEMOLITION PERMIT	0.00	0.00	0.00	150.00	0.00%
101.00000.32230	PLUMBING PERMIT	0.00	1,048.82	5,000.00	8,324.98	(66.50%)
101.00000.32231	PLUMBING PERMIT SURCHARG	0.00	12.00	1,000.00	118.49	88.15%
101.00000.32232	HEATING & A/C PERMITS	0.00	1,975.20	10,000.00	22,804.64	(128.05%)
101.00000.32233	HTG & A/C SURCHARGES	0.00	58.80	1,000.00	525.26	47.47%
101.00000.32240	PET LICENSE	0.00	0.00	400.00	670.00	(67.50%)
101.00000.32260	CERTIFICATE OF OCCUPANCY	0.00	200.00	2,600.00	3,050.00	(17.31%)
101.00000.32261	VACANT PROPERTY REGISTRA	0.00	0.00	2,000.00	2,400.00	(20.00%)
101.00000.32262	SOLICITORS LICENSE	0.00	0.00	0.00	100.00	0.00%
101.00000.33401	LOCAL GOVERNMENT AID	0.00	0.00	396,735.00	198,357.50	50.00%
101.00000.33404	PERA INCREASE AID	0.00	0.00	5,775.00	2,887.50	50.00%
101.00000.33416	POLICE TRAINING REIMB	0.00	0.00	3,300.00	10,935.95	(231.39%)
101.00000.33421	INSURANCE PREMIUM-POLICE	0.00	100,754.90	87,500.00	100,754.90	(15.15%)
101.00000.34102	ZONING LETTERS	0.00	0.00	200.00	50.00	75.00%
101.00000.34103	SPEC USE,ZONING,SUB-DIV	0.00	1,075.00	3,200.00	5,790.00	(80.94%)
101.00000.34104	PLAN REVIEW FEES	0.00	5,186.75	40,000.00	68,875.02	(72.19%)
101.00000.34105	SALE OF MAPS,COPIES ETC	0.00	200.50	300.00	706.00	(135.33%)
101.00000.34107	ASSESSMENT SEARCHES	0.00	25.00	100.00	50.00	50.00%
101.00000.34108	ADMINISTRATION SAC CHARG	0.00	200.00	70.00	775.00	(1007.14%)
101.00000.34109	FILING FEES	0.00	0.00	60.00	0.00	100.00%
101.00000.34111	ADM. GAMBLING EXPENSES	0.00	0.00	35,054.00	0.00	100.00%
101.00000.34115	GUN RANGE FACILITY USE	0.00	120.00	375.00	390.00	(4.00%)
101.00000.34117	ROOM-FACILITY RENTAL	0.00	200.00	50.00	450.00	(800.00%)
101.00000.34201	POLICE & FIRE ALARM PERMIT	0.00	75.00	2,000.00	975.00	51.25%
101.00000.34204	RENTAL HOUSING REGISTRATI	0.00	300.00	60,000.00	11,870.00	80.22%
101.00000.34205	RIGHT OF WAY APPLICATIONS	0.00	150.00	1,500.00	2,888.30	(92.55%)
101.00000.34801	INSURANCE DIVIDENDS	0.00	0.00	8,000.00	0.00	100.00%
101.00000.34949	RESTITUTION	0.00	0.00	0.00	160.34	0.00%
101.00000.34950	MISC REVENUE, REFUNDS & R	0.00	585.30	5,050.00	3,692.68	26.88%
101.00000.35101	COURT FINES	0.00	3,546.82	50,000.00	30,311.67	39.38%
101.00000.35102	ADM OFFENSE FINES	0.00	60.00	3,500.00	6,030.71	(72.31%)
101.00000.35349	MN DRIVING DIVERSION PROG	0.00	0.00	500.00	1,000.00	(100.00%)
101.00000.35350	DETOX TRANSPORTATION	0.00	90.00	200.00	120.00	40.00%
101.00000.36210	INTEREST EARNINGS	0.00	968.33	15,000.00	10,890.66	27.40%
101.00000.36901	LIAISON OFFICER	0.00	19,932.00	79,728.00	79,728.00	0.00%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2019-10 Ending October 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.00000.39100 CPWL REIM FOR SERVICES	0.00	0.00	0.00	8,100.00	0.00%
101.00000.39101 RECYCLE PARK PRGM-REIM F	0.00	0.00	0.00	1,264.16	0.00%
101.00000.39202 TRANSFER FROM PUBLIC UTILI	0.00	0.00	49,172.00	0.00	100.00%
101.00000.39203 CONTRIBUTION FROM LIQUOR	0.00	0.00	75,000.00	0.00	100.00%
101.00000.39206 TRANSFER FROM RECYCLING	0.00	0.00	2,500.00	0.00	100.00%
101.00000.39207 TRANSFER FROM RECREATIO	0.00	0.00	62,500.00	0.00	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>151,158.60</b>	<b>4,314,187.00</b>	<b>2,433,070.81</b>	<b>43.60%</b>
<b>Total GENERAL FUND Revenues</b>	<b>\$ 0.00</b>	<b>\$ 151,158.60</b>	<b>\$ 4,314,187.00</b>	<b>\$ 2,433,070.81</b>	<b>43.60%</b>

Expenditures

**MAYOR AND COUNCIL Expenditures**

101.41110.01030 PART TIME EMPLOYEES	\$ 0.00	\$ 2,607.88	\$ 31,296.00	\$ 24,739.77	20.95%
101.41110.01211 DEFINED CONTR PLAN/PERA	0.00	105.57	1,565.00	987.39	36.91%
101.41110.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	199.50	2,395.00	1,892.56	20.98%
101.41110.01510 WORKERS COMPENSATION	0.00	0.00	70.00	0.00	100.00%
101.41110.02100 OPERATING SUPPLIES	0.00	59.99	500.00	531.68	(6.34%)
101.41110.03310 TRAVEL EXPENSE	0.00	0.00	765.00	109.04	85.75%
101.41110.03500 PRINTING & PUBLISHING	0.00	0.00	1,500.00	247.26	83.52%
101.41110.04300 CONFERENCE & SCHOOLS	0.00	20.00	2,805.00	30.00	98.93%
101.41110.04330 DUES & SUBSCRIPTIONS	0.00	0.00	13,052.00	13,106.00	(0.41%)
101.41110.04955 DISCRETIONARY	0.00	0.00	3,550.00	697.65	80.35%
<b>Total MAYOR AND COUNCIL Expenditures</b>	<b>0.00</b>	<b>2,992.94</b>	<b>57,498.00</b>	<b>42,341.35</b>	<b>26.36%</b>

**ADMINISTRATION Expenditures**

101.41400.01010 FULL TIME EMPLOYEES	0.00	24,847.77	323,025.00	273,006.03	15.48%
101.41400.01050 VACATION BUY BACK	0.00	0.00	6,100.00	0.00	100.00%
101.41400.01210 PERA CONTRIBUTIONS-EMPLO	0.00	1,856.68	24,227.00	20,399.49	15.80%
101.41400.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,864.02	25,179.00	20,516.93	18.52%
101.41400.01300 HEALTH INSURANCE	0.00	4,868.66	60,650.00	46,884.11	22.70%
101.41400.01313 PRUDENTIAL LIFE INSURANCE	0.00	19.02	230.00	190.20	17.30%
101.41400.01510 WORKERS COMPENSATION	0.00	0.00	2,500.00	1,000.00	60.00%
101.41400.02000 OFFICE SUPPLIES	0.00	269.20	3,425.00	2,120.35	38.09%
101.41400.02030 PRINTED FORMS	0.00	0.00	1,794.00	725.35	59.57%
101.41400.02100 OPERATING SUPPLIES	0.00	0.00	625.00	108.57	82.63%
101.41400.02220 POSTAGE	0.00	305.69	3,445.00	1,657.40	51.89%
101.41400.03210 TELEPHONE	0.00	41.14	650.00	454.72	30.04%
101.41400.03310 TRAVEL EXPENSE	0.00	230.76	3,300.00	2,941.69	10.86%
101.41400.03410 EMPLOYMENT ADVERTISING	0.00	0.00	0.00	212.00	0.00%
101.41400.03500 PRINTING & PUBLISHING	0.00	0.00	300.00	0.00	100.00%
101.41400.03550 COUNTY FEES FOR SERVICE	0.00	0.00	2,900.00	0.00	100.00%
101.41400.04050 MAINTENANCE AGREEMENTS	0.00	0.00	7,192.00	9,084.17	(26.31%)
101.41400.04300 CONFERENCE & SCHOOLS	0.00	78.00	6,425.00	3,856.59	39.98%
101.41400.04330 DUES & SUBSCRIPTIONS	0.00	120.00	1,520.00	1,358.10	10.65%
101.41400.04390 US BANK CC REBATE-MISCELL	0.00	66.68	0.00	(2,578.23)	0.00%
101.41400.04500 CONTRACTUAL SERVICES	0.00	52.25	5,195.00	1,006.35	80.63%
<b>Total ADMINISTRATION Expenditures</b>	<b>0.00</b>	<b>34,619.87</b>	<b>478,682.00</b>	<b>382,943.82</b>	<b>20.00%</b>

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2019-10 Ending October 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>ASSESSOR Expenditures</b>					
101.41500.04000 CONTRACTUAL SERVICE	0.00	0.00	35,500.00	27,781.80	21.74%
<b>Total ASSESSOR Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>35,500.00</b>	<b>27,781.80</b>	<b>21.74%</b>
<b>AUDIT &amp; ACCTG SERVICES Expenditures</b>					
101.41540.03010 AUDIT & ACCTG SERVICES	0.00	0.00	10,737.00	10,737.50	0.00%
<b>Total AUDIT &amp; ACCTG SERVICES Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>10,737.00</b>	<b>10,737.50</b>	<b>0.00%</b>
<b>I.T. SERVICES Expenditures</b>					
101.41600.04000 I.T. SERVICES	0.00	3,166.09	38,020.00	38,533.50	(1.35%)
<b>Total I.T. SERVICES Expenditures</b>	<b>0.00</b>	<b>3,166.09</b>	<b>38,020.00</b>	<b>38,533.50</b>	<b>(1.35%)</b>
<b>LEGAL FEES Expenditures</b>					
101.41610.03040 LEGAL FEES	0.00	0.00	120,000.00	79,664.62	33.61%
<b>Total LEGAL FEES Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>120,000.00</b>	<b>79,664.62</b>	<b>33.61%</b>
<b>ENGINEERING FEES Expenditures</b>					
101.41710.03030 ENGINEERING FEES	0.00	430.00	8,000.00	2,400.81	69.99%
<b>Total ENGINEERING FEES Expenditures</b>	<b>0.00</b>	<b>430.00</b>	<b>8,000.00</b>	<b>2,400.81</b>	<b>69.99%</b>
<b>PLANNING &amp; ZONING Expenditures</b>					
101.41720.02100 OPERATING SUPPLIES	0.00	0.00	125.00	18.29	85.37%
101.41720.02220 POSTAGE	0.00	(8.92)	175.00	(8.92)	105.10%
101.41720.03500 PRINTING & PUBLISHING	0.00	0.00	600.00	139.76	76.71%
101.41720.04000 PLANNER FEES	0.00	428.15	500.00	428.15	14.37%
<b>Total PLANNING &amp; ZONING Expenditures</b>	<b>0.00</b>	<b>419.23</b>	<b>1,400.00</b>	<b>577.28</b>	<b>58.77%</b>
<b>GOVERNMENT BUILDING Expenditures</b>					
101.41940.01010 FULL TIME EMPLOYEES	0.00	1,205.20	15,675.00	13,237.98	15.55%
101.41940.01013 OVERTIME	0.00	22.59	0.00	895.60	0.00%
101.41940.01020 ON CALL SALARIES	0.00	0.00	0.00	180.75	0.00%
101.41940.01050 VACATION BUY BACK	0.00	0.00	400.00	0.00	100.00%
101.41940.01210 PERA CONTRIBUTIONS-EMPLO	0.00	92.06	1,176.00	1,073.43	8.72%
101.41940.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	91.04	1,231.00	1,074.25	12.73%
101.41940.01300 HEALTH INSURANCE	0.00	237.52	2,700.00	2,259.56	16.31%
101.41940.01313 PRUDENTIAL LIFE INSURANCE	0.00	1.04	13.00	10.40	20.00%
101.41940.01510 WORKERS COMPENSATION	0.00	0.00	700.00	0.00	100.00%
101.41940.02100 OPERATING SUPPLIES	0.00	200.46	9,000.00	7,963.08	11.52%
101.41940.02200 REPAIR & MAINTENANCE	0.00	425.00	7,200.00	11,138.59	(54.70%)
101.41940.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	750.00	125.00	83.33%
101.41940.03210 TELEPHONE	0.00	424.04	6,780.00	5,520.91	18.57%
101.41940.03810 ELECTRIC UTILITIES	0.00	2,076.35	23,000.00	27,134.90	(17.98%)
101.41940.03830 GAS UTILITIES	0.00	165.77	15,000.00	14,405.93	3.96%
101.41940.03841 RUBBISH REMOVAL	0.00	272.33	4,300.00	3,198.91	25.61%
101.41940.04000 CONTRACTUAL SERVICE	0.00	489.41	4,715.00	3,609.35	23.45%
101.41940.07000 PERMANENT TRANSFERS OUT	0.00	0.00	9,264.00	0.00	100.00%
<b>Total GOVERNMENT BUILDING Expenditures</b>	<b>0.00</b>	<b>5,702.81</b>	<b>101,904.00</b>	<b>91,828.64</b>	<b>9.89%</b>

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2019-10 Ending October 31, 2019

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>POLICE PROTECTION Expenditures</b>						
101.42100.01010	FULL TIME EMPLOYEES	0.00	84,131.37	1,100,740.00	903,579.39	17.91%
101.42100.01013	OVERTIME	0.00	1,597.40	97,000.00	48,175.77	50.33%
101.42100.01050	VACATION BUY BACK	0.00	0.00	6,800.00	7,452.72	(9.60%)
101.42100.01210	PERA CONTRIBUTIONS-EMPLO	0.00	13,906.18	185,777.00	149,182.12	19.70%
101.42100.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	2,106.08	29,199.00	22,810.55	21.88%
101.42100.01300	HEALTH INSURANCE	0.00	16,806.95	180,000.00	147,854.91	17.86%
101.42100.01313	PRUDENTIAL LIFE INSURANCE	0.00	65.42	725.00	645.24	11.00%
101.42100.01510	WORKERS COMPENSATION	0.00	0.00	41,000.00	43,195.29	(5.35%)
101.42100.02000	OFFICE SUPPLIES	0.00	10.39	3,600.00	1,396.04	61.22%
101.42100.02030	PRINTED FORMS	0.00	37.50	1,200.00	907.96	24.34%
101.42100.02040	RANGE EQUIP & SUPPLIES	0.00	1,078.96	7,550.00	1,981.42	73.76%
101.42100.02100	OPERATING SUPPLIES	0.00	31.79	5,073.00	528.65	89.58%
101.42100.02120	MOTOR FUELS & LUBRICANTS	0.00	748.64	22,700.00	15,151.35	33.25%
101.42100.02220	POSTAGE	0.00	12.05	1,900.00	350.33	81.56%
101.42100.03050	MEDICAL EXPENSE	0.00	550.00	2,000.00	999.00	50.05%
101.42100.03210	TELEPHONE	0.00	(50.93)	3,900.00	1,718.32	55.94%
101.42100.03211	DATA SERVICES	0.00	6,810.01	33,781.00	25,991.78	23.06%
101.42100.03300	CLOTHING & PERSONAL EQUIP	0.00	2,662.62	9,960.00	7,402.39	25.68%
101.42100.03310	TRAVEL EXPENSE	0.00	0.00	1,200.00	730.23	39.15%
101.42100.03421	800 MHZ RADIO	0.00	0.00	2,006.00	90.75	95.48%
101.42100.04000	CONTRACTUAL SERVICE	0.00	310.24	18,885.00	14,657.28	22.39%
101.42100.04050	MAINTENANCE AGREEMENTS	0.00	0.00	4,000.00	4,156.70	(3.92%)
101.42100.04060	AUTO EQUIPMENT REPAIR	0.00	545.40	20,000.00	13,338.40	33.31%
101.42100.04070	OTHER EQUIPMENT REPAIR	0.00	419.98	2,500.00	663.78	73.45%
101.42100.04300	CONFERENCE & SCHOOLS	0.00	1,389.00	15,000.00	7,448.80	50.34%
101.42100.04330	DUES & SUBSCRIPTIONS	0.00	0.00	1,485.00	1,458.00	1.82%
101.42100.05000	CAPITAL OUTLAY	0.00	0.00	37,471.00	28,937.14	22.77%
101.42100.07000	PERMANENT TRANSFERS OUT	0.00	0.00	17,157.00	0.00	100.00%
<b>Total POLICE PROTECTION Expenditures</b>		<b>0.00</b>	<b>133,169.05</b>	<b>1,852,609.00</b>	<b>1,450,804.31</b>	<b>21.69%</b>
<b>FIRE PROTECTION Expenditures</b>						
101.42200.04000	CONTRACTUAL SERVICE	0.00	36,728.00	220,369.00	202,004.00	8.33%
101.42200.05000	CAPITAL OUTLAY	0.00	0.00	42,492.00	29,178.00	31.33%
101.42200.07000	PERMANENT TRANSFERS OUT	0.00	0.00	0.00	18,909.80	0.00%
<b>Total FIRE PROTECTION Expenditures</b>		<b>0.00</b>	<b>36,728.00</b>	<b>262,861.00</b>	<b>250,091.80</b>	<b>4.86%</b>
<b>CODE ENFORCEMENT Expenditures</b>						
101.42300.01010	FULL TIME EMPLOYEES	0.00	6,244.44	109,100.00	57,066.79	47.69%
101.42300.01030	PART TIME EMPLOYEES	0.00	0.00	24,960.00	6,324.00	74.66%
101.42300.01050	VACATION BUY BACK	0.00	0.00	3,100.00	0.00	100.00%
101.42300.01210	PERA CONTRIBUTIONS-EMPLO	0.00	137.26	10,055.00	3,843.93	61.77%
101.42300.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	446.02	10,493.00	4,573.30	56.42%
101.42300.01300	HEALTH INSURANCE	0.00	1,865.98	22,000.00	13,440.30	38.91%
101.42300.01313	PRUDENTIAL LIFE INSURANCE	0.00	6.38	78.00	46.96	39.79%
101.42300.01510	WORKERS COMPENSATION	0.00	0.00	1,450.00	0.00	100.00%
101.42300.02000	OFFICE SUPPLIES	0.00	55.58	500.00	436.04	12.79%
101.42300.02100	OPERATING SUPPLIES	0.00	0.00	1,300.00	310.32	76.13%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2019-10 Ending October 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42300.02120	0.00	49.91	1,400.00	1,000.74	28.52%
101.42300.02200	0.00	0.00	1,000.00	180.93	81.91%
101.42300.03210	0.00	41.14	1,000.00	565.34	43.47%
101.42300.03310	0.00	0.00	300.00	30.28	89.91%
101.42300.04000	0.00	9,893.97	0.00	70,101.03	0.00%
101.42300.04300	0.00	0.00	1,600.00	1,773.50	(10.84%)
101.42300.04330	0.00	0.00	3,700.00	2,928.46	20.85%
<b>Total CODE ENFORCEMENT Expenditures</b>	<b>0.00</b>	<b>18,740.68</b>	<b>192,036.00</b>	<b>162,621.92</b>	<b>15.32%</b>
<b>STREET DEPARTMENT Expenditures</b>					
101.43000.01010	0.00	10,952.28	141,200.00	119,779.42	15.17%
101.43000.01013	0.00	(90.41)	7,912.00	3,559.86	55.01%
101.43000.01020	0.00	0.00	2,261.00	489.62	78.34%
101.43000.01050	0.00	0.00	1,900.00	0.00	100.00%
101.43000.01210	0.00	814.59	11,353.00	9,276.95	18.29%
101.43000.01220	0.00	800.67	11,726.00	9,235.10	21.24%
101.43000.01300	0.00	1,999.84	23,500.00	19,036.32	18.99%
101.43000.01313	0.00	8.86	107.00	88.63	17.17%
101.43000.01510	0.00	0.00	14,000.00	14,857.50	(6.13%)
101.43000.02120	0.00	394.08	14,000.00	13,924.41	0.54%
101.43000.02150	0.00	262.33	2,500.00	2,906.86	(16.27%)
101.43000.02200	0.00	5.95	7,000.00	3,162.92	54.82%
101.43000.02210	0.00	15.12	7,000.00	5,552.18	20.68%
101.43000.02221	0.00	0.00	1,000.00	0.00	100.00%
101.43000.02224	0.00	0.00	1,300.00	0.00	100.00%
101.43000.02226	0.00	377.50	6,500.00	5,373.28	17.33%
101.43000.02280	0.00	0.00	900.00	1,113.40	(23.71%)
101.43000.03210	0.00	13.71	370.00	151.55	59.04%
101.43000.04000	0.00	0.00	1,040.00	61.25	94.11%
101.43000.04300	0.00	0.00	500.00	210.00	58.00%
101.43000.04330	0.00	0.00	100.00	63.13	36.87%
101.43000.07000	0.00	0.00	1,600.00	0.00	100.00%
<b>Total STREET DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>15,554.52</b>	<b>257,769.00</b>	<b>208,842.38</b>	<b>18.98%</b>
<b>RECREATION DEPARTMENT Expenditures</b>					
101.45100.01010	0.00	7,191.98	237,000.00	180,841.91	23.70%
101.45100.01040	0.00	3,998.00	17,010.00	21,329.16	(25.39%)
101.45100.01050	0.00	0.00	1,700.00	0.00	100.00%
101.45100.01210	0.00	539.40	17,775.00	13,563.20	23.70%
101.45100.01220	0.00	850.18	19,563.00	15,096.62	22.83%
101.45100.01300	0.00	1,437.92	41,875.00	28,716.82	31.42%
101.45100.01313	0.00	10.26	176.00	136.84	22.25%
101.45100.01510	0.00	0.00	1,900.00	0.00	100.00%
101.45100.02000	0.00	0.00	2,161.00	2,227.95	(3.10%)
101.45100.02220	0.00	795.00	8,950.00	8,418.31	5.94%
101.45100.02290	0.00	77.47	2,500.00	3,321.20	(32.85%)
101.45100.03310	0.00	0.00	1,000.00	164.71	83.53%
101.45100.03500	0.00	0.00	14,357.00	8,665.67	39.64%
101.45100.04300	0.00	0.00	1,400.00	825.00	41.07%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2019-10 Ending October 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.45100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	457.00	475.00	(3.94%)
<b>Total RECREATION DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>14,900.21</b>	<b>367,824.00</b>	<b>283,782.39</b>	<b>22.85%</b>
<b>PARKS DEPARTMENT Expenditures</b>					
101.45200.01010 FULL TIME EMPLOYEES	0.00	11,477.15	148,100.00	125,472.14	15.28%
101.45200.01013 OVERTIME	0.00	122.83	7,912.00	6,643.13	16.04%
101.45200.01020 ON CALL SALARIES	0.00	0.00	2,261.00	444.43	80.34%
101.45200.01040 TEMPORARY EMPLOYEES	0.00	(875.00)	30,000.00	32,545.63	(8.49%)
101.45200.01050 VACATION BUY BACK	0.00	0.00	3,000.00	(58.50)	101.95%
101.45200.01210 PERA CONTRIBUTIONS-EMPLO	0.00	870.03	11,871.00	9,937.93	16.28%
101.45200.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	795.35	14,633.00	12,441.47	14.98%
101.45200.01300 HEALTH INSURANCE	0.00	2,118.48	27,500.00	20,222.72	26.46%
101.45200.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.92	108.00	89.19	17.42%
101.45200.01510 WORKERS COMPENSATION	0.00	0.00	14,000.00	7,895.00	43.61%
101.45200.02100 OPERATING SUPPLIES	0.00	23.85	1,000.00	1,237.14	(23.71%)
101.45200.02120 MOTOR FUELS & LUBRICANTS	0.00	360.79	12,500.00	13,165.25	(5.32%)
101.45200.02200 REPAIR & MAINTENANCE	0.00	202.39	8,000.00	3,332.21	58.35%
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	0.00	0.00	8,297.39	0.00%
101.45200.02210 EQUIPMENT PARTS	0.00	0.00	5,500.00	2,432.08	55.78%
101.45200.02221 TIRES	0.00	0.00	800.00	229.68	71.29%
101.45200.02225 LANDSCAPING MATERIALS	0.00	454.60	8,932.00	7,427.84	16.84%
101.45200.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	1,000.00	1,113.40	(11.34%)
101.45200.02290 RECREATION EQUIP SUPPLIES	0.00	142.80	2,000.00	844.08	57.80%
101.45200.03210 TELEPHONE	0.00	41.13	500.00	369.33	26.13%
101.45200.03810 ELECTRIC UTILITIES	0.00	284.77	4,500.00	3,572.32	20.62%
101.45200.03830 GAS UTILITIES	0.00	73.63	3,500.00	2,786.29	20.39%
101.45200.03841 RUBBISH REMOVAL	0.00	0.00	400.00	63.87	84.03%
101.45200.04190 SATELLITE RENTAL	0.00	132.00	1,400.00	1,511.28	(7.95%)
101.45200.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,200.00	0.00	100.00%
101.45200.04330 DUES & SUBSCRIPTIONS	0.00	0.00	0.00	63.12	0.00%
101.45200.04500 CONTRACTUAL SERVICES	0.00	0.00	880.00	61.25	93.04%
101.45200.04901 LAKESIDE PARK EXPENSE	0.00	0.00	11,500.00	11,500.00	0.00%
<b>Total PARKS DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>16,233.72</b>	<b>322,997.00</b>	<b>273,639.67</b>	<b>15.28%</b>
<b>MISCELLANEOUS Expenditures</b>					
101.49000.01300 HEALTH INSURANCE	0.00	343.91	350.00	1,574.46	(349.85%)
101.49000.01313 COBRA-H.S.A. FEES	0.00	0.00	8,400.00	0.00	100.00%
101.49000.03600 INSURANCE	0.00	0.00	45,000.00	48,195.00	(7.10%)
101.49000.04000 CONTRACTUAL SERVICE	0.00	275.00	0.00	1,100.00	0.00%
101.49000.04390 MISCELLANEOUS	0.00	0.00	5,000.00	898.16	82.04%
101.49000.04420 SURCHARGES-PLMG	0.00	122.99	200.00	122.99	38.51%
101.49000.04430 SURCHARGES-HTG	0.00	466.47	400.00	466.47	(16.62%)
101.49000.04440 SURCHARGES-BLDG	0.00	6,133.73	2,000.00	6,133.73	(206.69%)
101.49000.07000 PERMANENT TRANSFERS OUT	0.00	0.00	145,000.00	0.00	100.00%
<b>Total MISCELLANEOUS Expenditures</b>	<b>0.00</b>	<b>7,342.10</b>	<b>206,350.00</b>	<b>58,490.81</b>	<b>71.65%</b>
<b>Total GENERAL FUND Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 289,999.22</b>	<b>\$ 4,314,187.00</b>	<b>\$ 3,365,082.60</b>	<b>22.00%</b>

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
 For **GENERAL FUND (101)**  
 For the Fiscal Period 2019-10 Ending October 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
GENERAL FUND Excess of Revenues Over Expenditure \$	0.00 \$	(138,840.62) \$	0.00 \$	(932,011.79)	0.00%



**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*

*For the Fiscal Period 2019-10 Ending October 31, 2019*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 0.00	\$ 151,158.60	\$ 4,314,187.00	\$ 2,433,070.81	43.60%
Total Expenditures	\$ 0.00	\$ 289,999.22	\$ 4,314,187.00	\$ 3,365,082.60	22.00%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (138,840.62)	\$ 0.00	\$ (932,011.79)	0.00%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

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Revised Budget  
 For PUBLIC UTILITIES OPERATIONS (601)  
 For the Fiscal Period 2019-10 Ending October 31, 2019

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Revenues</b>						
601.00000.34950	MISC REVENUE-NSF CHRGS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 564.23	0.00%
601.00000.36210	INTEREST EARNINGS	0.00	0.00	30,000.00	0.00	100.00%
601.00000.37101	WATER COLLECTIONS	0.00	160,735.82	508,892.00	466,591.30	8.31%
601.00000.37103	SALES TAX COLLECTED	0.00	1,642.50	6,200.00	5,625.56	9.27%
601.00000.37104	PENALTIES/WATER	0.00	(3.27)	7,000.00	4,145.11	40.78%
601.00000.37109	SAFE DRINKING WATER FEE	0.00	3,462.73	13,900.00	13,903.71	(0.03%)
601.00000.37111	ADMINISTRATIVE CHARGE	0.00	19,839.39	82,000.00	80,821.17	1.44%
601.00000.37115	ESTIMATE READING CHRG	0.00	25.00	50.00	50.00	0.00%
601.00000.37149	WATER CONN-INTEREST	0.00	96.63	0.00	402.05	0.00%
601.00000.37150	WATER CONNECTION-WAC	0.00	387.61	0.00	1,687.91	0.00%
601.00000.37151	WATER RECONNECT-CALL OU	0.00	575.00	1,000.00	2,588.13	(158.81%)
601.00000.37170	WATER PERMITS	0.00	0.00	100.00	100.00	0.00%
601.00000.37171	WATER PERMIT SURCHARGES	0.00	0.00	10.00	0.00	100.00%
601.00000.37172	WATER METER SALES & INSTA	0.00	153.00	1,500.00	10,403.24	(593.55%)
601.00000.37174	INSTALL CHGS-NEW PERMITS	0.00	132.60	0.00	824.76	0.00%
601.00000.37201	SEWER COLLECTIONS	0.00	205,088.80	848,892.00	818,062.39	3.63%
601.00000.37204	PENALTIES-SEWER	0.00	(6.73)	15,000.00	10,906.99	27.29%
601.00000.37250	SEWER CONNECTION-SAC	0.00	6,122.13	0.00	59,253.26	0.00%
601.00000.37251	SEWER CONN-INTEREST	0.00	233.59	0.00	959.63	0.00%
601.00000.37270	SEWER PERMITS	0.00	0.00	100.00	100.00	0.00%
601.00000.37271	SEWER PERMIT SURCHARGES	0.00	0.00	10.00	0.00	100.00%
601.00000.37273	SEWER HOOK-UP CHARGES	0.00	0.00	150.00	290.00	(93.33%)
601.00000.39206	TRANSFER FROM RECYCLING	0.00	0.00	1,500.00	0.00	100.00%
<b>Total Revenues</b>		<b>0.00</b>	<b>398,484.80</b>	<b>1,516,304.00</b>	<b>1,477,279.44</b>	<b>2.57%</b>
<b>Total PUBLIC UTILITIES OPERATIONS Revenues</b>		<b>\$ 0.00</b>	<b>\$ 398,484.80</b>	<b>\$ 1,516,304.00</b>	<b>\$ 1,477,279.44</b>	<b>2.57%</b>

**Expenditures**

**WATER DEPARTMENT Expenditures**

601.49400.01010	FULL TIME EMPLOYEES	\$ 0.00	\$ 8,749.45	\$ 109,000.00	\$ 95,773.57	12.13%
601.49400.01013	OVERTIME	0.00	111.08	7,912.00	5,770.22	27.07%
601.49400.01020	ON CALL SALARIES	0.00	0.00	3,014.00	726.90	75.88%
601.49400.01040	TEMPORARY EMPLOYEES	0.00	0.00	5,000.00	0.00	100.00%
601.49400.01050	VACATION BUY BACK	0.00	0.00	1,700.00	(175.50)	110.32%
601.49400.01210	PERA CONTRIBUTIONS-EMPLO	0.00	674.28	8,695.00	7,666.84	11.82%
601.49400.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	647.36	9,690.00	7,606.97	21.50%
601.49400.01300	HEALTH & DENTAL INSURANCE	0.00	1,781.94	19,985.00	16,989.06	14.99%
601.49400.01313	LIFE INSURANCE	0.00	7.68	95.00	76.79	19.17%
601.49400.01510	WORKERS COMPENSATION	0.00	0.00	7,900.00	8,357.50	(5.79%)
601.49400.02000	OFFICE SUPPLIES	0.00	42.91	800.00	495.75	38.03%
601.49400.02030	PRINTED FORMS	0.00	0.00	2,000.00	1,360.49	31.98%
601.49400.02100	OPERATING SUPPLIES	0.00	23.85	800.00	293.55	63.31%
601.49400.02120	MOTOR FUELS & LUBRICANTS	0.00	99.82	2,700.00	2,001.53	25.87%
601.49400.02200	REPAIR & MAINTENANCE	0.00	4,699.00	60,000.00	62,632.83	(4.39%)
601.49400.02210	EQUIPMENT PARTS	0.00	0.00	1,000.00	104.41	89.56%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For PUBLIC UTILITIES OPERATIONS (601)  
 For the Fiscal Period 2019-10 Ending October 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02220 POSTAGE	0.00	52.93	2,500.00	1,717.76	31.29%
601.49400.02221 TIRES	0.00	0.00	500.00	0.00	100.00%
601.49400.02222 STREET REPAIRS	0.00	1,291.00	3,000.00	15,288.13	(409.60%)
601.49400.02261 WATER TESTING	0.00	72.00	800.00	946.50	(18.31%)
601.49400.02262 WATER METER & SUPPLIES	0.00	1,557.38	5,500.00	18,010.00	(227.45%)
601.49400.02264 SAFE DRINKING WATER FEE	0.00	0.00	13,900.00	10,466.00	24.71%
601.49400.02280 UNIFORM ALLOWANCE	0.00	0.00	950.00	734.10	22.73%
601.49400.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,700.00	5,368.75	(98.84%)
601.49400.03030 ENGINEERING FEES	0.00	0.00	2,500.00	0.00	100.00%
601.49400.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49400.03210 TELEPHONE	0.00	34.27	900.00	429.04	52.33%
601.49400.03310 TRAVEL EXPENSE	0.00	474.87	1,100.00	990.03	10.00%
601.49400.03500 PRINTING & PUBLISHING	0.00	2,302.40	7,600.00	9,667.90	(27.21%)
601.49400.03600 INSURANCE	0.00	0.00	7,000.00	7,801.32	(11.45%)
601.49400.03870 WATER USAGE-CITY OF BLAIN	0.00	1,231.48	3,500.00	4,441.10	(26.89%)
601.49400.04000 CONTRACTUAL SERVICE	0.00	0.00	7,511.00	1,311.25	82.54%
601.49400.04050 MAINTENANCE AGREEMENTS	0.00	67.70	13,775.00	2,123.89	84.58%
601.49400.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,500.00	409.42	72.71%
601.49400.04330 DUES & SUBSCRIPTIONS	0.00	0.00	560.00	271.12	51.59%
601.49400.04370 PERMITS AND TAXES	0.00	1,656.00	8,400.00	8,209.25	2.27%
601.49400.04470 SURCHARGES-WATER	0.00	0.00	10.00	0.00	100.00%
601.49400.07000 PERMANENT TRANSFERS OUT	0.00	0.00	94,253.00	0.00	100.00%
<b>Total WATER DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>25,577.40</b>	<b>419,050.00</b>	<b>297,866.47</b>	<b>28.92%</b>
<b>WATER TREATMENT PLANT Expenditures</b>					
601.49402.02100 OPERATING SUPPLIES	0.00	0.00	100.00	0.00	100.00%
601.49402.02120 MOTOR FUELS & LUBRICANTS	0.00	0.00	2,000.00	0.00	100.00%
601.49402.02160 CHEMICALS & CHEMICAL PRO	0.00	0.00	19,000.00	15,383.94	19.03%
601.49402.02200 REPAIR & MAINTENANCE	0.00	1,173.90	15,000.00	10,749.44	28.34%
601.49402.02210 EQUIPMENT PARTS	0.00	0.00	4,000.00	1,598.82	60.03%
601.49402.03030 ENGINEERING FEES	0.00	0.00	1,000.00	3,911.75	(291.18%)
601.49402.03600 INSURANCE	0.00	0.00	10,200.00	11,931.36	(16.97%)
601.49402.03810 ELECTRIC UTILITIES	0.00	6,014.26	75,000.00	80,186.32	(6.92%)
601.49402.03830 GAS UTILITIES	0.00	41.54	2,600.00	2,121.72	18.40%
601.49402.04000 CONTRACTUAL SERVICE	0.00	0.00	3,500.00	0.00	100.00%
601.49402.04370 PERMITS,DUES,SUBSCRIPTIO	0.00	0.00	2,850.00	600.00	78.95%
601.49402.07000 PERMANENT TRANSFERS OUT	0.00	0.00	44,945.00	0.00	100.00%
<b>Total WATER TREATMENT PLANT Expenditures</b>	<b>0.00</b>	<b>7,229.70</b>	<b>180,195.00</b>	<b>126,483.35</b>	<b>29.81%</b>
<b>SEWER DEPARTMENT Expenditures</b>					
601.49450.01010 FULL TIME EMPLOYEES	0.00	8,749.51	109,000.00	95,773.98	12.13%
601.49450.01013 OVERTIME	0.00	111.10	7,912.00	5,770.34	27.07%
601.49450.01020 ON CALL SALARIES	0.00	0.00	3,014.00	726.91	75.88%
601.49450.01040 TEMPORARY EMPLOYEES	0.00	0.00	5,000.00	0.00	100.00%
601.49450.01050 VACATION BUY BACK	0.00	0.00	1,700.00	(175.50)	110.32%
601.49450.01210 PERA CONTRIBUTIONS-EMPLO	0.00	674.34	8,695.00	7,667.29	11.82%
601.49450.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	647.42	9,690.00	7,607.61	21.49%
601.49450.01300 HEALTH & DENTAL INSURANCE	0.00	1,781.94	19,985.00	16,989.06	14.99%
601.49450.01313 LIFE INSURANCE	0.00	7.70	95.00	76.99	18.96%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
 For PUBLIC UTILITIES OPERATIONS (601)  
 For the Fiscal Period 2019-10 Ending October 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49450.01510 WORKERS COMPENSATION	0.00	0.00	7,900.00	8,357.50	(5.79%)
601.49450.02000 OFFICE SUPPLIES	0.00	42.91	800.00	132.20	83.48%
601.49450.02030 PRINTED FORMS	0.00	0.00	1,500.00	1,360.49	9.30%
601.49450.02100 OPERATING SUPPLIES	0.00	23.85	500.00	153.80	69.24%
601.49450.02120 MOTOR FUELS & LUBRICANTS	0.00	99.81	2,700.00	2,001.47	25.87%
601.49450.02200 REPAIR & MAINTENANCE	0.00	3,767.00	10,000.00	13,786.48	(37.86%)
601.49450.02210 EQUIPMENT PARTS	0.00	0.00	3,000.00	587.12	80.43%
601.49450.02220 POSTAGE	0.00	52.92	2,500.00	1,492.70	40.29%
601.49450.02221 TIRES	0.00	0.00	500.00	0.00	100.00%
601.49450.02222 STREET REPAIRS	0.00	0.00	1,500.00	3,040.00	(102.67%)
601.49450.02262 WATER METER & SUPPLIES	0.00	0.00	6,000.00	11,030.69	(83.84%)
601.49450.02280 UNIFORM ALLOWANCE	0.00	0.00	950.00	734.10	22.73%
601.49450.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,700.00	5,368.75	(98.84%)
601.49450.03030 ENGINEERING FEES	0.00	0.00	2,500.00	0.00	100.00%
601.49450.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49450.03210 TELEPHONE	0.00	34.28	700.00	378.94	45.87%
601.49450.03310 TRAVEL EXPENSE	0.00	0.00	1,000.00	345.80	65.42%
601.49450.03500 PRINTING & PUBLISHING	0.00	0.00	300.00	0.00	100.00%
601.49450.03600 INSURANCE	0.00	0.00	11,500.00	12,453.32	(8.29%)
601.49450.03810 ELECTRIC UTILITIES	0.00	422.52	4,000.00	4,696.27	(17.41%)
601.49450.03840 METRO WASTE CONTROL	0.00	49,464.84	593,579.00	494,648.40	16.67%
601.49450.04000 CONTRACTUAL SERVICE	0.00	0.00	13,511.00	2,266.25	83.23%
601.49450.04050 MAINTENANCE AGREEMENTS	0.00	67.70	6,500.00	2,123.92	67.32%
601.49450.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,950.00	119.42	93.88%
601.49450.04330 DUES & SUBSCRIPTIONS	0.00	0.00	340.00	63.13	81.43%
601.49450.04450 RESERVE CAPACITY CHARGE	0.00	0.00	0.00	51,974.44	0.00%
601.49450.04460 SURCHARGES-SEWER	0.00	0.00	10.00	0.00	100.00%
601.49450.07000 PERMANENT TRANSFERS OUT	0.00	0.00	75,228.00	0.00	100.00%
<b>Total SEWER DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>65,947.84</b>	<b>917,059.00</b>	<b>751,551.87</b>	<b>18.05%</b>
<b>Total PUBLIC UTILITIES OPERATIONS Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 98,754.94</b>	<b>\$ 1,516,304.00</b>	<b>\$ 1,175,901.69</b>	<b>22.45%</b>
<b>PUBLIC UTILITIES OPERATIONS Excess of Revenues O \$</b>	<b>0.00</b>	<b>\$ 299,729.86</b>	<b>\$ 0.00</b>	<b>\$ 301,377.75</b>	<b>0.00%</b>

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*

*For the Fiscal Period 2019-10 Ending October 31, 2019*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 0.00	\$ 398,484.80	\$ 1,516,304.00	\$ 1,477,279.44	2.57%
Total Expenditures	\$ 0.00	\$ 98,754.94	\$ 1,516,304.00	\$ 1,175,901.69	22.45%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ 299,729.86	\$ 0.00	\$ 301,377.75	0.00%



CITY OF SPRING LAKE PARK  
STATEMENT OF FUND BALANCE  
OCTOBER 2019

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE</u>
101	GENERAL	\$ 774,091.76
102	ELECTIONS	\$ 68,241.81
103	POLICE RESERVES	\$ 4,230.32
104	NORTH CENTRAL SUBURBAN CABLE	\$ 14,399.89
108	POLICE FORFEITURES	\$ 13,661.41
112	ESCROW TRUST	\$ 213,238.88
115	COMPREHENSIVE PLAN UPDATE	\$ (11,835.37)
<b><u>SPECIAL REVENUE FUNDS</u></b>		
224	SMALL EQUIPMENT REPLACEMENT	\$ 11,305.54
225	PARK ACQUISITION & IMPROVEMENTS	\$ 585,389.47
226	PARK EQUIPMENT & IMPROVEMENTS	\$ 10,783.37
227	HRA EXCESS	\$ 217,679.40
229	SANBURNOL PARK IMPROVEMENTS	\$ 22,609.90
230	RECYCLING	\$ 79,013.72
234	STREET LIGHTING	\$ 42,235.59
235	RIGHT-OF-WAY MAINTENANCE	\$ 1,897.74
237	PARK & RECREATION SPECIAL PROJECTS	\$ 20,197.12
238	GRANTS & SPECIAL PROJECTS	\$ 2,308.67
240	TOWER DAYS	\$ 13,915.70
243	PUBLIC SAFETY RADIO REPLACEMENT	\$ 20,666.32
244	RECREATION PROGRAMS	\$ 472,586.86
248	TRAFFIC EDUCATION	\$ 48,398.06
249	EMERGENCY MANAGEMENT	\$ 6,214.41
250	ANIMAL CONTROL	\$ 3,047.36
251	FORESTRY	\$ (190.86)
<b><u>DEBT SERVICE FUNDS</u></b>		
304	2016A NORTH METRO CABLE BOND DEBT SERVICE	\$ 44.92
306	LEGENDS OF SLP-TIF 6.1	\$ (4,622.16)
313	2011A FIRE EQUIPMENT BOND-DEBT SERVICE	\$ -
328	2013B PUBLIC WORKS BUILDING-DEBT SERVICE	\$ (4,635.00)
329	2013A EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ 28,270.84
330	2014A G.O. IMPROVEMENT-DEBT SERVICE (2014-15 ST PRJ)	\$ 921,053.49
331	2017A G.O. EQUIPMENT CERTIFICATE-SLP FIRE	\$ 94,188.28
332	2018A G.O. EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ 95,311.50
333	2018A SLP FIRE DEBT SERVICE (BLAINE)	\$ 9,503.13
384	2013A (Refi 2005A) FIRE DEPARTMENT-DEBT SERVICE	\$ 12,334.46
<b><u>CAPITAL PROJECTS FUNDS</u></b>		
400	REVOLVING CONSTRUCTION	\$ 1,154,159.65
401	CAPITAL INVESTMENT	\$ 2,089,128.39
402	MSA MAINTENANCE	\$ 156,579.69
403	CAPITAL REPLACEMENT	\$ 415,569.15
407	SEALCOATING	\$ (18,310.36)
410	LAKESIDE/LIONS PARK IMPROVEMENT	\$ 22,420.04
416	BUILDING MAINTENANCE & RENEWAL	\$ 117,528.35
425	STORM SEWER REHAB	\$ 156,917.15
429	2013 EQUIPMENT CERTIFICATE	\$ 32,974.10
431	2017A G.O. EQUIPMENT CERTIFICATE-SLP FIRE	\$ 6,777.58
432	2018A G.O. EQUIPMENT CERTIFICATE	\$ 363,846.60
<b><u>ENTERPRISE FUNDS</u></b>		
600	PUBLIC UTILITY RENEWAL & REPLACEMENT	\$ 1,936,322.09
601	PUBLIC UTILITY OPERATIONS	\$ 988,302.13
602	WATER TREATMENT PLANT	\$ 314,390.27
<b><u>INTERNAL SERVICE FUNDS</u></b>		
700	SEVERANCE	\$ (79,752.26)
<b>GRAND TOTAL</b>		<b><u><u>\$ 11,442,389.10</u></u></b>





Kenneth A. Tolzmann, SAMA

Spring Lake Park City Assessor

November 25, 2019

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

Re: Fourth Quarter Billing for 2020 Payable 2021 Property Tax Assessment.

Dear Mr. Bucholtz,

The annual cost for assessment services in accordance with our contract is as follows:

1973 Residential improved parcels @ \$10.00 per parcel -----	\$19,730.00
313 Commercial/Ind/Apt parcels @ \$55.00 per parcel -----	17,215.00
39 Unimproved land parcels @ \$ 2.50 per parcel -----	97.40
93 Exempt parcels	nc

Total Cost for year 2020 assessment payable in 2021: \$37,042.40

Fourth Quarter Amt. Due: \$ 9,260.60

The above figures are in accordance with our contract for services dated December 17, 2018.

If you have any questions, please give me a call at 464-4862.

Sincerely,



Kenneth A. Tolzmann, SAMA#1939  
Spring Lake Park City Assessor  
24738 Hamlet Ave. N.  
Forest Lake, Mn 55025

101-41500-4000



VOLUNTARY COST SHARING AGREEMENT  
FOR ANOKA COUNTY ECONOMIC DEVELOPMENT

THIS AGREEMENT is made between the County of Anoka, a political subdivision of the State of Minnesota (“County”), and the undersigned participating municipality (“City”), a municipal corporation organized under the laws of the State of Minnesota.

WITNESSETH

WHEREAS, the County and the City, along with other community partners, entered into a Memorandum of Agreement (“MOU”) on January 1, 2019, to set goals, create an action plan, and implement shared objectives in promoting economic development within Anoka County;

WHEREAS, the MOU addresses the need for cost sharing between the County and municipalities of Anoka County to support continued services for website services, social media support, marketing assistance, and future services related to the county-wide economic development initiative;

WHEREAS, an annual budget for the above activities was developed, including a formula for participating municipalities to provide proportional cost sharing based upon its population;

NOW, THEREFORE, the parties understand and mutually agree as follows:

1. The budget for services related to website services, social media, marketing, and other supportive activities required for economic development, is currently set at \$20,000.00 for calendar year 2020.
2. For 2020, the City agrees to contribute the sum of \$0.057 per individual resident within its city limits, as a voluntary contribution to the economic development costs described above.
3. The City shall provide such payment annually, by the end of the first quarter in each calendar year, beginning in 2020.
4. Each calendar year, the County will provide an annual budget and proposed formula for the City’s use in calculating its contributions under this Agreement.
5. The City may opt out or cancel this Agreement by providing 30 days’ written notice to the County Administrator: Rhonda Sivarajah, 2100 Third Avenue, Ste. 700, Anoka, MN 55303.
6. This agreement shall terminate concurrently with the MOU, unless a City chooses to opt out or cancel this agreement prior to its expiration, as provided above.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

**ANOKA COUNTY:**

**CITY:** \_\_\_\_\_

By: \_\_\_\_\_  
Scott Schulte, Board Chair

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

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Karen Skepper, Executive Director  
ACHRA

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

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Christine Carney  
Assistant County Attorney

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

## 2019 Highlights of ACRED Partnership

### Marketing Tools:

- ACRED Website Launch in January
- Creation of a Regional Profile and Industry Profiles
- Marketing materials for events
- MN Technology Corridor



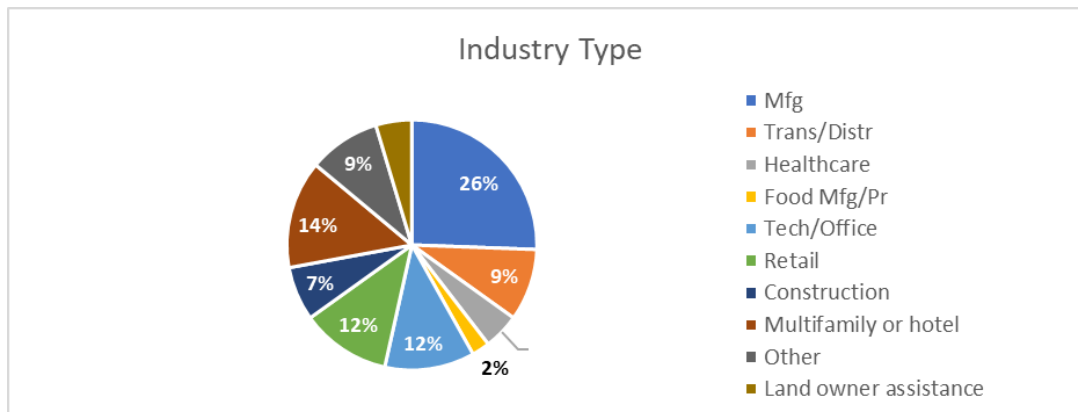
### Events

- Sponsored & Attended MN Real Estate Journal Events
  - Medical Properties Summit (March)
  - Retail & Restaurant Summit (April)
  - MN Real Estate Journal Awards (April)
  - Land Development Summit (May)
  - Industrial/Economic Development Summit
  - Data Center Summit
- 3M/PGA Open Event – hosted area businesses and real estate professionals to thank them for doing business in Anoka County – or to attract investment in Anoka County
- ACRED Banking & Credit Union Event (paid for by area sponsorships, not ACRED budget)
- UpRiver Real Estate – event for area real estate professionals to learn some area projects and leverage connections for future investment
- Anoka County Business Summit – 140 business leaders attended the summit from across the county to learn about expansion planning resources and workforce initiatives to help their companies grow
- Additional Event Presentations on the ACRED Partnership included: MN Real Estate Exchangers event, Chamber presentations, MNCAR Event presentation and Rotary presentations



## Projects

- 87 Project Responses YTD
  - Types of responses –
    - Sent property information to lead
    - Connected business with a City
    - Connected business with workforce resources
    - Connected businesses with finance resources



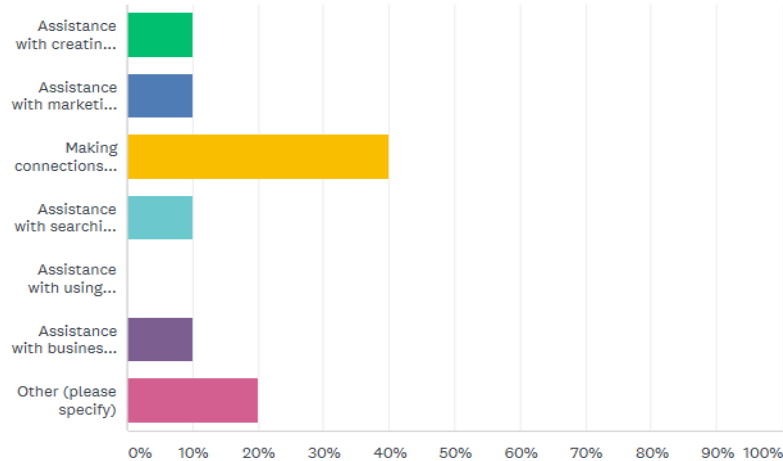
## Municipality Assistance

ACRED has brought resources to help municipalities (partners) with various needs in Economic Development. Examples of those projects can be seen below, plus a snapshot of feedback collected from the cities via survey monkey on the type of assistance received:

- Coordination with property owners on the community's behalf to help market or attract investment to their property
- City marketing assistance, including: Community Profiles, market data, branding or economic development strategies,
- Property Readiness assistance, including - development planning – including zoning reviews, marketing target properties, help with due diligence on a site
- Based on feedback this was the type of assistance provided directly to the cities
- Assistance using state or local financing tools for a project
- Assistance with a business retention and expansion effort
- Making connections with real estate or banking professionals
- Making connections with workforce resources for their area businesses
- Assistance with listing or searching for property information on MNCAR

## What type(s) of assistance did you receive from the Anoka County Economic Development Specialist? (Check all that apply)

Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES
▼ Assistance with creating an economic development plan.	10.00% 1
▼ Assistance with marketing or advertising for business development.	10.00% 1
▼ Making connections with site selectors, developers or businesses.	40.00% 4
▼ Assistance with searching for sites & buildings.	10.00% 1
▼ Assistance with using state and local financing tools for business expansion efforts.	0.00% 0
▼ Assistance with business expansion, development or redevelopment opportunities.	10.00% 1
▼ Other (please specify)	<a href="#">Responses</a> 20.00% 2
<b>TOTAL</b>	<b>10</b>

## ACRED Partnership Meetings

ACRED held three partner meetings in 2019 to cover the following items:

- Business Retention Strategies for the region
- Project assistance and incentives
- ACRED updates and event strategies
- Area workforce tools and resource

In 2020 – three partnership meetings will help with the following possible topics: transportation, site readiness and business retention and expansion strategies



## Chamber Partnerships

ACRED has worked with all 7 area chambers on the following:

- Event partnerships
- Chamber strategy
- Marketing the region
- Coordination and collaboration between chambers
- Connections between the business community and area chambers

## Workforce Development Partnerships

- ACRED has formed a strong partnership with our CareerForce Center and area workforce initiatives including:
  - The economic development specialist sits on the Workforce Board and ensures economic development strategies are aligned with workforce strategies
  - Advocate for employer needs and explains industry changes and trends
  - Connects cities to area workforce resources for employers
  - Aligns chambers with area workforce initiatives

## Additional Partnerships

- ACRED has worked with Open to Business on multiple projects providing the following information
  - Finding available properties for the business owner
  - Connecting them with local city contacts
  - Connecting them with state or local financing incentives for their projects



## 2020 Anoka County Regional Economic Development Budget

	<b>Budget</b>	<b>Change from 2019 budget</b>
<b>MNCAR Properties Listing</b> - Available site search engine on website, and access to pull property information for RFP's or pull data for businesses such as traffic counts, area demographics, etc.	\$8,200	Same
<b>Minnesota Marketing Partnership</b> - Anoka County will remain part of the metropolitan economic development leaders to influence Minnesota's economic development marketing strategy, increase Anoka County's visibility and brand, bridge Minnesota Marketing with County-wide marketing, and access to exclusive site selector events.	\$625	Same
<b>MN Real Estate Journal - Event sponsorship and panel presentations</b> - Connect with the regions brokers and developers at events that are often highly attended and informative. Invite cities as well. Four events will be sponsored with a County Representative Present at the event and on a panel.	\$4,500	Same
<b>UpRiver Event</b> - This annual event is for commercial real estate and banking professionals to learn more about Anoka County, Plus will offer an educational piece and 2 hours of CE credits - Cost for breakfast provided and CE credit application	\$1,800	Same
<b>Annual Cost to host website (iceberg)</b>	\$875	Decrease \$300
<b>Marketing Activities</b> - this could include additional marketing items such as industry specific banners, 3M/PGA open items, etc. Or additional event attendances/sponsorships	\$1,500	New allocation of funds but same amount
<b>MNCAR Booth, October</b> - Largest broker/development summit gathering of the year through MNCAR. Over 600 in attendance.	\$1,100	Increase \$100
<b>Conduct Annual Business Summit</b> - Engage business leaders in Economic Development. This meeting should include an educational piece to update employers on economic development initiative and programs, but also gain their input into key challenges they may be facing	\$600	Decrease \$200
<b>Banking/Credit Union Event</b> - Engage the financial institution community on the latest economic development news and resources to ensure they have the tools to help businesses grow in the Anoka County region.	\$800	New budget item, sponsors in 2019
<b>Total</b>	<b>\$20,000</b>	

<b>Budget</b>	<b>2020</b>
<b>Total Expenses</b>	<b>\$ 20,000</b>

<b>Contributions from Business Partners</b>	<b>2020</b>
Connexus Energy	\$ 2,000
Anoka County	
Metro North Chamber	
Xcel	
Other	
<b>Total</b>	

<b>Net Expense</b>	<b>\$ 20,000</b>
--------------------	------------------

<b>Population Cost Allocation</b>	<b>\$ 0.057</b>
-----------------------------------	-----------------

<b>City Staff Contact</b>	<b>City Partners</b>	<b>Population</b>	<b>2020 Share</b>
Joe Janish	Andover	32,335	\$ 1,855
Doug Borglund	Anoka	17,995	\$ 1,032
Ginger Berg	Bethel	461	\$ 26
Erik Thorvig	Blaine	64,188	\$ 3,682
Mark Statz	Centerville	3,958	\$ 227
Patrick Antonen	Circle Pines	4,909	\$ 282
Keith Dahl	Columbia Heights	20,158	\$ 1,156
Elizabeth Mursko	Columbus	3,870	\$ 222
Matt Brown	Coon Rapids	62,726	\$ 3,598
Colleen Winter	East Bethel	11,788	\$ 676
Scott Hickok	Fridley	28,631	\$ 1,642
Don Krueger/Denise Webster	Ham Lake	15,891	\$ 912
Ruth Nelsen	Hilltop	784	\$ 45
Bill Petracek	Lexington	2,018	\$ 116
Michael Grochala	Lino Lakes	20,803	\$ 1,193
Pam Olson	Linwood Township	5,359	\$ 307
Ellen Lendt	Nowthen	4,548	\$ 261
Loren Wickham	Oak Grove	8,360	\$ 480
Sean Sullivan	Ramsey	26,251	\$ 1,506
Kate Thunstrom	St. Francis	7,400	\$ 424
Dan Buchholtz	Spring Lake Park	6,219	\$ 357
	<b>Total</b>	<b>348,652</b>	<b>\$ 20,000</b>

**RESOLUTION NO. 19-42**

**RESOLUTION CERTIFYING DELINQUENT ACCOUNTS  
ANOKA COUNTY**

**Fund No. 85412– Service Charges  
Fund No. 85413 – Administrative Fees**

**WHEREAS**, the City Council of the City of Spring Lake Park, Minnesota, by Chapter 50.57 of the Municipal Code of the City of Spring Lake Park, has provided that the uncollected citations, service and (or) utility charges of water and sewer furnished its consumers shall become a lien against the property and be certified annually for the collection of said billings (Exhibit A).

**NOW THEREFORE BE IT RESOLVED**, that the following uncollected service and (or) utility bills are deemed to be delinquent and are hereby determined to be liens against the real estate referred to herein, and that the same shall and is hereby certified to the County Auditor pursuant to Minnesota Statute 444.075, Subdivision 3 and Minnesota Statute 429.101 for the collection of said service, citation and or utility charges along with taxes against property as other taxes are collected.

The foregoing resolution was moved for adoption by Councilmember.

Upon roll call, the following voted aye: Councilmembers.

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 2nd day of December 2019.

---

Robert Nelson, Mayor

ATTEST:

---

Daniel Buchholtz, City Administrator

State of Minnesota                    )  
Counties of Anoka and Ramsey) ss  
City of Spring Lake Park            )

I, Daniel Buchholtz, duly appointed and qualified City Clerk in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby Certify that the foregoing is a true and correct copy of Resolution No. 19-42, A Resolution Certifying Delinquent Utility, Service and or Citation Charges and the Administrative Fee, adopted by the Spring Lake Park City Council at their regular meeting on the 2nd day of December 2019.

(SEAL)

---

Daniel Buchholtz, Administrator, Clerk/Treasurer

Dated:

<b>Property PIN</b>	<b>Service Charge Fund 85412</b>	<b>Admin Fee Fund 85413</b>	<b>Total</b>
02-30-24-24-0080	\$425.00	\$125.00	\$550.00



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

Business Licenses  
Used Car

December 2, 2019

Used Car Sales

Enterprise Leasing Company of MN, LLC.

Fridley Motor Co. dba Friendly Chevrolet

Central Bargain Lot Used Cars

Perfect 10 Auto, Inc.

Rent-N-Travel, Inc.

Northtown Auto Sales & Services, Inc.

Carmotive, Inc.

Spring Lake Park Auto

Reinking Automotive, LLC. dba Kings Korner Auto Sales

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

Business Licenses  
Dance

December 2, 2019

Dance License

The Sunset Grill

Dala 1, Inc.

Biff's Sports Bar and Grill



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

Business Licenses  
Liquor, Club, Tap Room, Off-Sale Brewery, Club  
and Off-Sale Intoxicating

December 2, 2019

Liquor On-Sale Intoxicating & Sunday

Monte's Sports Bar

Dala1, Inc.

The Sunset Grill

Biff's Sports Bar and Grill

2 AM Liquor License

Biff's Sports Bar and Grill

Club

Kraus Hartig Post

Tap Room, Off-Sale Brewery and Sunday Sales

Torg Brewery, LLC.

Off-Sale Intoxicating

Hy-Vee Wine and Spirits

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

Business Licenses  
Tobacco Licenses

December 2, 2019

Tobacco License

Spring Lake Tobacco Plus, Inc.

Hy-Vee

Hy-Vee Wine & Spirits

Hy-Vee Fast & Fresh

HK Corp. dba Speedway #4828

Holiday Stationstores

Biff's Sports Bar & Grill

Dick's Vape Shop

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

## Contractor's Licenses

December 2, 2019

### General Contractor

AmeriGas Propane

Stone Construction, Inc.

### Mechanical Contractor

Nordic Services

### Sewer and Water Contractor

Interstate Removal, LLC.





## City of Spring Lake Park 2020 Truth in Taxation Hearing

### City Council

Bob Nelson, Mayor

Ken Wendling

Brad Delfs

Barbara Goodboe-Bisschoff

Lisa Dircks

December 2, 2019

### Purpose of TNT Hearing

- Required under M.S. 275.065
- Provide information on 2020 proposed budget and tax levy
- Provide opportunity for residents to share feedback on the proposed budget and tax levy
- This is not the time to discuss your estimated market value. That occurs during the Open Book Assessment process in April.

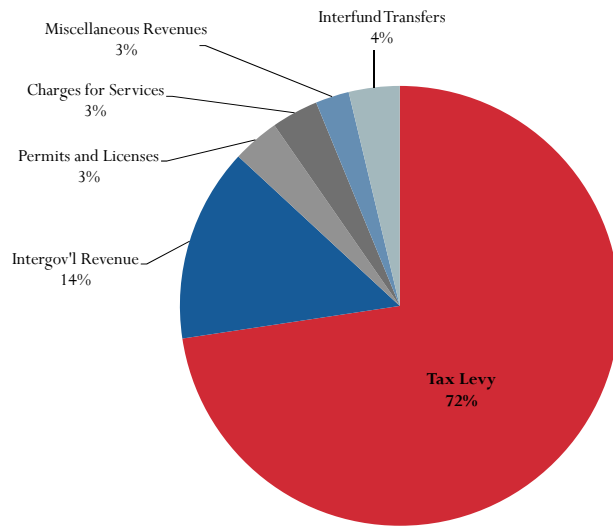
## 2020 Budget Process

- June 2019 Department Heads Draft Departmental Budgets
- July 2019 Department Heads Present Budgets to Administrator
- August 2019 Administrator Presents Proposed Budget to City Council
- September 3, 2019 Council Approves Preliminary Budget/Tax Levy
- December 2, 2019 TNT Hearing
- December 16, 2019 Council Approves Final Budget/Tax Levy

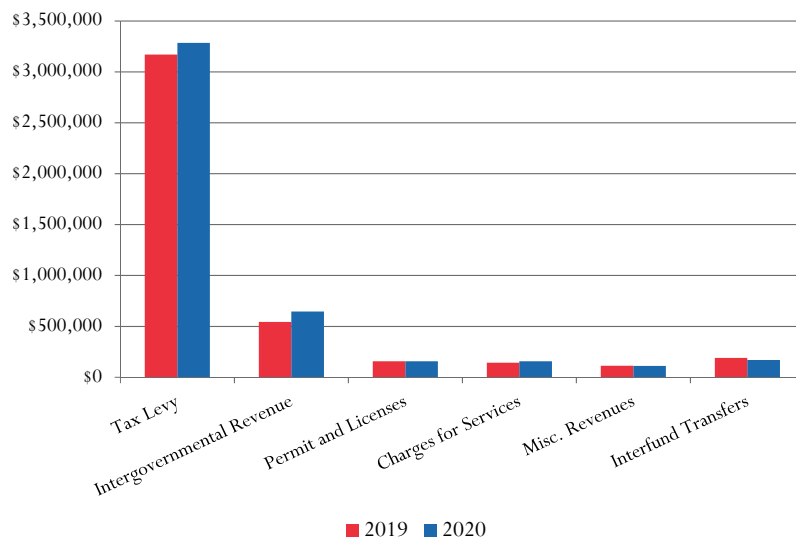
## Why Does My Property Tax Bill Vary From Year to Year

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

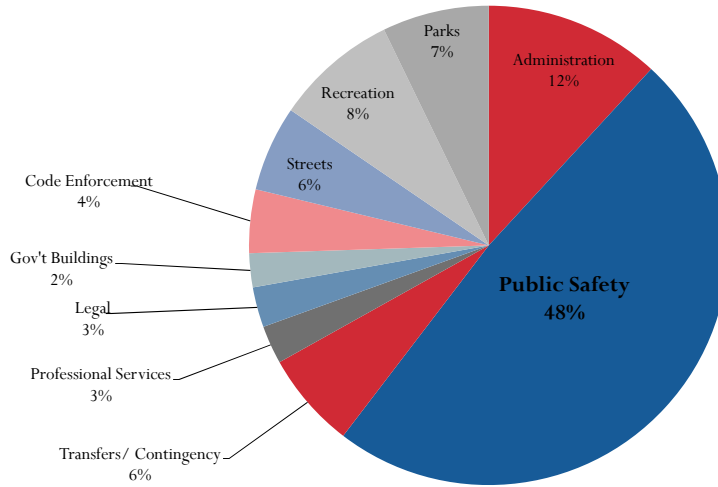
## 2020 General Fund Revenues



## Revenue Comparison

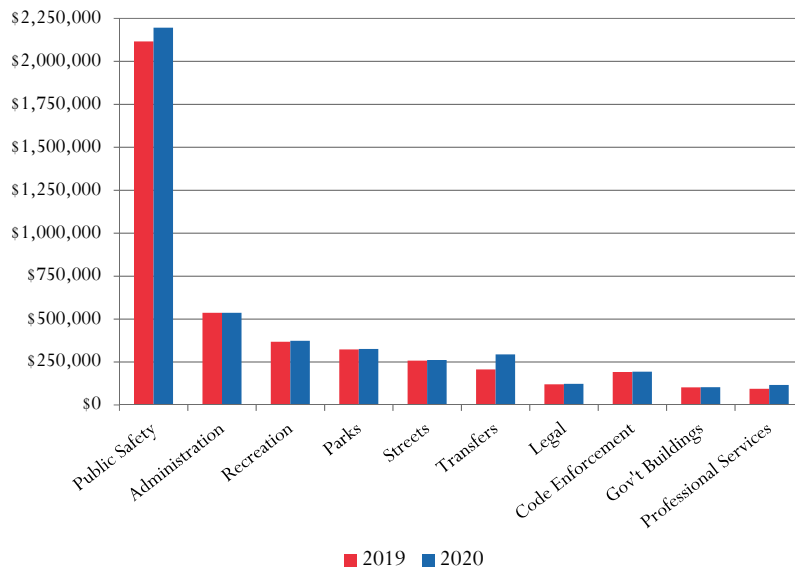


## 2020 General Fund Expenditures



Notes: Public Safety is Police and Fire; Administration includes City Council expense; Professional Services is Assessor, Auditor, Engineering, I.T., and Planning & Zoning.

## Expenditure Comparison



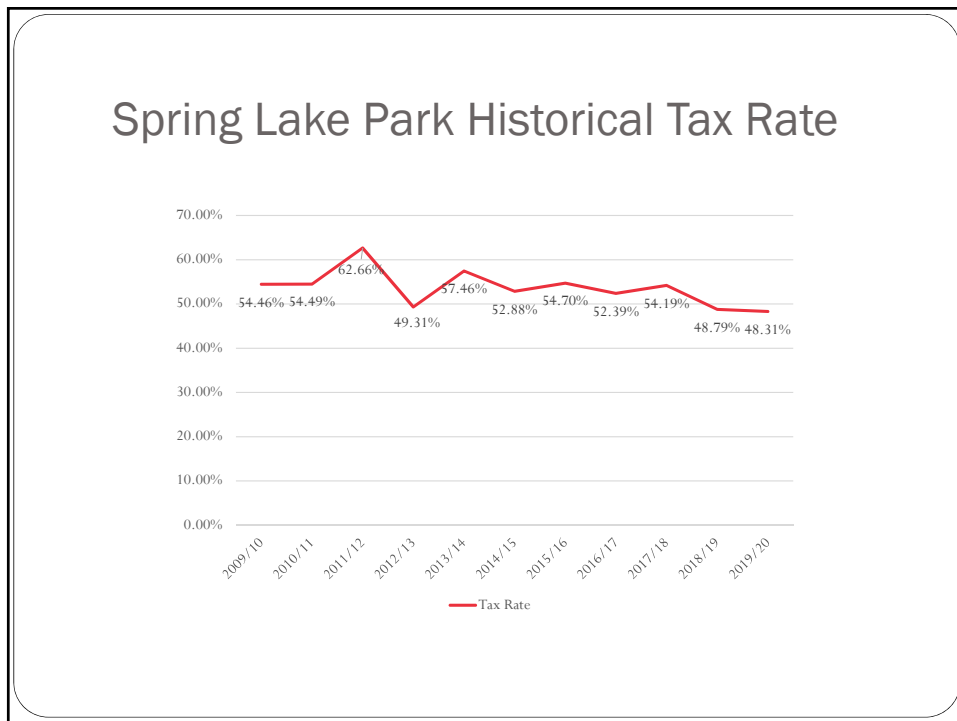
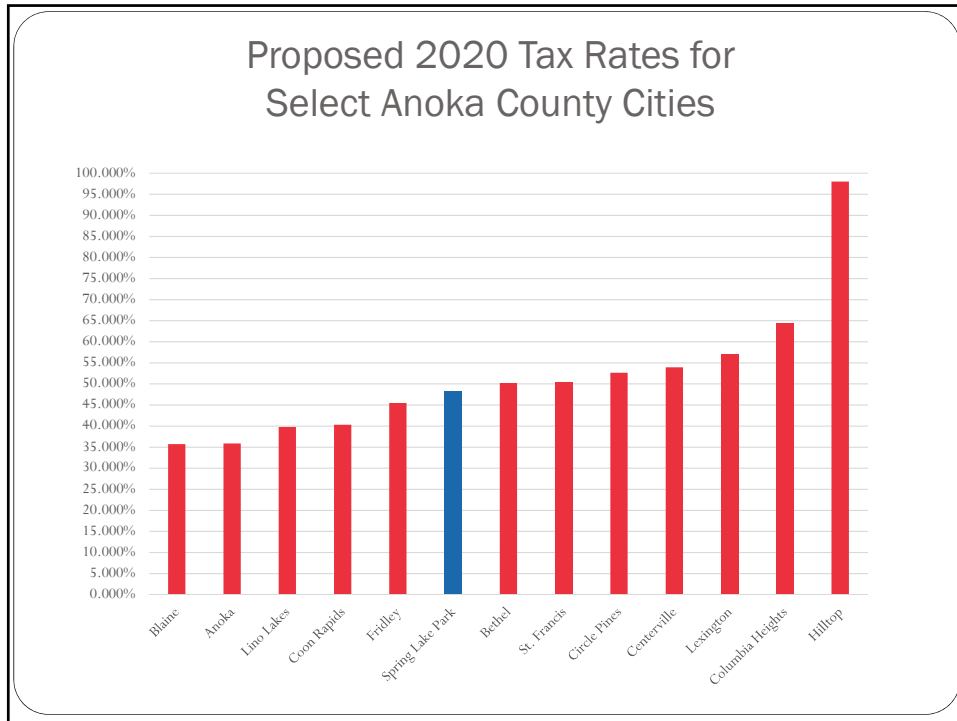


## 2020 Budget Highlights

- Proposed 2020 Levy is \$3,553,246, an increase of 3.48%
  - General Government levy increase is 3.65%
  - Debt service levy increase is 0.75%
- General Fund revenues are anticipated to increase by 4.87%
- Overall General Fund spending (minus transfers) is set to increase by 4.97%
- City's tax rate will decrease from 48.79% in 2019 to 48.31% in 2020
- General Fund staffing level in the 2020 budget is 26.65 FTEs, which is no change from the 2019 budget.

## 2020 Budget Highlights

- Local Government Aid
  - The City will receive \$504,788 in Local Government Aid (LGA).
  - Local Government Aid is being allocated as follows:
    - Fund general fund expenditures (\$196,948)
    - Buy down debt service levy (\$90,000)
    - Purchase capital equipment (\$122,833)
    - Fund State/Federal storm water mandates (\$25,000)
    - Radio replacement fund (\$10,000)
    - Reduce severance liability (\$20,000)
    - 2020 Election (\$15,000)
    - Phase out liquor store transfer (\$25,000)
  - Cost drivers for 2020 budget included increases in wages and benefits for City staff, health insurance premium increases, increases in I.T. infrastructure costs for the City and phase-out of the Liquor Store transfer.



## Revenue Detail

Revenue by Category	2019 Budget	2020 Budget	% Chg.
Property Taxes	\$ 3,169,666.00	\$ 3,285,402.00	3.65%
Intergovernmental Revenue (LGA, PERA Aid, Court Fines)	\$ 543,310.00	\$ 644,788.00	18.68%
Permits and Licenses (Liquor, Sign, Bldg, Rental, etc)	\$ 157,152.00	\$ 156,752.00	(0.25%)
Charges for Current Services (Zoning Fees, Gambling Tax, Alarm Calls, Rental Housing)	\$ 142,909.00	\$ 156,181.00	9.29%
Miscellaneous Revenues (Ins. Dividends, Admin Fines, Liaison Officer Contract)	\$ 111,978.00	\$ 111,820.00	(0.14%)
Interfund Transfers (Liquor, Public Utilities, Recycling)	\$ 189,172.00	\$ 169,147.00	(10.59%)
<b>TOTAL</b>	<b>\$ 4,314,187.00</b>	<b>\$ 4,524,090.00</b>	<b>4.87%</b>

## Expenditure Detail

Expenditure by Department	2019 Budget	2020 Budget	% Chg.
Council	\$ 57,498.00	\$ 57,167.00	(0.58%)
Administration	\$ 478,682.00	\$ 479,200.00	0.11%
Planning/Zoning	\$ 1,400.00	\$ 1,025.00	(26.79%)
Government Buildings	\$ 101,904.00	\$ 103,705.00	1.77%
Police Department	\$ 1,852,609.00	\$ 1,876,553.00	1.29%
Fire Protection	\$ 262,861.00	\$ 319,037.00	21.37%
Code Enforcement	\$ 192,036.00	\$ 193,913.00	0.98%
Streets	\$ 257,769.00	\$ 261,269.00	1.36%
Recreation	\$ 367,824.00	\$ 373,693.00	1.60%
Parks	\$ 322,997.00	\$ 325,830.00	0.88%
Professional/Contractual Services (assessor, auditor, legal, eng., I.T.)	\$ 212,257.00	\$ 238,198.00	12.22%
Miscellaneous (transfers, contingency)	\$ 206,350.00	\$ 294,500.00	42.72%
<b>TOTAL</b>	<b>\$ 4,314,187.00</b>	<b>\$ 4,524,090.00</b>	<b>4.87%</b>

## What Do You Get for Your Spring Lake Park Tax Dollar?

Recreation 8¢      Public Safety/ Code Enforcement 53¢      PW & Grounds/Transfers 13¢      General Government 18¢



A \$180,000 home generates \$767.95 in annual property taxes. This comes to \$63.99 per month for 2020.

**What could you purchase for \$63.99/month?**

**ONE OF THESE...**

- One month of cable service
- Dinner and a movie for two
- Movie and snacks for a family of four
- One month at a gym
- Cell phone bill

**ALL OF THESE...**

- 24 hour Police Protection
- 24 hour Fire Protection
- Paved/Maintained City Streets
- Snow/Ice Removal
- Tree Trimming
- Animal Control
- Stormwater System
- Code Enforcement
- Zoning Service
- Recreation Programs
- Well Groomed Parks
- Staffed Skating Rinks
- Elections
- And More...

## 2020 Property Tax Levy

Revenue by Category	2018 Budget	2019 Budget	% Chg.
General Operations	\$ 3,169,666.00	\$ 3,285,402.00	3.65%
Debt Service	\$ 265,849.00	\$ 267,844.00	0.75%
<b>TOTAL</b>	<b>\$ 3,433,850.00</b>	<b>\$ 3,553,246.00</b>	<b>3.48%</b>

Questions?



*Thank You For Attending!*





# Memorandum

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

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

**Date:** November 27, 2019

**Subject:** Interim Ordinance

Mayor Nelson requested that staff begin the process of having the City Council approve an interim ordinance to establish a moratorium on the issuance of new conditional use permits to allow two family dwellings in the R-1, Single Family Residential, Zoning District.

Staff has posted notice of a public hearing at City Hall, posted notice on the City's website, and provided all parties with housing proposals with a copy of the public hearing notice with three business days of the public hearing.

The interim ordinance, if adopted, would establish a moratorium on new conditional use permits permitting two-family dwellings in the R-1 zoning district to provide the City time to study the impact of two-family dwellings on existing single-family neighborhoods. Mayor Nelson believes there has been a lot of discussion recently about two-family dwellings in the R-1 zoning district and that additional study should be undertaken.

A public hearing must be held on the proposed ordinance. The ordinance needs be passed with a majority vote of all members of the City Council (3 votes). The ordinance would take effect upon publication and would last for one year. If the study is completed early, the moratorium can be ended prior to the end of the one-year period.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

NOTICE OF PUBLIC HEARING  
INTERIM ORDINANCE ESTABLISHING A MORATORIUM ON TWO-FAMILY  
DWELLINGS IN THE R-1 ZONING DISTRICT

Notice is hereby given that a public hearing will be held by the Spring Lake Park City Council on December 2, 2019 at 7:00pm, or as soon thereafter as practical, at the Spring Lake Park City Hall, 1301 81<sup>st</sup> Avenue NE, for consideration of an interim ordinance establishing a moratorium on the issuance of conditional use permits for two-family dwellings in the R-1 zoning district. If approved, the ordinance shall take effect upon publication.

A copy of the proposed ordinance is available for inspection with the Administrator, Clerk/Treasurer.



---

Daniel R. Buchholtz, MMC  
Administrator, Clerk/Treasurer

Posted on November 26, 2019





**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 Official  
**RE:** Code Enforcement Monthly Report for November 2019  
**DATE:** November 26, 2019

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

In November, a total of 17 building, 1 Fire Suppression, 14 mechanical, 7 plumbing and 4 Zoning for a total of 43 permits issued compared to a total of 48 in 2018. Code Enforcement conducted 49 inspections in the month of November including 18 rental, 5 zoning, 19 nuisance and 7 fire inspections.

In November of 2019, the Code Enforcement Department did post one abandoned property. Also, in the month of November, I issued four administrative offense tickets all pertaining to nuisance violations.

On November 20<sup>th</sup> I took my Building Official Limited Exam. I have received conformation from the Department of Labor and Industry that I have successfully passed the exam!! I am now able to do building inspections on 1 and 2 family homes.

I have been working diligently with the Spring Lake Park Police Department in efforts to reduce/eliminate any regular nuisance offenders both residential and commercial. The patrol officers are a tremendous help during business hours, but more importantly outside of normal business hours. They are my eyes and ears, so thank you to them.

The Hy-Vee gas station is getting very close to opening. I have completed both the fire suppression and fire alarm finals.

The order for the new Code Enforcement vehicle has been placed through Ranger GM in Hibbing MN.

In November of 2018, I also attended the following appointments:

- City Council meeting on November 4<sup>th</sup> and 19<sup>th</sup>.
- Department meeting on November 5<sup>th</sup>.
- Building Official Limited Test on November 20<sup>th</sup>.
- Anoka County Courthouse for a Subpoena November on 25<sup>th</sup>.

- Meeting with the owners of Spring Lake Terrace, covering multiple topics on November 26<sup>th</sup>

This concludes the Code Enforcement Department monthly report for November 2019. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.

**ORDINANCE NO. 459**

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SPRING LAKE PARK AND CREATING A NEW PLANNED UNIT DEVELOPMENT DISTRICT**

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

**Section 1. Zoning Map Amendment.** The following property is hereby rezoned from R-1, Single Family Residential, to PUD #2019-1, Planned Unit Development, District:

The North 300 feet of the East Half of the East Half of the Southwest Quarter of the Southeast Quarter of Section 2, Township 30, Range 24, Anoka County, Minnesota, except that part platted as BUZZELL’S 1<sup>ST</sup> ADDITION and except Roads.

**Section 2. Design Standards.** The rezoning of the property incorporates the following PUD (Planned Unit Development) design standards:

**a. Intent**

The purpose of this zone is to create a PUD to allow for six single family homes on an in-fill development. The use of the PUD zone is to allow for more flexible design standards while creating a higher quality and more sensitive proposal. Except as modified by this Ordinance, the development shall comply with the requirements of the R-1, Single Family Residential, Zoning District.

**b. Permitted Uses**

The permitted uses in this zone shall generally comply with the uses specified for the R-1, Single Family Residential, District in Appendix D of Chapter 153 of the Spring Lake Park Code of Ordinance. The following uses are not permitted in the PUD #2019-1 district: 1) boarding or rental of rooms; 2) two-family dwellings; 3) schools; and 4) swimming pools. The following uses are conditional uses in the PUD #2019-1 district: 1) family daycare.

**c. Building Location, Area, Height and Architecture**

Minimum lot depth and width in the PUD #2019-1 District shall be as follows:

Dwelling, single family	Depth	210 feet
Dwelling, single family	Width	50 feet

Minimum front, side and rear yards in the PUD #2019-1 District shall be as follows:

Dwelling, single family	Front yard	40 feet
Dwelling, single family	Side yard	7.5 feet
Dwelling, single family	Rear Yard	40 feet

Building location, area, height and architecture shall conform to the standards set forth in Chapter 153 of the Zoning Code and other applicable provisions of the Spring Lake Park City Code.

**d. Grading, Drainage, Utilities, Storm Water Management and Other Performance Characteristics.**

The grading, drainage, utilities, storm water management and other performance characteristics of the PUD #2019-1 shall generally conform to City of Spring Lake Park and Coon Creek Watershed District standards.

A 30 foot drainage and utility easement shall be granted over the water and sanitary sewer mains servicing the PUD.

The proposed outlot shall be dedicated in fee to the City for drainage and utility purposes.

No fences shall be constructed within the drainage and utility easements to ensure City access to the proposed outlot.

All other standards shall be governed by the Spring Lake Park City Code.

**Section 3. Findings.** In rezoning the above referenced property to the PUD #2019-1 Zoning District and related PUD Development Plans, the City Council finds the following:

- a. Developing the property with single family uses that meet the City's Land Use Plan, current zoning and existing neighborhood is consistent with the City's interests and policies.
- b. The proposal for narrower lots within the PUD is a reasonable and desirable approach for maintaining the neighborhood character versus other permitted options.
- c. Lots that are 50 feet wide, although less than the Zoning Code minimum, are well within the range of typical development for single family homes and are a reasonable accommodation within a PUD.
- d. The proposed plat maintains significant open space in the rear yards of each lot and within the Outlot.
- e. Side setbacks of 7.5 feet are reasonable for lots this size.

- f. Developing this land will benefit Prince of Peace Lutheran Church, a valuable community institution, and will continue to build the neighborhood and Spring Lake Park's population base.
- g. The project as proposed meets the criteria for PUDs in the Zoning Code.

**Section 5. Official Zoning Map.** The Administrator, Clerk/Treasurer shall make the applicable changes to the official zoning map.

**Section 6. Severability.** Should any section, paragraph, provision, sentence or lesser part of this Ordinance be found invalid by a Court of competent jurisdiction, then such invalid section, paragraph, provision, sentence or phrase shall be severed from this Ordinance and all remaining portions of this Ordinance shall continue in full force and effect.

**Section 7. Effective Date.** The ordinance shall become effective upon adoption and publication.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 2nd day of December, 2019.

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



To:	City Council City of Spring Lake Park	From:	Phil Carlson, Stantec
File:	JP Brooks – PUD Single Family Plat 7800 Block of Monroe Street NE	Date:	December 2, 2019

**Re: JP Brooks – Planned Unit Development, Single Family Plat, 7800 Block of Monroe Street NE**

## INTRODUCTION

JP Brooks Builders proposes a Planned Unit Development consisting of six single family lots on land that is currently vacant on the north side of the Prince of Peace Lutheran Church property on Monroe Street NE. The request was heard by the Planning Commission at their October 28 and November 25 meetings. The project is described in our reports to the Planning Commission with those dates. I will not repeat all of the previous information here and refer you to those reports for background and analysis of the project.

Key points to consider:

- 1) The project proposes lots that are narrower than the City's 75-foot standard, but at 50 feet are still within the range of reasonably sized lots in this market. Total lot area exceeds the City standard of 10,000 sq ft.
- 2) The church is looking to raise revenue by selling off this open and little used land.
- 3) The economic reality of the real estate market today in Spring Lake Park is that it is difficult to build new single family homes on full 75-foot lots considering the price of land. The trend to smaller lots is commonplace. Developing 4 standard lots on this property is not economically feasible. The likely choice is more development on the land or none.
- 4) For any PUD there should be a give and take – some flexibility in development standards for the developer and some benefits to the City of future residents. The flexibility to the developer is to the lot width and side setbacks; the benefits to the City include more tax base, keeping the property in single family homes, and benefitting the church, a valued community institution.



Reference: JP Brooks – Planned Unit Development, Single Family Plat | 7800 Block of Monroe Street NE

**OPTIONS**

It is useful consider the options for this land, which include the following:

**Option A – 4 Single Family Lots**

The first option is to plat single family lots that meet the Code standard of 75-ft width. Four such lots could be platted along the 300-ft frontage on Monroe Street. This would match the neighborhood but would not be feasible in this marketplace. The price of land, construction, and other development costs is such that the project would not make economic sense and likely would not be built. The land would stay vacant and the church would not benefit from the sale.





Reference: JP Brooks – Planned Unit Development, Single Family Plat | 7800 Block of Monroe Street NE

**Option B – 6 Single Family Lots with Cul-de-Sac**

A second option would also be allowed under the Zoning Code – plat 6 lots that would meet the minimum width, size and setbacks, but which would require building a short cul-de-sac street to serve the interior lots. This option could achieve 6 lots but at much greater cost – the cost of building the street, but also much more disturbance of the land and more hard surface. This approach would also place new homes closer to existing homes to the north and west and back up two new homes to the church parking lot. It could be done but is not desirable.



Reference: JP Brooks – Planned Unit Development, Single Family Plat | 7800 Block of Monroe Street NE

**Option C – Twin Homes with CUP**

A third option is to plat 4 lots for twin homes, or 8 units, which is allowed under the current Code by conditional use permit. The 4 lots would each meet the 75-ft lot width standard and the minimum size requirement. These units would be readily developable and occupied in this marketplace but would likely be rentals, not single family like the rest of the immediate neighborhood.





Reference: JP Brooks – Planned Unit Development, Single Family Plat | 7800 Block of Monroe Street NE

**Option D – PUD with Narrow Lots**

A fourth option is the one proposed by JP Brooks – a PUD requesting narrower lots but still single family and fronting Monroe Street. The basic arrangement of homes would be the same as the immediate neighborhood but slightly closer together. Significant yard area is preserved in the rear of the lots.

**Conclusion**

Other options permitted by current Code would allow 6 or 8 units to be built on the land, but at greater cost – either in development cost, disturbance of the land and greater hard cover, or in terms of neighborhood character. So the question becomes, why not allow this flexibility within a PUD to achieve the same as other permitted options, but with less cost and disruption.

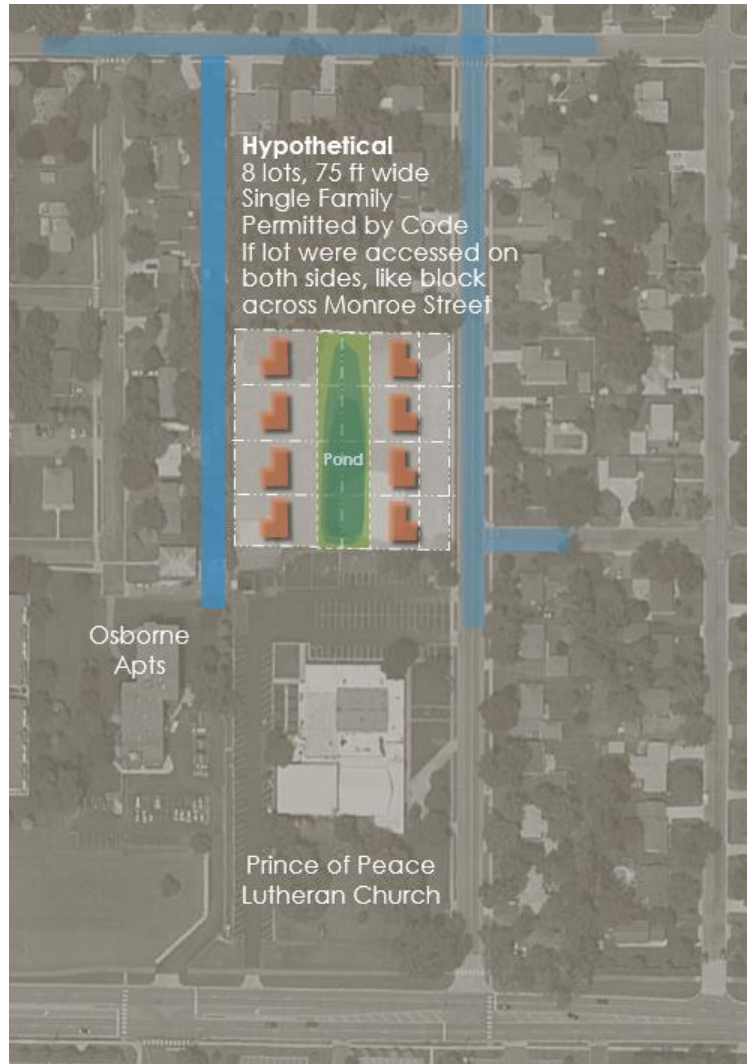


Reference: JP Brooks – Planned Unit Development, Single Family Plat | 7800 Block of Monroe Street NE

**Option E – Hypothetical 8-Lot Plat**

A final option is hypothetical – what if this parcel had street access on both sides, instead of just one side off Monroe Street? What if there were a street between Monroe and Madison, creating a 300-ft deep block similar to most other blocks in the neighborhood (Monroe to Quincy, Quincy to Jackson, etc.) This is illustrated to the right and would yield eight 75-ft-wide single family lots that would conform to the Code.

This illustrates a difficulty with this parcel – it is almost 300 ft deep east-west but is accessed on only one side – Monroe Street. Eight lots would be possible in this hypothetical, but only four with 75-ft lots fronting only Monroe Street. If this were a variance request instead of a PUD, my opinion is there would be a solid case for approving a variance to lot width, given the practical difficulties in putting reasonable development on the land, given its depth – a situation neither the applicant nor the church created.





**City of Spring Lake Park**  
 1301 81st 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:	
Received by:	
Date Filed:	
Date Complete:	
Base Fee:	Escrow:

### DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)		
<input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text) <input type="checkbox"/> Rezoning <input checked="" type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Site Plan/Building Plan Review <input type="checkbox"/> Conceptual Plan Review <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Lot Combination <input checked="" type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____
PROPERTY INFORMATION		
Street Address: <i>XXX Monroe St.</i>		
Property Identification Number (PIN#): <i>TBD</i>		Current Zoning:
Legal Description (Attach if necessary): <i>Attached</i>		
APPLICANT INFORMATION		
Name: <i>Josh Pomerleau</i>		Business Name: <i>JP Brooks INC</i>
Address: <i>11314 86th Ave N</i>		
City: <i>Maple Grove</i>	State: <i>MN</i>	Zip Code: <i>55369</i>
Telephone: <i>763-657-4416</i>	Fax:	E-mail:
Contact: <i>Sarah Pomerleau</i>	<i>Sarah@jpbrooks.com</i>	Title: <i>Admin</i>
OWNER INFORMATION (if different from applicant)		
Name:		Business Name:
Address: <i>SAME</i>		
City:	State:	Zip Code:
Telephone:	Fax:	E-mail:
Contact:		Title:
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: <i>Church Outlot</i>		
Nature of Proposed Use: <i>7 Single family homes</i>		
Reason(s) to Approve Request: <i>Low density SF use of land. Conforms to the single family detached homes in area.</i>		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name: <i>N/A</i>		Date of Application:
Nature of Request:		
<b>NOTE:</b> Applications only accepted with ALL required support documents. See City Code		

**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.

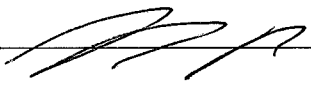
I wish to be notified of additional costs in the following manner (select one):

E-mail Sarah@jpbrooks.com  Fax \_\_\_\_\_  USPS – Certified Mail

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:  Date: 8/21/19

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

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

**Legal Description per MLS  
XXX Monroe St, Spring Lake Park**

**The north 300ft half of East half of Southwest Quarter of the Southeast Quarter of section 2 township 30 range 24 Anoka County Minnesota except that part platted, as Buzzells 1st Addition and except**





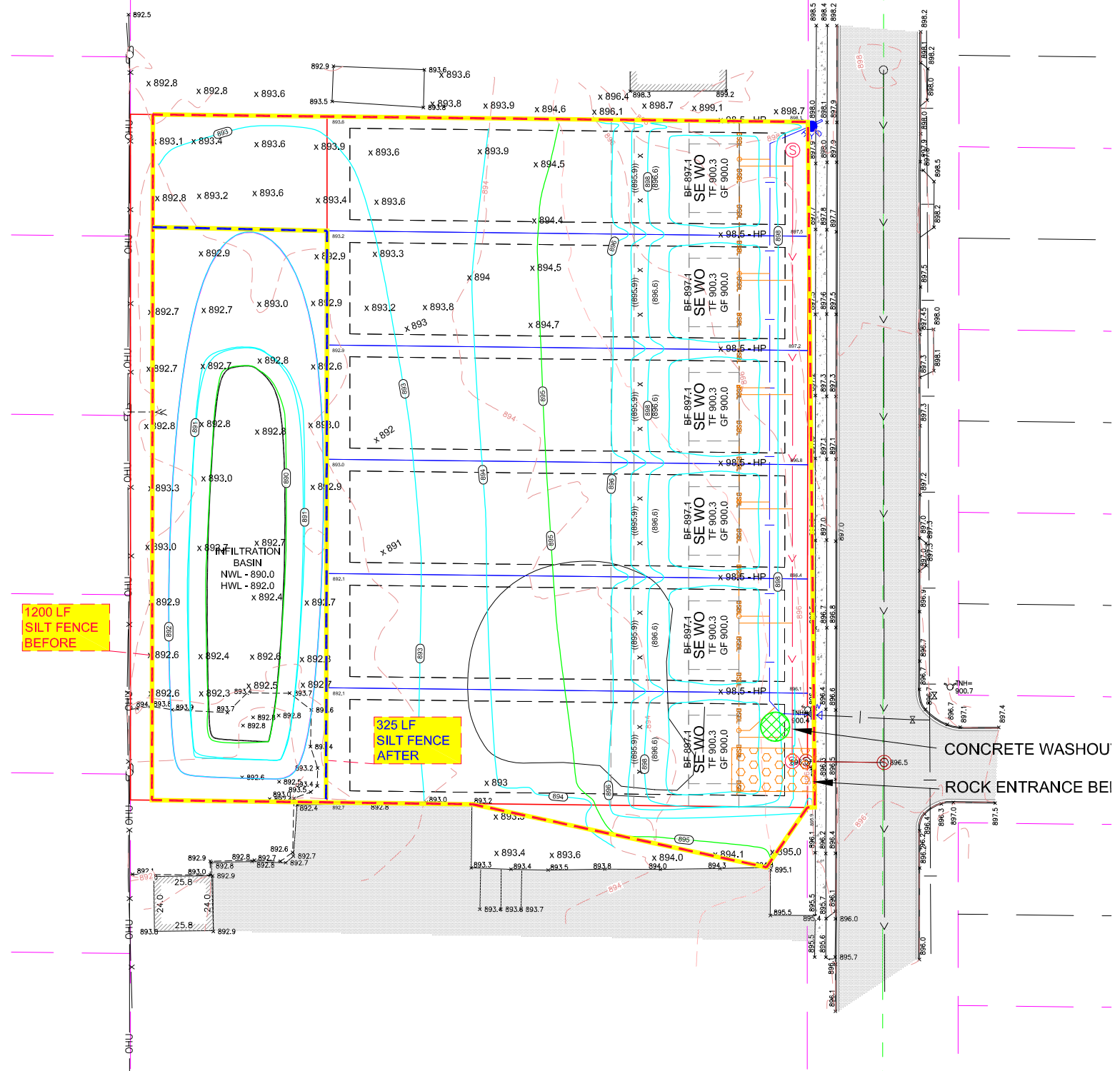




**SYMBOL LEGEND**

DESCRIPTION	PROPOSED	EXISTING
MINOR CONTOUR		
MAJOR CONTOUR		
LOT LINE		
WATERMAIN		
BUILDING SETBACK BOUNDARY		
PARCEL BOUNDARY LINE		
DRAINAGE AND UTILITY EASEMENTS		
CURB AND GUTTER		
RIGHT-OF-WAY		
DRAIN TILE W/CLEANOUTS		
BACKYARD CATCH BASIN		
CATCH BASIN		
STORM SEWER MANHOLE		
FLARED END SECTION WHIRL-RAP		
STORM STRUCTURE LABEL		
SANITARY STRUCTURE LABEL		
SANITARY SEWER MANHOLE		
HYDRANT		
GATE VALVE		
WELL		
DRAIN FLOW/RUNOFF ARROW		
EMERGENCY OVERFLOW SWALE		
SOIL BORING LOCATION		
SILT FENCE		
WETLAND BUFFER POST		
BARRICADE		
SPOT ELEVATION		
TBC SPOT ELEVATION		
UTILITY POLE		
LIGHT POLE		
HANDICAP PARKING SPACE		

- ROCK ENTRANCE BERM
- SILT FENCE
- POST GRADING SILT FENCE
- BIO-ROLL
- CONCRETE WASHOUT
- INLET PROTECTION



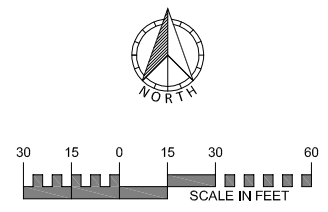
**GENERAL NOTES:**

1. INSTALL SILT FENCE AS SHOWN ON PLAN, AS REQUIRED BY THE CITY OF SPRING LAKE PARK OR DIRECTED BY THE ENGINEER.
2. THE WATER QUALITY POND MUST BE EXCAVATED AT THE BEGINNING OF GRADING OPERATIONS TO PROVIDE TEMPORARY STORM WATER DETENTION DURING CONSTRUCTION. SAND AND SILT MUST BE REMOVED FROM THE POND AS NECESSARY DURING CONSTRUCTION AND AT THE COMPLETION OF THE PROJECT.
3. BEGIN GRADING, INSTALL PERFORATED RISER PIPE IN POND WHEN POND GRADING IS COMPLETE. TEMPORARY DRAINAGE PIPE SHALL BE USED FOR INTERMEDIATE DRAINAGE DURING THE CONSTRUCTION PERIOD AS NECESSARY AND DIRECTED BY THE ENGINEER. INSTALL SILT FENCE AROUND EXCAVATED PONDS.
4. INSPECT POND, SILT FENCE, AND ROCK ENTRANCE BERM AFTER ALL RAINFALL EVENTS AS REQUIRED BY THE NPDES PERMIT.
5. LINE ALL PONDS WITH A MINIMUM 3" ORGANIC SOILS & SEED SLOPES BETWEEN NWL AND 100 YR HWL WITH A WATER TOLERANT MIX. (OR AS NOTED)
6. REMOVE PERFORATED RISER PIPE WHEN STORM SEWER AND OUTLET STRUCTURE FOR PONDS ARE INSTALLED.
7. POND - 10:1 BENCH (1 FOOT) THEN 4:1 MAX
8. THE GRADING CONTRACTOR IS RESPONSIBLE FOR ALL STORM WATER INSPECTIONS ACCORDING TO THE MPCA STORM WATER PERMIT. THIS INCLUDES BOTH WEEKLY INSPECTIONS AND INSPECTIONS DONE AFTER A 0.5" RAIN EVENT. A COPY OF THE INSPECTION REPORT MUST BE EMAILED TO THE ENGINEER AND DEVELOPER ON A WEEKLY BASIS.
9. THE CONTRACTOR SHALL PLACE INLET PROTECTION DEVICES IN ACCORDANCE WITH THE CITY OF SPRING LAKE PARK DETAIL ST-22& ST-23 FOR ALL STORM SEWER INLETS AND MAINTAIN THEM AS AN EFFECTIVE SILT CONTROL DEVICE. INLET PROTECTION SHALL BE REMOVED WHEN RESTORATION HAS BEEN ESTABLISHED.
10. ALL RETAINING WALLS WILL REQUIRE A STRUCTURAL DESIGN, A BUILDING PERMIT & A FINAL INSPECTION REPORT.
11. A 1'-2" CRUSHED ROCK ENTRANCE BERM SHALL BE PLACED AT THE SITE ENTRANCE, TO REPLACE SILT FENCE, AND MINIMIZE EROSION ON TO THE STREETS. THE ROCK BERMS SHALL BE THE WIDTH OF THE ENTRANCE AND 2 FEET HIGH WITH 4:1 SLOPES.
12. THE CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE AWAY FROM THE BUILDING PAD AND STREET AREAS THROUGHOUT CONSTRUCTION.
13. THE CONTRACTOR SHALL ATTEMPT TO PREVENT SOIL MATERIALS FROM LEAVING THE SITE BY EROSION AND VEHICLE WHEEL TRACKING. HE SHALL BE RESPONSIBLE FOR CLEANING OF STREET, BOULEVARD AND UTILITY FACILITIES THAT RECEIVE ANY ERODED OR TRACKED SOIL MATERIAL OR OTHER CONSTRUCTION DEBRIS OR MATERIAL.
14. EXISTING UTILITIES SHOWN ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ANY AND ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES ARISING OUT OF HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL EXISTING UTILITIES.
15. CUT - 2,000 C.Y.  
FILL - 2,500 C.Y.
16. SILT FENCE BEFORE GRADING - 1,200 FT  
SILT FENCE AFTER GRADING - 325 LF

**ON-SITE BMPS**

1. INFILTRATION/RETENTION AREAS - INFILTRATION/RETENTION AREAS WILL BE UTILIZED TO REDUCE/RETAIN THE RUNOFF FROM THE INCREASED HARD SURFACE.
2. RIP RAP - RIP RAP WILL BE UTILIZED AT ALL APRONS FOR ENERGY DISSIPATION AND PROVIDE SEDIMENT CONTROL.
3. INLET PROTECTION - INLET PROTECTION WILL BE INSTALLED AND MAINTAINED IN ALL CATCH BASINS & REAR YARD STRUCTURES. REFER TO THE CITY DETAILS ST-22 & ST-23 TO DETERMINE WHICH INLET PROTECTION DEVICE IS APPLICABLE.
4. SLOPE STABILIZATION - SILT FENCE WILL BE INSTALLED ALONG DOWN GRADIENT GRADING LIMITS AND WOODFIBER BLANKET WILL BE UTILIZED ON ALL SLOPES 3:1 OR GREATER TO PROVIDE ADEQUATE SLOPE STABILIZATION.
5. BIOROLLS - BIOROLLS WILL BE INSTALLED ALONG REAR YARD SWALES TO PREVENT SEDIMENT FROM REACHING THE NURP POND AND ULTIMATELY DOWNSTREAM WETLANDS.

EXISTING UTILITIES SHOWN ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ANY AND ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES ARISING OUT OF HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL EXISTING UTILITIES.



DRAWING NAME	NO.	BY	DATE	REVISIONS
SHEETS				
DRAWN BY				
CHECKED BY				
DATE				
10/03/2019				

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I HEREBY CERTIFY THAT THIS PLAN OR SPECIFICATION WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Daniel L. Schmidt*  
Daniel L. Schmidt, P.E.  
Date: 10/03/2019 Lic. No. 26147

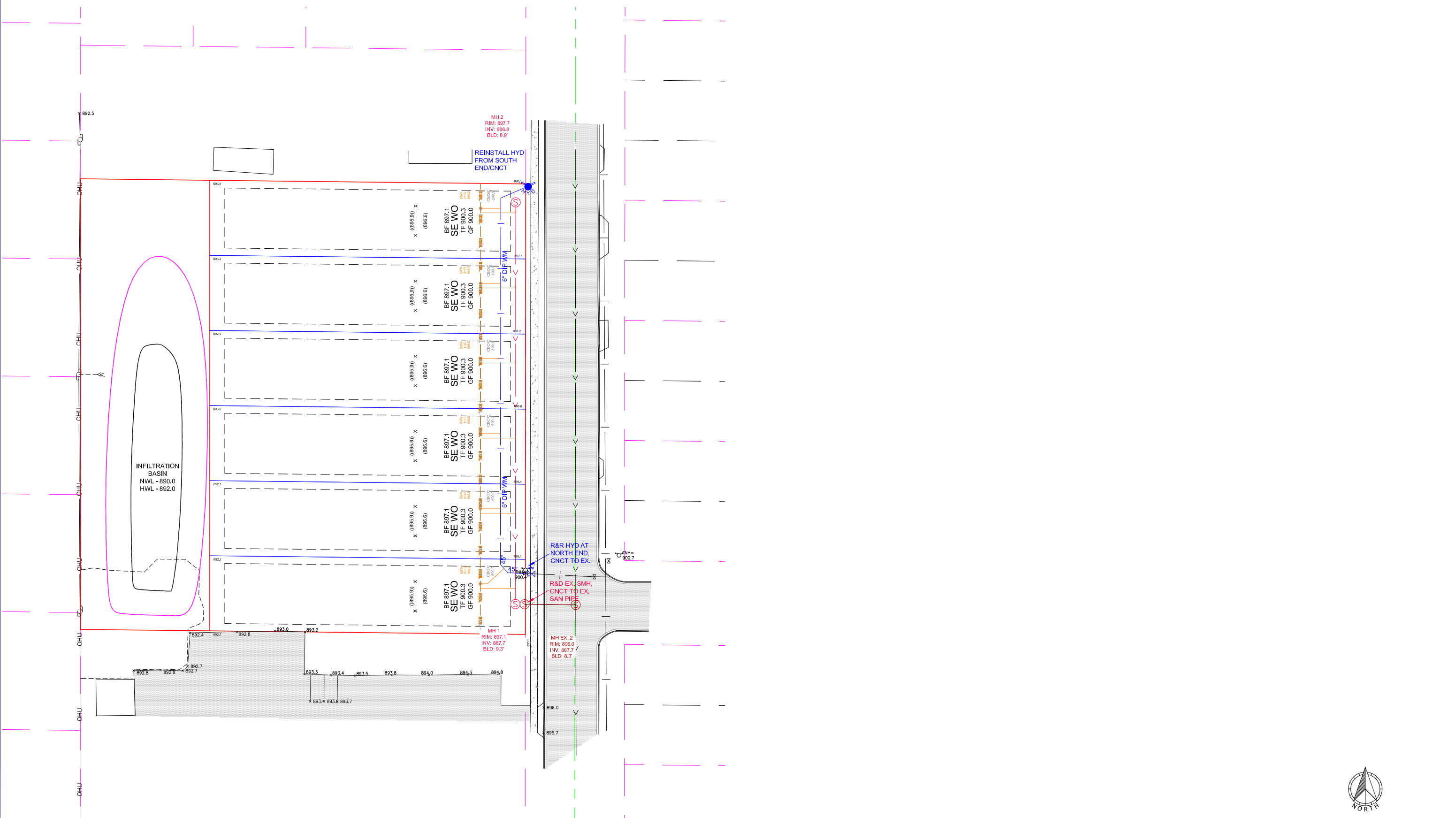
**SATHRE-BERGQUIST, INC.**  
150 SOUTH BROADWAY WAYZATA, MN. 55391 (952) 476-6000

ENGINEERS SURVEYORS  
DESIGNERS PLANNERS

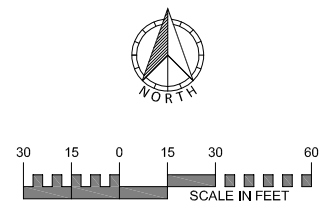
CITY PROJECT NO.  
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**SPRING LAKE PARK, MINNESOTA**

**PRELIMINARY GRADING AND EROSION CONTROL PLAN**  
**MONROE STREET - SPRING LAKE PARK**  
**JP BROOKS HOMES INC.**

FILE NO.  
43688-195  
**2**  
**2**



EXISTING UTILITIES SHOWN ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ANY AND ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES ARISING OUT OF HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL EXISTING UTILITIES.

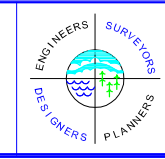


DRAWING NAME	NO.	BY	DATE	REVISIONS
SHEETS				
DRAWN BY				
CHECKED BY				
DATE				
10/03/2019				

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I HEREBY CERTIFY THAT THIS PLAN OR SPECIFICATION WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Daniel L. Schmidt*  
 Daniel L. Schmidt, P.E.  
 Date: 10/03/2019 Lic. No. 26147



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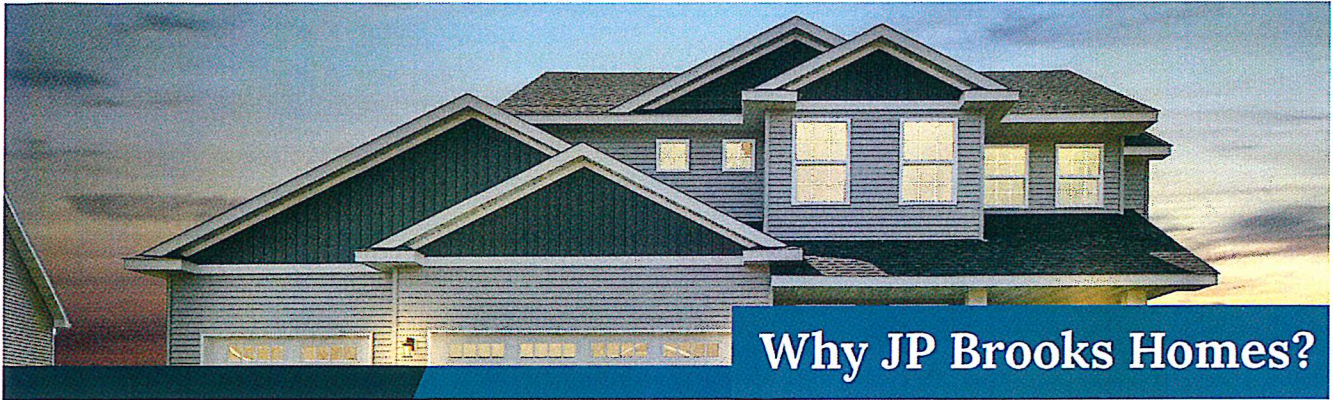
CITY PROJECT NO. ---  
**SPRING LAKE PARK, MINNESOTA**

**PRELIMINARY UTILITY PLAN**  
**MONROE STREET - SPRING LAKE PARK**  
**JP BROOKS HOMES INC.**

FILE NO. 43688-195  
**1**  
**2**







### Features that set us apart:

- Drain tile on inside and outside of foundation
- Backfill with sand on all interior walls, eliminating voids under concrete slabs
- Spray foam used at all rim locations and cantilevers
- Sump pump in all homes
- Passive radon systems in all homes
- Air Exchanger in all homes
- Engineered framing members behind all cabinetry, vanities and tile walls
- Using floor trusses instead of floor joists, eliminating soffits in the basement
- Minimum 35 year asphalt roof on all homes
- Knock down ceilings
- Stainless steel appliances in all builds
- Gas Appliances
- All cabinets that have granite have plywood ends
- Full height vanities in every bathroom



**JP Brooks**  
BUILDERS

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OF THE TWIN CITIES

**NAHB**  
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Association  
of Home  
Builders



# The Timber Ridge

TWO STORY FLOOR PLAN

# JP Brooks


BUILDERS



 3 Bedrooms

 3 Bathrooms

 1,436 Square Feet

 3 Car Garage

The Timber Ridge two story floor plan offers over 1,400 square feet, including a spacious kitchen with a center island that flows into the attached dining room that opens out to the living room, perfect for entertaining friends and family! The upper level features a large master suite with a walk-in closet and a private master bathroom. Down the hall are two additional bedrooms, a full bathroom, and a laundry room. The lower level can be finished to include a family room and an additional bedroom and bathroom!

# JP Brooks

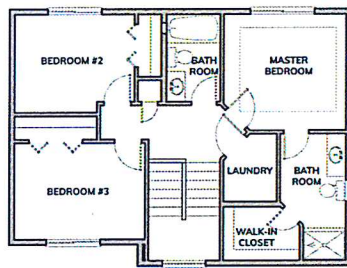
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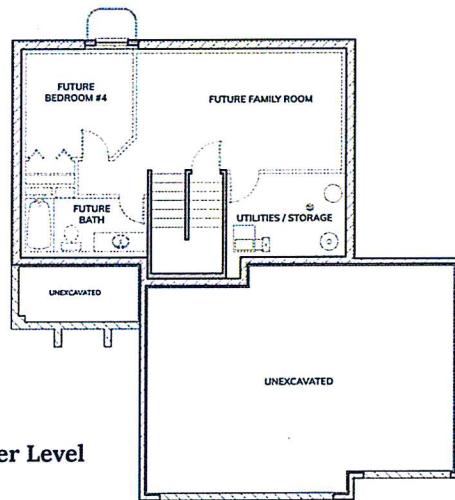




Main Level



Upper Level



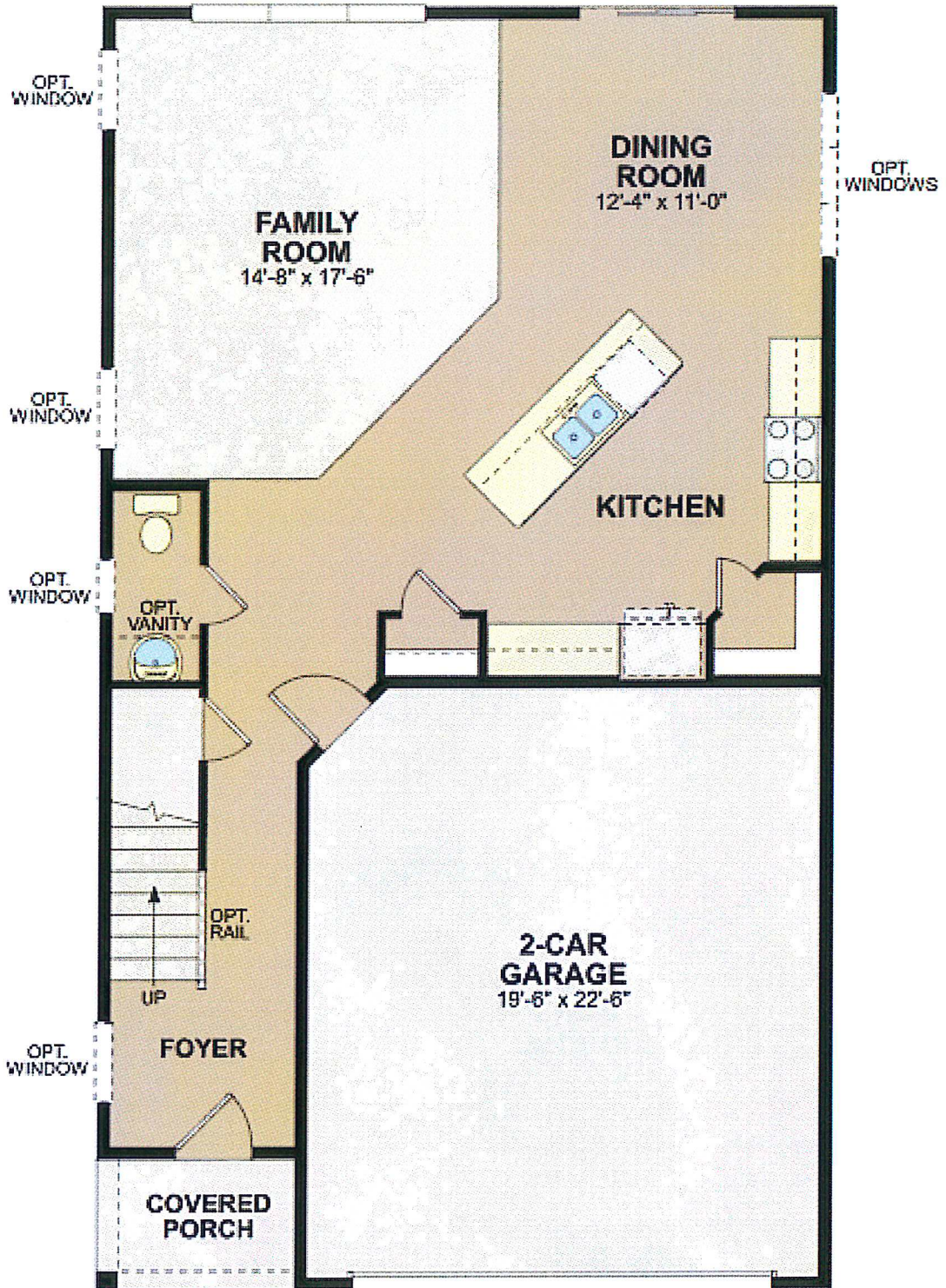
Lower Level

**JP Brooks**  
BUILDERS

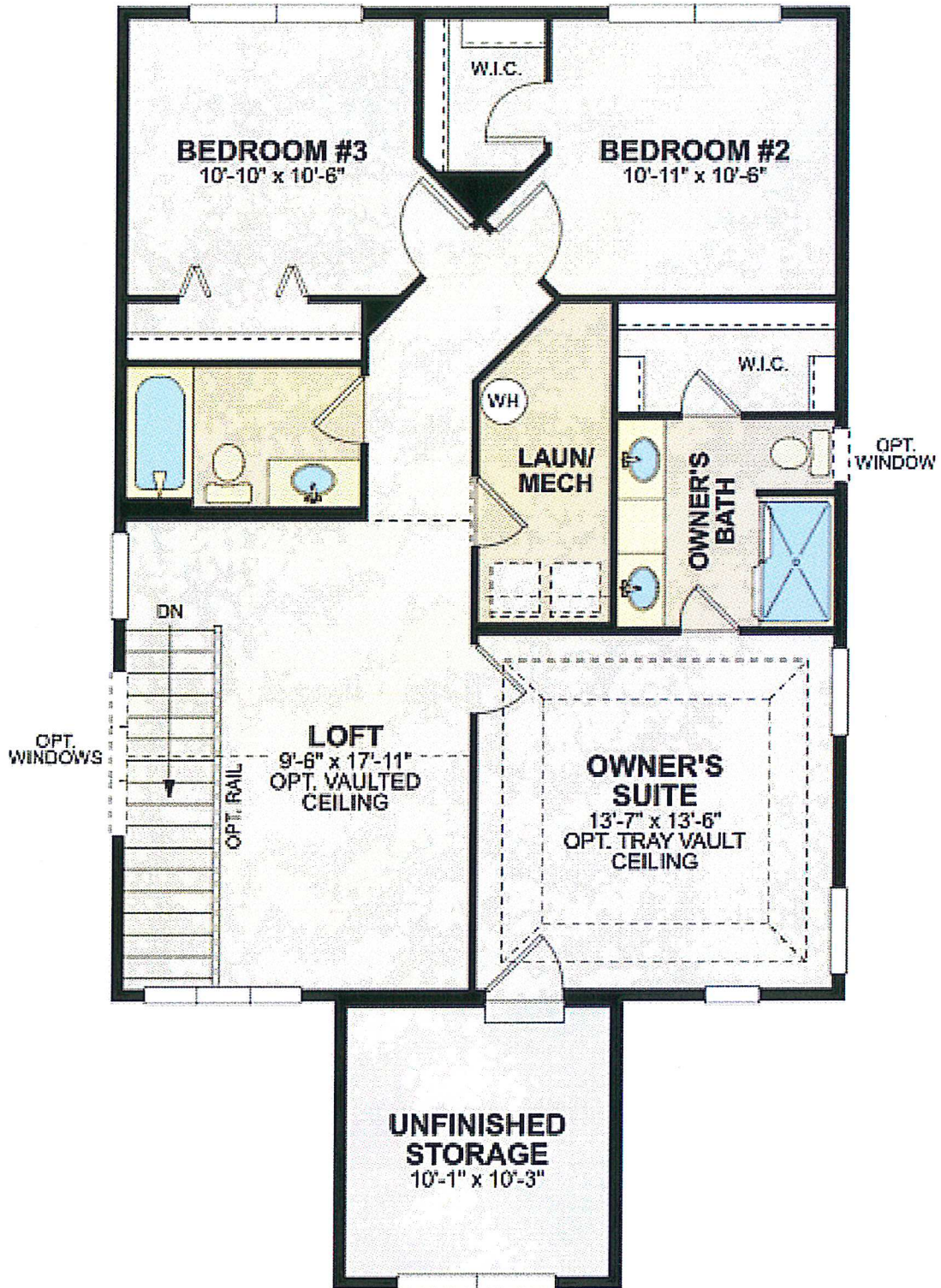
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## DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission regularly scheduled meeting held on October 28, 2019 at the Spring Lake Park Community Center, 1301 81<sup>st</sup> Avenue N.E., at 7:00 P.M.

### 1. Call to Order

Chair Hansen called the meeting to order at 7:00 P.M.

### 2. Roll Call

Members Present: Commissioners Hansen, Bernhagen, Julien, Eischens and Cobbs

Members Absent: None

Staff Present: Administrator Buchholtz

Visitors: Councilmember Delfs  
Councilmember Goodboe-Bisschoff  
Lauren Walburg, Stantec  
John Herman, 7807 Monroe Street NE  
Richard (Dick) Martin, 7842 Monroe Street NE  
Carol Hogan, 7813 Madison Street NE  
Phil Hoey, Hy-Vee  
Phil Garland, Nesper Sign

### 3. Pledge of Allegiance

### 4. Approval of Minutes – August 26, 2019

MOTION BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER EISCHENS, APPROVING THE MINUTES OF SEPTEMBER 23, 2019. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

### 4. Public Hearing – Preliminary Plat and Planned Unit Development Applications for the north 300 feet of 7700 Monroe Street – JP Brooks Homes, Inc.

Lauren Walburg, Stantec, provided an overview of the preliminary plat and planned unit development applications for the north 300' of the property located at 7700 Monroe Street NE, property which is currently owned by Prince of Peace Church but is under contract with JP Brooks Homes, Inc. She stated that this property would be separated from the church lot and is proposed to accommodate 6 single family lots. She said the project requires a PUD to accommodate a reduced lot width of 50 feet, versus the R-1 standard of 75 feet. She stated that the lots are approximately 210 feet deep, which is significantly greater than the R-1 standard lot depth of 120 feet. She noted that the overall lot area of each lot is greater than the R-1 standard lot area of 10,000 square feet.

Ms. Walburg stated that the request for narrower lots is reasonable in this case as the site could hold greater density under the terms of the City's Zoning Code. She said the site could accommodate between 8-10 twin-home units (4-5 structures) under the terms of a Conditional Use Permit. She stated her opinion that granting a PUD for 6 narrow but large lots is a reasonable approach to the development of the land.

Ms. Walberg recommended approval of the preliminary plat and planned unit development applications with the following conditions: 1) the front setback for structures will be 40 feet from the Monroe Street right-of-way; 2) the property will be platted to create six home lots and one outlot for the infiltration storm pond; 3) City utilities will be constructed with the City Engineer's review and approval; and 4) All grading, erosion control, stormwater management, and other required plans will be reviewed and approved by the City Engineer before building permits are issued.

Chair Hansen opened the public hearings at 7:15 PM.

John Herman, 7807 Monroe Street NE, expressed concern about the significant departure from the minimum lot width. He inquired about the purpose of the proposed stormwater pond on the property and who was responsible for the pond. He inquired about the result of the soil borings, noting that the water table in this area is high. He asked about the type and width of the houses and the lot setbacks on the PUD. He expressed concern about the maintenance of the pond, noting that he did not

Dick Martin, 7842 Monroe Street NE, inquired about the setback from the home to the lot line. Administrator Buchholtz stated that the proposed setback is approximately 7.5 feet between the home and the lot line. Mr. Martin asked if the developer would be constructing a fence between this property and his property.

Carol Hogan, 7813 Madison Street NE, expressed concern about the high water table and the impact the proposed stormwater pond could have on her property. Administrator Buchholtz explained the contours of the pond.

Hearing no further public comment, Chair Hansen closed the public hearing at 7:29 PM.

Commissioner Cobbs stated that he had a conflict of interest on this project as his company works with the applicant, JP Brooks Homes, Inc., and that he would be abstaining from discussion and vote.

The Commission discussed the proposed preliminary plat and PUD development. Members expressed concern about the narrow lots proposed and the type of housing to be constructed. Members had additional questions regarding the proposed development. Chair Hansen suggested that with the information the Commission had, it would be premature to make a recommendation to the full City Council.

**MOTION BY EISCHENS, SECONDED BY JULIEN, TO TABLE THE PRELIMINARY PLAT AND PLANNED UNIT DEVELOPMENT APPLICATIONS FOR JP BROOKS HOMES, INC COVERING THE NORTH 300 FEET OF 7700 MONROE STREET NE. ROLL CALL VOTE: JULIEN – AYE; EISCHENS – AYE; BERNHAGEN – NAY; COBBS – ABSTAIN; HANSEN – AYE. MOTION CARRIED 4-1.**

#### 5. Public Hearing – Amendment to Planned Unit Development for Hy-Vee, 8101 Highway 65 NE

Lauren Walburg, Stantec, provided an overview of the request, stating that Hy-Vee is building a new grocery store and gas station at 81<sup>st</sup> Avenue and Highway 65, just south of the interchange of CSAH 10 and Highway 65. She noted that the project was approved under a Planned Unit Development. She stated that the applicant (Hy-Vee) is proposing an amendment to that planned unit development regarding signage for the store. She stated that Hy-Vee is requesting to construct a 60 foot pylon sign for the store. She said the current standard is 25 feet. She also stated that Hy-Vee is seeking the ability to place signage on the pillars of the "Aisles Online" canopy.

Ms. Walburg noted the sign height limits of communities located in close proximity to Spring Lake Park. She discussed planning issues with the Commission relating to business success, community appearance, consistency, and fairness. She also discussed points in support of the applicant's request relating to height of surrounding trees, size of the development, the fact that the Code did not anticipate this type of development, and the applicant's desire that the sign be visible from half a mile away. She showed drawings showing the scale of the sign at 25 feet, 35 feet and 60 feet.

She stated that staff is recommending approval of a planned unit development amendment to permit a 35-foot-high sign, which would match the maximum building height in the City's commercial districts.

Phil Garland, President of Nesper Sign Inc, stated that the site is low, has large trees, and has significant highway frontage, that justifies the 60-foot height of the sign. He stated that they are not setting a precedent with this request as the 60-foot sign is proportional to the size of the lot. He said a 25-foot sign would look silly on the site. He said the bare minimum sized sign would be 45 feet, which would require additional tree trimming and renewal.

Phil Hoey, Hy-Vee, stated that the store location is a unique site in the community and would not be precedent setting. He noted that a 60-foot sign is very expensive and that Hy-Vee would not construct it unless it was absolutely needed. He discussed the proposed signage on the pillars, stating that the signage on the pillars helps identify the "Aisles Online" pickup zone, improving the traffic flow on the site.

Administrator Buchholtz noted that the Code does not prohibit signage on the canopy itself, just the pillars supporting the canopy.

Chair Hansen opened the public hearing at 8:15 PM. Hearing no public comment, Chair Hansen closed the hearing at 8:17 PM.

The Commission discussed the matter and determined that the signage on the pillars of the "Aisles Online" were appropriate for the site. The Commission expressed concern about the 60-foot sign height, especially the possibility of fielding requests from other businesses for similarly sized signs. The Commission expressed support for the City Planner's recommendation of a 35-foot-high pylon sign.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER COBBS TO RECOMMEND THAT THE PUD ORDINANCE BE AMENDED TO PERMIT A 35-FOOT-TALL PYLON SIGN AND TO PERMIT SIGNAGE ON THE PILLARS OF THE "AISLES ONLINE" BUILDING. ROLL CALL VOTE: JULIEN – ABSTAIN; EISCHENS – AYE; BERNHAGEN – NAY; COBBS – AYE; HANSEN – AYE. MOTION CARRIED 4-1.

#### 8. Other

No other business was presented.

#### 8. Adjourn

MOTION BY COMMISSIONER JULIEN, SECONDED BY COMMISSIONER EISCHENS TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting adjourned at 8:24 PM.



DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission regularly scheduled meeting held on November 25, 2019 at the Spring Lake Park Community Center, 1301 81<sup>st</sup> Avenue N.E., at 7:00 P.M.

1. Call to Order

Chair Bernhagen called the meeting to order at 7:00 P.M.

2. Roll Call

Members Present: Commissioners Bernhagen, Julien, Eischens and Cobbs

Members Absent: Commissioner Hansen

Staff Present: Administrator Buchholtz  
Executive Assistant Gooden

Visitors: Councilmember Delfs  
Councilmember Goodboe-Bisschoff  
City Planner Carlson  
John Herman, 7807 Monroe Street NE  
Dan Super, Realtor, Spring Lake Park  
Josh Pomerleau, JP Brooks Inc.

3. Pledge of Allegiance

4. Approval of Minutes – October 25, 2019

Chairperson Bernhagen stated that he voted NAY on both items on the October 25, 2019, agenda. He asked that the minutes be corrected.

MOTION BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER JULIEN, APPROVING THE MINUTES WITH CORRECTIONS OF OCTOBER 25, 2019. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

4. Unfinished Business - Planned Unit Development the north 300 feet of 7700 Monroe Street – JP Brooks Homes, Inc.

Phil Carlson, Stantec, reported that the JP Brooks Planned Unit Development was heard at the Planning Commission meeting on October 28, 2019 and continued so that the Commission could hear from the developer. He stated that the project remains the same as previously submitted and requested a six-lot single-family subdivision fronting Monroe Street, with lots 50 feet wide by 210 feet deep, or about 10,500 square feet each. He said the project requires a PUD to accommodate a reduced lot width of 50 feet, versus the R-1 standard of 75 feet.

Mr. Carlson recommended approval of the preliminary plat and planned unit development applications with the following conditions: 1) the front setback for structures will be 40 feet from the Monroe Street right-of-way; 2) the property will be platted to create six home lots and one outlot for the infiltration storm pond; 3) City utilities will be constructed with the City Engineer’s review and approval; and 4) All grading, erosion control, stormwater management, and other required plans will be reviewed and approved by the City Engineer before building permits are issued.

Commissioner Cobbs inquired as to who would own and be responsible for the pond on the back of the lots. Administrator Buchholtz stated that the developer is proposing to deed the property for the pond to the City for stormwater management and maintenance purposes per the Watershed District.

Chairperson Bernhagen stated that with the lots being 50 feet wide he feels that the City would be setting a precedence for future development. He has concerns with the homes being so close together. Mr. Carlson reported that all the new development requests would have to be brought before the Planning Commission and City Council. He stated that approving this request does not set a precedence for future developments. He explained that future applicants would need to state their case for reasons to build on smaller lots should the issue be brought up.

Commission Eischens inquired if there could be four homes built on the lots at 75 feet wide rather than the six proposed homes. Josh Pomerleau, JP Brooks Inc., stated that the builder did consider this option but because of the infrastructure costs it would not be feasible. He stated that many cities are using this approach of building homes on lot sizes such as these. He reported that proposed homes are split level homes in the \$300,000 - \$400,000 price range with two car garages and approximately 2,000 square feet.

Mr. Pomerleau inquired about the lot split that the Planning Commission approved on Pierce Street. He inquired if a variance was approved for two units to be built on 75-foot lots to accommodate a total of four units. Administrator Buchholtz stated that the variance was approved for two twin homes to be built after the lot split was completed. He stated that the consensus of the City Council is that they would prefer to see single family homes to be built in the future, as the City's recent experience with two-family dwellings is that they are converted into rental properties.

Commissioner Julien stated that the price range of the proposed homes and Spring Lake Park do not seem to fit the neighborhood style. He stated that attached unit homes would be a better option in that neighborhood. He stated his opinion that the new homes would look like castles and would be hard to market.

Administrator Buchholtz stated that the new homes on McKinley Street did sell quickly at the price range of \$350,000.

John Herman, 7807 Monroe Street NE, expressed concern about the significant departure from the minimum lot width. He stated that the homes will not match the existing homes and the new homes will be all garage showing when one looks at the homes. He was concerned with the difference in the setbacks and the width of the homes.

Commissioner Eischens stated that he would like to see four homes built on the 75-foot lot and it would be a better fit and look for the neighborhood. He is concerned with the proposed homes being so close together if there were a fire or other emergency.

Commissioner Julien stated that he feels the proposed plans show too much house for too small of an area. Commissioner Eischens concurred.

Mr. Carlson stated that the request for narrower lots is reasonable in this case as the site could hold greater density under the terms of the City's Zoning Code. He said the site could accommodate between 8-10 twin-home units (4-5 structures) under the terms of a Conditional Use Permit. He stated his opinion that granting a PUD for 6 narrow but deep lots are a reasonable approach to the development of the land. He reminded the Planning Commission that under a Conditional Use Permit twin homes could be built.



Dan Super, Realtor, stated that with the proposal of four homes from the Planning Commission the infrastructure costs would be too great and if twin homes were built on the same size lot, there could be up to eight twin homes/duplexes.

Mr. Pomerleau stated that with these proposed six homes there would be great curb appeal and there would be six single-family homes rather than eight twin home units.

Chairperson Bernhagen stated that the houses that are being proposed are not like any in Spring Lake Park currently and they would look like a new development in a well-established neighborhood. He stated that the surrounding neighbors would not be happy with the newer homes.

Commissioner Cobbs stated that he had a conflict of interest on this project as his company works with the applicant, JP Brooks Homes, Inc., and that he would be abstaining from discussion and vote.

Administrator Buchholtz stated that the Planning Commission would need to have reasons to deny the Planned Unit Development Application for the City Council to review. He stated that the Planning Commission has stated that their concerns include the proposed setbacks on the lots; the size of the proposed homes on the lot size and the close proximity of the homes being built so close together.

MOTION BY JULIEN, SECONDED BY EISCHENS TO DENY THE PLANNED UNIT DEVELOPMENT APPLICATION FOR JP BROOKS HOMES, INC COVERING THE NORTH 300 FEET OF 7700 MONROE STREET NE. ROLL CALL VOTE: JULIEN – AYE; EISCHENS – AYE; BERNHAGEN – AYE; COBBS – ABSTAIN. MOTION CARRIED 3-0.

#### 6. Other

No other business was presented.

#### 7. Adjourn

MOTION BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER COBBS TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting adjourned at 7:34 PM.



To: Planning Commission  
City of Spring Lake Park

From: Phil Carlson,  
Stantec

File: JP Brooks – PUD Single Family Plat  
7800 Block of Monroe Street NE

Date: November 25, 2019

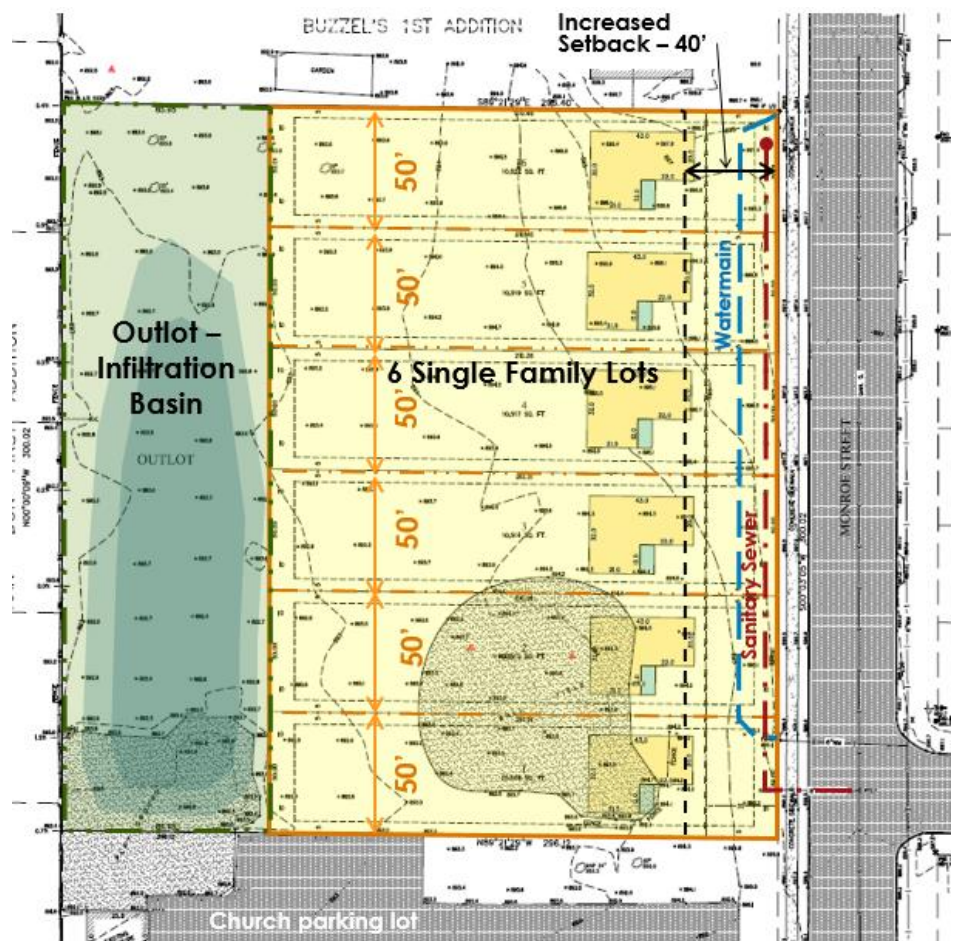
Re: **JP Brooks – Planned Unit Development, Single Family Plat, 7800 Block of Monroe Street NE**

**INTRODUCTION**

The JP Brooks Planned Unit Development was heard at the last Planning Commission meeting on October 28 and continued to this meeting so that the Commission could hear from the developer. Please refer to our October 28 Planning Report for background and details on the request.

The project remains the same as previously submitted and requested – a six-lot single-family subdivision fronting Monroe Street, with lots 50 feet wide by 210 feet deep, or about 10,500 sq ft each. The PUD approach is requested because the lots are narrower than the 75-foot minimum in the Zoning Code. Our previous planning report had incorrectly identified the lots as 60-foot wide and 12,600 sq ft, which was corrected at the meeting. A corrected illustration of the project is at right.

Our conclusion and recommendations remain the same as previous, with the lot width correct, as detailed on the next page.



**Reference: JP Brooks – Planned Unit Development, Single Family Plat | 7800 Block of Monroe Street NE**

## **CONCLUSION & RECOMMENDATION**

I recommend approval of the Planned Unit Development for JP Brooks for the six-lot single family plat on Monroe Street NE as submitted, with the following conditions:

- 1) The front setback for structures will be 40 feet from the Monroe Street right-of-way.
- 2) The property will be platted to create six home lots and one outlot for the infiltration storm pond.
- 3) City utilities will be constructed with the City Engineer's review and approval.
- 4) All grading, erosion control, stormwater management and other required plans will be reviewed and approved by the City Engineer before building permits are issued.

## **OPTIONS**

The Planning Commission has several options:

- 1) Recommend approval of the PUD as submitted with conditions noted.
- 2) Recommend approval of the PUD as modified by the Planning Commission.
- 3) Recommend denial of the PUD.
- 4) Continue the item to a future meeting to gather more information or for more discussion.

## **FINDINGS OF FACT**

For any of the recommendations, the Planning Commission should adopt Findings of Fact. If the recommendation is for approval, Findings might be:

- 1) Developing the property with single family uses that meet the City's Land Use Plan, current zoning, and existing neighborhood is consistent with the City's interests and policies.
- 2) The proposal for narrower lots within the PUD is a reasonable and desirable approach for maintaining the neighborhood character versus other permitted options.
- 3) Lots that are 50 feet wide, although less than the Zoning Code minimum, are well within the range of typical development for single family homes and are a reasonable accommodation within a PUD.
- 4) The proposed plat maintains significant open space in the rear yards of each lot and within the outlot.
- 5) Developing this land will benefit the church, a valuable community institution, and will continue to build the neighborhood and Spring Lake Park's population base.
- 6) The project as proposed meets the criteria for PUDs in the Zoning Code.

## **60-DAY RULE**

The application was considered complete on **October 4, 2019. The 60-day deadline for final action is December 3, 2019.**

To: Planning Commission  
 City of Spring Lake Park

From: Phil Carlson,  
 Stantec

File: JP Brooks – PUD Single Family Plat  
 7800 Block of Monroe Street NE

Date: October 28, 2019

**Re: JP Brooks – Planned Unit Development, Single Family Plat, 7800 Block of Monroe Street NE**

**BACKGROUND**

Prince of Peace Lutheran Church occupies a large parcel at Osborne Road and Monroe Street NE. The church is in the front of the property with a parking lot behind, but they also have vacant land to the north, about the size of a typical city block, that is currently used as recreational space for the church. JP Brooks proposes to buy that land from the church and develop single family homes. The home lots would be narrower than required in the Zoning Code and so a Planned Unit Development is proposed to develop the lots.

The property involved in this development would be platted as new lots separate from the church lot. The project site is roughly 296’ deep east-west with 300’ of frontage north-south along Monroe Street.

The uses surrounding the property are all single family homes – directly abutting the property on the west and north, and across Monroe Street to the east. The church parking lot is the southern boundary. Just off the southwest corner of the site are the Osborne Apartments.

As shown on the maps on the next page, the property is guided Low Density Residential and zoned R-1 Single Family. The proposed use is consistent with both the Land Use Plan and zoning; lot width is the only issue needing approval.





Reference: JP Brooks – Planned Unit Development, Single Family Plat | 7800 Block of Monroe Street NE

**2040 Future Land Use Plan**



**Zoning Map**



**DISCUSSION**

The project is fairly straightforward – the frontage on Monroe Street would be divided into six single family lots, each 60 feet wide by 210 feet deep. The rear of the site would be an outlet 86 feet by 300 feet for a stormwater infiltration pond.

The Spring Lake Park Zoning Code minimum standards for single family lots is 75’ wide and 120’ deep, with a minimum of 10,000 square feet. The proposed lots would be 15’ narrower, but at 12,600 square feet, larger than the minimum area.

While the lots are narrower than the single family standard, allowing the narrower lots is reasonable in this location, given what might be developed here. The overall site is 88,800 square feet in area and might therefore accommodate as many as 8 single family lots. That would require a short cul-de sac to be built, which would eat up land unnecessarily and inefficiently. It would also likely put lots abutting the rear of the site to the existing neighbors, which the proposed PUD does not do. Duplexes, or twin homes, are allowed by Conditional Use Permit in the R-1 district and require 7,500 square feet of lot area per unit. Therefore, the site could be developed with 5 duplexes – 10 units – instead of straight single family lots. Given these options, granting a PUD for 6 narrow but large single family lots is a reasonable approach to development of this land.

The grading plan proposes raising the front of the lots by about 3 feet from the Monroe Street level then lowering the rear of the yards to create split entry walkouts. The stormwater infiltration basin behind the lots would be another 2-3 feet below the back yards.

**RESOLUTION NO. 19-44(A)**

**RESOLUTION DENYING APPLICATION FOR PLANNED UNIT DEVELOPMENT  
FOR JP BROOKS HOMES**

**WHEREAS**, JP Brooks Homes (the “Applicant”) has submitted an application for approval of a planned unit development seeking flexibility from provisions of the Spring Lake Park Zoning Code to accommodate a 6 unit in-fill development; and

**WHEREAS**, the legal description for the planned unit development is as follows:

The North 300 feet of the East Half of the East Half of the Southwest Quarter of the Southeast Quarter of Section 2, Township 30, Range 24, except that part platted as BUZZELL’S 1<sup>st</sup> Addition and except roads; and

**WHEREAS**, the Planning Commission considered the Applicant’s request at a duly noticed Public Hearing which took place on October 28, 2019; and

**WHEREAS**, the Planning Commission has recommended denial of planned unit development application for JP Brooks Homes Inc; and

**WHEREAS**, the City Council concurs with the Planning Commission and finds that the proposed planned unit development does not conform to the Zoning Code or to the character of the existing neighborhood.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the City Council does hereby deny the application for planned unit development.

The foregoing Resolution was moved for adoption by.

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 2nd day of December, 2019.

APPROVED BY:

---

Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



State of Minnesota )  
Counties of Anoka and Ramsey ) ss  
City of Spring Lake Park )

I, Daniel R. Buchholtz, duly appointed and qualified City Clerk in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby Certify that the foregoing is a true and correct copy of Resolution No. 19-44, A Resolution Denying Application for Planned Unit Development for JP Brooks Homes Inc, adopted by the Spring Lake Park City Council at their regular meeting on the 2nd day of December, 2019.

(SEAL)

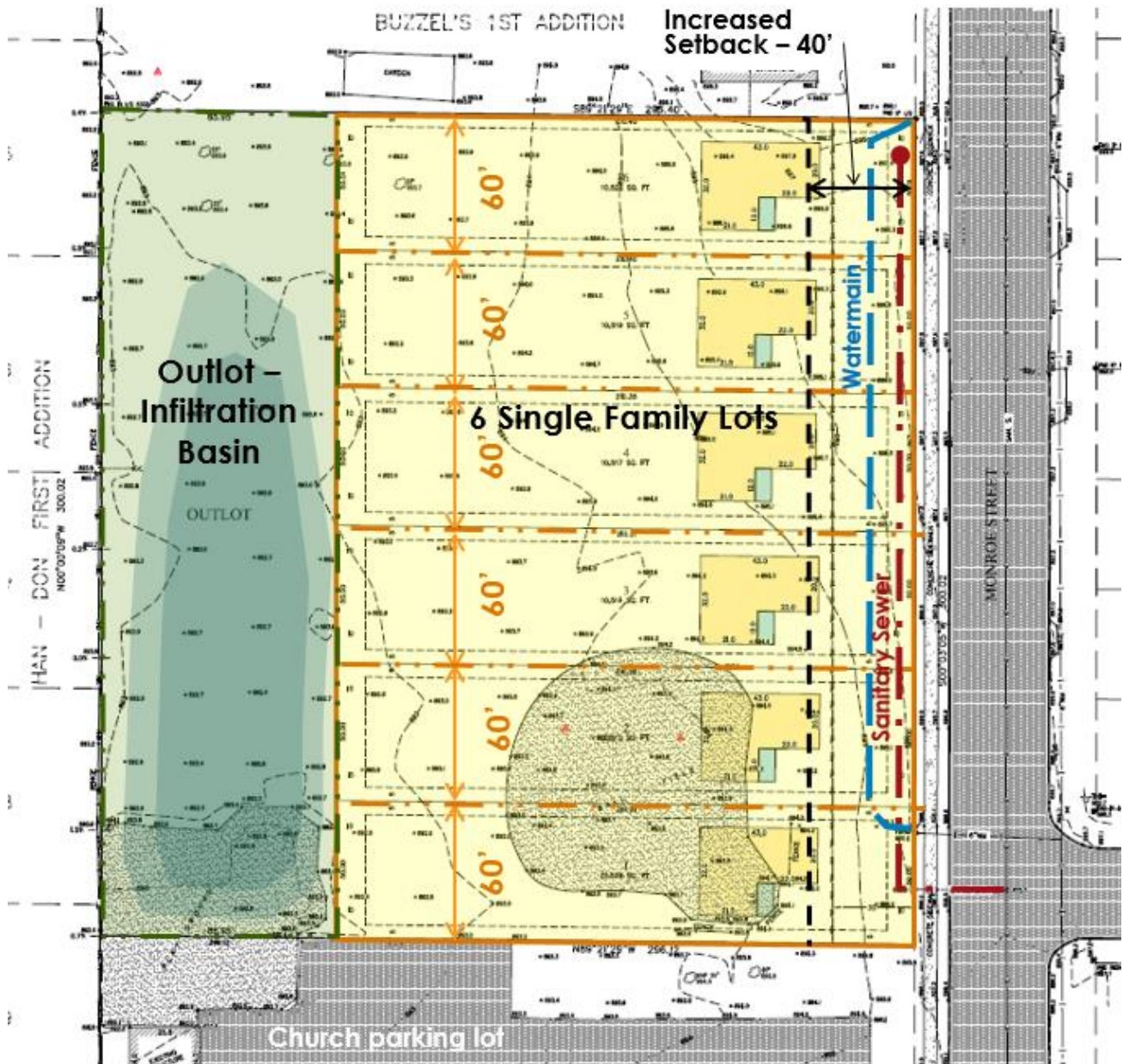
\_\_\_\_\_  
Daniel R. Buchholtz, Administrator, Clerk/Treasurer

Dated: \_\_\_\_\_



Reference: JP Brooks – Planned Unit Development, Single Family Plat | 7800 Block of Monroe Street NE

City sewer and water are proposed to be brought into the site in the front of the lots. The City Engineer asked that the water and sewer pipes be placed about 15 feet into the front yard so as not to dig up the existing street. The new homes should then be setback an additional 10 feet (from 30-foot to 40-foot setback) in order to keep the structures at least 25 feet from the pipes. The overall plat with these features is shown below.



Reference: JP Brooks – Planned Unit Development, Single Family Plat | 7800 Block of Monroe Street NE

## ZONING CODE – PLANNED UNIT DEVELOPMENT

Within the Zoning Code PUDs are allowed certain flexibility from the strict application of the underlying zoning standards. Sections 153.150 and 153.160 of the Code are cited below, with sections highlighted that apply to the JP Brooks PUD:

### Section 153.150

(A) *Purpose.* The purpose of the planned unit development (PUD) zoning district is to provide a district that grants flexibility from certain subdivision and zoning regulations in order to realize public benefits that may not otherwise be achieved through non-PUD development.

(B) *Applicability.* PUD zoning within any district may be considered by the Planning Commission and the City Council when it would result in one of the following public benefits:

- (1) Flexibility in land development to benefit from new technology in building design and construction and land development;
- (2) Variety in the organization of site elements, building densities, land use and housing types;
- (3) Higher standards of site and building design through the use of trained and experienced land planners, registered architects, or landscape architects to prepare plans for all planned unit developments;
- (4) Preservation and enhancement of desirable site characteristics, natural resources and open space;
- (5) More efficient and effective use of land, open space, and public facilities; and
- (6) Other public benefits as recognized by the city.

### Section 153.160

(A) *Development.* Planned unit development projects shall be developed in accordance with an overall design and an integrated general development plan, be consistent with the intent and purposes of this chapter, and not adversely affect the property adjacent to the land included in the project.

(B) *Intensity of development.*

(1) *Overall site coverage.* Permitted maximum site coverage in the planned development district shall not exceed the maximum permitted site coverage in the original district; however, site coverage may be calculated on the total land involved in the planned development.

(2) *Individual lots.* Deviation from the applicable requirements for lot area, lot dimensions, yards, setbacks, location of parking areas, and public street frontage may be allowed, but only if the deviation is consistent with the total design of the planned development.

(C) *Roadways.* Private roadways within the project shall be installed to city specifications for public roadways.

(D) *Public benefit.*

- (1) The PUD results in at least one of the public benefits as outlined in § 153.150.
- (2) The PUD is consistent with and advances the community-wide goals of the Comprehensive Plan.

Taken together, we conclude the following about the JP Brooks PUD:

- 1) The PUD requests flexibility only in the lot width requirement, from 75-foot to 60-foot lot width.
- 2) The proposed PUD is a more efficient use of the land, not requiring a new street to serve new lots.
- 3) The proposed single family uses will not adversely affect adjacent property.
- 4) The proposed PUD preserves more of the land within each rear yard and in the large outlot than might be achieved with other options for developing the land.
- 5) The use and density are consistent with the Comprehensive Plan and zoning in all respects other than lot width.
- 6) The sale and development of this land benefits Prince of Peace Church, a valued community institution.

**Reference: JP Brooks – Planned Unit Development, Single Family Plat | 7800 Block of Monroe Street NE**

## **CONCLUSION & RECOMMENDATION**

I recommend approval of the Planned Unit Development for JP Brooks for the six-lot single family plat on Monroe Street NE as submitted, with the following conditions:

- 1) The front setback for structures will be 40 feet from the Monroe Street right-of-way.
- 2) The property will be platted to create six home lots and one outlot for the infiltration storm pond.
- 3) City utilities will be constructed with the City Engineer's review and approval.
- 4) All grading, erosion control, stormwater management and other required plans will be reviewed and approved by the City Engineer before building permits are issued.

## **OPTIONS**

The Planning Commission has several options:

- 1) Recommend approval of the PUD as submitted with conditions noted.
- 2) Recommend approval of the PUD as modified by the Planning Commission.
- 3) Recommend denial of the PUD.
- 4) Continue the item to a future meeting to gather more information or for more discussion.

## **FINDINGS OF FACT**

For any of the recommendations, the Planning Commission should adopt Findings of Fact. If the recommendation is for approval, Findings might be:

- 1) Developing the property with single family uses that meet the City's Land Use Plan, current zoning, and existing neighborhood is consistent with the City's interests and policies.
- 2) The proposal for narrower lots within the PUD is a reasonable and desirable approach for maintaining the neighborhood character versus other permitted options.
- 3) Lots that are 60 feet wide, although less than the Zoning Code minimum, are well within the range of typical development for single family homes and are a reasonable accommodation within a PUD.
- 4) The proposed plat maintains significant open space in the rear yards of each lot and within the outlot.
- 5) Developing this land will benefit the church, a valuable community institution, and will continue to build the neighborhood and Spring Lake Park's population base.
- 6) The project as proposed meets the criteria for PUDs in the Zoning Code.



## **RESOLUTION NO. 19-43**

### **RESOLUTION APPROVING PRELIMINARY PLAT FOR JP BROOKS HOMES**

**WHEREAS**, JP Brooks Homes (the “Applicant”) has submitted an application for approval of a preliminary plat; and

**WHEREAS**, the proposed subdivision is approximately 2.04 acres in size and is legally described in Exhibit A of this Resolution; and

**WHEREAS**, the proposed subdivision will subdivide the property into six single family residential lots and one Outlot for stormwater treatment; and

**WHEREAS**, the Planning Commission considered the Applicant’s request at a duly noticed Public Hearing which took place on October 28, 2019; and

**WHEREAS**, the Planning Commission has recommended denial of preliminary plat for JP Brooks Homes Inc; and

**WHEREAS**, the City Council disagrees with the Planning Commission and finds that the proposed subdivision complies with the PUD #2019-1 zoning district, that developing the property with single family uses is consistent with the City’s interests and policies, that the proposal for narrower lots within the PUD is a reasonable and desirable approach for maintaining neighborhood character versus other permitted options; the proposed plat maintains significant open space in the rear yards of each lot and within the Outlot; and developing this land will benefit Prince of Peace Church, a valuable community institution, and will continue to build the neighborhood and Spring Lake Park’s population base.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the City Council does hereby approve the preliminary plat application, conditioned upon the following:

1. The property shall be platted to create six home lots and one Outlot for the infiltration stormwater pond.
2. Applicant shall provide a utility easement over all sanitary sewer mains, water mains and fire hydrants.
3. Applicant shall obtain any and all permits required by Coon Creek Watershed District in accordance with Ordinance 456.
4. All grading, erosion control, stormwater management and other required plans will be reviewed and approved by the City Engineer before final plat is approved.
5. Applicant shall be responsible for city utility and park fees/charges.
6. Applicant shall enter into a Developer’s Agreement prior to Final Plat approval to cover all aspects of design, construction, fees and costs.

The foregoing Resolution was moved for adoption by.

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 2nd day of December, 2019.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



## **EXHIBIT A**

### Legal Description of Preliminary Plat

The North 300 feet of the East Half of the East Half of the Southwest Quarter of the Southeast Quarter of Section 2, Township 30, Range 24, except that part platted as BUZZELL'S 1<sup>st</sup> Addition and except roads.

State of Minnesota )  
Counties of Anoka and Ramsey ) ss  
City of Spring Lake Park )

I, Daniel R. Buchholtz, duly appointed and qualified City Clerk in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby Certify that the foregoing is a true and correct copy of Resolution No. 19-43, A Resolution Approving Preliminary Plat for JP Brooks Homes Inc, adopted by the Spring Lake Park City Council at their regular meeting on the 2nd day of December, 2019.

(SEAL)

\_\_\_\_\_  
Daniel R. Buchholtz, Administrator, Clerk/Treasurer

Dated: \_\_\_\_\_







**RESOLUTION NO. 19-43(A)**

**RESOLUTION DENYING PRELIMINARY PLAT FOR JP BROOKS HOMES**

**WHEREAS**, JP Brooks Homes (the “Applicant”) has submitted an application for approval of a preliminary plat; and

**WHEREAS**, the proposed subdivision is approximately 2.04 acres in size and is legally described in Exhibit A of this Resolution; and

**WHEREAS**, the proposed subdivision will subdivide the property into six single family residential lots and one Outlot for stormwater treatment; and

**WHEREAS**, the Planning Commission considered the Applicant’s request at a duly noticed Public Hearing which took place on October 28, 2019; and

**WHEREAS**, the Planning Commission has recommended denial of preliminary plat for JP Brooks Homes Inc; and

**WHEREAS**, the City Council concurs with the Planning Commission and finds that the proposed subdivision does not comply with the minimum lot size specified under Appendix E, Chapter 153 of the Spring Lake Park City Code.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the City Council does hereby deny the preliminary plat application.

The foregoing Resolution was moved for adoption by.

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 2nd day of December, 2019.

APPROVED BY:

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator

## **EXHIBIT A**

### Legal Description of Preliminary Plat

The North 300 feet of the East Half of the East Half of the Southwest Quarter of the Southeast Quarter of Section 2, Township 30, Range 24, except that part platted as BUZZELL'S 1<sup>st</sup> Addition and except roads.

State of Minnesota )  
Counties of Anoka and Ramsey ) ss  
City of Spring Lake Park )

I, Daniel R. Buchholtz, duly appointed and qualified City Clerk in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby Certify that the foregoing is a true and correct copy of Resolution No. 19-43, A Resolution Denying Preliminary Plat for JP Brooks Homes Inc, adopted by the Spring Lake Park City Council at their regular meeting on the 2nd day of December, 2019.

(SEAL)

\_\_\_\_\_  
Daniel R. Buchholtz, Administrator, Clerk/Treasurer

Dated: \_\_\_\_\_



**ORDINANCE NO. 460**

**AN INTERIM ORDINANCE ESTABLISHING A MORATORIUM TEMPORARILY PROHIBITING APPROVAL OF CONDITIONAL USE PERMITS FOR TWO-FAMILY DWELLINGS IN THE R-1 ZONING DISTRICT**

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

Section 1. Authority

Pursuant to the authority of Minn. Stat. §462.355, subd. 4, a municipality is permitted to adopt an interim ordinance prohibiting development within its jurisdiction, or any portion thereof, until such time as amended official controls are adopted. The interim ordinance is not to exceed one year from the date it is effective.

Section 2. Moratorium

A moratorium prohibiting issuance of conditional use permits for two-family dwellings in the R-1, Single Family Residential, zoning district within the corporate limits of Spring Lake Park is hereby declared, effective upon passage and publication of this ordinance.

Section 3. Study

During the period of the Interim Ordinance, the City Council shall direct City staff to study the required planning factors for the timely amendment or confirmation of the official controls related to conditional use permits allowing two family dwellings in the R-1 Zoning District.

Section 3. Effective Date

This ordinance shall be effective upon its passage and publication. It shall remain in effect until the adoption of official controls contemplated herein or one year, whichever occurs first, after which occurrence this ordinance shall lapse, unless properly extended pursuant to state law.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 2nd day of December, 2019.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer





City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 12.2.19 Meeting**  
File No.: R-18GEN

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

**MS4 Permit (193802936).**

MS4 deadlines: Annual Report and Public Meeting by June 31<sup>st</sup> (done). Pond, structural BMP, and outfall inspections by July 31<sup>st</sup>. *Annual Training will be completed this month. Need program analysis by Dec. 31<sup>st</sup>.*

**2019 Sanitary Sewer Lining Project (193804547).**

This project includes sewer lining in the area near TH65 and Osborne Rd. *Lining installation has been completed. Lateral grout work continues. Terry Randall is monitoring this project.*

**Arthur Street Water Treatment Plant Evaluation (193801776 Task 300):**

A comprehensive plant maintenance project to repair damage from a chlorine leak and to complete ongoing maintenance is being considered. *The City Administrator has worked with the League of Minnesota Cities Insurance Trust (LMCIT) regarding the claim that was submitted and has received LMCIT concurrence that they will cooperate. More information on this project will be available in December or January.*

**Garfield Pond Improvements Project (193804750):** City Council approved award of the Construction contract on November 18, 2019. *A Preconstruction Conference has been held. Construction Contracts are being processed. Construction could begin in about two weeks depending on the weather.*

**81<sup>st</sup> Avenue Signing Plan (193804889).**

*A draft copy of a possible road signing plan to prohibit trucks on the west end of 81<sup>st</sup> Avenue is being prepared. The draft plan will be used for discussions with MnDOT.*

**2020 Sewer Lining and Street Seal Coat Plans (19380\_\_\_\_).**

Information on possible sewer lining and street seal coat projects will be presented in January.

**Hy-Vee Project:** Site, 81<sup>st</sup> Avenue/Highway 65, and CSAH 35 work is substantially complete.

**Public Storage Project.** Terry Randall has been monitoring construction. An onsite meeting with the owner and the contractor was held on September 4<sup>th</sup> to review remaining site construction and discuss drainage issues. *Need revised drainage plans and as-built drawings of the utilities.*

Feel free to contact Harlan Olson, Phil Carlson, Jim Engfer, Mark Rolfs, Ryan Capelle, Marc Janovec, Ailsa Mcculloch, Peter Allen, or me if you have any questions or require any additional information.



