



CITY OF SPRING PARK
CITY COUNCIL AGENDA
JANUARY 21, 2025 – 6:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
- 2b. OATH OF OFFICE (Chase, Suttle, Turner)
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT

Those wishing to speak must state their name and address for the record. Each person will have three (3) minutes to make their remarks. Speakers will address all comments to the City Council as a whole and not one individual councilmember. The Council may **not take action** on an item presented during the Public Comment period. When appropriate, the Council may refer inquiries and items brought up during the Public Comment period to the City Administrator for follow-up.

5. REQUESTS & PRESENTATIONS

6. CONSENT AGENDA

- a. City Council and Work Session Meeting Minutes: December 16, 2024
- b. Approve Payroll, Expenditures, and Claims for Payment
- c. Special Event Permit #25-01: Back Channel Brewing: Electric Snow Globe/Dance Agenda
- d. Resolution #25-02: Naming Official Depository
- e. Resolution #25-03: Establishing Order of Business
- f. Resolution #25-04: Pre-Authorization of Certain Claim Payments
- g. Resolution #25-05: Authorizing Use of Credit Cards
- h. Resolution #25-06: Naming Official Newspaper
- i. Resolution #25-07: Electronic Funds Transfer

7. ACTION AGENDA

- a. Confirm Official City Appointments 2025

8. REPORTS

- a. Mayor & Council
- b. Staff

9. ANNOUNCEMENTS/MISCELLANEOUS (INFORMATION ONLY)

- a. February 3, 2025 - Regular City Council Meeting – 6:00PM
- b. February 12, 2025 - Planning Commission Meeting – 6:00PM
- c. February 18, 2025 - Regular City Council Meeting – 6:00PM
- d. February 18, 2025 - City Council Work Session – 5:00PM

10. ADJOURNMENT

* The Consent Agenda lists those items of business which are considered to be routine, recommended for approval, and/or which need no discussion. The several separate items listed on the Consent Agenda are acted upon by one motion. There will be no separate discussion of these items unless a Council Member makes a request, in which event the item will be removed from the Consent Agenda and placed elsewhere on the regular agenda for Council discussion and action.

** Under Public Comment, individuals may address the City Council about any item not contained on the regular agenda. Each speaker should keep their statements to three minutes to allow sufficient time for others. The Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.



CITY OF SPRING PARK
CITY COUNCIL MINUTES
DECEMBER 16, 2024 – 6:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

Council Present: Mayor Hoffman, Council Member's Rimolde, Sippel, Chase, and Horton

Staff Present: City Administrator Anderson

2. PLEDGE OF ALLEGIANCE

Mayor Hoffman led the audience in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Council Member Sippel motioned, being seconded by Council Member Horton, to approve the agenda as presented. On vote being taken, the motion was unanimously approved.

4. PUBLIC COMMENT: None

5. REQUESTS & PRESENTATIONS

Proclamation – Councilmember Chase. Council Member Chase read the proclamation dedication for Mayor Hoffman from the Council and City of Spring Park.

6. CONSENT AGENDA

- a. Minutes - Regular City Council Meeting - December 2, 2024
- b. Approve Payroll, Expenditures, and Claims for Payment
- c. Resolution #24-25: Extending City Support for Future Fire Partnership Discussions
- d. Resolution #25-01: Setting 2025 Meeting Dates, Holidays, and Office Hours

Council Member Horton motioned, being seconded by Council Member Rimolde, to approve the Consent Agenda as presented. On vote being taken, the motion was unanimously approved.

7. ACTION AGENDA

- a. Administrative Committee Recommendations: the administrative committee's recommendations for staff salary increases are 3% for COLA and a 2% merit increase.

Council Member Chase motioned, being seconded by Council Member Sippel, to approve the administrative committee's salary increase recommendations for City staff. On roll call vote, Rimolde - yes, Sippel - yes, Hoffman - abstain, Chase - yes, Horton - yes. Motion approved 4-0.

- b. Utility Upgrade Discussion: All agreed that they want to move towards upgrading our water system with the AMI antennae and replacing water meters. However, more detailed data was requested on cost, how to take advantage of the upgrade benefits, and a strategic process and cost analysis for replacing the meters starting with the replacement of the oldest ones first. The action was tabled until first part of next year.

8. REPORTS

- a. Mayor & Council; Mayor Hoffman and Council Member Rimolde thanked everyone for their confidence and trust in serving the residents in the City of Spring Park.

All meetings of the Spring Park City Council are video recorded and available for viewing online at www.ci.spring-park.mn.us or [Spring Park | Lake Minnetonka Cable Commission \(lmcc-tv.org\)](http://SpringPark|LakeMinnetonkaCableCommission(lmcc-tv.org)). Meeting minutes are intended to be a general synopsis of the meetings of the City Council. Additional detail regarding discussions and policy considerations is provided by watching the recording of the meeting.

b. Staff: no report.

9. ANNOUNCEMENTS/MISCELLANEOUS (INFORMATION ONLY)

- a. December 24, 25, and January 1 – City Offices Closed
- b. January 6, 2025 – Regular City Council Meeting – 6:00PM
- c. January 8, 2025 – Planning Commission Meeting – 6:00PM
- d. January 21, 2025 – Regular City Council Meeting – 6:00PM
- e. January 21, 2025 – Council Work Session – 5:00PM

10. ADJOURNMENT

There being no further discussion, Council Member Rimolde motioned, being seconded by Council Member Sippel, to adjourn the meeting at 6:56p.m. On vote being taken, the motion was unanimously approved.

Respectfully submitted,
Jamie Hoffman, City Clerk



CITY OF SPRING PARK
WORK SESSION MINUTES
DECEMBER 16, 2024 – 5:30 PM
SPRING PARK CITY HALL

(Work Session discussion times are approximate)

1. 5:30: Utility Upgrades
City Administrator Anderson and Kirk from Core and Main recapped the multiple benefits of adding the suggested utility upgrade to our current system. Kirk also suggested that we start replacing some of the old meters as we are currently losing a lot of revenue due to their age. Discussion was had. A decision will be made on the next steps as part of the Council meeting.
2. 5:55: Miscellaneous: none
3. 6:00: Adjourn
After no further discussion, Council Member Rimolde motioned, being seconded by Council Member Horton, to adjourn the meeting at 6:00pm.

CITY OF SPRING PARK

01/16/25 9:34 AM

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***Check Summary Register©**

Batch: PAY250102,012025PAY01,012025PAY02

Name	Check Date	Check Amt	
10100 Wells Fargo Bank NA			
34114 XCEL ENERGY	1/2/2025	\$7,000.00	Advance Payment for Reroute Elect PASW - C
34116 CITY OF BLOOMINGTON	1/14/2025	\$28.00	Nov. 24' Water Testing Fees
34117 CENTERPOINT ENERGY	1/14/2025	\$1,346.23	Gas usage 10/22/24-11/19/24
34118 GOOD TO BE HOME CLEANING	1/14/2025	\$250.00	Dec. 2024 City Hall Cleaning Services
34119 GOPHER STATE ONE-CALL	1/14/2025	\$6.75	Dec. 2024 Locates
34120 MARK HODGES	1/14/2025	\$75.00	Dec. 24' Work Session Recording
34121 LOFFLER COMPANIES, INC.	1/14/2025	\$79.65	Copier Usage 11/22/24-12/21/24
34122 MNSPECT, LLC	1/14/2025	\$3,271.04	Dec. 24' Residential & Commercial Inspections
34123 MOORE ENGINEERING, INC	1/14/2025	\$1,903.75	Engineering Services - Nov. 24' General Eng.
34124 REPUBLIC SERVICES, INC	1/14/2025	\$1,615.44	Dec. 2024 Recycling Services
34125 SOLUTION BUILDERS, INC.	1/14/2025	\$169.50	Dec. 24' Microsoft Online Services
34126 US BANK	1/14/2025	\$1,008.35	Dec. 24' Credit Card Purchases - Office Suppli
34127 WSB & ASSOCIATES, INC.	1/14/2025	\$97.00	Nov. 24' Planning Services - General Planning
34128 XCEL ENERGY	1/14/2025	\$4,930.81	Electric Usage 11/21/24-12/25/24 Xmas Lights
34129 ABDO LLP	1/14/2025	\$6,500.00	Certified audit services for year ended 12/31/24
34130 BOND TRUST SERVICES CORP	1/14/2025	\$395,725.64	GO Bond 2015A - Principal Payment
34131 CENTERPOINT ENERGY	1/14/2025	\$3,000.00	ESCROW RETURNS for No.24-03ROW
34132 JUBILEE FOODS	1/14/2025	\$8.85	Water Refills
34133 MN CITY/COUNTY MANAGEMEN	1/14/2025	\$145.00	2025 MCMA Membership Renewal for Mike An
34134 METRO COUNCIL ENVIRON SER	1/14/2025	\$26,180.34	Feb. 25' Wastewater Treatment Monthly Fee
34135 LEAGUE OF MINNESOTA CITIES	1/14/2025	\$30.00	2025 LMC Annual MN Mayors Association Me
34136 MOORE ENGINEERING, INC	1/14/2025	\$10,583.13	MS4 Audit Services
34137 CITY OF MOUND FINANCE DEPT	1/14/2025	\$46,030.50	2025 1st Qtr.Contractred Fire Service & Protecti
34138 OPTUM BANK	1/14/2025	\$11.25	HSA Employee 2024 Q4 Service Fees
34139 CITY OF ORONO	1/14/2025	\$62,660.96	Jan. 25' Contractred Services - Public Works
34140 QED ENVIRONMENTAL SYSTEM	1/14/2025	\$253.36	Purchase of 24 Gaskets for WTP
34141 SOLUTION BUILDERS, INC.	1/14/2025	\$2,548.85	Feb. 25' Managed IT Services
34142 CITY OF SPRING PARK	1/14/2025	\$95.97	4th Qtr. Utility 2024
	Total Checks	\$575,555.37	

CITY OF SPRING PARK

***Check Detail Register©**

Batch: PAY250102,012025PAY01,012025PAY02

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Wells Fargo Bank NA					
34114	01/02/25	XCEL ENERGY			
	E 201-43100-532	Sunset Drive - Undergroun	\$7,000.00	1150993925	Advance Payment for Reroute Elect PASW - Contract #2786928
		Total	\$7,000.00		
34116	01/14/25	CITY OF BLOOMINGTON			
	E 601-49400-306	Testing Fees	\$28.00	24494	Nov. 24' Water Testing Fees
		Total	\$28.00		
34117	01/14/25	CENTERPOINT ENERGY			
	E 101-41900-381	Utilities/Electric/Gas	\$72.61		Gas usage 10/22/24-11/19/24
	E 601-49400-381	Utilities/Electric/Gas	\$259.64		Gas usage 10/22/24-11/19/24
	E 602-49450-381	Utilities/Electric/Gas	\$99.91		Gas usage 10/22/24-11/19/24
	E 101-41900-381	Utilities/Electric/Gas	\$263.27		Gas usage 11/20/24-12/18/24
	E 601-49400-381	Utilities/Electric/Gas	\$546.77		Gas usage 11/20/24-12/18/24
	E 602-49450-381	Utilities/Electric/Gas	\$104.03		Gas usage 11/20/24-12/18/24
		Total	\$1,346.23		
34118	01/14/25	GOOD TO BE HOME CLEANING SERVI			
	E 101-41900-310	Contracted Services	\$250.00	Dec2024	Dec. 2024 City Hall Cleaning Services
		Total	\$250.00		
34119	01/14/25	GOPHER STATE ONE-CALL			
	E 601-49400-310	Contracted Services	\$3.38	4120761	Dec. 2024 Locates
	E 602-49450-310	Contracted Services	\$3.37	4120761	Dec. 2024 Locates
		Total	\$6.75		
34120	01/14/25	MARK HODGES			
	E 101-41100-109	Recording Service	\$75.00	10-12162024	Dec. 24' Work Session Recording
		Total	\$75.00		
34121	01/14/25	LOFFLER COMPANIES, INC.			
	E 101-41500-413	Office Equipment/Rental	\$26.55	4896838	Copier Usage 11/22/24-12/21/24
	E 601-49400-413	Office Equipment/Rental	\$26.55	4896838	Copier Usage 11/22/24-12/21/24
	E 602-49450-413	Office Equipment/Rental	\$26.55	4896838	Copier Usage 11/22/24-12/21/24
		Total	\$79.65		
34122	01/14/25	MNSPECT, LLC			
	E 101-42400-310	Contracted Services	\$331.50	1118502	Dec. 24' Code Enforcement Services
	E 101-42400-305	Plan Check Fees	\$1,139.29	1133022	Dec. 24' Residential & Commercial Inspections/Permit Fees/General Fees
	E 101-42400-310	Contracted Services	\$1,800.25	1133022	Dec. 24' Residential & Commercial Inspections/Permit Fees/General Fees
		Total	\$3,271.04		
34123	01/14/25	MOORE ENGINEERING, INC			
	E 101-41910-310	Contracted Services	\$1,903.75	41942	Engineering Services - Nov. 24' General Eng. Contracted Services
		Total	\$1,903.75		
34124	01/14/25	REPUBLIC SERVICES, INC			

CITY OF SPRING PARK

***Check Detail Register©**

Batch: PAY250102,012025PAY01,012025PAY02

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42900-310		Contracted Services	\$1,615.44	0894-006936	Dec. 2024 Recycling Services
		Total	\$1,615.44		
34125	01/14/25	SOLUTION BUILDERS, INC.			
E 101-41500-207		Computer Support/Supplie	\$169.50	SB60437	Dec. 24' Microsoft Online Services
		Total	\$169.50		
34126	01/14/25	US BANK			
E 101-41500-200		Office Supplies	\$89.97		Dec. 24' Credit Card Purchases - Office Supplies
E 101-41500-437		Other Miscellaneous	\$831.24		Dec. 24' Credit Card Purchases - Holiday Lighting
E 101-41500-207		Computer Support/Supplie	\$36.68		Dec. 24' Credit Card Purchases - Adobe
E 601-49400-215		Shop Supplies	\$50.46		Dec. 24' Credit Card Purchases - Sealant for WTP
		Total	\$1,008.35		
34127	01/14/25	WSB & ASSOCIATES, INC.			
E 101-41910-310		Contracted Services	\$97.00	R-024509-00	Nov. 24' Planning Services - General Planning Services
		Total	\$97.00		
34128	01/14/25	XCEL ENERGY			
E 101-41900-381		Utilities/Electric/Gas	\$9.99	1152064895	Electric Usage 11/21/24-12/25/24 Xmas Lights
E 101-41900-381		Utilities/Electric/Gas	\$140.43	1152141439	Electric Usage 11/21/24-12/25/24 Shoreline Drive
E 602-49450-381		Utilities/Electric/Gas	\$129.80	1153621269	Electric Usage 11/21/24-12/25/24 LS 3
E 101-41900-381		Utilities/Electric/Gas	\$63.18	1153621351	Electric Usage 11/21/24-12/25/24 Traffic Signal
E 101-41900-381		Utilities/Electric/Gas	\$41.85	1153621598	Electric Usage 11/21/24-12/25/24 West Lights
E 101-41900-381		Utilities/Electric/Gas	\$734.16	1153621611	Electric Usage 11/21/24-12/25/24 CoOwned Lights
E 101-41900-381		Utilities/Electric/Gas	\$185.59	1153621647	Electric Usage 11/21/24-12/25/24 East St Lights
E 602-49450-381		Utilities/Electric/Gas	\$369.54	1153621753	Electric Usage 11/21/24-12/25/24 LS 6
E 602-49450-381		Utilities/Electric/Gas	\$160.06	1153622737	Electric Usage 11/21/24-12/25/24 LS 1
E 602-49450-381		Utilities/Electric/Gas	\$74.38	1153625609	Electric Usage 11/21/24-12/25/24 LS 5
E 601-49400-381		Utilities/Electric/Gas	\$2,338.75	1153625790	Electric Usage 11/21/24-12/25/24 WTP
E 101-41900-381		Utilities/Electric/Gas	\$252.74	1153626697	Electric Usage 11/21/24-12/25/24 Central/North Lights
E 602-49450-381		Utilities/Electric/Gas	\$22.15	1153627130	Electric Usage 11/21/24-12/25/24 LS4
E 602-49450-381		Utilities/Electric/Gas	\$209.98	1153627209	Electric Usage 11/21/24-12/25/24 LS2
E 101-41900-381		Utilities/Electric/Gas	\$198.21	1153629467	Electric Usage 11/21/24-12/25/24 City Hall
		Total	\$4,930.81		
34129	01/14/25	ABDO LLP			
E 101-41500-301		Auditing Services	\$2,166.68	500532	Certified audit services for year ended 12/31/24
E 601-49400-301		Auditing Services	\$2,166.66	500532	Certified audit services for year ended 12/31/24
E 602-49450-301		Auditing Services	\$2,166.66	500532	Certified audit services for year ended 12/31/24
		Total	\$6,500.00		
34130	01/14/25	BOND TRUST SERVICES CORP			
E 101-47500-601		Debt Srv Bond Principal	\$51,000.00	92493	GO Bond 2010A - Principal Payment
E 601-47500-601		Debt Srv Bond Principal	\$17,000.00	92493	GO Bond 2010A - Principal Payment
E 602-47500-601		Debt Srv Bond Principal	\$17,000.00	92493	GO Bond 2010A - Principal Payment
E 101-47500-611		Bond Interest	\$1,816.90	92493	GO Bond 2010A - Interest Payment
E 601-47500-611		Bond Interest	\$605.62	92493	GO Bond 2010A - Interest Payment
E 602-47500-611		Bond Interest	\$605.62	92493	GO Bond 2010A - Interest Payment

CITY OF SPRING PARK

***Check Detail Register©**

Batch: PAY250102,012025PAY01,012025PAY02

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-47500-601		Debt Srv Bond Principal	\$90,000.00	92494	GO Bond 2015A - Principal Payment
E 601-47500-601		Debt Srv Bond Principal	\$30,000.00	92494	GO Bond 2015A - Principal Payment
E 602-47500-601		Debt Srv Bond Principal	\$30,000.00	92494	GO Bond 2015A - Principal Payment
E 101-47500-611		Bond Interest	\$3,562.50	92494	GO Bond 2015A - Interest Payment
E 601-47500-611		Bond Interest	\$1,187.50	92494	GO Bond 2015A - Interest Payment
E 602-47500-611		Bond Interest	\$1,187.50	92494	GO Bond 2015A - Interest Payment
E 101-47500-601		Debt Srv Bond Principal	\$72,000.00	92495	GO Bond 2022A - Principal Payment
E 601-47500-601		Debt Srv Bond Principal	\$24,000.00	92495	GO Bond 2022A - Principal Payment
E 602-47500-601		Debt Srv Bond Principal	\$24,000.00	92495	GO Bond 2022A - Principal Payment
E 101-47500-611		Bond Interest	\$18,486.00	92495	GO Bond 2022A - Interest Payment
E 601-47500-611		Bond Interest	\$6,162.00	92495	GO Bond 2022A - Interest Payment
E 602-47500-611		Bond Interest	\$6,162.00	92495	GO Bond 2022A - Interest Payment
E 101-47500-620		Fiscal Agent s Fees	\$475.00	93317	GO Bond 2010A - Agent Fee
E 101-47500-620		Fiscal Agent s Fees	\$475.00	93318	GO Bond 2022A - Agent Fee
		Total	\$395,725.64		
34131	01/14/25	CENTERPOINT ENERGY			
G 101-21700		Escrow Account	\$1,000.00		ESCROW RETURNS for No.24-03ROW
G 101-21700		Escrow Account	\$1,000.00		ESCROW RETURNS for No.24-05ROW
G 101-21700		Escrow Account	\$1,000.00		ESCROW RETURNS for No.24-06ROW
		Total	\$3,000.00		
34132	01/14/25	JUBILEE FOODS			
E 101-41500-200		Office Supplies	\$8.85		Water Refills
		Total	\$8.85		
34133	01/14/25	MN CITY/COUNTY MANAGEMENT ASSOCIATI			
E 101-41500-433		Membership/Dues/Edu	\$145.00		2025 MCMA Membership Renewal for Mike Anderson
		Total	\$145.00		
34134	01/14/25	METRO COUNCIL ENVIRON SERVICES			
E 602-49450-327		MCES Sewer Service Chg	\$26,180.34	0001181430	Feb. 25' Wastewater Treatment Monthly Fee
		Total	\$26,180.34		
34135	01/14/25	LEAGUE OF MINNESOTA CITIES			
E 101-41100-437		Other Miscellaneous	\$30.00		2025 LMC Annual MN Mayors Association Membership Fee - Mayor Mark Chase
		Total	\$30.00		
34136	01/14/25	MOORE ENGINEERING, INC			
E 601-49400-303		Engineering Fees	\$10,583.13	41941	MS4 Audit Services
		Total	\$10,583.13		
34137	01/14/25	CITY OF MOUND FINANCE DEPT.			
E 101-42260-310		Contracted Services	\$46,030.50	00002594A	2025 1st Qtr.Contractd Fire Service & Protection
		Total	\$46,030.50		
34138	01/14/25	OPTUM BANK			
E 101-41500-121		PERA/FICA/Hosp Ins	\$3.75	0001695165	HSA Employee 2024 Q4 Service Fees
E 601-49400-121		PERA/FICA/Hosp Ins	\$3.75	0001695165	HSA Employee 2024 Q4 Service Fees
E 602-49450-121		PERA/FICA/Hosp Ins	\$3.75	0001695165	HSA Employee 2024 Q4 Service Fees

CITY OF SPRING PARK

***Check Detail Register©**

Batch: PAY250102,012025PAY01,012025PAY02

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total				\$11.25	
34139	01/14/25	CITY OF ORONO			
E 101-41510-310		Contracted Services	\$12,914.35	20142514	Jan. 25' Contracted Services - Public Works
E 601-49400-103		Orono PW	\$2,767.35	20142514	Jan. 25' Contracted Services - Public Works
E 602-49450-103		Orono PW	\$2,767.35	20142514	Jan. 25' Contracted Services - Public Works
E 101-42000-310		Contracted Services	\$44,211.91	20142514	Jan. 25' Contracted Services - Police
Total			\$62,660.96		
34140	01/14/25	QED ENVIRONMENTAL SYSTEMS INC			
E 601-49400-200		Office Supplies	\$253.36	0000336964	Purchase of 24 Gaskets for WTP
Total			\$253.36		
34141	01/14/25	SOLUTION BUILDERS, INC.			
E 101-41500-330		IT Technology Support	\$248.00	SB60281	Feb. 25' Managed IT Services
E 601-49400-330		IT Technology Support	\$246.00	SB60281	Feb. 25' Managed IT Services
E 602-49450-330		IT Technology Support	\$246.00	SB60281	Feb. 25' Managed IT Services
E 601-49400-200		Office Supplies	\$1,808.85	SB60357	New Mobile Workstation for WTP
Total			\$2,548.85		
34142	01/14/25	CITY OF SPRING PARK			
E 101-41900-381		Utilities/Electric/Gas	\$95.97		4th Qtr. Utility 2024
Total			\$95.97		
10100 Wells Fargo Bank NA			\$575,555.37		

Fund Summary

10100 Wells Fargo Bank NA	
101 GENERAL FUND	\$356,998.61
201 PUBLIC IMPROV REVOLVING FUND	\$7,000.00
601 WATER FUND	\$100,037.77
602 SEWER FUND	\$111,518.99
	\$575,555.37



STAFF MEMO
BACK CHANNEL BREWING
SPECIAL EVENT
ELECTRIC SNOW GLOBE/DANCE
AGENDA
FEBRUARY 8, 2025

1. **BACKGROUND:** Back Channel Brewery is requesting a permit for a special event to be held on Saturday, February 8, 2025. The Electric Snow Globe/Dance Agenda event will be held on the South patio between the hours of 3:00p.m. until 10:00p.m. The event will include outdoor music and amplified sound and will allow for patrons to have alcoholic beverages in a defined area demarcated by barriers.
2. **DISCUSSION:** The request for outdoor music and amplified sound requires a special event permit and the event organizers will need to coordinate with the Mound Fire Department and Orono Police Department prior to the event to ensure that all recommended safety precautions have been put into place.
3. **FINANCIAL CONSIDERATIONS:** All required permit fees have been received.
4. **RECOMMENDED ACTION:** Approve Special Event Permit Application No. 25-01 for the Electric Snow Globe/Dance Agenda event on February 8, 2025.

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

**RESOLUTION #25-02
NAMING OFFICIAL DEPOSITORY**

BE IT RESOLVED by the City Council of the City of Spring Park that Wells Fargo Bank of Minnesota, Mound, MN is hereby appointed the official depository for the funds of the City of Spring Park effective to January 1, 2025.

BE IT FURTHER RESOLVED that Wells Fargo Bank of Minnesota, Mound, MN is hereby directed to honor and pay any checks or orders when signed by the Mayor and City Clerk or their duly appointed alternates as indicated on signature card duly executed and previously transmitted to said depository for the withdrawal or transfer of funds on deposit in said bank in whatever form.

BE IT FURTHER RESOLVED that in case such deposits shall at any time exceed Two Hundred and Fifty Thousand (\$250,000.00) dollars, said depository shall immediately furnish bond or securities in lieu of bond as collateral according to law.

BE IT FURTHER RESOLVED that said bank shall be entitled to rely upon this resolution until written notice of modification or revision has been furnished to and received by said bank.

ADOPTED by the City Council of the City of Spring Park this 21st day of January 2025.

CITY OF SPRING PARK

Approved:

Mark Chase, Mayor

Attest:

Jamie Hoffman, City Clerk

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

**RESOLUTION #25-03
ESTABLISHING ORDER OF BUSINESS**

BE IT RESOLVED by the City Council of the City of Spring Park that the business of the City Council shall be conducted in the following order effective January 1, 2025:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. Requests and Presentations
6. Consent Agenda
7. Action Agenda
8. Reports
9. Announcements/Miscellaneous (Information Only)
10. Adjournment

ADOPTED by the City Council of the City of Spring Park this 21st day of January 2025.

CITY OF SPRING PARK

Approved:

Mark Chase, Mayor

Attest:

Jamie Hoffman, City Clerk

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA
RESOLUTION #25-04
RESOLUTION APPROVING PRE-AUTHORIZATION OF CERTAIN CITY
CLAIM PAYMENTS FOR 2025**

WHEREAS, the Spring Park City Council is required to review expenditures before payments are made, and

WHEREAS, Minnesota Statute §412.271 permits that the City Council can delegate authority in the payment of certain claims and disbursements that do not require prior Council approval, and

WHEREAS, business and contractor billing cycles do not always align with the City Council meeting schedule, and

WHEREAS, some businesses and contractors include finance charges for bills not paid within 10, 15, 20, or 30 days, and

WHEREAS, it is in the City's best interest to pay debts in a timely manner.

THEREFORE, BE IT RESOLVED, that the Spring Park City Council authorizes City staff to issue payments, drawn on the proper fund, for the following expenditures:

All utilities (water, sewer, electrical, natural gas, telephone, etc.); postage; payroll activity; lease and rental payments; monthly insurance premiums; miscellaneous claims and office expenses not to exceed \$7,500; principal or interest on bond obligations where the exact amounts have been previously fixed by contract; replenishment of the petty cash fund; and other set payments from a contract that was previously approved by the City Council.

AND BE IT FURTHER RESOLVED that City staff will present documentation regarding payment of the above-mentioned claims to the City Council for its review at its next regularly scheduled meeting.

ADOPTED by the City Council of the City of Spring Park this 21st day of January 2025.

CITY OF SPRING PARK

Mark Chase, Mayor

Attest:

Jamie Hoffman, City Clerk

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

**RESOLUTION #25-05
RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS BY
DESIGNATED CITY EMPLOYEES TO MAKE PURCHASES ON BEHALF OF
THE CITY OF SPRING PARK FOR 2025**

WHEREAS, pursuant to Minnesota Statute 471.382, the City Council may authorize the use of credit cards by City employees otherwise authorized to make purchases on behalf of the City; and

WHEREAS, the City of Spring Park has developed a City Purchasing Card Policy which complies with State Statutes, Rules, and the City of Spring Park's policies regarding City purchases; and

WHEREAS, the authorization is subject to modification and revocation at any time by the Spring Park City Council;

NOW, THEREFORE, BE IT RESOLVED, that the following designated City staff are hereby authorized to use purchasing/credit cards in the name of the City of Spring Park:

- City Administrator
- City Clerk
- Finance Clerk

BE IT FURTHER RESOLVED that the designated City staff are hereby authorized to use the following City credit card to make purchases on behalf of the City of Spring Park:

- One VISA credit card issued through US Bank in the name of the City.

ADOPTED by the City Council of the City of Spring Park this 21st day of January 2025.

CITY OF SPRING PARK

Mark Chase, Mayor

Attest:

Jamie Hoffman, City Clerk

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

**RESOLUTION #25-06
NAMING OFFICIAL NEWSPAPER**

WHEREAS, Minnesota Statutes, section 412.831 states that the Council shall, annually, at its first meeting of the year, designate an official newspaper and;

WHEREAS, the newspaper is to be used for publication of ordinances and other matters that are legally required to be published. The official newspaper should also be used for the publication of any other matters that the Council deems to be in the public interest, and;

WHEREAS, Minnesota Statutes, section 331A.03 subdivision 3 authorizes the City to use its website or recognized industry trade journals as an alternative to the official newspaper as a means of soliciting bids, requests for information, and requests for proposals as long as they are disseminated in substantially the same format and for the same period of time as required for published solicitations.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Spring Park that The Laker Pioneer is designated as the official newspaper for the City of Spring Park.

ADOPTED by the City Council of the City of Spring Park this 21st day of January 2025.

CITY OF SPRING PARK

Approved:

Mark Chase, Mayor

Attest:

Jamie Hoffman, City Clerk

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

**RESOLUTION #25-07
ELECTRONIC FUNDS TRANSFER**

WHEREAS, Minnesota Statutes, section 471.38, Claims, states that cities may use the electronic funds transfer process to pay claims for payment via mechanical means without the use of checks, drafts, or similar negotiable instruments, and;

WHEREAS, a local government may make electronic funds transfers for the following:

- (1) a claim for a payment from an imprest payroll bank account or investment of excess money.
- (2) a payment of tax or aid anticipation certificates.
- (3) a payment of contributions to pension or retirement fund.
- (4) vendor payments; and
- (5) payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, this authorization only extends to a local government that has enacted all of the following policy controls:

- (a) the governing body shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee.
- (b) the disbursing bank shall keep on file a certified copy of the delegation of authority.
- (c) the initiator of the electronic transfer shall be identified.
- (d) the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer as required by internal control policies.
- (e) a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction.
- (f) a list of all transactions made by electronic funds transfer shall be submitted to the governing body at its next regular meeting after the transaction.

NOW, THEREFORE, BE IT RESOLVED, that the following designated City staff are hereby authorized to use electronic funds transfer as a means for payment of claims for the City of Spring Park:

- City Administrator
- Finance Clerk

ADOPTED by the City Council of the City of Spring Park this 21st day of January 2025.

CITY OF SPRING PARK

Approved:

Mark Chase, Mayor

Attest:

Jamie Hoffman, City Clerk

17. BEAUTIFICATION COMMISSION	Planning Commission
18. LMCC	Sippel
19. SUBURBAN RATE AUTHORITY (SRA)	City Administrator
20. DATA PRACTICES COMPLIANCE OFFICIAL RESPONSIBLE AUTHORITY	City Clerk City Clerk
21. INVESTMENT, FINANCE & PERSONNEL	Sippel, Hoffman, City Administrator
22. FIRE COMMISSION ALTERNATE (City may appoint up to 2)	Chase, City Administrator Hoffman
23. LMCD BOARD OF DIRECTORS	Jim Paul
24. PLANNING COMMISSION	Hoffman (Chair) Avalos Homan Stafford Terryll