



CITY OF SPRING PARK
WORK SESSION MINUTES
AUGUST 18, 2025 – 5:00 PM
SPRING PARK CITY HALL

(Work Session discussion times are approximate)

1. 5:00: Sunset Drive Presentation – Hennepin County
Amber Klein provided a brief update on the Sunset Drive reconstruction project. Bidding is estimated for November and construction to commence in Spring of 2026. Tree removal will commence in January. 1st phase will be Sunset to Park Lane, second phase Park Lane to Shadywood Road. Mayor Chase and Council Member Sippel would like pictures of the retaining walls.
2. 5:37: Unpaid Utility Bills – Process to Certify on Tax Rolls – Discussion was had to update the Ordinance language.
 - a. DRAFT – Resolution Certifying Unpaid Utility Bills
 - b. DRAFT – Ordinance Language for Delinquent Accounts
 - c. SAMPLE NOTICE: Notice to Resident or Business of Intent to Certify Unpaid Utility Bills
3. 5:45: 2026 Budget Update: City Administrator Anderson recapped where we are currently at the preliminary levy. He suggested we plan for a higher amount in case we need additional funds as we move through the Fall. Mayor Chase would like a finance committee meeting prior to the final levy in December.
4. 5:55 Miscellaneous: Mayor Chase shared that he and Council Member Suttle met with City Clerk Jamie Hoffman to discuss potentially reducing her working hours to 32 hours/week. They shared they were in favor, as were staff, but Mayor Chase would like to table until the next work session when all Council Members will be present (Council Member Sippel and Turner were absent). Also, Council asked about HR services – if we have and what it entails. City Administrator Anderson will determine what those are and bring back to Council.
5. 6:00: Adjourn
There being no further discussion, the work session was adjourned at 6:00pm.