



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: July 2, 2020
Subject: Administrator Report

Attached is the City Administrator report for the July 6, 2020 City Council meeting

1. CARES Act Funding

The City of Spring Lake Park has submitted an application to the State of Minnesota for Coronavirus Relief Funds (CRF) in the amount \$482,000 for eligible expenses.

See CARES Act Funding Update for additional information.

2. 2021 Budget

Department Heads have prepared their proposed 2021 budgets for City Administrator review. I have met with the Department Heads to discuss the budgets. Accountant Barker is currently preparing 2021 salary and benefit data for the various departments. Revenue estimations will be calculated in the next couple of weeks. The proposed 2021 budget will be distributed to the City Council at its August 3 meeting in preparation for the August 10 budget workshop.

3. JP Brooks Project

Staff will be hosting a preconstruction meeting with representatives from JP Brooks this week in preparation for the infrastructure improvements necessary for the 6 lot development.

4. 525 Osborne Road

Closing is set to occur after approval of permits for the Suite Living Assisted Living/Memory Care Project by Coon Creek Watershed District and St. Paul Regional Water Services.

5. 2020 Election

Planning for the 2020 Election continues to move forward. Absentee balloting for the State Primary began on Friday, June 26. Residents can request a ballot at www.mnvotes.org or can vote absentee at City Hall. A letter encouraging residents to vote absentee in both the 2020 primary and general elections was included with the July water bill.

6. Rental Housing Moratorium

Staff has requested a quote from Stantec to assist with the study of the impact of rental housing in single family neighborhoods.

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