



**CITY COUNCIL AGENDA  
MONDAY, JUNE 3, 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 – May 20, 2019
  - B. Resolution 19-11 – Resolution of Appreciation – Joyce Mooney
  - C. Contractor’s Request for Payment No. 4-5/Final – 2018 Well No. 4 and 5 Maintenance Project
  - D. Authorization to close City Hall on Friday, July 5, 2019
  - E. Sign Permit
  - F. Business License – 2 AM
  - G. Contractor’s Licenses
  - H. Correspondence
7. PUBLIC HEARING
  - A. Ordinance 453 Adopting Fee Schedule
8. PUBLIC WORKS REPORT
9. ORDINANCES AND/OR RESOLUTIONS
  - A. Resolution 19-12 Amending Conditional Use Permit for 1630 County Road 10 NE
10. NEW BUSINESS
  - A. Approve Listing Agreement with Summerhill Commercial for sale of 525 Osborne Road NE
  - B. CenturyLink Settlement Agreement
11. ENGINEER’S REPORT
12. ATTORNEY’S REPORT
13. REPORTS
  - A. Beyond the Yellow Ribbon Report
14. OTHER
  - A. Administrator Reports
15. ADJOURN

**SEE REVERSE SIDE 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 May 20, 2019 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

### 1. Call to Order

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

### 2. Roll Call

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

Members Absent: None

Staff Present: Public Works Director Randall; Police Chief Ebeltoft; Engineer Gravel; City Assessor Tolzmann; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz requested that Resolution 19-10 Authorizing 2018 Year End Fund Transfers be added to the agenda as Item 10 C.

### 5. Discussion From The Floor - None

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – May 6, 2019
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 19-07 -- \$401,978.03
- C. Mayor's Proclamation – Public Works Week – May 19-25, 2019
- D. Mayor's Proclamation – Memorial Day – May 27, 2019
- E. Building Inspection Report
- F. Sign Permit
- G. Contractor's Licenses
- H. Correspondence

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

## 7. Presentation

### A. Board of Equalization Meeting

Assessor Tolzmann provided a report on the 2019 Assessment for Taxes Payable 2020 and an overview of the assessment process.

Mr. Tolzmann reported that there were 105 qualified residential sales within the City during the sales period of October 1, 2017 through September 30, 2018, and after value adjustments made accordingly by zone, the result was an assessment that qualifies as “excellent” in the eyes of the Minnesota Department of Revenue with a median sales ratio of 94.55. He stated that there were two qualified commercial/industrial sales reflecting a sales ratio of 95.46 as well as two qualified apartment sales reflecting a median ratio of 93.7.

Mr. Tolzmann reported that last year’s assessment, the City saw a total market value of \$653,656,000 and with the new sales information gathered this past year, the total market value of the City rose by 10.7% to \$732,188,400 for the 2019 assessment. He noted that included in this new overall market value is \$22,879,500 in new construction.

Mr. Tolzmann reported that market values increased by 11.6% in the City last year and noted that values have increased by 34% over the past four years.

Councilmember Nelson thanked Mr. Tolzmann for his professionalism and hard work with the City.

Councilmember Wendling stated that he has a lot of confidence in Mr. Tolzmann and thanked him for helping the City continue move in a positive direction.

Councilmember Goodboe-Bisschoff inquired on the quoted 93 non-taxed parcels. Mr. Tolzmann explained that non-taxed parcels include schools, churches, city, county and state-owned easements and roadways.

Mayor Hansen thanked Mr. Tolzmann for his completed report.

## 8. Police Report

Police Chief Ebeltoft reviewed the April 2019 department statistics.

Chief Ebeltoft reported that the Police Department responded to four hundred thirty two calls for service for the month of April 2019 compared to five hundred forty three calls for service in April 2018.

Chief Ebeltoft reported that on April 15, 2019, the Spring Lake Park Police Department responded to a medical call of a 37-year-old male who was not breathing with CPR being performed by an individual at the scene. He stated that upon arrival of the Spring Lake Park Officers, they evaluated the male and deployed Narcan. He reported that the 37-year-old male then gasped for air and continued to breath with the assistance of oxygen. He stated that this was the first time since approving Spring Lake Park Officers to carry Narcan in the City that the officers had to use it as a “Life Saving Technique”.

Chief Ebeltoft reported that Investigator Baker reports to handling a caseload of 27 cases for the month of April 2019. He stated that Investigator Baker noted having 12 active forfeiture cases.

Chief Ebeltoft reported that the Police Department is currently going through some changes. He reported that Investigator Baker accepted employment with the Anoka County Sheriff's office as a "Crime Scene Detective" and started his new career on May 13, 2019. He reported that for the last three weeks, Investigator Baker trained in new Investigator Tony Bennek. He stated that Investigator Bennek started his new position on May 6, 2019.

He reported that School Resource Officer Chlebeck reported handling 11 calls for service at the local schools, along with conducting 39 student contacts, four escorts and seven follow up investigations into school related incidents. He conducted a presentation about police work, police procedure and the use of force for the "Black Student Union Club".

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he attended numerous meetings throughout the month representing Spring Lake Park Police Department and the City of Spring Lake Park.

Councilmember Nelson thanked the Council for their approval of the Narcan and explained what a useful tool this is for the Police Department. He informed Chief Ebeltoft that there are additional grants and funding available for Narcan should the Police Department have the need to replenish their supplies and funding is needed.

#### 9. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and discussed park projects for 2019. She stated that information signs were placed at Triangle Park regarding the feeding of the ducks and wildlife.

Ms. Rygwall reported that staff has been preparing for youth softball teams and preparation for Tower Days. She reported that she and Recreation Programmer John Angell attended the softball coaches meeting. She stated that there are a lot of new youth umpires this summer.

Ms. Rygwall provided the monthly program statistics and a recap of the day trips that were offered.

#### 10. New Business

##### A. Replacement of Police Department Portable Breath Test Units "PBT's"

Police Chief Ebeltoft reported that the Police Department is looking to replace the aging fleet of portable preliminary breath testing units (PBT's) used by the officers when conducting Driving Under the Influence Enforcement (DUI/DWI), Minor Consumption Investigations and where needed at special events to detect alcohol consumption.

Chief Ebeltoft reported that the PBT's and their use are governed under MN Statute: 169A.75 (C) and MN Rule: 7501.900 for "Approved Devices". He stated that currently the Police Department is down to five working PBT units, which equates to one for each of the patrol vehicles with no spare. He stated that over the years the Police Department has been able to replace the units after they had failed and have not been able to be repaired by receiving awards of PBT's from the "Towards Zero Deaths Project". He stated that unfortunately the "Towards Zero Deaths Project" is no longer giving awards of PBT's to Law Enforcement agencies.

Chief Ebeltoft reported that the age of the current PBT's are: 19 years old, 12 years old, two at three years old and one unknown how old but believed to be within the above years span. He stated that with the assistance of Officer Fiske and research conducted for these units under the above stated MN Statutes and Rules, a quote has been attained for the purchase of five new Alco-Sensor IV PBT units to be implemented into service upon the older units failing. He stated that total cost for the purchase of the PBT units would be \$2,875.00.

Chief Ebeltoft reported that since this is not an approved budget item, he is seeking Mayor and Council approval to purchase five new PBT's utilizing the "Traffic Education Fund" to make the purchase eliminating any requirement for a new funding source to located from within the current City budget.

Chief Ebeltoft stated that in attempt to defray the cost of the purchase, he has applied for a grant from CenterPoint Energy, which if received would pay of the cost of the total purchase price or \$1,437.50.

Chief Ebeltoft requested authorization from the Mayor and City Council to facilitate the purchase of five new Alco-Sensor IV portable preliminary breath testing units for the price of \$2,875.00, utilizing the "Traffic Education Fund 428" and if the CenterPoint Energy Grant is received, the grant funds would be placed into the "Traffic Education Fund 428."

Councilmember Delfs inquired if five units would be enough. Chief Ebeltoft answered affirmatively.

**MOTION MADE BY MAYOR HANSEN TO APPROVE PURCHASE OF FIVE ALCO-SENSOR IV PRELIMINARY BREATH TESTING UNITS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

**B. Approval of Job Description and Authorization to Begin Hiring Process for Building Inspector**

Administrator Buchholtz reported that in preparation for former Building Official Brainard's retirement, the City moved forward with a hiring process for a new Building Official. He reported that the City received one qualified applicant for the position which a conditional job offer was made. He stated that unfortunately, the candidate took a position with another community. He explained that in order to provide the residents with building inspection services, the City entered into a contract with MNSPECT, LLC.

Administrator Buchholtz reported that staff has reworked the job description to create a "Building Inspector" position. He stated that instead of requiring a full Certified Building Official license, the City is requiring a Limited Minnesota Building Official certification, or the ability to obtain one within three months of hire. He stated that with a Limited Minnesota Building Official certification, the Building Inspector can inspect one- and two- family residential structures as well as rental housing inspection, code enforcement activities and Fire Code inspections without a specialized license. He stated that City would either continue working with MNSPECT, LLC or contract with a full building official from another community to do the City's commercial and multi-family plan review and inspection until such time as the Building Inspector obtains his/her Certified Building Official license.

Administrator Buchholtz stated that staff is proposing a salary range of \$57,407 to \$73,481 for the Building Inspector position. He stated that for comparison, the 2019 salary range for the Building Official position is \$66,399 to \$85,128.

Administrator Buchholtz stated that it is anticipated that once the candidate successfully obtains their Certified Building Official license and has demonstrated competence in the position, the City would promote the Building Inspector to Building Official.

Administrator Buchholtz stated that staff recommends the City Council 1.) approve the “Building Inspector/Code Enforcement Official job description and salary range; and 2.) authorize staff to begin a hiring process to fill the new Building Inspector position.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE THE BUILDING INSPECTOR/CODE ENFORCEMENT OFFICIAL JOB DESCRIPTION AND SALARY RANGE AND AUTHORIZE STAFF TO BEGIN A HIRING PROCESS FOR NEW BUILDING INSPECTOR POSITION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### C. 2018 Year End Fund Transfers

Administrator Buchholtz reported that City staff is recommending the City Council adopt Resolution 19-10, authorizing fund transfers and closures effective December 31, 2019.

Administrator Buchholtz reported that the City’s municipal liquor operation is closed and all expenses have been paid. He stated that the auditor is recommending the closure of Fund 609 (Municipal Liquor) and Fund 610 (On-Sale Note Proceeds) due to the end of the City’s liquor enterprise. He stated that staff is recommending the closure of those funds and transfer of the cash balances into a new fund, Fund 401, Capital Investment. He stated that the City Council would be free to utilize this money for future capital project as it sees fit.

Administrator Buchholtz stated that the 2014-2015 Street Improvement project is now complete with the conclusion of the GJW Group assessment appeal for the Spring Lake Terrace mobile home park. He stated that a small balance remains, which is proposed to be deposited into Fund 400, Revolving Construction Fund. He stated that these funds will be utilized to pay for the Osborne Road Phase II improvements.

Administrator Buchholtz reported that the General Fund experienced a surplus in 2018 due to one-time building permit revenues from the Hy-Vee and Public Storage projects. He stated that staff is proposing to utilize these funds to eliminate deficits in Fund 700, Severance, and Fund 407, Storm Sewer Rehab, as well as provide funds for future storm water projects. He stated that the fund balance in the General Fund, as of December 31, 2018, is \$1,922,141 or 44.8% of General Fund expenses. He stated that this falls within the City’s fund balance policy of maintaining between 35% and 50% of budgeted expenditures in reserves.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 19-10 AUTHORIZING 2018 YEAR END FUND TRANSFERS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 11. Engineer’s Report

Engineer Gravel reported street work will begin soon near the Hy-Vee site. He stated that there will lane closures on 81<sup>st</sup> Avenue, Central Avenue and TH65. He stated that suggested detour routes will be posted when the roads are under construction or closed.

Councilmember Nelson inquired if the timing of the lights on Highway 65 will be changed to allow better traffic flow during the construction. Mr. Gravel stated that it has been requested and MnDOT did not approve it at this time. He stated that residents will be well informed of closures and delays. He stated that the next City newsletter will inform residents of alternative routes as well as social media updates.

Mayor Hansen inquired if the work will start after school is out. Mr. Gravel stated that work will begin before school is out for year.

12. Attorney's Report – None13. ReportsA. Administrator Reports

Administrator Buchholtz reported that he attended a pre-construction meeting for the Old Central/Hwy 65 and 81<sup>st</sup> Avenue improvements. He stated that the road project will require a lot of patience from everyone.

Administrator Buchholtz reported that he is in the process of getting quotes for listing the 525 Osborne Road property. He stated that he has received suggestions on potential realtors to assist with selling the property.

Administrator Buchholtz reported that the test results for the Garfield Pond have been received. He stated that there is no evidence of pollution in the pond.

Administrator Buchholtz reported that he, Public Works Director Randall and Police Chief Ebeltoft went to the new Thai restaurant, Dala, in the former Povlitski's building and welcomed the new business to the City.

14. Other

Councilmember Nelson reported that he attended a career fair at the Spring Lake Park High School. He stated that over 40 businesses participated and met with graduating students on various career options.

15. Adjourn

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

The meeting was adjourned at 7:50PM.

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Cindy Hansen, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**RESOLUTION NO. 19-11**  
**RESOLUTION OF APPRECIATION – JOYCE MOONEY**

**WHEREAS**, Joyce Mooney, is a local resident of City of Spring Lake Park and;

**WHEREAS**, she graciously made a monetary donation to the Spring Lake Park Police Department and;

**WHEREAS**, the donation will placed in the Spring Lake Park Police Department Budget for training and conference expenses; and,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Spring Lake Park expresses the gratitude of the members of the Police Department and citizens of Spring Lake Park to Joyce Mooney for her generous donation.

The foregoing Resolution was moved for adoption by Councilmember

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

And the following voted against the same:

Whereupon the Mayor declared said Resolution duly passed and adopted this the third day of June 2019.

\_\_\_\_\_  
Cindy Hansen, Mayor

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, Administrator





May 24, 2019

Honorable Mayor and City Council  
City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

Re: 2018 Well No. 4 and 5 Maintenance Project  
Project No. 193804554  
**Contractor's Request for Payment 4-5/FINAL**

Dear Mayor and Councilmembers:

Attached for your approval is Contractor's Request for Payment 4-5/FINAL for the 2018 Well No. 4 and 5 Maintenance Project. Included with the payment request is a copy of the contractor's MN Department of Revenue state withholding affidavit. The prime Contractor on this project was Keys Well Drilling Company. This payment request is the final payment for the project. Two pay requests are covered, as both were received within a short time span of each other.

The final project cost came in substantially below the original bid amount because several of the anticipated repair items were not necessary. The table below summarizes the bid costs compared to the final construction costs.

	Bid	Final
Well 4	\$107,710	\$49,774.00
Well 5	<u>133,500</u>	<u>\$58,297.04</u>
Total	\$241,210	\$108,071.04

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to Keys Well Drilling Company in the amount of \$5,207.38.**

Please execute the payment request documents. Keep one copy for your records, forward two copies to Keys Well Drilling (one for them and one for their bonding company), and return one copy to Stantec. Feel free to contact Mark Janovec or me if you have any questions.

Sincerely,  
**Stantec Consulting Services, Inc.**

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

Phil Gravel, City Engineer

Enclosures



Owner: Spring Lake Park, 1301 81st Avenue NE, Spring Lake Park, MN 55432	Date: May 17, 2019
For Period: 3/01/2019 to 05/17/2019	Request No: 4 and 5/Final
Contractor: Keys Well Drilling Company, 1156 Homer Street, St. Paul, MN 55116	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
 2018 WELL NO. 4 AND 5 MAINTENANCE PROJECT  
 STANTEC PROJECT NO. 193804554

SUMMARY

1	Original Contract Amount		\$	241,210.00
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	0.00	
4	Revised Contract Amount		\$	241,210.00
5	Value Completed to Date		\$	108,071.04
6	Material on Hand		\$	0.00
7	Amount Earned		\$	108,071.04
8	Less Retainage 0%		\$	0.00
9	Subtotal		\$	108,071.04
10	Less Amount Paid Previously		\$	102,863.66
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>4 and 5/Final</u>		\$	<u>5,207.38</u>

Recommended for Approval by:  
**STANTEC**

*Phil Gravel* 5/24/19

Approved by Owner:  
**CITY OF SPRING LAKE PARK**

Approved by Contractor:  
**KEYS WELL DRILLING COMPANY**

*[Signature]*

Date:

Specified Contract Completion Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
<b>PART 1 - WELL PUMP FACILITY NO. 4 REPAIRS:</b>							
1	REMOVE AND REINSTALL LINE SHAFT TURBINE PUMP AND MOTOR. VIBRATION TESTING (PRE AND POST).	LS	1	\$9,900.00		1.00	\$9,900.00
2	FURNISH AND INSTALL NEW DISCHARGE HEAD BEARING	LS	1	\$300.00		1.00	\$300.00
3	FURNISH STAINLESS STEEL PUMP HEAD SHAFT	LS	1	\$550.00		1.00	\$550.00
4	8" X 10', SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	35	\$375.00		34.00	\$12,750.00
5	8" X 5', SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	1	\$300.00		1.00	\$300.00
6	8" X 10', SCH. 40, SUCTION PIPE	EA	1	\$300.00		1.00	\$300.00
7	1-1 1/16" X 10', STAINLESS STEEL LINE SHAFT	EA	35	\$280.00		0.00	\$0.00
8	1-1 1/16" X 5', STAINLESS STEEL LINE SHAFT	EA	1	\$210.00		0.00	\$0.00
9	1-1 1/16", STAINLESS STEEL, LINE SHAFT COUPLING	EA	1	\$40.00		0.00	\$0.00
10	BEARING RETAINER W/RUBBER BEARING	EA	1	\$110.00		0.00	\$0.00
11	REMOVE EXISTING BEARING AND INSTALL NEW RUBBER BEARING	EA	35	\$30.00		35.00	\$1,050.00
12	FURNISH STAINLESS STEEL BOWL SHAFT	LS	1	\$525.00		0.00	\$0.00
13	FURNISH AND INSTALL COMPLETE SET OF BOWL BEARINGS	LS	1	\$1,500.00		0.00	\$0.00
14	MACHINE BOWL AND IMPELLER AND INSTALL BRONZE WEAR RING PER STAGE	EA	7	\$425.00		0.00	\$0.00
15	REASSEMBLE BOWL ASSEMBLY	LS	1	\$350.00		0.00	\$0.00
16	PAINT DISCHARGE HEAD, MOTOR, COLUMN, BOWL, AND SUCTION PIPE	LS	1	\$2,200.00		1.00	\$2,200.00
17	REMOVE EXISTING WATER LEVEL TUBING. INSTALL NEW WATER LEVEL MONITOR TUBING	LF	350	\$1.50		360.00	\$540.00
18	SHOP TIME FOR WELL PUMP REPAIRS	HR	25	\$90.00		25.00	\$2,250.00
19	CONTINGENCY ALLOWANCE FOR MOTOR AND MISCELLANEOUS REPAIRS	LS	1	\$8,000.00		0.223	\$1,784.00
20	TRANSPORT TO AND ERECT ON THE JOB SITE A WELL RIG WITH ALL NECESSARY EQUIPMENT, TOOLS, CONTAINMENT PITS, AND MATERIALS FOR CLEANING AND SAND REMOVAL PURPOSES. INCLUDING SITE RESTORATION AND SODDING OF ALL DISTURBED AREAS.	LS	1	\$7,500.00		0.00	\$0.00
21	AIR LIFT ACCUMULATED SAND FROM THE BOTTOM OF WELL	CY	100	\$125.00		0.00	\$0.00
22	WIRE BRUSH INTERIOR SURFACE OF WELL CASING	LS	1	\$4,000.00		1.00	\$4,000.00
23	TELEVISION INSPECTION OF WELL	LS	1	\$1,600.00		1.00	\$1,600.00
<b>TOTAL PART 1 - WELL PUMP NO. 4 REPAIRS</b>							<b>\$37,524.00</b>
<b>PART 2 - WELL PUMP FACILITY NO. 5 REPAIRS:</b>							
24	REMOVE AND REINSTALL LINE SHAFT TURBINE PUMP AND MOTOR. VIBRATION TEST (PRE AND POST)	LS	1	\$13,000.00		1.00	\$13,000.00
25	FURNISH AND INSTALL NEW DISCHARGE HEAD BEARING	LS	1	\$300.00		1.00	\$300.00
26	FURNISH STAINLESS STEEL PUMP HEAD SHAFT	LS	1	\$550.00		1.00	\$550.00
27	10" X 10', SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	40	\$575.00		39.00	\$22,425.00
28	10" X 5', SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	1	\$400.00		2.00	\$800.00
29	10" X 10', SCH. 40, SUCTION PIPE	EA	1	\$450.00			\$0.00
30	1-1 1/16" X 10', STAINLESS STEEL LINE SHAFT	EA	40	\$280.00			\$0.00
31	1-1 1/16" X 5', STAINLESS STEEL LINE SHAFT	EA	1	\$210.00			\$0.00
32	1-1 1/16", STAINLESS STEEL, LINE SHAFT COUPLING	EA	1	\$40.00		11.00	\$440.00
33	BEARING RETAINER W/RUBBER BEARING	EA	1	\$150.00			\$0.00
34	REMOVE EXISTING BEARING AND INSTALL NEW RUBBER BEARING	EA	35	\$30.00		40.00	\$1,200.00
35	FURNISH STAINLESS STEEL BOWL SHAFT	LS	1	\$525.00		1.00	\$525.00
36	FURNISH AND INSTALL COMPLETE SET OF BOWL BEARINGS	LS	1	\$1,500.00		1.00	\$1,500.00
37	MACHINE BOWL AND IMPELLER AND INSTALL BRONZE WEAR RING PER STAGE	EA	6	\$425.00		7.00	\$2,975.00
38	REASSEMBLE BOWL ASSEMBLY	LS	1	\$350.00		1.00	\$350.00
39	PAINT DISCHARGE HEAD, MOTOR, COLUMN, BOWL, AND SUCTION PIPE	LS	1	\$2,800.00		0.35	\$980.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
40	REMOVE EXISTING WATER LEVEL TUBING. INSTALL NEW WATER LEVEL MONITOR TUBING	LF	400	\$1.50		400.00	\$600.00
41	SHOP TIME FOR WELL PUMP REPAIRS	HR	25	\$90.00		25.00	\$2,250.00
42	CONTINGENCY ALLOWANCE FOR MOTOR AND MISCELLANEOUS REPAIRS	LS	1	\$8,000.00	(0.206)	0.37	\$2,990.40
43	TRANSPORT TO AND ERECT ON THE JOB SITE A WELL RIG WITH ALL NECESSARY EQUIPMENT, TOOLS, CONTAINMENT PITS, AND MATERIALS FOR CLEANING AND SAND REMOVAL PURPOSES. INCLUDING SITE RESTORATION AND SODDING OF ALL DISTURBED AREAS.	LS	1	\$12,500.00			\$0.00
44	AIR LIFT ACCUMULATED SAND FROM THE BOTTOM OF WELL	CY	100	\$175.00			\$0.00
45	WIRE BRUSH INTERIOR SURFACE OF WELL CASING	LS	1	\$4,400.00		1.00	\$4,400.00
46	TELEVISION INSPECTION OF WELL	LS	1	\$1,600.00		1.00	\$1,600.00
<b>TOTAL PART 1 - WELL PUMP NO. 5 REPAIRS</b>							<b>\$56,885.40</b>
<b>ADDITIONAL UNIT PRICES WELL NO. 4:</b>							
47	FURNISH A COMPLETE NEW PUMP BOWL AT SPECIFIED CONDITIONS FOR WELL NO. 4	LS	1	\$12,250.00		1	\$12,250.00
48	FURNISH AND INSTALL A NEW 200 HP MOTOR WELL NO. 4.	LS	1	\$15,850.00			\$0.00
TOAL ADDITIONAL UNIT PRICES WELL NO. 4:							\$12,250.00
<b>ADDITIONAL UNIT PRICES WELL NO. 5:</b>							
49	FURNISH A COMPLETE NEW PUMP BOWL AT SPECIFIED CONDITIONS FOR WELL NO. 5	LS	1	\$12,725.00			\$0.00
50	FURNISH AND INSTALL A NEW 200 HP MOTOR WELL NO. 5.	LS	1	\$15,850.00			\$0.00
51	12M 10" TOP BOWL	LS	1	\$864.00	1	1	\$864.00
52	12M SS COLLET	LS	1	\$97.00	1	1	\$97.00
53	FRT ON BOWL	LS	1	\$72.14	1	1	\$72.14
54	REPLACE SKYLIGHT	LS	1	\$585.00	1	1	\$585.00
55	DEDCUT AUTO SYSTEM INV	LS	1	-\$206.50	1	1	(\$206.50)
							\$1,411.64
<b>BASE BID:</b>							
TOTAL PART 1 - WELL PUMP NO. 4 REPAIRS							\$37,524.00
TOTAL PART 2 - WELL PUMP NO. 5 REPAIRS							\$56,885.40
ADDITIONAL UNIT PRICES WELL NO. 4							\$12,250.00
ADDITIONAL UNIT PRICES WELL NO. 5							\$1,411.64
<b>TOTAL BASE BID</b>							<b>\$108,071.04</b>

**PROJECT PAYMENT STATUS**

OWNER CITY OF SPRING LAKE PARK  
STANTEC PROJECT NO. 193804554  
CONTRACTOR KEYS WELL DRILLING COMPANY

**CHANGE ORDERS**

No.	Date	Description	Amount
<b>Total Change Orders</b>			

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	9/17/2018	11/30/2018	47,285.30	2,448.70	49,774.00
2 and 3	12/01/2018	02/28/2019	55,578.36	5,413.88	108,071.04
4 and 5/Final	03/01/2019	05/17/2019	5,207.38		108,071.04

**Material on Hand**

Total Payment to Date		\$5,207.38	Original Contract	\$241,210.00
Retainage Pay # 4 and 5/Final			Change Orders #	
Total Amount Earned		\$5,207.38	Revised Contract	\$241,210.00

**From:** Jeff Keys  
**To:** [Janovec, Mark](mailto:Janovec.Mark)  
**Subject:** SLP IC-134  
**Date:** Wednesday, May 15, 2019 9:03:13 AM

---

**From:** Nadine Kelly <[nadinek@keyswell.com](mailto:nadinek@keyswell.com)>  
**Sent:** Wednesday, May 15, 2019 8:33 AM  
**To:** 'Jeff Keys' <[jkeys@keyswell.com](mailto:jkeys@keyswell.com)>  
**Subject:** FW: Your Recent Contractor Affidavit Request

---

**From:** MN Revenue e-Services <[eservices.mdor@state.mn.us](mailto:eservices.mdor@state.mn.us)>  
**Sent:** Wednesday, May 15, 2019 8:26 AM  
**To:** [nadinek@keyswell.com](mailto:nadinek@keyswell.com)  
**Subject:** Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

## Contractor Affidavit Completed

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	1-855-721-408
Submitted Date and Time:	15-May-2019 8:25:35 AM
Legal Name:	KEYS WELL DRILLING CO
Federal Employer ID:	41-0832272
User Who Submitted:	cyberdina
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

<b>Affidavit Number:</b>	<b>387391488</b>
Minnesota ID:	8105506
Project Owner:	CITY OF SPRING LAKE PARK
Project Number:	193804554
Project Begin Date:	01-Oct-2018
Project End Date:	04-Apr-2019
Project Location:	WELLS 4 AND 5
Project Amount:	\$108,071.04
Subcontractors:	No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

### How to View and Print this Request

You can see copies of your requests by going into your History.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.





# Memorandum

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**To:** Mayor Hansen and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** May 30, 2019  
**Subject:** Close City Hall on Friday, July 5, 2019

Staff is requesting the ability to close City Hall on Friday, July 5, 2019. With Independence Day falling on a Friday, many employees are asking to use vacation time that day, resulting in a skeleton staff. Rather than address this minimal staffing level, we are asking for authority to close City Hall.

The Administrative and Parks and Recreation Departments propose to be closed all day and all employees will use accrued vacation or compensatory time.

The secretarial support staff in the Police Department will be in the office that day to type police reports. No changes will be made to patrol staffing.

The Public Works Department will be on duty; however, the employees may choose to utilize a vacation day.

Recommended Motion: **MOTION TO AUTHORIZE THE CLOSURE OF CITY HALL ON FRIDAY, JULY 5TH, 2019.**

Signs will be posted on the door in advance notifying residents that City Hall will be closed. In addition, staff will include the information on the City's website.

If you have any questions, please don't hesitate to contact me at 763-792-7240.



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

Sign Permits

June 3, 2019

Sign Permit

MN Conference Association of Seventh-day Adventists

8232 Hwy 65 NE

Hy-Vee

8155 Hwy 65 NE



CITY OF SPRING LAKE PARK  
1301 First Avenue NE  
Spring Lake Park, MN 55432  
763-784-6491

**Sign Permit Application**

DATE: 5/1/2019  
NAME OF APPLICANT: Minnesota Conference Association of Seventh-day Adventists  
ADDRESS OF APPLICANT: 8232 Hwy. 65 NE, Spring Lake Park, MN 55432  
TELEPHONE NUMBER OF APPLICANT: (763) 424-8923

**NAME OF BUSINESS AND LOCATION** of building structure, or lot to which or upon which the sign is to be attached or erected Minnesota Conference of Seventh-day Adventists  
8232 Hwy. 65 NE, Spring Lake Park, MN 55432

New Construction: \_\_\_\_\_ Remodel: X Word Change Only: \_\_\_\_\_

Attach a drawing or sketch showing the position of the sign in relation to the nearest building, structures, public streets, right-of-way and property lines. Said drawing to be prepared to scale.

Attach two (2) blueprints or ink drawings of the plans and specifications and method of construction or attachment to the building or in the ground, including all dimensions. Show location of all light sources, wattage, type and color of lights and details of light shields or shades.

Attach a copy of stress sheets and calculations showing the structure is designed for dead load and wind velocity in the amount required by this and all other Ordinances of the City, if requested by the Building Inspection Department.

Name of person, firm or corporation erecting the structure: \_\_\_\_\_

Albrecht Sign  
Address: 775 Main St Fridley Mn 55432

Is an Electrical Permit required? Albrecht Sign

If the undersigned applicant, do further make the following agreement with the City of Spring Lake Park Mn:

- 1) To authorize and direct the City of Spring Lake Park to remove and dispose of any signs and sign structures on which a Permit has been issued but which was not renewed, if the owner does not remove the same within thirty (30) days following the expiration of the Permit.
- 2) To authorize and direct the City of Spring Lake Park to remove said sign and sign structure, at the expense of the applicant, where maintenance is not furnished, but only after a hearing and after notice of sixty (60) days, specifying the maintenance required by the City.
- 3) To provide any other additional information which may be required by the Building Inspection Department.

  
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:\*\*\*\*\*

FEE: 317.50

RECEIPT NUMBER: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_ DATE OF ISSUE: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: ~~4,032 sq. ft. including sloped roof~~ 2625 sq ft

SQUARE FOOTAGE OF ALL EXISTING SIGNS: ~~Old sign is 35 sq. ft. monument base = 63~~ All Building Signage will be removed per Chris 5/25/19

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: ~~66 sq ft~~ Pylon 47 sq ft x 2 = 94 sq ft + 13 sq ft x 2 = 26 sq ft  
Total 120 sq ft

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

IF YOU ARE NOT THE OWNER OF THE PROPERTY, INCLUDE A SIGNED LETTER FROM THE OWNER GIVING PERMISSION TO ERECT THE SIGN.

NOTE: ALL APPLICATIONS ARE DUE BY NOON ON THE TUESDAY PRECEDING THE COUNCIL MEETING.

DRAWING:

Proposed  
Pylon  
47 sq ft - \$75 + (7 x 1.25)<sup>8.75</sup> = 83.75 x 2 = \$167.50  
13 sq ft - \$75 x 2 = \$150

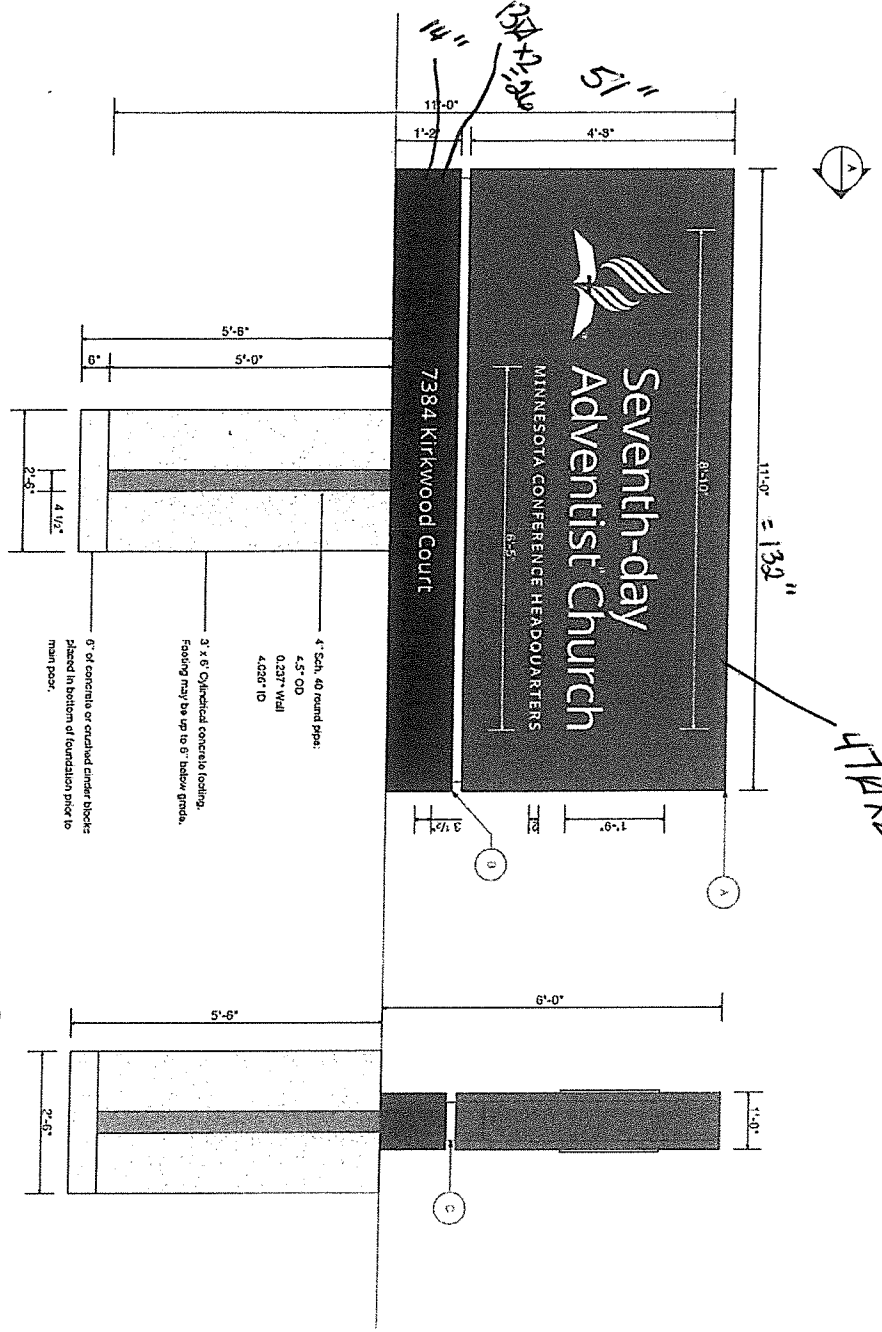
787.5 sq ft - 30%  
120 sq ft - proposed  

---

667.50 Remaining

BPM Sides = 120A

47A x 2 = 94A



Face View  
Scale: 1/2" = 1'

End View  
Scale: 1/2" = 1'

Color	Material	Finish	3m Trans White	3m Opaline White	3m White	3m Clear	3m White	3m Clear	3m White
Paint Finish	7384	MP Dark	MP White	MP White	MP White	MP White	MP White	MP White	MP White
Way	N/A	N/A	1200-20	7384-10	N/A	N/A	N/A	N/A	N/A
Digital Print	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

A: Cabinet

- 2 Post 1 1/2" Depth Form Body # 1902
- 2 Post Backer # 1934
- Aluminum cabinet finished R15 574 C
- Logo etched on 1/2" clear acrylic panel
- Etching, Back Panel, 3/16" x 1/2" x 1/2" x 1/2"
- Veng 2020-02
- Depending on cabinet and depth with 2 1/2" wide acrylic.
- Reproduction needs to be per-41 outside white vinyl.
- Other LEDs

B: Aluminum Strand

- 1 Post 1 1/2" Depth Form Body # 1934
- Post the Backer # 1934
- Attach on concrete with vinyl

C: Backer

- 2 1/2" Aluminum Rectangular Alu painted MP White.

D: Installation

- Etching on acrylic panel to be removed
- Sign to be on 1/2" depth ~~1/2" depth~~ 1/2" depth
- 1/2" depth



14500 Independence Road, Grand Rapids, MI 49508

7725 Alaska N.E.  
PO Box 10000  
Grand Rapids, MI 49513

Client Name:  
Seventh-Day Adventist

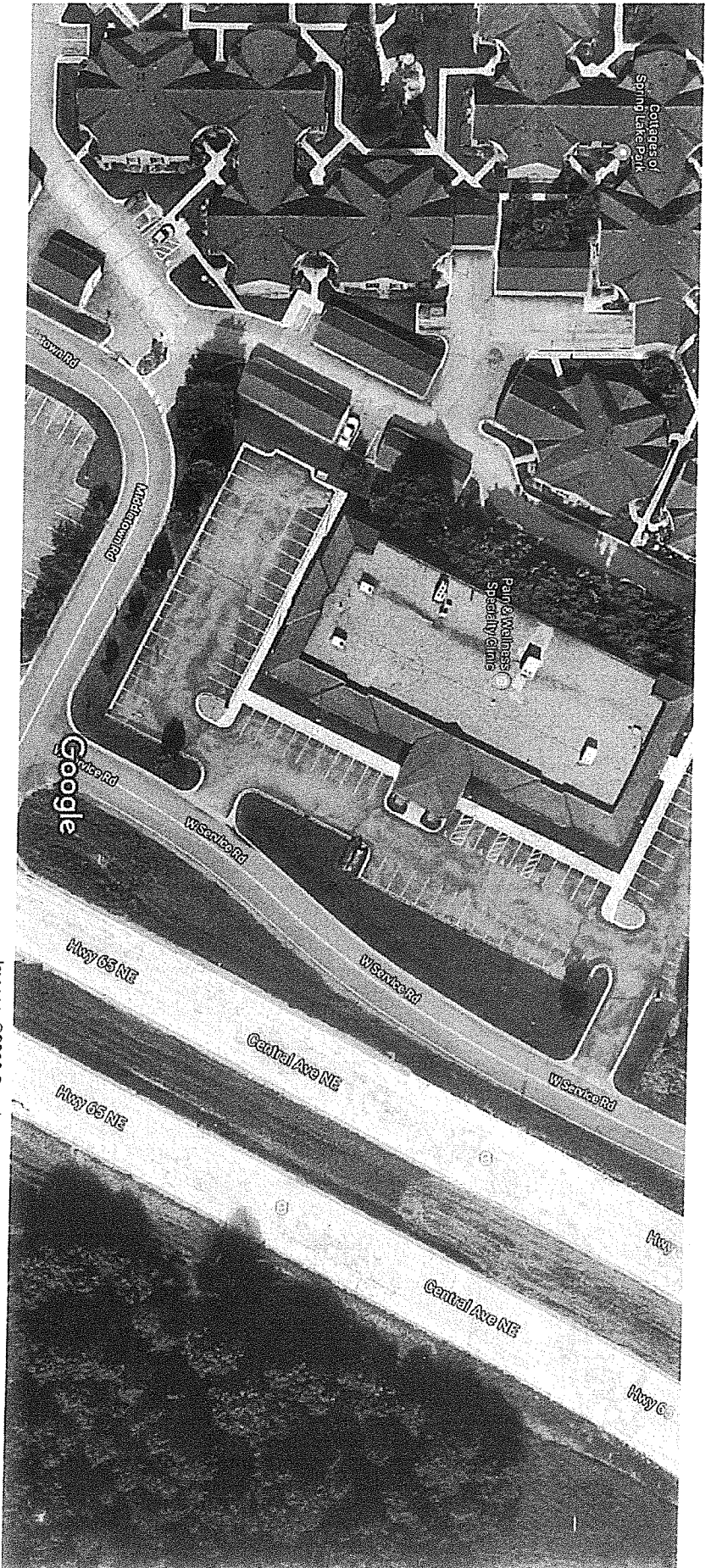
Client Address:  
7384 Kirkwood Ct  
Maple Grove, Minnesota




Est. Date: 08/18  
Est. Revision Date: 10/18  
Est. Number: N/A  
Drawing Revision: 0  
Sales Representative: CJ  
Designer: PD

Item No.	Description	Quantity	Unit
01	LED Module	1	Unit
02	Power Supply	1	Unit
03	Vinyl LED's	1	Unit
04	Aluminum Strand	1	Unit
05	Backer	1	Unit
06	Installation	1	Unit
07	Signage	1	Unit

LED Module	Power Supply
Manufacturer	Type
Unit	Unit

UL LISTED  
UL 1459  
UL 1594  
UL 1618  
UL 1642  
UL 1686  
UL 1708  
UL 1740  
UL 1781  
UL 1814  
UL 1855  
UL 1908  
UL 1950  
UL 1996  
UL 2053  
UL 2088  
UL 2108  
UL 2158  
UL 2193  
UL 2207  
UL 2251  
UL 2279  
UL 2300  
UL 2321  
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-  Set a home address
-  Set a work address
-  Heavy traffic in this area  
Typical conditions

30' setback  
from road  
5' over from  
existing sign

# Seventh-day Adventist Church

MINNESOTA CONFERENCE  
ASSOCIATION

7384 KIRKWOOD CT.  
MAPLE GROVE, MN  
55369 - 5270, USA  
WWW.MNSDA.COM

City of Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

To Whom It May Concern,

The Minnesota Conference Association of Seventh-day Adventists, new owners of 8232 Hwy. 65 NE, Spring Lake Park, MN give permission for Albrecht Sign Company to remove the old sign and monument and replace it with our new sign in front of the building. If any additional information is required, please contact me.

Thank you!



Michael Sims

Property Manager

Minnesota Conference of Seventh-day Adventists

(763) 424-8923

msims@mnsda.com







DESIGN | FABRICATION | INSTALLATION | SERVICE

775 Main St. N.E.  
 Friday, MN 55332  
 P: 763.434.2889 F: 763.637.2316  
 www.albrecht-signs.com

Client Name:  
 Seventh-Day Adventist

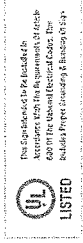
Client Address:  
 8232 Hwy. 65 NE  
 Spring Lake Park, MN 55332

Start Date: 9/16/19  
 Last Revision Date: 5/20/19  
 Job Number: N/A  
 Drawing Revision: 1  
 Sales Representative: CJ  
 Designer: RD

Revision	Description
01	Station
02	
03	
04	
05	
06	
07	
08	
09	

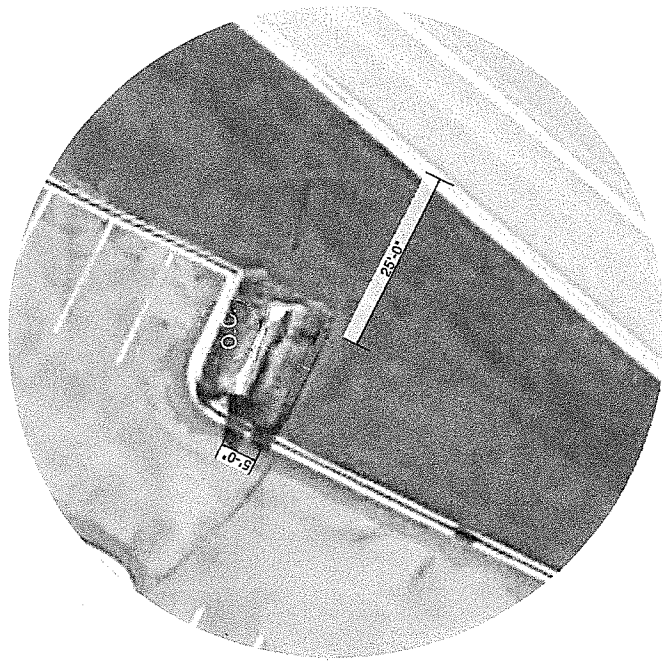
Customer Signature of Approval  
 X

LED Module		Power Supply	
Type	Units	Type	Units



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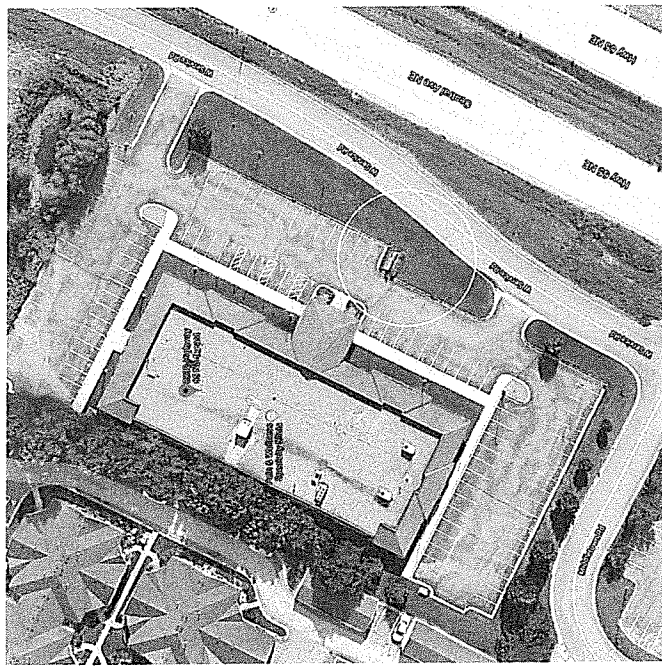
Note:  
 Sign to be set centered and 5' from existing monument.  
 Remove brick columns and precast monument down to curb brick pad.  
 Dispose of all sign material off site.  
 Landscaping by others.



Site Plan  
 Scale: 1:200

Message Schedule

Sign Type	Quantity	Sign Identity
01	01	D/F Monument



Site Plan  
 Scale: 1:1000



CITY OF SPRING LAKE PARK  
1301 81<sup>st</sup> Avenue N E  
Spring Lake Park, MN 55432  
763-784-6491

**Sign Permit Application**

DATE: 5/14/19  
NAME OF APPLICANT: Nesper Sign Inc.  
ADDRESS OF APPLICANT: 4620 J. St. SW Cedar Rapids IA 52404  
TELEPHONE NUMBER OF APPLICANT: (319) 366-6493  
**NAME OF BUSINESS AND LOCATION** of building structure, or lot to which or upon which the sign is to be attached or erected HYVee 8155 HWY 65 NE  
Spring Lake Park MN 55432

New Construction:  Remodel:  Word Change Only:

Attach a drawing or sketch showing the position of the sign in relation to the nearest building, structures, public streets, right-of-way and property lines. Said drawing to be prepared to scale.

Attach two (2) blueprints or ink drawings of the plans and specifications and method of construction or attachment to the building or in the ground, including all dimensions. Show location of all light sources, wattage, type and color of lights and details of light shields or shades.

Attach a copy of stress sheets and calculations showing the structure is designed for dead load and wind velocity in the amount required by this and all other Ordinances of the City, if requested by the Building Inspection Department.

Name of person, firm or corporation erecting the structure: Building - HYVee Const. Sign: Nesper sign

Address: 4620 J. St SW Cedar Rapids IA 52404

Is an Electrical Permit required? By HYVee Const.

I, the undersigned applicant, do further make the following agreement with the City of Spring Lake Park Mn:

- 1) To authorize and direct the City of Spring Lake Park to remove and dispose of any signs and sign structures on which a Permit has been issued but which was not renewed, if the owner does not remove the same within thirty (30) days following the expiration of the Permit.
- 2) To authorize and direct the City of Spring Lake Park to remove said sign and sign structure, at the expense of the applicant, where maintenance is not furnished, but only after a hearing and after notice of sixty (60) days, specifying the maintenance required by the City.
- 3) To provide any other additional information which may be required by the Building Inspection Department.

  
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:\*\*\*\*\*  
FEE: 612.50 RECEIPT NUMBER: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_ DATE OF ISSUE: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

SQUARE FOOTAGE OF FRONT OF BUILDING: 35' tall x 460' Long = 16,100 sq. ft.

SQUARE FOOTAGE OF ALL EXISTING SIGNS: NA

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: (A) 206 sq. ft. (C) 99 sq. ft.  
(D) 65 sq. ft. (E) 18 sq. ft.

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN. Total 388 sq. ft.

IF YOU ARE NOT THE OWNER OF THE PROPERTY, INCLUDE A SIGNED LETTER FROM THE OWNER GIVING PERMISSION TO ERECT THE SIGN.

NOTE: ALL APPLICATIONS ARE DUE BY NOON ON THE TUESDAY PRECEDING THE COUNCIL MEETING.

DRAWING:

Proposed

206	75 + (166 x 1.25)	= \$ 282.50
99	75 + (59 x 1.25)	= \$ 148.75
65	75 + (25 x 1.25)	= \$ 106.25
18	75	= \$ 75.00
		<hr/>
		\$ 612.50

4,830 sq. ft. - 30%  
 388 sq. ft. - proposed  


---

 4442 sq. ft. Remaining



NESPER SIGN ADVERTISING, INC  
 4620 JUST SW CEDAR RAPIDS, IA  
 PHONE: 319-366-5312 FAX: 319-366-6693

CUSTOMER NAME  
 HY-VEE

PHONE NUMBER  
 515-327-2170

SITESTORE NAME  
 HY-VEE FOOD STORE  
 SPRING LAKE PARK, MN

DESIGN NUMBER  
 PG-538A

SALES REP  
 PHIL GARLAND

DRAWING DATE  
 3-19-19

ELECTRICAL REQUIREMENTS  
 277 VOLT  
 PRIMARY SUPPLY BY A  
 CERTIFIED ELECTRICIAN

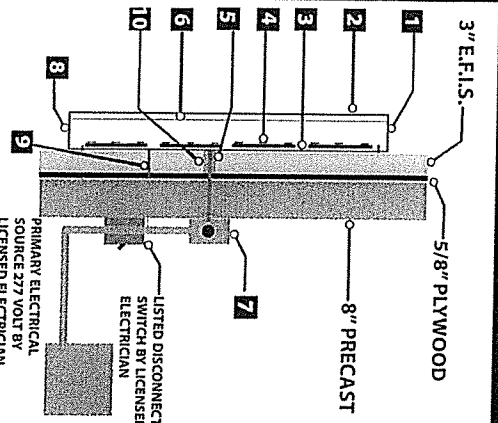
CLIENT/LANDLORD APPROVAL

APPROVED  DISAPPROVE  
 REUSE

CLIENT SIGNATURE DATE

LANDLORD DATE

**FACE ILLUMINATED L.E.D. CHANNEL  
 LETTERS FLUSH MOUNTED**



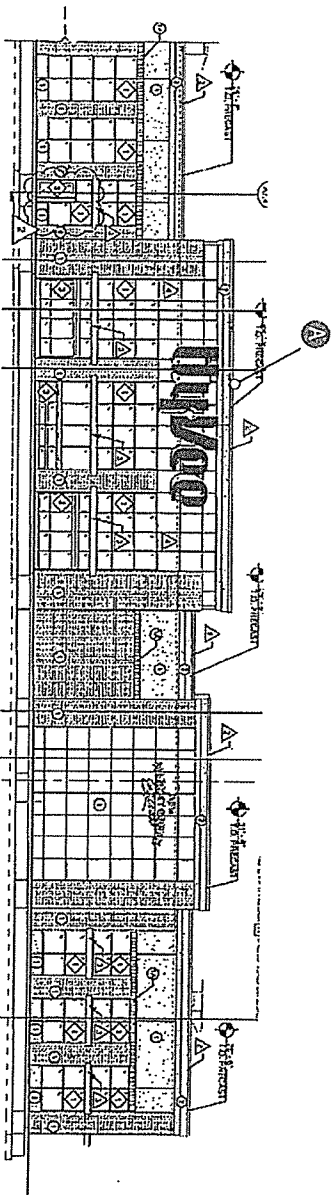
**PAPER PATTERN TO BE SUPPLIED  
 FOR INSTALLATION**

- 1 RETURN MATERIAL: .050 ALUMINUM  
RETURN FINISH: HY-VEE RED COIL 5"
- 2 FACE MATERIAL: 3/16" ACRYLIC  
278-0 RED WITH 1.25 BLACKOUT WHITE  
OUTLINE ON FACES (HY-VEE ONLY)
- 3 LETTER BACK MATERIAL: .063 ALUMINUM
- 4 LED COLOR: RED  
LED TYPE: SAMSUNG
- 5 LED CONNECTION: STRANDED, TWO CONDUCTOR,  
18 GAUGE
- 6 2" WHITE TRIM
- 7 POWER SUPPLY: 277V POWER SUPPLY  
IN APPROVED ENCLOSURE
- 8 .25" DIAMETER DRAIN HOLES
- 9 MOUNTING METHOD DETERMINED BY  
FASCIA MATERIAL
- 10 ELECTRICAL CONDUIT DETERMINED BY  
INSTALLATION METHOD E.G. SEATIGHT

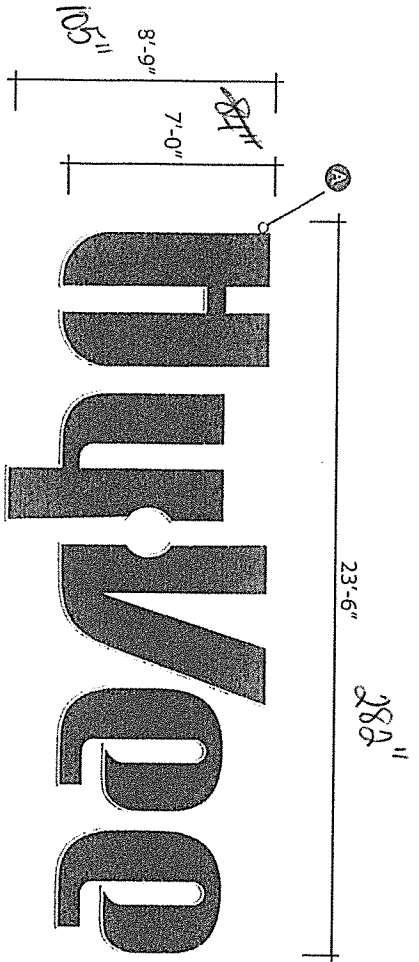
**ALL LETTERS MUST BE GROUNDED  
 AND BONDED WITH GREEN WIRE**

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS  
 OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND OTHER APPLICABLE  
 LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

**SOUTHWEST ELEVATION**



SCALE: NTS



*Handwritten notes:*  
 288"  
 206 1/2"

THIS ORIGINAL COPYRIGHT DRAWING IS CREATED FOR YOUR PERSONAL USE IN CONNECTION WITH PLANNED DISPLAY BY NESPER SIGN ADVERTISING INC.  
 IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF NESPER SIGN ADVERTISING INC.

SIGN TYPE	QTY
ILLUMINATED FACE-LIT CHANNEL LETTERS	1



NESPER SIGN ADVERTISING, INC  
 4620 1ST SW CEDAR RAPIDS IA  
 PHONE: 319-366-5312 FAX: 319-366-6495

CUSTOMER NAME  
**HY-VEE**

PHONE NUMBER  
**515-327-2170**

SITE/STORE NAME  
**HY-VEE FOOD STORE  
 SPRING LAKE PARK, MN**

DESIGN NUMBER  
**PG-538E**

SALES REP  
**PHIL GARLAND**

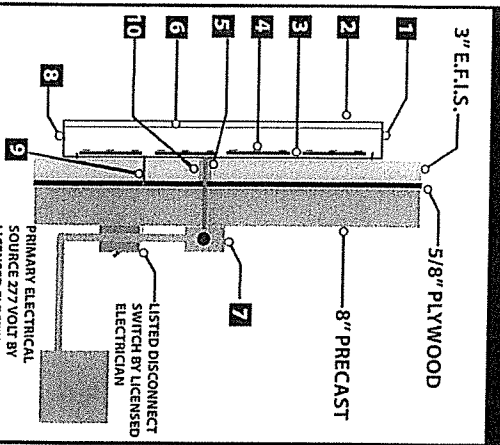
DRAWING DATE  
**3-19-19**

ELECTRICAL REQUIREMENTS  
**277 VOLT  
 PRIMARY SUPPLY BY A  
 CERTIFIED ELECTRICIAN**

CLIENT/LANDLORD APPROVAL  
 APPROVED  DISAPPROVE  
 CLIENT SIGNATURE DATE

LANDLORD DATE

**FACE ILLUMINATED L.E.D. CHANNEL  
 LETTERS FLUSH MOUNTED**



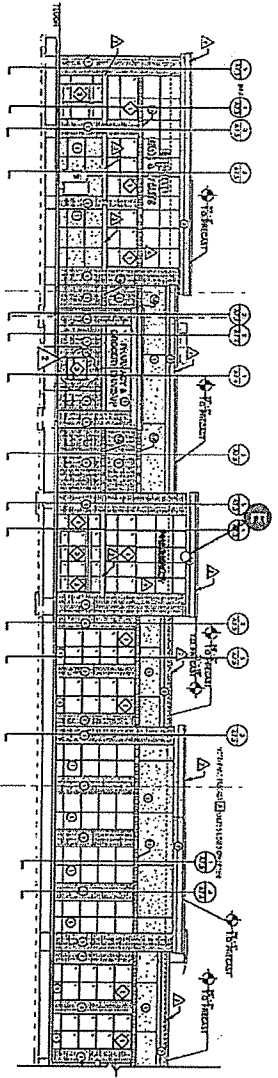
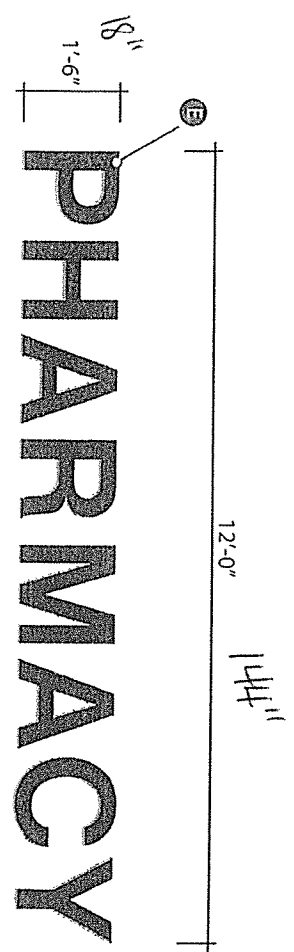
**PAPER PATTERN TO BE SUPPLIED  
 FOR INSTALLATION**

- 1** RETURN MATERIAL: .040 ALUMINUM  
RETURN FINISH: HY-VEE RED 5\"/>
- 2** FACE MATERIAL: 3/16\"/>
- 3** LETTER BACK MATERIAL: .063 ALUMINUM
- 4** LED COLOR: RED  
LED TYPE: ACUTE
- 5** LED CONNECTION: STRANDED, TWO CONDUCTOR,  
18 GAUGE
- 6** 1\"/>
- 7** POWER SUPPLY: 277V POWER SUPPLY  
IN APPROVED ENCLOSURE
- 8** .25\"/>
- 9** MOUNTING METHOD DETERMINED BY  
FASCIA MATERIAL
- 10** ELECTRICAL CONDUIT DETERMINED BY  
INSTALLATION METHOD E.G. SEALTIGHT

**ALL LETTERS MUST BE GROUNDED  
 AND BONDED WITH GREEN WIRE**

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SIGN TYPE	QTY
ILLUMINATED FACE-LIT CHANNEL LETTERS	1



**SOUTHWEST ELEVATION**  
 SCALE: NTS

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 IT IS NOT TO BE SHOWN TO ANYONE OUTSIDE YOUR FIRM, NOR IS IT TO BE REPRODUCED, COPIED, OR EXHIBITED IN ANY FASHION.



NESPER SIGN ADVERTISING, INC.  
 4620 J.T. SW CEDAR RAPIDS, IA  
 PHONE: 319-366-5312 FAX: 319-366-6441

CUSTOMER NAME  
**HY-VEE**

PHONE NUMBER  
**515-327-2170**

SITE/STORE NAME  
**HY-VEE FOOD STORE  
 SPRING LAKE PARK, MN**

DESIGN NUMBER  
**PG-538D**

SALES REP  
**PHIL GARLAND**

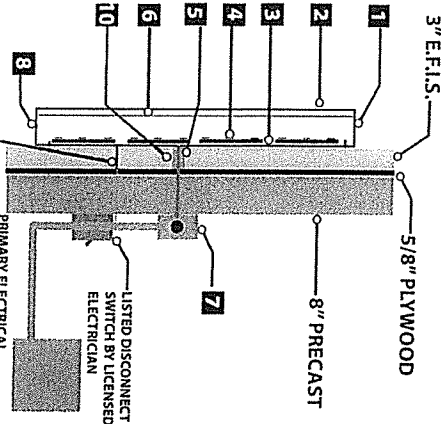
DRAWING DATE  
**3-19-19**

ELECTRICAL REQUIREMENTS  
**277 VOLT  
 PRIMARY SUPPLY BY A  
 CERTIFIED ELECTRICIAN**

CLIENT/LANDLORD APPROVAL  
 APPROVED  DISAPPROVE  
 CLIENT SIGNATURE DATE

LANDLORD DATE

**FACE ILLUMINATED L.E.D. CHANNEL  
 LETTERS FLUSH MOUNTED**



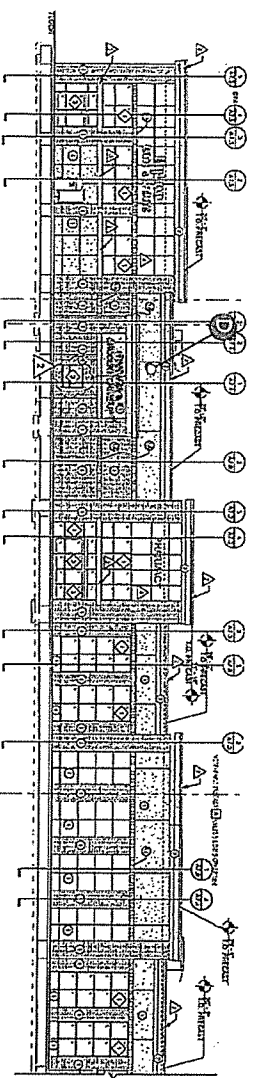
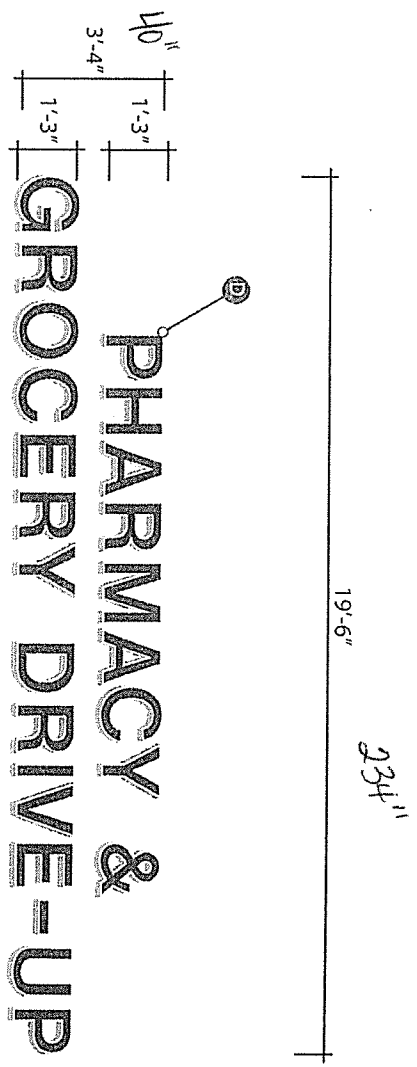
**PAPER PATTERN TO BE SUPPLIED  
 FOR INSTALLATION**

- 1** RETURN MATERIAL: .040 ALUMINUM  
RETURN FINISH: HY-VEE RED 5" COIL
- 2** FACE MATERIAL: 3/16" ACRYLIC  
278-0-RED
- 3** LETTER BACK MATERIAL: .003 ALUMINUM
- 4** LED COLOR: RED  
LED TYPE: AGLITE
- 5** LED CONNECTION: STRANDED, TWO CONDUCTOR,  
18 GAUGE
- 6** 1" WHITE TRIM
- 7** POWER SUPPLY: 277V POWER SUPPLY  
IN APPROVED ENCLOSURE
- 8** .25" DIAMETER DRAIN HOLES
- 9** MOUNTING METHOD DETERMINED BY  
FASCA MATERIAL
- 10** ELECTRICAL CONDUIT DETERMINED BY  
INSTALLATION METHOD E.G. SEALTIGHT

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SIGN TYPE	QTY
ILLUMINATED FACE-LIT CHANNEL LETTERS	1



**SOUTHWEST ELEVATION**  
 SCALE: NTS



NESPER SIGN ADVERTISING, II  
 4620 1ST SW CEDAR RAPIDS, IA  
 PHONE: 319-366-5312 FAX: 319-366-64

CUSTOMER NAME  
 HY-VEE

PHONE NUMBER  
 515-327-2170

SITE/STORE NAME  
 HY-VEE FOOD STORE  
 SPRING LAKE PARK, MN

DESIGN NUMBER  
 PG-538C

SALES REP  
 PHIL GARLAND

DRAWING DATE  
 3-19-19

ELECTRICAL REQUIREMENTS  
 277 VOLT  
 PRIMARY SUPPLY BY A  
 CERTIFIED ELECTRICIAN

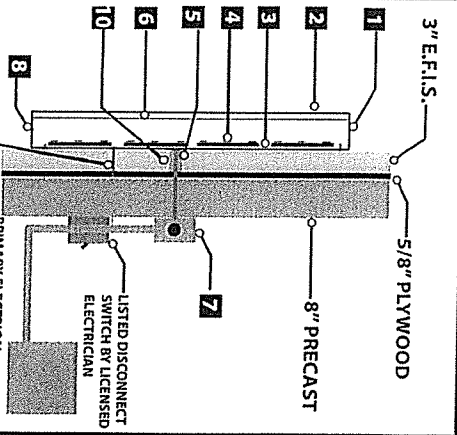
CLIENT/LANDLORD APPROVAL  
 APPROVED  DISAPPROVED  
 REVISE

CLIENT SIGNATURE DATE

LANDLORD DATE

SIGN TYPE	QTY
ILLUMINATED FACE-LIT CHANNEL LETTERS	1

**FACE ILLUMINATED L.E.D. CHANNEL  
 LETTERS FLUSH MOUNTED**



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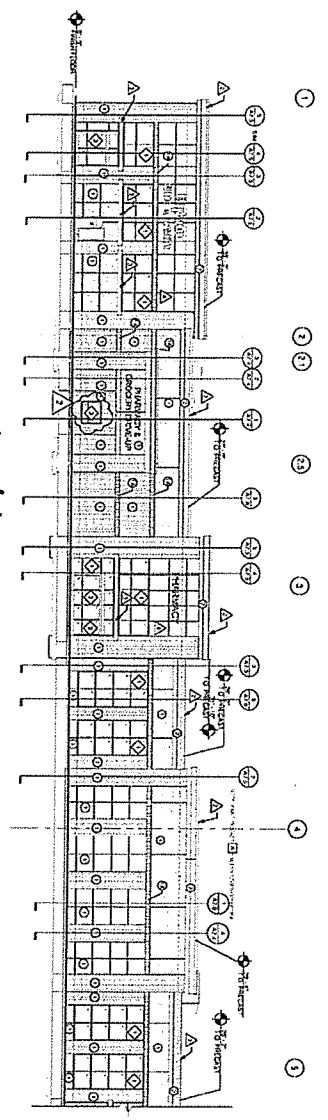
17'-0"  
 20 1/2"  
 99 1/2"

# HY-VEE WINE & SPIRITS

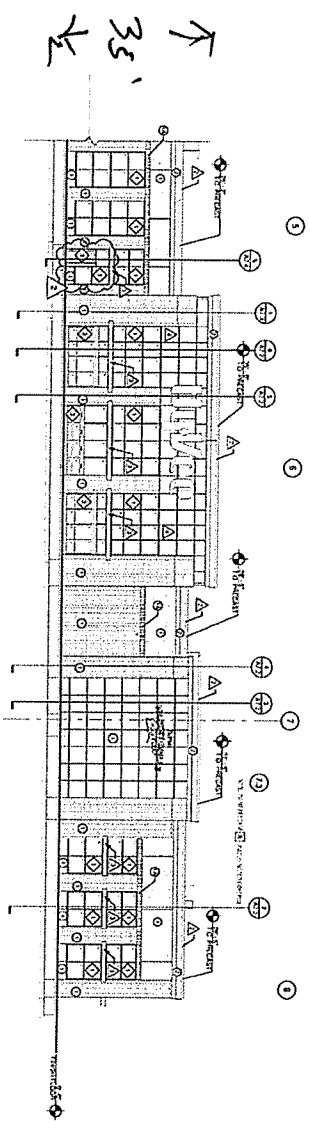


**SOUTHWEST ELEVATION  
 SCALE: NTS**

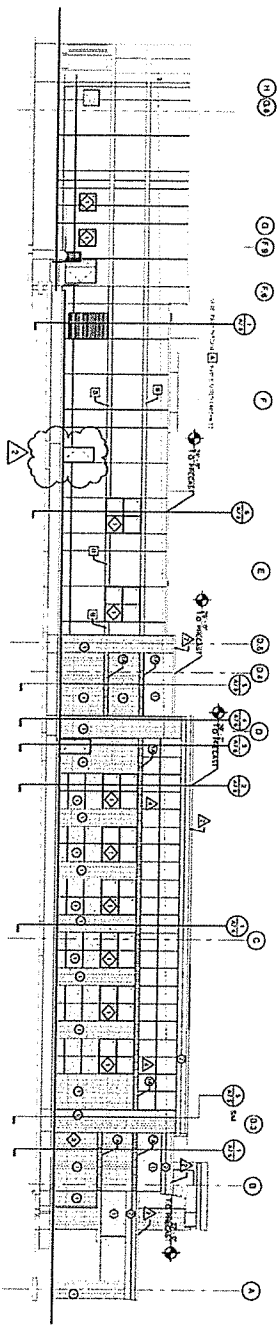
20



1 SOUTH WEST ELEVATION = 460' LONG  
SCALE: 3/32" = 1'-0"



2 SOUTH WEST ELEVATION  
SCALE: 3/32" = 1'-0"



3 NORTHWEST ELEVATION  
SCALE: 3/32" = 1'-0"

- WINDOW FINISHES:**
- 1. 1/2" ALUMINUM FINISH
  - 2. 1/2" ALUMINUM FINISH
  - 3. 1/2" ALUMINUM FINISH
  - 4. 1/2" ALUMINUM FINISH
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  - 99. 1/2" ALUMINUM FINISH
  - 100. 1/2" ALUMINUM FINISH

A6.0

EXTENSION  
ELEVATIONS

LOCATION  
SPRING LAKE PARK, MN

**HyVee**  
EMPLOYEE OWNED

HYVEE, INC.  
350 WEST TOWN PARKWAY  
WEST 265 MONROE, OMAHA NEBRASKA  
TEL: (402) 486-1555 FAX: (402) 486-2600  
FAX: (515) 267-7335

**CTA**

225 WASHINGTON AVENUE, STE. 200  
MINNEAPOLIS, MN 55401  
p 612.284.5697

REVISION

NO. DATE BY

1 02/27/13



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

Business License - 2 AM

June 3, 2019

2 AM Liquor License

RS Properties. Inc.

dba The Sunset Grill

8466 Hwy 65 NE



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

## Contractor's Licenses

June 3, 2019

### General Contractor

Lenzen Services, LLC.

### Mechanical Contractor

BWS Plumbing, Heating & AC

Metro Sheet Metal, Inc.

Minneapolis Plumbing, Heating & Air

### Plumbing Contractor

BWS Plumbing, Heating & AC

Minneapolis Plumbing, Heating & Air

Norblom Plumbing

### Sign Contractor

Nesper Sign Advertising, Inc.

### Tree Contractor

Pioneer Tree Service, Inc.





# Memorandum

---

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

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

**Date:** May 29, 2019

**Subject:** Fee Schedule Ordinance

Included with this memorandum is Ordinance 453, An Ordinance Adopting Fee Schedule for the City of Spring Lake Park.

The fees that were amended are related to building inspection services. The new fees are consistent with the fees charged by our Building Inspection Services contractor, MNSPECT, LLC, pursuant to the contract.

Staff recommends approval of Ordinance 453. If you have any questions, please don't hesitate to contact me at 763-784-6491.



**ORDINANCE NO. 453**

**AN ORDINANCE ADOPTING FEE SCHEDULE FOR THE  
CITY OF SPRING LAKE PARK**

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

**Section 1.** Amendment of Fee Schedule. The 2019 City Fee Schedule is hereby repealed and replaced with the fee schedule as shown in Exhibit A of this Ordinance.

**Section 2.** Effective Date of Ordinance. This ordinance shall be effective after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 20th day of May, 2019.

APPROVED BY:

---

Cindy Hansen, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator/Clerk





# CITY OF SPRING LAKE PARK

## 2019 FEE SCHEDULE

### 1. PERMIT FEE - VALUATION TABLE

Valuation	Permit Fee
\$1 to \$25,000	\$79.44 for the first \$2,000 plus \$16.34 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$445.38 for the first \$25,000 plus \$12.18 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$731.80 for the first \$50,000 plus \$8.80 for each additional \$1,000 or fraction thereof
\$101,001 to \$500,000	\$1,128.64 for the first \$100,000 plus \$7.24 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,671.86 for the first \$500,000 plus \$6.20 for each additional \$1,000 or fraction thereof.
\$1,000,001 and up	\$6,368.06 for the first \$1,000,000 plus \$5.16 for each additional \$1,000 or fraction thereof.

Pursuant to MN Rules Chapter 1300.0160, subpart 3, building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

### 2. ELECTRICAL

As established in the Minnesota State Board of Electricians, March 1, 1972 Edition of Laws and Regulations Licensing Electricians and Inspections of Electrical Installations as Amended.

### 3. RESIDENTIAL PERMIT FEES

Item	Fee
Maintenance Permit Fees (re-roof, re-side, re-door/garage door, re-window, if replacing existing opening)	Valuation based permit
Plumbing Permit Fees:	
Per Fixture Fee	\$75.00 plus \$9.00 per fixture after five (5) fixtures (includes each of any of the following: floor drains, toilets, bidets, sinks, hose bibs, laundry, dishwasher and/or refrigerator connections, water heater, whole-house humidifier, water softener, lawn irrigation system, shower, tub, sump pump, future rough-in fixture and water supply pipe replacement)
Lawn Irrigation System	\$60.00
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00
Fire Suppression	Valuation based permit
Mechanical Permit Fees	

AC (only); Furnace (only); Air Exchanger; Sheet Metal/Duct Work; Gas Appliance (inc. Fireplace Insert) Gas, oil piping; Steam, hot water heating	\$40.00/unit; minimum fee \$75.00
Fire Place Masonry	Valuation based; building permit required
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00

#### 4. COMMERCIAL PERMIT FEES

Item	Fee
Plumbing	Valuation based; minimum fee \$95.00
Mechanical	Valuation based; minimum fee \$95.00
Gas line minimum (unless included with other mechanical work)	\$95.00
Irrigation system	Valuation based; minimum fee \$95.00
Fire Sprinkler Systems	Valuation based; building permit required
Fire Alarm Systems	Valuation based

#### 5. MISCELLANEOUS PERMIT FEES

Item	Fee	Reference
Billboards	\$250 per billboard side	§152
Temporary Signs	\$35.00 per side per 14 day period Maximum of 3 permits or six weeks per year	§152
Permanent Signs	\$75.00 for the first 40 square feet plus \$1.25 for each additional square feet thereafter	§152
Fire Alarm Systems	\$100.00	§91.03
Tank Installation (fuel, oil, gas, etc.)	Valuation based; no surcharge	§93
Tank Removal (fuel, oil, gas, etc.)	Valuation based; no surcharge	§93
Temporary Structures (Tents < 200 sq. ft.)	\$50.00	§150.049
Moving Principal Structure	\$175.00 per building (plus \$1.00 surcharge)	§150.120
Moving Accessory Structure (400 sq. ft. or less)	\$25.00	§150.120
Moving Accessory Structure (< than 400 sq. ft.)	\$50.00 per building (plus \$1.00 surcharge)	§150.120

## 6. SURCHARGES

Building Surcharge: Unless otherwise stated, where the fee for the permit is based upon valuation, the surcharge is as follows:

Valuation of Work	Surcharge Computation
\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1,200 + .0002 x (Value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1,400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (Value - \$5,000,000)
For fixed-fee permits	\$1.00 per permit (or .0005 of the permit fee if fee exceeds \$1,000).

## 7. BUILDING PERMIT RELATED FEES (COMMERCIAL AND RESIDENTIAL)

Item	Fee	Reference
Contractor Licenses	\$65.00 per Year State License	§150.015
Contractor's License Verification Fee	\$5.00 per Permit	§150.015
Investigation Fee	Equivalent to permit fee (when work commences without an approved permit)	§150.015
Plan Review Fee	65% of permit fee for residential and commercial projects	§150.003
Master Plan	When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of normal building permit fee established and charged for same structure. Original structure plan review fee is 65% of permit fee	§150.003
Review of State Approved Plans	25% of the Plan Review required by the adopted fee schedule (for orientation to the plans)	§150.003
Plumbing Plan Review	State Fee Schedule	§150.003
Residential Site Inspection (required for all new construction -- new homes, detached garages, accessory structures)	\$60.00	§150.003
Commercial Site Inspection (required for all new construction – new buildings and accessory structures)	\$90.00	§150.003
Fire Inspection Fee	\$75.00/hr.	§93.02
Certificate of Occupancy fee	\$200.00 Commercial/Industrial Business \$150.00 Residential	§150.044
Temporary Certificate of Occupancy – Escrow	\$500 – Residential \$1,000 – Commercial	§150.044
Demolition –Commercial	Based on valuation; minimum \$250.00	§153.222
Demolition -- Residential	Based on valuation; minimum \$150.00	§153.222

Exterior Structures:		
Retaining Wall (under 4' in height)	\$60.00	§153.102
Retaining Wall (over 4' in height)	Based on valuation	§150.003
Fence (under 7' in height)	\$60.00	§153.102
Fence (over 7' in height)	Based on valuation	§150.003
Shed (under 200 square feet)	\$60.00	§153.102
Shed (over 200 square feet)	Based on valuation	§150.003
Seasonal Swimming Pools (over 24" and 5,000 gallons, installed entirely above grade and located in the same place in yard year after year)	\$80.00 (one time fee)	§150.003
Permanent and In-ground Swimming Pools	Based on valuation	§150.003
Pre-moved in single family dwelling	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§150.003
Pre-moved in accessory structure	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§150.003
Connection fee – moved in structure (does not include foundation/interior remodel)	\$200.00	§150.003
Connection fee – plumbing	\$50.00	§150.003
Connection fee – mechanical	\$50.00	§150.003
Manufactured home installation (does not include foundation/interior remodel)	\$200.00 plus connection fees (if applicable)	§150.003
Site work for manufactured, prefab or moved in home (foundation, basement, etc)	Based on valuation	§150.003

## 8. OTHER INSPECTIONS AND FEES

Re-inspection Fee	\$60.00	§150.003
Inspections outside of normal business hours (will include travel time both ways – 2 hour min.)	\$60.00/hour	§150.003
Inspections for which no fee is indicated; Miscellaneous and Special Services (1/2 hour minimum)	Designated Building Official - \$125.00/hour Senior Building Official - \$95.00/hour Fire Inspector -- \$90.00/hour Building Inspector -- \$75.00/hour Other staff -- \$60.00/hour	§150.003
Additional Plan Review required by changes, additions, or revisions to approved plans (1/2 hour minimum)	Designated Building Official - \$125.00/hour Senior Building Official - \$95.00/hour Fire Inspector -- \$90.00/hour Building Inspector -- \$75.00/hour Other staff -- \$60.00/hour	§150.003
Special Investigation Fee (work started without a permit)	100% of the permit fee	§150.003
Duplicate permit card fee	\$25.00 – short card (8½ x 7) \$50.00 – long card (8½ x 14)	§150.003
Lead Certification (for eligible construction) (contractor Lead Certification verification)	\$5.00	§150.003

Permit Renewal (within 6 months of expiration)	50% of fee	§150.003
Permit Renewal (> 6 months after expiration)	Valuation of remaining work; new permit required	§150.003
Pre-Final inspection (new home/structure)	\$60.00	§150.003
Refunds		
Plan Review (if plan review has not begun)	100%	§150.003
Plan Review (if plan review has started)	50%	§150.003
Plan review (if plan review has been completed)	0%	§150.003
Permit fee (if work not started) within 6 months of permit issuance	80%	§150.003
Permit fee (if work has started)	0%	§150.003
Maintenance permits	0%	§150.003

## 9. ZONING / DEVELOPMENT

Item	Fee	Reference
Comprehensive Plan Amendment	\$750.00/amendment plus \$1,000.00 escrow	§153
Conditional Use Permit (CUP) R-1	\$100.00 plus \$250.00 Escrow	§153.200
Conditional Use Permit (CUP) All other Districts	\$500.00 plus \$1,500.00 Escrow	§153.200
Conditional Use Permit (CUP) Amendment	Same as CUP Fee	§153.200
Site Plan/Concept Plan Review Fee	\$400.00 plus \$1,000.00 Escrow	§153.055
Park Dedication Fee – Commercial/Industrial	3% fair market of improved/unimproved land value or monetary fund by discretion of City.	§152.034
Park Dedication Fee - Residential	\$2,200.00 per unit	§152.034
Planned Unit Development (PUD)	\$750.00 plus \$1,500.00 Escrow	§153.150
Planned Unit Development (PUD) Amendment	\$375.00 plus \$1,500.00 Escrow	§153.150
Planned Unit Development (PUD) Refund Policy	All but \$40.00 of the permit fee can be refunded within 100 days of application if no work done.	§153.150
Rezoning / Text Amendment	\$500.00 plus \$1,000.00 Escrow	§153.225
Minor Subdivision & Lot Combination Fee	\$200.00 plus \$250.00 Escrow	§152.001
Major Subdivision – Preliminary Plat	\$400.00 plus \$5,000.00 Escrow	§152.001
Major Subdivision – Final Plat	\$400.00 plus \$1,000.00 Escrow	§152.001
R-1 Variance	\$150.00 plus \$300.00 Escrow	§153.224
All Other Districts Variance	\$375.00 plus \$1,000.00 Escrow	§153.224
Street or Easement Vacation	\$250.00 per property	§153.069
Zoning Letter	\$100.00	

Applicants are responsible for all costs incurred associated with the filing, review and processing of development applications. Such fees are to be paid in escrow up front or upon receipt of statement from the City of Spring Lake Park. Fees may include but are not limited to costs for consultants retained by the City, consultant planning services, attorney, and engineer fees. A deposit may also be required to cover costs of public notices, materials and staff time spent in the review, research or preparation of materials associated with this application. The applicant shall be responsible for all reasonable incurred costs in excess of the initial deposit amount. Payment of park dedication fees is required with subdivision applications. Application fees are not refundable.

## 10. MISCELLANEOUS FEES

Item	Fee	Reference
Copy of City Code & Comp. Plan	\$150.00	
Annual Financial Report	\$25.00	
Adopted Annual Budget	\$25.00	
Copy of any Code Chapter	\$10.00	
Zoning Code Photocopy	\$50.00	
Capital Improvement Plan	\$10.00	
Assessment Search Fee	\$25.00	
Administrative Fee for Certification to Tax Roll	\$125.00	
Photocopies per Page	\$ .25 per sheet (8½ x 11; b/w) \$ .50 per sheet (11 x 17; b/w) \$1.00 per sheet (8½ x 11; color) \$2.00 per sheet (11 x 17; color) \$4.00 per sheet (large plan sheet)	
Certified Copies	\$5.00 plus photocopy fee	
Non-Resident Notary Fee	\$2.00	
Video/DVD Copy Fee	\$20.00	
Filing Fee for Public Office	\$15.00 (no sales tax)	M.S. 205.13
Insufficient Funds (NSF) checks/Credit Card Chargebacks	\$35.00	
Mailed City Council Agendas	\$60.00/year	
Mailed Planning Commission Agendas	\$30.00/year	
Mailed City Council Minutes	\$150.00/year	
Mailed Planning Commission Minutes	\$75.00/year	
Mailed City Council Meeting Packets	\$250.00/year	
Mailed Planning Commission Meeting Packets	\$200.00/year	
Residential Address Labels	\$100.00	
Map Copies	Small - \$1.00 Large - \$15.00 Zoning (Ledger) - \$5.00	
City Mowing	Cost plus \$75.00/mo. Administration fee	
Credit Card Transaction Fees Utility E-Billing with Online Payment (USTI) E-checks (ACH) All other Transactions	\$0.35 + 3.00% of utility bill balance \$1.50 per Transaction \$3.00 or 2.95% of transaction, whichever is greater	
Scanning Fee	\$100.00 per building permit/zoning application if full size plans are not provided in electronic format	

## 11. Police Administration

Item	Fee	Reference
Excess Alarm Fee – Police Calls/year	1 <sup>st</sup> – 3 <sup>rd</sup> No Charge; 4 <sup>th</sup> + - \$75.00 for each	§91.02
Excess Alarm Fee – Fire Calls/year	1 <sup>st</sup> – 2 <sup>nd</sup> No Charge 3 <sup>rd</sup> - \$75.00 Each after doubles the previous charge	§91.02
Finger Printing – Residents Only	\$25.00/set	
Digital Photos	\$30.00 plus costs	
Digital Recordings	\$30.00	
Electronic copies to Digital Media	\$50.00 per disc	

## 12. Administrative Offenses (Chapter 34)

Item	Fee	Reference
Abandoned, Wrecked or Inoperable Vehicle	\$50.00	§90.02
Animals	\$75.00	§92.00
ATV Violation	\$50.00	§70.30
Blocking Driveways	\$50.00	§71.18
Building Code Violations	\$100.00	§150.003
Critical Water Deficiency Declaration Ordinance Violation	warning letter - 1 <sup>st</sup> offense \$100.00 - 2 <sup>nd</sup> offense \$200.00 - 3 <sup>rd</sup> offense \$300.00 - 4 <sup>th</sup> and subsequent offense	§50.75- §50.81
Deposit Debris onto Roadway	\$50.00 for 1 <sup>st</sup> offense, \$75.00 for 2 <sup>nd</sup> offense \$100.00 for 3 <sup>rd</sup> + offense	§90.02
Expired License Plates – Motorized Vehicle	\$50.00	§156.027
Fire Code Violations	\$100.00	§93.10
Fire Hydrant	\$50.00	§93.09
Fire Lane	\$50.00	§93.09
Fire Prevention Violations	\$50.00	§93.10
Fireworks Violations	\$100.00	§94.18
Flammable Products	\$100.00	§93
Garage Sale Violations	\$50.00	§110.21
General Municipal Water and Water Violations	\$50.00	§10.99
Handicap Parking Violation	\$200.00	§71.30
Housing Code Violations	\$100.00	§150
Illegal Garbage Dumping	\$100.00	§51.09
Intoxicating Beverages in Parks and Other Public Areas	\$50.00	§111.011
Junk or Debris	\$50.00	§94.16

Keys in Ignition	\$50.00	§70.01
License and Permit Violations	\$100.00	§10.99
License Plat/Tabs Missing – Motorized Vehicle	\$50.00	§153.065
Load Limit Violation	\$100.00	§70.15
Loud Parties/Noise (City Noise Codes)	\$50.00	§94.18
Missing Address Numbers	\$50.00	§150.106
Other Illegal Parking	\$50.00	§71.30
Outdoor Storage of Wood	\$50.00	§94.03
Park Hours Violation	\$50.00	§96.01
Public Nuisances	\$50.00	§94.15
Regulated Business Activity	\$100.00	§10.99
Rental Code Violations	\$50.00/Unit	§150.079
Seasonal Parking Violation	\$50.00	§71.19
Sign Code Violations	\$100.00	§153
Snowmobile Violation	\$50.00	§70.45
Subdivision Regulation	\$100.00	§152
Trespass	\$100.00	§110.12
Trucks Parking on Restricted Route	\$50.00	§71.16
Waste Disposal Violations	\$50.00	§51.26
Water Ban Violations	\$50.00	§50.04
Weeds and Grass	\$50.00	§94.35
Zoning Code Violations	\$100.00	§153

### 13. Licenses (All licenses subject to a 10% late fee where applicable.)

#### A. General Business Licenses

Item	Fee	Reference
Administrative Application Fee	\$50.00	
Amusement Devices and Centers	\$15.00 per location plus \$15.00 per machine	§115.01
Automobile Sales, New and Used	\$300.00/year	§114.56
Amusement Rides, Carnivals, Circuses	\$130.00 for first day plus \$20.00 for each additional day	§115.01
Boxing and Wrestling Processing Fee	Regulated by the State of Minnesota	
Cigarette and Tobacco License Fee	\$150.00/year	§112
Food Sales & Service Application Fee	\$100.00/Application	§117
Garbage and Rubbish Hauler	\$50.00/1 <sup>st</sup> Truck & \$15.00 additional	§51.02
<b>Pawn Shops</b>		
Non-Refundable Application Fee (includes cost of investigation)	New - \$500.00 Renewal - \$100.00	§113.16
New Manager Investigation Fee	\$150.00	§113.16



Annual License	\$6,250.00	§113.16
Billable Transaction Fee	\$.60 per transaction	§113.16
Performance Bond	\$5,000.00	§113.16
<b>Peddlers / Transient Merchants</b>		
Permits	Transient - \$100.00 SUP + \$150.00 Escrow Peddlers - \$60.00/day, \$200.00/month, \$500.00/year	§110.03
Investigation fee	\$10.00 investigation fee for each new peddler	§110.04
I.D. Card	\$5.00/person	§110.09
<b>Therapeutic Massage</b>		
Partnership/Corporation License	\$350.00 + \$200.00 - Background Check	§119.07
Technician License	\$100.00 + \$100.00 - Background Check	§119.07

## B. Liquor Licenses

Item	Fee	Reference
On-Sale Intoxicating	Class A - \$6,200/yr & Class B - \$9,300/yr	§111.08
On-Sale Wine	\$500.00/yr	§111.08
On-Sale Malt Liquor/3.2 Beer	\$300.00/yr	§111.08
Off-Sale Intoxicating	\$310.00/yr	§111.08
Off-Sale 3.2% Malt Liquor	\$100.00/yr	§111.08
Brewer Tap Room	\$400.00/yr	§111.08
On-Sale Brewer Pub License	\$400.00/yr	§111.08
Off-Sale Brewer Pub License	\$100.00/yr	§111.08
Cocktail Room License	\$400.00/yr	§111.08
Culinary Class Ltd. On-Sale Malt Liquor/Wine	\$300.00/yr	§111.08
Consumption and Display – City Fee	\$250.00/yr	§111.08
Club	\$300.00/yr	§111.08
Sunday On Sale	\$200.00	§111.08
Two A.M. Closing Permit	\$100.00	§111.19
Investigation Fee: Preliminary Background and Financial Application	\$750.00 + \$500.00 Escrow	§111.15
Investigation Fee: Comprehensive Background and Financial Information ( <i>if required after preliminary background</i> )	\$750.00 + \$500.00 Escrow (in state) \$750.00 + \$10,000 Escrow (out of state)	§111.15
Investigation Fee: Corporation	\$750.00 + \$250.00 Escrow	§111.15
Temporary 3.2% Liquor License Fee	\$25.00/Event	§111.08
Temporary Intoxicating Liquor License Fee	\$50.00/Event	§111.08

**C. Animal Licenses**

Item	Fee	Reference
Spayed or neutered – Cats and Dogs	\$6.00/yr	§92.03
Unsprayed or Unneutered – Cats and Dogs	\$10.00/yr	§92.03
Duplicate tags	\$2.00 per	§92.03
Kennel – Residential	\$50.00/year	§92.07
Kennel – Commercial	\$100.00/year	§92.07
Impound Fee	1 <sup>st</sup> offense - \$50.00 plus Animal Hospital fees as outlined in Animal Control agreement 2 <sup>nd</sup> offense - \$100.00 plus Animal Hospital fees as outlined in Animal Control agreement 3 <sup>rd</sup> offense - \$150.00 plus Animal Hospital fees as outlined in Animal Control agreement 4 <sup>th</sup> and subsequent offense - \$300.00 plus Animal Hospital Fees as outlined in Animal Control agreement	§92.04

**D. Rental Housing Licenses**

Item	Fee	Reference
Single Family	\$150.00	§150.079
Duplex	\$200.00	§150.079
Apartment	\$250.00 per Building plus \$25.00 per Unit	§150.079
Reinspection Fee	\$50.00 each after 3 <sup>rd</sup> Inspection	§150.079
Excessive Consumption Fee: rental/non-rental	\$50.00 per incident	§150.192
Conversion Fee	\$750.00 includes 1 <sup>st</sup> year registration fee	§150.080
Late Conversion Fee	\$1,000.00	§150.080

**E. Vacant Property Licenses**

Item	Fee	Reference
Residential Unit	\$200.00	§150.140
Monitoring Fee	\$20.00 per visit	§150.144

**14. SPRING LAKE PARK ATHLETIC FIELDS**

Item	Fee	Reference
Picnic Shelter Reservation Fees:		
Under 50 People - Resident	\$25.00	
Under 50 People – Non-Resident	\$50.00	
Over 50 People - Resident	\$50.00	
Over 50 People – Non-Resident	\$100.00	
Field/Court Reservation Fee	\$50.00	
Special Event (Multiple Faculties)	\$100.00	
Triangle Park (Special Event) - Resident	\$25.00 plus \$100.00 Deposit	

Triangle Park (Special Event) – Non-Resident	\$50.00 plus \$100.00 Deposit	
Athletic Field/Rink Lighting Fee	\$40.00 per Hour	
Athletic Field Use by Youth Sports Teams	\$10 per rostered player per sports season	

## 15. WATER, SEWER, STREET AND OTHER FEES

### A. Water

Item	Fee	Reference
Water Availability Charge (WAC)	\$1,200.00/Unit (City determines # of units)	§50.15
Water Connection/Disconnect and/or Demo Inspection Fee	Residential - \$50.00 Commercial – \$75.00	§50.15
Water Connection Inspection Fee – New Residential Connection	\$50.00 (plus WAC)	§50.15
Water Connection Inspection Fee – New Commercial Connection	\$75.00 (plus WAC)	§50.40
Connection and Reconnection Fee	\$125.00/Hour (\$187.50/Hour after Business Hours)	§50.15
Water Meter Installation Fee	5/8" meter - \$50.00 3/4" – 1" meter - \$75.00 Over 1" meter - \$100.00	§50.15
Water Meters and Parts	Cost plus 2%	§50.40
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§50.15
Estimated Water Meter Reading	1 <sup>st</sup> est. – \$25.00, 2 <sup>nd</sup> est. - \$50.00, 3 <sup>rd</sup> and subsequent est. - \$75.00	
Disconnect Tag Fee	\$25.00	

### B. Sewer

Item	Fee	Reference
Sewer Access Charge (SAC)	\$2,485.00/Unit (M.C. determines no. of units)	§50.16
SAC Administrative Fee	\$100.00/Unit	§50.16
Sewer Connection/Disconnection and/or Demo Inspection Fee	\$50.00 – Residential \$75.00 - Commercial	§50.16
Sewer Hook-up Fee – New Only	\$145.00 (plus SAC)	§50.16
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§50.15

### C. Street

Item	Fee	Reference
Load Limits Permit Fee	\$25.00/entry/truck	§70.17
Street Opening Permit	\$150.00 permit fee plus \$1,000 Security Fee	
Right of Way Permit (ROW) - Excavation Permit	\$150.00	§151.01

ROW - Obstruction Permit	\$50.00	§151.01
ROW - Permit Extension	\$25.00	§151.01
ROW Security Fee	Subject to the Discretion of the Public Works Director	§151.01

**D. Miscellaneous**

<b>Item</b>	<b>Fee</b>	<b>Reference</b>
Municipal Street Light	\$17.20/year per water connection	§94.01
Recycling Fee	\$11.21/quarter per residential unit	§51.11

City of Spring Lake Park\_  
BUILDING CODE FEE SCHEDULE

Effective Date: \_\_\_\_\_

Residential Fees

**(for permits that are issued over-the-counter and have flat-rate fees)**

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft<sup>2</sup> in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

**Maintenance Permit Fees:**

- Re-Roof, Re-Side, Re-Door/Garage Door, Re-Window (if replacing in the existing opening) are valuation-based permits (see valuation-based fees on page 2)

**Zoning Permit Fees – INSPECTIONS WILL BE DONE BY CITY STAFF:**

- Shed (under 200 ft<sup>2</sup>) \$60.00 no state surcharge
- Fence (under 7' in height) \$60.00 no state surcharge
- Retaining Wall (under 4' in height) \$60.00 no state surcharge  
(Sheds over 200 ft<sup>2</sup>, Fences over 7' in height and retaining walls over 4' in height require building permits submitted for plan review and are based on valuation)

**Plumbing Permit Fees:**

- Per-Fixture Fee: \$75.00 minimum plus \$9.00 per fixture after five (5) (Includes each of any of the following: Floor Drains, Toilets, Bidets, Sinks, Hose Bibs, Laundry, Dishwasher, or Refrigerator connections, Water Heater, Whole-house Humidifier, Water Softener, Lawn Irrigation System, Shower, Tub, Sump Pump, and each future rough-in fixture, and water supply pipe replacement).
- Lawn Irrigation Systems: \$60.00
- Fixture Maintenance: \$60.00 (This permit is for replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new drain or supply lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Sink, Toilet, Water Softener, Hose bib, or Water Heater Replacement.)
- Fire Suppression (residential): based on valuation

**Mechanical Permit Fees:**

- \$40.00 per unit: AC (only); Furnace (only); Air Exchanger; Sheet Metal/Duct Work; Gas Appliance Install; Gas, oil piping; Steam, hot water heating: Minimum \$75.00
- Heating and AC Install: \$50.00
- Fire Place insert – see Above (Mechanical Permits)
- Fire Place masonry – Based on valuation (building permit required)
- Fixture Maintenance: \$60.00 (This permit is for replacing a previously existing appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new gas lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Furnace, Boiler, A/C, or Water Heater Replacement.)

**Moved in Structures: See Building Permit Related Fees – commercial and residential**

## Commercial Fees

ALL Commercial permit applications require plan review and permit fees are based on valuation (includes, re-roof, re-side, re-window, re-door, plumbing, mechanical, fire sprinkler, fire alarms, tank install/removal, and demolition).

Plumbing minimum: Valuation based - minimum \$95.00

Mechanical minimum: Valuation based - \$95.00

Gas line minimum (unless included with other mechanical work): \$95.00

Irrigation Systems: Valuation based – minimum \$95.00

Fire Sprinkler Systems require regular building permit

Fire Alarm Systems: Valuation based

Tank Installation (fuel, oil, gas, etc.): Valuation based

Tank Removal (fuel, oil, gas, etc.): Valuation based

Temporary Structures (Tents < 200 sq. ft.): \$50.00

## Valuation Based Fees

(Residential and Commercial building permit fees when plan review is required):

Fee Schedule Base: 1997 + 20% - confirm

\$1.00	\$25,000.00	\$74.99 for the first \$2,000 plus \$16.34 for each \$1,000 or fraction thereof, to and including \$25,000
\$25,001.00	\$50,000.00	\$455.26 for the first \$25,000 plus \$12.18 for each \$1,000 or fraction thereof, to and including \$50,000
\$50,001.00	\$100,000.00	\$749.88 for the first \$50,000 plus \$8.80 for each \$1,000 or fraction thereof, to and including \$100,000
\$100,001.00	\$500,000.00	\$1,171.80 for the first \$100,000 plus \$7.24 for each \$1,000 or fraction thereof, to and including \$500,000
\$500,001.00	\$1,000,000.00	\$4,024.64 for the first \$500,000 plus \$6.20 for each \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001.00	And up	\$6,771.86 for the first \$1,000,000 plus \$5.16 for each additional \$1000 or fraction thereof

\*Pursuant to MN Rules Chapter 1300.0160 subpart 3, Building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

## Building Permit Related Fees – (commercial and residential)

- **Plan Check/Document Evaluation fee:** 65% of the Permit Fee for Residential and Commercial Projects
- **Master Plan:** When submittal documents for similar plans are approved, plan review fees shall not exceed 25% percent of the normal building permit fee established and charged for the same structure. Plan review fees for the original plan review is 65% of the permit fee.
- **Review of state approved plans:** 25 % of the plan review required by the adopted fee schedule (for orientation to the plans)
- **Residential Site Inspection (including initial S.E.C.),** required for all new construction (new homes, detached garages, accessory structures) \$60.00
- **Commercial Site Inspection (including initial S.E.C.),** required for all new construction (new buildings and accessory structures) \$90.00
- **Demolition Permit Fees:** Based on valuation with a minimum fee of \$250.00 commercial; \$150.00 residential
- **Exterior Structures:**
  - Retaining Wall (over 4' in height): based on valuation
  - Fence (over 7' in height): based on valuation
  - Sheds (over 200 sq. feet): based on valuation
- Drain Tile or Radon Mitigation Permit Fees, Based on Valuation
- Seasonal Swimming Pools: \$80.00  
(Seasonal residential swimming pools requiring permits (over 24" and 5000 gallons, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and must be kept on site for review as needed.)  
Permanent and In-ground Swimming Pools: Based on Valuation
- **Pre-moved in single family dwelling:** \$175.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Pre-moved in accessory structure:** \$25.00 for sheds less than 400 sq. ft; \$50.00 for sheds greater than 400 sq. ft. \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Connection fee – Moved in structure:** \$200.00 (does not include foundation/interior remodel)
- **Connection fee – plumbing:** \$50.00
- **Connection fee – mechanical:** \$50.00
- **Manufactured home installation:** \$200.00 (does not include foundation/interior remodel) plus connection fees (if applicable)
- **Site work for manufactured, prefab, or moved in home (foundation, basement, etc.):** based on valuation

## State Surcharge Fees

**State Surcharge:** Schedule is based on the currently adopted State Surcharge Table – per MN Statute 326B  
State Surcharge is applicable on all permits unless otherwise noted.

## Other Inspections and Fees

1.	Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees shall also be assessed when 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection. Payment made payable to the Municipality:	\$60.00
2.	Inspections outside of normal business hours (will include travel time both ways – 2 hour minimum):	\$60.00/hour
3.	Inspections for which no fee is indicated, Miscellaneous and Special Services (1/2 hour minimum):	Designated Building Official \$125/hr Senior Building Official \$95/hr Fire Inspector \$90/hr Building Inspector \$75/hr Other Staff \$60.00/hr
4.	Additional Plan Review required by changes, additions, or revisions to approved plans (½ hour minimum)	Designated Building Official \$125/hr Senior Building Official \$95/hr Fire Inspector \$90/hr Building Inspector \$75/hr Other Staff /hour \$60/hr
5.	Special Investigation fee (work started without obtaining a permit)	100% of the permit fee
6.	Copy charge (black/white 8 ½ x 11 and 8 ½ x 14)	\$.25/sheet
7.	Copy charge (black/white 11 x 17)	\$.50/sheet
8.	Copy charge (color 8 ½ x 11 and 8 ½ x 14)	\$1.00/sheet
9.	Copy charge (color 11 x 17)	\$2.00/sheet
10.	Print or copy charge (large plan sheet)	\$4.00/sheet
11.	Duplicate permit card fee – short card (8 ½ x 7)	\$25
12.	Duplicate permit card fee – long card (8 ½ x 14)	\$50
13.	License Look-Up (contractor license verification)	\$5
14.	Lead Certification (for eligible construction) (contractor Lead Certification Verification)	\$5
15.	Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)	50% of permit fee
16.	Permit Renewal > 6 mos. after expiration (new permit required)	based on valuation of remaining work
17.	Pre-Final inspection (new home or structure)	\$60
18.	Temporary Certificate of Occupancy – Escrow (less costs to administer)	\$500 Residential \$1,000 Commercial
19.	Refunds:	
	Plan review (if plan review has not started)	100%
	Plan review (if plan review has started)	50%
	Plan review (if plan review has been completed)	0%
	Permit fee (if work not started) within 6 months of permit issuance by municipality	80%
	Permit fee (if work has started – building permit)	0%
	Maintenance Permits	0%



**RESOLUTION NO. 19-12**

**A RESOLUTION AMENDING CONDITIONAL USE PERMIT FOR 1630 COUNTY ROAD 10 NE**

**WHEREAS**, Yelena Marantsman has made application to amend a conditional use permit to expand her childcare business at 1630 County Road 10 NE; and

**WHEREAS**, the property is zoned C-1, Shopping Center Commercial, and is legally described as follows:

Lots 10, 11, 33 and 34, Warren Addition, subject to easements of record; and

**WHEREAS**, mailed and published notice of a public hearing to consider the proposed conditional use permit was given; and

**WHEREAS**, a public hearing to consider the proposed conditional use permit was held by the Planning Commission on May 28, 2019; and

**WHEREAS**, the Planning Commission has recommended approval of the conditional use permit amendment, subject to conditions.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves an amendment to the conditional use permit at 1630 County Road 10 NE to permit an expansion of a childcare operation, subject to the following conditions:

1. Maximum occupancy of children permitted will be based on available play area (50 square feet per child)
2. Applicant shall provide a copy of a lease with the property owner of 1628 County Road 10 NE that permits the existing and expanded outdoor play area to be partially located on the 1628 County Road 10 NE property.
3. The expanded play area must be enclosed with a minimum 5 foot high non-climbable fence.
4. Applicant must obtain any necessary building permits.
5. Applicant must obtain a certificate of occupancy from the City prior to occupancy of the expanded space
6. Hours of operation shall remain as Monday through Friday, 5:30am to 6:00pm.
7. Applicant shall comply with all Federal and State statutes, laws, rules, and regulations, as well as all City codes, ordinances, rules and regulations.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same: .

Whereon the Mayor declared said Resolution duly passed and adopted the 3rd day of June, 2019.

APPROVED BY:

---

Cindy Hansen, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

# Memorandum

**To:** Mayor Hansen and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** May 30, 2019  
**Subject:** CUP Request for 1630 County Road 10 NE (Little Bee's Childcare)

## Background

The City of Spring Lake Park has received an application from Yelena Marantsman to amend a conditional use permit application to expand the operation of a daycare center at 1630 County Road 10 NE. A copy of the application materials is attached.

If this application seems familiar, you are correct. Ms. Marantsman applied to the City for a similar CUP amendment in 2014. While the CUP amendment was approved in 2014, she was unable to secure a lease for the space within the building to execute the expansion. Pursuant to City Code, if no action is taken on a CUP within one year, the CUP expires. Since that time, Ms. Marantsman has purchased the building at 1630 County Road 10 NE from former owner Tony Mazzenga, thereby securing the space for the expansion.

The building, built in 1989, is approximately 12,750 square feet in size. The property consists of four lots of 0.25 acres, or one acre total. The front of the building is currently occupied by Little Bees Child Care while the rear of the building is vacant. The building is abutted by the Spring Lake Terrace Mobile Home Park to the south, the Hy-Way House Hotel to the west, a strip mall to the east (where Life Prep Academy is located), and retail/office uses to the north. Little Bees Child Care is currently licensed for 84 children, although average daily attendance is less than that. The property is zoned C-1, Shopping Center Commercial. A daycare facility is a conditional use in the C-1 zoning district.

Ms. Marantsman is proposing to expand the child care center to accommodate after-school care for



school age children and to provide additional indoor play area for the non-school age children. The proposed expansion is approximately 1,900 square feet, of which 900 square feet would be for a gymnasium to allow for indoor play in inclement weather. The remaining square footage would accommodate a school age classroom (800 square feet) and an office (200 square feet). Ms. Marantsman would also enlarge the outdoor play area by an additional 1,000 square feet. The school age classroom area in this application is larger than what was originally proposed in 2014 due to community demand for school age childcare.

Parking requirements for the building are 1 space per employee plus five additional spaces prebuilding. This equates to 17 parking spaces. The property has adequate parking to meet the City's parking standard.

Ms. Marantsman obtained the original SUP on April 4, 2005. The SUP was subsequently amended on February 1, 2010. Minutes from those meetings are included in the packet for your reference.

### **Conditional Use Permits**

Section §153.202 of the City of Spring Lake Park's zoning code outlines the requirements to approve a conditional use permit:

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

Little Bees Child Care has been in business since 2005 and has a good reputation within the Spring Lake Park community. The expansion will provide an additional option for care for parents with school-age children, as well as provide an indoor play area option for all children under care.

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

The expansion of the Little Bees Child Care will not have a detrimental effect on person residing or working in the vicinity or injurious to property values or improvement in the vicinity as the area surrounding the childcare facility is commercial in nature. Having high quality childcare options available to the community enhances the quality of life of Spring Lake Park, making it a more desirable place to live, and thereby improving property values.

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

A daycare use is a conditional use (permitted with reasonable conditions) within the C-1 zoning district.

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

A daycare use is listed as a conditional use within the C-1 zoning district.

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

Little Bees Childcare has been operating from its current location since 2005. There have been no complaints from neighboring property owners over the past five years regarding the conduct of this business.

A portion of the existing and proposed outdoor playground is located on the 1628 County Road 10 property. This was not an issue when both properties were owned by the previous property owner. However, with the sale of the 1630 County Road 10 property to Ms. Marantsman, there is a trespass issue. Staff has addressed this issue by requiring Ms. Marantsman to execute a lease with Gabuk Properties, LLC and provide a copy of said lease to the City to ensure that the play area is allowed. Otherwise, Ms. Marantsman will need to move the playground expansion to another area on the property.

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

The expansion will be taking place within the boundaries of the existing building. Staff has determined that there will be no negative impacts to property values or scenic views.

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

The property is serviced by County State Aid Highway 35, which has capacity to handle traffic generated from this small expansion to the Little Bees Childcare operation.

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

Staff has calculated a parking need of 17 spaces. The site has adequate parking to accommodate the ordinance requirement.

- I. The use includes adequate protection for the natural drainage system and natural topography.**

No new impervious surface will be added as part of this project.

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

The proposed plan, plus the proposed conditions, will address this requirement.

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

The proposed expansion of the Little Bees Childcare is well within the expected density of a commercial district.

The Planning Commission held a public hearing on the application at its May 28, 2019 Planning Commission meeting. The Commission unanimously recommended approval.

### **Recommendation**

Staff recommends approval of the conditional use permit with the following conditions:

1. Maximum occupancy of children permitted will be based on available play area (50 square feet per child).
2. Applicant shall provide a copy of a lease with the property owner of 1628 County Road 10 NE that permits the existing and expanded outdoor play area to be partially located on the 1628 County Road 10 NE property.
3. Expanded play area must be enclosed with a minimum 5 foot high non-climbable fence.
4. Applicant must obtain any necessary building permits.
5. Applicant must obtain a certificate of occupancy from the City prior to occupancy of the expanded space.
6. Hours of operation shall remain as Monday through Friday, 5:30am to 6:00pm.
7. Applicant shall comply with all Federal and State statutes, laws, rules and regulations, as well as all City codes, ordinances, rules and regulations.

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



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

For Office Use Only	
Case Number:	
Fee Paid:	
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 type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Site Plan/Building Plan Review <input type="checkbox"/> Conceptual Plan Review <input checked="" 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 type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____
PROPERTY INFORMATION		
Street Address: <i>1630 Co Hwy 10 JLP MN 55432</i>		
Property Identification Number (PIN#):		Current Zoning:
Legal Description (Attach if necessary):		
APPLICANT INFORMATION		
Name: <i>Yelena Marantsman</i>		Business Name: <i>Little Bear's Child Care</i>
Address: <i>1630 Co Hwy 10</i>		
City: <i>Spring Lake Park</i>	State: <i>MN</i>	Zip Code: <i>55432</i>
Telephone: <i>(763) 486-7871</i>	Fax:	E-mail: <i>childcarecenter</i>
Contact: <i>Yelena Marantsman</i>	<i>(801) 331-0187</i>	Title: <i>@hotmail.com</i>
OWNER INFORMATION (if different from applicant)		
Name: <i>same</i>		Business Name:
Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-mail:
Contact:	Title:	
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: <i>child care (this is the same request as in 2014 the same plan.)</i>		
Nature of Proposed Use: <i>expansion of child care</i>		
Reason(s) to Approve Request: <i>to create more spaces for SA children build a gym</i>		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name:		Date of Application:
Nature of Request:		
<b>NOTE:</b> Applications only accepted with ALL required support documents. See City Code		

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

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

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

We will create more spaces for school age children  
and build a gym so kids can use during cold months

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

NO

3. That the proposed use will comply with the regulations specified in Chapter 153 of the Zoning Code. \_\_\_\_\_

We will comply with all necessary regulations

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

This space is vacant



PROJECT:  
EXPAND AND REMODEL  
EXISTING SPACE

OWNER:  
TONY MEZZENGA

CONTRACTOR:  
MEZZENGA CONSTRUCTION  
CONTACT:  
TONY MEZZENGA  
PHONE: (612) 804-0487

NO.	DATE	DESCRIPTION	BY

PLANS PROVIDED BY:

SCHWIETERS HOME DESIGN  
1628 COUNTY HIGHWAY 10 N.E.  
SPRING LAKE PARK, MN 55432  
TEL: (763) 785-2105  
SchHomeDesign@aol.com

DATE: 04/07/14

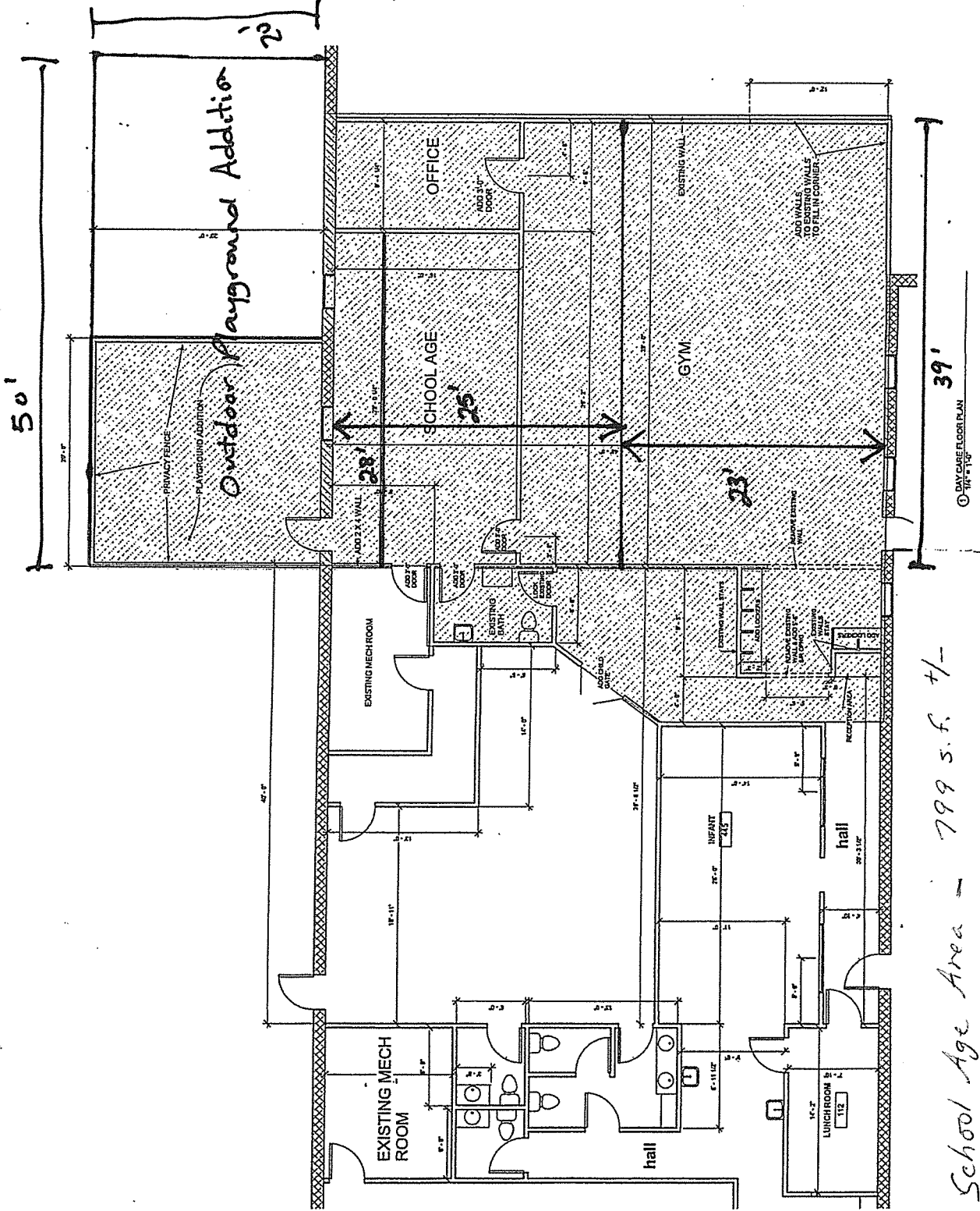
DATE: APRIL 19, 2014  
JOB NO: 210001  
DRAWN: DICKS.  
CHECKED: P.L.S.

LITTLE BEES GYM  
ADDITION

SCALE: 1/4" = 1'-0"

PAGE NO:

A-1



School Age Area - 799 s.f. +/-  
 Gym - 897 s.f. +/-  
 Outdoor Play Area Addition - 1,000 s.f. +/-



## DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning and Zoning Commission meeting held on April 28, 2014 at the Spring Lake Park Community Center, 1301 81<sup>st</sup> Avenue N.E., at 7:00 P.M.

### 1. Call to Order

Chairperson Smith called the meeting to order at 7:00 P.M.

### 2. Roll Call

Members Present: Commissioners Bernhagen, Dircks, Eischens, Hartwick, Becker and Smith

Members Absent: Commissioner Evans

Staff Present: Administrator Buchholtz and Building Official Brainard

Visitors: Tony Mezzenga, 1009 Oakridge Avenue, Shoreview  
Yelena Klimenov, 220 Lilac Lane, Shoreview

### 3. Pledge of Allegiance

### 4. Approval of Minutes – March 24, 2014

MOTION BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER EISCHENS, APPROVING THE MINUTES OF MARCH 24, 2014 AS SUBMITTED. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

### 5. Public Hearing – Special Use Permit for 1630 County Road 10 NE – Yelena Klimenov/Little Bees Child Care – to Expand a Child Care Business

Chairman Smith opened the public hearing to consider a special use permit for 1630 County Road 10 NE to allow the expansion of a child care business at 7:03 P.M.

Administrator Buchholtz stated that Yelena Klimenov, owner of Little Bees Child Care, has submitted a request to amend a special use permit (SUP) to allow for the expansion of a child care business in the C-1, Shopping Center Commercial District, zone. He stated that the applicant is proposing to expand the care center to accommodate after-school care for children aged 5-12. He reported that the proposed expansion is 48 feet by 39 feet (1,872 square feet) in size, which will comprise of a gymnasium (1,248 square feet), school age classroom (464 square feet) and office (160 square feet). He stated that the applicant would also add an additional 400 square feet of space to the outdoor play area.

Administrator Buchholtz noted that the applicant originally received a SUP on April 4, 2005 which was subsequently amended on February 1, 2010.

Administrator Buchholtz noted that Police Chief Ebeltoft had no concerns or recommendations regarding this application as long as all State and Federal safety mandates are met.

Administrator Buchholtz presented the following findings of fact, as required under Section 156.167 of the Spring Lake Park Zoning Code:

- The proposed use is necessary or desirable to provide a service which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community as having access to licensed child care programs helps promote economic momentum for Spring Lake Park families.
- The use will not be detrimental to the health, safety, morals or general welfare of person(s) residing or working in the vicinity or injurious to property values or improvements to the vicinity as the surrounding neighborhood has a commercial/industrial character.
- The proposed use will comply with the regulations specified for the C-1 zoning district.
- The proposed use is listed in the City Code as permitted, with reasonable conditions, within the C-1 zoning district.
- The proposed use will not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity as a childcare use currently exists on site and the added play area will be appropriately screened.
- The use will not lower property values or impact scenic views in the surrounding area as the use is similar to uses previously allowed on the site and no changes to the height or dimension of the building will occur.
- The property is serviced by CSAH 35, which is adequate to accommodate anticipated traffic from the proposed expansion.
- Sufficient off-street parking exists to serve the proposed use.
- Drainage systems are adequate to handle storm water runoff from the site.
- No offensive odor, fumes, dust, noise or vibration are anticipated as a result of the proposed expansion.
- The proposed use is compatible with prevailing density standards.

Administrator Buchholtz stated that staff recommends approval of the special use permit with the following conditions:

1. Maximum occupancy of children permitted will be based on available play area (50 square feet per child).
2. Expanded play area must be enclosed with a minimum 5 foot high non-climbable fence.
3. Applicant must obtain any necessary building permits and obtain a certificate of occupancy from the Code Enforcement Director prior to occupancy.
4. Applicant must obtain State/County licensure for added areas and provide City with a copy of the license(s).
5. Hours of operation shall remain as Monday through Friday, 5:30AM to 6:00PM.
6. Applicant shall comply with all Federal and State statutes, laws, rules and regulations and all City codes, ordinances, rules and regulations.

Yelena Klimenov stated that she would like to expand Little Bees Child Care to include a gymnasium, school age classroom and office to accommodate a growing school age program. She stated that the gymnasium space will give the children room to play, particularly during inclement weather. Chairman Smith inquired if Little Bees Child Care will need to increase staff as a result of the expansion. Ms. Klimenov responded not at this time, though a teacher and an aide may be needed during the summer months. Commissioner Becker asked for the definition of school age child. Ms. Klimenov stated that the age range of a school age child is between 5 and 12 years of age.

Chairman Smith inquired about fire emergency plans. Ms. Klimenov stated that the building has a fire suppression system. She stated that the fencing around the new playground area would have a gate so children could exit the playground area in case of an emergency. She stated that they are required to conduct monthly fire drills as well. Chairman Smith inquired about security on site. Ms. Klimenov stated that the center has locked doors that require a combination code to enter. She stated that she is working with the owner of the property to construct a fence along with west property line between her building and the Highway House motel.

Commissioner Bernhagen asked if the Commission should require a fence be constructed. Administrator Buchholtz stated that such a condition would be within the purview of the Commission. Commissioner Bernhagen inquired about the fence requirements. Building Official Brainard stated that the fence could be a maximum of 7 feet tall up to the front building line, with the fence dropping to four feet tall to the right of way line. He said the fence material is required to be vinyl. Chairperson Smith inquired if there was a benefit to require the fence. Ms. Klimenov stated that she did not have an objection to making construction of the fence a condition of the SUP.

Tony Mezzenga stated that while he, as property owner, is working with the tenant to construct the fence, he is unsure of the timeframe of fence construction. He stated that he would prefer the fence not be a condition of approval as it could delay Little Bees Child Care from operating in the new space. Commissioner Smith stated his recommendation that Mr. Mezzenga construct the fence.

Commissioner Dircks asked if the indoor play area would count towards the maximum occupancy of the child care. Building Official Brainard responded affirmatively. Commissioner Dircks asked about the increase in occupancy as a result of the improvements. Building Official Brainard stated that the increase in occupancy of 32 children. Ms. Klimenov stated that she is only planning on adding an additional 7 school age children.

Hearing no further comment, Chairman Smith closed the public hearing at 7:30pm.

**MOTION BY COMMISSIONER BERNHAGEN, SECOND BY COMMISSIONER DIRCKS, TO RECOMMEND APPROVAL OF AN AMENDMENT TO THE SPECIAL USE PERMIT FOR 1630 COUNTY ROAD 10 SUBJECT TO THE FOLLOWING CONDITIONS: 1) MAXIMUM OCCUPANCY OF CHILDREN PERMITTED WILL BE BASED ON AVAILABLE PLAY AREA (50 SQUARE FEET PER CHILD); 2) EXPANDED PLAY AREA MUST BE ENCLOSED WITH A MINIMUM 5 FOOT HIGH NON-CLIMBABLE FENCE; 3) APPLICANT MUST OBTAIN ANY NECESSARY BUILDING PERMITS AND OBTAIN A CERTIFICATE OF OCCUPANCY FROM THE CODE ENFORCEMENT DIRECTOR PRIOR TO OCCUPANCY; 4) APPLICANT MUST OBTAIN STATE/COUNTY LICENSURE FOR ADDED AREAS AND PROVIDE CITY WITH A COPY OF THE LICENSE(S); 5) HOURS OF OPERATION SHALL REMAIN AS MONDAY THROUGH FRIDAY, 5:30AM TO 6:00PM; AND 6) APPLICANT SHALL COMPLY WITH ALL FEDERAL AND STATE STATUTES, LAWS, RULES AND REGULATIONS AND ALL CITY CODES, ORDINANCES, RULES AND REGULATIONS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

#### 6. Other

Chairperson Smith commended Administrator Buchholtz for negotiating a joint resolution calling for the detachment of land from the City of Blaine for annexation into Spring Lake Park.

7. Adjourn

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

The meeting adjourned at 7:42 P.M.

## OFFICIAL PROCEEDINGS

Minutes of the Spring Lake Park Planning and Zoning Commission meeting held on March 28, 2005 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

### 1. Call to Order

Chairperson Johnson called the meeting to order at 7:00 P.M.

### 2. Roll Call

Members Present: Commissioners Smith; White; Evans; Lueck; Letourneau and Chairperson Johnson

Members Absent: Commissioner Nelson

Staff Present: Building Official Brainard and Secretary Sorensen

Visitors: Tom & Yelena Tucker, 10060 Pleasure Creek, Blaine, MN

### 3. Pledge of Allegiance

### 4. Approval of Minutes – January 24, 2005

MOTION BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER WHITE, APPROVING THE MINUTES OF JANUARY 24, 2005 AS SUBMITTED. VOICE VOTE: ALL AYES. MOTION CARRIED.

### 5. Amended Special Use Permit to Operate a Day Care Center in a C-1 Commercial District. 1630 County Highway 10, Suite #150 (Ceramic Tuna). Yelena Tucker

Secretary Sorensen declared the file in order.

Chairperson Johnson asked Ms. Tucker if she received the comments from City staff and if she has any comments. Ms. Tucker replied positively adding that she had no comments.

Chairperson Johnson, referring to Engineer Rhein's memo dated March 23, 2005, noted that the existing awning from the previous tenant, Ceramic Tuna, appears to partially shield the entrance of the space which could restrict illumination from the light on the building wall above the awning. Chairperson Johnson stated that Engineer Rhein's concern is that the area could be too dark during the winter months particularly since the day care center is proposed to be open from 6AM to 6PM. Chairperson Johnson asked if the awning will be removed or modified.

Mr. Tucker stated that he and his wife would like to put the business name on the canopy. Mr. Tucker stated his opinion that the light fixture could be replaced with one that sheds more light on the entry.

Chairperson Johnson noted that there is an existing 6 foot high wooden fence extending from the east side of the building at 1630 County Highway 10 to the west side of the building at 1628 County Highway 10 and the site plan for the day care center shows a new fence extending from the northeast corner of the building at 1630 County Highway 10 to the northeast corner of the building at 1628 County Highway 10 to the east. Chairperson Johnson asked Mr. Tucker for his comments.

Mr. Tucker stated that the proposed fence will be a five foot high wood fence and the gas meters and fire hose connection will be outside of the proposed fence. Mr. Tucker stated that the State would not allow those services to be within the playground area adding that he agrees those services should not be enclosed within a fenced area. Mr. Tucker added that he and his wife want to keep the children safe.

Commissioner Lueck noted that the fire department would also prohibit the fire hose connection to be located in an enclosed area.

Commissioner Smith stated that there is a large gap at the bottom of part of the existing wood fence which needs to be repaired or youngsters will crawl through it. Ms. Tucker stated that she will bring that information to the building owner.

Commissioner Smith asked how many children will be in the facility and their ages noting that Building Official Brainard states in his memo, dated March 24, 2005, that due to the size of the play area, only 18 children can be enrolled. Ms. Tucker stated that she is planning on 45 children between the ages of 6 weeks and 5 years and the State licensor will determine the maximum number of children that can be enrolled.

Mr. Tucker pointed out that Building Official Brainard measured the play area at 30' by 30' or 900 square feet, allowing only 18 children in the facility however, the play area is 30' by 50' or 1,500 square feet, allowing 30 children in the facility. Mr. Tucker pointed out that the children will be in the play area by age group therefore, not all 45 children will be outside at the same time adding that the infants will not be in the play area at all. Mr. Tucker added that the State wants 75 to 1,050 square feet of play area for 40 to 45 children and he will be providing 1,500 square feet with the erection of the second fence.

Commissioner White commented that it appears the State has many more restrictions than the City as it relates to the number of children therefore, the Commission's concerns are the number of parking stalls, lighting, dumpster enclosure, fence to enclose the play area, and proof of compliance to the State's requirements. Commissioner White asked Building Official Brainard if the parking lot is adequate.

Building Official Brainard stated that the parking plan is not accurate as some stalls are missing however, there are sufficient parking stalls for the proposed use. Mr. Brainard added that the pavement markings are acceptable however, they may need to be updated or revised at some time in the future. Mr. Brainard commented that two handicap spaces are required and only one exists on the property.



MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER SMITH, RECOMMENDING APPROVAL OF AN AMENDED SPECIAL USE PERMIT TO OPERATE A DAY CARE CENTER IN A C-1 COMMERCIAL DISTRICT AT 1630 COUNTY HIGHWAY 10, AS REQUESTED BY YELENA TUCKER, WITH THE FOLLOWING CONDITIONS: (1) HOURS OF OPERATION: 6 AM TO 6 PM, MONDAY THROUGH FRIDAY; (2) THE PROPOSED FIVE FOOT NON-CLIMBABLE FENCE TO ENCLOSE THE PLAY AREA AT THE NORTHEAST CORNER OF THE BUILDING SHALL NOT ENCLOSE THE GAS METERS OR THE FIRE HOSE CONNECTION; (3) WRITTEN PERMISSION PROVIDED TO THE CITY FROM THE PROPERTY OWNER REGARDING INSTALLING THE PROPOSED FENCE; (4) PROVIDE A SECOND HANDICAP PARKING STALL, STRIPE THE AREA ACCORDING TO ADA SPECIFICATIONS AND DETERMINE IF THE EXISTING PEDESTRIAN RAMP FROM THE PARKING LOT TO THE SIDEWALK MEETS ADA REQUIREMENTS; (5) ADDITIONAL LIGHTING TO BE PROVIDED ALONG THE WEST SIDE OF THE BUILDING IF DETERMINED TO BE NEEDED BY THE BUILDING OFFICIAL; (6) IMPROVE THE LANDSCAPING ALONG THE NORTH SIDE OF THE BUILDING; (7) MAXIMUM NUMBER OF CHILDREN TO OCCUPY THE FACILITY IS 45 UNLESS THE STATE REQUIREMENTS ARE DIFFERENT; (8) DUMPSTER ENCLOSURES ARE TO BE IMPROVED IF THE BUILDING OFFICIAL DEEMS IT NECESSARY AND (9) PROVIDE PROOF OF COMPLIANCE WITH ALL STATE AND COUNTY CHILD CARE REQUIREMENTS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

Chairperson Johnson noted that this matter will come before the City Council on April 4, 2005, at 7:00 P.M. and all interested parties should be in attendance.

6. Special Use Permit to Construct Office Condos in a C-2 District Abutting a Residential District. SW Corner County Highway 10 & TH 65. Gonyea Development

Chairperson Johnson explained that the grading and drainage plans for the development are not adequate therefore, no action will be taken this evening.

MOTION BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER EVANS, TO TABLE THE GONYEA REQUEST UNTIL THE APRIL 25, 2005 PLANNING AND ZONING COMMISSION MEETING. VOICE VOTE: ALL AYES. MOTION CARRIED.

8. Adjourn

MOTION BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER EVANS, TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting was adjourned at 7:27 p.m.

10. New Business:A. Planning and Zoning:1. Amended Special Use Permit to Operate a Day Care Center in a C-2 Commercial District. 1630 Co. Hwy. 10, Suite #150. (Ceramic Tuna) Yelena Tucker

Mayor Wells noted that the Planning and Zoning Commission recommended approval of the request at its March 28, 2005 meeting.

Councilmember Carlson asked Ms. Tucker how many children the State will allow in the facility. Ms. Tucker stated that she is planning on 45 children between the ages of 6 weeks and 5 years however, the State licensor will determine the maximum number of children to be enrolled.

Mayor Wells asked Ms. Tucker to explain the location of the existing and proposed new fencing. Ms. Tucker indicated that there is an existing 6 foot high wooden fence extending from the southeast side of the building at 1630 County Highway 10 to the southwest side of the building at 1628 County Highway 10 and she is proposing a new fence extending from the northeast corner of the building at 1630 County Highway 10 to the northwest corner of the building at 1628 County Highway 10. Ms. Tucker explained that the proposed fence will be a five foot high wood fence and the gas meters and fire hose connection will be outside of the proposed fence.

Mayor Wells asked if the owner of 1628 County Highway 10 objects to a fence between the two buildings. Tony Mezzenga stated that he owns both buildings and he is agreeable to the proposed fence, particularly because it is a State requirement and he is concerned about child safety.

Mayor Wells expressed concern about a potential new owner of 1628 County Highway 10 objecting to the location of the fence. Attorney Carson stated that if Mr. Mezzenga, as the owner of both 1628 and 1630 County Highway 10, authorizes the fence location and he ultimately sells 1628 County Highway 10, it will be his responsibility to resolve the matter. Attorney Carson suggested that Mr. Mezzenga provide a letter to the City approving the location of the fence.

Mr. Mezzenga stated his concern that the play area be as far away from the service road as possible for the protection of the children.

Building Official Brainard stated his opinion that the State has guidelines regarding the placement of play areas in relations to a street and the number of children allowed in the facility which is determined by square footage. Mr. Brainard added that the City's code requires outside play areas of 50 square feet per child.

Ms. Tucker pointed out that all of the children will not be outside at the same time adding that only 15 children are allowed in the play area at one time and that would be determined by age group.

Attorney Carson stated that the Council can impose restrictions in the Special Use Permit however, the State guidelines will prevail.

Mayor Wells stated his opinion that the fence between the two buildings must be kept behind the front yard setback and the gas meters and fire hose connection must be outside of the proposed fence for fire safety.

MOTION BY COUNCILMEMBER CARLSON APPROVING AN AMENDED SPECIAL USE PERMIT TO OPERATE A DAY CARE CENTER IN A C-1 COMMERCIAL DISTRICT AT 1630 COUNTY HIGHWAY 10, AS REQUESTED BY YELENA TUCKER, WITH THE FOLLOWING CONDITIONS: (1) HOURS OF OPERATION: 6 AM TO 6 PM, MONDAY THROUGH FRIDAY; (2) THE PROPOSED FIVE FOOT NON-CLIMBABLE FENCE TO ENCLOSE THE PLAY AREA AT THE NORTHEAST

CORNER OF THE BUILDING SHALL NOT ENCLOSE THE GAS METERS OR THE FIRE HOSE CONNECTION; (3) WRITTEN PERMISSION PROVIDED TO THE CITY FROM THE PROPERTY OWNER REGARDING INSTALLING THE PROPOSED FENCE; (4) PROVIDE A SECOND HANDICAP PARKING STALL, STRIPE THE PARKING LOT ACCORDING TO ADA SPECIFICATIONS AND DETERMINE IF THE EXISTING PEDESTRIAN RAMP FROM THE PARKING LOT TO THE SIDEWALK MEETS ADA REQUIREMENTS; (5) ADDITIONAL LIGHTING TO BE PROVIDED ALONG THE WEST SIDE OF THE BUILDING IF DETERMINED TO BE NEEDED BY THE BUILDING OFFICIAL; (6) IMPROVE THE LANDSCAPING ALONG THE NORTH SIDE OF THE BUILDING; (7) MAXIMUM NUMBER OF CHILDREN TO OCCUPY THE FACILITY IS 45 UNLESS THE STATE REQUIREMENTS ARE DIFFERENT; (8) DUMPSTER ENCLOSURES ARE TO BE IMPROVED IF THE BUILDING OFFICIAL DEEMS IT NECESSARY AND (9) PROVIDE PROOF OF COMPLIANCE WITH ALL STATE AND COUNTY CHILD CARE REQUIREMENTS.

Mayor Wells stated that a sizeable number of vehicles in and out of the facility for drop off and pick up of children at the day care center will significantly increase the amount of traffic on the service road and County Highway 10 at 6 AM and 6 PM.

Ms. Tucker stated that all children will not be dropped off at 6 AM or picked up at 6 PM.

Mr. Mezzenga stated that there is very little traffic into the site during the day and added his belief that there are approximately 26 parking spaces available on the site during the day.

Mayor Wells asked Chief Toth to monitor the traffic in the area to determine if there are traffic concerns during the day.

ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### B. Potential Re-Naming of County Highway 10

Mayor Wells recalled that several months ago, the Council authorized him and Administrator Nelson to represent the City at meetings to discuss the potential renaming of County Highway 10. Mayor Wells stated that Acting Mayor Mason and Administrator Nelson attended the first meeting held on March 15, 2005 with representatives from Anoka County, City of Blaine, City of Coon Rapids and the City of Mounds View.

Administrator Nelson reported that the Coon Rapids City Manager attended the meeting and indicated that his City is not willing to change the name of Coon Rapids Boulevard and does not expect the other cities to adopt that name for the portion of the roadway in their cities. Mr. Splinter did however, encourage the committee to find a name that is acceptable and identifiable for Blaine, Spring Lake Park and Mounds View.

Administrator Nelson further stated that the cities do not intend to change the County highway designation number of the roadway but to simply add a name as requested by the City of Mounds View. Administrator Nelson commented that the addition of a name would not require the commercial or residential property owners along the roadway to make changes to their property documents.

Administrator Nelson stated that after a brainstorming session, the preferred names identified by the Committee are Coon Rapids Boulevard; Northtown Boulevard; Northstar Boulevard and North Park Boulevard. The committee representatives agreed to bring these names to their respective City Councils asking them to select two preferred names.



## OFFICIAL PROCEEDINGS

Minutes of the Spring Lake Park Planning and Zoning Commission meeting held on January 25, 2010 at the Spring Lake Park Community Center, 1301 81<sup>st</sup> Avenue N.E., at 7:00 P.M.

### 1. Call to Order

Chairperson Smith called the meeting to order at 7:00 P.M.

### 2. Roll Call

Members Present: Commissioners White, Evans, Lambert, Eischens, Bernhagen and Chairperson Smith

Members Absent: Commissioner Letourneau

Staff Present: Administrator Nelson; Secretary Sorensen and Building Official Brainard

Visitors: Tony Mezzenga, owner, 1630 County Highway 10  
Yelena Tucker, 1630 County Highway 10

### 3. Pledge of Allegiance

### 4. Approval of Minutes – August 24, 2009

MOTION BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER LAMBERT, APPROVING THE MINUTES OF AUGUST 24, 2009 AS SUBMITTED. VOICE VOTE. ALL AYES. MOTION CARRIED.

### 8. Amended Special Use Permit to Remodel Existing Area and Expand into the South ½ of Suite 3 to Provide Additional Educational Services. Little Bee's Child Care Center, 1630 County Highway 10. Yelena Tucker

Administrator Nelson declared the file in order.

Ms. Tucker, Director of Little Bee's Child Care Center, stated that the center has been open for 5 years and she is proposing to remodel the interior of their existing space and expand the child care program into the south half of Suite 3 to include curriculum for preschool aged children, a kindergarten readiness program for 4 and 5 year olds and a summer enrichment program for school aged and pre-kindergarten children. Ms. Tucker stated that the expansion will provide two more classrooms for the additional educational services.

Ms. Tucker stated that she also plans to expand the outside playground which will be fenced. Ms. Tucker added that the hours of operation are 5:30 AM to 6:00 PM, Monday through Friday and there will be 11 employees.

Commissioner Evans referred to the Building Official's comment that day nurseries need a minimum of 50 square feet of outside play area per pupil however, the existing play area is 900 square feet which is not sufficient for the anticipated 70 pupils therefore, the play area must be increased to 3,500 square feet. Councilmember Evans asked Ms. Tucker if she took that into consideration when planning her expansion.

Ms. Tucker stated that she and Mr. Mezzenga, the property owner, have measured the available outdoor space and she believes she will be able to increase the play area to meet code requirements.

Commissioner Evans suggested that Ms. Tucker add the additional play area to the proposed plan so the Council will know exactly what is proposed. Ms. Tucker agreed.

MOTION BY COMMISSIONER EVANS, SECONDED BY COMMISSIONER WHITE, RECOMMENDING APPROVAL OF AN AMENDED SPECIAL USE PERMIT TO REMODEL AND EXPAND LITTLE BEE'S CHILD CARE CENTER AT 1630 COUNTY HIGHWAY 10, AS REQUESTED BY YELENA TUCKER WITH THE FOLLOWING CONDITIONS: (1) THE MAXIMUM OCCUPANCY OF CHILDREN PERMITTED WILL BE BASED ON THE PLAY AREA ALLOTTED (50 SQ. FT. PER CHILD); (2) MUST ENCLOSE THE OUTSIDE PLAY AREA WITH A MINIMUM NON-CLIMBABLE FENCE HEIGHT OF FIVE FEET; (3) CANNOT ENCLOSE OUTSIDE FIRE DEPARTMENT CONNECTION WITHIN THE PLAY AREA AS THE CONNECTION MUST BE EASILY ACCESSIBLE AT ALL TIMES; (4) MUST APPLY AND ALLOW FOR A CERTIFICATE OF OCCUPANCY INSPECTION AS REQUIRED BY MUNICIPAL CODE; (5) MUST PROVIDE PROOF OF COMPLIANCE WITH ALL STATE AND COUNTY CHILD CARE REQUIREMENTS; (6) HOURS OF OPERATION: 5:30AM TO 6 PM, MONDAY THROUGH FRIDAY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

Chairperson Smith noted that this matter will come before the City Council on Monday, February 1, 2010 at 7:00 P.M. and all interested parties should be in attendance.

#### 4. Elect Chairperson

Chairperson Smith opened nominations for Chairperson.

Commissioner White nominated Vince Smith as Chairperson for the year 2010.

Chairperson Smith called three times for further nominations and hearing none, declared nominations closed.

6. Consent Agenda

Mayor Nelson reviewed the following consent agenda items:

- A. Right-of-Way Permit – CenterPoint Energy – Anode Test on Gas Main at Lund Avenue & Terrace Road
- B. LMCIT Liability Coverage Waiver Form
- C. Application for Exempt Permit for Raffle – North Suburban MN Deer Hunters Assn. @ Kraus-Hartig VFW – March 6, 2010
- D. Budget-to-Date/Statement of Fund Balances – November, 2009
- E. Disbursements:
  - 1. General Fund Disbursement Claim No. 09-23 - \$363,348.59
  - 2. Liquor Fund Disbursement Claim No. 09-24 - \$216,419.65
- F. Correspondence
- G. Contractors' Licenses

MOTION BY COUNCILMEMBER LOESCH APPROVING THE CONSENT AGENDA AS SUBMITTED. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. New Business:A. Planning and Zoning:1. Amended Special Use Permit to Remodel Existing Area and Expand into S. ½ of Suite 3 to Provide Additional Educational Services. Little Bee's Child Care Center, 1630 County Highway 10 – Yelena Tucker

Ms. Tucker, Director of Little Bee's Child Care Center, stated that the center has been open for 5 years and she is proposing to remodel the interior of the existing space and expand the child care program to include curriculum for preschool aged children, a kindergarten readiness program for 4 and 5 years olds and a summer enrichment program for school aged and pre-kindergarten children. Ms. Tucker stated that the expansion will provide two more classrooms for the additional educational services. Ms. Tucker stated that she also plans to expand the outside playground which will be fenced.

Ms. Tucker added that the hours of operation are 5:30 AM to 6:00 PM, Monday through Friday and she employs 11 administrative and day care personnel.

Building Official Brainard stated that the owner of the building, Tony Mezzenga, submitted a site plan showing the proposed 2,050 square foot expansion of the play area as well as the existing 1,500 square foot play area. Mr. Brainard added that the expanded play area will accommodate up to 70 children.

Mayor Nelson commented that Chief Toth has no safety concerns and asked Attorney Carson for his comments.

Attorney Carson recommended that if the Council approves the request, the six conditions imposed by the Planning and Zoning Commission be incorporated into the motion.

MOTION BY COUNCILMEMBER MASON APPROVING AN AMENDED SPECIAL USE PERMIT TO REMODEL AND EXPAND LITTLE BEE'S CHILD CARE CENTER AT 1630 COUNTY HIGHWAY 10, AS REQUESTED BY YELENA TUCKER WITH THE FOLLOWING CONDITIONS: (1) THE MAXIMUM OCCUPANCY OF CHILDREN PERMITTED WILL BE BASED ON THE PLAY AREA ALLOTTED (50 SQ. FT. PER CHILD); (2) MUST ENCLOSE THE OUTSIDE PLAY AREA WITH A MINIMUM NON-CLIMBABLE FENCE HEIGHT OF FIVE FEET; (3) CANNOT ENCLOSE OUTSIDE FIRE DEPARTMENT CONNECTION WITHIN THE PLAY AREA AS THE CONNECTION MUST BE EASILY ACCESSIBLE AT ALL TIMES; (4) MUST APPLY AND ALLOW FOR A CERTIFICATE OF OCCUPANCY INSPECTION AS REQUIRED BY MUNICIPAL CODE; (5) MUST PROVIDE PROOF OF COMPLIANCE WITH ALL STATE AND COUNTY CHILD CARE REQUIREMENTS; (6) HOURS OF OPERATION: 5:30 AM TO 6 PM, MONDAY THROUGH FRIDAY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Oakcrest Apartments' Request for Medical/Clinical Assisted Living Services

Mayor Nelson stated that the Housing Director at Oakcrest Apartments recently notified Administrator Nelson that she is applying to the State of Minnesota for a license to provide medical/clinical services to their residents on a 24 hour basis. Mayor Nelson stated that Mr. Mehrkens of Presbyterian Homes will address the request.

John Mehrkens of Presbyterian Homes stated that the needs of the residents at Oakcrest Apartments and throughout the Presbyterian Homes system are changing because people are aging in place and there is an initiative across the entire organization to provide more community-based services. Mr. Mehrkens stated that a step towards that goal is a requirement to register with the state as a facility that would offer assisted living services.

Mr. Mehrkens stated his understanding that the City's current code for R-6 zoning does not allow for the proposed services therefore, he would like the Council to consider changing the code to allow assisted living services to be provided in R-6 zones.

Mayor Nelson expressed surprise that assisted living components were not a part of the R-6 district.



## DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission regularly scheduled meeting held on May 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

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

### 2. Roll Call

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

Members Absent: None

Staff Present: Administrator Buchholtz and Executive Assistant Gooden

Visitors: Yelena Marantsman, 1630 County Road 10 NE

### 3. Approval of Minutes – February 25, 2019

MOTION BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER DIRCKS, APPROVING THE MINUTES WITH CORRECTIONS OF FEBRUARY 25, 2019. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

### 4. Public Hearing – Conditional Use Permit – Little Bees Childcare (Yelena Marantsman) – 1630 County Road 10 NE

Administrator Buchholtz reported that the City received a Conditional Use Permit application from the Yelena Marantsman to amend a conditional use permit application to expand the operation of a daycare center at 1630 County Road 10 NE.

Administrator Buchholtz reported that Ms. Marantsman applied to the City for the same CUP amendment in 2014. He stated that while the CUP amendment was approved in 2014, she was unable to secure a lease for the space within the building to execute the expansion. He stated that pursuant to City Code, if no action is taken on a CUP within one year, the CUP expires. He stated that since that time, Ms. Marantsman has purchased the building at 1630 County Road 10 NE from former owner Gabuk Properties LLC., thereby securing the space for the expansion.

Administrator Buchholtz reported that the building, built in 1989, is approximately 12,750 square feet in size and consists of four lots of .025 acres, or one-acre total. He stated that the front of the building is currently occupied by Little Bees Child Center while the rear of the building is vacant. He reported that the building is abutted by the Spring Lake Terrace Mobile Home Park to the south, the Hy-Way House Hotel to the west, a strip mall to the east (where Life Prep Academy is located), and retail/office uses to the north. He stated that Little Bees Child Care is currently licensed for 83 children, although average daily attendance is less than that. He stated that the property is zoned C-1, Shopping Center Commercial and a daycare facility is a conditional use in the C-1 zoning district.

Administrator Buchholtz reported that Ms. Marantsman is proposing to expand the child care center to accommodate after-school care for school age children and to provide additional indoor play area for the non-school age children. He stated that the proposed expansion is approximately 1,900 square feet, of

which 800 square feet would be for a gymnasium to allow for indoor play in inclement weather. He stated that the remaining square footage would accommodate a school age classroom (900 square feet) and an office (200 square feet). He stated that Ms. Marantsman would also enlarge the outdoor play area by an additional 1,000 square feet. He noted that the playground expansion would cross over onto the property of the owner to the east of the playground. He suggested that a condition be added for the applicant to obtain a lease agreement with the property owner to avoid any future trespass issues.

Administrator Buchholtz reported that the parking requirements for the building are one space per employee plus five additional spaces per building equating to 17 parking spaces. He stated that the property has adequate parking to meet the City's parking standard.

Administrator Buchholtz reported that Section §153.202 of the City of Spring Lake Park zoning code outlines the requirements to approve a conditional use permit. He stated that the City Council may then authorize the conditional use permit, provided the applicant has provided evidence establishing the following:

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

The applicant stated that Little Bees Child Care has been in business since 2005 and has a good reputation within the Spring Lake Park community. She stated that the expansion will provide an additional option for care for parents with school-age children, as well as provide an indoor play area option for all children under care.

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

The applicant stated that the expansion of the Little Bees Child Care will not have a detrimental effect on person residing or working in the 414vicinity or injurious to property values or improvement in the vicinity as the area surrounding the childcare facility is commercial in nature. She reported that having high quality childcare options available to the community enhances the quality of life of Spring Lake Park, making it a more desirable place to live, and thereby improving property values.

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

A daycare use is a conditional use (permitted with reasonable conditions) within the C-1 zoning district.

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

A daycare use is listed as a conditional use within the C-1 zoning district.

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

Little Bees Childcare has been operating from its current location since 2005. There have been no complaints from neighboring property owners over the past five years regarding the conduct of this business.

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

The expansion will be taking place within the boundaries of the existing building. Staff has determined that there will be no negative impacts to property values or scenic views.

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

The property is serviced by County State Aid Highway 35, which has capacity to handle traffic generated from this small expansion to the Little Bees Childcare operation.

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

Staff has calculated a parking need of 17 spaces. The site has adequate parking to accommodate the ordinance requirement.

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

No new impervious surface will be added as part of this project.

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

The proposed plan, plus the proposed conditions, will address this requirement.

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

The proposed expansion of the Little Bees Childcare is well within the expected density of a commercial district.

Administrator Buchholtz reported that staff recommends that the Planning Commission recommend to the City Council approval of the conditional use permit with the following conditions:

1. Maximum occupancy of children permitted will be based on available play area (50 square feet per child).
2. Applicant shall provide a copy of lease with the property owner of 1628 County Road 10 NE that permits the existing and expanded outdoor play

- area to be partially located on the 1628 County Road 10 NE property.
3. Expanded play area must be enclosed with a minimum 5-foot-high non-climbable fence.
  4. Applicant must obtain any necessary building permits.
  5. Applicant must obtain a certificate of occupancy from the City prior to occupancy of the expanded space.
  6. Hours of operation shall remain as Monday through Friday, 5:30am to 6:00pm.
  7. Applicant shall comply with all Federal and State statutes, laws, rules and regulations, as well as all City codes, ordinances, rules and regulations.

Commissioner Dircks inquired if the number of school age children will expand. Ms. Marantsman stated that the number of school age children has already increased. She stated that these proposed changes will help provide a separation of the younger and older children.

Chairperson Hansen inquired if the central pick up and drop off location will remain the same. Ms. Marantsman stated that the location will remain the same. She explained that there is an existing security key fob system on the doors now and she does not want to invest into adding more security to additional doors.

Chairperson Hansen opened the public hearing at 7:15 PM. There was no discussion from the floor.

Chairperson Hansen closed the public hearing at 7:15 PM.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER DIRCKS TO RECOMMEND APPROVAL OF CONDITIONAL USE PERMIT WITH THE FOLLOWING CONDITIONS: 1.) MAXIMUM OCCUPANCY OF CHILDREN PERMITTED WILL BE BASED ON AVAILABLE PALY AREA (50 SQUARE FEET PER CHILD); 2.) APPLICANT SHALL PROVIDE A COPY OF A LEASE WITH THE PROPERTY OWNER OF 1628 COUNTY ROAD 10 NE THAT PERMITS THAT EXISTING AND EXPANDED OUTDOOR PLAY AREA TO BE PARTIALLY LOCATED ON THE 16228 COUNTY ROAD NE PROPERTY; 3.) EXPANDED PLAY AREA MUST BE ENCLOSED WITH A MINIMUM FIVE-FOOT-HIGH NON-CLIMBABLE FENCE; 4.) APPLICANT MUST OBTAIN ANY NECESSARY BUILDING PERMITS; 5.) APPLICANT MUST OBTAIN A CERTIFICATE OF OCCUPANCY FROM THE CITY PRIOR TO OCCUPANCY OF THE EXPANDED SPACE; 6.) HOURS OF OPERATION SHALL REMAIN AS MONDAY THROUGH FRIDAY 5:00 AM TO 6:00 PM; 7.) APPLICANT SHALL COMPLY WITH ALL FEDERAL AND STATE STATUTES, LAWS, RULES AND REGULATIONS, AS WELL AS ALL CITY CODES, ORDINANCES, RULES AND REGULATIONS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

## 7. Reports

Administrator Buchholtz reported that lane closures on 81<sup>st</sup> Avenue are taking place as part of the construction process with the Hy-Vee project. He advised residents to find alternative routes to enter onto Highway 65. He stated that there will not be any extra signal time for the signals on Highway 65 and 81<sup>st</sup> Avenue NE at this time.

Chairperson Hansen inquired as to the anticipated completion date of Hy-Vee will be. Administrator Buchholtz stated that it will more than likely be in the fall as Hy-Vee is redesigning the store layout due to changes to current trends in the industry.

8. Adjourn

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

The meeting adjourned at 7:31 PM.





# Memorandum

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

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

**Date:** May 29, 2019

**Subject:** Approve Listing Agreement with Summerhill Commercial for sale of 525 Osborne Road NE

Staff is seeking authority to enter into a listing agreement with Summerhill Commercial Real Estate, LLC for the sale of the 525 Osborne Road NE property.

The City acquired the property at 525 Osborne Road on September 6, 2018 from the North Suburban Hospital District in lieu of cash as part of the District's dissolution. It has been the City's intent to sell the property for commercial development. The property is currently guided as commercial in the City's comprehensive plan and is zoned C-3, Office Commercial, on the official zoning map.

Staff sent an inquiry out to a number of commercial realtors seeking proposals for listing the 525 Osborne Road property. Summerhill Commercial was the only realtor to submit a proposal. Executive Assistant Jenny Gooden and I met with Peter Kordonowy, President and CEO, and Andy Richards, Senior Associate, about the property. We were impressed with the marketing plan for the site as well as their enthusiasm for listing the property. Both Peter and Andy felt there was a lot of potential for the site and that it was highly marketable, considering the City has civil plans for the site as well as a completed Phase 1 ESA. In addition, Peter and Andy are involved in the pending sale of the former Timberlodge property (8355 University Avenue NE) to a well-known local retailer. This is a property that has been vacant for over 6 years.

The listing agreement calls for a commission of 5% of the selling price (6% if an outside cooperative broker is involved in securing a buyer for the property). The agreement is for a 12 month term. There is no cost to the City if the property is not sold.

Staff recommends approval of the listing agreement with Summerhill Commercial Real Estate, LLC, subject to contract review and approval by the City Attorney.

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





**COMMERCIAL EXCLUSIVE  
LISTING AGREEMENT SALE**

This form approved by the Minnesota Association of REALTORS®, which disclaims any liability arising out of use or misuse of this form.

©2005 Minnesota Association of REALTORS®, Edina, MN  
Date: May 21, 2019

1. IN CONSIDERATION OF the Agreement of **SUMMERHILL COMMERCIAL REAL ESTATE, LLC** (hereinafter referred to as "BROKER") to undertake
2. to sell the property hereinafter described, **City of Spring Lake Park** (hereinafter referred to as "SELLER") grants to BROKER the exclusive
3. right to sell or contract to sell the property at **525 Osborne Road NE, Spring Lake Park, MN 55432** and legally described as PID 02-30-24-43-
4. 0127, Lot 1 Block 1 Spring Lake Park Commons (hereinafter referred to as the ("Property")) for the period from the date hereof through and
5. including May 31, 2020, for the sum of \$895,000 or at any other price, terms or exchange to which SELLER may consent, at SELLER'S sole
6. discretion. At expiration of said term, this Agreement, if not cancelled by SELLER with thirty (30) days written notice to BROKER prior to the
7. expiration of said term, shall then be deemed a month to month Agreement cancelable by either party with not less than thirty (30) days
8. advance written notice provided that in any event the cancellation shall be effective at the end of the calendar month in which the thirty
9. (30) day notice period ends. SELLER understands that BROKER may list other properties during the term of this Agreement which may
10. compete with SELLER'S PROPERTY for potential buyers.

**SELLER'S OBLIGATIONS**

11. It is agreed that Seller shall promptly furnish BROKER with complete information concerning any person who during the period of this
12. Agreement makes inquiry to SELLER regarding the sale, exchange or lease of the PROPERTY.
  
13. If the PROPERTY is sold, SELLER hereby agrees to furnish to buyer an Abstract of Title, a Registered Property Abstract or a Title Insurance
14. Commitment, certified to date, to include proper searches covering bankruptcies and state and federal judgments and liens, and to
15. execute or cause to be executed a deed conveying title to the PROPERTY to the buyer and any further documents as may be required
16. to consummate the sale in accordance with the terms above designated or with the terms to which SELLER may hereafter consent.
17. SELLER further agrees to promptly notify BROKER of any notices pertaining to the PROPERTY which are hereafter received during the term
18. of the Agreement.
  
19. It is further agreed that SELLER shall permit BROKER to erect a "For Sale" sign on the PROPERTY and to remove all other signs from the
20. PROPERTY during the period of this Agreement (subject to the Association and city requirements). It is further agreed
21. that SELLER shall permit BROKER to erect a "Sold" sign on the PROPERTY for a period of thirty (30) days following the sale or exchange of
22. the PROPERTY by BROKER. SELLER shall permit BROKER to place information on the Minnesota Commercial Property Exchange (MCPE)
23. and the Internet concerning the PROPERTY. Broker may notify the MCPE and member REALTORS® of the price and terms of the sale.

**24. NOTICE: THE COMPENSATION RATE FOR THE SALE, LEASE, RENTAL OR MANAGEMENT OF REAL PROPERTY SHALL BE DETERMINED BETWEEN  
25. EACH INDIVIDUAL BROKER AND ITS CLIENT.**

**26. COMPENSATION**

27. It is further agreed that SELLER shall pay BROKER a brokerage fee of five (5) percent (%) of the price for which the
28. PROPERTY is sold or exchanged, however, in the event an outside cooperating broker is involved in securing a buyer for the Property,
29. SELLER agrees to pay BROKER a brokerage fee of six (6) percent (%) (instead of five (5) percent (%) of the price for which
30. the PROPERTY is sold or exchanged; upon occurrence of any of the following conditions:
31. 1. The sale, contract for sale, exchange or conveyance of the PROPERTY during the period of the Agreement by BROKER or any
32. other person, including, but not limited to, SELLER, or any other agent or broker not a party to this Agreement, in accordance
33. with the price, terms or exchange as set forth herein or as otherwise consented to by SELLER.
34. If SELLER grants an option to purchase the PROPERTY, SELLER shall compensate BROKER, as provided herein, based on the price
35. paid for the option and for any extensions thereof. The compensation shall be paid upon receipt by SELLER of any such
36. payments. In the event such option is exercised, whether during the term of this Agreement, or within twenty four (24) months
37. thereafter, SELLER shall also compensate BROKER on the gross sales price of the PROPERTY in accordance with the provisions
38. herein.
39. Notwithstanding the foregoing, to the extent that all or part of the price paid for the option or any extension thereof is applied
40. to the sales price of the PROPERTY, then any compensation previously paid by owner to BROKER on account of such option
41. payments shall be credited against the compensation payable to BROKER on account of the exercise of the option.
42. 2. During the term of this Listing Agreement or within one hundred eighty (180) days (not to exceed 180 days, except for the
43. purchase or sale of a business in which case it cannot exceed two (2) years) after the expiration of this Listing Agreement: (i) the
44. PROPERTY is acquired by a public authority; (ii) an agreement to acquire the PROPERTY is reached with a public authority; or (iii)
45. a public authority institutes eminent domain/condemnation proceedings to acquire the PROPERTY.
46. 3. SELLER contributes or conveys the PROPERTY or any interest therein to a partnership, joint venture or other business entity
47. unrelated to SELLER during
48. the term of this Agreement in lieu of a sale of the PROPERTY during the term of this Agreement.
49. 4. SELLER is a partnership or other business entity, and an interest in the partnership or other business entity is transferred, whether by
50. merger, outright purchase or otherwise unrelated to SELLER in lieu of sale of the PROPERTY during the term of this Agreement.
51. 5. If within one hundred eighty (180) days (not to exceed one hundred eighty (180) days, except for the purchase or sale of a
52. business in which case it cannot exceed two (2) years) after the end of this Agreement, SELLER sells or agrees to sell the
53. PROPERTY to anyone who has made an affirmative showing of interest in the PROPERTY by responding to an advertisement or by
54. contacting the BROKER or salesperson involved or has been physically shown the PROPERTY by the BROKER or salesperson. It is
55. understood that BROKER shall not seek to enforce collection of a compensation under this subparagraph nine (9) unless the
56. name of the prospect is on a written list given to SELLER within 72 hours after the expiration of this Listing Agreement.

MNCI:ELAS-E (8/05)

LISTING AGREEMENT SALE

Address: 525 Osborne Road, Spring Lake Park, MN
Page 2

57. As security for BROKER'S compensation, SELLER hereby grants to BROKER a security interest in the proceeds from the sale of the
58. PROPERTY described herein and any title company or other closer who conducts the closing on the sale or lease of the PROPERTY
59. described herein is direct to disburse the BROKER's compensation provided hereunder to the BROKER at the time of closing.
60.
61.

SELLER'S REPRESENTATIONS

61. SELLER has full legal right to sell the Property.
62. SELLER certifies that as of the date of execution of this Agreement, SELLER has not received any notice of building, health or fire code
63. violations, nor notice of hazardous waste on the PROPERTY, nor notice of condemnation pertaining to the PROPERTY, except as herein
64. noted (if none, state "none"):
65.
66.

CERTIFICATION INDIVIDUAL TRANSFEROR

67.
68. Section 1445 of the Internal Revenue Code provides that a transferee (buyer) of a U.S. real property interest must be notified in writing,
69. and must withhold tax if the transferor (SELLER) is a foreign person and the sale price exceeds \$300,000. In the event transferor (SELLER) is
70. a foreign person and the sale price exceeds \$300,000, requirements of the 1980 Foreign Investment in Real Property Tax Act (FIRPTA) will
71. be fulfilled.
72. SELLER states and acknowledges the following:
73. I am a citizen of the United States or, if a corporation, partnership or other business entity, duly incorporated in the United States, or, if a
74. partnership or business entity, formed and governed by the laws of the Unites States [ ] Yes [ ] No
75. If "No," please state country of citizenship, incorporation or the like:
76. Under the penalties of perjury, I declare that I have examined this certification and, to the best of my knowledge and belief, it is true,
77. correct and complete.
78.

FORFEITURE OF EARNEST MONEY

79.
80. If a buyer of the PROPERTY defaults and as a result forfeits the earnest money, SELLER shall receive seventy (70) percent (%) and
81. BROKER shall receive thirty (30) percent (%) of the earnest money.
82.

COOPERATING BROKERS

83.
84. SELLER hereby permits BROKER to share part of BROKER'S compensation with other real estate brokers, including brokers only representing
85. the buyer.
86.
87.

CLOSING SERVICES

88. After a purchase agreement for the PROPERTY is signed, arrangements must be made to close the transaction, SELLER understands the
89. SELLER may arrange for a qualified closing agent or attorney to conduct the closing, or SELLER may ask BROKER to arrange for the
90. closing. SELLER understands that SELLER may be required to pay certain closing costs which may effectively reduce the proceeds from
91. the sale. SELLER has indicated his/her/its choice for closing services (initial one).

92. SELLER wishes to have BROKER arrange for closing services.

93. SELLER shall arrange for closing services.

MISCELLANEOUS

94.
95. 6. This Agreement is binding upon the heirs, successors and assigns of the parties.
96. 7. All of the representations and covenants of this Agreement shall survive and be enforceable after termination of this Agreement.
97. 8. In the event of any litigation instituted by SELLER or BROKER to enforce the provisions of this Agreement, the prevailing party shall
98. recover reasonable attorneys' fees, costs and expenses from the other party.
99. 9. This Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements
100. between the parties relative to the provisions herein. No amendment, modification or extension of this Agreement shall be valid or
101. binding unless made in writing and signed by both the SELLER and BROKER.
102. 10. This contract shall be governed by the laws of the State of Minnesota.

104. SELLER BROKER

105. DATE DATE



# SUMMERHILL

Commercial Real Estate, LLC

May 21, 2019

Daniel Buchholtz, MMC  
Administrator/Clerk/Treasurer  
**City of Spring Lake Park**  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN 55432

RE: Marketing Proposal  
525 Osborne Road Land Parcel  
Spring Lake Park, MN 55432  
Marketing Plan

**sent via e-mail to [dbuchholtz@slpmn.org](mailto:dbuchholtz@slpmn.org)**

Dear Dan,

Thank you for the opportunity to discuss marketing 525 Osborne Ave NE, Spring Lake Park, MN 55432. We would be very interested to work on this assignment, and we are excited about the prospect of marketing the property for sale. Following are the general terms and conditions of the Listing Agreement, Marketing Plan, as well as additional information about Peter and myself :

## **TEAM EXPERIENCE:**

### **Peter Kordonowy, Principal Broker:**

Peter has worked exclusively in the field of commercial real estate for 24 years. During this period of time, he has completed over 385 transactions representing 3.1M square feet of space and has been involved with the development, acquisition, or disposition of over 1.5M square feet of space. He has a solid background in brokerage, property management, construction management, development, and acquisition. Peter currently works in the areas of industrial, office, retail, land, and investment.

### **Andy Richards, Senior Associate:**

Andy has worked in the commercial real estate industry for 10 years. During his time, he has completed over 125 transactions representing Landlords, Sellers, Buyers, Tenants, and Investors (Private & Institutional). Andy has worked in all facets of commercial real estate property types including, industrial, office, retail, land and investment.

## **TERM:**

The initial term of the Listing Agreement is for approximately Twelve (12) months through May 31, 2020, then month to month after that.



# SUMMERHILL

Commercial Real Estate, LLC

## **AVAILABILITY:**

3 Acre parcel, zoned C-3, Office Commercial at 525 Osborne Ave NE, Spring Lake Park, MN 55432. Lot 1 Block 1 Spring Lake Commons.

## **COMMISSIONS:**

The commission structure for a property sale is the Seller will pay Broker a brokerage fee of five (5) percent (%) for which the property is sold, however, in the event an outside cooperating broker is involved in securing a buyer for the property, Seller agrees to pay Broker a brokerage fee of six (6) percent (%).

## **SALES PRICING:**

Based upon the current Minneapolis/St. Paul metro commercial land market, we have analyzed a number of comps for sale and sold in the last year looking for similarly zoned properties, in similar locations, and with similar projected development potential (see enclosed comps). We feel this particular site is a great compliment to the surrounding Mercy Hospital-Unity Campus and Allina Health Fridley Clinic. Our initial pricing recommendation is between approximately \$6.75/SF and \$7.00/SF, which comes out to a \$885,000 to \$915,000 sale price, but would be open to further discussions about the price, and we would certainly like to further research all factors relating to the site.

## **MARKETING COSTS:**

Summerhill will be responsible for listing the property for sale through the Commercial Exchange, † ten (10) national listing services including MNCAR, Northstar MLS, LoopNet Premium, CoStar, CoStar Showcase, CREXi, MNProspector, Commercial Source, GreaterMSP, ZoomProspector, and the Summerhill website, installing a customized and descriptive For Sale sign or signs, creating marketing pieces and other marketing materials, and sending a limited quantity of mailings to brokers, local prospects, and developers. Summerhill will help coordinate any proposed and recommended additional advertising.

## **MARKETING PLAN:**

- Visit site to take photographs and retrieve all existing site plans, aerials, and surveys.
- Prepare marketing piece by May 31, 2019.
- List property with the commercial exchange the day the property listing agreement is signed( assume May 31, 2019 or sooner).
- Highlight and list property on [www.summerhillcommercial.com](http://www.summerhillcommercial.com) by May 31, 2019.
- List property with ten (10) national internet exchanges by May 31, 2019.
- Post property on Craigslist by May 31, 2019.
- Install updated mutually agreed to For Sale signage by June 7, 2019.
- Broadcast e-mail marketing information on property to brokerage community by June 7, 2019 (approximately 1,000 brokers). Ongoing every 4-6 weeks thereafter.
- Contact existing list of prospects for the site.
- Follow up call on all mailings and e-mail campaigns.



# SUMMERHILL

Commercial Real Estate, LLC

- Cold call prospects for the site.
- Use company and personal networks and company database to introduce prospective clients to site.

Thank you for this opportunity. Andy and I would very much look forward to working on this project. I am available to meet and further discuss any details of the Marketing Plan. Should you have any questions in regard to any of the content of this proposal or other documentation, please give myself a call at 952.475.5135 or Andy a call at 952.345.1111.

Sincerely,

**Summerhill Commercial Real Estate, LLC**

Peter A. Kordonowy – CCIM  
President/Broker

Andy Richards  
Senior Associate



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**NORTH METRO TV**

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**TO:** OPERATIONS COMMITTEE  
**FROM:** HEIDI ARNSON/MIKE BRADLEY  
**SUBJECT:** CENTURYLINK SETTLEMENT AGREEMENT STAFF MEMO  
**DATE:** 5/17/2019

---

CenturyLink has announced its intent to exit the cable business. For over a year now, it has stopped actively selling, marketing, and investing in its cable service product. While a CenturyLink customer can technically still order Prism-TV, it will happen only if the customer specifically requests Prism-TV and agrees to pay an undiscounted rack rate for the service. There has been a significant decrease in the number of cable subscribers over this time.

The North Metro Telecommunications Commission (NMTC) was the first to notify CenturyLink that it was in violation of their franchise by making no attempt to serve additional subscribers. Since it was CenturyLink's intent to eventually stop providing cable service all together, it made sense to work with CenturyLink on an orderly transition and franchise termination plan rather than engaging in a franchise compliance process. We then entered into settlement discussions with CenturyLink.

Here are the highlights of the agreement:

- \* CenturyLink agrees that its cable franchise will terminate upon the expiration of the initial term of the franchise.
- \* CenturyLink may terminate the franchise earlier upon 90 days notice to the franchising authority.
- \* CenturyLink will remove any facilities that are used exclusively for cable service and pay for any damage to the rights-of-way due to these facilities. [Note: We don't believe there are any facilities used exclusively for cable service. CenturyLink remains subject to applicable permits, local code, and state statutes and rules for its communications system.]
- \* CenturyLink will provide notice to its subscribers with information on how to replace their cable service. CenturyLink will also pay for the return of any equipment that they require to be returned or provide instructions for disposal of the equipment.

\* CenturyLink waives all cable franchise renewal rights.

We think this agreement benefits the Member Cities and NMTC for the following reasons:

\* It avoids an expensive compliance process that ultimately would likely provide little benefit to subscribers in the short or long term.

\* It clarifies that the CenturyLink franchises will terminate upon expiration of their initial term. This allows the NMTC to avoid expending money on a cable franchise renewal process with CenturyLink or going through a compliance process related to whether CenturyLink would be allowed to hold over and continue service in each franchising jurisdiction without a cable franchise.

\* It minimizes impacts on CenturyLink's cable subscribers by giving subscribers notice, options to replace the service, and paying for the costs of returning equipment.

The NMTC approved the settlement agreement at their May 15, 2019 meeting and also recommend that the Member Cities approve the agreement.



## SETTLEMENT AGREEMENT

This Settlement Agreement (the "Agreement") is entered into on this \_\_\_\_ day of \_\_\_\_\_ 2019 by and between the North Metro Telecommunications Commission ("NMTC"), a Joint Powers Commission comprised of the municipalities of Blaine, Centerville, Circle Pines, Ham Lake, Lexington, Lino Lakes and Spring Lake Park, Minnesota (the "Member Cities"), each of the Member Cities and Qwest Broadband Services, Inc. d/b/a CenturyLink (hereinafter "CenturyLink"). The NMTC, Member Cities and CenturyLink shall sometimes be referred to herein individually as a "Party" and collectively as the "Parties."

### **I. RECITALS**

A. The NMTC, among other things, negotiates and administers cable franchises on behalf of the Member Cities.

B. The Member Cities each, through the NMTC, and CenturyLink negotiated and entered into a cable franchise agreement with Qwest Broadband Services, Inc. ("QBSI") DBA CenturyLink (collectively the "Franchise").

C. The NMTC has asserted that CenturyLink may be in violation of the Franchise for: (i) allegedly no longer aspiring to complete a reasonable build-out of its cable system within five years; (ii) allegedly no longer competing for cable service customers and not even trying to have market-based success; and (iii) allegedly not expending any effort to deploy its system in a shorter time period than allegedly required (collectively "Alleged Franchise Violations").

D. CenturyLink disputes the Alleged Franchise Violations, and specifically claims that it remains in compliance with the Franchise, including the market-based success language in the franchise; any build requirement set forth in the Franchise; and providing service as required in the Franchise.

E. Each cable franchise agreement between each Member City and CenturyLink has a term of five years and expires in December 2020/January 2021 per the cable franchise agreement (the "Initial Term").

F. It is the intent of the Parties to establish a process whereby the Member Cities and the NMTC will not pursue the Alleged Franchise Violations in exchange for the promises contained herein.

**NOW, THEREFORE**, in consideration of the terms, conditions, covenants, considerations, mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, and intending to be legally bound, the Parties agree as follows:

## II. AGREEMENT

1. **Effective Date.** This Agreement shall be effective on the date first written above (the "Effective Date").
2. **Franchise Term.** The Parties agree that the Franchise shall terminate and CenturyLink shall cease providing cable service in each Member City at the expiration of the Initial Term; provided however that CenturyLink may elect to terminate the Franchise at an earlier date upon 90 days' notice to each Member City. Upon any termination or expiration of the Franchise, CenturyLink shall cease providing cable service in the City.
3. **Removal of Facilities at Expiration of Franchise.** Pursuant to Section 3.7 of the Franchise, CenturyLink shall remove any facilities that are used exclusively to provide Cable Service. The City shall not require CenturyLink to remove any facilities that are used in another of CenturyLink's, or its affiliates, networks, including facilities used to provide broadband Internet access services or voice communications services. Any damage to the rights-of-way related to facilities used exclusively to provide Cable Service (if any) in any Member City shall promptly be repaired at CenturyLink's cost. In the event CenturyLink fails to make such repairs, each Member City may make the necessary repairs and CenturyLink shall pay for such repairs within thirty (30) days of receipt of the invoice.
4. **Cable Subscriber Transition.** CenturyLink shall provide at least 60 days written notice to its Cable Service subscribers of its intent to terminate its Cable Service product in each Member City and provide information on options available to its subscribers to replace the service. CenturyLink shall provide all of its Cable Subscribers with instructions on how to return or otherwise dispose of all CenturyLink on premises equipment (e.g., Set Top Boxes and remote controls). If CenturyLink requires the return of the on premises equipment, CenturyLink will provide its cable subscribers with a prepaid return shipping label and will not charge subscribers for the return of such equipment returned within 30 days of the disconnection date.
5. **Franchise Renewal.** CenturyLink hereby waives any and all franchise renewal rights under federal and state law. CenturyLink agrees not to seek any renewal or extension of the Franchise past the Initial Term. The NMTC and the Member Cities agree to refrain from further pursuing any claims against CenturyLink for the Alleged Franchise Violations.
6. **Other Franchise Terms Remain Unchanged.** Other than as set forth in this Agreement the Franchise remains unchanged. The Parties acknowledge a franchise fee review being conducted by the NMTC, which is not resolved by this Agreement.
7. **No Admission.** Except as expressly stated herein, it is understood and agreed that agreements made by the Parties in this Agreement are not to be construed as an admission of a contract right or liability on the part of either Party, and such agreements are a compromise and settlement of the Alleged Franchise Violations and CenturyLink's ability to seek a formal or informal renewal or extension of the Franchise.
8. **Right to Make Agreement.** The Parties represent, warrant and covenant that they have the right and authority to enter into and make this Agreement and those executing this

Agreement have all necessary authority to execute this Agreement and bind the respective Parties.

9. **Default.** In the event of breach of this Agreement, the non-defaulting party may seek judicial relief from a court of competent jurisdiction. The prevailing party shall be entitled to all of its costs and expenses including reasonable attorneys' fees.

10. **No Transfer.** Each Party represents, warrants and covenants that it has the sole right and authority to execute this Agreement, and that it has not previously assigned or transferred, or purported to have assigned or transferred, to any corporation, entity or person, any cause of action, judgment, lien, indebtedness, damage, obligation, loss, claim, liability, or right included in this Agreement.

11. **Consultation With Attorneys And Advisors.** The Parties expressly acknowledge that they have consulted, or have had the opportunity to consult, with whatever consultants, attorneys or other advisors each deems is appropriate in connection with the effect of this Agreement, and each Party assumes the risk arising from not seeking further additional consultation with such advisors. This Agreement has been, and shall be construed to have been, drafted by all of the Parties, so that the rule of construing the ambiguities against the drafter shall have no force or effect.

12. **Governing Law.** The validity, construction, interpretation and administration of this Agreement shall be governed by the internal laws of the State of Minnesota, without regard to the principles of conflict of laws. Any action arising out of, or relating to, this Agreement shall be filed in a court of competent jurisdiction in Minnesota. Each Party hereby consents to the jurisdiction of such courts for the purposes described in this Section.

13. **Integration Clause.** The Parties and/or their attorneys have engaged in settlement negotiations resulting in the execution of this Agreement. All of those settlement negotiations have been completed and are merged into this Agreement, which states as a final, complete, express, written and unambiguous integration exactly what the Parties have agreed. With respect to its subject matter, including without limitation all matters incorporated herein by reference, this Agreement is a complete integration and final expression of the Parties rights and duties. This Agreement is intended to be enforceable according to its written terms. There are no promises, oral agreements, representations, understandings or expectations of the Parties to the contrary.

14. **Modification.** Any alteration, modification or amendment to this Agreement shall be void unless in writing, signed by both Parties.

15. **Severance.** If, after the Effective Date of this Agreement, any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, such provision will be fully severable and the remainder of the Agreement will remain enforceable and not affected thereby.

16. **Persons Bound.** Except as otherwise stated herein, the terms of this Agreement shall extend to, and are binding upon, the Parties and each of their respective heirs, beneficiaries, representatives, partners, members, officers, directors, shareholders, employees, agents, and authorized successors and assigns.

17. **Assignment.** Neither this Agreement nor any rights, interests or obligations hereunder shall be assigned or transferred by any Party without the prior written consent of the other Party hereto. Any such assignment or transfer made without prior written consent of each Party hereto shall be null and void.

18. **Headings.** All headings herein are provided for convenience of reference only and do not affect the meaning or interpretation of this Agreement.


19. **Execution in Multiple Counterparts.** This Settlement Agreement and all documents to be executed hereunder may be executed in multiple counterparts, each of which may be treated as an original document.

20. **Copies.** Both facsimile and PDF copies of the executed Agreement may be treated as original documents.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names on the date of this Agreement.

**QWEST BROADBAND SERVICES, INC.**


**CITY OF CENTERVILLE, MINNESOTA**

  
By: Terry Somers  
Its: VP Regulatory  
Date: 5/13/19

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**NORTH METRO TELECOMMUNICATIONS COMMISSION**

**CITY OF CIRCLE PINES, MINNESOTA**

  
Title: Chair  
Date: 5/15/19

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CITY OF BLAINE, MINNESOTA**

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CITY OF HAM LAKE, MINNESOTA**

Title: \_\_\_\_\_

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

**CITY OF LEXINGTON, MINNESOTA**

Title: \_\_\_\_\_

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

**CITY OF LINO LAKES, MINNESOTA**

Title: \_\_\_\_\_

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

**CITY OF SPRING LAKE PARK,  
MINNESOTA**

Title: \_\_\_\_\_

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





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 6.3.19 Meeting**  
File No.: R-18GEN

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

**MS4 Permit (193802936).**

Annual Training was completed in December. *Annual Report and Public Meeting will be on June 17, 2019.*

**Local Surface Water Management Plan (LSWMP) (193803949).**

Rice Creek Watershed has approved and Coon Creek Watershed conditionally approved. Council adopted on 4-15-19. *Currently working with the Administrator on Ordinance revisions.*

**2018 Sanitary Sewer Lining Project (193804547).**

Project included lining in the northeast area of the city. Service wye grouting has been completed. The remaining tasks include final contractor payment and project close-out (*waiting on information from contractor*). Terry Randall is monitoring the work.

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

This project includes sewer lining in the area near TH65 and Osborne Rd. *Plans and specs are being prepared. Bids will be received on June 19<sup>th</sup> for council consideration in July.*

**2019 Street Seal Coat and Crack Fill Project (193804625).**

This project includes streets in the area north of 81st Avenue between Monroe and Able. *Construction Contracts have been signed. Construction will occur later this summer.*

**Wells 4 and 5 (193804554):** Contractor is Keys Well Drilling. *Both Well 4 and Well 5 are now operating. Final punch-list items are being completed. Final contractor payment is ready for approval.*

**Arthur Street (Well 5) Water Treatment Plant Evaluation (193801776 Task 300):** A list of identified issues has been reviewed by the Administrator and Public Works Director. Filter media has been replaced. *A comprehensive plant maintenance project to repair damage from a chlorine leak and to complete ongoing maintenance is being considered.*

**Bituminous Trail (on Osborne Rd. from TH 65 to Central Avenue)(193804584):** Contract was awarded on May 6<sup>th</sup>. *Terry has walked the site with the Contractor. Construction will occur after the 4<sup>th</sup> of July.*

**Garfield Pond Improvements Project (193804750):** This project is located along 81st Avenue on the south side of the intersection of 81<sup>st</sup> and Arthur. The Rice Creek Watershed District (RCWD) has approved a grant application for partial project funding. A neighborhood open house was held on April 29<sup>th</sup>. *Currently working on topographic survey and further communication with the neighbors.*

...

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.





# **CORRESPONDENCE**





# MNSPECT

HELPING YOU COMPLY WITH THE CODE

235 First Street West • Waconia, MN 55387-1302

## HAPPY ANNIVERSARY

City of Silver Lake (25 years) City of Hampton (9 years)  
Waterford Township (5 years) Jim Grampre (2 years)

Stay connected with the  
**MNSPECT MINUTE**

April 2019

### Spring has Sprung!

With the cold, snowy weather finally leaving, owners start coming out of hibernation and are ready to get started on all of the home improvement and repair projects that they have been thinking about all winter. The big question is: which of those projects will require a building, plumbing, mechanical, or electrical permit? The answer lies in MN Rules, Chapter 1300, the administrative section of the Minnesota State Building Code.

Section 1300.0120, Subpart 1 states: "An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment, the installation of which is regulated by the code; or cause any such work to be done, shall first make application to the building official and obtain the required permit." The key words are "the installation of which is regulated by the code." If the building code (including plumbing, mechanical, electrical, or any other related codes), cites requirements for any part of the project, a permit is required.

An all-inclusive list of projects is impossible to come up with (we have tried – see our handout: <https://mnspect.com/work-requiring-permit/>). It is amazing how creative people can get with house improvements! One way of looking at it is by listing specific work that would require a permit (again, NOT inclusive of all work requiring a permit):

• Framing	• Poured wall	• Insulation	• Footings	• Plumbing
• Gas lines	• Re-windows	• Re-sides	• Re-roofs	• Exterior door replacement
• Replacement of mechanical appliances	• Most anything electrical (you can change light bulbs, though)			

### Another way, would be to list what is exempt from needing a permit:

• One-story detached accessory structures not exceeding 200 square feet (floor area) used as tool/storage sheds, and similar uses	• Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons AND the ratio of height to diameter or width does not exceed 2 to 1 (who would have thought water towers would need a building permit!)
• Fences not over seven feet high	• Retaining walls not over four feet from bottom of footing to top of wall
• Oil derricks (good to know!)	• Temporary motion picture, tv, and theater stage steps and scenery
• Painting, papering, tiling, carpeting, cabinets, countertops, and similar finishes	• Prefabricated swimming pools installed entirely above ground (there are more rules with this, but it is best just to call us and ask)
• Sidewalks and driveways that are not part of an accessible route	• Decks and platforms not more than 30 inches above adjacent grade and not attached to a structure with frost footings AND which is not part of an accessible route
• Swings and other playground equipment	
• Movable cases, counters, and partitions not over 5'9" in height	• Window awnings supported by an exterior wall that do not project more than 54" from the exterior wall and do not require additional support.



**INSPECTOR SPOTLIGHT** Welcome, Bob Proulx! Bob resides in Stacy and will help cover our northern area (but, don't be surprised if he shows up in any of our municipalities). Bob has 30 years in the residential and commercial construction field and two years in building code enforcement. His hobbies include radio control model airplanes, cooking, and gardening. Bob is married with an adult son and daughter. For Bob, the most fulfilling part of being an inspector is working with a homeowner who is genuinely appreciative of the fact that we (inspectors) are here to help keep them and their families safe. The weirdest thing he has witnessed as an inspector: watching over 20 woodpeckers attack a house's siding.

Stay connected! [FACEBOOK](#) or Twitter:  
MNSPECT, LLC

Questions about a future project? Call us at 952-442-7520 or  
e-mail us at [info@mnspect.com](mailto:info@mnspect.com).

**YOUR  
CODE  
PROS**

#### Administrative Personnel:

Scott Qualle, Designated Building Official – Ty Turnquist, Operations Director, Senior Commercial Plans Examiner  
Tracy Montgomery, Office Manager

#### Inspection Personnel:

Jeff Munsterteiger – Nick Qualle – Dale Engelmann – Lenny Rutledge – Karl Horning – Bob Proulx  
Derek Qualle – Tracy Reimann – Brandon Holmes – Jim Grampre – Miles Johnson – Michael Juzwa

#### Office Support Personnel:

Wendy Morrissey – Christy James – Sheila Panning – Carolyn Liestman – Genevieve Munsterteiger



## Partnerships matter for regional success



**Nora Slawik**  
FROM THE CHAIR

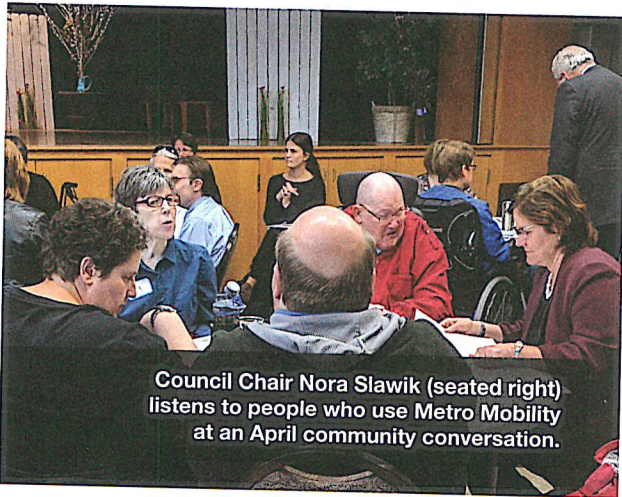
Since becoming Council chair in January, I've been reaching out to local elected officials, community leaders, and business people. I'm forming new relationships with those I haven't met and strengthening the bonds I've built with others I've worked with over the years.

It's a chance to share in the dreams of the people who live across our region. In recent weeks, I've enjoyed a tour of the coming Gold Line in the east metro. I've heard from Carver County commissioners about their efforts to make Highway 212 safer to travel in the southwest metro. Seeing Highway 212 with local officials as they discussed the needed improvements was eye opening.

It was also a reminder of the value of traveling across the region to hear directly from those impacted by projects and issues. Thank you to everyone who took part in those discussions. I'm looking forward to the many events planned in the coming weeks.

One of the most important discussions I've had was with Metro Mobility users in Bloomington. In mid-April, we hosted a conversation with a packed room of people with disabilities, many of whom are unable to use regular-route transit. I heard many personal stories about how they rely on Metro Mobility to get to work, school, doctor appointments, and shopping.

This essential service we provide for the region is a lifeline for thousands of people. While riders weren't shy about telling us where we can improve, they also expressed their appreciation and support for the program.



Council Chair Nora Slawik (seated right) listens to people who use Metro Mobility at an April community conversation.

I can honestly say that our Council staff is one of the most hardworking, talented group of individuals I've ever encountered. And they know, as do Council policymakers, that they cannot carry out our mission without local input and partnerships. It's why we're here: because by working together we foster economic prosperity, livability and sustainability in our region.

## Construction begins on Green Line extension

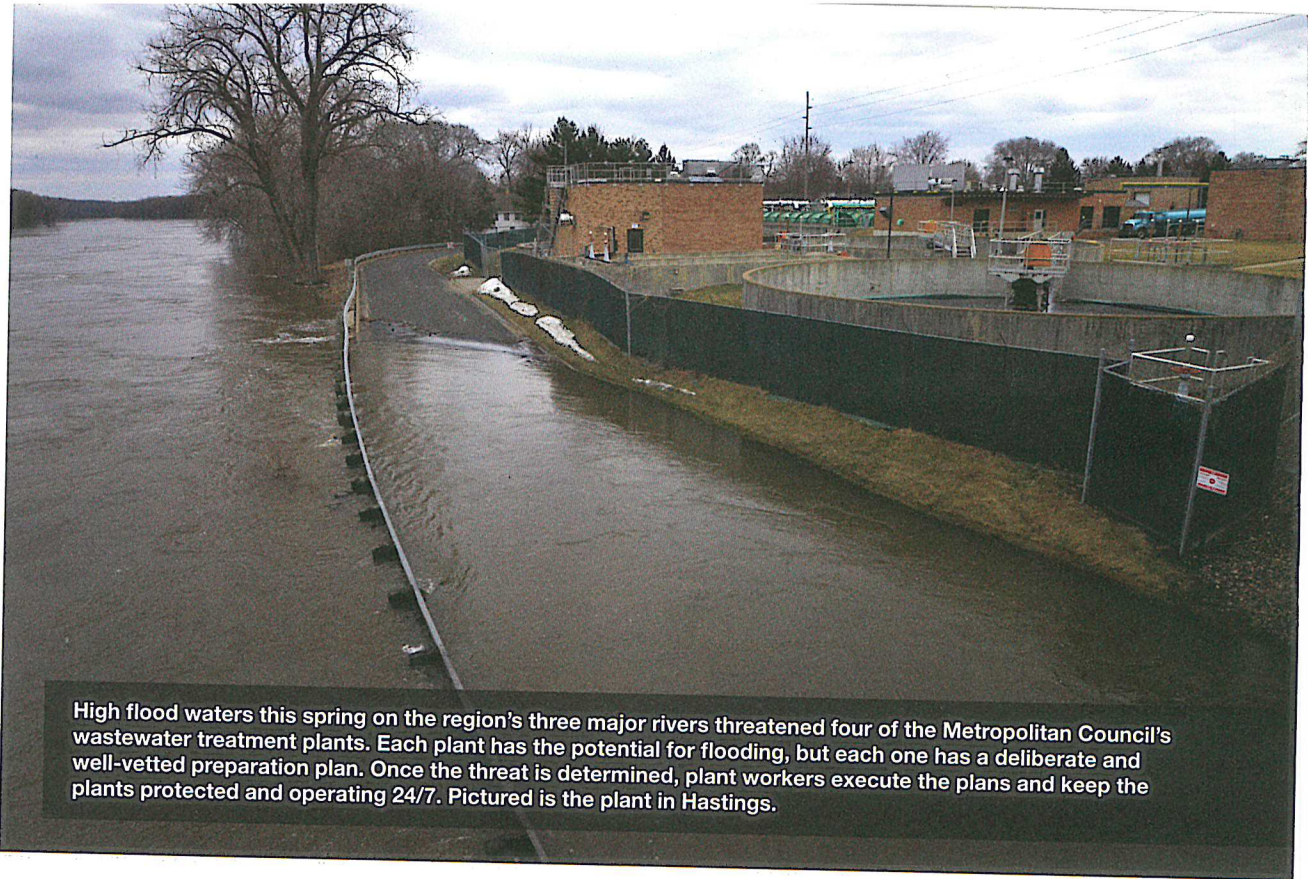
Construction activities are scheduled to begin throughout the Green Line Extension (Southwest LRT) corridor in May, and will bring significant changes for residents and trail users.

Sign up for weekly construction updates at [www.swlrt.org](http://www.swlrt.org). You can also contact your Community Outreach Coordinator with questions and concerns:

- James Mockovciak, for Minnetonka and Eden Prairie, [James.Mockovciak@metrotransit.org](mailto:James.Mockovciak@metrotransit.org)
- Nkongo Cigolo, for Hopkins, St. Louis Park and Edina, [Nkongo.Cigolo@metrotransit.org](mailto:Nkongo.Cigolo@metrotransit.org)
- David Davies, for Minneapolis, [David.Davies@metrotransit.org](mailto:David.Davies@metrotransit.org)

The 14.5-mile route will travel between downtown Minneapolis and Eden Prairie, and will have 16 new stations with connections to streets and trails. An estimated 7,500 construction workers will be needed to build the line, with an estimated \$350 million construction payroll.

The Council expects to begin service on the line in 2023.



High flood waters this spring on the region's three major rivers threatened four of the Metropolitan Council's wastewater treatment plants. Each plant has the potential for flooding, but each one has a deliberate and well-vetted preparation plan. Once the threat is determined, plant workers execute the plans and keep the plants protected and operating 24/7. Pictured is the plant in Hastings.

## Council hosts workshops for wastewater customers

Metropolitan Council Environmental Services will host two workshops for local government customers in May and June.

In addition to sharing preliminary 2020 rate information, staff with expertise in areas including the capital program, water quality assessment and more will be available to talk with local elected officials and staff.

"These annual workshops are part of our commitment to a high level of customer service," explained Council Chair Nora Slawik. "Our goal is to be transparent in our rate-setting, give our customers time to budget for 2020,

and share information about the regional wastewater utility."

"As a former local official, I appreciate how the Council engages customer cities and townships in the rate-setting process," said Council Member Peter Lindstrom. "It is critical that the Council listen to our wastewater customers and understand their issues and concerns. I encourage local officials to attend one of these events."

In early May, prior to the meetings, each city or township will receive a customized preliminary municipal wastewater charge calculation for 2020. This will include information on flow originating in and leaving

a community, how the Council computes the flow attributable to each community, and a community map showing Environmental Services assets.

### Workshop details:

- Thursday, May 23, 9:00-10:30 a.m., Minnetonka Community Center, Banquet Room, 14600 Minnetonka Blvd., Minnetonka
- Thursday, June 6, 1:30-3:00 p.m., League of Minnesota Cities Building, St. Croix Room, 145 University Ave. W., Saint Paul

RSVP to [sara.running@metc.state.mn.us](mailto:sara.running@metc.state.mn.us) or call 651-602-1531.

## D Line: Centering equity, improving lives

The president of Abbott Northwestern Hospital, Ann Madden Rice, joined elected officials and community leaders on April 3 to highlight the importance of D Line bus rapid transit (BRT) to businesses and employees, hospital patients and visitors, residents and more.

"Transportation is foundational to access health care, and this D Line is another important step forward in serving the needs of our patients and the residents of our neighborhood," Madden Rice said. "[And] it will provide more of our employees a reliable option to get to and from work."

Governor Walz's bonding proposal includes the remaining \$20 million for the D Line project, which would bring

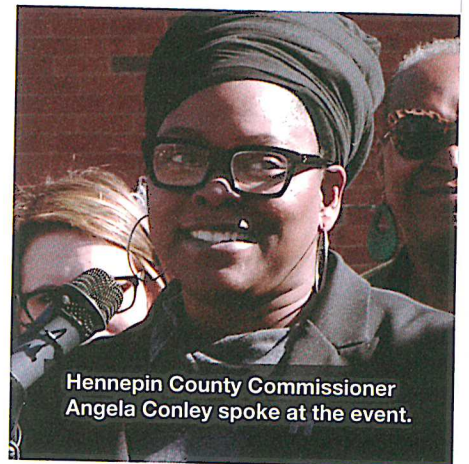
BRT to the Route 5 corridor, traveling 18 miles from Brooklyn Center, through Minneapolis and Richfield, to Bloomington.

The current bus route is the region's single busiest bus route, carrying about 16,000 customers each weekday. The D Line would offer a 20% faster ride, with more reliability, allowing it to serve thousands more each day. Construction could begin in 2020 if full funding is secured.

"This is a route that goes through two of the poorest neighborhoods in Minneapolis, in both north and south Minneapolis, and it's a main connector to downtown," said Hennepin County Commissioner Angela Conley.

"We have an opportunity to bring

something called mobility justice into neighborhoods who often don't have the same access to transportation that other folks do," she said.



Hennepin County Commissioner Angela Conley spoke at the event.

## Supporting tenants and landlords for success

Mike Pikovsky takes a lot of pride in the homes he owns as rental properties, making sure they are well kept and utilities are in good shape.

Among his tenants are families who rely on federal rent assistance in the form of Housing Choice (Section 8) vouchers for a place to live and call home.

"I respect my tenants and I want my efforts and properties to be respected in return," said Mike. That's why he's so pleased with his recent experience with Marjorie, who needs the federal housing assistance to help make ends meet.

Marjorie is disabled and lives with and takes care of five grandchildren.

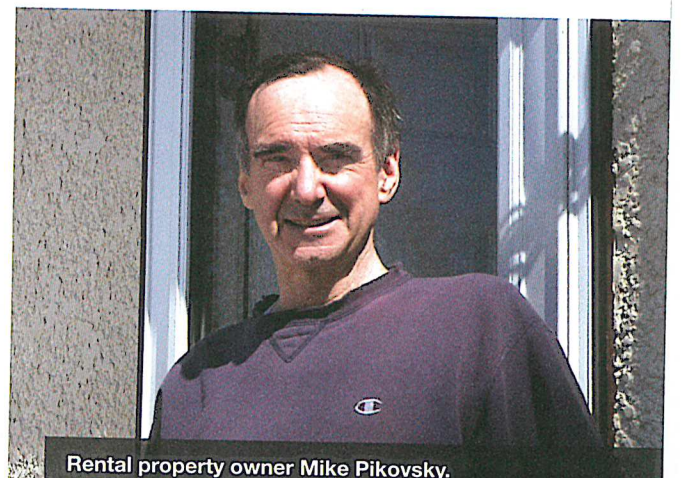
"I'm just very grateful for the program, but also for Mike," said Marjorie. "I can't say enough about him. He's a wonderful landlord and person. He takes care of things and is so understanding.

"She writes me notes a lot," said Mike, who says Marjorie is "appreciative and considerate."

Mike will admit that not all his rental experiences have gone smoothly. He says it helps to have a direct link with the agency that issued Marjorie's voucher; namely, Abdiaziz Ibrahim at the Metropolitan Council's Metro HRA.

"He's the guy I call when I have issues or concerns about the program," said Mike. "I call him directly and he calls me back. I don't get stuck in some automated voice messaging system. We communicate directly."

Metro HRA hired Ibrahim in 2017 as an outreach coordinator and ombudsman to help "bridge the divide" between families and property owners. It's his job to help people navigate the rental process and teach renters the skills needed to be successful long-term tenants.



Rental property owner Mike Pikovsky.

### CONNECT WITH US

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390 N. Robert St. | St. Paul, MN 55101  
 General Offices: 651-602-1000 | (651-291-0904 TTY)

Editor: Jeanne Landkammer  
 Regional Administrator: Meredith Vadis

Members: Judy Johnson (District 1); Reva Chamblis (2); Christopher Ferguson (3); Deb Barber (4); Molly Cummings (5); Lynnea Atlas-Ingebretson (6); Robert Lilligren (7); Abdurahman Muse (8); Raymond Zeran (9); Peter Lindstrom (10); Susan Vento (11); Francisco J. Gonzalez (12); Chai Lee (13); Kris Fredson (14); Phillip Sterner (15); Wendy Wulff (16).

**Council's small business program helps deliver Final Four.** For the year leading up to the NCAA men's basketball tournament Final Four in Minneapolis, Met Council staff were connecting the local organizing committee with small businesses owned by women, people of color, veterans, and people with disabilities. The result was that these firms had a significant amount of work for the tournament. For the Final Four Legacy Project – and upgrade to North Commons Park Community Center in north Minneapolis – 57% of the work was done by these businesses.

**High-frequency transit attracting more development.** Interest in building along high-frequency transit routes is shaping regional development trends, and will continue to do so, according to a report by Metro Transit's Oriented Development Office. The report found that around one-third of the region's residential multifamily development between 2009 and 2017 happened within a half-mile of current and planned light rail and bus rapid transit stations. That's roughly 15,000 new housing units.

**Wastewater plants recognized for outstanding permit compliance.** In March, the Minnesota Pollution Control Agency (MPCA) recognized seven of eight Metropolitan Council wastewater treatment plants for outstanding compliance with environmental permits. Requirements for the recognition include correctness and timeliness of reporting; demonstrated consistent compliance through monitoring, operations, and maintenance; and staff certified by the MPCA in wastewater operations.

## NEWS BRIEFS

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# METRO UPDATE

PRINT DIGEST OF ONLINE NEWS

MAY - JUNE 2019

## Steady growth confirms Council forecasts

About two-thirds of the region's estimated population growth came from "natural increase" (more births than deaths). The remainder of the increase came primarily from international migration (more people moving into the region from outside the U.S. than moving out). Considering our region in a national context, the broader 16-county MSA has experienced the 16th-fastest growth rate (+8.4%) among the country's 25 most populous metro areas. This is slower than peer regions like Denver, Seattle and Portland.

The U.S. Census Bureau in April released population estimates for each county and metropolitan statistical area (MSA) in the country as of July 1, 2018. The data show the estimated population of the 7-county Twin Cities region totaled approximately 3,099,000. The Metropolitan Council forecast for 2020 anticipates continued steady population growth of more than 1% per year. The Census data confirm that forecast. Population in the metro area increased by about 249,000 since April 1, 2010, a gain of 8.8%. The region is currently home to about 55% of the state's population and accounted for 81% of the state's net population growth since 2010. Among the counties in the Twin Cities region, Hennepin County had the largest numerical population increase (+107,000), while Carver and Scott Counties had the highest cumulative growth rates (+13.7% and +13.4%).

The Census Bureau's county population estimates serve as a consistency check for the Metropolitan Council's own population estimates for cities and townships in the seven-county area. These estimates (for April 1, 2018) will be prepared and delivered to cities in May 2019, then certified and released publicly by July 15.

Visit [www.metrocountil.org](http://www.metrocountil.org) for more census, forecast and estimates data.

**Partnerships are critical for regional success**  
 Chair Nora Slawik shares highlights from her first months in office.

**Workshops set for municipal wastewater customers**  
 Local governments will receive preliminary 2020 rates in May.

**D Line bus rapid transit – centering equity, improving lives**  
 Higher level of service proposed for region's busiest bus corridor.



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 CITY OF SPRING LAKE PARK  
 PLANNING COMMISSION CHAIR  
 1301 81ST AVE NE  
 SPRING LAKE PARK MN 55432-2188



## METRO MOBILITY AN ESSENTIAL SERVICE

We all value independence and mobility.

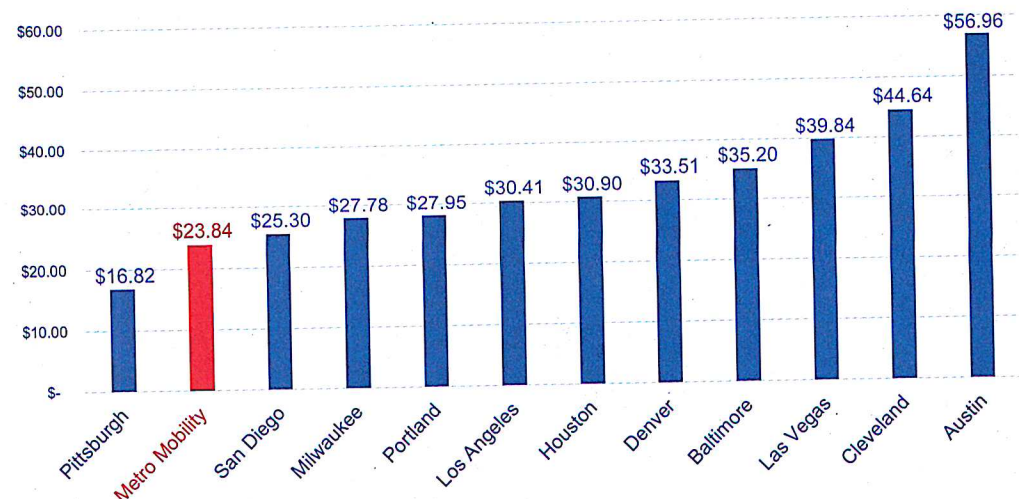
### Metro Mobility is:

- A shared-ride public transportation service for certified riders who can't use regular transit because of a disability or health condition.
- An on-demand service.
- A lifeline, helping people get to jobs, medical appointments and social events.
- In demand, growing 5% to 8% annually over the last 5 years.
- Mandated under the American with Disabilities Act.
- A civil right for all eligible riders.
- Operated by the Metropolitan Council through contracts with private providers.

Visit [www.metrocouncil.org](http://www.metrocouncil.org) to learn more.

## Peer Program Comparison

Subsidy Per Passenger Trip



While Metro Mobility service is expensive to provide, we operate at a lower cost than almost all our peer regions in the U.S.

May 16, 2019

Daniel Buchholtz, City Administrator  
City of Spring Lake Park  
1301 81st Ave NE  
Spring Lake Park, MN 55432-2188

Dear Mr. Buchholtz:

The Metropolitan Council has prepared preliminary population and household estimates for your community as of April 1, 2018. This is an annual process governed by Minnesota Statutes 473.24. Please note that these estimates are different from the Council's local forecasts that your community has reviewed before. Forecasts look ahead to the coming decades; the annual estimates communicated below look back in time to the previous year.

### *2018 Annual Population Estimate*

**The Metropolitan Council estimates that the City of Spring Lake Park had 6,410 people and 2,698 households as of April 1, 2018. Household size averaged 2.37 persons per household.**

### **How was this estimate calculated?**

We estimate households and population with a housing-stock-based method, which involves three questions:

1. *How many housing units did your community have?*
2. *How many households occupied these housing units?*
3. *How many people lived in these occupied housing units?*

This letter includes an overview of our estimation method along with a report showing the data inputs and calculations used to develop the preliminary estimates. For more information, visit <https://www.metrocouncil.org/populationestimates>, or contact me at 651-602-1513.

### **Can this estimate be compared to last year's estimate?**

Each year, we update our data and refine our methods, so preliminary estimates from different years are not directly comparable. We don't recommend taking the difference between the 2017 and 2018 estimates to calculate growth between 2017 and 2018. Instead, we recommend examining growth since the 2010 Census.

### **How can my community provide feedback on this estimate?**

We welcome discussion of the preliminary estimates and invite you to review and comment on them. Please send any written comments or questions to Matt Schroeder, Metropolitan Council Research, 390 Robert Street North, Saint Paul, MN 55101; or by e-mail to [Matt.Schroeder@metc.state.mn.us](mailto:Matt.Schroeder@metc.state.mn.us). *Under Minnesota Statutes 473.24, we must receive your comments, questions, or specific objections, in writing, by June 24, 2019.*

### **What happens after my community provides feedback?**

The Council will certify final estimates by July 15, 2019 for state government use in allocating certain funds.

I have also enclosed a flyer about the Census Bureau's New Construction Program. Please consider participating in this effort, as it will ensure a complete 2020 Census count and improve the accuracy of future years' estimates.

Sincerely,



Matt Schroeder  
Principal Researcher





# Spring Lake Park city, Anoka County

## 2018 Annual Population Estimate

Published May 16, 2019 (preliminary; distributed for local government review)



	Housing units	Occupancy rate	Households	Persons per household	Population in households	Population in group quarters	Total population
2018 Estimate	2,702	96.97%	2,620	2.368	6,204	16	6,220
2010 Census	2,715	95.65%	2,597	2.394	6,216	18	6,234

The Metropolitan Council estimates population using the housing stock method, which answers three main questions for each community as of April 1, 2018.

### First, how many housing units did the community have?

- We start with housing units measured by the 2010 Census, then add units built between 2010 and 2017, based on permits reported to us by communities. Permit data is available on our website ([https://stats.metc.state.mn.us/data\\_download/DD\\_start.aspx](https://stats.metc.state.mn.us/data_download/DD_start.aspx)).
  - We assume that 95% of single-family detached units and 90% of townhome/duplex/triplex/quadplex units permitted in 2017 were completed and occupiable by April 1, 2018; the remainder are assumed to have been completed after that date and will count toward next year's estimates (for April 1, 2019).
  - Multifamily units permitted between 2010 and 2017 are assumed to be completed if they received a certificate of occupancy by April 1, 2018. The remaining units will count toward next year's estimates if they received a certificate of occupancy by April 1, 2019. According to our records, Spring Lake Park permitted 0 multifamily units before 2017 that were not open by April 1, 2018, and permitted 194 units in 2017 that were not open by April 1, 2018.
  - Manufactured home data comes from our annual surveys of manufactured home park operators and local governments.
  - Data on other housing (boats, RVs, etc. used as housing) comes from the most recent American Community Survey data; this housing is included in the estimates only if occupied.
- We also examine other housing stock changes reported by communities. These include demolitions, building conversions (units added or lost), boundary changes (units annexed in or out), and other changes reported by city and township staff.

	Housing stock April 1, 2010	Permitted and built since 2010	Other changes since 2010	Housing stock April 1, 2018
<i>Single-family detached</i>	1,693	8	-3	1,698
<i>Townhome (Single-family attached)</i>	313	0	0	313
<i>Duplex/triplex/quadplex</i>	90	0	0	90
<i>Multifamily (5 or more units)</i>	499	0	0	499
<i>Accessory dwelling units (ADU)</i>	0	0	0	0
<i>Manufactured homes</i>	120			102
<i>Other units</i>	0			0
<b>Total</b>	<b>2,715</b>			<b>2,702</b>

**Second, how many of these housing units were occupied by households?**

- Each housing type has an estimated occupancy rate. These data come from the most recent American Community Survey estimates for housing units and households, decennial census data from the U.S. Census Bureau, and the U.S. Postal Service. To estimate multifamily occupancy rates, we also use CoStar, a proprietary data source covering the apartment market.
- Multiplying the number of housing units of each type by the occupancy rate yields the number of households (occupied housing units).

**Third, how many people lived in these occupied housing units?**

- Each housing type has an estimated average household size. These data come from the most recent American Community Survey estimates of households and population in households as well as decennial census data from the U.S. Census Bureau.
- Multiplying the number of households in each housing type by the average household size yields the population in households.

	Housing stock April 1, 2018	Occupancy rate	Households (Occupied housing units)	Persons per household	Population in households
<i>Single-family detached</i>	1,698	97.21%	1,651	2.539	4,192
<i>Townhome (Single-family attached)</i>	313	98.03%	307	2.539	779
<i>Duplex/triplex/quadplex</i>	90	89.64%	81	2.239	181
<i>Multifamily (5 or more units)</i>	499	96.00%	479	1.721	824
<i>Accessory dwelling units (ADU)</i>	0	96.00%	0	1.721	0
<i>Manufactured homes</i>	102	99.83%	102	2.239	228
<i>Other units</i>	0	N/A	0	2.055	0
<b>Total</b>	<b>2,702</b>	<b>96.97%</b>	<b>2,620</b>	<b>2.368</b>	<b>6,204</b>

To obtain the total population, we also add the number of residents in group quarters facilities.

These are residences that are not part of the standard housing market, such as college dormitories, nursing homes, prisons and jails, and group homes. Data come from the Metropolitan Council's annual survey and the Minnesota Department of Human Services.

Population in households	Population in group quarters	Total population April 1, 2018
6,204	16	6,220

Due to rounding, not all estimates can be reproduced exactly from the above inputs.

For more information, see our methodology document, available from <https://www.metrocouncil.org/populationestimates>.

# Spring Lake Park city, Ramsey County

## 2018 Annual Population Estimate

Published May 16, 2019 (preliminary; distributed for local government review)



	Housing units	Occupancy rate	Households	Persons per household	Population in households	Population in group quarters	Total population
2018 Estimate	80	97.50%	78	2.436	190	0	190
2010 Census	80	93.75%	75	2.373	178	0	178

The Metropolitan Council estimates population using the housing stock method, which answers three main questions for each community as of April 1, 2018.

### First, how many housing units did the community have?

- We start with housing units measured by the 2010 Census, then add units built between 2010 and 2017, based on permits reported to us by communities. Permit data is available on our website ([https://stats.metc.state.mn.us/data\\_download/DD\\_start.aspx](https://stats.metc.state.mn.us/data_download/DD_start.aspx)).
  - We assume that 95% of single-family detached units and 90% of townhome/duplex/triplex/quadplex units permitted in 2017 were completed and occupiable by April 1, 2018; the remainder are assumed to have been completed after that date and will count toward next year's estimates (for April 1, 2019).
  - Multifamily units permitted between 2010 and 2017 are assumed to be completed if they received a certificate of occupancy by April 1, 2018. The remaining units will count toward next year's estimates if they received a certificate of occupancy by April 1, 2019. According to our records, Spring Lake Park permitted 0 multifamily units before 2017 that were not open by April 1, 2018, and permitted 0 units in 2017 that were not open by April 1, 2018.
  - Manufactured home data comes from our annual surveys of manufactured home park operators and local governments.
  - Data on other housing (boats, RVs, etc. used as housing) comes from the most recent American Community Survey data; this housing is included in the estimates only if occupied.
- We also examine other housing stock changes reported by communities. These include demolitions, building conversions (units added or lost), boundary changes (units annexed in or out), and other changes reported by city and township staff.

	Housing stock April 1, 2010	Permitted and built since 2010	Other changes since 2010	Housing stock April 1, 2018
<i>Single-family detached</i>	29	0	0	29
<i>Townhome (Single-family attached)</i>	18	0	0	18
<i>Duplex/triplex/quadplex</i>	4	0	0	4
<i>Multifamily (5 or more units)</i>	29	0	0	29
<i>Accessory dwelling units (ADU)</i>	0	0	0	0
<i>Manufactured homes</i>	0			0
<i>Other units</i>	0			0
<b>Total</b>	<b>80</b>			<b>80</b>

**Second, how many of these housing units were occupied by households?**

- Each housing type has an estimated occupancy rate. These data come from the most recent American Community Survey estimates for housing units and households, decennial census data from the U.S. Census Bureau, and the U.S. Postal Service. To estimate multifamily occupancy rates, we also use CoStar, a proprietary data source covering the apartment market.
- Multiplying the number of housing units of each type by the occupancy rate yields the number of households (occupied housing units).

**Third, how many people lived in these occupied housing units?**

- Each housing type has an estimated average household size. These data come from the most recent American Community Survey estimates of households and population in households as well as decennial census data from the U.S. Census Bureau.
- Multiplying the number of households in each housing type by the average household size yields the population in households.

	Housing stock April 1, 2018	Occupancy rate	Households (Occupied housing units)	Persons per household	Population in households
<i>Single-family detached</i>	29	97.30%	28	2.719	76
<i>Townhome (Single-family attached)</i>	18	97.30%	18	2.719	49
<i>Duplex/triplex/quadplex</i>	4	97.50%	4	2.489	10
<i>Multifamily (5 or more units)</i>	29	97.07%	28	1.951	55
<i>Accessory dwelling units (ADU)</i>	0	97.07%	0	1.951	0
<i>Manufactured homes</i>	0	92.50%	0	1.000	0
<i>Other units</i>	0	N/A	0	1.993	0
<b>Total</b>	<b>80</b>	<b>97.50%</b>	<b>78</b>	<b>2.436</b>	<b>190</b>

To obtain the total population, we also add the number of residents in group quarters facilities.

These are residences that are not part of the standard housing market, such as college dormitories, nursing homes, prisons and jails, and group homes. Data come from the Metropolitan Council's annual survey and the Minnesota Department of Human Services.

Population in households	Population in group quarters	Total population April 1, 2018
190	0	190

Due to rounding, not all estimates can be reproduced exactly from the above inputs.

For more information, see our methodology document, available from <https://www.metrocouncil.org/populationestimates>.

The Metropolitan Council's housing-stock-based approach to estimating population involves answering three questions.

**HOW MANY  
HOUSING UNITS  
ARE IN THE  
COMMUNITY?**

**Housing units in 2010**  
*(U.S. Census)*

**+**

**Changes to housing stock  
since 2010**  
*(Metropolitan Council surveys)*

We start with the housing units from the 2010 Census, then we add units identified in our annual surveys of residential construction (building permits and other housing stock changes) and manufactured housing parks.

This results in the estimated number of housing units in each community, broken down by the type of housing.

**HOW MANY  
HOUSEHOLDS  
OCCUPY THESE  
HOUSING UNITS?**

**Occupancy rates**  
*(U.S. Census Bureau  
and U.S. Postal Service)*

**×**

Not all of these housing units are occupied; some are vacant.

To estimate the number of households, we examine occupancy rates in the community for different types of housing. These data come from the U.S. Census Bureau's American Community Survey and Decennial Census as well as the U.S. Postal Service.

This results in the estimated number of households in each community, again broken down by the type of housing.

**HOW MANY PEOPLE  
LIVE IN THESE  
OCCUPIED HOUSING  
UNITS?**

**Average household sizes  
(persons per household)**  
*(U.S. Census Bureau)*

**×**

Finally, we examine the average household sizes in the community for different types of housing. These data come from the U.S. Census Bureau's American Community Survey and Decennial Census.

To arrive at the total population, we add in residents of "group quarters" (places like correctional facilities, college dormitories, emergency housing shelters, and nursing homes), measured by our annual survey of such facilities.

The data inputs for your community are shown in the enclosed report.

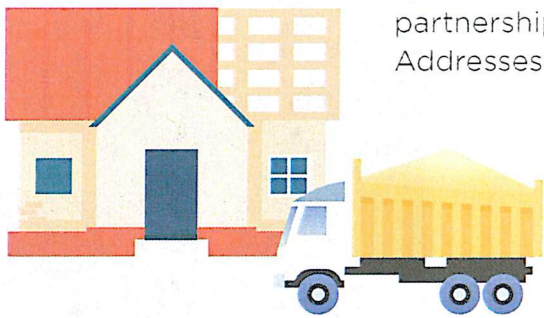
For more detail, see the estimates methodology, available from <https://www.metrocouncil.org/populationestimates>.



# 2020 Census New Construction Program

## What Is the New Construction Program?

The New Construction Program will help ensure that the U.S. Census Bureau's address list is as complete and accurate as possible by Census Day, April 1, 2020. The New Construction Program is the opportunity for you to submit city-style mailing addresses for new units where construction began during or after March 1, 2018 and the address was not submitted to the Census Bureau as part of another geographic partnership program since March 2018. Addresses must have basic construction (closing the structure to the elements) completed by Census Day.



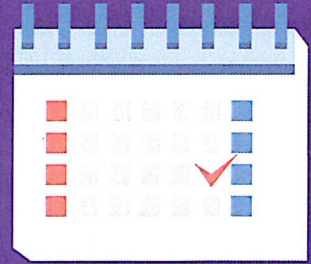
## Why Participate?

Participation in the New Construction Program

helps to ensure an accurate population count in your community; helps the government distribute more than \$675 billion in funds annually for infrastructure, programs, and services; and helps your community plan for future needs.

## Who Can Participate?

The New Construction Program is offered to federally recognized tribes with a reservation and/or off-reservation trust lands, states, counties, cities (legally incorporated places), and townships (minor civil divisions) that contain blocks where the Census Bureau plans to mail questionnaires to housing units for the 2020 Census. In other areas, the Census Bureau will have enumerators deliver 2020 Census questionnaires to all housing units in each block and record addresses for any new housing units.



## Schedule

- April–May 2019: Mail out of invitation phase materials to participants.
- September 2019: Mail out and review of response materials to participants. Participants have 45 calendar days from the receipt of materials to complete their review.
- September 2019: Census Bureau will provide training Webinars to participants.
- November 2019: Deadline for submitting addresses.
- April 1, 2020: Census Day.

## Contact Information

### E-mail address:

[GEO.2020.NC@census.gov](mailto:GEO.2020.NC@census.gov)

**Phone Number:** 1-844-242-1765

### Web site:

[www.census.gov/programs-surveys/decennial-census/about/new-construction.html](http://www.census.gov/programs-surveys/decennial-census/about/new-construction.html)

## How to participate.

Each invited government designates a New Construction Program liaison. The Census Bureau will send the New Construction Program liaison the New Construction Program materials.

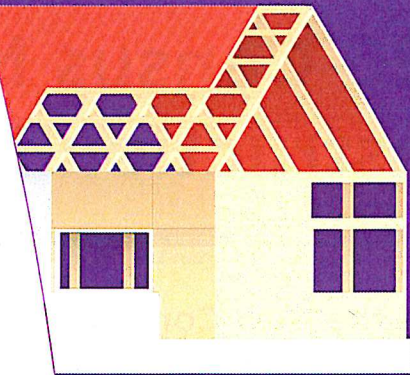
The New Construction Program liaison must submit a list of city-style addresses, assigned to the census blocks within its jurisdiction in the Census Bureau's predefined format. Maps or spatial data are provided as a reference for assigning census tract and block codes (geocoding) for each submitted address. No street or boundary updates will be accepted. Address lists submitted without geocoding information will not be accepted.



## Response options.

*Basic digital option:* The Geographic Update Partnership Software (GUPS) is a free, customized Geographic Information System (GIS) tool that can be downloaded from the Census Bureau Web site. It was specifically developed for participants who do not have geographic training or are not experienced GIS users.

*Advanced digital option:* Experienced GIS users can utilize their own GIS software. The Census Bureau provides free GIS files in shapefile format on its Web site, along with digital update guidelines. Governments can update those shapefiles in their GIS and use them to respond to the New Construction Program.



## What's new?

State governments can now participate in the New Construction Program.

Now including:

*Group Quarters:* Places where people live or stay, in a group living arrangement, which is owned or managed by an entity or organization providing housing and/or services for the residents.

*Transitory Locations:* A location that is comprised of living quarters where people are unlikely to live year round, due to the transitory/temporary/impermanent nature of these living quarters.

## Preparing for the New Construction Program

Ensure that your address list contains multiunit structure identifiers (such as apartment numbers for individual units) and that you can distinguish between residential addresses and nonresidential addresses.



Identify local address sources, such as building permits, E-911 address files, local utility records, annexation records, and assessment or taxation files.





Notice of Annual Public Information Meeting  
Rice Creek Watershed District

Stormwater Pollution Prevention Program  
MS4 (Municipal Separate Storm Sewer System)

NOTICE IS HEREBY GIVEN that the Annual Public Information Meeting on the District's Stormwater Pollution Prevention Program (SWPPP) will be held on Wednesday, June 12, 2019 during the Rice Creek Watershed District Board of Managers regular meeting at 9:00 AM in the Shoreview City Hall Council Chambers, 4600 North Victoria Street, Shoreview, Minnesota. The purpose of this meeting is to present the District's MS4 Annual Report and receive comments and respond to questions regarding the District's SWPPP. Interested parties will have an opportunity to provide oral or written input on the Best Management Practices (BMPs) being utilized by the District. The District's SWPPP can be reviewed on the District's website [www.ricecreek.org](http://www.ricecreek.org) or a copy is available for review at the District office.

For questions regarding the meeting, contact Lauren Sampedro, District Technician, at [lsampedro@ricecreek.org](mailto:lsampedro@ricecreek.org) or (763) 398-3078.





520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | Use your preferred relay service | info.pca@state.mn.us | Equal Opportunity Employer

May 9, 2019

Abera Berja  
7912 Terrace Rd NE  
Spring Lake Park, MN 55432

RE: Petroleum Tank Release Site File Closure

Site: Berja Residence, 7912 Terrace Rd NE, Spring Lake Park, Anoka County 55432

MPCA Site ID: LS0020486

Dear Abera Berja:

The Minnesota Pollution Control Agency (MPCA) has determined that the investigation and/or cleanup has adequately addressed the petroleum tank release at the site (Site) listed above. Based on the information provided by MPCA's contractor, Carlson McCain Inc., the MPCA has closed the petroleum tank release site file.

The closure of the petroleum tank release site file means the MPCA does not require any additional investigation and/or cleanup work at this time or in the foreseeable future. Please be aware that file closure does not necessarily mean that all petroleum contamination has been removed from this Site. However, the MPCA has concluded that any remaining contamination, if present, does not appear to pose a threat to public health or the environment under current conditions.

The MPCA reserves the right to reopen this file and to require additional investigation and/or clean-up work if new information, changing regulatory requirements, or changed land use makes additional work necessary. If you or other parties discover additional contamination (either petroleum or non-petroleum) that was not previously reported, Minnesota state law requires that the MPCA be notified immediately.

You should understand this letter does not release any party from liability for the petroleum contamination under Minn. Stat. § 115C.021, subd. 1 or any other applicable state or federal law. In addition, this letter does not release any party from liability for non-petroleum contamination, if present, under Minn. Stat. § 115B, the Minnesota Environmental Response and Liability Act.

If future development of this property or the surrounding area is planned, it should be assumed that petroleum contamination may still be present. If petroleum contamination is encountered during future development work, the MPCA should be notified immediately.

Abera Berja  
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May 9, 2019

If you have any questions regarding this letter, please contact me at 651-757-2463 or by email at [stephen.frye@state.mn.us](mailto:stephen.frye@state.mn.us). Please reference the above MPCA Site ID in all correspondence. You may also reach the MPCA by calling 651-296-6300 or 800-657-3864.

Sincerely,

*Stephen Frye*

*This document has been electronically signed.*

Stephen Frye  
Project Manager  
Petroleum Remediation and Redevelopment Section  
Remediation Division

SF:ah

cc: Daniel Buchholtz, City of Spring Lake Park  
Charlie Smith, City of Spring Lake Park  
Laurel Hoff, Anoka County  
Chris Loch, Carlson McCain Inc. (electronic)