



**CITY COUNCIL AGENDA
MONDAY, March 4, 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 – February 19, 2019
 - B. Budget to Date – January 2019
 - C. Approval of Suburban Rate Authority First Half Assessment
 - D. First Quarter Billing for 2020 Payable 2021 Property Tax Assessment – Ken Tolzmann
 - E. Application for Temporary Intoxicating Liquor License – Spring Lake Park Lions; Tower Days June 9, 2019 – Lakeside Park
 - F. Exempt Gambling Permit – Ducks Unlimited; May 4, 2019 – Torg Brewery
 - G. Public Works Director Salary Adjustment
 - H. Accept Letters of Resignation of Employment – Building Official Brainard and Code Enforcement Official Caldwell
7. CODE ENFORCEMENT REPORT
8. ORDINANCES AND RESOLUTIONS
 - A. Resolution 19-02 Permanently Transferring Monies From Public Utility Operations To Public Utility Renewal and Replacement
 - B. Resolution 19-03 Approving A Conditional Use Permit For 8232 Highway 65 NE, To Permit Assembly Uses And Offices With Merchandising Services
9. ENGINEERS REPORT
 - A. Municipal State Aid Account
10. ATTORNEY'S REPORT
11. REPORTS
 - A. Beyond the Yellow Ribbon Report
12. OTHER
 - A. Administrator Reports
13. ADJOURN

**SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARINGS AND
DISCUSSION FROM THE FLOOR**

RULES FOR PUBLIC HEARINGS AND DISCUSSION FROM THE FLOOR

DISCUSSION FROM THE FLOOR

- ** Limited to 3 minutes per person to state their concern.
- ** Action: Council direction to staff for resolution or take this matter under advisement for action at the next regularly scheduled meeting.

PUBLIC HEARINGS

Advise audience that the purpose of the public hearing is to receive citizen input on the proposal to (name of 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 an 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, except in cases where there is a spokesperson representing a group wishing to have their collective opinions voiced. The spokesperson should identify the audience group her/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 state any new facts they may have within the 3 minutes allotted. Please be specific and to the point.
- ** Everyone will be given the opportunity to express their agreement or disagreement even if they have no new points to make. (This is not a time to debate the issue.)
- ** People wishing to speak twice will be given 2 minutes to comment on any new facts brought forward since the last time they spoke.

Following public input, the Council will have a second opportunity to ask questions of the presenter and/or citizens.

The public hearing will then be adjourned with the Council taking the matter under advisement until the next regularly scheduled Council meeting. At the next regular meeting, the Council will debate the issue, if necessary, state their positions and make a decision. 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 February 19, 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, Wendling, Delfs, Goodboe-Bisschoff and Mayor Hansen

Members Absent: Councilmember Nelson

Staff Present: Police Chief Ebeltoft; Public Works Director Randall; 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

Mayor Hansen asked to remove Item 11., Attorney's Report, from the agenda.

5. Discussion From The Floor – None

A. John Connelly – Twin Cities North Chamber of Commerce

John Connelly provided the Council with a summary of the services that the Twin Cities North Chamber of Commerce provides to many of the surrounding communities including Spring Lake Park. He reported that the Chamber of Commerce vision is to be the resource to promote business, develop leaders and connect communities. He stated that the Chamber is a direct pipeline for communication and provides many great networking outlets for all types of events.

Mr. Connelly reported that the Chamber of Commerce will be very active in the I-35W MNPass project and will provide a valuable tool kit for the surrounding communities to share with local businesses within the communities to provide accurate information on changes to transportation routes and other valuable information within the communities.

6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – February 4, 2019
- B. Disbursements
 - 1. General Fund Disbursement Claim No. 19-01 -- \$735,467.36
- C. Contractor's Request for Payment No. 2 – Sanitary Sewer Lining Project
- D. Sign Permit
- E. Contractor's Licenses

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

7. Police Report

Police Chief Ebeltoft reviewed the January 2019 department statistics.

Chief Ebeltoft reported that the Police Department responded to five hundred ninety nine calls for service for the month of January 2019 compared to five hundred thirty seven calls for service in January 2018.

Chief Ebeltoft reported that Investigator Baker reports to handling caseload of 40 cases for the month of January 2019. He reported that School Resource Officer Chlebeck reported handling 12 calls for service at the local schools, along with conducting 32 student contacts, three escorts and three follow up investigations into school incidents.

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 Wendling inquired if the meeting that Chief Ebeltoft attended with "Total Auto Sales" Representatives included discussion of selling forfeited vehicles and old squad vehicles. Chief Ebeltoft stated that "Total Auto Sales" would look at taking vehicles that are not up to standards for the vehicle auction.

8. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and elected their officers for 2019. She reported that the Commission discussed plans for the summer fest that will take place on Wednesday evenings from June through August. She stated that the Commission is in need of members to join the Commission.

Ms. Rygwall reviewed the department statistics and reported that staff was busy preparing for the senior Valentine luncheon and starting on Tower Days preparations. She stated that the Dine and Dance event, scheduled for Wednesday evenings this summer, will have food available to purchase from the Beyond the Yellow Ribbon Committee.

Ms. Rygwall reported that softball registration has started and applications for the community garden plots at Sanburnol Park are now being accepted. She reported that a new aerator was ordered for Spring Lake.

9. New Business

A. Authorization to Purchase New Traffic Speed Trailer

Police Ebeltoft reported that on April 30, 2009, the Police Department was able to purchase the current speed trailer used from the City of Burnsville for \$800.00. He reported that since that date, the Spring Lake Park Police Department has utilized the speed trailer within the City to help address traffic speed issued and effect potential positive change for those driving on the roadways and the residents living in the City.

Chief Ebeltoft reported that over time, the speed trailer has required numerous repairs and maintenance. He stated that he began researching and learned that the current speed trailer was manufactured in May 1997. Chief Ebeltoft reported that the Police Department has limited deployment of the speed trailer last year due to continuing mechanical issues. He stated that he believes that utilizing a speed trailer in the community does promote traffic safety, provides a means of education and is a very valuable tool for law enforcement to utilize for effecting positive change without having to always issued traffic citations and further backlog the court systems.

Chief Ebeltoft reported that he researched several vendors and found a new speed trailer from “All Traffic Solutions”. He presented the quote and related information to the Council for authorization to purchase a new speed trailer. He reported that the quoted price for the speed trailer is \$8,070.00. He stated that he funds to purchase the new speed trailer would be taken from Fund 248, Traffic Education Fund.

MOTION MADE BY MAYOR HANSEN TO AUTHORIZE PURCHASE OF TRAFFIC SPEED TRAILER IN THE AMOUNT OF \$8,070.00. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Authorization to Prepare Plans and Bidding for 2019 Sewer Lining Project

Administrator Buchholtz reported that for the past several years the City has completed a sanitary sewer lining project as part of a long-term effort to maintain the City’s infrastructure. He stated that Public Works Director Randall determined a priority sewer repair area for the 2019 lining. He reported that in preparation for a 2019 lining project, he hired a sewer televising company to complete a preliminary inspection of the sewer lines in the priority repair area.

Administrator Buchholtz reported that the proposed 2019 work includes the sewer lines in the area east and west of Highway 65 and south of 81st Avenue. He stated that in addition to lining of the sewer mains, sewer service connections wyes will be repaired where warranted.

Administrator Buchholtz reported that the precise limits of the project will be determined based on available project budget as determined by Mr. Randall and himself. He requested that the City Council order preparation of plans and specifications and authorize bidding for the 2019 Sanitary Sewer Line Project. He stated that bid results will be presented to the Council for approval later in the spring.

MOTION MADE BY MAYOR HANSEN TO AUTHORIZE PREPARATION OF PLANS AND BIDDING FOR THE 2019 SEWER LINING PROJECT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Engineer’s Report - None

11. Attorney’s Report – None

12. Reports

A. Administrator Reports

Administrator Buchholtz reported that he attended a Rice Creek Watershed District public hearing regarding grant funding for the city’s Garfield Pond application. He stated that notification of the grant decision will be made on February 27, 2019.

Administrator Buchholtz requested a Council work session for March 4, 2019 at 5:30 PM for a presentation by Anoka County on the Osborne Road Project taking place in 2020.

Administrator Buchholtz reported that he would be participating on a panel and speaking legislative advocacy at the League of Minnesota conference on February 21, 2019.

13. Other - None

14. Adjourn

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

The meeting was adjourned at 7:30 PM.

Cindy Hansen, Mayor


Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

MEMORANDUM

DATE: Wednesday, February 27, 2019

TO: Mayor, City Council and Department Heads

FROM: Peggy Anderson, Accountant 

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

Attached is the January, 2019 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **91.67% remaining**. The overall General Fund ratio is **93.07%**.

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

2/27/2019 2:03pm

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Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2019-1 Ending January 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %	
Revenues						
Revenues						
101.00000.31010	CURRENT TAXES	\$ 3,169,666.00	\$ 0.00	\$ 3,169,666.00	\$ 0.00	100.00%
101.00000.32110	LIQUOR LICENSES	29,800.00	0.00	29,800.00	0.00	100.00%
101.00000.32178	PAWN INVESTIGATION FEE	100.00	0.00	100.00	0.00	100.00%
101.00000.32179	PAWN SHOP LICENSES	6,252.00	521.00	6,252.00	521.00	91.67%
101.00000.32180	CIGARETTE,DANCE,BINGO,MIS	6,000.00	150.00	6,000.00	150.00	97.50%
101.00000.32181	SIGN PERMITS	5,000.00	2,860.00	5,000.00	2,860.00	42.80%
101.00000.32208	CONTRACTORS LICENSES	8,000.00	320.00	8,000.00	320.00	96.00%
101.00000.32210	BUILDING PERMIT	75,000.00	1,144.27	75,000.00	1,144.27	98.47%
101.00000.32211	BUILDING PERMIT SURCHARG	5,000.00	34.35	5,000.00	34.35	99.31%
101.00000.32230	PLUMBING PERMIT	5,000.00	877.00	5,000.00	877.00	82.46%
101.00000.32231	PLUMBING PERMIT SURCHAR	1,000.00	12.00	1,000.00	12.00	98.80%
101.00000.32232	HEATING & A/C PERMITS	10,000.00	7,062.16	10,000.00	7,062.16	29.38%
101.00000.32233	HTG & A/C SURCHARGES	1,000.00	162.30	1,000.00	162.30	83.77%
101.00000.32240	PET LICENSE	400.00	6.00	400.00	6.00	98.50%
101.00000.32260	CERTIFICATE OF OCCUPANCY	2,600.00	200.00	2,600.00	200.00	92.31%
101.00000.32261	VACANT PROPERTY REGISTR	2,000.00	200.00	2,000.00	200.00	90.00%
101.00000.33401	LOCAL GOVERNMENT AID	396,735.00	0.00	396,735.00	0.00	100.00%
101.00000.33404	PERA INCREASE AID	5,775.00	0.00	5,775.00	0.00	100.00%
101.00000.33416	POLICE TRAINING REIMB	3,300.00	0.00	3,300.00	0.00	100.00%
101.00000.33421	INSURANCE PREMIUM-POLICE	87,500.00	0.00	87,500.00	0.00	100.00%
101.00000.34102	ZONING LETTERS	200.00	0.00	200.00	0.00	100.00%
101.00000.34103	SPEC USE,ZONING,SUB-DIV	3,200.00	0.00	3,200.00	0.00	100.00%
101.00000.34104	PLAN REVIEW FEES	40,000.00	9.06	40,000.00	9.06	99.98%
101.00000.34105	SALE OF MAPS,COPIES ETC	300.00	61.25	300.00	61.25	79.58%
101.00000.34107	ASSESSMENT SEARCHES	100.00	0.00	100.00	0.00	100.00%
101.00000.34108	ADMINISTRATION SAC CHARG	70.00	0.00	70.00	0.00	100.00%
101.00000.34109	FILING FEES	60.00	0.00	60.00	0.00	100.00%
101.00000.34111	ADM. GAMBLING EXPENSES	35,054.00	0.00	35,054.00	0.00	100.00%
101.00000.34115	GUN RANGE FACILITY USE	375.00	120.00	375.00	120.00	68.00%
101.00000.34117	ROOM-FACILITY RENTAL	50.00	0.00	50.00	0.00	100.00%
101.00000.34201	POLICE & FIRE ALARM PERMIT	2,000.00	0.00	2,000.00	0.00	100.00%
101.00000.34204	RENTAL HOUSING REGISTRATI	60,000.00	4,752.40	60,000.00	4,752.40	92.08%
101.00000.34205	RIGHT OF WAY APPLICATIONS	1,500.00	0.00	1,500.00	0.00	100.00%
101.00000.34801	INSURANCE DIVIDENDS	8,000.00	0.00	8,000.00	0.00	100.00%
101.00000.34950	REFUNDS & REIMB	5,050.00	0.00	5,050.00	0.00	100.00%
101.00000.35101	COURT FINES	50,000.00	0.00	50,000.00	0.00	100.00%
101.00000.35102	ADM OFFENSE FINES	3,500.00	70.00	3,500.00	70.00	98.00%
101.00000.35349	MN DRIVING DIVERSION PROG	500.00	0.00	500.00	0.00	100.00%
101.00000.35350	DETOX TRANSPORTATION	200.00	0.00	200.00	0.00	100.00%
101.00000.36210	INTEREST EARNINGS	15,000.00	1,812.83	15,000.00	1,812.83	87.91%
101.00000.36901	LIAISON OFFICER	79,728.00	0.00	79,728.00	0.00	100.00%
101.00000.39202	TRANSFER FROM PUBLIC UTILI	49,172.00	0.00	49,172.00	0.00	100.00%
101.00000.39203	CONTRIBUTION FROM LIQUOR	75,000.00	0.00	75,000.00	0.00	100.00%
101.00000.39206	TRANSFER FROM RECYCLING	2,500.00	0.00	2,500.00	0.00	100.00%
101.00000.39207	TRANSFER FROM RECREATIO	62,500.00	0.00	62,500.00	0.00	100.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2019-1 Ending January 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	4,314,187.00	20,374.62	4,314,187.00	20,374.62	99.53%
Total GENERAL FUND Revenues	\$ 4,314,187.00	\$ 20,374.62	\$ 4,314,187.00	\$ 20,374.62	99.53%

Expenditures

MAYOR AND COUNCIL Expenditures

101.41110.01030	PART TIME EMPLOYEES	\$ 31,296.00	\$ 2,607.88	\$ 31,296.00	\$ 2,607.88	91.67%
101.41110.01211	DEFINED CONTR PLAN/PERA	1,565.00	105.57	1,565.00	105.57	93.25%
101.41110.01220	FICA/MC CONTRIBUTIONS-EMP	2,395.00	199.50	2,395.00	199.50	91.67%
101.41110.01510	WORKERS COMPENSATION	70.00	0.00	70.00	0.00	100.00%
101.41110.02100	OPERATING SUPPLIES	500.00	0.00	500.00	0.00	100.00%
101.41110.03310	TRAVEL EXPENSE	765.00	0.00	765.00	0.00	100.00%
101.41110.03500	PRINTING & PUBLISHING	1,500.00	0.00	1,500.00	0.00	100.00%
101.41110.04300	CONFERENCE & SCHOOLS	2,805.00	0.00	2,805.00	0.00	100.00%
101.41110.04330	DUES & SUBSCRIPTIONS	13,052.00	5,702.00	13,052.00	5,702.00	56.31%
101.41110.04955	DISCRETIONARY	3,550.00	125.93	3,550.00	125.93	96.45%
Total MAYOR AND COUNCIL Expenditures		57,498.00	8,740.88	57,498.00	8,740.88	84.80%

ADMINISTRATION Expenditures

101.41400.01010	FULL TIME EMPLOYEES	323,025.00	24,528.21	323,025.00	24,528.21	92.41%
101.41400.01050	VACATION BUY BACK	6,100.00	0.00	6,100.00	0.00	100.00%
101.41400.01210	PERA CONTRIBUTIONS-EMPLO	24,227.00	1,832.69	24,227.00	1,832.69	92.44%
101.41400.01220	FICA/MC CONTRIBUTIONS-EMP	25,179.00	1,839.53	25,179.00	1,839.53	92.69%
101.41400.01300	HEALTH INSURANCE	60,650.00	4,602.42	60,650.00	4,602.42	92.41%
101.41400.01313	PRUDENTIAL LIFE INSURANCE	230.00	19.02	230.00	19.02	91.73%
101.41400.01510	WORKERS COMPENSATION	2,500.00	0.00	2,500.00	0.00	100.00%
101.41400.02000	OFFICE SUPPLIES	3,425.00	91.88	3,425.00	91.88	97.32%
101.41400.02030	PRINTED FORMS	1,794.00	0.00	1,794.00	0.00	100.00%
101.41400.02100	OPERATING SUPPLIES	625.00	0.00	625.00	0.00	100.00%
101.41400.02220	POSTAGE	3,445.00	174.86	3,445.00	174.86	94.92%
101.41400.03210	TELEPHONE	650.00	50.58	650.00	50.58	92.22%
101.41400.03310	TRAVEL EXPENSE	3,300.00	230.76	3,300.00	230.76	93.01%
101.41400.03500	PRINTING & PUBLISHING	300.00	0.00	300.00	0.00	100.00%
101.41400.03550	COUNTY FEES FOR SERVICE	2,900.00	0.00	2,900.00	0.00	100.00%
101.41400.04050	MAINTENANCE AGREEMENTS	7,192.00	1,300.74	7,192.00	1,300.74	81.91%
101.41400.04300	CONFERENCE & SCHOOLS	6,425.00	27.92	6,425.00	27.92	99.57%
101.41400.04330	DUES & SUBSCRIPTIONS	1,520.00	0.00	1,520.00	0.00	100.00%
101.41400.04500	CONTRACTUAL SERVICES	5,195.00	544.26	5,195.00	544.26	89.52%
Total ADMINISTRATION Expenditures		478,682.00	35,242.87	478,682.00	35,242.87	92.64%

ASSESSOR Expenditures

101.41500.04000	CONTRACTUAL SERVICE	35,500.00	0.00	35,500.00	0.00	100.00%
Total ASSESSOR Expenditures		35,500.00	0.00	35,500.00	0.00	100.00%

AUDIT & ACCTG SERVICES Expenditures

101.41540.03010	AUDIT & ACCTG SERVICES	10,737.00	0.00	10,737.00	0.00	100.00%
Total AUDIT & ACCTG SERVICES Expenditures		10,737.00	0.00	10,737.00	0.00	100.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2019-1 Ending January 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
I.T. SERVICES Expenditures					
101.41600.04000 I.T. SERVICES	38,020.00	4,225.91	38,020.00	4,225.91	88.89%
Total I.T. SERVICES Expenditures	38,020.00	4,225.91	38,020.00	4,225.91	88.89%
LEGAL FEES Expenditures					
101.41610.03040 LEGAL FEES	120,000.00	0.00	120,000.00	0.00	100.00%
Total LEGAL FEES Expenditures	120,000.00	0.00	120,000.00	0.00	100.00%
ENGINEERING FEES Expenditures					
101.41710.03030 ENGINEERING FEES	8,000.00	0.00	8,000.00	0.00	100.00%
Total ENGINEERING FEES Expenditures	8,000.00	0.00	8,000.00	0.00	100.00%
PLANNING & ZONING Expenditures					
101.41720.02100 OPERATING SUPPLIES	125.00	0.00	125.00	0.00	100.00%
101.41720.02220 POSTAGE	175.00	0.00	175.00	0.00	100.00%
101.41720.03500 PRINTING & PUBLISHING	600.00	0.00	600.00	0.00	100.00%
101.41720.04000 PLANNER FEES	500.00	0.00	500.00	0.00	100.00%
Total PLANNING & ZONING Expenditures	1,400.00	0.00	1,400.00	0.00	100.00%
GOVERNMENT BUILDING Expenditures					
101.41940.01010 FULL TIME EMPLOYEES	15,675.00	1,186.02	15,675.00	1,186.02	92.43%
101.41940.01013 OVERTIME	0.00	77.46	0.00	77.46	0.00%
101.41940.01050 VACATION BUY BACK	400.00	0.00	400.00	0.00	100.00%
101.41940.01210 PERA CONTRIBUTIONS-EMPLO	1,176.00	94.75	1,176.00	94.75	91.94%
101.41940.01220 FICA/MC CONTRIBUTIONS-EMP	1,231.00	103.33	1,231.00	103.33	91.61%
101.41940.01300 HEALTH INSURANCE	2,700.00	221.00	2,700.00	221.00	91.81%
101.41940.01313 PRUDENTIAL LIFE INSURANCE	13.00	1.04	13.00	1.04	92.00%
101.41940.01510 WORKERS COMPENSATION	700.00	0.00	700.00	0.00	100.00%
101.41940.02100 OPERATING SUPPLIES	9,000.00	1,054.93	9,000.00	1,054.93	88.28%
101.41940.02200 REPAIR & MAINTENANCE	7,200.00	541.02	7,200.00	541.02	92.49%
101.41940.02280 UNIFORMS,SAFETY SHOES	750.00	125.00	750.00	125.00	83.33%
101.41940.03210 TELEPHONE	6,780.00	420.43	6,780.00	420.43	93.80%
101.41940.03810 ELECTRIC UTILITIES	23,000.00	312.91	23,000.00	312.91	98.64%
101.41940.03830 GAS UTILITIES	15,000.00	2,529.46	15,000.00	2,529.46	83.14%
101.41940.03841 RUBBISH REMOVAL	4,300.00	256.92	4,300.00	256.92	94.03%
101.41940.04000 CONTRACTUAL SERVICE	4,715.00	324.52	4,715.00	324.52	93.12%
101.41940.07000 PERMANENT TRANSFERS OUT	9,264.00	0.00	9,264.00	0.00	100.00%
Total GOVERNMENT BUILDING Expenditures	101,904.00	7,248.79	101,904.00	7,248.79	92.89%
POLICE PROTECTION Expenditures					
101.42100.01010 FULL TIME EMPLOYEES	1,100,740.00	85,211.16	1,100,740.00	85,211.16	92.26%
101.42100.01013 OVERTIME	97,000.00	1,561.13	97,000.00	1,561.13	98.39%
101.42100.01050 VACATION BUY BACK	6,800.00	0.00	6,800.00	0.00	100.00%
101.42100.01210 PERA CONTRIBUTIONS-EMPLO	185,777.00	13,450.87	185,777.00	13,450.87	92.76%
101.42100.01220 FICA/MC CONTRIBUTIONS-EMP	29,199.00	2,032.76	29,199.00	2,032.76	93.04%
101.42100.01300 HEALTH INSURANCE	180,000.00	14,921.36	180,000.00	14,921.36	91.71%
101.42100.01313 PRUDENTIAL LIFE INSURANCE	725.00	112.88	725.00	112.88	84.43%
101.42100.01510 WORKERS COMPENSATION	41,000.00	0.00	41,000.00	0.00	100.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2019-1 Ending January 31, 2019

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42100.02000	OFFICE SUPPLIES	3,600.00	0.00	3,600.00	0.00	100.00%
101.42100.02030	PRINTED FORMS	1,200.00	44.00	1,200.00	44.00	96.33%
101.42100.02040	RANGE EQUIP & SUPPLIES	7,550.00	45.00	7,550.00	45.00	99.40%
101.42100.02100	OPERATING SUPPLIES	5,073.00	12.00	5,073.00	12.00	99.76%
101.42100.02120	MOTOR FUELS & LUBRICANTS	22,700.00	1,538.60	22,700.00	1,538.60	93.22%
101.42100.02220	POSTAGE	1,900.00	40.23	1,900.00	40.23	97.88%
101.42100.03050	MEDICAL EXPENSE	2,000.00	0.00	2,000.00	0.00	100.00%
101.42100.03210	TELEPHONE	3,900.00	265.65	3,900.00	265.65	93.19%
101.42100.03211	DATA SERVICES	33,781.00	265.86	33,781.00	265.86	99.21%
101.42100.03300	CLOTHING & PERSONAL EQUI	9,960.00	412.74	9,960.00	412.74	95.86%
101.42100.03310	TRAVEL EXPENSE	1,200.00	131.60	1,200.00	131.60	89.03%
101.42100.03421	800 MHZ RADIO	2,006.00	0.00	2,006.00	0.00	100.00%
101.42100.04000	CONTRACTUAL SERVICE	18,885.00	1,799.25	18,885.00	1,799.25	90.47%
101.42100.04050	MAINTENANCE AGREEMENTS	4,000.00	1,419.79	4,000.00	1,419.79	64.51%
101.42100.04060	AUTO EQUIPMENT REPAIR	20,000.00	1,192.21	20,000.00	1,192.21	94.04%
101.42100.04070	OTHER EQUIPMENT REPAIR	2,500.00	0.00	2,500.00	0.00	100.00%
101.42100.04300	CONFERENCE & SCHOOLS	15,000.00	3,403.24	15,000.00	3,403.24	77.31%
101.42100.04330	DUES & SUBSCRIPTIONS	1,485.00	828.00	1,485.00	828.00	44.24%
101.42100.05000	CAPITAL OUTLAY	37,471.00	1,684.42	37,471.00	1,684.42	95.50%
101.42100.07000	PERMANENT TRANSFERS OUT	17,157.00	553.50	17,157.00	553.50	96.77%
Total POLICE PROTECTION Expenditures		1,852,609.00	130,926.25	1,852,609.00	130,926.25	92.93%
FIRE PROTECTION Expenditures						
101.42200.04000	CONTRACTUAL SERVICE	220,369.00	18,364.00	220,369.00	18,364.00	91.67%
101.42200.05000	CAPITAL OUTLAY	42,492.00	14,589.00	42,492.00	14,589.00	65.67%
Total FIRE PROTECTION Expenditures		262,861.00	32,953.00	262,861.00	32,953.00	87.46%
CODE ENFORCEMENT Expenditures						
101.42300.01010	FULL TIME EMPLOYEES	109,100.00	8,291.75	109,100.00	8,291.75	92.40%
101.42300.01030	PART TIME EMPLOYEES	24,960.00	1,920.00	24,960.00	1,920.00	92.31%
101.42300.01050	VACATION BUY BACK	3,100.00	0.00	3,100.00	0.00	100.00%
101.42300.01210	PERA CONTRIBUTIONS-EMPLO	10,055.00	765.90	10,055.00	765.90	92.38%
101.42300.01220	FICA/MC CONTRIBUTIONS-EMP	10,493.00	745.70	10,493.00	745.70	92.89%
101.42300.01300	HEALTH INSURANCE	22,000.00	1,787.80	22,000.00	1,787.80	91.87%
101.42300.01313	PRUDENTIAL LIFE INSURANCE	78.00	6.42	78.00	6.42	91.77%
101.42300.01510	WORKERS COMPENSATION	1,450.00	0.00	1,450.00	0.00	100.00%
101.42300.02000	OFFICE SUPPLIES	500.00	35.95	500.00	35.95	92.81%
101.42300.02100	OPERATING SUPPLIES	1,300.00	0.00	1,300.00	0.00	100.00%
101.42300.02120	MOTOR FUELS & LUBRICANTS	1,400.00	102.57	1,400.00	102.57	92.67%
101.42300.02200	REPAIR & MAINTENANCE	1,000.00	56.99	1,000.00	56.99	94.30%
101.42300.03210	TELEPHONE	1,000.00	109.28	1,000.00	109.28	89.07%
101.42300.03310	TRAVEL EXPENSE	300.00	0.00	300.00	0.00	100.00%
101.42300.04300	CONFERENCE & SCHOOLS	1,600.00	0.00	1,600.00	0.00	100.00%
101.42300.04330	DUES & SUBSCRIPTIONS	3,700.00	2,090.00	3,700.00	2,090.00	43.51%
Total CODE ENFORCEMENT Expenditures		192,036.00	15,912.36	192,036.00	15,912.36	91.71%
STREET DEPARTMENT Expenditures						
101.43000.01010	FULL TIME EMPLOYEES	141,200.00	10,690.87	141,200.00	10,690.87	92.43%
101.43000.01013	OVERTIME	7,912.00	162.72	7,912.00	162.72	97.94%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2019-1 Ending January 31, 2019

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.43000.01020	ON CALL SALARIES	2,261.00	0.00	2,261.00	0.00	100.00%
101.43000.01050	VACATION BUY BACK	1,900.00	0.00	1,900.00	0.00	100.00%
101.43000.01210	PERA CONTRIBUTIONS-EMPLO	11,353.00	813.97	11,353.00	813.97	92.83%
101.43000.01220	FICA/MC CONTRIBUTIONS-EMP	11,726.00	879.19	11,726.00	879.19	92.50%
101.43000.01300	HEALTH INSURANCE	23,500.00	1,862.40	23,500.00	1,862.40	92.07%
101.43000.01313	PRUDENTIAL LIFE INSURANCE	107.00	8.86	107.00	8.86	91.72%
101.43000.01510	WORKERS COMPENSATION	14,000.00	0.00	14,000.00	0.00	100.00%
101.43000.02120	MOTOR FUELS & LUBRICANTS	14,000.00	840.17	14,000.00	840.17	94.00%
101.43000.02150	SHOP MATERIALS	2,500.00	224.21	2,500.00	224.21	91.03%
101.43000.02200	REPAIR & MAINTENANCE	7,000.00	141.94	7,000.00	141.94	97.97%
101.43000.02210	EQUIPMENT PARTS	7,000.00	317.90	7,000.00	317.90	95.46%
101.43000.02221	TIRES	1,000.00	0.00	1,000.00	0.00	100.00%
101.43000.02224	STREET MAINT SUPPLIES	1,300.00	0.00	1,300.00	0.00	100.00%
101.43000.02226	SIGNS & STRIPING	6,500.00	611.70	6,500.00	611.70	90.59%
101.43000.02280	UNIFORMS,SAFETY SHOES	900.00	1,033.40	900.00	1,033.40	(14.82%)
101.43000.03210	TELEPHONE	370.00	16.86	370.00	16.86	95.44%
101.43000.04000	CONTRACTUAL SERVICE	1,040.00	0.00	1,040.00	0.00	100.00%
101.43000.04300	CONFERENCE & SCHOOLS	500.00	840.00	500.00	840.00	(68.00%)
101.43000.04330	DUES & SUBSCRIPTIONS	100.00	0.00	100.00	0.00	100.00%
101.43000.07000	PERMANENT TRANSFERS OUT	1,600.00	322.50	1,600.00	322.50	79.84%
Total STREET DEPARTMENT Expenditures		257,769.00	18,766.69	257,769.00	18,766.69	92.72%
RECREATION DEPARTMENT Expenditures						
101.45100.01010	FULL TIME EMPLOYEES	237,000.00	17,862.42	237,000.00	17,862.42	92.46%
101.45100.01040	TEMPORARY EMPLOYEES	17,010.00	805.75	17,010.00	805.75	95.26%
101.45100.01050	VACATION BUY BACK	1,700.00	0.00	1,700.00	0.00	100.00%
101.45100.01210	PERA CONTRIBUTIONS-EMPLO	17,775.00	1,339.69	17,775.00	1,339.69	92.46%
101.45100.01220	FICA/MC CONTRIBUTIONS-EMP	19,563.00	1,386.32	19,563.00	1,386.32	92.91%
101.45100.01300	HEALTH INSURANCE	41,875.00	3,278.22	41,875.00	3,278.22	92.17%
101.45100.01313	PRUDENTIAL LIFE INSURANCE	176.00	14.54	176.00	14.54	91.74%
101.45100.01510	WORKERS COMPENSATION	1,900.00	0.00	1,900.00	0.00	100.00%
101.45100.02000	OFFICE SUPPLIES	2,161.00	133.43	2,161.00	133.43	93.83%
101.45100.02220	POSTAGE	8,950.00	342.54	8,950.00	342.54	96.17%
101.45100.02290	RECREATION EQUIP SUPPLIES	2,500.00	364.37	2,500.00	364.37	85.43%
101.45100.03310	TRAVEL EXPENSE	1,000.00	0.00	1,000.00	0.00	100.00%
101.45100.03500	PRINTING & PUBLISHING	14,357.00	25.69	14,357.00	25.69	99.82%
101.45100.04300	CONFERENCE & SCHOOLS	1,400.00	20.00	1,400.00	20.00	98.57%
101.45100.04330	DUES & SUBSCRIPTIONS	457.00	175.00	457.00	175.00	61.71%
Total RECREATION DEPARTMENT Expenditures		367,824.00	25,747.97	367,824.00	25,747.97	93.00%
PARKS DEPARTMENT Expenditures						
101.45200.01010	FULL TIME EMPLOYEES	148,100.00	11,265.42	148,100.00	11,265.42	92.39%
101.45200.01013	OVERTIME	7,912.00	515.54	7,912.00	515.54	93.48%
101.45200.01020	ON CALL SALARIES	2,261.00	0.00	2,261.00	0.00	100.00%
101.45200.01040	TEMPORARY EMPLOYEES	30,000.00	0.00	30,000.00	0.00	100.00%
101.45200.01050	VACATION BUY BACK	3,000.00	(58.50)	3,000.00	(58.50)	101.95%
101.45200.01210	PERA CONTRIBUTIONS-EMPLO	11,871.00	879.21	11,871.00	879.21	92.59%
101.45200.01220	FICA/MC CONTRIBUTIONS-EMP	14,633.00	950.69	14,633.00	950.69	93.50%
101.45200.01300	HEALTH INSURANCE	27,500.00	1,981.04	27,500.00	1,981.04	92.80%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (101)
For the Fiscal Period 2019-1 Ending January 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.45200.01313 PRUDENTIAL LIFE INSURANCE	108.00	8.92	108.00	8.92	91.74%
101.45200.01510 WORKERS COMPENSATION	14,000.00	0.00	14,000.00	0.00	100.00%
101.45200.02100 OPERATING SUPPLIES	1,000.00	0.00	1,000.00	0.00	100.00%
101.45200.02120 MOTOR FUELS & LUBRICANTS	12,500.00	771.76	12,500.00	771.76	93.83%
101.45200.02200 REPAIR & MAINTENANCE	8,000.00	496.96	8,000.00	496.96	93.79%
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	31.50	0.00	31.50	0.00%
101.45200.02210 EQUIPMENT PARTS	5,500.00	0.00	5,500.00	0.00	100.00%
101.45200.02221 TIRES	800.00	0.00	800.00	0.00	100.00%
101.45200.02225 LANDSCAPING MATERIALS	8,932.00	0.00	8,932.00	0.00	100.00%
101.45200.02280 UNIFORMS,SAFETY SHOES	1,000.00	1,033.40	1,000.00	1,033.40	(3.34%)
101.45200.02290 RECREATION EQUIP SUPPLIES	2,000.00	0.00	2,000.00	0.00	100.00%
101.45200.03210 TELEPHONE	500.00	37.97	500.00	37.97	92.41%
101.45200.03810 ELECTRIC UTILITIES	4,500.00	52.52	4,500.00	52.52	98.83%
101.45200.03830 GAS UTILITIES	3,500.00	447.67	3,500.00	447.67	87.21%
101.45200.03841 RUBBISH REMOVAL	400.00	0.00	400.00	0.00	100.00%
101.45200.04190 SATELLITE RENTAL	1,400.00	0.00	1,400.00	0.00	100.00%
101.45200.04300 CONFERENCE & SCHOOLS	1,200.00	0.00	1,200.00	0.00	100.00%
101.45200.04500 CONTRACTUAL SERVICES	880.00	0.00	880.00	0.00	100.00%
101.45200.04901 LAKESIDE PARK EXPENSE	11,500.00	0.00	11,500.00	0.00	100.00%
Total PARKS DEPARTMENT Expenditures	322,997.00	18,414.10	322,997.00	18,414.10	94.30%
MISCELLANEOUS Expenditures					
101.49000.01300 HEALTH INSURANCE	350.00	335.00	350.00	335.00	4.29%
101.49000.01313 COBRA-H.S.A. FEES	8,400.00	0.00	8,400.00	0.00	100.00%
101.49000.03600 INSURANCE	45,000.00	0.00	45,000.00	0.00	100.00%
101.49000.04000 CONTRACTUAL SERVICE	0.00	275.00	0.00	275.00	0.00%
101.49000.04390 MISCELLANEOUS	5,000.00	0.00	5,000.00	0.00	100.00%
101.49000.04420 SURCHARGES-PLMG	200.00	0.00	200.00	0.00	100.00%
101.49000.04430 SURCHARGES-HTG	400.00	0.00	400.00	0.00	100.00%
101.49000.04440 SURCHARGES-BLDG	2,000.00	0.00	2,000.00	0.00	100.00%
101.49000.07000 PERMANENT TRANSFERS OUT	145,000.00	0.00	145,000.00	0.00	100.00%
Total MISCELLANEOUS Expenditures	206,350.00	610.00	206,350.00	610.00	99.70%
Total GENERAL FUND Expenditures	\$ 4,314,187.00	\$ 298,788.82	\$ 4,314,187.00	\$ 298,788.82	93.07%
GENERAL FUND Excess of Revenues Over Expenditure	\$ 0.00	\$ (278,414.20)	\$ 0.00	\$ (278,414.20)	0.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures
 Revised Budget

For the Fiscal Period 2019-1 Ending January 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 4,314,187.00	\$ 20,374.62	\$ 4,314,187.00	\$ 20,374.62	99.53%
Total Expenditures	\$ 4,314,187.00	\$ 298,788.82	\$ 4,314,187.00	\$ 298,788.82	93.07%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (278,414.20)	\$ 0.00	\$ (278,414.20)	0.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For PUBLIC UTILITIES OPERATIONS (601)
 For the Fiscal Period 2019-1 Ending January 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
601.0000.34950 MISC REVENUE-NSF CHRGS	\$ 0.00	\$ 105.79	\$ 0.00	\$ 105.79	0.00%
601.0000.36210 INTEREST EARNINGS	30,000.00	0.00	30,000.00	0.00	100.00%
601.0000.37101 WATER COLLECTIONS	508,892.00	108,478.98	508,892.00	108,478.98	78.68%
601.0000.37103 SALES TAX COLLECTED	6,200.00	1,385.98	6,200.00	1,385.98	77.65%
601.0000.37104 PENALTIES/WATER	7,000.00	0.00	7,000.00	0.00	100.00%
601.0000.37109 SAFE DRINKING WATER FEE	13,900.00	3,443.72	13,900.00	3,443.72	75.23%
601.0000.37111 ADMINISTRATIVE CHARGE	82,000.00	19,769.95	82,000.00	19,769.95	75.89%
601.0000.37115 ESTIMATE READING CHRG	50.00	0.00	50.00	0.00	100.00%
601.0000.37149 WATER CONN-INTEREST	0.00	464.86	0.00	464.86	0.00%
601.0000.37150 WATER CONNECTION-WAC	0.00	104.38	0.00	104.38	0.00%
601.0000.37151 WATER RECONNECT-CALL OU	1,000.00	45.01	1,000.00	45.01	95.50%
601.0000.37170 WATER PERMITS	100.00	0.00	100.00	0.00	100.00%
601.0000.37171 WATER PERMIT SURCHARGES	10.00	0.00	10.00	0.00	100.00%
601.0000.37172 WATER METER SALES & INSTA	1,500.00	0.00	1,500.00	0.00	100.00%
601.0000.37201 SEWER COLLECTIONS	848,892.00	206,597.91	848,892.00	206,597.91	75.66%
601.0000.37204 PENALTIES-SEWER	15,000.00	0.00	15,000.00	0.00	100.00%
601.0000.37250 SEWER CONNECTION-SAC	0.00	1,132.00	0.00	1,132.00	0.00%
601.0000.37251 SEWER CONN-INTEREST	0.00	253.71	0.00	253.71	0.00%
601.0000.37270 SEWER PERMITS	100.00	0.00	100.00	0.00	100.00%
601.0000.37271 SEWER PERMIT SURCHARGES	10.00	0.00	10.00	0.00	100.00%
601.0000.37273 SEWER HOOK-UP CHARGES	150.00	0.00	150.00	0.00	100.00%
601.0000.39206 TRANSFER FROM RECYCLING	1,500.00	0.00	1,500.00	0.00	100.00%
Total Revenues	1,516,304.00	341,782.29	1,516,304.00	341,782.29	77.46%
Total PUBLIC UTILITIES OPERATIONS Revenues	\$ 1,516,304.00	\$ 341,782.29	\$ 1,516,304.00	\$ 341,782.29	77.46%

Expenditures**WATER DEPARTMENT Expenditures**

601.4940.01010 FULL TIME EMPLOYEES	\$ 109,000.00	\$ 8,740.64	\$ 109,000.00	\$ 8,740.64	91.98%
601.4940.01013 OVERTIME	7,912.00	712.64	7,912.00	712.64	90.99%
601.4940.01020 ON CALL SALARIES	3,014.00	0.00	3,014.00	0.00	100.00%
601.4940.01040 TEMPORARY EMPLOYEES	5,000.00	0.00	5,000.00	0.00	100.00%
601.4940.01050 VACATION BUY BACK	1,700.00	(175.50)	1,700.00	(175.50)	110.32%
601.4940.01210 PERA CONTRIBUTIONS-EMPLO	8,695.00	695.83	8,695.00	695.83	92.00%
601.4940.01220 FICA/MC CONTRIBUTIONS-EMP	9,690.00	735.11	9,690.00	735.11	92.41%
601.4940.01300 HEALTH & DENTAL INSURANC	19,985.00	1,663.32	19,985.00	1,663.32	91.68%
601.4940.01313 LIFE INSURANCE	95.00	7.68	95.00	7.68	91.92%
601.4940.01510 WORKERS COMPENSATION	7,900.00	0.00	7,900.00	0.00	100.00%
601.4940.02000 OFFICE SUPPLIES	800.00	0.00	800.00	0.00	100.00%
601.4940.02030 PRINTED FORMS	2,000.00	0.00	2,000.00	0.00	100.00%
601.4940.02100 OPERATING SUPPLIES	800.00	0.00	800.00	0.00	100.00%
601.4940.02120 MOTOR FUELS & LUBRICANTS	2,700.00	205.15	2,700.00	205.15	92.40%
601.4940.02200 REPAIR & MAINTENANCE	60,000.00	550.80	60,000.00	550.80	99.08%
601.4940.02210 EQUIPMENT PARTS	1,000.00	0.00	1,000.00	0.00	100.00%
601.4940.02220 POSTAGE	2,500.00	236.56	2,500.00	236.56	90.54%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

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Revised Budget
 For PUBLIC UTILITIES OPERATIONS (601)
 For the Fiscal Period 2019-1 Ending January 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02221 TIRES	500.00	0.00	500.00	0.00	100.00%
601.49400.02222 STREET REPAIRS	3,000.00	0.00	3,000.00	0.00	100.00%
601.49400.02261 WATER TESTING	800.00	0.00	800.00	0.00	100.00%
601.49400.02262 WATER METER & SUPPLIES	5,500.00	3,528.35	5,500.00	3,528.35	35.85%
601.49400.02264 SAFE DRINKING WATER FEE	13,900.00	0.00	13,900.00	0.00	100.00%
601.49400.02280 UNIFORM ALLOWANCE	950.00	654.10	950.00	654.10	31.15%
601.49400.03010 AUDIT & ACCTG SERVICES	2,700.00	0.00	2,700.00	0.00	100.00%
601.49400.03030 ENGINEERING FEES	2,500.00	0.00	2,500.00	0.00	100.00%
601.49400.03040 LEGAL FEES	300.00	0.00	300.00	0.00	100.00%
601.49400.03210 TELEPHONE	900.00	92.31	900.00	92.31	89.74%
601.49400.03310 TRAVEL EXPENSE	1,100.00	0.00	1,100.00	0.00	100.00%
601.49400.03500 PRINTING & PUBLISHING	7,600.00	2,478.44	7,600.00	2,478.44	67.39%
601.49400.03600 INSURANCE	7,000.00	0.00	7,000.00	0.00	100.00%
601.49400.03870 WATER USAGE-CITY OF BLAIN	3,500.00	858.69	3,500.00	858.69	75.47%
601.49400.04000 CONTRACTUAL SERVICE	7,511.00	0.00	7,511.00	0.00	100.00%
601.49400.04050 MAINTENANCE AGREEMENTS	13,775.00	25.00	13,775.00	25.00	99.82%
601.49400.04300 CONFERENCE & SCHOOLS	1,500.00	84.42	1,500.00	84.42	94.37%
601.49400.04330 DUES & SUBSCRIPTIONS	560.00	0.00	560.00	0.00	100.00%
601.49400.04370 PERMITS AND TAXES	8,400.00	3,971.25	8,400.00	3,971.25	52.72%
601.49400.04470 SURCHARGES-WATER	10.00	0.00	10.00	0.00	100.00%
601.49400.07000 PERMANENT TRANSFERS OUT	94,253.00	0.00	94,253.00	0.00	100.00%
Total WATER DEPARTMENT Expenditures	419,050.00	25,064.79	419,050.00	25,064.79	94.02%
WATER TREATMENT PLANT Expenditures					
601.49402.02100 OPERATING SUPPLIES	100.00	0.00	100.00	0.00	100.00%
601.49402.02120 MOTOR FUELS & LUBRICANTS	2,000.00	0.00	2,000.00	0.00	100.00%
601.49402.02160 CHEMICALS & CHEMICAL PRO	19,000.00	0.00	19,000.00	0.00	100.00%
601.49402.02200 REPAIR & MAINTENANCE	15,000.00	2,561.73	15,000.00	2,561.73	82.92%
601.49402.02210 EQUIPMENT PARTS	4,000.00	0.00	4,000.00	0.00	100.00%
601.49402.03030 ENGINEERING FEES	1,000.00	0.00	1,000.00	0.00	100.00%
601.49402.03600 INSURANCE	10,200.00	0.00	10,200.00	0.00	100.00%
601.49402.03810 ELECTRIC UTILITIES	75,000.00	0.00	75,000.00	0.00	100.00%
601.49402.03830 GAS UTILITIES	2,600.00	169.84	2,600.00	169.84	93.47%
601.49402.04000 CONTRACTUAL SERVICE	3,500.00	0.00	3,500.00	0.00	100.00%
601.49402.04370 PERMITS,DUES,SUBSCRIPTIO	2,850.00	125.00	2,850.00	125.00	95.61%
601.49402.07000 PERMANENT TRANSFERS OUT	44,945.00	0.00	44,945.00	0.00	100.00%
Total WATER TREATMENT PLANT Expenditures	180,195.00	2,856.57	180,195.00	2,856.57	98.41%
SEWER DEPARTMENT Expenditures					
601.49450.01010 FULL TIME EMPLOYEES	109,000.00	8,740.70	109,000.00	8,740.70	91.98%
601.49450.01013 OVERTIME	7,912.00	712.65	7,912.00	712.65	90.99%
601.49450.01020 ON CALL SALARIES	3,014.00	0.00	3,014.00	0.00	100.00%
601.49450.01040 TEMPORARY EMPLOYEES	5,000.00	0.00	5,000.00	0.00	100.00%
601.49450.01050 VACATION BUY BACK	1,700.00	(175.50)	1,700.00	(175.50)	110.32%
601.49450.01210 PERA CONTRIBUTIONS-EMPLO	8,695.00	695.89	8,695.00	695.89	92.00%
601.49450.01220 FICA/MC CONTRIBUTIONS-EMP	9,690.00	735.15	9,690.00	735.15	92.41%
601.49450.01300 HEALTH & DENTAL INSURANC	19,985.00	1,663.32	19,985.00	1,663.32	91.68%
601.49450.01313 LIFE INSURANCE	95.00	7.70	95.00	7.70	91.89%
601.49450.01510 WORKERS COMPENSATION	7,900.00	0.00	7,900.00	0.00	100.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For PUBLIC UTILITIES OPERATIONS (601)
For the Fiscal Period 2019-1 Ending January 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49450.02000 OFFICE SUPPLIES	800.00	0.00	800.00	0.00	100.00%
601.49450.02030 PRINTED FORMS	1,500.00	0.00	1,500.00	0.00	100.00%
601.49450.02100 OPERATING SUPPLIES	500.00	0.00	500.00	0.00	100.00%
601.49450.02120 MOTOR FUELS & LUBRICANTS	2,700.00	205.15	2,700.00	205.15	92.40%
601.49450.02200 REPAIR & MAINTENANCE	10,000.00	809.04	10,000.00	809.04	91.91%
601.49450.02210 EQUIPMENT PARTS	3,000.00	0.00	3,000.00	0.00	100.00%
601.49450.02220 POSTAGE	2,500.00	11.55	2,500.00	11.55	99.54%
601.49450.02221 TIRES	500.00	0.00	500.00	0.00	100.00%
601.49450.02222 STREET REPAIRS	1,500.00	0.00	1,500.00	0.00	100.00%
601.49450.02262 WATER METER & SUPPLIES	6,000.00	3,528.35	6,000.00	3,528.35	41.19%
601.49450.02280 UNIFORM ALLOWANCE	950.00	654.10	950.00	654.10	31.15%
601.49450.03010 AUDIT & ACCTG SERVICES	2,700.00	0.00	2,700.00	0.00	100.00%
601.49450.03030 ENGINEERING FEES	2,500.00	0.00	2,500.00	0.00	100.00%
601.49450.03040 LEGAL FEES	300.00	0.00	300.00	0.00	100.00%
601.49450.03210 TELEPHONE	700.00	42.15	700.00	42.15	93.98%
601.49450.03310 TRAVEL EXPENSE	1,000.00	0.00	1,000.00	0.00	100.00%
601.49450.03500 PRINTING & PUBLISHING	300.00	0.00	300.00	0.00	100.00%
601.49450.03600 INSURANCE	11,500.00	0.00	11,500.00	0.00	100.00%
601.49450.03810 ELECTRIC UTILITIES	4,000.00	0.00	4,000.00	0.00	100.00%
601.49450.03840 METRO WASTE CONTROL	593,579.00	49,464.84	593,579.00	49,464.84	91.67%
601.49450.04000 CONTRACTUAL SERVICE	13,511.00	0.00	13,511.00	0.00	100.00%
601.49450.04050 MAINTENANCE AGREEMENTS	6,500.00	25.00	6,500.00	25.00	99.62%
601.49450.04300 CONFERENCE & SCHOOLS	1,950.00	84.42	1,950.00	84.42	95.67%
601.49450.04330 DUES & SUBSCRIPTIONS	340.00	0.00	340.00	0.00	100.00%
601.49450.04460 SURCHARGES-SEWER	10.00	0.00	10.00	0.00	100.00%
601.49450.07000 PERMANENT TRANSFERS OUT	75,228.00	0.00	75,228.00	0.00	100.00%
Total SEWER DEPARTMENT Expenditures	917,059.00	67,204.51	917,059.00	67,204.51	92.67%
Total PUBLIC UTILITIES OPERATIONS Expenditures	\$ 1,516,304.00	\$ 95,125.87	\$ 1,516,304.00	\$ 95,125.87	93.73%
PUBLIC UTILITIES OPERATIONS Excess of Revenues O \$	0.00	\$ 246,656.42	0.00	\$ 246,656.42	0.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures
 Revised Budget

For the Fiscal Period 2019-1 Ending January 31, 2019

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 1,516,304.00	\$ 341,782.29	\$ 1,516,304.00	\$ 341,782.29	77.46%
Total Expenditures	\$ 1,516,304.00	\$ 95,125.87	\$ 1,516,304.00	\$ 95,125.87	93.73%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ 246,656.42	\$ 0.00	\$ 246,656.42	0.00%

SUBURBAN RATE AUTHORITY

470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402
(612) 337-9233

INVOICE

TO:
Mr. Daniel Buchholtz
City Administrator
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432-2116

DATE: 02/13/2019
02/19/2019

**PLEASE DISREGARD INVOICE
DATED 02/13/2019 AND
USE THIS CORRECTED INVOICE
DATED 02/19/2019**

<u>DESCRIPTION</u>	<u>NUMBER OF VOTES</u>	<u>AMOUNT</u>
2019 Membership Assessment: (\$452.00 per vote)	2	\$886 <u>\$904</u>
Assessment Paid:		\$0
<u>First Half Assessment Due and Payable:</u>		<u>\$443</u> <u>\$452</u>

Please Send Payment To:

Mr. Greg Sticha
Treasurer
Suburban Rate Authority
Chanhassen City Hall
P.O. Box 147
Chanhassen, MN 55317-0147



Offices in
Minneapolis
Saint Paul
St. Cloud

470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402
(612) 337-9300 telephone
(612) 337-9310 fax
www.kennedy-graven.com
Affirmative Action, Equal Opportunity Employer

JAMES M. STROMMEN

Attorney at Law
Direct Dial: (612) 337-9233
Email: jstrommen@kennedy-graven.com

February 19, 2019

Mr. Daniel Buchholtz
City Administrator
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, 55432-2116

Re: 2019 First Half Suburban Rate Authority Assessment

Dear Mr. Buchholtz:

It has come to my attention that the invoice for the first half SRA assessments sent on February 13, 2019, inadvertently used the 2018 assessment amount (\$443 per vote) rather than the 2019 assessment amount (\$452 per vote). Accordingly, enclosed is a corrected invoice dated February 19, 2019.

We apologize for the inconvenience.

Very truly yours,

A handwritten signature in cursive script that reads "Jim".

James M. Strommen
General Counsel

JMS:(lml)
Enclosure

cc: SRA Delegate



Offices in
Minneapolis
Saint Paul
St. Cloud

470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402
(612) 337-9300 telephone
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Affirmative Action, Equal Opportunity Employer

JAMES M. STROMMEN
Attorney at Law
Direct Dial: (612) 337-9233
Email: jstrommen@kennedy-graven.com

February 13, 2019

Mr. Daniel Buchholtz
City Administrator
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432-2116

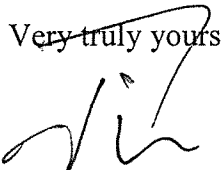
Re: 2019 First Half Suburban Rate Authority Assessment

Dear Mr. Buchholtz,

Enclosed is the first half assessment for 2019 membership in the SRA and a W-9 Form. Also enclosed is an update to the SRA's history and recent accomplishments. If you have any questions about the issues the SRA is currently addressing, please contact me.

Thank you again for the City's important contribution to protecting municipal interest and the interests of residents and businesses within SRA cities on utility matters.

Very truly yours,



James M. Strommen
General Counsel

Enclosure

cc: SRA Delegate

SUBURBAN RATE AUTHORITY HISTORY AND ACCOMPLISHMENTS (UPDATED FEBRUARY 11, 2019)

This summary is intended to describe the history, purposes and accomplishments of the Suburban Rate Authority (“SRA”). We hope you find this informative. If you have any questions about the information, please contact Jim Strommen, SRA general counsel, at Kennedy & Graven at 612-337-9233.

The SRA is a joint powers organization consisting of 32 Twin Cities Metropolitan Area suburban cities totaling over one million in population in 2019. (list of member cities attached) The SRA is authorized to intervene in Minnesota Public Utilities Commission (“PUC”) proceedings, and otherwise address matters affecting gas, electric and telephone rates and services to municipalities and their residents and businesses. Related to that authority is SRA involvement in utility right-of-way use, gas and electric franchises, and wireless cell phone tower site and small cell regulation and wireless lease agreements. The SRA is also authorized by its joint powers agreement to address sanitary sewer matters or other utility services provided by a governmental agency such as the Metropolitan Council.

The material below attempts to demonstrate the historical savings to its members and their residents and business achieved by SRA efforts, alone or in combination with other entities or state agencies. Though actual dollar savings are often difficult to calculate, the SRA has saved residents and businesses of Twin City suburban communities millions of dollars in telephone, gas, and electric rates since 1975, as recounted below.

SRA HISTORY

The SRA was organized in 1963, for the purpose of providing collective strength in negotiating franchises with the Minneapolis Gas Company (later Minnegasco and now CenterPoint Energy), which served the original SRA members. In 1974, the Legislature adopted the Public Utilities Act to provide for state regulation of gas and electric utilities, except for cooperative electric associations and municipal utilities. SRA assisted the state in defining the regulation and intervened in the early gas and electric cases to provide leadership and direction in utility regulation. Since that time, it has been active as a party in matters concerning gas, electric and telephone rate regulation and in legislation concerning the PUC.

In recent years, the SRA has addressed numerous issues of importance to municipalities in utility use of right-of-way and other public land, as well as rates paid by suburban ratepayers, including municipalities themselves. The SRA responds to these matters within PUC proceedings, city ordinances, agreements with utilities and occasionally in state legislation.

ISSUES AND SAVINGS TO CITIES/RATEPAYERS

The collective voice and combined resources of Twin Cities suburban municipalities has allowed the SRA to address utility issues most single cities could never afford to take on.

The SRA is careful to address unique issues not otherwise of interest or within the expertise of state agencies or other parties involved in utility matters. For example, solely through recent SRA efforts, municipalities and residential and business customers in Xcel's electric service territory have received several million dollars in back credits since 2014 for unexcused electrical outages. This includes outages for municipal pumping stations totaling approximately \$500,000 a year on an Xcel system-wide basis. These are ongoing savings.

What is now "ancient history" in the telecommunications world – 1990-2000, SRA efforts before the PUC eliminated then Northwestern Bell's tiered telephone pricing system skewed against suburban customers located further away from the central Minneapolis and St. Paul area. The resulting equal Twin City area telephone rates saved suburban ratepayers millions of dollars until the now unregulated rates and cell phone use has supplanted land-line phones.

EXAMPLES OF CURRENT AND PAST SRA MATTERS

2018-2019 SRA Review of Model Aesthetic Standards for Small Cell Equipment Installation on Street Lights and Other Structures. The FCC adopted a rule requiring, by April 15, 2019, local government bodies to publish standards for aesthetic in the fast growing small cell equipment installation in public right-of-way. The collective knowledge of SRA public works representatives and SRA legal knowledge allows individual cities to adopt consistent standards.

2015-2019 LED Street Lighting Changeover from HPS by Xcel in SRA Cities. The SRA has been the major municipal voice in analyzing LED pricing, lamp styling and promoting new LED lighting offerings by Xcel. Xcel's anticipated 2019 multi-year rate case will require a major focus on LED pricing and offerings for the coming years. The SRA is at the table on behalf of municipalities and has worked with the City of Minneapolis before the PUC. SRA efforts resulted in moderating increases in street lighting rates for the Xcel multi-year rate period of 2016-2019.

2016-17 SRA Participation in League of Cities Small Cell Wireless ROW Access Review, Legislation. The SRA participated actively in reviewing and commenting to the League of Minnesota Cities during the 2017 Legislative Session at which new small cell siting regulations were added to the utility right-of-way use law, Minnesota Statutes, Chapter 237.

2016 Small Municipal Pumping Rate Settlement. On November 2, 2016, the SRA settled with Xcel on small pumping station outage credits. Xcel paid \$497,737 in credits from January 1, 2014 through March 1, 2016 to all Xcel municipalities. The SRA municipalities received \$131,950 in credits during this period. These totals are in addition to the ongoing outage credits for large and small stations that have now been maintained at the \$200 and \$100 per outage amount under the tariff.

2015 Xcel-ROW Statement of Work Tariff. Through the SRA's sole efforts, city customers of Xcel now have the right to scrutinize undergrounding of distribution line costs incurred by Xcel in ROW projects when the city decides to pay for the undergrounding at its option. Prior to the PUC approval of the new tariff, cities were required to pay the entire Xcel-estimated cost of the

work, up front, with no opportunity to obtain a refund of unused costs or review the reasonableness of the construction costs.

2013 Xcel Residential/Business Customer Outage Credits. Due to repeated, uncompensated outages occurring within a residential neighborhood of an SRA member city (Roseville), the SRA successfully argued for an expansive formula to credit customers who have repeated electric outages in Xcel service territory that remain unrepaired. These credits range from \$50 to \$125 and have been implemented since 2013 to the benefit of Xcel residential and business customers.

2011 Xcel Gas \$3.5 Million Rate Base Reduction. The SRA successfully eliminated \$3.5 million requested by Xcel Gas for predicted facilities relocation projects not proven to be funded through the American Recovery Act.

2010 CenterPoint Energy \$4 Million Rate Base Reduction. The SRA successfully eliminated \$4 million requested by CenterPoint in its rate case related to costs to replace faulty and dangerous piping it purchased but did not inspect at the time of purchase.

2009-2016 CenturyLink Alternative Form of Regulation (AFOR). The SRA has intervened actively on behalf of Twin Cities Metropolitan Area cities in the AFOR CenturyLink (formerly Qwest) have utilized under Minnesota law since 1999. In these AFOR proceedings, the SRA has sought and obtained important protections against potentially hundreds of thousands of dollars in pass-through costs to city residents and businesses costs of CenturyLink facilities relocation and undergrounding.

2005-2019 Model Gas and Electric Franchise, Franchise Fees. The SRA has traditionally assisted its members and established model gas and electric franchises. The SRA has served as a resource on franchise terms, including the implementation of franchise fees. The SRA has worked with the League of Minnesota Cities to establish the published SRA-League Model Gas and Electric Franchise.

2007 Cooperative SRA-Xcel Effort to Reduce Electric Usage in Pumping Stations. The SRA worked with Xcel during 2007 and 2008 to identify strategies to reduce electric rates and electricity usage at municipal pumping stations. It is through this process that the SRA identified the method of how minimizing use of pumping stations during the six winter months can result in the estimated \$1,000-\$20,000 annual savings in rates to city pumping station electricity bills. The higher savings estimates would apply to larger municipalities with multiple redundant wells using greater than 25 KW in electricity. It is likely that even small municipalities would be able to utilize some savings from this method, available because the SRA was able to retain the municipal pumping rate in this rate case.

2005 Service Lateral Utility Locate Rules. The Office of Pipeline Safety Rules, effective January 1, 2006, requires cities to locate water and sewer service laterals of utilities found in the right-of-way. This includes service laterals that are privately-owned for water and sewer, located deep under the right-of-way. The SRA assisted in the process of equipping cities within

ordinances and permit language to effectively obtain location information on newly-installed water and sewer service laterals.

2004 Consumer/Small Business Protection in Telephone Rates. SRA presence in the legislative process had a significant impact on the comprehensive telecom legislation passed during the 2004 session. The SRA participated with a group of interested parties resulting in the defeat of provisions allowing unilateral rate increase authority and lower service standards sought by telephone companies.

2003 Xcel Metro Emissions Reduction Plan-Audit. The SRA was a signatory to a plan endorsed by the Governor's Office and approved by the Public Utilities Commission in December 2003. The Plan will have a significant impact on Metro Area pollution reduction as well as a reduction in the need for additional transmission upgrades and sites.

NOTABLE PAST SRA ACHIEVEMENTS

1999-2002 Right-of-Way Management. The SRA participated significantly with the League of Minnesota Cities and staff from Minneapolis and St. Paul in developing right-of-way legislation, right-of-way rules promulgated by the PUC and model right-of-way management ordinances based on the 1997 legislation and 1999 PUC right-of-way management rules.

1998 612 Area Code Split along Municipal Boundaries. The SRA was the original and primary advocate of area code boundaries drawn along municipal boundaries ("952", "763", "651"), rather than telephone wire centers for the 612 area code split. Adoption of this position by the Minnesota PUC was the first of its type in the United States.

1997-1999 Right-of-Way Legislation and Task Force Participation. The SRA played an important role in assisting the League of Minnesota Cities in the 1997 comprehensive legislation governing telecommunication providers' use of municipal right-of-way. The SRA also actively participated in the preparation of the model right-of-way ordinance that arose out of this legislation.

1996 Model Wireless Communication Lease Agreement. The SRA provided primary drafting contributions to a League of Minnesota Cities Model Site Lease Agreement for PCS/cellular communication antennas. This Model has been distributed to Minnesota cities for use in negotiation on site lease agreements.

1992 US West Telephone Rate Savings. As of November 1, 1992, residential and business telephone rates for US West Twin City local calling area became equal by class of service throughout the metropolitan area. This PUC action eliminated the tiered telephone rates that were in existence since 1980 and has saved outer Metro suburban ratepayers served by Qwest millions of dollars since its implementation. The US West Tier System charged higher rates for residential and business customers living in the suburban areas. In 1984 the SRA achieved a reduction of one half of the tier ratios. This elimination of the Tier System is a direct result of SRA's intervention and arguments against differentiating telephone rates by geographic location.

MEMBER ASSESSMENTS

The SRA members are assessed on the basis of population and voting power. Each 5,000 in population or fraction thereof, is equal to one vote. For instance, a city of 23,000 would have five votes. In 2019, each vote equals a \$452 per year annual assessment. The SRA has been very fiscally responsible and benefits greatly from the continued membership of its members.

2019 SUBURBAN RATE AUTHORITY MEMBER CITIES

Bloomington	Minnetonka
Brooklyn Park	Mound
Burnsville	Orono
Carver	Plymouth
Chanhassen	Robbinsdale
Circle Pines	Rogers
Deephaven	Roseville
Eden Prairie	St. Anthony Village
Edina	St. Louis Park
Fridley	Shakopee
Golden Valley	Shoreview
Hastings	Spring Lake Park
Hopkins	Spring Park
Lauderdale	Victoria
Maple Grove	Wayzata
Maplewood	Woodbury

Kenneth A. Tolzmann, SAMA
Spring Lake Park City Assessor

March 1, 2019

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

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

Dear Mr. Bucholtz,

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

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

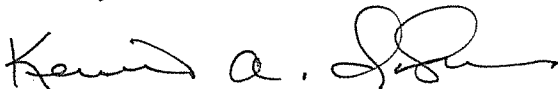
Total Cost for year 2020 assessment payable in 2021: \$37,042.40

First Quarter Amt. Due: \$ 9,260.60

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

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

Sincerely,



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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

Name of organization	Date organized	Tax exempt number
Spring Lake Park Lions Club	August 28, 1956	41-1340927

Address	City	State	Zip Code
P.O. Box 32955	Spring Lake Park	Minnesota	55432-0955

Name of person making application	Business phone	Home phone
Harold "Hal" Hinchliffe		763-780-4842

Date(s) of event	Type of organization
June 9, 2019	<input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit

Organization officer's name	City	State	Zip Code
Shelly Barrett (President)	Spring Lake Park	Minnesota	55432

Organization officer's name	City	State	Zip Code
Peter Yelle (1st Vice President)	Minneapolis	Minnesota	55414

Organization officer's name	City	State	Zip Code
Leroy Stanislawski (2nd Vice President)	Blaine	Minnesota	55434

Organization officer's name	City	State	Zip Code
Debbie Roberge (3rd Vice President)	Fridley	Minnesota	55432

Location where permit will be used. If an outdoor area, describe.

Lions Lakeside Park

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

West Bend Mutual Insurance Company 1900 S 8th Ave, West Bend, WI 53095
 \$1,000,000.00

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

 City or County approving the license

 Fee Amount

 Date Fee Paid

 Date Approved

 Permit Date

 City or County E-mail Address

 City or County Phone Number

 Signature City Clerk or County Official

 Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/25/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER West Bend Mutual Insurance Company 1900 South 18th Avenue West Bend WI 53095	CONTACT NAME: Customer Care PHONE (A/C, No, Ext): (866)926-4244 FAX (A/C, No): (262)365-2200 E-MAIL ADDRESS: customercare@wbmi.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : West Bend Mutual Insurance Company</td> <td>15350</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : West Bend Mutual Insurance Company	15350	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A : West Bend Mutual Insurance Company	15350													
INSURER B :														
INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
INSURED Spring Lake Park Lions Club 8433 Center Dr NE Minneapolis MN 55432-1309														

COVERAGES **CERTIFICATE NUMBER:** 18-19 Master **REVISION NUMBER:** 1

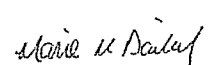
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	A169473	06/30/2018	06/30/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability		Y	A169483	06/30/2018	06/30/2019	Each Common Cause 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Spring Lake Park is recognized as an Additional Insured with regard to Liquor Liability per form NS0280. City of Spring Lake Park is also recognized as an Additional Insured with regard to General Liability coverage when required by written contract.

CERTIFICATE HOLDER

CANCELLATION

City of Spring Lake Park 1301 81st Ave NE Spring Lake Park MN 55432	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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ORGANIZATION INFORMATION

Organization Name: Ducks Unlimited Previous Gambling Permit Number: X-82012
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: 649 82RD AVENUE NE
 City: SPRING LAKE PARK State: MN Zip: 55432 County: ANOXA
 Name of Chief Executive Officer (CEO): MATTHEW POLANSKY
 CEO Daytime Phone: (763) 286-6458 CEO Email: mpolansky@ducks.onmicrosoft.com
(permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- Current calendar year Certificate of Good Standing**
 Don't have a copy? This certificate must be obtained each year from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**
 Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.
- Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? Yes No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

- one of four or fewer bingo events held this year. Dates: 5/4/2019
 -OR-
 conducted on up to 12 consecutive days in connection with a:
 county fair Dates: _____
 civic celebration Dates: _____
 Minnesota State Fair Dates: _____

Person in charge of bingo event: MATTHEW POLANSKY Daytime Phone: (763) 286-6458

Name of premises where bingo will be conducted: TORU BREWING

Premises street address: 821 UNIVERSITY AVENUE NE

City: SPRING LAKE PARK If township, township name: _____ County: ANOXA

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**COUNTY APPROVAL
for a gambling premises
located in a township**

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

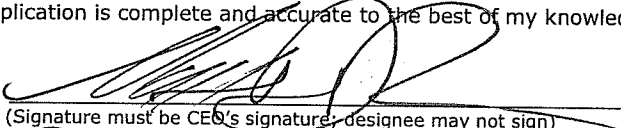
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature:  Date: 2/19/2019
(Signature must be CEO's signature; designee may not sign)

Print Name: MATTHEW POLANSKY

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES** tab, or call 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Memorandum

To: Mayor Hansen and Members of the City Council

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

Date: February 22, 2019

Subject: Public Works Director Salary Adjustment

Public Works Director Randall has informed me that he has applied for a Public Works Utilities Superintendent position in a nearby community that is offering a higher salary.

Due to his experience with managing our public works and utility departments, Mr. Randall is an asset to the City of Spring Lake Park that we would like to retain. His loss would be a tremendous blow to the City. Therefore, staff is recommending matching the salary being offered by the other community.

Currently, the Public Works Director salary range is \$35.60 - \$45.64/hour (\$74,048-\$94,931/year). Staff is proposing a market rate adjustment to bring the range to \$37.17 - \$47.65/hour (\$77,310 - \$99,112/year). This new salary is in the range of what Public Works Directors in other similar sized cities to Spring Lake Park earn.

Staff recommends approval of the proposed salary adjustment and authorizes staff to take actions commensurate with implementing the proposed salary adjustment.

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

Barry L. Brainard

1322 Crown Oaks Drive. Spring Lake Park, MN 55432

February 27, 2019

City of Spring Lake Park
1301 Eighty-First Avenue N.E.
Spring Lake Park, MN 55432

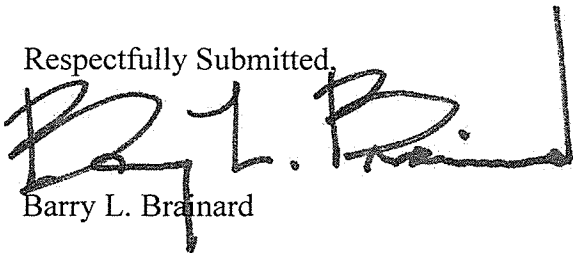
Honorable Mayor and City Council,

Please accept this letter of my intent to retire from public service and my position as the City of Spring Lake Park Building Official, Fire Marshal, Plumbing and Mechanical Inspector, effective April 1, 2019.

I would like to thank the good people of Spring Lake Park, Circle Pines, and Lexington for their loyalty and support these past 35 years. It has been my honor and privilege to serve as Building Official with the City of Spring Lake Park for 19 years and the Cities of Circle Pines/Lexington for 16 years. Within those 35 years of public service, I strongly believe I have made a difference in these communities by helping to create safe and sustainable structures as well as a strong and efficient system of code enforcement with professional service.

Please do not hesitate to contact me if there is anything I can do to assist in the transition of my work duties within the next few weeks.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Barry L. Brainard". The signature is stylized with a large initial "B" and a long horizontal stroke at the end.

Barry L. Brainard

John Q. Caldwell
14659 Guarani Street Northwest, Andover, Minnesota 55304

February 22, 2019

City of Spring Lake Park

Barry Brainard – Building Official

Dan Buchholtz – City Administrator

1301 81st Ave NE

Spring Lake Park, MN 55432

Dear Sirs:

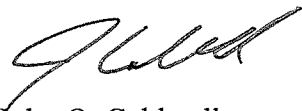
I am writing to announce my resignation, from the City of Spring Lake Park, effective two weeks from this date. I also wish to rescind of my recent application for Building Official.

This was not an easy decision to make. The past ten months have been very rewarding. I have enjoyed working for the City and citizens of Spring Lake Park. I have appreciated your support and the support of the City Council.

I would like to thank you, for the opportunities for growth that you have provided me.

I wish you and the City and its citizens all the best.

Respectfully,



John Q. Caldwell





City of Spring lake Park
Code Enforcement Division
1301 Eighty First Avenue Northeast
Spring Lake Park, Minnesota 55432
(763) 783-6491 Fax: (763) 792-7257

REPORT

TO: Spring Lake Park City Council
FROM: Barry L. Brainard, Code Enforcement Director
RE: Code Enforcement Monthly Report for February 2019
DATE: February 28, 2019

The Spring Lake Park Code Enforcement department is delegate the duties of enforcement for all building, mechanical, plumbing, fire, rental, property, nuisance, and zoning codes within Spring Lake Park.

In February 2019, a total of 18 permits were issued with 4 building permits issued compared to 8 in 2018, 6 mechanical permits issued compared to 7 in 2018, 6 Plumbing permits issued compared to 6 in 2018, and 1 Fire permit issued compared to 2 in 2018.

Construction on the Spring Lake Park Hy-Vee has once again commenced in February after a noted delay due to revisions. The structural insulated panels (SIP's), are being erected for the main store giving definition its true size from all adjoining streets. Bar joist for the roof have also been delivered on site which will be installed shortly after completion of the SIP's.

On February 5, 2019, I was voted to the Board of Directors with Association of Minnesota Building Officials (AMBO), at the International Code Council Regions III conference in Chaska. AMBO mission is to assist building officials throughout the State of Minnesota for both code education and uniformity. AMBO conducts several educational conferences throughout the State to support building officials in maintaining their required continuing educational units for both Minnesota State and the International Code Council certifications, while the code uniformity is to clarify and communicate building code interpretations for uniform enforcement. I am honored to be elected as an at-large board member and look forward to the challenges and any assistance I can provide in helping my fellow colleagues.

As some of you may have noted on tonight's consent agenda, I have submitted a formal letter for my intent to retire from public service and with the City of Spring Lake Park on April 1, 2019. Of my 35 years in public service, I have worked with the City of Spring Lake Park a total of 19 years as the Building Official and Fire Marshal. Also included on the consent agenda, you will find Mr. John Caldwell letter to vacate the part-time Code Inspector position on March 8, 2019. Mr. Caldwell has accepted employment with the City of St. Paul and begins his new job starting March 11th. I wish Mr. Caldwell all the best in his new endeavors with St. Paul and also wish to thank him for his all his hard work and dedication with the Code Enforcement Department.

Also attached with this report, please find the February 2019 Spring Lake Park vacancies listings. The listings include both residential and commercial properties indicating vacant and foreclosure properties as well as upcoming Sheriff Sales. Please refer to the handout for specific details.

The Code Enforcement Department did not post any abandoned/vacant property notice in the month of January. Also, in February, the Code Enforcement Department issued 11 Administrative Offense (A.O.) Ticket and several notices. All A.O.'s were issued for failing to register rental property for 2019.

Time allotted for Code Enforcement in January is as follows:

Building Inspections:	62%
Mechanical Inspections:	6%
Plumbing Inspections:	6%
Rental Inspections:	12%
Fire Inspections:	5%
Certificate of Occupancy/Nuisance Inspections:	5%
Zoning Inspections:	4%

In February of 2019, I also attended the following appointments:

- ICC Region III Educational Institute in Chaska February 4th – 8th.
- Employee Safety Training February 13th.
- Planning Commission meeting on February 25th

This month I am attaching the “Property Line Information” handout for your information. This handout is provided for any Spring Lake Park property owner that is looking to locate their property lines when applying for a building or zoning permit.

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

City of Spring Lake Park
Permits Issued & Fees Report - Detail by Address

Issued Date From: 2/1/2019 To: 2/28/2019
Permit Type: All Property Type: All Construction Type: All
Include YTD: Yes Status: Not Voided

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	WAC Fees	Total Fees
Permit Type: BUILDING												
Permit Kind: COMMERCIAL SHELL CONSTRUCTION												
2019-00045	02/21/2019	8155 HIGHWAY 65 NE	0		7,301,808.36	38,885.39	25,275.50	1,615.09				65,775.98
Permit Kind: SINGLE FAMILY DOOR REPLACEMENT												
Permit Kind: SINGLE FAMILY DRAIN TILE & SUMP												
2019-00042	02/27/2019	7760 JACKSON ST NE	0		4,950.00	127.63		2.48				130.11
Permit Kind: SINGLE FAMILY REMODEL												
2019-00044	02/25/2019	7971 QUINCY ST NE	0		6,000.00	144.78	94.11	3.00				241.89
Permit Kind: SINGLE FAMILY REPAIR												
Permit Kind: SINGLE FAMILY SOLAR ARRAY SYSTEM												
2019-00032	02/01/2019	1494 80TH AVE NE	0		10,000.00	210.14	136.59	5.00				351.73
Permit Kind: SINGLE FAMILY WINDOW REPLACEMENT												
Permit Type: BUILDING - Totals												
	Period		4	0	7,322,758.36	39,367.94	25,506.20	1,625.57				66,499.71
	YTD		8	0	7,387,295.36	40,512.21	25,506.20	1,657.84				67,676.25
Permit Type: FIRE SUPPRESSION												
Permit Kind: COMMERCIAL FIRE SUPPRESSION												
2019-00036	02/12/2019	8465 PLAZA BLVD NE	0			50.00		5.00				55.00
Permit Type: FIRE SUPPRESSION - Totals												
	Period		1	0		50.00		5.00				55.00
	YTD		2	0		112.40	4.06	7.08				123.54

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: SIGN													
Permit Kind: COMMERCIAL SIGN PERMANENT													
2019-00047	02/21/2019	8187 B UNIVERSITY AVE NE	0	0		85.00							85.00
Permit Kind: COMMERCIAL SIGN TEMPORARY													
Permit Type: SIGN - Totals													
			Period	1	0	85.00							85.00
			YTD	3	0	445.00							445.00
Report Total													
			Period	18	0	40,147.94	25,506.20	1,642.57					67,296.71
			YTD	50	0	49,653.77	25,510.26	1,851.22					77,015.25



**CITY OF SPRING LAKE PARK
CODE ENFORCEMENT
1301 81st Avenue NE
Spring Lake Park, MN 55432
Business Phone 763-784-6491
Fax 763-792-7257**

PROPERTY LINE LOCATIONS

Information that may assist you in locating your property lines

Why is it important to locate property lines?

Before performing any construction on your property, including building a fence, driveway, deck, gazebo, shed, garage, or an addition to your home, it is necessary to establish where your property lines are located. This provides evidence the building inspector need to verify that a project is within the setbacks required by both zoning laws and building codes. Buildings outside of required setbacks or over wrongly assumed property lines may result in moving or dismantling your building in which can be costly and time consuming. If you don't know the location of the property line, you can investigate by using one or more of the methods described below. The City of Spring Lake Park does not provide the service to locate or issue a copy of your survey for your property.

Property lines often are casually delineated by where you and your neighbor mow lawns, plant flower beds, or maintain fences. These delineated borders may not be the actual property lines, even though you and your neighbor may believe this to be the case. Problems may arise when either property is sold and/or property lines are found not to be where they had been assumed to be located.

Do not assume that utility poles, boxes, or sidewalk edge indicate property line locations. In front and corner lots, street curbs are rarely located on the actual property line. These property lines are generally somewhere between 12-16 feet behind the back curbing edge on roads in Spring Lake Park.

How to locate property lines.

The first step in finding your property lines is to determine the dimensions of your property lot. You can get this information from your deed or from a plat map obtainable from the Spring Lake Park Administration Offices. If you have a certificate of survey with the as-built location of your home, you can measure from your home exterior wall to locate your property line. Use caution when using a certificate of survey, as some show a proposed location of the home before it was built rather than the actual location.

Another possible way of locating your property line is by locating your property pins. Often these are located at the corners of your lot and/or at the beginning of a curve if your property curves such as with a cul-de-sac lot. Ask your adjoining neighbors if they have recently located their pins for properties. This could save you trouble of having to find them yourself. If no one knows where they are, you may wish to use a shovel to probe the area of the ground where they are assumed to be located. Using a metal or magnetic locator can greatly assist in your search for your property pins as they sometimes can be as much as a foot or more in the ground. Always contact Gopher State One Call at 1-800-252-1166 or 651-454-0002 before you dig and search for your property pins.

Many properties in Spring Lake Park were originally surveyed many years ago and since that time may have been removed. If this is the case, your property corner pins may be located by measuring from the opposite pins of your neighbor's property with their permission, or other pins on the block where the locations are known.

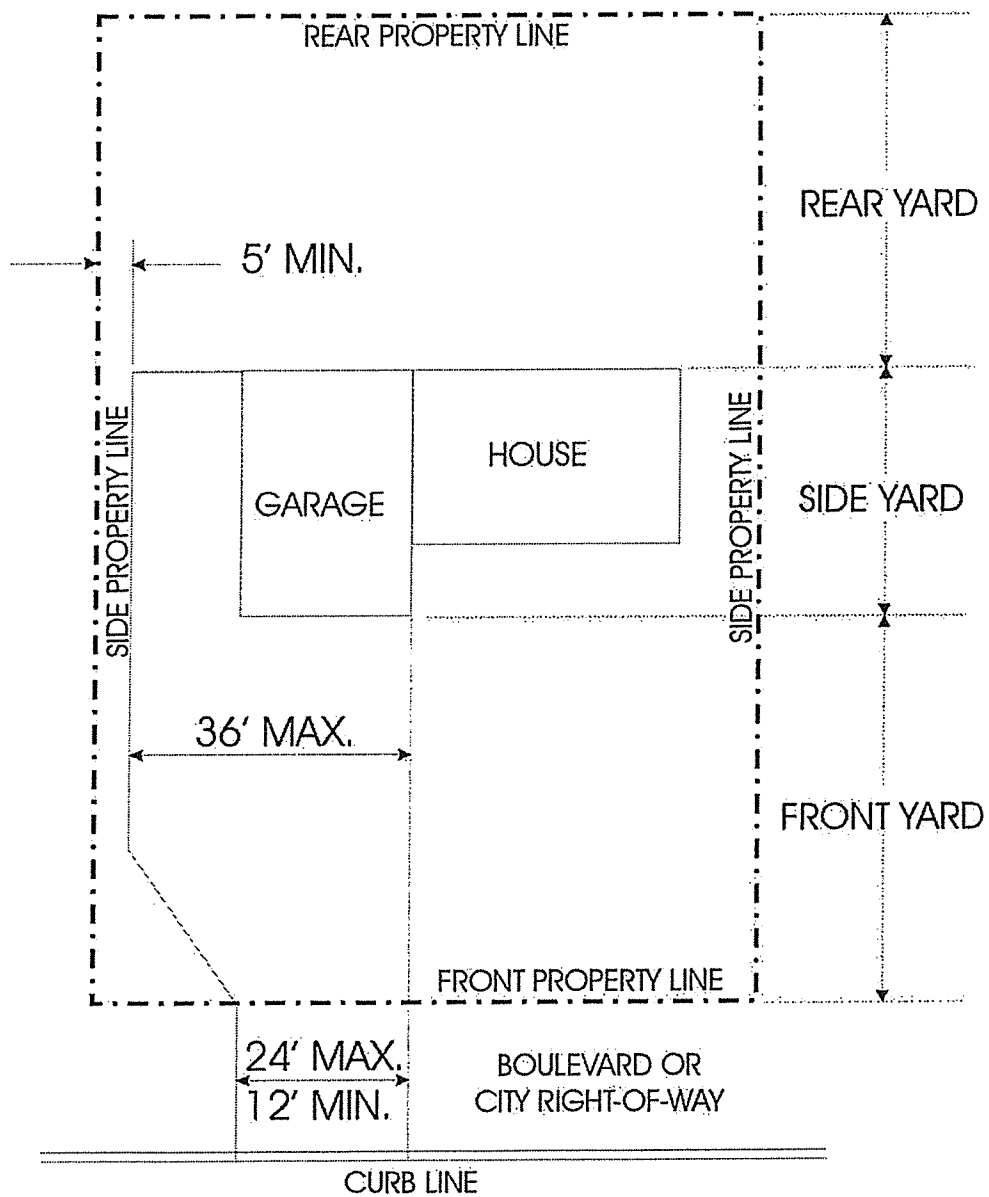
When Professional surveys are necessary.

If your property lines cannot be determined by using the above methods, you may have to hire a professional to survey your lot and put new pins in the ground. You will be responsible for the cost of a new survey.

Listed below for your information are registered surveyors available in the area.

- Acre Land Surveying 763-238-6278
- EG Rud & Sons, Inc. 651-361-8200
- Hoium & Associates 763-421-7822
- Hult & Associates 651-464-3130
- Kemper & Associates 651-631-0351
- Midwest Land Surveyors 763-712-9099
- Plowe Consulting Engineers 651-361-8210
- Swenson Land Surveying 763-427-1020

Please consult your local business yellow pages for additional and updated business information.



TYPICAL SLP PROPERTY DETAILS

No to Scale



Memorandum

To: Mayor Hansen and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: February 15, 2019
Subject: Public Utilities Transfers

City staff is seeking City Council approval for transfers to address a long standing issue within the Public Utilities Fund.

Capital improvements are paid for with cash balance in Fund 600, Public Utilities Renewal and Replacement, Fund. In the past, during the preparation of the annual financial statements (the audit), the assets purchased with cash from Fund 600 were capitalized in Fund 601, Public Utilities Operations. Over the years, this has had a negative impact on the cash balance of Fund 600, creating a deficit situation, while adding cash to Fund 601.

Proper accounting would have had the assets capitalized in the same fund from which cash was used to pay for them. The City's auditor, Smith Schafer, and City staff concur and have developed the following transfers to place an operating reserve in Fund 600 and place the remaining cash and assets into Fund 601.

From an audited financial statement standpoint, these changes will mean nothing. The auditor currently combines Fund 600 and Fund 601 to calculate the Utility Fund (Proprietary Fund). These changes are for the City's internal accounting of the utility fund.

Staff recommends approval of Resolution 19-02. If you have any questions, please don't hesitate to contact me at 763-784-6491.

RESOLUTION NO. 19-02

RESOLUTION PERMANENTLY TRANSFERRING MONIES FROM PUBLIC UTILITY OPERATIONS TO PUBLIC UTILITY RENEWAL AND REPLACEMENT

WHEREAS, the annual audit of the City's 2017 financial records was conducted in 2018; and

WHEREAS, due to the previous way of accounting for the capitalization of assets in the Public Utility Operations Fund with funds from the Public Utility Renewal and Replacement Fund, there is a cash deficit in the Public Utility Renewal and Replacement Fund; and

WHEREAS, the City's auditor and City staff agree that changing the accounting practice for the public utility fund to capitalize assets in the same fund as the cash used to pay for said assets is appropriate; and

WHEREAS, to implement this accounting change, a number of transfers are needed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park that the Administrator, Clerk/Treasurer is hereby authorized to make the transfers specified in Appendix A, which is hereby attached.

BE IT FURTHER RESOLVED that the effective date of the transfer is January 1, 2018.

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 4th day of March, 2019.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

APPENDIX A

CITY OF SPRING LAKE PARK				
Dan would like us to transfer the assets out of Fund 601 (operating) to Fund 600 (renewal and replacement).				
		2017 AUDIT BALANCE	DR/(CR)	BALANCE AFTER ADJUSTMENT
601.00000.10100	CASH IN BANK	0.00	1,000,000.00	1,000,000.00
601.00000.16100	WATER STRUCTURES	6,553,078.00	(6,553,078.00)	-
601.00000.16300	CONSTRUCTION IN PROGRESS	0.00	-	-
601.00000.16301	MAINS & LINES-WATER	1,840,845.00	(1,840,845.00)	-
601.00000.16302	MAINS & LINES-SEWER	2,865,740.00	(2,865,740.00)	-
601.00000.16310	ACCUM DEPREC-LAND IMPROV	(3,834,607.00)	3,834,607.00	-
601.00000.16312	DEPREC-WATER MAIN	(643,718.00)	643,718.00	-
601.00000.16313	DEPREC-SEWER MAINS	(1,157,858.00)	1,157,858.00	-
601.00000.16399	WATER EQUIPMENT	344,488.00	(344,488.00)	-
601.00000.16401	SEWER EQUIPMENT	371,967.00	(371,967.00)	-
601.00000.16410	DEPREC-WATER EQUIPMENT	(265,199.00)	265,199.00	-
601.00000.16411	DEPREC-SEWER EQUIPMENT	(352,312.00)	352,312.00	-
601.00000.07000	TRANSFERS OUT		4,722,424.00	4,722,424.00
600.00000.10100	CASH IN BANK	3,357,206.00	(1,000,000.00)	2,357,206.00
600.00000.16100	WATER STRUCTURES	0.00	6,553,078.00	6,553,078.00
600.00000.16300	CONSTRUCTION IN PROGRESS	0.00	-	-
600.00000.16301	MAINS & LINES-WATER	0.00	1,840,845.00	1,840,845.00
600.00000.16302	MAINS & LINES-SEWER	154,390.00	2,865,740.00	3,020,130.00
600.00000.16310	ACCUM DEPREC-LAND IMPROV	0.00	(3,834,607.00)	(3,834,607.00)
600.00000.16312	DEPREC-WATER MAIN	0.00	(643,718.00)	(643,718.00)
600.00000.16313	DEPREC-SEWER MAINS	0.00	(1,157,858.00)	(1,157,858.00)
600.00000.16399	WATER EQUIPMENT	0.00	344,488.00	344,488.00
600.00000.16401	SEWER EQUIPMENT	0.00	371,967.00	371,967.00
600.00000.16410	DEPREC-WATER EQUIPMENT	0.00	(265,199.00)	(265,199.00)
600.00000.16411	DEPREC-SEWER EQUIPMENT	0.00	(352,312.00)	(352,312.00)
600.00000.39200	OTHER TRANSFERS		(4,722,424.00)	(4,722,424.00)
New accounts need to be added in Fund 600				
Note: City will want to pass resolution to transfer cash from Fund 601 to Fund 600.				

RESOLUTION NO. 19-03

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR 8232 HIGHWAY 65 NE, TO PERMIT ASSEMBLY USES AND OFFICES WITH MERCHANDISING SERVICES

WHEREAS, the Minnesota Conference of Seventh-Day Adventists has made application for a conditional use permit to allow assembly uses and an office with merchandising services in the C-1, Shopping Center Commercial, zoning district to accommodate their administrative headquarters; and

WHEREAS, the property is legally described as follows:

All that part of Lot 3, Block 1, Middletown, Anoka County, Minnesota, lying East of a line described as beginning at a point on the North line of said Lot 3, distant 646.85 feet East from the Northwest corner thereof, thence Southwesterly at an angle of 63 degrees 06 minutes 07 seconds as measured from West to South a distance of 549.84 feet, thence Southeasterly deflecting to the left 88 degrees 44 minutes 09 seconds a distance of 80 feet to the point of curve on the Southerly line of said Lot 3, thence continuing Southeasterly along said Southerly line 120 feet to the Southeast corner of said Lot 3 and there terminating; 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 February 25, 2019; and

WHEREAS, the Planning Commission has recommended approval of the conditional use permit, subject to conditions; and

WHEREAS, the City Council considered the Commission's recommendation on the express/cartage services use and reviewed the site plan application at its March 4, 2019 meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves a conditional use permit to Minnesota Conference of Seventh-Day Adventists to permit a assembly uses and an office with merchandising services at 8232 Highway 65 NE, subject to the following conditions:

1. Applicant shall verify square footages to the zoning administrator to verify parking requirements.
2. Applicant shall ensure occupancy of assembly room shall not exceed capacity as set forth in the State Building and Fire Codes and available parking.

3. Applicant will ensure that the bookstore will not ship nor receive large amounts of books/materials that require frequent truck deliveries.
4. Applicant shall comply with all conditions of the special use permit approved by the Spring Lake Park City Council on April 5, 2004.

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 4th day of March, 2019.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

Memorandum

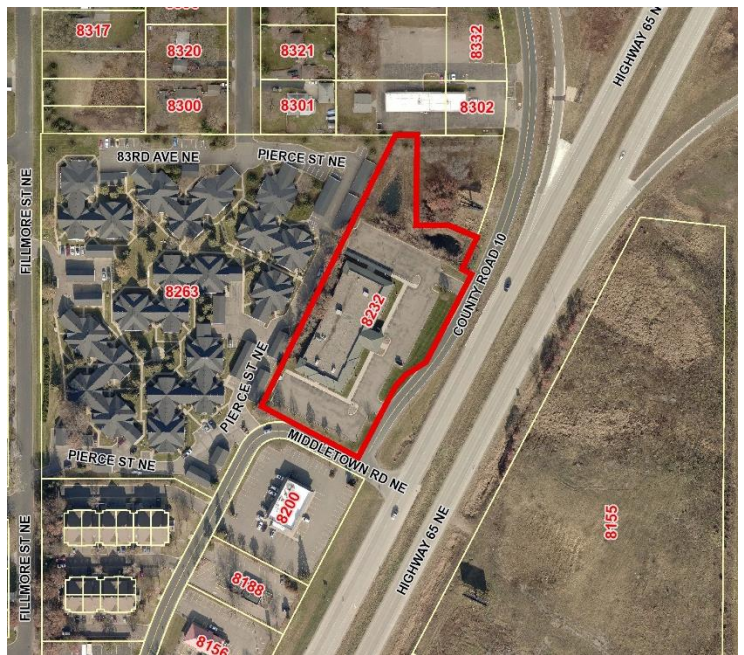
To: Chair Hansen and Members of the Planning Commission
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: February 19, 2019
Subject: Conditional Use Permit – Minnesota Conference of Seventh-Day Adventists

Background

The Minnesota Conference of Seventh-Day Adventists has entered into a purchase agreement to purchase the Middletown Professional Building at 8232 Highway 65 NE. The property is guided commercial and zoned C-1, Shopping Center Commercial.

The Minnesota Conference of Seventh-Day Adventists plan to utilize the building for their administrative headquarters, for large group trainings and for a small bookstore. Offices, with merchandising services are considered a Conditional Use in the C-1 zoning district. Large group trainings would be classified as an assembly use, which is considered a Conditional Use in the C-1 zoning district. One existing tenant (physical therapy) will remain in the building until the remainder of their 2 year lease expires.

The site is located on the west side of Highway 65 NE, just south of the CSAH 10/Highway 65 interchange. To the west is the Cottages townhome development; to the south is Hopes Chinese buffet; to the north is Brew and Grow MN; and to the east is the future Hy-Vee location.



A conditional use permit was obtained from the City in 2004 to construct a 19,000 sf building adjacent to a residential district. The conditions associated with the 2004 approval would continue to be in force for this change of use.

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:

1. 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 states that the building will serve as the administrative headquarters for the Minnesota Conference of Seventh-Day Adventists. The applicant also states that a portion of the building will be used as a bookstore for their membership and for training of employees and church members.
 - 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 will be utilizing this building primarily for their administrative offices. Office uses, with merchandising services, as well as training facilities consistent with similar uses along the State Highway 65 corridor.
 - 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** – The applicant plans to make any necessary modifications to the building to ensure the property meets building and fire code regulations.
 - d. **The use is one of the conditional uses specifically listed for the district in which is to be located** – Assembly uses and offices with merchandising services are permitted as a conditional use within the C-1 Shopping Center Commercial district (See Appendix D of the Zoning Code)
 - e. **The proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity** – The current use of the building is medical office. The transition from medical office to office, with merchandising services, will have a minimal impact on the surrounding property owners.
 - f. **The use will not lower property values or impact scenic views in the surrounding area** – The building is very attractive. The applicant has no plans to modify the exterior of the current facility or use it in any way that would be a detriment to the community.
 - g. **Existing streets and highways and proposed access roads will be adequate to accommodate anticipated traffic** – The building is serviced by both Middletown Road and the County Road 10 service drive, both streets have adequate capacity to service this use.

- h. **Sufficient off-street parking and loading space will be provided to serve the proposed use** – There are currently 103 parking spaces servicing this building. The proposed uses are as follows:

Assembly use (1space/100 sf)	45 parking spaces
Office (4 spaces/1,000 sf)	32 parking spaces
Current Tenant (6 spaces/1,000 sf)	14 parking spaces
Bookstore (10 spaces/1,000 sf)	12 parking spaces
Total Parking Requirement	103 parking spaces

The parking lot appears to have sufficient parking for the proposed uses. Staff will want to verify the square footages to ensure proper parking calculations.

- i. **The use includes adequate protection for the natural drainage system and natural topography** – The site has adequate drainage and has not caused any drainage issues for neighboring properties. It is important to note that the applicant, should they proceed with the purchase of the building, will be responsible for maintenance on the storm water pond located to the north of the building.
- 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 applicant stated that they have no equipment that would create these nuisances.
- k. **The proposed use will not stimulate growth incompatible with prevailing density standards** – The applicant stated that the administrative office use is compatible with the overall density of the surrounding neighborhood.

Recommendation

Staff recommends that the Planning Commission recommend to the City Council approval of the conditional use permit with the following conditions:

1. Applicant shall verify square footages to the zoning administrator to verify parking requirements
2. Applicant shall ensure occupancy of assembly room shall not exceed capacity as set forth in the State Building Code.
3. Applicant will ensure that the bookstore will not ship nor receive large amounts of books/material that require frequent truck deliveries.
4. Applicant shall comply with all conditions of the 2004 special use permit.

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



City of Spring Lake Park
 1301 81st Avenue NE
 Spring Lake Park, MN 55432
 763-784-6491 (p) 763-792-7257 (f)
info@slpmn.org

For Office Use Only	
Case Number:	
Fee Paid:	500 2/6/19 #113969 1500 2/6/19 #11397
Received by:	
Date Filed:	
Date Complete:	
Base Fee:	500
Escrow:	1500

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: 8232 Highway 65 NE, Spring Lake Park, MN 55432		
Property Identification Number (PIN#): 01-30-24-24-0017		Current Zoning: C-1
Legal Description (Attach if necessary): Attached as Exhibit A		
APPLICANT INFORMATION		
Name: Michael Sims	Business Name: Minnesota Conference of Seventh-Day Adventists	
Address: 7324 Kirkwood Ct., Maple Grove, MN 55369	State: MN	Zip Code: 55369
City: Maple Grove	Telephone: 763-424-8923	E-mail: msims@mn.sda.com
Contact:	Fax:	Title:
OWNER INFORMATION (if different from applicant)		
Name: Dr. Garry Banks, M.D.	Business Name: MDS Properties, LLC	
Address: 8232 Highway 65 NE	State: MN	Zip Code: 55432
City: Spring Lake Park	Telephone: 612-508-9310	E-mail:
Contact:	Fax:	Title:
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: See attached		
Nature of Proposed Use:		
Reason(s) to Approve Request:		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name:	Date of Application:	
Nature of Request:		
NOTE: Applications only accepted with ALL required support documents See City Code		

APPLICATION FEES AND EXPENSES:

The City of Spring Lake Park required all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. *All fees and expenses are due whether the application is approved or denied.*

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. *I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.* This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

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

- E-mail _____ Fax _____ USPS – Certified Mail

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

* Applicant: Paul Soms Property Manager Date: 2/15/19

Owner: _____ Date: _____

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

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

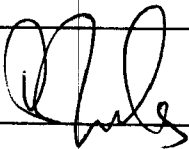
- E-mail _____ Fax _____ USPS – Certified Mail

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: _____ Date: _____

Owner:  (Garry Bunker) _____ Date: 2-6-19

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

Kelly & Lemmons, P.A.
A T T O R N E Y S A T L A W

• Patrick J. Kelly
pkelly@kellyandlemmons.com

Licensed in Minnesota and Wisconsin

February 6, 2019

VIA HAND DELIVERY

Daniel Buchholtz
1301 81st Ave. NE
Spring Lake Park, MN 55432

RE: Conditional Use Permit Application for 8232 Highway 65 NE

Dear Mr. Buchholtz,

Please be advised that we represent Minnesota Conference of Seventh-Day Adventists who are purchasing the property located at 8232 Highway 65 NE in Spring Lake Park. The property and application information are as follows:

Property Information

Property Identification Number (PID): 01-30-24-24-0017
Street Address: 8232 Highway 65 NE, Spring Lake Park, MN 55432
Legal Description: See attached Exhibit A

Application Information

Name: Michael Sims
Business Name: Minnesota Conference of Seventh-Day Adventists
Address: 7384 Kirkwood Ct., Maple Grove, MN 55369
Phone: 763-424-8923
E-mail: msims@mnsda.com

Property Owner Information

Name: Dr. Garry Banks, M.D.
Business Name: MDS Properties, LLC
Address: 8232 Highway 65 NE, Spring Lake Park, MN 55432
Phone: 612-508-9310

Also enclosed please find the City of Spring Lake Park Conditional Use Permit Worksheet and a letter from Mr. Sims (Exhibit B), Survey of Property (Exhibit C), and Prior Special Use Permit Approval of Property (Exhibit D).

We look forward to working with the City on this project and please feel free to contact me with any questions.

Respectfully yours,

KELLY & LEMMONS, P.A.

/s/ Patrick J. Kelly

Patrick J. Kelly

**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. The building will serve as our administrative headquarters. We would also like to potentially offer use of the large room to host other groups and community events.

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. As a Christian church organization, we are dedicated to living by and upholding moral values in the community and caring for the environment and those around us.

3. That the proposed use will comply with the regulations specified in Chapter 153 of the Zoning Code. We will use the facility for church administrative offices, periodic employee and church member training, as well as a book store for our members. We will make necessary modifications to endusure the property meets city and fire code regulations.

4. That the proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity. We value developing good relationships with our neighbors and respecting the property and rights of others.

5. That the use will not lower property values or impact scenic views in the surrounding area. _____
We have no plans to modify the exterior of the current facility or use it in any way that would
be a detriment to the community.

6. That existing utilities, streets, highways and proposed access roads will be adequate to
accommodate anticipated traffic. The current utilities and infrastructure are more than
adequate for our needs.

7. That the use includes adequate protection for the natural drainage system and natural
topography. We are assuming the current owner / seller has developed the property according to
city and state guidelines for drainage and that current drainage needs will not change after
we purchase it.

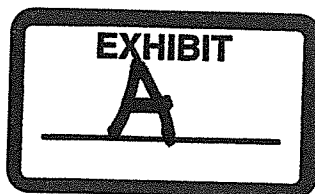
8. That the proposed use includes adequate measures to prevent or control offensive odor, fumes,
dust, noise or vibration so that none of these will constitute a nuisance. _____
We have no equipment that would produce these.

9. That the proposed use will not stimulate growth incompatible with prevailing density standards.
The facility will only be used for administrative offices and will not affect residential growth density.

**LEGAL
DESCRIPTION:**

Parcel – 01-30-24-24-0017

That Part of Lot 3 Block 1 Middletown Lying East of Fol Desc Line, Beginning at a Point on North Line of Side Lot 646.85 Feet East of North West Corner Thereof, Then Southerly at an Angle of 64 Degrees 6 Minutes 7 Seconds as Measured from West to South 549.84 Feet, then Southerly Defl to Left 88 Degrees 44 Minutes 9 Seconds 80 Feet to the Point of Curve on Southerly Line of SD Lot, then contiguous Southeasterly along SD Southerly Line 120 Feet to Southeast Corner of SD Lot & There Terminate, Subject to Easement of Record



Minnesota Conference of Seventh-day Adventists
7384 Kirkwood Court
Maple Grove, MN 55369
(763) 424-8923
msims@mnsda.com

RE: Conditional Use Application for 8232 Hwy. 65 NE, Spring Lake Park, MN 55432

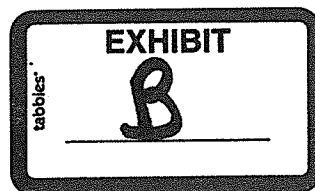
January 29, 2019

To whom it may concern,

The Minnesota Conference of Seventh-day Adventists is the administrative organization which manages all of our denominational churches, schools, and other entities in the state of Minnesota. We are purchasing a new administrative building due to our having outgrown our current facility which no longer meets our needs for administrative functions. We are currently under contract with the seller of the Spine Clinic building located at the above address, and as part of due diligence we are seeking the city's approval for use of a conference room and a limited book store for our members.

We would like to be able to use a room in the building for occasional training events. The number of attendees would depend on the determined maximum capacity of the room by the fire marshal and other city requirements, for the purpose of training our pastors, teachers, and lay members of our various churches. These training meetings will only be held 3-4 times a year. Normally we have smaller groups of 21-40 people who meet in our current facility in Maple Grove about once a month or so, but due to space constraints and lack of parking we are currently unable to host larger training events of more than 60 people, so we have to rent other facilities for those events. We would like to be able to host the training meetings in our own new facility. The large room in the building we are purchasing would be ideal for this purpose and it was one of the features that prompted us to place an offer on the property. We are willing to modify the room so that it will meet any and all safety requirements and city regulations including additional egress and bathroom facilities if required. We also recognize that medium-to-large meeting spaces are often difficult for other groups to find, and we are open to allowing other community organizations to occasionally use the facility when it is available, should the city find this acceptable and appropriate. This is not something that is a necessary part of our planning, so we are not depending on other groups renting from us. We simply want to be of service to the community if the city feels that it is reasonable and justified to host other groups who are looking for a meeting space.

Secondly, we would like to host our Adventist Book Center, which we have been doing at our current location in Maple Grove for many years. The book store is primarily a resource center for our church members in the area, and we do not market to the general public. The book store is actually owned and managed by another of our sister conferences based in Iowa. We simply provide a place for them to operate and do not receive income from them other than the cost of utilities. The book store is an important ministry for our constituency because it allows church members to purchase religious books, literature and health food items locally. The store will only use about 10% of the facility's floorspace.



Thank you for considering our request and application for the conditional use permit! If I can answer any questions or concerns, please feel free to email or call me.

Sincerely,

Michael Sims, Property Manager
Minnesota Conference of Seventh-day Adventists
(763) 424-8923
msims@mnsda.com

COUNCILMEMBER MASON AMENDED HER MOTION TO INCLUDE THE FOLLOWING: (6) THE CITY WILL OWN AND OPERATE THE SANITARY SEWER AND WATER SYSTEM AND THE POND AND DRAINAGE FEATURE WILL BE OWNED AND MAINTAINED BY THE TOWNHOME ASSOCIATION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

2. Special Use Permit to Construct A One Story, 19,000 Square Foot, Multi-Tenant Professional Building Abutting a Residential District - Parcel A, a Portion of L. 3, Blk. 1, Middletown - Welsh Construction

Mayor Wells noted that the Planning and Zoning Commission recommended approval of the request at its March 22, 2004 meeting.

Steve Stecker of Welsh Construction, representing MDS Properties, stated that the proposal is to construct a one story medical professional building on the northwest quadrant of Middletown Road and the Highway 65 Frontage Road.

Mr. Stecker explained that the primary tenant of the building will be a spine specialist who will occupy approximately 1/3 of the building.

Mr. Stecker stated that Engineer Rhein's recommendations contained in his letter dated March 18, 2004, regarding the storm sewer have been corrected, along with other minor issues, and will be noted on the final plans if the proposal is approved.

Mayor Wells stated that a billboard exists on the northeast corner of the property and asked if that parcel is a part of the proposal. Mr. Stecker replied negatively.

Mayor Wells asked Administrator Nelson to determine if a lot split was approved because one parcel cannot be occupied by two uses.

Mayor Wells complimented Mr. Stecker for submitting all of the required plans prior to presentation to the Planning and Zoning Commission and Council and for following all of the required procedures. Mr. Stecker thanked Mayor Wells adding that his staff met with Administrator Nelson, Building Official Brainard and Engineer Rhein to discuss the development process to ensure that the proposal was submitted correctly.

Mayor Wells asked Engineer Rhein for his comments. Engineer Rhein stated that the Council should clarify the necessity of a development agreement and who will own and maintain the storm water pond. Mr. Rhein recommended that the pond and pipe outlet from the pond be owned and maintained by the property owner.

Attorney Carson stated that if there are special concerns regarding ponding or other issues, they could be made part of the Special Use Permit which will govern the property making a developer's agreement unnecessary for the construction of a single building.

Councilmember Mason asked what type of lighting will be provided on the west side of the building and if an improved surface will be installed to facilitate a police squad car's ability to do a security check at the rear of the building. Mr. Stecker stated that downcast lighting will be used and pointed out that most of the land between the garages for the Cottages and the proposed building is old growth trees and many of them will be left as a barrier between the garages and the new building. Mr. Stecker further stated that providing an improved surface on the west side of the building is not proposed.

Building Official Brainard pointed out that a patrol car could drive along the parking lot that extends beyond the back of the building on both the north and south sides and the lights of the patrol car and downcast lighting on the west side of the building, should provide sufficient light for a security check.



Councilmember Nelson expressed concern about the improvement of the Highway 65 Frontage Road as it relates to the exit/entrance to T.H. 65 in front of Hope's Restaurant and how the possible closure of that access in the future will affect traffic patterns in that area. Councilmember Nelson noted that Chief Toth expressed concern about the turn lane on southbound Highway 65 being too close to the County Highway 10 ramp and merging traffic from eastbound County Highway 10.

Mayor Wells stated that there are commercial establishments all along that roadway and there has been no discussion regarding the elimination of that access. However, at the time the City begins discussions to upgrade the Highway 65 Frontage Road, that access will be taken into consideration.

MOTION BY COUNCILMEMBER CARLSON APPROVING A SPECIAL USE PERMIT TO CONSTRUCT A SINGLE STORY, 19,000 SQUARE FOOT, MULTI-TENANT PROFESSIONAL BUILDING, LOCATED IN THE NORTHWEST QUADRANT OF MIDDLETOWN ROAD AND THE HIGHWAY 65 FRONTAGE ROAD, AS REQUESTED BY WELSH CONSTRUCTION, WITH THE FOLLOWING CONDITIONS: (1) HOURS OF OPERATION: 7:30 AM - 6:00 PM, MONDAY THROUGH FRIDAY; (2) ALL TRASH TO BE KEPT INSIDE THE BUILDING UNTIL PICK-UP DAY OR IF IT IS KEPT OUTSIDE, AN ENCLOSED DUMPSTER MUST BE PROVIDED AND BUILT TO CITY STANDARDS; (3) PROVIDE EXTERIOR LIGHTING ON THE WEST SIDE OF THE BUILDING FOR SAFETY PURPOSES; (4) SUBJECT TO THE CONDITIONS SET FORTH IN ENGINEER RHEIN'S MEMORANDUM DATED MARCH 18, 2004 AS FOLLOWS:

1. SANITARY SEWER

- SANITARY SEWER FOR THE PROPOSED BUILDING IS TO BE PROVIDED BY CONNECTING A NEW 6-INCH DIAMETER SERVICE TO THE EXISTING SANITARY SEWER MAIN LOCATED IN AN EASEMENT ALONG THE NORTH SIDE OF THE SITE. THE CONNECTION TO THE EXISTING SEWER MAIN SHOULD BE MADE USING A TAPPING SADDLE SECURED TO THE PIPE WITH TWO STAINLESS STEEL BANDS. THE HOLE IN THE EXISTING MAIN ITSELF SHOULD BE CORE DRILLED.
- THE PROPOSED SEWER SERVICE RUNS BENEATH THE STORM WATER POND. THIS IS NOT A PREFERRED LOCATION, BUT IS A PRIVATE SERVICE, SO IF THE OWNER DOES NOT OBJECT TO THE SERVICE IN THAT LOCATION, THERE IS NO OBJECTION.
- THE PROPOSED SERVICE CONTAINS TWO IN-LINE CLEANOUTS. THE TOPS OF THE CLEANOUTS ARE PROPOSED TO BE AT ELEVATIONS 905.90 AND 906.95. THE MAXIMUM WATER ELEVATION OF THE POND IS SHOWN ON THE PLAN AS 907.0. THIS MEANS THAT FOLLOWING A SEVERE RAIN EVENT, THE CLEANOUTS WOULD BE SUBMERGED, THE NORTHERN ONE BY MORE THAN ONE FOOT. THIS IS NOT ACCEPTABLE AS IT CREATES A SITUATION WHERE STORM WATER CAN ENTER THE CITY SANITARY SEWER SYSTEM. IT IS REQUIRED THAT THE SANITARY SEWER CLEANOUTS BE LOCATED SUCH THAT THEIR TOPS ARE A MINIMUM OF 6-INCHES ABOVE THE 100-YEAR HIGH WATER LEVEL OF THE POND.

2. WATER MAIN

- A 6-INCH DIAMETER WATER MAIN ALSO EXISTS ALONG THE NORTH PROPERTY LINE OF THIS SITE. WATER SERVICE TO THE BUILDING IS PROPOSED BY EXTENDING A NEW 6-INCH DIAMETER LINE FROM THE EXISTING LINE TO THE BUILDING. THE PROPOSED WATER SERVICE LINE WILL PARALLEL THE PROPOSED SANITARY SEWER SERVICE. THE CONNECTION TO THE EXISTING MAIN IS REQUIRED TO BE A CUT-IN OF A NEW TEE FITTING INTO THE EXISTING LINE. A WET-TAP CONNECTION IS PROHIBITED.
- IF THE WATER SERVICE TO ANY PROPERTY WILL BE INTERRUPTED DURING THE CONNECTION, THE DEVELOPER IS REQUIRED TO PROVIDE WRITTEN NOTIFICATION TO THE AFFECTED PROPERTIES REGARDING THE SCHEDULE OF THE SERVICE INTERRUPTION.

- THE BUILDING WILL BE EQUIPPED WITH A SPRINKLER SYSTEM. THE FIRE DEPARTMENT SHOULD BE CONTACTED TO DETERMINE WHETHER THEY WISH TO HAVE A HYDRANT INSTALLED ON THE SITE. A HYDRANT COULD BE READILY ADDED TO THE ISLAND IN THE PARKING LOT NEAR THE NORTHEAST CORNER OF THE BUILDING.

3. STORM WATER POND

- THE PROPERTY OWNER WILL OWN AND MAINTAIN THE POND AND THE POND OUTLET PIPE UP TO THE CITY'S SYSTEM.

4. STORM SEWER

- STORM SEWER IS PROPOSED TO EXTEND FROM THE SOUTHEAST CORNER OF THE PARKING LOT TO THE STORM WATER POND. A STORM SEWER OUTLET PIPE WILL THEN EXTEND FROM THE NORTHWEST CORNER OF THE POND WESTERLY, CONNECTING TO AN EXISTING PUBLIC STORM SEWER PIPE NEAR THE SOUTH END OF PIERCE STREET. A SEEPAGE COLLAR, IN ACCORDANCE WITH THE DETAIL SHOWN ON THE PLAN, MUST BE INSTALLED ON THE OUTLET PIPE FROM THE POND. THE COLLAR MUST BE LOCATED APPROXIMATELY 15 FEET FROM THE PROPOSED FLARED END SECTION.
- THE OUTLET PIPE FROM THE POND WILL EXTEND WEST DOWN AN EXISTING EASEMENT. THE LOCATION OF THE PIPE IS APPROXIMATELY FIVE (5) FEET FROM THE EDGE OF THE EASEMENT. THIS EASEMENT ABUTS THE EXISTING COTTAGES SENIOR HOUSING DEVELOPMENT. A SILTATION FENCE IS REQUIRED TO BE INSTALLED ALONG THE ENTIRE SOUTH LINE OF THE EASEMENT PRIOR TO CONSTRUCTION, TO PREVENT MATERIALS, WORKMEN, OR DIRT FROM THE INSTALLATION OF THE PIPE TO INADVERTENTLY ENCROACH ON THE PRIVATE PROPERTY.
- THERE IS NO INDICATION ON THE PLAN OF THE CONDITION OF THE EASEMENT WHERE THE POND OUTLET PIPE WILL BE INSTALLED, OR HOW IT WILL BE RESTORED FOLLOWING CONSTRUCTION. THIS INFORMATION SHOULD BE SHOWN ON THE PLAN.

5. PARKING LOT

- THE CONCRETE CURB AND GUTTER AND THE NORTH DRIVEWAY ENTRANCE ARE PROPOSED TO EXTEND ALL THE WAY TO THE EDGE OF THE EXISTING FRONTAGE ROAD. THERE IS NO CONCRETE CURB ON THE FRONTAGE ROAD AT THIS LOCATION. THEREFORE, THE CONCRETE CURB FOR THIS DEVELOPMENT IS TO BE STOPPED AT THE RIGHT-OF-WAY LINE. THE CITY WOULD CONNECT TO THE CONCRETE CURB ON THE DRIVEWAY AT THE TIME THE FRONTAGE ROAD IS RECONSTRUCTED AND UPGRADED WITH CONCRETE CURB.

6. LIGHTING

- THE CITY CODE STATES THAT EXTERIOR LIGHTING MUST NOT INCREASE ILLUMINATION BY MORE THAN 0.10 FOOT-CANDLE WITHIN 25 FEET OF A DWELLING. AS SEEN ON SHEET C-2 OF THE PLAN. EXISTING BUILDINGS WITHIN THE COTTAGES DEVELOPMENT ARE LOCATED DIRECTLY WEST OF THE TURN-AROUND AT THE END OF THE NORTH AND SOUTH PARKING LOTS. THESE EXISTING BUILDINGS ARE LOCATED APPROXIMATELY TEN (10) FEET FROM THE PROPERTY LINE. THE LIGHTING PLAN SHOWS THAT ILLUMINATION ELEVATIONS AT THE PROPERTY LINE AT BOTH THE NORTH AND SOUTH PARKING LOTS, REACH AS HIGH AS 0.51 FOOT-CANDLE. THIS IS NOT IN COMPLIANCE WITH CITY CODE. THE LIGHTING MUST BE REVISED TO MEET CODE REQUIREMENTS.

7. PERMITS

- THE SITE IS LARGER THAN ONE ACRE IN SIZE AND IS SUBJECT TO A NPDES PHASE II CONSTRUCTION PERMIT FROM THE MINNESOTA POLLUTION CONTROL AGENCY (MPCA).

8. DEVELOPERS AGREEMENT

- A DEVELOPERS AGREEMENT IS NOT REQUIRED.

9. MISCELLANEOUS

- THE OWNER/CONTRACTOR IS REQUIRED TO HOLD A PRECONSTRUCTION MEETING WITH THE CITY PRIOR TO STARTING WORK ON THE SITE. THIS REQUIREMENT SHOULD BE ADDED AS A NOTE ON SHEET C-4 OF THE PLAN.

AND (5) SUBJECT TO BUILDING OFFICIAL BRAINARD'S MEMORANDUM DATED MARCH 18, 2004 AS FOLLOWS:

1. PROVIDE COMPLETE PROOF OF OWNERSHIP FOR RECORD AT CITY HALL.
2. MUST PROVIDE LOCATIONS AND DETAILS OF ANY SIGNS PROPOSED FOR THE PROJECT.

ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

3. Subdivision - Divide Two Single Family Residential Lots into Five Single Family Residential Lots - 8313 and 8331 Westwood Road - Osborne Builders

John Osborne, Osborne Builders, stated that he is proposing to create a new residential subdivision consisting of 5 single family lots located on the properties currently occupied by existing homes at 8313 and 8331 Westwood Road. Mr. Osborne added that he is proposing to replat the property to accommodate five single family homes with the existing home at 8313 Westwood Road remaining on one of the newly platted lots and removing the home at 8331 Westwood Road and replacing it with a new home.

Mr. Osborne stated that Engineer Rhein suggested in his memorandum dated March 16, 2004, that consideration be given to relocating the driveway for the existing home at 8313 Westwood Road to the private street because the proposed private street access to Westwood Road is very close to the existing driveway for 8313 Westwood Drive and could cause conflict. Mr. Osborne stated that he plans to have the driveways of the four proposed homes have access from the private street and had not considered changing the driveway access for the home at 8313 Westwood Road.

Jenni Van Driel, 8330 Westwood Road, expressed concern about snow storage for the proposed development and increased traffic on Westwood Road.

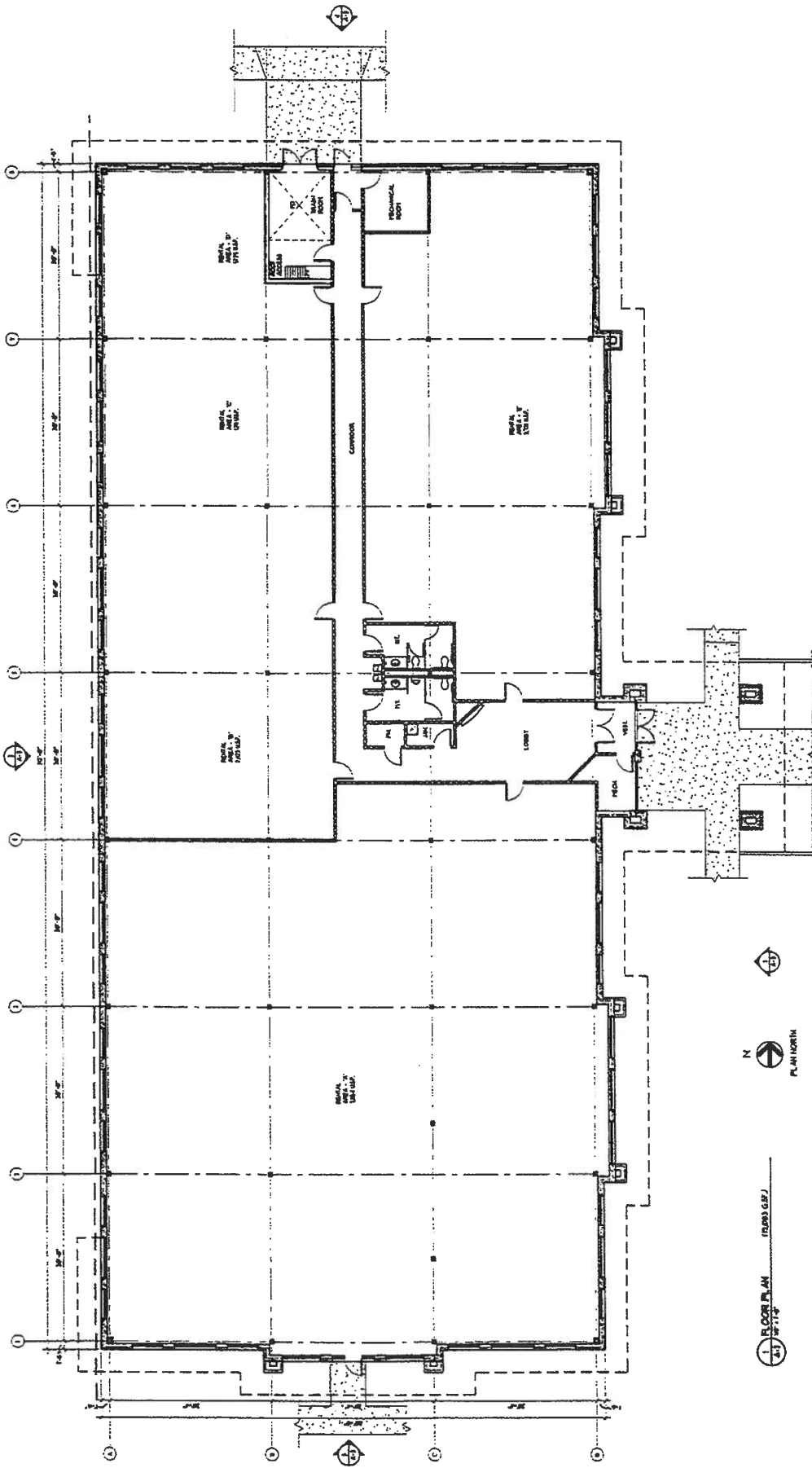
Mayor Wells stated that snow must be stored on the property or removed. Relative to the traffic, Mayor Wells stated that the Police Department is aware of increased traffic and speeding on Westwood Road however, the south end of 83rd Avenue was redesigned at its juncture with Highway 10, to make it more difficult to access and exit Westwood Road at the south end hopefully, reducing speeds.

Joe Brown, 8400 Westwood Road, expressed concern that if the proposed development occurs, others in the neighborhood may decide to divide their property and additional development will "creep" down the street creating more traffic and noise changing the neighborhood from the nice, quiet area that now exists.

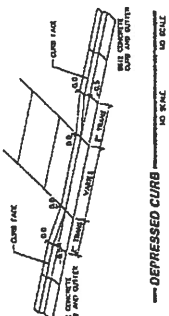
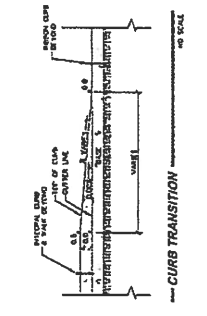
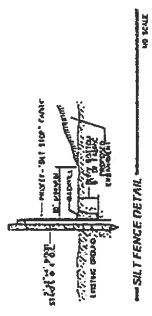
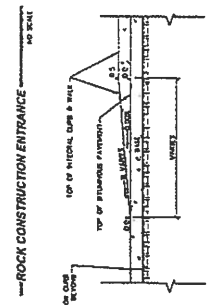
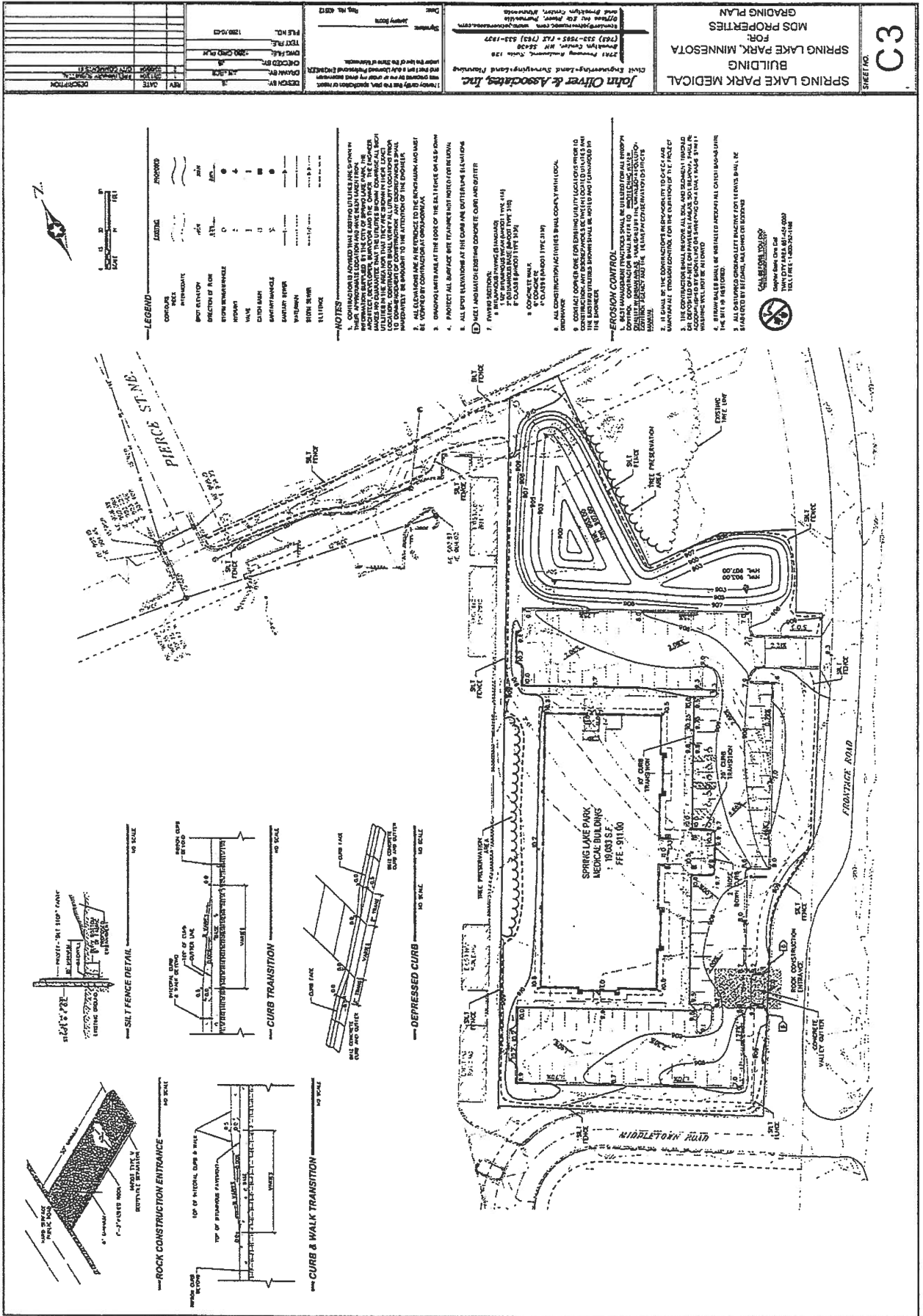
Mayor Wells commented that some residents on Westwood Road purchased their property many years ago with the plan to subdivide in the future in order to secure retirement income.

Pat Boeding, 8394 Westwood Road, stated that she and her husband purchased their property because there was "room to move around". Ms. Boeding stated her opinion that the Council will accommodate a builder who will realize ample compensation for building five homes and the City will receive tax revenue from those properties. Ms. Boeding suggested that the neighbors form a homeowners association to have a voice in the development of "our" road.

Mayor Wells stated that a homeowners association must be established at the time the development is created. Attorney Carson agreed.



GENESIS ARCHITECTURE A WELSH COMPANY	7807 Centreidge Circle Minneapolis, MN 55425 952.897.7874 Fax: 952.897.7740	Owner / Designer: AMB Espinosa 21 Gray Hall Spring Lake Park, MN 55124	PROJECT: SPRING LAKE PARK PROFESSIONAL BUILDING SPRING LAKE PARK, MN	SHEET: FLOOR PLAN	I hereby certify that this architectural drawing was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the State of Minnesota. MINN. BLDG. A/C. NO. 1611 DATE: 09/14/18	JOB: 1804-0002 DRAWN BY: NCS CHECKED BY: LOP	SHEET NUMBER: A-2
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LEGEND

SYMBOL	DESCRIPTION	PROPOSED
(Symbol)	CONTOUR	(Symbol)
(Symbol)	SPOT ELEVATION	(Symbol)
(Symbol)	DIRECTION OF FLOW	(Symbol)
(Symbol)	ROCK PRESERVATION	(Symbol)
(Symbol)	WALK	(Symbol)
(Symbol)	EXISTING DRIVE	(Symbol)
(Symbol)	PROPOSED DRIVE	(Symbol)
(Symbol)	EXISTING SIDEWALK	(Symbol)
(Symbol)	PROPOSED SIDEWALK	(Symbol)
(Symbol)	EXISTING DRIVE	(Symbol)
(Symbol)	PROPOSED DRIVE	(Symbol)
(Symbol)	EXISTING SIDEWALK	(Symbol)
(Symbol)	PROPOSED SIDEWALK	(Symbol)
(Symbol)	EXISTING DRIVE	(Symbol)
(Symbol)	PROPOSED DRIVE	(Symbol)
(Symbol)	EXISTING SIDEWALK	(Symbol)
(Symbol)	PROPOSED SIDEWALK	(Symbol)

NOTES

1. ALL EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION AND SHALL REMAIN IN PLACE UNTIL THE EROSION CONTROL MEASURES ARE NO LONGER REQUIRED.
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EROSION CONTROL

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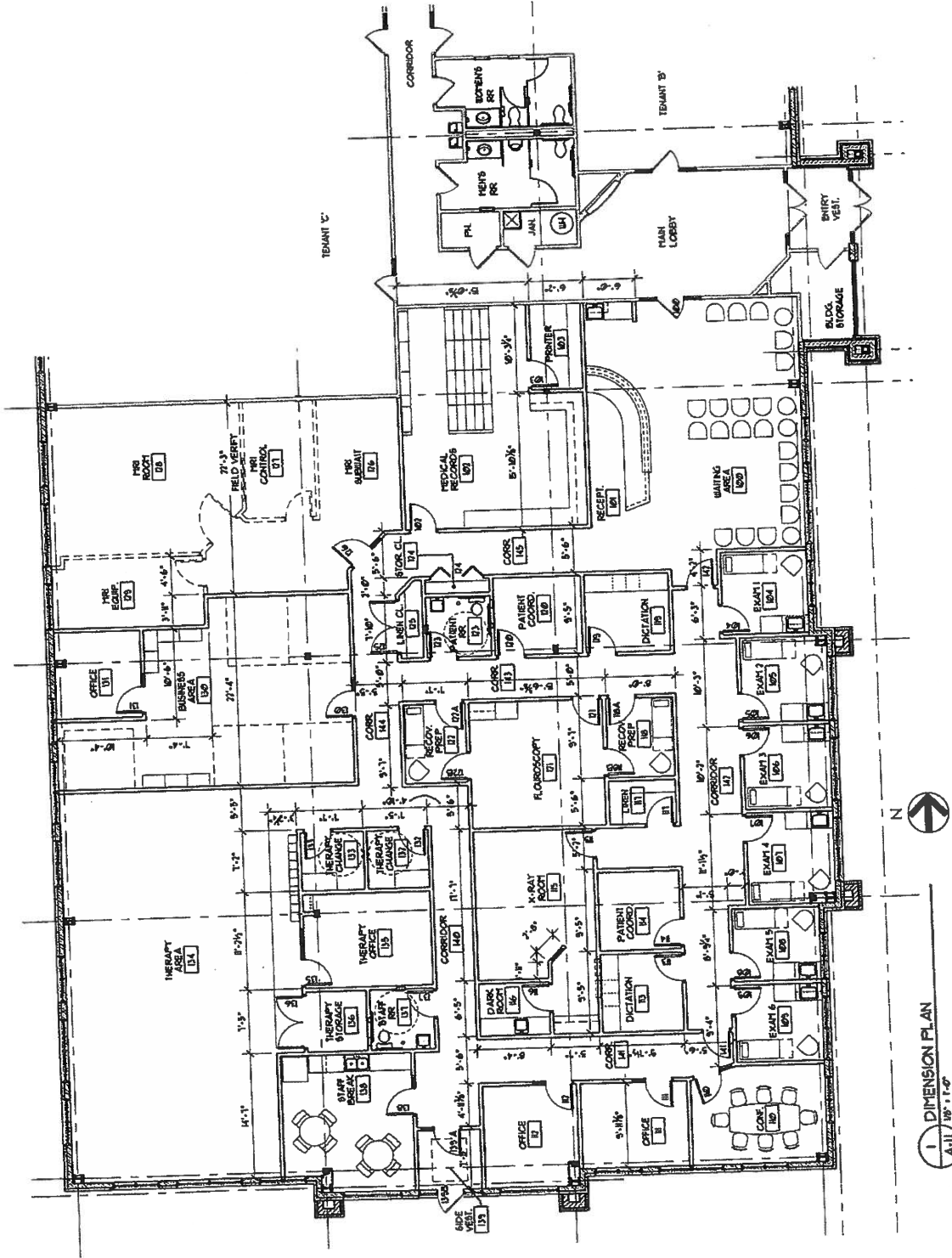
SHEET NO. 03

SPRING LAKE PARK MEDICAL BUILDING FOR MDS PROPERTIES GRADING PLAN

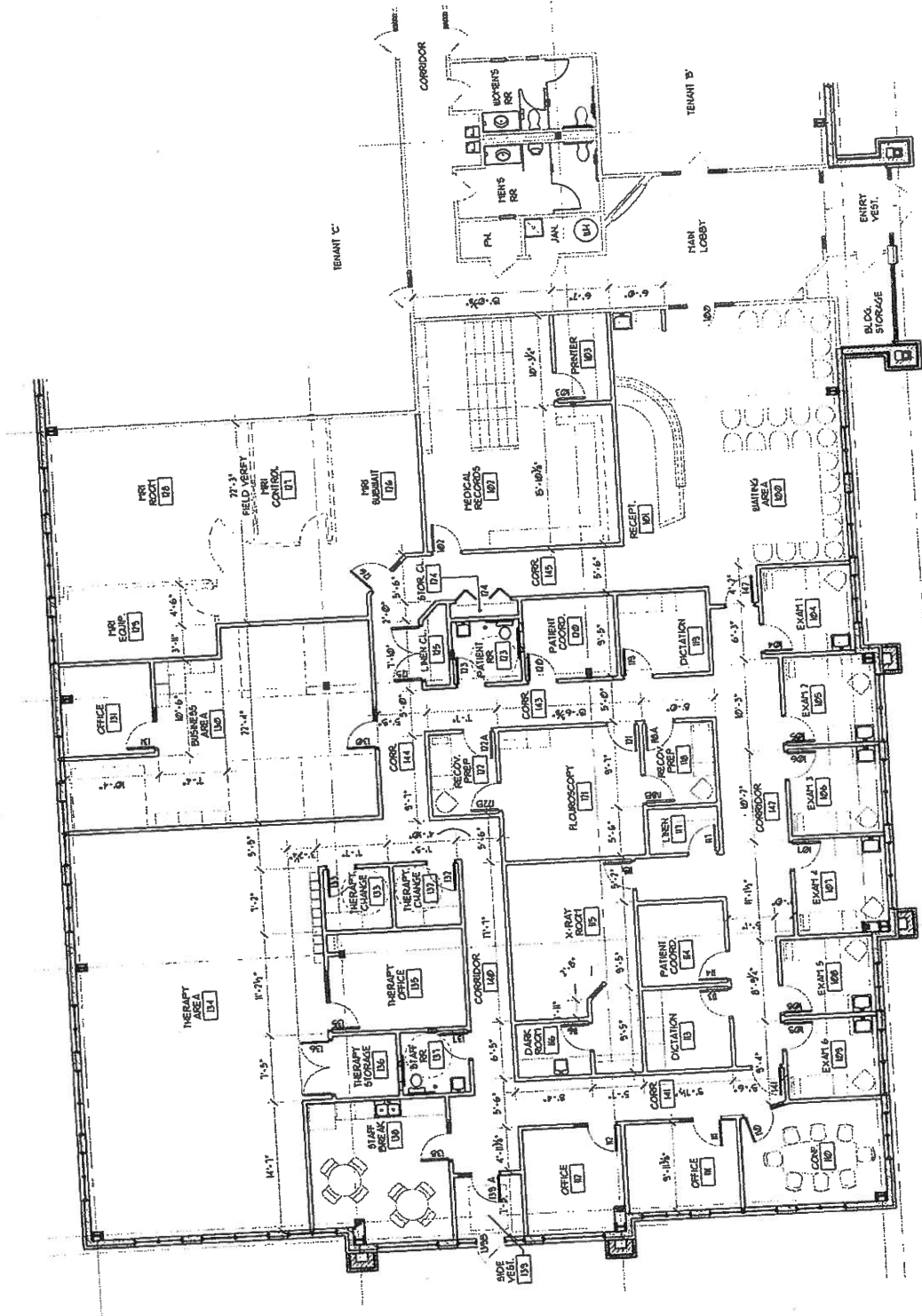
John Oliver & Associates, Inc. 2701 Franklin Avenue, Suite 120, Spring Lake, MN 55089 (763) 532-7855 FAX (763) 532-1877

Date: January 2018
Proj. No. 0017

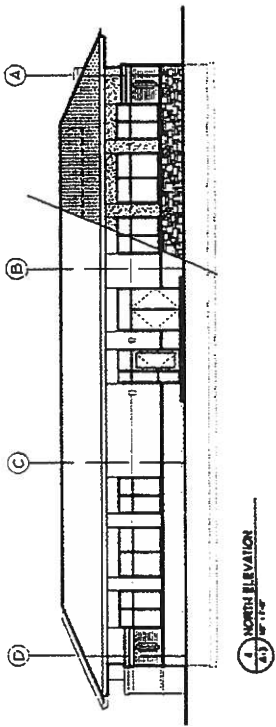
REV	DATE	DESCRIPTION
1	1/20/18	ISSUE FOR PERMIT
2	1/20/18	ISSUE FOR PERMIT
3	1/20/18	ISSUE FOR PERMIT
4	1/20/18	ISSUE FOR PERMIT
5	1/20/18	ISSUE FOR PERMIT
6	1/20/18	ISSUE FOR PERMIT
7	1/20/18	ISSUE FOR PERMIT
8	1/20/18	ISSUE FOR PERMIT
9	1/20/18	ISSUE FOR PERMIT
10	1/20/18	ISSUE FOR PERMIT



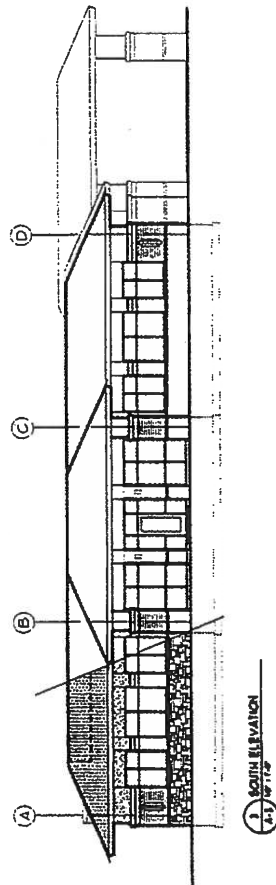
1 DIMENSION PLAN
4-11 18'-11-0"



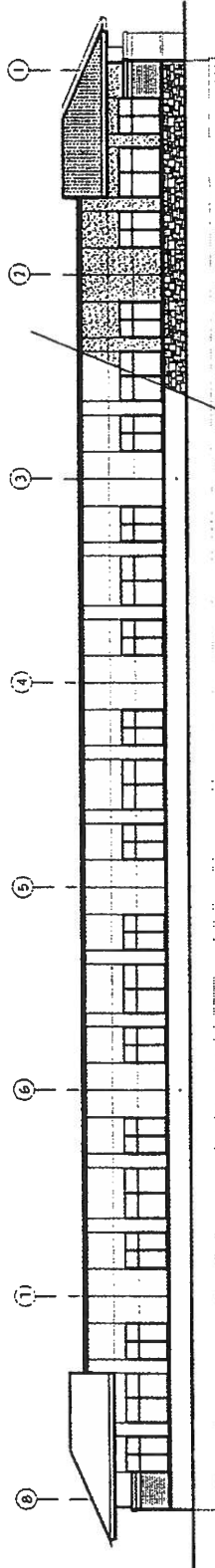
1 DIMENSION PLAN
A-II 1/8" = 1'-0"



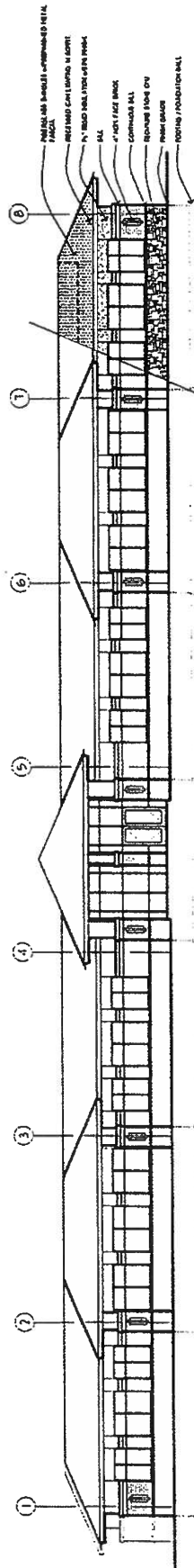
1 SOUTH ELEVATION
2/3 10/17/18



1 WEST ELEVATION
2/3 10/17/18

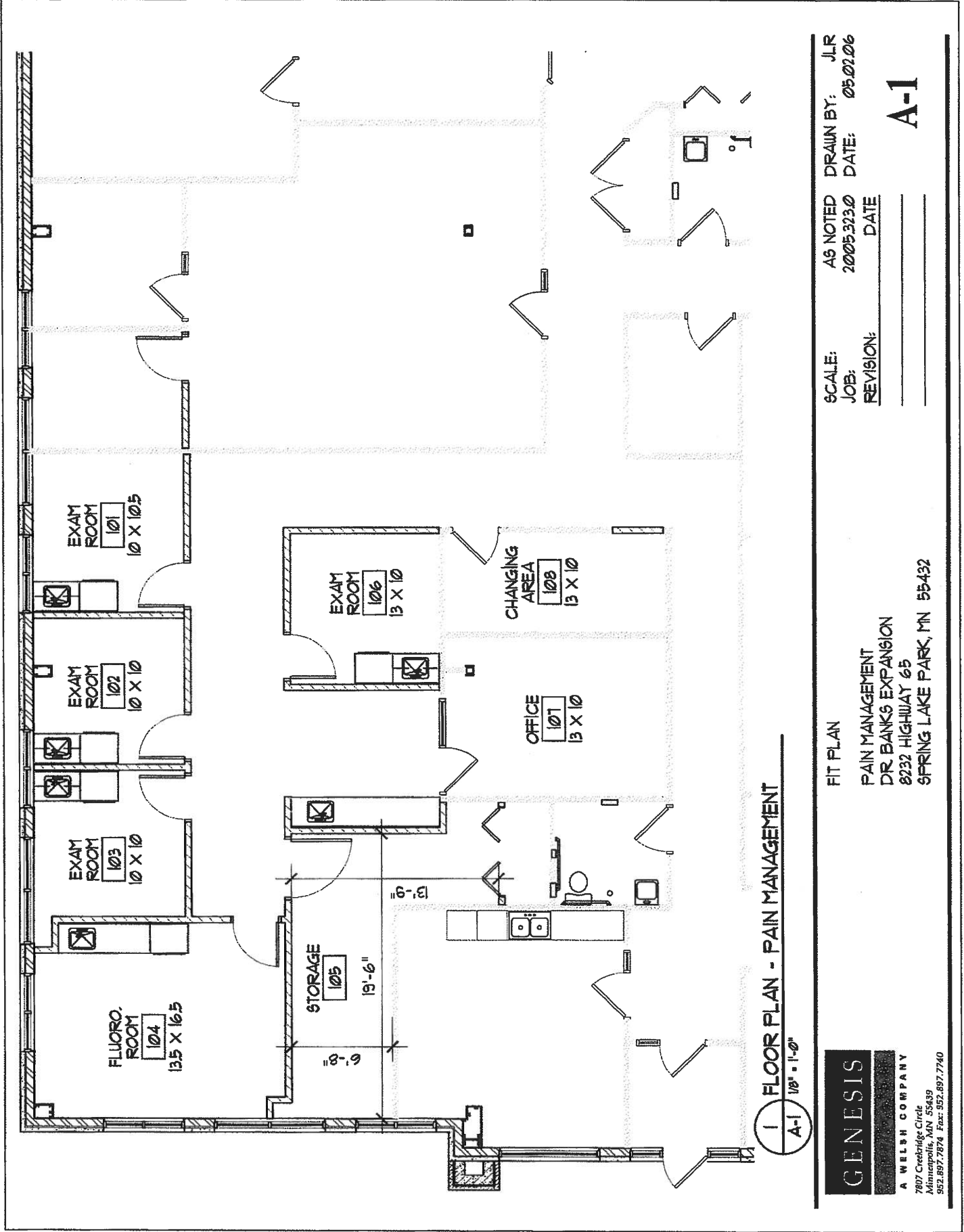


1 EAST ELEVATION
2/3 10/17/18



1 NORTH ELEVATION
2/3 10/17/18

		7807 Crystal Ridge Circle Minneapolis, MN 55439 952.897.7874 Fax: 952.897.7740	
Owner/Developer: JDS Properties Dr. Gary Bask 98 Ironwood Blvd Long Lake, MN 55316		PROJECT: SPRING LAKE PARK PROFESSIONAL BUILDING SPRING LAKE PARK, MN	
SHEET: EXTERIOR ELEVATIONS		DATE: 01-30-18 01-31-18 01-29-18 01-16-18	
REVISION NUMBER: MADE FOR REVISION: CHECK BY: CHECK BY: CHECK BY: CHECK BY:		SHEET NUMBER: JOB NUMBER: DRAWN BY: CHECKED BY:	
ILLUSTRATED BY: DATE:		SHEET SCALE: 1/8" = 1'-0" DATE: 10/17/18 DRAWN BY: JAS CHECKED BY: JAS DATE: 10/17/18	
A-3			



1 FLOOR PLAN - PAIN MANAGEMENT
 A-1 10' x 11'-0"

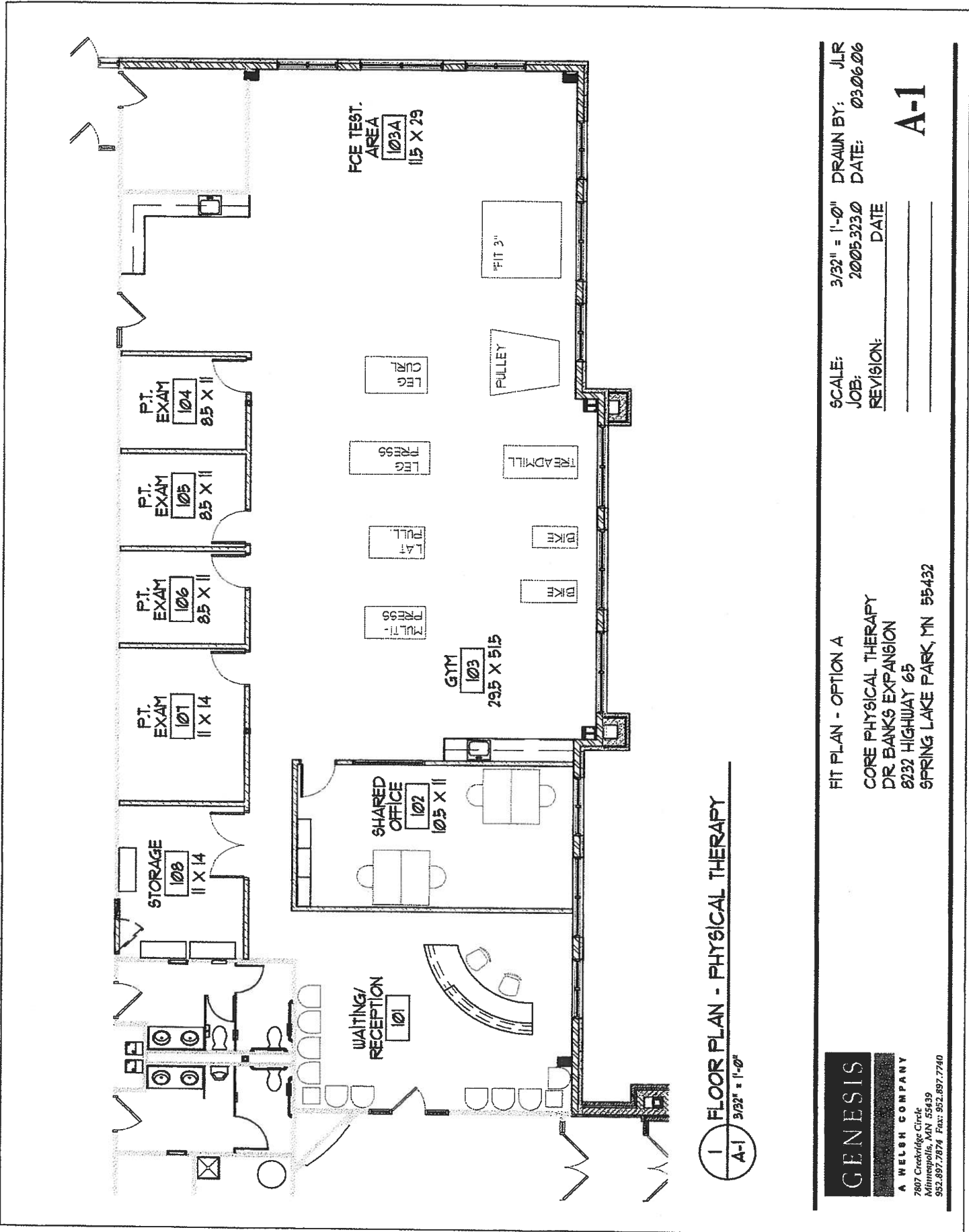
SCALE: AS NOTED
 JOB: 2005.3230
 REVISION: DATE

DRAWN BY: JLR
 DATE: 05.02.06

A-1

FIT PLAN
 PAIN MANAGEMENT
 DR. BANKS EXPANSION
 8232 HIGHWAY 65
 SPRING LAKE PARK, MN 55432

GENESIS
 A WELSH COMPANY
 7807 Creebridge Circle
 Minneapolis, MN 55439
 952.897.7874 Fax: 952.897.7740

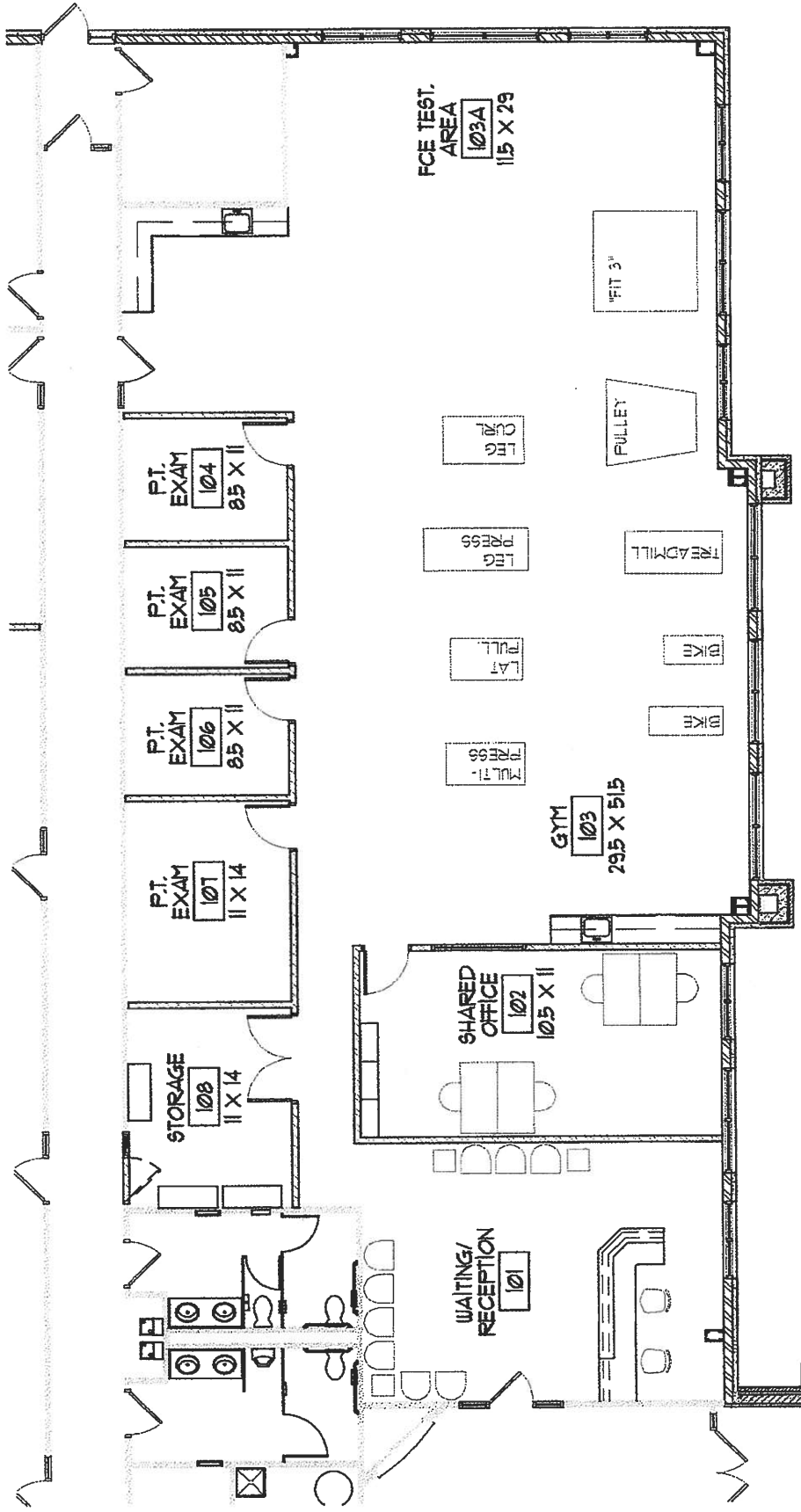


SCALE: 3/32" = 1'-0"
 JOB: 20053230
 REVISION: DATE
 DRAIN BY: JLR
 DATE: 030606
A-1

FIT PLAN - OPTION A
 CORE PHYSICAL THERAPY
 DR. BANKS EXPANSION
 8232 HIGHWAY 65
 SPRING LAKE PARK, MN 55432

GENESIS
 A WELSH COMPANY
 7807 Creekridge Circle
 Minneapolis, MN 55439
 952.897.7874 Fax: 952.897.7740

1 FLOOR PLAN - PHYSICAL THERAPY
 A-1 3/32" = 1'-0"



1 FLOOR PLAN - PHYSICAL THERAPY
 A-3 3/32" = 1'-0"

SCALE: 3/32" = 1'-0"
 JOB: 20053230
 REVISION: DATE

DRAWN BY: JLR
 DATE: 03.06.06

A-3

FIT PLAN - OPTION C
 CORE PHYSICAL THERAPY
 DR. BANKS EXPANSION
 8232 HIGHWAY 65
 SPRING LAKE PARK, MN 55432

GENESIS
 A WELSH COMPANY
 7807 Craikridge Circle
 Minneapolis, MN 55439
 952.897.7874 Fax: 952.897.7740

DRAFT PROCEEDINGS

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

1. Call to Order

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

2. Roll Call

Members Present: Commissioners Julien, Bernhagen, Eischens and Cobbs

Members Absent: Commissioners Hansen and Dircks

Staff Present: Building Official Brainard; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Councilmember Delfs
Justin C. Lyons, Minnesota Conference of Seventh-Day Adventists
Michael Sims, Minnesota Conference of Seventh-Day Adventists
Patrick J. Kelly, Kelly & Lemmons, P.A.

3. Pledge of Allegiance

4. Elect Officers

A. Elect Chair

Vice Chairperson Bernhagen opened nominations for Chairperson.

Commissioner Eischens nominated Hans Hansen as chairperson for the year 2019.

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

MOTION BY COMMISSIONER EISCHENS; SECONDED BY COMMISSIONER COBBS TO SUSPEND THE RULES AND CAST AN UNANIMOUS BALLOT TO ELECT HANS HANSEN OF THE PLANNING COMMISSION FOR THE YEAR 2018. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Vice Chair

Vice Chairperson Bernhagen opened nominations for Vice Chairperson.

Commissioner Eischens nominated Jeff Bernhagen as Vice Chairperson for the year 2019.

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

MOTION BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER COBBS TO SUSPEND THE RULES AND CASE AN UNANIMOUS BALLOT TO ELECT JEFF BERNHAGEN VICE CHAIRPERSON OF THE PLANNING COMMISSION FOR THE YEAR 2019. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

5. Approval of Minutes – October 22, 2018

MOTION BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER COBBS, APPROVING THE MINUTES OF OCTOBER 22, 2018. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

6. Public Hearing – Conditional Use Permit – Minnesota Conference of Seventh-Day Adventists – 8232 Highway 65 NE

Administrator Buchholtz reported that the City received a Conditional Use Permit application from the Minnesota Conference of Seventh-Day Adventists to utilize the Middletown Professional Building located at 8232 Highway 65 NE. He stated that the Minnesota Conference of Seventh-Day Adventists have entered a purchase agreement for the building. He reported that the property is guided commercial and zoned C-1, Shopping Center Commercial.

Administrator Buchholtz reported that the Minnesota Conference of Seventh-Day Adventists plan to utilize the building for their administrative headquarters, for large trainings and for a small bookstore. He stated that offices with merchandising services are considered a Conditional Use in the C-1 zoning district. He explained that large group trainings would be classified as an assembly use, which is considered a Conditional Use in the C-1 zoning district. He reported that one existing tenant (physical therapy) will remain in the building until the remainder of their two-year lease expires.

Administrator Buchholtz reported that the site is located on the west side of Highway 65 NE, just south of the CSAH 10 Highway 65 interchange. He stated that a conditional use permit was obtained from the City in 2004 to construct a 19,000 sf building adjacent to a residential district. He stated the conditions associated with the 2004 approval would continue to be in force for this change of use.

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 the building will service as the administrative headquarters for the Minnesota Conference of Seventh-Day Adventists. He stated that the applicant also states that a portion of the building will be used as a bookstore for their membership and for training of employees and church members.
- 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 will be utilizing this building primary for their administrative offices. Office uses, with merchandising services, as well as training facilities consistent with similar uses along the State Highway 65 corridor.

- 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.** – The applicant plans to make any necessary modifications to the building to ensure the property meets building and fire code regulations.
- d. **The use is one of the conditional uses specifically listed for the district in which it is to be located** – Assembly uses and offices with merchandising services are permitted as a conditional use within the C-1 shopping Center Commercial district (See Appendix D of the Zoning Code).
- e. **The proposed use shall have a detrimental effect on the use and enjoyment of other property in the immediate vicinity** - The current use of the building is medical office. The transition from medical office to office, with merchandising services, will have a minimal impact on the surrounding property owners.
- f. **The use will not lower property values or impact scenic views in the surrounding area** – The building is very attractive. The applicant has no plans to modify the exterior of the current facility or use it in any way that would be detrimental to the community.
- g. **Existing streets and highways and proposed access roads will be adequate to accommodate anticipated traffic** – The building is serviced by both Middletown Road and the County Road 10 service drive, both streets have adequate capacity to service this use.
- h. **Sufficient off-street parking and loading space will be provided to serve the proposed use**
There are currently 103 parking spaces servicing this building. The proposed uses are as follows:
- | | |
|------------------------------------|---------------------------|
| Assembly use (1 space/100 sf) | 45 parking spaces |
| Office (4 spaces/1,000 sf) | 32 parking spaces |
| Current Tenant (6 spaces/1,000 sf) | 14 parking spaces |
| Bookstore (10 spaces/1,000 sf) | 12 parking spaces |
| Total Parking Requirement | 103 parking spaces |
- The parking lot appears to have sufficient parking for the proposed uses. Staff will want to verify the square footages to ensure proper parking calculations.
- i. **The use includes adequate protection for the natural drainage system and natural topography** – The site has adequate drainage and has not caused any drainage issues for neighboring properties. It is important to note that the applicant, should they proceed with the purchase of the building, will be responsible for maintenance on the storm water pond located to the north of the building.
- 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 applicant stated that they have no equipment that would create these nuisances.
- k. **The proposed use will not stimulate growth incompatible with prevailing density standards**- The applicant stated that the administrative office use is compatible with the overall density of the surrounding neighborhood.

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. Applicant shall verify square footages to the zoning administrator to verify parking requirements.
2. Applicant shall ensure occupancy off assembly room shall not exceed capacity as set forth in the State Building and Fire Codes and available parking.
3. Applicant will ensure that the bookstore will not ship not receive large amounts of books/material that require frequent truck deliveries.
4. Applicant shall comply with all conditions of the 2004 special use permit.

Commissioner Eischens inquired how often the facility would be used for assembly. Mr. Lyons stated that the facility could be used one or two times a year to its capacity for a large gathering such as employee trainings. He stated that smaller trainings and gatherings would take place one time a month and usually on a Saturday.

Commission Bernhagen inquired as what time of the day the facility would be used for large assemblies. Mr. Lyons stated that generally training sessions start in the morning (9:00 or 10:00 AM) and end in the late afternoon (3:00 or 4:00 PM). He stated that they are usually held on a Saturday. He stated that the community is welcome to utilize the building for events during when it is not in use.

Building Official Brainard reported that a maximum occupancy capacity will be set on the assembly room. He stated that the capacity will be set during the time of the Certificate of Occupancy inspection.

Mr. Brainard inquired if the MRI machine that is currently in the building will be removed and the lead walls sealed. Mr. Sims reported that the MRI machine is scheduled to removed and the wall will be enclosed. He stated that the building has sprinklers and exterior doors can be added if needed for additional exits.

Administrator Buchholtz inquired if the facility would bring new employment to the area. Mr. Lyons stated that the Minnesota Chapter has grown significantly over the years and he is anticipating that the employment to continue to grow at this facility with full time positions being added.

Vice Chairperson Bernhagen opened the public hearing at 7:24 PM. There was no discussion from the floor.

Vice Chairperson Bernhagen closed the public hearing at 7:24 PM.

MOTION MADE BY COMMISSION COBBS, SECONDED BY COMMISSIONER JULIEN TO RECOMMEND APPROVAL OF CONDITIONAL USE PERMIT WITH THE FOLLOWING CONDITIONS: 1.) APPLICANT SHALL VERIFY SQUARE FOOTAGES TO THE ZONING ADMINISTRATOR TO VERIFY PARKING REQUIREMENTS; 2.) APPLICANT SHALL ENSURE OCCUPANCY OF ASSEMBLY ROOM SHALL NOT EXCEED CAPACITY AS SET FORTH IN THE STATE BUILDING AND FIRE CODES AND AVAILABLE PARKING; 3.) APPLICANT SHALL ENSURE THAT THE BOOKSTORE WILL NOT SHIP NOT RECEIVE LARGE AMOUNTS OF BOOKS/MATERIAL THAT REQUIRE FREQUENT TRUCK DELIVERIES; 4.) APPLICANT SHALL COMPLY WITH ALL CONDITIONS OF THE 2004 SPECIAL USE PERMIT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Reports

Administrator Buchholtz reported that comments have been received from the Metropolitan Council on the 2040 Comprehensive Plan. He stated that staff has been working on the items for improvement and a public hearing will be held for additional feedback before forwarding the Plan to the City Council for final approval.

Administrator Buchholtz reported that the wall to the Hy-Vee structure have been started and the roof will soon be installed.

Administrator Buchholtz welcomed Eric Julien to the Commission.

8. Adjourn

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

The meeting adjourned at 7:31 PM.

DRAFT



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 3.4.19 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

MS4 Permit (193802936).

Annual Training was completed in December. 2019 Report and Annual Public Meeting completed in June.

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

An updated LSWMP based on comments received from the various review agencies has been prepared and distributed to appropriate agencies. Rice Creek Watershed has approved. Coon Creek Watershed has given conditional approval. *Currently working with the Administrator on Ordinance revisions.*

2018 Sanitary Sewer Lining Project (193804547).

This project includes sewer lining in the northeast area of the city. *Service wye grouting continues. Repair of the problem segment will occur in mid-March. 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. *The City council authorized the preparation of plans and specifications and obtaining bids at the February 19th meeting.*

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

This project includes streets in the area north of 18th Avenue between Monroe and Able. Plans and specifications have been prepared. *Bids will be received on March 12th. Council can consider contract award on March 18th.*

Wells 4 and 5 (193804554): Contractor is Keys Well Drilling. Well 4 was video inspected on October 31 and found to be in good condition. Well 4 is now operating. *Well 5 rehabilitation work continues. The Well 5 pump has been repaired and is ready to be reinstalled.*

Arthur Street (Well 5) Water Treatment Plant Evaluation (193801776 Task 300): A summary list of identified plant issues has been prepared and reviewed by the Administrator and Public Works Director. Calibration tubes for chemical feed systems have been added. Infrared testing of electrical equipment has been completed. *Recent water sample results are better but not below desired levels. Filter media has been cleaned and a quote has been received for total replacement of the filter media.*

Bituminous Trail (on Osborne Rd. from TH 65 to Central Avenue)(193804584): This segment may be reconstructed in the summer of 2019. *Plans and specifications have been sent to St Paul Regional Water Services (SPRWS) and Anoka County for review. A tentative bid opening date has been set for April 30th.*

Garfield Pond Improvements Project (19380xxxx): This project is located along 81st Avenue on the south side of the intersection of 81st and Arthur. This project was identified through the LSWMP preparation process because of flooding and water quality issues. A grant application for partial project funding has been submitted to the Rice Creek Watershed District (RCWD).

Cellular Antenna Installations on Water Towers:

- **Verizon on Arthur Street tower.** This is a new installation. Revised Construction Drawings were submitted in December 2018 *and have been reviewed. Lease issues are being discussed.*
- **AT&T on Arthur Street tower.** Replacement/modification project. *4th Amendment to Lease was approved on 11/19/18.* Revision 4 Construction Drawings (CDs) dated 10/17/18 are approvable from and engineering standpoint.
- **T-Mobile Utility Upgrade/Backup power (generator) - Able Street tower.** This project includes installing a permanent generator. An escrow account has been established. *Initial review of the construction drawings has been completed. Lease and easement issues need to be worked out.*

Other issues/projects.

Dominium Project. A new site walkthrough inspection was completed on September 25th. *A site punch-list with remaining site improvement work (including street patching) has been prepared.*

Hy-Vee Project. Site grading plan has been reviewed and approved by public works/engineering. *A Site utility work Preconstruction Conference was held on September 26th. Sewer and water utility connections in 81st Avenue and Central Avenue have been completed.*

Public Storage Project. Plat has been approved. Developer has obtained a site a permit from the *Rice Creek Watershed District. Construction has begun.*

Interstate Plaza Project (7700 Hwy 65 NE). No news.

Wellhead Protection Plan: A Plan Evaluation Report was provided to the Minnesota Department of Health (MDH). MDH approved a 10-year extension to the Plan on July 26, 2018.

...

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.



February 27, 2019

Mr. Dan Buchholtz, Administrator
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

Re: Municipal State Aid Account

Dear Dan:

This letter is to provide you with an update on the city's Municipal State Aid account. Specifically, we'd like to update you on the two items below. Related documents are attached.

2019 Annual Distribution. In late January the Office of State Aid announced the 2019 Maintenance and Construction Allotments for the MSAS cities as approved by the Commissioner of Transportation. A copy of the annual Notice is attached. The City of Spring Lake Park received the following allocations:

- Construction allocation of \$212,486 (compared to \$204,421 in 2018, \$180,097 in 2017, \$176,127 in 2016, \$168,062 in 2015, and \$149,943 in 2014).
- Maintenance allocation of \$70,829 (compared to \$68,140 in 2018, \$60,033 in 2017, \$58,709 in 2016, \$56,021 in 2015, and \$49,981 in 2014).

The total combined construction and maintenance allocation for 2018 is \$283,315. The 2018 total is an increase of \$10,754 from last year. The total allocation has been increasing steadily over the past 5 years.

We have submitted reimbursement requests to State Aid for previous State Aid eligible projects. The City still has a large pending reimbursement amount in the State Aid system because of the 2014-2015 Street Improvement project. This means that for the next 3 or 4 years the city will receive the construction portion of their State Aid allocation without needing to submit any additional reimbursement requests.

2018 Annual Certification of Mileage. We completed the paperwork associated with the annual certification of mileage a few weeks ago and submitted it to the Office of State Aid. A copy of the certification form is attached. There were no mileage changes from the previous year.

Regards,
Stantec

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

Phil Gravel, City Engineer

cc. Terry Randall, Public Works Director



Financial Management, State Aid Finance
395 John Ireland Blvd., Mail Stop 215
St. Paul, MN 55155

January 29, 2019

MUNICIPALITY OF SPRING LAKE PARK

Phil Gravel

2335 West TH 36 Suite 703

St Paul, MN 55113

RE: NOTICE OF ANNUAL DISTRIBUTION

Dear Phil Gravel:

The following allotments will be credited to the accounts listed below in compliance with the 2019 Commissioner's Order, and will be released in accordance with the current rules.

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ALLOCATION AMOUNT</u>
90	MUNI CONST	\$212,486.00
94	MUNI MAINT	\$70,829.00

If you have any questions please contact Cindy Degener at 651-366-4877 of the State aid Finance Office.

Sincerely,

A handwritten signature in cursive script that reads 'Margaret Anderson Kelliher'.

Margaret Anderson Kelliher
Commissioner of Transportation

cc: City Clerk

2018

ANNUAL CERTIFICATION OF MILEAGE

SEE INSTRUCTIONS INCLUDED ON WEB SITE
RECORD REVISIONS ON BACK OF FORM
SUBMIT TO YOUR DSAE BY JANUARY 15, 2019

	Municipal Mileage as of Dec. 31, 2017				Revisions During Current Year 2018 (+ or -)				Municipal Mileage as of Dec. 31, 2018			
	Non-Existing	Improved	Total		Non-Existing	Improved	Total		Non-Existing	Improved	Total	
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
MILEAGE NOT CONSIDERED IN THE COMPUTATION OF BASIC MILEAGE												
1. Trunk Highways		3.05		3.05							3.05	
2. Trunk Highways Turnbacks (Designated as MSAS - mileage above 20%)												
3. County State Aid Highways (Exclude mileage designated as MSAS)		2.62		2.62							2.62	
4. County State Aid Highway Turnbacks (Designated as MSAS - mileage above 20%)												
5. Total Mileage of Line 1 Thru 4	Previous =	5.67			Adjustment =				Current =	5.67		
BASIC MILEAGE: MILEAGE CONSIDERED IN THE COMPUTATION OF ALLOWABLE MILEAGE												
6. Municipal State Aid Streets (Exclude Trunk and County Highway Turnbacks and Mileage Partly Outside the City Limits in a non MSAS city)		5.53		5.53							5.53	
7. County Road Turnbacks (Designated as MSAS)		0.29		0.29							0.29	
8. County Roads (Exclude mileage designated as MSAS)		0.32		0.32							0.32	
9. Other Local Roads And Streets - not designated (Include T.H. & CSAH frontage roads)		21.73		21.73							21.73	
10. Total Improved Basic Mileage (lines 6 + 7 + 8 + 9)	Previous =	27.87			Adjustment =				Current =	27.87		
11. Percentage Limitation Allowed by Statute												X
12. MAXIMUM MILEAGE ALLOWED FOR M.S.A.S. DESIGNATIONS (Col XI, Line 10 Times Line 11)												0.20
13. Total Municipal State Aid Street Designated (Column XII, Line 2 + 4 + 6 + 7)											5.82	
14. Total Miles of T.H. & County Turnbacks designated as MSAS Above 20% (Col. XII Line 2 + 4 + 7)												(-) 0.29
15. Mileage designated MSAS - not including T.H. and County Turnback mileage (Line 13 minus Line 14)												(-) 5.53
16. MSAS Mileage Partly Outside the City Limits in a non MSAS city (if any)												(-) 0.04
17. Municipal State Aid Street Mileage Over/Under Maximum Allowed. (Line 12 minus line 15 minus Line 16)												0.04

I hereby certify that the total Improved Mileage (Col.XI, Line 5 + 10) in the Municipality of Spring Lake Park as of December 31, 2018 is 51.05 Miles.

Signed: Phil Gravel Title: City Engineer Date: 12/21/2018

NOTE: Lines 2, 4, 6, & 7 are MSAS mileage categories. Shaded Fields contain formulas. These fields get filled automatically as data is entered.