



**CITY COUNCIL AGENDA
MONDAY, DECEMBER 3, 2018
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 – November 19, 2018
 - B. Budget to Date – (as of 10/31/18)
 - C. 4th Quarter Billing for 2019 Payable 2020 Property Tax Assessment
 - D. Authorize Closure of City Hall on Monday, December 31, 2018 (New Year's Eve)
 - E. Approval of Drug and Alcohol Testing Services Contract – Trust In Us
 - F. Resolution 18-51, Resolution Establishing Precinct and Polling Locations for 2019 Election Year
 - G. Contractor's Licenses
 - H. Business Licenses – Used Cars, Cigarette, Intoxicating Liquor & Sunday Sales, Massage Therapy
 - I. Correspondence
7. PUBLIC HEARING
 - A. Truth in Taxation Public Hearing – 2019 Budget and 2018/Pay 2019 Property Tax Levy
8. PUBLIC WORKS REPORT
9. CODE ENFORCEMENT REPORT
10. ORDINANCES AND/OR RESOLUTIONS
 - A. Ordinance 448, An Ordinance Amending Chapter 153 of the Spring Lake Park City Ordinance Relating to Zoning
 - B. Ordinance 449, An Ordinance Amending Chapter 111 of the City Code Regulating the Possession, Sale and Consumption of Intoxicating and 3.2 Percent Malt Liquor Within the City
 - C. Resolution 18-52, Resolution Approving Summary Publication of Ordinance 449
11. NEW BUSINESS
 - A. Approval of 3-Year Assessor Contract with City Assessor Ken Tolzmann
 - B. Approval of 2019 Agreement for Residential Recycling Program with Anoka County
 - C. Authorize Plans and Bidding for 2019 Seal Coat Project
 - D. Approval of 2019 Public Utilities Budget
 - E. Authorize Release of RFP for Building Inspection and Related Services
12. ENGINEER'S REPORT
13. ATTORNEY'S REPORT
14. REPORTS
 - A. Beyond the Yellow Ribbon Report
15. OTHER
 - A. Administrator Reports
16. 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 November 19, 2018 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

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

2. Roll Call

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

Members Absent: None

Staff Present: Public Works Director Randall; Police Chief Ebeltoft; Building Official Brainard; Parks and Recreation Director Rygwall; Engineer Gravel; Attorney Thames; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake
Olivia Alveshere
Doug and Lynn Eischens, 8220 6th Street NE
Karla Stevens, Michael Bahr, Tony Bulan, Beyond The Yellow Ribbon Committee

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz requested that Item 7N, Business Licenses – Massage Therapy, be added to the agenda.

5. Presentation

A. Mayor's Proclamation – Commending Olivia Alveshere

Mayor Hansen read a proclamation commending Olivia Alveshere for her journalism work with ABC Newspapers and the City of Spring Lake Park over the past five years.

6. Discussion From The Floor

Doug Eischens expressed his concern regarding comments made by a Planning Commission member that he overheard regarding the Beyond The Yellow Ribbon committee. Mr. Eischens expressed that the work done by the committee is volunteer and wanted to remind residents that all the proceeds from events such as the pork chop dinner are used to assist military families and support the troops. He stated that the comments made were very hurtful to the volunteers who dedicate a lot of their time to the VFW and the committee.

Councilmember Nelson stated that he had been made aware of the hurtful comments made by this Planning Commission member towards the Beyond The Yellow Ribbon Committee and assured the residents of Spring Lake Park and the surrounding communities that all the donations are given back to the VFW and the military families to help anyone in need.

Karla Stevens, Michael Bahr and Tony Bulan, Beyond The Yellow Ribbon Committee members, expressed their concern with the hurtful comments that were made against the volunteers and the organization. They stated that the comments were very bothersome to all the members.

7. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – October 15, 2018
- B. Approval of Work Session City Council Minutes – October 29, 2018
- C. Approval of Voter Canvass Meeting Minutes – November 13, 2018
- D. General Operations Disbursements #18-19 - \$1,002,062.38
- E. City Administrator Performance Evaluation Statement
- F. Contractor's Request for Payment No. 2/Final – 2017/2018 Street Seal Coat Project
- G. Contractor's Request for Payment No. 1 – 2018 Sanitary Sewer Lining Project
- H. Right of Way Permit – Xcel Energy
- I. LMCIT Insurance Tort Limit Acceptance
- J. Resolution 18-50, Amending 2018 General Fund Budget
- K. Contractor's Licenses
- L. Sign Permit
- M. Correspondence
- N. Business Licenses

Mayor Hansen pulled item 7E, City Administrator Performance Evaluation Statement, to read before the City Council and residents.

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

8. Police Report

Police Chief Ebeltoft reviewed the October 2018 department statistics.

Chief Ebeltoft reported that the Police Department responded to five hundred twenty three calls for service for the month of October 2018 compared to five hundred twenty one calls for service in October 2017.

Chief Ebeltoft reported that on October 27, 2018, the Spring Lake Park Police Department participated in the 2018 DEA Prescription Drug Take Back Day. He reported that this year the Police Department collected one hundred ninety pounds of unwanted/expired prescription medications.

Chief Ebeltoft reported that Investigator Baker reported handling a caseload of fifty-nine cases for the month of October 2018. He stated that Investigator Baker indicated that residential burglaries have declined after two separate burglary groups have been identified. He stated that investigations in to these groups and incidents continues with multiple city and county agencies working collaboratively.

Chief Ebeltoft reported that Officer Chlebeck reported handing 12 calls for service at the local schools for the month of the October 2018. He reported that there were 23 students contacts, four escorts and seven follow up investigations into school related issues.

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 the Police Department has a plentiful supply of Narcan refills available with the increase in a new heroin that has been surfacing in the County. Chief Ebeltoft stated that there is a refill supply on hand and the provider can overnight more supplies if needed.

9. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and reviewed signs of reminders not to feed the ducks and geese. She stated that the Commission would like to see a variety of signs and messages displayed. She reported that the Commission discussed the need to install bike fix-it stations in the parks but the Commission decided that there was no need for them at this time.

Ms. Rygwall reviewed the monthly programs and activities including the day trips that were attended. She stated that staff has been working on the preparation for the Turkey Shoot program and holiday programs.

9. New Business

A. Approval To Purchase Portable Screening Plant

Public Works Director Randall reported that he is seeking approval to purchase a portable screening plant. He stated that it would be used for screening the compost, black dirt and asphalt from the water main breaks. He reported that he participated in the demonstration of the product and found it worked flawlessly for the needs of the City.

Mr. Randall reported that the City has about 200 yards of compost that either needs to be screened or hauled away. He stated that it would be more economical to use the compost in the City to avoid the purchase of black dirt. He reported that the screening plant could also be used to screen the sweepings from the streets in the spring.

Mr. Randall reported that the company that provided the demonstration is ABRA Equipment from Crosslake, MN. He stated that it is a company from the state contract. He reported that the purchase price for the equipment is \$6,633.50 with the funds coming from the Small Equipment Replacement Fund.

Councilmember Nelson stated that he discussed the process with Mr. Randall and agreed that the product would be a valuable asset to the equipment supply.

Councilmember Delfs inquired if using funding from the Small Equipment Replacement Fund would compromise any equipment that is in need of immediate replacement. Mr. Randall stated that there is not any other equipment and this piece of equipment would be helpful in the spring.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE PURCHASE OF PORTABLE SCREENING PLANT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Approval of Lease Amendment – RS Properties

Administrator Buchholtz reported that the City of Spring Lake Park entered into a lease in January with RS Properties to allow them to operate a bar/restaurant on the City's property at 8466 Central Avenue NE.

Administrator Buchholtz reported that the lease calls for the City to be responsible for costs to repair structural deficiencies on the property. He reported that during the RS Properties' renovation of the property, they discovered a number of structural deficiencies on the property and repaired them as part of the renovation.

Administrator Buchholtz stated that City staff is proposing a seven-month rent holiday for RS Properties to compensate them for the structural improvements they made to the building. He stated that the holiday would begin on January 1, 2019 and would conclude on July 31, 2019. He explained that the rent holiday only covers the rental payments and payments for property taxes and insurance would continue to be due pursuant to the lease.

Administrator Buchholtz reported that the City Attorney has reviewed the lease amendment. He stated that City staff recommends approval of the Lease Amendment.

MOTION MADE BY MAYOR HANSEN TO APPROVE LEASE AMENDMENT – RS PROPERTIES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Approval of 4th Amendment to Water Tower Lease Agreement

Administrator Buchholtz reported that the City of Spring Lake Park received a request from New Cingular Wireless PCS, LLC to modify their antenna facilities on the Arthur Street Water Tower. He stated that staff determined that the modifications required an amendment to the lease before being implemented.

Administrator Buchholtz stated that the Fourth Amendment to the Water Tower Lease will allow New Cingular Wireless PCS to modify their facilities in accordance with the attached and approved plans. He stated that in exchange, New Cingular Wireless agrees to increase the rent paid to the City of Spring Lake Park by \$450.00 per month, subject to the escalators included in the Lease Agreement.

Administrator Buchholtz stated that staff recommends approval of the Lease Amendment.

Councilmember Nelson inquired if the modifications were on the external surface of the water tower. Mr. Randall confirmed that all modifications are external and no welding will take place. Mr. Randall stated that the antennas are only attached to the handrails, not to the tower itself.

MOTION MADE BY MAYOR HANSEN TO APPROVE FOURTH AMENDMENT TO WATER TOWER LEASE AGREEMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Ordinances and/or ResolutionsA. Resolution 18-48 Certifying Delinquent Accounts – Anoka County

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-48 CERTIFYING DELINQUENT ACCOUNTS – ANOKA COUNTY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 18-49 Certifying Delinquent Accounts – Ramsey County

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-49 CERTIFYING DELINQUENT ACCOUNTS – RAMSEY COUNTY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's ReportA. November 5, 2018 and November 19, 2018

Engineer Gravel stated that projects are provided a report on the Well Project on Wells 4 and 5. He reported that the project is going well and steadfast. He stated that work on Well 5 would begin soon.

12. Attorney's Report- None13. Reports - None14. Administrator Reports

Administrator Buchholtz reported that he attended a MnDOT Road Safety Audit meeting. He reported that areas of University Avenue to County Road 10 and Highway 65 to County Road 10 were evaluated for short-term fixes and improvements for pedestrians and bicyclists.

Administrator Buchholtz reported that the Public Utility budget will be presented at the December 3, 2018 City Council meeting and no rate increase is being proposed.

Administrator Buchholtz reported that he and Councilmember Wendling attended the ribbon cutting for Torg Brewery.

15. Other- None16. Adjourn

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

The meeting was adjourned at 7:58 PM.

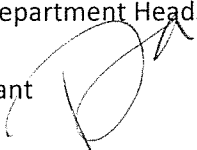
Cindy Hansen, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

MEMORANDUM

DATE: Wednesday, November 28, 2018

TO: Mayor, City Council and Department Heads
FROM: Peggy Anderson, Accountant 
RE: Budget to Date (as of 10/31/18)

Attached is the October, 2018 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **16.66% remaining**. The overall General Fund ratio is **21.40%**.

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (101)
For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
Revenues						
101.00000.31010	CURRENT TAXES	\$ 0.00	\$ 0.00	\$ 2,999,913.00	\$ 1,590,929.53	46.97%
101.00000.31020	DELINQ TAXES	0.00	0.00	0.00	11,897.23	0.00%
101.00000.31910	PENALTIES & INTEREST	0.00	0.00	0.00	4,438.70	0.00%
101.00000.32110	LIQUOR LICENSES	0.00	6,400.00	29,800.00	16,020.70	46.24%
101.00000.32111	OFF-SALE LIQUOR	0.00	0.00	0.00	310.00	0.00%
101.00000.32179	PAWN SHOP LICENSES	0.00	521.00	6,352.00	4,689.00	26.18%
101.00000.32180	CIGARETTE,DANCE,BINGO,MIS	0.00	1,950.00	6,000.00	2,350.00	60.83%
101.00000.32181	SIGN PERMITS	0.00	35.00	5,000.00	5,773.49	(15.47%)
101.00000.32208	CONTRACTORS LICENSES	0.00	390.00	7,500.00	7,905.00	(5.40%)
101.00000.32210	BUILDING PERMIT	0.00	53,048.81	78,000.00	148,728.07	(90.68%)
101.00000.32211	BUILDING PERMIT SURCHARG	0.00	2,514.11	3,000.00	6,855.71	(128.52%)
101.00000.32215	DEMOLITION PERMIT	0.00	100.00	0.00	700.00	0.00%
101.00000.32230	PLUMBING PERMIT	0.00	880.00	4,300.00	3,697.00	14.02%
101.00000.32231	PLUMBING PERMIT SURCHAR	0.00	15.00	300.00	67.00	77.67%
101.00000.32232	HEATING & A/C PERMITS	0.00	310.00	8,780.00	23,172.01	(163.92%)
101.00000.32233	HTG & A/C SURCHARGES	0.00	7.00	400.00	562.02	(40.51%)
101.00000.32240	PET LICENSE	0.00	12.00	400.00	688.00	(72.00%)
101.00000.32260	CERTIFICATE OF OCCUPANCY	0.00	0.00	3,000.00	1,400.00	53.33%
101.00000.32261	VACANT PROPERTY REGISTR	0.00	0.00	5,200.00	2,200.00	57.69%
101.00000.33401	LOCAL GOVERNMENT AID	0.00	0.00	393,159.00	196,581.00	50.00%
101.00000.33404	PERA INCREASE AID	0.00	0.00	5,775.00	2,887.50	50.00%
101.00000.33416	POLICE TRAINING REIMB	0.00	0.00	3,200.00	10,527.04	(228.97%)
101.00000.33421	INSURANCE PREMIUM-POLICE	0.00	95,701.06	90,000.00	95,701.06	(6.33%)
101.00000.34102	ZONING LETTERS	0.00	0.00	0.00	300.00	0.00%
101.00000.34103	SPEC USE,ZONING,SUB-DIV	0.00	45.00	3,200.00	6,025.00	(88.28%)
101.00000.34104	PLAN REVIEW FEES	0.00	32,423.98	20,000.00	80,090.21	(300.45%)
101.00000.34105	SALE OF MAPS,COPIES ETC	0.00	121.00	300.00	760.50	(153.50%)
101.00000.34107	ASSESSMENT SEARCHES	0.00	0.00	100.00	0.00	100.00%
101.00000.34108	ADMINISTRATION SAC CHARG	0.00	340.00	70.00	340.00	(385.71%)
101.00000.34109	FILING FEES	0.00	0.00	60.00	60.00	0.00%
101.00000.34111	ADM. GAMBLING EXPENSES	0.00	0.00	34,033.00	0.00	100.00%
101.00000.34115	GUN RANGE FACILITY USE	0.00	0.00	375.00	340.00	9.33%
101.00000.34117	ROOM-FACILITY RENTAL	0.00	0.00	50.00	1,600.00	(3100.00%)
101.00000.34201	POLICE & FIRE ALARM PERMIT	0.00	0.00	1,250.00	225.00	82.00%
101.00000.34204	RENTAL HOUSING REGISTRATI	0.00	21,700.00	52,770.00	50,479.02	4.34%
101.00000.34205	RIGHT OF WAY APPLICATIONS	0.00	1,538.20	1,500.00	8,675.60	(478.37%)
101.00000.34801	INSURANCE DIVIDENDS	0.00	0.00	10,000.00	0.00	100.00%
101.00000.34950	REFUNDS & REIMB	0.00	1,130.07	4,000.00	1,259.07	68.52%
101.00000.35101	COURT FINES	0.00	2,831.78	65,000.00	32,817.57	49.51%
101.00000.35102	ADM OFFENSE FINES	0.00	0.00	3,500.00	3,165.00	9.57%
101.00000.35348	PROPERTY ROOM REVENUE	0.00	0.00	0.00	670.85	0.00%
101.00000.35349	MN DRIVING DIVERSION PROG	0.00	0.00	500.00	700.00	(40.00%)
101.00000.35350	DETOX TRANSPORTATION	0.00	90.00	200.00	300.00	(50.00%)
101.00000.36210	INTEREST EARNINGS	0.00	1,307.04	20,000.00	9,457.60	52.71%
101.00000.36901	LIAISON OFFICER	0.00	19,351.50	77,406.00	77,406.00	0.00%
101.00000.39100	CPWL REIM FOR SERVICES	0.00	0.00	4,000.00	0.00	100.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.00000.39101 RECYCLE PARK PRGM-REIM F	0.00	0.00	0.00	1,061.00	0.00%
101.00000.39202 TRANSFER FROM PUBLIC UTILI	0.00	0.00	47,740.00	0.00	100.00%
101.00000.39203 CONTRIBUTION FROM LIQUOR	0.00	0.00	75,000.00	0.00	100.00%
101.00000.39206 TRANSFER FROM RECYCLING	0.00	0.00	2,500.00	0.00	100.00%
101.00000.39207 TRANSFER FROM RECREATIO	0.00	0.00	60,000.00	0.00	100.00%
Total Revenues	0.00	242,762.55	4,133,633.00	2,413,812.48	41.61%
Total GENERAL FUND Revenues	\$ 0.00	\$ 242,762.55	\$ 4,133,633.00	\$ 2,413,812.48	41.61%

Expenditures**MAYOR AND COUNCIL Expenditures**

101.41110.01030 PART TIME EMPLOYEES	\$ 0.00	\$ 2,607.88	\$ 31,296.00	\$ 26,078.80	16.67%
101.41110.01211 DEFINED CONTR PLAN/PERA	0.00	105.57	1,685.00	1,055.70	37.35%
101.41110.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	199.50	2,395.00	1,995.00	16.70%
101.41110.01510 WORKERS COMPENSATION	0.00	0.00	50.00	59.00	(18.00%)
101.41110.02100 OPERATING SUPPLIES	0.00	0.00	511.00	0.00	100.00%
101.41110.03310 TRAVEL EXPENSE	0.00	88.84	320.00	88.84	72.24%
101.41110.03500 PRINTING & PUBLISHING	0.00	139.76	1,800.00	338.64	81.19%
101.41110.04300 CONFERENCE & SCHOOLS	0.00	11.25	2,805.00	2,910.50	(3.76%)
101.41110.04330 DUES & SUBSCRIPTIONS	0.00	0.00	12,757.00	2,869.00	77.51%
101.41110.04955 DISCRETIONARY	0.00	0.00	3,800.00	465.45	87.75%
Total MAYOR AND COUNCIL Expenditures	0.00	3,152.80	57,419.00	35,860.93	37.55%

ADMINISTRATION Expenditures

101.41400.01010 FULL TIME EMPLOYEES	0.00	23,931.90	298,395.00	262,222.74	12.12%
101.41400.01050 VACATION BUY BACK	0.00	0.00	6,000.00	0.00	100.00%
101.41400.01210 PERA CONTRIBUTIONS-EMPLO	0.00	1,787.95	22,380.00	19,590.21	12.47%
101.41400.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,793.92	23,286.00	19,637.86	15.67%
101.41400.01300 HEALTH INSURANCE	0.00	4,606.58	48,520.00	43,306.04	10.75%
101.41400.01313 PRUDENTIAL LIFE INSURANCE	0.00	19.02	230.00	205.20	10.78%
101.41400.01510 WORKERS COMPENSATION	0.00	0.00	2,500.00	1,294.86	48.21%
101.41400.02000 OFFICE SUPPLIES	0.00	353.58	3,848.00	2,784.39	27.64%
101.41400.02030 PRINTED FORMS	0.00	0.00	1,794.00	1,144.93	36.18%
101.41400.02100 OPERATING SUPPLIES	0.00	0.00	625.00	262.97	57.92%
101.41400.02220 POSTAGE	0.00	231.00	3,445.00	1,869.91	45.72%
101.41400.03210 TELEPHONE	0.00	101.02	750.00	659.45	12.07%
101.41400.03310 TRAVEL EXPENSE	0.00	382.82	3,300.00	2,812.35	14.78%
101.41400.03500 PRINTING & PUBLISHING	0.00	0.00	460.00	0.00	100.00%
101.41400.03550 COUNTY FEES FOR SERVICE	0.00	0.00	2,500.00	0.00	100.00%
101.41400.04050 MAINTENANCE AGREEMENTS	0.00	0.00	7,192.00	5,828.88	18.95%
101.41400.04300 CONFERENCE & SCHOOLS	0.00	370.86	6,425.00	4,757.44	25.95%
101.41400.04330 DUES & SUBSCRIPTIONS	0.00	0.00	780.00	423.93	45.65%
101.41400.04390 US BANK CC REBATE-MISCELL	0.00	0.00	0.00	(2,143.20)	0.00%
101.41400.04500 CONTRACTUAL SERVICES	0.00	207.47	4,245.00	2,035.78	52.04%
Total ADMINISTRATION Expenditures	0.00	33,786.12	436,675.00	366,693.74	16.03%

ASSESSOR Expenditures

101.41500.04000 CONTRACTUAL SERVICE	0.00	0.00	35,500.00	25,812.00	27.29%
-------------------------------------	------	------	-----------	-----------	--------

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (101)
For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total ASSESSOR Expenditures	0.00	0.00	35,500.00	25,812.00	27.29%
AUDIT & ACCTG SERVICES Expenditures					
101.41540.03010 AUDIT & ACCTG SERVICES	0.00	830.00	9,847.00	10,676.50	(8.42%)
Total AUDIT & ACCTG SERVICES Expenditures	0.00	830.00	9,847.00	10,676.50	(8.42%)
I.T. SERVICES Expenditures					
101.41600.04000 I.T. SERVICES	0.00	1,348.24	28,580.00	24,083.81	15.73%
Total I.T. SERVICES Expenditures	0.00	1,348.24	28,580.00	24,083.81	15.73%
LEGAL FEES Expenditures					
101.41610.03040 LEGAL FEES	0.00	11,456.31	120,000.00	93,512.75	22.07%
Total LEGAL FEES Expenditures	0.00	11,456.31	120,000.00	93,512.75	22.07%
ENGINEERING FEES Expenditures					
101.41710.03030 ENGINEERING FEES	0.00	0.00	9,000.00	3,469.66	61.45%
Total ENGINEERING FEES Expenditures	0.00	0.00	9,000.00	3,469.66	61.45%
PLANNING & ZONING Expenditures					
101.41720.02100 OPERATING SUPPLIES	0.00	0.00	117.00	17.99	84.62%
101.41720.02220 POSTAGE	0.00	0.00	175.00	0.00	100.00%
101.41720.03500 PRINTING & PUBLISHING	0.00	0.00	800.00	32.25	95.97%
101.41720.04000 PLANNER FEES	0.00	0.00	500.00	367.53	26.49%
Total PLANNING & ZONING Expenditures	0.00	0.00	1,592.00	417.77	73.76%
GOVERNMENT BUILDING Expenditures					
101.41940.01010 FULL TIME EMPLOYEES	0.00	1,170.40	14,462.00	12,857.15	11.10%
101.41940.01013 OVERTIME	0.00	65.82	0.00	942.04	0.00%
101.41940.01020 ON CALL SALARIES	0.00	84.11	0.00	332.79	0.00%
101.41940.01050 VACATION BUY BACK	0.00	0.00	350.00	0.00	100.00%
101.41940.01210 PERA CONTRIBUTIONS-EMPLO	0.00	99.01	1,085.00	1,059.75	2.33%
101.41940.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	98.12	1,133.00	1,058.98	6.53%
101.41940.01300 HEALTH INSURANCE	0.00	220.96	2,185.00	2,032.66	6.97%
101.41940.01313 PRUDENTIAL LIFE INSURANCE	0.00	1.04	13.00	10.42	19.85%
101.41940.01510 WORKERS COMPENSATION	0.00	0.00	500.00	557.00	(11.40%)
101.41940.02100 OPERATING SUPPLIES	0.00	1,784.57	8,000.00	9,642.73	(20.53%)
101.41940.02200 REPAIR & MAINTENANCE	0.00	1,923.87	7,200.00	9,833.71	(36.58%)
101.41940.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	750.00	125.00	83.33%
101.41940.03210 TELEPHONE	0.00	420.98	8,345.00	4,838.55	42.02%
101.41940.03810 ELECTRIC UTILITIES	0.00	2,195.91	23,000.00	18,332.15	20.30%
101.41940.03830 GAS UTILITIES	0.00	179.42	18,000.00	13,542.23	24.77%
101.41940.03841 RUBBISH REMOVAL	0.00	482.38	4,200.00	3,071.42	26.87%
101.41940.04000 CONTRACTUAL SERVICE	0.00	489.52	4,715.00	4,320.30	8.37%
101.41940.07000 PERMANENT TRANSFERS OUT	0.00	0.00	9,394.00	0.00	100.00%
Total GOVERNMENT BUILDING Expenditures	0.00	9,216.11	103,332.00	82,556.88	20.11%
POLICE PROTECTION Expenditures					
101.42100.01010 FULL TIME EMPLOYEES	0.00	84,038.15	1,037,545.00	919,306.15	11.40%
101.42100.01013 OVERTIME	0.00	2,056.21	97,000.00	32,866.91	66.12%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (101)
For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42100.01050 VACATION BUY BACK	0.00	0.00	6,700.00	0.00	100.00%
101.42100.01210 PERA CONTRIBUTIONS-EMPLO	0.00	12,814.88	160,290.00	141,882.10	11.48%
101.42100.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	2,005.20	27,531.00	22,118.73	19.66%
101.42100.01300 HEALTH INSURANCE	0.00	14,937.68	151,865.00	140,322.74	7.60%
101.42100.01313 PRUDENTIAL LIFE INSURANCE	0.00	61.08	675.00	610.80	9.51%
101.42100.01510 WORKERS COMPENSATION	0.00	0.00	29,000.00	36,472.88	(25.77%)
101.42100.02000 OFFICE SUPPLIES	0.00	149.67	3,600.00	1,214.78	66.26%
101.42100.02030 PRINTED FORMS	0.00	0.00	1,200.00	366.00	69.50%
101.42100.02040 RANGE EQUIP & SUPPLIES	0.00	49.89	7,550.00	3,748.60	50.35%
101.42100.02100 OPERATING SUPPLIES	0.00	23.75	3,883.00	945.74	75.64%
101.42100.02120 MOTOR FUELS & LUBRICANTS	0.00	2,734.25	21,700.00	18,941.50	12.71%
101.42100.02220 POSTAGE	0.00	33.44	1,900.00	287.98	84.84%
101.42100.03050 MEDICAL EXPENSE	0.00	0.00	2,000.00	0.00	100.00%
101.42100.03210 TELEPHONE	0.00	371.67	3,900.00	2,159.85	44.62%
101.42100.03211 DATA SERVICES	0.00	7,074.54	33,781.00	29,276.01	13.34%
101.42100.03300 CLOTHING & PERSONAL EQUI	0.00	35.73	9,860.00	4,222.96	57.17%
101.42100.03310 TRAVEL EXPENSE	0.00	219.13	1,200.00	508.46	57.63%
101.42100.03421 800 MHZ RADIO	0.00	0.00	2,006.00	0.00	100.00%
101.42100.04000 CONTRACTUAL SERVICE	0.00	196.47	18,885.00	14,653.10	22.41%
101.42100.04050 MAINTENANCE AGREEMENTS	0.00	0.00	4,000.00	3,702.85	7.43%
101.42100.04060 AUTO EQUIPMENT REPAIR	0.00	(7,899.25)	20,000.00	19,624.85	1.88%
101.42100.04070 OTHER EQUIPMENT REPAIR	0.00	635.09	2,500.00	2,351.68	5.93%
101.42100.04300 CONFERENCE & SCHOOLS	0.00	395.00	13,000.00	8,922.90	31.36%
101.42100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	945.00	748.00	20.85%
101.42100.05000 CAPITAL OUTLAY	0.00	0.00	37,471.00	31,008.74	17.25%
101.42100.07000 PERMANENT TRANSFERS OUT	0.00	0.00	16,657.00	553.50	96.68%
Total POLICE PROTECTION Expenditures	0.00	119,932.58	1,716,644.00	1,436,817.81	16.30%
FIRE PROTECTION Expenditures					
101.42200.04000 CONTRACTUAL SERVICE	0.00	0.00	226,014.00	188,340.00	16.67%
101.42200.05000 CAPITAL OUTLAY	0.00	0.00	48,296.00	34,986.00	27.56%
Total FIRE PROTECTION Expenditures	0.00	0.00	274,310.00	223,326.00	18.59%
CODE ENFORCEMENT Expenditures					
101.42300.01010 FULL TIME EMPLOYEES	0.00	8,134.24	102,665.00	89,404.58	12.92%
101.42300.01030 PART TIME EMPLOYEES	0.00	1,944.00	14,560.00	13,336.50	8.40%
101.42300.01050 VACATION BUY BACK	0.00	0.00	3,200.00	0.00	100.00%
101.42300.01210 PERA CONTRIBUTIONS-EMPLO	0.00	755.90	7,700.00	7,169.96	6.88%
101.42300.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	735.48	9,212.00	7,486.61	18.73%
101.42300.01300 HEALTH INSURANCE	0.00	1,791.04	16,220.00	16,912.76	(4.27%)
101.42300.01313 PRUDENTIAL LIFE INSURANCE	0.00	6.42	78.00	64.20	17.69%
101.42300.01510 WORKERS COMPENSATION	0.00	0.00	1,450.00	342.06	76.41%
101.42300.02000 OFFICE SUPPLIES	0.00	0.00	500.00	394.49	21.10%
101.42300.02100 OPERATING SUPPLIES	0.00	0.00	1,350.00	1,301.54	3.59%
101.42300.02120 MOTOR FUELS & LUBRICANTS	0.00	165.14	1,600.00	1,244.78	22.20%
101.42300.02200 REPAIR & MAINTENANCE	0.00	0.00	1,000.00	1,004.73	(0.47%)
101.42300.03210 TELEPHONE	0.00	233.23	1,000.00	1,094.95	(9.50%)
101.42300.03310 TRAVEL EXPENSE	0.00	11.45	300.00	102.71	65.76%
101.42300.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,600.00	100.00	93.75%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (101)
For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42300.04330 DUES & SUBSCRIPTIONS	0.00	0.00	3,755.00	2,490.00	33.69%
Total CODE ENFORCEMENT Expenditures	0.00	13,776.90	166,190.00	142,449.87	14.28%
STREET DEPARTMENT Expenditures					
101.43000.01010 FULL TIME EMPLOYEES	0.00	10,532.29	132,640.00	115,717.51	12.76%
101.43000.01013 OVERTIME	0.00	65.84	7,459.00	3,386.06	54.60%
101.43000.01020 ON CALL SALARIES	0.00	84.13	2,131.00	1,624.35	23.78%
101.43000.01050 VACATION BUY BACK	0.00	0.00	1,900.00	0.00	100.00%
101.43000.01210 PERA CONTRIBUTIONS-EMPLO	0.00	801.15	10,667.00	9,054.33	15.12%
101.43000.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	787.05	11,026.00	8,972.03	18.63%
101.43000.01300 HEALTH INSURANCE	0.00	1,862.06	18,700.00	17,179.14	8.13%
101.43000.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.86	107.00	88.59	17.21%
101.43000.01510 WORKERS COMPENSATION	0.00	0.00	9,000.00	11,311.52	(25.68%)
101.43000.02120 MOTOR FUELS & LUBRICANTS	0.00	2,148.56	14,000.00	14,197.58	(1.41%)
101.43000.02150 SHOP MATERIALS	0.00	396.59	2,500.00	1,155.66	53.77%
101.43000.02200 REPAIR & MAINTENANCE	0.00	700.72	7,500.00	3,742.99	50.09%
101.43000.02210 EQUIPMENT PARTS	0.00	528.70	6,000.00	5,412.55	9.79%
101.43000.02221 TIRES	0.00	0.00	800.00	0.00	100.00%
101.43000.02224 STREET MAINT SUPPLIES	0.00	0.00	1,300.00	520.85	59.93%
101.43000.02226 SIGNS & STRIPING	0.00	466.90	6,000.00	4,731.69	21.14%
101.43000.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	1,040.00	875.00	15.87%
101.43000.03210 TELEPHONE	0.00	33.67	370.00	191.22	48.32%
101.43000.04000 CONTRACTUAL SERVICE	0.00	0.00	1,040.00	691.25	33.53%
101.43000.04300 CONFERENCE & SCHOOLS	0.00	0.00	500.00	472.50	5.50%
101.43000.04330 DUES & SUBSCRIPTIONS	0.00	8.32	100.00	69.57	30.43%
101.43000.07000 PERMANENT TRANSFERS OUT	0.00	0.00	1,600.00	0.00	100.00%
Total STREET DEPARTMENT Expenditures	0.00	18,424.84	236,380.00	199,394.39	15.65%
RECREATION DEPARTMENT Expenditures					
101.45100.01010 FULL TIME EMPLOYEES	0.00	17,493.99	216,702.00	191,356.69	11.70%
101.45100.01040 TEMPORARY EMPLOYEES	0.00	0.00	17,010.00	9,329.25	45.15%
101.45100.01050 VACATION BUY BACK	0.00	0.00	1,600.00	0.00	100.00%
101.45100.01210 PERA CONTRIBUTIONS-EMPLO	0.00	1,312.04	16,253.00	14,351.69	11.70%
101.45100.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,296.48	18,001.00	14,868.44	17.40%
101.45100.01300 HEALTH INSURANCE	0.00	3,278.60	33,500.00	30,299.85	9.55%
101.45100.01313 PRUDENTIAL LIFE INSURANCE	0.00	14.54	176.00	145.40	17.39%
101.45100.01510 WORKERS COMPENSATION	0.00	0.00	1,700.00	853.43	49.80%
101.45100.02000 OFFICE SUPPLIES	0.00	125.37	2,161.00	1,513.97	29.94%
101.45100.02220 POSTAGE	0.00	66.46	8,950.00	7,784.06	13.03%
101.45100.02290 RECREATION EQUIP SUPPLIES	0.00	60.00	2,500.00	2,063.42	17.46%
101.45100.03310 TRAVEL EXPENSE	0.00	143.44	1,000.00	1,071.49	(7.15%)
101.45100.03500 PRINTING & PUBLISHING	0.00	0.00	14,357.00	9,857.77	31.34%
101.45100.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,400.00	665.00	52.50%
101.45100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	457.00	280.00	38.73%
Total RECREATION DEPARTMENT Expenditures	0.00	23,790.92	335,767.00	284,440.46	15.29%
PARKS DEPARTMENT Expenditures					
101.45200.01010 FULL TIME EMPLOYEES	0.00	11,033.49	139,055.00	121,299.82	12.77%
101.45200.01013 OVERTIME	0.00	175.33	7,459.00	6,505.15	12.79%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (101)
For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.45200.01020 ON CALL SALARIES	0.00	84.13	2,131.00	927.00	56.50%
101.45200.01040 TEMPORARY EMPLOYEES	0.00	(15,626.00)	15,840.00	20,245.63	(27.81%)
101.45200.01050 VACATION BUY BACK	0.00	0.00	3,000.00	0.00	100.00%
101.45200.01210 PERA CONTRIBUTIONS-EMPLO	0.00	846.97	11,148.00	9,654.92	13.39%
101.45200.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	(356.62)	12,812.00	11,187.21	12.68%
101.45200.01300 HEALTH INSURANCE	0.00	1,980.70	19,720.00	18,338.02	7.01%
101.45200.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.92	107.00	89.19	16.64%
101.45200.01510 WORKERS COMPENSATION	0.00	0.00	10,000.00	13,354.85	(33.55%)
101.45200.02100 OPERATING SUPPLIES	0.00	0.00	1,000.00	408.00	59.20%
101.45200.02120 MOTOR FUELS & LUBRICANTS	0.00	2,038.48	12,000.00	13,367.65	(11.40%)
101.45200.02200 REPAIR & MAINTENANCE	0.00	543.31	8,000.00	11,223.92	(40.30%)
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	0.00	0.00	7,459.44	0.00%
101.45200.02210 EQUIPMENT PARTS	0.00	51.54	5,500.00	4,432.42	19.41%
101.45200.02221 TIRES	0.00	0.00	800.00	396.94	50.38%
101.45200.02225 LANDSCAPING MATERIALS	0.00	85.50	8,932.00	6,708.04	24.90%
101.45200.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	1,000.00	875.00	12.50%
101.45200.02290 RECREATION EQUIP SUPPLIES	0.00	0.00	2,000.00	848.52	57.57%
101.45200.03210 TELEPHONE	0.00	75.87	300.00	411.75	(37.25%)
101.45200.03810 ELECTRIC UTILITIES	0.00	371.27	4,000.00	3,191.93	20.20%
101.45200.03830 GAS UTILITIES	0.00	82.90	4,000.00	2,802.58	29.94%
101.45200.03841 RUBBISH REMOVAL	0.00	0.00	400.00	63.87	84.03%
101.45200.04190 SATELLITE RENTAL	0.00	0.00	1,400.00	1,466.14	(4.72%)
101.45200.04300 CONFERENCE & SCHOOLS	0.00	0.00	900.00	452.50	49.72%
101.45200.04330 DUES & SUBSCRIPTIONS	0.00	0.00	0.00	61.25	0.00%
101.45200.04500 CONTRACTUAL SERVICES	0.00	0.00	880.00	691.25	21.45%
101.45200.04901 LAKESIDE PARK EXPENSE	0.00	0.00	11,500.00	11,500.00	0.00%
Total PARKS DEPARTMENT Expenditures	0.00	1,395.79	283,884.00	267,962.99	5.61%
MISCELLANEOUS Expenditures					
101.49000.01300 HEALTH INSURANCE	0.00	30.08	0.00	856.96	0.00%
101.49000.01313 COBRA-H.S.A. FEES	0.00	0.00	2,600.00	0.00	100.00%
101.49000.03600 INSURANCE	0.00	0.00	45,000.00	44,320.88	1.51%
101.49000.04000 CONTRACTUAL SERVICE	0.00	275.00	0.00	4,678.00	0.00%
101.49000.04389 CONTINGENCY FUND	0.00	0.00	108,313.00	0.00	100.00%
101.49000.04390 MISCELLANEOUS	0.00	304.92	5,000.00	1,888.10	62.24%
101.49000.04420 SURCHARGES-PLMG	0.00	0.00	200.00	0.00	100.00%
101.49000.04430 SURCHARGES-HTG	0.00	0.00	400.00	0.00	100.00%
101.49000.04440 SURCHARGES-BLDG	0.00	0.00	2,000.00	0.00	100.00%
101.49000.07000 PERMANENT TRANSFERS OUT	0.00	0.00	155,000.00	0.00	100.00%
Total MISCELLANEOUS Expenditures	0.00	610.00	318,513.00	51,743.94	83.75%
Total GENERAL FUND Expenditures	\$ 0.00	\$ 237,720.61	\$ 4,133,633.00	\$ 3,249,219.50	21.40%
GENERAL FUND Excess of Revenues Over Expenditure \$	0.00	\$ 5,041.94	\$ 0.00	\$ (835,407.02)	0.00%

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

For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Total Revenues	\$	0.00	\$	242,762.55	\$	4,133,633.00	\$	2,413,812.48		41.61%
Total Expenditures	\$	0.00	\$	237,720.61	\$	4,133,633.00	\$	3,249,219.50		21.40%
Total Excess of Revenues Over Expenditures	\$	0.00	\$	5,041.94	\$	0.00	\$	(835,407.02)		0.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For PUBLIC UTILITIES OPERATIONS (601)
 For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
601.00000.34950 MISC REVENUE-NSF CHRGS \$	0.00	\$ 210.00	\$ 0.00	\$ 393.21	0.00%
601.00000.36210 INTEREST EARNINGS	0.00	0.00	65,000.00	0.00	100.00%
601.00000.37101 WATER COLLECTIONS	0.00	189,664.92	471,605.00	496,903.54	(5.36%)
601.00000.37103 SALES TAX COLLECTED	0.00	2,087.16	5,000.00	6,167.61	(23.35%)
601.00000.37104 PENALTIES/WATER	0.00	0.00	6,000.00	5,562.00	7.30%
601.00000.37109 SAFE DRINKING WATER FEE	0.00	3,453.08	13,844.00	13,887.68	(0.32%)
601.00000.37111 ADMINISTRATIVE CHARGE	0.00	19,814.68	79,586.00	81,040.31	(1.83%)
601.00000.37115 ESTIMATE READING CHRG	0.00	0.00	50.00	50.00	0.00%
601.00000.37149 WATER CONN-INTEREST	0.00	479.31	0.00	1,248.00	0.00%
601.00000.37150 WATER CONNECTION-WAC	0.00	106.93	0.00	284.32	0.00%
601.00000.37151 WATER RECONNECT-CALL OU	0.00	390.00	1,000.00	1,420.65	(42.07%)
601.00000.37170 WATER PERMITS	0.00	300.00	100.00	300.00	(200.00%)
601.00000.37171 WATER PERMIT SURCHARGES	0.00	1.00	10.00	1.00	90.00%
601.00000.37172 WATER METER SALES & INSTA	0.00	1,026.10	1,500.00	8,265.13	(451.01%)
601.00000.37174 INSTALL CHGS-NEW PERMITS	0.00	732.30	0.00	732.30	0.00%
601.00000.37201 SEWER COLLECTIONS	0.00	220,446.74	798,652.00	833,275.73	(4.34%)
601.00000.37204 PENALTIES-SEWER	0.00	0.00	14,000.00	11,731.07	16.21%
601.00000.37250 SEWER CONNECTION-SAC	0.00	75,364.60	0.00	82,366.31	0.00%
601.00000.37251 SEWER CONN-INTEREST	0.00	331.08	0.00	793.27	0.00%
601.00000.37270 SEWER PERMITS	0.00	300.00	100.00	300.00	(200.00%)
601.00000.37271 SEWER PERMIT SURCHARGES	0.00	1.00	10.00	1.00	90.00%
601.00000.37273 SEWER HOOK-UP CHARGES	0.00	725.00	150.00	725.00	(383.33%)
601.00000.39206 TRANSFER FROM RECYCLING	0.00	0.00	1,500.00	0.00	100.00%
Total Revenues	0.00	515,433.90	1,458,107.00	1,545,448.13	(5.99%)
Total PUBLIC UTILITIES OPERATIONS Revenues	\$ 0.00	\$ 515,433.90	\$ 1,458,107.00	\$ 1,545,448.13	(5.99%)

Expenditures**WATER DEPARTMENT Expenditures**

601.49400.01010 FULL TIME EMPLOYEES \$	0.00	\$ 8,442.86	\$ 106,500.00	\$ 92,712.59	12.95%
601.49400.01013 OVERTIME	0.00	290.77	7,500.00	6,532.16	12.90%
601.49400.01020 ON CALL SALARIES	0.00	166.41	2,950.00	1,303.90	55.80%
601.49400.01040 TEMPORARY EMPLOYEES	0.00	7,813.00	9,550.00	9,550.00	0.00%
601.49400.01050 VACATION BUY BACK	0.00	0.00	1,650.00	0.00	100.00%
601.49400.01210 PERA CONTRIBUTIONS-EMPLO	0.00	667.49	8,479.00	7,541.07	11.06%
601.49400.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,254.62	9,803.00	8,213.39	16.22%
601.49400.01300 HEALTH & DENTAL INSURANC	0.00	1,663.04	16,600.00	15,271.98	8.00%
601.49400.01313 LIFE INSURANCE	0.00	7.68	95.00	76.80	19.16%
601.49400.01510 WORKERS COMPENSATION	0.00	0.00	6,700.00	7,874.54	(17.53%)
601.49400.02000 OFFICE SUPPLIES	0.00	0.00	800.00	327.17	59.10%
601.49400.02030 PRINTED FORMS	0.00	0.00	2,000.00	1,270.73	36.46%
601.49400.02100 OPERATING SUPPLIES	0.00	29.50	800.00	29.50	96.31%
601.49400.02120 MOTOR FUELS & LUBRICANTS	0.00	587.59	2,500.00	2,746.89	(9.88%)
601.49400.02200 REPAIR & MAINTENANCE	0.00	22,104.02	55,000.00	59,416.73	(8.03%)
601.49400.02210 EQUIPMENT PARTS	0.00	0.00	1,000.00	1,153.16	(15.32%)

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For PUBLIC UTILITIES OPERATIONS (601)
For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02220 POSTAGE	0.00	13.35	2,500.00	1,764.58	29.42%
601.49400.02221 TIRES	0.00	0.00	1,000.00	0.00	100.00%
601.49400.02222 STREET REPAIRS	0.00	90.00	1,500.00	5,818.44	(287.90%)
601.49400.02261 WATER TESTING	0.00	72.00	800.00	576.00	28.00%
601.49400.02262 WATER METER & SUPPLIES	0.00	0.00	5,500.00	8,224.35	(49.53%)
601.49400.02264 SAFE DRINKING WATER FEE	0.00	0.00	13,844.00	10,458.00	24.46%
601.49400.02280 UNIFORM ALLOWANCE	0.00	25.99	950.00	649.47	31.63%
601.49400.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,617.00	2,618.76	(0.07%)
601.49400.03030 ENGINEERING FEES	0.00	0.00	2,000.00	9,945.01	(397.25%)
601.49400.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49400.03210 TELEPHONE	0.00	84.18	900.00	472.55	47.49%
601.49400.03310 TRAVEL EXPENSE	0.00	0.00	1,100.00	283.35	74.24%
601.49400.03500 PRINTING & PUBLISHING	0.00	2,483.07	7,000.00	7,677.96	(9.69%)
601.49400.03600 INSURANCE	0.00	0.00	8,500.00	6,642.10	21.86%
601.49400.03870 WATER USAGE-CITY OF BLAIN	0.00	1,214.18	3,500.00	2,377.70	32.07%
601.49400.04000 CONTRACTUAL SERVICE	0.00	0.00	7,011.00	2,629.17	62.50%
601.49400.04050 MAINTENANCE AGREEMENTS	0.00	75.66	13,775.00	2,773.64	79.86%
601.49400.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,000.00	1,153.03	42.35%
601.49400.04330 DUES & SUBSCRIPTIONS	0.00	8.34	525.00	560.59	(6.78%)
601.49400.04370 PERMITS AND TAXES	0.00	2,166.00	7,200.00	8,130.22	(12.92%)
601.49400.04470 SURCHARGES-WATER	0.00	0.00	10.00	0.00	100.00%
601.49400.05000 CAPITAL OUTLAY	0.00	0.00	0.00	12,190.70	0.00%
601.49400.07000 PERMANENT TRANSFERS OUT	0.00	0.00	100,139.00	0.00	100.00%
Total WATER DEPARTMENT Expenditures	0.00	49,259.75	414,598.00	298,966.23	27.89%
WATER TREATMENT PLANT Expenditures					
601.49402.02100 OPERATING SUPPLIES	0.00	0.00	100.00	0.00	100.00%
601.49402.02120 MOTOR FUELS & LUBRICANTS	0.00	0.00	2,000.00	0.00	100.00%
601.49402.02160 CHEMICALS & CHEMICAL PRO	0.00	0.00	19,000.00	15,317.33	19.38%
601.49402.02200 REPAIR & MAINTENANCE	0.00	2,226.92	10,000.00	15,220.56	(52.21%)
601.49402.02210 EQUIPMENT PARTS	0.00	0.00	5,000.00	852.97	82.94%
601.49402.03030 ENGINEERING FEES	0.00	0.00	1,000.00	1,440.00	(44.00%)
601.49402.03600 INSURANCE	0.00	0.00	10,000.00	10,105.20	(1.05%)
601.49402.03810 ELECTRIC UTILITIES	0.00	8,162.91	75,000.00	70,137.49	6.48%
601.49402.03830 GAS UTILITIES	0.00	137.22	2,500.00	2,567.16	(2.69%)
601.49402.04000 CONTRACTUAL SERVICE	0.00	0.00	3,500.00	470.00	86.57%
601.49402.04370 PERMITS,DUES,SUBSCRIPTIO	0.00	0.00	2,850.00	1,075.00	62.28%
601.49402.07000 PERMANENT TRANSFERS OUT	0.00	0.00	43,635.00	0.00	100.00%
Total WATER TREATMENT PLANT Expenditures	0.00	10,527.05	174,585.00	117,185.71	32.88%
SEWER DEPARTMENT Expenditures					
601.49450.01010 FULL TIME EMPLOYEES	0.00	8,442.86	106,500.00	92,712.93	12.95%
601.49450.01013 OVERTIME	0.00	290.78	7,500.00	6,532.28	12.90%
601.49450.01020 ON CALL SALARIES	0.00	166.42	2,950.00	1,303.93	55.80%
601.49450.01040 TEMPORARY EMPLOYEES	0.00	7,813.00	9,550.00	9,550.00	0.00%
601.49450.01050 VACATION BUY BACK	0.00	0.00	1,650.00	0.00	100.00%
601.49450.01210 PERA CONTRIBUTIONS-EMPLO	0.00	667.56	8,479.00	7,541.77	11.05%
601.49450.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,254.66	9,803.00	8,213.94	16.21%
601.49450.01300 HEALTH & DENTAL INSURANC	0.00	1,663.04	16,600.00	15,272.54	8.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For PUBLIC UTILITIES OPERATIONS (601)
For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49450.01313 LIFE INSURANCE	0.00	7.70	95.00	77.00	18.95%
601.49450.01510 WORKERS COMPENSATION	0.00	0.00	6,700.00	7,874.54	(17.53%)
601.49450.02000 OFFICE SUPPLIES	0.00	0.00	800.00	367.90	54.01%
601.49450.02030 PRINTED FORMS	0.00	0.00	1,500.00	1,270.74	15.28%
601.49450.02100 OPERATING SUPPLIES	0.00	0.00	500.00	0.00	100.00%
601.49450.02120 MOTOR FUELS & LUBRICANTS	0.00	587.57	2,500.00	2,746.87	(9.87%)
601.49450.02200 REPAIR & MAINTENANCE	0.00	308.52	10,000.00	5,237.80	47.62%
601.49450.02210 EQUIPMENT PARTS	0.00	0.00	3,000.00	2,460.00	18.00%
601.49450.02220 POSTAGE	0.00	13.34	2,500.00	1,539.56	38.42%
601.49450.02221 TIRES	0.00	0.00	1,000.00	0.00	100.00%
601.49450.02222 STREET REPAIRS	0.00	0.00	1,000.00	3,846.15	(284.62%)
601.49450.02262 WATER METER & SUPPLIES	0.00	0.00	6,000.00	2,174.62	63.76%
601.49450.02280 UNIFORM ALLOWANCE	0.00	25.99	950.00	649.47	31.63%
601.49450.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,617.00	2,618.74	(0.07%)
601.49450.03030 ENGINEERING FEES	0.00	0.00	1,000.00	2,846.00	(184.60%)
601.49450.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49450.03210 TELEPHONE	0.00	84.19	700.00	472.63	32.48%
601.49450.03310 TRAVEL EXPENSE	0.00	0.00	1,000.00	125.30	87.47%
601.49450.03500 PRINTING & PUBLISHING	0.00	0.00	300.00	127.66	57.45%
601.49450.03600 INSURANCE	0.00	0.00	12,100.00	11,149.91	7.85%
601.49450.03810 ELECTRIC UTILITIES	0.00	377.81	3,600.00	3,645.44	(1.26%)
601.49450.03840 METRO WASTE CONTROL	0.00	46,213.07	554,557.00	519,845.94	6.26%
601.49450.04000 CONTRACTUAL SERVICE	0.00	0.00	13,011.00	4,332.67	66.70%
601.49450.04050 MAINTENANCE AGREEMENTS	0.00	75.67	11,460.00	2,773.68	75.80%
601.49450.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,450.00	828.03	66.20%
601.49450.04330 DUES & SUBSCRIPTIONS	0.00	8.34	340.00	69.59	79.53%
601.49450.04390 MISCELLANEOUS	0.00	0.00	100.00	0.00	100.00%
601.49450.04450 RESERVE CAPACITY CHARGE	0.00	0.00	2,700.00	0.00	100.00%
601.49450.04460 SURCHARGES-SEWER	0.00	0.00	10.00	0.00	100.00%
601.49450.05000 CAPITAL OUTLAY	0.00	0.00	0.00	12,190.70	0.00%
601.49450.07000 PERMANENT TRANSFERS OUT	0.00	0.00	81,669.00	0.00	100.00%
Total SEWER DEPARTMENT Expenditures	0.00	68,000.52	887,491.00	730,398.33	17.70%
Total PUBLIC UTILITIES OPERATIONS Expenditures	\$ 0.00	\$ 127,787.32	\$ 1,476,674.00	\$ 1,146,550.27	22.36%
PUBLIC UTILITIES OPERATIONS Excess of Revenues O \$	0.00	\$ 387,646.58	\$ (18,567.00)	\$ 398,897.86	2248.42%

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

For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Total Revenues	\$	0.00	\$	515,433.90	\$	1,458,107.00	\$	1,545,448.13		(5.99%)
Total Expenditures	\$	0.00	\$	127,787.32	\$	1,476,674.00	\$	1,146,550.27		22.36%
Total Excess of Revenues Over Expenditures	\$	0.00	\$	387,646.58	\$	(18,567.00)	\$	398,897.86		2248.42%

Kenneth A. Tolzmann, SAMA
Spring Lake Park City Assessor

November 16, 2018

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

Re: Fourth Quarter Billing for 2019 Payable 2020 Property Tax Assessment.

Dear Mr. Bucholtz,

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

1973 Residential improved parcels @ \$9.00 per parcel -----	\$17,757.00
301 Commercial/Industrial parcels @ \$55.00 per parcel -----	16,555.00
42 Unimproved land parcels @ \$ 2.50 per parcel -----	<u>105.00</u>

Total Cost for year 2019 assessment payable in 2020: \$34,417.00

Fourth Quarter Amt. Due: \$ 8,604.00

The above figures are in accordance with our contract for services dated November 3, 2015 and expires January 1, 2019.

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



Memorandum

To: Mayor Hansen and Members of the City Council

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

Date: November 28, 2018

Subject: Request to Close City Hall on Monday, December 31

Staff is requesting permission to close City Hall on New Year's Eve (Monday, December 31, 2018). Based on past experience, traffic at City Hall on New Year's Eve is extremely low. With New Year's Day on a Tuesday, many employees are asking for Monday off, resulting in a skeleton staff. Rather than address this minimal staffing level, we are asking for authority to close City Hall.

The Administrative and Parks and Recreation Departments propose to be closed all day on Monday, December 31. All employees in these Departments will use accrued vacation or compensatory time for that day.

The Police Walk-Up window will also be closed.

Recommended Motion: MOTION TO AUTHORIZE THE CLOSURE OF CITY HALL ON MONDAY, DECEMBER 31, 2018.

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

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

www.tiullc.com

Phone: 763-712-8378

Fax: 763-201-5841

TRUST IN US, LLC

Workplace Drug and Alcohol Testing

2321 7th Avenue

Anoka, MN 55303

Trust In Us

Drug and Alcohol Testing Service Agreement

This agreement represents the Contract between Trust in Us ("TIU") and **City of Spring Lake Park**; hereinafter referred to as the "Client" under which the following terms and conditions apply.

Scope of Services:

TIU will provide drug and alcohol testing for the purpose of screening Client's employees or an individual for the presence of illegal drugs in their system. All tests will follow Department of Transportation ("DOT") protocol.

Payment Terms:

Client agrees to submit payment in full within thirty (30) days of the billing statement. An account is considered delinquent if no payment has been received on the 31st day following the statement date. Unpaid balances over thirty-one (31) days overdue shall incur a late payment fee of \$5.00 along with an APR of 18% or the maximum interest rate allowed by law on the outstanding balance. If you are charged an annual fee, this must be paid to stay in compliance with the 49 CFR part 40. Client will be taken out of any pool they are a participant with.

Term of Agreement:

The agreement shall be a term of one (1) year beginning on **January, 2019** and will automatically renew for an additional year upon each anniversary date. Either party can terminate this agreement with a sixty (60) day written notice. The agreement will renew annually unless modified or terminated by either party.

Indemnification:

By signing this agreement, the Client acknowledges and agrees to the utilization of TIU drug/breath collection services per the DOT/DHHS/TIU protocol and agrees to hold harmless TIU from any and all claims, including but not limited to losses, damages, injuries to persons, or act of negligence, arising out of TIU's use of said procedures on behalf of the Client. However no indemnification or hold harmless provision shall apply to TIU's own negligence in not reasonably following said procedures/protocols for workplace drug testing programs as such may be amended from time to time.

Governing Clause:

This Service Agreement is governed by the laws of the State of Minnesota.

Attorney Fees:

TIU shall be entitled to its reasonable attorney fees, costs and disbursements in any litigation and appeal brought to enforce, modify, interpret or void the provisions of this agreement.

Miscellaneous:

• Client agrees to pay a NSF fee of \$25.00 for any dishonored, rejected or returned check to TIU. The undersigned understands and agrees to the items and services outlined in this agreement.

For:
City of Spring Lake Park
1301 - 81st Avenue NE
Spring Lake Park, MN 55432
 DOT#:

For:
 Trust In Us, LLC
 2321 7th Ave
 Anoka, MN 55303

 Client Signature

Machelle Pearson

 Print Name and Title

Machelle Pearson

 Date

November 15, 2018
 Date

 Print Name of DER

Phone:763-784-6491
Fax:763-792-7257
Email:dbuchholtz@slpmn.org

← Please update any incorrect or missing information

*Please email **teamruby@tiullc.com** when completed.
 If this is not returned to TIU, the account setup is incomplete and could potentially hold up the testing process. If any questions regarding this agreement, please contact **Jim Rieck at **763-331-2811****

Fees for Service:

- | | |
|---|-------------------------|
| • DOT/Non-DOT drug test done at TIU | \$55.00 |
| • DOT/Non-DOT drug test done at outside clinic | Varies |
| • Breath Alcohol Test done at TIU | \$25.00 |
| • DOT/Non-DOT drug test/Alcohol test done at outside clinic | Varies |
| • ONSITE fees (Collection) | \$40.00(min of 2) |
| • Mileage (after 40 miles RT) | \$.55/mile |
| • If collector stays in hotel - half the fees would incur when needed | |
| • Drug and Alcohol Testing Policy | \$300.00 |
| • Post Accident/Reasonable Suspicion Emergency Fee | \$275.00 |
| • DOT Physical done at TIU/North Country Chiropractic | \$65.00 |
| • Motor Vehicle report(MVR) | See other agreement |
| • Background check | See other agreement |
| • Driver Qualification(DQ) Files | \$200.00/person |
| • DQ File Storage and Maintenance | \$5.00/month per file |
| • Cab Kit(kit to be use at an outside clinic for RS/Post accident) | \$5.00 per kit plus S&H |
| • When donor requests "Sample B" to be retested due to POS. result | \$250.00 |
| (Every donor has a right to re-test) | |

Random (Consortium) Program fee due every December. (Pro-rated per quarter for new enrollees)

- | | |
|-------------------------|----------|
| • 1-50 Employees | \$250.00 |
| • 51-100 Employees | \$300.00 |
| • 101-150 Employees | \$350.00 |
| • 151-200 Employees | \$400.00 |
| • 201-300 Employees | \$500.00 |
| • 301 or more Employees | \$600.00 |

RESOLUTION NO. 18-51

**RESOLUTION ESTABLISHING PRECINCT AND POLLING LOCATIONS FOR
2019 ELECTION YEAR**

WHEREAS, Minnesota Statute 204B.16, subd. 1 requires the governing body of each municipality to designate by ordinance or resolution each year no later than December 31st, polling places for each election precinct; and

WHEREAS the polling places designated by resolution in December of each year are the polling places to be used for elections in the following calendar year.

NOW THEREFORE BE IT RESOLVED that the polling locations to be used for municipal precincts in calendar year 2019 are as follows:

P-1	Spring Lake Park City Hall
P-1A	Spring Lake Park City Hall
P-2	Spring Lake Park High School
P-3	Park Terrace Elementary

BE IT FURTHER RESOLVED that the Spring Lake Park City Council directs the Administrator, Clerk/Treasurer to make all necessary notifications and preparations for elections held in 2019 as required by MN Statute, Rule and Administrative Policy of the City.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye: Councilmembers .

And the following voted nay: .

Whereupon the Mayor declared said resolution duly passed and adopted this 3rd day of December, 2018.

Robert Nelson, Acting Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

State of Minnesota)
 Counties of Anoka and Ramsey)ss
 City of Spring Lake Park)

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 18-51, A Resolution Establishing Precinct and Polling Locations for 2019 Election Year, adopted by the Spring Lake Park City Council at their regular meeting on the 3rd day of December 2018.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____

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

Contractor's Licenses

December 3, 2018

General Contractor

Northway, LLC.

SMC Construction

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

Business License - Used Cars

December 3, 2018

Used Car Licenses

Enterprise Car Sales

7800 Hwy 65

Spring Lake Park Auto

8035 Spring Lake Park Rd

Central Bargain Used Cars

7890 Hwy 65 NE

Perfect 10 Auto, Inc.

926 Cty Hwy 10 NE

King's Korner Auto Sales

1638 Cty Hwy 10 NE

Rent-N-Travel

970 Cty Hwy 10 NE

Northtown Auto Sales

8325 University Ave

Fridley Motor Co. dba Friendly Chevrolet

1115 Osborne Road

Carmotive, Inc.

7700 Hwy 65 NE

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

Business License- Cigarette

December 3, 2018

Cigarette License

Super America #4871

7701 Hwy 65 NE

Spring Lake Tobacco, Inc.

8185 University Avenue NE

Dick's Vape Shop

7777 Hwy 65 NE

Holiday Stationstores, LLC.

8101 University Avenue NE

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

Business License

December 3, 2018

Intoxicating Liquor & Sunday Sales

Dala 1, Inc.

8407 Plaza Blvd

Monte's Sports Bar

8299 University Avenue

On Sale Tap Room, Brewers Off Sale and Sunday Sales

Torg Brewery

8421 University Avenue NE

Club License

Kraus Hartig VFW

8100 Pleasant View Dr

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

Business License - Individual Massage Therapy

December 3, 2018

2018 Massage Therapist Individual License

Cynthia McQuade-Brinkman

Hair By Hughes

913 Manor Dr

Qianrong Song

Acupressure Massage

8189 University Avenue NE



City of Spring Lake Park 2019 Truth in Taxation Hearing

City Council

Cindy Hansen, Mayor

Bob Nelson

Ken Wendling

Brad Delfs

Barbara Goodboe-Bisschoff

December 3, 2018

Purpose of TNT Hearing

- Required under M.S. 275.065
- Provide information on 2019 proposed budget and tax levy
- Provide opportunity for residents to share feedback on the proposed budget and tax levy
- This is not the time to discuss your estimated market value. That occurs during the Open Book Assessment process in April.

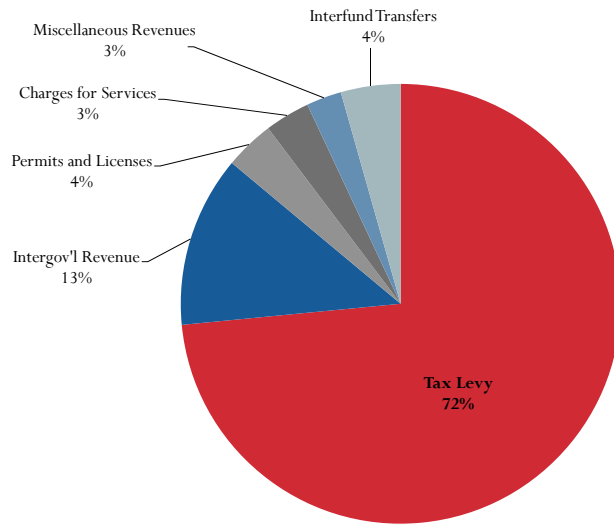
2019 Budget Process

- June 2018 Department Heads Draft Departmental Budgets
- July 2018 Department Heads Present Budgets to Administrator
- August 2018 Administrator Presents Proposed Budget to City Council
- September 4, 2018 Council Approves Preliminary Budget/Tax Levy
- December 3, 2018 TNT Hearing
- December 17, 2018 Council Approves Final Budget/Tax Levy

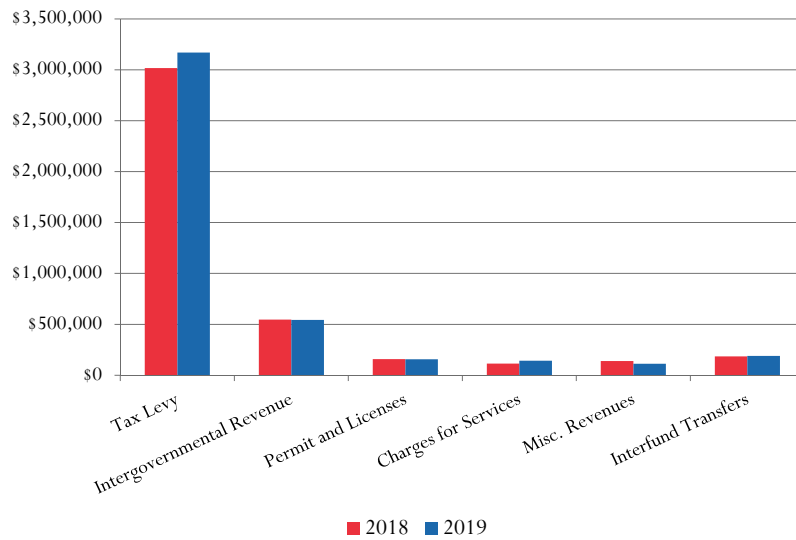
Why Does My Property Tax Bill Vary From Year to Year

- Market Value Changes
- Budgets and Levies of Various Jurisdictions
- Special Assessments
- Change in Property Class
- Voter Approved Referendums
- Changes in Federal and State Mandates
- Changes in Aid and Revenue from State/Federal Government
- State Legislative Changes

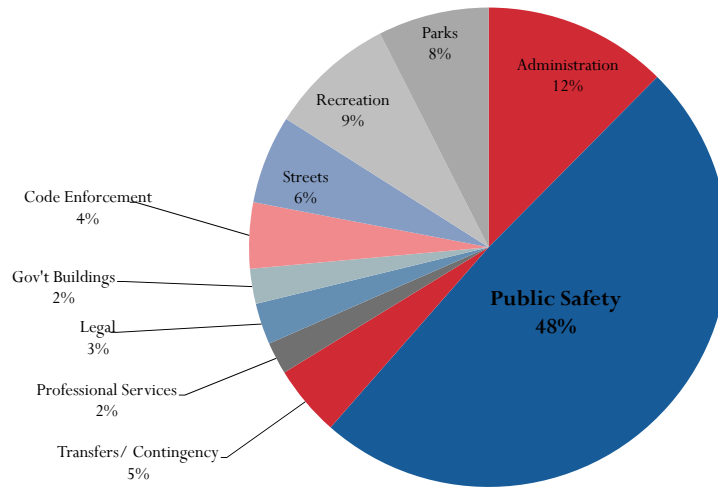
2019 General Fund Revenues



Revenue Comparison

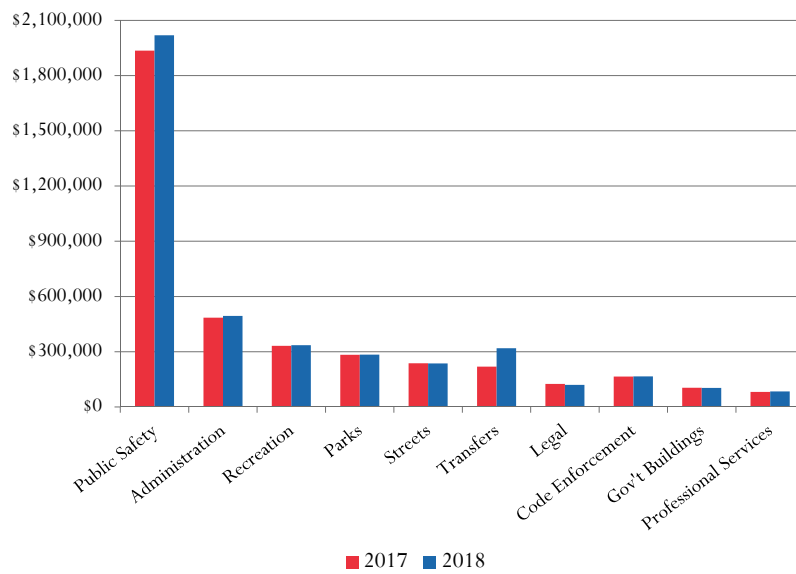


2019 General Fund Expenditures



Notes: Public Safety is Police and Fire; Administration includes City Council expense; Professional Services is Assessor, Auditor, Engineering, I.T., and Planning & Zoning.

Expenditure Comparison

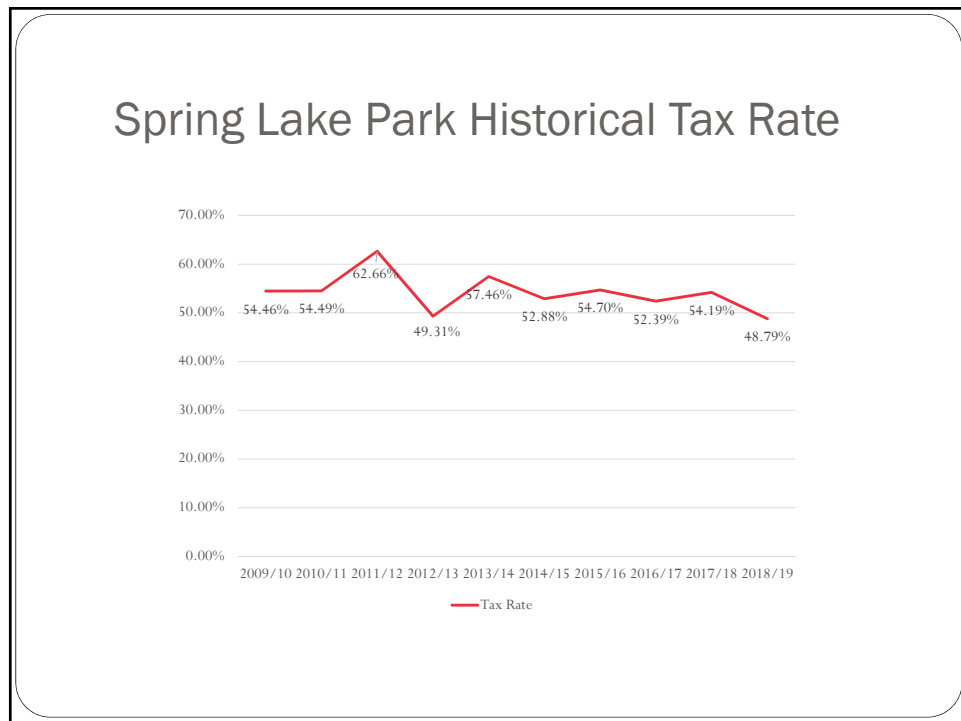
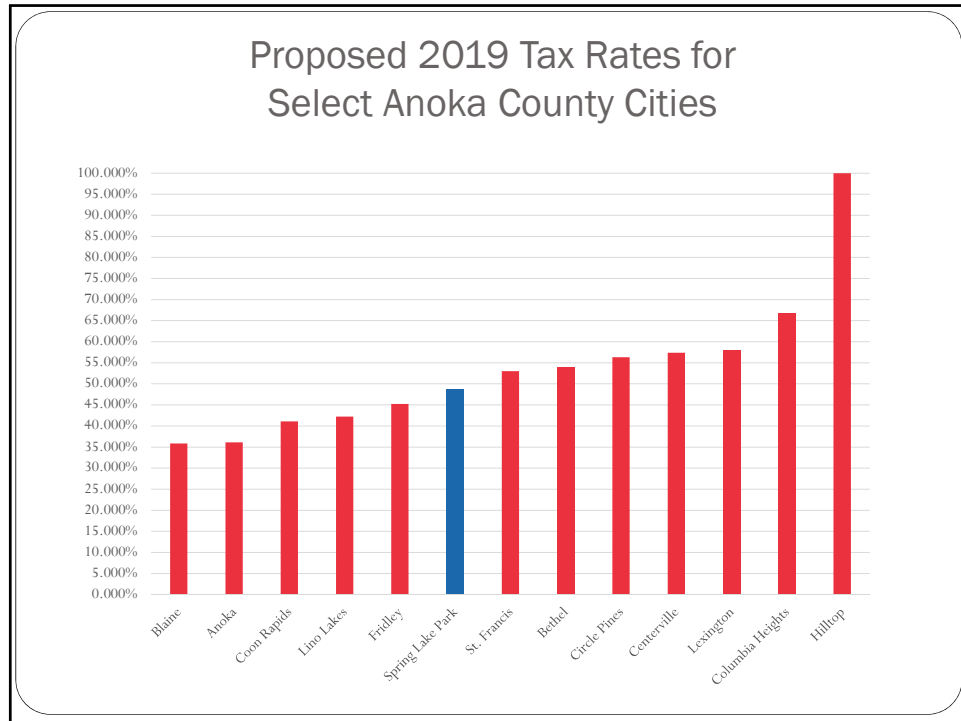


2018 Budget Highlights

- Proposed 2019 Levy is \$3,435,515, an increase of 4.66%
 - General Government levy increase is 5.02%
 - Debt service levy increase is 0.63%
- General Fund revenues are anticipated to increase by 3.66%
- Overall General Fund spending (minus transfers) is set to increase by 7.67%
- City's tax rate will decrease from 54.191% in 2018 to 45.785% in 2019
- General Fund staffing level in the 2019 budget is 26.65 FTEs, which is no change from the 2018 budget.

2019 Budget Highlights

- Local Government Aid
 - The City will receive Local Government Aid (LGA) for the 6th straight year, after previously have LGA cut for 10 years.
 - Local Government Aid is being allocated as follows:
 - Fund general fund expenditures (\$161,772)
 - Buy down debt service levy (\$90,000)
 - Purchase capital equipment (\$79,963)
 - Fund State/Federal storm water mandates (\$25,000)
 - Radio replacement fund (\$10,000)
 - Reduce severance liability (\$15,000)
 - 2020 Election (\$15,000)
 - Cost drivers for 2019 budget included increases in wages and benefits for City staff, part time code enforcement position expenses, and increases in I.T. infrastructure costs for the City.



Revenue Detail

Revenue by Category	2018 Budget	2019 Budget	% Chg.
Property Taxes	\$ 3,018,257.00	\$ 3,169,666.00	5.02%
Intergovernmental Revenue (LGA, PERA Aid, Court Fines)	\$ 547,134.00	\$ 543,310.00	(0.70%)
Permits and Licenses (Liquor, Sign, Bldg, Rental, etc)	\$ 158,032.00	\$ 157,152.00	(0.55%)
Charges for Current Services (Zoning Fees, Gambling Tax, Alarm Calls, Rental Housing)	\$ 113,708.00	\$ 142,909.00	25.68%
Miscellaneous Revenues (Ins. Dividends, Admin Fines, Liaison Officer Contract)	\$ 139,606.00	\$ 111,978.00	(19.79%)
Interfund Transfers (Liquor, Public Utilities, Recycling)	\$ 185,240.00	\$ 189,172.00	2.12%
TOTAL	\$ 4,161,977.00	\$ 4,314,187.00	3.66%

Expenditure Detail

Expenditure by Department	2018 Budget	2019 Budget	% Chg.
Council	\$ 57,419.00	\$ 57,498.00	0.10%
Administration	\$ 436,675.00	\$ 478,682.00	9.62%
Planning/Zoning	\$ 1,592.00	\$ 1,400.00	36.42%
Government Buildings	\$ 103,332.00	\$ 103,332.00	(12.06%)
Police Department	\$ 1,716,644.00	\$ 1,852,609.00	7.92%
Fire Protection	\$ 274,310.00	\$ 262,861.00	(4.73%)
Code Enforcement	\$ 166,090.00	\$ 192,036.00	15.62%
Streets	\$ 236,380.00	\$ 257,769.00	9.05%
Recreation	\$ 335,767.00	\$ 367,824.00	9.55%
Parks	\$ 283,884.00	\$ 322,997.00	13.78%
Professional/Contractual Services (assessor, auditor, legal, eng., I.T.)	\$ 202,927.00	\$ 212,257.00	4.60%
Miscellaneous (transfers, contingency)	\$ 346,957.00	\$ 206,350.00	(40.53%)
TOTAL	\$ 4,161,977.00	\$ 4,314,187.00	3.66%

What Do You Get for Your Spring Lake Park Tax Dollar?

Recreation 8¢	Public Safety/ Code Enforcement 53¢	PW & Grounds 13¢	Transfers 8 ¢	General Government 18¢
------------------	---	------------------------	------------------	------------------------------



A \$160,000 home generates \$671.16 in annual property taxes. This comes to \$55.93 per month for 2019.

What could you purchase for \$55.19/month?

ONE OF THESE...

- ☒ One month of cable service
- ☐ Dinner for two
- ☐ Movie and snacks for a family of four
- ☐ One month at a gym
- ☐ Cell phone bill

ALL OF THESE...

- ☒ 24 hour Police Protection
- ☒ 24 hour Fire Protection
- ☒ Paved/Maintained City Streets
- ☒ Snow/Ice Removal
- ☒ Tree Trimming
- ☒ Animal Control
- ☒ Stormwater System
- ☒ Code Enforcement
- ☒ Zoning Service
- ☒ Recreation Programs
- ☒ Well Groomed Parks
- ☒ Staffed Skating Rinks
- ☒ Elections
- ☒ And More...

Questions?



Thank You For Attending!

The Code Enforcement Report will be distributed at the meeting.



Memorandum

To: Mayor Hansen and Members of the Planning Commission

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

Date: November 26, 2018

Subject: Zoning Ordinance Amendment

The City Council has requested that the Planning Commission consider an ordinance amendment to Chapter 153 of the Zoning Code.

The proposed ordinance would amend the use table in Appendix D, Section (B) as it relates to the C-3, Office Commercial, District. Three uses (assembly uses, schools and studios, and restaurants/night clubs) are considered conditional uses in the C-3 zoning district. Conditional uses are considered permitted with reasonable conditions. The City Council would like to prohibit these types of uses from the C-3 zoning district, finding that these assembly uses are not consistent with the general character of an office commercial zoning district. These assembly uses would continue to be allowed in the City's C-1, Shopping Center Commercial, and C-2, Neighborhood & Service Center Commercial, zoning districts.

There are three parcels currently zoned C-3 within the City - 525 Osborne Road, 505 Osborne Road and 7701 Terrace Road NE. The effect of this proposed change would be limited to these three parcels.

The proposed ordinance would also codify the licensing setback for churches and schools from licensed liquor establishments. The ordinance would create a 500 foot buffer between churches and schools and licensed liquor establishments. The City Council believes that there is a significant public policy interest in maintaining a separation between liquor establishments and schools/churches and this ordinance would achieve that objective.

The City Attorney has reviewed the draft ordinance. Staff recommends approval of the proposed ordinance.

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

ORDINANCE NO. 448

AN ORDINANCE AMENDING CHAPTER 153 OF THE SPRING LAKE PARK CITY ORDINANCE RELATING TO ZONING

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

Section 1. Appendix D, Section (B) is hereby amended as follows:

Use	District		
	C-1	C-2	C-3
Assembly uses, including auditoriums, religious and philanthropic uses	C	C	€_
Schools and studios: artistic, music, photo, decorating, dancing, health and the like	C	C	€_
Restaurants, night clubs, and the like	P	P	€_

Section 2. Section 153.120 of the Zoning Code is hereby amended as follows:

(J) Liquor Establishments; Churches, Schools

- (1) No on-sale or off-sale liquor establishment shall be located within 500 feet of a school or church, consistent with Section 111.17 of the Spring Lake Park Code of Ordinance, as amended from time to time.
- (2) No church or school shall be located within 500 feet of an on-sale or off-sale liquor establishment licensed by the City of Spring Lake Park. A church or school located within 500 feet of an on-sale or off-sale liquor establishment prior to the effective date of this ordinance shall be considered a legal, non-conforming use.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 3rd day of December 2018.

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator/Clerk

DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission regularly scheduled meeting held on October 22, 2018 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 Smith, Bernhagen, Eischens, Dircks and Cobbs

Members Absent: Chairperson Hansen

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

Visitors: Councilmember Delfs
Barbara Goodboe-Bisschoff, Spring Lake Park
Paddy Jones, Ham Lake

3. Pledge of Allegiance

4. Approval of Minutes – September 24, 2018

MOTION BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER SMITH APPROVING THE MINUTES OF SEPTEMBER 24, 2018. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

5. Approval of Special Planning Commission Meeting Minutes – October 1, 2018

MOTION BY COMMISSIONER DIRCKS, SECONDED BY COMMISSIONER SMITH APPROVING THE MINUTES OF THE SPECIAL PLANNING COMMISSION MINUTES OF OCTOBER 1, 2018. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

5. Public Hearing – Zoning Ordinance Amendment to Chapter 153 of Zoning Code

Administrator Buchholtz reported that City Council requested that the Planning Commission consider an ordinance amendment to Chapter 153 of the Zoning Code.

He stated that the proposed ordinance would amend the use table in Appendix D, Section (B) as it relates to the C-3, Office Commercial, District. He stated that three uses (assembly uses, schools and studios, and restaurants/night clubs) are considered conditional uses in the C-3 zoning district. He stated that Conditional uses are considered permitted with reasonable conditions. He stated that the City Council would like to prohibit these types of uses from the C-3 zoning district, finding that these assembly uses are not consistent with the general character of an office commercial zoning district. He stated that these assembly uses would continue to be allowed in the City's C-1, Shopping Center Commercial, and C-2, Neighborhood and Service Center Commercial, zoning districts.

Administrator Buchholtz reported that there are three parcels currently zoned C-3 within the City – 525 Osborne Road, 505 Osborne Road and 7701 Terrace Road NE. He stated that the effect of this proposed changes would be limited to these three parcels.

Administrator Buchholtz reported that the proposed ordinance would also codify the licensing setback for churches and schools from licensed liquor establishments. He stated that the ordinance would create 500-foot buffer between churches and schools and licensed liquor establishments. He reported that the City Council believes that there is a significant public policy interest in maintaining a separation between liquor establishments and schools/churches and this ordinance would achieve that objective.

Administrator Buchholtz reported that the City Attorney has reviewed the draft ordinance and staff recommends approval of the proposed ordinance.

Commissioner Smith inquired as to who owns the mentioned properties and what the future development will be. Administrator Buchholtz reported that 525 Osborne Road is owned by the City and the other properties are non-conforming residential properties. He stated that a medical office use is more than likely what would be developed on the 525 Osborne Road property.

Commissioner Smith inquired if any residential homes would be affected by the change to the ordinance. Administrator Buchholtz stated that it does not affect any residents.

Commissioner Smith inquired how churches would be affected. Administrator Buchholtz reported that existing churches would not be affected. He stated that the ordinance change would protect property uses that were in place first. He reported that notification of the ordinance change was published in the official city newspaper.

Commissioner Eischens stated that he foresees no problems with the ordinance change since it was recommended by the City Council.

Commissioner Smith inquired as to how the distance is measured between licensed premises and churches/schools. Administrator Buchholtz stated that the measurement is taken from the closest side of the building, which in this case, would be the church. He stated that this change has no impact on the development of the Hy-Vee project. He noted that the surveyor measured the highest point at 504 feet.

Commissioner Smith inquired if any other properties in the City could become legal non-conforming. Administrator Buchholtz stated that there was concern with the liquor licensing with Torg Brewery as a church expressed interest in a property within the 500-foot buffer, which would have caused problems for renewal for Torg Brewery liquor license in the future.

Chairperson Bernhagen opened the public hearing at 7:15 PM. Hearing no discussion from the floor, Chairperson Bernhagen closed the public hearing 7:15 PM.

MOTION MADE BY COMMISSION DIRCKS, SECONDED BY COBBS TO RECOMMEND APPROVAL OF ORDINANCE AMENDMENT TO CHAPTER 153 OF THE ZONING CODE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Other

Administrator Buchholtz reported that a purchase agreement has been approved from Interstate Development for the 525 Osborne property. He stated that it is a unique purchase agreement in that the

price is on a sliding scale ranging in value depending on the building size. He stated that all information from the North Suburban Hospital District has been provided to the new owners.

8. Adjourn

MOTION BY CHAIRPERSON EISCHENS TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting adjourned at 7:21 PM.



Memorandum

To: Mayor Hansen and Members of the City Council

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

Date: November 28, 2018

Subject: Liquor Ordinance Amendment

With the closure of the City's municipal liquor operation and with Hy-Vee under construction, it is appropriate and timely for the City Council to amend the City's liquor ordinance. The intent of this memorandum is to provide an overview of the changes.

Section 1 of the proposed ordinance amends Section 111.06 to establish a limit of 1 off-sale intoxicating liquor license from the effective date of this ordinance until January 1, 2026. This provision provides a smooth transition from municipal off-sale liquor to private off-sale liquor. Hy-Vee has made application for an off-sale liquor license, approval of which is on hold until the proposed ordinance is adopted.

Section 2 establishes a new kinds of liquor licenses, including:

- 3.2% malt liquor off-sale license, which will allow gas stations/convenience stores to sell 3.2% malt liquor off-sale.
- Off-sale intoxicating liquor license
- Brewer taproom license
- A cocktail room license (microdistillery)
- A microdistiller off-sale license
- A microdistiller temporary on-sale license

Section 2 also amends language for brew pub on-sale intoxicating liquor or 3.2% malt liquor license, brewer off-sale malt liquor licenses, and brewer temporary on-sale intoxicating liquor license. The proposed language for these licenses matches the LMC model liquor license ordinance.

Section 3 corrects an omission to Section 111.17(F), clarifying that the 500 foot distance is measured from the closest side of the building to closest side of the structure on the premises within which liquor is sold is the same for schools as well as churches.

Section 4 repeals the City's municipal liquor ordinance.

Section 5 amends the City's fee schedule to establish fees for the off-sale intoxicating and off-sale 3.2% liquor license. These fees are established under State Law.

The City Attorney has reviewed the proposed ordinance. Staff recommends approval of the liquor ordinance amendment.

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

ORDINANCE NO. 449

**AN ORDINANCE AMENDING CHAPTER 111 OF THE SPRING LAKE PARK CITY
CODE REGULATING THE POSSESSION, SALE AND CONSUMPTION OF
INTOXICATING AND 3.2 PERCENT MALT LIQUOR WITHIN THE CITY OF
SPRING LAKE PARK, MINNESOTA**

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

Section 1. Section 111.06 of the Spring Lake Park City Code is hereby amended as follows.

§ 111.06 NUMBER OF LICENSES WHICH MAY BE ISSUED.

The number of licenses which may be granted under this ~~section~~^{subchapter} is limited to the number of licenses authorized under M.S. § 340A.413. The number of off-sale intoxicating liquor licenses which may be granted by the Council shall be further limited to one license until January 1, 2026. The Council is not required to issue the full number of licenses that it has available.

Section 2. Section 111.08 of the Spring Lake Park City Code is hereby amended as follows.

§ 111.08 KINDS OF LIQUOR LICENSES.

The Council is authorized to issue the following licenses and permits, up to the number specified in § 111.06.

- (A) 3.2 percent malt liquor on-sale licenses, which may be issued only to golf courses, restaurants, hotels, clubs, bowling centers, and establishments used exclusively for the sale of 3.2 percent malt liquor with the incidental sale of tobacco and soft drinks.
- (B) 3.2 percent malt liquor off-sale license.
- (~~B~~C) Temporary 3.2 percent malt liquor licenses which may be issued only to a club, charitable, religious, or nonprofit organization.
- (D) Off-sale intoxicating liquor licenses, which may be issued only to exclusive liquor stores or drug stores that have an off-sale license which was first issued on or before May 1, 1994. The fee for an off-sale intoxicating liquor license established by the Council under Section 10 shall not exceed \$240 or a greater amount which may be permitted by Minn. Stat. § 340A.408, subd. 3, as it may be amended from time to time.
- (~~E~~) On-sale intoxicating liquor licenses, which may be issued to the following establishments as defined by Minn. Stat. § 340A.101, as it may be

amended from time to time, and this ordinance: hotels, restaurants, bowling centers, theaters, clubs or congressionally chartered veterans organizations, theaters and exclusive liquor stores. Club licenses may be issued only with the approval of the Commissioner of Public Safety. The fee for club licenses established by the Council under §111.09 of this ordinance shall not exceed the amounts provided for in Minn. Stat. § 340A.408, subd. 2(b) as it may be amended from time to time. The following license classifications are established:

Class A. For establishments which are conducted in such a manner that the business of serving food for a license year is a minimum of 55% of the total business of serving food and intoxicating liquor.

Class B. For establishments which are conducted in such a manner that the business of serving food for a license year which is less than 55% of the total business of serving food and intoxicating liquor.

The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at a community festival held within the city under the provisions of Minn. Stat. § 340A.404, subd. 4(b) as it may be amended from time to time. The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the city, under the provisions of Minn. Stat. § 340A.404, subd. 4(a) as it may be amended from time to time; however, the licensee is prohibited from dispensing intoxicating liquor to any person attending or participating in an amateur athletic event being held on the premises.

- (~~D~~F) Sunday on-sale intoxicating liquor licenses, only after authorization to do so by voter approval at a general or special election as provided by Minn. Stat. § 340A.504, subd. 3, as it may be amended from time to time. Sunday on-sale intoxicating liquor licenses may be issued only to a restaurant as defined in §111.04 of this ordinance, club, bowling center, or hotel which has a seating capacity of at least 30 persons, which holds an on-sale intoxicating liquor license, and which serves liquor only in conjunction with the service of food. The maximum fee for this license, which shall be established by the Council under the provisions of §111.09 of this ordinance, shall not exceed \$200, or the maximum amount provided by Minn. Stat. § 340A.504, subd. 3(c) as it may be amended from time to time.

- (~~E~~G) Temporary on-sale intoxicating liquor licenses, with the approval of the Commissioner of Public Safety, which may be issued only in connection with a social event sponsored by a club, charitable, religious or other nonprofit corporation that has existed for at least three years. No license shall be for longer than four consecutive days and the City shall issue no more than twelve days worth of temporary licenses to any one organization in one calendar year.
- (~~F~~H) On-sale wine licenses, with the approval of the Commissioner of Public Safety to: theaters, restaurants that have facilities for seating at least 25 guests at one time and meet the criteria of Minn. Stat. § 340A.404, subd. 5, as it may be amended from time to time, and which meet the definition of restaurant in §111.03; to licensed bed and breakfast facilities which meet the criteria in Minn. Stat. § 340A.401, subd. 1, as it may be amended from time to time and to theaters that meet the criteria of Minn. Stat. § 340A.404(b) as it may be amended from time to time. The fee for an on-sale wine license established by the Council under the provisions of §111.09 of this ordinance, shall not exceed one-half of the license fee charged for an on-sale intoxicating liquor license. The holder of an on-sale wine license who also holds an on-sale 3.2 percent malt liquor license is authorized to sell malt liquor with a content over 3.2 percent (strong beer) without an additional license.
- (~~G~~I) Approval of the issuance of a consumption and display permit by the Commissioner of Public Safety. The maximum amount of the additional fee which may be imposed by the Council on a person who has been issued a consumption and display permit under the provisions of §111.09 of this ordinance shall not exceed \$300, or the maximum amount permitted by Minn. Stat. § 340A.414, subd. 6, as it may be amended from time to time. Consumption and display permits shall expire on March 31 of each year.
- (~~H~~J) Culinary class limited on-sale licenses may be issued to a business establishment not otherwise eligible for an on-sale intoxicating liquor license that, as part of its business, conducts culinary or cooking classes for which payment is made by each participant or advance reservation required. The license authorizes the licensee to furnish to each participant in each class, at no additional cost to the participant, up to a maximum of six ounces of wine or 12 ounces of intoxicating malt liquor, during and as part of the class, for consumption on the licensed premises only.
- (~~I~~K) Brew pub on-sale intoxicating liquor or on-sale 3.2 percent malt liquor licenses, with the approval of the Commissioner of Public Safety, may be issued to brewers who operate a restaurant in their place of manufacture and who meet the criteria established at Minn. Stat. § 340A.24, as it may be amended from time to time. Sales under this license at on-sale may not

exceed 3,500 barrels per year. If a brew pub licensed under this section possesses a license for off-sale under §111.08 (L) below, the brew pub's total combined retail sales at on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 500 barrels.~~Brewer taproom licenses may be issued to brewers licensed under Minn. Stat. § 340A.301 for the on-sale of malt liquor produced on a licensed premises, subject to the following conditions:~~

- ~~(1) — The on-sale of malt liquor may only be made during the days and hours that “on-sale” of liquor may be made, as prescribed by State Law or within this Chapter.~~
- ~~(2) — A brewer may only hold one (1) Brewer Taproom License within the City.~~
- ~~(3) — The only alcoholic beverage that may be sold or consumed on the premises of a licensed Brewer Taproom will be the malt liquor produced by the Brewer upon the Brewer Taproom premises.~~
- ~~(4) — Nothing in this subdivision precludes the holder of a Brewer Taproom License from also holding a license to operate a restaurant on the premises of the brewery.~~
- ~~(5) — A Brewer Taproom License may not be issued to a brewer if the brewer seeking the license, or any person having an economic interest in the brewer seeking the license or exercising control over the brewer seeking the license, is a brewer that brews or produces more than 250,000 barrels of malt liquor annually or a winery that produces more than 250,000 barrels of wine annually, as defined and prescribed by Minn. Stat. § 340.301.~~

(JL) Brewer off-sale malt liquor licenses, with the approval of the Commissioner of Public Safety, may be issued to a brewer that is a licensee under §111.08 (K) above and otherwise meets the criteria established at Minn. Stat. § 340A.24, as it may be amended from time to time. Off-sale of malt liquor shall be limited to the legal hours for off-sale at exclusive liquor stores in the city. Malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores. All malt liquor sold under this license shall be packaged in the manner required by Minn. Stat. § 340A.285 as it may be amended from time to time. Sales under this license may not exceed 500 barrels per year. If a brewer licensed under this section possesses a license under §111.08 (K) above, the brewer's total retail sales at on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 500 barrels.

Brewer off-sale malt liquor licenses may also be issued, with approval of the Commissioner, to a holder of a brewer's license under Minn. Stat. § 340A.301, subd. 6(c), (i) or (j) and meeting the criteria established by Minn. Stat. § 340A.28 as may be amended from time to time. The amount of malt liquor sold at off-sale may not exceed 750 barrels annually. Off-sale of malt liquor shall be limited to the legal hours for off-sale at exclusive liquor stores in the jurisdiction in which the brewer is located, and the malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores. Packaging of malt liquor for off-sale under this license must comply with section 340A.285.~~On-sale brew pub licenses shall be issued only to hotels, clubs, restaurants, bowling centers or exclusive liquor stores and shall permit the sale of malt liquor produced on the licensed premises. A licensee cannot sell more than 3,500 barrels of the malt liquor produced on the licensed premises per year. A licensee may hold both an on-sale license and an on-sale brew pub license.~~

(K) Brewer temporary on-sale intoxicating liquor licenses may be issued, with the approval of the Commissioner of Public Safety, to brewers who manufacture fewer than 3,500 barrels of malt liquor in a year for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer.~~Off-sale brew pub licenses may be issued to a licensee that hold a brewer taproom license or an on-sale brew pub license to sell growlers of the malt liquor produced on the licensed premises, subject to the following conditions:~~

~~(1) — The growler must be packaged in a 64 ounce container.~~

~~(2) — The growler must be properly sealed with a twist type closure, cork, stopper or plug.~~

~~(3) — At time of sale, the growler must also bear a plastic or paper adhesive band, strip or sleeve that extends over the top of the container forming a seal that must be broken upon opening the growler.~~

~~(4) — The seal and the growler must bear the name and address of the brew pub and will be considered intoxicating liquor.~~

~~(5) — Off sale brew pub hours shall be as provided in §111.19.~~

~~(6) — Not more than 500 barrels of the brew pub's annual production may be sold at off-sale.~~

(N) A brewer taproom license, may be issued to the holder of a brewer's license under M.S. § 340A.301 Subd. 6(c), (i) or (j) as it may amended from time to time. A brewer's taproom license authorizes on-sale of malt

liquor produced by the brewer for consumption on the premises of or adjacent to one brewery location owned by the brewer. A brewer may have only one taproom license and may not have an ownership interest in a brewer licensed under Minn. Stat. § 340A.301 Subd. 6(d) as it may be amended from time to time. A brewer taproom license may not be issued to a brewer that brews more than 250,000 barrels of malt liquor annually or a winery that produces more than 250,000 gallons of wine annually. Within ten days of issuing a brewer taproom license the Administrator, Clerk/Treasurer will inform the Commissioner of Public Safety of the licensee's name, address, trade name and the effective date and expiration date of the license. The Administrator, Clerk/Treasurer will inform the Commissioner of Public Safety of a license transfer, cancellation, suspension, or revocation during the license period.

- (O) A cocktail room license may be issued to the holder of a state microdistillery license if at least 50 percent of the annual production of the licensee is processed and distilled on premises. A microdistillery cocktail room license authorizes on-sale of distilled liquor produced by the distiller for consumption on the premises of or adjacent to one distillery location owned by the distiller. The holder of a microdistillery cocktail room license may also hold a license to operate a restaurant at the distillery. No more than one cocktail room license may be issued to any distiller and a microdistillery cocktail room license may not be issued to any person having an ownership interest in a distillery licensed under Minn. Stat. § 340A.301 subd. 6 (a). No single entity may hold both a microdistillery cocktail room and taproom license and a microdistillery cocktail room and taproom license may not be co-located. Within ten days of the issuance of a microdistillery cocktail room license, the city shall inform the commissioner of public safety of the licensee's name and address and trade name, and the effective date and expiration date of the license. The city shall also inform the commissioner of public safety of a microdistillery cocktail room license transfer, cancellation, suspension, or revocation during the license period.
- (P) A microdistiller off-sale license may be issued to the holder of a state microdistillery license if at least 50 percent of the annual production of the licensee is processed and distilled on premises. A microdistiller off-sale license authorizes off-sale of one 375 milliliter bottle per customer per day of product manufactured on-site provided the product is also available for distribution to wholesalers.
- (Q) A microdistiller temporary on-sale intoxicating liquor license may be issued to the holder of a state microdistillery license. A microdistillery temporary on-sale intoxicating liquor license authorizes on-sale of intoxicating liquor in connection with a social event within the city sponsored by the microdistillery.

Section 3. Section 111.17(F) of the Spring Lake Park City Code is amended as follows:

- (F) No license, other than a temporary 3.2% malt liquor license or temporary on-sale intoxicating license, shall be granted within 500 feet of any school or church. The distance is to be measured from the closest side of the school or church to the closet side of the structure on the premises within which liquor is to be sold.

Section 4. Sections 111.40 through 111.43, inclusive, are hereby repealed.

Section 5. The 2018 Fee Schedule is hereby amended to add the following fees:

<u>Off-Sale Intoxicating License</u>	<u>\$310.00/year</u>	<u>\$111.08</u>
<u>Off-Sale 3.2% Liquor License</u>	<u>\$100.00/year</u>	<u>\$111.08</u>

Section 6 This Ordinance shall take effect after its passage and publication.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 3rd day of December, 2018.

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator/Clerk

RESOLUTION NO. 18-52

RESOLUTION ADOPTING AND APPROVING A SUMMARY PUBLICATION FOR ORDINANCE 449, AN ORDINANCE AMENDING CHAPTER 111 OF THE SPRING LAKE PARK CITY CODE REGULATING THE POSSESSION, SALE AND CONSUMPTION OF INTOXICATING AND 3.2 PERCENT MALT LIQUOR WITHIN THE CITY OF SPRING LAKE PARK, MINNESOTA

WHEREAS, the City of Spring Lake Park is a political subdivision, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City has adopted Ordinance No. 449, An Ordinance Amending Chapter 111 of the Spring Lake Park City Code Regulating the Possession, Sale and Consumption of Intoxicating and 3.2 Percent Malt Liquor within the City of Spring Lake Park; and

WHEREAS, the City Council has determined that publication of the title of the ordinance and a summary of the ordinance would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park that the City Council hereby directs the City Clerk to cause to be published in the Blaine/Spring Lake Park Life the following notice:

NOTICE OF ADOPTION OF THE CITY OF SPRING LAKE PARK ORDINANCE NO. 449, AN ORDINANCE AMENDING CHAPTER 111 OF THE SPRING LAKE PARK CITY CODE REGULATING THE POSSESSION, SALE AND CONSUMPTION OF INTOXICATING AND 3.2 PERCENT MALT LIQUOR WITHIN THE CITY OF SPRING LAKE PARK, MINNESOTA

NOTICE IS HEREBY GIVEN that on the 3rd day of December, 2018, the City Council of the City of Spring Lake Park adopted an Ordinance amending Chapter 111 of the Spring Lake Park Code of Ordinances. The new ordinance is entitled:

ORDINANCE 449, AN ORDINANCE AN ORDINANCE AMENDING CHAPTER 111 OF THE SPRING LAKE PARK CITY CODE REGULATING THE POSSESSION, SALE AND CONSUMPTION OF INTOXICATING AND 3.2 PERCENT MALT LIQUOR WITHIN THE CITY OF SPRING LAKE PARK, MINNESOTA

Section 1 of the Ordinance establishes a limit of the number of off-sale intoxicating liquor licenses to one license until January 1, 2026.

Section 2 of the Ordinance establishes the following new liquor licenses:

- A. 3.2 percent malt liquor off-sale license
- B. Off-sale intoxicating liquor license
- C. Brewer temporary on-sale intoxicating license
- D. Cocktail room license

- E. Microdistiller off-sale license
- F. Microdistiller temporary on-sale license.

Section 2 also amends the language of the following existing licenses to conform with State Law.

- A. Off-sale brew pub license
- B. On-sale brew pub license
- C. Brewer taproom license

Section 3 clarifies how the measurement of a 500 foot setback is determined between licensed premises and churches/schools.

Section 4 repeals the City's municipal off-sale liquor ordinance

Section 5 establishes fees for the off-sale intoxicating liquor license and the off-sale 3.2% liquor license.

A printed copy of the entire ordinance is available for inspection by any person during the City Clerk's regular office hours at City Hall located at 1301 81st Avenue NE, Spring Lake Park, Minnesota, and at the City's website: www.slpmn.org. Furthermore, proof of publication of the title and summary shall be recorded in the ordinance book of the City of Spring Lake Park within ten days of publication of the title and summary.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 3rd day of December, 2018.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

State of Minnesota)
 Counties of Anoka and Ramsey) ss
 City of Spring Lake Park)

I, Daniel R. Buchholtz, duly appointed and qualified City Clerk in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 18-52, Resolution Adopting And Approving A Summary Publication For Ordinance 449, An Ordinance Amending Chapter 111 of the Spring Lake Park City Code Regulating the Possession, Sale and Consumption of Intoxicating and 3.2 Percent Malt Liquor within the City Of Spring Lake Park, Minnesota, adopted by the Spring Lake Park City Council at their regular meeting on the 3rd day of December, 2018.

(SEAL)

Daniel R. Buchholtz, Administrator,
Clerk/Treasurer

Dated: _____



Memorandum

To: Mayor Hansen and Members of the City Council

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

Date: November 19, 2018

Subject: Assessor Contract

The City's assessing services contract expires on January 1, 2019. City Assessor Ken Tolzmann is proposing a new 3-year service to provide the City with assessing services.

The fees under the proposed contract are slightly higher than in previous years. Below is the proposed fee schedule.

- \$10.00 for each improved parcel of residential, seasonal recreational residential and agricultural type of property. This is an increase of \$1.00 per parcel from the previous contract.
- \$2.50 for each unimproved parcel of residential, seasonal recreational residential and agricultural type of property. This is the same as the previous contract.
- \$55.00 for each improved and unimproved parcel of commercial, industrial, and public utility type of property. This is the same as the previous contract.
- \$55.00 for each improved and unimproved parcel of apartment or mobile/manufactured home park type of property. This is the same as the previous contract.

The proposed increase represents a 5.7% increase over the 2018 assessment contract, or \$1,973. This is the first increase in six years. The City has the ability to terminate the agreement with 6 months written notice before the start of the following tax year (July 1).

Staff has been pleased with the service that City Assessor Tolzmann has provided the City over the past three years. Staff recommends the City Council approve the proposed contract.

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

Kenneth A. Tolzmann, SAMA
Spring Lake Park City Assessor

November 16, 2018

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

Re: City Assessor Contract

Mr. Bucholtz,

The purpose of this letter is to inform the City that the City Assessor contract dated 11/3/2015 is due to expire on 1/1/2019.

The cost going forward has changed slightly from the current \$9 per residential parcel to \$10 which based on the current parcel count is 1973, or a \$1,973 increase. All other costs will remain the same. That being said, the cost remains substantially lower than that of Anoka County.

I have enclosed an updated contract for the City's review. If you have any questions, please feel free to give me a call at my office at 651 464-4862 or my cell at 612 865-2149.

Sincerely,



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

Agreement for Local Assessor Services
By and Between the City of Spring Lake Park
And Kenneth Tolzmann, SAMA,
In the City of Spring Lake Park, Minnesota

This Agreement made and entered into this ____ day of _____, 2018, by and between the City of Spring Lake Park, 1301 81st Ave NE, Spring Lake Park, Minnesota 55432, a municipal corporation under the laws of Minnesota, hereinafter referred to as the “Municipality”, and Kenneth A. Tolzmann, Senior Accredited Minnesota Assessor #1939, 24738 Hamlet Ave. N. Forest Lake, Minnesota 55025, hereinafter referred to as the “City Assessor”.

WITNESSETH:

WHEREAS, the City of Spring Lake Park is a statutory city constituting a separate assessment district lying wholly within Anoka County, Minnesota; and

WHEREAS, pursuant to Minnesota Statutes 273.05, city assessors shall be appointed by city council; and

WHEREAS, it is the wish of the Spring Lake Park City Council to appoint Kenneth A. Tolzmann the Spring Lake Park City Assessor; and

WHEREAS, it is the wish of Kenneth A. Tolzmann to serve as the Spring Lake Park City Assessor and to cooperate with the Municipality to perform fair and equitable assessments of the real property within the Municipality.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed as follows:

- I. The effective period of this Agreement will be from January 1, 2019 to January 1, 2022, unless earlier terminated as provided herein.
- II. The City Assessor represents that he is a resident of the State of Minnesota, possesses the knowledge and training in the field of property taxation necessary to perform the duties of a local assessor, and is duly licensed to perform such duties in compliance with Minnesota Statutes 270.48 and Minnesota Department of Revenue Standards.
- III. All real property within the geographical boundaries of the Municipality will be assessed by the City Assessor for taxation beginning with the 2020 assessment for tax year payable in 2021.
- IV. The duties of the City Assessor will be carried out consistently and in accordance with the provisions of Minnesota Statutes 273.05, 273.064 and 273.08.

- V. In consideration of such assessment services, the Municipality will pay to the City Assessor quarterly payments (unless earlier terminated as herein provided) as follows:
- a) The first quarterly payment will be due on April 1, 2019, the second on July 1, 2019, the third on October 1, 2019 and the fourth on December 31, 2019. And accordingly in subsequent years.
 - b) The parties understand that to accomplish the delivery of the tax year 2020 assessment on or before January 2, 2020 (the statutory due date), all work specific to the generation of that assessment must be done during the 2019 calendar year; the same will be true for subsequent tax year assessments, i.e. all work for the tax year 2021 assessment must be done in calendar year 2020, etc.
- VI. For tax year 2020 assessment, the Municipality will pay to the City Assessor as follows:
- a) Ten Dollars (\$10.00) for each improved parcel of residential type of property.
 - b) Two and 50/100 (\$2.50) for each unimproved parcel of residential type of property.
 - c) Fifty-Five Dollars (\$55.00) for each improved and unimproved parcel of commercial, industrial, and public utility type of property.
 - d) Fifty Five Dollars (\$55.00) for each improved and unimproved parcel of apartment or mobile/manufactured home park type of property.
- VII. The same procedure as rates will be followed in the frequency and computation of payments for assessment services for subsequent years.
- VIII. The City Assessor will remit quarterly billings to the Municipality, detailing the number of parcels of each type of property assessed and charged to the Municipality, with a complete breakdown for that specific quarter.
- IX. Notwithstanding Section I above, the City Assessor and/or Municipality have the right to terminate this Agreement by providing six months written notice prior to the beginning of the assessment work for a tax year. Such notice to terminate must be sent by certified mail to the other party at the address set forth above. For example, to terminate effective as of the tax year 2021 assessment, the party must provide written notice of termination to the other party not later than July 1, 2019, the work on the tax year 2021 assessment to commence on January 1, 2020, the anniversary date of this agreement).

Provided further, that this Agreement may be terminated at any time by the Spring Lake Park City Council on charges by the Minnesota Commissioner of Revenue of inefficiency or neglect of duty on the part of the City Assessor.

X.. The relationship between the parties is that of an independent contractor. Nothing contained in this Agreement is intended to or should be construed as creating the relationship of copartners or joint venturers between the Municipality and the City Assessor. No tenure or any rights or benefits, including Workers' Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to Municipality employees will accrue to the City Assessor or employees of the City Assessor performing services under this Agreement.

XI. The City Assessor agrees he will defend, indemnify, and hold harmless the Municipality, its officers and employees, against any and all liability, loss, costs, damages, and expenses which the Municipality, its officers or employees, may hereafter sustain, incur, or be required to pay arising out of the City Assessor's performance or failure to adequately perform his obligations pursuant to this Agreement.

XII. All data collected, created, received, maintained, or disseminated for any purposes by the activities of the City Assessor because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

XIII. Pursuant to Minnesota Statutes 16B.06 subd.4, the City Assessor agrees that the Municipality, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary will have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the City Assessor and involve transactions relating to this Agreement.

XIV. During the performance of this Agreement, the City Assessor agrees to the following:

No person will, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, or national origin be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

XV. a) The City Assessor warrants and represents that his is currently licensed as a Minnesota Assessor by the State of Minnesota. In the event said license is cancelled, revoked, suspended, or expires during the term of the contract, the City Assessor agrees to immediately inform the Municipality.

The Municipality will pay only for services pursuant to such licensing requirements.

- b) The City Assessor will comply with all applicable federal and state statutes and regulations as well as local ordinances not in effect or hereafter adopted.
- c) Failure to meet the requirements of Paragraphs a) and b) above may be cause for cancellation of this Agreement effective the date of receipt of a notice of cancellation, notwithstanding the provisions of Sections I and IX above.

XV. Any reports, studies, photographs, negatives, or other documents prepared by the City Assessor in the performance of his obligations under this Agreement will be the exclusive property of the Municipality , and all such materials will be remitted to the Municipality by the City Assessor upon completion, termination, or cancellation of this Agreement. The City Assessor will not use, willingly allow, or cause to have such materials used for any purpose other than performance of the City Assessor's obligations under this Agreement without the prior written consent of the Municipality.

IN WITNESS THEREOF, the Municipality and City Assessor have hereby executed this agreement this _____ day of _____, 2018.

CITY OF SPRING LAKE PARK

By: _____

Title: Mayor

Dated: _____, 2018

By: _____

Title: Administrator, Clerk/Treasurer

Dated: _____, 2018

CITY ASSESSOR

By: _____

Title: Kenneth A. Tolzmann, SAMA

Senior Accredited Minnesota Assessor #1939

Dated: _____, 2018

ATTEST

By: _____

Title: _____

Dated: _____, 2018

OATH OF CITY ASSESSOR

Kenneth A. Tolzmann, upon oath, states that he will be diligent, faithful, and impartial in performance of the duties enjoined on him as Spring Lake Park City Assessor by law.

Dated: _____, 2018

Kenneth A. Tolzmann

Subscribed and sworn to before me a
Minnesota notary public, this _____
Day of _____, 2018



Memorandum

To: Mayor Hansen and Members of the City Council

From: Wanda Brown, Recycling/Special Projects

Date: November 26, 2019

Subject: Anoka County Agreement for Residential Recycling Program 2019 – Select Committee on Recycling and the Environment (SCORE)

Attached is the copy of the 2019 Residential Recycling Agreement. The agreement must be signed and returned to Anoka County in order to receive the funding for 2019. The 2019 Municipal Reimbursement Funding Allocation calls for the county to pay us a base of \$10,000, plus \$5.00 per household and options for other recycling opportunities.

Municipal Grant Funding (\$10.000 + \$5 per household):	\$23,010.00
Monthly Drop-off Center:	\$10,000.00
Organics Collection:	\$ 2,602.00
Recycling Enhancement Grant:	<u>\$ 2,602.00</u>
	\$38,214.00

The City applied for an additional \$20,000.00, and was awarded \$20,000.00. The base amount combined with the additional grant gives the City of Spring Lake Park's Recycling program a total contract award of \$58,214.00.

I recommend approval of the agreement.

Attachment

2019 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2019, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF SPRING LAKE PARK, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2019 which must be used to encourage recycling and a portion must be specifically directed to recycling source-separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG funds") during 2019; and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,551,716 and

WHEREAS, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and MPCA Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE and LRDG funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.
2. **TERM.** The term of this Agreement is from January 1, 2019 through December 31, 2019 unless earlier terminated as provided herein.

3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. §§ 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. For convenience, a full list of defined terms is included with the Municipal Grant Application. Additionally:

- a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, carpet, furniture, source-separated compostable materials, electronics, etc.
- b. "Multifamily dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.
- c. "Quasi-Municipal event" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.

4. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$58,214.00.

The County reserves the right to reduce the funding provided in the event the Municipality does not complete the additional Grant Projects referenced in the 2019 Anoka County Municipal Waste Abatement Grant Funding Application.

The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the 2019 Grant Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 639 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.

- a. The Municipal recycling program shall include the following components:
 - i. Each household (including both single and multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, metal and textiles.
 - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
 - iii. The Municipality shall implement a public information program that contains at least the following components:

- (1) One promotional mailing to each household focused exclusively on the Municipality's recycling program;
 - (2) One promotional advertisement detailing recycling opportunities available for residents included in the Municipality's newsletter or local newspaper; and
 - (3) Two community outreach activities at Municipal or Quasi-Municipal events to inform residents about recycling opportunities.
- iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost within the Municipality. The Municipality shall incorporate Rethink Recycling and other regional images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials for review prior to publication to ensure accuracy.
 - v. The Municipality shall regularly attend the monthly Solid Waste Abatement Advisory Team meetings per year.
 - vi. The Municipality shall offer a minimum of one spring and/or fall recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
 - i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
 - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-Municipal events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding organics collection at the event will be explored and if feasible, implemented as an enhancement to the waste abatement program.
 - iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-Municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
 - iv. Organize and manage a Full-Service Recycling Drop-off Center.
 - v. Develop enhanced recycling promotion and assistance for multifamily dwellings.
 - vi. Develop additional opportunities for source-separated compostable materials collection.

- vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g. appliances, batteries, carpet, electronics, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
 - c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
 - d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
 - e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and must be processed at a resource recovery facility. Minn. Stat. §§ 115A.46, 115A.471 and 473.848. See page 44, 47-48, 51, and p. 67 of the 2018 Anoka County Solid Waste Management Master Plan regarding the requirements for Public Entity Waste.
 - f. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.
6. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than July 15, 2019 and January 10, 2020.
- a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement. The Municipality shall also report the number of cubic yards or tons of yard waste and source-separated compostable materials collected for composting, chipping, or land spreading, together with a description of the methodology used for

calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.

- b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs, i.e. revenue taken in from the sale of recyclables and fees collected from residents, shall be reported.
 - c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling and organics collection programs.
 - d. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
 - e. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.
7. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semi-annually to the County for abatement activities no later than July 15, 2019 and January 10, 2020. Costs not billed by January 10, 2020 will not be eligible for funding. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of the Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE (Select Committee On Recycling and the Environment) funds." The Municipality shall provide copies of all promotional materials funded by this grant.
- The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.
- Information about the County's business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.
9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents,

employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.
- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
- e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
- f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.
- g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all

funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.

- h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF SPRING LAKE PARK

COUNTY OF ANOKA

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Rhonda Sivarajah, Chair
Anoka County Board of Commissioners

Date: _____

By: _____

Municipality's Clerk

Date: _____

By: _____

Jerry Soma
County Administrator

Date: _____

Approved as to form and legality:

Approved as to form and legality:

By: _____

Date: _____

By: _____

Kathryn M. Timm
Assistant County Attorney

Date: _____

2019 Grant Funding Award

The Municipality of Spring Lake Park is eligible for a total of \$58,214.00 for their Municipal program abatement efforts in 2019.

The total funding for the 2019 Residential Recycling Program is based on the budgeted amounts stated in the Municipal Waste Abatement Grant Funding Application.

Check one below:

☒ (10-10-2018) The grant application was received on or before October 26, 2018.

☐ The grant application was not received on or before October 26, 2018.

Therefore, the municipality is only eligible for the Base Funding Allocation.

The Grant Funding Award for Spring Lake Park is as follows:

Base Funding Allocation	\$ 23,010.00
-------------------------	--------------

Enhancement Funding Grant			
	Amount Eligible	Amount Requested	Amount Awarded
Drop-off Grant	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
General Enhance- ment Grant	\$ 2,602.00	\$ 2,602.00	\$ 2,602.00
Organics Grant	\$ 2,602.00	\$ 2,602.00	\$ 2,602.00
Additional Grant	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
TOTAL			\$ 35,204.00

Total Funding Award (Base + Enhancement Funding)	\$ 58,214.00
--	--------------

To the extent that the Municipality requested funds in excess of the total eligible amount, the excess amount in any category is denied.

Reviewed by:


Dan Disrud


Jacob Saffert for Sue Doll

Dated:

11/16/18

Dated:

11/16/18

Contract # C0006725



November 28, 2018

Honorable Mayor and City Council
City of Spring Lake Park
1301 Eighty-First Avenue NE
Spring Lake Park, MN 55432-2188

Reference: 2019 Seal Coat and Crack Repair Project
Authorize Preparation of Plans and Bidding

Dear Mayor and Council:

As part of ongoing street maintenances, the city completes an annual street maintenance project consisting of crack repair and seal coating. Seal coating includes placing bituminous emulsion and small aggregate on the street surface. We have reviewed the street system history with the Public Works Director to establish priority streets for crack seal and seal coat treatment.

We recommend obtaining bids for the planned 2019 construction area. The 2019 construction area is bounded by Sanburnol/Elm, Able St., 81st Ave., and Monroe St. The streets north of Highway 10 and west of Laddie Lake are also in the 2019 construction area.

The target streets to be completed under this recommended project are generally streets that we repaved in 2004 and last seal coated in 2009. Portions of Monroe Street and Able Street are also proposed to be included. In addition, city parking lots in Able Park will also included as an alternate bid.

Attached for your reference are the following maps:

- Sketch of proposed streets for 2019 project.
- Figure showing the 7-year seal coat plan for the city.

At this time, we request that the City Council authorization preparation of plans/specifications and bidding for the 2019 Seal Coat and Crack Repair project.

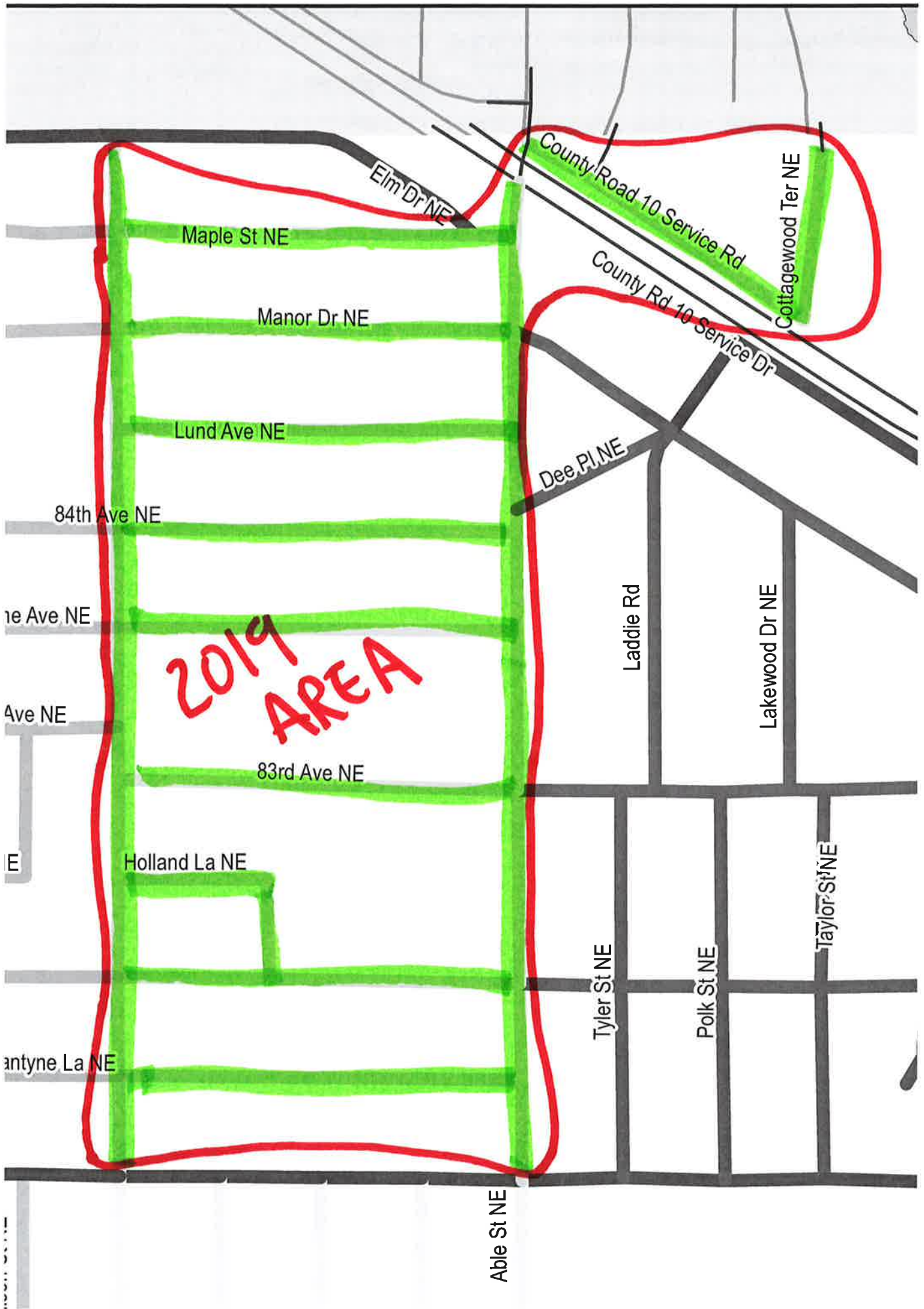
The project schedule includes receiving bids in February, Council consider award of Construction Contract in March and construction in the summer of 2019.

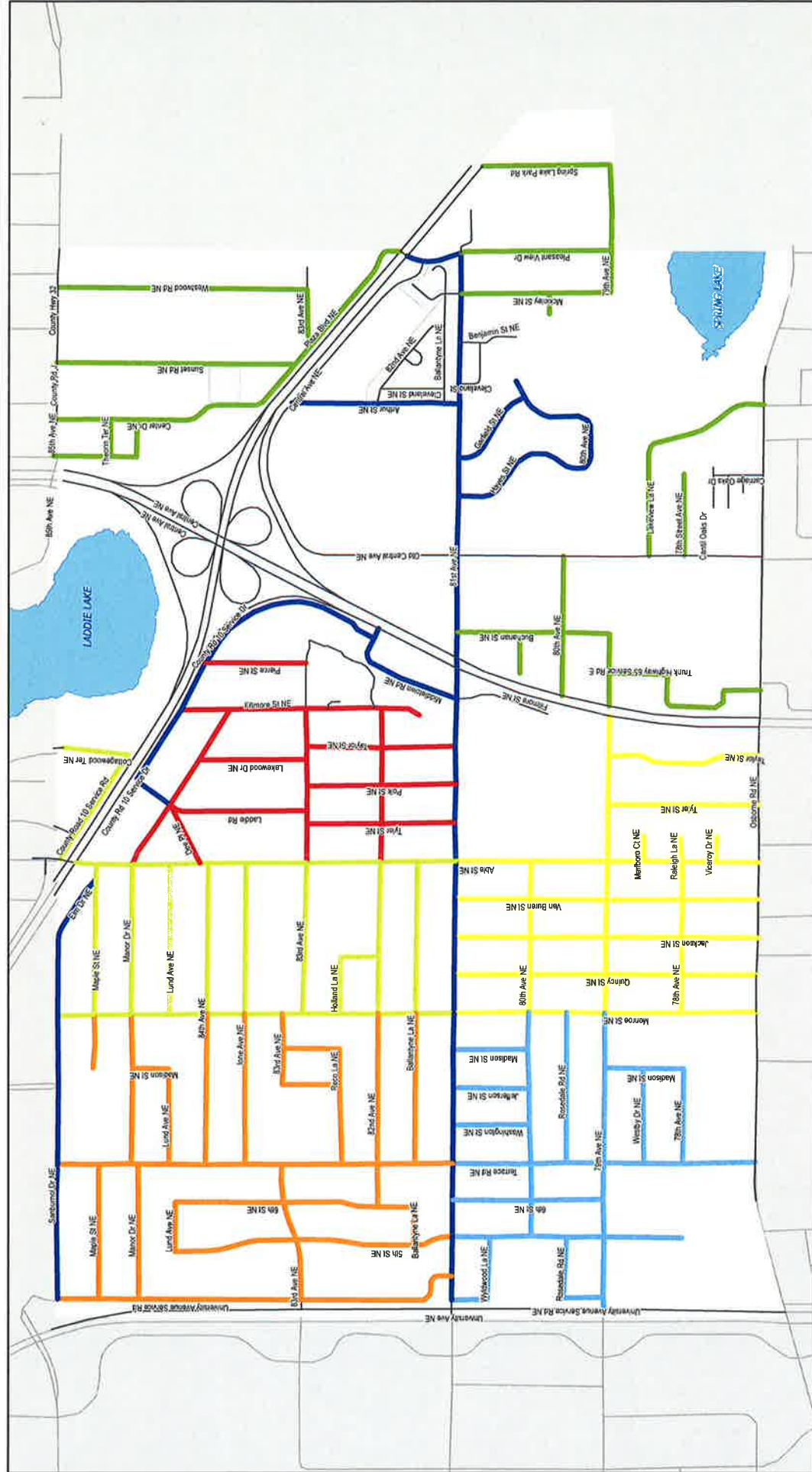
Sincerely,
Stantec

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

Phil Gravel

cc: Terry Randall, Public Works Director
Dan Buchholtz, City Administrator





2335 Highway 36 West
St. Paul, MN 55113



City of Spring Lake Park

Seal Coat Years

- 2016
- 2017
- 2018
- 2019
- 2020
- 2021
- 2022
- Non-City Road



7-Year Seal Coat Plan

Date
2/16/2017

Job No.
193803424

Scale
0 275 550 1,100 Feet



Memorandum

To: Mayor Hansen and Members of the City Council

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

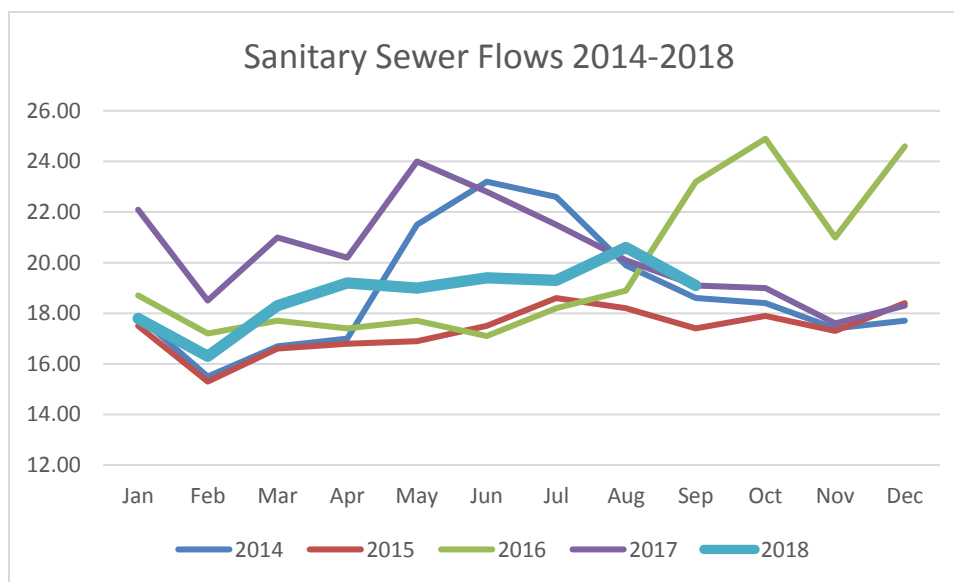
Date: November 27, 2018

Subject: 2019 Public Utilities Budget

Included with this memorandum is the proposed 2019 Public Utilities Budget.

Revenues are anticipated at \$1,516,304 which is an increase of 3.9% from 2018. Expenditures are anticipated to be \$1,516,304, which is an increase of 2.7% from 2018. The proposed 2019 budget is a balanced budget.

The big cost driver is a \$39,021 increase in the Metro Waste Control line item. These are the fees the City pays to Metropolitan Council Environmental Services for the treatment of the City's wastewater. The volume of water running through the flow meter increased in 2017, as shown in the chart below. As such the fee the City pays MCES to treat the water has increased.



Flows for 2018 (January through September) are nearly 19% lower than flows from the same period in 2017 and in line with the historical average. Based on this information, we are hopeful that the Metro Waste Control line item will stabilize for 2020.

Staff is proposing to keep water and sanitary sewer rates at current levels for 2019. The City has experienced revenue growth across its accounts, partially due to the elimination of the multi-family unit rate subsidy that was implemented in 2018. Staff also anticipates revenue growth due to the occupancy of the Legends of Spring Lake Park and a partial year of operations for Hy-Vee.

If you have any questions regarding the proposed 2019 Public Utilities Budget, please don't hesitate to contact me at 763-784-6491.

**CITY OF SPRING LAKE PARK
BREAKDOWN OF REVENUES FOR 2019 BUDGET
PUBLIC UTILITIES OPERATING FUND**

		Page R-1		
		2017 Actual	2018 Budget	2019 Budget
34950	MISC REVENUE, REFUNDS & REIMBURSEMENTS	\$ 1,026.39	\$ -	\$ -
36210	INTEREST EARNED	\$ 1,207.51	\$ 65,000	\$ 30,000
37101	WATER COLLECTIONS	\$ 417,819.92	\$ 471,605	\$ 508,892
37103	SALES TAX COLLECTED	\$ -	\$ 5,000	\$ 6,200
37104	PENALTIES - WATER	\$ 9,193.46	\$ 6,000	\$ 7,000
37109	SAFE DRINKING WATER FEE (Water Test Fee)	\$ 13,935.62	\$ 13,844	\$ 13,900
37111	ADMINISTRATIVE CHARGE	\$ 81,596.97	\$ 79,586	\$ 82,000
37115	ESTIMATE READING CHARGE	\$ -	\$ 50	\$ 50
37149	WATER CONNECTION-INTEREST	\$ 11.04	\$ -	\$ -
37150	WATER CONNECTION-WAC	\$ 11,340.00	\$ -	\$ -
37151	WATER RECONNECTION-CALL OUT FEE	\$ 2,405.92	\$ 1,000	\$ 1,000
37170	WATER PERMITS	\$ 95.00	\$ 100	\$ 100
37171	WATER PERMIT SURCHARGES	\$ -	\$ 10	\$ 10
37172	WATER METER SALES & INSTALLATION	\$ 1,259.96	\$ 1,500	\$ 1,500
37174	INSTALL CHARGES-NEW PERMITS	\$ 143.59	\$ -	\$ -
37201	SEWER COLLECTIONS	\$ 819,984.17	\$ 798,652	\$ 848,892
37204	PENALTIES - SEWER	\$ 18,715.41	\$ 14,000	\$ 15,000
37250	SEWER CONNECTION CHARGES (SAC)	\$ 534,275.00	\$ -	\$ -
37270	SEWER PERMITS	\$ 14,940.00	\$ 100	\$ 100
37271	SEWER PERMIT SURCHARGES	\$ -	\$ 10	\$ 10
37273	SEWER HOOK-UP CHARGES	\$ 975.00	\$ 150	\$ 150
39206	TRANSFER FROM RECYCLING FUND	\$ 1,500.00	\$ 1,500	\$ 1,500
<u>TOTAL 2019 PUBLIC UTILITY OPERATING REVENUES</u>		<u>\$ 1,930,424.96</u>	<u>\$ 1,458,107</u>	<u>\$ 1,516,304</u>

**CITY OF SPRING LAKE PARK
BREAKDOWN OF EXPENDITURES FOR 2019 BUDGET**

				Page W-1	
				2017	2018
				Actual	Budget
<u>WATER DEPARTMENT-601.49400</u>					
					2019 Budget
1010	SALARIES			\$ 110,853.24	\$ 106,500
1013	OVERTIME			\$ 4,355.26	\$ 7,500
	a) 175 OT hrs @ \$45.21				\$ 7,912
1020	ON-CALL SALARIES			\$ 1,156.03	\$ 2,950
	a) 40 OT hrs @ \$45.21	\$	1,808		\$ 3,014
	b) 20 DT hrs @ \$60.28	\$	1,206		
1040	TEMPORARY SALARIES (\$10-\$12)			\$ 2,832.50	\$ 9,550
1050	VACATION BUY BACK			\$ 1,474.42	\$ 1,650
1210	PERA EMPLOYER CONTRIBUTION			\$ 17,199.86	\$ 8,479
	a) Coordinated 7.5% \$119,926				\$ 8,695
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 8,793.13	\$ 9,803
	a) FICA 6.2% \$126,626	\$	7,854		\$ 9,690
	b) Medicare 1.45% \$126,626	\$	1,836		
1300	HEALTH & DENTAL INSURANCE			\$ 17,127.38	\$ 16,600
1313	LIFE INSURANCE			\$ 92.16	\$ 95
1510	WORKER'S COMPENSATION			\$ 6,318.06	\$ 6,700
2000	OFFICE SUPPLIES			\$ 596.89	\$ 800
	a) Copy Paper				\$ 800
	b) Miscellaneous				
2030	PRINTED FORMS			\$ 1,369.01	\$ 2,000
	a) Utility Bills & Envelopes	\$	1,800		\$ 2,000
	b) Special Notices, Radio Install Forms	\$	200		
2100	OPERATING SUPPLIES			\$ 575.97	\$ 800
2120	MOTOR FUELS & LUBRICANTS			\$ 2,354.46	\$ 2,500
2200	REPAIR & MAINTENANCE			\$ 67,330.72	\$ 55,000
	a) Hydrant Conversion (5)				\$ 60,000
	b) Water Main Breaks				
	c) Water System Maintenance				
2210	EQUIPMENT PARTS			\$ 1,054.40	\$ 1,000
	a) Well house maint, paint				\$ 1,000
2220	POSTAGE			\$ 2,289.72	\$ 2,500
	a) Utility Billing				\$ 2,500
	b) Metered Mail				

2019 BUDGET BREAKDOWN OF EXPENDITURES:

Page W-2

WATER DEPARTMENT-601.49400 (CON'T)		2017 Actual	2018 Budget	2019 Budget
2221	TIRES	\$ 568.87	\$ 1,000	\$ 500
2222	STREET REPAIRS	\$ 8,571.39	\$ 1,500	\$ 3,000
	a) Curb Repairs			
	b) Sod			
	c) Asphalt (water main breaks)			
2261	WATER TESTING	\$ 1,050.99	\$ 800	\$ 800
	a) Bacterial monthly			
	b) Copper & Lead			
2262	WATER METERS & SUPPLIES	\$ 333.27	\$ 5,500	\$ 5,500
2264	SAFE DRINKING WATER FEE (Water Test Fee-37109)	\$ 13,926.00	\$ 13,844	\$ 13,900
2280	UNIFORM ALLOWANCE	\$ 686.86	\$ 950	\$ 950
3010	AUDIT & ACCOUNTING SERVICES (12.5%)	\$ 2,565.00	\$ 2,617	\$ 2,700
3030	ENGINEERING SERVICES	\$ 2,553.50	\$ 2,000	\$ 2,500
3040	LEGAL SERVICES	\$ -	\$ 300	\$ 300
3210	TELEPHONE	\$ 540.07	\$ 900	\$ 900
	a) Alarm System			
	b) Cell Phone usage			
	c) Pager			
	d) iPad for SCADA	\$ 300		
3310	TRAVEL EXPENSE	\$ 1,304.20	\$ 1,100	\$ 1,100
	a) AWWA Conference			
	b) USTI Conference			
3500	PRINTING & PUBLISHING	\$ 7,365.39	\$ 7,000	\$ 7,600
	a) Newsletter			
	b) Special Notices			
3600	INSURANCE	\$ 6,943.40	\$ 8,500	\$ 7,000
3870	WATER USAGE - BLAINE ACCOUNTS	\$ 4,983.72	\$ 3,500	\$ 3,500
4000	CONTRACTUAL SERVICES	\$ 249.00	\$ 7,011	\$ 7,511
	a) I.T. Services (split 150 hr block)	\$ 5,000		
	b) Safety Consultant	\$ 2,061		
	c) Drug Testing	\$ 450		

2019 BUDGET BREAKDOWN OF EXPENDITURES:

Page W-3

WATER DEPARTMENT-601.49400 (CON'T)		2017 Actual	2018 Budget	2019 Budget
4050	MAINTENANCE AGREEMENTS	\$ 5,012.52	\$ 13,775	\$ 13,775
	a) USTI (software support)	\$ 1,000		
	b) Gopher State One-Call	\$ 1,000		
	c) Cathodic Protection Service	\$ 2,000		
	d) 66% SCADA System	\$ 765		
	e) Software Support for Meter Program	\$ 660		
	f) Meter Reading Equipment Support (handhelds)	\$ 250		
	g) Infraseek GIS	\$ 1,800		
	h) GPS upgrades	\$ 300		
	i) Infraseek Software Modules	\$ 6,000		
4300	CONFERENCES & SCHOOLS	\$ 1,150.59	\$ 2,000	\$ 1,500
	a) Munici-pals			
	b) MN Rural Water Conference			
	c) AWWA			
	d) Con-Expo	\$ 500		
	e) Staff Training 1/yr	\$ 150		
	f) U.S.T. I. Conference	\$ 850		
4330	DUES & SUBSCRIPTIONS	\$ 380.38	\$ 525	\$ 560
	a) AWWA			
	b) Rural Water Assoc.			
4370	PERMITS & SALES TAX	\$ 2,581.70	\$ 7,200	\$ 8,400
	a) DNR Fees (Well Permits)	\$ 2,200		
	b) Quarterly Sales Tax (37103)	\$ 6,200		
4470	WATER PERMIT SURCHARGES (37171)	\$ -	\$ 10	\$ 10
5000	CAPITAL OUTLAY	\$ -	\$ -	\$ -
7000	TRANSFERS OUT	\$ 95,157.00	\$ 100,139	\$ 94,253
	a) Transfer to General Fund	\$ 31,987		
	b) Transfer to Renewal & Replacement	\$ 62,266		
<u>TOTAL 2019 WATER DEPARTMENT EXPENDITURES</u>		\$ 401,697.06	\$ 414,598	\$ 419,050

**CITY OF SPRING LAKE PARK
BREAKDOWN OF EXPENDITURES FOR 2019 BUDGET**

				Page WTP/OP-1
<u>WATER TREATMENT PLANT OPERATIONS-601.49402</u>		2017 Actual	2018 Budget	2019 Budget
2100	OPERATING SUPPLIES	\$ -	\$ 100	\$ 100
2120	MOTOR FUELS & LUBRICANTS	\$ 2,000.00	\$ 2,000	\$ 2,000
	a) Diesel, Generator			
2160	CHEMICALS & CHEMICAL PRODUCTS	\$ 15,532.10	\$ 19,000	\$ 19,000
2200	REPAIR & MAINTENANCE	\$ 8,716.08	\$ 10,000	\$ 15,000
	a) Tools			
	b) RPZ Testing (Backfill testing)			
	c) Load Bank Testing (Generator)	\$ 3,000		
2210	EQUIPMENT PARTS	\$ 6,031.75	\$ 5,000	\$ 4,000
3030	ENGINEERING FEES	\$ -	\$ 1,000	\$ 1,000
3500	PRINTING & PUBLISHING	\$ -	\$ -	\$ -
3600	INSURANCE	\$ 9,881.80	\$ 10,000	\$ 10,200
3810	ELECTRIC UTILITIES	\$ 79,234.88	\$ 75,000	\$ 75,000
3830	GAS UTILITIES	\$ 2,435.91	\$ 2,500	\$ 2,600
4000	CONTRACTUAL SERVICE	\$ -	\$ 3,500	\$ 3,500
	a) Filter Evaluation			
	b) Security Camera Maintenance			
	c) Comcast			
4370	PERMITS, DUES & SUBSCRIPTIONS	\$ 1,025.00	\$ 2,850	\$ 2,850
	a) Hazardous Chemical Inventory Fee & Pressure Vessel Permit (State of MN)	\$ 200		
	b) WTP Permit (Metro Council)	\$ 650		
	c) Strength Charge (Metro Council)	\$ 2,000		
5000	CAPITAL OUTLAY	\$ -	\$ -	\$ -
7000	TRANSFERS OUT	\$ 43,635.00	\$ 43,635	\$ 44,945
	a) Transfer to Renewal & Replacement	\$ 11,316		
	b) Transfer to Water Treatment Plant Fund	\$ 33,629		
<u>TOTAL 2019 WTP EXPENDITURES</u>		\$ 168,492.52	\$ 174,585	\$ 180,195

**CITY OF SPRING LAKE PARK
BREAKDOWN OF EXPENDITURES FOR 2019 BUDGET**

Page S-1

SEWER DEPARTMENT-601.49450		2017 Actual	2018 Budget	2019 Budget
1010	SALARIES	\$ 110,853.49	\$ 106,500	\$ 109,000
1013	OVERTIME	\$ 4,355.29	\$ 7,500	\$ 7,912
	a) 175 OT hrs @ \$45.21			
1020	ON-CALL SALARIES	\$ 1,156.03	\$ 2,950	\$ 3,014
	a) 40 OT hrs @ \$45.21	\$ 1,808		
	b) 20 DT hrs @ \$60.28	\$ 1,206		
1040	TEMPORARY SALARIES (\$10-\$12)	\$ 2,832.50	\$ 9,550	\$ 5,000
1050	VACATION BUY BACK	\$ 1,474.43	\$ 1,650	\$ 1,700
1210	PERA EMPLOYER CONTRIBUTION	\$ 8,363.61	\$ 8,479	\$ 8,695
	a) Coordinated 7.5% \$ 119,926			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 8,793.74	\$ 9,803	\$ 9,690
	a) FICA 6.2% \$ 126,626	\$ 7,854		
	b) Medicare 1.45% \$ 126,626	\$ 1,836		
1300	HEALTH & DENTAL INSURANCE	\$ 17,128.32	\$ 16,600	\$ 19,985
1313	LIFE INSURANCE	\$ 92.40	\$ 95	\$ 95
1510	WORKER'S COMPENSATION	\$ 6,318.06	\$ 6,700	\$ 7,900
2000	OFFICE SUPPLIES	\$ 425.93	\$ 800	\$ 800
	a) Copy Paper			
	b) Miscellaneous			
2030	PRINTED FORMS	\$ 1,369.03	\$ 1,500	\$ 1,500
	a) Utility Bills & Envelopes	\$ 1,300		
	b) Special Notices, Radio Install Forms	\$ 200		
2100	OPERATING SUPPLIES	\$ 575.97	\$ 500	\$ 500
2120	MOTOR FUELS & LUBRICANTS	\$ 2,354.41	\$ 2,500	\$ 2,700
2200	REPAIR & MAINTENANCE	\$ 13,734.22	\$ 10,000	\$ 10,000
	a) Chemicals-Sewer System			
	b) Sewer System Maintenance			
	c) Manhole Covers			
2210	EQUIPMENT PARTS	\$ 4,734.31	\$ 3,000	\$ 3,000
2220	POSTAGE	\$ 2,064.23	\$ 2,500	\$ 2,500
	a) Utility Billing			
	b) Metered Mail			
2221	TIRES	\$ 568.87	\$ 1,000	\$ 500

2019 BUDGET BREAKDOWN OF EXPENDITURES:

Page S-2

SEWER DEPARTMENT-601.49450 (CON'T)

			2017 Actual	2018 Budget	2019 Budget
2222	STREET REPAIRS		\$ 120.00	\$ 1,000	\$ 1,500
	a) Curb Repairs				
	b) Sod				
	c) Asphalt (sewer breaks)				
2262	WATER METERS & SUPPLIES		\$ -	\$ 6,000	\$ 6,000
2280	UNIFORM ALLOWANCE		\$ 686.86	\$ 950	\$ 950
3010	AUDIT & ACCOUNTING SERVICES (12.5%)		\$ 2,565.00	\$ 2,617	\$ 2,700
3030	ENGINEERING SERVICES		\$ 1,087.00	\$ 1,000	\$ 2,500
3040	LEGAL SERVICES		\$ -	\$ 300	\$ 300
3210	TELEPHONE		\$ 540.15	\$ 700	\$ 700
	a) Alarm System				
	b) Cell Phone usage				
	c) Pager				
	d) iPad for SCADA				
3310	TRAVEL EXPENSE		\$ 586.32	\$ 1,000	\$ 1,000
	a) Sewer Trade Conference				
	b) USTI Conference				
3500	PRINTING & PUBLISHING		\$ -	\$ 300	\$ 300
3600	INSURANCE		\$ 12,058.84	\$ 12,100	\$ 11,500
3810	ELECTRIC UTILITIES		\$ 4,679.17	\$ 3,600	\$ 4,000
3840	METRO WASTE CONTROL		#####	\$ 554,557	\$ 593,579
	(\$49,464.84/month)				
4000	CONTRACTUAL SERVICES		\$ 2,310.00	\$ 13,011	\$ 13,511
	a) I.T. Services (split 150 hr block)	\$ 5,000			
	b) Safety Consultant	\$ 2,061			
	c) Drug Testing	\$ 450			
	d) Clean & Televiser Main Lines	\$ 5,000			
	e) Load Bank Testing (Generator)	\$ 1,000			
4050	MAINTENANCE AGREEMENTS		\$ 2,879.83	\$ 11,460	\$ 6,500
	a) USTI (software support)	\$ 1,000			
	b) Gopher State One-Call	\$ 2,040			
	c) 33% SCADA System	\$ 450			
	d) Software Support for Meter Program	\$ 660			
	e) Meter Reading Equipment Support (handhelds)	\$ 250			
	f) Infraseek GIS	\$ 1,800			
	g) GPS/GIS Software Support	\$ 300			

2019 BUDGET BREAKDOWN OF EXPENDITURES:

Page S-3

SEWER DEPARTMENT-601.49450 (CON'T)

		2017 Actual	2018 Budget	2019 Budget
4300	CONFERENCES & SCHOOLS	\$ 562.58	\$ 2,450	\$ 1,950
	a) Munici-pals			
	b) MN Rural Water Conference			
	c) AWWA			
	d) Sewer Trade Conference	\$ 500		
	e) Staff Training 1/yr	\$ 150		
	f) U.S.T.I. Conference	\$ 850		
4330	DUES & SUBSCRIPTIONS	\$ 184.38	\$ 340	\$ 340
	a) Minnesota Rural	\$ 123		
	b) American Water Works Assoc.	\$ 137		
	c) A.P.W.A.	\$ 80		
4390	MISCELLANEOUS	\$ -	\$ 100	\$ -
4450	RESERVE CAPACITY CHARGES (SAC-37250)	\$ 2,460.15	\$ 2,700	\$ -
4460	SEWER PERMIT SURCHARGES (37271)	\$ -	\$ 10	\$ 10
5000	CAPITAL OUTLAY	\$ -	\$ -	\$ -
7000	TRANSFERS OUT	\$ 74,607.00	\$ 81,669	\$ 75,228
	a) Transfer to General Fund	\$ 17,185		
	b) Transfer to Renewal & Replacement	\$ 58,043		
<u>TOTAL 2019 SEWER DEPARTMENT EXPENDITURES</u>		#####	\$ 887,491	\$ 917,059

TOTAL 2019 PUBLIC UTILITY OPERATING EXPENDITURES

#####	\$ 1,476,674	\$ 1,516,304
-------	--------------	--------------

**CITY OF SPRING LAKE PARK
BREAKDOWN OF REVENUE & EXPENDITURES FOR 2019 BUDGET
WATER TREATMENT PLANT FUND 602**

Page WTP-1

<u>REVENUES:</u>		2017 Actual	2018 Budget	2019 Budget
602.00000.36200	MISC REVENUES	\$ 1,353.00	\$ -	\$ -
602.00000.36210	INTEREST	\$ 2,772.42	\$ 5,000	\$ 5,000
602.00000.37150	WATER CONNECTION CHARGE	\$ 185,220.00	\$ -	\$ -
602.00000.37601	WATER TREATMENT PLANT COLLECTIONS	\$ 207,913.25	\$ 210,000	\$ 210,000
602.00000.37604	WATER TREATMENT PLANT PENALTIES	\$ 4,166.02	\$ 4,000	\$ 3,016
602.00000.39206	TRANSFER FROM WTR TREATMT PLANT	\$ 25,000.00	\$ 32,649	\$ 33,629
<u>TOTAL 2019 WTP BOND FUND REVENUES</u>		\$ 426,424.69	\$ 251,649	\$ 251,645

<u>EXPENDITURES:</u>		2017 Actual	2018 Budget	2019 Budget
602.49402.06010	BOND PRINCIPAL	\$ -	\$ 213,000	\$ 219,000
602.49402.06110	BOND INTEREST	\$ 42,538.71	\$ 38,649	\$ 32,645
<u>TOTAL 2019 WTP BOND FUND EXPENDITURES</u>		\$ 42,538.71	\$ 251,649	\$ 251,645

City of Spring Lake Park

In 2019, the estimated wastewater service fee for your community is \$593,578.09, a change of 7.04% from 2018. The table below details your allocated wastewater flow, in millions of gallons (mg), and cost of service:

Community Allocation	2019	2018
Metered flow (mg)	244.20	
Unmetered flow (mg)	-9.34	
Total flow (mg)	234.86	229.01
Percent of regional flow	0.26%	0.25%
Municipal wastewater charge	\$593,578.09	\$554,556.79
Cost change from prior	7.04%	11.11%

Your fee is based on the portion of wastewater flow discharged from your community to the regional system in the past year (2017) multiplied by the regional wastewater charge for the upcoming year (2019). Year-to-year changes are affected by growth, water conservation, and inflow and infiltration.

Region	2019	2018
Regional allocated flow (mg)	89,991.18	90,747.95
Flow change from prior	-0.83%	6.4%
Regional wastewater charge	\$227,440,997	\$219,749,756
Cost change from prior	3.5%	3.7%

Some wastewater may enter or leave your community but not be included in the metered flow total. These unmetered flows are shown below. Assigned wastewater volumes per unit – such as single-family unit (SFU) or recognized equivalent connection (REC) – vary based on past flow response to wet weather, age of services, and other data.

Flow from Spring Lake Park = 11.33 mg; added to allocated flow:

To:	Calculation/ Description	1 st Q	2 nd Q	3 rd Q	4 th Q	Notes
Blaine	Water use records	2.53	2.91	3.28	2.61	Spring Lake Park data

Flow to Spring Lake Park = -20.67 mg; deducted from allocated flow:

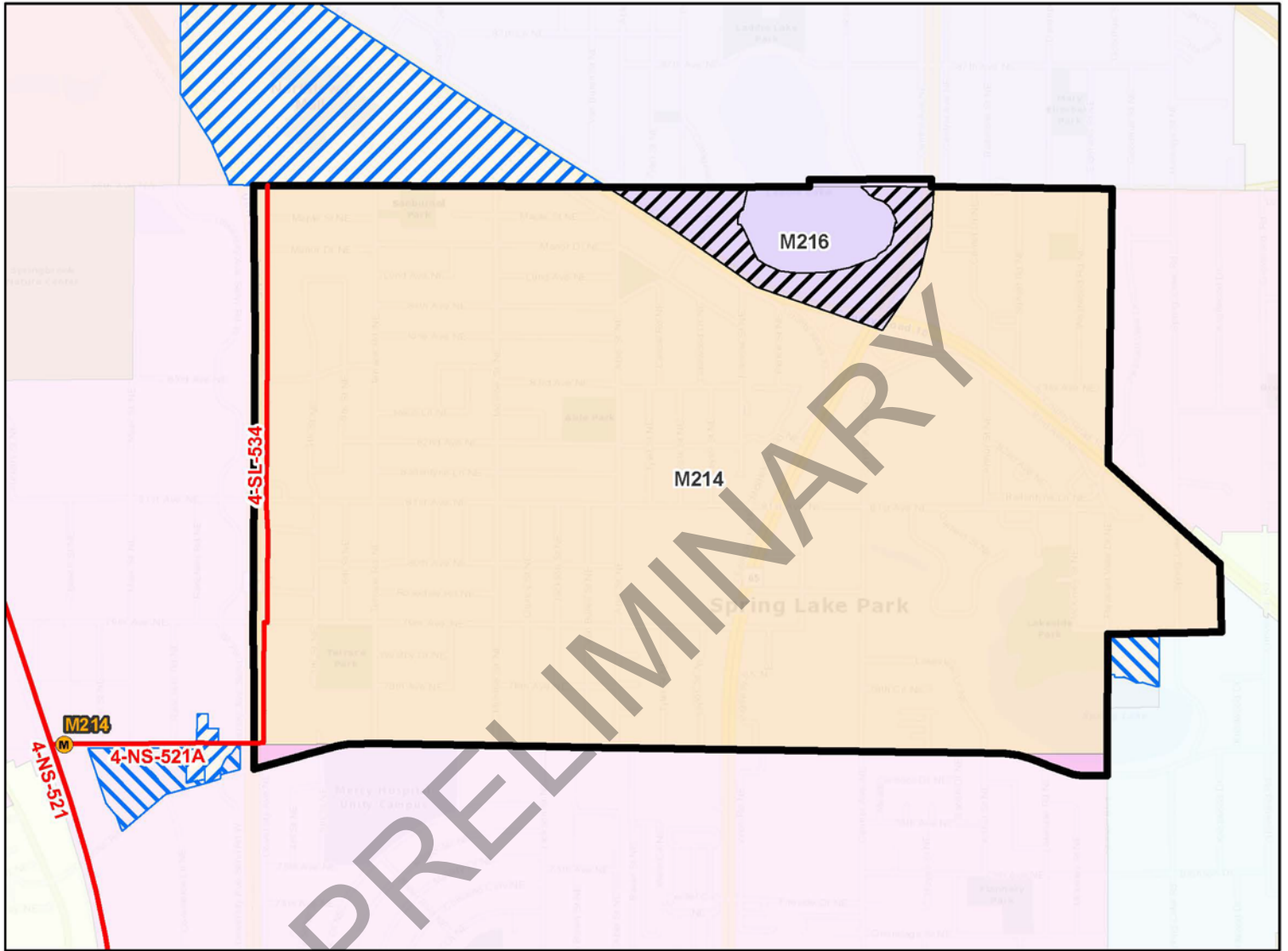
From:	Calculation/ Description	1 st Q	2 nd Q	3 rd Q	4 th Q	Notes
Blaine	Water use records	- 5.08	- 5.43	- 4.80	- 4.31	Blaine data; Northtown Shop Ctr
Fridley	Bob's Produce water use records	- 0.13	- 0.30	- 0.39	- 0.23	Fridley data

Unmetered flow total = - 9.34 mg

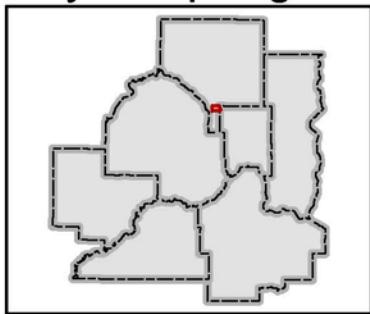
Community Map; see next page for details.



City of Spring Lake Park



City of Spring Lake Park MCES Facilities



MXXX Metershed

M Meters

— Gravity Interceptor

Unmetered (Flow From)

Adjusted

Unmetered (Flow To)

Not Adjusted

Adjusted



Memorandum

To: Mayor Hansen and Members of the City Council

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

Date: November 27, 2018

Subject: RFP for Building Inspection and Related Services

At the October 29, 2018 City Council work session, the City Council directed staff to draft a request for proposals for building inspection services.

Included with this memorandum is a draft RFP that will be issued the beginning of December. The RFP calls for proposals to be submitted no later than 3pm on December 21, 2018. The RFP provides a summary of information about the community, outlines the scope of services the City is requesting, spells out the performance standards that will be specified within the agreement, specifies the information the City is looking for in the proposal, outlines the evaluation process, and specifies the anticipated term of contract.

The proposal also allows the City the right to reject any or all proposals. Should the City Council decide not to move forward with contracting out the service or wish to pursue a different direction, the proposal provides the City Council the freedom to do so.

Staff welcomes input from the City Council on the draft RFP. If the City Council finds the draft RFP to be in order, the City Council would take action to authorize staff to release the RFP. The RFP will be published on the City's website, the LMC website, and sent to various contractors.

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



**REQUEST FOR PROPOSALS
BUILDING INSPECTION AND RELATED SERVICES
CITY OF SPRING LAKE PARK, MN**

Issue Date:	December 4, 2018
Response Deadline:	December 21, 2018

Contact: City of Spring Lake Park
Daniel R. Buchholtz, Administrator, Clerk/Treasurer
1301 81st Avenue NE
Spring Lake Park, MN 55432

763-784-6491 phone
763-792-7257 fax
dbuchholtz@slpmn.org

I. SUMMARY

The City of Spring Lake Park, Minnesota (the “City”) is requesting proposals to provide building official/inspector duties and related services to the City. Proposals must be received by the City no later than 3:00pm on December 21, 2018 and should be sent to:

City of Spring Lake Park
Attn: Daniel Buchholtz, Administrator, Clerk/Treasurer
1301 81st Avenue NE
Spring Lake Park, MN 55432

Each consultant desiring to respond to this Request for Proposals must submit seven (7) copies of its proposal. Each proposal submitted shall be valid for ninety (90) days.

II. GENERAL INFORMATION

The City of Spring Lake Park, incorporated in 1953, is located in Anoka and Ramsey Counties. The City encompasses approximately 2.2 square miles with a population of approximately 6,500. The City is bordered to the south and west by Fridley, the north by Blaine and the east by Mounds View. Transportation corridors serving the City include State Trunk Highway 47 (University Avenue), State Trunk Highway 65 (Central Avenue) and Anoka CSAH 10. The City is primarily residential, though it does have a number of small commercial/industrial enterprises. The City has been experiencing a redevelopment boom over the past three years with the construction of the Legends of Spring Lake Park, a 194 unit affordable senior housing community, a Hy-Vee grocery store and convenience store/gas station, and a 3-story climate controlled storage facility constructed by Public Storage. The City also anticipates future redevelopment projects to occur over the next five years in various locations around the City.

The City currently provides building inspection and code enforcement services in-house. The Code Enforcement Department currently consists of a full-time Certified Building Official, a part-time Code Enforcement Officer who assists with nuisance inspections and the rental housing program, and a full-time receptionist who is an ICC Certified Permit Technician. The current building official has expressed his intent to retire in early 2019.

Building permits issued in recent years were as follows:

Year	Commercial/ Industrial Permits	Residential Permits	Total Number	Total Permit Valuation
2014	16	218	234	\$ 3,844,672
2015	29	368	397	\$10,321,018
2016	18	252	270	\$ 8,027,462
2017	17	233	250	\$31,066,551
2018 (year to date)	22	164	186	\$21,686,203

The City utilizes the following fee schedule for building permits:

Valuation	Permit Fee
\$1 to \$500	\$31.00
\$501 to \$2,000	\$31 for the first \$500 value, plus \$4 for each additional \$100 value or fraction thereof
\$2,001 to \$25,000	\$79.44 for the first \$2,000 value plus \$16.34 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$445.38 for the first \$25,000 plus \$12.18 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$731.80 for the first \$50,000 plus \$8.80 for each additional \$1,000 or fraction thereof
\$100,001 to \$500,000	\$1,128.64 for the first \$100,000 plus \$7.24 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,671.86 for the first \$500,000 plus \$6.20 for each additional \$1,000 or fraction thereof
\$1,000,001 and up	\$6,368.06 for the first \$1,000,000 plus \$5.16 for each additional \$1,000 or fraction thereof
Inspections outside normal business hours	\$61.70
Re-inspection & Misc. inspection fees	\$61.70
Additional plan review fee required for revisions	\$61.70

The City currently charges flat fees for HVAC and plumbing permits. The City's fee schedule is available on the City's website - www.slpmn.org – by clicking the Permits & Licenses tab at the top of the page.

The City manages a rental housing licensing program. Currently, the City has 227 rental properties with 1,052 rental units, ranging from single family homes to multi-family dwellings. Rental properties are licensed annually, with an inspection required every other year. Rental housing license fees are listed on the City's fee schedule.

The City currently uses PermitWorks to track permits and inspections.

III. GENERAL CONDITIONS

The City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, to accept a proposal that is not the lowest proposal based on fees, and to accept or reject any item or a combination of items. The City further reserves the right to reject proposals that do not contain all elements or information requested in this document. The City shall not be liable for any losses incurred by any consultants submitting proposals. All services will be provided pursuant to a written contract between the City and the Consultant, which shall be negotiated and mutually acceptable to both parties.

IV. TERM OF CONTRACT

The initial term of the proposed contract shall be for a period of one (1) year commencing approximately thirty (30) days after the date a contract is approved by the City Council

and shall automatically be renewed based on the provisions negotiated in the contract. The City will be allowed to terminate within thirty (30) days written notice if the consultant does not perform services in a satisfactory manner, loses its license to perform any of the services, and/or becomes insolvent and other similar reasons. The City reserves the right to extend the length of the contract.

V. SCOPE OF SERVICES

The City wishes to contract with a consultant to provide the following services:

1. Act as the Building Official for the City.
2. Review and approve construction plans and specifications for residential, accessory, commercial and industrial structures, and also for remodeling of and additions to structures.
3. Consult with architects/engineers/contractors/owners as required to ensure mutual interpretation and understanding of codes and ordinances.
4. Conduct inspections required by the most current edition of the State Building Code for residential, accessory, commercial and industrial structures for compliance with building, plumbing and mechanical codes, and all other applicable building and related codes.
5. Conducts activities related to enforcement such as inspections, investigations of complaints and/or suspected violations of the Building Code. Work with City staff to attain Code compliance.
6. Generally conducts building inspections within 24 hours of the time requested.
7. Keep record of inspections made and note progress and deficiencies on inspection record; record when deficiencies have been corrected. Provide the City with documentation of the inspection report for each inspection.
8. Authorize the issuance of Certificates of Occupancy for completed structures.
9. Conduct inspections for compliance with approved site plan and erosion control plans in conjunction with other inspections.
10. Acts as the City's Fire Marshal.
11. Conducts inspections as required under the City's rental housing licensing program (City Code Sections 150.077-150.094, inclusive)
12. Investigate complaints of all vacant or abandoned properties, pursuant to City Code Sections 150.140-150.168, inclusive.
13. Performs inspections as requested under the City's zoning code (City Code Chapter 153), the Property Maintenance Code (City Code Sections 150.180-150.181, inclusive), and the City's nuisance ordinance (City Code Chapter 92).

VI. EXPECTED PERFORMANCE STANDARDS

The following is a summary of the minimum expectations of the firm. Final provisions shall be worked out during contract negotiation.

1. Qualified personnel shall perform all services and shall maintain all necessary certificates and licenses required to perform such services.
2. Except when, and if, the workload demands otherwise, all inspections shall be conducted within regular business hours (M-F, 8:00am-4:30pm).

3. A monthly report shall be provided to the City Council detailing a building permit number and description, rental housing inspections, property maintenance inspections and the amount owed the inspection company.
4. The contractor shall establish and maintain an office with a mailing address and a telephone number for scheduling inspections and general inquiries.
5. Written materials shall be provided to the City that outline application requirements and code information for various types of permits (i.e. new home, deck, finish basement, remodel, etc.). These materials shall be clear and concise and kept up to date.

VII. PROPOSAL FORMAT AND SUBMISSION

The following is a summary of the information that prospective contractors shall provide in response to this RFP:

1. *Statement of Qualifications and Experience.* This shall include the qualifications of the Building Official, other principal(s), and of any other personnel that will likely be involved in the code administration activities identified under Section V of this Request for Proposal. Please provide name(s), certificate number(s) and years of experience for each qualified person.
2. *Firm Information.* Provide information about your firm including the number of full-time inspectors and where they are located, support staff and any other appropriate information.
3. *Cost of Providing Service.* This should include details on how your firm will be compensated to provide the services identified in Section V of this Request for Proposal. Include details about your billing procedure (i.e. monthly, quarterly, etc.), compensation for inspections related to outstanding building permits, how your firm establishes the value of a building project and permit fee, permit fee schedule the contractor uses and charges for non-permitted work (zoning violations, nuisance complaints, rental housing inspections).
4. *Inspection Services Details.* This shall include a description of how the contractor will provide service including:
 - a. The hours that inspections will be made;
 - b. Turnaround time for plan review;
 - c. Turnaround time to schedule inspections;
 - d. Hours that the Building Official or other persons will be available for discussions with contractors, engineers, architects, and the public;
 - e. Description of services that can be provided by the contractor;
 - f. Any special arrangements with the City (i.e. office area, telephone, computer, filing cabinet, use of City staff, etc.).
5. *Description of Services.* Provide a description of your understanding of this program, a general description of how services would be provided, and of the resources you would bring to this contract. This should also describe the building permit application process commencing with a resident's phone call or initial application to final inspection, including any integration with existing City staff.
6. *Documents.* Please provide a copy of your building permit application, forms, documents and handouts that you make available to cities and applicants.
7. *Technology.* Please discuss your understanding and use of technology in the code administration, permitting and enforcement process.

8. *Insurance.* Provide details about the level of insurance provided in the following areas: 1) auto insurance, 2) professional liability insurance, 3) general liability insurance and 4) workers compensation insurance.
9. *References.* Please provide a current listing of your municipal clients including the contact name and phone number. Provide a list of any municipal clients who you have served within the past five years who are not on the municipal client list.

VIII. PROPOSAL EVALUATION

The proposals will be evaluated in terms of looking for the best combination of cost, customer service, credentials, proposed level of service, use of technology, and compatibility of the Contractor with the City. Contractors submitting a proposal by the deadline may be interviewed by the City prior to selection of a proposal. Contractors should be prepared to undergo an interview regarding the proposal following the proposal due date. The City reserves the right to select a contractor without conducting an interview. The City reserves the right to waive technicalities or irregularities, to accept any portion of a response when proposals are by items, to reject any or all responses and to make arrangements in the best interest of the City.

IX. CONTACT/SUBMISSION INFORMATION

The proposal may be emailed, mailed or delivered to the address listed below. The due date for the proposal is Friday, December 21, 2018 at 3:00pm.

All proposals and any related correspondence may be mailed or delivered to the address below:

City of Spring Lake Park
c/o Daniel R. Buchholtz, Administrator, Clerk/Treasurer
1301 81st Avenue NE
Spring Lake Park, MN 55432

Phone: 763-784-6491
E-mail: dbuchholtz@slpmn.org

Inquiries about this proposal may be made to Administrator, Clerk/Treasurer Buchholtz using the methods listed above.



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 12.3.18 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

MS4 Permit (193802936).

Annual Report and Annual Public Meeting completed in June. *Annual Training will be completed this fall.*

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

A summary report was presented on September 10th. *An updated LSWMP based on comments received from the various review agencies has been prepared and distributed to appropriate agencies.*

2018 Sanitary Sewer Lining Project (193804547).

This project includes sewer lining in the northeast area of the city. *Lining work has been completed. Service wye grouting will occur next. Terry Randall is monitoring the work.*

2019 Street Seal Coat Project (19380....).

Plans and specifications should be prepared for winter bidding.

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. The new pump for Well 4 has arrived but will the bowl assembly was damaged so it has been reordered by Keys. When the bowl assembly arrives, installation and start-up taking approximately a week to complete. Once startup is completed, rehabilitation work on Well 5 will commence.*

Arthur Street (Well 5) Water Treatment Plant Evaluation (193801776 Task 300): An onsite walkthrough has been completed. *A summary list of identified plant issues has been prepared and reviewed by the Administrator and Public Works Director. We are also working with Terry to have Shank Constructors install calibration tubes for the Manganese Sulfate and Potassium Permanganate feed systems.*

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.

Bituminous Trail (on Osborne Rd. from TH 65 to Central Avenue)(193804584): This trail segment may be reconstructed in 2019. *A GSOC ticket was called into get private utilities marked and a topographic survey has been completed.*

Cellular Antenna Installations on Water Towers:

- **Verizon on Arthur Street tower.** This is a new installation. Construction Drawings were approved from an engineering standpoint on April 24th. *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.*

Feel free to contact Harlan Olson, Phil Carlson, Mark Rolfs, Ryan Capelle, Marc Janovec, Peter Allen, or me if you have any questions or require any additional information.

CORRESPONDENCE

STATE OF MINNESOTA
OFFICE OF ADMINISTRATIVE HEARINGS

Douglas Ebeltoft,

Complainant,

v.

Barbara Goodboe-Bisschoff,

Respondent.

**FINDINGS OF FACT,
CONCLUSIONS OF LAW,
AND ORDER**

This Fair Campaign Practices complaint (Complaint) is pending before the following Panel of three Administrative Law Judges: James E. LaFave (Presiding Judge), Barbara J. Case, and Kimberly J. Middendorf.

The matter was submitted to the Panel based on the record created at the Probable Cause hearing and the underlying record, including the Complaint, the Prima Facie Determination, the Probable Cause Order, and written submissions from the parties. The hearing record closed on November 16, 2018.

Douglas Ebeltoft (Complainant) appeared on his own behalf and without legal counsel. Barbara Goodboe-Bisschoff (Respondent) also appeared on her own behalf and without legal counsel.

STATEMENT OF THE ISSUES

1. Did Complainant demonstrate that Respondent accepted contributions of more than \$600 from an individual in violation of Minn. Stat. § 211A.12 (2018)?
2. If so, what penalty is appropriate?

SUMMARY OF CONCLUSIONS

Complainant established by a preponderance of the evidence that Respondent violated Minn. Stat. § 211A.12 by accepting a campaign contribution over the campaign finance limit of \$600. For this violation, the Panel concludes a \$50 penalty is appropriate.

Based on the record and proceedings herein, the undersigned panel of Administrative Law Judges makes the following:

FINDINGS OF FACT

1. Respondent was a candidate for Spring Lake Park mayor in the November 2018 election.¹

2. The City of Spring Lake Park has a population of less than 100,000.²

3. On October 4, 2018, Respondent accepted a contribution of \$800 from her boyfriend, Paddy Jones.³

4. Respondent filed a campaign financial report with Daniel Buchholtz, the filing officer for the City of Spring Lake Park, on or about October 26, 2018.⁴ The report covered receipts and disbursements made between August 30, 2018, and October 26, 2018.⁵ Respondent disclosed her acceptance of the \$800 contribution from Mr. Jones.⁶

5. On October 29, 2018, Mr. Buchholtz notified Complainant, who is Spring Lake Park's Police Chief, that Respondent may have violated Minn. Stat. § 211A.12, which limits campaign contributions from individuals to \$600. Complainant filed this campaign complaint on November 5, 2018.⁷

6. After Respondent received the Complaint, Respondent wrote a check for \$303.40 to Paddy Jones.⁸

7. On November 12, 2018, Respondent submitted a letter in which she admitted to violating the contribution limits by accepting a contribution over \$600.⁹ Respondent apologized for her error and indicated she had returned the excess contribution to Mr. Jones.¹⁰

8. Respondent explained that she was aware of the \$600 contribution limit.¹¹ In late September 2018, Mr. Jones asked to contribute toward Respondent's campaign expenses, which Respondent indicated were between \$450-500.¹² Instead, Mr. Jones wrote Respondent a check for \$800. Mr. Jones told Respondent the amount contributed

¹ Complaint (Nov. 5, 2018).

² As of the April 2010 United States Census, Spring Lake Park's population was 6,412. See <https://www.census.gov/quickfacts/fact/table/springlakeparkcityminnesota/POP010210>.

³ Complaint Exhibit (Ex.) 1; Respondent's Ex. 1.

⁴ Complaint; Complaint Ex. 1.

⁵ Complaint Ex. 1.

⁶ *Id.*

⁷ Complaint at 2.

⁸ Respondent's Ex. 3.

⁹ Respondent's Ex. 1.

¹⁰ *Id.*; see also Respondent's Ex. 3.

¹¹ *Id.*

¹² Respondent's Ex. 1.

in excess of Respondent's campaign expenses was an early birthday gift.¹³ Respondent forgot to include this information on her campaign financial report.¹⁴

9. By Order dated November 14, 2018, the Presiding Judge found that Complainant had established probable cause that Respondent violated Minn. Stat. § 211A.12 by accepting a campaign contribution over \$600 from an individual.

10. The parties agreed to submit this matter on the record to the Panel.

Based upon the foregoing Findings of Fact, the undersigned Panel of Administrative Law Judges makes the following:

CONCLUSIONS OF LAW

1. The Administrative Law Judge Panel is authorized to consider this matter pursuant to Minn. Stat. § 211B.35 (2018).

2. Under Minn. Stat. § 211A.02, subd. 1 (2018), candidates or committees who receive "contributions" or make "disbursements" of over \$750 in a calendar year must file financial reports with the appropriate filing officer.

3. A "contribution" is defined as "anything of monetary value that is given or loaned to a candidate or committee for a political purpose."¹⁵

4. Minn. Stat. § 211A.12 prohibits local candidates in voting districts that have fewer than 100,000 residents from accepting more than \$600 in contributions from any individual or committee. The statute reads in pertinent part:

A candidate or a candidate's committee may not accept aggregate contributions made or delivered by an individual or committee in excess of \$600 in an election year for the office sought and \$250 in other years.¹⁶

5. Respondent's acceptance of the \$800 contribution from Paddy Jones, an individual, exceeded the campaign contribution limits under Minn. Stat. § 211A.12.

6. Complainant established that Respondent violated Minn. Stat. § 211A.12 by accepting the \$800 contribution from Paddy Jones.

Based on Respondent's violation, it is appropriate to impose a civil penalty of \$50.

¹³ *Id.*

¹⁴ *Id.* On November 16, 2018, Respondent provided a bank transaction receipt in the amount of \$303.40, along with a Campaign Financial Report for the period of October 27, 2018, through November 14, 2018, which lists Respondent's \$303.40 refund to Mr. Jones. See Respondent's written submission on penalty (Nov. 16, 2018) and attachments.

¹⁵ Minn. Stat. § 211A.01, subd. 5 (2018).

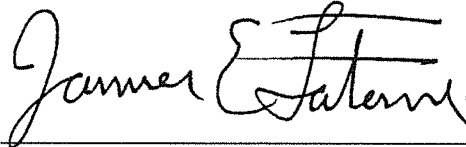
¹⁶ Minn. Stat. § 211A.12.

Based on the record herein, and for the reasons stated in the following Memorandum, the Panel makes the following:

ORDER

Respondent Barbara Goodboe-Bisschoff shall pay a civil penalty of \$50 by December 28, 2018, based on her violation of Minn. Stat. § 211A.12.¹⁷

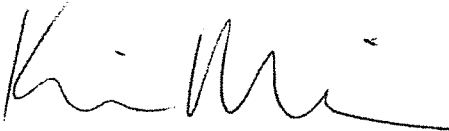
Dated: November 20, 2018



JAMES E. LAFAVE
Presiding Administrative Law Judge



BARBARA J. CASE
Administrative Law Judge



KIMBERLY J. MIDDENDORF
Administrative Law Judge

NOTICE

Pursuant to Minn. Stat. § 211B.36, subd. 5 (2018), this is the final decision in this case. Under Minn. Stat. § 211B.36, subd. 5, a party aggrieved by this decision may seek judicial review as provided in Minn. Stat. §§ 14.63-.69 (2018).

¹⁷ The check should be made payable to "Treasurer, State of Minnesota" and sent to the Office of Administrative Hearings, PO Box 64620, St. Paul MN 55164-0620. The OAH docket number should be included on the check.

MEMORANDUM

Respondent admitted to accepting a contribution from an individual over the limits allowed by statute.¹⁸ Respondent explained the circumstances that led to the excess campaign contribution. Respondent stated that she intended to describe Mr. Jones's contribution in more detail on her campaign financial report form, but simply forgot to do so.¹⁹ She asserted that she made an unintentional error and not a willful violation. Respondent returned the excess contribution to Mr. Jones as soon as she received the Complaint.²⁰

Complainant acknowledged that Respondent promptly refunded the excess campaign contribution and noted that Respondent had no previous violations of Minn. Stat. § 211A or 211B.²¹ Based on these facts, Complainant recommended that the Panel dispose of the matter through a written reprimand and a civil penalty of \$50, made payable to the City of Spring Lake Park, to reimburse for the cost of the complaint filing fee.²²

To ensure consistency in applying administrative penalties across types of violations of the Fair Campaign Practices Act, the Office of Administrative Hearings uses a "penalty matrix" to guide decision-making. The matrix categorizes violations based upon the willfulness of the misconduct and the impact of the violation upon voters.²³ Because every case is unique, however, the Panel may depart from the presumptive penalty listed in the matrix.²⁴

The Panel concludes Respondent's conduct in accepting the \$800 contribution was inadvertent. Complainant notes Respondent had no previous campaign violations. Respondent apologized for the error and promptly corrected the violation upon receiving the Complaint. It is unlikely the violation had any impact on the voting public. Based on this record, the Panel concludes that a civil penalty of \$50 is appropriate for Respondent's violation.

J. E. L., B. J. C., K. J. M.

¹⁸ Respondent's Ex. 1.

¹⁹ *Id.*

²⁰ Respondent's Ex. 3; Respondent's written submission on penalty (Nov. 16, 2018). Respondent also notes that she lost the mayoral election by over 1,000 votes, which shows that her actions had little impact on voters.

²¹ Complainant's written submission on penalty (Nov. 14, 2018).

²² *Id.*

²³ See Penalty Matrix (<https://mn.gov/oah/self-help/administrative-law-overview/fair-campaign.jsp>); *Fine v. Bernstein*, 726 N.W.2d 137, 149-50 (Minn. Ct. App.), *review denied* (Minn. 2007).

²⁴ *Id.*



Dear Neighbors and Friends of SACA,

At SACA Food Shelf, we believe that the holidays are meant to be a joyous time for friends and family to celebrate. Unfortunately, the holiday season can be a real struggle for people in need of food and our mission is to help alleviate this struggle. Those in need of food should not be burdened with deciding between buying their children new shoes or dinner.

According to Hunger Solutions, a statewide, anti-hunger organization, Anoka County's total visits to local food shelves was 39,800 households in 2012 and has since increased to 54,595 in 2016. This trajectory is expected to continue and we must do all that we can to ensure every person in need has food.

In regard to SACA's efforts within our own community, **donations** made in 2017 from businesses, churches, friends, neighbors and service partners helped us serve **486,857 pounds of food to 20,328 individuals or 7875 families and households**. We continuously strive to bring the joy of the holidays to those less fortunate in our neighborhoods, but we cannot do it without community support – **we are in this together!**

How is Your Donation Used?

- Client Choice Program: Giving people choices by picking out exactly what they need from our food room.
- SACA Thrift Store: On-site thrift store open to the public. All funds are recycled into purchasing food.
- Homeless Program: Offering an easily carried, compact supply of food and hygiene products.
- SACA Delivers: Delivering groceries to homebound seniors and people with disabilities.
- Seasonal Produce Distribution: Distributing fresh fruit and vegetables during harvest season.
- School Backpack Program: Helping local schools to discreetly pack weekday meals for students.
- Holiday Food and Toy Drive: Providing full nutritious meals and gifts to families during the holidays.
- SACA Career Fair: Connecting people looking for employment with job opportunities.

Celebrate the holidays this season by joining us in helping those in need. **Volunteer at SACA or donate** by using the enclosed envelope. You can also visit our website at www.SACAFoodShelf.org and click on either PayPal or Razoo.

We wish you all the best this holiday season, stay warm, and if you are able, please assist us in helping those in need.

Sincerely,

A handwritten signature in black ink that reads "Dave Rudolph".

Dave Rudolph, Co-Director

A handwritten signature in black ink that reads "Steve Smith".

Steve Smith, Board Chair

SACA Board: John Haluska, Brian Harper, Jerry Rekow, Jessica Dowell, Sue Sjoselius, Mark Larsen, Ben Harris, Jim Watkins, Sean Broom

SACA Food Shelf and Thrift Store

627 38th Ave NE, Columbia Heights, MN 55421 763-789-2444

www.sacafoodshelf.org Facebook: SACA Food Shelf

42nd ANNUAL SACA HOLIDAY TOY DISTRIBUTION – DECEMBER 21, 2018

Please complete the following and return or call the SACA office.

INDIVIDUAL OR BUSINESS NAME: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

DONATIONS NEEDED BY DECEMBER 11 2018. Gifts can be dropped off at SACA Office (Mon, Tue, Thur, 8am to 4:30pm Wed 10:00am to 6:30pm)

_____ Food-no dented, crushed or unlabeled items. Used or best by date should be current.

_____ Monetary donation or gift card

_____ Gifts should be new and unwrapped. Especially needed are items for teenagers, family games and gift cards. Please include batteries if required.

GIFT SORTING:

Tue, Dec 17th, _____ 8am – 12 noon _____ 12:30pm – 4:30pm

Wed, Dec 18th, _____ 8am – 12noon _____ 12:30pm – 4:30pm

DISTRIBUTION OF GIFTS: FRIDAY, DECEMBER 21ST AT SACA

Help parents choose gifts: _____ 8am to 12 Noon _____ 12pm to 4pm _____ 4pm to 7pm

Help parents take gifts to the car: _____ 8am to 12 Noon _____ 12pm to 4pm _____ 4pm to 7pm

Prepare Food for Volunteers: _____ 11:30 - 1:30 (lunch)

PARKING:

Please park on a side street away from the building.

SACA and the families we serve, THANK YOU for making this season joyful for the children.

Your contributions are tax deductible



TH 47 & TH 65 Road Safety Audit Post-Audit Presentation

Melissa Barnes | North Area Engineer

November 13, 2018

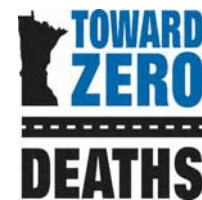


mndot.gov

Goals of a Road Safety Audit (RSA)

#1: Eliminate Fatal and Serious Injuries (K's+A's)

- State Performance Measures
- Toward Zero Deaths (TZD)



#2: Reduce Total Crashes

- Number
- Severity

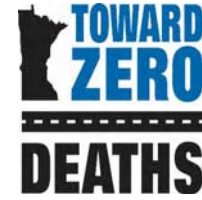


Goals of a Road Safety Audit (RSA)

Continued...

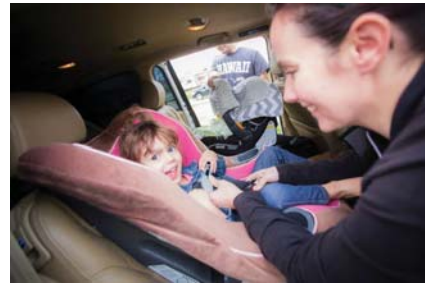
Multi-Dimensional Approach to Safety

- Part of TZD
- 4E's: Engineering, Enforcement, Education, Emergency Medical and Trauma Services



Provide Recommendations

- Short, Medium, and Long-Term Solutions

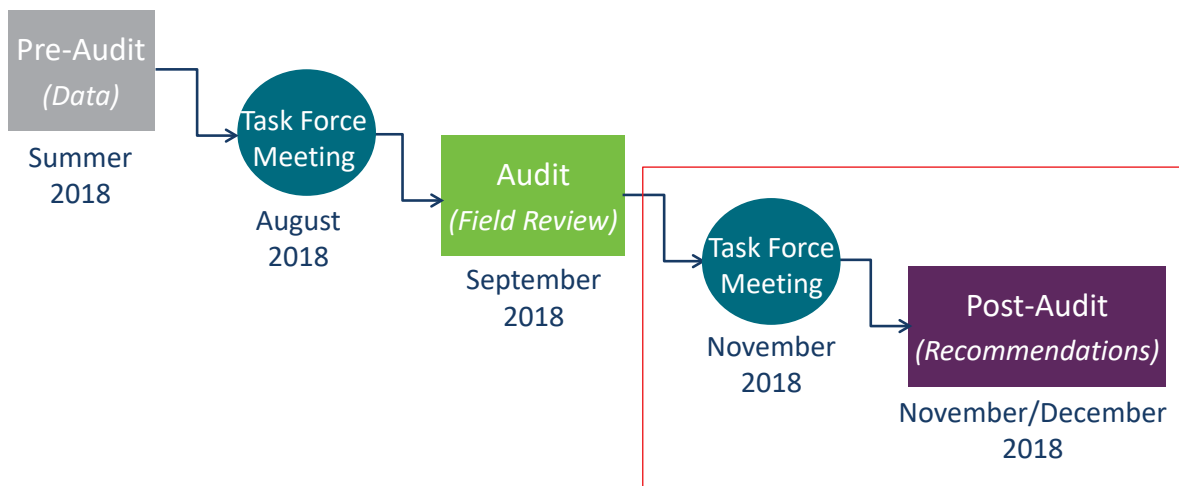


11/14/2018

mndot.gov

3

RSA Process



11/14/2018

mndot.gov

4

Post Audit

- Putting It All Together -

- Analysis of pre-audit crash data
- Review of discoveries in the audit
- Develop recommendations
 - Short-term (0-5 years)
 - Mid-term (5-10 years)
 - Long-term (10+ years)
- Location-Specific Strategies
- Corridor-Wide Strategies
- Report Findings to Stakeholders



11/14/2018

mndot.gov

5



Road Safety Audit Team

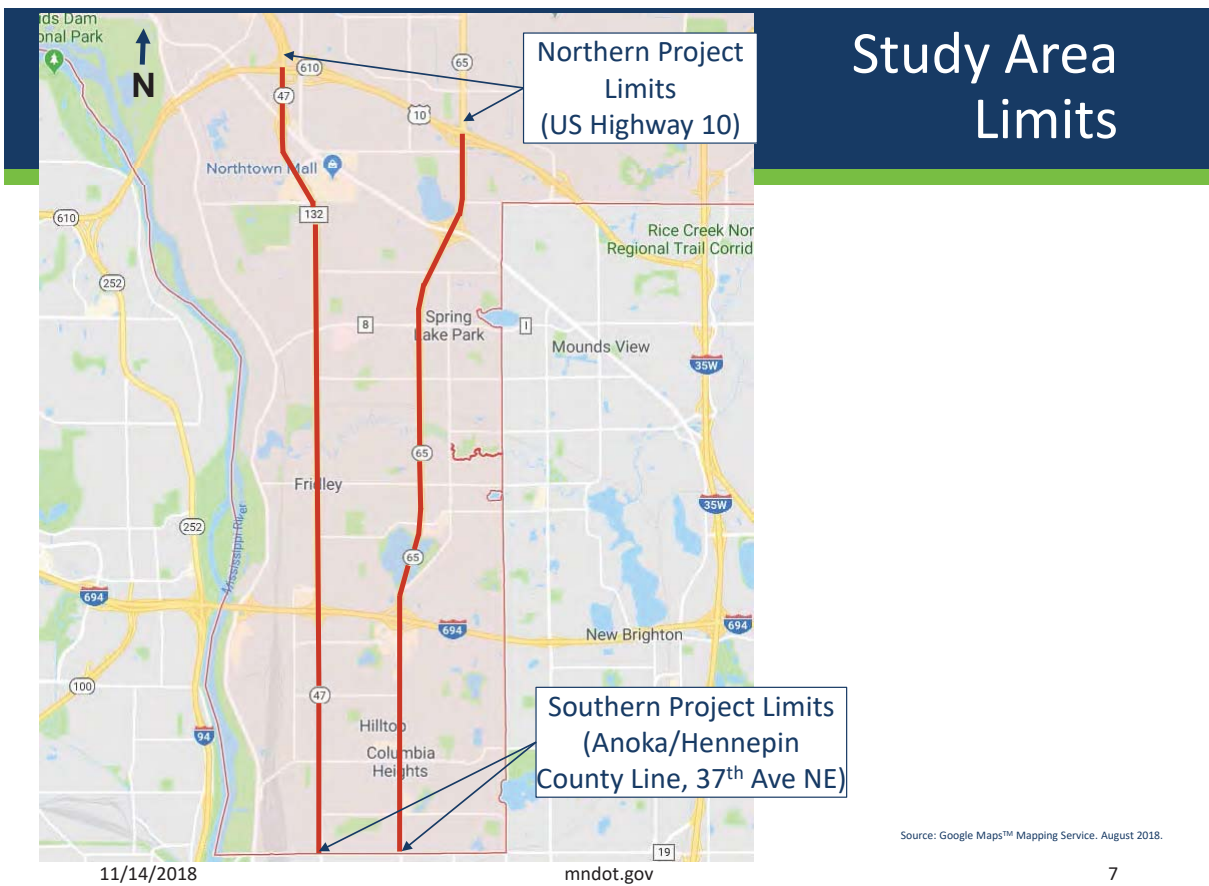
Name	Agency	Role	Days Present
Melissa Barnes	MnDOT	MnDOT Project Manager	Both*
Derek Leuer	MnDOT	Traffic Safety Engineer	Day 1
Brad Estochen	MnDOT	Traffic Safety Engineer	Day 2
Jamal Love	MnDOT	Geometrics Design	Both
Todd Grugel	MnDOT	ADA Program Engineer	Day 1
Elizabeth Walton	MnDOT	Pedestrian and Bicycle Planner	Both
Will Stein	FHWA	Traffic Safety Engineer	Both
Perry Jones	City of Fridley	Detective/Law Enforcement	Both
Sonja Burseth	Metro Transit	Transit Planner	Both
Heidi Schallberg	Metropolitan Council	Transportation Planner	Both
Joe Gustafson	Washington County	Traffic Engineer	Day 1
David Sheen	Hennepin County	Traffic Safety Engineer	Day 2
Brandi Popenhagen	HDR	RSA Project Manager	Both*
Rick Plenge	HDR	Multi-Modal Expert	Both*
Natalie Sager	HDR	RSA Project Engineer	Both

*also evening of September 10th

11/14/2018

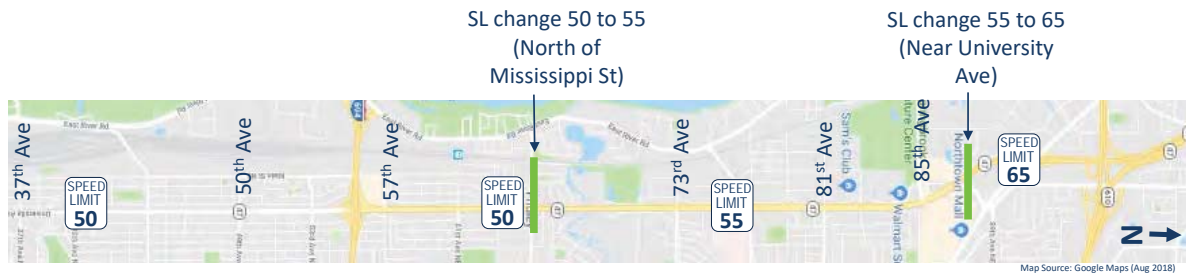
mndot.gov

6



Trends/Observations

TH 47 - Speed Data



- 2016 Speed Study:

South of Mississippi Street:
85th percentile speeds around 55 mph (posted speed is 50 mph).

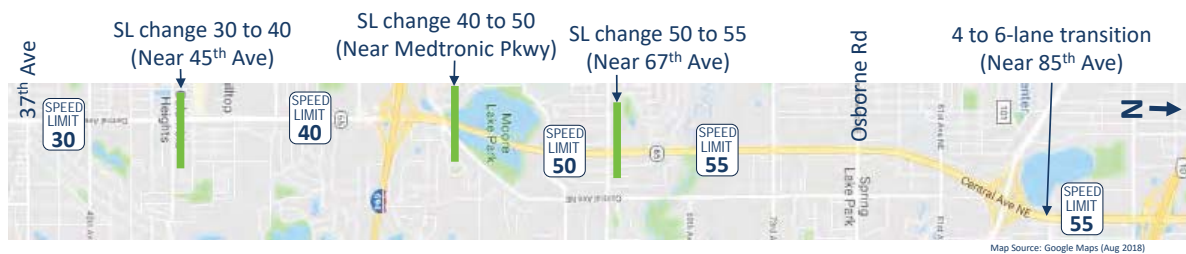
North of Mississippi Street:
85th percentile speeds generally aligned with today's posted speed limits.

11/14/2018

mndot.gov

9

TH 65 - Speed Data



- No speed study data was available for TH 65.
- Observed some speeds over the speed limit at 40th Ave NE (speed limit 30 mph) and 49th Ave NE (speed limit 40 mph) on September 17, 2018.

11/14/2018

mndot.gov

10

Crash Trends

(Both Corridors)

- Most crashes occurred at intersections
- A notable percentage of fatal and severe injury crashes involved bikes or pedestrians (45% on TH 47, 25% on TH 65)
- Most crashes were rear end (49-52%) or angle (23%) collisions
- 55% of crashes involving pedestrians occurred during non-daylight hours.

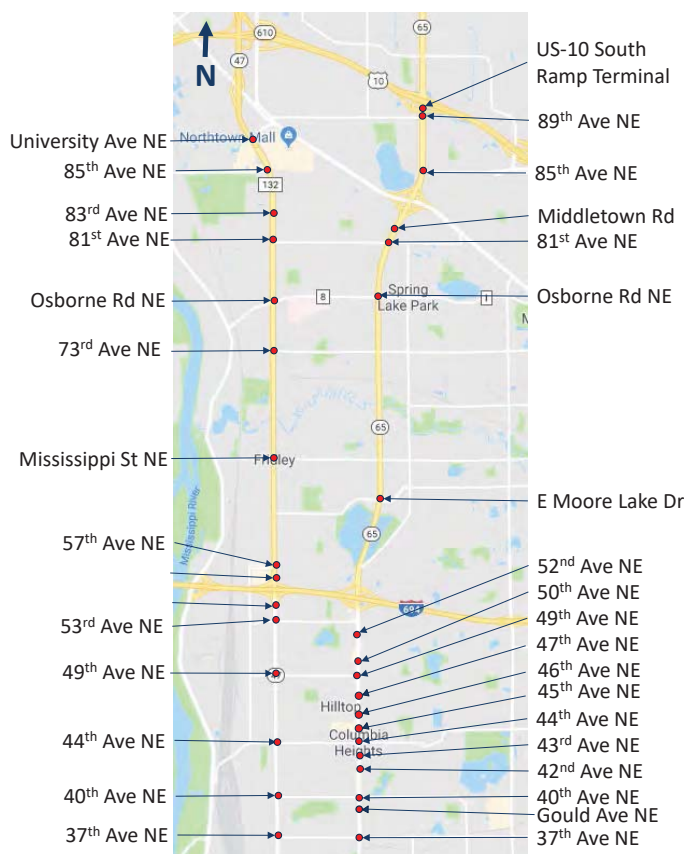


Image Source: HDR (Pflugerville Parkway, 2015)

11/14/2018

mndot.gov

11



Key Intersections

Source: Google Maps™ Mapping Service, August 2018.

11/14/2018

mndot.gov

12

Prioritization and Tradeoffs

- Costs and benefits of improvements will need to be considered.
- Implement short-, medium-, and long-term strategies.
- Most recommendations made have tradeoffs that will need to be considered.
 - Example: increased pedestrian safety versus reduced mobility for vehicles
- With limited funding and resources, key locations and updates will need to be prioritized.
 - Example: locations with pedestrian crash history, high pedestrian usage, regular low mobility use, etc.



11/14/2018

mndot.gov

Image source:
<http://www.clipart.com/clipart-scale.html>

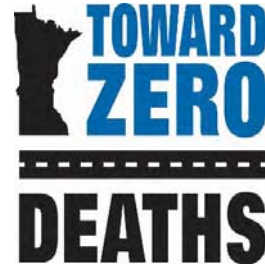
13



Short-Term (0-5 years) Recommendations

1. Coalition

Recommendation: Create a Toward Zero Deaths Coalition and/or Corridor Coalition(s) to prioritize safety on TH 47 and TH 65.



- Ideally a diverse group consisting of representatives from:
 - Local police
 - Emergency services
 - Education
 - Politicians
 - Government agencies
 - Communities
- Need an advocate to lead group efforts
- Examples:
 - Highway 12 Safety Coalition
 - North TH 65 Corridor Coalition

11/14/2018

mndot.gov

15

2. Traffic Law Enforcement Recommendations

- a) Strategize enforcement hours and locations, prioritize:
 - Non-compliance with traffic control devices (includes drivers and non-motorized traffic)
 - Speeding
 - Red light running (including violations for left turns)
- b) Consider red light running cameras and blue enforcement lights
- c) Seek additional funding for added enforcement hours



Image Sources: <https://content.govdelivery.com/accounts/STPAUL/bulletins/1403444> (Top), <https://minnesota.ctslocal.com/2014/11/06/good-question-what-are-those-blue-traffic-lights/> (Bottom)

11/14/2018

mndot.gov

16

3. Education Outreach Recommendations

- a) Consider different ways to share information: Signage, Local Papers, Social Media, Education Campaign(s)
- b) Promotion by local schools, law enforcement, transit agencies, etc.
- c) Refer to examples from other coalitions or campaigns
 - City St Paul
 - Highway 12 Safety Coalition
 - MnDOT Office of Transit and Active Transportation's Safety Education Campaign (in development)

11/14/2018

mndot.gov

17

3. Education Outreach *City of St Paul Examples*

Educational Video Example: Never Pass a Vehicle at a Crosswalk (City of Saint Paul)



Video Source: <https://www.youtube.com/watch?v=QOahnV7DU2s&feature=youtu.be>
Image Sources: <https://www.smart-trips.org/stop-for-me/> (top), <https://www.planetizen.com/news/2018/10/101162-forget-stop-signs-use-psychology-get-drivers-yield> (bottom)

11/14/2018

mndot.gov

18

3. Education Outreach

Highway 12 Safety Coalition Examples



Screenshot of Hwy 12 Safety Coalition's Facebook Page, Taken on 10/24/18: <https://www.facebook.com/Hwy-12-Safety-Coalition-131524313875302/>

11/14/2018

mndot.gov

19

4. Corridor Lighting Recommendations

- Evaluate lighting levels at intersections with pedestrian crossings, install and upgrade lighting as needed.
- Consider installing pedestrian-grade lighting at prioritized bus stops along the corridors
- Identify source of power and funding sources
- Implement active maintenance of lights



Image Sources: Model Design Manual for Living Streets, Page 7-11 (top), <https://www.weloville.com/2013/02/10/how-to-make-our-crosswalks-safer/> (bottom)

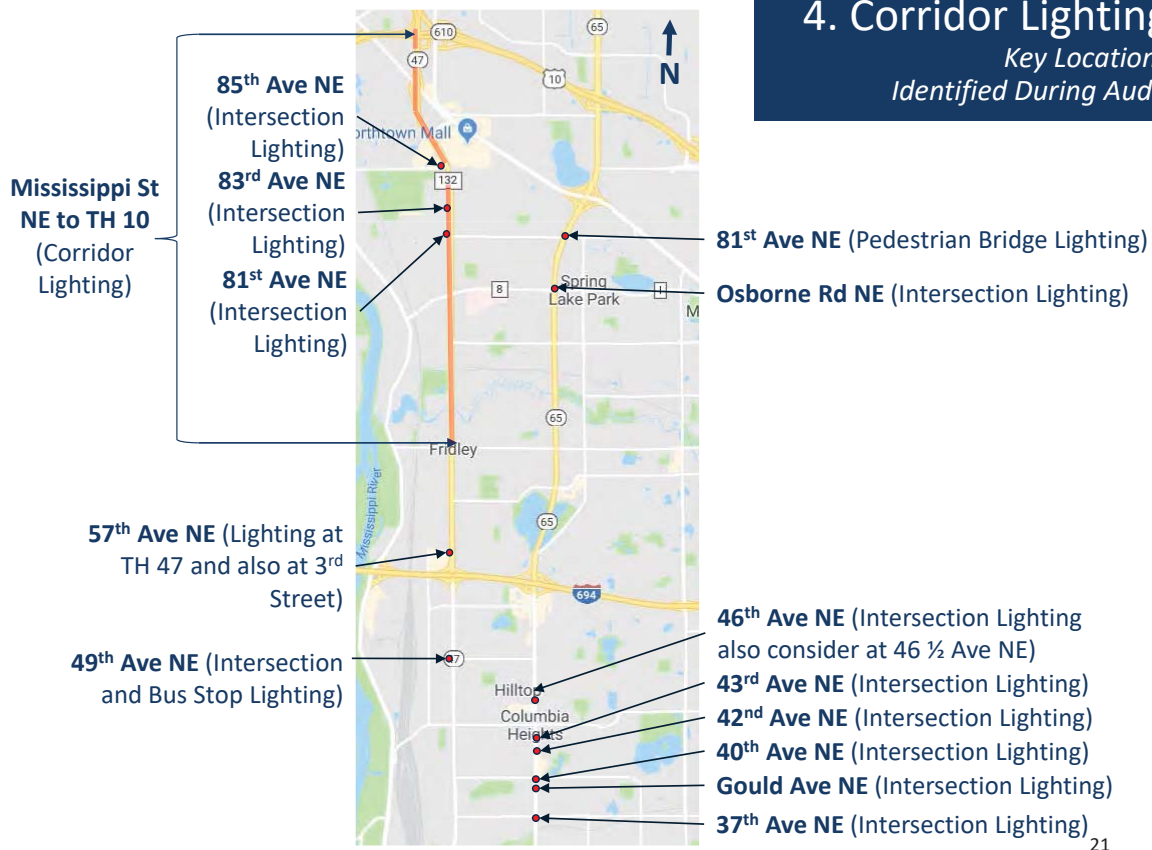
11/14/2018

mndot.gov

20

4. Corridor Lighting

*Key Locations
Identified During Audit*



5. Crossing Treatment Recommendations

- Use high-visibility crosswalk markings and signing
- Consider installing advanced stop lines, "Turning Vehicles Stop for Pedestrians" signage, and/or blank out signs
- Evaluate if marked crosswalks should be installed at unsignalized intersections
 - Crossings at unsignalized locations will need to be carefully considered and given lots of conspicuity to create safe crossings.
 - Consider Rectangular Rapid Flashing Beacons (RRFBs) or Pedestrian Hybrid Beacons (PHBs)
- Actively maintain pavement markings, especially crosswalks.
 - Consider using wet-reflective thermoplastic crosswalk markings for increased longevity and visibility

5. Crossing Treatments

a) High Visibility Crosswalk Markings

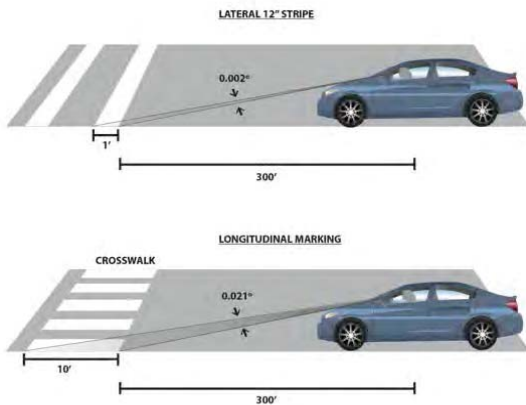


Image Sources: Model Design Manual for Living Streets, Page 7-5 (left), <https://nacto.org/publication/urban-street-design-guide/intersection-design-elements/crosswalks-and-crossings/conventional-crosswalks/> (right)

11/14/2018

mndot.gov

23

5. Crossing Treatments

b) Advanced Stop Lines, Stop for Pedestrians Signage, Blank Out Signs

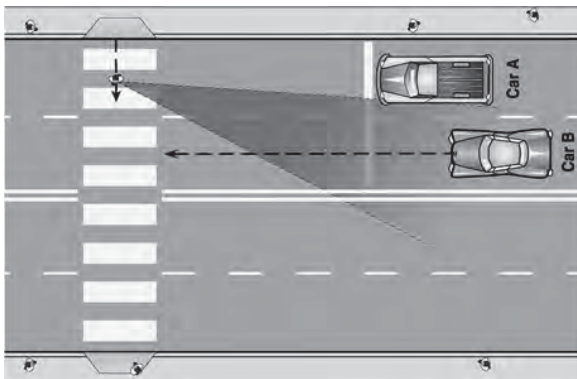


Image Sources: https://store.hallsigns.com/R1-5b-Stop-Here-for-Pedestrians_p_1614.html (top left), http://guide.safetousinfo.org/engineering/marked_crosswalks.cfm (bottom left), top and bottom right images taken by Natalie Sager in Minneapolis, MN (October 12, 2018).



11/14/2018

mndot.gov

24

5. Crossing Treatments

c) RRFBs and PHBs

Rectangular Rapid Flashing
Beacon (RRFB)



Pedestrian Hybrid Beacon (PHB)



Image Sources: <https://www.gshpinc.com/rectangular-rapid-flash-beacon/> (Left),
https://safety.fhwa.dot.gov/ped_bike/tools_solve/fhwasa14014/ (right)

11/14/2018

mndot.gov

25

5. Crossing Treatments

e) Pavement Marking Maintenance

TH 65 and 81st Ave NE



*Image taken on September 10, 2018

11/14/2018

mndot.gov

26

5. Crossing Treatments

*Key Locations
Identified During Audit*



27

6. Crossing Distance

Recommendations

- Install curb bump outs where possible to reduce crossing distance.
- Evaluate if all lanes are necessary and evaluate road widths, use extra width for curb bump outs, bike lanes, etc.
- Evaluate lane widths and consider reducing to minimum widths.
 - Restripe roadways with wider edge lines to help narrow lanes and minimize lane departure.
- Evaluate on-street parking needs and eliminate where feasible to allow for more bike lanes, wider sidewalks, curb bump outs, etc.
- Provide mid-crossing refuge for pedestrians as deemed appropriate.

6. Crossing Distance

curb bump outs, narrowed lanes, island refuge

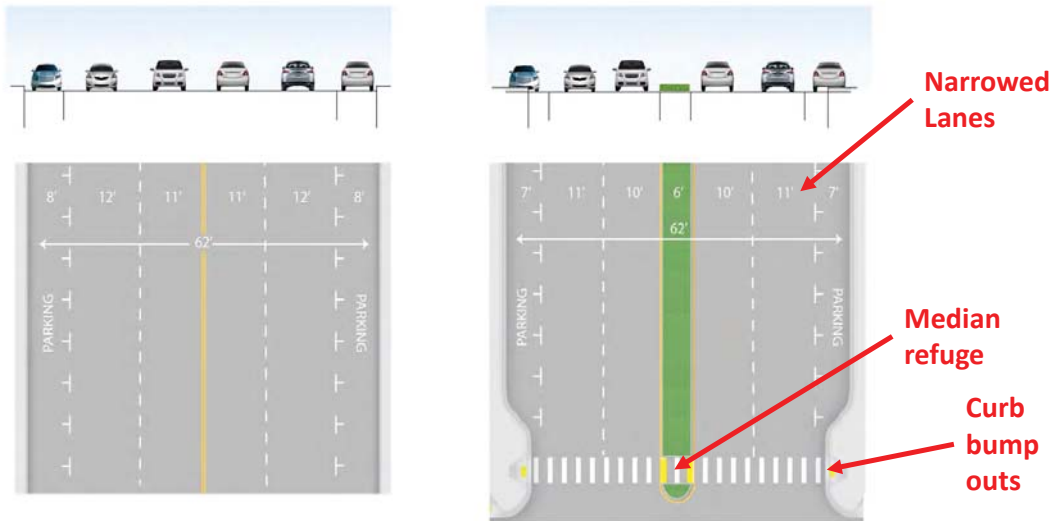


Image Source: Model Design Manual for Living Streets, Page 7-4

11/14/2018

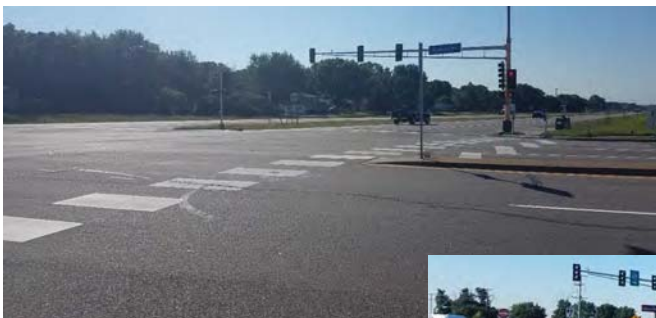
mndot.gov

29

6. Crossing Distance

Examples of Long Crossings

TH 47 and Osborne Rd NE



*Images taken on September 11, 2018

TH 47 and 85th Ave NE



11/14/2018

mndot.gov

30

6. Crossing Distance

*Key Locations
Identified During Audit*

University Ave NE (lane reduction)
85th Ave NE (lane reduction)
83rd Ave NE (shorten crossing distance, mid-crossing refuge)
81st Ave NE (lane reduction)
Osborne Rd NE (lane reduction, mid-crossing refuge)
73rd Ave NE (reduce lanes)
Mississippi St NE (reduce lanes)
57th Ave NE (remove NBRTL flare, lane reduction)
53rd Ave NE (reduce side street pavement width)
49th Ave NE (reduce side street pavement width)
44th Ave NE (reduce side street pavement width)
40th Ave NE (curb extensions, lane reduction)
37th Ave NE (curb extensions, lane reduction)

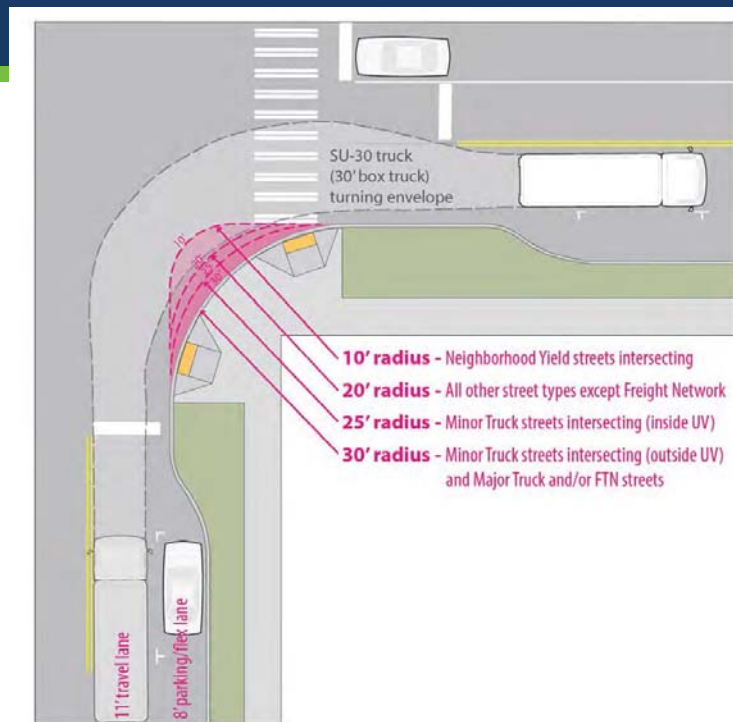


85th Ave NE (lane reduction)
81st Ave NE (lane reduction)
Osborne Rd NE (lane reduction)
E Moore Lake Dr (lane reduction)
50th Ave NE (curb extensions, reduce lanes)
47th Ave NE (curb extensions, mid-crossing refuge)
46th Ave NE (curb extensions, mid-crossing refuge, shorten left turn lanes, also do at 46 1/2 Ave NE)
44th Ave NE (curb extensions)
43rd Ave NE (curb extensions)
42nd Ave NE (curb extensions)
40th Ave NE (lane reduction, curb extensions, mid-crossing refuge)
Gould Ave NE (curb extensions)
37th Ave NE (curb extensions, mid-crossing refuge)

31

7. Traffic Calming

a) Truck Considerations



Truck Apron Example



Image Sources : <http://streetsillustrated.seattle.gov/design-standards/freight/> (left)
<https://www.smartdrivetest.com/blog-post/truck-aprons-roundabouts-slip-lanes> (right)

7. Traffic Calming

b) Corner Radii

TH 47 and 73rd Ave NE



TH 47 and 40th Ave NE



*Images taken on September 11, 2018

Key Locations Identified During Audit for Tightening Corner Radii

- **TH 47:** 37th Ave NE, 44th Ave NE, 49th Ave NE, 53rd Ave NE, 57th Ave NE, Mississippi St NE, 73rd Ave NE, Osborne Rd NE, 83rd Ave NE, 85th Ave NE
- **TH 65:** 46th Ave NE, 49th Ave NE, 50th Ave NE, 52nd Ave NE, E Moore Lake Dr, Osborne Rd NE, 81st Ave NE, 85th Ave NE, 89th Ave NE

11/14/2018

mndot.gov

34

7. Traffic Calming

c) Median Nose Extensions



Image Source: <https://publications.wri.org/citiessafer/>

TH 65 and 45th Ave NE



Image Source: Google Earth™ (October 2018)

Key Locations Identified During Audit for Median Nose Extensions:

TH 47: 44th Ave NE, 49th Ave NE, 53rd Ave NE, Mississippi St NE, 73rd Ave NE, Osborne Rd NE, 83rd Ave NE

TH 65: 37th Ave NE, Gould Ave NE, 42nd Ave NE, 43rd Ave NE, 45th Ave NE, 46th Ave NE, 50th Ave NE, 52nd Ave NE, E Moore Lake Dr, Osborne R NE, 85th Ave NE, 89th Ave NE

11/14/2018

mndot.gov

35

7. Traffic Calming

c) Median Nose Extensions

Corrugated Median Nose Example – Roosevelt Rd and Lawler Ave, Lombard Illinois



Image Source: Google Maps™ (November 2018)

11/14/2018

mndot.gov

36

7. Traffic Calming

d) Bus Stop Improvements

- Evaluate adding accommodations such as shelters, lighting, benches, bike racks, trash bins to make bus stops more visually apparent to drivers and feel more welcoming and safe for transit users.
- Consider installing curb at all bus stops that do not already have curb to provide separation from the roadway.

Bus stop at TH 47 and Osborne Rd NE



Image taken on September 11, 2018

11/14/2018

mndot.gov

37

7. Traffic Calming

e) Improve Sightlines

TH 65 and 44th Ave NE

Image Source: Google Earth™ (October 2018)



Key Locations Identified During Audit for Sightline Concerns:

TH 47: 44th Ave NE, 49th Ave NE, 53rd Ave NE, University Ave NE

TH 65: 42nd Ave NE, 44th Ave NE, 45th Ave NE

11/14/2018

mndot.gov

38

8. Traffic Signals

a) Crossing Time

- Crossing times should be evaluated to ensure pedestrians can get across the intersection before conflicting traffic gets a green phase. Near lower mobility communities or schools, additional crossing time may be needed.

Key Locations Identified During Audit for Evaluating Crossing Times:

TH 47: Mississippi St NE, 73rd Ave NE, 85th Ave NE

TH 65: 37th Ave NE, 40th Ave NE

TH 65 and 40th Ave NE



Image taken on August 09, 2018

11/14/2018

mndot.gov

40

8. Traffic Signals

b) Signal Cycle Length c) Pedestrian Recall

- With longer wait times, pedestrians are more likely to take risks such as jaywalking.
- Evaluate signal cycle lengths to reduce wait times for pedestrians.
- Evaluate signal operations to reduce risk of pedestrians not activating push buttons in time.
 - Consider placing side streets with lower traffic volume on pedestrian recall at certain times of day so that the pedestrian indication turns on with each signal cycle.

TH 65 and 40th Ave NE



Image taken on September 10, 2018

Key Locations Identified During Audit for Evaluating Signal Cycle Length or Use of Pedestrian Recall:

TH 47: 73rd Ave NE (pedestrian recall on side street)

TH 65: 37th Ave NE (pedestrian wait times), 40th Ave NE (pedestrian wait times), 85th Ave NE (pedestrian wait times)

8. Traffic Signals

d) Pedestrian Omit on Flashing Yellow Arrow

TH 65 and 40th Ave NE



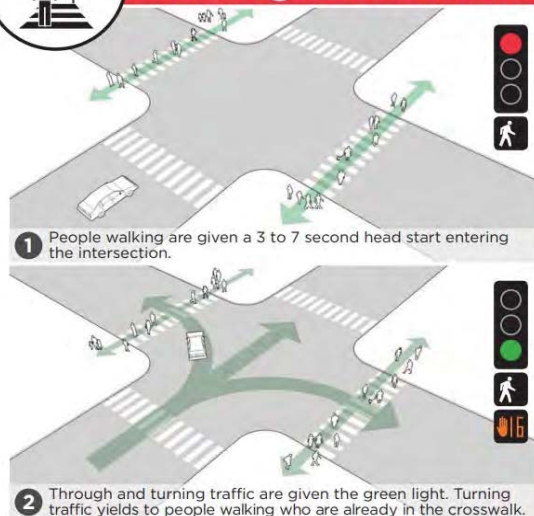
Image taken on August 09, 2018

8. Traffic Signals

d) Leading Pedestrian Interval



Leading Pedestrian Interval



Source: http://visionzero.lacity.org/wp-content/uploads/2018/01/Safety-Toolkit-Fact-Sheets_Leading-Pedestrian-Interval.pdf

Key Locations Identified During Audit for LPI/POOFYA:

TH 47: 37th Ave, 57th Ave NE, 73rd Ave NE, Osborne Rd NE, 81st Ave NE

TH 65: 37th Ave NE, 40th Ave NE, 44th Ave NE, 45th Ave NE, 50th Ave NE, E Moore Lake Dr, Osborne Rd NE, 81st Ave NE, 85th Ave NE

11/14/2018

mndot.gov

43

8. Traffic Signals

e) Restricting Right Turns on Red

- At intersections with sightline or repeated pedestrian crash issues, consider restricting right turns on red.
- Consider using blank out signs to prohibit turns only during parts of the day or during pedestrian phases.



Image Source: <https://www.roadtrafficlights.com/Turn-Sign/No-Turn-On-Red-Sign/SKU-X-R10-11b.aspx>

Key Locations Identified During Audit for No Turn on Red:

TH 47: 44th Ave NE, 49th Ave NE, 53rd Ave NE, Mississippi Street NE, 85th Ave NE

TH 65: 81st Ave NE

11/14/2018

mndot.gov

44

9. Accessibility

a) Intersections

- Pedestrians of all abilities should be able to navigate through an intersection as designed.
 - Those in wheelchairs should be able to access push buttons and have adequate space to not get stuck or roll in the street.
 - Those who are blind should be able to differentiate pedestrian versus vehicle space and be able to hear pedestrian countdown timers.

TH 47 and 57th Ave NE



*Image taken on September 11, 2018

11/14/2018

mndot.gov

45

9. Accessibility

b) Dirt Walking Paths

Dirt walking paths at TH 47 and 85th Ave NE



*Images taken on September 11, 2018

11/14/2018

mndot.gov

46

9. Accessibility

c) Bus Stops

Bus stop at TH 47 and 73rd Ave NE

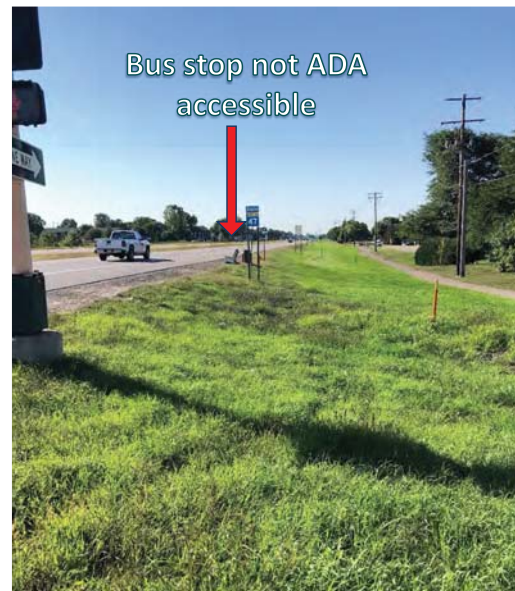


Images taken on September 11, 2018

11/14/2018

mndot.gov

Bus stop at TH 47 and 81st Ave NE



47

9. Accessibility

d) Winter Maintenance

Examples of Potential Winter Maintenance Accessibility Barriers



*Images Source: <https://www.baytoday.ca/local-news/stressed-about-snowbanks-and-sidewalks-261393>

11/14/2018

mndot.gov

48

9. Accessibility

Key Locations
Identified During Audit

- University Ave NE** (ADA accessible route through intersection)
- 85th Ave NE** (repair south pedestrian timer, connect to surrounding land uses)
- 81st Ave NE** (consider raised curb, connect to bus stops)
- Osborne Rd NE** (ADA upgrades to curb ramps, corner connections, add curb to bus stops)
- 73rd Ave NE** (connections in NE corner, add curb to bus stops)
- Mississippi St NE** (connect to NW parking lot)
- 57th Ave NE** (provide more direct connections in SW and NE corners)
- I-694 South and North Ramp Terminals** (ADA accessible route)
- 53rd Ave NE** (crossing on east leg, audible levels for pedestrian timers)
- 49th Ave NE** (crossing on east leg)
- 44th Ave NE** (audible levels for pedestrian timers)



- 89th Ave NE** (connect to frontage road in south corners)
- 85th Ave NE** (connect to NW bus stop)

- 49th Ave NE** (add at-grade ADA crossing on north and south legs, provide connections to businesses)
- 47th Ave NE** (add north leg crossing)
- 46th Ave NE** (add crossing over TH 65, also at 46 1/2 Ave NE)
- 45th Ave NE** (remove structure in NW corner)
- 43rd Ave NE** (add connection to NW bus stop)
- 37th Ave NE** (ADA upgrades to intersection, repair pavement)

49

10. Temporary Methods

- Consider temporary solutions to implement medium-term solutions on a faster timeline. Install more permanent solutions in the medium-term.

Example Median Closure



Image Source: <http://www.quickkurb.com/applications.html>

Low-Cost Curb Extension Example from Austin, TX



Image Source: <https://twitter.com/nacto/status/692740832294756352>



Medium-Term (5-10 years) Recommendations

11. Considerations for Future Projects

Example

TH 65 and Osborne Rd NE



Image Source: Google Earth™ (October 2018)

Retro-Reflective Back Plate

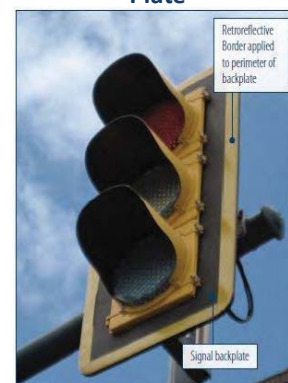
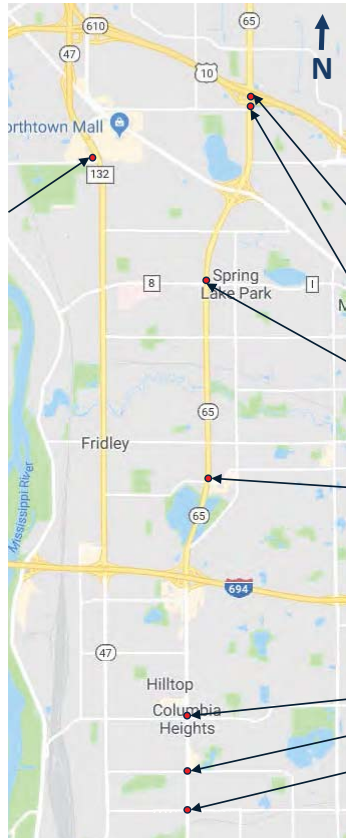


Image Source: http://safety.fhwa.dot.gov/provencountermeasures/fhwa_sa_12_007.htm

11. Considerations for Future Projects

Key Locations Identified During Audit

85th Ave NE
(consider retro-reflective back plates)



US-10 South Ramp Terminal
(consider retro-reflective back plates)

89th Ave NE (consider retro-reflective back plates, signal heads over each lane)

Osborne Rd NE (signal heads over each lane)

E Moore Lake Dr (signal heads over each lane)

44th Ave NE (signal heads over each lane)

40th Ave NE (signal heads over each lane)

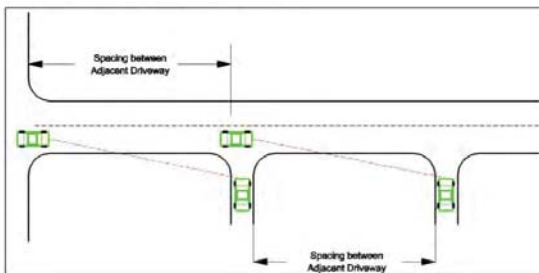
37th Ave NE (signal heads over each lane)

53

12. Access Management

a) Driveway Access Density

MnDOT Access Management Manual (2008)
Figure 3.25: Spacing between Adjacent Driveways



TH 65 between 42nd and 43rd Ave NE



Key Locations for Driveway Access Management Identified During Audit:

TH 65: 42nd Ave NE, 43rd Ave NE, 50th Ave NE

12. Access Management

c) Frontage Roads

Key Intersections Identified During Audit:

TH 47: 44th Ave NE, 49th Ave NE, 53rd Ave NE, Mississippi St NE, Osborne Rd NE, 83rd Ave NE



11/14/2018

mndot.gov

Closely spaced intersections

*Image taken on September 11, 2018

TH 47 and 53rd Ave NE

55

12. Access Management

d) Right-in/Right-Out Only and $\frac{3}{4}$ Intersections

Right-In/Right-Out Access: All left turn movements are restricted and through movements from the side street



$\frac{3}{4}$ Access: Left turn and through movements from side street are restricted

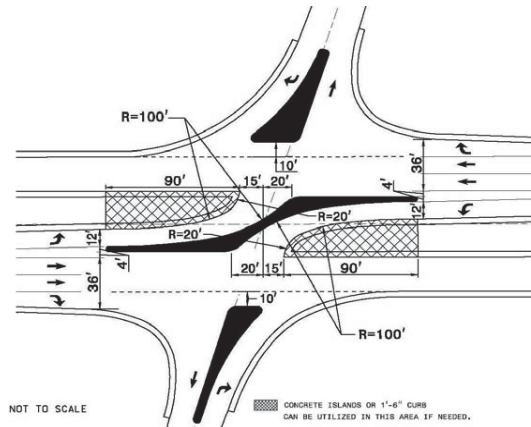


Image Sources: <https://nacto.org/publication/urban-bikeway-design-guide/intersection-treatments/median-refuge-island/> (left), <https://www.fhwa.dot.gov/publications/research/safety/09060/004.cfm> (right)

11/14/2018

mndot.gov

56

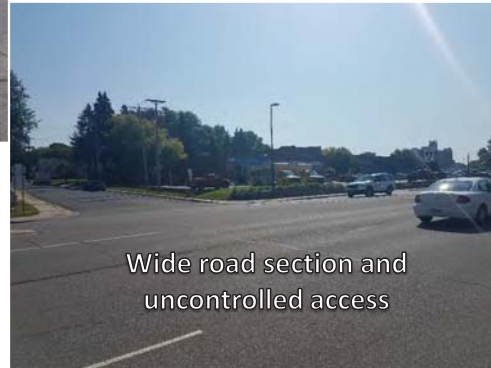
12. Access Management

d) Right-in/Right-Out Only and $\frac{3}{4}$ Intersections

TH 65 and 43rd Ave NE



TH 65 and 42nd Ave NE



Key Locations Identified During Audit:

TH 47: 57th Ave NE

TH 65: Gould Ave NE, 42nd Ave NE, 43rd Ave NE, 45th Ave NE, 46th Ave NE, 49th Ave NE, 52nd Ave NE, 81st Ave NE at Buchanan St, 89th Ave NE

11/14/2018

mndot.gov

*Images taken on September 10, 2018

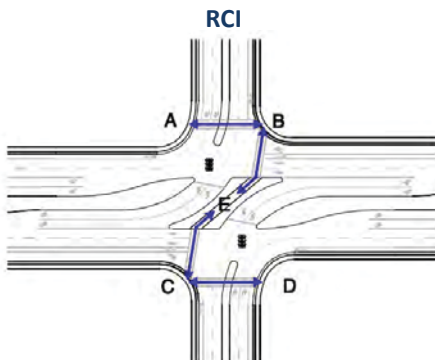
57

12. Access Management

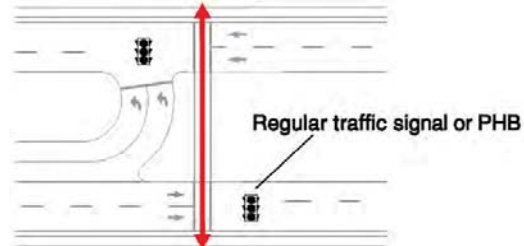
e) Reduced Conflict Intersections

- Signal placement is flexible at RCIs because each direction of travel can operate independently, consider signaling u-turns to signalize mid-block crossings.

Potential Pedestrian Movement at RCI



Example signalized mid-block crossing at u-turn of RCI



Images Source:
https://safety.fhwa.dot.gov/intersection/alter_design/pdf/fhwasa14070_rout_infoguide.pdf

11/14/2018

mndot.gov

58

e) Reduced Conflict Intersections

**Potential Location: TH 47 at
83rd Ave NE**



11/14/2018

TH 65 and Viking Blvd RCI Concept



mndot.gov

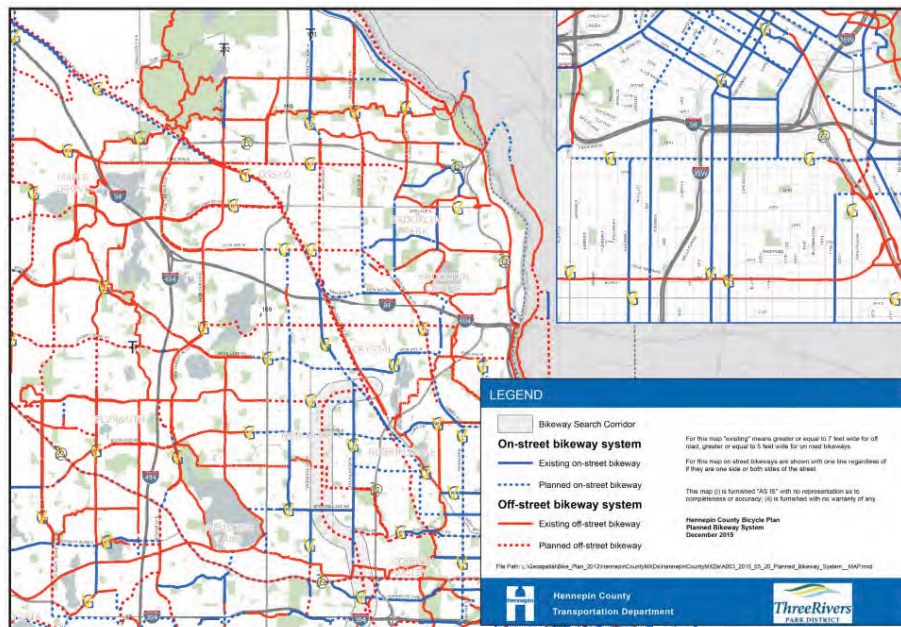
**Potential Location: TH 65 at
Osborne Rd NE**



59

13. Pedestrian and Bicycle Network Plan

Example from FHWA's Bike Network Mapping Idea Book (FHWA-HEP-16-054)



11/14, 2010

11111111.gov

Bike Network Mapping Idea Book | 21 |

60

13. Pedestrian and Bicycle Network Plan

Example

TH 47 at 57th Ave NE

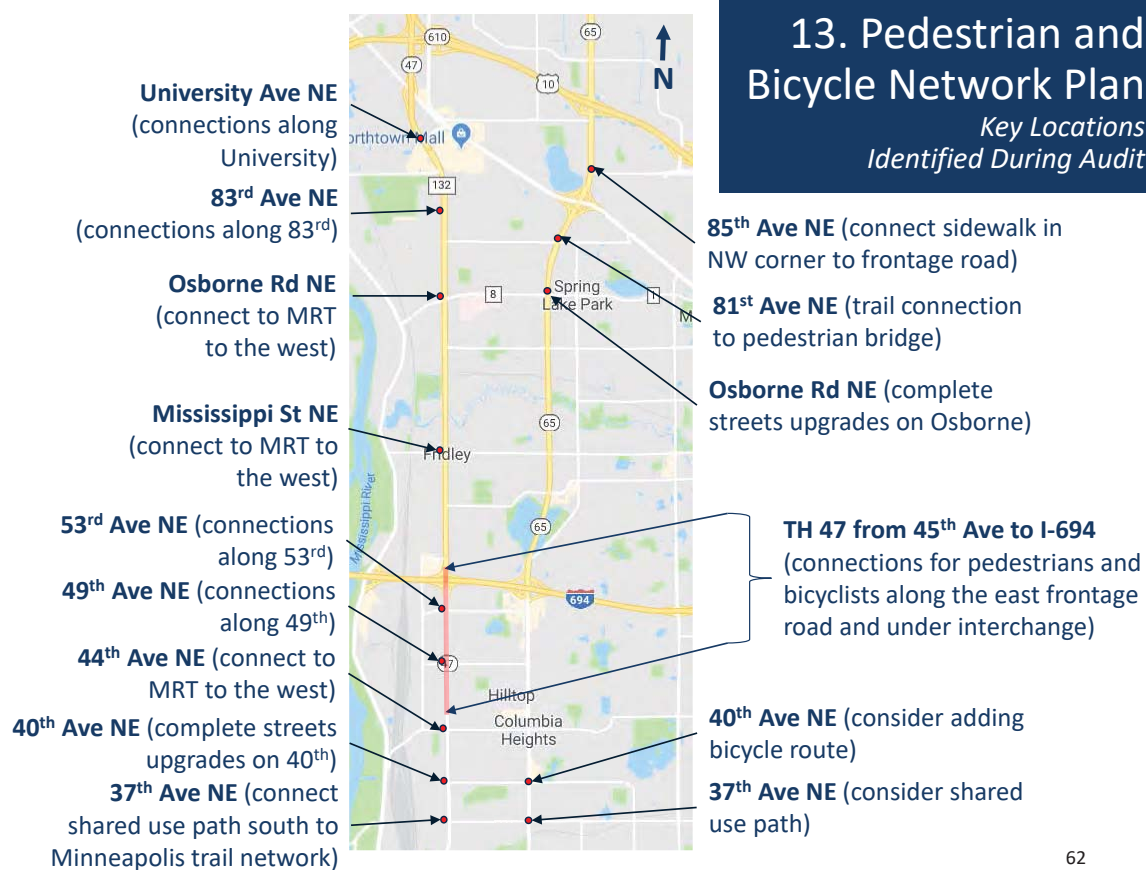


Image Source: Google Earth™ (October 2018)

11/14/2018

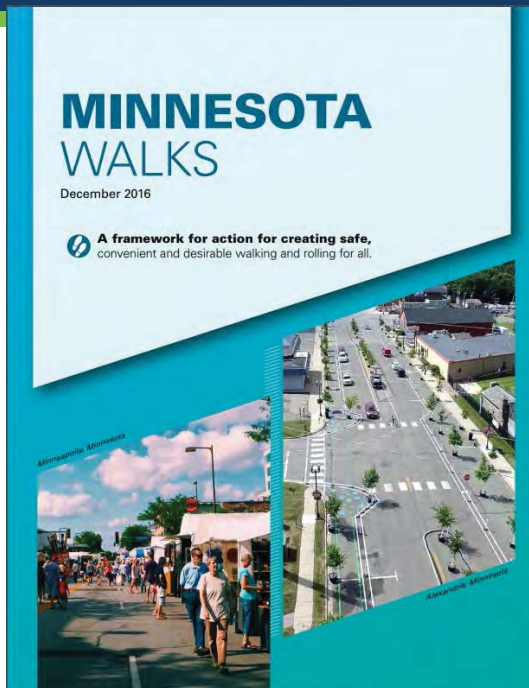
mndot.gov

61



62

14. MN Walks



“Minnesota Walks is a tool to create walkable communities that are safe, convenient and desirable for all.”

Web Link: <http://www.dot.state.mn.us/peds/plan/pdf/minnesota-walks-2017-final.pdf>

11/14/2018

mndot.gov

63

14. MN Walks

MN Walks provides recommendations and strategies for planning:

- Roadway and Street Design:
Inclusion of sidewalk in future developments, planning for lower speeds in areas with higher walking demand, etc.
- Land Use and Built Environment:
Walkability, access to transit, design that encourages walking, best practices, etc.

TH 47 near Northtown Mall (Rural Feel)



TH 47 near 37th Ave NE (Mostly Rural Feel)



TH 65 near 37th Ave NE (More Urban Feel)



Images Source: Google Earth™ (August 2018 (Top and Middle), November 2018 (Bottom))

11/14/2018

mndot.gov

64

15. Corridor Study to Plan for Long Term

Recommendation: Develop a long-term plan for re-design of the corridors to meet the needs of the changing context, communities, and multi-modal use.

- a) Conduct a thorough Corridor Study and/or Planning and Environmental Linkages (PEL) Study for both corridors.
- b) Consider functional priority of both corridors
 - Consider a logical split where the function changes from one corridor to the other.
 - Evaluate the role of East River Road as part of the regional network supporting the movement of people and goods.
- c) Collect input from local communities
- d) Use complete streets concepts and reference other corridors that have undergone road redesign.



Image Source: <http://www.wctrib.com/news/2568404-mndot-collecting-input-improving-bicycle-travel>

11/14/2018

mndot.gov

65



Long-Term (10+ years)
Recommendations

16. Corridor Reconstruction

Example – Asheville, NC, Safe Infrastructure Project

Before: 7 lanes of traffic



Photographs taken by Anthony Butzek (Project Manager)

After: Single-lane roundabout



11/14/2018

mndot.gov

67

16. Corridor Reconstruction

Example – Bronx's Sheridan Expressway Project

Sheridan Expressway undesignated as an interstate and re-designed to accommodate a variety of modes.



Source: <https://www.amny.com/news/sheridan-expressway-bike-path-1.21134764>

11/14/2018

mndot.gov

68

16. Corridor Reconstruction

Example for Side Streets – Portland Ave, Richfield, MN



Aerial Image Source: Google Earth™ (Left: March 2006 Imagery from U.S. Geological Survey, Right: April 2018)

11/14/2018

mndot.gov

Portland and E 69th St:
4- to 3-lane conversion

69

16. Corridor Reconstruction

Example for Side Streets – Portland Ave, Richfield, MN

Portland and E 69th St:
4- to 3-lane conversion



Image Source: Google Earth™ (October 2018)

11/14/2018

mndot.gov

70



RSA Next Steps

Next Steps

- Collect comments
- Finalize report
- MnDOT to evaluate how short-term projects can fit within program
- Locals/coalition to stay involved and continue momentum for pushing safety improvements forward.



Image Source: <http://www.european-funding-guide.eu/articles/how-apply/group-discussion>

We all have a stake in **A to B**

Towards Zero Deaths



We all have a stake in **A to B**

11/14/2018

mndot.gov

73

Questions?

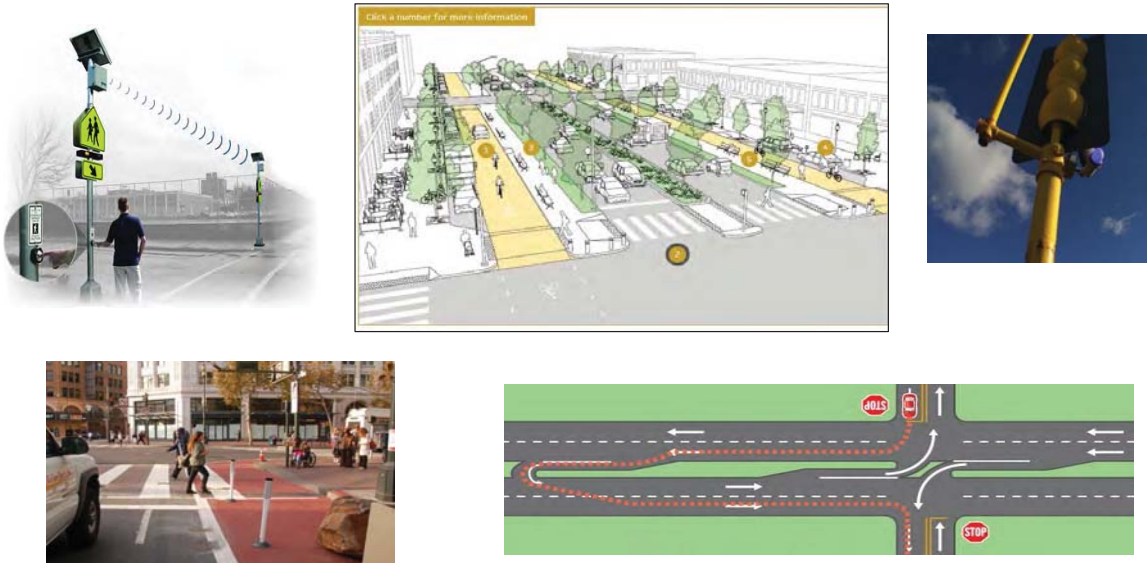


Image Sources: <https://www.qshpinc.com/rectangular-rapid-flash-beacon/> (top left), <http://nacto.org/publication/urban-street-design-guide/> (top middle), <https://minnesota.cbslocal.com/2014/11/06/good-question-what-are-those-blue-traffic-lights/> (top right), <http://sf.streetsblog.org/category/san-francisco-neighborhoods/district-6/> (bottom left), <http://www.mikeontraffic.com/restricted-crossing-u-turn-rcut-intersections/> (bottom right)

11/14/2018

mndot.gov

74

Thank you again!

Melissa Barnes | North Area Engineer

Melissa.Barnes@state.mn.us

651-234-7716



414 Nicollet Mall
Minneapolis, MN 55401

November 21, 2018

—Via Electronic Filing—

Daniel P. Wolf
Executive Secretary
Minnesota Public Utilities Commission
121 7th Place East, Suite 350
St. Paul, MN 55101

RE: PETITION
LIGHTING TARIFF REVISIONS TO INCLUDE LED OPTIONS
DOCKET NO. E002/ M-18-____

Dear Mr. Wolf:

Northern States Power Company, doing business as Xcel Energy, submits the attached Petition for approval of several revisions to accommodate additional offerings of Light Emitting Diode (LED) lighting technology for street lighting and protective lighting applications and to close the Street Lighting Service – City of St. Paul tariff.

We have electronically filed this document with the Minnesota Public Utilities Commission, and a summary of the filing has been served on all parties on the Company's miscellaneous electric service list.

Please contact Rebecca Eilers at rebecca.d.eilers@xcelenergy.com or 612-330-5570, or me at lisa.r.peterson@xcelenergy.com or 612-330-7681 if you have any questions regarding this filing.

Sincerely,

/ s/

LISA PETERSON
MANAGER, REGULATORY ANALYSIS

Enclosures
c: Service List

STATE OF MINNESOTA
BEFORE THE
MINNESOTA PUBLIC UTILITIES COMMISSION

Nancy Lange
Dan Lipschultz
Matthew Schuerger
Katie Sieben
John Tuma

Chair
Commissioner
Commissioner
Commissioner
Commissioner

IN THE MATTER OF A PETITION OF
NORTHERN STATES POWER COMPANY
FOR APPROVAL OF REVISIONS TO
LIGHTING TARIFFS TO INCLUDE LIGHT
EMITTING DIODE (LED) OPTIONS

DOCKET NO. E002/ M-18-____

PETITION

INTRODUCTION

Northern States Power Company, doing business as Xcel Energy, submits to the Minnesota Public Utilities Commission this Petition for approval of tariff revisions to accommodate additional offerings of Light Emitting Diode (LED) lighting technology for street lighting and protective lighting applications and to close the Street Lighting Service – City of St. Paul tariff.

The Commission's April 8, 2016 Order in Docket No. E002/ M-15-920 approved new full service LED street lighting rates designed to reduce bills, decrease maintenance and other expenses, improve energy efficiency, contribute to energy usage and greenhouse gas emissions reduction goals, and improve lighting quality.

We have identified additional LED options for energy-only street lighting service to lighting systems owned by customers and for protective lighting service that could further these same goals. These new offerings are proposed as revisions to the Automatic Protective Lighting Service tariff and Street Lighting Energy Service (Closed) tariff.

Our proposed tariff revisions respond to customer interest in additional LED lighting options and increased energy efficiency. LED technologies have advanced to provide cost reductions and improved performance, light quality and color rendering which will benefit our customers. Our proposed tariff revisions will help customers transition to more energy-efficient lighting options and provide cost savings.

We respectfully request that the Commission approve the Company's proposed tariff revisions described in more detail below. This Petition provides background on the current LED rates and a description of the proposed tariff revisions and rate design.

I. SUMMARY OF FILING

A one-paragraph summary of the filing is attached pursuant to Minn. R. 7829.1300, subp. 1.

II. SERVICE ON OTHER PARTIES

Pursuant to Minn. R. 7829.1300, subp. 2 and Minn. Stat. § 216.17, subd. 3, we have electronically filed this document. A summary of the filing has been served on all parties on the Company's miscellaneous electric service list.

III. GENERAL FILING INFORMATION

Pursuant to Minn. Rules 7825.1400 and 7829.1300, subp. 3, the Company provides the following required information.

A. Name, Address, and Telephone Number of Utility

Northern States Power Company doing business as:
Xcel Energy
414 Nicollet Mall
Minneapolis, MN 55401
(612) 330-5500

B. Name, Address, and Telephone Number of Utility Attorney

James R. Denniston
Assistant General Counsel
Xcel Energy
414 Nicollet Mall, 401 – 8th Floor
Minneapolis, MN 55401
(612) 215-4656

C. Date of Filing

The date of this filing is November 21, 2018. The Company requests these tariff updates become effective 60 days after the Commission Order is issued.

D. Statute Controlling Schedule for Processing the Filing

This Petition is made pursuant to Minn. Stat. § 216B.16, subd. 1, which prescribes general timelines for rate and tariff changes, including but not limited to a requirement of 60-days' notice prior to any rate or tariff change.

Under Commission Rules, the proposed rate change discussed in this Petition falls within the definition of a "miscellaneous filing" under Minn. Rule 7829.0100, subp. 11, since no determination of Xcel Energy's general revenue requirement is necessary. Minn. R. 7829.1400, subp. 1 and 4 permit comments in response to a miscellaneous filing to be filed within 30 days and reply comments to be filed no later than 10 days from the expiration of the original comment period. This permits the Commission to act within the 60-day notice period.

E. Utility Employee Responsible for Filing

Lisa Peterson
Manager, Regulatory Analysis
Xcel Energy
414 Nicollet Mall, 401 – 7th Floor
Minneapolis, MN 55401
(612) 330-7681

IV. MISCELLANEOUS INFORMATION

Pursuant to Minn. R. 7829.0700, the Company requests that the following persons be placed on the Commission's official service list for this proceeding:

James R. Denniston
Assistant General Counsel
Xcel Energy
414 Nicollet Mall, 401 – 8th Floor
Minneapolis, MN 55401
james.r.denniston@xcelenergy.com

Lynnette Sweet
Regulatory Administrator
Xcel Energy
414 Nicollet Mall, 401 – 7th Floor
Minneapolis, MN 55401
regulatory.records@xcelenergy.com

V. EFFECT OF CHANGE UPON XCEL ENERGY REVENUE

We do not anticipate a significant change in revenue as a result of these tariff revisions.

VI. DESCRIPTION AND PURPOSE OF FILING

A. Background

The Commission's April 8, 2016 Order in Docket No. E002/ M-15-920 approved LED rates for the full service Street Lighting System Service tariff as a conversion path to replace older lighting technologies. This new lighting option was designed to reduce bills, decrease maintenance and other expenses, improve energy efficiency, contribute to energy usage and greenhouse gas emissions reduction goals, and improve lighting quality.

We have identified additional LED options for protective lighting service and for the closed energy-only street lighting service to lighting systems owned by customers that could further these same goals. While the closed tariff is not consistent with our requirements to meter new lighting systems, the Company supports allowing an LED option for customers currently on the rate, so that the customers can take advantage of the lower fuel costs associated with LED.

These new LED options are proposed as revisions to the Automatic Protective Lighting Service tariff and the Street Lighting Energy Service (Closed) tariff. These lighting services are currently:

- Automatic Protective Lighting Service (Rate Code A07)
The Company provides lighting equipment, maintenance and energy at flat monthly rates for area and directional lighting with High Pressure Sodium (HPS) and Mercury Vapor (MV) lamps at different wattage levels. Customers are also billed the applicable fuel cost rate for lighting energy usage.
- Street Lighting Energy Service (Closed) (Rate Code A32)
The Company provides energy-only service at a flat monthly rate for HPS and MV lamps at different wattage levels. The customer owns a Company-approved street lighting system. Customers are also billed the applicable fuel cost rate for lighting energy usage.

B. Proposed Revision to Automatic Protective Lighting Service

We propose to add LED rate options comparable to the existing lamps in the Area Units section of Automatic Protective Lighting (APL) Service as shown on Attachment A. The LED wattages comparable to HPS lighting for APL service are shown in Table 1 below and are based on the specific LED fixtures the Company expects to provide for this service. These LED wattages are proposed to be represented by a range of LED wattages to accommodate future standardization of

available LED wattages. The LED wattage levels for APL are slightly different from those for the Company's previously approved LED street lighting tariffs to recognize the different type of equipment used for protective lighting.

Table 1
Comparable HPS and LED Wattages

HPS Wattage	LED Wattage	LED Tariff Range
100W	43W	30-45W
250W	157W	110-165W

Consistent with current practice for APL lamp and fixture replacements and to minimize incremental labor costs for conversions, LED fixtures will be installed after the failure of current HPS and MV lamps in service. We currently provide service to approximately 20,000 APL Area Units in Minnesota and anticipate a complete replacement with LED lighting over the next several years. Although this conversion approach may not produce significant short-term maintenance cost savings, it will reduce future maintenance costs after LED fixtures are installed, by removing the need to replace malfunctioning ballasts or broken glass lamp coverings that are common maintenance requirements for HPS and MV lighting fixtures. This cost reduction is included in proposed LED rates as an expense savings of \$0.53 per month based on the Company's assumption for existing Street Lighting System Service LED fixtures, recognizing similarities in the HPS fixtures being replaced and LED fixtures being installed.

The base rate system allocation reductions shown in Table 2 below are the result of the reduction in energy and demand usage when HPS fixtures are replaced with LEDs, which reduces the allocation of system resources required for lighting. This results in a credit to each proposed LED APL monthly rate. Also recognized in the proposed rates, since the LED fixtures will replace current fixtures prior to the end of their useful life, is the revenue requirement for the required incremental capital investment. This higher revenue requirement associated with the capital cost offsets a portion of the energy and maintenance savings. The result is a slight decrease in the monthly rate and results in an overall bill savings of 7-12% when combined with fuel savings. The anticipated rate impact and bill impact estimates are outlined in Table 2.

These adjustments are consistent with our approach in the initial LED streetlight rates approved in Docket No. E002/ M-15-920. Attachment B includes the workpapers for the LED Automatic Protective Lighting Service rates. These workpapers provide a summary of the adjustment a more detailed breakout of the saving components.

Table 2
LED Area Protective Lighting Rate Design

RATE IMPACT	N SP-MN Per HPS/ LED Street Light Equivalent	
	100W/ 43W	250W/ 157W
2019 HPS Automatic Protective Lighting Service Prices ¹	\$7.71	\$12.30
Maintenance Savings	(\$0.53)	(\$0.53)
System Allocation Cost Reduction	(\$0.83)	(\$1.68)
Incremental Capital Revenue Requirement	\$1.32	\$1.63
LED Fixture Rate Impact - Company Owned Street Lights	(\$0.04)	(\$0.58)
Proposed LED Automatic Protective Lighting Service Prices	\$7.67	\$11.72

BILL IMPACT (Estimated)	100W/ 43W	250W/ 157W
Current HPS Monthly Average Bill Per Street Light - APL	\$8.66	\$14.80
LED Fixture Impact on HPS Street Lighting Rate	(\$0.04)	(\$0.58)
Fuel Clause and Rider Savings Estimate	(\$0.60)	(\$1.22)
Total Monthly Bill Impact	(\$0.64)	(\$1.80)
Proposed LED Monthly Average Bill Per Street Light - APL	\$8.02	\$13.00
Percentage Savings (increase)	7.4%	12.1%

¹ Automatic Protective Lighting Service Rates proposed to be effective January 1, 2019 as filed in Docket No. E002/GR-15-826

Finally, the lower energy usage of the LED fixtures, in addition to yielding some base rate energy savings for customers as described above results in a reduction in the Fuel Clause charge cost. Since fuel is a separate line on the customer's bill, this impact is not included in the monthly rate, but customers will see the saving reflected in the fuel clause cost line of their bill. The estimated Fuel Clause charge saving is also illustrated in Attachment B in the Fuel & Resource Adjustment Savings Estimate lines of the workpapers. All benefits included, a customer receiving a new 100W equivalent LED fixture will see a monthly savings of \$0.64 or 7.4% relative to the current HPS 100W bill. The LED bill savings for the Automatic Protective Lighting Service are more favorable than Company's roadway lighting program due to a relatively lower fixture cost associated with this type of LED lighting fixture.

C. Proposed Revision to Street Lighting Energy Service (Closed)

We also propose to add LED rates to the Street Lighting Energy Service (Closed) tariff, shown on Attachment A. Although this tariff is closed to new fixtures, the proposed rates will allow customers to upgrade existing HPS and MV fixtures already

served on this tariff to LED fixtures. Street Lighting Energy Service – Metered will continue to be required for new customer-owned lighting systems.

Customers have expressed an interest in acquiring the light quality and cost saving advantages of LED lighting, without waiting until they can phase in meters and switch over to metered energy-only lighting service. LED availability under customers' current flat rate lighting service will provide a reasonable transition path to metered service.

Five LED base rates based on wattage ranges are proposed, which is consistent with the current Street Lighting System Service tariff. The proposed LED rates are the same as the corresponding HPS rates to allow an even billing and revenue recovery transition from the existing HPS lighting units that represent 90 percent of current lights on the tariff.

Customers using the LED option will have reduced fuel cost charges from the lower LED energy usage, even though the proposed tariff revision does not address the base rate level. Since the rate is closed, additional analysis is required for the non-fuel portion of the rate. The Company intends to revisit the base rate level for the closed service at the time of its next rate case.

Table 3
LED Street Lighting Energy Service Bill Savings

	<30W	30-45W	50-75W	110-165W	200-250W
Estimated Annual Bill Savings	\$5.47	\$7.65	\$10.30	\$14.88	\$23.23

D. Proposed Revision to Street Lighting Service – City of St. Paul

This Petition also proposes to close the Street Lighting Service – City of St. Paul tariff to new lighting units. Available only to the City of St. Paul, this tariff is a hybrid of lighting services that provides for shared ownership and maintenance. This lighting service arrangement provides for the City to own and maintain the lamp units, lamps, photocells and glassware, and for the Company to own and maintain the distribution system and fixture hangers, and to furnish energy. The tariff was established over 40 years ago and is inconsistent with other lighting services and a statewide tariff approach. Closing this tariff would allow an orderly transition to other lighting services. The City has reduced the number of lighting units on this tariff over the last ten years from about 2400 lighting units to under 1700 lighting units. This proposal would retain the tariff and its availability to existing lighting applications, but

discontinue its availability to new lighting fixtures. This approach also provides a transition path to LED lighting through other available lighting services.

E. Street Lighting System Service

In this Petition, the Company also provides notice that LED lighting options for Street Lighting System Service are planned for expansion to post-top fixtures, in addition to the more common application to the cobra head fixture design. The tariff does not include a rate distinction for these two types of fixtures, which have been available for HPS lamps.

F. Legal Standard of Review

The legal standard of review for this Petition is found in Minn. Stat. § 216B.03, which states that “every rate made, demanded, or received by any public utility, or by any two or more public utilities jointly, shall be just and reasonable.” We believe that our Petition has met that standard. The proposed tariff modifications incorporate the maintenance and other expense-allocated cost savings and could result in overall customer cost-savings. The rates proposed are just and reasonable, satisfying the statutory requirements.

G. Proposed Tariff Sheets

The Company proposes to make permanent the additional LED lighting options discussed in this Petition. Redline and clean versions of the following tariff sheets show the proposed modifications, included as Attachment A:

- Section 5, 22nd Revised Sheet No. 14 (A07 rate code)
- Section 5, 23rd Revised Sheet No. 76 (A32 rate code)
- Section 5, 26th Revised Sheet No. 80 (A37 rate code)
- Section 5, 15^h Revised Sheet No. 81 (A37 rate code)

H. Implementation and Ongoing Operation

The Company proposes that the proposed tariff modifications become effective and available to customers 60 days after the Commission Order is issued.

CONCLUSION

The Company respectfully requests that the Commission approve tariff revisions to accommodate additional offerings of Light Emitting Diode (LED) street lighting and protective lighting options, and our proposal to close the City of St. Paul lighting tariff

to new fixtures, as discussed in this Petition. These new lighting options respond to increasing customer interest in LED options.

Dated: November 21, 2018

Northern States Power Company

STATE OF MINNESOTA
BEFORE THE
MINNESOTA PUBLIC UTILITIES COMMISSION

Nancy Lange
Dan Lipschultz
Matthew Schuerger
Katie Sieben
John Tuma

Chair
Commissioner
Commissioner
Commissioner
Commissioner

IN THE MATTER OF A PETITION OF
NORTHERN STATES POWER COMPANY
FOR APPROVAL OF REVISIONS TO
LIGHTING TARIFFS TO INCLUDE LIGHT
EMITTING DIODE (LED) OPTIONS

DOCKET NO. E002/ M-18-_____

PETITION

SUMMARY OF FILING

Please take notice that on November 21, 2018, Northern States Power Company, doing business as Xcel Energy, filed with the Minnesota Public Utilities Commission a Petition for approval of tariff revisions to accommodate additional offerings of Light Emitting Diode (LED) lighting technology for street lighting and protective lighting applications and to close the Street Lighting Service – City of St. Paul tariff.

Redline

AUTOMATIC PROTECTIVE LIGHTING SERVICE
RATE CODE A07Section No. 5
21st22nd Revised Sheet No. 14**AVAILABILITY**

Available to all types of customers except for municipal street lighting purposes.

DETERMINATION OF CUSTOMER BILLS

Customer bills shall reflect energy charges (if applicable) based on customer's kWh usage, plus a customer charge (if applicable), plus demand charges (if applicable) based on customer's kW billing demand as defined below. Bills may be subject to a minimum charge based on the monthly customer charge and / or certain monthly or annual demand charges. Bills also include applicable riders, adjustments, surcharges, voltage discounts, and energy credits. Details regarding the specific charges applicable to this service are listed below.

RATE

<u>Designation of Lamp</u> (Lumens)	<u>Monthly Rate Per Unit</u>	<u>N</u>
Area Units		
100W High Pressure Sodium	\$7.57	R
175W Mercury (1)	\$7.57	R
250W High Pressure Sodium	\$12.07	R
400W Mercury (1)	\$12.07	R
<u>30-45W Light Emitting Diode (4,000)</u>	<u>\$7.67</u>	<u>N</u>
<u>110-165W Light Emitting Diode (14,000)</u>	<u>\$11.72</u>	<u>N</u>
Directional Units		
250W High Pressure Sodium	\$14.37	R
400W High Pressure Sodium	\$17.98	R
1,000W Mercury (1)	\$27.82	R

(1) Available to existing installations only.

In addition, customer bills under this rate are subject to the following adjustments and/or charges.**SERVICE INCLUDED IN RATE**

Company shall own, operate, and maintain the lighting unit including the fixture, lamp, ballast, photoelectric control, mounting brackets, and all necessary wiring. Company shall furnish all electric energy required for operation of the unit.

FUEL CLAUSE

Bills are subject to the adjustments provided for in the Fuel Clause Rider.

(Continued on Sheet No. 5-15)

Date Filed: 11-02-15 11-21-18	By: Christopher B. Clark	Effective Date: 10-01-17
	President, Northern States Power Company, a Minnesota corporation	
Docket No. E002/GR-15-826M-18-		Order Date: 06-12-17

STREET LIGHTING ENERGY SERVICE (CLOSED)
RATE CODE A32

Section No. 5
22nd 23rd Revised Sheet No. 76

AVAILABILITY

Available for year-round illumination of public streets, parkways, and highways by electric lamps mounted on standards where customer owns a Company approved ornamental street lighting system complete with standards, luminaires with globes, lamps, and other appurtenances, together with all necessary cables extending between standards and to point of connection to Company's facilities as designated by Company. Service is limited to existing lighting systems being served under this schedule.

DETERMINATION OF CUSTOMER BILLS

Customer bills shall reflect energy charges (if applicable) based on customer's kWh usage, plus a customer charge (if applicable), plus demand charges (if applicable) based on customer's kW billing demand as defined below. Bills may be subject to a minimum charge based on the monthly customer charge and / or certain monthly or annual demand charges. Bills also include applicable riders, adjustments, surcharges, voltage discounts, and energy credits. Details regarding the specific charges applicable to this service are listed below.

RATE

<u>Designation of Lamp</u>	<u>(Lumens)</u>	<u>Monthly Rate per Luminaire</u>	<u>N</u>
100W Mercury		\$2.47	R
175W Mercury		\$3.68	
250W Mercury		\$4.99	
400W Mercury		\$7.77	
700W Mercury		\$12.92	
1,000W Mercury		\$17.98	
50W High Pressure Sodium		\$1.38	
70W High Pressure Sodium		\$1.74	
100W High Pressure Sodium		\$2.32	
150W High Pressure Sodium		\$3.17	
200W High Pressure Sodium		\$4.22	R
250W High Pressure Sodium		\$5.34	
400W High Pressure Sodium		\$8.12	
750W High Pressure Sodium		\$13.94	
F72HO Fluorescent		\$3.61	
<30W Light Emitting Diode (2,500)		\$1.74	
30-45W Light Emitting Diode (4,000)		\$2.32	
50-75W Light Emitting Diode (6,000)		\$3.17	
110-165W Light Emitting Diode (14,000)		\$5.34	
200-250W Light Emitting Diode (25,000)		\$8.12	

(Continued on Sheet No. 5-77)

Date Filed:	11-02-15 11-21-18	By: Christopher B. Clark	Effective Date:	10-01-17
		President, Northern States Power Company, a Minnesota corporation		
Docket No.	E002/GR-15-826M-18-		Order Date:	06-12-17

STREET LIGHTING SERVICE - CITY OF ST. PAUL
(CLOSED)
RATE CODE A37

Section No. 5
26th Revised Sheet No. 80

AVAILABILITY

Available to the City of St. Paul for furnishing, maintaining, and operating certain electrical connections, lines, and appurtenances thereto, and supplying electric current for city street lighting.

DETERMINATION OF CUSTOMER BILLS

Customer bills shall reflect energy charges (if applicable) based on customer's kWh usage, plus a customer charge (if applicable), plus demand charges (if applicable) based on customer's kW billing demand as defined below. Bills may be subject to a minimum charge based on the monthly customer charge and / or certain monthly or annual demand charges. Bills also include applicable riders, adjustments, surcharges, voltage discounts, and energy credits. Details regarding the specific charges applicable to this service are listed below.

RATE

<u>Designation of Lamp</u>	<u>Monthly Rate per Luminaire</u>
100W High Pressure Sodium	\$5.70
150W High Pressure Sodium	\$6.39
250W High Pressure Sodium	\$8.95

R
R
R

In addition, customer bills under this rate are subject to the following adjustments and/or charges.

D

FUEL CLAUSE

Bills are subject to the adjustments provided for in the Fuel Clause Rider.

RESOURCE ADJUSTMENT

Bills are subject to the adjustments provided for in the Conservation Improvement Program Adjustment Rider, the State Energy Policy Rate Rider, the Renewable Development Fund Rider, the Transmission Cost Recovery Rider, the Renewable Energy Standard Rider and the Mercury Cost Recovery Rider.

ENVIRONMENTAL IMPROVEMENT RIDER

Bills are subject to the adjustments provided for in the Environmental Improvement Rider.

SURCHARGE

In certain communities, bills are subject to surcharges provided for in a Surcharge Rider.

The following are terms and conditions for service under this tariff.

LATE PAYMENT CHARGE

Any unpaid balance over \$10.00 is subject to a 1.5% late payment charge or \$1.00, whichever is greater, after the date due. The charge may be assessed as provided for in the General Rules and Regulations, Section 3.5.

(Continued on Sheet No. 5-81)

Date Filed:	11-02-15 11-21-18	By:	Christopher B. Clark	Effective Date:	10-01-17
			President, Northern States Power Company, a Minnesota corporation		
Docket No.	E002/GR-15-826M-18-			Order Date:	06-12-17

Northern States Power Company, a Minnesota corporation
Minneapolis, Minnesota 55401
MINNESOTA ELECTRIC RATE BOOK - MPUC NO. 2

STREET LIGHTING SERVICE – CITY OF ST. PAUL_
(CLOSED)
RATE CODE A37

Section No. 5
44th15th Revised Sheet No. 81

OTHER PROVISIONS

This schedule is also subject to provisions contained in Rules for Application of Street Lighting Rates.

Date Filed: ~~11-02-15~~11-21-18

By: Christopher B. Clark

Effective Date: ~~10-01-17~~

President, Northern States Power Company, a Minnesota corporation

Docket No. E002/~~GR-15-826M-18-~~

Order Date: ~~06-12-17~~