



**CITY COUNCIL AGENDA
MONDAY, AUGUST 6, 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 – July 16, 2018
 - B. Approval of Right Of Way Permit – Mastertec North America, Inc.
 - C. Contractor’s Licenses
 - D. Correspondence
7. PUBLIC WORKS REPORT
8. CODE ENFORCEMENT REPORT
9. ORDINANCES AND/OR RESOLUTIONS
 - A. Resolution 18-25 Approving A Variance To Allow A Driveway Variance at 7783 Tyler Street NE
 - B. Resolution 18-26 Approving A Conditional Use Permit For A Dog Kennel License at 342 81st Avenue NE
 - C. Resolution 18-27 Approving A Comprehensive Plan Amendment to Amend the Future Land Use Map for 8360 Pierce Street NE
 - D. Ordinance 447 Amending the Official Zoning Map of the City of Spring Lake Park
10. NEW BUSINESS
 - A. Construction Contract Change Order No. 1 – 2018 Sanitary Sewer Lining Project
 - B. Set Date/Time for August Work Session – August 13, 2018 at 5:30 PM
11. ENGINEER’S REPORT
12. ATTORNEY’S REPORT
13. REPORTS
 - A. Beyond the Yellow Ribbon Report
14. OTHER
 - A. Special Use Permit Review for Used Car Dealership Licenses
 - B. Closed Session to Discuss Possible Sale of 8059 Highway 65 NE
 - C. Administrator Reports
15. 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 July 16, 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; Parks and Recreation Director Rygwall; Engineer Gravel; Attorney Thames; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake
Olivia Alveshere, ABC Newspaper
Jason Miler, Smith Schafer & Associates
Jill Schultz, Smith Schafer & Associates

3. Pledge of Allegiance

4. Additions or Corrections to Agenda - None

5. Discussion From The Floor - None

6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – July 2, 2018
- B. Disbursements
 - 1. General Fund Disbursement Claim No. 18-11 -- \$456,592.27
- C. Resolution 18-23 Permanently Transferring Monies From The Public Utility Operations To The Storm Sewer Rehab Fund
- D. Resolution 18-24 Appoint Election Judges for Primary Election
- E. Approve Right of Way Application – 8101 Highway 65 NE – CenterPoint Energy
- G. Contractor's Licenses
- H. Correspondence

Councilmember Goodboe-Bisschoff reported that she did not agree with the wording of paragraph relating to Item 6F., Resolution 18-24 Appoint Election Judges for Primary Election. She inquired if the list of newly appointed names could be presented, prior to election, rather than allowing the appointment of alternative judges to be made by the Administrator-Clerk/Treasurer.

Administrator Buchholtz stated that the language of the Resolution has always been worded this way and in many circumstances last minute appointments are necessary to fill an election judge vacancy that may occur between the August 6, 2018 City Council meeting and election day.

MOTION BY COUNCILMEMBER NELSON APPROVING THE CONSENT AGENDA. ROLL CALL VOTE: COUNCILMEMBERS NELSON, WENDLING, DELFS AND MAYOR HANSEN – AYES; COUNCILMEMBER GOODBOE-BISSCHOFF – NAY. MOTION CARRIED.

7. Police Report

Police Chief Ebeltoft reviewed the June 2018 department statistics.

Chief Ebeltoft reported that the Police Department responded to six hundred twenty one calls for service for the month of June 2018 compared to six hundred seventeen calls for service in June 2017.

Chief Ebeltoft reported that Officer Chlebeck reported handling four calls for service at the local schools in the month of June. He stated that Officer Chlebeck noted that school was in session for four days in June and he attended the Spring Lake Park High School graduation.

Chief Ebeltoft reported that Officer Chlebeck reported that Alcohol and Tobacco checks were completed and all business passed the checks. He stated that Officer Chlebeck continues to participate as a member of the OEC Advisory Board and concluded the school year without having any graffiti issues at the schools.

Chief Ebeltoft reported that Investigator Baker reported handling a caseload of forty-nine cases for the month of June 2018. He stated that Investigator Baker noted that there has been an increase in residential burglaries around the city and the metro area. He advised that residents make sure that their garage doors are closed at night and residential doors are locked.

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

Councilmember Nelson reminded the residents of the Night to Unite annual event. He noted that the event will take place on August 7, 2018. Chief Ebeltoft stated that the Police Department will be out visiting within the community and the application is available online for residents interested in hosting a party in their neighborhood.

8. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and prepared for the Tower Days parade and activities.

Ms. Rygwall reviewed the monthly department statistics and reported that staff has been preparing for Tower Days and the softball games and the upcoming tournament. She reminded residents that volunteers are always welcomed for help in the concession stand during the tournaments. She reported that she attended various meetings and picked up a donation of flowers for the flowerbeds in the parks.

Ms. Rygwall thanked the Public Works and Police Departments as well as the City Council for their assistance with Tower Days. She stated that it was a very successful event.

9. New Business

A. 2017 Audit Presentation

Jill Schultz, Smith Schafer & Associates, presented the 2017 Financial Report and reviewed the various financial statements.

Ms. Schultz stated that the City's financial statements present fairly, in all material aspects, the respective financial position of the government activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Spring Lake Park as of December 31, 2017 and the reflective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States.

She suggested that in some cases, management may decide to consult with other accountant about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. He also suggested that management develop an accounting policy and procedures manual to assist with ensuring that all transactions are recorded consistently and that the information necessary to provide an accurate unaudited trail balance is gathered in an organized and efficient manner.

She expressed appreciation to Accountant Anderson and Administrator Buchholtz for their assistance with the audit.

Councilmember Nelson stated he was pleased that the audit showed everything was in compliance and that the TIF funding is working well for the Legends of Spring Lake Park project.

Administrator Buchholtz stated that with a strong balance in the reserve accounts it allows for a strong bond rating and the ability to repay the City debt service obligation.

MOTION BY MAYOR HANSEN TO ACCEPT THE 2017 AUDIT PREPARED BY SMITH SCHAFFER AND ASSOCIATES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Engineer's Report

Engineer Gravel reported that a preconstruction meeting for 2018 Sanitary Sewer Lining Project took place and prep work will begin soon. He reported that the major work will begin in the fall and more information will be posted on the city's website when work begins.

11. Attorney's Report

Attorney Thames reported that the slurry seal contracts have been reviewed and new language was added. He stated that the contracts will be ready within the next few weeks for approval.

12. Reports

Councilmember Nelson reminded residents that a business meeting will be held at Kraus-Hartig VFW for the Beyond Yellow Ribbon Committee on July 25, 2018 at 6:30 PM for any residents who would like to attend. He stated that planning of future events and the possibility of additional grill events will be discussed.

Councilmember Goodboe-Bisschoff reported that she attended the North Suburban Hospital District Board Meeting. She stated that she addressed the Board, as a resident of Spring Lake Park, to provide her own comments and thoughts on the sale and condition 525 Osborne Road property. She reported that she learned that the Phase I Environmental Site Assessment has since expired and a Phase II Assessment was never completed. She expressed her concern on the possible buried debris along with oil and gas leakage from the 1965 tornado that could be present on the site.

Administrator Buchholtz stated that he would inquire with the North Suburban Hospital District on the status of the Environmental study and would report to the Council.

13. Administrator Reports

Administrator Buchholtz reported that staff has started preparing for the Primary Election. He stated that the new Poll Books have arrived and training for the election judges will take place in the next few weeks. He reminded residents that absentee balloting is available now through August 13, 2018. He stated that direct balloting will start on August 7, 2018.

14. Other

A. Motion to Close Meeting to Discuss Potential Sale of Property Identified as 8059 Highway 65 NE

MOTION MADE BY MAYOR HANSEN TO CLOSE REGULAR CITY COUNCIL MEETING TO DISCUSS POTENTIAL SALE OF PROPERTY IDENTIFIED AS 8059 HIGHWAY 65 NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

Mayor Hansen recessed the meeting at 7:50 PM.

Mayor Hansen opened the regular meeting at 8:19 PM.

Attorney Thames reported that the City Council discussed a potential offer for the property at 8059 Highway 65 NE. He stated that staff was directed to prepare a purchase agreement for the property.

15. Adjourn

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

The meeting was adjourned at 8:20 PM.

Cindy Hansen, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



CITY OF SPRING LAKE PARK
 1301 Eighty-First Avenue N.E.
 Spring Lake Park, MN 55432
 Ph: 763-784-6491 Fax: 763-792-7257

PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: Mastec North America, Inc

GOPHER 1-CALL REG. NO.: MN01672

ADDRESS: 700 Commerce Drive Ste 235, Woodbury MN 55125
 700 Commerce Drive Ste 235, Woodbury MN 55125

PHONE: 651-605-4060 **FAX:**

E-MAIL ADDRESS: cornelius.vanderford@mastec.com

NAME OF REPRESENTATIVE: Cornelius Vanderford

REPRESENTATIVE PHONE NO'S.: 651-605-4060

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:
 Directional Bore 36" Depth. (1) 2" SDR HDPE Pull 864 Cable in New Duct - 5816'

Directional Bore 36" Depth. (1) 2" SDR HDPE Pull 864 Cable in New Duct - 5816'

3 hole's = 750.00 \$4071.20 Total = 4821.20

START DATE: 7/23/2018 **COMPLETION DATE:** 12/31/2018 *OK*

The City of Spring Lake Park reserves the right to modify the schedule as necessary in the issuance of the permit. Therefore, the dates stated on this application may not necessarily match actual approved dates.

EXPLANATION OF RESTORATION: *Please call 763-360-4993 when working in the city.*

[Handwritten Signature]
 Authorized Representative Signature

7-16-18
 Date

FOR OFFICE USE ONLY

- | | |
|--|--|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE: | VERIFICATION DATE: _____ |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES
(If Corporation; from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY
(From M.P.U.C., State, or Federal Agency) |

- PERMIT FEES:**
- | | |
|---|--|
| <input type="checkbox"/> Excavation Hole - \$150.00 | <input type="checkbox"/> Emergency Hole - \$55.00 |
| <input type="checkbox"/> Trench - \$70.00/100'+Hole fee | <input type="checkbox"/> Obstruction Fee - \$50.00+.05/Ft. |

Receipt No.: _____ Date: _____ Initials: _____

APPLICANT MUST CONTACT THE SPRING LAKE PARK PUBLIC WORKS DIRECTOR AT 763-792-7227
 48 HOURS PRIOR TO COMMENCING WORK

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

Contractor's License

August 6, 2018

General Contractor

Frattalone Companies, Inc.

J & S Fence

Mechanical Contractor

Wencl Services, Inc.

Sign Contractor

Affordable Engraving dba AE Sign Systems



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

REPORT

TO: Spring Lake Park City Council
FROM: Barry L. Brainard, Code Enforcement Director
RE: Code Enforcement Monthly Report for July 2018
DATE: July 25, 2018

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

In July 2018, a total of 23 building, 12 zoning, 13 mechanical, and 4 plumbing and 2 signs for a total of 54 permits issued compared to a total of 54 in 2017. Code Enforcement conducted 129 inspections in the month of July including 73 building, 11 mechanical, 3 plumbing, 16 rental, 5 zoning, and 21 nuisance inspections. I have enclosed the Spring Lake Park permit data sheets for your review regarding specific permit details.

Construction at the Legends of Spring Lake Park is proceeding as today the outdoor trailer for Eagle Builders was removed and the office is now inside unit 117. Last week a coupling failed on a PEX water line and caused extensive damage to the entry area insulation and drywall. All damage insulation and drywall have been removed and replaced.

Mr. John Caldwell continues his duties as the Spring Lake Park part-time Code Enforcement Inspector. Mr. Caldwell continues to be very busy this month dealing with both nuisance issues and rental inspections.

Also attached with this report, please find the July 2018 Spring Lake Park vacancies listings. The listings include both residential and commercial properties indicating vacant and foreclosure properties as well as upcoming Sheriff Sales. July 2018 vacancy listing summarizes the following:

- 13 vacant/foreclosed residential properties currently posted by the Code enforcement department and/or soon to be posted. Up one from last month.
- 2 vacant/foreclosed commercial properties currently posted by the Code Enforcement department and/or soon to be posted. Remains the same from last month.
- 1 residential properties currently occupied and ready for Sheriff Sale's redemption. Down three from last month.

The City is definitely seeing the positive reaction to rising property values as more and more homes are being sold. This has in turn has decreased the number Sherriff sales redemptions and potential foreclosures in the near future.

In July of 2018, the Code Enforcement Department did not post any abandoned property. Also in the month of July, my department did not issue any administrative offense tickets.

Time allotted for Code Enforcement in July is as follows:

Building Inspections:	57%
Mechanical Inspections:	9%
Plumbing Inspections:	2%
Rental and Certificate of Occupancy Inspections:	12%
Fire Inspections:	0%
Zoning Inspections:	5%
Nuisance Inspections:	16%

In July of 2018, I also attended the following appointments:

- Budget meeting with City Administrator and Finance Director for Code Enforcement Department on July 2nd.
- City Council meetings on July 2nd.
- Department Head meeting on July 3rd.
- P&Z meeting on July 23rd.

With the continuation of summer, so do the continuation of garage sales and personal item sales conducted by the residents of Spring Lake Park. This handout I created back in 2012, gives the time allotted for sales, location of sales, items for sales, and advertisement of sales that are permissible by code within the City of Spring Lake Park.

This concludes the Code Enforcement Department monthly report for July 2018. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.

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

Issued Date From: 7/1/2018 To: 7/31/2018
 Permit Type: All Property Type: All Construction Type: All
 Include YTD: Yes Status: Not Voided

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: BUILDING													
Permit Kind: COMMERCIAL ADDITION													
Permit Kind: COMMERCIAL ALTERATION													
Permit Kind: COMMERCIAL DEMOLITION													
Permit Kind: COMMERCIAL PAINT BOOTH													
Permit Kind: COMMERCIAL REMODEL													
Permit Kind: COMMERCIAL REPAIR													
Permit Kind: COMMERCIAL ROOFING													
2018-00219	07/09/2018	1530 COUNTY HWY 10 NE	0		572,900.00	4,123.83	2,680.49	286.45					7,090.77
Permit Kind: MOBILE HOME MOBILE HOME													
Permit Kind: MULTI-FAMILY ROOFING													
2018-00237	07/16/2018	7709 CARRIAGE OAKS DR NE	0		19,600.00	367.01		9.80					376.81
Permit Kind: PUBLIC ADDITION													
Permit Kind: PUBLIC ALTERATION													
2018-00225	07/16/2018	8249 ARTHUR ST NE	0		15,000.00	291.84	189.70	7.50					489.04
Permit Kind: PUBLIC REMODEL													
Permit Kind: SINGLE FAMILY DECK													
2018-00213	07/09/2018	738 SANBURNOL DR NE	0		20,000.00	378.54	247.80	10.00					631.34
Permit Kind: SINGLE FAMILY DOOR REPLACEMENT													
2018-00210	07/02/2018	8161 5TH ST NE	0		1,955.00	89.16		0.98					90.14
Permit Kind: SINGLE FAMILY EGRESS WINDOW													
2018-00221	07/23/2018	8260 TERRACE RD NE	0		1,800.00	87.96	58.92	0.90					142.78
Permit Kind: SINGLE FAMILY GARAGE													

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	WAC Fees	Total Fees
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Permit Type: BUILDING

Permit Kind: SINGLE FAMILY INSULATION												
2018-00250	07/20/2018	8360 TERRACE RD NE	0	0	2,200.00	82.69		1.10				83.79

Permit Kind: SINGLE FAMILY REMODEL

Permit Kind: SINGLE FAMILY ROOFING												
2018-00235	07/13/2018	8334 FILLMORE ST NE	0	0	3,000.00	95.76		1.50				97.26
2018-00241	07/16/2018	708 HOLLAND LN NE	0	0	7,475.00	168.89		3.74				172.63
2018-00242	07/25/2018	736 MAPLE ST NE	0	0	10,000.00	210.14		5.00				215.14
2018-00233	07/11/2018	8242 MONROE ST NE	0	0	11,900.00	241.19		5.95				247.14
2018-00245	07/20/2018	7859 VAN BUREN ST NE	0	0	12,314.00	252.95	5.00	6.16				259.11

Permit Kind: SINGLE FAMILY SIDING

2018-00227	07/09/2018	8237 ABLE ST NE	0	0	7,100.00	162.76		3.55				166.31
2018-00238	07/13/2018	842 MAPLE ST NE	0	0	1,800.00	82.96		0.90				83.86

Permit Kind: SINGLE FAMILY STRUCTURAL

Permit Kind: SINGLE FAMILY WINDOW REPLACEMENT												
2018-00253	07/20/2018	7749 LAKEVIEW LN NE	0	0	4,997.00	128.39		2.50				130.89
2018-00252	07/20/2018	7755 LAKEVIEW LN NE	0	0	17,000.00	324.54		8.50				333.04
2018-00215	07/03/2018	729 LUND AVE NE	0	0	7,217.00	164.67		3.61				168.28
2018-00236	07/13/2018	451 MAPLE ST NE	0	0	4,000.00	112.10		2.00				114.10
2018-00251	07/20/2018	8401 MONROE ST NE	0	0	6,600.00	154.59		3.30				157.89
2018-00224	07/11/2018	908 RALEIGH LN NE	0	0	2,800.00	92.50		1.40				93.90

Permit Type: BUILDING - Totals

Period	20	0	729,658.00	7,612.47	3,181.91	364.84	11,144.22
YTD	112	0	12,761,795.90	87,901.74	45,949.12	3,930.90	137,901.76

Permit Type: FIRE ALARM

Permit Kind: COMMERCIAL FIRE ALARM												
Permit Kind: MULTI-FAMILY FIRE ALARM												

Permit Type: FIRE ALARM - Totals

Period	0	0					
YTD	3	0					4,555.00

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
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Permit Type: FIRE SUPPRESSION

Permit Kind: COMMERCIAL FIRE SUPPRESSION

Permit Kind: PUBLIC FIRE SUPPRESSION

Permit Type: FIRE SUPPRESSION - Totals

Period	0												
YTD	8		0			3,459.64	193.04	80.22					3,727.90

Permit Type: MECHANICAL

Permit Kind: COMMERCIAL HEATING, VENT & AC

Permit Kind: MULTI-FAMILY HEATING, VENT & AC

Permit Kind: SINGLE FAMILY HEATING, VENT & AC

2018-00228	07/10/2018	8241 6TH ST NE		0		50.00		1.00					51.00
2018-00249	07/20/2018	699 80TH AVE NE		0		50.00		1.00					51.00
2018-00230	07/10/2018	789 IONE AVE NE		0		50.00		1.00					51.00
2018-00229	07/10/2018	728 LUND AVE NE		0		50.00		1.00					51.00
2018-00248	07/20/2018	8196 MIDDLETOWN RD NE		0		50.00		1.00					51.00
2018-00222	07/03/2018	7918 VAN BUREN ST NE		0		50.00		1.00					51.00
2018-00232	07/10/2018	7922 VAN BUREN ST NE		0		50.00		1.00					51.00

Permit Kind: SINGLE FAMILY HVAC - RESIDENTIAL SINGLE

2018-00246	07/20/2018	1120 80TH AVE NE		0		40.00		1.00					41.00
2018-00216	07/03/2018	652 83RD AVE NE		0		40.00		1.00					41.00
2018-00231	07/10/2018	8201 ABLE ST NE		0		40.00		1.00					41.00
2018-00260	07/23/2018	8367 MONROE ST NE		0		40.00		1.00					41.00
2018-00234	07/13/2018	8230 POLK ST NE		0		40.50		1.00					41.50
2018-00261	07/23/2018	1569 WYLDWOOD LN NE		0		40.50		1.00					41.50

Permit Type: MECHANICAL - Totals

Period	13		0			591.00		13.00					604.00
YTD	70		0			20,935.61		511.50					21,447.11

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	WAC Fees	Total Fees
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Permit Type: PLUMBING

Permit Kind: COMMERCIAL PLUMBING

Permit Kind: MULTI-FAMILY PLUMBING
 2018-00214 07/02/2018 779 UNIVERSITY AVE NE

0

85.00

1.00

86.00

Permit Kind: SINGLE FAMILY PLUMBING

2018-00247 07/20/2018 899 84TH AVE NE
 2018-00220 07/03/2018 880 MANOR DR NE

0

45.00

1.00

46.00

Permit Type: PLUMBING - Totals

Period	Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	WAC Fees	Total Fees
YTD	36	0	2,026.00	175.00	3.00	36.00	2,062.00	178.00	2,062.00	178.00

Permit Type: SIGN

Permit Kind: COMMERCIAL SIGN PERMANENT

2018-00243 07/18/2018 1066 HIGHWAY 10 NE

0

75.00

75.00

Permit Kind: COMMERCIAL SIGN TEMPORARY

2018-00262 07/23/2018 1111 81ST AVE NE

0

35.00

35.00

Permit Type: SIGN - Totals

Period	Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	WAC Fees	Total Fees
YTD	8	0	1,179.74	110.00	1,179.74	1,179.74	110.00	1,179.74	1,179.74	110.00

Permit Type: ZONING

Permit Kind: SINGLE FAMILY ACCESSORY BUILDING

Permit Kind: SINGLE FAMILY DRIVEWAY

2018-00239 07/16/2018 733 81ST AVE NE

0

45.00

45.00

Permit Kind: SINGLE FAMILY FENCE

2018-00244 07/19/2018 8401 6TH ST NE
 2018-00198 07/03/2018 525 79TH AVE NE

0

45.00

45.00

7/25/2018

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
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Permit Type: ZONING

Permit Kind: SINGLE FAMILY FENCE

2018-00255	07/25/2018	602 82ND AVE NE	0	0	45.00	45.00							45.00
2018-00259	07/20/2018	1595 83RD AVE NE	0	0	45.00	45.00							45.00
2018-00226	07/09/2018	712 83RD AVE NE	0	0	45.00	45.00							45.00
2018-00256	07/23/2018	828 SANBURNOL DR NE	0	0	45.00	45.00							45.00
2018-00257	07/23/2018	8018 TERRACE RD NE	0	0	45.00	45.00							45.00

Permit Kind: SINGLE FAMILY SHED

2018-00240	07/16/2018	733 81ST AVE NE	0	0	45.00	45.00							45.00
2018-00209	07/02/2018	584 WESTBY DR NE	0	0	45.00	45.00							45.00

Permit Type: ZONING - Totals

Period	10	0	450.00	855.00	450.00	855.00	450.00	855.00	450.00	855.00	450.00	855.00	450.00
YTD	19	0	855.00										855.00

Report Total	Period	48	0	\$729,658.00	8,938.47	3,181.91	380.84						12,486.22
	YTD	256	0	\$12,761,795.90	116,357.73	46,142.16	4,558.62						171,728.51

Vacants, Foreclosed Properties or Sheriff Sales, July 2018

(I checked Public Records 7-5-18 through June 29th. Nothing new) nk

			120 day		\$200. vac. fee	Add'l vac, anniv (A/D)	Abandoned Date		
			Vacant expiration	120 day vac. fee paid	due 1 yr. anniv. date (A/D) of orig. posting	anniv (A/D) date(s) add'l \$200.00 + due.	\$150 fee, app \$150.00 & Inspection Res. CO	Paid/Res. CO	
Residential Prop. Address	Name	Date	Date	Date	Date	Date	ALL Due	Paid/Res. CO	
7927 NE Buchanan	DOROTHY WALLIN, DIED	5/9/18	09/06/18				05/09/18	\$ DUE	OFF
8064 NE GARFIELD ST	PETER BOROWITZ	06/06/12	10/04/12	Paid 7-21-16	Paid2012-2016	A/D \$ DUE	6/6/12	\$ DUE	ON
1880 NE HWY 10	ARNOLD JOHNSON SR, DIED	06/26/15	10/24/15	\$ DUE	A/D \$ DUE	A/D \$ DUE	6/26/15	\$ DUE	ON
626 NE IONE AVE	DAVID STAHL / Son Doug Stahl	xx					xx		ON
812 NE LUND AVE	RITA HERR, DIED 3-2018	05/23/12	09/20/12	\$ DUE	A/D \$ DUE	A/D \$ DUE	10/4/13	\$ DUE	ON
649 Manor/Ciung sched./H.O. died	Widell Real Estate Properties	12/01/17	03/31/18	Paid 5-8-18	12/1/18		xx		ON
615 MAPLE 4SALE per MILS online	ELIZABETH TROTTER Vacant?	xx					xx		ON
8490 NE MONROE (was SF rental)	Renter's Warehouse/ Mark Gorelick	05/17/18	09/14/18				5/17/18	\$ DUE	ON
8345 NE PIERCE ST	JOHN VYLASEK, see notes	5/29/13	09/26/13	Paid 12-6-13	A/D \$ DUE	A/D \$ DUE	5/29/13	Paid 12-20-13	ON
7972 PLEASANTVIEW/fire @prop	WELLS FARGO/Dustin Otis	4/13/18	08/11/18				04/13/18	\$ DUE	OFF
924 RALEIGH Mailing c/o XH Dan	PAT HUTCHISON DIED	xx					xx		ON
8024 TERRACE RD	LEONA HANSON, OWNER	xx					xx		ON
7901 Univ. Ave (Mail returned)	JANE TWEDT, DIED Jan. 2018	6/20/18	10/18/18				6/20/18	\$ DUE	OFF

Recent Prop. Closings Note: I only list the properties that closed & were previously listed above. The City has had numerous property sales/closings.

8012 5thSold/closed 7-24	Buyer Dale Kriens	03/30/18	7-28-18 NO \$ due/Buyer occupying home.				xx		ON
533 81st Ave/Closing 7-16	MICHAEL TIMOSHENKO closed in	01/08/18	05/08/18	Paid 7-19-18					ON
1540 HWY 10	BILL O'WALLEY SOLD TO DAN GELB								ON
Commercial Prop Address									
8407 PLAZA BLVD	POV'S								ON
8355 UNIV. AVE 4SALE 7-2018	PESTELLO'S TAVERN & GRILL	5/20/15	09/17/15		5/20/2016	5/1/2017,18		\$ due	ON
Spring Lake Park Terrace/Mfgd. & Mobile Home Park									
8155 NE Cleveland	GJW Group LTD	xx		120 Day Vacant	120 Day Fee	1 Year Vacant	Abandoned	Res. CO Paid	
8163 NE Cleveland	GJW Group LTD	3-28-16	07/26/16	Expiration	Paid	Date	Date	Date	OFF
SHERIFF SALES									
Service Address		Name	Date of SS				Date to vacate		
716 NE 82ND AVE		MARC & ANDREA PORTER	7/6/18				01/06/19		ON



CITY OF SPRING LAKE PARK

1301 Eighty First Avenue Northeast
Spring Lake Park, Minnesota 55432
Ph: 763-784-6491 Fax: 763-792-7257
Website: www.slpmn.org

RESIDENTIAL GARAGE SALES, SALES & AUCTIONS

Every spring and summer, residential garage sales, household items, and auctions start popping up like dandelions within the City of Spring Lake Park. In 1991, the Spring Lake Park City Council passed ordinance number 268 regulating the sales of household items such as a refrigerator or couch on residential premises as well as garage sales and auctions.

Time Allotted for Sales. All sales must be conducted between the hours of 8:00 a.m. to 8:00 p.m. Any residential property that conducts a household item sale, garage sale, or auction, is permitted to perform such sale for a maximum of three days in consecutive order. Each residential property is also permitted to conduct two sales within one calendar year (12 months), for a total maximum of six (6) days out each calendar year.

Location of Sales. All sales must be conducted on the owner's or occupant's property. Multiple family sales are permitted if they are held on the property of one of the participants of the multiple sales.

Items for Sale. No new retail goods purchased for sale or shipment/delivery goods may be offered for resale. No more than four (4) used vehicles may be sold on any residential property within one calendar year (12 months). All used vehicles must be parked on an improved surface, must be in operable condition and licensed with current tabs.

Advertisement of Sales. All directional and advertising sale signs must be placed on private property and must have the permission of the private property owner. All directional and advertising sale signs must be free standing and are not allowed to be attached to any light or power pole or stop signs. All directional and

advertising sale signs can be no bigger than two (2) feet by three (3) feet or six (6) square feet in size.

If you have any questions relating to household item or garage sales or auctions, please contact Barry Brainard at (763) 784-6491. You can also email questions to bbrainard@slpmn.org.

RESOLUTION NO. 18-25

**A RESOLUTION APPROVING A VARIANCE TO ALLOW A DRIVEWAY VARIANCE
AT 7783 TYLER STREET NE**

WHEREAS, Russell Berner, 7783 Tyler St. NE, have made application to construct a driveway within the required five foot side yard setback on the north side of his property; and

WHEREAS, the property is legally described as follows:

Lot 4, Block 1 Goodin Heights Addition, subject to easement of record; and

WHEREAS, mailed and published notice of a public hearing to consider the proposed variance was given; and

WHEREAS, a public hearing to consider the proposed variance was held on July 23, 2018; and

WHEREAS, the request was made for reconstruction of an existing driveway on the property that had been previously constructed without a variance and in violation of the City of Spring Lake Park zoning code, a driveway that has been in place since at least 1985; and

WHEREAS, the Planning Commission has considered the application against the practical difficulties test as outlined in Section 153.224 of the Spring Lake Park Zoning Code; and

WHEREAS, the Planning Commission forwarded the application to the City Council with no recommendation; and

WHEREAS, the Spring Lake Park City Council has reviewed the application at its August 6 meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves the request of Russell Berner for a variance allowing the continued placement of his driveway within the required five foot side yard setback with the following condition:

1. Additional information about proposed drainage and snow storage shall be submitted to the Public Works Director for review prior to construction.

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same: .

Whereon the Mayor declared said Resolution duly passed and adopted the 6th day of August, 2018.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



Memorandum

To: Chair Hansen and Members of the Planning Commission
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: July 19, 2018
Subject: Driveway Variance at 7783 Tyler Street NE

Russell Berner (applicant) has submitted a variance application to replace his existing driveway at his property at 7783 Tyler Street NE. The application was filed on July 6, 2018 with the City.

The applicant has submitted a request for a variance at 7783 Tyler Street NE to allow for the replacement of his driveway along the north edge of the property, on the property line, within the required 5 foot side-yard setback. The property is an 11,970 square foot residential site, along Tyler Street NE, south of Spring Lake Park High School. Currently, the property includes a single-family home, shed and driveway. Neighboring properties are single-family residential homes to the north, south and west and attached townhomes to the east.

The property is zoned R-1, Single Family Residential and guided Low Density Residential on the 2030 Future Land Use Map. The driveway is an allowed accessory use in the R-1 zoning district and is consistent with the Comprehensive Plan.



Normally, such driveway replacements would not come before the Planning Commission. However, there is no record that a variance had been obtained for the driveway's current placement. Therefore, an after-the-fact variance is required prior to the driveway's improvement.

Section 153.224 of the Spring Lake Park Zoning Code outlines the purpose and process to approve a variance. This variance application has been analyzed with respect to those requirements, listed below. It is important to note that a variance may be approved with conditions.

Standards include:

1. *Actions will be in harmony with the general purposes and intent of this title.* The driveway is a standard feature on residential properties for off-street parking.
2. *Variations are consistent with the Comprehensive Plan.* The Comprehensive Plan guides this property as low density residential, which is the current use. A driveway is an accessory use to a residential use and is consistent with the Comprehensive Plan guidance.
3. *The variance, if granted, will not alter the essential character of the locality.* The area is a residential neighborhood, with each property owner having access to the roadway through a driveway. The proposed improvement is consistent with the character of the neighborhood. The improvement does not expand the existing driveway area.
4. *Economic considerations alone do not constitute practical difficulties.* The applicant does not cite economic considerations as a reason to approve the variance. However, a replaced driveway would conceivably increase the property value of the site.
5. *A variance will be granted "only in instances where their strict enforcement would cause practical difficulties in complying with the official control because of circumstances unique to the individual property under consideration."* The parcel is standard width and length and includes no wetlands or waterbodies, and therefore are no unique challenges or circumstances on the parcel. The previous property owner located the driveway in its current location. Mr. Berner wishes to simply replace the existing driveway that has been in place for many years. Inspection of aerial photography shows that the current sized driveway has been in place since at least 1985. This could be considered a practical difficulty.

Section 153.132 of the City of Spring Lake Park Zoning Code outlines specific requirements for off-street parking facilities, including driveways, in the city. Those requirements are listed below and have informed the recommendations outlined later in this report.

"Off-street parking and loading facilities shall be subject to the front yard, side yard, and rear yard regulations for the use district in which the parking is located, with the following exceptions.

(A) In any of the residence districts, no parking or loading space shall be located within 15 feet of any property line. Driveways, garages, and carports in conjunction with any single- or two-family residence shall be exempted from this requirement; however, they shall not be located less than five feet from the property line, except by variance obtained in the manner provided in this code.”

Through the review of the application for the proposed driveway variance, the City has identified potential issues. These issues are summarized below.

1. *Practical Difficulty and Unique Circumstances.* As stated earlier, the applicant is requesting a variance to locate the driveway within the required 5 foot setback from the northern property line. The existing driveway is located in the 5 foot setback and is thus a pre-existing feature on the site. The current placement of the driveway was established by the previous property owner and is not a hardship created by the applicant. The applicant simply wishes to reconstruct the existing driveway on his property.
2. *Existing screening.* There is no existing screening along the driveway. The Commission could recommend the requirement of screening along the north property line which could address concerns from the neighbor to the north (see item #3).
3. *Lack of neighbor support.* The applicant’s neighbor to the north has submitted a letter objecting to the continued placement of the driveway in its current location. A copy of the letter has been included with this memorandum.
4. *Drainage.* The applicant states that drainage will continue to shed water away from the property owner to the north. However, no documentation is included in the variance application to support this claim.

Due to the existing nature of the driveway, staff recommends the Planning Commission recommend to the City Council approval of the application for a variance to allow a driveway variance with the following condition:

1. Additional information about drainage and snow storage be submitted to the Public Works Director for review prior to construction.

The Commission could add conditions regarding the screening of the driveway, which would require the driveway to be narrowed (the size of the variance reduced) to accommodate a fence or vegetative screening.

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

**City of Spring Lake Park
Variance Application**

A variance cannot be approved unless the Planning Commission and City Council find that the "practical difficulties" standard has been met. Please provide a response as to how/why your project will meet the following criteria. Use additional sheets if necessary and consult with the Zoning Administrator if you need clarification on the intent of any of the standards set below.

1. Applicant Information:

Name: Russell Berner

Telephone: [REDACTED]

Address: 7783 Tyler St. NE

Cell Phone: " " "

City/State/Zip: Spring Lake Park 55432

E-mail: [REDACTED]

2. Property Owner Information (if different from above):

Name: _____

Telephone: _____

Address: _____

Cell Phone: _____

City/State/Zip: _____

E-mail: _____

3. Project Location (Address and Legal Description): 7783 Tyler St. NE Spring Lake Park 55432

4. Present Use of Property: Driveway

5. Description of Project: Replacing existing driveway asphalt

6. Specify Section of the Ordinance from which variance is sought: North west side of driveway

7. Explain how you wish to vary from the applicable provisions of this Ordinance: existing driveway is up to lot line and would like to re-pave existing asphalt in same location.

8. Please attach a site plan or accurate survey as may be required by Ordinance.

9. **Practical Difficulties Test:** Please answer the following questions as they relate to your specific variance request.

a. In your opinion, is the variance in harmony with the purposes and intent of the Ordinance?

Yes No Why or why not?

Driveway currently was installed by previous owner up to lot line on ~~North~~ North side of driveway and would like to replace existing driveway in the same location even though it interferes with the 5 ft. set back.

b. In your opinion, is the variance consistent with the Comprehensive Plan?

Yes No Why or why not?

replacing existing asphalt and will not change
aesthetics of current property.

c. In your opinion, does the proposal put property to use in a reasonable manner?

Yes No Why or why not?.

allows more parking space for vehicles and is
consistent with existing driveway.

d. In your opinion, are there circumstances unique to the property? (physical characteristics of the property – i.e. sloping topography or other natural features like wetlands or trees)?

Yes No Why or why not?

Driveway is graded at a slope on the north
side allowing proper drainage.

e. In your opinion, will the variance maintain the essential character of the locality?

Yes No Why or why not?

replacing driveway that already exists.

The Planning Commission must make an affirmative finding on all of the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant Signature:

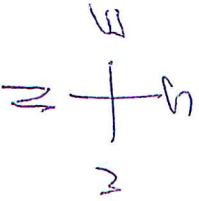


Date:

7/3/18

Fee Owner's (Property Owner) Signature:

Date:



Driveway 1" from lot line

walkway - asphalt

Garage

House

Front step

Sidewalk

Driveway

Apron same width as existing driveway

Apron curb





www.arcpavinginc.com

Asphalt Restoration Company, Inc.

P.O. Box 401
Hugo, MN 55038

- residential/commercial paving
- all forms of asphalt repair
- bobcat grading
- concrete remove & replace
- class 5 driveways
- light demolition
- snow removal

Ryan Conlin
(651) 307-5777

Ben Philipson
(651) 206-9125

VISA, MASTERCARD ACCEPTED



Five year limited warranty on defective materials and workmanship, excluding frost cracks, damage from petroleum products, puncturing due to sharp objects, tire marks, and other acts of neglect. Pooling may occur unless there is a 1.2% grade to work with. Warranty excludes overlays unless otherwise agreed upon.

1.5% per month will be added on all accounts over 30 days.

2.0% charge on credit card transactions.

Proposal Submitted to Russ Beaver

Customer Address 7783 Tyler St. Spring Lake Park, MN

Home Phone [REDACTED] Work Phone _____

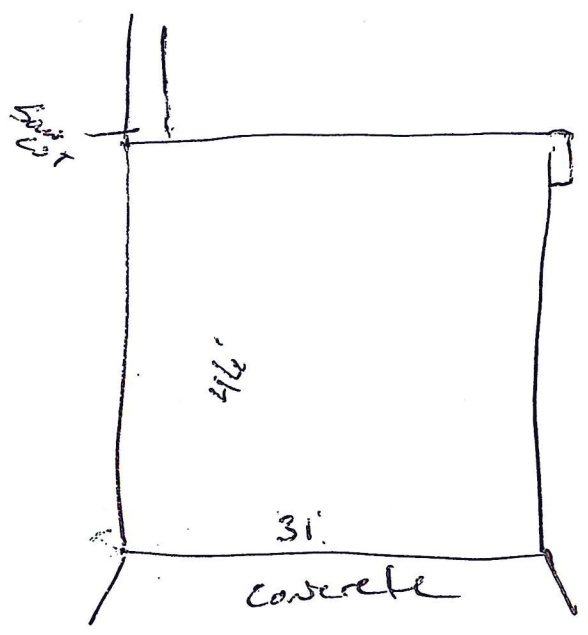
Area to be Blacktopped Graveled Excavated

Total Square Feet 1426

Inches of Blacktop 2.5" compacted Inches of Gravel Re-Grade

All material is guaranteed. This price includes any excavation, gravel and blacktop. Half payment is due at time of excavation and the remainder is due upon work completion unless otherwise agreed upon.

Price complete for the sum of \$ \$4250⁰⁰⁷



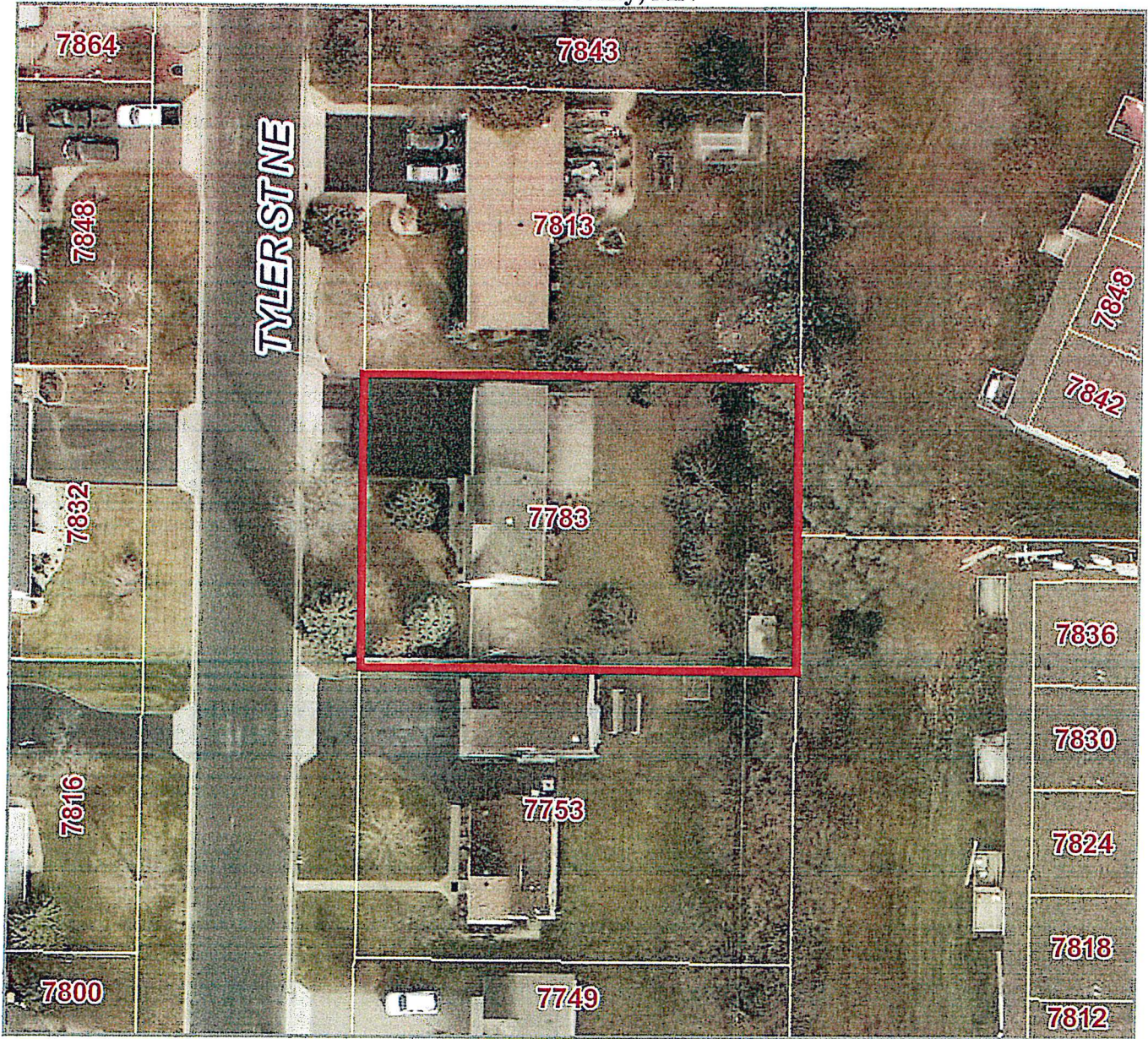
Estimator's Signature [Signature]

Estimate Date 6-21-18

Customer's Signature _____

Estimated Project Date _____

Anoka County, MN



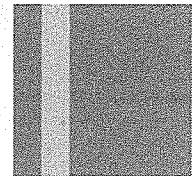
PROPERTY ID	01-30-24-33-0037	Owner	BERNER GAIL
ADDRESS	7783 TYLER ST NE	Owner Address	7783 TYLER ST NE
CITY	SPRING LAKE PARK	Owner City	SPRING LAKE PARK
STATE	MN	Owner State	MN
ZIP CODE	55432	Owner Zip Code	55432
COMMISSIONER DISTRICT	ROBYN WEST		



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Map Scale
1 inch = 50 feet
 7/3/2018

Dan and Colleen Saffert
7813 Tyler St. NE.
Spring Lake Park, MN. 55432



7/29/2018

To all interested parties
City of Spring Lake Park
1301 81st Ave. NE.
Spring Lake Park, MN 55432

To all interested parties,

This letter served as our written comments for the public hearing for the city of Spring Lake Park, held Monday July 23, 2018 for the Russell Berner driveway. This letter also now serves as our written comments for the city council meeting to be held Monday August 6, 2018. I am having this read before council because I will not be able to attend your meeting. Additional comments have been added after the public hearing to page three.

We are the property owners directly affected. We are located on the north side of the Berner property.

The notice of the hearing that was mailed and published was incorrect. Please Note: the existing driveway was not set back one foot, it is on the property line. The concrete apron that connects the driveway to the street flares north encroaching in front of our property. We also observe the bituminous layer is being totally replaced not just "resurfaced".

Currently the bituminous layer was removed and the base layer was prepared by a contractor prior to obtaining a permit. A bituminous sidewalk portion remains on the north side of his garage. This sidewalk is also on the property line. During demolition the contractor unloaded equipment in front of our driveway and yard disfiguring the street surface. The street was just "resurfaced" a few days prior. We will have the marked up surface to enjoy for several years. Due to the location of the driveway, the contractors' men were using our yard to work. They had tools scattered and some debris were left behind.



We object to a driveway being placed within the required minimum five foot side yard setback. Objections to this variance are above and as follows:

#1 Difficulty maintaining my yard:

- (a) Car, truck, and trailer tires parked near the property line extend the vehicles over the line interfering with mowing. We have to go around them.
- (b) People getting in and out of the vehicles that are parked near the line walk on our property.
- (c) People assume that this is a normal set back and treat our property as if it belonged to the neighbors. A previous contractor drove into my yard!!!
- (d) It is difficult to grow grass in this area of my yard. Snow removal debris (road salt, sand, gravel, black top coatings) are sent into our yard. A Spruce tree, Ash tree, sidewalk and mail boxes are in the way of snow removal on his side of the driveway. They have just a small space on their side for snow. Plows would also cut into our yard. [Where will he put his snow?]

#2 Oversize driveway:

- (a) How big of a driveway is allowed? Why does Russ need more?
- (b) Russ has enough room for six plus vehicles without a variance. Without a variance he could park two in the garage and four plus in the driveway. He has had as many as two trucks, three cars and a double wide snow mobile trailer. Russ had cars parked diagonally in his driveway so it looked like a used car lot.

#3 Additional parking on the other side of his house:

- (a) Please note: Russ has a concrete slab on the south side of his house that he will probably use for parking also.

We would like to see the normal five foot side setback enforced. We have lived here for over thirty years. The past owners have been more respectful of the unusual "driveway on our property line" situation. They did not re-arrange and work on their fleet of vehicles from 10pm thru 4am either.

(Please see additional comments added after the public hearing on page 3)

Since over fifty percent of the existing driveway was removed it no longer is grandfathered in. It should be reconstructed according to the new code. We object to the variance. Without a variance the driveway will still be wider than average.

Screening was also mentioned at the public hearing. Live screening could die if it is not maintained. The length of the fencing would be limited as it has to be set back from the street. Both options have a limited life span and could be forgotten once they are gone.

Space is limited between the houses for access to the utilities in the back yards. Fencing would also reduce this space. I mention this because the power line is overdue for maintenance. The power poles and old style transformer look like they should have been replaced years ago. Some poles are leaning also. Russ should provide access to the utility easement. The last power line tree trimming behind his house was done through my yard!

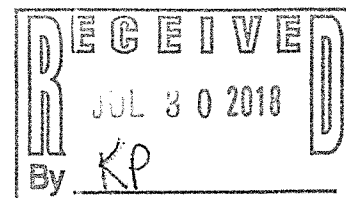
We would like to see a normal five foot side setback (no variance) as established by code.

We would also like to thank Commissioner Vince Smith for all the hard work he put into this. He did not take the easy way out. He also brings up The Rule of Law that Spring Lake Park follows.

Thank You for considering our objections.

Sincerely,

Dan and Colleen Saffert



DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission regularly scheduled meeting held on July 23, 2018 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

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

2. Roll Call

Members Present: Commissioners Smith, Bernhagen, Cobbs and Hansen

Members Absent: Commissioner Dircks and Eischens

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

Visitors: Councilmember Delfs
Barbara Goodboe-Bisschoff, Spring Lake Park
Paddy Jones, Ham Lake
Ria Morgan, 342 81st Avenue NE
Cindy Edgerton, 8300 Pierce Street NE
Braden Thompson, 8391 Fillmore Street NE
Mike Morgan, 8375 Fillmore Street NE
David Jones, 8365 Fillmore Street NE
Gene and Donna Eiler, 8301 Pierce Street NE
Michael Thomas, Thomland Homes
Eric Ollestad, Value Homes

3. Pledge of Allegiance

4. Approval of Minutes – June 25, 2018

MOTION BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER BERNHAGEN, APPROVING THE MINUTES OF JUNE 25, 2018. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

5. Public Hearing – Approval of Driveway Variance – 7783 Tyler Street NE

Administrator Buchholtz reported that the City received an application for a variance at 7783 Tyler Street NE to allow for the replacement of his driveway along the north edge of the property, on the property line, within the required five foot side-yard setback. He reported that normally, such driveway replacements would not come before the Planning Commission. He reported that there is no record that a variance was obtained for the driveway's current placement and therefore, an after-the fact variance is required prior to the driveway improvement. He reported that the property is an 11,970 square-foot residential site, along Tyler Street NE. He stated that currently the site includes a single-family home, shed and driveway. He stated the property is zoned R-1 Single Family Residential and guided Low Density Residential in the 2030 Future Land Use Plan.

Administrator Buchholtz reported that the site is standard length and width and does not include any unique conditions such as steep slopes or wetlands that could be considered a practical difficulty for construction

of the driveway extension elsewhere on the property. He noted that a previous property owner located the driveway in its current location. He stated that the applicant wishes to replace the existing driveway that has been in place for many years.

Administrator Buchholtz stated that the one potential difficulty is that the applicant is requesting a variance to locate the driveway within the required five-foot setback from the northern property line. He stated that the existing driveway is located in the five-foot setback and is thus a preexisting feature on the site. He stated the current placement of the driveway was established by the previous property owner and is not a hardship created by the applicant. He stated that the applicant simply wishes to reconstruct the existing driveway on his property.

Administrator Buchholtz stated that there is no existing screening along the driveway. He stated that the Commission could recommend the requirement of screening along the north property line, which could address concerns from the neighbor to the north.

Administrator Buchholtz stated that the applicant's neighbor to the north has submitted a letter objecting to the continued placement of the driveway in its current location.

Administrator Buchholtz stated that staff recommends that the Planning Commission recommend to the City Council approval of the application for a variance to allow a driveway extension with the following conditions:

1. Additional information about drainage and snow storage be submitted to the Public Works Director for review prior to construction.

He stated that the Commission could add conditions regarding the screening of the driveway, which would require the driveway to be narrowed (the size of the variance reduced) to accommodate a fence or vegetative screening.

Commissioner Smith stated that the construction and replacement has already started at the property. He stated that he noted that the asphalt appeared to have been right up to the property line.

Building Official Brainard stated that there is a five-foot setback requirement on driveway construction however; there are many driveways that have been construed right up to the property lines. He stated that in many situations the homeowners will shift driveway locations or sizes due to unknown reasons. He reported that in many cases, the curb cuts are already in place.

Administrator Buchholtz stated that driveway variances have been an issue for many residents and property owners in the past and the City Code wording invites driveway variance applications. He stated that a condition of requiring a survey might help with some of the situations.

Commissioner Bernhagen noted that the driveway currently is torn up and there is just gravel for the surface.

Chairperson Hansen opened the public hearing at 7:25 PM.

Eric Ollestad, Value Homes, stated that he feels for the current homeowner, as it is not their fault that the existing driveway did not meet the code requirements and they do not have to deal with it.

Barbara Goodboe-Bisschoff, 8309 Monroe Street NE, stated that she noted that in the photo of the driveway, it appears that the driveway is right on the property line on the north side. She stated that there does not appear to be a foot between the driveway and property line.

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

Chairperson Hansen suggested that a motion be made to approve the variance with a condition being added that screening along the north side of the driveway be added.

Commissioner Cobbs stated that the driveway is already on the property line and he did not see how adding screening would be possible. Administrator Buchholtz suggested that the driveway be shifted to the south to accommodate the screening.

Commissioner Smith suggested that the variance be denied. He stated that other variances have been denied in the past. Commissioner Bernhagen stated that in the past, there has not always been the objection from neighboring properties. Chairperson Hansen stated that he does not recall many variances being denied in the past few years.

Chairperson Hansen stated that in the review of the photos and application materials, he inquired on how close the garage is to the five-foot property line. Building Official Brainard stated that it is three feet on the garage side with an asphalt walkway.

Commissioner Bernhagen inquired if a fence was to be put up, how far off the lot line would it need to be. Mr. Brainard stated it would need to be six inches to allow room to maintain it.

MOTION MADE BY CHAIRPERSON HANSEN, SECOND BY COBBS TO RECOMMEND APPROVAL OF DRIVEWAY VARIANCE AT 7783 TYLER STREET NE WITH THE FOLLOWING CONDITION; 1. ADDITIONAL INFORMATION ABOUT THE PROPOSED DRAINAGE AND SNOW STORAGE BE SUBMITTED TO THE PUBLIC WORKS DIRECTOR FOR REVIEW PRIOR TO CONSTRUCTION. ROLL CALL VOTE: COMMISSIONER SMITH AND BERNHAGEN – NAYS COMMISSIONER COBBS AND CHAIRPERSON HANSEN- AYES. MOTION FAILED.

MOTION MADE BY COMMISSIONER BERNHAGEN, SECOND BY CHAIRPERSON HANSEN TO RECOMMEND SENDING VARIANCE REQUEST FOR 7783 TYLER STREET NE TO CITY COUNCIL WITH NO RECOMMENDATION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

6. Public Hearing- Approval of Conditional Use Permit/Dog Kennel – 342 81st Avenue NE

Planner Carlson reported the city received an application from Ria Morgan requesting a Conditional Use Permit (CUP) for her property located at 342 81st Avenue NE to increase the number of dogs in her single-family home from four to five. He stated that the definition of a Kennel-Private in the ordinance that is triggering the CUP.

Mr. Carlson stated that the property is in a residential neighborhood near the intersection of University Avenue and 81st Avenue NE. He stated the property is guided Low Density Residential in the 2030 Comprehensive Plan Update and is guided for Single Family Residential in the 2040 Update.

Mr. Carlson reported that the applicant is requesting a CUP for the housing of one additional dog on the residential property. He stated that the building is a single-family dwelling and the entire back and side yards are completely fenced in. He stated that the application states “dogs are primarily indoors with some playtime outside”, so nuisance is not an issue. He reported that the dog has been sterilized and the application states “no intention to breed.” He stated that the dog has been vaccinated for rabies with documentation provided.

RESOLUTION NO. 18-26

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A DOG
KENNEL LICENSE AT 342 81ST AVENUE NE**

WHEREAS, Ria Morgan has made application for a conditional use permit to allow a kennel license at 342 81st Avenue NE; and

WHEREAS, the property is zoned R-1, Single Family Residential, and is legally described as follows:

Lot 8, Block 5 Ferndale Addition, subject to easement of record; and

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

WHEREAS, a public hearing to consider the proposed conditional use permit was held by the Planning Commission on July 23, 2018; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves a conditional use permit to permit a kennel license at 342 81st Avenue NE, subject to the following conditions:

1. The owner shall keep up-to-date licenses for the kennel and individual dogs.
2. The owner shall take appropriate steps to clean up the yard at regular intervals through the entire year to eliminate smell for adjacent neighbors.
3. The dogs shall be contained within the fenced yard.
4. All actions necessary shall be taken to reduce incessant dog barking outside.
5. The kennel license is limited to a total of five dogs.

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same:.

Whereon the Mayor declared said Resolution duly passed and adopted the 6th day of August, 2018.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

Reference: 342 81st Ave NE

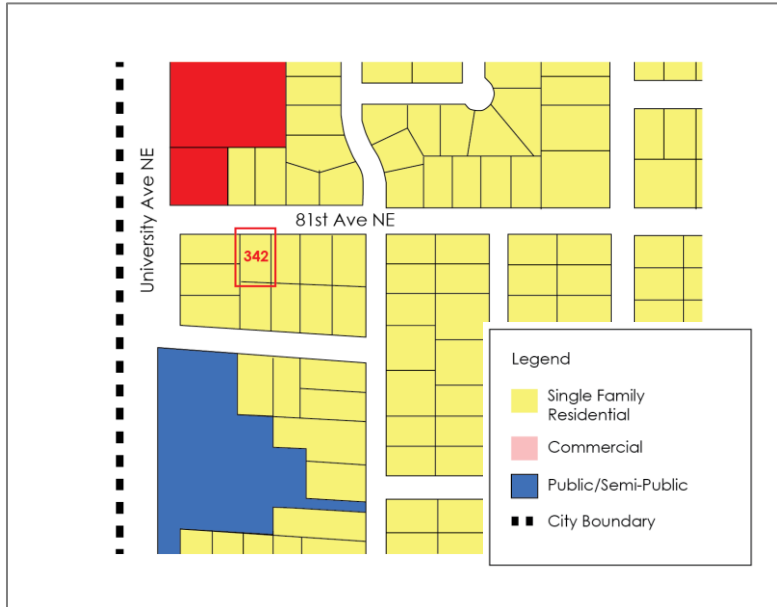


Figure 2: 2030 Comprehensive Plan guidance

The property is located in the R-1 Single Family Residential district. Allowed uses include single-family dwellings and family daycares.

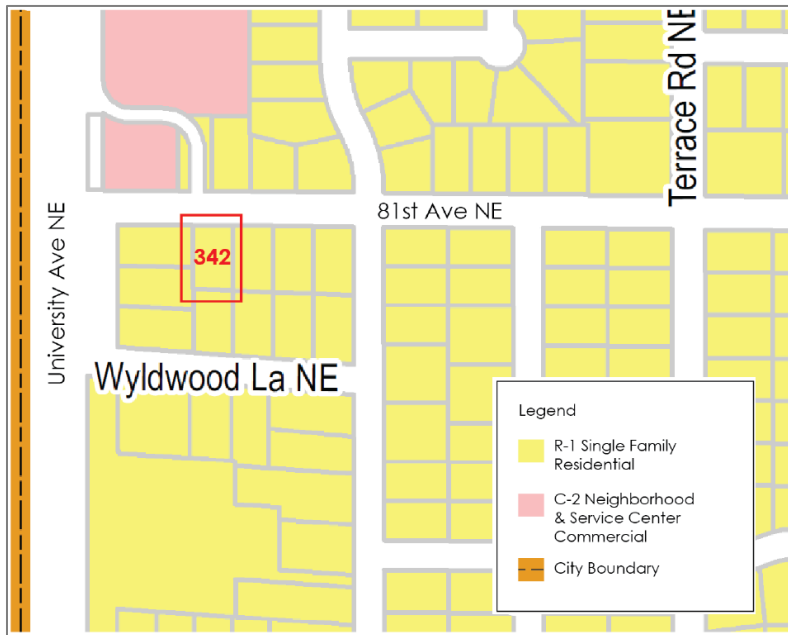


Figure 3: Existing zoning

Reference: 342 81st Ave NE

- 2) **Application.** The Applicant is requesting a CUP for the housing of one (1) additional dog on the residential parcel.
 - a. Building: single-family dwelling, split-level, 1-story
 - b. Fence: application states “entire back and side yard completely fenced in. Approximately 80 feet by 30 feet. A little larger [including fenced] side yard”
 - c. Detrimental effects: application states “no” effect on others use and enjoyment of other properties in immediate vicinity
 - d. Odor and noise nuisance: application states “dogs are primarily indoors with some playtime outside, so [nuisance] is not an issue.”
 - e. Other notes: Dog has been sterilized and application states “no intention to breed.” The dog has been vaccinated for rabies with documentation provided. Dog is an 8 lbs. Chihuahua mix.
- 3) **Licensing.** Chapter 92 of the Code of Ordinances requires kennels to be licenses. This applies to any person who owns more than three dogs over the age of six months. Additionally, each individual dog is required to be licensed and registered with the City.
- 4) **Conditional Uses.** Section 153.202 of the City of Spring Lake Park’s zoning code outlines the requirements to approve a conditional use permit. This application has been analyzed with respect to those requirements, listed below.

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

While the proposed use does not contribute to the general welfare of the neighborhood or community since it is a private residence, a private kennel with the proposed five dogs should not impede on the community’s general welfare if it is in compliance with applicable licensing requirements for individual dogs and a kennel.

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

The dogs shall remain contained within the existing fenced yard to avoid interactions with members of the public.

(c) The proposed use will comply with the regulations specified in this chapter for the district in which the proposed use is to be located;

No changes related to this proposed CUP will challenge regulations in the R-1 Single Family Residential district.

(d) The use is one of the conditional uses specifically listed for the district in which it is to be located;

The requirement for a Conditional Use Permit is contained in the definition of a Kennel-Private.

(e) The proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity;

Reference: 342 81st Ave NE

The applicant states the proposed use will not affect others. However, any grouping of dogs may bark. The owner shall maintain up to date and compliance licenses for a kennel and individual dogs.

(f) The use will not lower property values or impact scenic views in the surrounding area;

Dogs contained at a private residence will have no impact on property values. The CUP is not triggering any physical changes to the single-family lot and therefore will not impact scenic views surrounding the property.

(g) Existing streets and highways and proposed access roads will be adequate to accommodate anticipated traffic;

If the owner maintains compliance with their license for a private kennel, no additional traffic is anticipated.

(h) Sufficient off-street parking and loading space will be provided to serve the proposed use;

As a private kennel, no customers shall be driving to and parking at the site.

(i) The use includes adequate protection for the natural drainage system and natural topography;

The proposed private kennel use does not trigger a change in drainage and natural topography.

(j) The proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise, or vibration so that none of these will constitute a nuisance; and

The owner shall take appropriate steps to clean up the yard at regular intervals through the entire year to eliminate smell for adjacent neighbors.

(k) The proposed use will not stimulate growth incompatible with prevailing density standards.

The issuance of a license for a private kennel will require the number of dogs be maintained at the number (five) proposed in this Conditional Use Permit.

RECOMMENDATION

Staff recommends that the Planning Commission recommend to the City Council approval of the application for a Conditional Use Permit to allow a Kennel-Private in the R-1 Single Family Residential district with the following conditions:

1. The owner shall keep up-to-date licenses for the Kennel and individual dogs.
2. The owner shall take appropriate steps to clean up the yard at regular intervals through the entire year to eliminate smell for adjacent neighbors.
3. The dogs shall be contained within the fenced yard.
4. All actions necessary shall be taken to reduce incessant dog parking outside.



July 23, 2018
Planning Commission
Page 5 of 5

Reference: 342 81st Ave NE

Stantec Consulting Services Inc.

Beth Elliott AICP
Senior Urban Planner

Phone: (651) 967-4552
Beth.Elliott@stantec.com

Attachment: Application

107559



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

For Office Use Only	
Case Number:	
Fee Paid:	300.00
Received by:	KP
Date Filed:	6/29/18
Date Complete:	
Base Fee:	100
Escrow:	200

DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)		
<input type="checkbox"/> Appeal	<input type="checkbox"/> Site Plan/Building Plan Review	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Conceptual Plan Review	<input type="checkbox"/> Lot Combination
<input type="checkbox"/> Ordinance Amendment (Text)	<input checked="" type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Variance	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Other _____
PROPERTY INFORMATION		
Street Address: 342 81st Ave NE Spring Lake Park, MN 55432		
Property Identification Number (PIN#): 02-30-24-131-0069 Current Zoning: 13		
Legal Description (Attach if necessary): Lot 8 BLK 5 Ferndale ADD, SUBJ TO EASE OF REC		
APPLICANT INFORMATION		
Name: RIA MORGAN	Business Name: N/A	
Address: 342 81st Ave NE		
City: Spring Lake Park	State: MN	Zip Code: 55432
Telephone: [REDACTED]	Fax:	E-mail: [REDACTED]
Contact:	Title: [REDACTED]	
OWNER INFORMATION (if different from applicant)		
Name: Same	Business Name: N/A	
Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-mail:
Contact:	Title:	
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: Single family dwelling Currently has 4 dogs		
Nature of Proposed Use: Single family dwelling to add 1 more Chihuahua's wants		
Reason(s) to Approve Request: want to add rescue dog to family All dogs are fixed and current rabies shots - no intention to breed		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name: N/A	Date of Application:	
Nature of Request:		
<p align="center">NOTE: Applications only accepted with ALL required support documents. See City Code</p>		

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

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

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

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

3. That the proposed use will comply with the regulations specified in Chapter 153 of the Zoning Code. N/A

4. That the proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity. No, it will not affect others

5. That the use will not lower property values or impact scenic views in the surrounding area. _____

N/A

6. That existing utilities, streets, highways and proposed access roads will be adequate to accommodate anticipated traffic. _____

N/A

7. That the use includes adequate protection for the natural drainage system and natural topography. _____

N/A

8. That the proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise or vibration so that none of these will constitute a nuisance. _____

Dogs are primarily indoors with some playtime outside, so it is not an issue

9. That the proposed use will not stimulate growth incompatible with prevailing density standards. _____

N/A

Information on Rescue Dog:

Breed: Chihuahua Mix

Age: 1

Weight: 8 pounds

From: Second Hand Hounds

Entire back and side yard completely fenced in. Approximately 80 feet by 30 feet. A little larger with side yard.

Dogs are inside except to play or go to bathroom.

All our dogs are fixed and up to date on shots (rabies shot documents attached)

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

Chairperson Hansen suggested that a motion be made to approve the variance with a condition being added that screening along the north side of the driveway be added.

Commissioner Cobbs stated that the driveway is already on the property line and he did not see how adding screening would be possible. Administrator Buchholtz suggested that the driveway be shifted to the south to accommodate the screening.

Commissioner Smith suggested that the variance be denied. He stated that other variances have been denied in the past. Commissioner Bernhagen stated that in the past, there has not always been the objection from neighboring properties. Chairperson Hansen stated that he does not recall many variances being denied in the past few years.

Chairperson Hansen stated that in the review of the photos and application materials, he inquired on how close the garage is to the five-foot property line. Building Official Brainard stated that it is three feet on the garage side with an asphalt walkway.

Commissioner Bernhagen inquired if a fence was to be put up, how far off the lot line would it need to be. Mr. Brainard stated it would need to be six inches to allow room to maintain it.

MOTION MADE BY CHAIRPERSON HANSEN, SECOND BY COBBS TO RECOMMEND APPROVAL OF DRIVEWAY VARIANCE AT 7783 TYLER STREET NE WITH THE FOLLOWING CONDITION; 1. ADDITIONAL INFORMATION ABOUT THE PROPOSED DRAINAGE AND SNOW STORAGE BE SUBMITTED TO THE PUBLIC WORKS DIRECTOR FOR REVIEW PRIOR TO CONSTRUCTION. ROLL CALL VOTE: COMMISSIONER SMITH AND BERNHAGEN – NAYS COMMISSIONER COBBS AND CHAIRPERSON HANSEN- AYES. MOTION FAILED.

MOTION MADE BY COMMISSIONER BERNHAGEN, SECOND BY CHAIRPERSON HANSEN TO RECOMMEND SENDING VARIANCE REQUEST FOR 7783 TYLER STREET NE TO CITY COUNCIL WITH NO RECOMMENDATION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

6. Public Hearing- Approval of Conditional Use Permit/Dog Kennel – 342 81st Avenue NE

Planner Carlson reported the city received an application from Ria Morgan requesting a Conditional Use Permit (CUP) for her property located at 342 81st Avenue NE to increase the number of dogs in her single-family home from four to five. He stated that the definition of a Kennel-Private in the ordinance that is triggering the CUP.

Mr. Carlson stated that the property is in a residential neighborhood near the intersection of University Avenue and 81st Avenue NE. He stated the property is guided Low Density Residential in the 2030 Comprehensive Plan Update and is guided for Single Family Residential in the 2040 Update.

Mr. Carlson reported that the applicant is requesting a CUP for the housing of one additional dog on the residential property. He stated that the building is a single-family dwelling and the entire back and side yards are completely fenced in. He stated that the application states “dogs are primarily indoors with some playtime outside”, so nuisance is not an issue. He reported that the dog has been sterilized and the application states “no intention to breed.” He stated that the dog has been vaccinated for rabies with documentation provided.

Mr. Carlson stated that Chapter 92 of the Code of Ordinances requires kennels to be licensed. He stated that this applies to any person who owns more than three dogs over the age of six months. He noted that additionally, each individual dog is required to be licensed and registered in the City.

Mr. Carlson stated that if the owner maintains compliance with their license for a private kennel, no additional traffic is anticipated. He stated that as a private kennel, no customers should be driving to and parking at the site. He stated that the owner shall take appropriate steps to clean up the yard at regular intervals through the entire year to eliminate the smell for adjacent neighbors. He stated that the issuance of a license for a private kennel will require the number of dogs be maintained at the number (five) proposed in this CUP.

Mr. Carlson reported that staff recommends that the Planning Commission recommend to the City Council approval of the application for a Conditional Use Permit to allow a Kennel-Private in the R-1 Single Family Residential district with the following conditions:

1. The owner shall keep up-to-date licenses for the Kennel and individual dogs.
2. The owner shall take appropriate steps to clean up the yard at regular intervals through the entire year to eliminate smell for adjacent neighbors.
3. The dogs shall be contained within the fenced yard.
4. All actions necessary shall be taken to reduce incessant dog barking outside.

Administrator Buchholtz reported that he received a call from a neighboring resident who wanted to ensure that the kennel license was for the homeowner's animals and not for a commercial operation.

Commissioner Smith stated that he visited the property and all the dogs were well behaved; the premises were clean and the dogs were all small dogs.

Chairperson Hansen opened the public hearing at 7:43 PM.

Ria Morgan, 342 81st Avenue NE, stated that all of her dogs have been fixed and they are not let out after dark so she does not see that barking will be a problem. She stated that with the addition of this new dog she will have five that she owns.

Building Official Brainard inquired if the dogs were all rescue animals. Ms. Morgan stated that all but one of the dogs were rescue animals.

Mr. Brainard inquired if there is a limit on the number of dogs allowed with a kennel license. Mr. Carlson stated that the Code states three or more animals requires a kennel license. Commissioner Bernhagen suggested that a number be placed on the number of animals on the CUP.

Hearing no additional comments, Chairperson Hansen closed the public hearing at 7:25 PM.

MOTION MADE BY COMMISSIONER BERNHAGEN, SECOND BY COBBS TO APPROVE CONDITIONAL USE PERMIT/DOG KENNEL AT 342 81ST AVENUE NE WITH THE FOLLOWING CONDITIONS: 1.) THE OWNER SHALL KEEP UP-TO-DATE LICENSES FOR THE KENNEL AND INDIVIDUAL DOGS; 2.) THE OWNER SHALL TAKE APPROPRIATE STEPS TO CLEAN UP THE YARD AT REGULAR INTERVALS THROUGH THE ENTIRE YEAR TO ELIMINATE SMELL FOR ADJACENT NEIGHBORS; 3.) THE DOGS SHALL BE CONTAINED WITHIN THE FENCED YARD;

4.) ALL ACTIONS NECESSARY SHALL BE TAKEN TO REDUCE THE INCESSANT DOG BARKING OUTSIDE; 5.) THE KENNEL LICENSE WILL ALLOW FOR A TOTAL OF FIVE DOGS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Public Hearing – Approval of Comprehensive Plan Amendment and Rezoning – 8360 Pierce Street NE

Planner Carlson reported that the property at 8360 Pierce Street is a large single-family lot that has been the subject of previous planning and zoning requests. He stated that an application in 2016 sought to plat the property into three new lots – two new single-family residential lots and an outlot for future commercial development. He stated that the existing house and garage were to be removed to make way to build two houses. He stated that surrounding uses are residential on three sides, commercial to the north, and semi-public (church) northeast. He stated the new plat was to be called Pride Rock. He stated that the current vacant single-family lot is the parcel the commission is reviewing.

Mr. Carlson reported that the request is to re-guide the property from Single Family to Medium Density Residential and rezone it from R-1 to R-2 to allow construction of a six-unit townhouse project. He stated the property was guided Commercial in the City's 2030 Lane Use Plan, but this has been changed to Single Family in the approved 2040 Land Use Plan and the property is zoned R-1 Single Family Residential.

Mr. Carlson stated that the existing parcel is approximately 180' x 180' to the centerline of Pierce Street; taking out 30' for Pierce Street right-of-way, the lot is 150' x 180', or 0.62 acres. He stated that the request is to change the land use designation to Medium Density Residential and rezone to the R-2 District to allow construction of a six-unit townhouse structure. Six units on 0.62 acres = 9.6 units/acre.

Mr. Carlson stated that the applicant asserts the economics of the property will not allow construction of single-family homes, which makes sense with the understanding of current real estate economics. He concurred that the price of the land and the Spring Lake Park market would not allow for profitable construction of new single-family homes in this area of the City.

Mr. Carlson stated that in the Comprehensive Plan, Medium Density is defined as three-six units/acre; High Density is 6-25 units/acre.

Mr. Carlson reported that the R-2 zoning calculates density based on a certain lot area per unit tied to the number of bedrooms, which comes out to about 11-13 units/acre. He stated that R-2 zoning would permit the proposed townhouses but guiding the property Medium Density would not allow the proposed project, since the proposed density is higher than the maximum six units/acre stipulated in the Comprehensive Plan.

Mr. Carlson reported that guiding the property High Density Residential, however, and rezoning to R-2 would allow the project as proposed. He stated that while the Medium Density designation generally corresponds to R-2 zoning and the High Density designation to R-3 zoning, they do not need be in lock step. He stated that a designation of High Density at 6-26 units/acres and R-2 zoning at 9.6 units/acre are consistent, which is what is looked for in planning and zoning patterns.

Mr. Carlson suggested that the Planning Commission and City Council should consider the immediate impact of this proposal. He stated that the six-unit townhouse would be across the street from existing single-family homes that are guided for Commercial use. He stated that the proposed townhouses about an existing commercial use to the north and single-family homes to the south-a better transition than single-family directly abutting commercial. He stated that two-story townhomes are a better fit with the neighbors than a taller more massive apartment building, which a reason the R-2 zoning is better than R-3 in this location.

RESOLUTION NO. 18-27

**A RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT TO
AMEND THE FUTURE LAND USE MAP FOR 8360 PIERCE STREET NE**

WHEREAS, the City received a request from Thomland Homes and Remodeling, LLC to amend the 2030 Comprehensive Plan to reguide the property located at 8360 Pierce Street from Low Density Residential to High Density Residential; and

WHEREAS, Thomland Homes is proposing to construct a six unit townhome complex on the property; and

WHEREAS, the property is legally described as follows: Lots 1 and 2, Pride Rock Addition, subject to easements on record; and

WHEREAS, the Planning Commission held a public hearing on July 23, 2018 to consider the amendment of the Future Land Use Map for the above stated property; and

WHEREAS, the Planning Commission recommended approval of the proposed amendment, making the following findings:

- The proposed townhome development would serve as a transition between a commercial uses to the north and the residential neighborhood to the south.
- The economics of the property will not allow the profitable construction of single family homes in this area.
- A high density residential use will meet certain goals of the City's comprehensive plan relating to housing choice and serving diverse populations.

WHEREAS, the City Council is the official governing body of the City of Spring Lake Park; and

WHEREAS, the City Council accepts the findings of the Planning Commission and finds the amendment to be in the best interests of the City; and

WHEREAS, the Comprehensive Plan amendment is subject to review and approval of the Metropolitan Council, as set in Minnesota Statutes, Section 473.864.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the City Council does hereby approve the amendment to the Spring Lake Park 2030 Comprehensive Plan for the above stated properties, subject to the following conditions:

1. Approval of the amendment by the Metropolitan Council shall take place prior to implementation.
2. Before a building permit is issued, the lot must be platted, with appropriate new easements dedicated and old ones vacated per City Engineer's recommendation.
3. If the units are to be sold individually, the plat must reflect individual ownership of unit pads and homeowner's association documents must be submitted for review by the City.
4. Before building permits are approved for the project:
 - a. Details on site drainage need to be reviewed. Site grading shall be completed so that no additional runoff is diverted to any adjacent property.
 - b. Details on the driveway, sewer and water service connections and street patching need to be reviewed and approved by the City Engineer.

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same:.

Whereon the Mayor declared said Resolution duly passed and adopted the 6th day of August, 2018.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

PLANNING REPORT

Date: July 23, 2018

To: Spring Lake Park Planning Commission

From: Phil Carlson, AICP, Consulting Planner

Project: 8360 Pierce Street – Comprehensive Plan Amendment & Rezoning

BACKGROUND & REQUEST

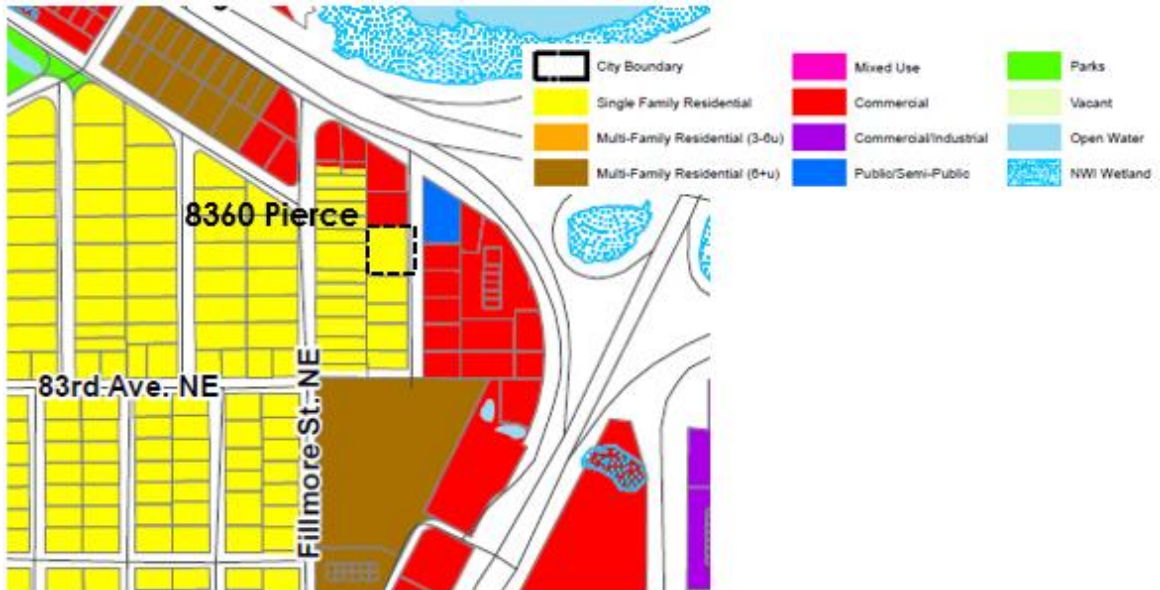
The property at 8360 Pierce Street is a large single-family lot that has been the subject of previous planning and zoning requests. An application in 2016 sought to plat the property into three new lots – two new single family residential lots and an outlot for future commercial development. The existing house and garage were to be removed to make way to build two new houses. Surrounding uses are residential on three sides, commercial to the north, and semi-public (church) northeast. The new plat was to be called Pride Rock. It was approved by the City but never recorded with Anoka County. The current vacant single-family lot is the parcel we are dealing with.

The request is to reguide the property from Single Family to Medium Density Residential and rezone it from R-1 to R-2 to allow construction of a six-unit townhouse project. The request is recommended to be modified as discussed below.

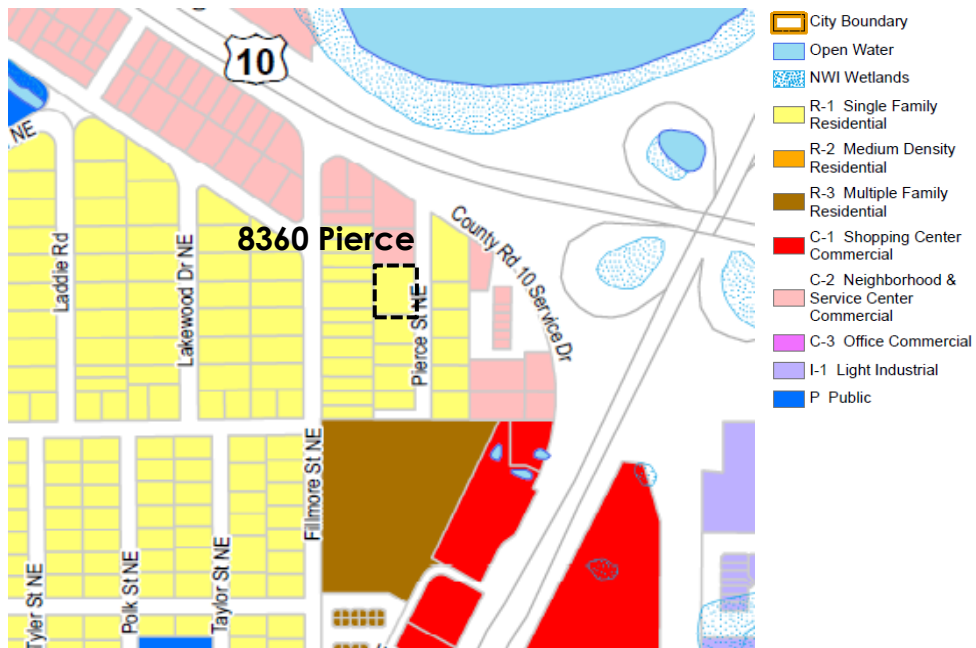


PLANNING ISSUES & ANALYSIS

- 1) The property was guided Commercial in the City’s 2030 Land Use Plan, but this has been changed to Single Family in the approved 2040 Land Use Plan (below).

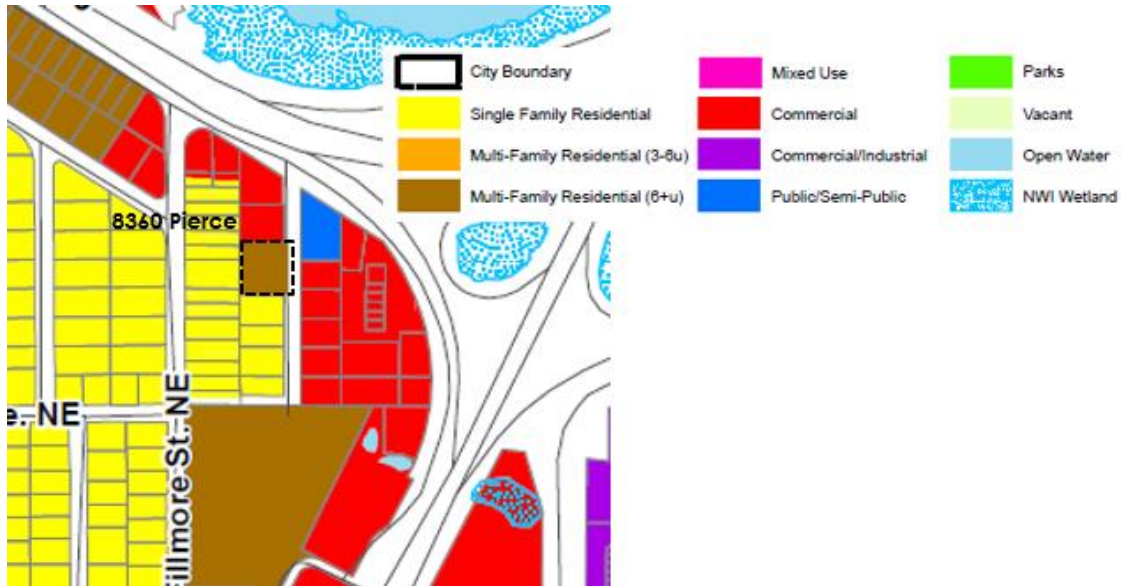


- 2) The property is zoned R-1 Single Family Residential.

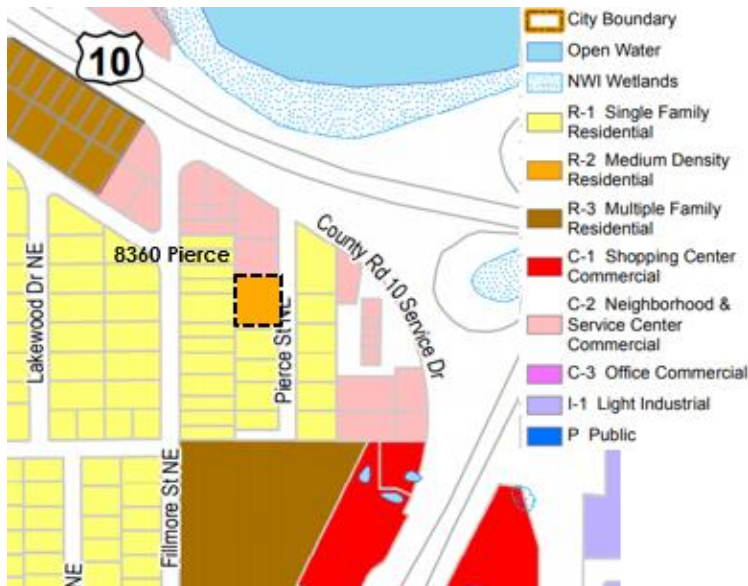


- 3) The existing parcel is approximately 180' x 180' to the centerline of Pierce Street. Taking out 30' for Pierce Street right-of-way, the lot is 150' x 180', or 0.62 acres.
- 4) The request is to change the land use designation to Medium Density Residential and rezone to the R-2 District to allow construction of a 6-unit townhouse structure. Six units on 0.62 acres = 9.6 units/acre.
- 5) The applicant asserts the economics of the property will not allow construction of single family homes, which makes sense with my understanding of current real estate economics. The price of land and the Spring Lake Park market would not allow for profitable construction of new single-family homes in this area.
- 6) In the Comp Plan, Medium Density is defined as 3-6 units/acre; High Density is 6-25 units/acre.
- 7) R-2 zoning calculates density based on a certain lot area per unit tied to the number of bedrooms, which comes out to about 11-13 units/acre. R-2 zoning would permit the proposed townhouses but guiding the property Medium Density would not allow the proposed project, since the proposed density is higher than the maximum 6 units/acre stipulated in the Comp Plan.
- 8) Guiding the property *High Density Residential*, however, and rezoning to R-2 would allow the project as proposed. While the Medium Density designation generally corresponds to R-2 zoning and the High Density designation to R-3 zoning, they do not need to be in lock step. A designation of High Density at 6-25 units/acre and R-2 zoning at 9.6 units/acre are consistent, which is what we look for in planning and zoning patterns. An applicant is not guaranteed the highest zoning for a given land use category, only one that is consistent and reasonable. The City can decide that in this location a different match of land use and zoning are appropriate.
- 9) A key question for this application is what is an appropriate, reasonable land use pattern here? If the request as described above is approved, the land use pattern and zoning would look like the map excerpts on the following page. There is already a mix of single family, multi-family and commercial land use designations in this neighborhood and adding the Multi-Family designation on this parcel between single family and commercial is reasonable.

Land Use Plan (if request approved)



Zoning Map (if request approved)



- 10) The Planning Commission and City Council should consider the immediate impact of this proposal. The six-unit townhouse would be across the street from existing single-family homes that are guided for Commercial use. The proposed townhouses would abut an existing commercial use to the north and single-family homes to the south – a better transition than single-family directly abutting commercial. Two-story townhouses are a better fit with the neighbors than a taller more massive apartment building, which is a reason the R-2 zoning is better than R-3 in this location.
- 11) A related question - what is the future for this area? We can't say for sure, but it wouldn't be unreasonable to imagine that there may be more proposals for multi-family development in the area in the future. Many properties in the neighborhood retain their Commercial designation as a carryover from decades ago when more direct access to a busier highway was in place. The development of the Dominion apartments on the Goony Golf site nearby is an indication of changes that may continue to happen here.
- 12) Before this project could proceed, another required step is to plat the property into one lot, should this application be approved, or multiple lots for individually owned townhouse pads in a condominium arrangement. City staff has suggested that the applicant could request the Comp Plan amendment and rezoning first, then plat the land later if the request is approved.
- 13) City Zoning Code standards do not require site plan or design approval for medium density dwellings like this townhouse structure, so the information on the actual design and appearance of the structure is helpful, but the Planning Commission and City Council do not have authority to review and approve it. It must meet setbacks, height limit and building code however.

Recommendation

We recommend approval of a Comprehensive Plan amendment from Single Family to High Density Residential and a rezoning from R-1 to R-2 for the lot at 8360 Pierce Street, with the following conditions:

- 1) Before a building permit is issued the lot must be platted, with appropriate new easements dedicated and old ones vacated per City Engineer's recommendation.
- 2) If the units are to be sold individually the plat must reflect individual ownership of unit pads and homeowners association documents must be submitted for review by the City.
- 3) Before building permits are approved for the project:
 - a. Details on site drainage need to be reviewed. Site grading shall be completed so that no additional runoff is diverted to any adjacent property.
 - b. Details on the driveway, sewer and water service connections, and street patching need to be reviewed and approved by the City Engineer.



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

107570
 7/2/18

For Office Use Only	
Case Number:	
Fee Paid:	
Received by:	KP
Date Filed:	7/2/18
Date Complete:	
Base Fee:	Escrow:

Comp Plan 750.00 Escrow 1000.00
 Rezoning -500 Escrow 1000.00
 -200 -400.00
 300 600.00

DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)

<input type="checkbox"/> Appeal	<input type="checkbox"/> Site Plan/Building Plan Review	<input type="checkbox"/> Minor Subdivision
<input checked="" type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Conceptual Plan Review	<input checked="" type="checkbox"/> Lot Combination
<input type="checkbox"/> Ordinance Amendment (Text)	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Plat
<input checked="" type="checkbox"/> Rezoning	<input type="checkbox"/> Variance	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Other _____

PROPERTY INFORMATION

Street Address: xxx Pierce St. NE
 Property Identification Number (PIN#): _____ Current Zoning: R1
 Legal Description (Attach if necessary): Lot 1 + 2 Block Pride Rock

APPLICANT INFORMATION

Name: Thomland Homes + Remodeling LLC Business Name: same
 Address: 2115 N 3rd Ave Suite 200
 City Anoka MN State: MN Zip Code: 55303
 Telephone: 612 817 3693 Fax: _____ E-mail: see attached
 Contact: Mike Thomas Title: owner

OWNER INFORMATION (if different from applicant)

Name: Eric Ollestad Business Name: Value Homes
 Address: 11806 Aberdeen St. NE
 City Blaine State: MN Zip Code: 55449
 Telephone: [REDACTED] Fax: _____ E-mail: [REDACTED]
 Contact: Eric Ollestad Title: owner

DESCRIPTION OF REQUEST (attach additional information if needed)

Existing Use of Property: 2 vacant lots
 Nature of Proposed Use: I would like to rezone this property to R2 for townhomes
 Reason(s) to Approve Request: R2 zoning fits the area and will make it more feasible to build something if it is R2

PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE

Project Name: _____ Date of Application: _____
 Nature of Request: _____

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

APPLICATION FEES AND EXPENSES:

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

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

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

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

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

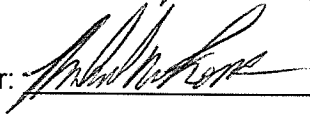
- E-mail _____
- Fax _____
- USPS – Certified Mail

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

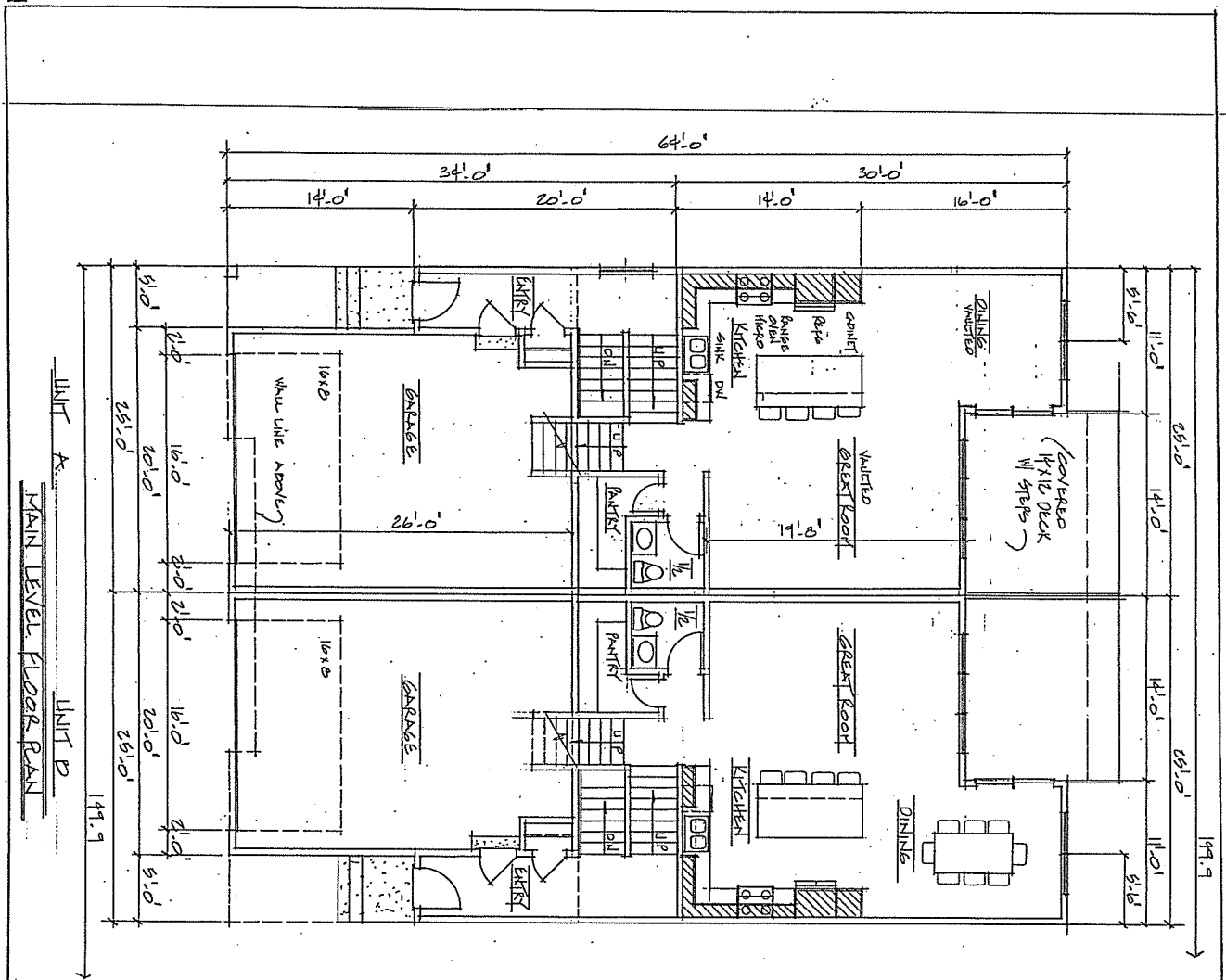
I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

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

Applicant:  Date: 7-2-18

Owner:  as agent for Eric Ollestad Date: ~~6-2-18~~ 7-2-18

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



UNIT A
 MAIN LEVEL FLOOR PLAN
 UNIT B

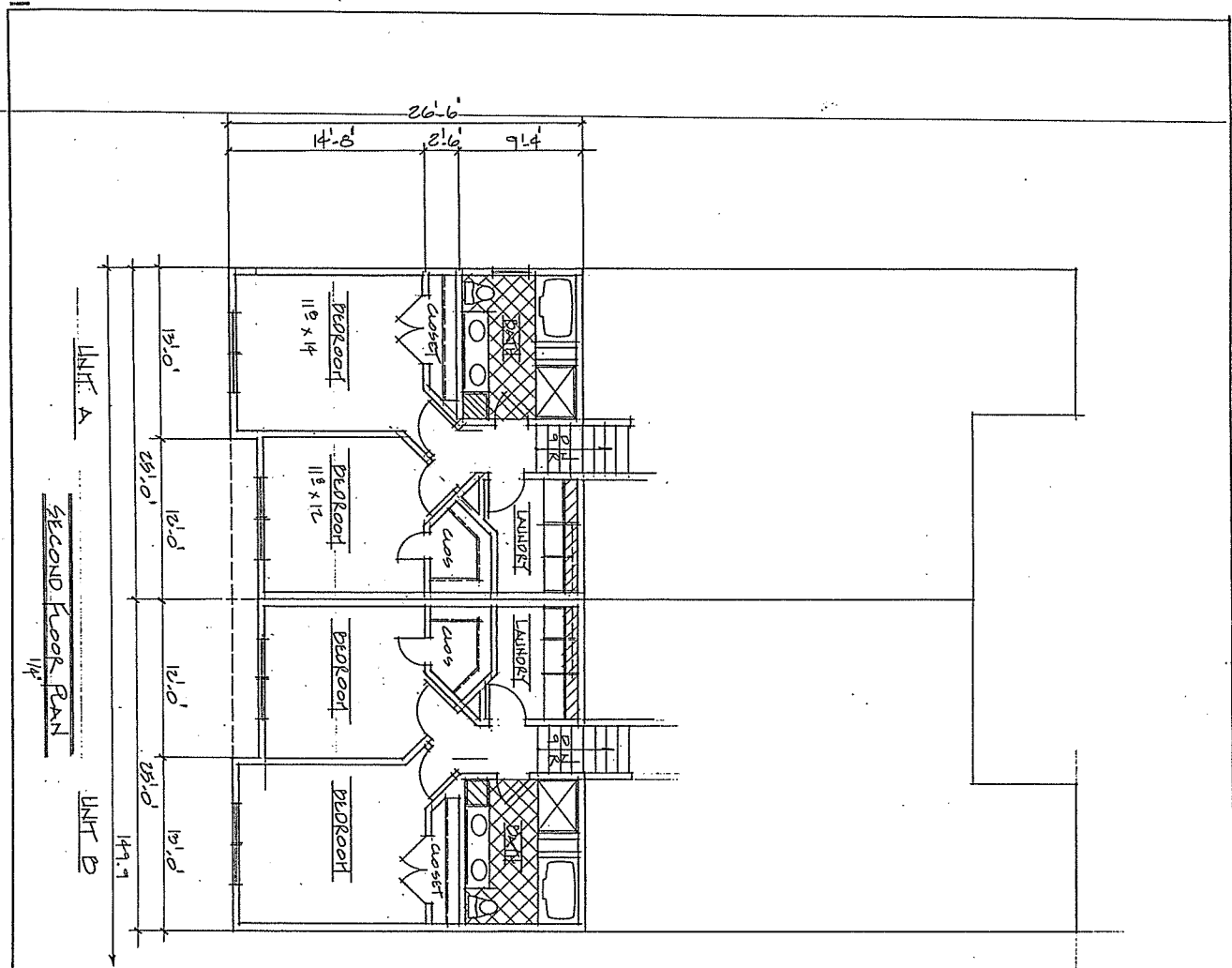
NOTES: THESE PLANS ARE PREPARED FOR THE USE OF HOME PLANNING ASSOCIATES INC. AND ARE NOT TO BE USED FOR ANY OTHER PURPOSE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.

REVISIONS:

SHEET NUMBER
 OF SHEETS
 2
 15

HOME PLANNING ASSOCIATES INC.
 8323 CENTRAL AVENUE NE
 SPRING LAKE PARK, MINNESOTA 55432
 (763) 786-6069
 SPRING LAKE PARK LUMBER BLDG

PLAN FOR:
 DATE:
 SQ. FT.:



SECOND FLOOR PLAN

LIMIT A

LIMIT B

NOTES: THESE PLANS AND SPECIFICATIONS SHALL BE USED FOR THE USE OF THE HOME PLANNING ASSOCIATES INC. AND SHALL BE SUBJECT TO THE APPROVAL OF THE LOCAL BUILDING DEPARTMENT. ANY CHANGES TO THESE PLANS SHALL BE MADE BY THE ARCHITECT AND SHALL BE INDICATED BY A REVISION. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL BUILDING DEPARTMENT. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL BUILDING DEPARTMENT.

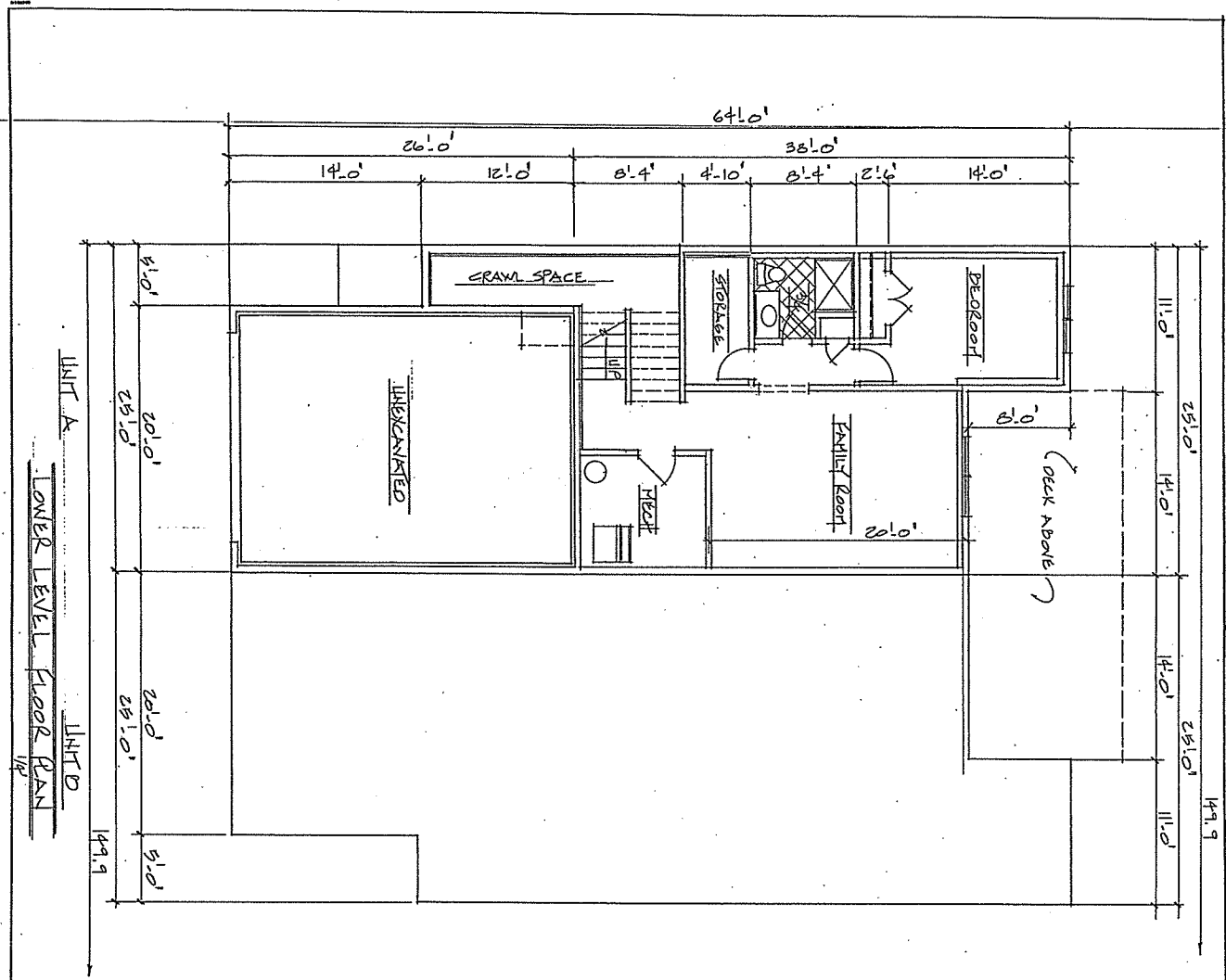
REVISIONS:

SHEET NUMBER
3
OF
3 SHEETS
PLAN NUMBER

HOME PLANNING ASSOCIATES INC.
 828 CENTRAL AVENUE NE
 SPRING LAKE PARK, MINNESOTA 55432
 (763) 786-6069
 SPRING LAKE PARK LUMBER BLDG

PLAN FOR:

DATE: SQ. FT.:



UNIT A
 LOWER LEVEL FLOOR PLAN
 UNIT B

NOTICE: THESE PLANS AND DESIGNING PRELIMINARY FROM THE USE OF ANY INFORMATION OR DATA NOT BEING SPECIFICALLY IDENTIFIED WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THESE PLANS AND DESIGNING. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE BUILDING AS SHOWN ON THESE PLANS AND DESIGNING. THE ARCHITECT DOES NOT PROVIDE ANY SERVICES OR CONSULTING SERVICES TO THE CLIENT OR TO ANY OTHER PARTY. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AUTHORITIES. THE ARCHITECT'S OFFICE IS NOT RESPONSIBLE FOR ANY DELAYS OR COST INCREASES CAUSED BY THE CLIENT OR ANY OTHER PARTY.

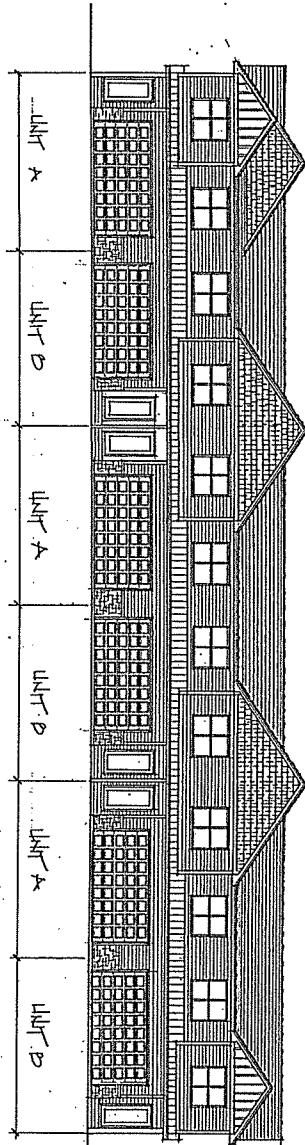
REVISIONS:

SHEET NUMBER: 4
 OF SHEETS: 5
 PLAN NUMBER:

HOME PLANNING ASSOCIATES INC.
 8329 CENTRAL AVENUE NE
 SPRING LAKE PARK, MINNESOTA 55432
 (763) 786-6069
 SPRING LAKE PARK LUMBER BLDG

PLAN FOR:
 DATE:
 SQ. FT.:

FRONT ELEVATION
1/8"



NOTICE: THESE PLANS ARE BEING SUBMITTED FOR THE USE OF THE ARCHITECT AND CONTRACTOR ONLY. THE ARCHITECT AND CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. HOME PLANNING ASSOCIATES INC. SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THESE PLANS. THE ARCHITECT AND CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.

REVISIONS:

3 SHEETS
OF
DRAWINGS

HOME PLANNING ASSOCIATES INC.
8329 CENTRAL AVENUE NE
SPRING LAKE PARK, MINNESOTA 55432
(763) 786-6069
SPRING LAKE PARK LUMBER BLDG

PLANTING

DATE: SQ. FT.

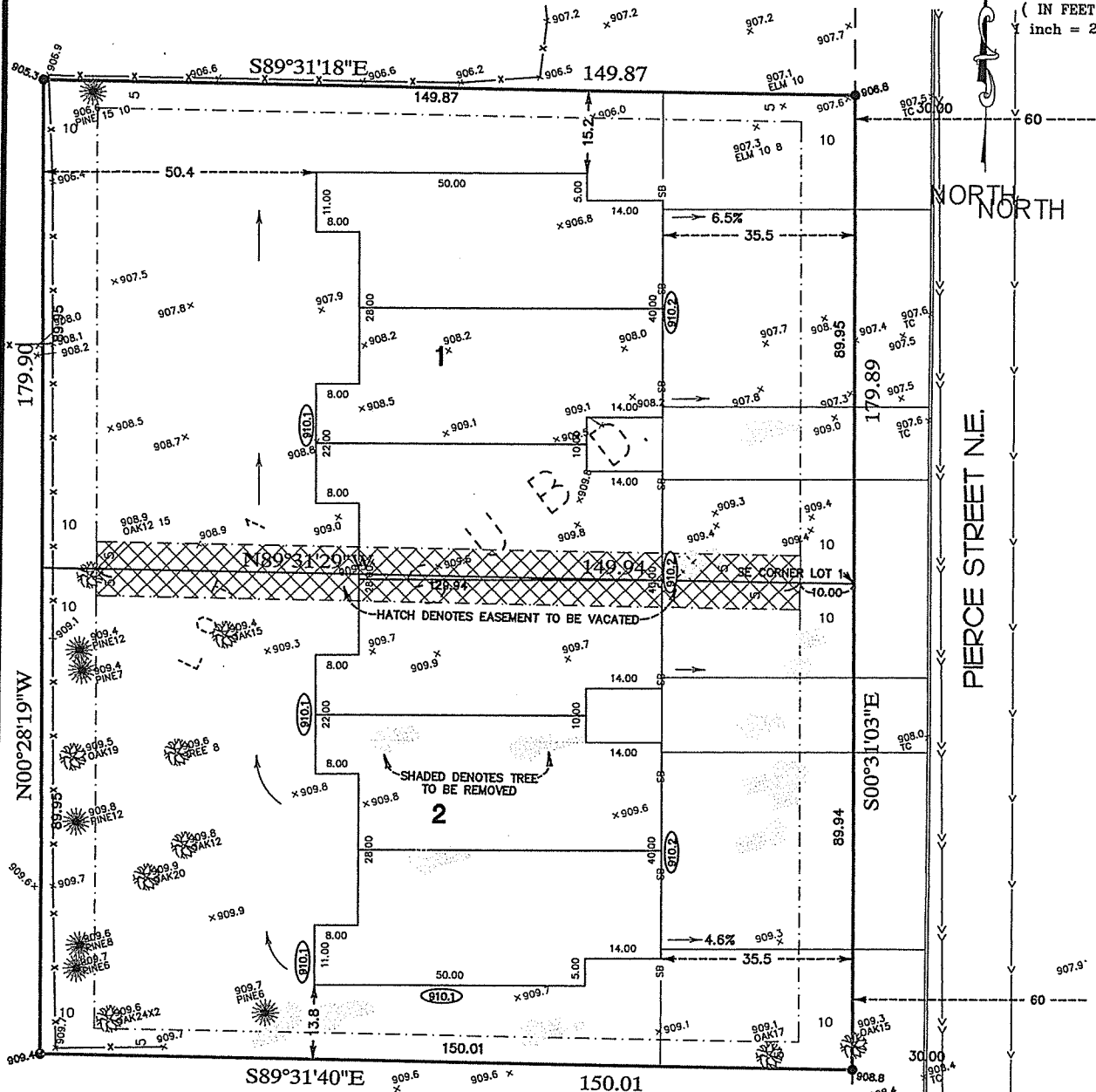
CERTIFICATE OF SURVEY

PROPERTY ADDRESS: 83XX PIERCE ST. N.E.
SPRING LAKE PARK, MN

FOR: VALUE HOMES



(IN FEET)
1 inch = 20ft.



NOTES

- Field survey conducted on ????????
- BEARING'S SHOWN ARE ON ASSUMED DATUM.
- CONTRACTOR TO VERIFY HOUSE DIMENSIONS, AND SEWER AND BASEMENT DEPTHS.
- FINISHED GRADE 10 FEET FROM PROPOSED BUILDING SHALL BE 0.5 FEET LOWER THAN THE FINISHED GRADE AT THE BUILDING.
- FINISHED GRADE ELEVATIONS ARE TO FINISHED SURFACE WITH TURF ESTABLISHMENT.
- DRIVEWAYS ARE SHOWN FOR GRAPHIC PURPOSES ONLY. FINAL DRIVEWAY DESIGN AND LOCATION TO BE DETERMINED BY CONTRACTOR
- CITY TO VERIFY ALL BUILDINGS ELEVATIONS AND SETBACKS.

5 COURSE LOOKOUT
PROPOSED ELEVATIONS
GARAGE FLOOR = 910.2
TOP OF BLOCK = 910.6
LOWEST FLOOR = 907.4

- DENOTES CATCH BASIN
- 102.3 DENOTES PROPOSED ELEVATION.
- x1011.2 DENOTES EXISTING ELEVATION.
- DENOTES DIRECTION OF DRAINAGE.
- ⊗ DENOTES WOOD HUB/METAL SPIKE

EASEMENT VACATION DESCRIPTION

That part dedicated as drainage and utility easement in Lots 1 and 2, all in Block 1, PRIDE ROCK, Anoka County, Minnesota, which lies within 10.00 feet of the following described centerline:

Commencing at the southeast corner of said Lot 1; thence North 89 degrees 31 minutes 29 seconds West (assumed bearing) along the southerly line of said Lot 1 a distance of 10.00 feet to the point of beginning of the centerline to be described; thence continuing North 89 degrees 31 minutes 29 seconds West 129.94 feet and said centerline there terminating.

EXISTING PROPERTY DESCRIPTION

Lot 1 and 2, Block 1, PRIDE ROCK, Anoka County, Minnesota.

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

PREL. 07/02/18'

ERIC R. VICKARYOUS Date: _____ Reg. No. 44125

ACRE LAND SURVEYING
Serving Twin Cities Metro
area and beyond
763-458-2997 acrelandsurvey@gmail.com

4.) ALL ACTIONS NECESSARY SHALL BE TAKEN TO REDUCE THE INCESSANT DOG BARKING OUTSIDE; 5.) THE KENNEL LICENSE WILL ALLOW FOR A TOTAL OF FIVE DOGS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Public Hearing – Approval of Comprehensive Plan Amendment and Rezoning – 8360 Pierce Street NE

Planner Carlson reported that the property at 8360 Pierce Street is a large single-family lot that has been the subject of previous planning and zoning requests. He stated that an application in 2016 sought to plat the property into three new lots – two new single-family residential lots and an outlot for future commercial development. He stated that the existing house and garage were to be removed to make way to build two houses. He stated that surrounding uses are residential on three sides, commercial to the north, and semi-public (church) northeast. He stated the new plat was to be called Pride Rock. He stated that the current vacant single-family lot is the parcel the commission is reviewing.

Mr. Carlson reported that the request is to re-guide the property from Single Family to Medium Density Residential and rezone it from R-1 to R-2 to allow construction of a six-unit townhouse project. He stated the property was guided Commercial in the City's 2030 Lane Use Plan, but this has been changed to Single Family in the approved 2040 Land Use Plan and the property is zoned R-1 Single Family Residential.

Mr. Carlson stated that the existing parcel is approximately 180' x 180' to the centerline of Pierce Street; taking out 30' for Pierce Street right-of-way, the lot is 150' x 180', or 0.62 acres. He stated that the request is to change the land use designation to Medium Density Residential and rezone to the R-2 District to allow construction of a six-unit townhouse structure. Six units on 0.62 acres = 9.6 units/acre.

Mr. Carlson stated that the applicant asserts the economics of the property will not allow construction of single-family homes, which makes sense with the understanding of current real estate economics. He concurred that the price of the land and the Spring Lake Park market would not allow for profitable construction of new single-family homes in this area of the City.

Mr. Carlson stated that in the Comprehensive Plan, Medium Density is defined as three-six units/acre; High Density is 6-25 units/acre.

Mr. Carlson reported that the R-2 zoning calculates density based on a certain lot area per unit tied to the number of bedrooms, which comes out to about 11-13 units/acre. He stated that R-2 zoning would permit the proposed townhouses but guiding the property Medium Density would not allow the proposed project, since the proposed density is higher than the maximum six units/acre stipulated in the Comprehensive Plan.

Mr. Carlson reported that guiding the property High Density Residential, however, and rezoning to R-2 would allow the project as proposed. He stated that while the Medium Density designation generally corresponds to R-2 zoning and the High Density designation to R-3 zoning, they do not need be in lock step. He stated that a designation of High Density at 6-26 units/acres and R-2 zoning at 9.6 units/acre are consistent, which is what is looked for in planning and zoning patterns.

Mr. Carlson suggested that the Planning Commission and City Council should consider the immediate impact of this proposal. He stated that the six-unit townhouse would be across the street from existing single-family homes that are guided for Commercial use. He stated that the proposed townhouses about an existing commercial use to the north and single-family homes to the south-a better transition than single-family directly abutting commercial. He stated that two-story townhomes are a better fit with the neighbors than a taller more massive apartment building, which a reason the R-2 zoning is better than R-3 in this location.

Mr. Carlson reported that before this project could proceed, another required step is to plat the property into one lot, should this application be approved, or multiple lots for individually owned townhouse pads in a condominium agreement.

Mr. Carlson stated that City Zoning Code standards do not require site plan or design approval for medium density dwellings like this townhouse structure, so the information on the actual design and appearance of the structure is helpful, but he noted that the Planning Commission and City Council do not have authority to review and approve it. He stated that it must meet setbacks, height limit and building code.

Mr. Carlson recommended approval of a Comprehensive Plan amendment from Single family to High Density Residential and a rezoning from R-1 to R-2 for the lot at 8260 Pierce Street, with the following conditions:

1. Before a building permit is issued the lot must be platted, with appropriate new easements dedicated and old ones vacated per City Engineer's recommendation.
2. If the units to be sold individually the plat must reflect individual ownership of unit pads and homeowner's association documents must be submitted for review by the City.
3. Before building permits are approved for the project:
 - a. Details on site drainage need to be reviewed. Site grading shall be completed so that no additional runoff is diverted to any adjacent property.
 - b. Details on the driveway, sewer and water service connections, and street patching needs to reviewed and approved by the City Engineer.

Commissioner Smith inquired on how the density of the proposed project would change from six units to four units. Mr. Carlson explained that four units could be built within the R-2 district. Mr. Carlson stated that four units would result in a density of 6.5 units/acre.

Commissioner Smith inquired if the units would be rental or owner occupied. Mr. Carlson stated that it is unknown and land usage and zoning is silent on ownership.

Chairperson Hansen opened the public hearing at 8:08 PM.

Eric Ollestad, Value Homes, explained that the townhomes would be a high-end quality townhome development managed by an association and there would be no outdoor maintenance required by the owners or renters. He stated that the townhomes would be platted and built as six units with individual owners.

Mike Thomas, Thomland Homes, explained that there could be a fence or screening along the south side of the townhomes to allow for separation between the townhomes. Administrator Buchholtz noted that there is no specific requirement for a buffer in the City Code.

Commissioner Smith inquired how long construction would take to complete the units. Mr. Thomas stated that the construction process could begin as soon the rezoning is approved. He stated that it would take approximately six months to build and would anticipate the units to be complete in 2019.

David Jones, 8365 Fillmore Street NE, spoke against the proposed six-unit development. He stated that he is not opposed to subdividing the parcel and would prefer to see that three units were built rather than the proposed six units. He stated that he does not see a need for a larger development in the neighborhood. He expressed his concern with the increased traffic that may occur from the Legends of Spring Lake Park complex through the neighborhood and by adding additional townhomes, traffic would increase.

Braden Thompson, 8391 Fillmore Street NE, stated that he agreed with Mr. Jones and has concern with the added traffic and felt that six units is many homes to add to the area.

Gene Eiler, 8301 Fillmore Street NE, he stated that he does not feel that this parcel is the right location for six townhomes. He stated that he would rather see development of a twin homes or duplexes on the parcels. He stated that he felt that if the townhomes were rental units, they would not be taken care of and he does not want to see added traffic. He stated that the development of the townhomes would be too much of a change to the neighborhood and a development such as this does not belong.

Mr. Ollestad stated that the option of twin homes was first presented however; there is not enough square footage for twin homes to be built according to the City Code. He stated that the R-2 rezoning is a better fit with the commercial business that is in the area.

Mr. Thomas reminded the Commission and the residents that the townhomes would be managed with an association and the project would be adding families to the community. He stated that a landscaping plan would be included in the design and that the existing trees would be saved if possible otherwise new trees would be planted.

Chairperson Hansen asked for additional discussion. Hearing none, he closed the public hearing at 8:39 PM.

Mr. Carlson reminded the Commission that the commercial property near the proposed development is not part of this application. He reported that the Zoning Code does not deal with rental or owner rights or responsibilities and if single-family homes were to be built on the parcel, they could be rental homes.

MOTION MADE BY CHAIRPERSON HANSEN, SECOND BY COBBS TO RECOMMEND APPROVAL OF COMPREHENSIVE PLAN AMENDMENT AND REZONING OF THE PROPERTY LOCATED AT 8360 PIERCE STREET NE FROM SINGLE FAMILY TO MEDIUM DENSITY RESIDENTIAL AND REZONE FROM R-1 TO R-2 TO ALLOW CONSTRUCTION OF A SIX-UNIT TOWNHOUSE PROJECT. ROLL CALL VOTE: COMMISSIONERS SMITH – AYE; COBBS-AYE AND CHAIRPERSON HANSEN – AYE. COMMISSIONER BERNHAGEN – NAY. MOTION CARRIED.

8. Other

Administrator Buchholtz reported that the exterior grading will be taking place at the Legends of Spring Lake Park, along with the landscaping and tree planting, in the coming weeks.

8. Adjourn

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

The meeting adjourned at 8:50 PM.

ORDINANCE NO. 447

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF
SPRING LAKE PARK**

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

Section 1. Zoning Map Amendment. The following properties are hereby rezoned from R-1, Single Family Residential, to R-2, Medium Density Residential:

Lots 1 and 2, Pride Rock Addition

Section 2. Official Zoning Map. The Administrator, Clerk/Treasurer shall make the applicable changes to the official zoning map upon the effective date of this Ordinance.

Section 3. Effective Date. The ordinance shall become effective upon adoption and publication of the Ordinance and upon the review and approval of the amendment to the 2030 Comprehensive Plan (Resolution 2018-27) by the Metropolitan Council.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 6th day of August, 2018.

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



Stantec Consulting Services Inc.
2335 Highway 36 West, St. Paul MN 55113

July 31, 2018

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

Re: **2018 Sanitary Sewer Lining Project**
Project No. 193804547
Construction Contract Change Order No. 1

Dear Dan:

The Public Works Director has identified 4 sanitary sewer segments with poor pipe conditions that he would like to add to the 2018 sewer lining project. At this time, we are requesting approval to add the four additional sewer segments to the project in the form of formal approval of Construction Contract Change Order No. 1.

The 4 segments to add are shown on the attached map and include:

Sanburnol Drive MH59 to MH 60.
Rosedale Road MH 109 to MH 110.
Buchanan Street MH 294 to MH 295. Buchanan Street MH 295 to MH 296.

The Contractor for the project is Insituform Technologies USA, LLC. They have provided pricing for the project as follows:

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Lining	1054 LF	\$21.90	\$23,082.60
Traffic Control	1 LS	\$660.00	\$660.00
Mobilization	1 LS	\$1,100.00	<u>\$1,100.00</u>
Total Change Order			\$24,842.60

The original project bid amount was \$326,758.40. With this Change Order of \$24,842.60, the revised project Contract amount will be \$351,601.00.

If the City Council wishes to add this work to the project, then the Council should **approve Change Order No. 1 for the 2018 Sanitary Sewer Lining Project in the amount of \$24,842.60.**

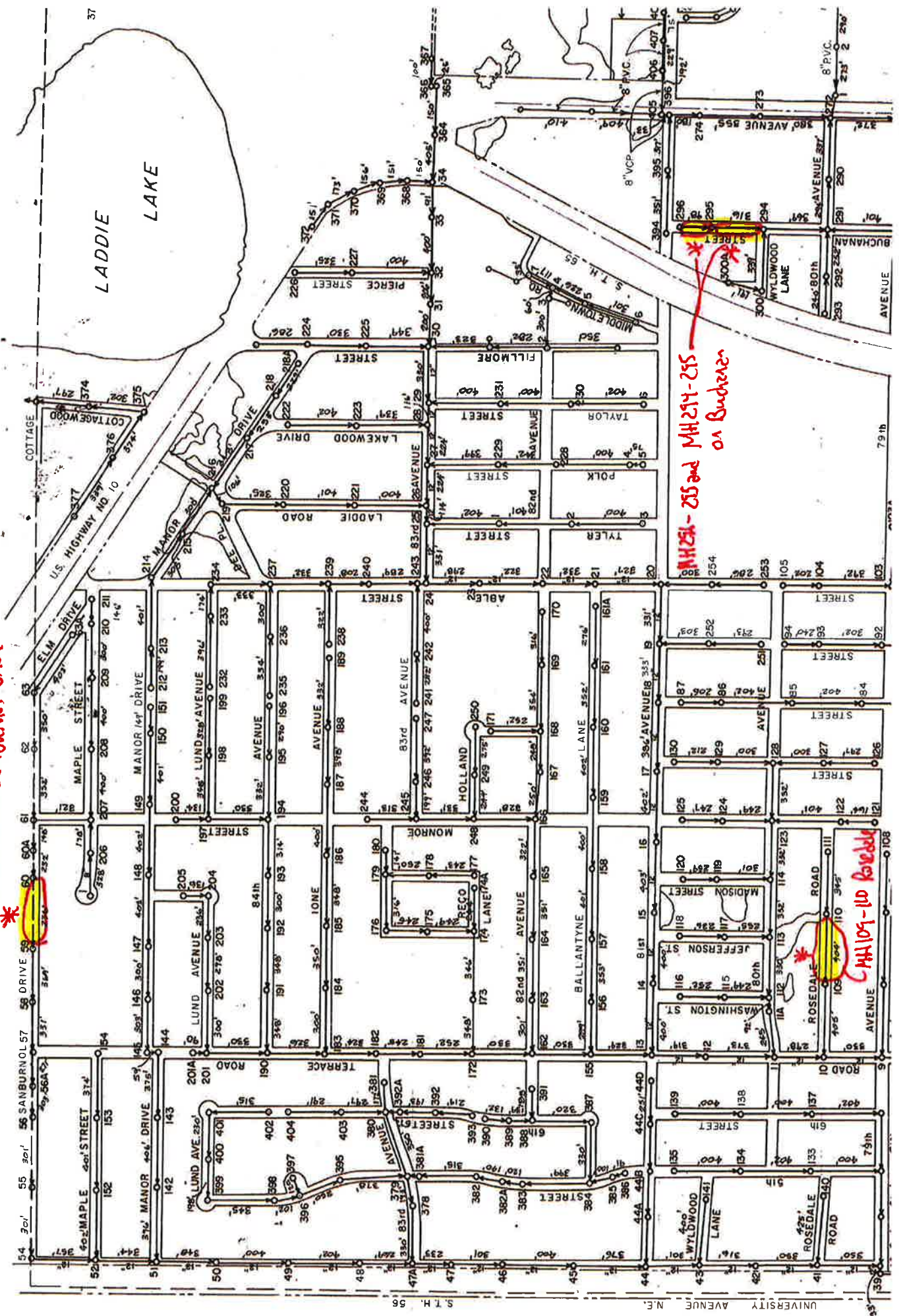
Should you have any questions, please feel free to contact me.

Sincerely,
STANTEC CONSULTING SERVICES INC.

Phil Gravel, PE

Attachments: Location map.

MA59-60 on Sanburnol Drive



MA251-255 and MA214-215 on Buchanan

MA105-110 Reddy

7/7/18
Spring Lake Park



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 8.6.18 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

MS4 Permit (193802936).

Annual Report has been submitted (was due June 30th). The Annual Public Meeting was held on June 18th. Required Annual Training will be completed in the fall.

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

The storm model has been used to evaluate existing and proposed conditions to determine options to reduce flooding in known problem areas. A summary report will be presented this fall with the updated LSWMP.

2018 Sanitary Sewer Lining Project (193804547).

This project includes sewer lining in the northeast area of the city. *Initial sewer cleaning and televising work has started. See separate letter regarding adding 4 additional sewer segments.*

2017-2018 Street Seal Coat Project (193803783).

This project included street maintenance in the neighborhood north of 81st Ave. and west of Monroe St. (2017) and in the neighborhood east of Monroe St., south of 81st St. and west of TH 65 (2018). Terry Randall coordinated the work on this project. *The 2018 work has been substantially completed.*

Wells 4 and 5 (193804554): *Plans and specifications are nearly complete. Will present bid information to the city council at the August 20th meeting.* The timeline for construction work on the wells will be late summer for Well 4 and autumn for Well 5.

Wellhead Protection Plan: Well survey responses have been compiled. The results of the survey, along with other wellhead protection activities in the past two years, will be included in a Plan Evaluation Report which will be provided to the Minnesota Department of Health (MDH). *A letter requesting the 10-year extension to the Plan has been sent to MDH along with the additional documentation MDH requested.*

Buchanan Street Parking Lot: Staff is working on the idea of possibly construction a small parking lot on the city owned lot on Buchanan Street south of 81st Avenue. A cost estimate has been prepared. The Administrator will discuss options with the commercial property on Buchannan. *Quotes are being obtained.*

Bituminous Trail Maintenance: Ongoing bituminous trail maintenance for the trails on Osborne and Central Avenue is being completed. *The public works staff has removed grass along the edges of the trails and swept them. The slurry seal work will be completed in September.*

Other issues/projects.

Hy-Vee Project. *Grading permit has been reviewed.*

Public Storage Project. *Developer is in the process of obtaining site a permit from the Rice Creek Watershed District.*

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



City of Spring Lake Park
1301 Eighty First Avenue Northeast
Spring Lake Park, Minnesota 55432
(763) 784-6491 Fax: (763) 792-7257

MEMORANDUM

TO: Spring Lake Park City Council
FROM: Barry L. Brainard, Code Enforcement Official
RE: Special Use Permit Review for Used Car Dealership Licenses
DATE: July 13, 2018

As required on an annual basis, the City of Spring Lake Park Code Enforcement Department conducts reviews on all used car dealership properties for compliance to their existing special use permit. Inspections by the Code Enforcement Department on dealership compliance to their special use permit are conducted several times a year, helping to bring a more consistent conformity throughout the year.

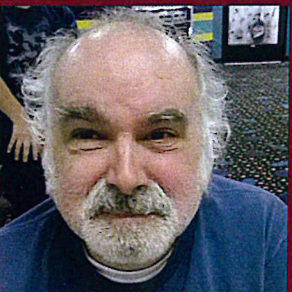
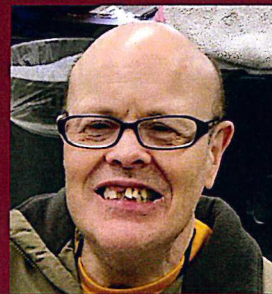
Inspections were conducted on July 11, 2018, with the following results:

<u>Used Car Dealership Description</u>	<u>No. Allowed</u>	<u>No. Existing</u>	<u>Complies</u>
Carmotive, Inc.	61 Vehicles	49 Vehicles	Yes
Central Bargain Lot	50 Vehicles	93 Vehicles	No
Enterprise Leasing Co.	95 Vehicles	50 Vehicles	Yes
Fridley Motor Co.	50 Vehicles	49 Vehicles	Yes
Northtown Auto Sales.	58 Vehicles	63 Vehicles	No
Perfect 10 Auto	96 Vehicles	72 Vehicles	Yes
Reinking Automotive (Kings)	5 Vehicles	2 Vehicles	Yes
Rent-N-Travel, Inc.	69 Vehicles	43 Vehicles	Yes
Spring Lake Park Auto	6 Vehicles	6 Vehicles	Yes

Notice of violation was mailed on July 12, 2018, to both Central Bargain Lot and Northtown Auto Sales with directive to correct their violation by July 19th. Compliance inspection for the two in violation will be conducted by my office on July 20, 2018.

If you have any questions or concerns regarding this report memo, please contact me at your convenience.

CORRESPONDENCE



Helping adults
with disabilities
build skills,
careers &
independence
since 1964



Annual Report 2017

2017 Board of Directors

Achieve Services, Inc. Board of Directors

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Vice Chair

Joan Quade

Secretary

Sandy Crawford

Treasurer

Jim Steffen

Members at Large

John Bennett

Mike Bisping

Pam Deal

Tami Hagen

John LeTourneau

Susan Holden

Natalie Steffen

Reid Tuenge

Tom Wilson

Chris Carlson

We are

A day training and habilitation program serving adults with developmental disabilities. By focusing on abilities, not disabilities, we strive to increase the independence and quality of life for all individuals in our program.

Mission

We create innovative opportunities that inspire people with disabilities. Achieve will enable every participant to lead a meaningful and self-determined life.

Core Values

- Enrichment – We are committed to enhancing lives through achievement and honoring the worth, abilities and contributions of each individual.
- Empowerment – We honor personal choice, and invest in every individual's right to cultivate and contribute their talents in ways that enrich themselves and society.
- Innovation – We continuously seek new and better solutions to meet the needs of participants, staff and employers in ways that make lasting improvements.
- Integrity – In all that we do we are open, honest, and respectful, and we follow through on our commitments.

Achieve Services Inc.
Leadership Team

CEO

Tom Weaver

Director

Carol Donahoe

Human Resources Director

Katie Friary

Program Supervisors

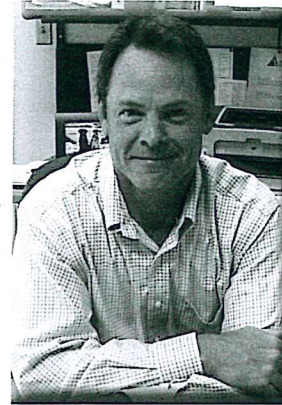
Jim Rooker

Lindsey Johnson

Cassandra Holland

Message from the CEO

By: Tom Weaver
Chief Executive Officer



2017 - the year of more

2017 was a great year - in more ways than one – with “more” being the operative word.

More work

Achieve participants did more work than ever before. Community employment saw these increases.

- The number of participants working in the community increased from 95 to 103.
- Community sites themselves grew from 29 to 34.
- Center-based wages increased as did the number of employers providing sub-contract work for Achieve’s shop.

More community

We continue to strive to provide a variety of high quality community engagement opportunities. This includes restaurant visits, movies, concerts fishing, boating and volunteering at places like Meals on Wheels and Feed My Starving Children.

More advocacy

Achieve participants and staff met with elected officials on multiple occasions to promote programs for people with disabilities and to spread the word about Achieve Clean.

More cleanliness

We continued to look for ways to promote and sell Achieve Clean laundry detergent.

- We got new shipping boxes and labels that help tell our story.
- We produced more commercials and a new music video advertising our product.
- We opened a retail shop in Fridley.

More creativity

- Achieve’s own band, Dance at Your Own Risk, hosted two live concerts and group released its fifth album.
- Two Achieve participants had artwork chosen to be displayed at the Federal Reserve Building in St. Paul.

More fundraising

Our two major fundraisers, the Spring Gala and Fall FUNdraiser, raised more than ever before.

- Achieve received a \$100,000 donation toward its Endowment Fund from Jim and Pam Deal at the We’ve Got Personality Spring Gala.
- Our Fund-a-Need drive generated enough donations to purchase a wheelchair accessible van.
- The Mall of America collected coins for Achieve with more than \$2,300 raised.

More self-sustainability

- We wrote more grants and received funding for a staff person to promote Achieve Clean.
- We continued our work with entrepreneurial projects like our plant sales, gift shop, holiday nut sales and flower sales.

More ways to give

- It’s become easier than ever to make an online donation to Achieve.
- Sign up with Amazon Smile and make Achieve your charity of choice.
- Join Achieve Planned Giving by remembering Achieve in your will or estate plan.
- Purchase an Achieve Clean subscription.

More partnerships

Achieve partners with many wonderful businesses and 2017 saw those numbers increase.

- We gained new sponsors for our fundraisers.
- We increased community employment sites as well as businesses providing work inhouse.
- We partnered with Smyth Companies to provide labels for Achieve Clean laundry detergent.

More fun

We don’t actually have a goal in place to measure fun, but we had our fair share of it in 2017. If you want to see a sample, check out the smiling faces on our Facebook page. Better yet, stop by for a visit!

Consumer Characteristics

Participant Involvement Committee

The Participant Involvement Committee meets monthly at Achieve and is made up of representatives from different program areas. Members serve one-year terms. The group addresses various issues related to the work environment, programs and services and employee satisfaction. Representatives advocate for themselves and their co-workers with the goal of making Achieve a great place to work. Issues addressed during 2017 included:

Programming and services

- Workforce Innovations and Opportunities Act informational sessions scheduled for individuals and guardians. This is a federal mandate for people completing subminimum wage work.
- Summer picnic on June 15.

Work news

- A participant's mom sold Achieve detergent at her garage sale.
- Paper folder in area purple was cleaned and is working again.
- The government support unit moved from the 4th floor to 3rd floor.
- A PIC member will be featured on the next Achieve Clean laundry detergent box with a photo and personal story.

Out and about

- Some participants going to the Achieve Clean site for activities.
- Participants went to the capital to advocate for disability services.
- Dance at Your Own Risk had a concert at the Lyric Arts Center.

- People volunteer at Feed My Starving Children every week. There were temporary staff changes at the site.
- Suggestion that we donated to help people in Texas and Florida due to flooding and hurricane.

Coming and goings

- A long-time staff person retired.
- Staff changes.
- Participant changes.
- COTA resigned; a replacement was hired.
- A supervisor left; a new supervisor was hired. An existing supervisor switched program areas.
- A participant passed away.
- A participant who has been ill for some time wanted to say "hi."

Work environment

- The city of Blaine requested that no one drink water one day in January while they tested the water to make sure it was safe. Bottled water was provided for those who needed it.
- A cabinet for the kitchen was placed on backorder and later arrived.
- Area pink is rearranging their space.

Members 2017

- Jenny M. - Chairperson
- Aaron D.
- Tom B.
- Jennifer F.
- Janne C.
- Lisa P.
- Jim G.

- The snack cart in areas blue, red and purple was discontinued.

Transportation

- New minivan.
- Waiting for a contract to purchase a new lift bus.

Fundraising

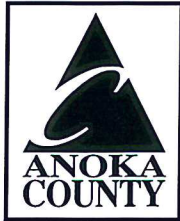
- Spring fundraiser held on May 5.
- Fall fundraiser on October 11.

Achieve Clean subscriptions available every day all year long! Order on our website or Amazon. Clean with a cause!



Businesses providing CBE or work in Achieve's shop during 2017:

Our Employers



4 sites



11 sites



Medtronic

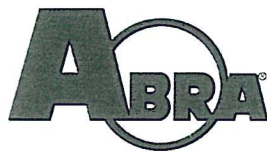
3 sites



HAM LAKE AREA
CHAMBER OF COMMERCE



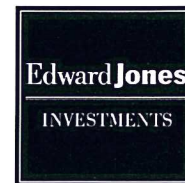
Princeton & Burnsville



AUTO BODY & GLASS



Est. 1983



Key Performance Indicators

Community Employment Services:

Objectives:

1. Increase the number of participants working half time or more in the community (3+ hours per day, 5 days per week).
Baseline: 55 participants Goal: 60
Result: 58 participants Discussion: Progress made, but goal not reached.
2. Increase the number of participants working 2 or more days per week in the community.
Baseline: 20 participants Goal: 25
Result: 20 participants
Discussion: This number stayed steady at 20 throughout 2017. We will continue to offer opportunities for community employment for all participants desiring it.
3. Increase number of participants working in the community at least 1 time per week.
Baseline: 20 participants Goal: 25
Result: 25 participants
Discussion: Goal met.
4. Increase the number of community employment sites.
Baseline: 29 Goal: 35 Result: 34
Discussion: Progress was made in this area. We were just one job site short of meeting our goal.
5. Decrease the number of participants earning commensurate wages.
Baseline: 9 Goal: 0 Result: 2
Discussion: We started the year at 9, decreased to 7 in the first quarter, decreased to 6 in the third quarter and then to just 2 fourth quarter. Goal not met, but progress made.

Achieve will provide high quality, consistent community-based employment opportunities for participants desiring employment.

6. Increase satisfaction with community employment services by participants and their teams.
Baseline: 100% Goal: 100% 2017 average: 83.5%
Discussion: Participants and their teams are surveyed 4 times per year. The result posted here is an average of those responses. This continues to be a priority area for Achieve.
7. Increase satisfaction of services provided to employers.
Baseline: N/A Goal: 100% Result: 98%
Discussion: Employers are surveyed approximately every 18 months. Eight employers responded to the 2017 survey. The majority of employers expressed satisfaction with Achieve Services with one employer commenting that the positive attitudes Achieve brings is both beneficial and infectious to everyone.



Key Performance Indicators

Center-Based Employment Services:

Objectives:

1. Provide consistent work in the center-based production area, minimizing hours of alternate activities.

Baseline: 2016 average 6 hours per quarter

Goal: 0 hours of alternate activities.

Result: 2017 average 2 hours

Discussion: Numbers stayed low and steady throughout the year. Goal not met, but progress made over 2016 statistics.

2. Increase the average amount of wages earned by participants working on center-based jobs.

Baseline: \$23,654/quarter Goal: \$26,000

Result: 2017 average \$24,938

Discussion: There were fluctuations in earnings during the year. The goal was met during quarter 2 and 4 of the year. In general, earnings increased over 2016.

3. Increase satisfaction with center-based employment by participants and their teams.

Baseline: 96% satisfaction Goal: 100%

Result: 88.75%

Discussion: Numbers for this goal averaged over 97% over the first three quarters of 2017, but took a dip during the fourth quarter due to 3 low ratings.

→ The number of businesses providing work for our center-based services increased from 8 to 14 from 2016 to the fourth quarter of 2017.. A greater variety of jobs means various work and training options for participants.

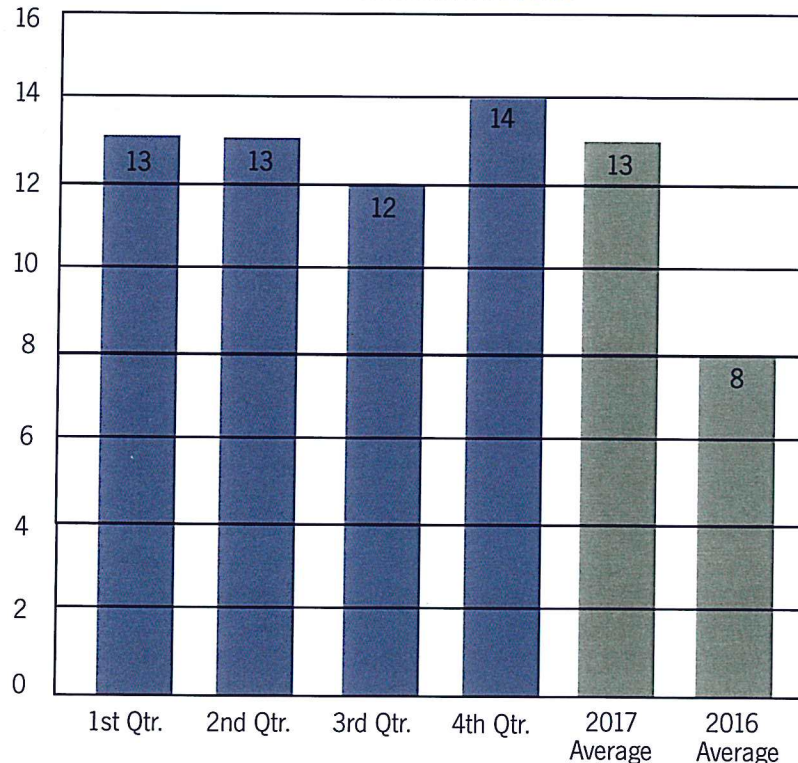
Achieve will provide high quality, consistent center-based employment opportunities for participants desiring employment.

4. Diversify the number of employers of subcontract work.

Baseline: 8 employers Goal: 10 employers

Result & Discussion: We ended the year with 14 employers, which exceeds the goal and is a significant increase from the beginning of the year.

Number of Center-based Subcontract Jobs



Key Performance Indicators

Community Services: Achieve will improve its ability to provide community opportunities for participants on a weekly basis.

Objectives:

1. Increase community engagement opportunities.

Baseline: 201/quarter

Goal: 205/qtr Results: 187/qtr

Discussion: Goal not met, however participants are experiencing a large variety of community opportunities on a regular basis.

2. Increase the number of participants involved in community engagement opportunities.

Baseline: 488/quarter Goal: 495/qtr

Result: Yearly average - 488/qtr

Discussion: Participants enjoy the variety and number of opportunities they have to be more actively involved in

their communities. Goal not met.

2. Increase satisfaction with community engagement opportunities.

Baseline: 94% Goal: 100%

Result: Yearly average - 98%

Discussion: Although the goal was not met, we made positive progress over baseline and satisfaction with community opportunities was 100% during the last three quarters of 2017.

Community-based opportunities in 2017 included:

- Music/Concerts
- Movies
- Restaurants
- Fishing/Boating
- Feed My Starving Children
- Meals on Wheels

Agency Goals: Achieve will continuously provide high quality services that meet the needs of our participants.

Objectives:

1. Be the employer of choice, continuing to attract highly skilled and passionate staff.

Baseline: 2% turnover Goal: 5%

Result: (yearly average) 4.75%

Discussion: Goal met. Low turnover helps provided consistent, high-quality services to participants. Achieve continues to have one of the lowest turnover rates in the field.

2. Maintain a highly engaged staff.

Baseline: 86% Goal: 100% Result: 88%

Discussion: A staff engagement survey is conducted once per year. Results of 88% is a slight improvement over baseline, although goal not met.

3. Maintain a highly trained staff.

Baseline: 1124 hours of training/quarter

Goal: 900 hours Result: 858 hours

Discussion: This goal is based on requirements of our operating license to ensure staff have the tools and skills to effectively complete their jobs.

4. Improve overall satisfaction of

Achieve services by persons served.

Baseline: 92% Goal: 100%

Result: 94%

Discussion: Participants and teams complete surveys semi-annually. While

we didn't achieve our goal of 100%, the vast number of participants and teams are satisfied with Achieve services. Comments from surveys included: "Achieve is by far the best." and "the caliber and dedication of staff."

5. Reduce reliance on government revenue.

Baseline: 86% Goal: 87%

Result: 84%

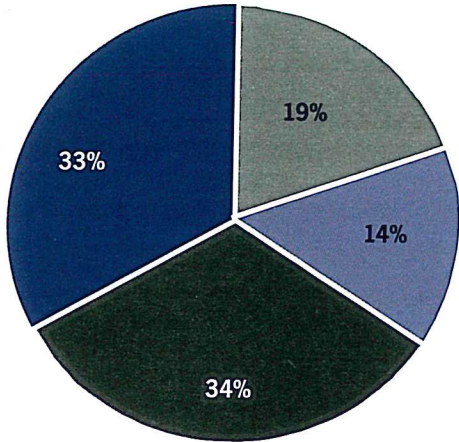
Discussion: This area continues to be a priority area for Achieve and we continue to explore new revenue sources.

Consumer Characteristics

Demographics 2017

Number of consumers served: 191

Participants by program area



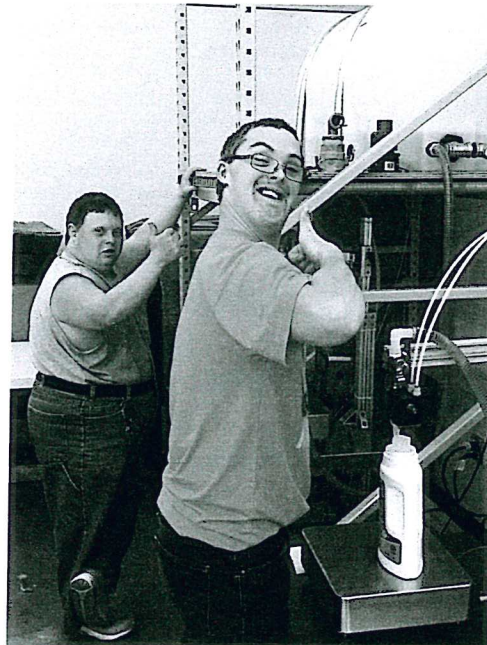
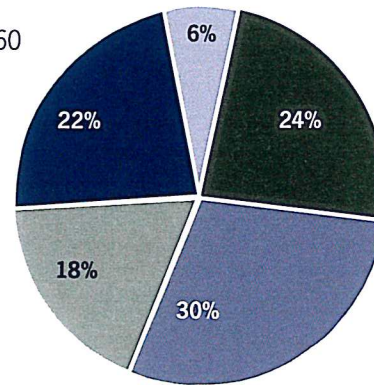
- Minimal-work component - higher therapeutic needs
- Partial-day work - includes a combination of therapeutic and other services along with inhouse and/or community employment
- Full-day work - Inhouse or combination of inhouse and CBE
- Community-based work

Admissions: 11

Discharges: 8

Age of persons served

- 18 - 29
- 30 - 39
- 40 - 49
- 50 - 60
- Over 60



2017 Donations

Thank you for your support

Abdallah Chocolates
 Peter & Robin Abrahamson
 Amanda Staple Health Source
 Anoka County Parks & Rec
 Anoka Lions Club
 At the Beach Tanning
 Barbara Baden
 Lester Bagley
 Kathy Baird
 Bame Foundation
 Barna, Guzy, Steffen LTD
 Tonya Barron
 Maryellen Barry
 Gayle Bassett
 Bell Bank
 Benevity Community Impact Fund
 John Bennett
 Jeff Benson
 Susan Benson
 Big Duckcalls
 Mike Bisping
 Black Bear Casino
 Blaine Family Chiropractic
 Blaine Ham Lake Rotary
 Duane and Joan Blaska
 William & Mary Book
 Bristol Ridge Golf Course
 Jill Brown
 Jay and Laurie Bruber
 Bunker Hills Activity Center
 Bunker Hills Golf Club
 Heather Bushard
 Cafe Latte
 Gary & Sandy Campbell
 Chris and Deb Carlson
 Cindy Carlson
 Courtney Carlson
 Deb Carlson
 Dorothy Carlson
 Paul Cassidy
 Chanhassen Dinner Theater
 City of Ramsey
 Carol Clark Isakson
 Coborn's Ramsey
 Courey/Rooker Foundation
 Sam & Barb Courey
 Jordan & Leslie Cozatt
 Larry Crane
 Jameson Crawford

Sandy Crawford
 Larry Dahlberg
 Danielle Dahlstrom
 Jim & Pam Deal
 Chris DeLaria
 Design House Staff
 Ami Diers
 Janelle Dillemoth
 Mike & Carol Donahoe
 Bridgett Duffy
 Dunn Brothers Coffee
 Danijela Duvnjak
 Thomas & Mary Dybsky
 Joel & Shirley Dye
 Michael Eckman
 Earl Edeburn
 Barb Eilefson
 Shawn Eilefson
 Tad & Ann Eldredge
 Bill & Liz Erhart
 Dan & Kathy Erhart
 Denise Escate
 Mark Ethen
 Dave & Jo Fairbairn
 Bruce & Jean Farr
 Dr. Sean & Cristina Flood
 Fond du Lac Band of Lake Superior Chippewa
 Dennis & Phyllis Forstrom
 Four Seasons Curling Club
 Joan Franzen
 Friends of the Jeffrey Family
 Carol Fuller
 H.B. Fuller
 Steve Garvey
 Brian Gaviglio
 Bruce Gilbertson
 Gary & Diana Glauner
 Glensheen Historic Estate
 Steve Goldetsky
 Kristen Googins
 Chris Gorham
 Mitch Gorres
 Julie Gotham
 Dan Gould
 Grand Casino Hinkley
 Denis Grande
 Grandma's Restaurant
 Great Lakes Aquarium

Margaret Grekoff
 Stephanie Grey
 Brenda Gunderson
 Debra Gunnerson
 Tami Hagen
 Cheryl Hanks
 Glenn & Sharon Harke
 Chris Harristhal
 M & S Hartmann
 Health Source Chiropractic
 Jason Helgemoe
 Annette Henkel
 Amy Hennen
 Robert & Diane Hewitt
 Lesley Hinz
 David Hoel
 A.J. Hoffman
 Susan Holden
 Berry & Karen Holdgrafer
 Keith & Mary Ellen Holdridge
 Holiday Station Stores
 Gene & Jacquie Holm
 Roger & Sheri Holschbach
 Darlene Hookom
 Lonny & Lisa Hopkins
 Scot Irlbeck
 Doug & Laura Jaeger
 James Valley Company
 Jackie Jeffrey
 Dr. Mark Jensen
 Julie Jeppson
 Al Joens
 Douglas & Colleen Joens
 Joens Family
 Jeff & Theresa Johnson
 Linda Johnson
 Shalin Johnson
 Sheldon Johnson
 Douglas (James) Jose
 JNR Fitness
 Mike Kapps
 Patrick & Jeannan Keefe
 Kendall's Tavern
 Mark Kersey
 Laura Kimball
 Annie Klas
 Thomas Klein
 Dan & Joann Knuth
 Brenda Kratsch
 Matt & Tara Kuker

Mark & Wendy Kuzma
 Don & Jamie Kveton
 Sue Lague
 Scott Lambert
 Larkin, Hoffman, Daly
 Glen Larson
 Kevin & Laurie Larson
 Lawless Distillery
 Lee Carlson Center
 Matthew Lempke
 John & Patty LeTourneau
 Leo LeTourneau
 Let's Dish - Blaine
 Tom & Katherine Lovik
 Rolf Lund
 Tina Lund
 Mary Jo Luzius
 Mall of America
 Bridget Manahan
 Pat Marcus
 Marsh McLennan Agency
 Liz Martin
 Jeff Matt
 Kay McAloney
 Medtronic
 Melissa Klein
 Photography
 Mike Meloch
 Michael & Shelly Meyer
 Mill City Museum
 Deb Miller
 Minnesota Candle Co.
 Minnesota Landscape Arboretum
 Minnesota Science Museum
 Minnesota Twins
 Minnesota Vikings
 Minnesota Wolves/Lynx
 Minnesota Wild
 William & Mary Mohler
 Cathy Montain
 Holly Morgan
 Joyce Morgan
 Scott & Jane Morgan
 Richard & Jacqueline Mortenson
 David Mumm
 Ronald & Gail Mumm
 Tasha Murdoff
 Mystic Lake Casino
 Heidi Nelson

Julie Nelson Gotham
 Angie Noah
 Northeast Bank
 Mark & Susan Nyvold
 Doug & Nora O'Leary
 Old Log Theater
 Kathy Osterberg
 Greg Owens
 Park Tavern
 Dale Pearson
 Merle & Eleanor Peden
 Persolvent
 Kenneth & Lois Peterson
 Mary Peterson
 Pink Parasol Photography
 Polaris
 Prouty Project
 PSD/LLC
 Joan Quade
 Howard Quinlan
 Ramsey Rotary
 Todd & Maggie Rapp
 Jeremiah Reedy
 Whiteny Regnier
 Dan & Whitney Reigner
 Gary & Nancy Renneke
 Cindy Richards
 Barb Roach
 Keith & Mary Roemhildt
 Ed Ronneng
 Cindy Rousa
 Royal Credit Union
 Marlene Rupp
 Jim & Patti Russ
 Al & Betty Sannerud
 Sarah Grace Photography
 Douglas & Carol Sather
 Sue Savarese
 Tim Savarese
 Evelyn Schluter
 Michael Scholl
 TB Schroer
 Donn Scroggins
 Ben Seeling
 Wayne & Mary Serie
 Wayne & Mary Serrano
 Sieben Carey
 Simeks
 Steve Simmons
 Joanne Smart
 Smith, Schafer & Assoc.
 Judy Smith
 Kari Smith

Smithe Promotions
 Split Rock Lighthouse
 Sportech
 St. Paul Saints
 Amanda Staple
 Stedman Foundation
 Michael Stedman
 Steve & Susie Stedman
 Jim Steffen
 Lisa Steffen
 Natalie Steffen
 George Steiner
 Stone Mountain Pet Lodge
 David Strand
 Pamela Strauss
 Rich & Kathy Svanda
 Lee & Gaylene Switzer
 Terry Overacker Plumbing
 Tournament Liquors
 Bonnie Thompson
 Three Rivers Park District
 Shirley Tobias
 TPAC
 Troutbrook Financial
 Reid and Rachel Tuenge
 Kurt Ulrich
 Urban Air Adventure Park
 Valleyfair
 Victory Auto
 Village Bank
 Vistage International
 Bernice Ward
 Weaver Brothers Co
 Andy Weaver
 Charlie Weaver
 Jeff & Robin Weaver
 Tom Weaver
 Mitch & Nancy Webster
 Lance West
 Western Bank
 Chuck & Sandra Wilkinson
 William A. Irvin Ship
 Diane Williams-Johnson
 Linda Williams-Tuenge
 Tom Wilson
 Jason Wood
 Vicki Wredberg
 Bill Youngs
 Christime Zimmer
 Wanda Zurn

Statement of Activities & Financial Position

Activities

Support & Revenue

Program Service Fees	4,842,223
Community Based Income	414,887
Production Income	265,264
Donations & Special Events	351,537
Grants	45,248
Investment Income	209,783
Other Income	8,994

Expenses

Cost of Goods Sold	99,480
Program Services	4,868,845
Administration & General	623,363
Fundraising	48,635
Total Expense	5,640,323

Total Revenue

6,137,936

Revenue/Expenses

497,613

Financial Position

Assets

Current Assets

Checking/Savings	428,244
Investments	2,851,193
Accounts Receivable	573,335
Inventory	10,352
Prepaid Expenses	39,863

Total Current Assets

3,902,987

Fixed Assets

Furniture & Fixtures	287,285
Equipment	219,381
Leasehold Improvements	47,520
Vehicles	1,291,040
Less: Accumulated Depreciation	(1,267,911)

Total Fixed Assets

577,315

Total Assets

4,480,302

Liabilities & Net Assets

Current Liabilities

Accounts Payable	58,444
Accrued Wages	60,000
Accrued Pension	46,485
Other Accruals	814

Total Current Liabilities

165,743

Net Assets

Unrestricted Net Assets	2,734,515
Designated Net Assets	1,300,000
Temporarily Restricted	0
Permanently Restricted	280,044

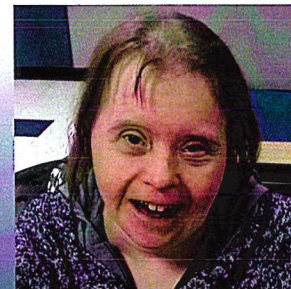
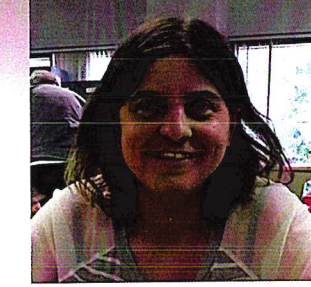
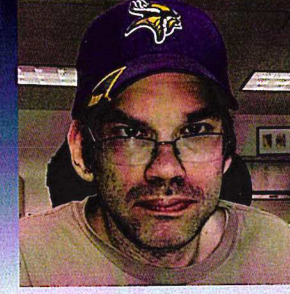
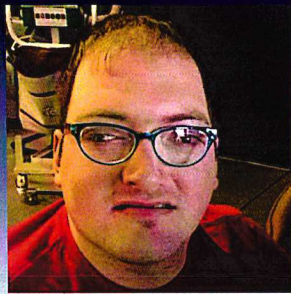
Total Net Assets

4,314,559

Total Liabilities & Net Assets

4,480,302





Achieve SERVICES, INC.

Human Service Center of Anoka County

1201 89th Avenue NE, Suite 105

Blaine, Minnesota 55434

phone 763-783-4909

fax 763-783-4725

www.achieveservices.org

Connect



SCHOOLS

DIRECTORY

CALENDAR

ABOUT A-H

ACADEMICS

DEPARTMENTS

EMPLOYMENT

INVOLVEMENT

COMMUNITY ED



[Return to Headlines](#)

Pathways students gain VIP status through work with local cable station

During this school year, first-year Anoka-Hennepin Pathways students Ryan Freundschuh and Ben Daniels have been spending time gaining hands-on experience in the cable television industry thanks to North Metro TV, based in Blaine.

Freundschuh started interning at the station once a week last fall, while Daniels volunteers his time after school, something he's been doing since the fall as well. Both students have also been assisting with the station's weekly movie review show called "Every Movie Ever," which Station Manager Eric Houston hosts.



They both have made quite an impression with Houston – each earning an award of recognition for their outstanding work.

(Pictured, from left to right: Pathways work coordinator Debra McPeck, Ryan Freundschuh, Pathways teacher Ellen Surbrook, and Ben Daniels)

View the [May 15 awards ceremony videos honoring Daniels and Freundschuh.](#)

North Metro TV held their VIP Awards ceremony, which honors volunteers, interns and producers, on May 15 at the Heights Theatre, located in Columbia Heights. Both students were nominated for and won the award in their respective categories.

Freundschuh is the recipient of the 2018 Wunderkind Award.

“He is one of the most impressive young men I’ve ever had the pleasure to work with. Despite never having worked on a TV show before, he almost instantly mastered Studio A, learning in no time how to help me set up cameras and microphones and run the teleprompter for a weekly program,” said Houston. “He’s one of North Metro TV’s most enthusiastic volunteers and one of the most fun to work with. His smile and enthusiasm never fail to brighten the room; ‘Every Movie Ever’ wouldn’t be the same without him. And shooting it wouldn’t be half as fun.”

Daniels is the recipient of the 2018 Excellence in Editing Award.

According to Houston, “in no-time he mastered the [stations] software and became North Metro TV’s primary editor on ‘Every Movie Ever,’ which he still does with a great deal of talent and enthusiasm.”

Daniels has also been practicing his new skills while tackling challenging animation projects for his own YouTube channel.

“I couldn’t be more proud of the work he does each and every week,” said Houston.

Debra McPeck, Pathways’ career and technical education coordinator couldn’t agree more.

“This is what teaching and the Pathways program is all about. The privilege of being able to make a small contribution and difference in students’ lives, and the honor of watching them soar.”

Pathways is a special education program designed to offer life skills and vocational training. Its purpose is to assist students in gaining the skills necessary for independence within the community. For more information, visit ahschools.us/pathways.

North Metro TV is a community television station located in Blaine, MN. The station is available on Comcast and CenturyLink in Blaine, Ham Lake, Lino Lakes, Centerville, Spring Lake Park, Circle Pines, and Lexington. The station offers viewers coverage of local news, sports, entertainment, community events, and public access productions. Visit northmetrotv.com to learn more.

Anoka-Hennepin School District

2727 N Ferry St. | Anoka, MN 55303 | P:763-506-1000 | F: 763-506-1003 | info@ahschools.us

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Safety Advisory for Public Safety Officials: Nerve Agents



IN THE MARCH 2018 ASSASSINATION ATTEMPT IN THE UNITED KINGDOM, A RESPONDING POLICE OFFICER FELL ILL TO NERVE AGENT POISONING. A FEW MONTHS LATER, TWO ADDITIONAL VICTIMS WERE AFFECTED BY NERVE AGENT POISONING, RESULTING IN THE DEATH OF ONE VICTIM. REVIEW THE FOLLOWING INFORMATION ABOUT NERVE AGENTS TO HELP PROTECT YOURSELF WHEN RESPONDING TO AN INCIDENT INVOLVING INCAPACITATED VICTIMS OR SUSPICIOUS ITEMS THAT MAY BE CONTAMINATED WITH NERVE AGENTS.

A variety of nerve agents exist. Sarin and VX are examples of nerve agents with different chemical properties that have been developed for military use. Nerve agents are extremely toxic and you can be exposed through ingestion, inhalation, or absorption through skin.

- Sarin is a clear, colorless, and tasteless liquid that has no odor in its pure form. It can evaporate into a vapor (gas) and spread into the environment.
- VX is an odorless, tasteless, oily liquid that is amber in color in pure form and very slow to evaporate. **It evaporates about as slowly as motor oil. This means that nerve agents which are slow to evaporate may be present on surfaces for a long time.**
- Based on these properties, you can be exposed by breathing in the vapor or skin contact with the liquid.
 - **THERE IS A RISK** of skin exposure if responders come into contact with nerve agent on victims, their clothing, or contaminated surfaces.
 - **A single layer of nitrile gloves will not protect you from nerve agents.** When investigating uncertain situations, **double your gloves** before touching a victim or the surrounding area. Once you suspect nerve agent poisoning, DO NOT TOUCH victims, move away, secure the area, and notify teams with appropriate Personal Protective Equipment (PPE) to safely enter the area.

All nerve agents have similar effects on the body which may include:

- SLUDGE (Salivation – drooling or foaming at the mouth; Lacrimation – tearing of eyes; Urination; Diarrhea; Gastrointestinal upset; Emesis – vomiting);
- Muscle twitching, tremors and seizures; and
- Sudden collapse to an unconscious state, convulsions, paralysis, and respiratory failure leading to death.

Delayed Symptoms are Possible: In an attack with nerve agent on a large crowd, many people may show the same signs of poisoning which start at approximately the same time. In other circumstances, similar to the incident in the UK, only one or a few people may show signs of nerve agent poisoning; **the time and location of the exposure may not be immediately known.**

Nerve Agent vs. Opioid Overdose: The findings of copious secretions from the mouth and nose, and wet or noisy breathing caused by fluid collecting in the lungs, and twitching or seizures and coma, are indicators of nerve agent poisoning. An unconscious person suffering from **an opioid overdose is unlikely to have this collection of findings of nerve agent poisoning.** There may also be evidence (drug paraphernalia) supporting another cause of incapacitation. (For more information about responding to opioid poisoning, click [here.](#))

If you suspect a nerve agent poisoning incident has occurred:

- Avoid contact with any liquids present, the victim, or contaminated items;
- Move out of the area immediately and prevent others from entering;
- Only those with proper training and PPE can safely enter the area, such as HazMat or special operations teams; and
- Contact the local FBI Field Office WMD coordinator.

If you suspect you are exposed, perform decontamination and seek medical care immediately. Remove any possibly contaminated clothing and isolate it from others; wash with copious soap and water. The onset of symptoms may be immediate or delayed, but **prompt medical evaluation is important** for proper medical treatment.

Daniel Buchholtz

From: Jerry Soma <Jerry.Soma@co.anoka.mn.us>
Sent: Tuesday, July 31, 2018 4:23 PM
To: Jerry Soma
Subject: Local Government Officials MEETING NOTICE

Wednesday, August 29, is our regular scheduled Local Government Officials meeting. As you will see from our notice it will be held at the Blaine Fire Station #3. We are still putting the agenda together, so if you have any ideas or areas to be covered please contact me.

WHAT: LOCAL GOVERNMENT OFFICIALS MEETING

DATE: Wednesday, August 29, 2018

TIME: 6:00 P.M.

WHERE: BLAINE FIRE STATION #3
11920 Ulysses St. NE
Blaine, MN 55434

RSVP: Tina Pedersen by August 22
Tina.pedersen@co.anoka.mn.us
763.324.4607

The agenda and dinner details will be coming soon.

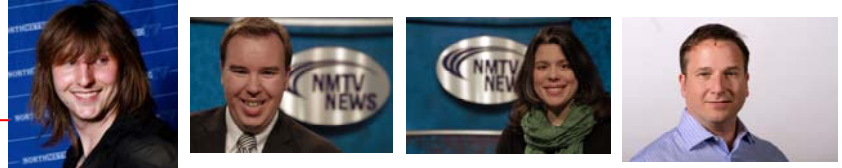
Thanks,
Jerry

Jerry Soma
Anoka County Administrator
763-324-4715



NOTICE: Unless restricted by law, email correspondence to and from Anoka County government offices may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

Video Production



Municipal Producer, Trevor Scholl, completed five projects, and worked toward the completion of several more in June. The Spring Lake Park Tower Days and Blaine Festival events were previewed and covered. Trevor also produced an internal instructional video for the City of Lino Lakes, while the News team recorded the Officer Nanney funeral for the Blaine Police Department. The summer Mayor's Minutes for Blaine, Centerville, and Circle Pines were shot, but not edited. Programs were also produced by Ben Hayle, T.J. Tronson, Jeremy Millington, and Danika Peterson. Trevor reaches out to City officials and department contacts, every month, regarding potential programming for the channels.

▪ June Completed Videos/Playing on City Channels & Internet

Title	Producer	Runtime
Tower Days Fireworks Time Lapse	Trevor Scholl	00:00:45
Lino Lakes Electronic Time Entry (Internal Staff Instructional Video)	Trevor Scholl	00:10:52
Blaine Festival Preview	Trevor Scholl	00:02:35
Blaine Festival: Pig Races	Trevor Scholl	00:03:02
Blaine Outdoor Farmer's Market	Trevor Scholl	00:02:35
Your City Staff: David Olson	Danika Peterson/Ben Hayle	00:02:48
New SBM Vehicle	Danika Peterson/Ben Hayle	00:03:27
Early Voting	Danika Peterson/Ben Hayle	00:03:03
Blaine Development Update: Summer 2018	Danika Peterson/Ben Hayle	00:05:07
Officer Steve and Susie Nanney Memorial Service (Internal Police Department Video)	Danika Peterson/Ben Hayle	01:00:00
Spring Lake Park Tower Days Parade	Jeremy Millington	01:13:06
Blaine Festival Parade	Kenton Kipp	01:19:03
Cable Commission Meeting	Trevor Scholl	00:23:16
Anoka County Board Meeting (6/12/18)	T.J. Tronson	00:41:32
Anoka County Board Meeting (6/26/18)	T.J. Tronson	00:49:13

Some projects that Trevor is working on or is scheduled to produce include:

- Community garden projects for Circle Pines and Blaine
- Farmers market project for Lexington
- Mayor's Minutes for Blaine, Centerville, and Circle Pines
- Talking with Centennial Police regarding several videos

- Lining up Fetes des Lacs coverage
- Circle Pines City promo
- Lino Lakes organics recycling
- Open to Business, each Cities involvement
- Ham Lake senior dance day
- Arranging interviews with each City's economic developer about Open to Business



Equipment Consulting/Technical Support

Blaine

- 6/22/18: Stopped by City Hall to pick up a bad power supply. Emailed Comcast to replace it.
- 6/25/18: Called Roark Haver to let him know that Comcast would be stopping by to replace the bad power supply.

Centerville

- No equipment consulting was necessary.

Circle Pines

- 6/4/18: Emailed and called Patrick Antonen to discuss the quotes from Alpha Video and Z Systems. Relayed recommendations.
- 6/19/18: Circle Pines chose Z Systems for their HD upgrade.
- 6/25/18: Patrick emailed Z System purchase agreement for review. Matt reviewed the agreement and sent a thumbs up.

Ham Lake

- 6/18/18: Went to City Hall to review the new system operation with City staff. Went through operation with Nicole.
- 6/18/18: Spoke to Denise regarding quality of old council chamber TVs. Had previously decided not to upgrade them to save money. May now want to upgrade them.
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- 6/18/18: Watched live meeting. Looks good. Excellent use of graphics, and quality of video and audio.
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- 6/22/18: Ham Lake Carousel kept knocking programs off the air looking for updates. Typed in code to get rid of it.
- 6/25/18: Can't watch Kipro files. Would have to purchase Mac Drive to transfer the files to a PC to store them. Suggested watching the meetings on the NMTV website.
- 6/26/18: Replaced power supply that injected power into the ethernet cable that powered the panel and the panel came back on-line. Emailed Don Krueger to let him know.
- 6/28/18: Went to City Hall to talk about file and DVD options. Staff having trouble with file transfer and conversion, which is common after an SD to HD upgrade. Went over process and purpose of equipment.

Lexington

- No equipment consulting was necessary.

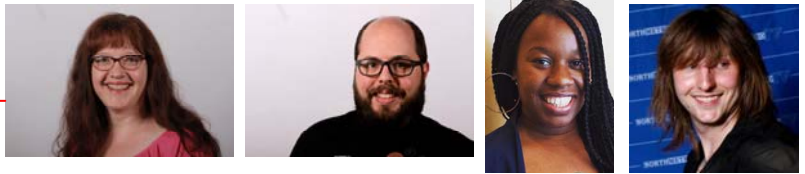
Lino Lakes

- No equipment consulting was necessary.

Spring Lake Park

- No equipment consulting was necessary.

Master Control



Programming Coordinator, Michele Silvester, along with help from Eric Houston, Tarkor Zehn, and Trevor Scholl, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files.

As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in June:

Title	Producer	Runtime
Blaine Traffic Commission Meeting (6/5/18)	Blaine Staff	00:31:42
Blaine City Council Meeting (6/7/18)	Blaine Staff	01:38:21
Blaine Planning Commission Meeting (6/12/18)	Blaine Staff	01:06:38
Blaine Natural Resources Conservation Meeting (6/19/18)	Blaine Staff	00:30:21
Blaine City Council Meeting (6/21/18)	Blaine Staff	02:38:26
Centerville City Council Meeting (6/13/18)	Centerville Staff	02:29:02
Centerville City Council Meeting (6/27/18)	Centerville Staff	02:11:32
Circle Pines City Council Meeting (6/12/18)	Circle Pines Staff	00:21:10
Circle Pines Utility Commission Meeting (6/13/18)	Circle Pines Staff	00:36:41
Circle Pines City Council Meeting (6/25/18)	Circle Pines Staff	00:53:12
Ham Lake City Council Meeting (6/4/18)	Ham Lake Staff	00:10:44
Ham Lake City Council Meeting (6/18/18)	Ham Lake Staff	01:40:15
Ham Lake Planning Commission Meeting (6/25/18)	Ham Lake Staff	01:05:11
Lexington City Council Meeting (6/7/18)	Lexington Staff	00:51:50
Lexington City Council Meeting (6/21/18)	Lexington Staff	00:25:37
Lino Lakes City Council Meeting (6/11/18)	Lino Lakes Staff	01:27:34
Lino Lakes Planning & Zoning Commission Meeting (6/13/18)	Lino Lakes Staff	01:06:59
Lino Lakes City Council Meeting (6/25/18)	Lino Lakes Staff	00:31:02
Lino Lakes Environmental Board Meeting (6/27/18)	Lino Lakes Staff	01:20:57
Spring Lake Park City Council Meeting (6/4/18)	Spring Lake Park Staff	00:45:35
Spring Lake Park City Council Meeting (6/18/18)	Spring Lake Park Staff	01:09:22

Spring Lake Park Planning Commission Meeting (6/25/18)	Spring Lake Park Staff	00:58:57
22 New Programs		24:31:08 New Hours

Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming produced by NMTV staff is also scheduled on the channels. **With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being scheduled as separate playbacks. The short videos cycle through, with graphics pages, and play on the channels whenever a scheduled program is not playing. Depending on whether a City selected the split screen or full screen Carousel option, the shorter videos are cycling 24 hours a day.** The table below outlines how many times a longer-length video program was entered into the Tigtrope system, and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	169	252:31:38
Centerville	31	64:07:40
Circle Pines	129	72:29:48
Ham Lake	55	50:59:48
Lexington	90	73:07:09
Lino Lakes	86	80:17:57
Spring Lake Park	99	90:30:53
Totals:	659 Program Playbacks	684:04:53 Hours of Video Programming on Channels

The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to citizens. With the installation of the new Carousel units complete, Eric Houston has assumed responsibility for updating the information on all seven channels. He works closely with each City's representative to ensure that all requested data slides are created and posted to the satisfaction of the City. Even though Eric is doing the work of creating the data pages, the Cities will always maintain editorial control. In addition to the graphics pages, the new Carousel units play video. Trevor Scholl is responsible for encoding any videos that will be displayed. The following work was done for City Carousel units in June:

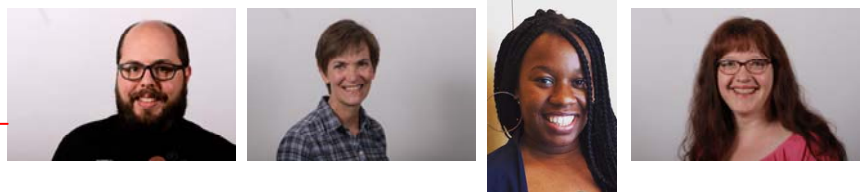
- Blaine**
 - Transcoded and uploaded 5 videos to Carousel.
- Centerville**
 - Transcoded and uploaded 1 video to Carousel.
- Circle Pines**
 - Transcoded and uploaded 1 video to Carousel.
 - Put all June meetings on hard drive for City
- Ham Lake**
 - No new uploads.

- **Lexington**
- Fixed SCALA unit at City Hall.
- **Lino Lakes**
- No new uploads.
- **Spring Lake Park**
- Created 4 bulletins for Carousel.
- Transcoded and uploaded 1 video to Carousel.

City Channel Signal Monitoring

- **Blaine**
- No channel signal problems.
- **Centerville**
- No channel signal problems.
- **Circle Pines**
- No channel signal problems.
- **Ham Lake**
- No channel signal problems.
- **Lexington**
- No channel signal problems.
- **Lino Lakes**
- No channel signal problems.
- **Spring Lake Park**
- No channel signal problems.

Meetings on Demand



NMTV has created a video on demand service, with line-item bookmarking, for our Cities meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. The length of time necessary for this varies based on the length of the meeting and whether it is recorded in SD or HD. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and type in the corresponding line-item information. Staff utilizes marked agendas provided by City staff members for this step. If marked agendas aren't provided by City staff we go to the City website to find unmarked agendas and place the meeting on VOD without bookmarks. Once that is done and saved the bookmarked meeting is then linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in June:

- **Blaine**
- 5 meetings bookmarked and placed on VOD.
- **Centerville**
- 2 meeting placed on VOD.
- **Circle Pines**
- 3 meetings bookmarked and placed on VOD.
- **Ham Lake**
- 3 meetings bookmarked and placed on VOD.

- **Lexington**
 - 2 meetings placed on VOD.
- **Lino Lakes**
 - 4 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
 - 3 meeting bookmarked and placed on VOD



Administrative

The issues dealt with in June include delivering the NMTC 2019 budget, .

NMTC 2019 Budget

- Worked with staff to produce budget for 2019.
- Presented budget to Operations Committee, Executive Committee, and full Commission.
- Budget was approved.
- Emailed budget materials to Operations Committee for approval by City Councils.

CenturyLink

- Discussed CenturyLink PRISM service and franchise fee reporting with Legal Counsel.
- Legal Counsel will have consultant look into further, on behalf of all of his clients.

Miscellaneous

- Participated in E-NATOA webinar regarding Over The Top (OTT) channels for community television programming.
- Organize crews for marching in Tower Days and Blaine Festival parades.
- Mediated Blaine subscriber complaint with Comcast. Resolved to subscriber's satisfaction.
- Researched OTT channels with Tightrope.
- Attended MACTA conference. Sessions included Closed Captioning, Federal Update, and Franchising Roundtables.
- Read industry articles.

North Metro TV

June 2018 Update

Program Production

In June, a total of **81 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **75:00:00 hours of new programming.**

- 30 programs were produced by the public
- 29 programs were produced by NMTV staff
- 22 programs were produced by City staff



Van Shoots

The HD truck was used for **60:00:00** hours of production. Events produced live and recorded for additional playbacks include:

- Girls Lacrosse: Section 7 Semi-Final: Forest Lake vs. Blaine
- Blaine High School Graduation
- Girls Lacrosse: Section 7 Championship: Champlin Park vs. Blaine
- Softball: State Class AAAA Quarter Final: Centennial vs. Shakopee
- Spring Lake Park Tower Days Parade
- Centennial High School Graduation
- Girls Lacrosse: State Quarter-Final: Blaine vs. Lakeville North
- Columbia Heights Jamboree Days Parade (Paid Contract)
- Blaine Festival Parade



Workshops

Workshop	Instructor	Organization	Students
Camera	Eric Houston	General Public	1
Open Night Studio	Eric Houston	General Public	10
Gilligan's Island: Behind the Scenes of the Three Hour Tour	Eric Houston	Spring Lake Park & Rec	8
Editing	Eric Houston	General Public	10
Editing	Eric Houston	General Public	1
Camera	Eric Houston	General Public	2
Batman: The 1966 Television Sensation	Eric Houston	General Public	4
Early Film Treasures: 1888-1896	Eric Houston	Edgewood Senior Living Center	16
Camera	Eric Houston	General Public	6
Jim Henson & the Muppets	Eric Houston	General Public	5
Early Film Treasures: The Great Train Robbery	Eric Houston	General Public	17
11 Workshops			80 Student

Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos themselves for free, or pay NMTV to do it. NMTV can also transfer film, slides, and photos for a fee.

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	201.75	57	122	20	409	\$1,159.00
February	120.5	41	53	15	1,164	\$780.00
March	167.5	64	0	74	237	\$381.00
April	128.00	52	53	17	781	\$195.00
May	59.00	29	18	9	0	\$460.00
June	133.75	45	36	31	475	\$354.00
TOTAL:	682.50	288	282	166	3,066	\$3,329.00

Public Usage Stats

For statistical purposes, the public access department documents total numbers of unique individuals and total hours of usage of the facility by the general public, every month. These numbers include regular users, class participants, individuals transferring videos, people who attend events, and any other public usage of the facility. The numbers do not take into account the many members of the public who work with any other NMTV department, such as news, sports, municipal, or educational.

Month	Unique Individuals	Total Usage Hours
January	111	460
February	112	685.25
March	117	552.25
April	47	295.5
May	103	409.25
June	116	556.75
TOTAL PUBLIC USAGE:		2,959.00

Production Highlights

NMTV News Highlights

Each week Danika Peterson and Ben Hayle create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some June highlights include:

- Stepping Stone Buys a House
- Blaine Festival Preview
- Blaine Sees Busy Building Season
- PGA Tour Coming to Blaine
- NEW NSC Courts are Open
- Blaine Police Remember Steve and Susie Nanney
- USA Cup 2018 Preview
- In Person Absentee Voting is Open
- SBM Fire Gets New Vehicle



In addition to daily playbacks of North Metro TV News on the cable systems, there are over 490 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.

Your City Staff

One episode of Your City Staff was produced in June. It featured David Olson, Park Maintenance, for the City of Circle Pines. The episode highlighted the work he does for the City of Circle Pines and favorite parks and activities. The videos are presented as a news story on North Metro TV News, and then edited into a stand alone video for the corresponding City Channel. If anyone has a suggestion for future features, please let Ben and Danika know!



Traveling Film Class

Instructor, Eric Houston has really ramped up his traveling film lectures, both in variety and locations. Now, in addition to Early Film Treasures: 1888-1896, he has added several additional topics including:

- Gilligan's Island: Behind the Scenes of the Three Hour Tour
- Batman: The 1966 Television Sensation
- Jim Henson and the Muppets
- Early Film Treasures: The Great Train Robbery
- Actor & Film Director, Orson Welles

He is booked for a series of classes at Edgewood Senior Living in Blaine, taught a second class at Spring Lake Park City Hall, will host bi-monthly classes at the Anoka County History Center starting in August, and is scheduled to teach four classes over the next six months at Anoka County Libraries.

Graduations and Parades

It wouldn't be June without graduations and the start of "parade season." Both the Blaine and Centennial High School graduation ceremonies were streamed live on the website, on the channels, and were recorded for additional playbacks. Flyers are distributed to students, as part of their graduation packets, letting them know that dvds are available for sale on the NMTV website. Spring Lake Park High School chooses to record its graduation ceremony internally. June also includes coverage of three parades. Things start off with the Spring Lake Park Tower Days Parade, followed by a paid gig recording the Columbia Heights Jamboree Days Parade, and ending with the Blaine Festival parade. NMTV records all of the parades and also has a team comprised of staff, community producers, and volunteers marching and gently distributing candy in each one.



Open Studio

Eric Houston held his third Open Studio night on June 5th. During Open Studio anyone with a show idea can come into the studio and Eric and his team of volunteers will crew the shoot. At the end of the evening, the producer has a finished program, everyone has had a great time, and we have new shows for the public access channel. Ten volunteers showed up to help three producers make TV. A new episode of Hockey Society, a new travel program called Travel Talk, and a new work-out show were produced. Open Studio night is turning out to be a popular event!

Drone Contract

T.J. Tronson spent some time at Carleton College, with the NMTV drone, shooting aerials of the college and surrounding area for a fund raiser they are having. This is the second time that Carleton College has contracted with NMTV for drone footage.

Internal City Video Projects

In addition to producing videos for playback on the channels and website, NMTV staff also work with Cities to produce videos intended for internal use only. An example of that is the Employee Online Timesheet Training video that Trevor Scholl produced for the City of Lino Lakes. Staff are also happy to work with Cities to cover any other event they may want recorded for whatever reason. An example of this would be the funeral of Officer Nanney and his wife Susie. The video was produced for the Blaine Police Department to do with as they wish and was not publicly displayed.



City Productions

Municipal Producer, Trevor Scholl, completed five projects in June and worked on several more, including Mayor's Minutes for Blaine, Centerville, and Circle Pines. Projects completed include:

- Lino Lakes Electronic Time Entry (A video produced for the City for internal staff use)
- Tower Days Fireworks Time Lapse
- Blaine Festival Preview
- Blaine Festival Pig Races
- Blaine Outdoor Farmer's Market



New and ongoing projects include:

- Mayor's Minutes for Circle Pines, Centerville, and Blaine
- Community garden projects for Circle Pines and Blaine are shot, adding more b-roll
- Farmers market project for Lexington
- Talking with Centennial Police regarding several videos
- Lining up Fetes des Lacs coverage
- Lino Lakes organics recycling
- Open to Business, each Cities involvement
- Ham Lake senior dance day
- Arranging interviews with each City's economic developer about Open to Business

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him whenever they have an idea for a new show.

Production equipment consulting for cities and schools

Blaine

- 6/22/18: Stopped by City Hall to pick up a bad power supply. Emailed Comcast to replace it.
- 6/25/18: Called Roark Haver to let him know that Comcast would be stopping by to replace the bad power supply.

Centerville

- No equipment consulting was necessary.

Circle Pines

- 6/4/18: Emailed and called Patrick Antonen to discuss the quotes from Alpha Video and Z Systems. Relayed recommendations.
- 6/19/18: Circle Pines chose Z Systems for their HD upgrade.
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 - 6/28/18: Went to City Hall to talk about file and DVD options. Staff having trouble with file transfer and conversion, which is common after an SD to HD upgrade. Went over process and purpose of equipment.
- Lexington**
- No equipment consulting was necessary.
- Lino Lakes**
- No equipment consulting was necessary.
- Spring Lake Park**
- No equipment consulting was necessary.

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
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Lino Lakes	86	80:17:57
Spring Lake Park	99	90:30:53
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Programs Produced by the Public

Title	Producer	Runtime
Chit Chat: Lori Norman	Sharon Carlson	00:27:23
Black and White or Gray	Brad Sanford/Jason Anderson	00:28:44
Every Movie Ever Made (2 episodes)	Joe Scholz, Rick Bostrom, Ben Daniels/Ryan Frieundschuh, Gavin Van Trease/Eric Houston	00:54:26
It's Only Food (6 episodes)	John Politte	00:52:30
A Fresh New Day Fitness	Anita Wardlaw	00:20:08
Travel Talk	Judy Peterson	00:28:34
Hockey Society	Alan Porter	00:13:18
Puzzled (2 episodes)	Gavin Van Trease/Eric Houston	11:34:06
A Fresh New Day	Anita Wardlaw	00:49:36

Title cont.	Producer cont.	Runtime cont.
Cornerstone Church (3 episodes)	Rick Bostrom	01:22:25
The Power of Love (2 episodes)	Rick Larson	01:00:00
LovePower (2 episodes)	Ann Sandell	02:00:00
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	01:57:55
Oak Park Moments (5 episodes)	David Turnidge	02:34:04
30 New Programs		25:05:01 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (6/12/18)	T.J. Tronson	00:41:32
Anoka County Board Meeting (6/26/18)	T.J. Tronson	00:49:13
NMTC Meeting (6/20/18)	Trevor Scholl	00:23:16
NMTV News (4 episodes)	Danika Peterson/Ben Hayle	01:31:05
Your City Staff: David Olson	Danika Peterson/Ben Hayle	00:02:48
New SBM Vehicle	Danika Peterson/Ben Hayle	00:03:27
Early Voting	Danika Peterson/Ben Hayle	00:03:03
Blaine Development Update Summer 2018	Danika Peterson/Ben Hayle	00:05:27
Officer Steve Nanney and Susie Nanney Funeral (Internal Police Department Video, Not For Public Viewing)	Danika Peterson/Ben Hayle	01:00:00
Tower Days Fireworks Time Lapse	Trevor Scholl	00:00:45
Lino Lakes Electronic Time Entry (Internal Staff Instructional Video)	Trevor Scholl	00:10:52
Blaine Festival Preview	Trevor Scholl	00:02:35
Blaine Festival: Pig Races	Trevor Scholl	00:03:02
Blaine Outdoor Farmer's Market	Trevor Scholl	00:02:35
Arabesque Dance 2018	Kenton Kipp/J. Millington	02:14:30
Girls Lacrosse: Sec. 7 SF: Forest Lake/Blaine	Kenton Kipp/J. Millington	01:58:09
Blaine High School Graduation	Kenton Kipp/J. Millington	01:21:02
Boys Lacrosse: Section 7 Final: Centennial vs. Duluth East	Kenton Kipp/J. Millington	01:41:00
Girls Lacrosse: Section 7 Championship: Champlin Park/Blaine	Kenton Kipp/J. Millington	01:47:45
Spring Lake Park Tower Days Parade	Kenton Kipp/J. Millington	01:13:06
Softball: State Class AAAA QF: Centennial /Shakopee	Kenton Kipp/J. Millington	01:58:58
Centennial High School Graduation	Kenton Kipp/J. Millington	01:33:10
Girls Lacrosse: State QF: Blaine/Lakeville North	Kenton Kipp/J. Millington	01:46:22
Baseball: STate AAAA SF: Blaine/Stillwater	Kenton Kipp/J. Millington	02:11:17
Jamboree Days Parade (Paid Contract)	Kenton Kipp/J. Millington	01:24:15
Blaine Festival Parade	Kenton Kipp/J. Millington	01:19:03
29 New Programs		25:28:17 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine Traffic Commission Meeting (6/5/18)	Blaine Staff	00:31:42
Blaine City Council Meeting (6/7/18)	Blaine Staff	01:38:21
Blaine Planning Commission Meeting (6/12/18)	Blaine Staff	01:06:38
Blaine Natural Resources Conservation Meeting (6/19/18)	Blaine Staff	00:30:21
Blaine City Council Meeting (6/21/18)	Blaine Staff	02:38:26
Centerville City Council Meeting (6/13/18)	Centerville Staff	02:29:02
Centerville City Council Meeting (6/27/18)	Centerville Staff	02:11:32
Circle Pines City Council Meeting (6/12/18)	Circle Pines Staff	00:21:10
Circle Pines Utility Commission Meeting (6/13/18)	Circle Pines Staff	00:36:41
Circle Pines City Council Meeting (6/25/18)	Circle Pines Staff	00:53:12
Ham Lake City Council Meeting (6/4/18)	Ham Lake Staff	00:10:44
Ham Lake City Council Meeting (6/18/18)	Ham Lake Staff	01:40:15
Ham Lake Planning Commission Meeting (6/25/18)	Ham Lake Staff	01:05:11
Lexington City Council Meeting (6/7/18)	Lexington Staff	00:51:50
Lexington City Council Meeting (6/21/18)	Lexington Staff	00:25:37
Lino Lakes City Council Meeting (6/11/18)	Lino Lakes Staff	01:27:34
Lino Lakes Planning & Zoning Commission Meeting (6/13/18)	Lino Lakes Staff	01:06:59
Lino Lakes City Council Meeting (6/25/18)	Lino Lakes Staff	00:31:02
Lino Lakes Environmental Board Meeting (6/27/18)	Lino Lakes Staff	01:20:57
Spring Lake Park City Council Meeting (6/4/18)	Spring Lake Park Staff	00:45:35
Spring Lake Park City Council Meeting (6/18/18)	Spring Lake Park Staff	01:09:22
Spring Lake Park Planning Commission Meeting (6/25/18)	Spring Lake Park Staff	00:58:57
22 New Programs		24:31:08 New Hours

If you have any questions or comments regarding this monthly report please contact
Heidi Arnson at 763.231.2801 or harnson@northmetrotv.com.



VETERANS OF FOREIGN WARS OF THE U.S.
KRAUS HARTIG POST NO. 6587
8100 Pleasantview Drive
Minneapolis, Minnesota 55432

I, Don Reeves, am writing to you on behalf of Kraus-Hartig VFW Post 6587, an organization that supports our Military Troops, both past and present. In addition to supporting our Military Troops, we also provide support to our communities. Our various programs help fund athletic programs, our schools, support to our disabled veterans, monthly visits to the Hasting Veterans Home, as well as participation in the Beyond the Yellow Ribbon program, Toys-for-Tots, etc.

Our Post will be holding its annual Community Picnic on August 12, 2018 and are reaching out to you for donations. We would like to be able to provide some essential items as well as non-essential items during this event. I've listed a few items that we would appreciate receiving below.

General merchandise gift card (Denomination \$25.00 or greater)

Grocery gift cards (Denomination \$25.00 or greater)

We would be happy to acknowledge your donation on our website and at our numerous events, (unless you prefer otherwise).

I would like to thank you for considering this opportunity to partner with our organization and for being a part of this event and supporting our Military Personnel and their families. If you have any queries regarding our organization, our fund management policy, or the project itself, please feel free to contact me at the address given above or at our e-mail. vfwpost6587@gmail.com

Thank you,

Don Reeves

(If you are a non-profit or are writing letters on behalf of a non-profit organization, you should indicate that either in the second paragraph or at the end: The Kraus-Hartig VFW Post 6587 is a non-profit organization (501c3) and your donation is tax deductible).