



**CITY COUNCIL AGENDA
MONDAY, FEBRUARY 5, 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
 - A. State Representative Erin Koegel
6. **CONSENT AGENDA:**
 - A. Approval of Minutes – January 16, 2018
 - B. Approval of Special City Council Meeting Minutes – January 22, 2018
 - C. Approval of Special City Council Meeting Minutes – January 29, 2018
 - D. Safe Assure Contract
 - E. Approval of Simple Recycling Agreement
 - F. Resolution 18-06 Resolution of Appreciation – Debra Kuehn and Dennis Cooper
 - G. Contractor’s Licenses
 - H. Correspondence
7. PUBLIC WORKS REPORT
8. CODE ENFORCEMENT REPORT
9. ORDINANCES AND/OR RESOLUTIONS
 - A. Resolution 18-04 Renaming John M. Conde Park to Triangle Memorial Park
 - B. Resolution 18-05 Resolution Making Findings of Fact for Denial of Liquor License for Bradley Powlitzki, Sota Tap House and Grill
 - C. Resolution 18-07 Approving Preliminary and Final Plat for Pride Rock Addition
 - D. Resolution 18-08 Approving A Conditional Use Permit for An Early Childhood School at 1415 81st Avenue NE
 - E. Resolution 18-09 Hearing on Proposed Reassessment for Spring Lake Park Terrace Property for the 2014-2105 Street Improvement Project
10. NEW BUSINESS
 - A. Phone System Proposal
 - B. Request for CUP/SUP Revocation Hearing – 1540 County Highway 10 NE
 - C. Approve Quote to Move Electronic Sign from Central Park to Community Sign
 - D. Liquor Store Auction Contract
11. ENGINEER’S REPORT
 - A. Municipal State Aid Account
12. ATTORNEY’S REPORT
13. REPORTS
 - A. Beyond the Yellow Ribbon Report
14. OTHER
 - A. Administrator Reports
15. ADJOURN

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

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

- Discussion from the floor is limited to three minutes per person. Longer presentations must be scheduled through the Administrator, Clerk/Treasurer's office.
- Individuals wishing to be heard must sign in with their name and address. Meetings are video recorded so individuals must approach the podium and speak clearly into the microphone.
- Council action or discussion should not be expected during "Discussion from the Floor." Council may direct staff to research the matter further or take the matter under advisement for action at the next regularly scheduled meeting.

PUBLIC HEARINGS

The purpose of a public hearing is to allow the City Council to receive citizen input on a proposed project. This is not a time to debate the issue.

The following format will be used to conduct the hearing:

- The presenter will have a maximum of 10 minutes to explain the project as proposed.
- Councilmembers will have the opportunity to ask questions or comment on the proposal.
- Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing to comment are asked to limit their comments to 3 minutes. In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.
- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on January 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: Building Official Brainard; Police Chief Ebeltoft; Parks and Recreation Director Rygwall; Attorney Thames; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake
Tiffany Kovaleski – BTYR-BHMC Coordinator
Doug Eischens, 8220 6th Street NE
Tim Faerber, 9031 Fillmore Street NE, Blaine
Tom Busch, 1006 103rd Avenue NE, Blaine
Rich Williams 557 78th Avenue NE
Rich Slomkowski – Suburban Ramsey County – BTYR
Yolanda Von Itter – FACS
Brad and Dana Povlitzki, Ham Lake, MN

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz asked to remove Item 6E, Resolution 16-03 Denying Therapeutic Massage License, from the agenda as the applicant withdrew their application. He asked that Item 11G, Hy-Vee Lease, be added to the agenda.

Councilmember Goodboe-Bisschoff asked to remove Item 6G, Approval of Statement of Values Policy, from the agenda and asked that the item be discussed at a future Council workshop session.

5. Discussion From The Floor - None

6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – January 2, 2018
- B. Disbursements
 - 1. General Fund Disbursement Claim No. 17-23 -- \$161,990.80
 - 2. Liquor Fund Disbursement Claim No. 17-24 -- \$229,482.55
- C. Statement of Fund Balance/Budget to Date – December 2017

- D. Resolution 18-01 Authorizing Fund Closures and Transfers
- E. Dedication of Terrace East Field to Don Busch
- F. Approval of Dover Kennel Animal Control Contract
- G. Contractor's Licenses
- H. Business License – Massage Therapy
- I. Correspondence

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

7. Presentation

A. Volunteer Appreciation Awards for Beyond the Yellow Ribbon Volunteers

Councilmember Nelson recognized volunteers from the Beyond the Yellow Ribbon Committee for their assistance with the monthly dinners held at Kraus-Hartig VFW. He provided each with a certificate of appreciation and provided gift cards for military families to be distributed by the Family Services division of the National Guard.

Mayor Hansen thanked Councilmember Nelson for all the work he does for the Beyond the Yellow Ribbon committee and for his time spent with the Committee.

8. Police Report

Police Chief Ebeltoft reviewed the December 2017 department statistics.

Chief Ebeltoft reported that the Police Department responded to five hundred ninety eight calls for service for the month of December 2017 compared to five hundred one calls for service in December 2016.

Chief Ebeltoft reported that the Spring Lake Park Police Reserve Unit currently consists of seven members and these seven members have contributed one thousand four hundred thirty one hours of service to our community and the surrounding communities. He stated that per the 2017 "Volunteer Value per hour for States", Minnesota values volunteer hours at \$26.40 per hour. He stated that this equates to a savings for the City and its residents of \$37,778.40 for the Reserve Units volunteer services and allows our Police Officers to be utilized more efficiently for providing service to our community and residents.

Chief Ebeltoft stated that the Spring Lake Park Police Department in its quest to keep the community as safe as possible, participated in the State/Federal program called TZD (Toward Zero Deaths) in 2017. He stated that this program is designed to address problematic driving behaviors on a national basis across our country to include but not limited to driving under the influence of alcohol/drugs, distracted driving and other unsafe behaviors exhibited by motor vehicle drivers and is a grant funded program. He reported that the Spring Lake Park Police Department was able to participate and work thirty separate shifts over the course of 2017. He stated that the Spring Lake Park Officers effected two hundred eighty nine traffic stops, issued two hundred eighteen traffic violation warnings along with issuing one hundred seventy nine traffic citations.

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.

9. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and discussed the Turkey Shoot that took place in November, the renaming of the baseball field at Terrace Park and the location of a community garden. She explained that the garden could be constructed this winter out of pallets and placed at Sanburnol Park

Ms. Rygwall reviewed the department statistics and stated how successful the holiday cookie and spruce tip classes were. She reported that the first Tower Days planning meeting would be held on January 30. She stated that parade and vendor applications have already been received.

10. Ordinances and or/Resolutions

A. Resolution 18-02 Approving Hy-Vee First Addition of Spring Lake Park Flat

Administrator Buchholtz reported that the review of the Spring Lake Park Hy-Vee final plat has been completed. He stated that the final plat includes elements discussed as part of the preliminary platting process and the entire site is being platted into two lots. He stated that will be no easements along the internal lot line between the two lots.

Administrator Buchholtz stated that the plat as submitted does not include any internal easements. He reported that the applicant stated that the required internal easements will be added to the plat once final details on the locations of the pipes/facilities are determined. He stated that staff recommends approval with conditions outlined in the resolution.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-02 APPROVING HY-VEE FIRST ADDITION OF SPRING LAKE PARK FINAL PLAT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. New Business

A. Approval of Liquor License Application – Sota Tap House and Grill

Administrator Buchholtz reported that the City of Spring Lake Park received a liquor license application from Bradley Powlitzki to open a new bar called the “Sota Tap House and Grill.” He stated that location of the Sota Tap House and Grill would be 8407 Plaza Boulevard NE, the same location as the former “Pov’s on 65.”

Administrator Buchholtz reported that, as part of the liquor licensing process, the City conducts a thorough background investigation of the applicant. He thanked Police Chief Ebeltoft for the significant amount of time he spent to put together a thorough background of the applicant.

Administrator Buchholtz stated that Mr. Powlitzki’s previous establishment, Pov’s Sports Bar, has a significant number of police calls between 2008 and 2011 (the last full year of operation), totaling 380 calls for service. He stated that this number of calls for service far exceeds the calls for service at any of the City’s licensed establishments. He noted that in addition to the high volume of calls, the severity of the calls were significant. He stated that, as Chief Ebeltoft notes in his memorandum, if Pov’s Sports Bar had been located in within the corporate limits of Spring Lake Park, its license would have been brought forward for review by the City Council under the provisions of Section 111.10 of the City Code.

Administrator Buchholtz reported that a copy of the background investigation report was sent to Mr. Povlitzki via certified mail on January 10, 2018 so that he would have the opportunity to review the information and respond to any questions the City Council may have.

Administrator Buchholtz stated that the City Council must make findings on the application in a way that is consistent with City Code, particularly Section 111.17 of the City's Liquor Regulations.

Brad Povlitzki presented the vision for the Sota Tap House and Grill. He stated that the new concept would be that of a sports bar with a family style feeling focusing on local breweries and food providers. He stated that the restaurant would cater to more families who are in the area for sporting events. He stated that half of the restaurant would be partitioned off for a banquet facility and entertainment would be brought in on selected nights.

Councilmember Wendling inquired how long the building has been empty and what type of remodeling will take place. Mr. Povlitzki stated that the building was been vacant for two years. He stated that most of the remodel will be a cosmetic updating of the building. He stated that this location would be a smaller scale than his previous Andover location.

Mr. Povlitzki reported that his name appeared on a trust along with his other family members for the existing Pov's on 65. He stated that he did not have any role in the operation of the location as he had his own bar that he was operating in Andover. He stated that he did on occasion come and assist his brother, Richard Povlitzki, at this location when help was needed. He noted that he did appear at a City Council meeting in 2002 representing Pov's on 65 and to speak on behalf of the other local bars in regards to 2 AM closing times. He stated that once he learned of the problems and police calls at the Spring Lake Park location in 2014, he locked the doors and closed the location for good.

Administrator Buchholtz inquired as to how this new concept of the bar will be different from that of the previous Andover location that Mr. Povlitzki owned. Mr. Povlitzki stated that the Andover location had over 13 acres and had sports fields and leagues. He stated that most of the police calls were medical related and issues that occurred in the parking lots.

Councilmember Nelson stated that he is concerned with the number of police calls to the Andover location. He stated that although Andover is much larger community and have a larger police presence than Spring Lake Park, he stated that he would be unhappy to have the Spring Lake Park officers responding to numerous calls at the Sota Tap House and Grill rather than assisting to the needs of the residents.

Dana Povlitzki stated that her husband, Brad, ran the Andover location very well and the incidents that occurred were beyond his control. She stated that the new location will be very family orientated and have a heavy emphasis on food and a completely different vision than their Andover operation. She noted that the Andover location was in business for 17 years and had a good reputation.

Councilmember Goodboe-Bisschoff stated that she felt the Andover location was well run and likes the idea of a new use for the existing building, as she does not think it is beneficial to leave it vacant. She inquired as to how much security will be placed at the new location. Mr. Povlitzki stated that he is not proposing any at this time but would add any security if needed at an event or on a given night.

Councilmember Delfs stated that he sees a difference in the two locations and the size of the buildings. He stated that he can see Mr. Povlitzki is sincere in opening a new establishment; however, he does not want to see the Spring Lake Park Police Department overrun with excessive calls and the carryover from the past.

Administrator Buchholtz inquired if there will be any involvement with any of the other family members with this new establishment. Mr. Povlitzki stated that none of the family members will be involved.

Councilmember Nelson inquired if a review period could be placed on the liquor license and if the license could be reviewed at any time. Attorney Thames stated that the all licenses are subject to review and can be monitored during in the license period; however, they can only be denied at the time of renewal once a year. He noted that the the time of authority the City Council has for a liquor license is at the initial issuance.

Chief Ebeltoft inquired if with the new plan would there be musical entertainment brought into the facility. Mr. Povlitzki stated that music would be piped in and, periodically, live bands would be scheduled.

Chief Ebeltoft noted that over 20 police calls were made to the Andover location after it closed and he confirmed that no family members were involved in the establishment. Mr. Povlitzki stated that no family was involved. Chief Ebeltoft stated that the police reports do confirm that Mr. Povlitzki's sister was on the property and is leery as there is inconsistency of family involvement. He stated that his investigation was focused on the Andover business owned by Brad Povlitzki, not on Pov's on 65 operating practices. He noted there was an excessive amount of police calls at the Andover business.

Mayor Hansen noted that she is very concerned with the inconsistencies that have been presented and what she had read in the investigation report. She stated that there is strong circumstantial evidence of his involvement in the Pov's on 65 operation. Mr. Povlitzki explained that his name was listed on the corporation for Pov's on 65 and he had tried to have his name removed from the business checking account but was unsuccessful. He stated that he would sign checks for the utility payments and several rolls for checks for the operation of the Spring Lake Park establishment.

Mayor Hansen inquired if the corporation was now closed. Mr. Povlitzki answered affirmatively.

Mayor Hansen asked Chief Ebeltoft his opinion on the number of calls for service at the location. He stated that his biggest concern is the severity of the calls he stated that there were knifing and felony assaults with injury calls and that is a great concern for him and the Police Department. He stated that he has great reservation on the new business plan. He noted that it is a different business plan, there are a number of similarities to past business practices at the Andover location.

Councilmember Goodboe-Bisschoff inquired on the condition of the interior since the building has been vacant for many years. Building Official Brainard stated that since the building has been vacant for over a year, it is not grandfathered; therefore, it will need to brought up to current code. He stated this could include natural light and mechanical ventilation updates.

MOTION MADE BY COUNCILMEMBER GOODBOE-BISSCHOFF TO APPROVE LIQUOR LICENSE APPLICATION FOR SOTA TAP HOUSE AND GRILL. ROLL CALL VOTE: COUNCILMEMBERS NELSON, WENDLING AND MAYOR HANSEN-NAYS. COUNCILMEMBERS DELFS AND GOODBOE-BISSCHOFF – AYES. MOTION DENIED.

MOTION MADE BY MAYOR HANSEN TO DENY LIQUOR LICENSE PER SECTION 111.17 OF THE CITY LIQUOR REGULATION AND DIRECT STAFF TO DRAFT FINDINGS OF FACT TO SUPPORT THE DENIAL. ROLL CALL VOTE: COUNCILMEMBERS NELSON, WENDLING, MAYOR HANSEN – AYES. COUNCILMEMBER GOODBOE-BISSCHOFF AND DELFS-NAYS. MOTION CARRIED.

B. Authorize Plans for 2018 Sewer Lining Project

Administrator Buchholtz reported that for the past several years the City has completed a sanitary sewer lining project as part of the long-term effort to maintain the city's infrastructure. He reported that the sewer maintenance program has been set up to try to keep the annual lining projects within a cost range of \$200,000 to \$300,000.

Administrator Buchholtz stated that Public Works Director Randall has determined a priority sewer repair area for 2018 lining and has had a sewer televising company complete a preliminary inspection of the sewer lines in the project area.

Administrator Buchholtz stated that proposed 2018 work includes the sewer lines in the eastern and northeastern area of the city. He stated the streets included in the proposed lining area include Plaza Boulevard, Spring Lake Park Road, and Hillview Road. He stated that in addition to lining of the sewer mains, sewer service connection wyes will be repaired where warranted.

Administrator Buchholtz stated that the estimated construction cost of the 2018 sewer-lining project is \$290,000 to \$300,000. He stated that the staff recommends that the City Council order preparation of plans and specifications and authorize bidding for the 2018 Sanitary Sewer Lining Project. He stated that bid results will be presented to the City Council for approval later this spring.

MOTION MADE BY COUNCILMEMBER NELSON TO AUTHORIZE PLANS FOR 2018 SEWER LINING PROJECT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Authorize Purchase and Order of 2018 Police Squad

Police Chief Ebeltoft reported that the 2018 State Bid contract for Dodge Police vehicles has been awarded to Dodge of Burnsville; he stated that this dealership has been the dealership that the City has utilized to purchase the patrol vehicles since transitioning to the Dodge Charger, V-8, AWD Patrol Vehicles from Ford vehicles. He informed the City Council that the Dodge of Burnsville State Contract Bid #134125 quote cost for the 2018 Dodge Police Charger, V-8, AWD is \$23,612.00. He reported that this purchase price would come in under budget, of the budgeted amount of \$32,646.00, for a savings of \$9,034.00.

Chief Ebeltoft requested authorization to purchase the 2018 Dodge Charger, V-8, AWD from Dodge of Burnsville for the listed price of \$23,612.00 and to place the order as soon as possible.

MOTION MADE BY MAYOR HANSEN TO AUTHORIZE PURCHASE AND ORDER OF 2018 DODGE CHARGER IN THE AMOUNT OF \$23,612.00. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Authorize Purchase and Order of 2018 Police Chief and Investigator Vehicles

Police Chief Ebeltoft reported that Department Heads at the request of the City Council were asked to provide a plan for future capital purchases and as result, a Capital Improvement Plan was developed to assist with making those purchases. He reported that as part of the 2017-2021 Capital Improvement Plan, in 2018, he identified for the Police Department the replacement of the Chief and Investigator vehicles.

Chief Ebeltoft reported that both of these vehicles are 2007 Ford Taurus vehicles with 76,000 to 90,000 plus miles on them. He stated that the vehicles are showing signs of age and effects of the elements of Minnesota winters with rusting of the body.

Chief Ebeltoft stated that since the Police Department started to transition to the Dodge Chargers in 2012 and with service agreements already in place, he stated that he elected to pursue replacing the Chief and Investigator vehicles with Dodge Chargers as well. He reported that under current State Bid Contract #134736 through Dodge of Burnsville, he is able to purchase a Dodge Charger GT AWD vehicle for \$24,314.00. He reported that this purchase price would come in under budget of the budgeted amount of \$36,521.00 for a savings of \$12,208.00 per vehicle.

Chief Ebeltoft stated that he is requesting authorization to purchase two 2018 Dodge Charger GT AWD vehicles for a total of \$48,628.00 and place the order as soon as possible.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE AUTHORIZATION OF PURCHASE AND ORDER TO TWO VEHICLES IN THE AMOUNT OF \$48,628.00. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

E. Approval of Site Development Agreement – Hy-Vee

Administrator Buchholtz reported that City Attorney Thames has concluded negotiating the Site Development Agreement between the City of Spring Lake Park and Hy-Vee for the project located at the northeast corner of Highway 65 and 81st Avenue NE.

Administrator Buchholtz reported that the Site Development Agreement spells out the developer's responsibilities for the construction of the project. He reviewed the summary of the responsibilities. He stated that upon approval of the Site Development Agreement by the City Council and execution of the agreement by the City and Hy-Vee, the document will be recorded with Anoka County.

MOTION MADE BY MAYOR HANSEN TO APPROVE SITE DEVELOPMENT AGREEMENT WITH HY-VEE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

F. Approval of Utility and Sidewalk Access and Maintenance Agreement

Administrator Buchholtz presented the Utility and Sidewalk Access and Maintenance Agreement between the City and Hy-Vee. He reported that the agreement provides the developer with access to the City's right-of-way for construction of a sidewalk on the property. He stated the sidewalk is available for use by the public and the developer agrees to maintain and repair the sidewalk, as well as plow and maintain it.

Administrator Buchholtz stated that the agreement also states that the sanitary sewer, water and storm sewer infrastructure within the site, up to and including the connection to the City main, are considered private facilities. He stated that the developer is responsible for all maintenance. He stated the agreement spells out the process to ensure a maintenance issue is corrected if the developer fails to cure a maintenance violation.

Administrator Buchholtz reported that the agreement also requires the developer and its successors to indemnify, hold harmless and defend the City from any loss, claims, damages, actions, lawsuits, cost of expenses related to the developer's negligence and/or willful misconduct in the performance of its obligations under the agreement.

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE UTILITY AND SIDEWALK ACCESS AND MAINTENANCE AGREEMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

G. Hy-Vee Lease

Administrator Buchholtz reported that the approval of the Development Agreement, Sidewalk and Utility Maintenance Agreement and Final Plat for the Hy-Vee project, staff is anticipating the closing on the City's property at 8101 Highway 65 NE to occur on or before January 25, 2018.

Administrator Buchholtz stated that City staff is in the process of liquidating the inventory and fixtures at Central Park Liquor. He stated that process will not be complete at the time of the real estate closing. He stated that Hy-Vee has proposed a short-term lease to allow the City to continue to use from the property until April 30, 2018.

Administrator Buchholtz stated that the term will be the effective date through April 30, 2018 and the monthly lease rate is \$1,750.00/month. He noted that the City will pay during the term for (a) all utilities furnished to the Premises, (b) real estate taxes allocable to the Premises (negligible because the property is tax exempt), and (c) the premium for the liability and property insurance as outlined in the agreement.

Administrator Buchholtz stated that due to the fact the closing on the real estate will occur before the next City Council meeting on February 5, 2018, staff is asking the City Council to authorize the Mayor and City Administrator to enter into the lease, subject to the lease's approval by the City Attorney. He stated that if the terms are materially different than what are outlined as above, the City will bring the lease back to the City Council for subsequent approval.

Councilmember Delfs inquired how the lease would affect the liquor store employees, as their labor contract is effective until March 31, 2018. Administrator Buchholtz stated that the store will be liquidated by that date and only fixtures will remain. He stated that there are two full time employees that the part time staff would not be needed.

MOTION MADE BY COUNCILMEMBER NELSON TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO ENTER INTO LEASE WITH HY-VEE AS PRESENTED. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

12. Engineer's Report - None13. Attorney's Report – None14. ReportsA. Administrator Reports

Administrator Buchholtz reported that on Saturday, June 2, 2018 the City of Spring Lake Park will be teaming up with other local cities to host Fix-It clinics for small appliances in efforts to help promote recycling. He stated that residents will be able to bring in small appliances in need of repair and volunteers will assist in trying to fix the appliance.

15. Other

Councilmember Goodboe-Bisschoff reported she attended the North Suburban Hospital District Board meeting and the Coon Creek Watershed meeting in the month of December.

16. Adjourn

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

The meeting was adjourned at 9:10 PM.

Cindy Hansen, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the special meeting of the Spring Lake Park City Council was held on January 22, 2018 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 5:30 P.M.

1. Call to Order

Mayor Hansen called the meeting to order at 5:30 P.M.

2. Roll Call

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

Members Absent: None

Staff Present: Police Chief Ebeltoft, Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake

3. Agenda

A. Approval of Liquor License for RS Properties dba Park Tavern

Mayor Hansen reported that the City Council received packets that included a report, investigation and the liquor license application for Shawn McManus. She stated that Mr. McManus will be opening a new business at 8466 Central Avenue NE. She stated that she found all the information to be in order.

Councilmember Wendling inquired as to why Ray McManus was included in the initial introduction when a proposal came before the Council for approval of the lease and why he was not included in the investigation of the liquor license. Police Chief Ebeltoft stated that Shawn McManus applied solely on the liquor application and that Ray McManus will be assisting Shawn in starting the business but will not be involved in the running of the business at this time. He noted that after a period (60-90 days) of the business in operation, Ray McManus may be added to the liquor license, at which time an investigation will take place on Ray McManus.

Councilmember Goodboe-Bisschoff inquired on the number of incidents listed in the investigation and if the establishment that Mr. McManus owned closed because of these incidents. Chief Ebeltoft stated that the charges were not prosecuted because of lack of evidence. He noted that the former establishment owned by Mr. McManus was closed and reopened under new management after the incidents.

Councilmember Goodboe-Bisschoff inquired about a no insurance notice at the other establishment in the materials provided. Chief Ebeltoft stated that Mr. McManus was never without insurance nor had the policy lapsed. He explained that paperwork showed that the policy was paid in full by the expiration date as Mr. McManus was in the process of changing insurance companies. He explained that should the City receive a notice of lapse of insurance from any liquor establishment in the City, a letter would be sent to the owner stating that proof of current coverage is required for a liquor license to be valid in the city. He stated that insurance notifications are typically sent out well in advance of a policy lapsing or expiring, which would allow an establishment to maintain current insurance policies.

MOTION MADE BY MAYOR HANSEN TO APPROVE LIQUOR LICENSE APPLICATION FOR RS PROPERTIES LOCATED AT 8466 CENTRAL AVENUE NE. ROLL CALL VOTE: COUNCILMEMBERS NELSON, WENDLING, DELFS AND MAYOR HANSEN – AYES; COUNCILMEMBER GOODBOE-BISSCHOFF – NAY. MOTION CARRIED.

4. Adjourn

The meeting was adjourned at 5:40 PM.

Cindy Hansen, Mayor

Attest:

Jennifer Gooden, Executive Assistant

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the special meeting of the Spring Lake Park City Council was held on January 29, 2018 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 4:30 P.M.

1. Call to Order

Mayor Hansen called the meeting to order at 4:30 P.M.

2. Roll Call

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

Members Absent: None

Staff Present: Administrator Buchholtz

Visitors: Paddy Jones, Ham Lake

3. Agenda

A. Resolution 18-03, A Resolution Authorizing Mayor and Administrator, Clerk/Treasurer to Sign Deed for Property Locally Described as 8101 Highway 65 NE

MADE BY COUNCILMEMBER NELSON TO APPROVE RESOLUTION 18-03, A RESOLUTION AUTHORIZING MAYOR AND ADMINISTRATOR, CLERK/TREASURER TO SIGN DEED FOR PROPERTY LOCALLY DESCRIBED AS 8101 HIGHWAY 65 NE. ROLL CALL: ALL AYES. MOTION CARRIED.

B. Pay Equity Report

Administrator Buchholtz requested the City Council to approve the City's 2018 pay equity report filing in advance of the report's January 31, 2018 deadline.

MOTION BY COUNCILMEMBER WENDLING TO ADOPT THE 2018 PAY EQUITY REPORT AND AUTHORIZE THE ADMINISTRATOR, CLERK/TREASURER TO FILE SAID REPORT ON THE CITY'S BEHALF. ROLL CALL: ALL AYES. MOTION CARRIED.

4. Adjourn

MOTION BY COUNCILMEMBER WENDLING TO ADJOURN. ALL AYES. MOTION CARRIED.

Cindy Hansen, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**WHAT SAFEASSURE
WILL DO FOR THE CITY
OF SPRING LAKE PARK**

**INFORMATION
PACKET/PROPOSAL**

January 2018

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarifies written and training requirements.**

The required standards that apply to The City of Spring Lake Park are listed below:

A.W.A.I.R.

MN Statute 182.653

"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".

BLOODBORNE PATHOGENS

29 CFR 1910.1030

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

CONFINED SPACE

29 CFR 1910.146

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....

CONTROL OF HAZARDOUS ENERGY

29 CFR 1910.147 &

MN Statute 5207.0600

"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".

EMERGENCY ACTION PLAN

29 CFR 1910.35 THRU .38

"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".

ERGONOMICS

29 CFR PART 1910.900 THRU 1910.944

"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."

EXCAVATIONS/TRENCHING 1926.651 (k)(1)

Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions.

GENERAL DUTY CLAUSE

PL91-596

"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."

HAZARD COMMUNICATIONS

29 CFR 1910.1200 &

MN Statute 5206.0100 thru 5206.1200

"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."

LOGGING OPERATIONS 1910.266 (i)(1)

The employer shall provide training for each employee, including supervisors, at no cost to the employee.

MOBILE EARTHMOVING EQUIPMENT

MN RULES 5207.1000

Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.

OCCUPATIONAL NOISE EXPOSURE

29 CFR 1910.95

The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels, and shall ensure employee participation in such a program.

OVERHEAD CRANES

1910.179(j)(3)

Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....

PERSONAL PROTECTIVE EQUIPMENT

1926.95 a)

"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

RESPIRATORY PROTECTION

29 CFR 1910.134

Written standard operating procedures governing the selection and use of respirators shall be established.

RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES

29 CFR 1904

"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts when or if applicable during the contract year. (Subparts represent multiple standards)

1910 Subparts

Subpart D - Walking - Working Surfaces

Subpart E - Means of Egress

Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms

Subpart G - Occupational Health and Environmental Control

Subpart H - Hazardous Materials

Subpart I - Personal Protective Equipment

Subpart J - General Environmental Controls

Subpart K - Medical and First Aid

Subpart L - Fire Protection

Subpart M - Compressed Gas and Compressed Air Equipment

Subpart N - Materials Handling and Storage

Subpart O - Machinery and Machine Guarding

Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.

Subpart Q - Welding, Cutting, and Brazing.

Subpart S - Electrical

Subpart Z - Toxic and Hazardous Substances

1926 Subparts

Subpart C - General Safety and Health Provisions

Subpart D - Occupational Health and Environmental Controls

Subpart E - Personal Protective and Life Saving Equipment

Subpart F - Fire Protection and Prevention

Subpart G - Signs, Signals, and Barricades

Subpart H - Materials Handling, Storage, Use, and Disposal

Subpart I - Tools - Hand and Power

Subpart J - Welding and Cutting

Subpart K - Electrical

Subpart L - Scaffolds

Subpart M - Fall Protection

Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors

Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations

Subpart P - Excavations

Subpart V - Power Transmission and Distribution

Subpart W - Rollover Protective Structures; Overhead Protection

Subpart X - Stairways and Ladders

Subpart Z - Toxic and Hazardous Substances

Applicable MN OSHA 5205 Rules

Applicable MN OSHA 5207 Rules

Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of The City of Spring Lake Park to obtain as required to comply with OSHA standards.

Our contract year will begin on the signing of this proposal/contract. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

All documents and classroom training produced by SafeAssure Consultants for The City of Spring Lake Park are for the sole and express use by The City of Spring Lake Park and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.

It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a contract year, will be made at no additional cost to The City of Spring Lake Park.

All written programs/services that are produced by SafeAssure Consultants, Inc. are guaranteed to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse The City of Spring Lake Park should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.

If SafeAssure fails to perform any of the provisions of this contract or so fails to administer the work as to endanger the performance of the contract, such failure may constitute default. Unless the default is excused by the city, the city may, upon written notice to the SafeAssure, cancel this agreement in partial or entirety.

As a "full service client" all time spent consulting, answering questions, correspondence, and OSHA inspection assistance both on and off site are part of the contract services and are included (see also schedule within).

ADDENDUM
SAFETY PROGRAM RECOMMENDATIONS
The City of Spring Lake Park

Written Programs & Training

A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

Bloodborne Pathogens

- review/modify or write site specific program
- documented training of all personnel

Chainsaw/Tree Trimming

- review/modify or write site specific program
- documented training of all personnel

Confined Space

- review/modify or write site specific program
- documented training of all personal

Contractors Safety Program

- review/modify or write site specific program
- documented training of all personnel

Cranes-Chains-Slings

- review/modify or write site specific program
- documented training of all personnel (inspections)

Emergency Action Plan

- review/modify or write site specific program
- documented training of all personnel

Employee Right to Know/Hazard Communication

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating DAMARCO Solutions, LLC, MSDS and data base program

Ergonomics/Proper Lifting

- review/modify or write site specific program
- documented training of all personnel
 - job hazards-recognition
 - control steps
 - reporting
 - management leadership requirements
 - employee participation requirements

Fleet Safety/Defensive Driving

- review/modify or write site specific program
- documented training of all personnel

General Safety Requirements (other as required)

- review/modify or write site specific program
- documented training of all personnel

Hearing Conservation (Occupational Noise Exposure)

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

Lock Out/Tag Out (Control of Hazardous Energy)

- review/modify or write site specific program
- documented training of all personnel

Mobile Earthmoving Equipment

- review/modify or write site specific program
- documented training of all personal

Personal Protective Equipment

- review/modify or write site specific program
- documented training of all personnel

Recordkeeping

- review/modify or write site specific program
- documented training of all personnel

Respiratory Protection

- review/modify or write site specific program
- documented training of all personnel
- Medical Questionnaire/Fit Tests

Trenching/Excavation

- review/modify or write site specific program
- documented training of all personnel

The "SafeAssure Advantage"

- On-Line training available for AWAIR, EAP, ERTK, ERGO/Lifting, Bloodborne, Fire Extinguishers
- Safety Committee Advisor
- Employee Safety Progress Analysis
- SafeAssure "Client Discount Card" from Fastenal Stores or Catalogs (15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO-as required)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

Contract/Agreement

THIS AGREEMENT is made this first day of January, 2018 between The City of Spring Lake Park, Spring Lake Park, Minnesota, herein referred to as The City of Spring Lake Park and SafeAssure Consultants, Inc. 200 S.W. Fourth Street, Willmar, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this contract/agreement, The City of Spring Lake Park (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.

SafeAssure further agrees that The City of Spring Lake Park will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges The City of Spring Lake Park, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless The City of Spring Lake Park, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.


SafeAssure and its employees is an independent contractor of The City of Spring Lake Park, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

In consideration of this signed agreement/contract, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide The City of Spring Lake Park, the aforementioned features and services. These features and services include but are not limited to providing OSHA compliance recommendations/consultations, scheduled classroom-training sessions, unlimited online training, and writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of Spring Lake Park.

ANNUAL CONTRACT (FULL SERVICE)	\$6,162.84
MSDS/SDS ON-LINE SERVICES	(included)

TOTAL ANNUAL \$ \$6,162.84

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

TWELVE MONTH CONTRACT  X _____
The City of Spring Lake Park Date

X _____
The City of Spring Lake Park Date

X  _____
President-SafeAssure 120117
Date

MEMORANDUM

January 10, 2018

TO: Mayor and City Council
CC: Daniel Buchholtz, City Administrator
FROM: Wanda Brown, Recycling Coordinator
RE: Simple Recycling

The City of Spring Lake Park Recycling Program would like to partner with Simple Recycling to provide a curbside pick-up program for clothing and household items. The program would pick up items at the curb on normal recycling days.

The program works by providing residents with a specialized orange Simple Recycling collection bag(s). Residents would place clothing, shoes and/or housewares in the bag provided or other waterproof bag with the Simple Recycling tag provided. They would then leave the filled bag(s) beside their recycling bin on their normal recycling pickup day. Simple recycling will then collect the bags and recycle their contents for reuse.

I have attached a copy of the Agreement for Collection of Soft Recyclables between Simple Recycling and the City, along with a flyer about the program. There is no cost to residents or the City for the program. Some of the other Cities that have started participating are Coon Rapids, Ham Lake, Mounds View, Brooklyn Park and Shoreview..

For more information or questions about this program, contact Wanda Brown at 763-792-7219 or at wbrown@slpmn.org.

AGREEMENT FOR COLLECTION OF SOFT RECYCLABLES

This Agreement for the Collection of Soft Recyclables ("Agreement") is made and entered into this ___ day of _____, 20____, (the "Date of Execution") by and between the City of Spring Lake Park, a municipal corporation with an address at 1301 81st Ave NE, Spring Lake Park, MN 55432, (herein referred to as "Spring Lake Park"), and Great Lakes Recycling, Inc. d/b/a Simple Recycling, an Ohio corporation with a business address at 5425 Naiman Parkway, Solon, OH 44139 (together which with its successors and assigns, herein referred to as "Contractor").

W I T N E S S E T H:

WHEREAS, Contractor is skilled and experienced in the collection and efficient recycling and disposition of Soft Recyclables; and

WHEREAS, Spring Lake Park desires to limit and restrict the quantity of Soft Recyclables which are deposited in the landfill; and

WHEREAS, Spring Lake Park has selected Contractor to collect, identify, haul, recycle and/or dispose of Soft Recyclables in Spring Lake Park Service Area; and

WHEREAS, Contractor can provide such services and is in the business of and has the expertise, experience, resources and capability to perform the collecting, identifying, packaging, hauling, recycling and/or disposing of Soft Recyclables; and

Now, THEREFORE, in consideration of the premises and material promises set forth below and other consideration the receipt and sufficiency of which is hereby acknowledged by the parties, Contractor and Spring Lake Park (herein collectively called the "Parties") hereby agree as follows:

1. **Term.** This Agreement shall begin upon the Date of Execution and continue for an initial term of five (5) years from the execution date of this Agreement (the "Initial Term"). At the end of the Initial Term Contractor and Spring Lake Park have the right to renew for additional five (5) year terms upon mutual agreement (each such term an "Extension Term" and collectively, the "Term"). Unless either Party provides written notice to the other Party at least sixty (60) days prior to the end of the Initial Term or any Extension Term, the Term shall automatically renew for an unlimited number of five-year terms. During the Term, Contractor shall have the sole and exclusive right to pick up Soft Recyclables in Spring Lake Park Service Area through municipal contracted pick up.

2. **Contractor's Program Commencement.** During the Term, Contractor agrees to begin providing program services immediately following the execution of this document. The Date of Commencement will be no later than twelve (12) months from the Date of Execution of this Agreement. On the Date of Commencement, Contractor agrees to furnish all labor, equipment, tools, and services required and necessary for the collection and disposal of Soft Recyclables within Spring Lake Park and provide qualified supervisory personnel to direct the activities of Contractor under this Agreement.

3. Collection Vehicles. All collection vehicles used in performance of the Agreement shall be duly licensed and inspected by the State of Minnesota and shall operate within the weight allowed by Minnesota statutes. Contractor shall obtain all pertinent licenses from the City, County and State.

In addition, all vehicles must be:

- a) Clean and maintained in proper working order
- b) Clearly identified on both sides with Contractor's name and customer service telephone
- c) Equipped with a two-way communications device, first aid kit, appropriate equipment for cleaning up spills and/or leaks, and all safety equipment required by the Federal, State of Minnesota, and local governing bodies, including federal and state Departments of Transportation

4. Collection Procedures. During the Term and after the Date of Commencement, Contractor shall collect all acceptable Soft Recyclables set-out for recycling and collection by Residential Customers in approved Containers. The decision of what is an "acceptable" Soft Recyclable shall be made in the sole reasonable discretion of Contractor. However, in no event shall Contractor be required to accept any Excluded Items which include, but are not limited to the following items: garbage, hazardous waste, carpet, newspapers, mattresses, large furniture, large appliances, yard waste, and electronic waste considered to be "covered electronic devices" under M.S. 115A.1310 (computers, peripherals, facsimile machines, DVD players, video cassette recorders, and video display devices) and in no event shall Contractor provide service to Commercial Customers. Contractor shall not be responsible for collecting Soft Recyclables which have fallen or been placed Curbside but are not in a Container. Contractor agrees to operate collection vehicles in such a manner to prevent materials from being blown from the vehicle. If at any time during collection and transport, Soft Recyclables are spilled onto a street, sidewalk, or private property, Contractor shall clean up and place in the collection vehicle all Soft Recyclables before the vehicle proceeds to the next stop on the collection route or shall promptly make all other reasonably necessary arrangements for the immediate clean-up of spilled Soft Recyclables. Contractor agrees to remove and dispose of all Soft Recyclables at no cost to Spring Lake Park.

5. Collection Events. Contractor shall provide services for collection of Soft Recyclables at annual spring and fall Citywide Clean-up events on dates specified by Spring Lake Park. Contractor will provide collection container or vehicle and personnel to run the collection of Soft Recyclables.

6. Ownership. Soft Recyclables set out for collection on the regularly scheduled collection day remains the responsibility and ownership of the property owner or tenant until handled by the Contractor at which point they become the responsibility and ownership of the Contractor.

7. Set Out Procedures. Residents shall place Soft Recyclables into Containers and place Containers at Curbside for collection. Overflow material shall be placed adjacent to the Container(s) in plastic bags or other easily handled container. Soft Recyclables shall not be set out in tied bundles. Contractor must collect all Soft Recyclables that are set out in this manner and are placed within seven (7) feet of the Curbside. Containers shall be placed in a manner that will not interfere with or endanger the movement of vehicles or pedestrians. When construction work is being performed in the right-of-way, Containers shall be placed as close as practicable to an access

point for the collection vehicle. Contractor may decline to collect any Soft Recyclables not set out in accordance with this paragraph.

8. Contamination and Improper Set Out. If Contractor encounters any improperly packaged Soft Recyclables or other contaminants in the Container, Contractor may leave those materials in the Container or remove them from the Container and leave them Curbside. Contractor must place a tag on the contaminant(s) that is not collected, collect the acceptable items, and leave contaminants at Curbside.

9. Collection Schedule. Contractor shall divide the Service Area into collection areas to coincide with Spring Lake Park collection dates and geographic area, between the hours of 7 a.m. and 6 p.m., Monday through Saturday. Collections shall be made from Service Recipients on a regular schedule in accordance with the existing Spring Lake Park recycling pickup schedule. However, Contractor has the option to alter the frequency of the scheduled pickups if requested in writing by the Contractor and approved by Spring Lake Park.

Contractor shall not be required to perform any service under this Agreement on Holidays. Following all Holidays, each Residential Customer shall receive collection service on the day following its normally scheduled collection with the weeks work to be finished by Saturday. Contractor may interrupt the regular schedule and quality of service because of street repairs, snow or other closures of public routes, which in Contractor's sole reasonable discretion makes the pick-up of the Soft Recyclables from a Service Recipient impracticable under the circumstances.

10. Inventory of Containers. During the term of this Agreement, Contractor shall purchase (at its sole cost) and maintain an inventory of acceptable and approved Containers for distribution to Service Recipients. Prior to commencement of service under this Agreement, Contractor shall provide new Containers to each Service Recipient. Containers shall initially be delivered to Service Recipients with an informational brochure on the recycling collection program described herein that is produced and printed by the contractor and approved by Spring Lake Park, which approval shall not be unreasonably withheld (the "Program Brochure").

11. Missed Collections and Complaints. Service Recipients shall be instructed by Spring Lake Park to report missed collections and complaints to Contractor. The Program Brochure and other program information shall include contact information for the Contractor to facilitate communication from Service Recipients. Contractor shall give prompt and courteous attention to all reported missed collections and complaints.

12. Contractor's Fee. After the Initial Term, the Contractor shall pay to Spring Lake Park a contract fee of One Cent (\$0.01) per pound of gross receipts of Soft Recyclables in Spring Lake Park. Payments shall be made to Spring Lake Park not more than thirty (30) days following the close of each calendar month during the term of this Agreement. Weight shall be collected and documented upon completion of each collection day. A monthly tonnage report shall be sent to the City of Spring Lake Park at the end of each month.

13. Publication Information and Education Program. Spring Lake Park shall provide public information in the normal course to inform Service Recipients of this recycling program. The content and timing of Spring Lake Park public information shall be coordinated with and approved by Contractor. Contractor may prepare and distribute its own promotional materials subject to Spring Lake Park approval, which approval shall not be unreasonably withheld.

Contractor shall participate in Spring Lake Park directed promotion and education efforts as outlined below:

- a. During the course of the routine recycling pick up, provide and distribute notices regarding rejected materials and proper set out procedures.
- b. Training of employees to deal courteously with customers on the telephone and on-route to promote the collection service and explain proper material preparation.
- c. Coordinate with Spring Lake Park for distribution of written promotional and instructional materials directly to Service Recipients.
- d. Be available a minimum of two times per year to participate in promoting the collection service at an area fair, neighborhood association program, school, or community event.
- e. Provide advice to Spring Lake Park on promotion and education material content and presentation.

14. Telephone and Customer Service. Contractor shall maintain and staff a local toll-free telephone number where complaints of Service Recipients shall be received, recorded and handled by Contractor, between the hours of 9:00 AM and 4:30 PM Monday through Friday, excluding Holidays. Typically, all "call backs" shall be attempted a minimum of one time prior to 6:00 p.m. on the day of the call. If the caller is not contacted on the first attempt, Contractor shall make subsequent attempts on the next working day after the original call. Contractor shall make a minimum of three (3) attempts within twenty-four (24) hours of the receipt of the call. All attempts to contact the caller shall be recorded on a log kept by Contractor.

15. Marketing and Disposition of Recyclable Material. Contractor shall be solely responsible for the marketing and sale of collected Soft Recyclables, and shall be solely responsible for the storage and disposition of the Soft Recyclables in the event it is unable to sell the Soft Recyclables in a timely manner. If Excluded Items or materials banned from disposal in municipal solid waste by the State of Minnesota are collected, knowingly or unknowingly, the Contractor shall be solely responsible for recycling or disposal of items as required by the State of Minnesota.

16. Insurance. During the term of this Agreement Contractor agrees to keep in force, with an insurance company licensed to transact business in Minnesota, an "occurrence basis" insurance policy or policies indemnifying, defending and saving harmless Spring Lake Park from all damages (except for damages caused by Spring Lake Park own negligence, willful misconduct or failure) which may be occasioned to any person, firm, or corporation, whether damages are by reason of any willful or negligent act or acts on part of Contractor, its agents or employees, with limits no less than:

- a. General Liability: One Million and no/100 Dollars (\$1,000,000.00) combined single limit per occurrence for bodily injury, personal injury, and property damage.
- b. Vehicle Liability: Two Million and no/100 Dollars (\$2,000,000.00) combined single limit per accident for bodily injury and property damage.

c. **Worker's Compensation/Industrial Insurance:** Limits as required by the State of Minnesota.

The general liability provisions in automobile liability policies are to contain, or be endorsed to contain, the following provisions:

(i) Spring Lake Park, its officers, officials, employees, and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; premises owned, occupied, or used by Contractor; or automobiles owned, leased, hired, or borrowed by Contractor.

(ii) Contractor's insurance coverage shall be primary insurance as to Spring Lake Park, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by Spring Lake Park, its officers, officials, employees, or volunteers shall be in excess of Contractor's insurance and shall not contribute with it.

(iii) Any failure to comply with reporting provisions of the policy shall not affect coverage provided to Spring Lake Park, its officers, officials, employees, or volunteers.

(iv) Contractor's insurance shall apply separate to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(v) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, nor reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to Spring Lake Park.

17. Indemnification and Hold Harmless. Except for Spring Lake Park's own negligence, willful misconduct or failures, Contractor shall save, keep, and hold harmless Spring Lake Park, its officers, agents, employees, and volunteers from all damages, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of or in the course of performing work which may be occasioned by any willful or negligent act or omission of Contractor, any of Contractor's employees, or any subcontractor. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of Contractor and Spring Lake Park, its members, officers, employees, and agents, Contractor's liability hereunder shall be only to the extent of Contractor's negligence. The provisions of this paragraph shall survive the expiration or termination of this Agreement.

18. Compliance with Law. Contractor agrees to comply with all published ordinances, laws, rules, and regulations, together with amendments thereto, of the STATE, the United States of America, or City of Spring Lake Park pertaining to the services to be performed hereunder.

19. Taxes. Contractor agrees to save Spring Lake Park harmless from any and all taxes or assessments of any kind or nature levied by any political subdivision upon Contractor by reason of services rendered for Soft Recyclables and disposal for Spring Lake Park.

20. Employee Conduct. All Contractor personnel must maintain a courteous and respectful attitude toward the public at all times. At no time may they solicit, request or receive

gratuities of any kind. Contractor must direct its employees to avoid loud and/or profane language at all times during the performance of duties. Any employee of Contractor who engages in misconduct or is incompetent or negligent in the proper performance of duties or is disorderly, dishonest, intoxicated, or discourteous must be removed from service under this contract by Contractor.

21. **Monthly Reports.** Contractor shall provide monthly project status reports. These reports will be due within fifteen (15) days of the close of the month being reported. At a minimum, the reports shall include detailed data to allow analysis of collection and processing efficiencies including pounds of Soft Recyclables collected in the prior month, the payment of the required fee to Spring Lake Park, missed pick-ups, tagging, and complaints.

22. **Inspections.** Upon reasonable advanced request to Contractor, Spring Lake Park may inspect the facilities, equipment and operations of Contractor to assure itself of the appearance and compliance with provisions of this Agreement. Upon reasonable advance request, Spring Lake Park may review the records kept on the Soft Recyclables collected under the terms of this Agreement to test and validate the weights claimed. Spring Lake Park agrees to notify Contractor, in writing, at least forty-eight (48) hours prior to any such inspection and shall indicate the reasonable basis for requesting the inspection.

23. **Meetings and Communications.** In order to minimize misunderstanding and to provide thereafter a forum for discussing and resolving any issues that may arise, the parties agree to meet on a regular basis and hereby adopt communications procedures as follows:

Meetings After Collection Begins. After Collections begin, meetings shall be held no less frequently than a quarterly basis, unless otherwise mutually agreed, between representatives of the parties. Such meetings will be held for the purpose of reviewing and discussing day-to-day operations, promotion, public information and public relations.

Designation of Representatives. Each party shall send at least one representative to each meeting. Spring Lake Park shall send to each meeting at least one staff member with operation expertise. Each party shall designate one, and only one, representative as its Lead Representative. If a party sends only one representative to any meeting, that person shall be conclusively presumed to be its Lead Representative.

24. **Owner not Barred from Donating or Selling Soft Recyclables to Others.** Nothing in this Agreement shall abridge the right of an individual or household to give or sell their Soft Recyclable materials to any recyclable materials program.

25. **Compliance with Laws and Regulations.** Contractor agrees that, in performance of work and services under this contract, Contractor will qualify under and comply with any and all applicable federal, State and local laws and regulations now in effect, or hereafter enacted during the Term, which are applicable to Contractor, its employees, agents or subcontractors, if any, with respect to the work and services described herein.

26. **Termination and Breach.** Either party may terminate this Agreement without cause upon one hundred eighty (180) days written notice. Should Spring Lake Park elect to terminate this Agreement without cause under the aforementioned provisions or if Contractor terminates this agreement for-cause, Spring Lake Park shall not enter into any other Soft Recyclables program in

Spring Lake Park Service Area for the remainder of the contract term unless undertaken with the Contractor, unless said restriction is waived in advance, in writing by the Contractor. However, should Spring Lake Park elect to terminate this Agreement for-cause due to an uncured breach by the Contractor, Spring Lake Park shall not be precluded from entering into any other agreement for the collection, identification, packaging, hauling, recycling and/or disposing of Soft Recyclables.

In the event of a breach of the terms and conditions of this Agreement by either Party hereunder, the non-breaching Party may elect to terminate this Agreement by providing the defaulting Party with a written notice of such default, and allowing the breaching Party a period of thirty (30) days from and after the date of such notice to cure the breach complained of to the satisfaction of the non-breaching Party. In the event said breach is not cured within the thirty (30) day period, this Agreement shall be terminated (for-cause) as of the last day of the period. In the event Spring Lake Park is the non-defaulting party, Contractor agrees to furnish services under this Agreement until such time as another Soft Recyclables collection and disposal contractor can be selected by Spring Lake Park.

27. **Severability.** Should one or more of the provisions of this Agreement be held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless remain and continue in full force and effect, provided that the continuation of such remaining provisions does not materially change the original intent of this Agreement.

28. **Independent Contractor Status.** In the performance of services pursuant to this Agreement, Contractor shall be an independent contractor and not an officer, agent, servant or employee of Spring Lake Park. Contractor shall have exclusive control over the details of the service and work performed and over all persons performing such service and work. Contractor shall be solely responsible for the acts and omissions of its officers, agents, employees, Contractors and subcontractors, if any. Neither Contractor nor its officers, agents, employees or subcontractors shall obtain any right to retirement benefits, Workers' Compensation benefits, or any other benefits which accrue to Spring Lake Park employees and Contractor expressly waives and claim it may have or acquire to such benefits.

29. **No Assignment.** This Agreement, or any interest herein, shall not be transferred, sold, nor assigned by either Party to any person, firm, or corporation, without the prior written consent of the other Party.

30. **Entire Agreement.** This Agreement supersedes any prior or contemporaneous representation or agreements, whether written or oral, between the Parties and contains the entire agreement

31. **Amendments.** Any modification or amendment of this Agreement shall require a written agreement signed by both parties.

32. **Nondiscrimination.** In the hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.

33. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Hennepin County, Minnesota.

34. **Access to Records and Data.** Contractor shall provide access to Spring Lake Park, to review collection and customer service records related to Spring Lake Park, produced by the Contractor that are directly pertinent to this Agreement for the purpose of making an audit, other examination and preparing excerpts and transcriptions.

35. **Government Data/Privacy.** The Contractor agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. HIPAA requirements, and all other applicable state or federal rules, regulations, or orders pertaining to privacy or confidentiality. The Contractor understands that all of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing those functions that the City would perform is subject to the requirements of Chapter 13, and the Contractor must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Contractor to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

36. **Waiver.** The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

37. **Notices.** All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the address set forth below:

Notice to City: Wanda Brown
 City of Spring Lake Park
 1301 81st Ave NE
 Spring Lake Park, MN, 55432

Notice to Contractor: Adam Winfield
 President
 Great Lakes Recycling, Inc. d/b/a Simple Recycling,
 5425 Naiman Parkway, Solon, OH 44139

38. Definitions.

a. Commercial Customer: The term "Commercial Customer" means non-residential customers, including businesses, public or private schools, institutions, governmental agencies and all other users of commercial-type Garbage collection services.

b. Container: The term "Container" means a bag supplied by Contractor for use by the Residential Customer to set out Soft Recyclables.

c. Curb or Curbside: The words "Curb" or "Curbside" relate to the homeowners' property, within seven (7) feet of the Public Street or Private Road without blocking sidewalks,

driveways or on-street parking. If circumstances preclude, a Curbside shall be considered a placement suitable to the resident, convenient to Contractor's equipment, and mutually agreed to by Spring Lake Park and Contractor.

d. Excluded Items: The term "Excluded Items" means Garbage, Hazardous Waste, large furniture, large appliances such as refrigerators, stoves, washers and dryers, magazines, newspapers, car seats, cribs, mattresses, paint, tires, cleaners, electronic waste considered to be "covered electronic devices" under M.S. 115A.1310 (computers, peripherals, facsimile machines, DVD players, video cassette recorders, and video display devices), etc. and any item heavier than fifty (50) pounds.

e. Garbage: The term "Garbage" means all putrescible and non-putrescible solid and semi-solid wastes, including, but not limited to, rubbish, ashes, industrial wastes, grass, yard debris, leaves, swill, demolition and construction wastes, dead animals, piles of debris, car parts, construction or demolition debris, any item that would be considered Hazardous Waste, or stumps.

f. Hazardous Waste: The term "Hazardous Waste" means any hazardous, toxic or dangerous waste, substance or material, or contaminant, pollutant or chemical, known or unknown, defined or identified as such in any existing or future local, state or federal law, statute, code, ordinance, rule, regulation, guideline, decree or order relating to human health or the environment or environmental conditions, including but not limited to any substance that is defined as hazardous by 40 C.F.R. Part 261 and regulated as hazardous waste by the United States Environmental Protection Agency under Subtitle C of the Resource Conservation and Recovery Act ("RCRA") of 1976, 42 U.S.C. § 6901 et seq., as amended by the Hazardous and Solid Waste Amendments ("HSWA") of 1984; the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq.; or any other federal statute or regulation governing the treatment, storage, handling or disposal of waste imposing special handling or disposal requirements similar to those required by Subtitle C of RCRA or any Minnesota statute or regulation governing the treatment, storage, handling or disposal of wastes and imposing special handling requirements similar to those required by federal law.

g. Holiday: The term "Holiday" means the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, unless otherwise specified by Spring Lake Park recycling holiday schedule.

h. Residential Customer: The term "Residential Customer" means an individual or individuals residing in a single-family home or multi-unit residence up to 8-plex that is rented, leased or owned.

i. Service Area: The term "Service Area" means the municipal corporate limits of Spring Lake Park plus, if necessary, one or more adjacent municipalities within a forty (40) mile radius with a minimum of forty thousand (40,000) households and be scalable to a minimum of one hundred thousand (100,000) households within a forty (40) mile radius, based on the municipalities' collection censuses. The Service Area will encompass all of Spring Lake Park trash and recycling collection area, as it may be amended from time to time.

j. Service Recipients: The term "Service Recipients" means Residential Customers of Spring Lake Park in the Service Area.

k. Soft Recyclable: The term "Soft Recyclable" means items of an individual weight less than fifty (50) pounds and can be carried by one person. Soft Recyclables include primarily men's, women's and children's clothing as well as items such as jewelry, shoes, purses, hats, toys, pictures, mirrors, blankets, drapes and curtains, pillows, rags, sewing scraps,

sleeping bags, small furniture, small appliances, irons, radios and audio equipment, , cameras, lamps, hairdryers, tools, toasters, coffee makers, silverware, dishes, pots and pans, glasses and the like. The definition of Soft Recyclable is subject to modification in the discretion of Contractor based upon experience gained during the term of this Agreement.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the Date of Execution first written above.

Mayor

ATTEST:

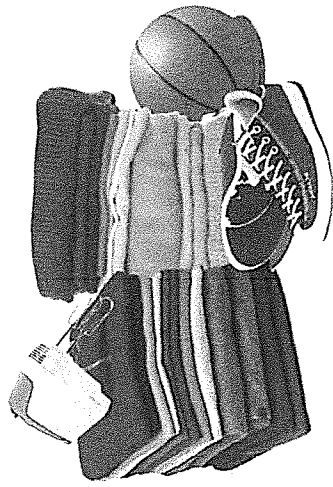
City Clerk

For Simple Recycling:

Adam Winfield, CEO, Simple Recycling

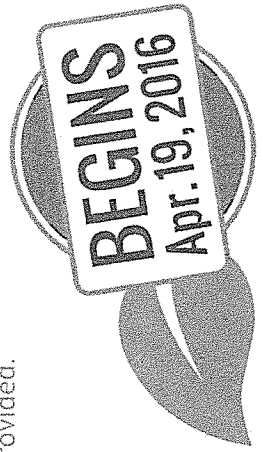
SOLON AND SIMPLE RECYCLING ARE EXCITED TO ANNOUNCE A SIMPLE, EASY AND FREE NEW WAY TO RECYCLE YOUR CLOTHING, SHOES, ACCESSORIES AND OTHER HOUSEHOLD DISCARDS SUCH AS KITCHENWARE, TOOLS, TOYS, HOMEGOODS AND BOOKS.

In cooperation with Solon, Simple Recycling provides a simple and convenient way to keep this 100% recyclable and reusable material out of landfills to give these items a second life.



Step 1

Place clothing, shoes and housewares in the bag provided or other waterproof bag with the Simple Recycling tag provided.



Enclosed are two Simple Recycling collection bags to get you started. Whenever you use the Simple Recycling Collection bags and/or tags, the collecting driver will leave another bag for you to use the next time you have materials for collection.

If you need more Simple Recycling collection bags, please call us at **866-835-5068** or email info@SimpleRecycling.com.

Step 2

Leave the filled bag(s) beside your recycling bin on your regular recycling pickup day.



Mayor Susan A. Drucker

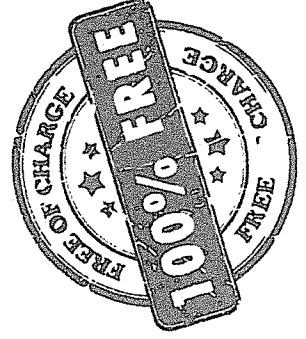
- This program is in addition to your current recycling program.

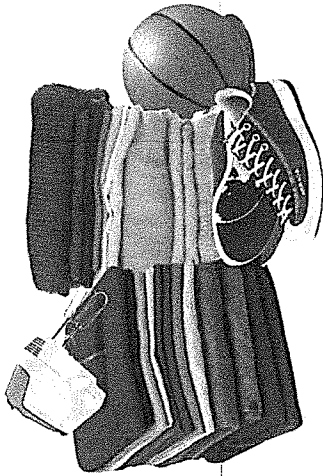
- Your recycling collection day will remain the same.

Please refer to the list on the other side of this brochure for items that are acceptable for recycling and collection.

Step 3

Simple Recycling will collect the bags and recycle their contents for reuse!





ITEMS THAT ARE ACCEPTABLE FOR SIMPLE RECYCLING COLLECTION...

- Men's Clothing
- Children's Clothing
- Women's Clothing
- Boots & Shoes
- Bedding (sheets, pillow cases, blankets, comforters)
- Belts & Ties
- Books (single or in pairs)
- Bras
- Coats & Jackets
- Fashion Accessories
- Handbags & Purses
- Hats & Gloves
- Kitchenware
- Linens
- Pillows
- Sandals & Slippers (in pairs)
- Socks
- Stuffed Animals
- Table Linens
- Tools
- Towels
- Toys
- Undergarments

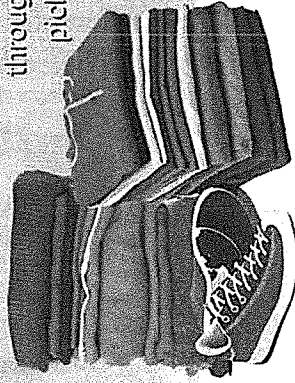
Simple Recycling will pick up the items and replace bags and stickers for your next collection. The Service Department would like to convey that if you donate these items to a charitable organization, please continue in the future. This program should not deter your current donation process, but gives you another option to dispose of these items should you choose to.

Items we CANNOT collect include: Large Appliances, Large Furniture, Tires, Paint, Carpeting, Mattresses, Traditional Recyclables (metal, glass, paper), Hazardous Waste.

DID YOU KNOW:

Clothing and shoes are 100% recyclable, but 85% still ends up in landfills!

You can help change that by recycling your unwanted clothing and small household items through this free curbside pick-up service on your regular recycling collection day!



Place green bags beside your recycling cart for collection.

Questions? Call Simple Recycling:

866.835.5068
info@simplerecycling.com

Recycle Clothing and Textiles on your normal recycling day!



Residents can recycle unwanted clothing and more with free, curbside pick-up.

Brought to you by:



Mayor Susan A. Drucker

In cooperation with:

simplerecycling.com

RESOLUTION NO. 18-06
RESOLUTION OF APPRECIATION – DEBBRA KUEHN and DENNIS COOPER

WHEREAS, Debbra Kuehn and Dennis Cooper, are a local residents of City of Spring Lake Park and;

WHEREAS, they graciously made a monetary donation to the Spring Lake Park Police Department and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council of Spring Lake Park expresses the gratitude of the members of the Police Department and citizens of Spring Lake Park to Debbra Kuehn and Dennis Cooper for their generous donation.

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:

Whereupon the Mayor declared said Resolution duly passed and adopted this the fifth day of February 2018.

Cindy Hansen, Mayor

ATTEST:

Daniel Buchholtz, Administrator

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

Contractor's Licenses

February 5, 2018

General Contractor

Rockstad Remodeling, LLC.

Mechanical Contractor

4 Front Energy Solutions, dba Kline Corp, dba

Practical Systems, dba Ductworks Heating & Cooling

Advanced Heating & Air Conditioning

Metro Heating & Cooling

Premier Heating & Cooling, Inc.



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 January 2018
DATE: January 31, 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 January 2018, a total of 11 building permits were issued compared to 12 in 2017. 11 mechanical permits were issued this January, compared to 8 in 2017. 3 Plumbing permit issued this January, compared to 8 in 2017. One zoning permit issued in January 2018, compared to 0 in 2017. In addition, 2 fire suppression permits was also issued in January 2018 compared to none in 2017.

Framing of section B of the Legends of Spring Lake Park continues as the third floor is on its way. In addition to mechanical, plumbing, sprinkler, and electrical inspections being conducted for section A on a daily basis. The supervisor for Eagle Builders has reserved up to two hours three times a week for all on-going inspections in addition to the hour a day every weekday that has been going on since breaking ground in August of 2017.

Rental registrations continue to progress for 2018. Only 34 out of a total of 842 units (4%), have failed to register for rental in 2018. I will be issuing Administrative Offense tickets for each unit in February to encourage the remaining rental owners to register their rental units as required by ordinance.

Also attached with this report, please find the January 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. January 2018 vacancy listing summarizes the following:

- 18 vacant/foreclosed residential properties currently posted by the Code enforcement department and/or soon to be posted. Up three 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.
- 4 residential properties currently occupied and ready for Sheriff Sale's redemption. Down two from last month.

I did post one abandoned/vacant property notice in the month of January. Also in January, I issued a total of 19 Administrative Offense (A.O.) Tickets and two violation notices. 15 of the A.O.'s were issued for nuisance violations and the other four for zoning violations.

My time allotted for Code Enforcement in January is as follows:

Building/Mechanical/Plumbing/Zoning Inspections:	68%
Vacant and Foreclosed Inspections:	4%
Rental and Certificate of Occupancy Inspections:	8%
Fire Inspections:	4%
Nuisance Inspections:	16%

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

- City Council meeting on Monday, January 2nd and 16th.
- Department Head meeting on January 5th.
- Planning Commission meeting on Monday, January 22nd.

This month I am attaching the "Mold in Homes" handout for your information. This handout is provided for any Spring Lake Park property owner and tenant that is looking for information on what effects, how to detect, and cleaning and removal of mold. The handout also directs concerned citizens to the Minnesota Department of Health to attain more information regarding mold.

This concludes the Code Enforcement Department monthly report for January 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: 1/1/2018 To: 1/31/2018
 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 Fees	WAC Fees	Total Fees
Permit Type: BUILDING												
Permit Kind: COMMERCIAL PAINT BOOTH												
2018-00012	01/12/2018	8370 PIERCE ST NE	0		15,000.00	291.84	189.70	7.50				489.04
Permit Kind: SINGLE FAMILY ROOFING												
2018-00005	01/09/2018	8085 HAYES ST NE	0		8,600.00	192.27	5.00	4.30				196.57
Permit Kind: SINGLE FAMILY SIDING												
2016-00464	01/08/2018	631 82ND AVE NE	0		5,000.00	128.44		2.50				130.94
2018-00013	01/12/2018	8044 JEFFERSON ST NE	0		13,000.00	259.16		6.50				265.66
Permit Kind: SINGLE FAMILY STRUCTURAL												
2018-00023	01/23/2018	475 LUND AVE NE	0		650.00	36.96	24.02	0.33				61.31
Permit Kind: SINGLE FAMILY WINDOW REPLACEMENT												
2018-00006	01/11/2018	8140 5TH ST NE	0		10,000.00	215.14	5.00	5.00				220.14
2018-00021	01/22/2018	8037 6TH ST NE	0		5,000.00	128.40		2.50				130.90
2018-00014	01/12/2018	8353 ABLE ST NE	0		4,485.00	120.03		2.24				122.27
2018-00022	01/22/2018	358 MANOR DR NE	0		11,347.00	232.15		5.67				237.82
2018-00002	01/08/2018	375 MANOR DR NE	0		14,443.00	282.74		7.22				289.96
2018-00001	01/08/2018	588 ROSEDALE RD NE	0		6,344.40	150.42		3.17				153.59
Permit Type: BUILDING - Totals												
	Period		11	0	93,869.40	2,037.55	223.72	46.93				2,298.20
	YTD		11	0	93,869.40	2,037.55	223.72	46.93				2,298.20
Permit Type: FIRE ALARM												
Permit Kind: MULTI-FAMILY FIRE ALARM												
2018-00011	01/16/2018	1066 HIGHWAY 10 NE	0									3,650.00
Permit Type: FIRE ALARM - Totals												
	Period		1	0								3,650.00

Permit #	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	WAC Fees	Total Fees
Permit Type: FIRE SUPPRESSION			YTD	1	0							3,650.00
Permit Kind: COMMERCIAL FIRE SUPPRESSION												
18-00003	01/08/2018	8201 CENTRAL AVE NE STE	0	0		58.82	3.82	1.96				64.60
Permit Type: FIRE SUPPRESSION - Totals			Period	1	0	58.82	3.82	1.96				64.60
			YTD	1	0	58.82	3.82	1.96				64.60
Permit Type: MECHANICAL												
Permit Kind: MULTI-FAMILY HEATING, VENT & AC												
18-00007	01/11/2018	1132 WYLDWOOD LN NE #1	0	0		80.00		1.00				81.00
Permit Kind: SINGLE FAMILY HEATING, VENT & AC												
18-00004	01/08/2018	8025 5TH ST NE	0	0		50.00		1.00				51.00
18-00009	01/11/2018	1351 78TH CIR NE	0	0		50.00		1.00				51.00
Permit Kind: SINGLE FAMILY HVAC - RESIDENTIAL SINGLE												
18-00017	01/17/2018	8181 5TH ST NE	0	0		40.00		1.00				41.00
18-00008	01/11/2018	584 79TH AVE NE	0	0		40.00		1.00				41.00
18-00010	01/12/2018	1330 CHAMBER OAKS DR NE	0	0		40.00		1.00				41.00
18-00020	01/19/2018	8012 HAYES ST NE	0	0		40.00		1.00				41.00
17-00514	01/02/2018	8085 HAYES ST NE	0	0		40.00		1.00				41.00
18-00015	01/16/2018	8317 MONROE ST NE	0	0		40.00		1.00				41.00
18-00024	01/24/2018	7972 PLEASANT VIEW DR NE	0	0		40.00		1.00				41.00
18-00018	01/19/2018	786 SANBURNOL DR NE	0	0		40.00		1.00				41.00
Permit Type: MECHANICAL - Totals			Period	11	0	500.00		11.00				511.00
			YTD	11	0	500.00		11.00				511.00
Permit Type: PLUMBING												
Permit Kind: SINGLE FAMILY PLUMBING												

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: SINGLE FAMILY PLUMBING			Period	YTD	Period	YTD	Period	YTD	Period	YTD	Period	YTD
2018-00025	01/24/2018	756 82ND AVE NE	0	0	45.00	45.00	1.00	1.00	46.00	46.00	46.00	46.00
2018-00019	01/19/2018	508 LUND AVE NE	0	0	45.00	45.00	1.00	1.00	46.00	46.00	46.00	46.00
2018-00016	01/17/2018	8410 TERRACE RD NE	0	0	45.00	45.00	1.00	1.00	46.00	46.00	46.00	46.00

Permit Type: PLUMBING - Totals

Period	3	0	135.00	135.00	3.00	3.00	3.00	3.00	138.00	138.00	138.00	138.00
YTD	3	0	135.00	135.00	3.00	3.00	3.00	3.00	138.00	138.00	138.00	138.00

Permit Type: ZONING

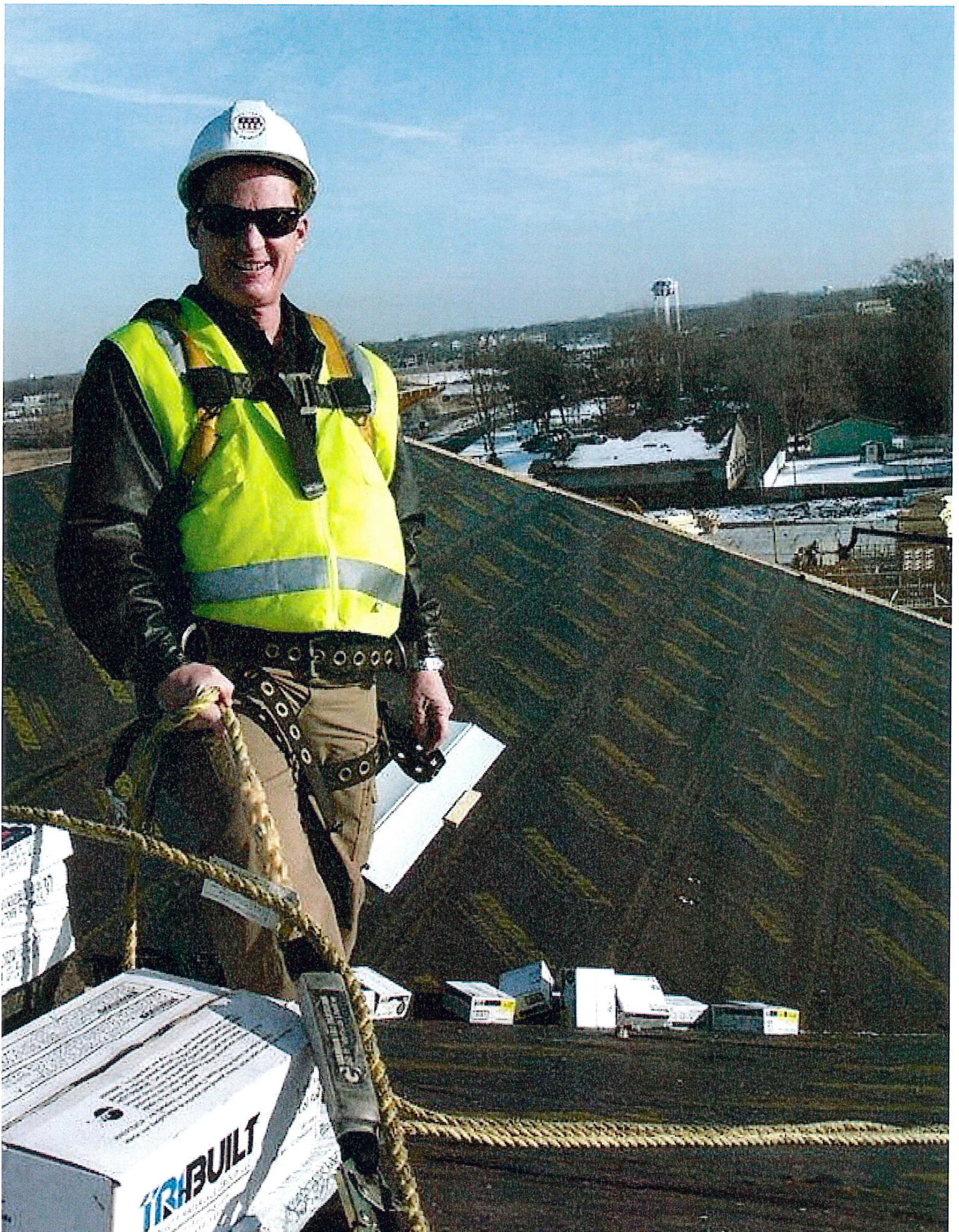
Permit Kind: SINGLE FAMILY FENCE			Period	YTD	Period	YTD	Period	YTD	Period	YTD	Period	YTD
2017-00127	01/19/2018	649 83RD AVE NE	0	0	45.00	45.00	0	0	45.00	45.00	45.00	45.00

Permit Type: ZONING - Totals

Period	1	0	45.00	45.00	0	0	0	0	45.00	45.00	45.00	45.00
YTD	1	0	45.00	45.00	0	0	0	0	45.00	45.00	45.00	45.00

Report Total

Period	28	0	\$93,869.40	2,776.37	227.54	62.89	62.89	62.89	6,706.80	6,706.80	6,706.80	6,706.80
YTD	28	0	\$93,869.40	2,776.37	227.54	62.89	62.89	62.89	6,706.80	6,706.80	6,706.80	6,706.80





CITY OF SPRING LAKE PARK
CODE ENFORCEMENT
1301 81st Avenue NE
Spring Lake Park, MN 55432
Phone: 763-784-6491
Website: www.slpmn.org

Mold in Homes

INTRODUCTION

This fact sheet provides information for people who have mold problems in their homes. It presents the health concerns associated with mold exposure and advice on finding and removing mold contamination.

What is Mold?

Molds are fungi. Molds grow throughout the natural and built environment. Tiny particles of mold are present in indoor and outdoor air. In nature, molds help break down dead materials and can be found growing on soil, foods, plant matter, and other items. Molds produce microscopic cells called "spores" which are very tiny and spread easily through the air. Live spores act like seeds, forming new mold growths (colonies) when they find the right conditions.

What does mold need to grow?

Mold only needs a few simple things to grow and multiply:

- Moisture
- Nutrients
- Suitable place to grow

Of these, controlling excess moisture is the key to preventing and stopping indoor mold growth.

Should I be concerned about mold where I live?

Mold should not be permitted to grow and multiply indoors. When this happens, health problems can occur and building materials, goods and furnishings may be damaged.

Can mold make my family and me sick?

Mold can affect the health of people who are exposed to it. People are mainly exposed to mold by breathing spores or other tiny fragments. People can also be exposed through skin contact with mold contaminants (for example, by touching moldy surfaces) and by swallowing it. The type and severity of health effects that mold may produce are usually difficult to predict. The risks can vary greatly from one location to another, over time, and from person to person.

What symptoms might I see?

The most common health problems caused by indoor mold are allergy symptoms. Although other and more serious problems can occur, people exposed to mold commonly report problems such as:

- Nasal and sinus congestion
- Cough
- Wheeze/breathing difficulties
- Sore throat
- Skin and eye irritation
- Upper respiratory infections (including sinus)

Are the risks greater for some people?

There is wide variability in how different people are affected by indoor mold. However, the long-term presence of indoor mold growth may eventually become unhealthy for anyone. The following types of people may be affected more severely and sooner than others:

- Infants and children
- Elderly people
- Individuals with respiratory conditions or sensitivities such as allergies and asthma
- Persons having weakened immune systems (for example, people with HIV infection, chemotherapy patients, and organ transplant recipients). Those with special health concerns should consult a medical professional if they feel their health is affected by indoor mold.

Are some molds more hazardous than others?

Some types of mold can produce chemical compounds (called mycotoxins) – although they do not always do so. Molds that are able to produce toxins are common. In some circumstances, the toxins produced by indoor mold may cause health problems. However, all indoor mold growth is potentially harmful and should be removed promptly, no matter what type(s) of mold is present or whether it can produce toxins.

How do I tell if I have a mold problem?

Investigate – don't test. The most practical way to find a mold problem is by using your eyes to look for mold growth and by using your nose to locate the source of a suspicious odor. If you see mold or if there is an earthy or musty smell, you should assume a mold problem exists. Other clues are signs of excess moisture or the worsening of allergy-like symptoms.

- Look for visible mold growth (may appear cottony, velvety, granular, or leathery and have varied colors of white, gray, brown, black, yellow, green). Mold often appears as discoloration, staining, or fuzzy growth on the surface of building materials or furnishings. When mold is visible, testing is **not** recommended.
- Search areas with noticeable mold odors.
- Look for signs of excess moisture or water damage. Look for water leaks, standing water, water stains, and condensation problems. For example, do you see any watermarks or discoloration on walls, ceilings, carpet, woodwork or other building materials?
- Search behind and underneath materials (carpet and pad, wallpaper, vinyl flooring, sink cabinets), furniture, or stored items (especially things placed near outside walls or on cold floors). Sometimes destructive techniques may be needed to inspect and clean enclosed spaces where mold and moisture are hidden; for example, opening up a wall cavity.

Should I test for mold?

The Minnesota Department of Health does **not** recommend testing for mold. Instead, you should simply assume there is a problem whenever you see mold or smell mold odors. Testing should never take the place of visual inspection and it should never use up resources that are needed to correct moisture problems and remove all visible growth. Sometimes, mold growth is hidden and difficult to locate. In such cases, a combination of air (outdoor and indoor air samples) and bulk (material) samples may help determine the extent of contamination and where cleaning is needed. However, mold testing is rarely useful for trying to answer questions about health concerns.

MOLD CLEAN UP AND REMOVAL

To clean up and remove indoor mold growth, follow steps 1-6 as they apply to your home.

1) Identify and Fix the Moisture Problem – the most important step in solving a mold problem is to identify and correct the moisture source(s) that allowed the growth in the first place. Common indoor moisture sources include:

- Flooding
- Condensation (caused by indoor humidity that is too high or surfaces that are too cold)
- Movement through basement walls and slab

- Roof leaks
- Plumbing leaks
- Overflow from tubs, sinks, or toilets
- Firewood stored indoors
- Humidifier use
- Inadequate venting of kitchen and bath humidity
- Improper venting of combustion appliances
- Failure to vent clothes dryer exhaust outdoors (including electric dryers)
- Line drying laundry indoors
- Houseplants - watering them can generate large amounts of moisture.

To keep indoor surfaces as dry as possible, try to maintain the home's relative humidity between 20-40 percent in the winter and less than 60 percent the rest of the year. You can purchase devices to measure relative humidity at some home supply stores. Ventilation, air circulation near cold surfaces, dehumidification, and efforts to minimize the production of moisture in the home are all very important in controlling high humidity that frequently causes mold growth in our cold climate.

2) Begin Drying All Wet Materials - as soon as possible, begin drying any materials that are wet. For severe moisture problems, use fans and dehumidifiers and move wet items away from walls and off floors. Check with equipment rental companies or restoration firms to see if you can rent fans and dehumidifiers.

3) Remove and Dispose of Mold Contaminated

Materials - items which have absorbed moisture (porous materials) and which have mold growing on them need to be removed, bagged and thrown out. Such materials may include sheet rock, insulation, plaster, carpet/carpet pad, ceiling tiles, wood products (other than solid wood), and paper products. Likewise, any such porous materials that have contacted sewage should also be bagged and thrown away. Non-porous materials with surface mold growth may be saved if they are cleaned well and kept dry (see step 4).

Take Steps to Protect Yourself - the amount of mold particles in air can increase greatly when mold is disturbed. Consider using protective equipment when handling or working around mold contaminated materials. The following equipment can help minimize exposure to mold:

- Rubber gloves
- Eye goggles
- Outer clothing (long sleeves and long pants) that can be easily removed in the work area and laundered or discarded
- Medium-efficiency or high-efficiency filter dust mask (these can be found at safety equipment suppliers, hardware stores, or some other large stores that sell home repair supplies) -- at a minimum, use an N-95 or equivalent dust mask.

Take Steps to Protect Others - plan and perform all work to minimize the amount of dust generated. The following actions can help minimize the spread of mold spores:

- Enclose all moldy materials in plastic (bags or sheets) before carrying through the home
- Hang plastic sheeting to separate the work area from the rest of the home
- Remove outer layer of work clothing in the work area and wash separately or bag
- Damp clean the entire work area to pick up settled contaminants in dust

4) Clean Surfaces - surface mold growing on non-porous materials such as hard plastic, concrete, glass, metal, and solid wood can usually be cleaned. Cleaning must remove and capture the mold contamination, because dead spores and mold particles still cause health problems if they are left in place.

- Thoroughly scrub all contaminated surfaces using a stiff brush, hot water and a non-ammonia soap/detergent or commercial cleaner
- Collect excess cleaning liquid with a wet/dry vacuum, mop or sponge
- Rinse area with clean water and collect excess rinse water

5) Disinfect Surfaces (if desired) - after cleaning has removed all visible mold and other soiling from contaminated surfaces, a disinfectant may be used to kill mold missed by the cleaning. In the case of sewage contamination, disinfection must be performed -- contact the Minnesota Department of Health for appropriate advice.

- Mix 1/4 to 1/2 cup bleach per gallon of water and apply to surfaces where mold growth was visible before cleaning. The solution can be applied with a spray bottle, garden sprayer; it can be sponged on, or applied by other methods.

- Collect any run-off of bleach solution with a wet/dry vacuum, sponge or mop. However, do not rinse or wipe the bleach solution off the areas being treated -- allow it to dry on the surface. Always handle bleach with caution. **Never mix bleach with ammonia** -- toxic chlorine gas may result. Bleach can irritate the eyes, nose, throat, and skin. Provide fresh air (for example, open a window or door). Protect skin and eyes from contact with bleach. Test solution on a small area before treatment, since bleach is very corrosive and may damage some materials.

6) Remain on MOLD ALERT - Continue looking for signs of moisture problems or return of mold growth. Be particularly alert to moisture in areas of past growth. If mold returns, repeat cleaning steps and consider using a stronger solution to disinfect the area again. Regrowth may signal that the material should be removed or that moisture is not yet controlled.

When can we rebuild?

Rebuilding and refurbishing must wait until all affected materials have dried completely. Be patient -- it takes time to dry out wet building materials. A moisture meter may help measure drying progress. Contact your county Minnesota Extension Service office to see if they loan moisture meters.

Can ozone air cleaners remove indoor mold?

Some air cleaners are designed to produce ozone, which is a strong oxidizing agent and a **known irritant of the lungs and respiratory system**. Studies have shown that ozone, even at high concentrations, is not effective at killing airborne mold or surface mold contamination. Even if mold were killed by ozone, the health threats would not be reduced until mold contaminants are removed through cleaning. Health experts, including the Minnesota Department of Health, do **not** recommend the use of ozone to address mold or any other indoor air problems.

What Is the Minnesota Department of Health Doing About Mold?

The MDH Indoor Air program assists with mold issues through the following activities:

- Providing technical assistance to Local Public Health, School District or public when requested
- Distributing fact sheets and references on mold and moisture control (e.g., MDH publication *Mold In My Home: Is Mold a Health Concern*)
- Developing a series of guidance sheets for Local Public Health staff and public on mold, investigation procedures, and mitigation/prevention methods (by Spring 2001)
- Developing "Best Practices" guidelines for schools regarding investigation of mold problems (by Fall 2000)
- MDH does **not** provide mold testing or inspection services
- MDH does **not** provide support to professional consultants

What Local Public Health Can Do

Using mold guidance materials to be developed by MDH (spring 2001), local public health agency staff should be able to:

- Assist public in identification of mold problem situations and advise on investigation techniques and mitigation/clean-up methods
- Answer questions about health effects and potential hazards of mold exposure

- Incorporate mold prevention advice into public messages and disaster response plans
- Direct concerned public to appropriate local resources or MDH (if beyond local agency expertise)
- Direct concerned public to School District's Indoor Air Quality Coordinator for school-related inquiries

Medical Referrals

Pediatric Environmental Health and Safety Unit
Cook County Hospital, Chicago
Regional resource for clinical consultations
(312)633-5310

Association of Occupational and Environmental Clinics
Washington, DC (202)347-4976

American College of Occupational and Environmental Medicine
Arlington Heights, IL (847)228-6850

American Academy of Allergy and Immunology
Arlington Heights, IL (800)842-7777

The Asthma and Allergy Foundation of America
Washington, DC (800)727-8462

Questions?

Minnesota Department of Health - Indoor Air Unit
121 East Seventh Place, Suite 220
P.O. Box 64975
St. Paul, Minnesota 55164-0975
Phone: 651-215-0909 or 1-800-798-9050

RESOLUTION NO. 18-04

RESOLUTION RENAMING JOHN M. CONDE PARK TO TRIANGLE MEMORIAL PARK

WHEREAS, on June 4, 1997, the City Council renamed Triangle Park to John M. Conde Park; and

WHEREAS, the Parks and Recreation Commission was not consulted prior to the name change, contrary to Section 31.27 of the Spring Lake Park City Code; and

WHEREAS, in 2017, upon recommendation by the Parks and Recreation Commission, the City Council approved a park naming policy that specifies naming criteria for parks, park facilities and public spaces; and

WHEREAS, the Park Naming Policy states that once a park or facility has been named, it will retain that name unless one of the following criteria are met: 1) circumstances occur making the name no longer relevant; 2) the park or public space undergoes a significant transformation or redevelopment; or 3) an individual or organization contributes a significant portion of the cost of renovating a park, park facility or public place; and

WHEREAS, this park will be undergoing a significant transformation in 2018 with the addition of sidewalks, path lighting, irrigation and a gazebo; and

WHEREAS, due to these proposed improvements, the Parks and Recreation Commission recommended renaming the park Triangle Memorial Park; and

WHEREAS, the City Council finds that the renaming of this park to Triangle Memorial Park will allow the City to honor the many individuals who have helped guide Spring Lake Park into the community it is today.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park that the City Council does hereby approve the following:

1. John M. Conde Park is hereby renamed to Triangle Memorial Park. All maps, documents and electronic media shall be amended to reflect the name change at the City's earliest convenience.
2. Ordinance 445, An Ordinance Amending Section 96.02 of the Spring Lake Park City Code Relating to Public Parks, is hereby adopted.
3. The Recreation Director is hereby authorized to purchase a new sign for Triangle Memorial Park to reflect the name change.

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 5th day of February, 2018.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

ORDINANCE NO. 445

**AN ORDINANCE AMENDING SECTION 96.02 OF THE SPRING LAKE PARK CITY
CODE RELATING TO PUBLIC PARKS**

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

Section 1. Section 96.02 of the Spring Lake Park City Code is amended as follows:

§ 96.02 EXCEPTION; ~~JOHN M. CONDE~~ TRIANGLE MEMORIAL PARK HOURS.

Due to the passive nature of ~~John M. Conde~~ Triangle Memorial Park, it shall have extended hours which restrict persons, except authorized personnel, or persons participating in events conducted by special use permit issued by the City Council, from being in or remaining in the park between the hours of 11:00 p.m. and 5:00 a.m. of the day following.

Section 2. Effective Date. The ordinance shall become effective upon adoption and publication.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 5th day of February, 2018.

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



Memorandum

To: Mayor Hansen and Members of the City Council

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

Date: January 29, 2018

Subject: Findings of Fact – Denial of Liquor License for Bradley Povlitzki

At the January 16 meeting, the City Council considered the application of Bradley Povlitzki for an on-sale liquor license to open Sota Tap House and Grill in the former Pov's on 65 building. After review of the background investigation report and significant discussion, the City Council voted to deny the license.

Included with this memorandum are the findings of fact for the denial of the on sale liquor license for Mr. Povlitzki. The findings of fact state that the applicant does not meet the standard set forth in Section 111.17(E)(2) of the City Code due to the following:

- The high volume of police calls at the applicant's previous liquor establishment, Pov's Sports Bar in Andover, which the applicant was responsible for as owner and operator;
- The severity of these calls ranging from 5th degree assaults, felony 3rd degree assault with substantial bodily harm, criminal sexual conduct cases, disorderly conducts, thefts and damage to property cases;
- Discrepancies between the information provided by the applicant as part of the liquor license application and facts discovered through the background and financial investigation, specifically to the applicant's involvement with Pov's on Highway 65; and
- The resulting overall concerns for public safety in the City.

Based on the City Council's previous action on January 16, staff would recommend approval of the resolution.

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

RESOLUTION NO. 18-05

**RESOLUTION MAKING FINDINGS OF FACT FOR DENIAL OF LIQUOR LICENSE
FOR BRADLEY POVITZKI, SOTA TAP HOUSE AND GRILL**

WHEREAS, on November 21, 2017, the City of Spring Lake Park received a liquor license application from Bradley Povlitzki (“applicant”) for 8407 Plaza Boulevard NE; and

WHEREAS, the applicant wished to open a liquor establishment named “Sota Tap House and Grill”; and

WHEREAS, pursuant to Section 111.15 of the Spring Lake Park Code of Ordinance, the City conducted a background and financial investigation on the applicant; and

WHEREAS, Section 111.17 of the Spring Lake Park Code of Ordinance places restrictions on the issuance of a liquor license; and

WHEREAS, Section 111.17(E)(2) states that no license shall be granted if the applicant, responsible party, owner, manager, or any other person involved with the licensee is not of good moral character and repute; and

WHEREAS, the City Council finds that the applicant does not meet this standard due to 1) the high volume of police calls at the applicant’s previous liquor establishment, Pov’s Sports Bar in Andover, which the applicant was responsible for as owner and operator; and 2) the severity of these calls ranging from 5th degree assaults, felony 3rd degree assault with substantial bodily harm, criminal sexual conduct cases, disorderly conducts, thefts and damage to property cases; and 3) discrepancies between the information provided by the applicant as part of the liquor license application and facts discovered through the background and financial investigation, specifically to the applicant’s involvement with Pov’s on Highway 65; and 4) the resulting overall concerns for public safety in the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park that the City Council does hereby deny the liquor license application for Bradley Povlitzki for Sota Tap House and Grill

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same: .

Whereon the Mayor declared said Resolution duly passed and adopted the 5th day of February, 2018.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

CITY OF SPRING LAKE PARK, MINNESOTA

RESOLUTION NO. 18-07

**A RESOLUTION APPROVING PRELIMINARY AND FINAL PLAT FOR
PRIDE ROCK ADDITION**

WHEREAS, Jameel Ahmed, (“Applicant”) has submitted an application for preliminary and final plat to subdivide land located at 8360 Pierce Street in the City of Spring Lake Park; and

WHEREAS, the proposed subdivision is located on a parcel approximately 0.62 acres in size, legally described as Lot 1, Auditors Subdivision Number 152, subject to easement of record; and

WHEREAS, the final plat will divide the property into two (2) single family residential lots; and

WHEREAS, the property is guided as residential in the City’s Comprehensive Plan and is zoned R-1, Single Family Residential; and

WHEREAS, the Planning Commission held a public hearing on the proposed request at its January 22nd, 2018 meeting and recommended approval of the proposed plat, subject to conditions.

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 preliminary and final plat for Pride Rock Addition, as submitted by the applicant and depicted on the plat drawings from Acre Land Surveying dated March 2, 2016, revised on March 9, 2016 and December 1, 2017, subject to the following conditions:

1. Plat is to be revised to dedicate 30 feet to the City for the Pierce Street right-of-way.
2. Before building permits are approved for any of the lots on this plat:
 - a. Details on site drainage need to be reviewed. The grading for each building 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 for each lot.
 - c. Details on the lowest floor elevations need to be reviewed and approved by the Building Official.
3. Prior to release of the final plat, the Applicant shall pay to the City a park dedication fee in the amount of \$2,116.00 (1 unit times \$2,116.00).
4. Final plat must be recorded with the Anoka County Recorder within 90 days after the date of approval unless application for an extension of time is made, in writing, during said 90 day period, to the City Council and for good cause granted by the Council. If the Final Plat is not timely filed or recorded, this Resolution and all approvals herein shall be void with no further action required by the Council.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same: .

Whereon the Mayor declared said Resolution duly passed and adopted the 5th day of February, 2018.

CITY OF SPRING LAKE PARK, MINNESOTA

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, MMC, Administrator

To:	Dan Bucholtz, City Administrator City of Spring Lake Park	From:	Phil Carlson, Katrina Nygaard Stantec
File:	Staff Report for 8360 Pierce St. Lot Split	Date:	January 16, 2018

Reference: 8360 Pierce Street NE Lot Split Application

8360 PIERCE STREET NE | LOT SPLIT APPLICATION

BACKGROUND & REQUEST

Mr. Jameel Ahmed owns a single-family home on a wide residential parcel at 8360 Pierce Street which he wants to divide into two new single family residential lots. The existing house and garage would be removed to make way to building two new houses. Surrounding uses are residential on three sides, and commercial to the north and semi-public (church) northeast. The new plat would be called Pride Rock.

This lot was the subject of a similar request in 2016, dividing the lot into three new parcels, one of which would be added to the Collision Doctor property to the north, but Mr. Ahmed no longer owns Collision Doctor, and that earlier plat was never recorded. This is a new and entirely separate request.

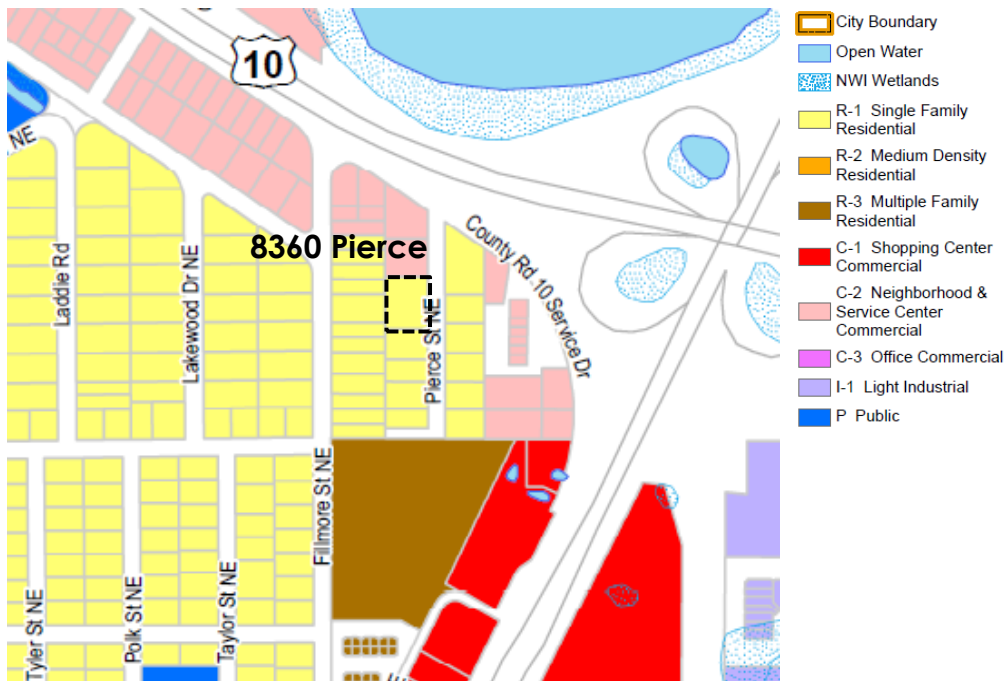


Reference: 8360 Pierce Street NE Lot Split Application

PLANNING ISSUES & ANALYSIS

- 1) The property is guided Commercial in the City's 2009 Land Use Plan, however this was amended to low-density residential use on May 2, 2016.

- 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.
- 4) The proposed plat consists two parcels, each approximately 90' wide by 150' deep (plus 30' for public right-of-way for Pierce Street)
- 5) Minimum lot size in the R-1 district is 75' wide and 120' deep. The two proposed home lots meet the zoning code minimums.
- 6) The land use designation for this property in the Land Use Plan and the zoning are consistent with one another. The proposed use of the two lots is consistent with the R-1 zoning and, after the May 2, 2016 Comp Plan Amendment, the use is consistent with this plan as well.
- 7) The plat drawings show a 30-foot strip within Pierce Street but it is not clearly indicated as being dedicated to the City for public right-of-way. The plat needs to be revised to indicate this.

Reference: 8360 Pierce Street NE Lot Split Application

- 8) Details on site drainage will be reviewed as part of the building permit approval process for each lot. In general, the grading for each building shall be completed so that no additional runoff is diverted to any adjacent property.
- 9) Details on the driveway, sewer and water service connections, and street patching will be reviewed as part of the building permit approval process for each lot.

RECOMMENDATION

We recommend approval of the preliminary plat for Pride Rock as submitted by the applicant and depicted on the plat drawings from Acre Land Surveying as revised December 1, 2017, with the following conditions:

- 1) Plat is to be revised to dedicate 30 feet to the City for Pierce Street right-of-way.
- 2) Before building permits are approved for any of the lots in this plat:
 - a. Details on site drainage need to be reviewed. The grading for each building 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 for each lot.

STANTEC CONSULTING SERVICES INC.

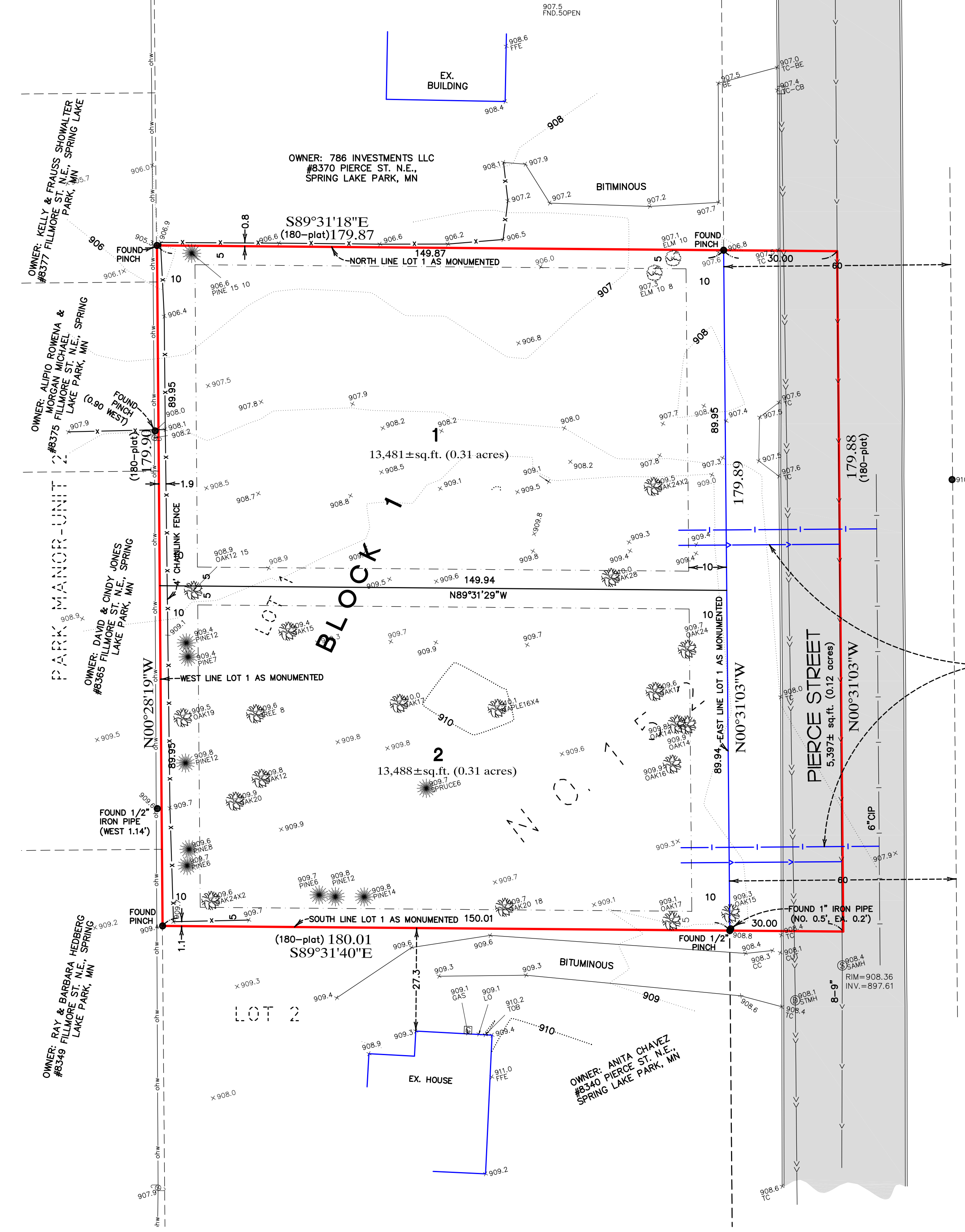
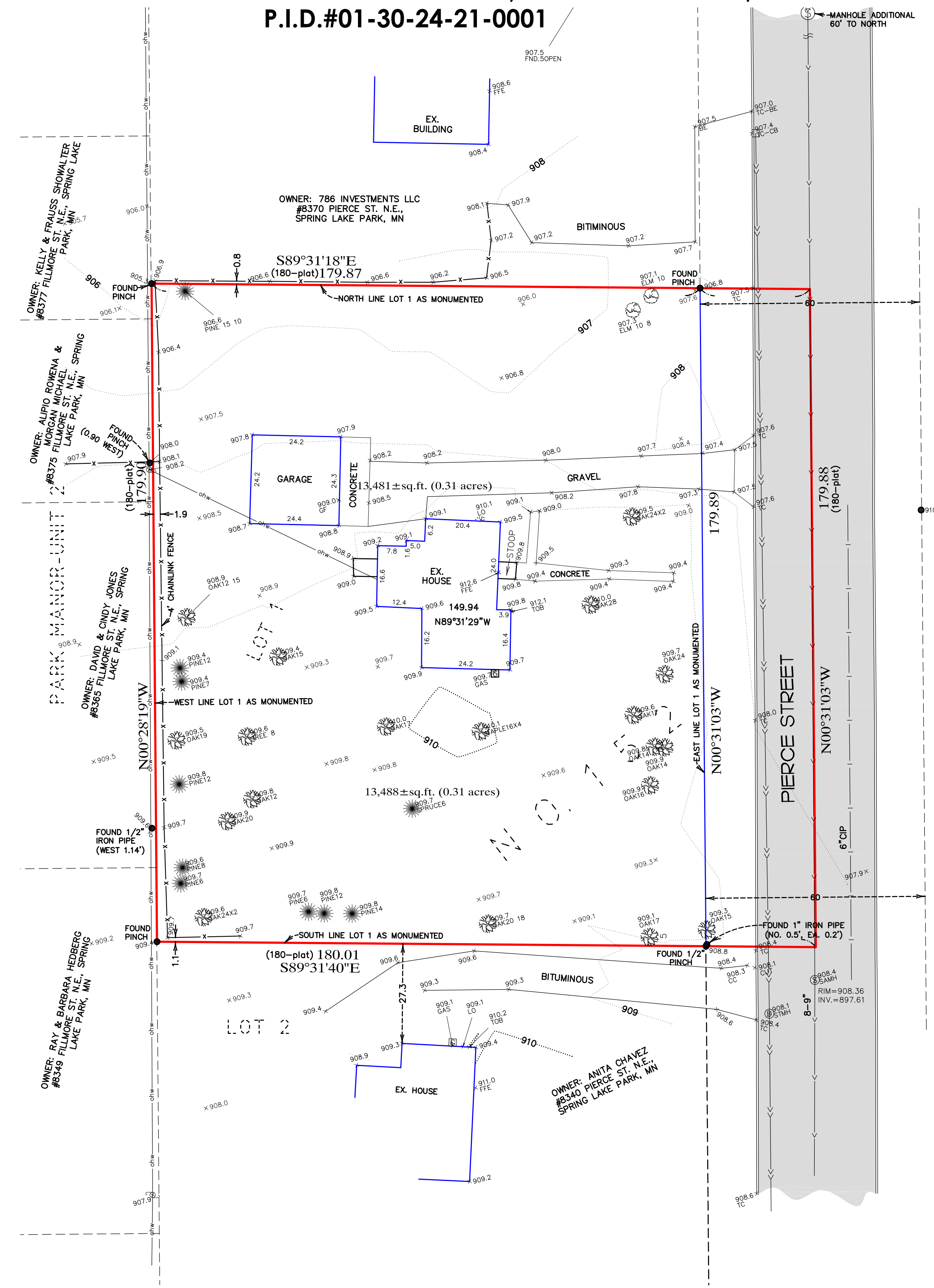
Phil Carlson
Associate

Phone: (651) 967-4555
Phil.Carlson@stantec.com

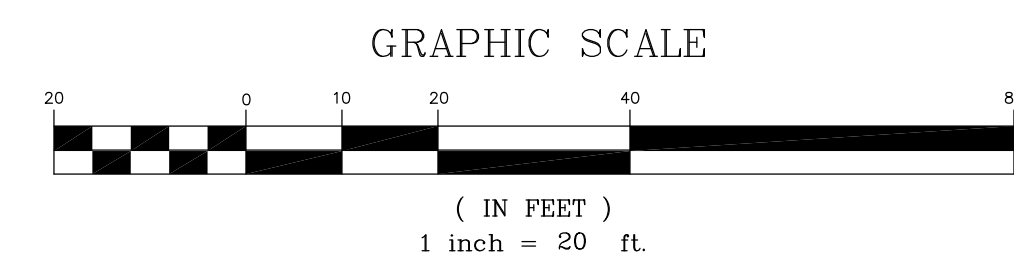
EXISTING CONDITIONS SURVEY ~for~ AUTO GIANTS

PROPERTY ADDRESS: #8360 PIERCE ST. N.E., SPRING LAKE PARK, MN
P.I.D.#01-30-24-21-0001

PRELIMINARY PLAT ~of~ PRIDE ROCK



NORTH



BENCHMARK
BASIS FOR ELEVATION: NAVD 88 (VIA REAL TIME GPS MEASUREMENTS UTILIZING MINNESOTA DEPARTMENT OF TRANSPORTATION VRS NETWORK)

- LEGEND**
- DENOTES IRON MONUMENT FOUND
 - DENOTES IRON MONUMENT SET
 - DENOTES SIGN
 - DENOTES UTILITY POLE
 - DENOTES GAS METER/BOX
 - DENOTES CATCH BASIN
 - DENOTES SANITARY SEWER
 - DENOTES STORM SEWER
 - DENOTES EXISTING FENCE
 - x1011.2 DENOTES EXISTING ELEVATION.

WATER & SANITARY CONNECTIONS TO BE DETERMINED AT TIME OF SUBMITTAL OF "CERTIFICATE OF SURVEY" FOR NEW BUILDING CONSTRUCTION. (LOCATIONS SHOWN ARE APPROXIMATE ONLY & NOT FOR CONSTRUCTION).

SURVEYOR:
ACRE LAND SURVEYING
#9140 BALTIMORE ST. N.E., SUITE #100
BLAINE, MN 55449
TELE: 763-458-2997

DEVELOPER:
JAMEEL AHMED
3650 CENTRAL AVE. N.E.
MINNEAPOLIS MN 55418
TELE: 612-702-9575

PROPERTY DESCRIPTION:
LOT 1, AUDITOR'S SUBDIVISION NO. 152, Anoka County, Minnesota.

NOTES

- This survey was prepared without the benefit of titlework. Easement, appurtenances and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a title insurance commitment or attorneys title opinion.

DEVELOPMENT DATA:

- PARCEL ZONED R-1
- R-1 DEVELOPMENT DATA:
 - MINIMUM LOT AREA = 10,000 SQ.FT.
 - MINIMUM LOT DEPTH=120 FEET
 - MINIMUM LOT WIDTH=75'
 - MAXIMUM LOT COVERAGE = 30%
 - SETBACKS:
 - FRONT-35'
 - REAR-40'
 - SIDE-10'
- 2 FAMILY DWELLING MAY BE POSSIBLE, MINIMUM LOT WIDTH 75'

Rev. 12/01/17, reconfigure prop. lines
Rev. 03/09/16, lot size due to O&E report

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

Eric R. Vickaryous
ERIC R. VICKARYOUS

Date: March 2nd, 2016 Reg. No. 44125

PRIDE ROCK

CITY OF SPRING LAKE PARK
 COUNTY OF ANOKA
 SEC. 01, TWP. 30, RNG. 24

KNOW ALL PERSONS BY THESE PRESENTS: That 786 Investments, LLC, a Minnesota limited liability company, owner of the following described property:

Lot 1, AUDITOR'S SUBDIVISION NO. 152, Anoka County, Minnesota.

Has caused the same to be surveyed and platted as PRIDE ROCK and does hereby dedicate to the public for public use the public way and the drainage and utility easements as created by this plat.

In witness whereof said 786 Investments, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

786 INVESTMENTS, LLC

Jameel Ahmed, Chief Manager

STATE OF MINNESOTA
 COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by Jameel Ahmed, Chief Manager of 786 Investments, LLC, a Minnesota limited liability company.

Notary Public, _____, County, Minnesota
 My Commission Expires _____

I Eric R. Vickaryous do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Eric R. Vickaryous, Licensed Land Surveyor
 Minnesota License Number 44125

STATE OF MINNESOTA
 COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by Eric R. Vickaryous.

Notary Public, _____, County, Minnesota
 My Commission Expires _____

CITY COUNCIL, CITY OF SPRING LAKE PARK, MINNESOTA

This plat of PRIDE ROCK was approved and accepted by the City Council of the City of Spring Lake Park, Minnesota at a regular meeting thereof held this _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03 Subd. 2.

CITY COUNCIL, CITY OF SPRING LAKE PARK, MINNESOTA

By: _____, Mayor

By: _____, Clerk

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20____.

By: _____
 Larry D. Hoium
 Anoka County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

Property Tax Administrator

By _____, Deputy

COUNTY RECORDER/REGISTRAR OF TITLES
 COUNTY OF ANOKA, STATE OF MINNESOTA

I hereby certify that this plat of PRIDE ROCK was filed in the office of the County Recorder/Registrar of Titles for public record on this _____ day of _____, 20____, at _____ o'clock _____ M. and was duly recorded in Book _____ Page _____, as Document Number _____.

County Recorder/Registrar of Titles

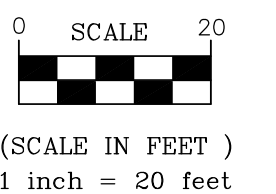
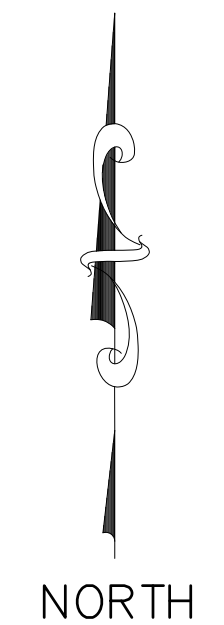
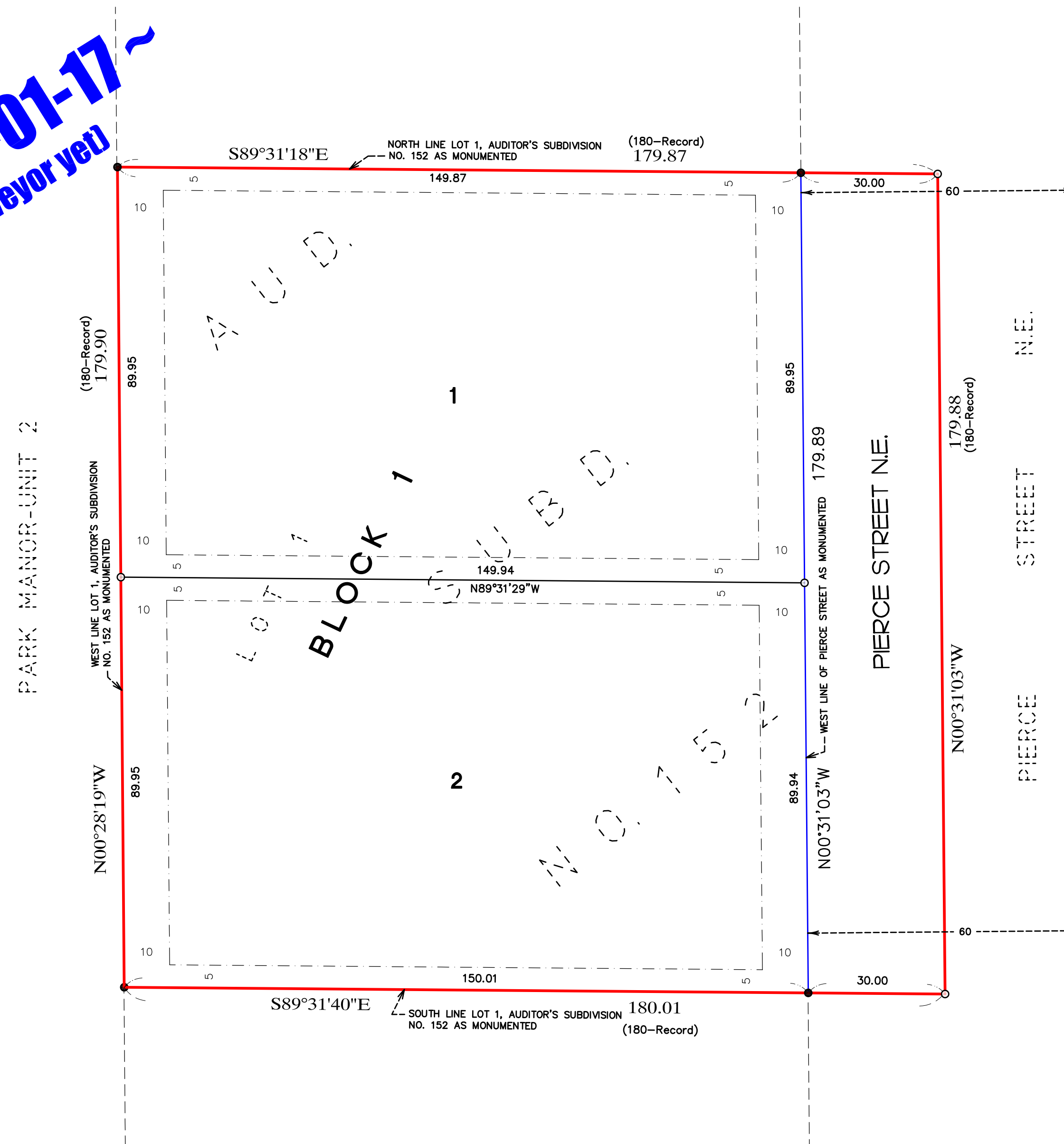
By _____, Deputy

FOR THE PURPOSES OF THIS PLAT, THE WEST LINE OF LOT 1, AUDITOR'S SUBDIVISION NO. 152, ANOKA COUNTY, MINNESOTA, IS ASSUMED TO BEAR N00°28'19"W.

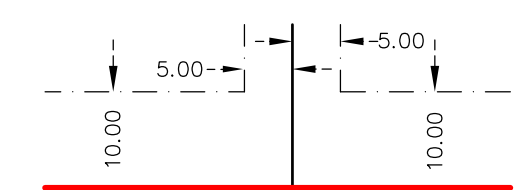
- DENOTES FOUND 1/2 INCH PINCH TOP MONUMENT.
 - DENOTES 1/2 INCH IRON PIPE MARKED BY LICENSE NO. 44125.
- ALL MONUMENT REQUIRED BY MINNESOTA STATUTE WILL BE SET WITHIN ONE YEAR OF THE RECORDING DATE OF THIS PLAT, AND SHALL BE EVIDENCED BY A 1/2" INCH BY 14" INCH IRON PIPE MARKED BY RLS 44125.

(Record) DENOTES DIMENSION FROM AUDITOR'S SUBDIVISION NO. 152

**~ preliminary dated 12-01-17 ~
 hasn't been approved by county surveyor yet ~**



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES, AND BEING 10 FEET IN WIDTH AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THIS PLAT.

January 22, 2018

PC meeting materials

For Office Use Only	
Case Number:	
Fee Paid:	\$5400
Received by:	JGordon
Date Filed:	12-13-17
Date Complete:	
Base Fee:	400
Escrow:	5000

Receipt # 103032

f)

ELOPMENT APPLICATION

All That Apply)

- Ordinance Amendment (Text)
- Rezoning
- Planned Unit Development

- Site Plan/Building Plan Review
- Conceptual Plan Review
- Conditional Use Permit
- Variance
- Street or Easement Vacation

- Minor Subdivision
- Lot Combination
- Preliminary Plat
- Final Plat
- Other _____

PROPERTY INFORMATION

Street Address: 8360 Pierce St NE, Spring Lake Park, 55432

Property Identification Number (PIN#): 01-30-24-21-0001 Current Zoning:

Legal Description (Attach if necessary):

APPLICANT INFORMATION

Name: JAMEEL AHMED Business Name:

Address: 12142 BATAAN ST NE

City: BLAINE State: MN Zip Code: 55449

Telephone: 612-702-9575 Fax: E-mail: autojantse@yahoo

Contact: JAMEEL AHMED Title: MANAGER

OWNER INFORMATION (if different from applicant)

Name: AZEEM U BEGUM Business Name:

Address: 8233 SIERRA PKWY

City: BROOKLYN PARK State: MN Zip Code: 55444

Telephone: Fax: E-mail:

Contact: Title:

DESCRIPTION OF REQUEST (attach additional information if needed)

Existing Use of Property: VACANT LAND

Nature of Proposed Use: LOT SPLIT

Reason(s) to Approve Request: TO BUILD NEW HOMES.

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):

X E-mail autogiants1@yahoo.com 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: [Signature] Date: 12.12.17.

Owner: _____ Date: _____

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

CITY OF SPRING LAKE PARK

Cashier asystadmin
At Front Counter

12/13/17 12:05pm 103032

From: SQUARE FOOT SOLUTIONS
12142 BATAAN ST NE
0360 PIERCE ST NE SLP
BLAINE
MN, 55449

CR Escrow Subdivi 5000.00
SQUARE FOOT
SOLUTIONS INC

CR Conceptual Rev 400.00
SQUARE FOOT
SOLUTIONS INC

Receipt total 5400.00

CK CK#2020 JG 5400.00

Change Due 0.00

Thank you!



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Property Account Summary

Current General Information

Property ID	01-30-24-21-0001
Situs Address	8360 PIERCE ST NE , SPRING LAKE PARK, MN 55432-0000
Property Description	LOT 1 AUD SUB NO 152, SUBJ TO EASE OF REC
Last Sale Price	101,800.00
Last Sale Date	06/05/2009
Last Sale Document Type	LWDE LIMITED WARRANTY DEED
Linked Property Group Position	
Status	Active
Abstract/Torrens	Abstract

Parties

Role	Name
Owner	AZEEUM U BEGUM

Document Recording Process Dates

Abstract Documents Have Been Recorded Through	12/28/2017
Abstract Documents Have Been Mailed Through	12/28/2017
Torrens Documents Have Been Recorded Through	12/28/2017
Torrens Documents Have Been Mailed Through	12/28/2017

Active Certificates Of Title

Type	Certificate Number	Certificate Date
No Certificates Found		

Documents Recorded Within 30 Days Of "Recorded Through" Dates Above

Type	Abstract/Torrens	Recorded Number	Recorded Date
No Documents Found			

Property Characteristics

Lot Size	E180*150
Year Built	1945

* Lot Size: Approximate lot size in feet, clockwise beginning with the direction the lot faces

Tax District Information

City Name	SPRING LAKE PARK
School District Number and Name	SPRING LAKE PARK SCHOOL DISTRICT #16
Watershed	COON CREEK WATERSHED

Property Classification

Tax Year	Classification
2017	4BB1-Residential Non-Homestead single unit
2016	4BB1-Residential Non-Homestead single unit

Property Values

Tax Year	Description	Amount
2018	Est Market (MKTTL)	45,600
2018	Market Value Prior to Hstd Excl. (TMVP)	45,600
2018	Est Market Land (MKLND)	45,600
2018	Taxable Market (TMTV)	45,600
2017	Market Value Prior to Hstd Excl. (TMVP)	132,300
2017	Est Market (MKTTL)	132,300
2017	Taxable Market (TMTV)	132,300
2016	Taxable Market (TMTV)	128,000
2016	Est Market (MKTTL)	128,000
2016	Market Value Prior to Hstd Excl. (TMVP)	128,000

Tax Amounts for M1PR		
Tax Year	Description	Amount
2017	Total Tax Amounts - Before Payments	2,044.06
2017	Special Assessments (Included in Total)	24.02

Payment History for Past Three Years				
Date Paid	Tax Year	Principal	Interests, Penalties and Costs	Amount Paid
10/11/2017	2017	1,022.03	0.00	1,022.03
05/15/2017	2017	1,022.03	0.00	1,022.03
10/06/2016	2016	1,028.75	0.00	1,028.75
05/02/2016	2016	1,028.75	0.00	1,028.75
10/06/2015	2015	893.59	0.00	893.59
05/08/2015	2015	893.58	0.00	893.58

No Charges are currently due.

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DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission regularly scheduled meeting held on January 22, 2018 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

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

2. Roll Call

Members Present: Commissioners Smith, Bernhagen, Hansen and Dircks

Members Absent: Commissioner Eischens and Cobbs

Staff Present: Building Official Brainard and Executive Assistant Gooden

Visitors: Paul Aplikowski, Wold Architects and Engineers
Braden Thompson, 8391 Fillmore Street NE
Jessica Briggs, 8391 Fillmore Street NE

3. Pledge of Allegiance

4. Approval of Minutes – November 27, 2017

MOTION BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER EISCHENS, APPROVING THE MINUTES OF OCTOBER 23, 2017. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

5. Elect Officers

A. Elect Chair

Chairperson Dircks opened nominations for Chairperson.

Commissioner Smith nominated Hans Hansen as chairperson for the year 2018.

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

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

B. Vice Chair

Chairperson Dircks opened nominations for Vice Chairperson.

Commissioner Smith nominated Jeff Bernhagen as Vice Chairperson for the year 2018.

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

MOTION BY COMMISSIONER SMITH TO SUSPEND THE RULES AND CASE AN UNANIMOUS BALLOT TO ELECT JEFF BERNHAGEN VICE CHAIRPERSON OF THE PLANNING COMMISSION FOR THE YEAR 2018. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

6. Public Hearing – Subdivision/Lot Split –Pride Rock Addition – 8360 Pierce Street NE – Azeem Begum/Jameel Ahmed

Building Official Brainard reported that the application is in order and notice of the Public Hearing was mailed to residents within 350 feet of the subject property and the notice was published in the Spring Lake Park Life newspaper.

Mr. Brainard stated that the applicant Mr. Jameel Ahmed owns a single family home on a wide residential parcel at 8360 Peirce Street, which he wants to divide into two new single-family residential lots. He stated that the existing house and garage would be removed to make way to building two new houses. He reported that surrounding uses are residential on three sides, and commercial to the north and semi-public (church) northeast. He reported that new plat would be called Pride Rock.

Mr. Brainard reported that this lot was the subject of a similar request in 2016, dividing the lot into three new parcels, one of which would be added to the Collision Doctor property to the north, but he stated that Mr. Ahemd no longer owns the Collision Doctor, and the earlier plat was never recorded. He stated this is a new and separate request.

Mr. Brainard reported that the property is guided Commercial in the City's 2009 Land Use Plan, however, this was amended to low-density residential use on May 2, 2016. He stated the property is zoned R-1 Single Family Residential.

Mr. Brainard reported that the existing parcel is approximately 180' x 180', to the centerline of Pierce Street. He stated that the proposed plat consisted of two parcels, each approximately 90' wide by 150' feet deep (plus 30' for public right-of-way for Pierce Street). He stated that the minimum lot size in the R-1 district is 75' wide and 120' deep. He stated the two proposed home lots meet the zoning code minimums.

Mr. Brainard stated that the land use designation for this property in the Land Use Plan and the zoning are consistent with one another. He stated that the proposed use of the two lots is consistent with the R-1 zoning and, after the May 2, 2016 Comp Plan Amendment, the use is consistent with this plan.

Mr. Brainard stated that the plat drawings show a 30-foot strip within Pierce Street but it is not clearly indicated as being dedicated to the City for public right-of-way. He noted that the plat needs to be revised to indicate this.

Mr. Brainard stated that details on site drainage will be reviewed as part of the building permit approval process for each lot. He stated that in general, the grading for each building shall be completed so that no additional runoff is diverted to any adjacent property. He stated that details on the driveway, sewer and water service connections, and street patching will be reviewed as part of the building permit approval process for each lot.

Mr. Brainard recommended approval of the preliminary plat for Pride Rock as submitted by the applicant and depicted on the plat drawings from Acre Land Surveying as revised on December 1, 2017, with the following conditions:

- 1.) Plat is to be revised to dedicate 30 feet to the City for Pierce Street right-of-way.
- 2.) Before building permits are approved for any of the lots in this plat:
 - a. Details on site drainage need to be reviewed. The grading for each building 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 for each lot.

Commissioner Smith inquired on the items and vehicles that are abutting up to the fence line and inquired if any effort is being made to have those items removed. Mr. Brainard stated that he is working with Mr. Ahmed on the removal of the existing fence and requiring that a new one be installed.

Mr. Brainard stated that there are major revisions taking place on the Collison Doctor site including fencing, surface improvements and a defined separation on the back and side property lines. He stated that he is concerned with the large brush pile on the property and has informed Mr. Ahmed of the cleanup necessary.

Chairperson Dircks opened the public hearing at 7:10 PM.

Braden Thompson, 8391 Fillmore Street NE, informed the Commission that he is in favor of the fence being improved and would have not oppose to having the fence be eight feet tall. He stated that there has been a lot of debris and metal collecting along the existing fence.

Mr. Brainard reported that a fence application was submitted in the late fall of 2017 and the application was to install a six-foot fence. He stated that the code allows a seven-foot fence for commercial land and six foot on residential property. He explained that the fence was one of the items to be corrected as part of the Certificate of Occupancy inspection.

Chairperson Dircks asked for additional public feedback. Hearing none, Chairperson Dircks closed the public hearing.

MOTION MADE BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER BERNHAGEN TO CLOSE THE PUBLIC HEARING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED. HEARING CLOSED AT 7:19 PM.

MOTION MADE BY COMMISSIONER SMITH, SECOND BY BERNHAGEN TO APPROVE SUBDIVISION/LOT SPLIT – PRIDE ROCK ADDITION-8360 PIERCE STREET NE AS SUBMITTED WITH THE FOLLOWING CONDITIONS: (1) PLAT IS TO BE REVISED TO DEDICATE 30 FEET TO THE CITY FOR PIERCE STREET RIGHT OF WAY; (2) BEFORE BUILDING PERMITS ARE APPROVED FOR ANY OF THE LOTS IN THIS PLAT: A) DETAILS ON SITE DRAINAGE NEED TO BE REVIEWED. THE GRADING FOR EACH BUILDING 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 FOR EACH LOT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Public Hearing – Conditional Use Permit for Early Childhood Education Addition – 1415 81st Avenue NE – Spring Lake Park Schools

Building Official Brainard reported that the application is in order and notice of the Public Hearing was mailed to residents within 350 feet of the subject property and the notice was published in the Spring Lake Park Life newspaper.

Mr. Brainard reported that Ben Beery of Wold Architects and Engineers (applicant) has submitted a Conditional Use Permit (CUP) application on behalf of Amy Schultz of the Spring Lake Park Schools for the Early Childhood School to the existing District Service Center located at 1415 81st Avenue NE on a six acre sites, adjacent to the City Hall and Police Station. He reported that currently the site is used as district office space though the building is being renovated to house the Early Childhood School and Transitions Program. He stated that in the past the Early Childhood School has been held in the High School however, the space needs for the Early Childhood School exceeded availability at the High School. He reported that the addition to the District Service Center will provide adequate space for the program and the services they provide to the school.

Mr. Brainard reported that the District Service Center property is zoned C-1 Shopping Center Commercial and guided Public/Semi-Public on the 2030 Future Land Use Plan. He stated that the Early Childhood School is a conditional use in the C-1 zoning district and consistent with the Comprehensive Plan and the CUP will only apply to the use for the Early Childhood School and is independent of the expansion and renovation of the District Service Center.

Mr. Brainard stated that Section §153.202 of the City of Spring Lake Park Zoning Code outlines the requirements to approve a CUP. He stated that the applicant has provided evidence establishing the following:

- a. The Early Childhood School will provide necessary services to the community. Allowing for expansion of the program will help to promote the school and provide the necessary classroom space for young children and families in the district.
- b. The use will be located at the rear of the property which abuts wetlands and industrial uses. The new classroom expansion will not have any negative impact on these adjacent uses.
- c. The applicant states that the proposed use will comply with the zoning code. Schools area conditional uses in residential and commercial districts (prohibited in industrial districts) and are subject to this review, regardless the proposed site.
- d. It it a permitted use by the District in Appendix D of the zoning code.
- e. The addition of the Early Childhood School will have limited impact on neighboring properties. Surrounding properties are industrial in use and the City's municipal offices.
- f. The use (and building expansion) will be in the rear of the property and have no impact on property values or scenic views in the area.
- g. The applicant states in their application that existing roadways and access points on 81st Avenue NE will be adequate for the Early Childhood School. Additional information about traffic and parking is included in the Issues and Concerns.

- h. The School District has worked through parking requirement calculations with the City and will be providing ample parking spaces for the use. In Appendix A: Schedule of Off-Street Parking and Loading Requirements, it is determined that an elementary school must have two spaces per classroom.
- i. The proposed site plan indicates the addition of new ponding areas at the rear of the site to accommodate storm water runoff. The applicant is also working with the Rice Creek Watershed District through their permitting processes.
- j. The proposed use will not include offensive odors, fumes, dust, noise, or vibrations. Effective measures will be taken during the construction process to limit these nuisances.
- k. The proposed use at the District Service Center will not impact future growth or stimulate incompatible growth. Surrounding properties are zoned commercial and industrial and the addition of a school should have no impact on how or if those properties redevelop.

Mr. Brainard stated that through the review of the application for the Early Childhood School, the City identified numerous potential issues. He reported that although the site has ample parking, it is important to note that students at the school will be very young and likely arrive by family vehicle. He stated that unlike older students who may arrive by bus or be dropped off, these young children will need supervision to and from the classroom meaning vehicles will be parked for more than a few minutes and extra attention should be given to safe parking. He stated that in email conversations, the applicant has stated that drop off will involve parents parking and walking into the school. He stated that the applicant should work with the City Engineer to establish a crosswalk within the parking lot area and appropriate signage to facilitate safe pedestrian movement throughout the parking lot.

Mr. Brainard stated that given the nature of many early childhood programs, these classes and services are often offered in evenings for families. He noted that special attention should be given to lighting around the school and the parking lot areas for safety measures. He reported that the applicant has stated that they will rely on the existing parking lot lights, located in two central median and in the far northwest corner of the site.

Mr. Brainard reported that in order to accommodate the building expansion and ponding at the rear of the site, many existing trees will be removed. He stated that the proposed addition to the District Service Center includes a new play area on the west side of the building, adjacent to the City Hall and Police Station parking lot. He stated that the proximity to these parking areas as well as 81st Avenue presents a potential danger to the students during outdoor play time, should they leave the designated play area. He reported that fencing this area will be important for the safety of the children. He stated that the applicant has clarified that fencing will be included in the surrounding play area.

Mr. Brainard reported that staff recommends that the Planning Commission recommend approval to the City Council of the application for CUP to allow a school in the C-1 district with the following conditions:

1. Parking and drop off areas, including a crosswalk and signage, will be designed for safe movement of cars and pedestrians, especially young children, to be approved by the City Engineer.
2. Lighting on and around the new addition will be adequate for safe movement of cars and pedestrians, to be approved by the City Engineer.
3. Fencing will be provided around the proposed play area, to be approved by the City Engineer.

Commissioner Smith expressed his concern with the play area for the children and if there will be a buffer between the play area and city property. Mr. Aplikowski stated that the area will be fenced and it will be a very small fenced area similar to a daycare play area. He explained that although there is more square footage at the current high school location, part of the master plan with the school referendum was to split the early childhood program with the new elementary school and a new location.

Building Official Brainard stated that the Early Childhood will occupy the addition and the existing area of the District Office and the north end of the building will house the Transitions program that is offered with the School District. He noted that the early childhood compliance standards comply with those of the daycare standards that are required however, the compliance standards do not apply in to this application.

Chairperson Dircks inquired if there are regulation limits for the degree of sloping to the pond. Mr. Aplikowski stated that is not aware of the slope amount and informed the Commission that it is not more three or four feet.

Commissioner Smith inquired about having young children at the District Office and what security measures will be put into place. Mr. Aplikowski reported that primary fire exits would be in place on the east side of the building and security doors will be installed with card readers to keep the early childhood area and District Offices separated.

Chairperson Dircks opened the public hearing at 7:35 PM. There was no discussion from the floor. Chairperson Dircks closed the public hearing at 7:35 PM.

MOTION MADE BY COMMISSIONER SMITH, SECOND BY BERNHAGEN TO APPROVE CONDITIONAL USE PERMIT FOR EARLY CHILDHOOD EDUCATION ADDITION – 1415 81ST AVENUE NE – SPRING LAKE PARK SCHOOLS SUBJECT TO THE FOLLOWING CONDITIONS: (1) PARKING AND DROP OFF AREAS, INCLUDING A CROSSWALK AND SIGNAGE, WILL BE DESIGNED FOR A SAFE MOVEMENT OF CARS AND PEDESTRIANS, ESPECIALLY YOUNG CHILDREN, TO BE APPROVED BY THE CITY ENGINEER; (2) LIGHTING ON AND AROUND THE NEW ADDITION WILL BE ADEQUATE FOR SAFE MOVEMENT OF CARS AND PEDESTRIANS, TO BE APPROVED BY THE CITY ENGINEER; (3) FENCING WILL BE PROVIDED AROUND THE PROPOSED PLAY AREA, TO BE APPROVED BY THE CITY ENGINEER. ROLL CALL VOTE: COMMISSIONERS SMITH, BERNHAGEN AND DIRCKS –AYES COMMISSIONER HANSEN – NAY. MOTION CARRIED.

8. Reports

Executive Gooden reported that the Comprehensive Plan Update and goal setting would be discussed at the February Planning Commission meeting.

8. Adjourn

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

The meeting adjourned at 7:40 PM.

RESOLUTION NO. 18-08

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AN EARLY CHILDHOOD SCHOOL AT 1415 81st AVENUE NE

WHEREAS, Spring Lake Park Schools, 1415 81st Avenue NE, has made application for a conditional use permit to allow an addition of an Early Childhood School to the existing District Service Center, located in the C-1 zoning district; and

WHEREAS, the property is legally described as follows:

That part of Lot 8 Auditors Subdivision No 152, described as follows: The East 511 feet of the West 1,006 feet of the South 546.5 feet of the Southwest Quarter of the Northeast Quarter of Section 1 Township 30 Range 24, except south 35 feet thereof, subject to easement of record.

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 January 22, 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 boarding school at 1628 County Highway 10 NE subject to the following conditions:

1. Parking and drop-off areas, including a crosswalk and signage, will be designed for safe movement of cars and pedestrians, especially young children, and shall be approved by the City Engineer.
2. Lighting on and around the new addition will be adequate for safe movement of cars and pedestrians, to the approved by the City Engineer.
3. Fencing will be provided around the proposed play area, to be approved by the City Engineer.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same: .

Whereon the Mayor declared said Resolution duly passed and adopted the 5th day of February, 2018.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

To:	Dan Buchholtz, City Administrator City of Spring Lake Park	From:	Phil Carlson, Katrina Nygaard Stantec
File:	Staff Report for District Service Center CUP	Date:	January 9, 2018

Reference: District Service Center for ISD #16 CUP

DISTRICT SERVICE CENTER FOR INDEPENDENT SCHOOL DISTRICT #16 / EARLY CHILDHOOD SCHOOL | CONDITIONAL USE PERMIT APPLICATION

Ben Beery of Wold Architects and Engineers (applicant) has submitted this Conditional Use Permit (CUP) application on behalf of Amy Schultz of the Spring Lake Park Schools for the addition of an Early Childhood School to the existing District Service Center. This application was filed on December 15, 2017 to the City of Spring Lake Park. The following staff report identifies the background information about the property, provides an analysis of the proposed use, identifies issues and concerns with the proposed use, and includes a recommendation that the planning commission approve the application with conditions.

BACKGROUND

The applicant has submitted a request for a conditional use permit for District Service Center to allow for and Early Childhood School at the site. The District Service Center is located at 1415 81st Ave NE on a six-acre site, adjacent to the City Hall and Police Station (Figure 1). Currently, the site is used as district office space, though the building is being renovated to house the Early Childhood School and Transitions Program. In the past, the Early Childhood School has been held in the High School, just west of the site at Able Street NE and 81st Avenue NE. However, the space needs for the Early Childhood School exceeded availability at the High School. The addition to the District Service center will provide adequate space for the program and the services they provide to the school.

The District Service Center property is zoned C-1 Shopping Center Commercial and guided Public/Semi-Public on the 2030 Future Land Use Plan. The proposed Early Childhood School is a conditional use in the C-1 zoning district and consistent with the Comprehensive Plan (Figures 2 and 3).

The Conditional Use Permit will only apply to the use for the Early Childhood School and is independent of the expansion and renovation of the District Service Center.

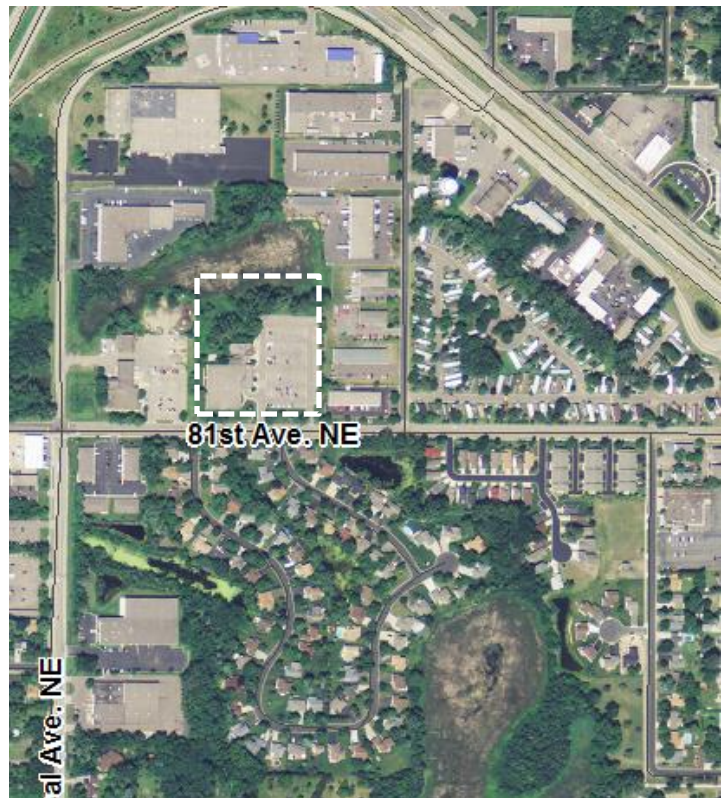


Figure 1: Project Area

Reference: District Service Center for ISD #16 CUP

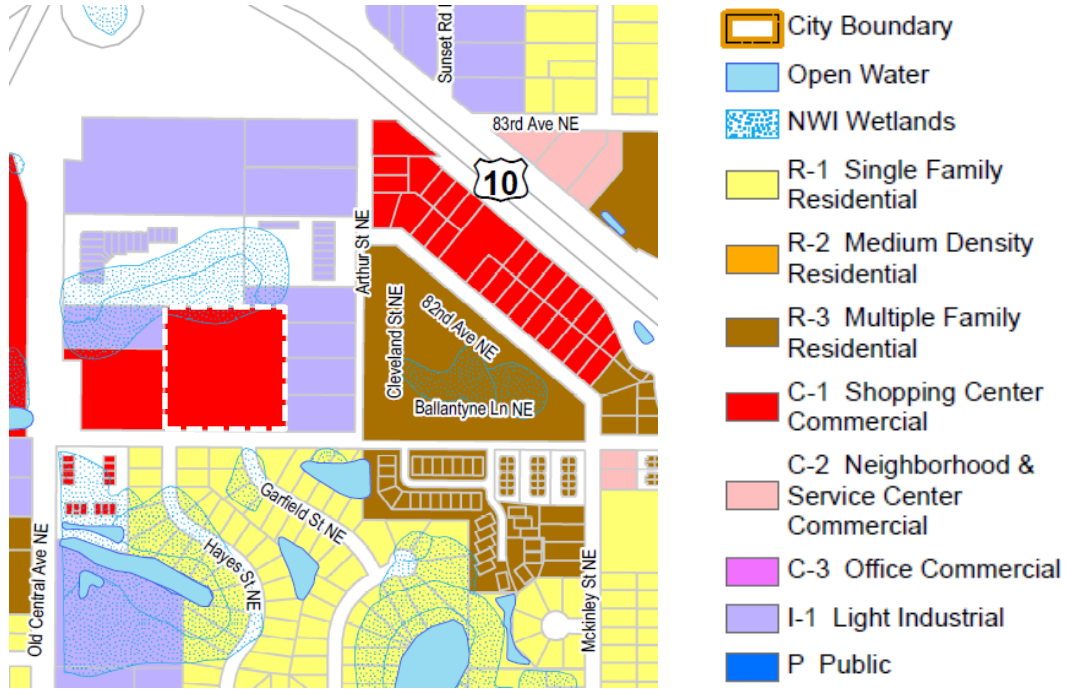


Figure 2: Zoning

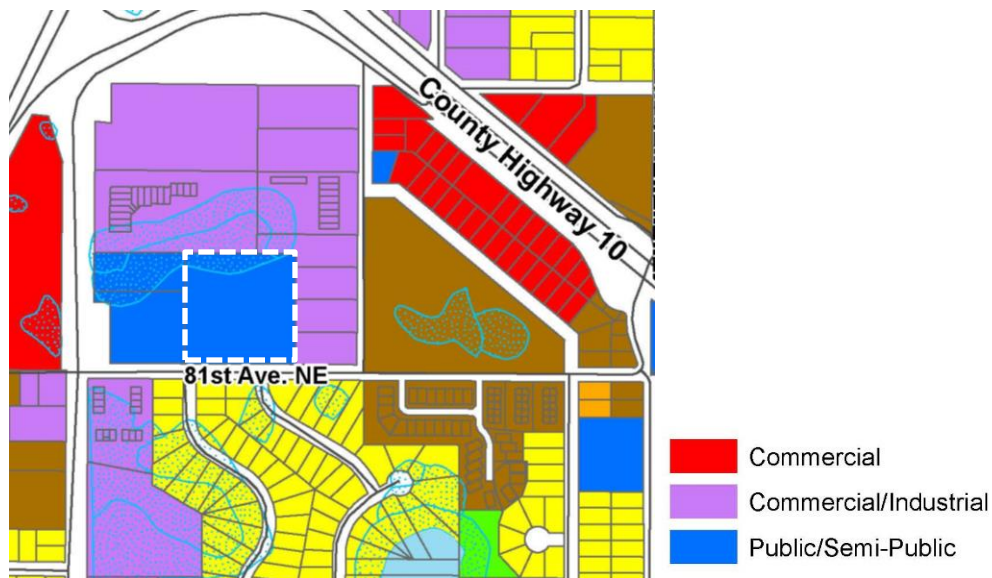


Figure 3: 2030 Future Land Use

Reference: District Service Center for ISD #16 CUP

ANALYSIS

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.

(1) The City Council may then authorize the conditional use permit, provided the applicant has provided evidence establishing the following:

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

Yes. The Early Childhood School will provide necessary services to the community. Allowing for expansion of the program will help to promote the school and provide the necessary classroom space for young children and families in the district.

(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 use will be located at the rear of the property which abuts wetlands and industrial uses. The new classroom expansion will not have any negative impact on these adjacent uses.

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

The applicant states that the proposed use will comply with the zoning code. Schools are conditional uses in residential and commercial districts (prohibited in industrial districts) and are subject to this review, regardless of the proposed site.

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

Yes. See Appendix D: Schedule of Permitted Uses by District in the zoning code.

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

The addition of the Early Childhood School will have limited impact on neighboring properties. Surrounding properties are industrial in use and the City's municipal offices. Additional information about fencing and the outdoor play area is included in the Issues and Concerns section of this memo.

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

The use (and building expansion) will be in the rear of the property and have no impact on property values or scenic views in the area.

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

January 9, 2018

Dan Buchholtz, City Administrator

Page 4 of 6

Reference: District Service Center for ISD #16 CUP

The applicant states in their application that existing roadways and access points on to 81st Avenue NE will be adequate for the Early Childhood School. Additional information about traffic and parking is included in the Issues and Concerns section of this memo.

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

Yes. The School District has worked through parking requirement calculations with the City and will be providing ample parking spaces for the use. In Appendix A: Schedule of Off-Street Parking and Loading Requirements, it is determined that an elementary school must have 2 spaces per classroom. Additional information about traffic and parking is included in the Issues and Concerns section of this memo.

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

Yes. The proposed site plan indicates the addition of new ponding areas at the rear of the site to accommodate stormwater runoff. The applicant is also working with the Rice Creek Watershed District through their permitting processes.

(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 proposed use will not include offensive odors, fumes, dust, noise, or vibrations. Effective measures will be taken during the construction process to limit these nuisances.

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

The proposed use at the District Service Center will not impact future growth or stimulate incompatible growth. Surrounding properties are zoned commercial and industrial and the addition of a school (especially one that will draw students and families from all over the city) should have no impact on how or if those properties redevelop.

Reference: District Service Center for ISD #16 CUP

ISSUES AND CONCERNS

Through the review of the application for the Early Childhood School, the City identified numerous potential issues. These issues are summarized below.

Parking Lot and Drop-off

Although the site has ample parking, it is important to note that students at the school will be very young and likely arrive by family vehicle. Unlike older students who may arrive by bus or be dropped off, these young children will need supervision to and from the classroom meaning vehicles will be parked for more than a few minutes. Extra attention should be given to safe parking. In email conversations, the applicant has stated that drop off will involve parents parking and walking into the school. The applicant should work with the City Engineer to establish a crosswalk within the parking lot area and appropriate signage to facilitate safe pedestrian movement throughout the parking lot.

Lighting

Given the nature of many early childhood programs, these classes and services are often offered in the evenings for families. In winter months, much of this programming could occur when it is dark out. Special attention should be given to lighting around the school and the parking lot areas for the safety of the children, their families, and motorists in the area. The applicant has stated that they will rely on the existing parking lot lights, located in two central medians and in the far northwest corner of the site.

Screening and Removal of Trees

In order to accommodate the building expansion and ponding at the rear of the site, many existing trees will be removed.

Fencing

The proposed addition to the District Service Center includes a new play area on the western side of the building, adjacent to the City Hall and Police Station parking lot. The proximity to these parking areas as well as 81st Street presents a potential danger to the students during outdoor play time, should they leave the designated play area. Fencing this area will be important to protect the health and safety of the students. It is unclear from the landscaping plan if new fencing is proposed for the site. The applicant has clarified that fencing will be included surrounding the play area.

January 9, 2018

Dan Buchholtz, City Administrator

Page 6 of 6

Reference: District Service Center for ISD #16 CUP

RECOMMENDATION

Staff recommends that Planning Commission recommend to the City Council approval of the application for a a Conditional Use Permit to allow a school in the C-1 district with the following conditions:

1. Parking and drop-off areas, including a crosswalk and signage, will be designed for safe movement of cars and pedestrians, especially young children, to be approved by the City Engineer.
2. Lighting on and around the new addition will be adequate for safe movement of cars and pedestrians, to be approved by the City Engineer.
3. Fencing will be provided around the proposed play area, to be approved by the City Engineer.

STANTEC CONSULTING SERVICES INC.

Katrina Nygaard
Planner

Phone: (651) 967-4627

Katrina.Nygaard@stantec.com

SPRING LAKE PARK - EARLY CHILDHOOD ADDITION AND RENOVATION

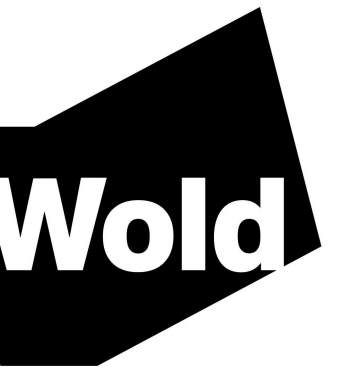
ISD#16 SPRING LAKE PARK SCHOOLS

Spring Lake Park -
Early Childhood
Addition and
Renovation

1415 81st Ave NE,
Minneapolis, MN 55432

Independent School
District #16

1415 81st Avenue NE
Minneapolis, MN 55432



WOLD ARCHITECTS
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SURVEY

-- FOR INFORMATIONAL PURPOSES ONLY

CIVIL

- C1.11 REMOVALS PLAN
- C1.21 SITE PLAN
- C1.31 GRADING AND DRAINAGE PLAN
- C1.41 UTILITY AND EROSION CONTROL PLAN
- L1.11 LANDSCAPING PLAN
- C2.11 SITE DETAILS

ARCHITECTURAL

- A0.001 CODE ANALYSIS
- A0.101 CODE PLAN
- A0.201 PHASING & STAGING PLAN
- A0.202 DUST PROTECTION PLAN - PHASE 1, 1A, 2
- A0.203 DUST PROTECTION PLAN - PHASE 3, 3A
- A1.001 MAIN LEVEL DEMOLITION PLAN - AREA A
- A1.011 MAIN LEVEL DEMOLITION PLAN - AREA B
- A2.001 MAIN LEVEL FLOOR PLAN - AREA A
- A2.011 MAIN LEVEL FLOOR PLAN - AREA B
- A2.012 MAIN LEVEL FLOOR PLAN - AREA C
- A2.021 ROOF PLAN - AREA A
- A2.022 ROOF PLAN - AREAS B & C
- A2.901 DOOR / FRAME / WINDOW TYPES
- A3.001 MAIN LEVEL REFLECTED CEILING PLAN - AREA A
- A3.011 MAIN LEVEL REFLECTED CEILING PLAN - AREA B
- A3.012 MAIN LEVEL REFLECTED CEILING PLAN - AREA C
- A4.101 DETAILS - SYMBOLS, ABBREVIATIONS & MOUNTING HEIGHTS
- A4.102 MATERIAL FINISH SCHEDULE/INTERIOR DETAILS
- A4.103 ENLARGED PLANS
- A4.201 DETAILS - VERTICAL CIRCULATION
- A4.401 CASEWORK / INTERIOR ELEVATIONS
- A4.402 CASEWORK / INTERIOR ELEVATIONS
- A4.701 DETAILS - INTERIOR WALL TYPES
- A4.702 DETAILS - INTERIOR CASEWORK SECTIONS
- A4.703 DETAILS - INTERIOR CASEWORK SECTIONS
- A4.801 DETAILS - INTERIOR OPENING DETAILS
- A4.901 DETAILS - INTERIOR CEILING DETAILS
- A5.101 EXTERIOR ELEVATIONS
- A5.201 WALL SECTIONS
- A5.202 WALL SECTIONS
- A5.203 WALL SECTIONS
- A5.501 DETAILS - EXTERIOR WALL
- A5.502 DETAILS - EXTERIOR WALL
- A5.503 DETAILS - EXTERIOR WALL
- A5.601 DETAILS - EXTERIOR OPENINGS
- A5.701 DETAILS - EXTERIOR ROOF
- A5.702 DETAILS - EXTERIOR ROOF
- A5.703 DETAILS - EXTERIOR ROOF
- A6.001 DETAILS - SITE

STRUCTURAL

- S0.000 STRUCTURAL TITLE SHEET
- S1.102 FOUNDATION PLAN - AREA B AND AREA C
- S2.101 ROOF FRAMING PLAN - AREA A
- S2.102 ROOF FRAMING PLAN - AREA B AND AREA C
- S3.101 SECTIONS AND DETAILS
- S3.102 SECTIONS AND DETAILS
- S3.103 BRACED FRAME ELEVATIONS AND DETAILS
- S4.101 SCHEDULES AND DETAILS

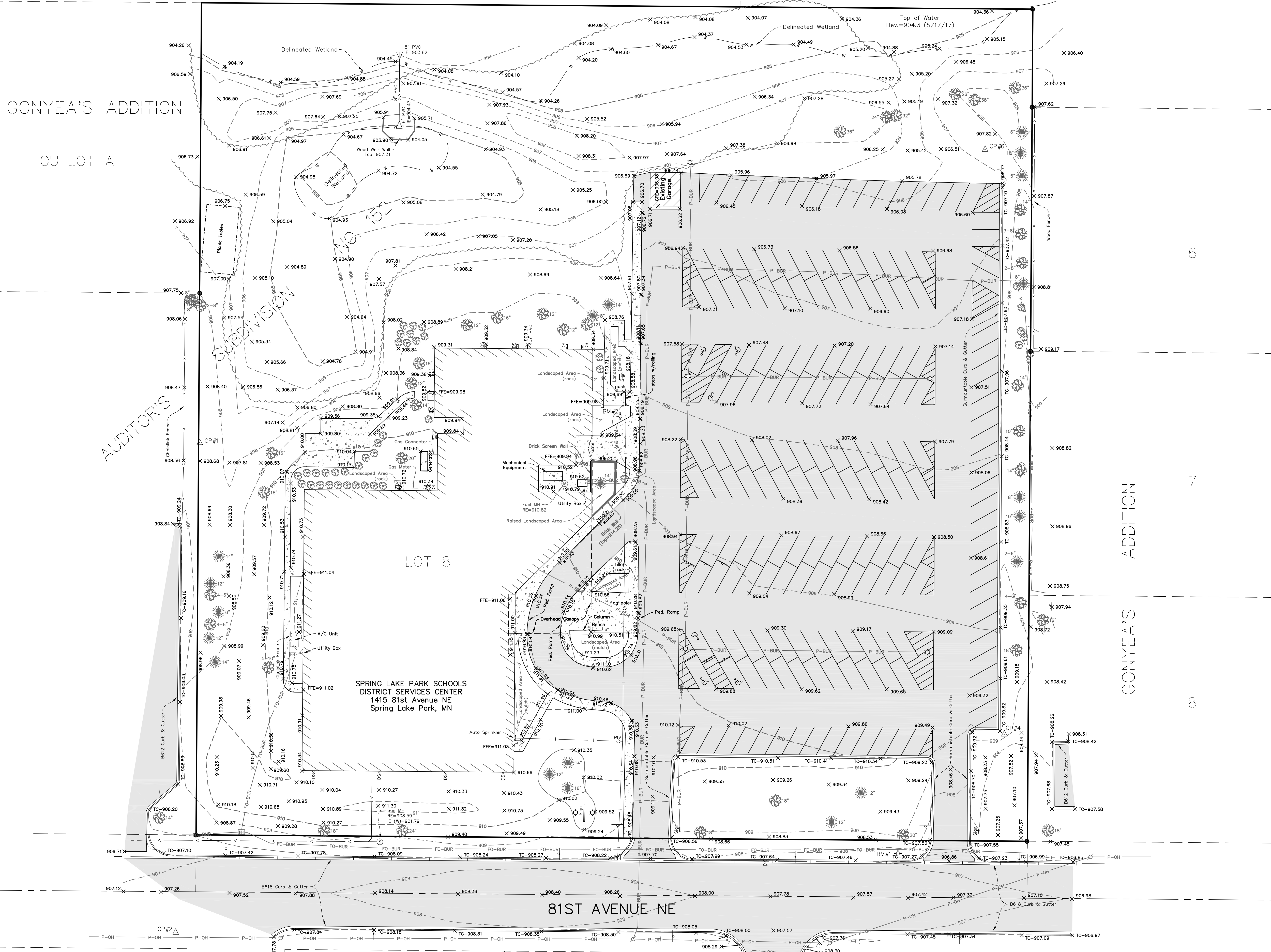
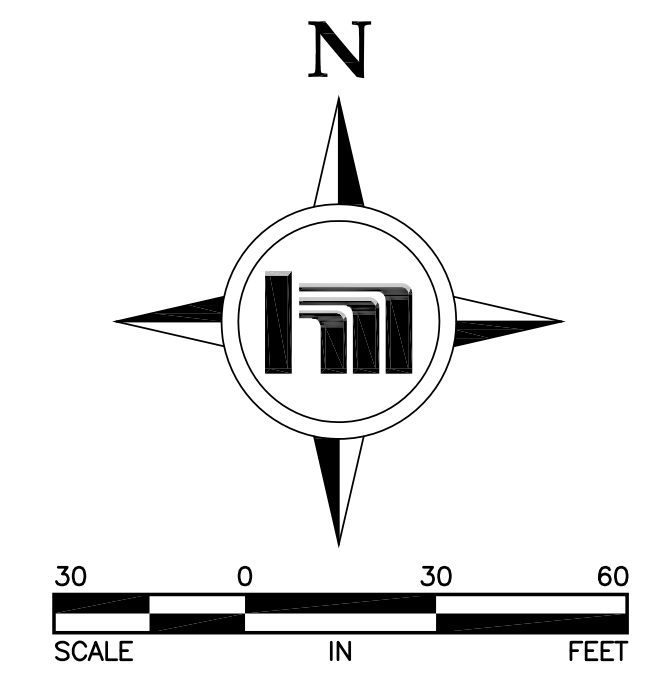
MECHANICAL

- M1.001 MAIN LEVEL MECHANICAL DEMOLITION PLAN - AREA 'A'
- M1.002 MECHANICAL DEMOLITION PLANS - AREA 'B'
- M2.002 UNDERGROUND PLUMBING PLAN - AREA 'B' & 'C'
- M2.011 MAIN LEVEL PLUMBING PLANS - AREA 'A'
- M2.012 MAIN LEVEL PLUMBING PLAN - AREAS 'B' & 'C'
- M2.013 PLUMBING SUPPLY RISER DIAGRAMS
- M2.014 PLUMBING WASTE AND VENT RISER DIAGRAMS
- M3.011 MAIN LEVEL HYDRONIC PLAN - AREA 'A'
- M3.012 MAIN LEVEL HYDRONIC PLAN - AREAS 'B' & 'C'
- M4.011 MAIN LEVEL HVAC PLAN - AREA 'A'
- M4.012 MAIN LEVEL HVAC PLAN - AREAS 'B' & 'C'
- M5.000 FIRE PROTECTION PLAN
- M6.100 MECHANICAL ROOF PLANS
- M6.200 MECHANICAL ROOM AND BOILER ROOM PLANS
- M7.100 MECHANICAL SCHEMATICS AND DETAILS
- M7.200 MECHANICAL DETAILS
- M7.300 MECHANICAL SCHEDULES
- M7.400 MECHANICAL SCHEDULES, LINE TYPES AND SYMBOLS

ELECTRICAL

- E0.00 ELECTRICAL SYMBOLS AND ABBREVIATIONS
- E0.01 ELECTRICAL SITE PLAN
- E0.21 MAIN LEVEL DEMOLITION PLAN - AREA 'A'
- E0.22 MAIN LEVEL DEMOLITION PLAN - AREA 'B'
- E1.21 MAIN LEVEL LIGHTING PLAN - AREA 'A'
- E1.22 MAIN LEVEL LIGHTING PLAN - AREA 'B'
- E1.23 MAIN LEVEL LIGHTING PLAN - AREA 'C'
- E2.20 MAIN LEVEL OVERALL POWER PLAN
- E2.21 MAIN LEVEL POWER PLAN - AREA 'A'
- E2.22 MAIN LEVEL POWER PLAN - AREA 'B'
- E2.23 MAIN LEVEL POWER PLAN - AREA 'C'
- E3.21 MAIN LEVEL SYSTEMS PLAN - AREA 'A'
- E3.22 MAIN LEVEL SYSTEMS PLAN - AREA 'B'
- E3.23 MAIN LEVEL SYSTEMS PLAN - AREA 'C'
- E4.00 ROOF PLAN - ELECTRICAL
- E6.00 LIGHT FIXTURE SCHEDULE
- E6.01 PANELBOARD SCHEDULES
- E7.00 ELECTRICAL DETAILS

CIC NUMBER 207
 SPRING LAKE PARK
 NUMBER TWO CONDOMINIUMS



LEGEND

- ⊠ DENOTES GATE VALVE
- ⊕ DENOTES HYDRANT
- |— DENOTES WATER LINE
- |— DENOTES SANITARY SEWER MANHOLE
- |— DENOTES SANITARY SEWER LINE
- ⊕ DENOTES ROOF DRAIN/DRAIN SPOUT
- ⊕ DENOTES CATCHBASIN
- ⊕ DENOTES STORM SEWER MANHOLE
- |— DENOTES STORM SEWER LINE
- ⊕ DENOTES ELECTRIC TRANSFORMER
- ⊕ DENOTES LIGHT POLE
- ⊕ DENOTES UTILITY POLE
- ⊕ DENOTES GUY WIRE
- ⊕ DENOTES ELECTRIC MANHOLE
- |— DENOTES BURIED ELECTRIC
- |— DENOTES OVERHEAD ELECTRIC
- ⊕ DENOTES HAND HOLE
- ⊕ DENOTES TELEPHONE PEDESTAL
- ⊕ DENOTES TELEPHONE MANHOLE
- |— DENOTES BURIED TELEPHONE
- ⊕ DENOTES GAS VALVE
- |— DENOTES BURIED GAS
- ⊕ DENOTES GUARD POST
- ⊕ DENOTES SIGN
- |— DENOTES DELINEATED WETLAND
- |— DENOTES EDGE OF WOODS
- ⊕ DENOTES DECIDUOUS TREE (DIAMETER)
- ⊕ DENOTES CONIFEROUS TREE (DIAMETER)
- ⊕ DENOTES SHRUB
- |— DENOTES SURFACE CONTOUR (1 FT. INTERVAL)
- ⊕ DENOTES SPOT ELEVATIONS
- ⊕ DENOTES CONTROL MONUMENT
- ⊕ DENOTES FOUND IRON MONUMENT
- ⊕ DENOTES CONCRETE SURFACE
- ⊕ DENOTES BITUMINOUS SURFACE
- ⊕ DENOTES GRAVEL SURFACE

- SURVEY NOTES:**
- The underground utilities shown have been located from field survey information per Gopher State One Call Ticket No. 171245011 and available records. The surveyor makes no guarantees that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although he does certify that they are located as accurately as possible from information available. The surveyor has not physically located the underground utilities. Prior to any excavation, contact Gopher State One Call for an on-site location (651-454-0002). The subsurface utility information on this survey is utility quality level D. This quality level was determined according to the guidelines of CI/ASCE 38-2, entitled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data."
 - All spot elevations shown adjacent to curb are to top of curb unless noted otherwise.
 - Wetland limits were field delineated by Hakanson Anderson on May 10, 2017.
 - Control Monument coordinates are based on Anoka County Coordinate System ADB3 (1986 Adjustment).
 - Boundary lines and easements are shown per available Anoka County mapping. The property PID Number is 01.30.24.13.0005.
 - The professional surveyor has made no investigation or independent search for easements of record, encumbrance, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.

CONTROL MONUMENTS

POINT#	NORTHING	EASTING	ELEVATION	DESCRIPTION
CP#1	129346.98	507881.69	908.76	IRON
CP#2	129045.94	507866.89	907.58	IRON
CP#4	129167.76	508376.25	909.30	IRON
CP#6	129527.18	508364.49	907.56	IRON

- BENCHMARKS**
- BM#1 TOP NUT HYDRANT ON THE NORTH SIDE OF 81ST AVENUE, 76 FEET EAST OF GARFIELD STREET. ELEVATION = 910.00 FEET (NGVD 29)
 - BM#2 TOP NUT HYDRANT NEAR THE NORTHEAST BUILDING CORNER. ELEVATION = 912.82 FEET (NGVD 29)

DATE	REVISION

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

Charles R. Christopherson
 Charles R. Christopherson
 Date 08/08/17 Lic. No. 18420

DESIGNED BY: BAW
 DRAWN BY: MSS
 CHECKED BY: CRC

DATE: 08/08/17
 FILE NO.: 4123.03

Hakanson Anderson Assoc., Inc.
 Civil Engineers and Land Surveyors
 3601 Thurston Ave., Anoka, Minnesota 55303
 763-427-5860 FAX 763-427-0520
 www.haa-inc.com

DISTRICT SERVICES CENTER

SITE SURVEY FOR SPRING LAKE PARK SCHOOLS

SHEET 1 OF 1 SHEETS

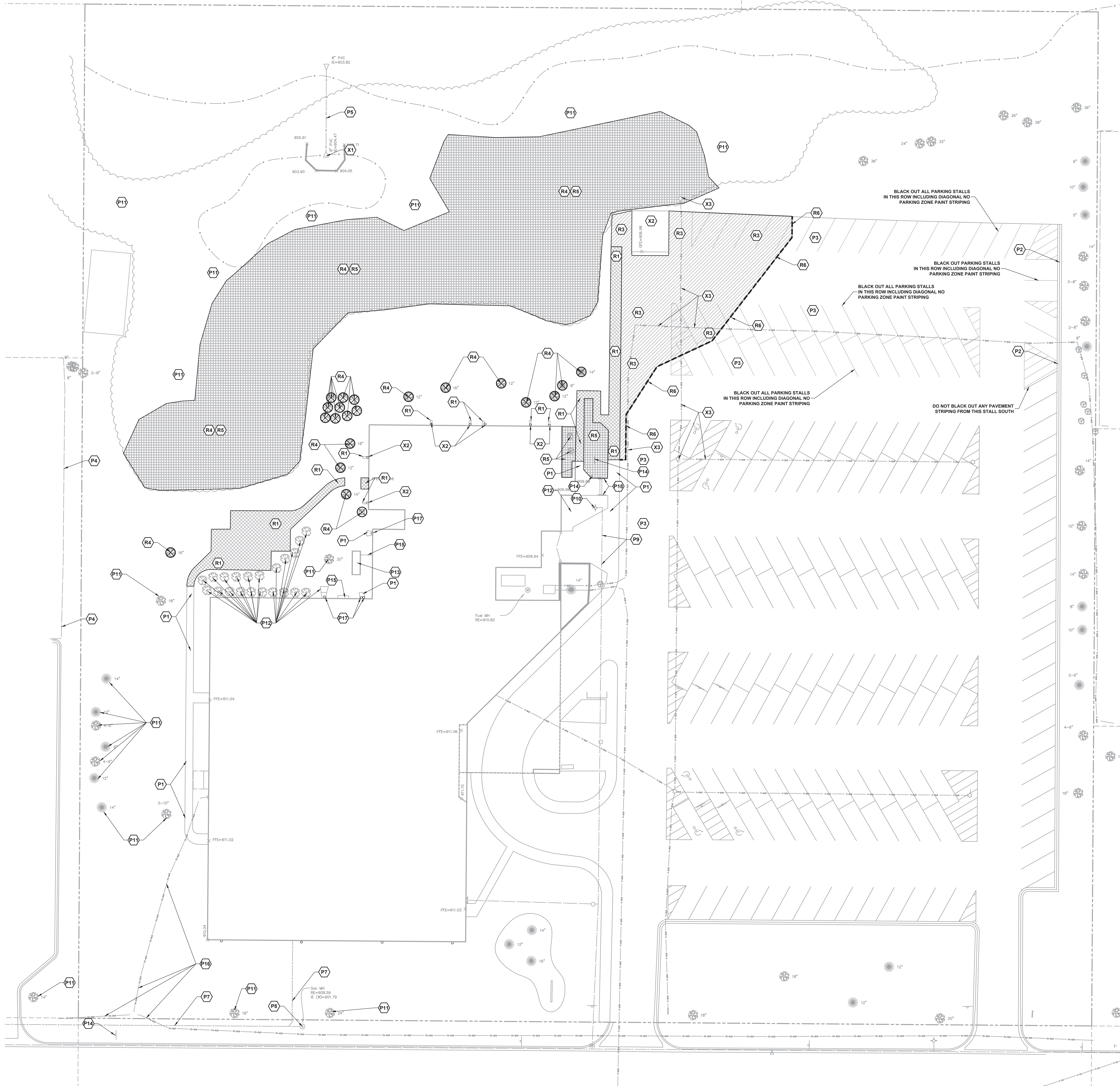
- NOTES:**
- REFER TO SHEET C1.31, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
 - MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING VEGETATION AND SITE FEATURES (CURBS, WALKS, PAVEMENTS, OVERHEAD AND UNDERGROUND UTILITIES, SIGNAGE, FENCING, ROADWAYS, ETC.) WHICH ARE TO REMAIN.
 - REPAIR OR REPLACE EXISTING PROPERTY AND SITE FEATURES, INCLUDING GRASS AND VEGETATION, WHICH IS TO REMAIN THAT IS DAMAGED BY THE WORK, TO OWNER'S SATISFACTION AND AT NO ADDITIONAL COST TO THE OWNER.
 - VISIT THE SITE PRIOR TO BIDDING; BE FAMILIAR WITH ACTUAL CONDITIONS IN THE FIELD. EXTRA COMPENSATION WILL NOT BE ALLOWED FOR CONDITIONS WHICH COULD HAVE BEEN DETERMINED OR ANTICIPATED BY EXAMINATION OF THE SITE, THE CONTRACT DRAWINGS AND THE INFORMATION AVAILABLE PERTAINING TO EXISTING SOILS, UTILITIES AND OTHER SITE CHARACTERISTICS.
 - THE CONTRACTOR SHALL HIRE THE SERVICES OF A UTILITY LOCATOR COMPANY TO LOCATE ALL PRIVATELY OWNED UTILITIES AND IRRIGATION THAT MAY BE DISTURBED BY CONSTRUCTION OPERATIONS.

LEGEND

- CONCRETE PAVEMENT REMOVALS
- BITUMINOUS PAVEMENT REMOVALS
- TREE REMOVALS
- MASS TREE / SHRUB REMOVALS
- SAWCUT
- REMOVALS KEY NOTE
- PROPERTY LINE

KEY NOTE LEGEND

- REMOVE CONCRETE PAVEMENT TO NEAREST JOINT
- NOT USED
- REMOVE BITUMINOUS PAVEMENT
- REMOVE TREE
- REMOVE LANDSCAPING (MULCH, SHRUBS, ETC.)
- SAWCUT
- PROTECT CONCRETE PAVEMENT
- PROTECT CONCRETE CURB AND GUTTER
- PROTECT BITUMINOUS PAVEMENT
- PROTECT FENCING (INCLUDING FOOTINGS AND GATES)
- PROTECT STORM SEWER
- PROTECT STORM SEWER STRUCTURE
- PROTECT SANITARY SEWER
- PROTECT SANITARY SEWER STRUCTURE
- PROTECT WATERMAIN
- PROTECT HYDRANT
- PROTECT TREE
- PROTECT LANDSCAPING (MULCH, SHRUBS, ETC.)
- PROTECT GENERATOR
- PROTECT INFORMATIONAL/TRAFFIC CONTROL SIGN AND POST
- PROTECT GAS METER AND ASSOCIATED ITEMS
- PROTECT UNDERGROUND UTILITY
- PROTECT DRAIN SPOUT
- PROTECT HANDRAIL
- REFER TO SHEET C1.41 - UTILITY AND EROSION CONTROL PLAN FOR TREATMENT
- REFER TO ARCHITECTURAL PLANS FOR TREATMENT
- REFER TO ELECTRICAL PLANS FOR TREATMENT
- REFER TO MECHANICAL PLANS FOR TREATMENT



**Spring Lake Park
Early Childhood
and Family
Education**

**Independent School
District 16**
1415 81st Avenue NE
Spring Lake Park, MN 55432



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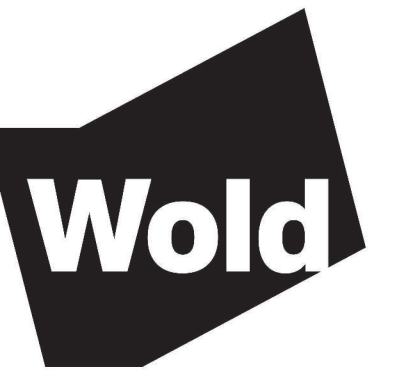
**ANDERSON-JOHNSON
ASSOCIATES, INC.**
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LANDSCAPE ARCHITECTURE • SITE PLANNING • CIVIL ENGINEERING
777 GARDEN STREET, SUITE 200 • SAINT PAUL, MN 55102
TEL: 651.444.4444

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Professional Engineer
MINNESOTA
David A. Rey
DAVID A. REY
Registration Number: 40180 Date: 11/17/17

Revisions		
Description	Date	Num

Comm: 162126
Date: 11/17/2017
Drawn: JCL
Check: DAR
North

**Removals
Plan**

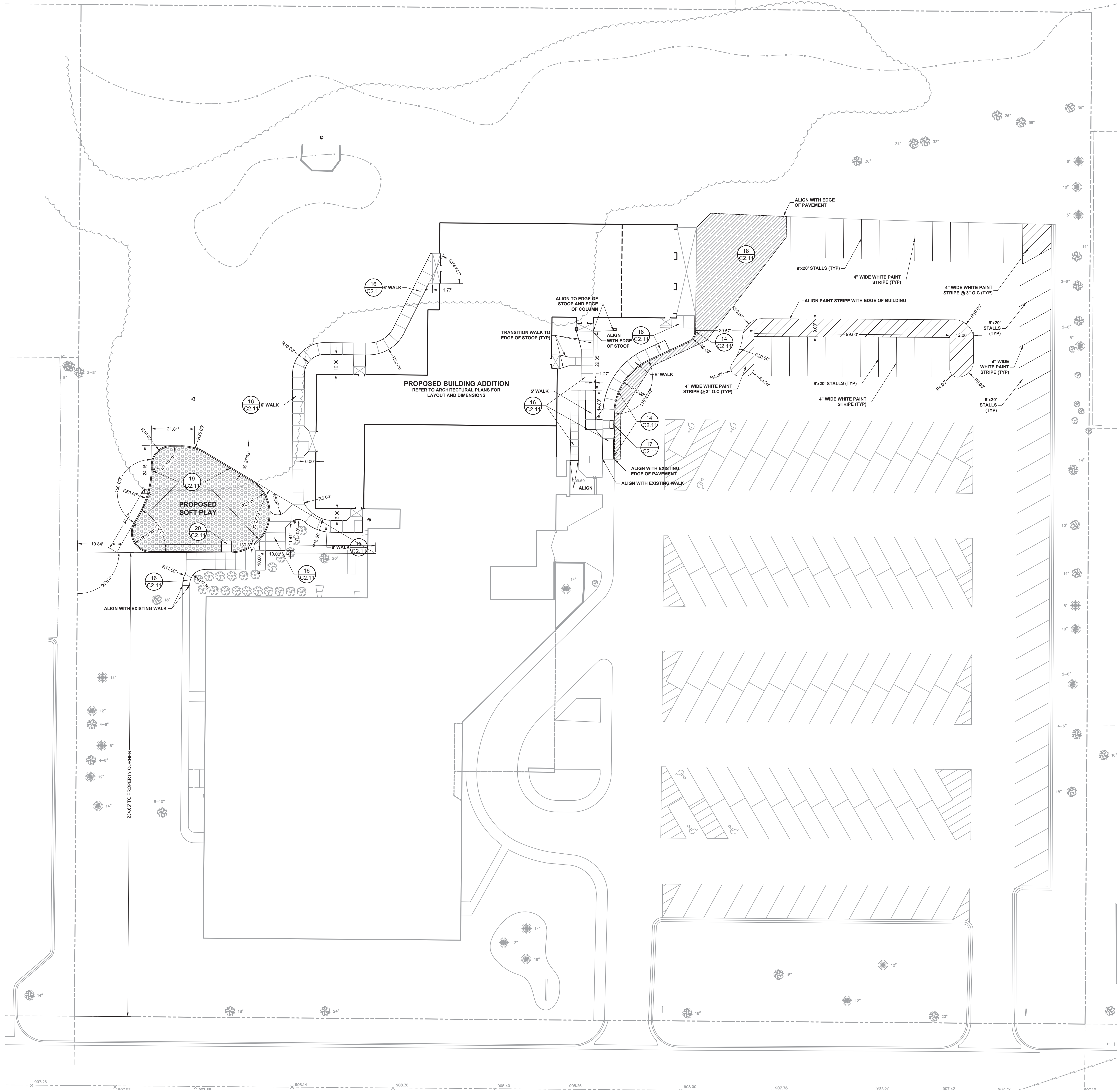


NOTES:

- REFER TO SHEET C1.31, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
- ALL APPLICABLE DIMENSIONS ARE TO FACE OF CURB, EDGE OF PAVEMENT, OR PROPERTY LINE UNLESS OTHERWISE NOTED.
- CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
- ALL DISTURBED AREAS OUTSIDE THE BUILDING PAD WHICH ARE NOT DESIGNATED TO BE PAVED SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED.
- WHERE NEW SOD MEETS EXISTING TURF, EXISTING TURF EDGE SHALL BE CUT TO ALLOW FOR A CONSISTENT, UNIFORM STRAIGHT EDGE. JAGGED OR UNEVEN EDGES WILL NOT BE ACCEPTABLE. REMOVE TOPSOIL AT JOINT BETWEEN EXISTING AND NEW AS REQUIRED TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING.
- FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.

LEGEND

- REFERENCE KEY TO SITE DETAILS
DETAIL I.D NUMBER (TOP)
DETAIL SHEET NUMBER (BOTTOM)
- PROPOSED CONCRETE WALK (16 / C2.11)
 - PROPOSED HEAVY DUTY BITUMINOUS PAVEMENT (18 / C2.11)
 - PROPOSED SOFT PLAY AREA (19 / C2.11)
 - PROPOSED CATCH BASIN (CB)
 - PROPOSED FLARED END SECTION (FES)
 - PROPOSED BUILDING STOOP (8 / C2.11) ARCHITECTURAL PLANS
 - PROPERTY LINE



I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Professional Engineer
MINNESOTA
David A. Rey
DAVID A. REY
Registration Number 40180 Date 11/17/2017

Revisions		
Description	Date	Num

Comm: 162126
Date: 11/17/2017
Drawn: JCL
Check: DAR
North

Site Plan

Scale: 1" = 20'

GENERAL NOTES

- ALL CONSTRUCTION MUST COMPLY WITH APPLICABLE STATE AND LOCAL ORDINANCES.
- THE CONTRACTOR WILL BE RESPONSIBLE FOR AND SHALL PAY FOR ALL CONSTRUCTION STAKING / LAYOUT.
- THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL RELATED CONSTRUCTION PERMITS.
- INSTALL CONTROL FENCING AND BARRICADING AS NECESSARY TO PROTECT THE PUBLIC.
- INSPECT SITE AND REVIEW SOIL BORINGS TO DETERMINE EXTENT OF WORK AND NATURE OF MATERIALS TO BE HANDLED.
- REFER TO SPECIFICATIONS FOR DEWATERING REQUIREMENTS.
- CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
- REFER TO ARCHITECTURAL PLANS FOR BUILDING AND STOOOP DIMENSIONS AND LAYOUT.
- MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAR FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
- MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
- ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND LOCAL REGULATIONS.
- CONTRACTOR SHALL MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING SITE FEATURES (INCLUDING TURF AND VEGETATION) WHICH ARE TO REMAIN.
- PROPOSED CONTOURS AND SPOT ELEVATIONS ARE SHOWN TO FINISH GRADE UNLESS OTHERWISE NOTED.
- PROPOSED ELEVATIONS SHOWN TYPICALLY AS 08.8 OR 08 SHALL BE UNDERSTOOD TO MEAN 908.8 OR 908.
- SPOT ELEVATIONS SHOWN IN PARKING LOTS, DRIVES AND ROADS INDICATE GUTTER GRADES, UNLESS NOTED OTHERWISE. SPOT ELEVATIONS WITH LABELS OUTSIDE THE BUILDING PERIMETER INDICATE PROPOSED GRADES OUTSIDE THE BUILDING. SPOT ELEVATIONS WITH LABELS INSIDE THE BUILDING PERIMETER INDICATE PROPOSED FINISH FLOOR ELEVATIONS.
- THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED, AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT SUITABLE MATERIAL AND EXPORT UNSUITABLE / EXCESS / WASTE MATERIAL AS REQUIRED. ALL COSTS ASSOCIATED WITH IMPORTING AND EXPORTING MATERIALS SHALL BE INCIDENTAL TO THE CONTRACT.
- NO FINISHED SLOPES SHALL EXCEED 4' HORIZONTAL TO 1' VERTICAL (4:1), UNLESS OTHERWISE NOTED.
- ALL DISTURBED AREAS OUTSIDE THE BUILDING PAD AND SOFT PLAY AREA WHICH ARE NOT DESIGNATED TO BE PAVED OR RECEIVE MULCH, SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED.
- WHERE NEW SOD MEETS EXISTING SOD, EXISTING SOD EDGE SHALL BE CUT TO ALLOW FOR A CONSISTENT, UNIFORM STRAIGHT EDGE. JAGGED OR UNEVEN EDGES WILL NOT BE ACCEPTABLE. REMOVE TOPSOIL AT JOINT BETWEEN EXISTING AND NEW AS REQUIRED TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING.
- FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
- ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAIN TILE OR OTHER POTENTIAL SOURCE FOR CONTAMINATION SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR).
- LOCATE ALL EXISTING UTILITIES, VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES. VERIFY LOCATIONS, SIZES AND ELEVATIONS OF SAME BEFORE BEGINNING CONSTRUCTION.
- CONTRACTOR SHALL MAINTAIN DRAINAGE FROM EXISTING BUILDING AT ALL TIMES. PROVIDE TEMPORARY STORM SEWER (INCLUDING, BUT NOT LIMITED TO, CATCH BASINS, MANHOLES, PIPING, ETC.) AS REQUIRED. EXISTING STORM SEWER SHALL NOT BE REMOVED UNTIL TEMPORARY OR PERMANENT STORM SEWER IS INSTALLED AND FUNCTIONAL. COORDINATE ALL REMOVALS WITH APPROPRIATE TRADES (SITE UTILITY CONTRACTOR, MECHANICAL CONTRACTOR, ETC.) AS REQUIRED.

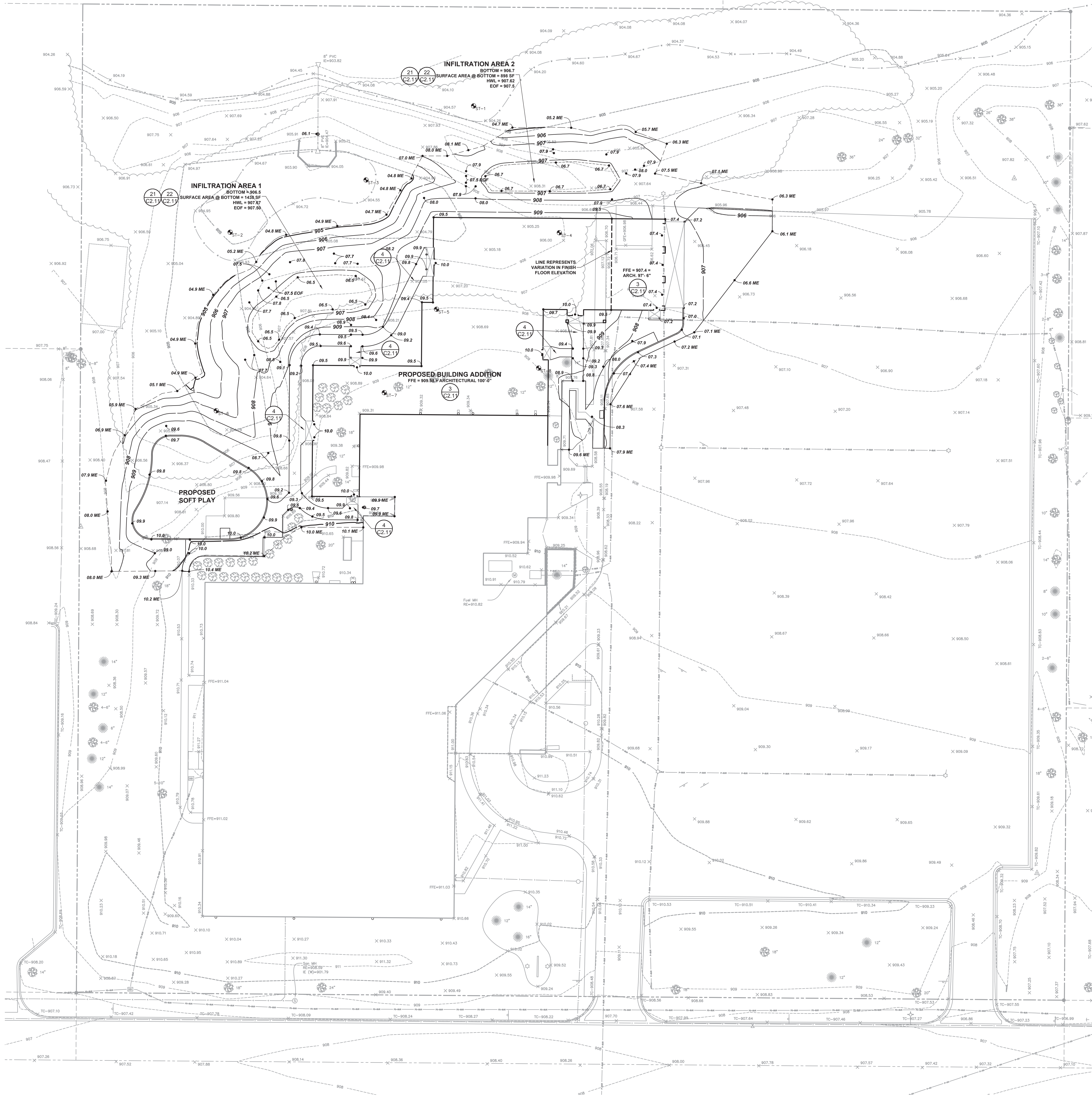
LEGEND

- REFERENCE KEY TO SITE DETAILS
DETAIL ID NUMBER (TOP)
DETAIL SHEET NUMBER (BOTTOM)
- EXISTING CONTOUR
- EXISTING SPOT ELEVATION
- PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION
ME = MATCH EXISTING
EOF = EMERGENCY OVERFLOW
- PROPOSED GRADING LIMITS
- APPROXIMATE SOIL BORING LOCATION
- PROPOSED CATCH BASIN (CB)
- PROPOSED FLARED END SECTION (FES)
- PROPOSED BUILDING STOOOP - REFER TO ARCHITECTURAL PLANS
- PROPERTY LINE

GEOTECHNICAL TABLE

REFER TO SPEC 31 00 00 EARTHWORK AND UNIT PRICES
NOTE: DEPTHS LISTED IN TABLE BELOW DO NOT INCLUDE REMOVAL OF SUITABLE SOIL REQUIRED TO MEET PROPOSED GRADES.

BORING	ANTICIPATED DEPTH OF EXCAVATION (ft)
ST-2	2
ST-3	1
ST-4	1
ST-5	6
ST-6	0.5
ST-7	4
ST-8	7



**Spring Lake Park
Early Childhood
and Family
Education**

**Independent School
District 16**

1415 81st Avenue NE
Spring Lake Park, MN 55432



**WOLD ARCHITECTS
AND ENGINEERS**

332 Minnesota Street, Suite W2000
Saint Paul, MN 55101

woldae.com | 651.227.7773

ANDERSON-JOHNSON
ASSOCIATES, INC.
AJA
LANDSCAPE ARCHITECTURE • SITE PLANNING • CIVIL ENGINEERING
700 GARDEN STREET ROAD • SUITE 304 • MINNEAPOLIS, MN 55415
TEL: 763.444.4444

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

Professional Engineer
MINNESOTA

David A. Rey
DAVID A. REY
Registration Number 40180 Date 11/17/17

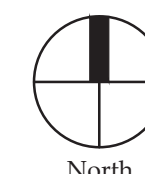
Description	Revisions	Date	Num

Comm: 162126

Date: 11/17/2017

Drawn: JCL

Check: DAR



**Grading and
Drainage
Plan**

Scale: 1" = 20'

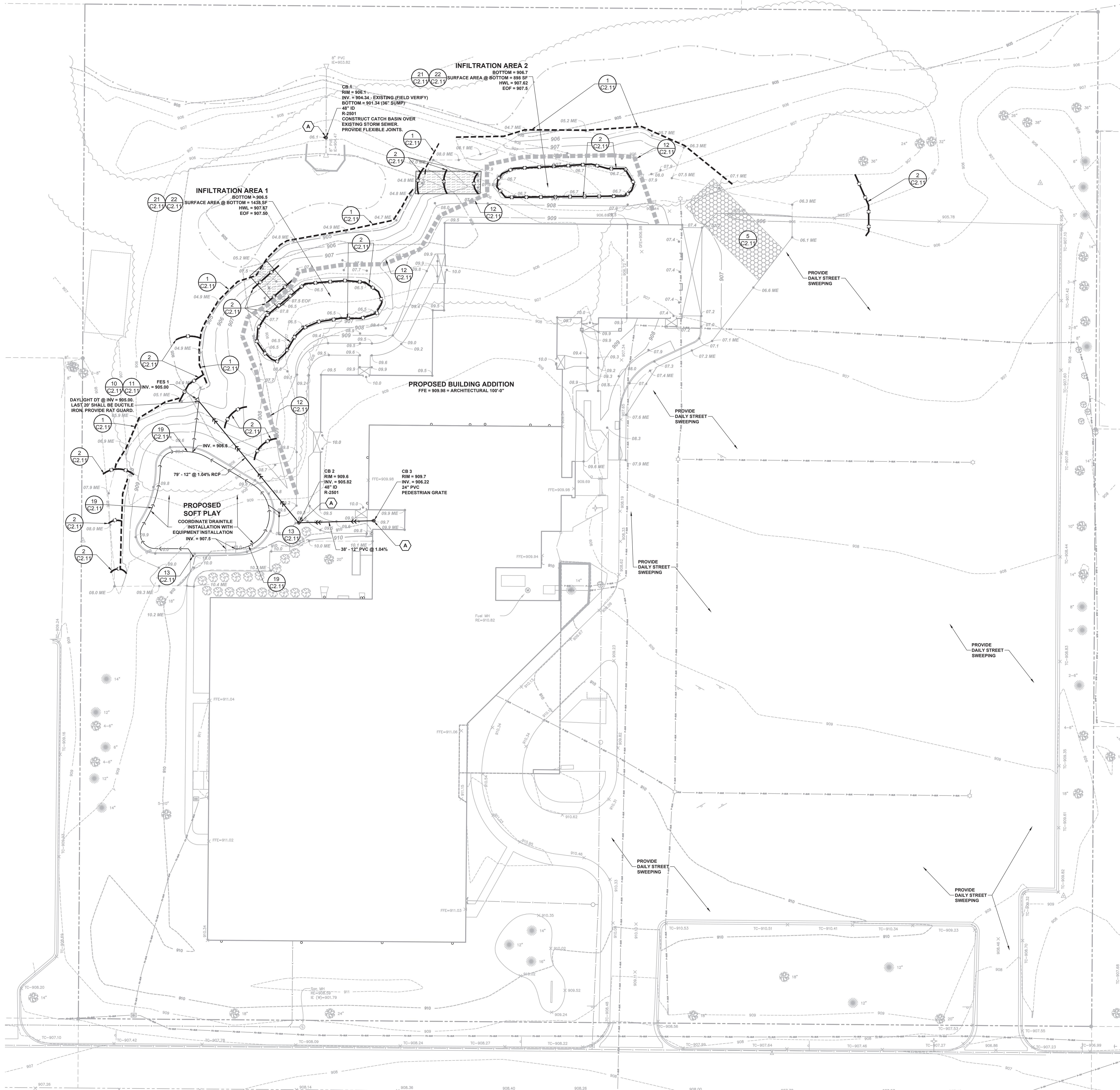
CI.31

NOTES

- REFER TO SHEET C1.31, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
- ALL STORM SEWER PIPE SHALL BE RCP, CLASS III (MIN.), WITH FLEXIBLE WATERTIGHT JOINTS IN ACCORDANCE WITH ASTM C-361 OR PVC PIPE (ASTM D3034, SDR 35) INSTALLED IN ACCORDANCE WITH ASTM D2321, UNLESS OTHERWISE NOTED.
- FLEXIBLE JOINTS AT STORM SEWER PIPE CONNECTIONS TO STRUCTURES:
 - IN ACCORDANCE WITH MINNESOTA PLUMBING CODE, PROVIDE FLEXIBLE JOINTS AT ALL PIPE CONNECTIONS TO ALL STORM SEWER STRUCTURES.
 - ACCEPTABLE MANUFACTURERS / PRODUCTS:
 - FERNCO, "CONCRETE MANHOLE ADAPTORS" OR "LARGE-DIAMETER WATERSTOPS"
 - PRESS-SEAL, WATERSTOP GROUTING RINGS"
 - OR APPROVED EQUAL.
- ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAINILE OR OTHER POTENTIAL SOURCE FOR CONTAMINATION SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR).
- LOCATE ALL EXISTING UTILITIES, VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES, VERIFY LOCATIONS, SIZES AND ELEVATIONS OF SAME BEFORE BEGINNING CONSTRUCTION.
- CONTRACTOR SHALL STAKE LIMITS OF WALKS AND CURBING PRIOR TO INSTALLATION OF CATCH BASINS.
- MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
- MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
- ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND OTHER LOCAL REGULATIONS.
- IF EROSION AND SEDIMENT CONTROL MEASURES TAKEN ARE NOT ADEQUATE AND RESULT IN DOWNSTREAM SEDIMENT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING OUT DOWNSTREAM STORM SEWERS AS NECESSARY, INCLUDING ASSOCIATED RESTORATION.
- SEDIMENT CONTROL DEVICE AT STORM SEWER INLETS. AT THE INLETS TO ALL STORM SEWER STRUCTURES, PROVIDE A PRODUCT FROM THE FOLLOWING LIST. ACCEPTABLE PRODUCTS:
 - WIMCO TOP SLAB™ MODEL RD 27.
 - INFRASAFE® SEDIMENT CONTROL BARRIER, DISTRIBUTED BY ROYAL ENVIRONMENTAL SYSTEMS, INC. SCB'S SHALL BE SIZED SPECIFICALLY FOR THE STRUCTURE AND CASTING SPECIFIED. SCB'S SHALL BE EQUIPPED WITH FRAME AND PERFORATED SHROUD AND SHALL BE WRAPPED ON THE OUTSIDE, COVERING THE PERFORATED WALL ONLY, WITH A GEOTEXTILE SOCK.
 - DANDY BAG® OR DANDY BAG II® DISTRIBUTED BY BROCK WHITE COMPANY, ST. PAUL, MN (615) 647-0950. DANDY BAG SHALL BE USED ONLY FOR CURB INLETS AFTER PAVEMENT (BINDER COURSE OR WEAR COURSE) IS INSTALLED OR AT EXISTING PAVED AREAS.
 - INFRASAFE® DEBRIS COLLECTION DEVICE BY ROYAL ENVIRONMENTAL SYSTEMS, INC., DISTRIBUTED BY ESS BROTHERS, 3350 COUNTY ROAD 19, CORCORAN, MN 55357 DCD'S SHALL BE SIZED SPECIFICALLY FOR THE STRUCTURE AND CASTING SPECIFIED. PROVIDE FILTER BAGS AND TIES FOR COMPLETE INSTALLATION.
 - OR APPROVED EQUAL.

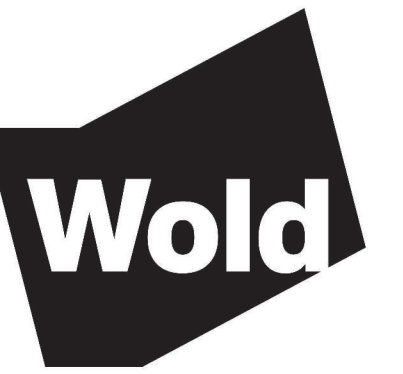
LEGEND

- REFERENCE KEY TO SITE DETAILS
DETAIL ID NUMBER (TOP)
DETAIL SHEET NUMBER (BOTTOM)
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION
ME = MATCH EXISTING
EOF = EMERGENCY OVERFLOW
- PROPOSED GRADING LIMITS
- PROPOSED STORM SEWER
- PROPOSED DRAIN TILE
- PROPOSED CATCH BASIN (CB)
- PROPOSED FLARED END SECTION
- SEDIMENT CONTROL DEVICE AT STORM SEWER INLET
- PROPOSED SILT FENCE
- PROPOSED SEDIMENT CONTROL LOG
- PROPOSED ROCK CONSTRUCTION ENTRANCE
- PROPOSED TEMPORARY DIVERSION BERM
- PROPOSED TURF REINFORCEMENT MAT
- PROPOSED BUILDING STOOP - REFER TO ARCHITECTURAL PLANS
- PROPERTY LINE



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700 OLIVER STREET, SUITE 200 • ST. PAUL, MN 55102
TEL: 651.227.7773

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Professional Engineer
MINNESOTA
David A. Rey
DAVID A. REY
Registration Number 40180 Date 11/17/17

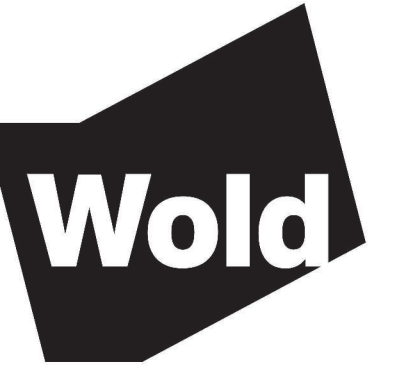
Revisions	Description	Date	Num

Comm: 162126
Date: 11/17/2017
Drawn: JCL
Check: DAR
North

**Utility and
Erosion
Control
Plan**

Scale: 1" = 20'

CI.41

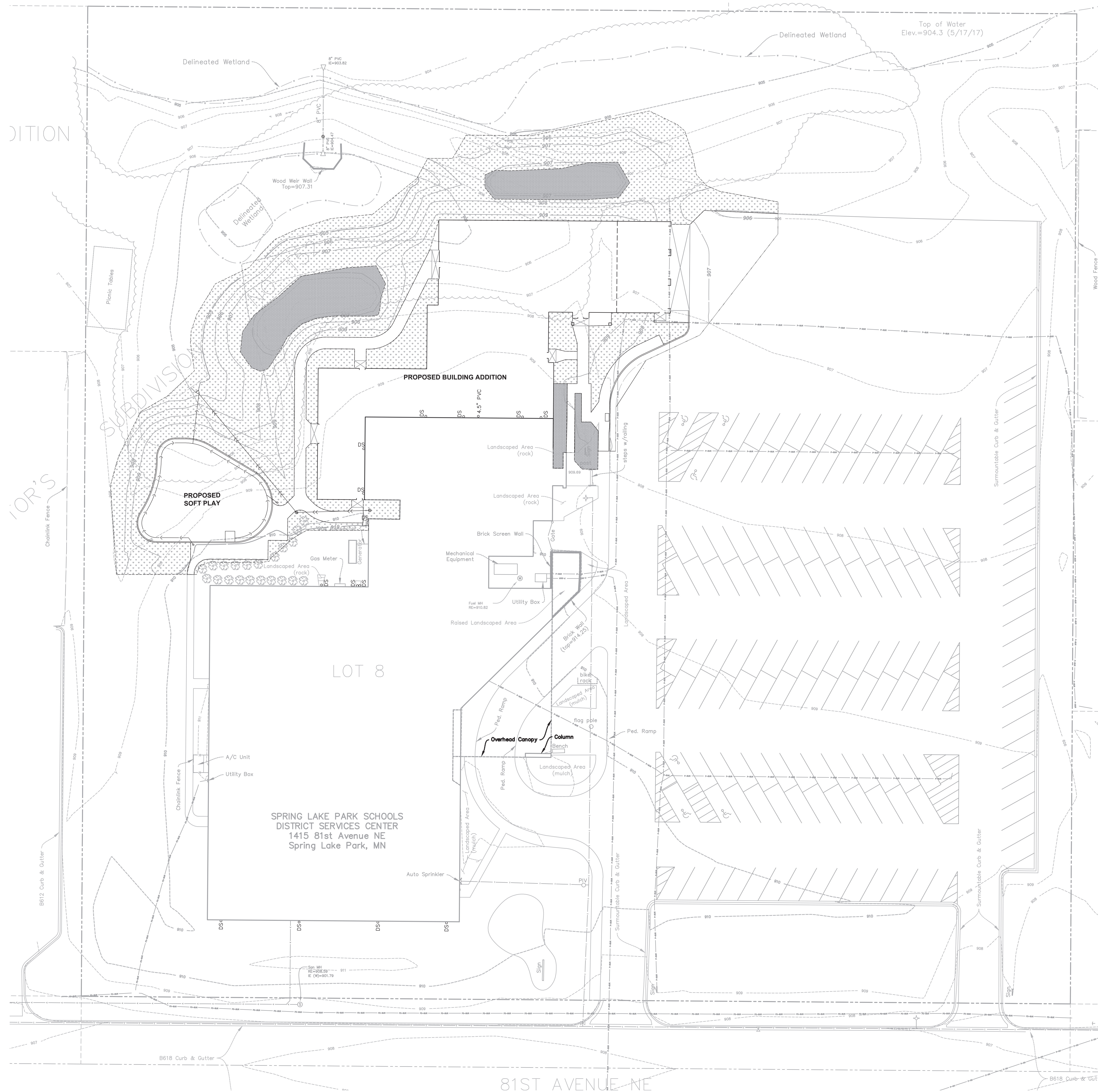


NOTES:

- REFER TO SHEET C1.31, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
- LANDSCAPE ARCHITECT MUST INSPECT AND APPROVE FINISH GRADING BEFORE CONTRACTOR PROCEEDS WITH SODDING.
- ALL DISTURBED AREAS OUTSIDE THE BUILDING PAD WHICH ARE NOT DESIGNATED TO BE PAVED OR RECEIVE AGLIME SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED OR SEEDDED.
- WHERE NEW SOD MEETS EXISTING TURF, EXISTING TURF EDGE SHALL BE CUT TO ALLOW FOR A CONSISTENT, UNIFORM STRAIGHT EDGE. JAGGED OR UNEVEN EDGES WILL NOT BE ACCEPTABLE. REMOVE TOPSOIL AT JOINT BETWEEN EXISTING AND NEW AS REQUIRED TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING.
- FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
- BEGIN TURF ESTABLISHMENT IMMEDIATELY AFTER SODDING, REFER TO SPECIFICATION FOR PROCEDURE.
- ALL TREES TO BE BALLED AND BURLAPPED.
- ALL TREES AND SHRUBS SHALL RECEIVE 4" DEPTH OF CLEAN SHREDDED HARDWOOD MULCH, UNLESS OTHERWISE SPECIFIED.
- ALL PLANT MATERIALS SHALL BE NO. 1 QUALITY, NURSERY GROWN AND SPECIMENS MUST BE MATCHED. ALL OVERSTORY TREES ADJACENT TO DRIVE AND IN PARKING LOT SHALL BEGIN BRANCHING NO LOWER THAN 6'.

LEGEND

- REFERENCE KEY TO SITE DETAILS
DETAIL ID NUMBER (TOP)
DETAIL SHEET NUMBER (BOTTOM)
- PROPOSED DECIDUOUS TREE (25/21.7)
- PROPOSED SHRUBS (23/21.7)
- PROPOSED HERBACEOUS PLANTS
- APPROXIMATE SOD LIMITS
- PROPOSED SHRUB / MULCH BED (24/21.7)
- PROPERTY LINE



SPRING LAKE PARK SCHOOLS
DISTRICT SERVICES CENTER
1415 81st Avenue NE
Spring Lake Park, MN

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and I am a duly licensed Landscape Architect under the laws of the State of Minnesota.
Jared C. Lee
Landscape Architect
MINNESOTA
Registration Number: 43369 Date: 11/17/2017

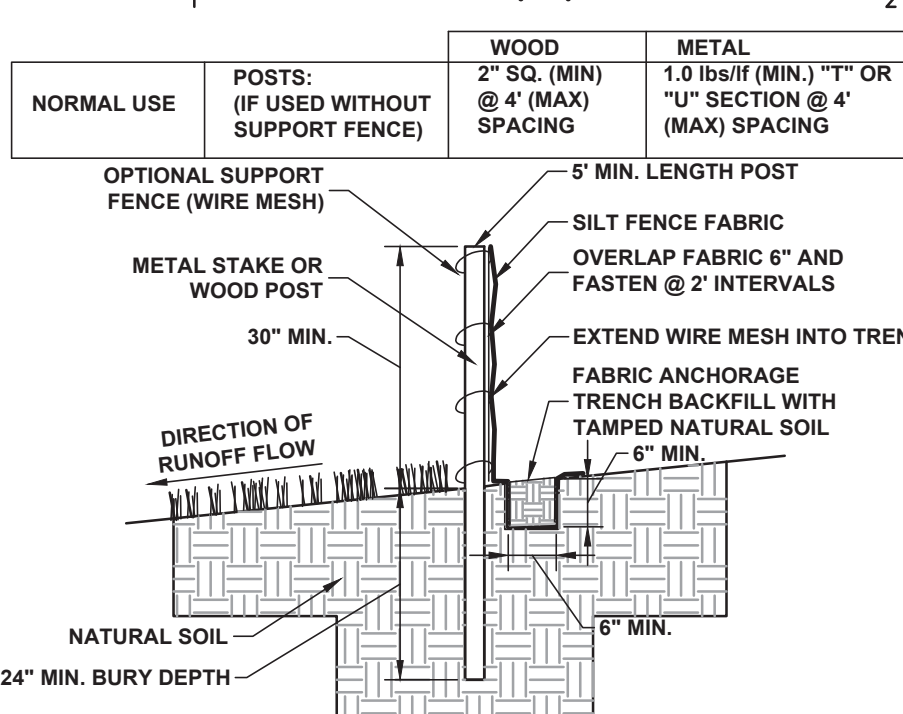
Revisions		
Description	Date	Num

Comm: 162126
Date: 11/17/2017
Drawn: JCL
Check: JCL
North

**Landscape
Plan**

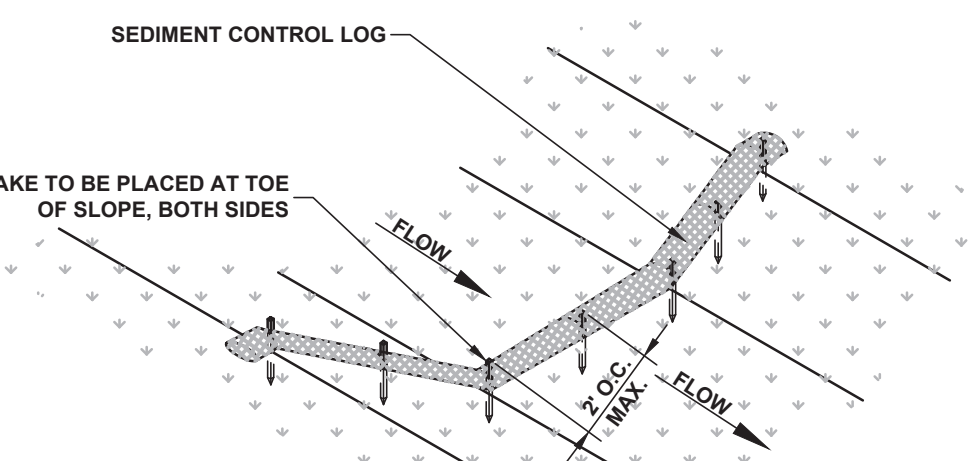
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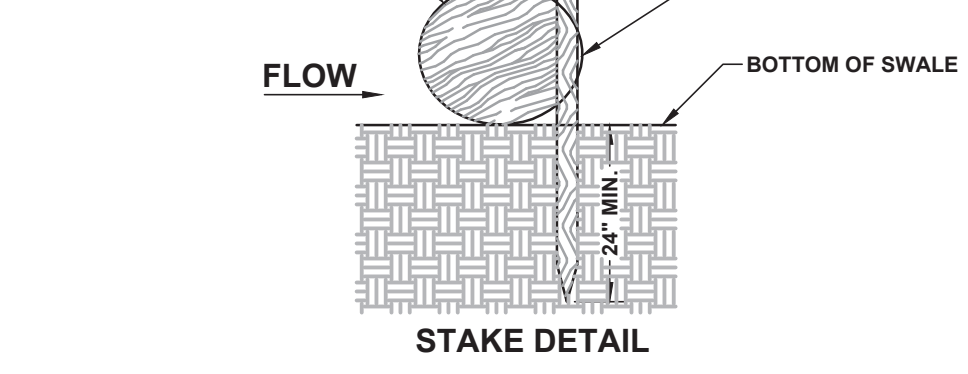
1 C2.11 SILT FENCE

NOTE: DEPENDING UPON CONFIGURATION, ATTACH TO WIRE MESH WITH HOG RINGS, STEEL POSTS WITH THE WIRES, OR WOOD POSTS WITH STAPLES



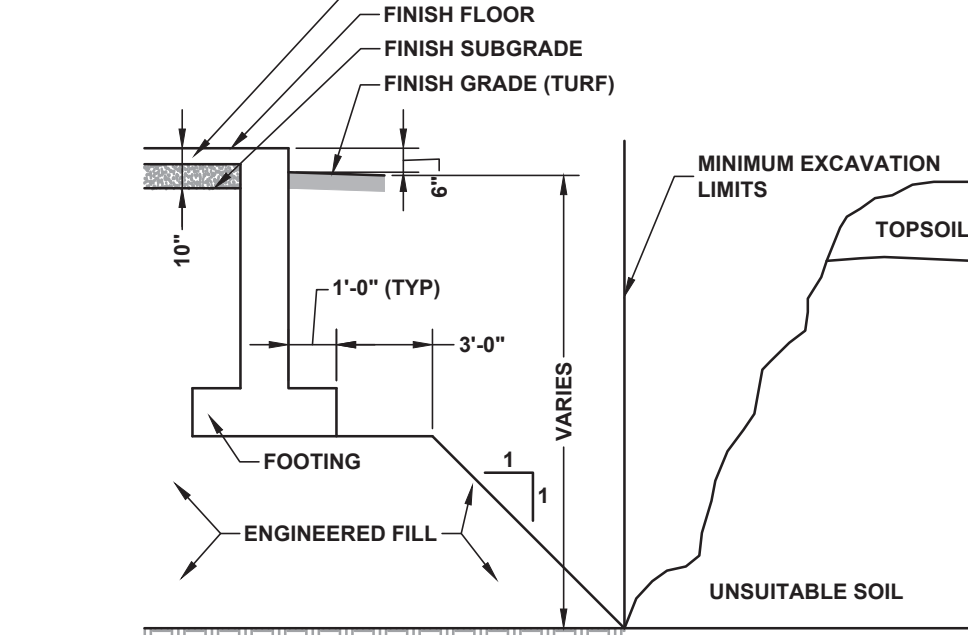
2 C2.11 SEDIMENT CONTROL LOG

NOTE: BOTTOM OF EXCAVATION MUST BE APPROVED BY THE SOILS ENGINEER PRIOR TO PLACEMENT OF ANY FILL.



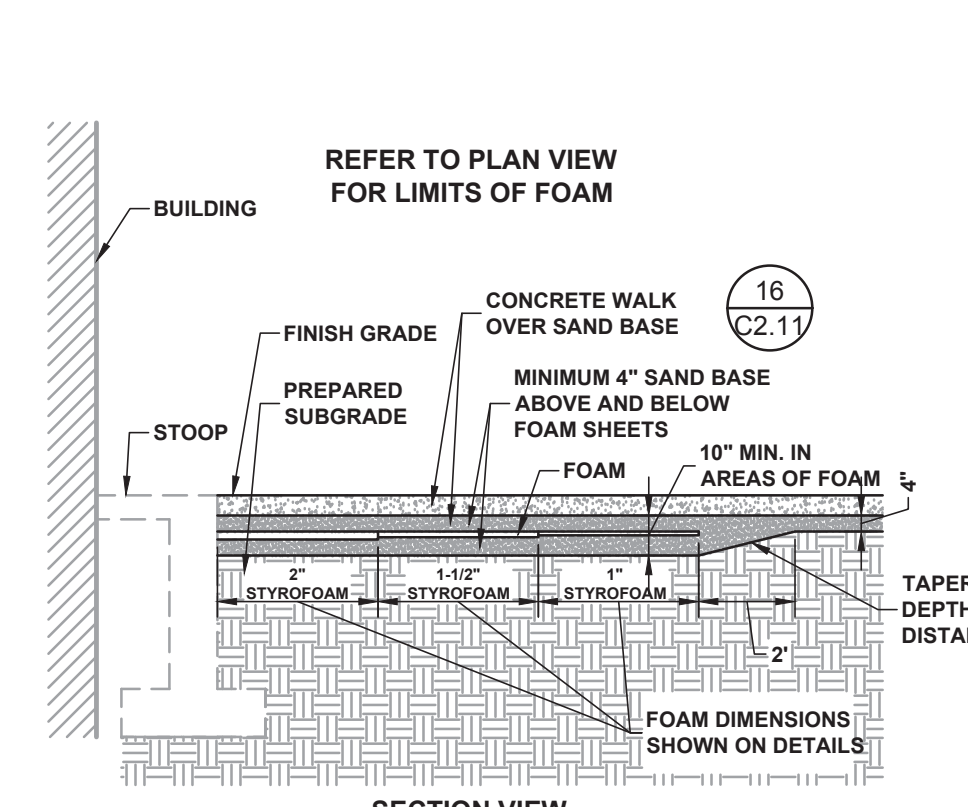
3 C2.11 ENGINEERED FILL

NOTE: BOTTOM OF EXCAVATION MUST BE APPROVED BY THE SOILS ENGINEER PRIOR TO PLACEMENT OF ANY FILL.



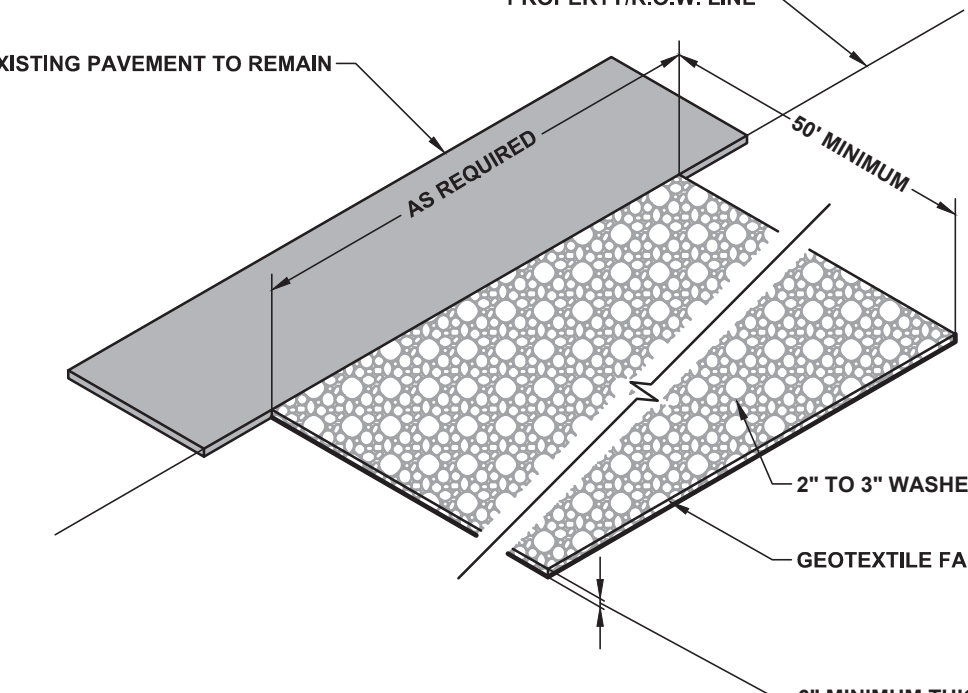
4 C2.11 STYROFOAM INSULATION AT DOORS & FROST FOOTED STOOPS

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE



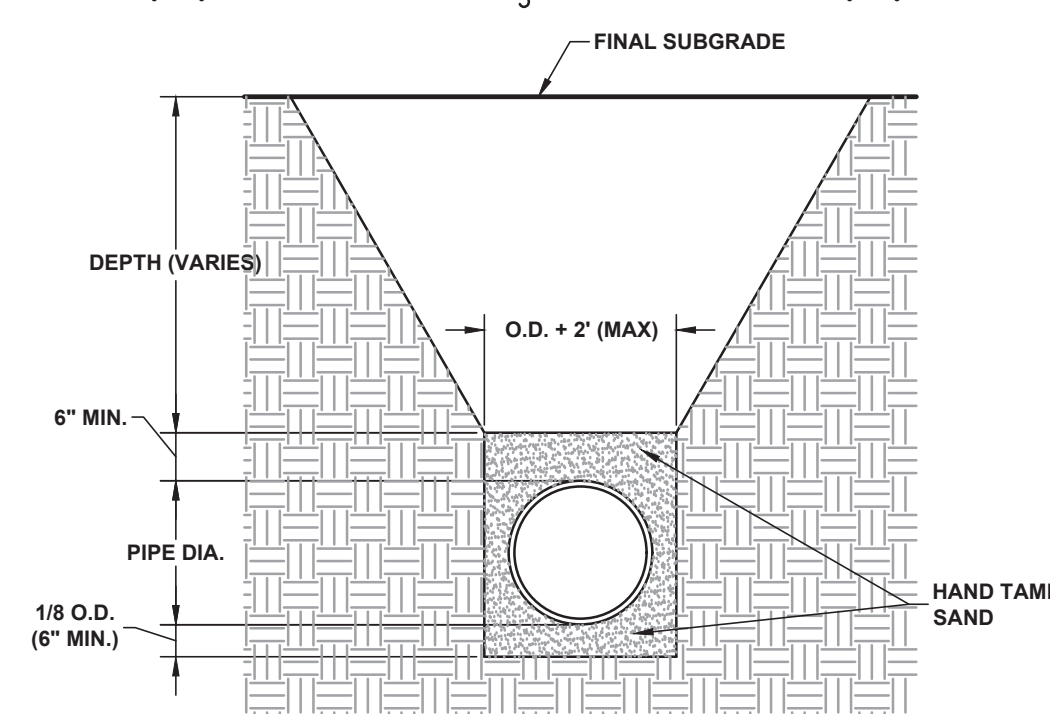
5 C2.11 ROCK CONSTRUCTION ENTRANCE

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE



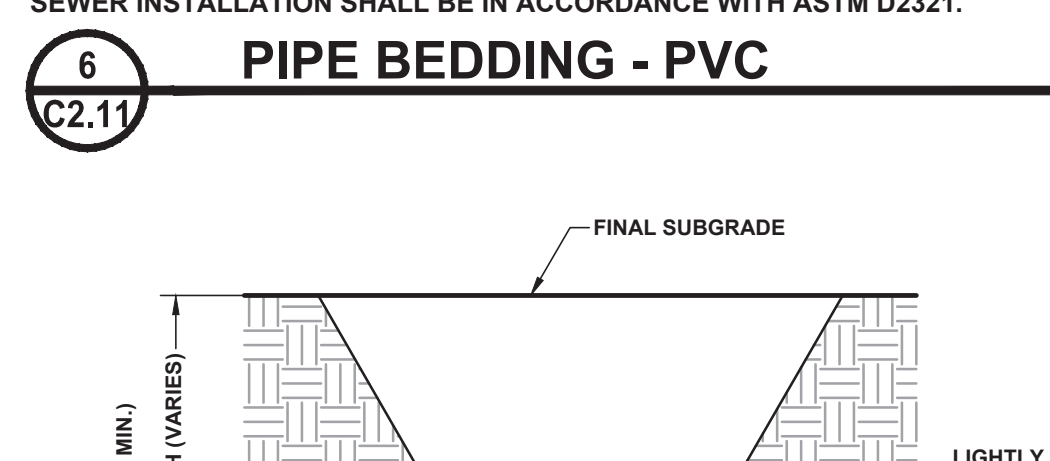
6 C2.11 ROCK CONSTRUCTION ENTRANCE

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE



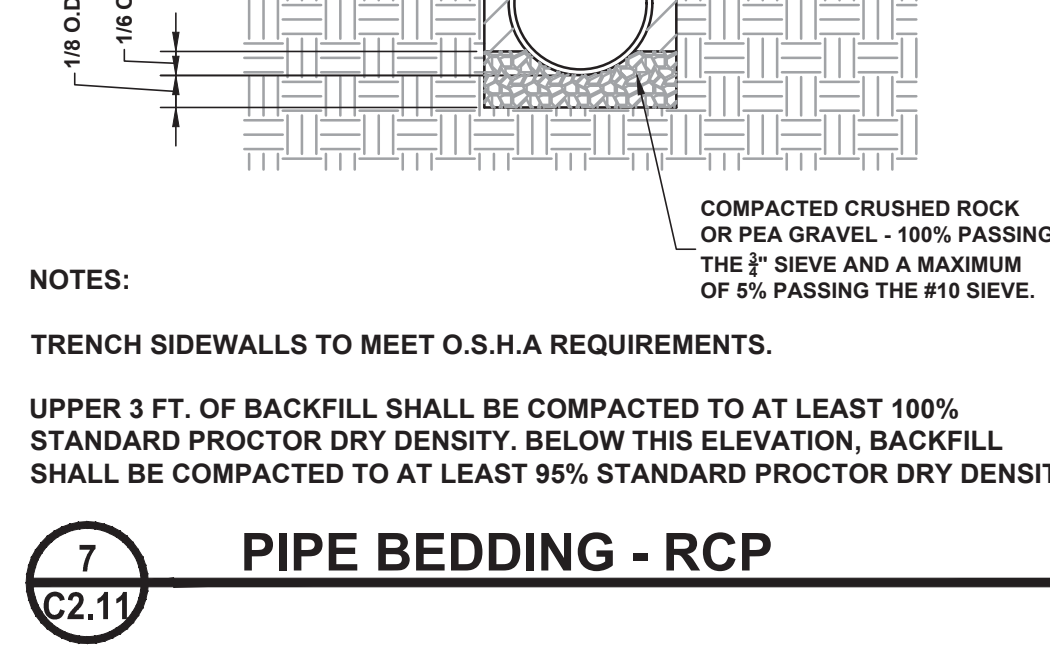
6 C2.11 PIPE BEDDING - PVC

SEWER INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM D2321.

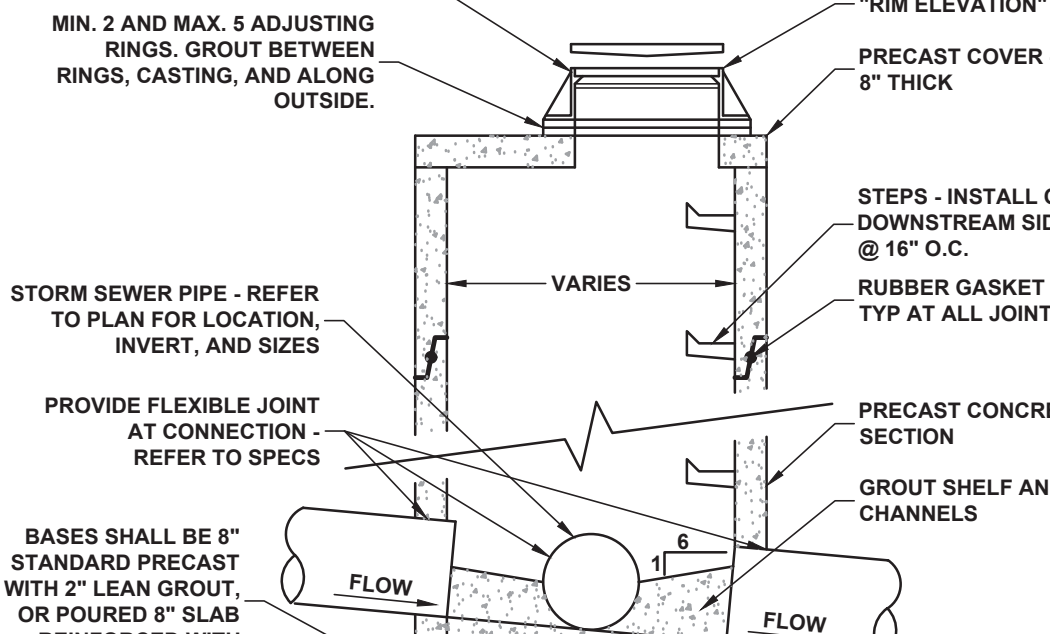


7 C2.11 PIPE BEDDING - RCP

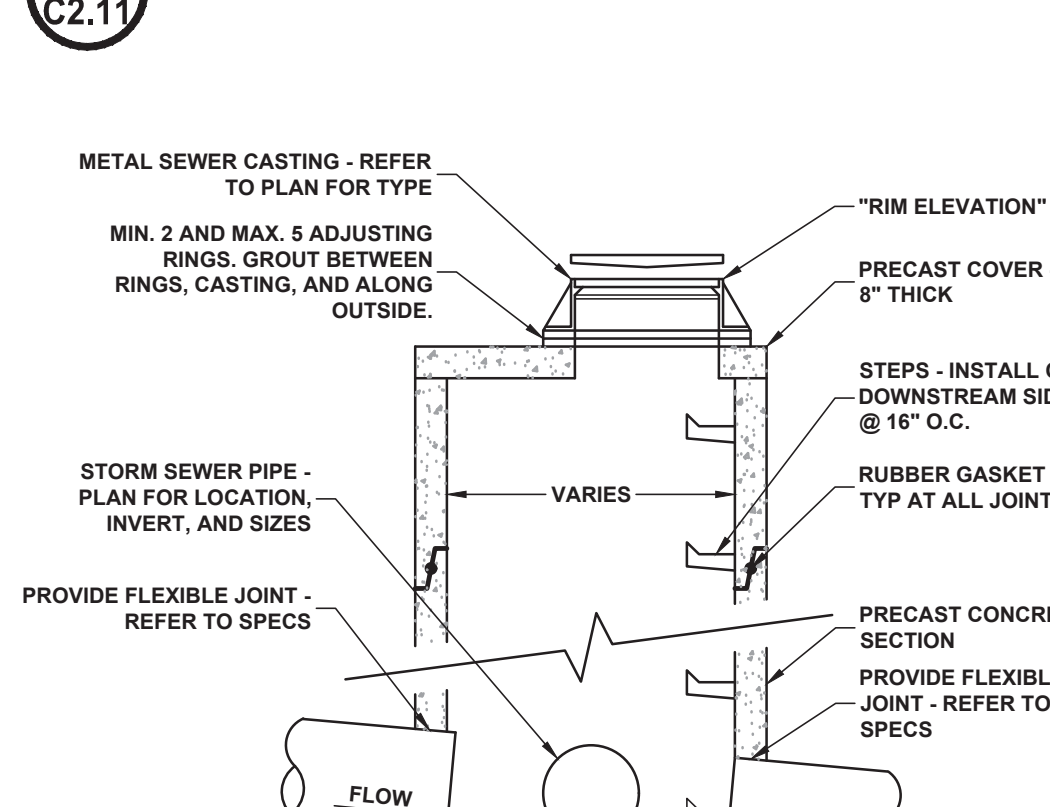
SEWER INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM D2321.



8 C2.11 CATCH BASIN

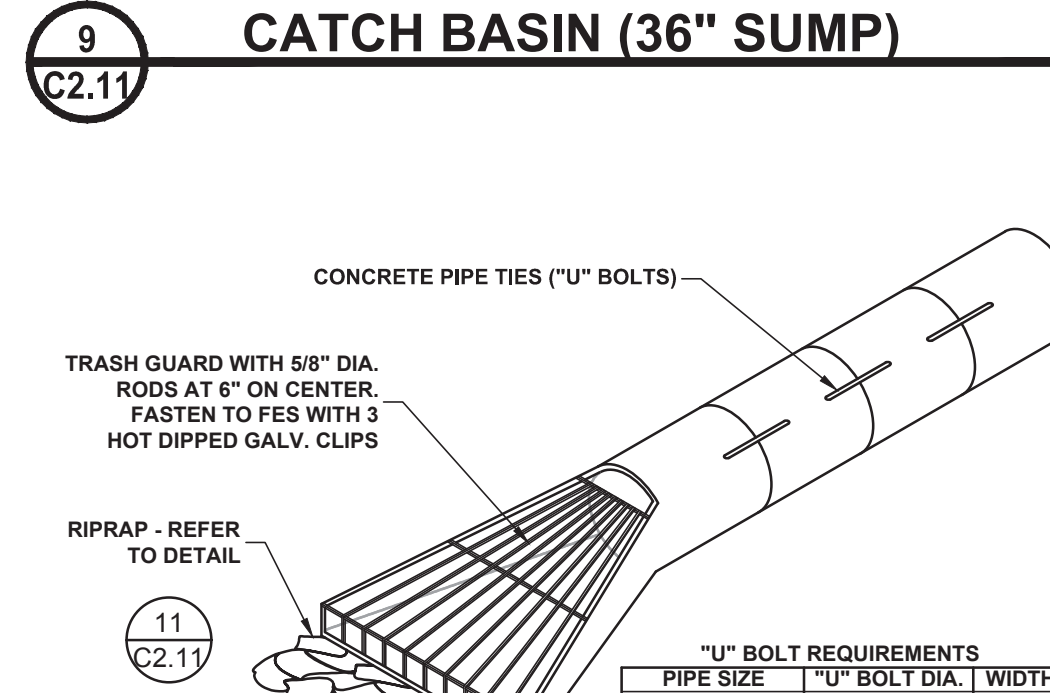


9 C2.11 CATCH BASIN (36\"/>



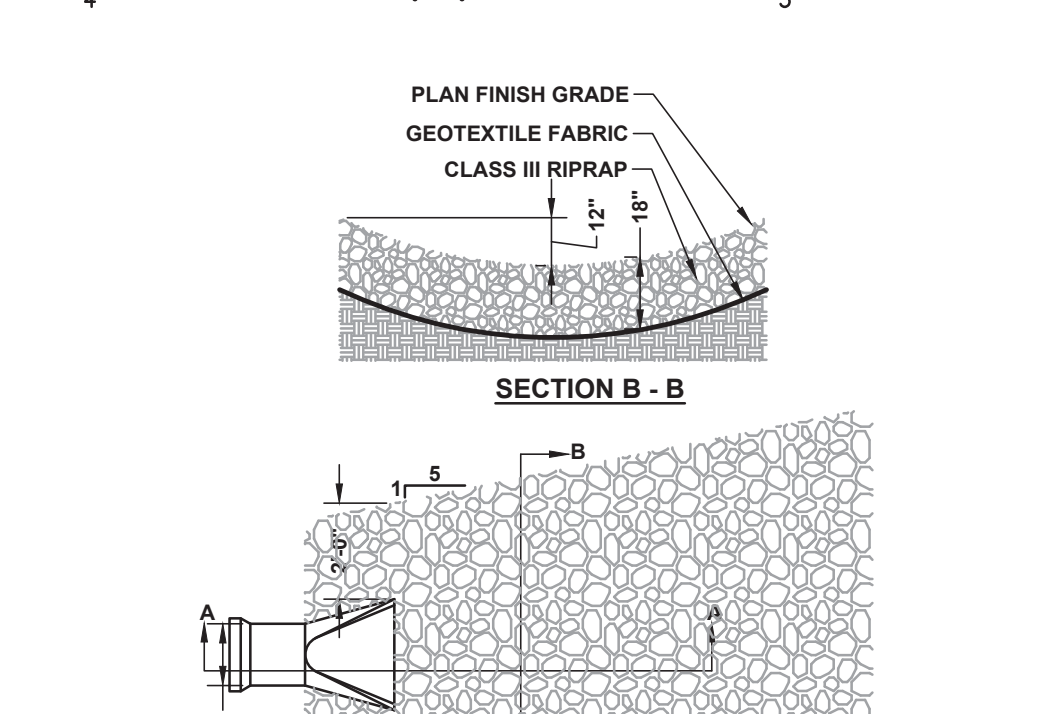
10 C2.11 RCP FLARED END SECTION (FES)

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE



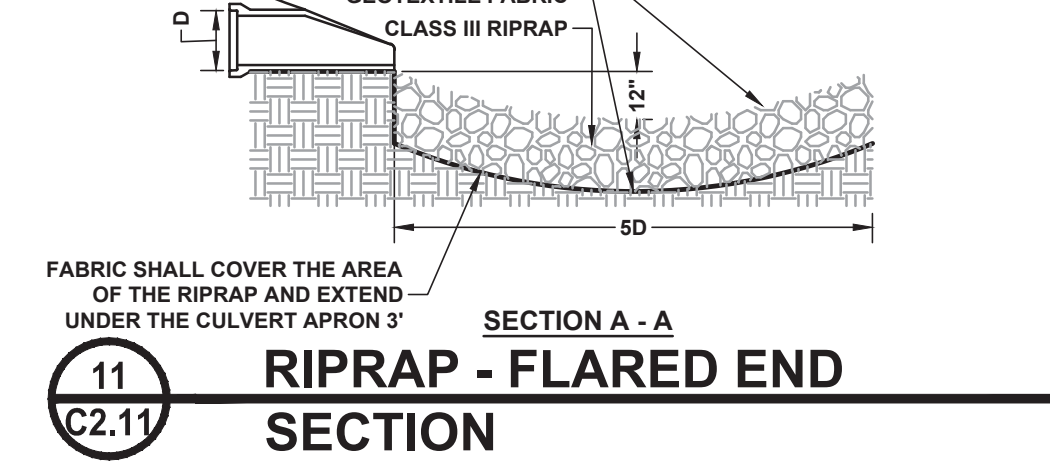
11 C2.11 RIPRAP - FLARED END SECTION

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE



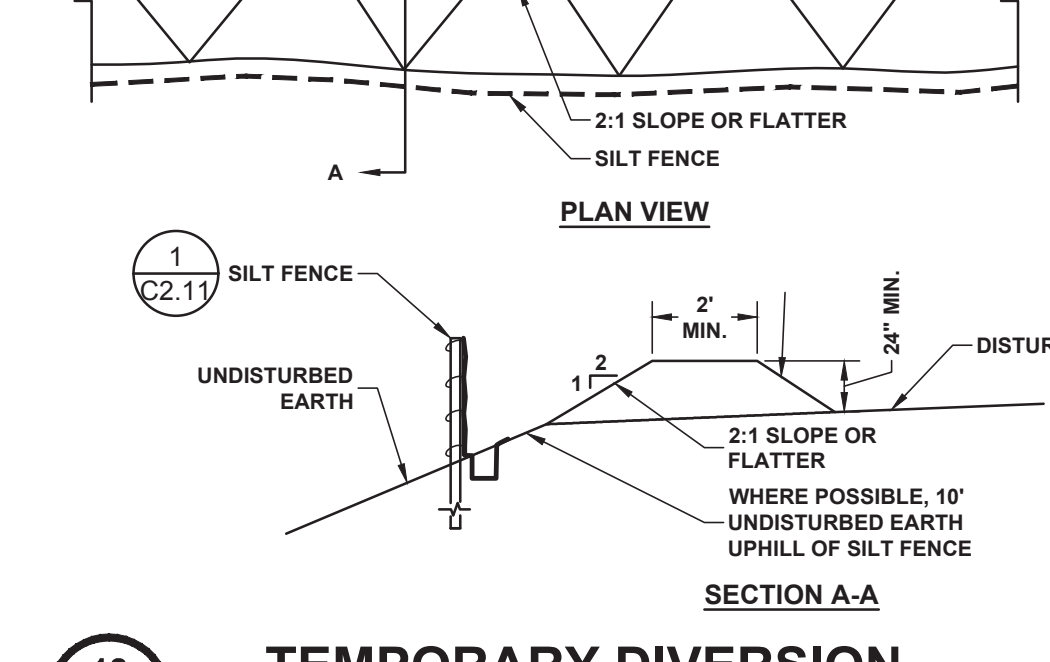
12 C2.11 TEMPORARY DIVERSION BERM

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE

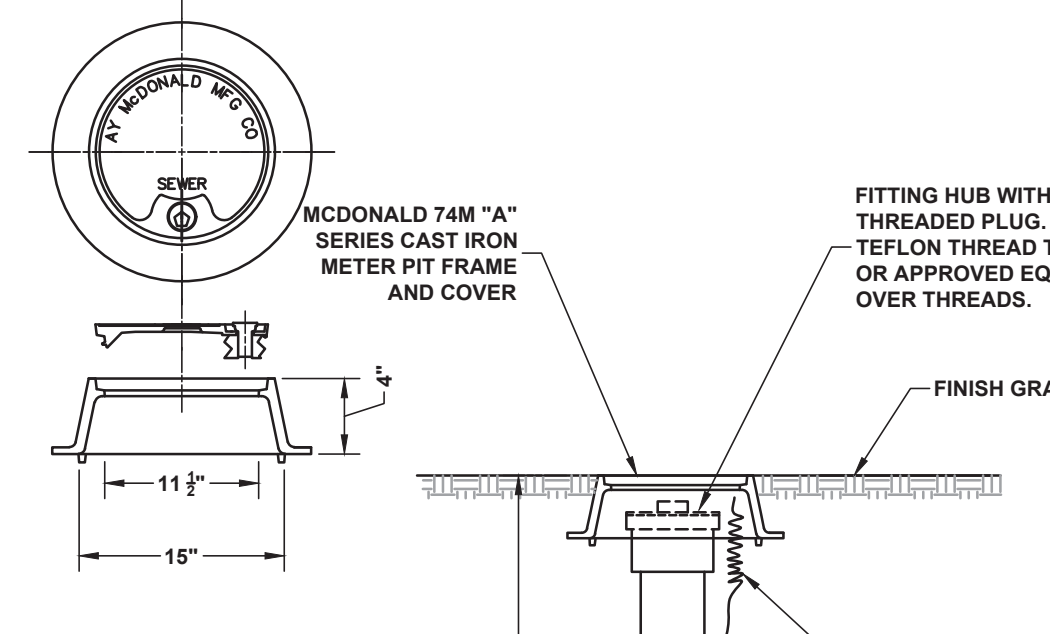


13 C2.11 CLEANOUT ASSEMBLY

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE

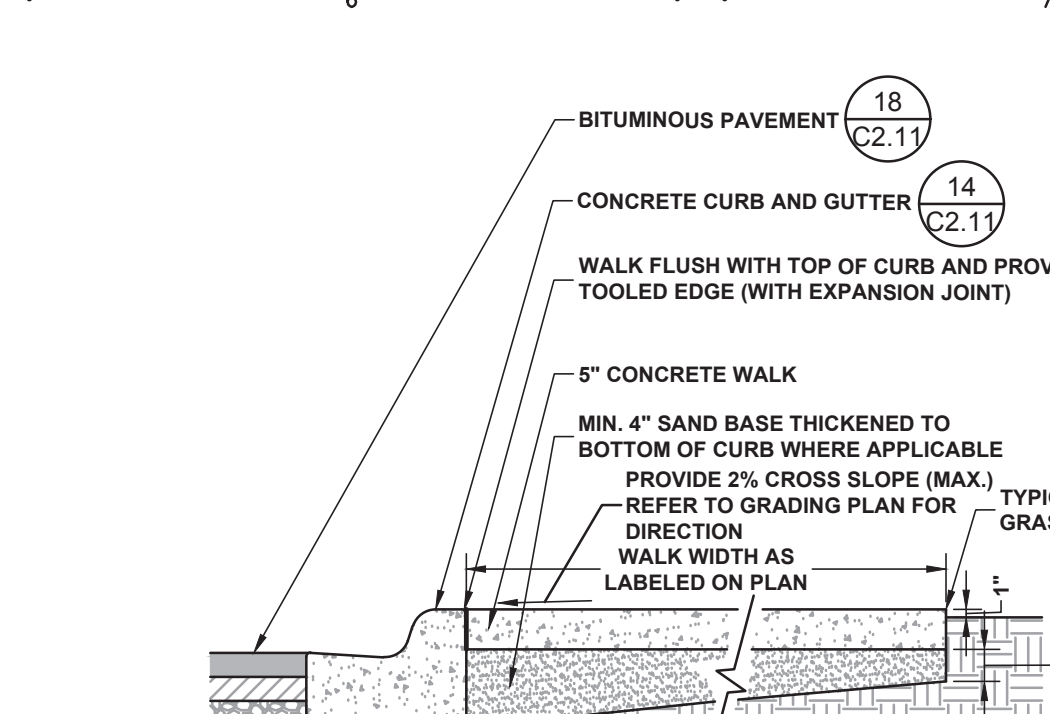


14 C2.11 B-612 CURB AND GUTTER



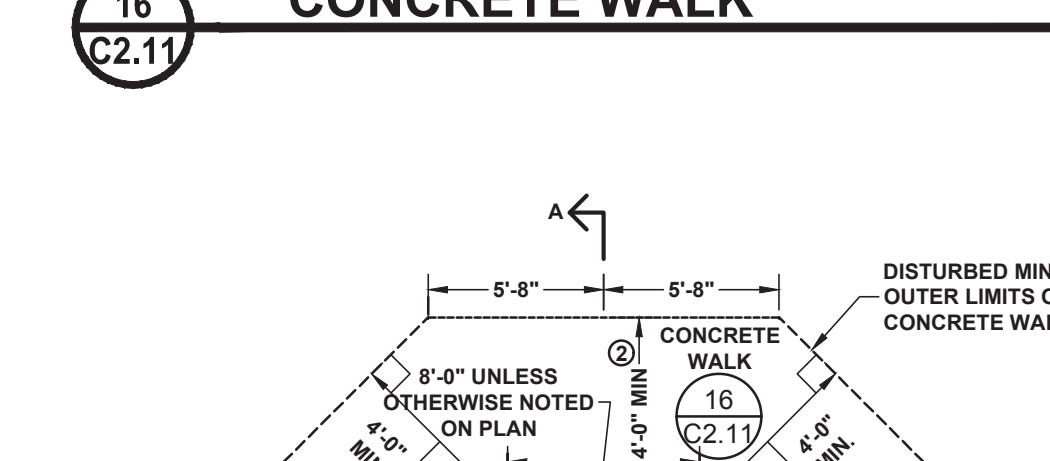
15 C2.11 B-612 CURB TERMINATOR

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE



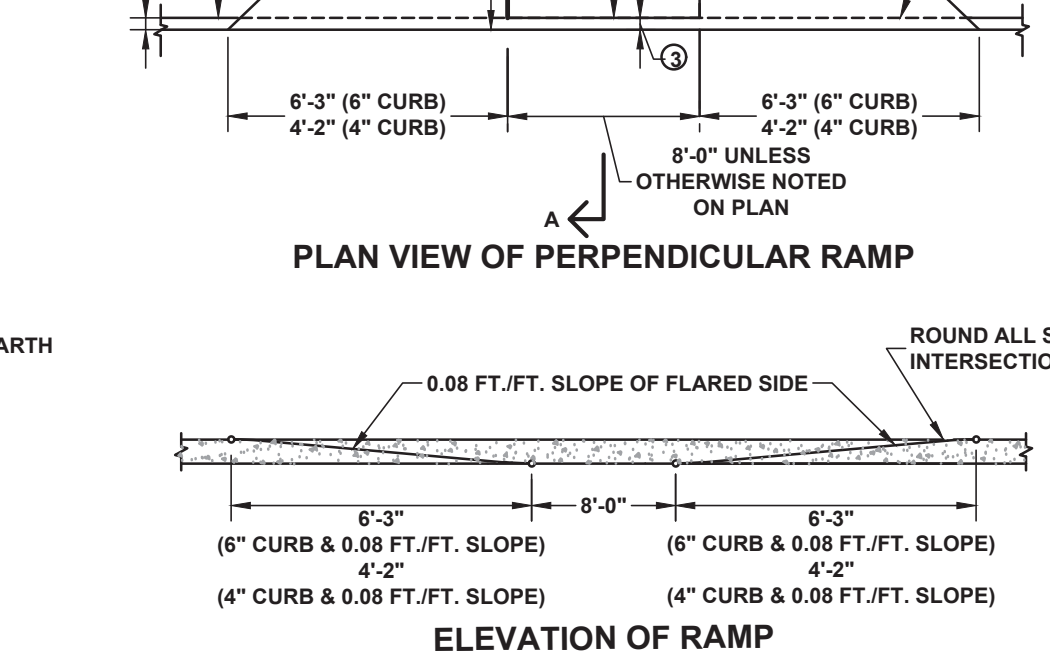
16 C2.11 CONCRETE WALK

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE

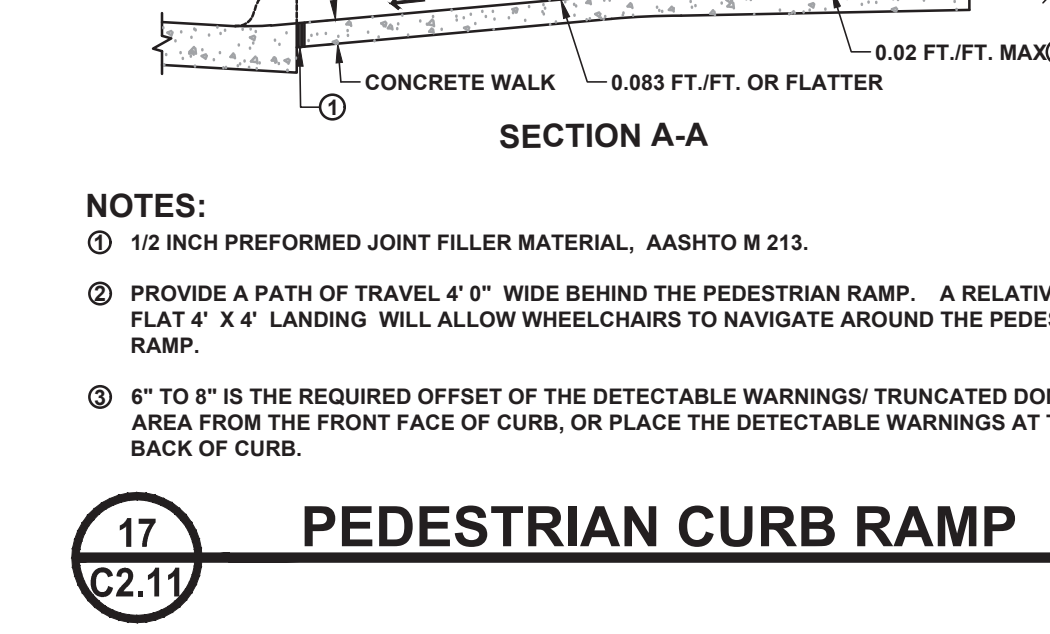


17 C2.11 PEDESTRIAN CURB RAMP

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE

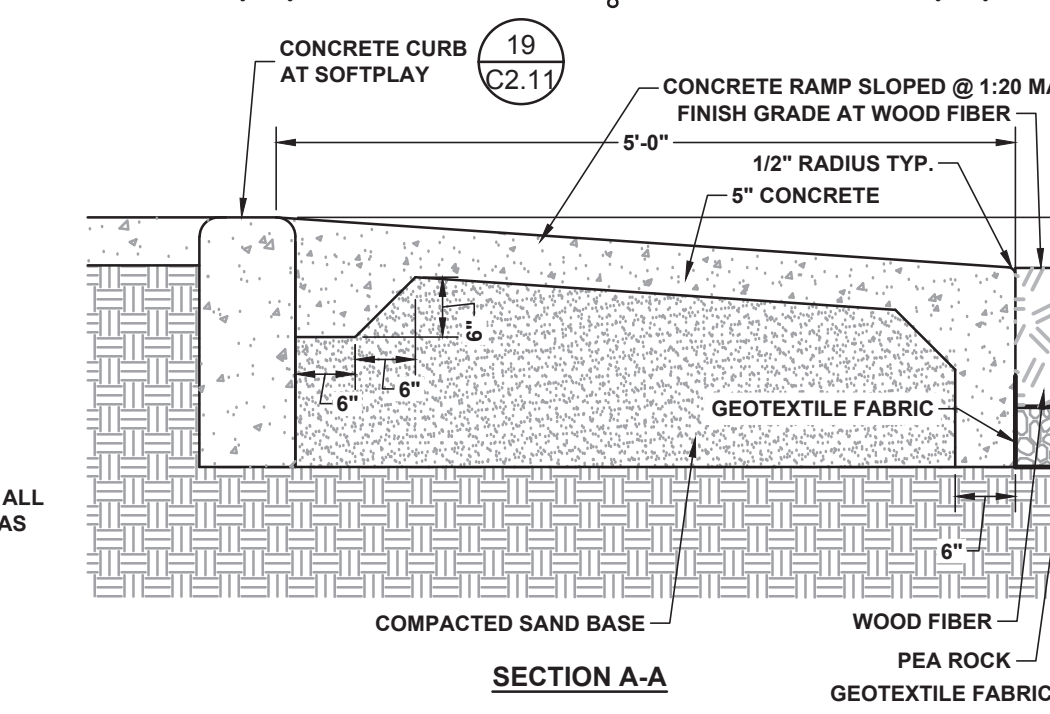


18 C2.11 BITUMINOUS PAVEMENT



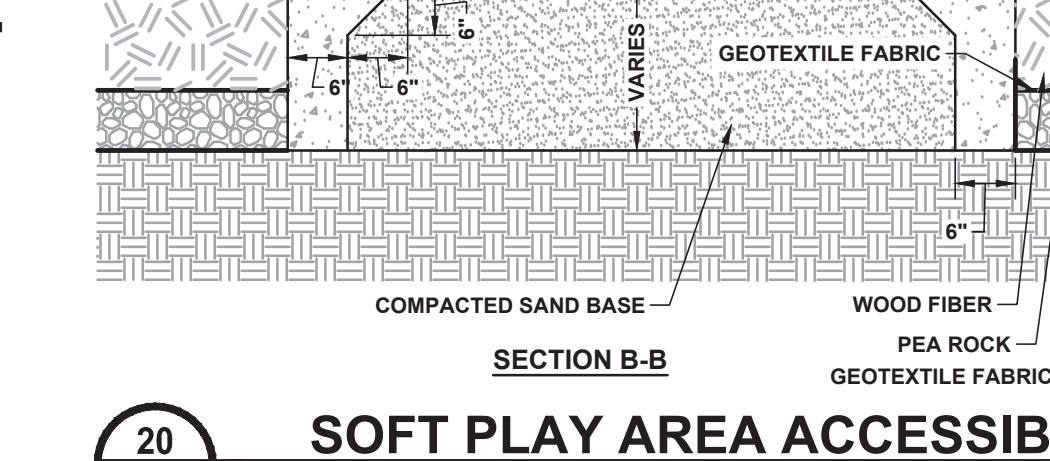
19 C2.11 SOFTPLAY CURB

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE



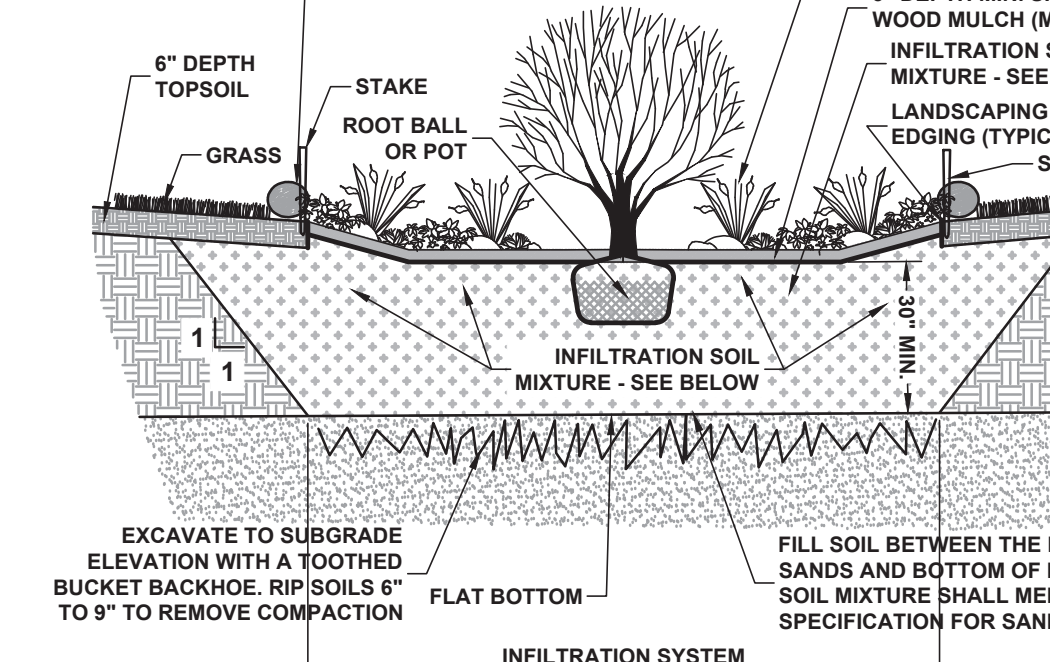
20 C2.11 SOFT PLAY AREA ACCESSIBLE RAMP

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE

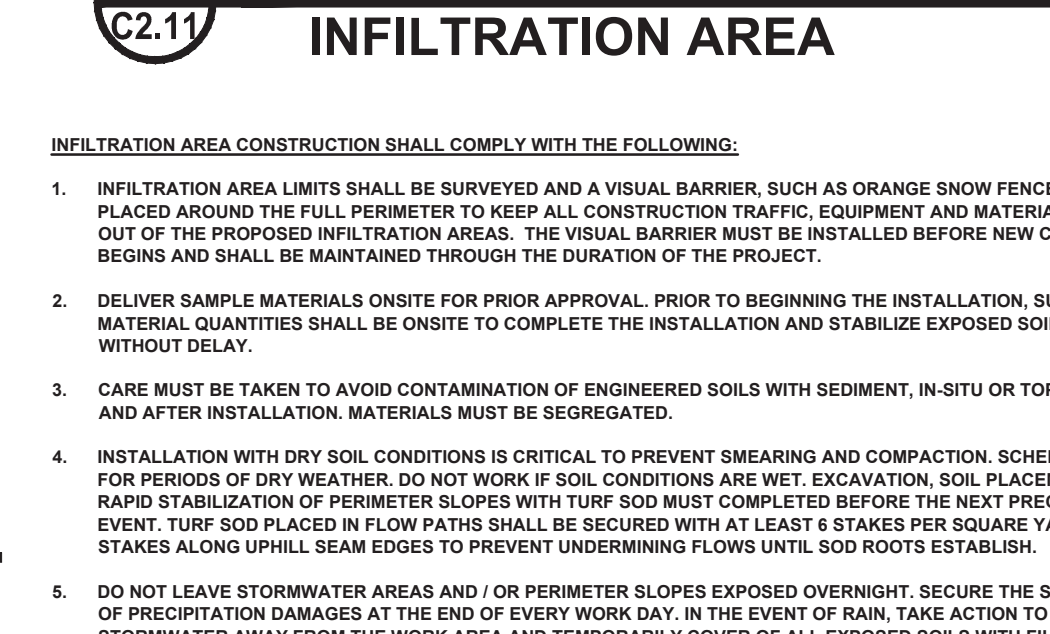


21 C2.11 TYPICAL SECTION THRU INFILTRATION AREA

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE

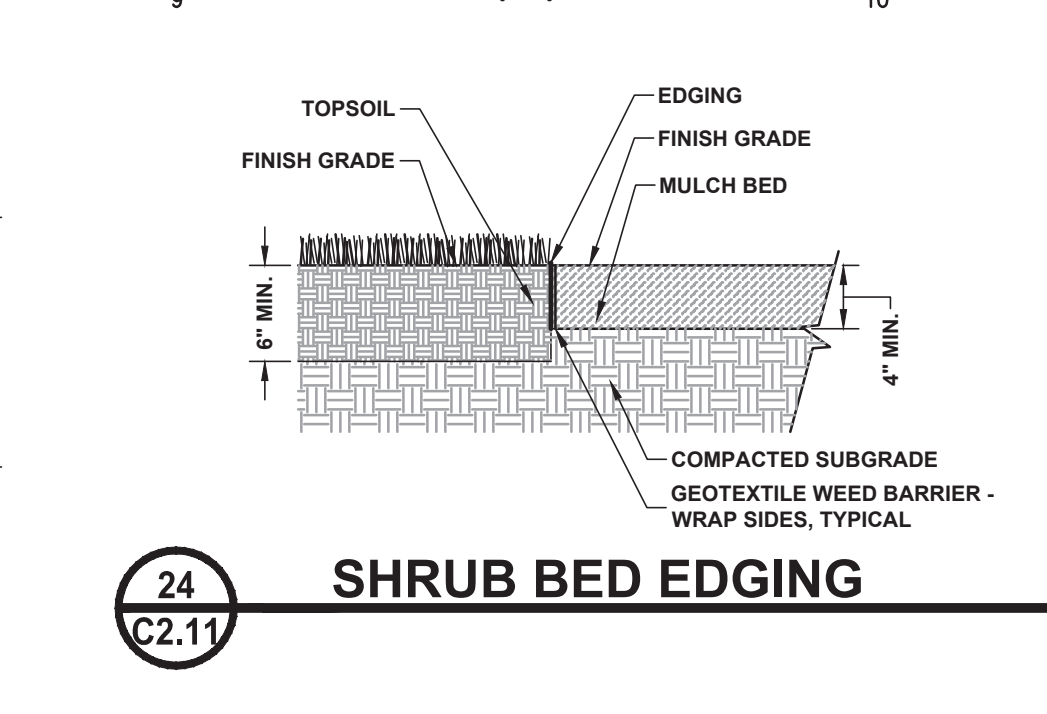


22 C2.11 INFILTRATION AREA CONSTRUCTION NOTES



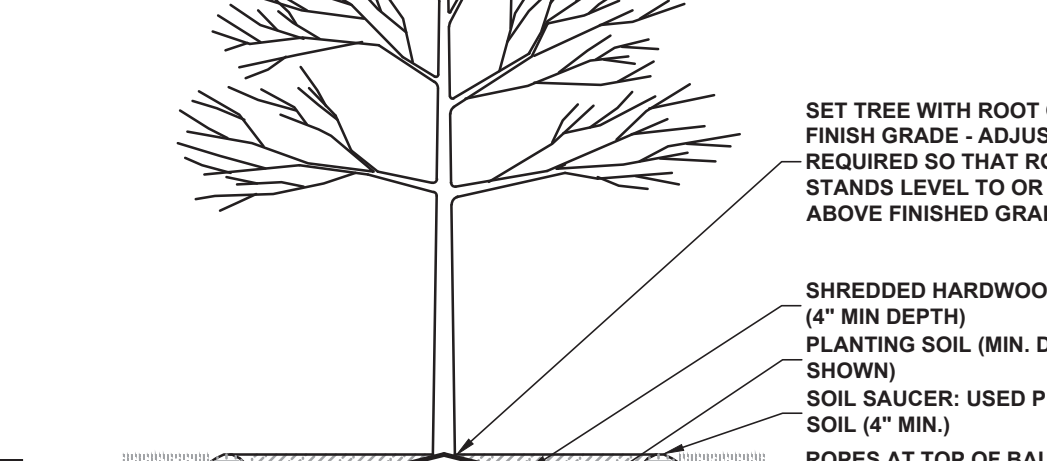
23 C2.11 SHRUB

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE



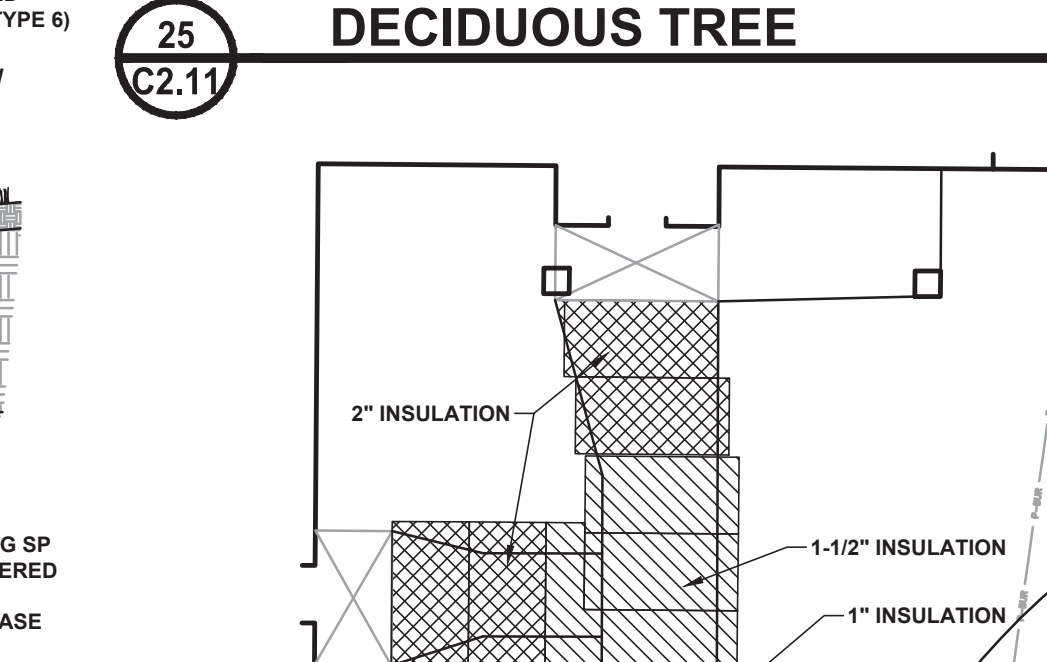
24 C2.11 SHRUB BED EDGING

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE

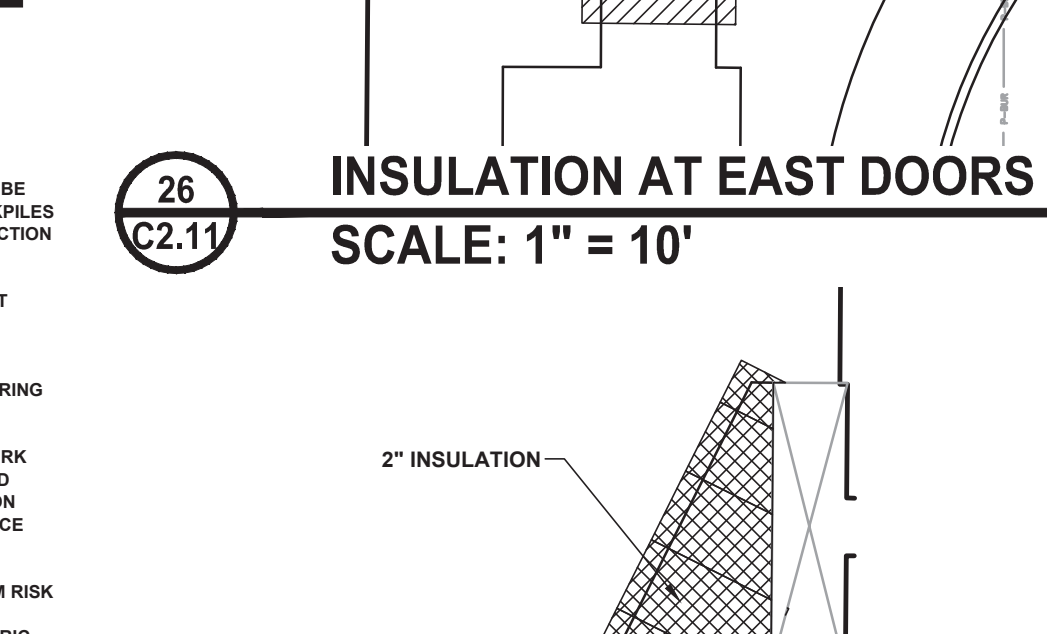


25 C2.11 DECIDUOUS TREE

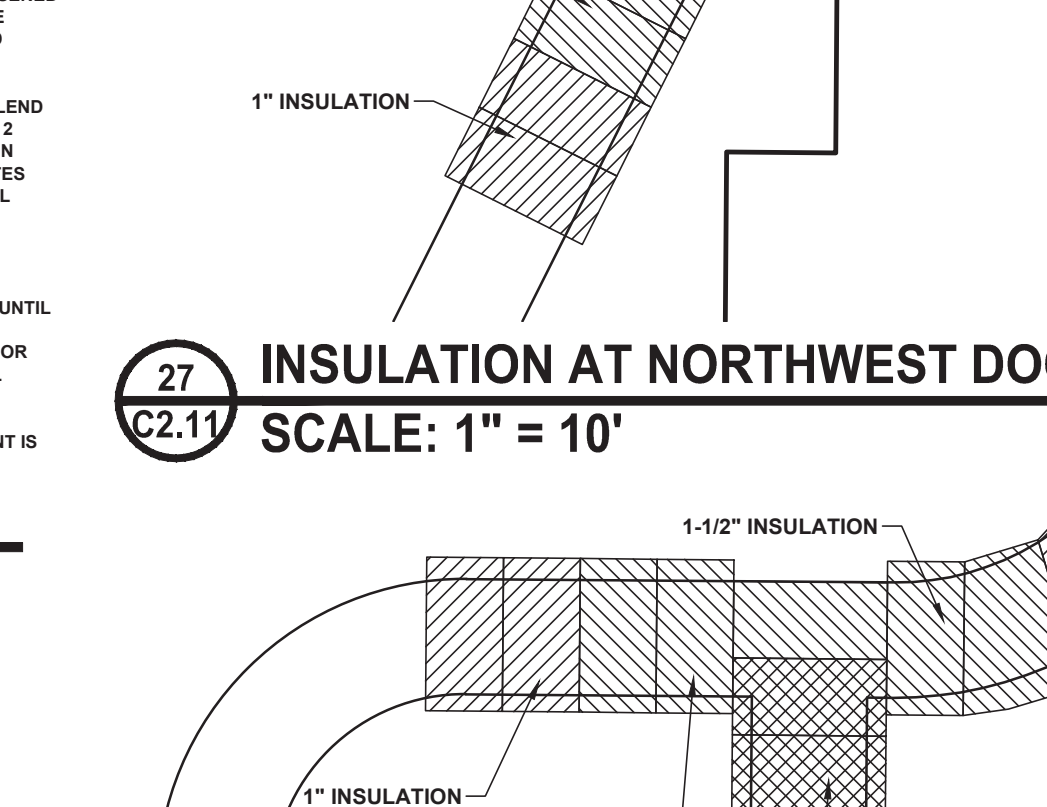
NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE



26 C2.11 INSULATION AT EAST DOORS



27 C2.11 INSULATION AT NORTHWEST DOOR



28 C2.11 INSULATION AT WEST DOORS

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE

Spring Lake Park Early Childhood and Family Education

Independent School District 16

1415 81st Avenue NE
Spring Lake Park, MN 55432

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Anderson-Johnson Associates, Inc.
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700 COLLEGE STREET, SUITE 300 • SAINT PAUL, MN 55102
651.227.7773

Professional Engineer
DAVID A. REY
Registration Number: 40180 Date: 11/17/17

Description	Revisions	Date	Num

Comm: 162126
Date: 11/17/2017
Drawn: JCL
Check: DAR

Site Details

Scale: 1" = 20'

C2.11



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:	\$1500
Received by:	J. Gordon
Date Filed:	12-15-17
Date Complete:	
Base Fee:	500
Escrow:	\$1000
Receipt # 103046	

DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)		
<input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text) <input type="checkbox"/> Rezoning <input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Site Plan/Building Plan Review <input type="checkbox"/> Conceptual Plan Review <input checked="" type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Lot Combination <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____
PROPERTY INFORMATION		
Street Address: 1415 81st Ave NE, Spring Lake Park, MN, 55432		
Property Identification Number (PIN#): 01-30-24-13-0005		Current Zoning: C-1
Legal Description (Attach if necessary):		
APPLICANT INFORMATION		
Name: Ben Beery		Business Name: Wold Architects & Engineers
Address: 332 Minnesota Street, Suite W2000		
City: St. Paul	State: MN	Zip Code: 55101
Telephone: 651-227-7773	Fax:	E-mail: bbeery@woldae.com
Contact: Ben Beery		Title: Project Manager
OWNER INFORMATION (if different from applicant)		
Name: Amy Schultz		Business Name: Spring Lake Park Schools
Address: 1415 81st Ave NE		
City: Spring Lake Park	State: MN	Zip Code: 55432
Telephone: 763-600-5000	Fax: 763-600-5582	E-mail: aschul@district16.org
Contact: Amy Schultz		Title: Director of Business Services
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: District Service Center for Independent School District #16		
Nature of Proposed Use: District Service Center for Independent School District #16 / Early Childhood School		
Reason(s) to Approve Request: See attached.		
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):

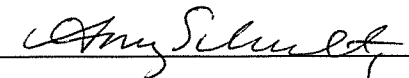
- E-mail _____
- Fax _____
- USPS – Certified Mail

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: 12/14/17

Owner:  Date: 12/15/17

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

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

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

1. That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community. The existing District Service Center and the proposed addition for Early Childhood and Special Education programming are essential services to provide to the community.

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. There will be no impact to the health, safety, morals, or general welfare of persons residing or working in the area. The proposed addition is on the North side of the site, surrounded by heavy woods and wetlands, which separates it from neighboring properties. In addition, the building will be built to all current health, safety, and building codes.
3. That the proposed use will comply with the regulations specified in Chapter 153 of the Zoning Code. We believe this project will comply with the regulations specified in Chapter 153 of the Zoning Code.

4. That the proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity. The proposed addition will not negatively impact the use or enjoyment of adjacent properties as the use is similar to what currently exists at this property.

5. That the use will not lower property values or impact scenic views in the surrounding area. _____
The use of the property is not proposed to change so property values and
scenic views will not be impacted.

6. That existing utilities, streets, highways and proposed access roads will be adequate to
accommodate anticipated traffic. We believe the existing utilities and streets will
adequately serve the proposed use. All access points to the property are
existing.

7. That the use includes adequate protection for the natural drainage system and natural
topography. The project will comply with all protection requirements for the
natural drainage system and natural topography.

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. _____
N/A

9. That the proposed use will not stimulate growth incompatible with prevailing density standards.
N/A

DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission regularly scheduled meeting held on January 22, 2018 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

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

2. Roll Call

Members Present: Commissioners Smith, Bernhagen, Hansen and Dircks

Members Absent: Commissioner Eischens and Cobbs

Staff Present: Building Official Brainard and Executive Assistant Gooden

Visitors: Paul Aplikowski, Wold Architects and Engineers
Braden Thompson, 8391 Fillmore Street NE
Jessica Briggs, 8391 Fillmore Street NE

3. Pledge of Allegiance

4. Approval of Minutes – November 27, 2017

MOTION BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER EISCHENS, APPROVING THE MINUTES OF OCTOBER 23, 2017. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

5. Elect Officers

A. Elect Chair

Chairperson Dircks opened nominations for Chairperson.

Commissioner Smith nominated Hans Hansen as chairperson for the year 2018.

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

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

B. Vice Chair

Chairperson Dircks opened nominations for Vice Chairperson.

Commissioner Smith nominated Jeff Bernhagen as Vice Chairperson for the year 2018.

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

MOTION BY COMMISSIONER SMITH TO SUSPEND THE RULES AND CASE AN UNANIMOUS BALLOT TO ELECT JEFF BERNHAGEN VICE CHAIRPERSON OF THE PLANNING COMMISSION FOR THE YEAR 2018. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

6. Public Hearing – Subdivision/Lot Split –Pride Rock Addition – 8360 Pierce Street NE – Azeem Begum/Jameel Ahmed

Building Official Brainard reported that the application is in order and notice of the Public Hearing was mailed to residents within 350 feet of the subject property and the notice was published in the Spring Lake Park Life newspaper.

Mr. Brainard stated that the applicant Mr. Jameel Ahmed owns a single family home on a wide residential parcel at 8360 Peirce Street, which he wants to divide into two new single-family residential lots. He stated that the existing house and garage would be removed to make way to building two new houses. He reported that surrounding uses are residential on three sides, and commercial to the north and semi-public (church) northeast. He reported that new plat would be called Pride Rock.

Mr. Brainard reported that this lot was the subject of a similar request in 2016, dividing the lot into three new parcels, one of which would be added to the Collision Doctor property to the north, but he stated that Mr. Ahemd no longer owns the Collision Doctor, and the earlier plat was never recorded. He stated this is a new and separate request.

Mr. Brainard reported that the property is guided Commercial in the City's 2009 Land Use Plan, however, this was amended to low-density residential use on May 2, 2016. He stated the property is zoned R-1 Single Family Residential.

Mr. Brainard reported that the existing parcel is approximately 180' x 180', to the centerline of Pierce Street. He stated that the proposed plat consisted of two parcels, each approximately 90' wide by 150' feet deep (plus 30' for public right-of-way for Pierce Street). He stated that the minimum lot size in the R-1 district is 75' wide and 120' deep. He stated the two proposed home lots meet the zoning code minimums.

Mr. Brainard stated that the land use designation for this property in the Land Use Plan and the zoning are consistent with one another. He stated that the proposed use of the two lots is consistent with the R-1 zoning and, after the May 2, 2016 Comp Plan Amendment, the use is consistent with this plan.

Mr. Brainard stated that the plat drawings show a 30-foot strip within Pierce Street but it is not clearly indicated as being dedicated to the City for public right-of-way. He noted that the plat needs to be revised to indicate this.

Mr. Brainard stated that details on site drainage will be reviewed as part of the building permit approval process for each lot. He stated that in general, the grading for each building shall be completed so that no additional runoff is diverted to any adjacent property. He stated that details on the driveway, sewer and water service connections, and street patching will be reviewed as part of the building permit approval process for each lot.

Mr. Brainard recommended approval of the preliminary plat for Pride Rock as submitted by the applicant and depicted on the plat drawings from Acre Land Surveying as revised on December 1, 2017, with the following conditions:

- 1.) Plat is to be revised to dedicate 30 feet to the City for Pierce Street right-of-way.
- 2.) Before building permits are approved for any of the lots in this plat:
 - a. Details on site drainage need to be reviewed. The grading for each building 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 for each lot.

Commissioner Smith inquired on the items and vehicles that are abutting up to the fence line and inquired if any effort is being made to have those items removed. Mr. Brainard stated that he is working with Mr. Ahmed on the removal of the existing fence and requiring that a new one be installed.

Mr. Brainard stated that there are major revisions taking place on the Collison Doctor site including fencing, surface improvements and a defined separation on the back and side property lines. He stated that he is concerned with the large brush pile on the property and has informed Mr. Ahmed of the cleanup necessary.

Chairperson Dircks opened the public hearing at 7:10 PM.

Braden Thompson, 8391 Fillmore Street NE, informed the Commission that he is in favor of the fence being improved and would have not oppose to having the fence be eight feet tall. He stated that there has been a lot of debris and metal collecting along the existing fence.

Mr. Brainard reported that a fence application was submitted in the late fall of 2017 and the application was to install a six-foot fence. He stated that the code allows a seven-foot fence for commercial land and six foot on residential property. He explained that the fence was one of the items to be corrected as part of the Certificate of Occupancy inspection.

Chairperson Dircks asked for additional public feedback. Hearing none, Chairperson Dircks closed the public hearing.

MOTION MADE BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER BERNHAGEN TO CLOSE THE PUBLIC HEARING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED. HEARING CLOSED AT 7:19 PM.

MOTION MADE BY COMMISSIONER SMITH, SECOND BY BERNHAGEN TO APPROVE SUBDIVISION/LOT SPLIT – PRIDE ROCK ADDITION-8360 PIERCE STREET NE AS SUBMITTED WITH THE FOLLOWING CONDITIONS: (1) PLAT IS TO BE REVISED TO DEDICATE 30 FEET TO THE CITY FOR PIERCE STREET RIGHT OF WAY; (2) BEFORE BUILDING PERMITS ARE APPROVED FOR ANY OF THE LOTS IN THIS PLAT: A) DETAILS ON SITE DRAINAGE NEED TO BE REVIEWED. THE GRADING FOR EACH BUILDING 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 FOR EACH LOT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Public Hearing – Conditional Use Permit for Early Childhood Education Addition – 1415 81st Avenue NE – Spring Lake Park Schools

Building Official Brainard reported that the application is in order and notice of the Public Hearing was mailed to residents within 350 feet of the subject property and the notice was published in the Spring Lake Park Life newspaper.

Mr. Brainard reported that Ben Beery of Wold Architects and Engineers (applicant) has submitted a Conditional Use Permit (CUP) application on behalf of Amy Schultz of the Spring Lake Park Schools for the Early Childhood School to the existing District Service Center located at 1415 81st Avenue NE on a six acre sites, adjacent to the City Hall and Police Station. He reported that currently the site is used as district office space though the building is being renovated to house the Early Childhood School and Transitions Program. He stated that in the past the Early Childhood School has been held in the High School however, the space needs for the Early Childhood School exceeded availability at the High School. He reported that the addition to the District Service Center will provide adequate space for the program and the services they provide to the school.

Mr. Brainard reported that the District Service Center property is zoned C-1 Shopping Center Commercial and guided Public/Semi-Public on the 2030 Future Land Use Plan. He stated that the Early Childhood School is a conditional use in the C-1 zoning district and consistent with the Comprehensive Plan and the CUP will only apply to the use for the Early Childhood School and is independent of the expansion and renovation of the District Service Center.

Mr. Brainard stated that Section §153.202 of the City of Spring Lake Park Zoning Code outlines the requirements to approve a CUP. He stated that the applicant has provided evidence establishing the following:

- a. The Early Childhood School will provide necessary services to the community. Allowing for expansion of the program will help to promote the school and provide the necessary classroom space for young children and families in the district.
- b. The use will be located at the rear of the property which abuts wetlands and industrial uses. The new classroom expansion will not have any negative impact on these adjacent uses.
- c. The applicant states that the proposed use will comply with the zoning code. Schools area conditional uses in residential and commercial districts (prohibited in industrial districts) and are subject to this review, regardless the proposed site.
- d. It it a permitted use by the District in Appendix D of the zoning code.
- e. The addition of the Early Childhood School will have limited impact on neighboring properties. Surrounding properties are industrial in use and the City's municipal offices.
- f. The use (and building expansion) will be in the rear of the property and have no impact on property values or scenic views in the area.
- g. The applicant states in their application that existing roadways and access points on 81st Avenue NE will be adequate for the Early Childhood School. Additional information about traffic and parking is included in the Issues and Concerns.

- h. The School District has worked through parking requirement calculations with the City and will be providing ample parking spaces for the use. In Appendix A: Schedule of Off-Street Parking and Loading Requirements, it is determined that an elementary school must have two spaces per classroom.
- i. The proposed site plan indicates the addition of new ponding areas at the rear of the site to accommodate storm water runoff. The applicant is also working with the Rice Creek Watershed District through their permitting processes.
- j. The proposed use will not include offensive odors, fumes, dust, noise, or vibrations. Effective measures will be taken during the construction process to limit these nuisances.
- k. The proposed use at the District Service Center will not impact future growth or stimulate incompatible growth. Surrounding properties are zoned commercial and industrial and the addition of a school should have no impact on how or if those properties redevelop.

Mr. Brainard stated that through the review of the application for the Early Childhood School, the City identified numerous potential issues. He reported that although the site has ample parking, it is important to note that students at the school will be very young and likely arrive by family vehicle. He stated that unlike older students who may arrive by bus or be dropped off, these young children will need supervision to and from the classroom meaning vehicles will be parked for more than a few minutes and extra attention should be given to safe parking. He stated that in email conversations, the applicant has stated that drop off will involve parents parking and walking into the school. He stated that the applicant should work with the City Engineer to establish a crosswalk within the parking lot area and appropriate signage to facilitate safe pedestrian movement throughout the parking lot.

Mr. Brainard stated that given the nature of many early childhood programs, these classes and services are often offered in evenings for families. He noted that special attention should be given to lighting around the school and the parking lot areas for safety measures. He reported that the applicant has stated that they will rely on the existing parking lot lights, located in two central median and in the far northwest corner of the site.

Mr. Brainard reported that in order to accommodate the building expansion and ponding at the rear of the site, many existing trees will be removed. He stated that the proposed addition to the District Service Center includes a new play area on the west side of the building, adjacent to the City Hall and Police Station parking lot. He stated that the proximity to these parking areas as well as 81st Avenue presents a potential danger to the students during outdoor play time, should they leave the designated play area. He reported that fencing this area will be important for the safety of the children. He stated that the applicant has clarified that fencing will be included in the surrounding play area.

Mr. Brainard reported that staff recommends that the Planning Commission recommend approval to the City Council of the application for CUP to allow a school in the C-1 district with the following conditions:

1. Parking and drop off areas, including a crosswalk and signage, will be designed for safe movement of cars and pedestrians, especially young children, to be approved by the City Engineer.
2. Lighting on and around the new addition will be adequate for safe movement of cars and pedestrians, to be approved by the City Engineer.
3. Fencing will be provided around the proposed play area, to be approved by the City Engineer.

Commissioner Smith expressed his concern with the play area for the children and if there will be a buffer between the play area and city property. Mr. Aplikowski stated that the area will be fenced and it will be a very small fenced area similar to a daycare play area. He explained that although there is more square footage at the current high school location, part of the master plan with the school referendum was to split the early childhood program with the new elementary school and a new location.

Building Official Brainard stated that the Early Childhood will occupy the addition and the existing area of the District Office and the north end of the building will house the Transitions program that is offered with the School District. He noted that the early childhood compliance standards comply with those of the daycare standards that are required however, the compliance standards do not apply in to this application.

Chairperson Dircks inquired if there are regulation limits for the degree of sloping to the pond. Mr. Aplikowski stated that is not aware of the slope amount and informed the Commission that it is not more three or four feet.

Commissioner Smith inquired about having young children at the District Office and what security measures will be put into place. Mr. Aplikowski reported that primary fire exits would be in place on the east side of the building and security doors will be installed with card readers to keep the early childhood area and District Offices separated.

Chairperson Dircks opened the public hearing at 7:35 PM. There was no discussion from the floor. Chairperson Dircks closed the public hearing at 7:35 PM.

MOTION MADE BY COMMISSIONER SMITH, SECOND BY BERNHAGEN TO APPROVE CONDITIONAL USE PERMIT FOR EARLY CHILDHOOD EDUCATION ADDITION – 1415 81ST AVENUE NE – SPRING LAKE PARK SCHOOLS SUBJECT TO THE FOLLOWING CONDITIONS: (1) PARKING AND DROP OFF AREAS, INCLUDING A CROSSWALK AND SIGNAGE, WILL BE DESIGNED FOR A SAFE MOVEMENT OF CARS AND PEDESTRIANS, ESPECIALLY YOUNG CHILDREN, TO BE APPROVED BY THE CITY ENGINEER; (2) LIGHTING ON AND AROUND THE NEW ADDITION WILL BE ADEQUATE FOR SAFE MOVEMENT OF CARS AND PEDESTRIANS, TO BE APPROVED BY THE CITY ENGINEER; (3) FENCING WILL BE PROVIDED AROUND THE PROPOSED PLAY AREA, TO BE APPROVED BY THE CITY ENGINEER. ROLL CALL VOTE: COMMISSIONERS SMITH, BERNHAGEN AND DIRCKS –AYES COMMISSIONER HANSEN – NAY. MOTION CARRIED.

8. Reports

Executive Gooden reported that the Comprehensive Plan Update and goal setting would be discussed at the February Planning Commission meeting.

8. Adjourn

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

The meeting adjourned at 7:40 PM.



Memorandum

To: Mayor Hansen and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: February 1, 2018
Subject: Reassessment Hearing – Spring Lake Park Terrace

On August 5, 2015, the City Council levied special assessments against the benefiting properties for the Arthur Street reconstruction, one of the projects in our 2014-2015 Street Improvement program. The City received an appeal from GJW Group, Ltd, owner of Spring Lake Park Terrace mobile home park. They challenged their special assessment of \$50,912.05.

The special assessment appeal went to trial on September 25, 2017 and the City recently received word that the original special assessment of \$50,912.05 has been set aside. The Court ruled that the special benefit for this property for the Arthur Street project is \$43,000 and that the special assessment cannot exceed this amount. The Court ordered the City to reassess the property in accordance with Minnesota Statute 429.081 and 429.071, subd. 2.

Staff is requesting the City Council to call a hearing on the proposed reassessment of the Spring Lake Park Terrace property for March 5, 2018. Staff recommends reassessing the property at \$43,000, consistent with the Court's ruling.

Should the City Council accept this recommendation, the assessment will look as follows:

Reassessment:	\$43,000.00
Credit (2016 principal + excess interest)	(5,471.31)
Credit (2017 principal + excess interest)	<u>(5,340.44)</u>
Total Remaining Assessment	\$32,188.25

The assessment would begin upon adoption of the assessment roll with the first payment due with property taxes payable in 2019. The assessment will conclude with the final tax payment in 2025, which is the same end date as the other properties assessed for the Arthur Street improvements.

The City Council will hold a public hearing on the proposed reassessment in the same manner as the original assessment. Staff will handle preparation of the notice, publication of the notice in the newspaper of record and delivery of the notice to the property owner.

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

RESOLUTION NO. 18-09

A RESOLUTION FOR HEARING ON PROPOSED REASSESSMENT OF SPRING LAKE PARK TERRACE PROPERTY FOR THE 2014-2015 STREET IMPROVEMENT PROJECT

WHEREAS, the City Council approved an assessment roll for the Arthur Street improvements as part of the 2014-2015 Street Improvement Project on August 15, 2015; and

WHEREAS, the special assessment for the Spring Lake Park Terrace property was set at \$50,912.05; and

WHEREAS, GJW Group, Ltd, the owner of the Spring Lake Park Terrace property, filed an appeal of the assessment, alleging that the assessment against its property exceed any special benefit it received from the 2014-2015 Street Improvement Project; and

WHEREAS, a trial on the assessment appeal was held on September 25, 2017, with final arguments submitted on October 27, 2017; and

WHEREAS, after reviewing the evidence and testimony presented at trial, the Court set aside the City's original assessment of \$50,912.05, ordered the City to perform a reassessment of the special benefit to GJW Group's property in a manner consistent with the Court's opinion and Minn. Stat. 429.081 and 429.017, subd. 2, and established the special benefit created by the 2014-2015 Street Improvement Project to not exceed \$43,000; and

WHEREAS, State Law requires a public hearing on the proposed reassessment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SPRING LAKE PARK, MINNESOTA:

1. A hearing shall be held at 7:00pm (or shortly thereafter) on March 5, 2018 at Spring Lake Park City Hall located at 1301 81st Avenue NE, Spring Lake Park, to pass upon such proposed reassessment. GJW Group, Ltd, as owners of the Spring Lake Park Terrace Property, will be given an opportunity to be heard with reference to such assessment.
2. The Administrator, Clerk/Treasurer is hereby directed to cause a notice of the hearing on the proposed reassessment to be published once in the official newspaper at least two weeks prior to the hearing. The Administrator, Clerk/Treasurer shall also cause mailed notice to be given to GJW Group, Ltd. not less than two weeks prior to the hearing.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same: .

Whereon the Mayor declared said Resolution duly passed and adopted the 5th day of February, 2018.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



Memorandum

To: Mayor Hansen and Members of the City Council

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

Date: January 29, 2018

Subject: Phone System Proposal

The City of Spring Lake Park utilizes a phone system that is approximately 15 years old. The voicemail system is on an obsolete platform, the firmware is severely out of date and the box is beginning to experience intermittent failures. Staff budgeted funds for a system replacement in the 2018 Equipment Certificate.

Staff met with a number of vendors to discuss a phone system replacement. However, after meeting with Cady Business Technologies, staff discovered that the bulk of the system could be reutilized, saving the City significant dollars on the upgrade.

The cost of the upgrade is \$3,980. This includes the Mitel MiVoice office system, the MiVoice office voicemail, and software support. We are able to utilize our existing phones and infrastructure. We will need to replace several phones due to the failure of the LCD screens. Those phones are presently on order.

Staff is also researching adding several Mitel Phone Manager licenses to the system to add additional functionality to the system. This can be added on to the phone system at any time. This would be a \$3,020 upgrade to the system, but could result in monthly savings through its cell phone plan. Information on this system is included with the quote.

The equipment certificate included \$26,718, which would be the normal price of a full replacement of the Mitel system.

Central Telephone priced a new NEC phone system at \$14,646, which is also well under budget. However, based on our conversations with both our current Mitel vendor, Integra, and Cady Business Systems, we believe this upgrade to be the most cost-effective option for the City while improving the functionality of our existing phone system. Cady came in at \$3,980, while Integra came in at \$4,564. In addition, Cady's service plan cost is lower than what we currently pay Integra, saving the City approximately \$600 per year.

Staff recommends approval of the quote from Cady Business Systems. If you have any questions, please don't hesitate to contact me at 763-784-6491.



Proposal

For City of Spring Lake Park

Prepared for:

Wanda Brown
City of Spring Lake Park

Prepared by:

Jeff Anderson
Cady Business Technologies

Prepared On: 1/18/2018

Agreement #1

Statement of Work #1

Version #1

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Contact Information

END USER

Company Name:	City of Spring Lake Park
Site Address:	1301 81st Ave NE, Spring Lake Park, MN 55432-2116
Primary Contact Name / Title:	Wanda Brown
Contact Address:	1301 81st Ave NE, Spring Lake Park, MN 55432-2116
Phone Number:	(763) 784-6491 E-mail: wbrown@slpmn.org

PROVIDER OF SERVICES

Company Name:	Cady Business Technologies
Address:	3030 Harbor Lane N, Suite 104, Plymouth MN 55447
Primary Contact Name / Title:	Jeff Anderson
Phone Number:	763-452-4303 E-mail: jeff.anderson@cadybt.com

PROJECT MANAGER

Project Manager Name:	Mike DeSisto
Phone Number:	763-452-4306 E-mail: mike.desisto@cadybt.com

About Cady Business Technologies

At Cady Business Technologies, our staff provides the highest level of customer support in the industry. We will go the extra mile when it comes to ensuring our customer's phone systems are working properly. Our technicians are available 24x7x365 and we offer emergency support that includes both remote and on-site support.

We offer multiple support plan options, one of which is all-inclusive, which means we don't charge every time a tech remotes into a customer system or performs service on-site to add, move or change phones (excludes cabling).

Cady Business Technologies boasts over 150+ years of combined experience in the telecommunication industry. We are an authorized Mitel Partner, and specialize in both premise and hosted systems. Cady provides nearly every facet of communications solutions.

Following is a summary of our comprehensive portfolio:

- **Premise and Cloud based phone systems**
- **Wireless/Cordless phones and/or headsets**
- **Nurse Call Systems**
- **Appointment Reminder Applications**
- **Call Recording Applications**
- **Contact Center Applications**
- **Paging Systems**
- **Data Switches and Routers**
- **Cabling**
- **Network Services**
 - **Local**
 - **Long Distance**
 - **Internet**
 - **Wide Area Network (WAN)**

Proposed Solutions

About Mitel



Mitel (NASDAQ:MITL) is a global provider of business communications and collaboration software and services. For more than 35 years, thousands of businesses worldwide have invested in and relied on Mitel's market-leading portfolio of communications solutions, managed services and network services to help them improve their business performance and service delivery. Mitel operates in over 100 countries, with a sales and service organization of over 70 offices, in conjunction with over 1,600 value-added resellers and partners around the world.

In 2014, Mitel completed its merger with Aastra Technologies Ltd., positioning the company as a global leader in business communications, with an emphasis on taking the lead as the market continues its long-term migration to cloud-based services. The current move to the cloud follows Mitel's prescient decision during the previous decade to focus on IP-based communications, in accurate anticipation of the industry's upgrading from traditional analog telephony.

Mitel is now a clear market leader, with combined annual revenue of US\$1 billion, 60 million customers worldwide, and top market share in Western Europe. The combined business provides Mitel with a \$100 million annual Research and Development budget used to pursue innovation and the development of a broad range of regional and global solutions. In fact, this is reflected in the 2014 and 2015 Gartner's Magic Quadrant (the most important, independent, third-party ranking of technology) for both Unified Communications and Contact Center Infrastructure:

Magic Quadrant

Figure 1. Magic Quadrant for Unified Communications



Source: Gartner (May 2015)

Figure 2. Magic Quadrant for Contact Center Infrastructure



Source: Gartner (May 2014)

Mitel's channel partners provide unparalleled customer service and support. Mitel insists on delivering not only an exceptional communications solution tailored to each business, but the support and services that make an initial communications investment pay long-term returns.

The Mitel Freedom architecture is the foundation of what Mitel business units and efforts have to offer. Mitel Freedom will provide you with the flexibility and simplicity to support today's dynamic work environment. Through a single cloud-ready software stream, you will receive advanced communications and collaboration capabilities that liberate businesses from single-vendor architectures and enable them to implement leading-edge solutions on any network, extend the "in-office" experience anywhere, on any device, and offer a choice of commercial options to fit business needs.

Partnerships are a crucial part of Mitel and its offering. It is Mitel's priority to build long-term relationships with other companies to create better solutions for its customers. By collaborating with industry leaders such as VMware, Vidyo, and Microsoft, Mitel and its partners continue to develop integrated and innovative solutions that work for you.

Mitel solutions are highly scalable, secure, simple to manage, and optimized to meet evolving communications needs. With unmatched reliability and scalability, they enhance employee productivity, increase customer service, reduce costs, and generate new revenue streams. Mitel sees communications as an investment in a business' ongoing performance, not a one-time equipment acquisition.

Through a conscientious IP migration strategy, Mitel enables businesses to maintain their existing infrastructure investment while taking advantage of the latest IP technologies. Leading the unified communications market with the latest in presence integration, it provides businesses with what they want: choice.

Mitel MiVoice Office 250

The MiVoice Office 250 phone system is an affordable and flexible communication platform for small to mid-size businesses.



Are your employees dispersed among offices, home offices and working from the road? The MiVoice Office 250 connects employees from every location, increasing productivity and lowering your communication costs. MiVoice Office 250 was designed and built specifically with small and medium sized businesses in mind by the communications experts at Mitel.

Right out-of-the-box, the MiVoice Office 250 offers businesses a complete suite of productivity enhancing applications. What this means is from the start, the business requires fewer servers, requires less space to deploy the solution, and can immediately benefit from applications that will greatly assist them with being more responsive to clients and allowing employees to be more productive. These applications include:

- Voice and Unified Messaging
- Automated Attendant
- Ad-Hoc and Meet-Me Conferencing
- Automatic call routing to employees or groups
- Hot Desking
- Linking / twinning of employee phones with mobile devices (Dynamic Extension Express)
- Mid-Call Features on twinned devices
- Support for remote / home-based phones for teleworkers without the need for VPN services
- Inbound call routing based upon on the time of day, day of the week or specific dates (Scheduled Time-Based Application Routing (STAR)
- System Park - Park a call for someone else to pickup
- Enhanced Group Pickup – Pickup a Hunt Group call easily with a single key press, along with a visual indication.
- Audio File (AudioTex) Importation - Upload custom audio prompt recording (format: .wav)
- MiVoice 5624 (WiFi) Phone Support - WiFi SIP phone
- Mitel Phone Manager Mobile - New Mobile Client App with a softphone
- Voicemail Synchronization with Microsoft Exchange 2016 - Support for the latest version

In addition, the MiVoice Office 250 supports a range of advanced applications designed to enhance the business, such as MiCollab, MiCollab Client, MiContact Center Office, and Mitel Phone Manager. Multi-Node Video Support, Video Integration with MiCollab (native clients)

MiVoice Office 250 offers Mitel Phone Manager Softphone as an ACD Agent. (Delivers the support for applications to work in conjunction with SIP endpoints). And also supports Windows 10.

MiVoice Office 250 uses a software and hardware platform that combines the best of data networking and TDM switching architectures. It supports MiVoice Digital and IP telephones, IP networking for up to 99 sites and is designed to be customized with add-on modules & processors, all in a form factor that is optimized for shelf-top, rack-mount and wall-mount scenarios.

The MiVoice Office 250 maximizes your communications investment with full network support and feature transparency for single or multiple locations through existing LAN and WAN infrastructures. Tightly integrated presence management, collaboration and messaging tools—such as unified communications, Web collaboration, call center software, voice processing and unified messaging—enable your business to build customer loyalty, enhance employee productivity and facilitate the mobility of your staff.

MiVoice Office 250 communications server solutions allow you to deploy full-featured IP telephones (endpoints), including IP desktop and IP wireless phones—where and when it's right for your business. To further protect your communications investment, the Mitel MiVoice Office 250 also allows you to expand your system environment through Mitel's Digital Expansion Interface (DEI) if you require digital phones and/or analog support.

The Mitel MiVoice Office 250 network communications solutions are based on open architecture interfaces and standard protocols which offer the flexibility to tailor the platform to suit your dynamic needs. Support for VoIP protocols, such as Session Initiation Protocol (SIP), provides a communications pathway—connecting diverse tools together so that they can “speak” to each other. SIP enables simple, flexible connectivity, which allow infrastructures, applications and endpoints to interact in a standard manner. IEEE supported standards, such as 802.11b and 802.3af, enable your business to provide tools that facilitate the mobility of employees. ITU-supported standards include G.711, G.729 and T.38. Mitel is focused on continued support for these standards and many other industry-standard interfaces, which will help address your unique business needs.

Improving Business Processes:

- Experience improved ROI on your network infrastructure investment
- Improve customer interactions and employee productivity with integrated Mitel software applications
- Increase efficiency and lower communications costs by seamlessly connecting remote offices and employees
- Expand and enhance your communications capabilities as your business needs dictate with a wide range of IP and applications standards that allow flexibility and enhance the core system
- Easy on-site installation, configuration and maintenance
- Multi-Node Video Support
- Video Integration with MiCollab (native clients)

Mitel Phone Manager

Mitel Phone Manager makes day-to-day office communications simple by giving users complete control over their desktop communications. Users can make the most of their time using features like Presence, Call Control, Caller ID, Call History, Call Forward and DND Control, etc..

The Mitel Phone Manager solution is a Client-Server design, with the Mitel Communication Service (the server software) running on a standard Microsoft PC or virtual machine (ESXi 5.1, 5.5, & Hyper-V), and the Mitel Phone Manager Client application running on the user's PC.

Mitel Phone Manager offers a unique and powerful set of UC features and CRM tools.

Features:

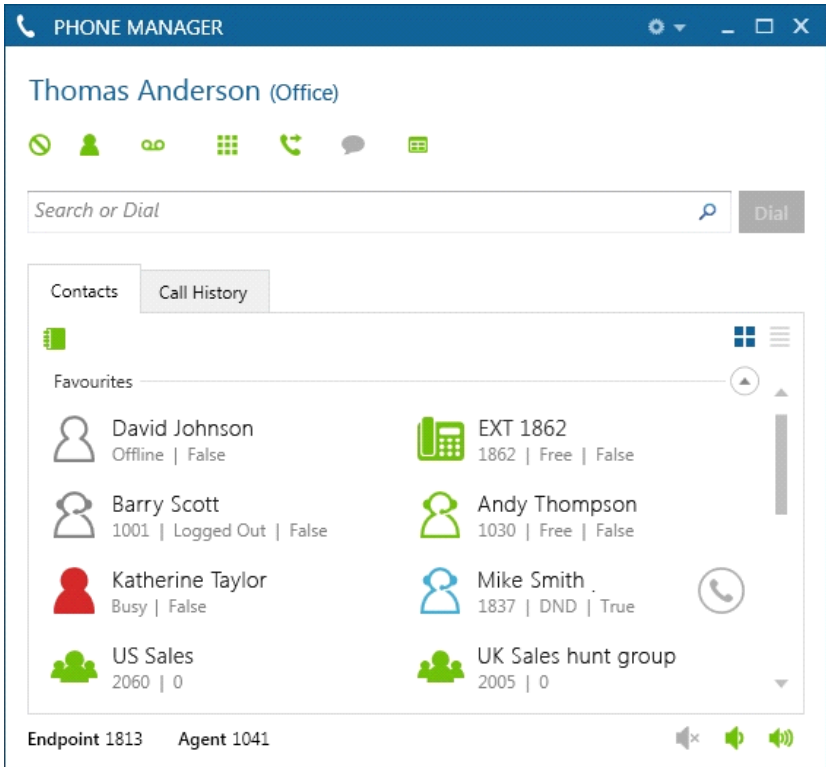
- Call Control – Hang up / Hold / Retrieve / Conference / Transfer calls, all from the PC
- Highlight & Dial – Highlight a number and just double click or use a keyboard hotkey to dial
- Search & Dial – Quickly & simultaneously access System & Personal Speed Dials, Internal & user CRM directories
- Call Details Banner – View live information about the call plus DID / DNIS / talk time / hold time etc.
- Presence Status Visibility – Iconic or detailed views on the status of Endpoints / Agents / Active Directory Users
- Call History – View call history, dial back with one click or confirm Caller ID / Date & Time, etc.
- Change Endpoint States – Set DND / Set Call Forward
- SIP Softphone option - OAI integrated, fully featured softphone, integrated with MiVoice Office 250 R6.0 SP2
- Microsoft Outlook Integration - including access to personal contacts for dialing and screen-pop's, automatically creating a MiVoice Office 250 Meet-Me calendar entry, and auto DND setting based on calendar
- CRM Integration - available to Microsoft Dynamics CRM, Goldmine, Netsuite, Sugar CRM, Salesforce.com and many more. Customization Tool bar for task automation. SDK including REST web service, .NET and event driven VB Script. 1st Party TAPI driver available (not applicable in terminal / thin client environments)
- Team Leader - offers control of other users on the system and visibility of hunt groups
- Active Directory Support - including import by Organizational Units

Mitel Phone Manager also supports many long awaited MiVoice Office 250 end point features, including:

- Support for voicemail notification by hunt group membership
- Enhanced Alarm support with visual alerts for Communication Service and CT Gateway alarms
- New UI with context sensitive toaster style call control window with Mute and Dial-pad links
- DSS presence view displays centrally configured departments and teams
- Call banner profiles for differentiating between different types of calls, e.g. VIP callers
- Auto answer feature (ACD, UCD calls), assigned by client profile

Office Environments

Mitel Phone Manager provides presence information for all users and makes transferring calls around the business as simple as possible. Chat between work colleagues is a key tool for day to day communications and the out of box integration to Microsoft Outlook, provides users with screen popping and easy dialing of contacts, either through the system directory or access to system speed dials, using a context-sensitive search bar.



Softphone

Designed as a replacement for the highly praised 8602 the new softphone desktop features of Mitel Phone Manager are ideal for users on the move. Mitel Phone Manager can now be a user's primary endpoint, providing all audio via a SIP connection to the MiVoice Office 250 (Cat-F license required).

The softphone is completely integrated into the Mitel Phone Manager desktop, giving the user the best possible experience. Through OAI integration many core features not available on a standard SIP endpoint are available, such as Forwarding control, Do Not Disturb control, Alert Notification etc. (Note: ACD functionality is not supported in this softphone release).

CRM Integration

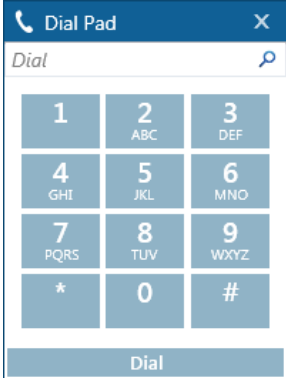
Mitel Phone Manager is also a CRM tool. There is no other solution that offers the range of CRM integration features out of the box as well as custom CRM type applications in this market segment.

Mitel Phone Manager includes a full toolbar and integration to Microsoft Dynamics CRM, NetSuite, Salesforce.com and many other popular applications. A TAPI (1st Party) interface, is also included along with support for customized macros and the use of Mitel Phone Manager's .NET API.

Call Control and Highlight & Dial

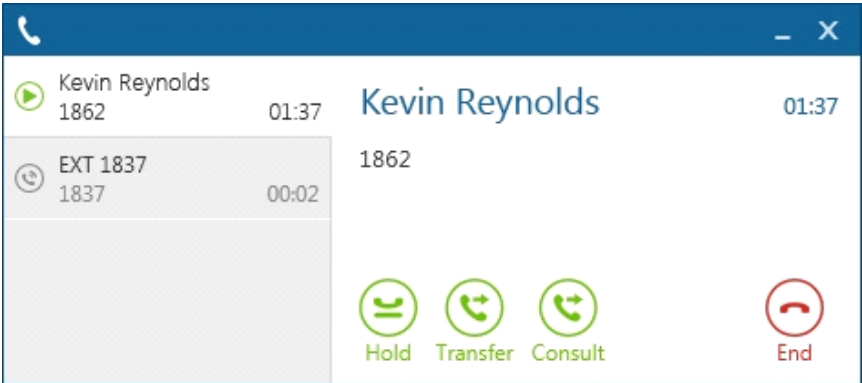
Making and transferring calls is a simple process using Mitel Phone Manager and can be done with a mouse click rather than a multi-step process on the endpoint. Up to 4 calls can be easily controlled at any one time with clear Caller ID information showing who you are speaking to.

Users can highlight a phone number in any document or browser window, then dial via (configurable) hot-key or double mouse-click. This is especially useful when dialing numbers from a spreadsheet.



Call Identification

Not every call a user takes will be about the same topic and in some circumstances you may want to prioritize certain calls over others. Mitel Phone Manager gives you this ability by clearly showing users the source of each call they take with a colored title bar and caption. We called this the Call Banner. If required the caption can be expanded to include more information about the call to enable them to answer it in a specific way.



Agent, Forward & DND Control

Control of the telephone is not just limited to calls; users can easily see and change their manual Forwarding and Do-Not-Disturb status as well. Mitel Phone Manager will also display a clear view of any hunt groups the user's agent ID is assigned to, so they can easily choose, which hunt groups to log into.

Call History

Each user is presented with a comprehensive call history and can redial any individual call, with a button click. Missed calls are clearly defined, as are calls from contacts in the centralized or personal directories.

Mitel Phone Manager can be used in any MiVoice Office 250 implementation from Office environments to multi-node Call Centers. Mitel Phone Manager is a feature rich platform, offering centralized configuration and simplified roll out functionality.

Call Centers

Mitel Phone Manager's ACD control features allows users to control which hunt groups they are logged into at any point in time and makes logging into overflow groups a simple operation. New features to color code the call control toaster mean users get a visual indication of the type of call / or a specific customer, and basic branding information can be relayed to inform the user how to answer the phone.

Presence

Clear visibility of other users within the organization makes it much easier to find users to help with queries. Mitel Phone Manager displays the status of other users, endpoints and agents on the system as well as presenting pre-configured views based on departments and teams.

With a tight integration to Microsoft Outlook, you can enable Outlook to control your Mitel Phone Manager DND status based on your calendar. For example, your DND can be set during a scheduled meeting.

Alarm and Emergency Notifications

Alarms and emergency call alerts on the MiVoice Office 250 can be sent to Mitel Phone Manager clients. When an alarm is raised or an emergency call is in progress, the client displays an alert window. Alternatively, the system can also send alarms by email.

The Mitel Phone Manager solution offers three (3) levels of user licensing. They are:

Outlook – This is the basic license level that comes bundled with each solution. Includes basic features such as Call Control, Endpoint Control (DND, Call FWD, Voicemail etc.), Directory and Contacts status view search and dial, call history, Chat (IM), and well as Dial Outlook contacts, screen pop Outlook, Sync Outlook calendar with DND state, Auto create Meet-Me Conference appointments in Outlook, Short cut “Hot Keys” and Call banner profiles to alert VIP ringing calls to users. This license level is needed as a minimum to support the optional softphone license, which can also be attached to higher level licenses.

Professional – Outlook features plus: 5 user configurable buttons, application support (Screen pop plug-ins for @20 of the top CRM systems such as Salesforce.com, Goldmine, ACT!, Microsoft Dynamics CRM, Maximizer, Zoho, Tigerpaw, Netsuite, Sugar CRM etc.), Keystroke and VB Script Macros for integration to other CRM system .NET DLL integration tools, centrally managed Toolbars for additional feature button ribbons. These features introduce Contact Center functionality so that a common interface is available for users with different applications on the system.

Team Leader – Supervisor level user, includes Professional features plus user remote control of DND, ACD state and FWD state, Silent Monitor (once or Continuous), Hunt group status icons and PBX alarm notification.

Schedule of Equipment and Services

<u>Qty</u>	<u>Description</u>	<u>Unit Sell</u>	<u>Ext Sell</u>
Mitel MiVoice Office System			
1	MiVoice Office 250 CS Migration Bundle (NA) - (1) MiVoice Office 250 HX Core Assembly (Chassis, Ctrl, PSU) - (1) MiVoice Office HX to DEI Cable 16in - (1) C13 Power Cord with NA Plug Type	\$1,495.00	\$1,495.00
Mitel MiVoice Office Voice Mail			
1	CF Card 2 GB v4+ (300 Hours)	\$180.00	\$180.00
1	MiVoice Office Unified Voice Mail (4) Port Expansion	\$945.00	\$945.00
Miscellaneous			
1	Mitel MiVoice Office SWA	\$400.00	\$400.00
Services			
<i>Installation and Design</i>			
8	Advanced Implementation & design	\$120.00	\$960.00
<i>First Year Support</i>			
1	1st Year Parts Warranty	Incl.	Incl.
TOTAL PRICE			\$3,980.00

NOTE 1: Agreement includes normal business hours installation. If after hours installation is required, additional charges will apply.

NOTE 2: If customer selects a Platinum or Gold Support Agreement, the entire system will be covered for the first year at no charge, excluding telephone sets.

NOTE 3: The Platinum or Gold Support Agreements DO NOT include coverage on the physical telephone sets.

<u>Qty</u>	<u>Description</u>	<u>Unit Sell</u>	<u>Ext Sell</u>
Option 1 – Add Mitel Phone Manager			
	Mitel Phone Manager		
1	Mitel Phone Manager Starter Kit (8 Users) - (2) mobile client licenses <i>in addition to the base package</i> - (2) softphone option licenses - (2) cat f user licenses/OAI licenses	\$450.00	\$450.00
6	Mitel Phone Manager Mobility Pack - (1) mobile client license - (1) softphone option license - (1) cat F user license	\$175.00	\$1,050.00
	Miscellaneous		
1	SWA Std 1y MiVoice Office Apps Suite	\$200.00	\$200.00
	Services		
2	Advanced Implementation & design	\$120.00	\$240.00
6	Implementation & design	\$120.00	\$720.00
3	Project Management	\$120.00	\$360.00
	TOTAL PRICE for Option 1		\$3,020.00
	_____ Initial here to accept and add to purchase		
	NOTE 1: Requires customer to provide PC for base software.		
	NOTE 2: Cady to set up app on (1) cell phone with customer and show customer how to do the rest.		

Total Solutions Plan

CUSTOMER SUPPORT LEVEL	PLATINUM PLAN	GOLD PLAN	SOFTWARE ASSURANCE ONLY
<i>Hours of Coverage</i>	24/7	Mon-Fri, 8am-5pm (OT hours billed at time and ½)	N/A
<i>Critical Alarm Notification (Mitel 3300 only)</i>	Included	Included	N/A
<i>Mitel Software Assurance</i>	Included	Included	Included
<i>Annual Upgrade (if available)</i>	Included	Included (Overtime is an additional charge)	Standard Hourly Rate
<i>End User Training</i>	Included	Included	Standard Hourly Rate
<i>Repair - Remote</i>	Included	Included	Standard Hourly Rate
<i>Repair - On-site</i>	Included	Included	Standard Hourly Rate
<i>Repair or Replace Parts</i>	Included	Included	Standard Part Rate
<i>Adds, Move, Changes, Tech Support - Remote</i>	Included	Included	Standard Hourly Rate
<i>Adds, Moves, Changes or Technical Asst. - On-site</i>	Included	\$20.00 off Standard Hourly Rates	Standard Hourly Rate
<i>Phone System Database Backups</i>	Included (monthly)*	Included (quarterly)*	Included (annually)*
<i>Emergency Response Time Guarantee - Remote</i>	30 Minute Remote Technician Response Time (or \$1,000.00)	2 Hour Remote Technician Response Time (or \$500.00)	N/A
<i>Emergency Response Time Guarantee - On-Site (within 7 county Twin Cities area)</i>	2 Hours - if remote access is not available ** (or \$1,000.00)	N/A	N/A

- Monthly Fee \$132.93 \$96.87 N/A
- Annual Fee \$1,595.16 \$1,162.44 \$800.04

* If remote access is provided
 ** The 2 hour on site emergency response time starts AFTER the initial 30-minute remote response time

Please select a Total Solutions Plan:

- Platinum
- Gold
- Software Assurance

Additional monthly fees for...	Platinum	Gold
Option 1	25.17	15.10

Acceptance

By City of Spring Lake Park signing the below, City of Spring Lake Park confirms their acceptance of the Terms and Conditions set forth at <https://cadybt.com/terms-conditions/premise-terms-conditions/> and gives Cady BT the ability to proceed with the work described herein. In addition, by signing this document, City of Spring Lake Park acknowledges that they will undertake site preparations and meet network specifications as detailed in the Key Requirements section if included in this document. If this proposal includes a Total Solutions Support option, the undersigned further confirms their acceptance of those Terms and Conditions set forth at <https://cadybt.com/terms-conditions/cbt-total-solutions-support-terms-conditions/>. City of Spring Lake Park gives Cady BT the ability to provide the level of support chosen by City of Spring Lake Park.

City of Spring Lake Park also affirms that they have elected the following option:

_____ Lease Option

_____ Cash Option

Cady Business Technologies

City of Spring Lake Park

Authorized Representative

Authorized Representative

Jeff Anderson

Printed Name

Printed Name

Partner

Title

Title

Date

Date

Invoice

Cady Business Technologies, Inc.
 Phone: 763-398-8111
 Fax: 763-493-6346
 3030 Harbor Lane N, Suite 104
 Plymouth, MN 55447



Date: 1/18/2018

Invoice #2239

Bill-To
 City of Spring Lake Park
 Wanda Brown
 1301 81st Ave NE
 Spring Lake Park, MN 55432-2116

<u>Acct. No.</u>	<u>A/R Cust. No.</u>	<u>Customer PO</u>	<u>Reference</u>	<u>Sales Rep</u>	<u>Ship Via</u>	<u>Terms</u>
5186		0		Jeff Anderson	UPS	Due upon receipt

Qty.	Item ID	Description	UOM	Ea. Price	Total
1	Down Payment	Down Payment	EA	\$1,990.00	\$1,990.00

Total Amount Due: \$1,990.00
 (does not include taxes)

CASH PURCHASE PRICE

The price for the Equipment is \$3,980.00 ("Purchase Price"), excluding taxes. The Purchase Price may be adjusted to reflect any new configuration of the Equipment. City of Spring Lake Park shall pay under the following schedule:

- 50% upon execution of this Agreement
- 40% upon physical delivery of the Equipment
- 10% upon Cutover



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



MEMORANDUM

TO: Spring Lake Park City Council
Daniel Buchholtz, City Zoning Administrator

FROM: Barry L. Brainard, Code Enforcement Director

RE: Request for CUP/SUP Revocation Hearing

DATE: January 31, 2018

Ultimate Auto & Customs located at 1540 County Highway 10 was issued a special use permit by the Spring Lake Park City Council on February 3, 2014.

Within the past 19 months, Ultimate Auto & Custom has tallied a total of 11 letters of violation of their special use permit, including 23 Administrative Offense tickets, totaling \$3,690.37 in unpaid fines that were assessed to their taxes in November of 2017.

The latest letter of violation was dated on January 11, 2018. In my attempt to hand deliver the notice letter, Ultimate Auto doors were locked and their parking lot had not been plowed. I was finally able to hand deliver the notice letter to Mr. William O'Malley (Owner), mother on January 18, 2018. Mr. O'Malley mother would not state if the business was still open, only that they are planning to turn it back to the bank.

On November 6, 2017, the Spring Lake Park City Council adopted ordinance number 441, amending Chapter 153 of the Spring Lake Park Code of Ordinances regarding Conditional and Special Use Permit Revocation. Ordinance 441 provides the Code Enforcement the ability to suspend or revoke any and all existing conditional and special use permits within the City of Spring Lake Park for violations of any conditions of the permit and City code. As of January 29, 2018, Zoning Administrator Buchholtz, has not received any written request within ten days of their notice of violation, for appeal as outlined in ordinance 441.

I am therefore, requesting that the Spring Lake Park City Council immediately set a revocation hearing of the special use permit at 1540 County Highway 10 for Ultimate Auto & Customs. The hearing will be in accordance to Administrative Procedures Act (M.S. 14.57 to 14.70).

If you have any questions regarding the on-going SUP violations or action to revoke, please contact me at your convenience.



Ultimate Auto
Mr. William O'Malley
1540 County Highway 10 NE
Spring Lake Park, MN 55432

January 11, 2018

RE: Notice of Continuing SUP and Property Code Violations.

Dear Mr. O'Malley,

This is a notice pursuant to Minnesota Statute 299F.011 and the Spring Lake Park City Code Section 94.16 (O). You are hereby notified that pursuant to past inspections by this office, Special Use Permit (SUP), and nuisance Code violations were observed on the premises at 1540 County Highway 10 NE, Spring Lake Park, MN. You are hereby given notice that these violations must be remedied within 10 days from the date of this letter. You are also notified of your right to appeal this determination pursuant to Minnesota Statute 299F.011. To the extent other violations have been noted, you may be subject to charges for those violations at this time as well.

The specific areas to be brought into compliance are as follows:

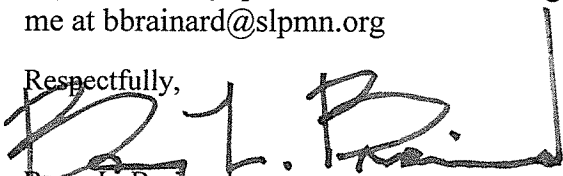
1. Garbage dumpster not enclosed (SUP violation).
2. Vehicles parked outside overnight must have current license plates and tabs and fully operable (SUP violation).
3. New tires stored outside (SUP violation).
4. Vehicle machinery being stored outside (SUP violation).
5. Used tires stored outside (SUP violation).
6. Unfinished eaves and soffit trim on east side of building (2016 IPMC, Section 304.1, 304.2).

Please also note that on November 6, 2017, the Spring Lake Park City Council adopted ordinance 441, amending Chapter 153 of the Spring Lake Park Code of Ordinance relating to Conditional and Special Use Permits. Ordinance 441 provides the Code Enforcement Department the ability to suspend or revoke any and all existing conditional and special use permits within the City of Spring Lake Park for violation of the conditions of the permit and City Code.

Should any of the above conditions remain after January 22, 2018, at Ultimate Auto, located at 1540 County Highway 10 NE, in Spring Lake Park, Minnesota, I will seek the revocation of Ultimate Auto's Special Use Permit as authorized by Section 153.202 (H) of the Spring Lake Park Code of Ordinances.

If you have any questions or concerns regarding your violations and declaration, please contact me at bbrainard@slpmn.org

Respectfully,



Barry L. Brainard
Code Enforcement Director

Cc: Daniel Buchholtz, Zoning Administrator
Mayor Hansen and Members of the City Council
Jenny Gooden, Administrative Assistant



Memorandum

To: Mayor Hansen and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: October 31, 2017
Subject: CUP Ordinance Update

Over the past several years, City staff has been working to address the issue of ensuring certain businesses are complying with the conditions of their Conditional Use Permit/Special Use Permit. City staff has issued warning letters and, in many cases, Administrative Offense Tickets to businesses who have failed to comply with the conditions of their CUP. Even with these enforcement actions, compliance has been elusive. In consultation with the City Attorney, an amendment to the CUP ordinance has been drafted that will establish a suspension/revocation process for consistent violators.

The current ordinance makes violations a misdemeanor, which must be processed through the Court system. The proposed ordinance maintains the ability for the City to prosecute ordinance violations through the Court system, but also establishes a process for which violations can be punished through the suspension and/or revocation of the permit.

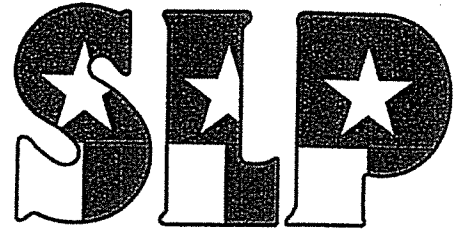
If the violation has not been corrected within 10 days of written notice from the Zoning Administrator, the City Council can pursue suspension or revocation utilizing the following procedure:

1. Written notice must be provided to the permittee at least ten business days prior to the permit being suspended or revoked.
2. Notice must be delivered personally or sent by first class mail. The notice will include the effective date of the suspension/revocation, a description of the violations the suspension or revocation is based upon and the facts supporting the conclusion that a violation has occurred. If the Owner desires to appeal, the Owner must, within 10 business days, file a request for a hearing.
3. The hearing request must be in writing, stating the grounds for appeal and served personally or by first class mail to the Zoning Administrator.
4. Following receipt of the request for hearing, the City Council shall set a time and place for the hearing. The Zoning Administrator shall notify the permittee of the time and place of the hearing in the same manner in which the initial notice was delivered.

The hearing would be conducted in accordance with the Administrative Procedures Act (M.S. §§ 14.57 to 14.70, as it may be amended from time to time). This is the same process that the City utilizes to revoke or suspend liquor licenses.

The Planning Commission held a public hearing on the proposed ordinance at its October 23, 2017 meeting. A copy of the minutes from that meeting is included in the packet. The Commission, after reviewing the ordinance and the public testimony, unanimously recommended approval of the proposed ordinance by the City Council.

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



City of Spring Lake Park

1301 Eighty First Avenue Northeast
Spring Lake Park, Minnesota 55432
763-784-6491

Mayor
Cindy Hansen

February 11, 2014

Councilmembers
Jeanne Mason
Bill Nash
Bob Nelson
Larry Raymond

Bill O'Malley
Ultimate Auto & Customs
1540 County Highway 10 NE
Spring Lake Park, MN 55432

Administrator,
Clerk-Treasurer
Daniel R. Buchholtz

Dear Mr. O'Malley:

Building/Code
Enforcement Official
Barry Brainard

The Spring Lake Park City Council, at its February 3, 2014 meeting, approved your application for a special use permit to allow auto repair and auto detailing at 1540 County Highway 10 NE, subject to conditions. The special use permit conditions are listed as follows:

Chief of Police
Douglas Ebeltoft

- All repair work, painting, detailing or car washing shall be done within an enclosed building.
- No more than ten vehicles (employee vehicles, vehicles to be repaired, etc) can be parked outside at any one time.
- Doors to repair service bays shall be closed when providing repair services to vehicles, except for conveyance into and out of service bays.
- No vehicles shall be displayed, parked or stored in any portion of the public right-of-way.
- Dumpster must be enclosed per City requirements.
- Hours of operation are limited to Monday through Saturday, 7:00am to 10:00pm.
- Outdoor storage and display of items for sale or lease, tools, equipment, parts or supplies is prohibited.
- Outdoor ventilation of at least 1.5 cubic feet per minute per every square foot of gross floor area shall be provided.
- All signage shall conform to City of Spring Lake Park sign ordinance.
- Applicant must obtain a certificate of occupancy from the Code Enforcement Director prior to occupancy.
- Applicant shall comply with all Federal and State statutes, laws, rules and regulations and all City codes, ordinances, rules and regulations.

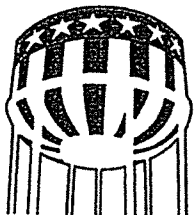
Parks & Recreation
Director
Marian Rygwall

Public Works
Director
Terry Randall

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

Sincerely,

Daniel R. Buchholtz, MMC
City Administrator



cc: Kerry E. Olson, Special Assets Group, Village Bank



Memorandum

To: Mayor Hansen and Members of the City Council

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

Date: February 1, 2018

Subject: Liquor Store Electronic Sign Move

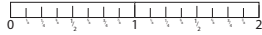
The City Council directed staff to work with our vendor, Scenic Signs, to facilitate the move of the electronic sign from the Central Park Liquor property to replace the community sign.

The cost of this move will be \$16,530.00. This costs includes the cost of removing the existing cabinet on the community sign to accept the Central Park Liquor sign, to retrofit the sign lighting to LED, produce new sign faces to incorporate our new logo, move the Central Park Liquor sign, and convert sign to internet based connectivity.

Funds would be utilized from the Revolving Construction fund to cover the cost of the retrofit and move.

Staff recommends approval of the quote so that removal can be scheduled to occur before April 30, 2018.

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



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



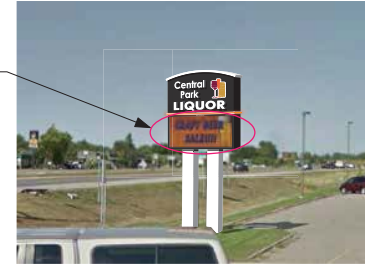
AFTER IMAGE: 1/4" = 1'



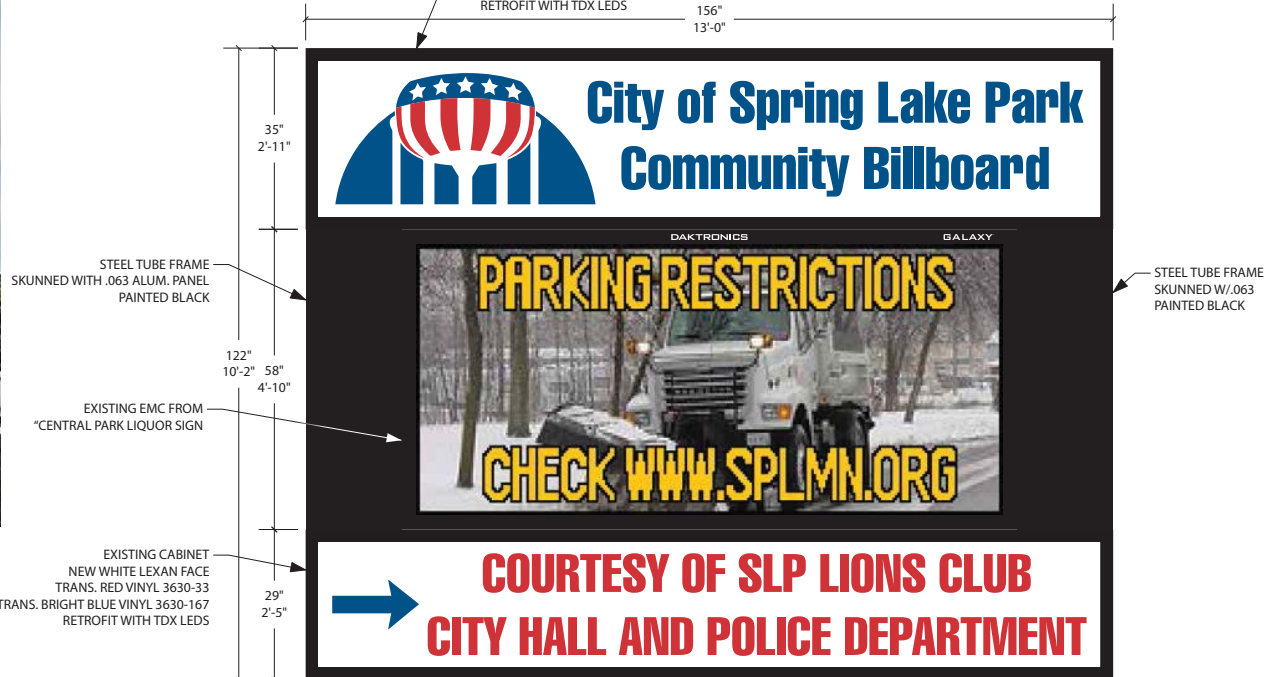
BEFORE IMAGE: NOT TO SCALE

USE THESE CABINETS FOR NEW SIGN

USE THIS EMC FOR NEW SIGN



EXISTING CABINET
NEW WHITE LEXAN FACE
TRANS. RED VINYL 3630-33
TRANS. BRIGHT BLUE VINYL 3630-167
RETROFIT WITH TDX LEDS



AFTER IMAGE: 1/2" = 1'

EXTRA ELEMENT: XX
OF FACES: 2
FACE MATERIAL: XX
CABINET TYPE: XX

RETAINER SIZE: XX
DIVIDER BAR SIZE: XX
FRAME MATERIAL: XX
PHOTO EYE: XX

LIGHTING TYPE: TDX LEDS
LED COLOR: WHITE
POLE TYPE: STEEL
POLE HEIGHT: EXISTING

POLE QUANTITY: 2 (EXISTING)
OF EMC FACES: 2 (EXISTING)
BRAND: DAKTRONICS
ADDITIONAL NOTES:

SALESMAN: DARYL KIRT DATE: 12/28/17
LOCATION: SPRING LAKE PK, MN SQ FT:
DRAWN BY: RYAN UNGER SCALE: SEE ABOVE

MONUMENT/PYLON/EMC SIGN

The client warrants that the subject matter to be printed is not copyrighted by a third party. The client also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The client further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the client agrees to indemnify and hold Scenic Sign harmless for all liability, damages and attorney fees that may be incurred in any legal action connected with copyright infringement involving the work produced or provided.

WO: #



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

PROPOSAL

Proposal #: 18993

Proposal Date: 01/24/18
 Customer #: CRM005392
 Page: 1 of 4

SOLD TO:	JOB LOCATION:
CITY OF SPRING LAKE PARK 1301 81ST AVE NE SPRING LAKE PARK MN 55432	CITY OF SPRING LAKE PARK 1301 81ST AVE NE SPRING LAKE PARK MN 55432 REQUESTED BY: DAN

SCENIC SIGN CORPORATION (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #17998 REMOVE EXISTING COLOR EMC AT CENTRAL PARK LIQUOR LEAVE POLE, POLE COVERS AS IS, REMOVE CITY OF SPRING LAKE PARK CABINET BRING BACK TO SHOP REWORK CABINET TO ACCEPT COLOR EMC FROM CENTRAL PARK LIQUOR, RETRO FIT TO LED LIGHTING, NEW LEXAN FACES/VINYL COPY FOR TOP AND BOTTOM CABINETS. REINSTALL CABINETS AND EMC. NO REMOVAL OF ELECTRICAL MAST OR DISCONNECT/HOOK-UP OF CABINET INCLUDED IN QUOTE.	\$12,695.00	\$12,695.00
1	QUOTE #18261 RETROFIT EXISTING DAKTRONICS SYSTEM WITH NEW BRIDGE TO CONVERT SOFTWARE PACKAGE OVER TO INTERNET BASED VENUS CONTROL SUITE. THIS WILL ALSO REQUIRE INTERNET CONNECTIVITY AT THE HOST (TRANSMITTER) RADIO. THIS HINGES ON LINE OF SITE AND ON SITE TEST TO CONFIRM THERE WILL BE GOOD RADIO SIGNAL.	\$3,835.00	\$3,835.00
		SUB TOTAL:	\$16,530.00
		ESTIMATED SALES TAXES:	\$0.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

TOTAL PROPOSAL AMOUNT: \$16,530.00

TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION
 (INTEREST OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

THIS PRICE DOES NOT INCLUDE PRIMARY ELECTRICAL SUPPLY AND CONNECTION. PERMIT AND ENGINEERING FEES AS REQUIRED BY GOVERNMENT WILL BE ADDED AT ACTUAL COST PLUS PROCUREMENT FEE. STATE SALES TAX IS INCLUDED UNLESS SPECIFICALLY STATED OTHERWISE.

A FEE FOR DISPOSAL OF HAZARDOUS WASTE CONTAINED IN SIGNS AND MATERIALS REMOVED FROM CUSTOMER'S PROPERTY WILL BE ADDED TO THE FINAL INVOICE.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

COMPANY INITIALS _____

CUSTOMER INITIALS _____



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

PROPOSAL

Proposal #: 18993

Proposal Date: 01/24/18
Customer #: CRM005392
Page: 2 of 4

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

TERMS AND CONDITIONS

1. This proposal is made for specially constructed equipment and when accepted is not subject to cancellation. Company shall not be responsible for errors in plans, designs, specifications or drawings furnished by PURCHASER or for defects caused thereby.
2. A. The company agrees to secure all necessary governmental permits. The purchaser agrees to secure all necessary permits from the building owner and/or others whose permission is required for the installation of this display and he assumes all liability with regard to same and all liability, public and otherwise, for damages caused by the display or by reason of it being on or attached to the premises. Purchaser agrees to secure all necessary permission for use of all registered trademarks or copyrights used on the display.
2. B. All necessary electrical wiring, outlets and connections to the display from the building meter and/or fuse panel will be properly fused and installed, at the expense of the Purchaser.
2. C. INSTALLATION PRICES QUOTED ARE SUBJECT TO REVISION WHERE EXCESS ROCK OR OTHER UNFORESEEABLE FOUNDATION CONDITIONS ARE ENCOUNTERED; ADDITIONAL CHARGES WILL BE INCURRED IF THESE CONDITIONS EXIST.
2. D. ALL PRIVATE UNDERGROUND UTILITIES IN THE AREA OF EXCAVATION ARE TO BE MARKED BY THE CUSTOMER, AT THEIR EXPENSE, PRIOR TO EXCAVATION. SCENIC SIGN CORPORATION SHALL NOT BE HELD RESPONSIBLE FOR DAMAGES RELATED TO THE STRIKING OF ANY UNMARKED PRIVATE UTILITIES, OR DAMAGES TO ANY PERSON, BUSINESS OR PROPERTY AS A RESULT OF THIS EXCAVATION, INCLUDING BUT NOT LIMITED TO ELECTRICAL, IRRIGATION, GAS, SURVEILLANCE OR ANY OTHER UNDERGROUND UTILITY.
3. Company warrants the display against defective workmanship in construction and assembly for one (1) year from date of shipment or installation, if installation is made by Company. Additionally, Company will replace defective components manufactured by others for one (1) year from date of shipment or installation by Company, unless specifically stated otherwise, for normal labor and travel charges only. Any part found by Company to be defective due to faulty workmanship or materials, if returned prepaid, within the warranty period, will be repaired or replaced f.o.b. point of production. Company shall not be liable for any damages or losses other than the replacement of such defective work or material. Whenever there is any circumstance on which a claim might be based, Company must be informed immediately or the provisions of this warranty are voided.
4. Any items not shipped or installed on or before 60 days from contract date will be invoiced in full at the designated unit price, and PURCHASER hereby agrees to pay said invoice per above items. It is agreed that storage charges shall accrue at the rate of one percent (1%) per month of the price of the display commencing at the end of said 60-day period. Company, at its option, may invoice each item called for in the proposal separately upon completion, or, if for reasons beyond its control completion is delayed, it may invoice for that portion of the work completed during any given month. Under no condition, will any item be held beyond 60 days after completion. In the event that size and weight of any item prohibits storage by Company on its own property, Purchaser must make arrangements for shipments immediately upon completion.
5. Payment for items purchased under the terms of the contract will be made on receipt of invoices submitted. In the event payment is not made as agreed, PURCHASER agrees to pay a service charge on past due amounts from the times they are due, thirty (30) days from invoice date, at the rate of one and one half percent (1½%) per month. In the event this contract is placed for collection or if collected by suit or through any Court, reasonable attorneys' fees shall be added.
6. All applicable taxes payable under the laws of the State of Minnesota are included in the price quoted. Taxes due in other states may be additional as noted in the specifications section of this document.

COMPANY INITIALS _____

CUSTOMER INITIALS _____



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

PROPOSAL

Proposal #: 18993

Proposal Date: 01/24/18
Customer #: CRM005392
Page: 3 of 4

7. Company will not be responsible for delays in shipments caused by delays created by supplies or transportation services or by labor disputes or due to any other circumstances beyond its control.

8. Title to all unincorporated materials and property covered by this contract shall remain in and be the property of the Company until the purchase price is paid in full. The Company reserves the right to enter any job site and reclaim all materials or property used or intended to be used in this construction of said equipment in the event of default by Purchaser, including, but not limited to, payment of any amounts due and payable in accordance with terms of this contract. The Company retains a security interest in the materials and equipment whether or not incorporated into a project or realty until the Company has been paid in full, notwithstanding the manner in which the personal property has been annexed or attached to the realty. The Purchaser agrees to execute appropriate Commercial Code forms to provide to the Company a Perfected security interest.

9. It is agreed that this contract shall be construed according to the laws of the State of Minnesota.

10. When this contract is signed by a duly authorized person of each party, all provisions contained herein become integral parts of this contract, and there is no other agreement or understanding of any nature concerning same unless such agreement or understanding, if any, is specifically incorporated here by reference.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 30 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: _____

DATE: _____

ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COMPANY INITIALS _____

CUSTOMER INITIALS _____



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

DEPOSIT INVOICE

Invoice #: DP18993

Inv Date: 01/24/18
Customer #: CRM005392
Page: 4 of 4

SOLD TO:	JOB LOCATION:
CITY OF SPRING LAKE PARK 1301 81ST AVE NE SPRING LAKE PARK MN 55432	CITY OF SPRING LAKE PARK 1301 81ST AVE NE SPRING LAKE PARK MN 55432 REQUESTED BY: DAN

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
DAN		DARYL KIRT	01/02/18	50.0% Due Upon Receipt	03/20/18

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #17998 REMOVE EXISTING COLOR EMC AT CENTRAL PARK LIQUOR LEAVE POLE, POLE COVERS AS IS, REMOVE CITY OF SPRING LAKE PARK CABINET BRING BACK TO SHOP REWORK CABINET TO ACCEPT COLOR EMC FROM CENTRAL PARK LIQUOR, RETRO FIT TO LED LIGHTING, NEW LEXAN FACES/VINYL COPY FOR TOP AND BOTTOM CABINETS. REINSTALL CABINETS AND EMC. NO REMOVAL OF ELECTRICAL MAST OR DISCONNECT/HOOK-UP OF CABINET INCLUDED IN QUOTE.	\$12,695.00	\$12,695.00
1	QUOTE #18261 RETROFIT EXISTING DAKTRONICS SYSTEM WITH NEW BRIDGE TO CONVERT SOFTWARE PACKAGE OVER TO INTERNET BASED VENUS CONTROL SUITE. THIS WILL ALSO REQUIRE INTERNET CONNECTIVITY AT THE HOST (TRANSMITTER) RADIO. THIS HINGES ON LINE OF SITE AND ON SITE TEST TO CONFIRM THERE WILL BE GOOD RADIO SIGNAL.	\$3,835.00	\$3,835.00
	SUB TOTAL		\$16,530.00
	ESTIMATED SALES TAXES		\$0.00
	TOTAL PROPOSAL AMOUNT		\$16,530.00
	*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***		

PLEASE PAY THIS DEPOSIT AMOUNT:	\$8,265.00
--	-------------------



Memorandum

To: Mayor Hansen and Members of the City Council

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

Date: February 1, 2018

Subject: Liquor Store Auction Contract

Liquor Store Manager Hachey is recommending the City Council contract with Auction Masters of Maple Grove to facilitate the auction of the store fixtures and any excess liquor store inventory after the store's closing on March 31, 2018.

The contract calls for a 25% commission to be paid by the City, along with an additional 10% commission paid by the buyer. This commission is consistent with industry standards. The City is also responsible for a \$400 fee for marketing materials.

Staff recommends approval of the auction contract, subject to the City Attorney's approval.

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

AUCTION OVERVIEW

Thank you for your interest in Auction Masters. I am confident we can deliver the service and results you are looking for.

Auction Masters has a 40-year history of liquidating businesses with the same hands-on owners. Our full time experienced staff is respected for professional service to both sellers and bidders.

Our auctions are known for being consistently successful and run with a high level of efficiency.

Marketing is the key to your auction's success. Auction Masters' expertise in online marketing will assure your auction is presented in the right markets.

The set up team is expert at merchandising, making sure each item is presented in its best light. They also are on the outlook for potential challenges such as security, loading layout, or electrical disconnects. We staff the inspections with people that can answer questions. Payment and removal is a secure procedure with our staff managing the flow and facilitating the process.

AUCTION MASTERS WILL:

1. Group lots and tag each piece in the lot.
2. Take pictures of all items.
3. Produce a catalog of all items.
4. Conduct the online auction.
5. Manage and staff inspection day.
6. Collect payment and provide official receipts.
7. Manage removal process: Auction Masters staff.

AUCTION FEES:

1. Commission: 25%, plus 10% paid by buyer.
2. Marketing: \$400.00.

AUCTION SCHEDULE:

1. Auction Set -up.
2. Online 5 to 10 days.
3. Inspection: 1 day.
4. Auction Close.
5. Payment and removal.

WHAT MAKES AUCTION MASTERS YOUR CHOICE?

1. Aggressive marketing
2. Attention to detail.
3. Outstanding professional staff.
4. Instant response to situations that may arise.
5. Vigilance during the payment and removal process.
6. Payment and full documentation 10 days after the final pick up day.

Central Park Liquor Marketing Plan

Internet Marketing	Cost
Global Auctions	\$25.00
Midwest Auctions	\$50.00
Auction Zip	\$25.00
Social Media: Facebook, Twitter	No charge
E Blasts: Auction Masters 65,000 bidders	No charge
Facebook Google ads	\$300.00
Approximate Total	\$400.00



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 2.5.18 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

MS4 Permit (193802936).

Continuing to work with the Public Works Director and the Administrator on implementing the work plan for MS4 items. Completed training with the Public Works Department in December.

Surface Water Management Plan (193803949).

We continue doing research for updating the local surface water management plan. Detailed storm water modeling has been completed. *The model is showing flooding in areas that are known to flood, so the model seems to be appropriately calibrated. We are currently using the storm water model to evaluate proposed conditions to see what can be done to reduce flooding in these areas.*

2017 Sanitary Sewer Lining Project (193803782).

This project includes sanitary sewer lining in the neighborhood east of Able Street and north of 81st Avenue. The Contractor, Visu-Sewer, has completed the lining work and the remaining service grout work. Terry Randall has reviewed post-lining inspection reports and is working on follow-up items.

2018 Sanitary Sewer Lining Project (193804547).

This project includes sewer lining in the northeast area of the city. We are currently preparing construction plans and will solicit late this spring.

2017-2018 Street Seal Coat Project (193803783).

This 2-year project includes 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 will coordinate 2018 work this summer.

Other issues/projects.

Working with Technical Advisory Committee (TAC) for the Coon Creek Watershed District.

We continue working with the Public Works Director to get final approval on the Water Supply Plan (DNR requirement) and on implementing the city's Wellhead Protection Plan. *We will meet in early January to discuss these two documents along with well maintenance and water plant maintenance issues.*

Working with agents for cellular companies regarding facilities on the water towers.

Continue working Dan and the developer regarding the Hy-Vee development.

Working on site plan construction issues for the Dominion project. Terry Randall is monitoring day-to-day issues on the project.

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.



January 31, 2018

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

Re: Municipal State Aid Account

Dear Dan:

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

2018 Annual Distribution. In January the Office of State Aid announced the 2018 Maintenance and Construction Allotments for the MSAS cities as approved by the Commissioner of Transportation. A copy of the annual Notice is attached. The City of Spring Lake Park received the following allocations:

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

The total combined construction and maintenance allocation for 2018 is \$272,561. The 2018 total is an increase of \$32,431 from last year. The total allocation has been increasing steadily over the past 5 years.

We have submitted reimbursement requests to State Aid for previous State Aid eligible projects. The City still has a large pending reimbursement amount in the State Aid system because of the 2014-2015 Street Improvement project. This means that for the next 4 or 5 years the city will receive the construction portion of their State Aid allocation without needing to submit any additional reimbursement requests.

2017 Annual Certification of Mileage. We completed the paperwork associated with the annual certification of mileage a few weeks ago and submitted it to the Office of State Aid. A copy of the certification form is attached. There were no mileage changes from the previous year.

Regards,
Stantec

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

Phil Gravel, City Engineer

cc. Terry Randall, Public Works Director

V:\1938\active\1938\0050\Allocations\2018



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

January 24, 2018

MUNICIPALITY OF SPRING LAKE PARK

Phil Gravel

2335 West TH 36 Suite 703

St Paul, MN 55113

RE: NOTICE OF ANNUAL DISTRIBUTION

Dear Phil Gravel:

The following allotments will be credited to the accounts listed below in compliance with the 2018 Commissioner's Order, and will be released in accordance with the current rules.

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ALLOCATION AMOUNT</u>
90	MUNI CONST	\$204,421.00
94	MUNI MAINT	\$68,140.00

If you have any questions please contact Cindy Degener at 651-366-4850 of the State aid Finance Office.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Charles A. Zelle'.

Charles A. Zelle
Commissioner of Transportation

cc: City Clerk

2017

ANNUAL CERTIFICATION OF MILEAGE

SEE INSTRUCTIONS INCLUDED ON WEB SITE
RECORD REVISIONS ON BACK OF FORM
SUBMIT TO YOUR DSAE BY JANUARY 15, 2018

	Municipal Mileage as of Dec. 31, 2016				Revisions During Current Year 2017 (+ or -)				Municipal Mileage as of Dec. 31, 2017			
	Non-Existing	Improved	Unimproved	Total	Non-Existing	Unimproved	Improved	Total	Non-Existing	Unimproved	Improved	Total
	I	III	II	IV	V	VI	VII	VIII	IX	X	XI	XII
MILEAGE NOT CONSIDERED IN THE COMPUTATION OF BASIC MILEAGE												
1. Trunk Highways		3.05		3.05							3.05	3.05
2. Trunk Highways Turnbacks (Designated as MSAS - mileage above 20%)												
3. County State Aid Highways (Exclude mileage designated as MSAS)		2.62		2.62							2.62	2.62
4. County State Aid Highway Turnbacks (Designated as MSAS - mileage above 20%)												
5. Total Mileage of Line 1 Thru 4	Previous =			5.67	Adjustment =				Current =			5.67
BASIC MILEAGE: MILEAGE CONSIDERED IN THE COMPUTATION OF ALLOWABLE MILEAGE												
6. Municipal State Aid Streets (Exclude Trunk and County Highway Turnbacks and Mileage Partly Outside the City Limits in a non MSAS city)		5.53		5.53							5.53	5.53
7. County Road Turnbacks (Designated as MSAS)		0.29		0.29							0.29	0.29
8. County Roads (Exclude mileage designated as MSAS)		0.32		0.32							0.32	0.32
9. Other Local Roads And Streets - not designated (Include T.H. & CSAH frontage roads)		21.73		21.73							21.73	21.73
10. Total Improved Basic Mileage (lines 6 + 7 + 8 + 9)	Previous =			27.87	Adjustment =				Current =			27.87
11. Percentage Limitation Allowed by Statute												X
12. MAXIMUM MILEAGE ALLOWED FOR M.S.A.S. DESIGNATIONS (Col XI, Line 10 Times Line 11)												0.20
13. Total Municipal State Aid Street Designated (Colum XII, Line 2 + 4 + 6 + 7)												5.82
14. Total Miles of T.H. & County Turnbacks designated as MSAS Above 20% (Col. XII Line 2 + 4 + 7)												(-) 0.29
15. Mileage designated MSAS - not including T.H. and County Turnback mileage (Line 13 minus Line 14).												(-) 5.53
16. MSAS Mileage Partly Outside the City Limits in a non MSAS city												(-)
17. Municipal State Aid Street Mileage Over/Under Maximum Allowed. (Line 12 minus line 15 minus Line 16)												0.04

I hereby certify that the total Improved Mileage (Col.XI. Line 5 + 10) in the Municipality of Spring Lake Park as of December 31, 2016 is 33.54 Miles.

Signed: Phil Gravel Title: City Engineer Date: 1/9/2018



Shaded Fields contain formulas. These fields get filled automatically as data is entered.

CORRESPONDENCE

The logo is a white outline of a teardrop shape with a rounded top and a pointed bottom, containing the text "ANOKA COUNTY PARKS AND COMMUNITY SERVICES" in white, uppercase, sans-serif font.

ANOKA
COUNTY
PARKS AND
COMMUNITY
SERVICES

the connection
february • 2018

VOLUME 25 ISSUE 2





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FROM THE DIVISION MANAGER:

We are now well into the 2017/18 winter, but still looking for enough snow for cross-country skiing. Hopefully, our wishes will soon come true.

The one thing we're not waiting for is getting going on our 2018 division goals. Our Parks and Community Services Division is already launching many new initiatives for the calendar year.

This month, I'll give you a quick overview of a few goals in the Parks and Recreation Department. These are just a sampling from our review with the Parks & Community Services Committee in January.

Policy and Planning

- Work with the regional park agencies in support of state bonding for the metro regional parks system; about \$2.5 million is in play for Anoka County Parks.
- Complete the update to the County's Comprehensive Park System Plan.
- Implement grant projects at Bunker Hills, Mississippi West, Riverfront, and Rice Creek Chain of Lakes Regional Parks; and the Mississippi River Regional Trail.

Resource and Facilities Management

- Begin engineering work on the Lake George Dam replacement and two erosion control projects on the Rum River. These projects are funded with Heritage Council Legacy funds.
- Complete the last purchase in our large equipment replacement program – a new ski trail groomer.
- Finish construction of the new maintenance facility (phase one) at Rice Creek Chain of Lakes and put the building into use for daily operations.

Visitor Services

- Enhance the "Everyday Adventures" marketing campaign to engage underserved populations; increase the use of social media to reach new audiences.
- Hire a new facility coordinator / guest services position at the Bunker Hills Activities Center to work with our guests and events on evenings and weekends.
- Open the new large group outdoor gathering deck at the Bunker Activities Center.

Program Services

- Reestablish the partnership with the University of Minnesota for additional design improvements at Wargo Nature Center for construction in 2019.
- Refurbish the slide towers, adventure pool, and parking lot at Bunker Beach Water Park.
- Upgrade and refresh all the amenities at the Chomonix Golf Course driving range.

We look forward to working with the County Board, our talented staff, and a wide array of allied organizations and agencies on the goals of the Parks and Recreation Department in 2018.

In the meantime, I'll see you on the trails.

John VonDeLinde

MISSISSIPPI RIVER TRAIL



The County is receiving federal Transportation Alternatives Program funds and Metro Parks and Trail Legacy funding to construct over one mile of the Mississippi River Trail (MRT) within Mississippi West Regional Park. This is an important link for the trail and an important connection to the river. Once complete, the trail will provide a connection to an isolated residential area and businesses south of the park. Users will be able to travel from the park all the way to Minneapolis via the MRT. The County is currently working with Hakanson Anderson on developing plans and specifications for the project. Bidding is anticipated to occur in the next month or two with construction scheduled for the summer of 2018.

RICE CREEK MAINTENANCE FACILITY UPDATE

The first phase of construction for the Rice Creek Chain of Lakes Park Reserve maintenance facility is nearing completion with only a handful of items remaining for spring 2018. Centrally located in the park near Centerville Beach, the boat launch and campground, this facility will serve as a hub from which all quality maintenance efforts originate. The first phase of construction focused on initial infrastructure and storage, including: site access & grading, storm water management, electricity, and secured interior & exterior storage.



The footprint of the building is 48' x 80', which was sized based on the recent maintenance facility assessment. There is a pass-through 14'x14' overhead garage door to accommodate large and small equipment. The building has basic electric for common maintenance needs such as welders, compressed air and other tools, and is outfitted with bright LED lights and high windows for a safe and well-lit shop. In addition to the interior, there is a 7,000 square-foot fenced shop yard on the exterior. The maintenance unit plans to begin moving in for the upcoming camping and picnic season and is looking ahead to phase 2 slated for 2019/2020.

Much thanks to the many staff, architects, engineers and vendors that have worked tirelessly to make this needed maintenance facility a reality.



TROUT OPENER AT CENAIKO LAKE

Saturday, January 13 was opening day for the winter season of fishing on inland trout lakes. Ceniako Lake, located within Coon Rapids Dam Regional Park, is one of the few metro area locations that is available during this season. Guests line up early to find their favorite set locations. Park Service staff was onsite to assist in the gatehouse, which processed 220 daily permits and 30 annual permits on Saturday morning alone, as well as direct traffic and provide visitor assistance.

PELTIER ISLAND HERONRY PROJECT

A group of about a dozen volunteers, Lino Lakes City staff, and Anoka County Parks staff descended on Peltier Island to address maintenance issues and inventory nests in the heronry. The group removed ladder trees and branches and repaired and added flashing to discourage racoons from preying on the nesting herons. The group estimated there were about 120 breeding pairs of Great Blue Herons on the island in 2017. This number has been consistent the last couple of years and shows a great improvement over lows of about 10 breeding pairs in 1998. The work of this group stems from the discovery that racoons had been preying on nests, which resulted in a collapse in the colony in the early 2000s. Prior to that, over 300 nesting pairs used the island. At that time Great Egrets and Night Herons also nested on the island but since the collapse, only Great Blue Herons have been seen nesting on the island. A big thanks goes out to this dedicated group of volunteers who have helped bring the herons back to a population that appears to have stabilized.





GREENER EVENTS IN ANOKA COUNTY

The Recycling & Resource Solutions Department was hard at work once again with making recycling and organics more accessible in Anoka County parks and at community events and festivals in 2017. This past year technical assistance was provided to 28 community events; additionally eight other groups took advantage of the recycling container loan program. Recycling and organics containers were also available to people reserving our beautiful parks facilities for community meetings, family reunions, or other celebrations.

Anoka County Recycling & Resource Solutions offers portable recycling and organics containers that can be borrowed for recycling and organics (food waste and non-recyclable paper) collection at events. Quantities are limited and are available first-come, first-served. Whether your event is hosted at an Anoka County park, at home, or at larger community festival, consider making your next event a zero-waste event. If zero waste seems daunting, setting a goal of reducing waste can be a great place to start.

Here are some tips for success:

- Recycling is available in all Anoka County Parks. If you want to offer organics collection, contact Recycling & Resource Solutions to obtain compostable bags and tableware.
- Make recycling at events easier with signs. Recycling and organics signs, along with trash signs, help guests put waste where it belongs. Anoka County has container signs for organics, recycling, and trash to make it easy for you.
- Choose decorations and display materials that can be reused or recycled.
- If your event is catered, select food vendors who use washable plates, silverware, and linens.

18TH ANNUAL SNOW DAY

The 18th annual Snow Day was held Saturday, January 27th at Wargo Nature Center. More than 725 people attended this FREE celebration on a lovely snow-filled day! This event is an annual collaboration with Lino Lakes and Blaine Parks and Recreation Departments. Participants were able to enjoy wonderful winter activities like snowshoeing, ice fishing, kicksledding, winter crafts,



and a live animal presentation from the Minnesota Zoo. For the first time in several years, thanks to actually having snow, participants were able to cross country ski! Thanks to the maintenance staff who groomed the trails for skiing and program services staff who did a great job making sure everyone went home with a smile on their face!

START THINKING GOLF



With the snow melting and warmer temperatures right around the corner, it's not too early to start thinking about golf. February marks a great time of the year at Chomonix with many people buying their season passes, punch cards, and patron cards during the annual sale on the first Saturday after Valentine's Day. "Even if golf is still a month or two away, it really is the start of the season," said Assistant Manager Matt Wollmering. "For this Valentine's Day, what better way to say 'I Love You' than with a gift certificate from Chomonix Golf Course."

BUNKER BEACH SEASONAL RECRUITMENT



Every year Bunker Beach hires around 140 seasonal employees. This year Bunker Beach will start its hiring process looking for lifeguards, concessions staff, maintenance, and guest services staff. With this many employees, recruitment can last from February up until near the start of the season. Interviews typically take place in March and April with staff training happening in May. Bunker Beach will be looking to set up at a couple of job fairs to boost interest in seasonal positions. Returning staff makes up around half of the open positions as well.



Anoka County

COUNTY ADMINISTRATION

Respectful, Innovative, Fiscally Responsible

JERRY SOMA
County Administrator

January 25, 2018

The Honorable Cindy Hansen
Mayor, City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

RE: Coon Creek Watershed District Appointments

Dear Mayor Hansen:

In accordance with the provisions of Minn. Stat. § 103B.227, Anoka County in January 2018 published a notice that a term will expire for one manager on the Coon Creek Watershed District Board of Managers. The notice publication requirement applies because Coon Creek Watershed District is considered a watershed management organization. The published notice states that persons interested in being appointed may submit their names to the appointing authority, which is the county board, for a watershed district appointment. For your information, a copy of the notice is enclosed.

In appointing a manager to the Coon Creek Watershed District, Minn. Stat. § 103D.311 is applicable. This statute requires a county board, upon the expiration of a term, to appoint a manager for a watershed district from a list of persons nominated jointly or severally by the cities and municipalities within the district if a list(s) is submitted 60 days before the manager's term of office expires or to appoint a manager who resides in a city that fails to submit a list. The vacancy expires on May 27, 2018. In order for the county to accept nominations, they must be received by Wednesday, March 28, 2018. If there is a desire to submit a list jointly for a manager appointment, you may wish to confer with affected cities and jointly submit the list. The cities with territory located in the Coon Creek Watershed District are Andover, Blaine, Columbus, Coon Rapids, Fridley, Ham Lake, and Spring Lake Park.

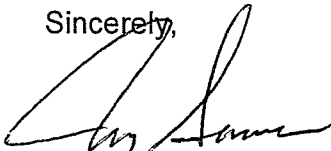
In order for names submitted to the county to be considered a list under the statutory definition, the list must contain the names of at least three nominees eligible to be appointed. To be eligible for an appointment, a nominee must reside within the watershed district boundaries, be eligible to vote in the district, and not be a public officer of the county, state, or federal government (except that a soil and water conservation supervisor can be appointed). The county board may choose to appoint someone who is not on a list if the person resides in a city that did not submit a list.

The appointee, whose term will expire on May 27, 2018, is Byron Westlund. A map outlining the Coon Creek Watershed District is being forwarded to the manager/administrator/clerk of the City of Spring Lake Park.

All applicants must submit a completed application form to the appointing authority. Find the application at anokacounty.us/2227/Advisory-Boards-and-Commissions.

Please contact me if you have any questions regarding this appointment process.

Sincerely,



Jerry Soma
County Administrator
763-324-4715
Jerry.Soma@co.anoka.mn.us


JS:bv

Enclosure

c: Spring Lake Park City Manager/Administrator or Clerk
Brenda Vetter, Principal Administrative Assistant

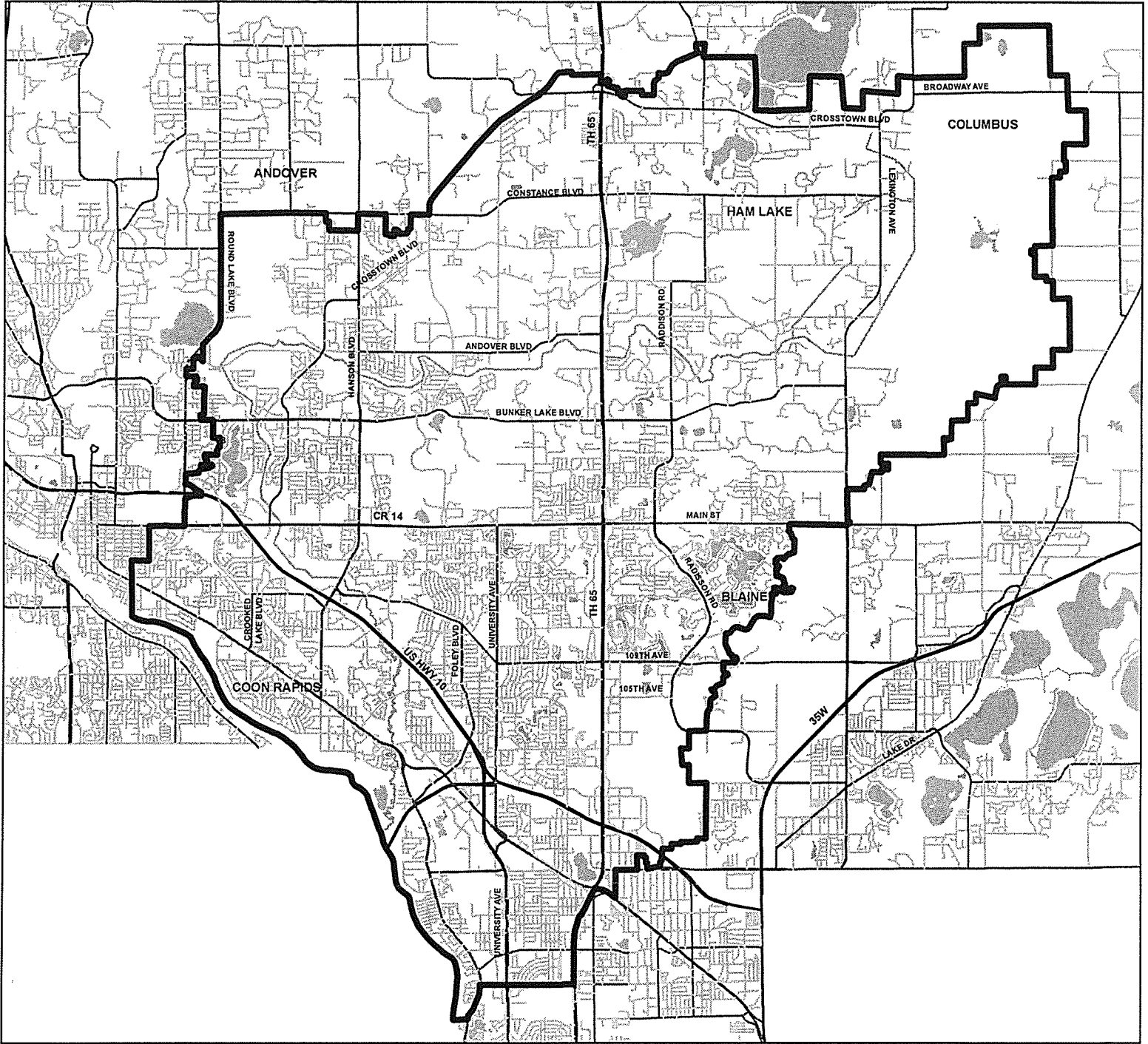
PUBLIC NOTICE OF VACANCY

NOTICE IS HEREBY GIVEN pursuant to Minn. Stat. § 103B.227 and § 103D.311 that vacancies will occur on the Coon Creek Watershed District Board of Managers due to the expiration on May 27, 2018, of the term of Byron Westlund, City of Ham Lake. Term of the appointment is for three years. Managers are eligible to be reappointed. Persons interested in being appointed to serve on the Coon Creek Watershed District Board of Managers may submit their names for consideration to the Anoka County Board of Commissioners, the appointing authority, by March 28, 2018. Minn. Stat. § 103D.311 permits the cities in the district to submit a list(s) of nominations to the county board. If a valid list(s) containing at least three eligible nominees for a manager's position is submitted at least 60 days prior to the expiration of the terms or by March 28, 2018, the Anoka County Board of Commissioners is required to make appointments either from the list(s) or to appoint a manager who resides in a city that fails to submit a list. Since a list may be submitted, persons interested in being considered for appointment may wish to contact their city to request to be included on a list of nominations. In the absence of a valid list, the Anoka County Board of Commissioners may appoint any voting resident of the Coon Creek Watershed District who is not a public officer of the county, state, or federal government.



/s/ Jerry Soma
County Administrator

PUBLISH IN: Anoka County Record, January 23, 2018
Forest Lake Times, January 25, 2018

Coon Creek Watershed District

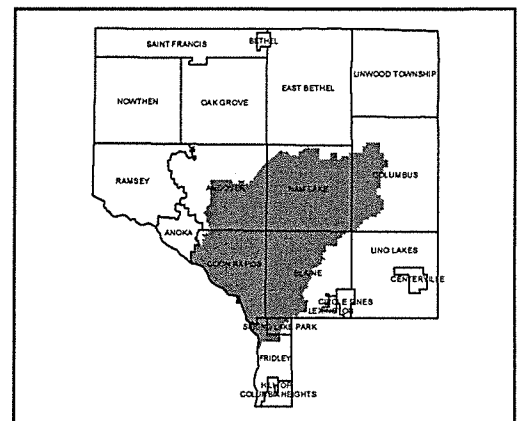
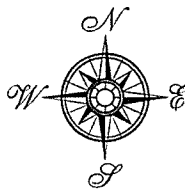


Legend

 WATERSHED DISTRICT BOUNDARY

BOARD OF MANAGERS

Anthony Wilder, President
 Warren Hoffman, Vice-President
 Byron Westlund, Treasurer
 Michael Kreun, Secretary
 Matthew Herbst, At-Large





Thank you for your response to our request in helping us with our garage door. We were 100 miles into Wisconsin when we realized we left the garage door open. We call Spring Lake Park dispatch and you responded and closed and secured our garage door. You gave us peace of mind to continue on our trip.

Again Thank You



Tiny homes for rent at Canoe Bay Escape Village are available in several models. STEVE NIEDORF • Escape Village

New tiny houses for rent in Wis.

Adults-only Canoe Bay Escape Village may be the Midwest's largest tiny-home destination.

By **CHELSEY LEWIS**
Milwaukee Journal Sentinel

The tiny-house craze has come to vacation properties in Wisconsin.

The new Canoe Bay Escape Village features three types of tiny homes for rent outside Chetek, Wis., about 100 miles northeast of the Twin Cities. The village, the first of its kind in Wisconsin and projected to

be the largest in the Midwest, opened Dec. 1.

The village is situated on 100 acres of mixed hardwoods and wetlands, with two private lakes. It's adjacent to Canoe Bay, a popular rustic-chic, adults-only resort.

The tiny homes available for rent include one- or two-bedroom 400-square-foot units with porches and a one-bedroom 344-square-foot travel-trailer unit. Each features an electric fireplace, TV, couch, coffee table, king-size bed, full bathroom, kitchen and a dining table.

The units are built by Escape, a tiny-home builder based in Rice Lake, Wis.

Canoe Bay also has a dining room open to village visitors for dinner.

Like Canoe Bay, the Escape Village is only open to guests age 21 and older. Pets are not allowed.

Tiny-home units in the village are also available for individual ownership, with rental possibilities.

Rental rates start at \$195 per night for the Traveler XL model. (Info: 1-844-696-3722 or escapevillages.com.)

