



**CITY COUNCIL AGENDA  
MONDAY, DECEMBER 5, 2016  
7:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ADDITIONS OR CORRECTIONS TO AGENDA
5. DISCUSSION FROM THE FLOOR
6. **CONSENT AGENDA:**
  - A. Approval of Minutes – November 21, 2016
  - B. Contractor’s Request for Payment No. 5/ Final – Sanitary Lift Station – Meyer Contracting
  - C. Licenses:
    1. Contractor’s Licenses
    2. Used Car Licenses
    3. Tobacco Licenses
    4. Pawn Broker Licenses
    5. Massage Therapy Licenses (Enterprise and Individual Technician)
    6. Liquor Licenses
    7. Dance Licenses
  - D. Memorandum of Understanding between the Teamsters Local 320 and the City
  - E. Fourth Quarter Billing for 2017 Payable 2018 Property Tax Assessment – Ken Tolzmann
  - F. Correspondence
7. PRESENTATION
  - A. Two Hospitals, One Campus – Changes in Healthcare Delivery for North Metro – Sara Criger, Sr. Vice President-North Region & President, Mercy Hospital
8. PUBLIC WORKS REPORT
9. CODE ENFORCEMENT REPORT
10. PUBLIC HEARING
  - A. Truth in Taxation Public Hearing – 2017 Budget and Property Tax Levy
11. RESOLUTIONS AND/OR ORDINANCES
  - A. Ordinance 430, An Ordinance Amending the Official Zoning Map of the City of Spring Lake Park and Creating a New Planned Unit Development District
  - B. Resolution 16-37, A Resolution Approving Summary Publication for Ordinance 430
12. NEW BUSINESS
  - A. Replacement of 800 MHz Portable Radios and Squad Mobile Radios
  - B. Select Finalists for Interviews for Vacant Council Position
  - C. Xcel Energy Contract for Collection of Fluorescent Lamps
13. ENGINEER’S REPORT
14. ATTORNEY’S REPORT
15. REPORTS
  - A. Beyond the Yellow Ribbon Report
16. OTHER
  - A. Administrator Reports
17. 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 November 21, 2016 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 Nash, Nelson, Wendling and Mayor Hansen

Members Absent: None

Staff Present: Building Official Brainard; Public Works Director Randall; Engineer Gravel; Fire Chief Smith; Liquor Store Manager Hachey; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Larry Bruncko, 770 Maple Street NE  
Christina Bossany, 770 Maple Street NE  
Barbara Goodboe-Bisschoff, 8309 Monroe Street NE  
Suzanne Bickford, 1095 Manor Drive NE  
James Misuraca, 1075 Manor Drive  
Vicki Crofton, 840 Lund Ave NE  
Jeff and Kathy Bernhagen, 889 Manor Drive NE  
Jeannie Hutchinson, 107 Victoria Street, St. Paul  
Jill Meyer, 813 83<sup>rd</sup> Avenue NE  
Jodi Lowinske, 4812 108<sup>th</sup> Avenue NE, Blaine  
Sondra, Sara and Samantha Hilbrands, 7805 Van Buren Street NE  
Brian and Jamie Hilbrands, 8365 Able Street NE  
Robert Roerig, 8365 Able Street NE  
Bob and Cindy Bushey, 912 Dee Place NE  
John Evans, 7701 Lakeview Lane NE  
Olivia Alveshere, ABC Newspapers  
Owen Metz, Dominum Development  
Tammy Omdal, Northland Securities  
Marilee Moerke-Green

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz asked that Item 6I, Contractor's Request for Payment No. 3/ Final, be added to the agenda. He noted that an updated copy of Exhibit A for Items 12B and 12C, Resolution 16-34 Certifying Delinquent Accounts – Anoka County and Resolution 16-35 Certifying Delinquent Accounts-Ramsey County, had been distributed to the Council.

5. Discussion From The Floor

Barbara Goodboe-Bisschoff, 8309 Monroe Street NE, stated that she wished to express her concerns with Item 11, Establishment of Development District No. 6, the Establishment of TIF District No. 6-1 and the Adoption of the Development Program and TIF Plan, she stated that she is speaking against the item. She stated that the proposed development will increase flooding in the area, increase sewage, negatively impact housing values and will cause new resident problems. She stated that she feels the ownership and funding facts have not been clear to the residents.

Ms. Bisschoff stated that she would have liked to see the question of funding this project on the ballot this past election.

Suzanne Bickford, 1095 Manor Drive NE, reported that she has been made aware of a series of vehicles being vandalized in the area. She advised everyone to be warned and cautious.

Christina Bossany, 770 Maple Street NE, inquired if children will be allowed in the proposed Dominion development or if it will be an adults only building. She also inquired as to how this proposed development will affect residents taxes.

6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – November 7, 2016 and November 14, 2016
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 16-19 -- \$273,723.46
  - 2. Liquor Fund Disbursement Claim No. 16-20 -- \$164,629.64
- C. Budget to Date/Statement of Fund Balance
- D. Approval of SafeAssure Contract
- E. Approval of Resolution 16-32 Calling for Public Hearing for Housing Program and Issuance of Revenue Bonds
- F. Contractor's Licenses
- G. Sign Permit
- H. Correspondence
- I. Contractor's Request for Payment No. 3-- Hydro-Klean, LLC

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

7. PresentationA. Jeanne Mason Proclamation

Mayor Hansen welcomed the family of former Councilmember Jeanne Mason and read a proclamation from Governor Dayton acknowledging for her contributions to the City of Spring Lake Park and her dedication to several other organizations and committees. Governor Dayton proclaimed November 21, 2016 as "Councilmember Jeanne Mason Day" in the State of Minnesota.

### B. Fire Department Update

Fire Chief Smith provided the Council with an update of the Fire Department. He reported that there has been some reorganization and restructuring of personnel as well as a promotion. He stated that the 2017 Budget for the Fire Department has been reviewed and the total share for the cost of services provided to the City of Spring Lake Park is \$207,450.

Chief Smith reviewed the projects that the Fire Department has been working on since he became Fire Chief and shared significant incidents that the Department answered for provided assistance. He reported one structural fire for the City of Spring Lake Park and 55 calls within the last six months.

### 8. Police Report

Police Chief Ebeltoft reviewed the October 2016 department statistics.

Chief Ebeltoft's report stated that the Police Department responded to five hundred two calls for service for the month of October 2016 compared to four hundred one calls for service in October 2015.

Chief Ebeltoft reminded residents of the city-parking ordinance that prohibits the parking of vehicles on the local roadways from November 1, 2016 through March 21, 2017 from 2:00 AM to 8:00 AM.

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.

Chief Ebeltoft reported that he attended the International Association of Chiefs of Police Conference held in San Diego, CA. He thanked the Council for the opportunity to attend the conference, as he was able to attend many beneficial training sessions.

### 9. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and discussed improvements for Triangle Park; the creation of a naming policy for park facilities and reviewed the website and suggested changes for the website.

Ms. Rygwall reported that she applied to the Minnesota Department of Natural Resources for the aerator permit for Spring Lake. She stated that staff is busy preparing for winter and spring programs.

Ms. Rygwall provided an update on the classes offered in October and stated that the 2017 travel show was very well attended. She stated that the school programs that are offered when students are not in school remain very popular.

### 10. Liquor Report

Liquor Store Manager Hachey reviewed the improvements that have been made to the liquor store with the new management. He reported that coolers have been reset and rearrangement of the inventory has taken place. He stated that transaction sales have gone up approximately \$1.50 per transaction and overall sales figures are improving. He reported that staff has been very supportive of the new changes.

Councilmember Nelson stated that he has noticed how happy and helpful the employees have been when he has spoken to them.

## 11. Public Hearing

### A. Establishment of Development District No. 6, the Establishment of TIF District No. 6-1 and the Adoption of the Development Program and TIF Plan

Mayor Hansen opened the public hearing at 7:40 PM to consider the Establishment District No. 6, the Establishment of TIF District No. 6-1 and the Adoption of the Development Program and TIF Plan.

Tammy Omdal, Northland Securities, explained that the City of Spring Lake Park has received a proposal from Dominion Development and Acquisitions for tax increment financing assistance for the proposed development of Spring Lake Park Senior Apartments by Spring Lake Park Leased Housing Associates I, LLLP. She stated that Dominion will agree to least 100% of the units to persons with incomes at or below 60% of the county median income. She stated that the project is estimated to cost \$44.8 million and the request for the tax increment-financing assistance is to assist with the affordability of the Project.

Ms. Omdal explained that due to the extraordinary costs associated with the acquisition and development of the Project, the Developer is seeking tax increment financing in the form of a pay-go \$3,270,000 Tax Increment Financing (TIF) Note. She reported that the proposed plan for the TIF District retains 100% of the increased local property taxes (the tax increment) from the property within the TIF District to pay for project costs. She stated that the Plan for the TIF District provides that the City retain 5% of the tax increment to reimburse the City for the cost of administrating the TIF District and the remaining 95% of the tax increment will be available for payment on the TIF Note.

Ms. Omdal stated that the Plan for the TIF District elects the first year of tax increment collection to be no earlier than year 2020 in order to maximize the amount of tax increment available over the duration of the TIF District. She stated the maximum term of the TIF District is set to be 20 years of tax increment collection, with an estimated decertification date of December 31, 2039.

Councilmember Nelson inquired that if the City creates a TIF District there would be no increase in property taxes and that over time, the tax base will grow, resulting in lower taxes. Ms. Omdal confirmed.

Administrator Buchholtz stated that within the TIF language there is reference to bonds however they are not general obligation bonds. There is no obligation to pay more to the Developer than what is collected annually.

Owen Metz, Dominion Development, informed the Council and residents that the proposed development will house any person over the age of 55. He reported that less than 4 percent of the residents, in the apartment complexes Dominion has developed, were under the age of 55. Regarding stormwater, Metz stated that he feels the development will actually slow down the flow of water into the storm water system since much of the stormwater passing through the development will need to pass through a filtration system.

Administrator Buchholtz inquired to Attorney Thames if only certain items can be referenced on a ballot for voters to vote on. Attorney Thames agreed and stated that the Dominion Development request for tax increment financing would not be an item that could have been place on the ballot.

Vicky Crofton, 840 Lund Avenue NE, inquired as to what will be done with the increased traffic flow from Able Street and is there a plan in place to redirect traffic. Councilmember Nelson stated that most the parking

will take place in front of the building or underground so there should not all not much traffic turning from Able Street. He stated that traffic will also be taking the service road around to get in and out of the building.

John Evans, 7701 Lakeview Lane NE, inquired if there has been consideration to reconnect the County Highway 10 Service Drive to Able Street. Engineer Gravel stated that access from the frontage road to Highway 10 was part of the Able Street improvements in the past and he stated that Anoka County is not willing to allow additional access on Highway 10.

Mr. Gravel commented that the traffic issues will be addressed at the time of the plan and site review. He stated that a traffic analysis will need to be done. He stated that primary findings showing that if the property stayed zoned commercial and a business opened on the property, more traffic would be generated than what is predicted with the senior housing proposal.

Mr. Evans inquired as to why the property on Osborne Road was not chosen for a senior development as the site on Osborne Road was envisioned for senior housing. Mayor Hansen commented that the Osborne Road property is not for sale at this time and it owned by another entity. Administrator Buchholtz added that it is beyond the scope of the City to tell a developer or a business where to place their business.

Mr. Evans inquired if there is a need for senior housing in the community. Administrator Buchholtz reported that he has been in contact with the local senior housing community and waiting lists exist at all the facilities. He stated that it is unknown of who is on the waitlist and whether or not they are current residents of Spring Lake Park. Mr. Metz commented that all Dominion properties have waiting lists in other communities.

Mr. Evans inquired as to why potential residents would be interested in a three-bedroom apartment when most older residents are looking to downsize into smaller living spaces. Mr. Metz reported that in many circumstances, Dominion has found that residents are using a third bedroom as a formal dining space.

Suzanne Bickford, 1095 Manor Drive NE, stated that she is very concerned about the residents that will move into the building and is worried that there could be possibility of younger children. She expressed her concerns with the increased traffic that she anticipates will be created with this new development.

Ms. Bickford inquired as to how many people will be living in each unit and if there will be a limit. Mr. Metz stated that there is an occupancy limit but in most circumstances it is single persons living in the apartments.

Councilmember Nelson reminded residents that the City has an ordinance in place for rental properties. He stated that the property is allowed three strikes against it and if there is trouble or many police calls, the rental license is cancelled. He stated that the City is prepared to handle rental situations. Building Official Brainard added that inspections of the common areas will be done annually and individual unit inspections will be conducted every two years.

Administrator Buchholtz added that the Certificate of Occupancy will not be issued until all the conditions of the Planned Unit Development (PUD application are completed.

Bob Bushey, 912 Dee Place NE, inquired about the traffic concerns and felt they are not being addressed. He inquired if there will be a procedure in place to discuss the concerns. Administrator Buchholtz reported that the Public hearing on the PUD will take place on November 28, 2016 and details of the proposal will be discussed as well as an analysis of the plans affecting the area and engineering reports. He stated it is open to all residents.

Mr. Evans inquired about the risk to the City by entering into a TIF agreement, citing California's decision to repeal their TIF statute. Administrator Buchholtz explained that a pay-go TIF places the risk onto the property owner as the City is only obligated to pay what it collects in increment.

Mayor Hansen asked for any additional public comments. Hearing none, Mayor Hansen closed the public hearing at 8:50 PM.

## 12. Ordinances and/or Resolutions

### A. Resolution 16-33 Approving TIF District 6-1

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 16-33 APPROVING TIF DISTRICT 6-1. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

### B. Resolution 16-34 Certifying Delinquent Accounts – Anoka County

Administrator Buchholtz presented the list of properties that will be certified to the County Assessors Offices for collection with their 2017 property taxes. He stated the delinquent amounts are a combination of delinquent utilities, service or citation fees and administrative fees.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 16-34 CERTIFYING DELINQUENT ACCOUNTS – ANOKA COUNTY. ROLL CALL VOTE. ALL AYES. MOTION CARRIED.

### C. Resolution 16-35 Certifying Delinquent Accounts – Ramsey County

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 16-35 CERTIFYING DELINQUENT ACCOUNTS – RAMSEY COUNTY. ROLL CALL VOTE. ALL AYES. MOTION CARRIED.

### D. Resolution 16-36 Establishing Water and Sewer Rates for 2017

MOTION MADE BY COUNCILMEMBER NASH TO APPROVE RESOLUTION 16-36 ESTABLISHING WATER AND SEWER RATES FOR 2017. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

## 13. New Business

### A. Public Utilities Budget

Administrator Buchholtz presented the proposed balanced Public Utilities budget to the Council. He reported that the proposed 2017 budget is 1.75% or \$25,000 lower than the 2016 budget. He stated that much of the decrease in expenditures is the result of shifting seasonal employee costs from the Public Utilities budget to the General Fund budget.

Administrator Buchholtz stated that there are some headwinds facing the 2017 Public Utilities budget. He reported that 2016 revenues are not meeting budget targets set in late 2015 due to a decline in water sales. He stated this will likely result in an operating deficit of approximately \$70,000 for the Public Utility Department for 2016.

Administrator Buchholtz reported that water sales have declined in part due to conservation measures put in place by the State of Minnesota. He stated that total water pumped by the City has dropped 14.6% between 2012 and 2015, when the conservation rates were implemented. He explained that water sales have generally correlated with the decline in the amount of water pumped.

Administrator Buchholtz reported that in addition to the decline in water sales, the City's sanitary sewer treatment costs have grown. He explained that in 2012, the City paid \$392,060 in sanitary sewer charges to the Metropolitan Council Environmental Services and in 2017, that fee is expected to grow to \$499,128 an increase of 27.3% from 2012. He stated that this is despite the fact that the City's sanitary sewer flows have decreased from 211.15 million gallons in 2012 to 200.88 million gallons in 2016, a decrease of 4.9%.

Administrator Buchholtz stated that if rates and water sales were to remain the same as they were in 2016, the Public Utilities budget would show a deficit of \$45,000. He presented the new water and sewer rates to the Council and informed them that the water increase to residents would be \$.97/month and the sewer increase would be an increase of \$1.66/month.

Administrator Buchholtz stated that the monthly bill for those utilizing 18,000 gallons per quarter would increase from \$39.40/month to \$42.03/month. He stated that this proposed rate is still less than the median water/sewer bill for the cities who participated in the AE2S 2016 North Central Utility Rate Survey for the Metro Area.

Administrator Buchholtz added that the hope is with the addition of the proposed senior housing development, a proposed new soda bottling operation and the addition of new commercial businesses, revenues will stabilize. He stated that in addition, staff believes that the continued investment in lining the City's sanitary sewer collection system will reduce the amount of groundwater entering the system, thereby reducing treatment costs.

MOTION MADE COUNCILMEMBER NELSON TO APPROVE 2017 PUBLIC UTILITIES BUDGET.  
ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### B. Liquor Store Budget

Liquor Store Manager Hachey presented the proposed 2017 Liquor Store budget. He reported that he proposed budget is anticipating revenues of \$2,531,462.00 and expenditures of \$2,515,508.00. He stated that expenditures include the transfer of \$75,000 from the Liquor Store to the General Fund as well as \$65,000 in capital outlay.

He reported that the proposed capital outlay projects for 2017 include the following:

- New store shelving \$17,000
- Replacement of cooler access and backroom doors \$ 6,000
- New alarm system \$ 4,000
- Interior and exterior lighting conversion to LED \$ 7,000
- Construction/redesign of entry, registers and new storage area \$25,000
- New camera system \$23,000
- New cigar merchandiser \$ 6,000

Mr. Hachey reported that the Liquor Commission reviewed the proposed budget at its October 24, 2016 meeting and recommended approval of the proposed budget.

Councilmember Wendling inquired as to when in the year the larger cash outlays would be take place. Mr. Hachey stated that for more efficiency in the store, shelving would be a high priority early in the year but the construction and redesigning plans are in the early stages and would not take place until midyear.

Councilmember Wendling added that the entryway redesign would be large improvement for the store and help with the incoming traffic flow into the store.

MOTION MADE COUNCILMEMBER NELSON TO APPROVE 2017 LIQUOR STORE BUDGET.  
ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

14. Engineer's Report

Engineer Gravel had no new items report.

15. Attorney's Report – None

16. Reports

Councilmember Nelson thanked the residents of Spring Lake Park for reelecting him to the City Council.

Mayor Hansen congratulated and wished the Spring Lake Park Panthers football team good luck at the state championship.

17. Other

A. Administrator Report

Administrator Buchholtz reminded residents that application for the vacant Council seat are due on Monday, November 28, 2016 at 4:00 PM.

14. Adjourn

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

The meeting was adjourned at 9:18 PM.

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Cindy Hansen, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**Stantec Consulting Services Inc.**  
2335 Highway 36 West  
St. Paul MN 55113  
Tel: (651) 636-4600  
Fax: (651) 636-1311

November 30, 2016

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

Re: Sanitary Lift Station No. 1 Replacement Project  
Project No. 193803115  
**Contractor's Request for Payment No. 5/FINAL**

Dear Mayor and Councilmembers:

Attached for your approval is Contractor's Request for Payment No. 5/FINAL for the Sanitary Lift Station No. 1 Replacement Project. The prime Contractor on this project was Meyer Contracting, Inc. Also attached is are copies of Minnesota Department of Revenue IC-134 forms and lien waivers for the project. They city auditors will want to see these documents.

This request releases the retainage that was withheld pending final punch-list items. Terry Randall concurs with the processing of this final payment request. The total final construction cost for this portion is \$646,178.85, which is about 0.59% less than the original bid amount of \$650,060.85

We have reviewed the contractor's final payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to Meyer Contracting, Inc. in the amount of \$5,000.00.**

Please execute the payment request documents. Keep one copy for your records, forward two copies to Meyer Contracting (one for them and one for their bond company), and return one copy to me.

Feel free to contact Tim Grinstead or me if you have any questions.

Regards,  
**STANTEC**

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

Phil Gravel  
City Engineer

Enclosures



Owner: City of Spring Lake Park, 1301 81st Avenue NE, Spring Lake, MN 55432-2116	Date: October 28, 2016
For Period: 06/16/2016 to 10/28/2016	Request No: 5-Final
Contractor: Meyer Contracting, Inc. 11000 93rd Avenue No, Maple Grove, MN 55369	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
**SANITARY LIFT STATION NO. 1 REPLACEMENT**  
**STANTEC PROJECT NO. 193803115**

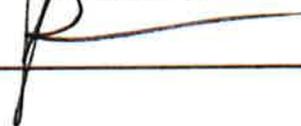
SUMMARY

1	Original Contract Amount		\$	<u>650,060.85</u>
2	Change Order - Addition	\$	<u>0.00</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>650,060.85</u>
5	Value Completed to Date		\$	<u>646,178.85</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>646,178.85</u>
8	Less Retainage		\$	<u>0.00</u>
9	Subtotal		\$	<u>646,178.85</u>
10	Less Amount Paid Previously		\$	<u>641,178.85</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	<u>5-Final</u>	\$	<u>5,000.00</u>

Recommended for Approval by:  
**STANTEC**

  
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Approved by Contractor:  
**MEYER CONTRACTING, INC.**

  
 \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_

Specified Contract Completion Date:

\_\_\_\_\_

Date:

\_\_\_\_\_

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
<b>BASE BID:</b>							
<b>PART 1 - SITE IMPROVEMENTS:</b>							
1	MOBILIZATION	LS	1	\$32,500.00		1.00	\$32,500.00
2	TRAFFIC CONTROL	LS	1	\$2,400.00		1.00	\$2,400.00
3	ABANDON SANITARY FORCEMAIN SEWER PIPE	LF	70	\$26.00		70	\$1,820.00
4	DEMOLITION OF EXISTING LIFT STATION	LS	1	\$12,038.00		1	\$12,038.00
5	TEMPORARY CONVEYANCE OF SANITARY SEWAGE	LS	1	\$3,386.00		1	\$3,386.00
6	REMOVE BITUMINOUS DRIVEWAY	SY	65	\$8.90		65.0	\$578.50
7	REMOVE CONCRETE CURB AND GUTTER	LF	100	\$4.60		100	\$460.00
8	REMOVE BITUMINOUS PAVEMENT	SY	155	\$8.90		155	\$1,379.50
9	REMOVE SANITARY SEWER SERVICE PIPE	LF	60	\$88.25		60	\$5,295.00
10	GRUB TREE TRUNK	EA	2	\$560.00		2	\$1,120.00
11	SALVAGE AND REINSTALL SIGN	EA	1	\$300.00		1	\$300.00
12	ADJUST FRAME AND RING CASTING	EA	1	\$502.50		1	\$502.50
13	SAWING BITUMINOUS PAVEMENT	LF	105	\$2.50		105	\$262.50
14	SUBGRADE EXCAVATION (EV)	CY	50	\$30.00		50	\$1,500.00
15	PREMIUM TOPSOIL BORROW (LV)	CY	100	\$23.00			\$0.00
16	STREET SWEEPER WITH PICK UP BROOM WITH OPERATOR	HR	10	\$112.00			\$0.00
17	WATER FOR DUST CONTROL	100 GAL	5	\$15.00			\$0.00
18	AGGREGATE BASE, CLASS 5	TN	150	\$37.25		150	\$5,587.50
19	TYPE SP 12.5 WEARING COURSE (2.B)	TN	20	\$150.00		20	\$3,000.00
20	TYPE SP 12.5 NON-WEARING COURSE (2.B)	TN	27	\$150.00		27	\$4,050.00
21	BITUMINOUS MATERIAL FOR TACK COAT	GAL	10	\$5.00		10	\$50.00
22	B618 CONCRETE CURB AND GUTTER	LF	76	\$44.00		76	\$3,344.00
23	SURMOUNTABLE CURB AND GUTTER	LF	24	\$44.00		24	\$1,056.00
24	4" CONCRETE SIDEWALK	SY	50	\$5.00		50	\$250.00
25	7" COMMERCIAL CONCRETE DRIVEWAY AND APRONS	SY	130	\$91.75		130	\$11,927.50
26	SILT FENCE, MACHINE SLICED	LF	300	\$3.00		300	\$900.00
27	SODDING, MINERAL TYPE	SY	175	\$15.00		175	\$2,625.00
28	SEEDING, INCL SEED, FERTILIZER AND HYDROMULCH	SY	1000	\$2.50		1,000	\$2,500.00
29	HYDRAULIC SOIL STABILIZER (TEMPORARY HYDROMULCH)	LB	1000	\$1.00		1,000	\$1,000.00
<b>TOTAL PART 1 - SITE IMPROVEMENTS</b>							<b>\$99,832.00</b>
<b>PART 2 - SANITARY SEWER IMPROVEMENTS:</b>							
30	DEWATERING	LS	1	\$111,912.00		1.0	\$111,912.00
31	TEMPORARY PRE-ENGINEERED EARTH RETENTION SYSTEM	LS	1	\$272,173.85		1.0	\$272,173.85
32	CUSTOM UNDERGROUND PUMP STATION INSTALLATION	LS	1	\$14,096.00		1.0	\$14,096.00
33	8' DIA. WET WELL, BASE SLAB, TOP SLAB, AND HATCH	LS	1	\$37,729.00		1	\$37,729.00
34	12' x 23' x 1' CONCRETE SLAB FOR LIFT STATION	LS	1	\$13,125.00		1	\$13,125.00
35	PERMANENT ONSITE GENERATOR WITH CONCRETE BASE SLAB INSTALLATION	LS	1	\$5,796.00		1	\$5,796.00
36	LIFT STATION ELECTRICAL AND CONTROL PANEL WITH BASE SLAB INSTALLATION	LS	1	\$10,823.00		1	\$10,823.00
37	BYPASS PUMPING	LS	1	\$21,588.00		1.0	\$21,588.00
38	6" DIP FORCEMAIN	LF	50	\$125.50		50	\$6,275.00
39	6" GATE VALVES	EA	2	\$2,082.00		2	\$4,164.00
40	DUCTILE IRON FITTINGS	LB	350	\$7.50		350	\$2,625.00
41	4' DIAMETER SANITARY MANHOLE, INCLUDING R-1642-B CASTING AND ADJ. RINGS	EA	1	\$10,712.00		1	\$10,712.00
42	6" PVC, SDR 35 SANITARY SEWER SERVICE	LF	27	\$60.00		27	\$1,620.00
43	10" DIP SANITARY SEWER PIPE, CL. 53, RESTRICTED TRENCH	LF	58	\$120.00		58	\$6,960.00
44	CONNECT TO EXISTING SANITARY SEWER MANHOLE	EA	1	\$5,840.00		1	\$5,840.00
45	CONNECT TO EXISTING CIP FORCEMAIN	EA	1	\$3,808.00		1	\$3,808.00
46	CONNECT TO EXISTING 6" SANITARY SEWER SERVICE	EA	1	\$1,709.00		1	\$1,709.00
47	4' DIAMETER BY-PASS MANHOLE WITH VALVES	EA	1	\$15,391.00		1	\$15,391.00
48	IMPROVED PIPE FOUNDATION, PER 6" INCREMENT	LF	90	\$4.30			\$0.00

No.	Item	Contract Unit	Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
	<b>TOTAL PART 2 - SANITARY SEWER IMPROVEMENTS</b>						<u>\$546,346.85</u>
	<b>BASE BID SUMMARY:</b>						
	TOTAL PART 1 - SITE IMPROVEMENTS						\$99,832.00
	TOTAL PART 2 - SANITARY SEWER IMPROVEMENTS						<u>\$546,346.85</u>
	<b>TOTAL WORK COMPLETED TO DATE</b>						<u><b>\$646,178.85</b></u>

**PROJECT PAYMENT STATUS**

OWNER CITY OF SPRING LAKE PARK  
STANTEC PROJECT NO. 193803115  
CONTRACTOR MEYER CONTRACTING, INC.

**CHANGE ORDERS**

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

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	10/26/2015	03/14/2016	238,335.53	12,543.98	250,879.51
2	03/14/2016	04/14/2016	267,527.17	26,624.35	532,487.05
3	04/14/2016	05/13/2016	53,394.56	29,434.59	588,691.85
4	05/13/2016	06/16/2016	81,921.59	5,000.00	646,178.85
5-Final	06/16/2016	10/28/2016	5,000.00		646,178.85

**Material on Hand**

Total Payment to Date		\$646,178.85	Original Contract	\$650,060.85
Retainage Pay No. 5-Final			Change Orders	
Total Amount Earned		\$646,178.85	Revised Contract	\$650,060.85

## MINNESOTA • REVENUE

### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 2-132-889-920  
Submitted Date and Time: 7-Nov-2016 12:19:18 PM  
Legal Name: BITUMINOUS ROADWAYS INC  
Federal Employer ID: 41-0646884  
User Who Submitted: Cindy Ladzun  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 793624576  
Minnesota ID: 8225235  
Project Owner: CITY OF SPRING LAKE PARK  
Project Number: 151457-03  
Project Begin Date: 13-Jun-2016  
Project End Date: 18-Jun-2016  
Project Location: SLP LIFT STATION NO. 1  
Project Amount: \$17,564.00  
Subcontractors: No Subcontractors

#### Important Messages

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

#### Contact Us

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

Please [print this page](#) for your records using the print or save functionality built into your browser.

## MINNESOTA · REVENUE

### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 0-561-729-856  
Submitted Date and Time: 9-Nov-2016 1:09:29 PM  
Legal Name: NORTH COUNTRY CONCRETE INC  
Federal Employer ID: 41-1845888  
User Who Submitted: NCCI7040  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 1940865024  
Minnesota ID: 2790476  
Project Owner: CITY OF SPRING LAKE PARK  
Project Number: 151457  
Project Begin Date: 29-Apr-2016  
Project End Date: 21-Jun-2016  
Project Location: SPRING LAKE PARK LIFT STATION NUMBER 1  
Project Amount: \$19,291.00  
Subcontractors: No Subcontractors

#### Important Messages

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

#### Contact Us

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

Please [print this page](#) for your records using the print or save functionality built into your browser.

## MINNESOTA • REVENUE

### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 0-971-438-362  
Submitted Date and Time: 21-Nov-2018 4:08:55 PM  
Legal Name: NORTHERN DEWATERING INC  
Federal Employer ID: 41-1433544  
User Who Submitted: lhayer  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 633028808  
Minnesota ID: 4516518  
Project Owner: CITY OF SPRING LAKE PARK  
Project Number: 151467  
Project Begin Date: 25-Feb-2016  
Project End Date: 18-Apr-2016  
Project Location: SPRING LAKE PARK LIFT STATION NO 1  
Project Amount: \$37,100.00  
Subcontractors: No Subcontractors

#### Important Messages

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

#### Contact Us

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

Please [print this page](#) for your records using the print or save functionality built into your browser.

## MINNESOTA REVENUE

### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 0-140-202-304  
Submitted Date and Time: 8-Nov-2016 7:12:44 AM  
Legal Name: WARNING LITES OF MINNESOTA INC  
Federal Employer ID: 36-4762529  
User Who Submitted: jjewels  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 1984263184  
Minnesota ID: 3086922  
Project Owner: CITY OF SPRING LAKE PARK  
Project Number: 15147  
Project Begin Date: 22-Feb-2016  
Project End Date: 01-May-2018  
Project Location: SLP LIFT STATION #1 PROJECT  
Project Amount: \$2,280.00  
Subcontractors: No Subcontractors

#### Important Messages

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

#### Contact Us

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

Please [print this page](#) for your records using the print or save functionality built into your browser.

MINNESOTA REVENUE

**Contractor Affidavit**

Status	: Completed	Completed	: 10-Nov-2016 05:01:26 PM
Confirmation Number	: 1-809-519-424	Submitted	: 10-Nov-2016 05:01:18 PM
Logon	: JRLGROUNDS		
Federal Employer ID	: 04-3848185		
Name	: J & R LARSON GROUNDS MAINTENANCE		

**Withholding Affidavit for Contractors**

Fields marked with an asterisk (\*) are required.

Complete the following steps to verify your withholding clearance.

ARdavit Number 964542484

✔ **Step 1: Enter Contractor Information**

MN Id 5930620

✔ **Step 2: Enter Project Information**

Project Number LIFT STATION #1  
 Project Dates Jun-2016 to Jun-2016  
 Project Owner CITY OF SPRING LAKE PARK  
 Owner Address 1301 81ST AVENUE NE  
 SPRING LAKE PARK MN 55432

✔ **Step 3: Who worked on this project?**

My Employees Yes  
My Subcontractors None

✔ **Step 4: Who hired you?**

MEYER CONTRACTING  
11000 93RD AVENUE N  
MAPLE GROVE MN 55369

Close

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[Link Policy](#)  
[Minnesota.gov](#)
[Fraud Alert](#)
[Site Help](#)
[Related Sites](#)
[Careers](#)


## MINNESOTA · REVENUE

### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 0-477-974-848  
Submitted Date and Time: 8-Nov-2016 2:26:19 PM  
Legal Name: AE2S CONSTRUCTION LLC  
Federal Employer ID: 26-2006442  
User Who Submitted: dee.ramos  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 1266597888  
Minnesota ID: 1442587  
Project Owner: CITY OF SPRING LAKE PARK  
Project Number: 151457-02  
Project Begin Date: 16-Apr-2016  
Project End Date: 24-May-2016  
Project Location: 8286 AURTHUR ST NE, SPRING LAKE PARK MN  
Project Amount: \$13,970.00  
Subcontractors: No Subcontractors

#### Important Messages

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

#### Contact Us

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

Please [print this page](#) for your records using the print or save functionality built into your browser.

## RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 10/31/16

The undersigned hereby acknowledges receipt of the sum of \$ 16,685.80

### CHECK ONLY ONE

1.  As partial payment for labor, skill and material furnished
2.  As payment for all labor, skill and material furnished or to be furnished  
(Except the sum of \$ 878.20 retainage or holdback)
3.  As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property: (legal description, street address or project name)

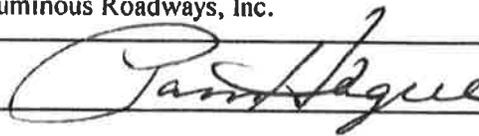
**MCI Job #151457  
SLP Lift Station No. 1 Project  
8286 Arthur Street NE  
Spring Lake Park, MN 55432**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner

Bituminous Roadways, Inc.

By



Secretary

(Title)

1520 Commerce Drive

(Address)

Mendota Heights, MN 55120

**RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS**

Dated: 10/31/16

The undersigned hereby acknowledges receipt of the sum of \$ 37,100.00

**CHECK ONLY ONE**

- 1.  As partial payment for labor, skill and material furnished
- 2.  As payment for all labor, skill and material furnished or to be furnished  
(Except the sum of \$ retainage or holdback)
- 3.  As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property: (legal description, street address or project name)

***MCI Job #151457  
 SLP Lift Station No. 1 Project  
 8286 Arthur Street NE  
 Spring Lake Park, MN 55432***

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner

Northern Dewatering, Inc.

By Laura Hayer  
Laura Hayer, VP  
 (Title)  
14405 Northdale Blvd  
 (Address)  
Rogers MN 55374

## RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 10/31/16

The undersigned hereby acknowledges receipt of the sum of \$ 2,280.00

### CHECK ONLY ONE

1.  As partial payment for labor, skill and material furnished
2.  As payment for all labor, skill and material furnished or to be furnished  
(Except the sum of \$120.00 retainage or holdback)
3.  As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property: (legal description, street address or project name)

**MCI Job #151457  
SLP Lift Station No. 1 Project  
8286 Arthur Street NE  
Spring Lake Park, MN 55432**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner

Warning Lites of MN Inc

By [Signature]  
Contract Administrator  
4700 Lyndale Ave N  
Mpls MN 55430

**RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS**

Dated: 10/31/16

The undersigned hereby acknowledges receipt of the sum of \$ 7,362.50

**CHECK ONLY ONE**

- 1.  As partial payment for labor, skill and material furnished
- 2.  As payment for all labor, skill and material furnished or to be furnished  
(Except the sum of \$387.50 retainage or holdback)
- 3.  As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property: (legal description, street address or project name)

**MCI Job #151457**  
**SLP Lift Station No. 1 Project**  
**8286 Arthur Street NE**  
**Spring Lake Park, MN 55432**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in-full, EXCEPT:

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner

J&R Larson Grounds Maintenance

By

*President*

(Title)

J & R Larson Grounds Maintenance

21716 Kenrick Avenue #5

Lakeville, MN 55044

## RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 10/31/16

The undersigned hereby acknowledges receipt of the sum of \$ 13,271.50

### CHECK ONLY ONE

1.  As partial payment for labor, skill and material furnished
2.  As payment for all labor, skill and material furnished or to be furnished  
(Except the sum of \$698.50 retainage or holdback)
3.  As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property: (legal description, street address or project name)

**MCI Job #151457  
SLP Lift Station No. 1 Project  
8286 Arthur Street NE  
Spring Lake Park, MN 55432**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner

AE2S Construction, LLC dba EIM

By

*Craig R. Puluszowski*  
Controller

(Title)  
5255 East River Road, Suite 208

(Address)  
Fridley, MN 55421

# RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 11/18/16

The undersigned hereby acknowledges receipt of the sum of \$ 18,326.58

## CHECK ONLY ONE

1.  As partial payment for labor, skill and material furnished
2.  As payment for all labor, skill and material furnished or to be furnished  
(Except the sum of \$ 964.56 retainage or holdback)
3.  As full and final payment for all labor, skill and material furnished or to be furnished

To the following described real property: (legal description, street address or project name)

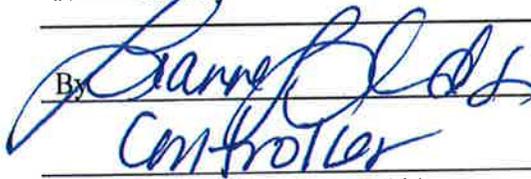
***MCI Job #151457  
SLP Lift Station No. 1 Project  
8286 Arthur Street NE  
Spring Lake Park, MN 55432***

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner

North Country Concrete Inc.

By



(Title)

(Address)



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

Contractor's Licenses

December 5, 2016

Mechanical Contractor

Airtech Heating and Cooling

Plumbing Contractor

Terry Nelson Plumbing, Inc.

Sign Contractor

DeMars Signs

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

Used Car License

December 5, 2016

Perfect 10 Auto

926 Hwy 10 NE

Carmotive, Inc.

7700 Hwy 65 NE

Rent-N-Travel

970 Hwy 10 NE

Northtown Auto Sales & Services, Inc.

8325 University Ave NE

Central Bargain Used Cars, Inc.

7890 Hwy 65 NE

Enterprise Leasing Company of MN, LLC.

7800 Hwy 65 NE

Spring Lake Park Auto

8035 SLP Rd NE

Reinking Automotive, LLC.

1638 Hwy 10 NE

Fridley Motor Co.

1115 Osborne Rd

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

Tobacco Licenses

December 5, 2016

Holiday Stationstore

Central Park Liquor

Super America

Dick's Vape Shop

Biff's Sports Bar

Discount Tobacco and Grocery

\*MN Dept Revenue Notice of Seizure

Spring Lake Tobacco Plus, Inc.

\*MN Dept Revenue Notice of Seizure

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

Pawn Broker License

December 5, 2016

Pawn Broker License

Lincoln Pawn & Jewelry

8480 Hwy 65 NE

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

Massage Therapy

December 5, 2016

Enterprise License

Hair by Hughes and Crew

913 Manor Dr. #100

Dynasty Massage

7777 Hwy 65 NE

Individual Technician License

Joanne Talbot-Hair By Hughes and Crew

Julia Wang-Dynasty Massage

Hong Xia Yin-Dynasty Massage

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

Liquor Licenses

December 5, 2016

Club License

Kraus Hartig Post VFW 6587

Intoxicating Liquor

Monte's of Spring Lake Park

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

Dance Licenses

December 5, 2016

Montes Sports Bar

Biff's Sports Bar



**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**The International Brotherhood of Teamsters, Local #320**  
**and**  
**The City of Spring Lake Park**

This Memorandum of Understanding is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the City of Spring Lake Park (hereinafter "Employer") and the International Brotherhood of Teamsters, Local #320 (hereinafter "the Union"), to clarify understandings and agreements reached between the Employer and the Union regarding employee compensation for staff meetings and/or training sessions conducted on a day in which the store is otherwise closed.

NOW THEREFORE, the parties hereto, acting through their respective representatives, do hereby agree that Article 15, Overtime and Work Week, Section 15.8, of the Collective Bargaining Agreement between the Employer and the Union ("Labor Agreement"), is clarified as follows:

It is understood and agreed that the Labor Agreement between the Employer and the Union is and shall remain in full force and effect from January 1, 2016 through December 31, 2017, and;

The Employer and the Union agree that Article 15, Overtime and Work Week, Section 15.8 of the CBA reads as follows: "All staff meetings/trainings conducted on a day in which the store is otherwise closed shall be paid at the overtime rate of one and one-half (1 ½) times the employees' regular rate of pay." and;

The Employer and the Union hereby agree to clarify their mutual understanding regarding the application of Section 15.8 of the Labor Agreement exclusive to meetings/training sessions on a day which the store is otherwise closed as follows:

- Employees shall not be entitled to receive a minimum of two (2) hours overtime pay for up to four (4) meetings/training sessions each calendar year which do not last two hours or more and which are conducted on a day in which the store is otherwise closed.
- Employees who attend any meetings/training sessions which do not last two (2) hours and are conducted on a day in which the store is otherwise closed, and which are in excess of those four (4) annual meetings/training sessions which meet the same criteria, shall receive a minimum of two (2) hours of overtime pay, regardless of the length of such meetings.

It is agreed that all provisions of the Labor Agreement shall remain in full force and effect for the duration of the Labor Agreement. It is further agreed that nothing in this Memorandum of Understanding should be construed to limit, in any way, the Employer's right to schedule or mandate attendance at meetings/training sessions, pursuant to the provisions of the Labor Agreement.

**For the Employer:**

Print: \_\_\_\_\_  
(Name and title)

Sign: \_\_\_\_\_

**For the Union:**

Print: \_\_\_\_\_  
(Name and title)

Sign: \_\_\_\_\_



Kenneth A. Tolzmann, SAMA  
Spring Lake Park City Assessor

November 30, 2016

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

Re: Fourth Quarter Billing for 2017 Payable 2018 Property Tax Assessment.

Dear Mr. Bucholtz,

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

1972 Residential improved parcels @ \$9.00 per parcel -----	\$17,748.00
311 Commercial/Industrial parcels @ \$55.00 per parcel -----	17,105.00
42 Unimproved land parcels @ \$ 2.50 per parcel -----	<u>105.00</u>

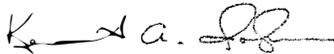
Total Cost for year 2017 assessment payable in 2018: \$34,958.00

Fourth Quarter Amt. Due: \$ 8,739.50

The above figures are in accordance with our contract for services dated November 3, 2015.

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

Sincerely,



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

Code Enforcement Report will be distributed at the Council meeting.



## City of Spring Lake Park 2017 Truth in Taxation Hearing

### Mayor

Cindy Hansen

### Councilmembers

Bill Nash

Bob Nelson

Ken Wendling

December 5, 2016

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

## Purpose of TNT Hearing

- Required under M.S. 275.065
- Provide information on 2016 proposed budget and tax levy
- Provide opportunity for residents to share feedback on the proposed budget and tax levy
- This is not the time to discuss your estimated market value. That occurs during the Open Book Assessment process in April.

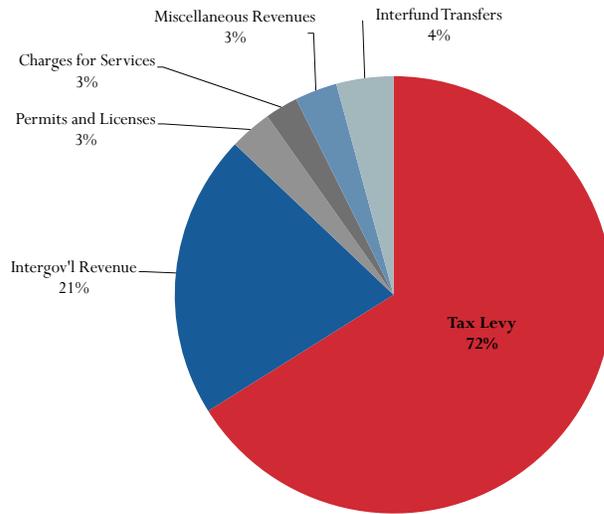
## 2017 Budget Process

- June 2016 Department Heads Draft Departmental Budgets
- July 2016 Department Heads Present Budgets to Administrator
- August 2016 Administrator Presents Proposed Budget to City Council
- September 6, 2016 Council Approves Preliminary Budget/Tax Levy
- December 5, 2016 TNT Hearing
- December 19, 2015 Council Approves Final Budget/Tax Levy

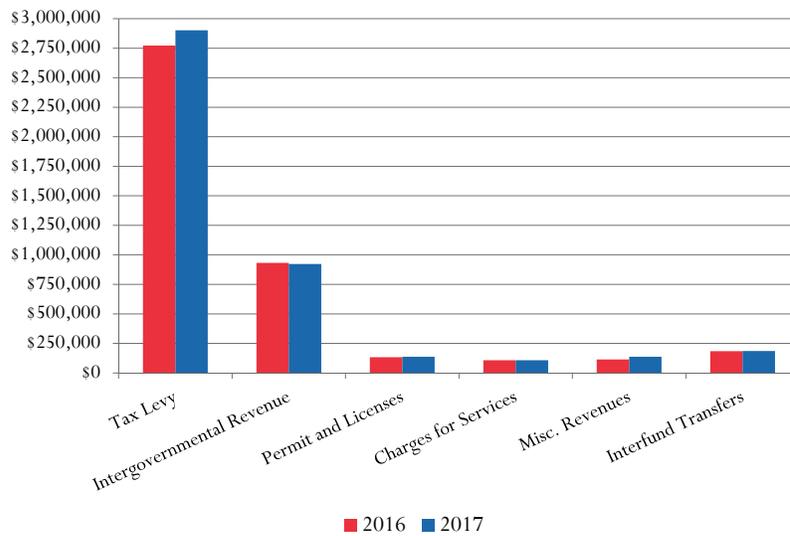
## Why Does My Property Tax Bill Vary From Year to Year

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

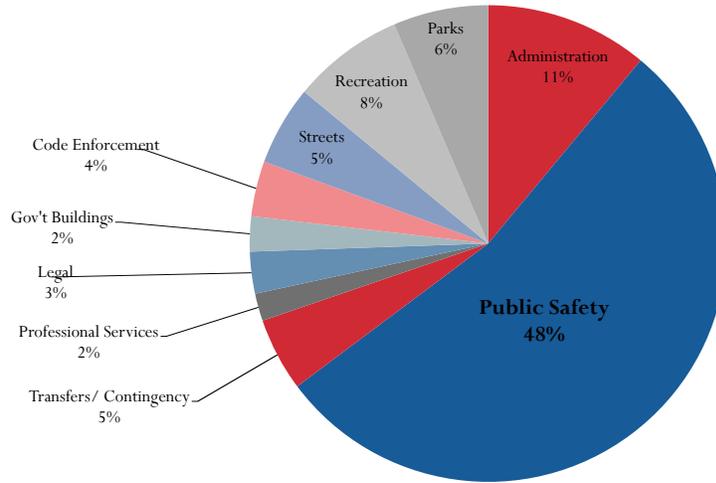
## 2017 General Fund Revenues



## Revenue Comparison

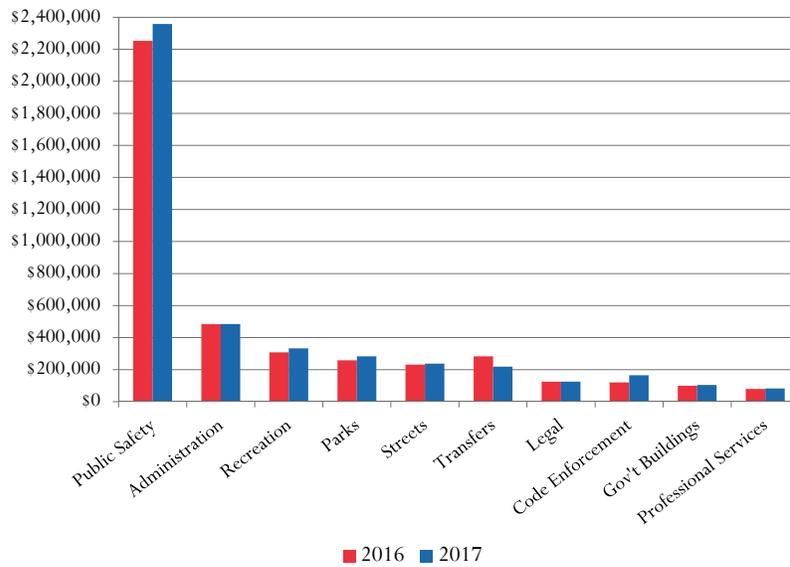


## 2017 General Fund Expenditures



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

## Expenditure Comparison



## 2017 Budget Highlights

- Proposed 2017 Levy is \$3,136,082, an increase of 5.4%
  - General Government levy increase is 4.69%
  - Debt service levy increase is 14.71%
- General Fund revenues are anticipated to increase by 3.5%
- Overall General Fund spending (minus transfers) is set to increase by 5.35%
- City's tax rate will decrease from 54.703% in 2016 to 52.394% in 2017 due to growth in tax base
- General Fund staffing level in the 2017 budget is 26.41 FTEs, which is no change from 2016.

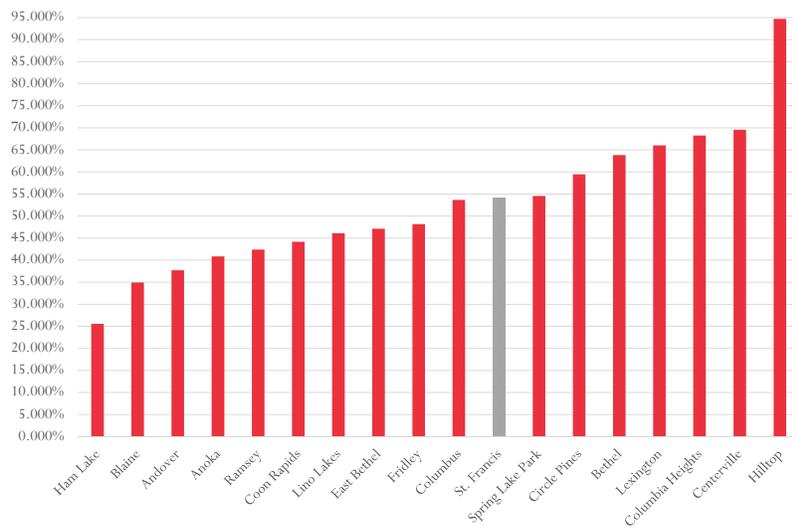
## 2017 Budget Highlights

- Local Government Aid
  - The City will receive Local Government Aid (LGA) for the 4th straight year, after previously have LGA cut for 10 years.
  - Local Government Aid is being allocated as follows:
    - Fund general fund expenditures (\$108,599)
    - Buy down debt service levy (\$90,000)
    - Purchase capital equipment (\$86,553)
    - Fund State/Federal storm water mandates (\$25,000)
    - Special projects (\$30,000)
  - Had the 2016 Legislature passed the Tax Bill, the City would have received an additional 71,476 in LGA. This would have reduced the levy increase from 5.4% to 3.0%.

## 2017 Budget Highlights

- Cost drivers for 2016 budget included increases in wages and benefits for City staff, increases in police and fire protection costs, and increases I.T. consultant fees

## Proposed 2017 Tax Rates for Select Anoka County Cities



### Spring Lake Park Historical Tax Rate



### Revenue Detail

Revenue by Category	2016 Budget	2017 Budget	% Chg.
Property Taxes	\$ 2,771,985.00	\$ 2,902,082.00	4.69%
Intergovernmental Revenue (LGA, PERA Aid, Court Fines)	\$ 932,523.00	\$ 922,437.00	(1.08%)
Permits and Licenses (Liquor, Sign, Bldg, Rental, etc)	\$ 133,452.00	\$ 136,552.00	2.32%
Charges for Current Services (Zoning Fees, Gambling Tax, Alarm Calls, Rental Housing)	\$ 106,884.00	\$ 107,587.00	0.66%
Miscellaneous Revenues (Ins. Dividends, Admin Fines, Liaison Officer Contract)	\$ 114,164.00	\$ 137,352.00	20.31%
Interfund Transfers (Liquor, Public Utilities, Recycling)	\$ 183,850.00	\$ 185,240.00	0.75%
<b>TOTAL</b>	<b>\$ 4,242,858.00</b>	<b>\$ 4,391,250.00</b>	<b>3.49%</b>

## Expenditure Detail

Expenditure by Department	2016 Budget	2017 Budget	% Chg.
Council	\$ 53,701.00	\$ 53,575.00	(0.02%)
Administration	\$ 429,989.00	\$ 431,348.00	0.45%
Planning/Zoning	\$ 1,667.00	\$ 1,666.00	0.00%
Government Buildings	\$ 99,151.00	\$ 103,794.00	4.68%
Police Department	\$ 1,601,362.00	\$ 1,678,084.00	4.79%
Fire Protection	\$ 651,426.00	\$ 681,698.00	4.65%
Code Enforcement	\$ 119,956.00	\$ 164,935.00	37.50%
Streets	\$ 231,654.00	\$ 237,080.00	2.34%
Recreation	\$ 308,103.00	\$ 332,178.00	7.81%
Parks	\$ 258,419.00	\$ 283,040.00	9.53%
Forestry	\$ 1,591.00	\$ 0.00	(100.0%)
Miscellaneous (transfers, contingency)	\$ 283,434.00	\$ 218,650.00	(22.86%)
Professional/Contractual Services (assessor, auditor, legal, eng., I.T.)	\$ 202,405.00	\$ 205,202.00	1.38%
<b>TOTAL</b>	<b>\$ 4,242,858.00</b>	<b>\$ 4,391,250.00</b>	<b>3.49%</b>

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

Recreation 8 Cents      Public Safety/ Code Enforcement 58 Cents      PW & Grounds 14 Cents      Transfers 5 Cents      General Government 16 Cents



A \$150,000 home generates \$650 in annual property taxes: This comes to \$54.16 per month for 2017.

**What could you purchase for \$54.16/month?**

**ONE OF THESE...**

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

**ALL OF THESE...**

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

Questions?



*Thank You For Attending!*



## ORDINANCE NO. 430

### AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SPRING LAKE PARK AND CREATING A NEW PLANNED UNIT DEVELOPMENT DISTRICT

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

**Section 1. Zoning Map Amendment.** The following property is hereby rezoned from R-3, Multiple Family Residential, to PUD #2016-1, Planned Unit Development, District:

Lots 2 through 11, Block 1, Park Manor, according to the recorded plat thereof, Anoka County, Minnesota.

**Section 2. Design Standards.** The rezoning of the property incorporates the following PUD (Planned Unit Development) design standards:

**a. Intent**

The purpose of this zone is to create a PUD for Spring Lake Senior Apartments, a proposed 194-unit age restricted residential apartment development proposed by Dominion Development and Acquisition, LLC. The use of the PUD zone is to allow for more flexible design standards while creating a higher quality and more sensitive proposal. Except as modified by this Ordinance, the development shall comply with the requirements of the R-3, Multiple Family Residential, Zoning District.

**b. Permitted Uses**

The permitted use in this zone shall be age restricted (fifty-five (55) years of age or older) multiple family dwellings over six units per building and its accessory uses.

**c. Building Location, Area, Height and Architecture**

Building location, area, height and architecture shall conform to the approved Final Development Plans described in Section 3 of this Ordinance and on file with the Administrator, Clerk/Treasurer.

**d. Landscaping and Screening.**

Tree placements, species and types, landscaping, and screening shall conform to the approved Final Development Plans and Site Plan described in Section 3 of this Ordinance and on file with the Administrator, Clerk/Treasurer. The Administrator, Clerk/Treasurer shall determine if additional landscaping or

screening is required once the building and site improvements are constructed. Minor modifications or amendments may be made and documented administratively by the Administrator, Clerk/Treasurer.

**e. Site and Building Signage**

Site and building signage shall be consistent with §153.080 – §153.088 *et seq.* of the Spring Lake Park Code of Ordinance. The existing billboard on site shall be removed.

**f. Grading, Drainage, Utilities, Storm Water Management and Other Performance Characteristics.**

The grading, drainage, utilities, storm water management and other performance characteristics of the PUD #2016-1 shall generally conform to the approved Final Development Plans and Site Plan described in Section 3 of this Ordinance. Modifications or amendments may be made and documented administratively by the Administrator, Clerk/Treasurer based upon comments received from the City Engineer, Public Works Director, Coon Creek Watershed District, Minnesota Department of Health, Minnesota Pollution Control Agency and Anoka County Highway Department.

**g. Additional Performance Standards of the PUD #2016-1 District**

In addition to the Performance Characteristics set forth above, the following additional performance standards shall apply in the PUD #2016-1 District:

1. Any and all exterior lighting for the site, either affixed to poles or the building, shall be hooded or shielded to avoid any glare or diffusion of light onto surrounding properties. The Applicant shall provide a lighting plan with a photometric plan detailing all lighting on this site. No automatic or “motion-detector” style lights shall be allowed.
2. A traffic study shall be prepared evaluating the impact of the Spring Lake Senior Apartment development on adjacent streets and on the intersection of Manor Drive and Able Street.
3. Sanitary sewer, water and drainage facilities within the site shall be considered “private” facilities. The City will not be responsible for maintenance of these private facilities.
4. The property owner shall be responsible for maintenance of the proposed sidewalk within the right-of-way for County Highway 10 Service Drive, Laddie Road and Manor Drive, including snow removal.
5. The parking ratio for the site shall not be less than 1.27 parking spaces per unit.
6. *Timing of the Creation of the PUD #2016-1 PUD District.* This 2016-1 PUD Zoning District is created upon the occurrence of the following events: 1) Final approval of the detailed Site and Utility Construction

Plans/Specifications by the Public Works Director and the City Engineer; and 2) Execution of a Development Agreement between the City and Dominion Development and Acquisitions, as approved by the City Attorney. The Development Agreement shall include provisions to cover all aspects of design, construction, fees and costs.

**Section 3. Approval of Preliminary and Final PUD Plans and Site Plan.**

- a. *Approved Preliminary and Final PUD Development Plans and Site Plan.* The subject property shall be developed in substantial conformance with the following plans and specifications:
  1. Sheet C2-1, Site Plan, dated October 7, 2016, prepared by BKV Group
  2. Sheet C3-1, Grading Plan, dated October 7, 2016, prepared by BKV Group
  3. Sheet C4-1, Utility Plan, dated October 7, 2016, prepared by BKV Group
  4. Sheet L-100, Site Landscape Plan, dated October 7, 2016, prepared by BKV Group
  
- b. *Contingencies to the Approval of the Preliminary and Final PUD Plans/Site Plan.* The Final PUD Development Plan and the Site Plan shall be deemed approved at such time as all of the following events occur:
  1. The Applicant modifies the Final PUD Development Plan and the Site Plan to address, to the satisfaction of the Administrator, Clerk/Treasurer, all issues raised by the City Planner and City Engineer, and all issues, with the exception of item #9, Perceived Building Height, in the memorandum from Stantec dated November 28, 2016.
  2. The Applicant and the City execute a Development Agreement in a form and content satisfactory to the City Attorney. The drafting of said Development Agreement shall be made by the City Attorney.
  3. The Applicant pays all costs incurred by the City in processing all applications related to the Spring Lake Senior Apartments, including all planner, engineer and attorney fees incurred by the City.
  4. The Applicant obtains all necessary approvals and permits from other applicable jurisdictions, including Anoka County.
  
- c. *Future Amendments to the Final PUD Development Plans and the Site Plan.* Minor changes to the Final PUD Development Plans and the Site Plan may be made administratively at the discretion of the Administrator, Clerk/Treasurer. Any significant changes to the principal building from the Final Development Plans and the Site Plan shall require an amendment to this Ordinance, as determined by the Administrator, Clerk/Treasurer.

**Section 4. Findings.** In rezoning the above referenced property to the PUD #2016-1 Zoning District and related Preliminary and Final PUD Development Plans, the City Council finds the following:

- a. The PUD #2016-1 Zoning District is consistent with the City of Spring Lake Park 2030 Comprehensive Plan and protects the health, safety and welfare of the residents.
- b. The project will provide a significant number of affordable senior housing units, addressing a documented need in the city and region and in the goals of the City's Comprehensive Plan.
- c. The project will offer improvements within the public right-of-way in the streetscape of Manor Drive that would not otherwise be provided with standard zoning. This includes a winding sidewalk and significant landscaping, plus a pocket park at the intersection of Manor Drive and Laddie Road.
- d. The project will make offsite improvements within Triangle Park and in connections to the park that would not otherwise be provided with standard zoning. This will include a crosswalk across Manor Drive, new trails into the park, a bench, and landscaping along the new trail connections in the park.
- e. The project will use the land efficiently by concentrating a higher density of housing than would normally be allowed under standard zoning.

**Section 5. Official Zoning Map.** The Administrator, Clerk/Treasurer shall make the applicable changes to the official zoning map upon completion of all of the contingencies outlined in Section 3.b. of this Ordinance.

**Section 6. Severability.** Should any section, paragraph, provision, sentence or lesser part of this Ordinance be found invalid by a Court of competent jurisdiction, then such invalid section, paragraph, provision, sentence or phrase shall be severed from this Ordinance and all remaining portions of this Ordinance shall continue in full force and effect.

**Section 7. 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 December, 2016.

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Cindy Hansen, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



## MEMORANDUM

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**Date:** November 28, 2016

**To:** Spring Lake Park Planning Commission

**From:** Phil Carlson, AICP, Planner

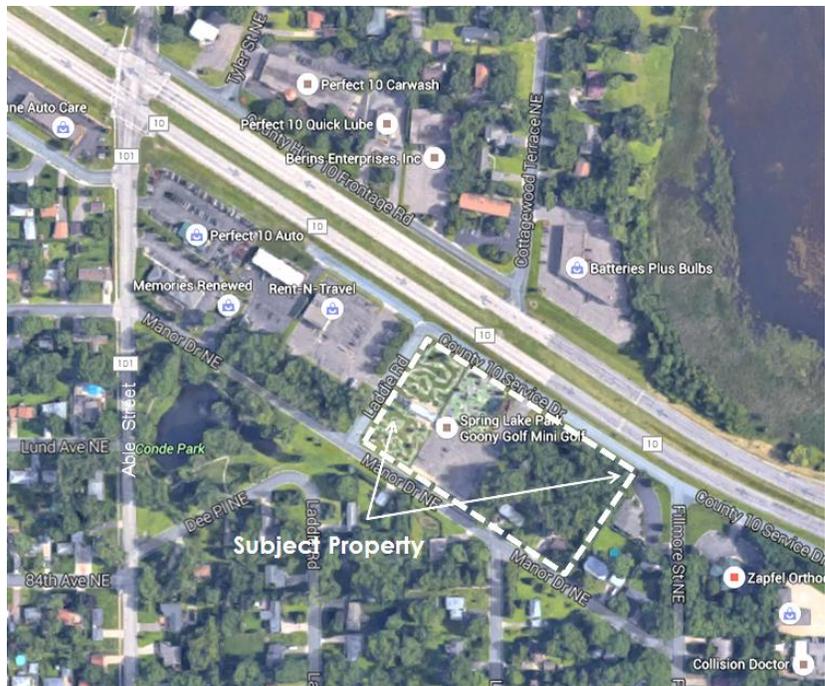
**RE:** **Dominium – Planned Unit Development Approval  
1066 County Highway 10, 1063 & 1075 Manor Drive**

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### BACKGROUND

Dominium, an established Twin Cities apartment developer, has an option to purchase properties at 1066 County Highway 10 NE and 1063 and 1075 Manor Drive (see aerial photo below). The property is the former Goony Golf site and two adjacent single family homes, totaling 4.13 acres, described legally in the attached application materials. In recent months Dominium has requested and received City Council approval of a Comprehensive Plan amendment to High Density Residential and a rezoning to R-3 Multiple Family Residential for the properties.

The applicant's project is an age-50+ senior apartment project, for which they are now requesting Planned Unit Development (PUD) approval. PUDs are covered in Section 153.150 and later sections of the recently amended Zoning Code. Under this revised code, PUDs are processed as a rezoning to a new and unique zoning district – a different district for each PUD approved. The rezoning is to the specific plan proposed and not simply a set of allowed uses and standards. If approved, the zoning on the property will have its own PUD label and the development agreement covering the project would be part of the zoning requirements, with the site plan and building designs included. Any significant change to the project would need an amendment to that PUD zoning district.





Re: Dominion – Planned Unit Development

**ISSUES DISCUSSION**

- 1) Comp Plan and Zoning. The Comprehensive Plan and zoning for the property is shown on the maps below, as amended by recent City Council action.





Re: Dominion – Planned Unit Development

2) Purpose and Applicability. Section 153.150 notes the purpose and applicability of PUDs, excerpted below:

(A) *Purpose*. The purpose of the planned unit development (PUD) zoning district is to provide a district that grants flexibility from certain subdivision and zoning regulations in order to realize public benefits that may not otherwise be achieved through non-PUD development.

(B) *Applicability*. PUD zoning within any district may be considered by the Planning Commission and the City Council when it would result in one of the following public benefits:

- (1) Flexibility in land development to benefit from new technology in building design and construction and land development;
- (2) Variety in the organization of site elements, building densities, land use and housing types;
- (3) Higher standards of site and building design through the use of trained and experienced land planners, registered architects, or landscape architects to prepare plans for all planned unit developments;
- (4) Preservation and enhancement of desirable site characteristics, natural resources and open space;
- (5) More efficient and effective use of land, open space, and public facilities; and
- (6) Other public benefits as recognized by the city.

3) Permitted Uses. Section 153.151 notes that a PUD may allow those uses listed as permitted or conditional in the underlying zoning district. In this project the underlying zoning is R-3 Multiple Family Residence District. Multi-family structures over 6 units per building are a permitted use.

4) Public Benefit. The code also notes in Section 153.160:

(D) *Public Benefit*.

- (1) The PUD results in at least one of the public benefits as outlined in §§ 153.150.
- (2) The PUD is consistent with and advances the community-wide goals of the comprehensive plan.

5) Site Plan. The plan is arranged with one building of four floors plus one level of underground parking. The building in plan view is similar to the letter “E” with three prongs extending south toward the Manor Drive frontage. These three extensions of the building present facades of about 70’ wide rather than a long façade of 475 feet, which is the actual length of the building along Manor Drive. Toward County Highway 10 there are two main prongs and a shorter one at the main entry. See the attached site plan.

6) Density. The standards in the R-3 district are the starting point for review of the project:

- a. The code notes in Appendix E the minimum lot area per unit in R-3 as 1,750 sq ft per unit for a two-bedroom unit, which then yields the density. If the average for the

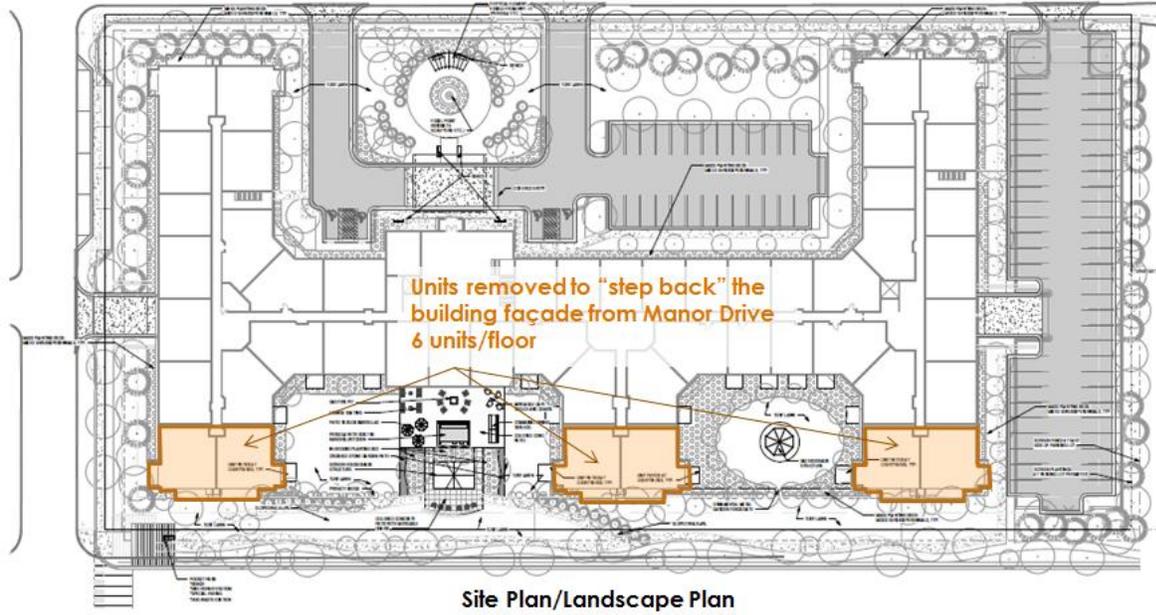


Re: Dominion – Planned Unit Development

- entire project is two-bedroom units with no other credits or reductions, then the allowable density is about 25 units/acre.
- b. There are adjustments in Section 153.042 that reduce the lot area (increasing the density) for parking spaces under the building and taking into account whether the project is adjacent to either commercial or R-1 zoning. The project provides 163 spaces under the building – the 300 sq ft credit applies for these spaces. The project is adjacent to commercial zoning, so the 300 sq ft credit applies. A portion of the project – about 30% of the lot area – is within 150' of R-1 zoning across the street, so a portion of the 300 sq ft addition applies. The resulting lot area required is 1,288 sq ft/unit or a density per R-3 code of about 33.8 units/acre.
  - c. The proposed project density is 194 units on 4.13 acres, or 47 units/acre. Put another way, the density as calculated above would allow 145 units on the site. Although higher than the code suggests, the proposed density can be approved within the flexibility of a PUD and this density is not uncommon for this type of project.
- 7) Access and Parking. There are three parking areas for the building: 163 spaces in one level underground and 83 spaces in surface parking lots on the north and east sides of the building, for a total of 246 parking spaces on site. The developer is also adding 4 on-street spaces in a bump-out on Laddie Road. There are four vehicular access points into the project: one on the west side off Laddie Road serving the underground parking, two off the County Road 10 Service Drive serving the main entry, drop-off and parking, and one serving the east side parking lot. There is also another access to the underground parking on the east side of the building from the parking lot. There is no access to Manor Drive.
  - 8) Building Height. The building has a pitched roof and therefore its height is calculated according to the zoning code definition as the average between the eaves and ridge (peak) of the roof. For this building, the eaves are at 47.5' above grade and the peak is at about 63.6', for an average of about 55.5'. R-3 standards in Appendix E of the code allow a maximum of 35' or three stories, whichever is greater. Going to three floors would make the height about 45.5' which would be allowed by R-3 standards. The proposed height increase can be allowed within the flexibility of the PUD review.
  - 9) Perceived Building Height. One of the key issues for this project is that it is taller than the R-3 code would otherwise permit at four stories and 55.5', as noted above. The biggest impact of this height is in relation to the single family character south of Manor Drive and the mostly single story or split-level story-and-a-half homes there. There is also an impact to pedestrians walking on Manor Drive. An effective way to reduce this visual impact is to reduce the height of the portion of the building closest to the viewer. Parts of the building farther away aren't perceived quite as tall. The proposed project does this in one small way by placing two-story covered balconies on the Manor Drive side. However we believe more could be done to reduce this impact. The illustrations on the following page show how this might be done with this project – the row of units on the south side of the project could be removed to “step back” the building from Manor Drive. There are six units per floor on this side of the building. Removing two floors of these, so that the front façade is two floors high, would mean a reduction of 12 units; removing only one floor, so that the front façade is three floors high, would mean a reduction of 6 units. In the illustrations the orange line is the edge of the building roof at the eaves and the blue arrows are the view from a pedestrian on Manor Drive.



Re: Dominion – Planned Unit Development





Re:     Dominium – Planned Unit Development

10) Building Setbacks. R-3 standards are 35' for the front yard and 20' for the side yard. The property has three front yards – Manor Drive, Laddie Road, and the Service Drive – and a side yard to the east adjacent to the existing dentist office on the Service Drive and the single family home on Manor Drive. The R-3 standards and the proposed setbacks are as follows:

- a. Manor Drive: 35' required; 18' proposed
- b. Laddie Road: 35' required; 24.9' proposed
- c. Service Drive: 35' required; 19' proposed
- d. East side: 20' required; 85.7' proposed

The reduction in units and stepping back the building from Manor Drive would offset some of the impact of the setbacks being less than otherwise required. The setbacks can be approved within the flexibility of a PUD.

11) Impervious Area. The proposed site plan has a little over 60% impervious area, including the buildings, parking lots and sidewalks. The R-3 standards allows up to 75% impervious.

12) Landscape Plan. The landscape plan is well designed and generous, providing several special amenities not only to residents but the public as well.

- a. On the north side at the main entry is a landscaped area and focal point inside the loop road drop-off. This area would feature sculpture, a bird bath, benches, a pergola, and other details yet to be finalized. In front of the front parking lot are several rows of trees.
- b. On the south side, opposite the main entry is a plaza with seating, an outdoor kitchen, screen house, and landscaping. The front portion of this plaza is open and accessible from the sidewalk on Manor Drive, separated by a security fence and gate from the screen house and kitchen/patio area beyond. There is a sidewalk leading up to this patio area from the public sidewalk to be built on Manor Drive. Because the first floor of the building is seven feet above grade on Manor Drive, this patio would be elevated from street level and offer views to the south and to Conde Park.
- c. On the east side of the south façade is another open space featuring a gazebo and landscaped lawn. This is private for residents only.
- d. On the east side, the parking lot separates the building from the adjacent dental office and single family home. There is a dense row of trees on this edge and screen fence proposed.
- e. On the west side, on Laddie Road, there is a double row of trees proposed.
- f. On Manor Drive near Laddie Road a small "pocket park" is proposed near the intersection. This would feature special paving, a bench, bike repair station, and dog waste station – all to make the area useful and inviting to anyone in the neighborhood.
- g. An added feature of the plan is a set of improvements off site in Conde Park. From the intersection at Manor Drive and Laddie Road, the crosswalk would connect with new trails to be built that would complete a loop with the trails at the bridge over the pond in the park. There would be a small landscaped rest area the head of this loop with a bench.



Re:     Dominium – Planned Unit Development

- 13) Building Materials. The materials for the building are noted on the elevation drawings and are proposed to be mostly fiber cement shake siding with face brick accents and metal balconies. The roof would be asphalt shingles.
- 14) Stormwater Management. Stormwater runoff will be addressed in the final details and approvals from the City Engineer and Public Director to handle stormwater from this project. We know stormwater runoff and flooding are concerns in the neighborhood and this project will neither fix those problems nor make them worse. This project and this site will handle its own stormwater and will not contribute further to the flooding problems in the neighborhood.
- 15) Public Benefits. As noted above, a key element of the PUD approach is there must be some tangible benefits to the project to the City, residents or others, and not just benefits to the developer, over and above what could be otherwise achieved with standard zoning. We believe the Dominium project offers the following benefits:
  - a. The project will provide a significant number of affordable senior housing units, addressing a documented need in the city and region and in the goals of the City Comprehensive Plan.
  - b. The project will offer improvements within the public right-of-way in the streetscape of Manor Drive that would not otherwise be provided with standard zoning. This includes a winding sidewalk and significant landscaping, plus a pocket park at Manor Drive and Laddie Drive.
  - c. The project will make offsite improvements within Conde Park and in connections to the park that would not otherwise be provided with standard zoning. This will include a crosswalk across Manor Drive, new trails into the park, a bench, and landscaping along the new trail connections in the park.
  - d. The project will use the land efficiently by concentrating a higher density of housing than would normally be allowed under standard zoning.

## **ENGINEERING AND PUBLIC WORKS COMMENTS**

- 1) Site Plan final approval shall be contingent upon review and approval of detailed Site and Utility Construction Plans/Specifications by the Public Works Director and the City Engineer. Final review of the detailed Site and Utility Construction Plans will include (but not be limited to) a review of:
  - Watermain fittings, valves, hydrants, connection location(s) etc.
  - Sanitary sewer connection location(s) and details.
  - Street excavation patching details, and related items.
  - Street bump out parking details.
  - Sidewalk and trail construction.
  - Stormwater management system.
  - Traffic, including any possible off-site modifications that may be required as a result of issues identified with traffic study.



Re:     Dominium – Planned Unit Development

- 2) Applicant has submitted truck turning movement information that demonstrates that a “fire truck” can satisfactorily make turning movements at the corners of Laddie Road and Co. Rd. 10 Service Drive and Laddie Road and Manor Drive.
- 3) There are concerns about the impact of traffic from the development on the adjacent streets as well as at the intersection of Manor Drive and Able Street. Applicant shall submit a traffic study evaluating the impact of the proposed development on adjacent streets and on the intersection of Manor Drive and Able Street.
- 4) Sewer, water, and drainage facilities within the site shall be considered “private” facilities. The city will not be responsible for maintenance of the private facilities.
- 5) The property owner shall be responsible for maintenance of the proposed sidewalk within the right-of-way for County 10 Service Drive, Laddie Road, and Manor Drive (including snow removal).
- 6) Submit drainage calculations providing evidence that the project meets the requirements of the City’s Local Surface Water Management Plan.
- 7) Applicant shall field verify the location, size, and elevations of existing storm sewer running northward under Co. Rd. 10 (identified as “approx. loc.” on current drawings).
- 8) Site and construction shall meet the requirements of the Coon Creek Watershed District (CCWD).
- 9) Prior to starting construction, applicant shall provide the City with a copy of the Maintenance Agreement negotiated with the CCWD. Applicant shall also provide evidence that maintenance agreement has been properly recorded with Anoka County.
- 10) Applicant shall be responsible for all project permitting including SWPPP, CCWD, MDH, MPCA, and Anoka County Highway Department.
- 11) Applicant should review snow removal and snow storage requirements with an emphasis on making sure that snow storage will not encroach on neighboring properties.
- 12) Prior to beginning site or building construction, the City will prepare a Development Agreement for the project. The Development Agreement shall include provisions for a sufficient cash escrow to cover city inspections.
- 13) Applicant shall be responsible for city utility and park fees/charges.



Re:     Dominium – Planned Unit Development

## **RECOMMENDATION**

We recommend that the Planning Commission recommend approval of the Planned Unit Development as submitted by Dominium for the project at 1066 County Highway NE and 1063 and 1075 Manor Drive, with the following conditions:

- 1) The building will be redesigned to step back the façade from Manor Drive by removing two floors of units on that side of the building – six units per floor for a total of twelve units – so that the perceived height of the building is significantly lower.
- 2) Site Plan approval will not be granted until Site and Utility Construction Plans/Specifications are reviewed and approved by the Public Works Director and the City Engineer as detailed in this report.
- 3) A traffic study will be prepared and submitted for review evaluating the impact of the proposed development on adjacent streets and on the intersection of Manor Drive and Able Street.
- 4) The applicant will meet all other conditions noted in this report from the City Engineer and Public Works Director, including entering into a Development Agreement to cover all aspects of design, construction, fees and costs.



## DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission meeting held on November 28, 2016 at the Spring Lake Park Community Center, 1301 81<sup>st</sup> Avenue N.E., at 7:00 P.M.

### 1. Call to Order

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

### 2. Roll Call

Members Present: Commissioners Bernhagen, Eischens, Dircks, Hansen and Smith

Members Absent: None

Staff Present: City Planner Carlson; City Engineer Gravel; Police Chief Ebeltoft; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Suzanne Bickford, 1095 Manor Drive NE  
James Misvraca, 1075 Manor Drive NE  
Barbara Goodboe-Bisschoff, 8309 Monroe Street NE  
Connie Rivard, 8447 Monroe Street NE  
Ken Wendling, 547 81<sup>st</sup> Avenue NE  
James Dallman, 374 83<sup>rd</sup> Avenue NE  
Gene and Rachel Eiler, 8301 Pierce Street NE  
Owen Metz, Dominionium  
Terry Sween, Dominionium  
John Harris, BKV Group

### 3. Pledge of Allegiance

### 4. Approval of Minutes – October 24, 2016

MOTION BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER EISCHENS, APPROVING THE MINUTES OF OCTOBER 24, 2016 AS SUBMITTED. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

### 5. Public Hearings – Planned Unit Development Application for 1066 County Highway 10 NE and 1063 & 1075 Manor Drive NE

Chairperson Smith opened the public hearing at 7:03 PM to consider a Planned Unit Development (PUD) Application for 1066 County Highway 10 NE and 1063 & 1075 Manor Drive NE.

Planner Carlson provided an overview of the request as it pertains to current land use guidance in the Comprehensive Plan and the official zoning map, its purpose and applicability, permitted uses, the public benefit, the site plan, building specifics relating to building height and materials, landscaping, storm water management and the public benefits.

Planner Carlson reported that in Section 153.151 of the Zoning Code, a PUD may allow those uses listed as permitted or conditional in the underlying zoning district. He stated that in this project the underlying

zoning is R-3 Multiple Family Residence District. He stated that multi-family structures over six units per building are a permitted use.

Planner Carlson reported that the site plan is arranged with one building of four floors plus one level of underground parking. He stated that the building in plan view is similar to the letter "E" with three prongs extending south toward the Manor Drive frontage. He stated that these three extensions of the building present facades of about 70' wide rather than a long façade of 475 feet, which is the actual length of the building along Manor Drive. He explained that toward County Highway 10 there are two main prongs and a shorter one at the main entry.

Planner Carlson stated that one the key issues for this project is that, at four stories and 55.5 feet in height the building is taller than the R-3 code would otherwise permit. He stated that the biggest impact of this height is in relation to the single-family character south of Manor Drive and the mostly single story or split-level story and a half homes there. He stated that one effective way to reduce this visual impact is to reduce the height of the portion of the building closest to the viewer. He stated that parts of the building farther away are not perceived quite as tall. He suggested that the row of units on the south side the project could be removed to "step back" the building from Manor Drive. He stated that there are six units per floor on this side of the building and removing two floors of these, the front façade would then be two floors high.

Planner Carlson explained that the landscape plan is well designed and generous, providing several special amenities not only to residents but to the public as well. He reported that on Manor Drive near Laddie Road a small "pocket park" is proposed near the intersection. He stated that this would feature special paving, a bench, bike repair station, and a dog waste station. He noted that several improvements will be made to Conde Park including a walking trail connecting to the proposed development and path lighting.

Planner Carlson explained that stormwater runoff will be addressed in the final details and approvals from the City Engineer and Public Works Director to handle stormwater from this project. He stated that it is known that stormwater runoff and flooding are concerns in the neighborhood and this project will neither fix those problems nor make them worse. He reported that this project and this site will handle its own stormwater and will not contribute further to the flooding problems in the neighborhood.

Commissioner Hansen inquired if the step backs would only be along Manor Drive and inquired if the trees would be enough to offer the same visualization affect. Planner Carlson stated that there are trees proposed and eventually the trees will be obscure the building. Commissioner Eischens suggested that larger trees be planted to help with the visualization.

Chair Smith inquired if the setback is 18 feet to the right-of-way line. Planner Carlson stated that the setback is from the property line and 35 feet is what is required by code. He stated that the landscaping would take place in the first 16 feet of the setback and the proposed sidewalk is six feet from the curb.

Chair Smith inquired as to where stormwater runoff will flow. Engineer Gravel explained that the final design is pending and approval from the Coon Creek Watershed still needs to take place. He stated that half of the site will flow to the north, through a culvert under County Highway 10 to Laddie Lake. He stated that the other half will flow south after it is held in an underground holding tank and then released into the system. He noted that all the stormwater will be treated and the phosphorus will be chemically removed.

Mr. Gravel noted that neither the City or the watershed district have approved the final calculations. He stated that an underground storage system is being proposed and it will be required to be maintained by Dominion with no maintenance required by the City. He explained that the additional stormwater

generated by the development will not contribute to the drainage issues to the area. Mr. Gravel stated that the parking lot on the east side is planned to be graded several feet lower than the rest of the building and the property to the East in order to contain runoff on site.

John Harris, BKV Group, reviewed the architectural design of the proposed development. He stated that the stormwater drainage issues will be controlled with careful calculations and specifications that will be planned out for approval. He stated that traffic concerns have been taken in to account and he feels that the routing of traffic to the north will keep traffic off Manor Drive. He stated that the smaller units on the south side of the building provides more openness of the courtyards and the addition of the covered porches will create a welcoming feel to those in the community.

Mr. Harris stated that he feels the proposed design and building plans are necessary to achieve the numbers needed to accommodate the housing need. He also stated that he feels the proposed plans fit best in the four-story proposal. He added that the size of the building and the proposed landscaping will block most of the traffic sounds from County Highway 10 to the surrounding neighborhood.

Owen Metz, Dominion, stated that he feels the loss of six to 12 units, by removing a floor, would have a great impact both financially and with the building design. He stated that affordable housing is already being challenged financially and fewer units would have a negative impact on the development. He stated that Dominion will have a long-term ownership in the building and have provided quality design, landscaping and buildings for many years and in many surrounding communities.

Mr. Metz stated that he feels there are issues that need to be addressed during the development process. He stated that the stormwater issues will be addressed and does not feel that the development will further contribute to those current issues. He stated that the City would see an improvement with the treatment of the water before it is released into the system by retaining excess stormwater on site and help reduce the rate of flow to the lake.

Mr. Metz informed the Commission that affordable senior housing generates less traffic than high intensity uses. He stated that senior drivers do not travel during the peak travel times and the design of the building and parking will create less traffic than what a commercial building would on the site.

Suzanne Bickford, 1095 Manor Drive NE, inquired if the building was going to be four stories tall and if there will be trees along the property line to block the view of the building. Mr. Harris stated that a four story building is being proposed and there would be an eight foot tall fence and trees planted to help block the view of the building.

Ms. Bickford inquired on the proposed sidewalk near her property and who would be responsible for maintaining it. Mr. Harris stated that it would be up to Dominion properties to maintain the sidewalk and remove the snow from it. He added that there would be buffer of at least 10 feet so that water would be directed away from her property for any water flow.

Ms. Bickford inquired if the lighting that is proposed on the sidewalk and on the property will affect her home. Mr. Harris explained that a photometric study would be done that measure the amount of light allowed in the area and the lighting plan would comply with the City Code.

Mr. Harris reported that a traffic study will be completed and once the findings of the study are completed, they will be reviewed by city staff and the City Engineer. He stated that parking spaces will also be calculated. Administrator Buchholtz noted that the parking at another senior apartment building, Oakcrest,

has not had any problems with parking spaces and does anticipate there will be parking issues on the proposed development.

Gene Eiler, 8301 Pierce Street NE, inquired on what the final number of proposed units will be for the building. Mr. Metz stated that it is 194. Administrator Buchholtz explained that the original plan stated 170 units when just the property at 1066 County Highway 10 was being proposed; however, Dominion had acquired two additional parcels, which allowed for more open space and increased density.

Mr. Eiler inquired that if the traffic study proves there would be increased traffic issues, what action would take place. Mr. Gravel stated that the approval of the project is subject to the site plan and traffic review by the Public Works Director and City Engineer. He stated that if there were issues, they would need to be corrected before final approval of the site plan.

Mr. Gravel explained that a Traffic Engineer could project actual counts, direction of vehicles and other various projections what the impact of increased traffic could have on an area. He stated that it would be up the developer, Dominion, to hire the Traffic Engineer.

Barbara Goodboe-Bisschoff, 8309 Monroe Street NE, inquired on how the traffic study would be completed. Mr. Gravel stated that the applicant would hire the traffic engineer and they use a standard practice to configure their facts and statistics. He stated that the statistics are compared with those findings of various locations throughout the United States.

Ms. Bisschoff inquired as to who would be responsible for the maintenance of the sidewalks and trails of the Dominion property and is concerned that it will not be maintained like the Osborne Road trail. Administrator Buchholtz stated that ownership and maintenance of the sidewalks and trails will be outlined in the development agreement between Dominion and the City and, if the sidewalk or trail is not maintained, special assessments would be levied against the property.

Ms. Bisschoff expressed her concern with the proposed removal of the existing virgin forest in the area near the proposed development. Chair Smith corrected Ms. Bisschoff and stated that the trees in the area are not virgin trees and much is overgrowth. He suggested that an inventory be done of the existing trees to see what trees will be kept and how many will need to be replaced once the project is underway.

Ms. Bisschoff stated that she is concerned the proposed development is using eminent domain to acquire the property and will continue to purchase other nearby properties to expand in the future. Administrator Buchholtz clearly stated that the use of eminent domain is illegal in this situation as economic development is not a public purpose and that eminent domain is not being for this project.

Ms. Bisschoff presented information to the Commission from Minnesota Rules outlining requirements necessary in order to establish a PUD. She expressed her opinion that those rules were not being followed. Planner Carlson corrected Ms. Bisschoff and stated that her PUD information she researched applies to shoreline land and flood areas identified by the Department of Resources. He stated that those rules do not apply in this situation; therefore the zoning ordinance controls.

Engineer Gravel suggested to the Planning Commission that an amendment be made to the landscaping plan along Manor Drive in regards to trees planted behind the curb due to snow storage requirements of the City. He stated that the tree placement will need to be advised by the Public Works Director.

Chairperson Smith asked for any further comments from the public. No further comments were received.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER DIRCKS TO CLOSE THE PUBLIC HEARING. VOICE VOTE: ALL AYES. MOTION CARRIED.

The public hearing was closed at 9:00 PM.

MOTION MADE BY COMMISSIONER HANSEN, SECONDED BY COMMISSIONER DIRCKS TO APPROVE THE PLANNED UNIT DEVELOPMENT AS SUBMITTED BY DOMINIUM FOR THE PROJECT AT 1066 COUNTY HIGHWAY 10 NE AND 1063 AND 1074 MANOR DRIVE WITH THE FOLLOWING CONDITIONS: 1.) SITE PLAN APPROVAL WILL NOT BE GRANTED UNTIL SITE AND UTILITY CONSTRUCTION PLANS/SPECIFICATIONS ARE REVIEWED AND APPROVED BY THE PUBLIC WORKS DIRECTOR AND CITY ENGINEER AS DETAILED IN THE PLANNING MEMO DATED NOVEMBER 28, 2016; 2.) A TRAFFIC STUDY WILL BE PREPARED AND SUBMITTED FOR REVIEW EVALUATING THE IMPACT OF THE PROPOSED DEVELOPMENT ON ADJACENT STREETS AND ON THE INTERSECTION OF MANOR DRIVE AND ABLE STREET 3.) THE APPLICANT WILL MEET ALL OTHER CONDITION NOTED IN THE PLANNERS REPORT FROM THE CITY ENGINEER AND PUBLIC WORKS DIRECTOR, INCLUDING ENTERING INTO A DEVELOPMENT AGREEMENT TO COVER ALL ASPECTS OF DESIGN, CONSTRUCTION, FEES AND COSTS. VOICE VOTE: ALL AYES. MOTION CARRIED.

#### 8. Other

Administrator Buchholtz stated that a special Planning Commission meeting will be held on December 12, 2016 at 6:00 PM to discuss a change to the zoning code to allow for a bottling operation at Blue Sun Soda Shop located at 1625 County Highway 10 NE.

#### 9. Adjourn

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

The meeting adjourned at 9:06 P.M.



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LOUCKS PROJECT NO. 16350.00

PROJECT TITLE

**SPRING LAKE  
PARK SENIOR  
APARTMENTS**

OWNER/DEVELOPER



ISSUE #	DATE	DESCRIPTION
1	10/07/2016	PUD SUBMITTAL

**NOT FOR  
CONSTRUCTION**

CERTIFICATION

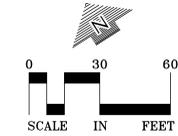
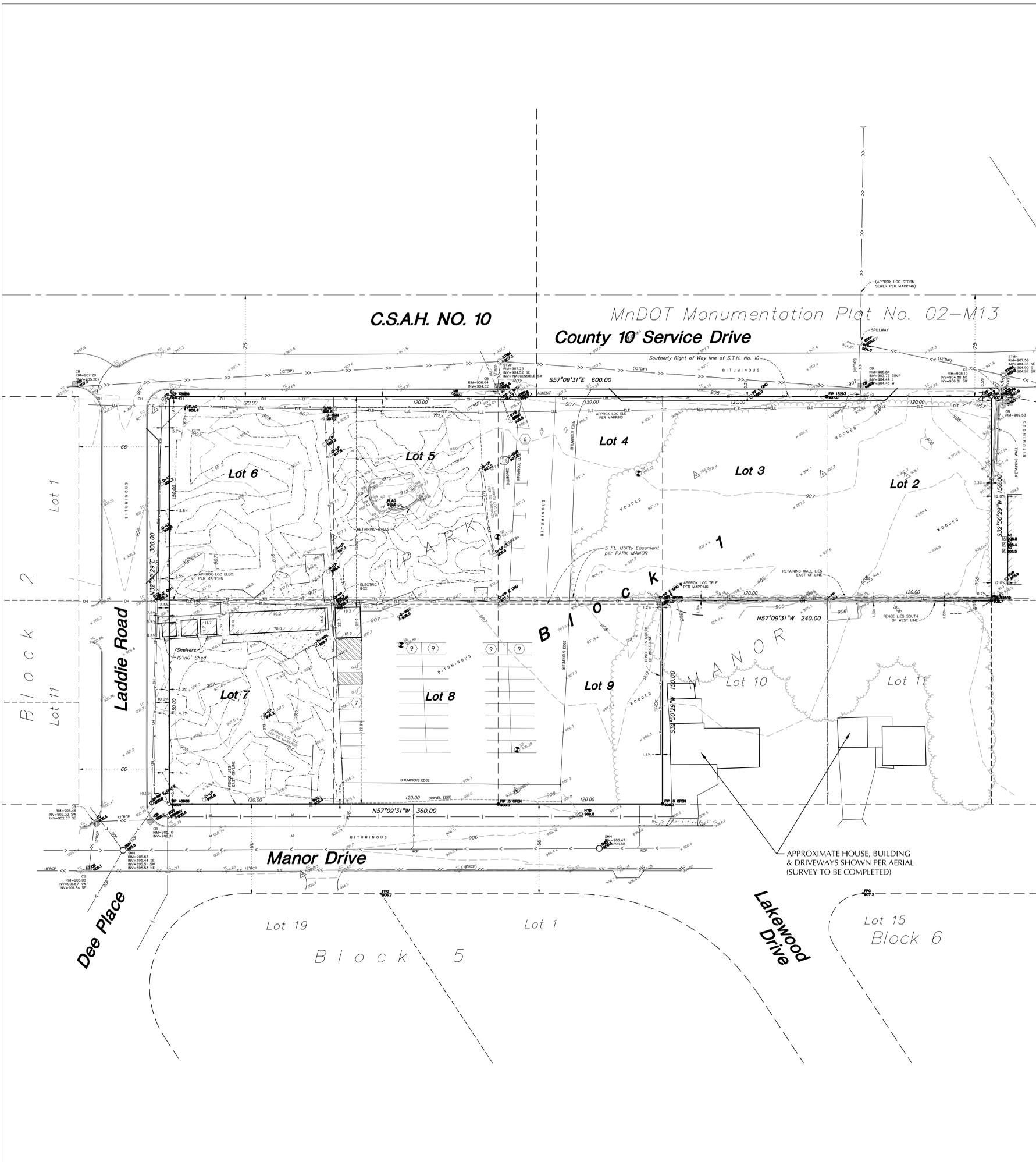
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

P.J. Disch, PE	
49933	xx/xx/16
License Number	Date
DATE	10/07/15
DRAWN BY	SRT
CHECKED BY	PJD
COMMISSION NUMBER	xxxx-xx
SHEET TITLE	

**EXISTING  
CONDITIONS**

SHEET NUMBER

**C1-1**



SURVEY LEGEND

- AS ASH
- BA BASSWOOD
- LO LOCUST
- MA MAPLE
- QA OAK
- PI PINE
- PO POPLAR
- SP SPRUCE
- TR TREE (GEN)
- TC TOP OF CURB
- TW TOP OF WALL
- THSD ELEV THRESHOLD
- CONF CONIFEROUS TREE
- DECID DECIDUOUS TREE
- CATCH BASIN
- STORM MANHOLE
- SANITARY MANHOLE
- SANITARY CLEAN-OUT
- HYDRANT
- GATE VALVE
- LIGHT POLE
- GUY WIRE
- SIGN
- SPOT ELEVATION
- A/C UNIT
- ELECTRIC TRANSFORMER
- GAS METER
- GAS VALVE
- TELEPHONE MANHOLE
- HAND HOLE
- FLAG POLE
- GUARDPOST
- POST INDICATOR VALVE
- NO. PARKING STALLS
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- SANITARY SEWER SERVICE
- WATER SERVICE
- CULVERT
- SLOPE EASEMENT
- UNDERGROUND CABLE TV
- UNDERGROUND ELECTRIC
- UNDERGROUND FIBER OPTIC
- UNDERGROUND GAS
- UNDERGROUND TELEPHONE
- CHAIN LINK FENCE
- WOOD FENCE
- RETAINING WALL
- CONCRETE CURB
- CONCRETE
- CONTOUR



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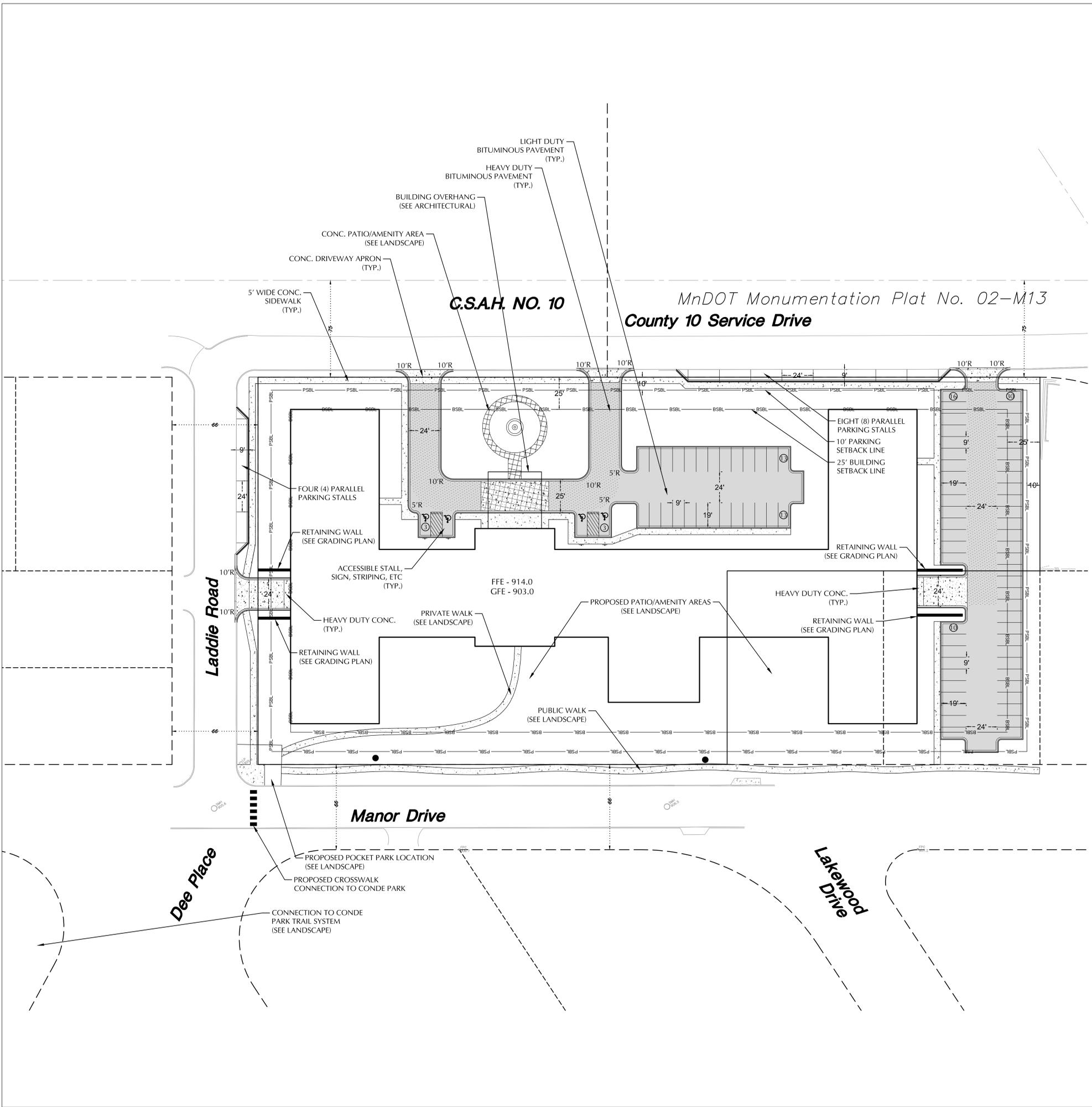
P.J. Disch, PE	
49933	xx/xx/16
License Number	Date
DATE	10/07/15
DRAWN BY	SRT
CHECKED BY	PJD
COMMISSION NUMBER	xxxxxx

SHEET TITLE

SITE  
PLAN

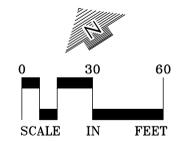
SHEET NUMBER

C2-1



**EXISTING CIVIL LEGEND PROPOSED**

	SANITARY MANHOLE		PROPOSED SANITARY MANHOLE
	STORM MANHOLE		PROPOSED STORM MANHOLE
	CATCH BASIN		PROPOSED CATCH BASIN
	SUMP PUMP		PROPOSED SUMP PUMP
	HYDRANT		PROPOSED HYDRANT
	GATE VALVE		PROPOSED GATE VALVE
	POST INDICATOR VALVE		PROPOSED POST INDICATOR VALVE
	LIGHT POLE		PROPOSED LIGHT POLE
	POWER POLE		PROPOSED POWER POLE
	SIGN		PROPOSED SIGN
	BENCHMARK		PROPOSED BENCHMARK
	SEWER SPRING		PROPOSED SEWER SPRING
	WATER MANHOLE		PROPOSED WATER MANHOLE
	TELEPHONE MANHOLE		PROPOSED TELEPHONE MANHOLE
	UTILITY MANHOLE		PROPOSED UTILITY MANHOLE
	ELECTRIC MANHOLE		PROPOSED ELECTRIC MANHOLE
	WATER SERVICE		PROPOSED WATER SERVICE
	SANITARY SERVICE		PROPOSED SANITARY SERVICE
	HANDICAP PARKING		PROPOSED HANDICAP PARKING
	SPOT ELEVATION		PROPOSED SPOT ELEVATION
	CONTOURS		PROPOSED CONTOURS
	SANITARY SEWER		PROPOSED SANITARY SEWER
	STORM SEWER		PROPOSED STORM SEWER
	WATERMAIN		PROPOSED WATERMAIN
	FOREMAN		PROPOSED FOREMAN
	DRANKLE		PROPOSED DRANKLE
	SALT FENCE		PROPOSED SALT FENCE
	CURB & GUTTER		PROPOSED CURB & GUTTER
	RETAINING WALL		PROPOSED RETAINING WALL
	EASEMENT LINE		PROPOSED EASEMENT LINE
	SETBACK LINE		PROPOSED SETBACK LINE
	FENCE LINE		PROPOSED FENCE LINE
	UNDERGROUND GAS		PROPOSED UNDERGROUND GAS
	OVERHEAD UTILITY		PROPOSED OVERHEAD UTILITY
	UNDERGROUND FIBER OPTIC		PROPOSED UNDERGROUND FIBER OPTIC
	UNDERGROUND ELECTRIC		PROPOSED UNDERGROUND ELECTRIC
	UNDERGROUND CABLE TV		PROPOSED UNDERGROUND CABLE TV
	PROPERTY LINE		PROPOSED PROPERTY LINE
	CONIFEROUS TREE		PROPOSED CONIFEROUS TREE
	DECIDUOUS TREE		PROPOSED DECIDUOUS TREE
	PARKING COUNTS		PROPOSED PARKING COUNTS



**SITE PLAN LEGEND**

	CONCRETE SIDEWALK
	BITUMINOUS PAVEMENT
	HEAVY DUTY BITUMINOUS PAVEMENT
	CONCRETE PAVEMENT
	GRAVEL
	CONSTRUCTION LIMITS

SITE NOTES

- ALL PAVING, CONCRETE CURB, GUTTER AND SIDEWALK SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN PER THE DETAIL SHEETS AND STATE/LOCAL JURISDICTION REQUIREMENTS.
- ACCESSIBLE PARKING AND ACCESSIBLE ROUTES SHALL BE PROVIDED PER CURRENT ADA STANDARDS AND LOCAL/STATE REQUIREMENTS.
- ALL CURB DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
- ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL UNLESS OTHERWISE NOTED.
- TYPICAL FULL SIZED PARKING STALL IS 9' X 19' WITH A 24" WIDE TWO WAY DRIVE UNLESS OTHERWISE NOTED.
- ALL CURB RADII SHALL BE 3.0' UNLESS OTHERWISE NOTED.
- BITUMINOUS IMPREGNATED FIBER BOARD TO BE PLACED AT FULL DEPTH OF CONCRETE ADJACENT TO EXISTING STRUCTURES AND BEHIND CURB ADJACENT TO DRIVEWAYS AND SIDEWALKS.
- SEE SITE ELECTRICAL PLAN FOR SITE LIGHTING.



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LOUCKS PROJECT NO. 16350.00

PROJECT TITLE

**SPRING LAKE  
PARK SENIOR  
APARTMENTS**

OWNER/DEVELOPER



ISSUE #	DATE	DESCRIPTION
1	10/07/2016	PUD SUBMITTAL

**NOT FOR  
CONSTRUCTION**

CERTIFICATION

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.

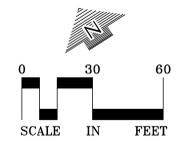
P.J. Disch, PE	
49933	xx/xx/16
License Number	Date
DATE	10/07/15
DRAWN BY	SRT
CHECKED BY	PJD
COMMISSION NUMBER	xxxxxx
SHEET TITLE	

**GRADING  
PLAN**

SHEET NUMBER

**C3-1**

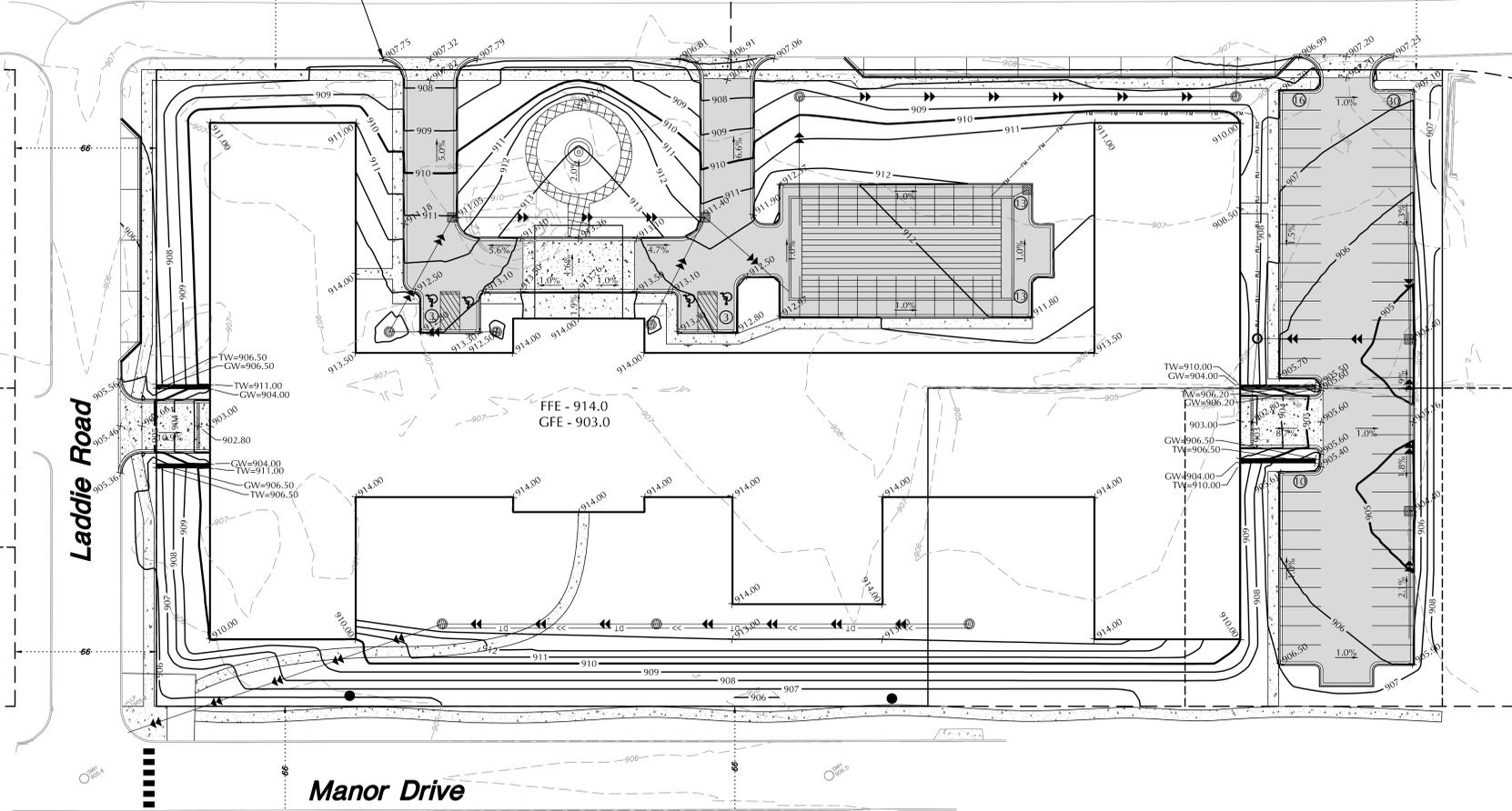
EXISTING	CIVIL LEGEND	PROPOSED
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	SUMP	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SEW BORING	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
	UTILITY MANHOLE	
	ELECTRIC MANHOLE	
	WATER SERVICE	
	SANITARY SERVICE	
	HANDICAP PARKING	
	SPOT ELEVATION	
	CONTOURS	
	SANITARY SEWER	
	STORM SEWER	
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	UNDERGROUND FIBER OPTIC	
	UNDERGROUND ELECTRIC	
	UNDERGROUND CABLE TV	
	PROPERTY LINE	
	CONIFEROUS TREE	
	DECIDUOUS TREE	
	PARKING COUNTS	



MATCH EX. CURB GRADES  
AT ALL CONNECTIONS

**C.S.A.H. NO. 10**

MnDOT Monumentation Plat No. 02-M13  
**County 10 Service Drive**



**GRADING, DRAINAGE & EROSION CONTROL NOTES**

- SPOT ELEVATIONS REPRESENT FINISHED SURFACE GRADES, GUTTER/FLOW LINE, FACE OF BUILDING, OR EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
- CATCH BASINS AND MANHOLES IN PAVED AREAS SHALL BE SLUMPED 0.04 FEET. ALL CATCH BASINS IN GUTTERS SHALL BE SLUMPED 0.16 FEET. RIM ELEVATIONS SHOWN ON PLANS DO NOT REFLECT SLUMPED ELEVATIONS.
- ALL DISTURBED UNPAVED AREAS ARE TO RECEIVE MINIMUM OF 4 INCHES OF TOP SOIL AND SEED/MULCH OR SOIL. THESE AREAS SHALL BE WATERED/MAINTAINED BY THE CONTRACTOR UNTIL VEGETATION IS ESTABLISHED.
- FOR SITE RETAINING WALLS "TW" EQUALS SURFACE GRADE AT TOP FACE OF WALL (NOT TOP OF WALL), "GW" EQUALS SURFACE GRADE AT WALL GRADE TRANSITION, AND "BW" EQUALS SURFACE GRADE AT BOTTOM FACE OF WALL (NOT BOTTOM OF BURIED WALL COURSES).
- STREETS MUST BE CLEANED AND SWEEPED WHENEVER TRACKING OF SEDIMENTS OCCURS AND BEFORE SITES ARE LEFT IDLE FOR WEEKENDS AND HOLIDAYS. A REGULAR SWEEPING SCHEDULE MUST BE ESTABLISHED.
- DUST MUST BE ADEQUATELY CONTROLLED.
- SEE SWPPP FOR ADDITIONAL EROSION CONTROL NOTES AND REQUIREMENTS.
- SEE UTILITY PLANS FOR WATER, STORM AND SANITARY SEWER INFORMATION.
- SEE SITE PLAN FOR CURB AND BITUMINOUS TAPER LOCATIONS.
- SEE LANDSCAPE PLAN FOR FINAL SITE STABILIZATION.



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PROJECT TITLE

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ISSUE #	DATE	DESCRIPTION
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CERTIFICATION

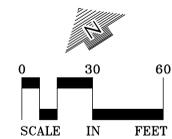
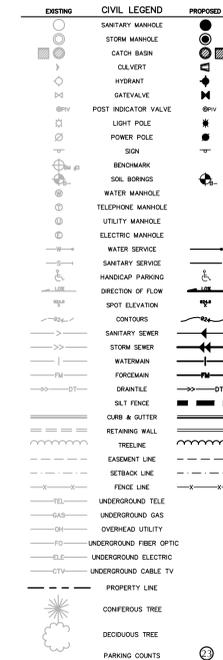
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49933	xx/xx/16
License Number	Date
DATE	10/07/15
DRAWN BY	SRT
CHECKED BY	PJD
COMMISSION NUMBER	xxxx-xx
SHEET TITLE	

UTILITY  
PLAN

SHEET NUMBER

**C4-1**



UTILITY NOTES

- ALL SANITARY SEWER, STORM SEWER AND WATERMAIN UTILITIES SHALL BE FURNISHED AND INSTALLED PER THE REQUIREMENTS OF THE SPECIFICATIONS, THE MINNESOTA PLUMBING CODE, THE LOCAL GOVERNING LIMIT, AND THE STANDARD UTILITIES SPECIFICATION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM), 2013 EDITION.
- ALL UTILITY PIPE BEDDING SHALL BE COMPACTED SAND OR FINE GRANULAR MATERIAL. ALL COMPACTION SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CEAM SPECIFICATION.
- ALL CONNECTIONS TO EXISTING UTILITIES SHALL BE PERFORMED PER THE REQUIREMENTS OF THE STATE AND LOCAL JURISDICTIONS. THE CITY DEPARTMENT OF ENGINEERING AND BUILDING INSPECTIONS DEPARTMENT AND THE CONSTRUCTION ENGINEER MUST BE NOTIFIED AT LEAST 48 HOURS PRIOR TO ANY WORK WITHIN THE PUBLIC RIGHT OF WAY, OR WORK IMPACTING PUBLIC UTILITIES.
- ALL STORM SEWER, SANITARY SEWER AND WATER SERVICES SHALL TERMINATE 5' FROM THE BUILDING FACE UNLESS OTHERWISE NOTED.
- A MINIMUM OF 18 INCHES OF VERTICAL SEPARATION AND 10 FEET OF HORIZONTAL SEPARATION IS REQUIRED FOR ALL UTILITIES UNLESS OTHERWISE NOTED.
- ALL NEW WATERMAIN AND SERVICES MUST HAVE A MINIMUM OF 8.0 FEET OF COVER. EXTRA DEPTH MAY BE REQUIRED TO MAINTAIN A MINIMUM 18" VERTICAL SEPARATION TO SANITARY OR STORM SEWER LINES. THE CONTRACTOR SHALL FIELD ADJUST WATERMAIN TO AVOID CONFLICTS WITH SANITARY SEWER, STORM SEWER, AND SERVICES AS REQUIRED. INSULATION OF WATER AND SANITARY SEWER LINES SHALL BE PROVIDED WHERE 8.0 FEET MINIMUM DEPTH CAN NOT BE ATTAINED.
- ALL FIRE HYDRANTS SHALL BE LOCATED 5 FEET BEHIND BACK OF CURB OR EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
- PROPOSED PIPE MATERIALS:  
WATERMAIN 8"  
SANITARY SEWER 4"-8"  
STORM SEWER 12"-36"
- ALL SANITARY SEWER WYES, TEES AND SERVICES SHALL BE SCH. 40 PVC.
- ALL PORTIONS OF THE STORM SEWER SYSTEM, INCLUDING CATCH BASINS, LOCATED WITHIN 10 FEET OF THE BUILDING OR WATER SERVICE LINE MUST BE TESTED ACCORDANCE WITH MINNESOTA RULES, PART 4715.2820.
- ALL JOINTS AND CONNECTIONS IN THE STORM SEWER SYSTEM SHALL BE GASTIGHT OR WATER TIGHT (SEE MINNESOTA RULES, PART 4715.0700). APPROVED RESILIENT RUBBER JOINTS MUST BE USED TO MAKE WATER TIGHT CONNECTIONS TO MANHOLES, CATCH BASINS, AND OTHER STRUCTURES.
- HIGH DENSITY POLYETHYLENE (HDPE) STORM DRAINS MUST COMPLY WITH MINNESOTA RULES, PART 4715.0540:
  - PIPES 4-INCH TO 10-INCH IN SIZE MUST COMPLY WITH AASHTO M252.
  - PIPES 12-INCH TO 60-INCH IN SIZE MUST COMPLY WITH ASTM F2306.
  - ALL FITTINGS MUST COMPLY WITH ASTM D3212.
  - WATER-TIGHT JOINTS MUST BE USED AT ALL CONNECTIONS INCLUDING STRUCTURES.

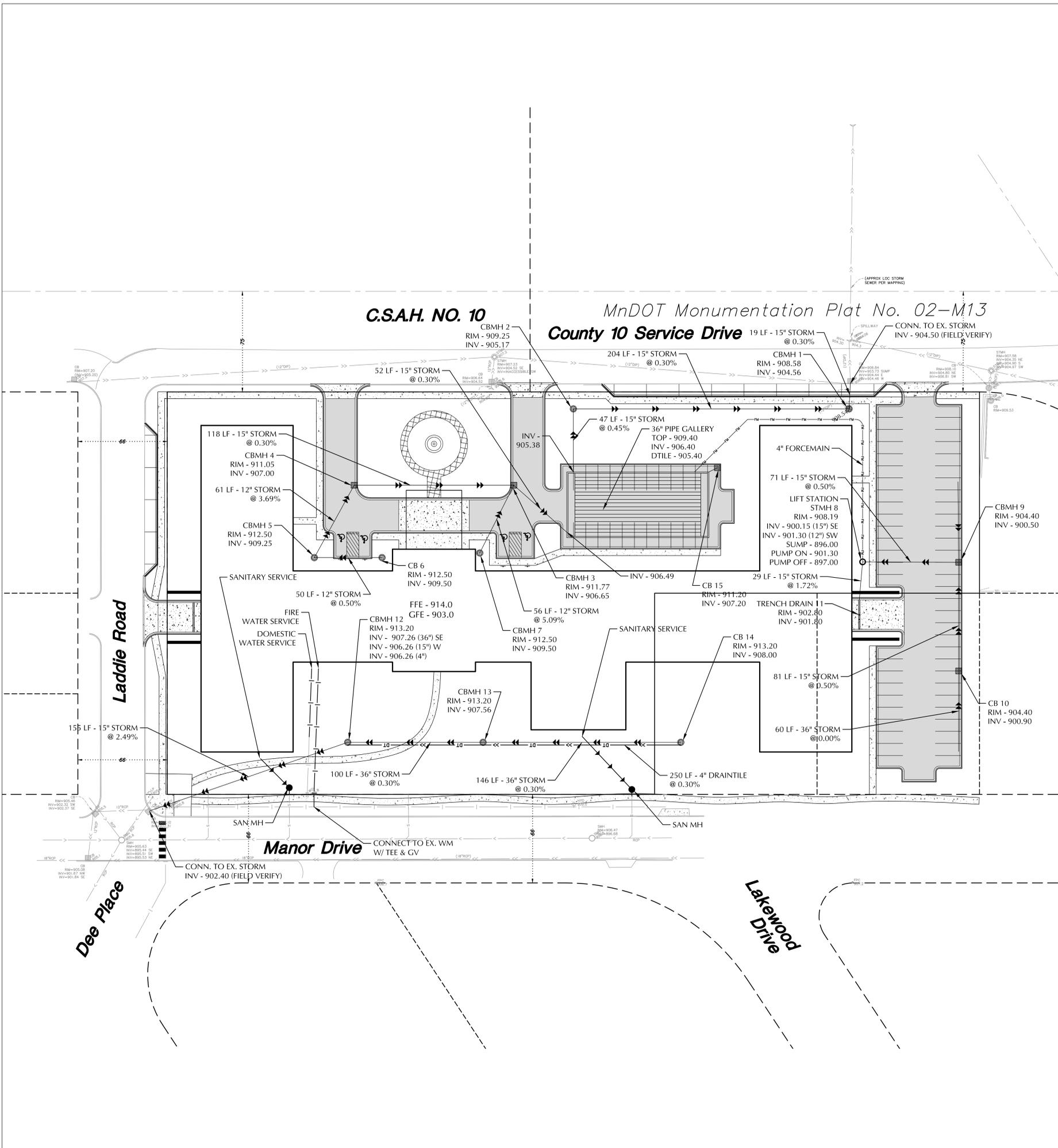


CALL BEFORE YOU DIG!  
**Gopher State One Call**  
TWIN CITY AREA: 651-454-0002  
TOLL FREE: 1-800-252-1166

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

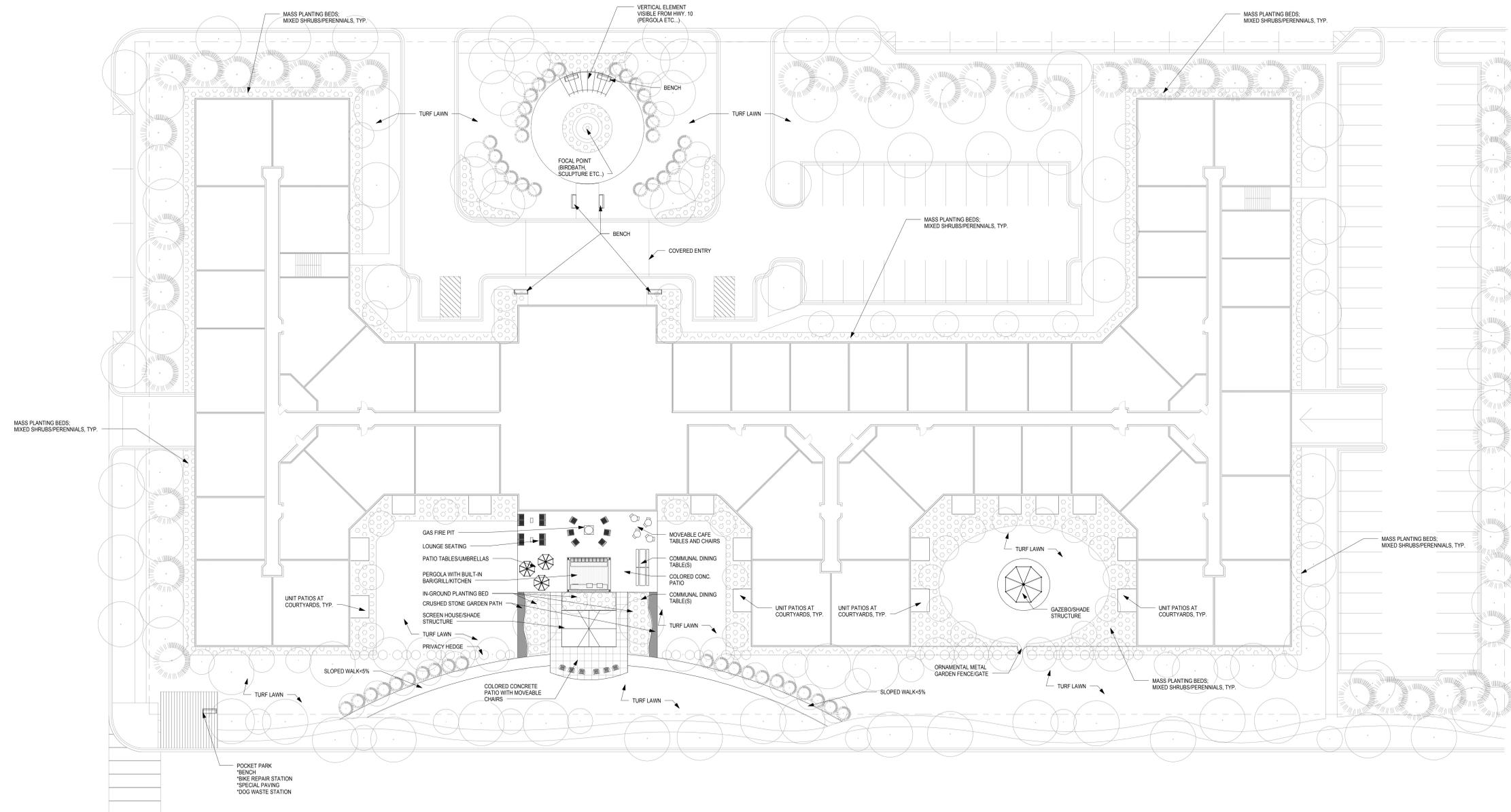




ISSUE #	DATE	DESCRIPTION
1	10-07-2016	PUD SUBMITTAL

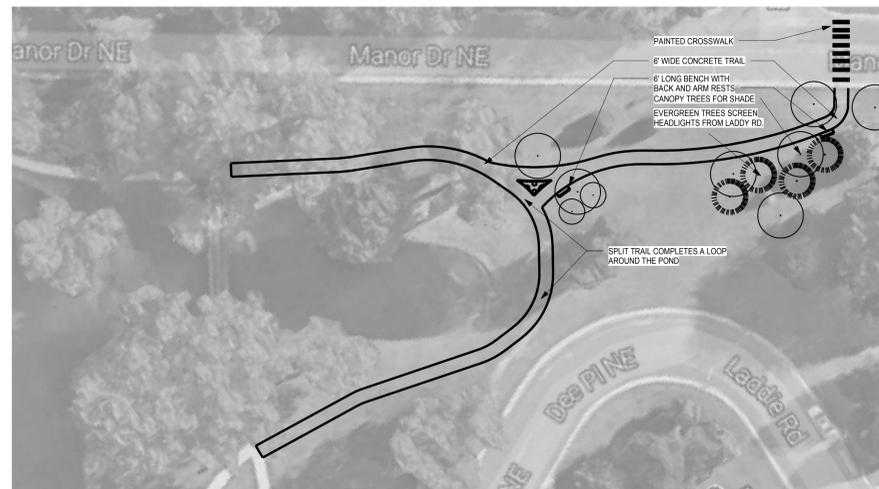
NOT FOR  
CONSTRUCTION

Brady Halverson	Date
License Number	Date
DATE	10-07-2016
DRAWN BY	BH
CHECKED BY	JH
COMMISSION NUMBER	1393.110



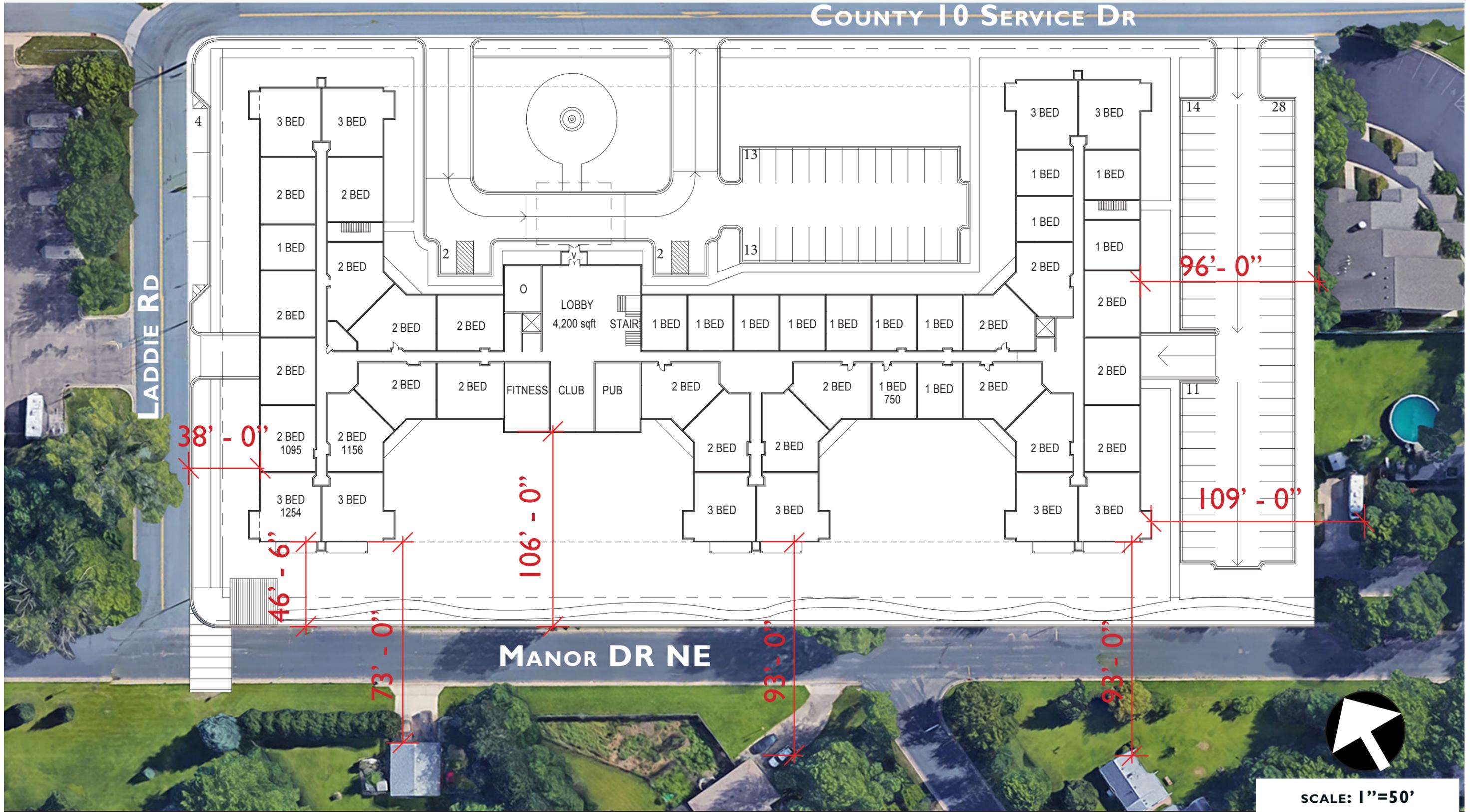
1 SITE PLAN  
L100 1" = 20'-0"

PROPOSED PLANT SCHEDULE						
QTY.	SYM	COMMON NAME	SCIENTIFIC NAME	SIZE	TYPE	COMMENTS
<b>CANOPY TREES</b>						
x	A	KENTUCKY ESPRESSO COFFEETREE	Gymnocladus dioica 'Espresso'	2.5" CAL.	CONT.	PLANT PER PLAN
x	B	SWAMP WHITE OAK	Quercus bicolor	2.5" CAL.	B&B	PLANT PER PLAN
x	C	AUTUMN GOLD GINKGO	Ginkgo biloba 'Autumn Gold'	2.5" CAL.	B&B	PLANT PER PLAN
x	D	NEW HARMONY ELM	Ulmus americana 'New Harmony'	2.5" CAL.	B&B	PLANT PER PLAN
<b>EVERGREEN TREES</b>						
x	E	PYRAMIDAL ARBORVITAE	Thuja occidentalis 'Pyramidalis'	6'	B&B	PLANT PER PLAN
x	F	NORWAY SPRUCE	Picea abies	6'	B&B	PLANT PER PLAN
<b>ORNAMENTAL TREES</b>						
x	G	AUTUMN BRILLIANCE SERVICEBERRY	Amelanchier x grandiflora 'Autumn Brilliance'	6' CLUMP	CONT.	PLANT PER PLAN
x	H	DAKOTA PINNACLE BIRCH	Betula platyphylla 'Fargo'	6' CLUMP	CONT.	PLANT PER PLAN
x	I	HARVEST GOLD CRABAPPLE	Malus 'Harvest Gold'	1.5" CAL.	B&B	PLANT PER PLAN
<b>SHRUBS</b>						
x	J	SEM SORBARIA	Sorbaria sorbifolia 'Sem'	#2	CONT.	PLANT PER PLAN
x	K	MISS KIM LILAC	Syringa patula 'Miss Kim'	#2	CONT.	PLANT PER PLAN
x	L	MANEY JUNIPER	Juniperus chinensis 'Maneyii'	#2	CONT.	PLANT PER PLAN
x	M	BUTTERFLY BUSH HONEYSUCKLE	Diervilla sessifolia 'Butterfly'	#2	CONT.	PLANT PER PLAN
<b>PERENNIALS, GROUNDCOVERS, GRASSES</b>						
x	N	PRAIRIE DROPSEED	Sporobolus heterolepis	#1	CONT.	18" O.C. SPACING
x	O	LIME MARMALADE CORAL BELLS	Heuchera 'Lime Marmalade'	#1	CONT.	18" O.C. SPACING
x	P	OBSIDIAN CORAL BELLS	Heuchera x 'Obsidian'	#1	CONT.	18" O.C. SPACING
x	Q	LITTLE BLUESTEM	S. scoparium 'Carousel'	#1	CONT.	18" O.C. SPACING
x	R	FEATHER REED GRASS	Calamagrostis 'Karl Foerster'	#1	CONT.	24" O.C. SPACING
x	S	GERANIUM BOKOVO	Geranium x cantabrigiense 'Biokovo'	4"	PLUG	12" O.C. SPACING
x	T	CATMINT	Nepeta faassenii 'Walker's Low'	#1	CONT.	12" O.C. SPACING
x	U	HOSTA GUACAMOLE	Hosta 'Guacamole'	#1	CONT.	24" O.C. SPACING
x	V	GREEN CARPET PACHYSANDRA	Pachysandra terminalis 'Green Carpet'	4"	PLUG	12" O.C. SPACING



2 TRIANGLE PARK AND TRAIL IMPROVEMENTS  
L100 1" = 30'-0"





SCALE: 1"=50'

**SPRING LAKE PARK SENIOR HOUSING**  
**BUILDING CONTEXT AERIAL**  
 10/14/2016





**SPRING LAKE PARK SENIOR HOUSING**  
**BUILDING CONTEXT COMPARISON**  
10/14/2016

1639 County Hwy 10 - Oak Crest Senior  
Housing



View from County Highway 10 NE



**View from Manor Drive**

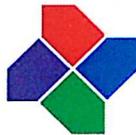


# Application for Planned Unit Development at 1063, 1075 Manor Drive and 1066 County Highway 10, Spring Lake Park, MN



October 10<sup>th</sup> 2016

Submitted by:



**DOMINIUM**<sup>INC.</sup>

2905 Northwest Blvd., Suite 150  
Plymouth, MN 55441  
Telephone (763) 354-5500



# DOMINIUM<sup>SM</sup>

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

Mr. Buchholtz,

Please find our application for Planned Unit Development for the properties located at 1063 & 1075 Manor Drive, Spring Lake Park, MN, 55432 NE and 1066 County Highway 10 Spring Lake Park, MN, 55432.

Please feel free to contact either Owen Metz or Terry Sween with any questions regarding our submission. We look forward to working with the city of Spring Lake Park on this project.

Sincerely,

Terry Sween  
Development Associate  
Dominium Development & Acquisitions  
2905 Northwest Blvd. Suite 150  
Plymouth, MN 55441  
Phone 763-354-5574 Mobile 651-324-  
9781  
DominiumApartments.com

Owen Metz  
Developer  
Dominium Development & Acquisitions  
2905 Northwest Blvd. Suite 150  
Plymouth, MN 55441  
Phone: 763-354-5618 Mobile: 920-210-  
1428  
DominiumApartments.com

# 1063, 1075 MANOR DRIVE AND 1066 COUNTY HIGHWAY 10, SPRING LAKE PARK MN 55432

## *Application for Planned Unit Development*

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### TABLE OF CONTENTS

Application	1
Check for planned unit development and escrow	2
General Development Plan	3
Legal description of the property to be rezoned	4
Present and proposed district classification	5
Present and proposed use of site	6
Explanation regarding the rezoning of the property conforms with the zoning pattern of the neighborhood and the city	7
Map showing the property to be rezoned	8



DOMINIUM.

**Dominium Development Acquisition, LLC**

2905 Northwest Blvd  
Suite 150  
Plymouth, MN 55441-2644

The Private Bank  
120 South LaSalle Street  
Chicago, IL 60603  
02-648/710

CHECK  
163215

PAY \*\*\*\*\* FOUR THOUSAND ONE HUNDRED AND 00/100 DOLLARS

10/03/2016

\$4,100.00\*\*\*\*

TO THE  
ORDER OF

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

*Trump*

Security features included. Details on back.

DATE:10/03/2016 CK#:163215 TOTAL:\$4,100.00\*\*\*\* BANK:Checking - DDA(1016dda)  
PAYEE:City of Spring Lake Park(citspr)

Property Address - Code	Invoice - Date	Description	Amount
WIP - Legends at Spring Lake Park	10.3.16 - 10/03/2016	PUD Application Submission	1,750.00
WIP - Legends at Spring Lake Park	9.29.16 - 09/29/2016	Rezoning fee and Comp plan Amendment	2,350.00
			<u>4,100.00</u>



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

For Office Use Only	
Case Number:	
Fee Paid:	
Received by:	
Date Filed:	
Date Complete:	
Base Fee:	Escrow:

### DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)		
<input type="checkbox"/> Appeal	<input type="checkbox"/> Site Plan/Building Plan Review	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Conceptual Plan Review	<input type="checkbox"/> Lot Combination
<input type="checkbox"/> Ordinance Amendment (Text)	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Variance	<input type="checkbox"/> Final Plat
<input checked="" type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Other _____
PROPERTY INFORMATION		
Street Address: 1066 County Highway 10, Spring Lake Park, MN		
Property Identification Number (PIN#): See attached		Current Zoning: R-3
Legal Description (Attach if necessary): See attached		
APPLICANT INFORMATION		
Name:		Business Name: Spring Lake Park Leased Housing Associates I LLLP
Address: 2905 Northwest Blvd, Suite 150		
City: Plymouth	State: MN	Zip Code: 55441
Telephone: (763) 354-5574	Fax:	E-mail: tsween@dominiumnc.com
Contact: Terry Sween	Title: Development Associate	
OWNER INFORMATION (if different from applicant)		
Name:		Business Name: JPH Enterprises Incorporated
Address: 2635 160th Ln NE		
City: Ham Lake	State: MN	Zip Code: 55304
Telephone: 763-434-6934	Fax: 763-205-0638	E-mail: goony.golf@comcast.net
Contact: Patricia Hovanetz	Title: President	
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: The property is currently serving as a 54 hole miniature golf course.		
Nature of Proposed Use: The applicant is intending to develop affordable age restricted housing at the site.		
Reason(s) to Approve Request: The proposed redevelopment will offer affordable housing for members of the community.		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name: Goony Golf Course Redevelopment		Date of Application: 6/27/2016
Nature of Request: The applicant previously applied for rezoning of the property from its previous zoning c-2 and amendment to the comprehensive plan. The applicant was approved for both rezoning and comprehensive plan amendment by the city council on 8/1/2016.		
<b>NOTE: Applications only accepted with ALL required support documents. See City Code</b>		

**APPLICATION FEES AND EXPENSES:**

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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.

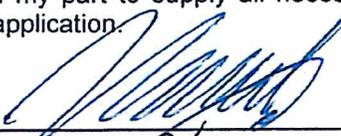
I wish to be notified of additional costs in the following manner (select one):

E-mail ometz@dominiuminc.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.

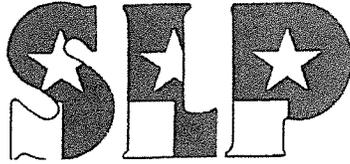
I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

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:  Date: 10/3/16

Owner:  Date: 10/4/16

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



**City of Spring Lake Park**

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

**For Office Use Only**

Case Number:	
Fee Paid:	
Received by:	
Date Filed:	
Date Complete:	
Base Fee:	Escrow:

**DEVELOPMENT APPLICATION**

<b>TYPE OF APPLICATION (Check All That Apply)</b>		
<input type="checkbox"/> Appeal	<input type="checkbox"/> Site Plan/Building Plan Review	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Conceptual Plan Review	<input type="checkbox"/> Lot Combination
<input type="checkbox"/> Ordinance Amendment (Text)	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Variance	<input type="checkbox"/> Final Plat
<input checked="" type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Other _____
<b>PROPERTY INFORMATION</b>		
Street Address: 1063 Manor Dr NE, Spring Lake Park, MN, 55432		
Property Identification Number (PIN#): See attached		Current Zoning: C-2
Legal Description (Attach if necessary): See attached		
<b>APPLICANT INFORMATION</b>		
Name:		Business Name: Spring Lake Park Leased Housing Associates I LLLP
Address: 2905 Northwest Blvd, Suite 150		
City Plymouth	State: MN	Zip Code: 55441
Telephone: (763) 354-5574	Fax:	E-mail: tsween@dominiuminc.com
Contact: Terry Sween	Title: Development Associate	
<b>OWNER INFORMATION (if different from applicant)</b>		
Name: Roberta J Butler		Business Name:
Address: 1063 Manor Dr NE		
City Spring Lake Park	State: MN	Zip Code: 55432
Telephone:	Fax:	E-mail: butler.bobb@yahoo.com
Contact: Roberta J Butler	Title:	
<b>DESCRIPTION OF REQUEST (attach additional information if needed)</b>		
Existing Use of Property: The property is currently serving a single family home.		
Nature of Proposed Use: The applicant is intending to develop affordable age restricted housing at the site		
Reason(s) to Approve Request: The proposed development will offer affordable housing for members of the community.		
<b>PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE</b>		
Project Name: Goony Golf Course Redevelopment		Date of Application: 10/3/2016
Nature of Request: The applicant is submitting concurrently for rezoning and amendment to the comprehensive plan.		
<b>NOTE: Applications only accepted with ALL required support documents. See City Code</b>		

**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.

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

- E-mail ometz@dominiuminc.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:  Date: 10/3/16

Owner:  Date: 10-7-16

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



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

For Office Use Only	
Case Number:	
Fee Paid:	
Received by:	
Date Filed:	
Date Complete:	
Base Fee: _____	Escrow: _____

## DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)		
<input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text) <input type="checkbox"/> Rezoning <input checked="" type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Site Plan/Building Plan Review <input type="checkbox"/> Conceptual Plan Review <input 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: 1075 Manor Drive NE, Spring Lake Park, MN, 55432		
Property Identification Number (PIN#): 01-30-24-22-0041		Current Zoning: C-2
Legal Description (Attach if necessary): Lot 11 Block 1 Park Manor, according to the recorded plat thereof, Anoka County, Minnesota.		
APPLICANT INFORMATION		
Name:	Business Name: Spring Lake Park Leased Housing Associates I LLLP	
Address: 2905 Northwest Blvd, Suite 150		
City Plymouth	State: MN	Zip Code: 55432
Telephone: (763) 354-5574	Fax:	E-mail: <a href="mailto:tsween@dominiuminc.com">tsween@dominiuminc.com</a>
Contact: Terry Sween	Title: Development Associate	
OWNER INFORMATION (if different from applicant)		
Name:	Business Name:	
Address: 1075 Manor Dr NE		
City Spring Lake Park	State: MN	Zip Code: 55432
Telephone:	Fax:	E-mail: <a href="mailto:james.misuraca@gmail.com">james.misuraca@gmail.com</a>
Contact: James Misuraca	Title:	
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: The property is currently a single family home.		
Nature of Proposed Use: The applicant is intending to develop affordable age restricted housing at the site.		
Reason(s) to Approve Request: The proposed development will offer affordable housing for members of the community.		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name: Goony Golf Course Redevelopment	Date of Application:	
Nature of Request: The applicant is submitting concurrently for rezoning and amendment to the comprehensive plan.		
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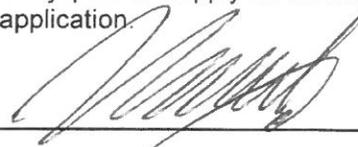
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E-mail ometz@dominiuminc.com  Fax \_\_\_\_\_  USPS – Certified Mail

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.

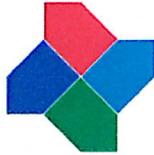
I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

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:  \_\_\_\_\_ Date: 10/3/16

Owner:  \_\_\_\_\_ Date: \_\_\_\_\_  
Authentisign  
10/12/2016 11:37:48 AM CDT

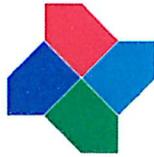
**NOTE: Applications only accepted with ALL required support documents.  
See City Code**



# DOMINIUM<sup>SM</sup>

## **Application for 1075 Manor Drive**

The applicant has a signed letter of Intent With the owner of 1075 Manor Drive and is negotiating a purchase agreement with the owner. Once the purchase agreement has been finalized the owner of 1075 Manor Drive will execute the application for Rezoning and Comprehensive Plan Amendment and PUD application. The applicant will provide said application as soon as available.



# DOMINIUM<sup>SM</sup>

## Parcel Identification Numbers PINs (#):

- **1066 County Highway 10:** 01-30-24-22-0027; 01-30-24-22-0127; 01-30-24-22-0028; 01-30-24-22-0029; 01-30-24-22-0030; 01-30-24-22-0031; 01-30-24-22-0032; 01-30-24-22-0033; 01-30-24-22-0034; 01-30-24-22-003; 01-30-24-22-0036; 01-30-24-22-0037; 01-30-24-22-0038; 01-30-24-22-0039
- **1063 Manor Drive:** 01-30-24-22-0040;
- **1075 Manor Drive:** 01-30-24-22-0041



# DOMINIUM<sup>SM</sup>

## **General Development Plan**

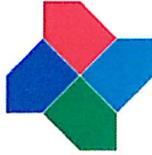
As part of this application the applicant will be physically submitting 3 full size hard copies of a general development plan which will include a: existing conditions plan, site plan, grading plan, utility plan and landscape plan. The applicant can submit electronic copies if requested by the city.



# DOMINIUM<sup>SM</sup>

## Legal description of property to be rezoned

- **1063 Manor Drive:** Lot 10 Block 1 Park Manor, according to the recorded plat thereof, Anoka County, Minnesota.
- **1075 Manor Drive:** Lot 11 Block 1 Park Manor, according to the recorded plat thereof, Anoka County, Minnesota.
- **1066 County Highway 10:** Lots 2 through 9, inclusive, Block 1, Park Manor, according to the recorded plat thereof, Anoka County, Minnesota.



# DOMINIUM<sup>SM</sup>

## **Present district classification and proposed district classification**

1066 County Highway 10 is currently zoned R-3 (multiple-family residence district). 1063 Manor Drive and 1075 Manor Drive are currently zoned C-2 (neighborhood and service commercial district).

The applicant has applied to rezone 1063 Manor Drive and 1075 Manor Drive to R-3 (multiple-family residence district). This applicant assumes that the rezoning will be approved.

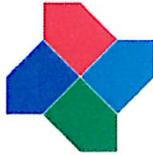
The applicant is proposing to rezone 1066 County Highway 10, 1063 Manor Drive and 1075 Manor Drive from R-3 to high density residential planned unit development zoning.



# DOMINIUM<sup>SM</sup>

## **Present use and proposed use of site**

1066 County Highway 10 currently serves as a 54 hole miniature golf course which serves as a recreation facility for the community. 1063 Manor Drive and 1075 Manor Drive are currently single family homes. The applicant intends to combine these lots and redevelop the site and construct an apartment complex on the site.



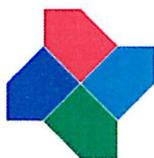
# DOMINIUM<sup>SM</sup>

## **Explanation regarding how the rezoning of the property conforms with the zoning pattern of the neighborhood and the city**

The proposed rezoning to high density residential planned unit development zoning fits within the general zoning pattern of the neighborhood because it borders a residential district (R-1 Single Family Residential) to the south of the proposed area.

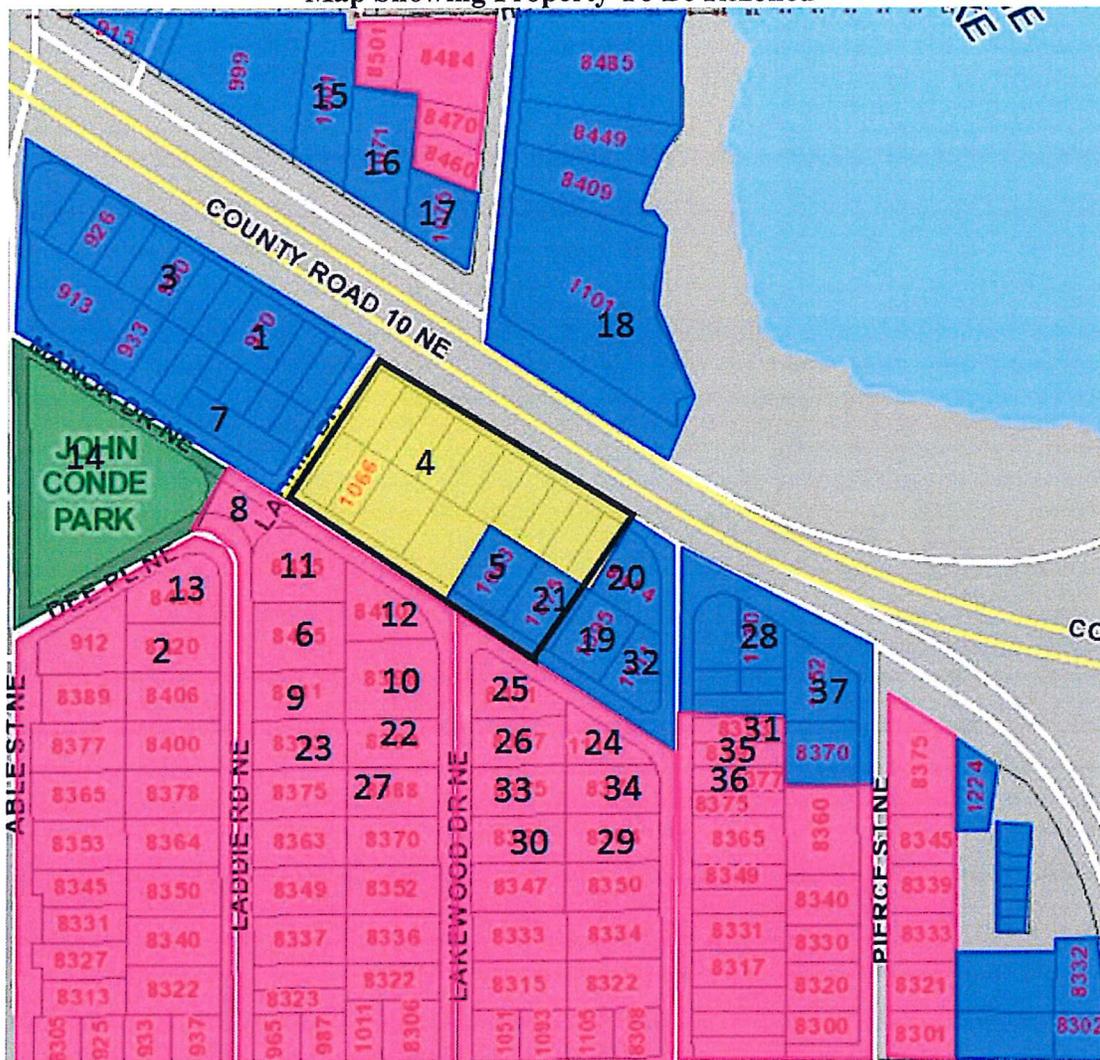
The proposed rezoning conforms with zoning pattern of the city because helps to meet one of its land use goals outlined in its 2030 comprehensive plan, of: *providing for a mix of residential land uses to provide life-cycle housing for residents, including a range of housing styles and types from multi-family and entry-level homes for young families to executive style homes to senior apartment buildings.* The proposed development helps to meet this goal, as the applicant is proposing to build apartments designed, marketed, and restricted to seniors ages 50 to 55 and older.

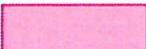
In addition to meeting the city meet one of its land use goals it also helps the city to meet one of its Housing Goals outlined in the city's comprehensive plan of: *Providing housing for a range of ages and incomes,* as the applicant is proposing to build affordable income restricted housing for the citizens of Spring Lake Park.



# DOMINIUM<sup>SM</sup>

Map Showing Property To Be Rezoned



-  = R-3 Multiple Family Residential
-  = R-1 Residential
-  = C-2 Neighborhood Services Center Commercial
-  = P Public
-  = Subject Site



# DOMINIUM<sup>SM</sup>

# On Map	Property Address	Property Owner
1	970 COUNTY ROAD 10 NE, SPRING LAKE PARK, MN, 55432	HUSEBY ROGER L & KARIN E 11620 3RD AVE N, PLYMOUTH, MN, 55441
2	8420 LADDIE RD NE, SPRING LAKE PARK, MN, 55432	KORZENOWSKI PERRY 8420 LADDIE RD NE, SPRING LAKE PARK, MN, 55432
3	950 COUNTY ROAD 10, SPRING LAKE PARK, MN 55432	JOHNSON PAUL D & MARY M 16520 GERMANIUM ST NW, RAMSEY, MN, 55303
4	1066 COUNTY HIGHWAY 10, SPRING LAKE PARK, MN, 55432	JPH ENTERPRISES INC 2635 160TH LN NE, HAM LAKE, MN, 55304
5	1063 MANOR DR NE, SPRING LAKE PARK, MN, 55432	BUTLER ROBERTA B 1063 MANOR DR NE, SPRING LAKE PARK, MN, 55432- <b>SUBJECT SITE</b>
6	8425 LADDIE RD NE, SPRING LAKE PARK, MN, 55432	HAUGEN KATHLEEN 240 117TH LN NE, BLAINE, MN, 55434
7		SPRING LAKE PARK CITY OF 1301 81ST AVE NE, SPRING LAKE PARK, MN, 55432
8		SPRING LAKE PARK CITY OF 1301 81ST AVE NE, SPRING LAKE PARK, MN, 55432
9	8411 LADDIE RD NE, SPRING LAKE PARK, MN, 55432	THOMPSON MICHAEL & HEINO MERRY 8411 LADDIE RD NE, SPRING LAKE PARK, MN, 55432
10	8398 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432	ROGINSKI DAWN 8398 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432
11	8435 LADDIE RD NE, SPRING LAKE PARK, MN, 55432	STRAMER RAYMOND A & ROSE M 8435 LADDIE RD NE, SPRING LAKE PARK, MN, 55432
12	8410 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432	RENELT BERNADETTE M 12275 MAGNOLIA ST NW, COON RAPIDS, MN, 55448
13	8430 LADDIE RD NE, SPRING LAKE PARK, MN, 55432	BARR KATHRYNE 8430 LADDIE RD NE, SPRING LAKE PARK, MN, 55432
14		SPRING LK PK CITY OF 1301 81ST AVE NE, SPRING LK PK, MN, 55432



# DOMINIUM<sup>SM</sup>

# On Map	Property Address	Property Owner
15	1001 COUNTY ROAD 10 NE, SPRING LAKE PARK, MN, 55432	CARDER TRUSTEE CINDY & HANOVER TRUSTEE SHARON 1001 COUNTY HIGHWAY 10, SPRING LAKE PARK, MN, 55432
16	1071 COUNTY ROAD 10 NE, SPRING LAKE PARK, MN, 55432	FOGERTY WILLIAM 479 APOLLO DRIVE STE 50, LINO LAKES, MN, 55014
17	1075 COUNTY ROAD 10 NE, SPRING LAKE PARK, MN, 55432	ACCAP RISE 1201 89TH AVE NE #345, BLAINE, MN, 55434
18	1101 COUNTY ROAD 10 NE, SPRING LAKE PARK, MN, 55432	SPRING LAKE PARK PARTNERSHIP 5353 WAYZATA BLVD STE 650, MINNEAPOLIS, MN, 55416
19	1095 MANOR DR NE, SPRING LAKE PARK, MN, 55432	BICKFORD FRANK D & SUZANNE 1095 MANOR DR NE, SPRING LAKE PARK, MN, 55432
20	8414 FILLMORE ST NE, SPRING LAKE PARK, MN, 55432	FILLMORE LLC 8414 FILLMORE ST NE, FRIDLEY, MN, 55432
21	1075 MANOR DR NE, SPRING LAKE PARK, MN, 55432	MISURACA JAMES 1075 MANOR DR NE, SPRING LAKE PARK, MN, 55432 - <b>SUBJECT SITE</b>
22	8394 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432	THRAN DENNIS M & RUTH I 8394 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432
23	8393 LADDIE RD NE, SPRING LAKE PARK, MN, 55432	LOEHR MARILYNN M 8393 LADDIE RD NE, SPRING LAKE PARK, MN, 55432
24	1110 MANOR DR NE, SPRING LAKE PARK, MN, 55432	ROME ROBERT B III & RAYMI K 1110 MANOR DR NE, SPRING LAKE PARK, MN, 55432
25	8401 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432	BETTS LAVERN P JR 8401 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432
26	8387 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432	PFLAGER ROBERT 8387 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432
27	8388 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432	NERDAHL JOYCE L 942 104TH LN NW, COON RAPIDS, MN, 55433



# DOMINIUM<sup>SM</sup>

# On Map	Property Address	Property Owner
28	1130 COUNTY ROAD 10 NE, SPRING LAKE PARK, MN, 55432	BLUEBIRD DAY HOLDINGS LLC 1108 VINCENT AVE S, MINNEAPOLIS, MN, 55405
29	8364 FILLMORE ST NE, SPRING LAKE PARK, MN, 55432	BEAUDUY CRAIG A 8364 FILLMORE ST NE, SPRING LAKE PARK, MN, 55432
30	8363 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432	HENDREN JOSEPH 8363 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432
31	8393 FILLMORE ST NE, SPRING LAKE PARK, MN, 55432	PYRAMID GROUP LLC 10620 W RIVER RD, BROOKLYN PARK, MN, 55443
32	1111 MANOR DR NE, SPRING LAKE PARK, MN, 55432	KUJAWA DANIEL J 1111 MANOR DR NE, SPRING LAKE PARK, MN, 55432
33	8375 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432	NELSON CHRISTOPHER A 8375 LAKEWOOD DR NE, SPRING LAKE PARK, MN, 55432
34	8376 FILLMORE ST NE, SPRING LAKE PARK, MN, 55432	MISTELSKA JOHN J & CAROLINE 8376 FILLMORE ST NE, SPRING LAKE PARK, MN, 55432
35	8391 FILLMORE ST NE, SPRING LAKE PARK, MN, 55432	THOMPSON BRADEN 8391 FILLMORE ST NE, SPRING LAKE PARK, MN, 55432
36	8377 FILLMORE ST NE, SPRING LAKE PARK, MN, 55432	SHOWALTER KELLY M & FRAUSS B M 8377 FILLMORE ST NE, SPRING LAKE PARK, MN, 55432
37	1152 COUNTY ROAD 10 NE, SPRING LAKE PARK, MN, 55432	OLSON INVESTMENTS LLC 20800 POPPY ST NW, OAK GROVE, MN, 55303



**RESOLUTION NO. 16-37**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 428,  
AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF  
SPRING LAKE PARK AND CREATING A NEW PLANNED UNIT DEVELOPMENT  
DISTRICT**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 430 will clearly inform the public of the intent and effect of the Ordinance; and

**WHEREAS**, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the following summary of Ordinance No. 430 is approved for publication:

“On December 5, 2016, the Spring Lake Park City Council approved Ordinance No. 430, entitled ‘An Ordinance Amending the Official Zoning Map of the City of Spring Lake Park and Creating a New Planned Unit Development District.’

The following is a summary of Ordinance No. 430, a copy of which is available in its entirety for review during regular office hours at the City of Spring Lake Park, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN, or for review on the City’s website, [www.slpmn.org](http://www.slpmn.org).

The Ordinance amends the Official Zoning Map to rezone Lots 2-11, Block 1, Park Manor Addition from R-3, Multiple Family Residential, to PUD #2016-1, Planned Unit Development District. The PUD #2016-1 district will allow Dominion Development and Acquisition to construct a 194 unit age restricted residential apartment development on the site. The Ordinance establishes design standards for the PUD #2016-1 District. The Ordinance approves the preliminary and final PUD plans and site plan for the site subject to contingencies outlined in the Ordinance. The Ordinance makes findings of fact in support of the development. The Ordinance directs the Administrator, Clerk/Treasurer to make the changes to the Official Zoning Map once the contingencies to the PUD are met. The Ordinance takes effect upon adoption and publication.”

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same: None

Whereon the Mayor declared said Resolution duly passed and adopted the 5th day of December, 2016.

APPROVED BY:

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Cindy Hansen, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



### Memorandum

Date: November 21, 2016

To: Mayor and City Council

From: Chief Ebeltoft

RE: Replacement 800 MHz Portable Radios and Squad Mobile Radios

Mayor and City Council,

In August of 2014, we were notified by Anoka County Radio Repair that our existing 800 MHz Portable Radios and Police Squad Mobile Radios were currently 10 years old. They advised at that time they were seeing an increase in repairs to the radios and Motorola was still servicing them.

Motorola indicated they were ending service and not going to guarantee parts on the Squad Mobile Radios after 2018 and the Officer Portable Radios in 2019. There are older radios in Anoka County that have not been supported for a few years already and parts prices are increasing with parts availability being limited.

Since 2014, Administrator Buchholtz and I, with the guidance of the city council, took steps necessary to address a considerable budget shortfall of financing regarding the officer portable radios and squad mobile radios. We had scheduled the replacement of these radios in our five year capital budget for 2017.

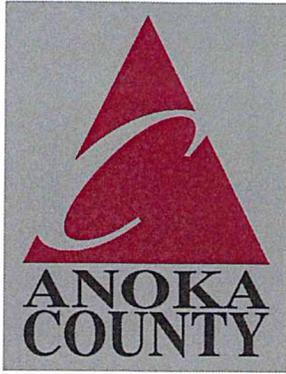
I recently received information (Anoka County Central Communications-Radio Service Letter) about equipment cost increases (\$400.00 per radio) taking effect as of January 1, 2017 with the issuance of the new state contract.

I was also informed that there are some existing rebates for our current equipment, due to substantial savings (\$11,500.00), with the existing rebates and a deadline of December 15<sup>th</sup> for placing the order to maximize our savings for this purchase to be billed in 2017. I presented the information to Administrator Buchholtz.

Administrator Buchholtz recommended that we bring this before the Mayor and City Council for review and approval for the replacement of the old portable radios and mobile squad radios. We would be replacing fifteen portable radios and eight mobile squad radios. The cost for the replacement of these radios will be governed by Minnesota State Contract Pricing #40071. The total cost for replacement of the stated radios will be \$82,487.50; see attached quote.

Currently, our Radio Replacement Fund has a \$50,113.80 balance. The 2016 transfer of \$15,000.00 has not been made yet, which would bring the Radio Replacement Fund balance to \$65,113.80. The scheduled 2017 transfer of \$15,000.00 can be made January 1, 2017 which would bring the Replacement Fund Balance to \$80,113.80. The remaining balance of \$2,487.50 would be taken from the Police Department's Operating Budget for radio repairs, bringing us to the needed \$82,487.50. This purchase will be effected with already budgeted funds.

Administrator Buchholtz and I are in agreement and recommend this purchase to the Mayor and City Council.



# COUNTY OF ANOKA

## CENTRAL COMMUNICATIONS – RADIO SERVICE

Radio Shop • 13595 Hanson Blvd NW • Andover, MN 55304  
(763) 450-4580 • Fax (763) 755-2035

November 18, 2016

### **\*\*\*2017 - 800 MHz RADIO PRICE INCREASE\*\*\***

The state contract for the 800 MHz Radios between the State of Minnesota and Motorola is ending December 31, 2016. The new 5-year contract will come with a price increase on all radios ordered. The increase is about \$400.00 on each model radio.

If you are planning on purchasing radios in early 2017, you may order this year and we will bill your agency in January of 2017, as the radios won't be received until 2017. We would like to receive orders as soon as possible, and no later than December 15<sup>th</sup>.

Also Motorola has come out with a Q4 Promotion on Radio orders. If you purchase an order of 10 or more radios, you can receive a discount of \$500.00 per radio with a trade-in of an XTS or XTL model radio. Please take this into account if you are planning on replacing existing radios. We will need the trade-in radios by March of 2017 in order for you to receive the discount of the trade-in.

If you have any questions or need pricing information, please contact me at [Jake.Thompson@co.anoka.mn.us](mailto:Jake.Thompson@co.anoka.mn.us) (763-450-4581) or Kelli Rogers. If you are ready to submit an order you can email the order to Kelli Rogers at [Kelli.Rogers@co.anoka.mn.us](mailto:Kelli.Rogers@co.anoka.mn.us) (763-323-5820.)

Best Regards,

Jake Thompson  
Radio System Manager



DATE: 08/16/2016  
 CUSTOMER: Mr. Jake Thompson/Kelli Rogers  
 Anoka County

Sales: Dean R. Daninger  
 Phone: 763.755.3377  
 Fax: 952.808.0034  
 Email: dean.daninger@ancom.org

CONTACT: Mr. Jake Thompson/Kelli Rogers  
 PHONE: 763.450.4580/763.323.5820

**MN State Contract Pricing 40071**

Quantity Description List Discount Contract Extended

**Motorola APX6000 LI Digital Portable Radio**

15	H98UCF9PW6AN	APX6000 700/800 Portable radio							
	<i>Included</i> QA01749	ADD: Advance System Software Key	\$ 2,200.00	25%	\$	1,650.00	\$	24,750.00	
15	QA05570AA	ADD: LIIION IMPRES II 3400 MAH IP68	\$ 100.00	25%	\$	75.00	\$	1,125.00	
15	H122	ADD: 1/4 Wave 7/800 GPS Stubby Antenna	\$ 24.00	25%	\$	18.00	\$	270.00	
15	H885	ENH: 2 YEAR REPAIR SERVICE ADVANTAGE	\$ 84.00	0%	\$	84.00	\$	1,260.00	
15	QA02756AC	ENH: 9600 OR 3600 SINGLE SYSTEM DIGITAL	\$ 1,570.00	25%	\$	1,177.50	\$	17,662.50	
	<i>Included</i> QA00583	ADD: ENABLE BLUETOOTH SOFTWARE	\$ -	25%	\$	-	\$	-	
15	H869	ENH: MULTIKEY	\$ 330.00	25%	\$	247.50	\$	3,712.50	
15	Q625	ENH: DES, DES-XL, DES-OFB ENCRYPTION	\$ 599.00	25%	\$	449.25	\$	6,738.75	
		Trade In Discount	\$ (500.00)		\$	(500.00)	\$	(7,500.00)	
<b>Accessories</b>									
15	PMMMN4069	IMPRES Remote Speaker Microphone	\$ 121.00	25%	\$	90.75	\$	1,361.25	
15	NNTN8860	APX IMPRES II Single Unit Charger	\$ 150.00	25%	\$	112.50	\$	1,687.50	
<b>Options</b>									
0	PMNNN4486	ADD: LIIION IMPRES II 3400 MAH IP68	\$ 142.00	25%	\$	106.50	\$	-	
0	NTN2571B	APX Mission Critical Wireless Microphone	\$ 139.00	25%	\$	104.25	\$	-	
0	NNTN7624	IMPRES VEHICULAR CHARGER	\$ 429.00	25%	\$	321.75	\$	-	
0	NNTN7065	Generation II Multi Unit Charger	\$ 866.80	25%	\$	650.10	\$	-	
Total									<b>\$ 51,067.50</b>

Purchase order is made out to: Motorola Solutions  
 13108 Collections Center Drive  
 Chicago, IL 60693

Please include on the purchase order: Payment per State contract.  
 State Bid Contract Number: 40071

Email copy of Purchase order to: dean.daninger@ancom.org



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## MEMORANDUM

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**TO:** MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL  
**FROM:** DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR  
**SUBJECT:** COUNCIL VACANCY  
**DATE:** NOVEMBER 30, 2016

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The City received 6 applications from residents interested in the vacant City Council position.

The applicants are as follows:

- Jack Angerhofer, 724 Holland Ln NE
- Steve Coyle, 601 Manor Dr NE
- Bradley J. Delfs, 8172 Polk St NE
- Maryann Graba, 8049 Madison St NE
- Hans W. Hansen, 8331 Able St NE
- Dan Lambert, 8130 Polk St NE

The applications have been delivered under separate cover. Please review and rate the applications. We will compare those ratings at the December 5, 2016 meeting and, by consensus, select those applicants you would like to invite for an interview. Interviews will start at 6:45pm.

If you have any questions, please don't hesitate to contact me.



MEMORANDUM

November 28, 2016

To: Mayor and Council  
Cc: Dan Buchholtz, City Administrator  
From: Wanda Brown  
Re: Contract with Xcel Energy for Collection of Fluorescent Lamps

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Xcel Energy has agreed to work with the City of Spring Lake Park on its fluorescent bulb collection. The Recycling Division and Xcel Energy agreed that the City would arrange the collection of the bulbs. Staffing for the event will be the responsibility of the City. Xcel Energy will reimburse the City 100% of the costs of the collection and the costs of recycling which shall include the costs of transportation, hauling, supplies, administrative expenses and labor costs directly associated with lamp recycling for Xcel residential and small business customers who can prove they have an Xcel account.

Please find attached to this memo a copy of the contract. I am seeking the Council's permission to enter into said contract (2017-2019), with Xcel Energy.

Thank you

Attachment

# **Agreement for Collections of Lamps**

*Issued To*

**City of Spring Lake Park**

**Lamp Recycling**

**Effective as of January 1, 2017**

**AGREEMENT FOR COLLECTIONS  
OF FLUORESCENT AND HIGH INTENSITY DISCHARGE LAMPS  
BETWEEN  
WISCONSIN ENERGY CONSERVATION CORPORATION  
AND CITY OF SPRING LAKE PARK**

**THIS AGREEMENT** (“Agreement”) is between Wisconsin Energy Conservation Corporation (“WECC”) and City of Spring Lake Park (the “Recycler”), a CITY of the State of Minnesota.

**WHEREAS**, WECC has contracted with Xcel Energy Services Inc. (“Xcel Energy”) to administer a lamp recycling program; and

**WHEREAS**, the Minnesota Legislature has enacted Minn. Stat. § 115A.932, which prohibits the disposal of fluorescent and high intensity discharge (HID) lamps in solid waste, and Minn. Stat. § 216B.241, subd. 5(b), requires Xcel Energy, as a public utility that provides electric service to 200,000 or more customers, to establish, either directly or by contracting with another, a system to collect and recycle lamps from its residential customers and its small business customers that generate an average of fewer than ten spent lamps per year; and

**WHEREAS**, the Recycler has established and currently operates a program for the collection and management of household hazardous waste (HHW program), including the collection of fluorescent and HID lamps from Xcel Energy’s residential household customers located in the Recycler’s area; and

**WHEREAS**, Recycler’s area consists of City of Spring Lake Park; and

**WHEREAS**, WECC and the Recycler desire to enter into an Agreement whereby WECC will pay costs incurred by the Recycler for the collection and recycling of fluorescent and HID lamps (lamps) from Xcel Energy’s residential customers as part of Xcel Energy’s system to meet its statutory obligations.

**NOW, THEREFORE**, in consideration of the terms and conditions stated in the Agreement, WECC and the Recycler agree as follows:

1. Lamp collection and recycling. On behalf of WECC and Xcel Energy and as part of the Recycler’s HHW program, the Recycler shall collect and recycle lamps in the Recycler’s area. Collection and recycling services will be provided at no cost to Xcel Energy residential customers generating an average of fewer than ten spent lamps per year. The Recycler shall offer lamp collection services to such Xcel Energy customers at Recycler’s household hazardous waste collection site(s), and may arrange with local units of government to provide additional sites for collecting lamps. The Recycler shall be responsible for:

- a. Providing to WECC on a monthly basis throughout the program year a description and schedule of lamp collection events in the Recycler’s area for the program year and updated schedule information throughout the year;
- b. Operating and maintaining HHW collection sites;
- c. Arranging collection, storage, transportation, and recycling of lamps; and

- d. Completion and prompt submittal to WECC on at least a quarterly basis of a CFL Recycling Report, an example of which is attached hereto as Exhibit A.

2. Reimbursement Request for Lamp Collection Activities. At the same time that the Recycler submits its CFL Recycling Report, the Recycler shall also provide on at least a quarterly basis and in a form acceptable to WECC (Exhibit B – Lamp Recycling Reporting Invoice) the following documentation regarding the Recycler's lamp collection and recycling activities:

- a. A description of the number and types of lamps collected;
- b. Costs of administration, labor, supplies, storage, transportation, and recycling of lamps from residential households;
- c. Proof that collected lamps were recycled;
- d. The percentage of the Recycler's lamp collection and reimbursement costs that WECC will pay is 100%.
- e. The total amount to be reimbursed to the Recycler.

This documentation shall be provided to the WECC designated representative on at least a quarterly basis, or as available.

WECC shall pay to the Recycler the costs incurred by the Recycler for the collection and recycling of lamps from residents at the percentage defined in 2d.

WECC shall pay to the Recycler the costs incurred by the Recycler for the collecting and recycling of the following type of lamps: fluorescent tubes, circular, u-bend, compact fluorescents and high intensity discharge. Ballasts that are not attached to the bulb will not be reimbursed.

- f. The Recycler shall be responsible for its own expenses, including but not limited to operation and maintenance of collection site(s), and promotional expenses above and beyond WECC's planned and coordinated promotions.
- g. This Agreement is expressly contingent upon Minnesota Department of Commerce's (DOC) approval of Xcel Energy's request to implement the Program in Xcel Energy's Minnesota service area as a Conservation Improvement Program (CIP). If such approval is not given initially, or is subsequently withdrawn, or recovery of program costs through electrical rates is disallowed by the Minnesota Public Utilities Commission (MPUC), this Agreement shall be null and void upon notification to the Recycler. WECC shall make no further payments to the Recycler, except that WECC shall make such payments for which services have been rendered through the date of the notification.

Prior year invoices shall be submitted on or before April 1, following each year of this Agreement. Invoices received after this date will not be eligible for reimbursement.

3. Reimbursement Payments by WECC. WECC shall reimburse the Recycler for costs associated with the collection and recycling of lamps as follows:

- a. Within thirty (30) days following receipt of complete, timely and accurate documentation listed in Section 2 of this Agreement, WECC shall reimburse the Recycler the percentage of the costs incurred by the Recycler for the collection and recycling of lamps as calculated by Section 2 of this Agreement. For lamps from residential customers, this shall include reimbursement for costs including administration, labor, supplies, storage, transportation, and recycling of lamps and costs associated with the Recycler coordination with local units of government for establishment of additional lamp collection events in the Recycler's area.
- b. WECC shall not reimburse the Recycler for promotional expense above and beyond WECC's planned and coordinated promotions.
- c. To be considered for reimbursement, all prior year invoices must be submitted on or before April 1, following each year of this Agreement. Invoices received after this date will not be eligible for reimbursement.

4. Auditing. Within sixty (60) days of receipt of documentation listed in Section 2, WECC shall have the right to audit said documentation and request additional information. Further, the Recycler shall maintain adequate supporting records for verification of actual costs paid by the Recycler. The records shall be in a form that is consistent with generally accepted accounting principles, consistently applied. During the term of this Agreement and six (6) years following final payment hereunder, the Recycler shall preserve such records and allow access to them, by WECC auditors, during normal business hours. The WECC and Xcel Energy records and documents that are relevant to this Agreement or transaction shall be subject to examination by WECC, the legislative auditor or the State auditor, during the term of this Agreement and for a period of at least six years following termination or cancellation of this Agreement, pursuant to the requirements of Minn. Stat. Section 16C.05 Subd. 5, as it may be amended.

5. Reserved

6. Recycler's Obligation Defined by Agreement. WECC and the Recycler acknowledge and agree that the Recycler's obligations to collect and recycle lamps are solely defined by this Agreement and any applicable law.

Recycler will conduct all lamp collection activities under the Agreement in an economically, socially and environmentally responsible manner. Recycler further agrees to ensure that its employees, agents and representatives perform the lamp collection activities in accordance with Xcel Energy's Code of Conduct, as in effect from time-to-time, which is available upon request.

7. Term. The term of this Agreement is from January 1, 2017, until December 31, 2019, regardless of the date of signatures. At the option of WECC and the Recycler, this Agreement may be renewed on an annual or biannual basis concurrent with Xcel Energy's statutory obligation to establish a system to collect and recycle lamps from residential and small business customers or otherwise.

8. Termination. Notwithstanding the terms of this Agreement, WECC may, at its option, terminate the Agreement in whole or in part at any time by written notice thereof to Recycler, whether or not Recycler is in

default. Recycler may terminate this Agreement, in whole or in part, upon sixty (60) days prior notification to WECC.

9. Notice. All information shall be sent by United States mail, postage prepaid, to the following representatives of WECC and Recycler, or may be submitted by email:

To WECC

Rhonda Pittman  
Wisconsin Energy Conservation  
Corporation  
431 Charmany Drive  
Madison, WI 53719

To the Recycler:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Indemnification. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The liability of the Recycler shall be governed by the provisions of Minnesota Statutes, Chapter 466 and other applicable law.

11. Compliance with Laws. The parties agree to abide by all applicable Federal, State or local laws, statutes, ordinances, rules and regulations now in effect of hereafter adopted pertaining to this Agreement or the facilities, programs and staff for which each party is responsible. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in courts located within the State of Minnesota.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the dates indicated below.

ACCEPTED:

ACCEPTED:

**RECYCLER**

**WECC**

**City of Spring Lake Park**

**Wisconsin Energy Conservation  
Corporation**

By: \_\_\_\_\_

By \_\_\_\_\_

Name: \_\_\_\_\_

Name: Mary Woolsey Schlaefer

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

Title: President and CEO

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

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



Exhibit "B"

**City of Spring Lake Park Lamp Recycling  
Invoice**

Invoice date:

Invoice #:

Recycle Time Date/Period:

**To:** Wisconsin Energy Conservation Corp.  
Attn: Xcel Energy MN Recycling Program  
431 Charmany Drive  
Madison WI 53719

---

<b>DISPOSAL COSTS:</b>	<b>Quantity</b>	<b>Price each</b>	<b>Total Cost</b>
4 ft or less Fluorescent Lamps			\$
Over 4 ft Fluorescent Lamps			
CFLs			
Circular			
U-Bent Fluorescent Lamps			
HID			
Other			
Broken			
<b>Total Disposal Costs</b>			\$
<b>OTHER COSTS:</b>			
Administration			
Labor			
Storage			
Supplies			
<b>Total Expenses</b>			\$
<b>Amount due ( %)</b>			\$

**Remit Payment to:** *City Name*  
*City Address*



City of Spring Lake Park  
Engineer's Project Status Report

---

To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 12.5.16 Meeting**  
File No.: R-18GEN

---

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

**2014-2015 Street Improvement Project (193801577).**

Final contractor payment and project acceptance occurred at the September 6<sup>th</sup> Council meeting. *Remaining project close-out process (including record plan preparation) continues.*

**CSAH 35 Turn Lanes and Sidewalk (193802914).**

*Working with RCWD on close-out of permits and working with Contractor to get final payment documents.*

**MS4 Permit (193802936).**

Ongoing implementation items. Working on closing out existing site permits and identifying private stormwater ponds that need maintenance. Need to prepare annual report. Annual staff training was held on November 3<sup>rd</sup>.

**Lift Station No. 1 Reconstruction (193803115).**

The Contractor is Meyer Contracting. *Working with Contractor to get final payment documents.*

**2016 Sanitary Sewer Lining Project (193803421).**

This project included lining and wye grouting on Old Central south of 81<sup>st</sup>. Contractor is Hydro-Klean. *Final contractor payment and project close-out can be approved.*

**2017 Sanitary Sewer Lining Project (193803782).**

*Working with Public Works Director on plans and specs for this project in the neighborhood east of Able Street and north of 81<sup>st</sup> Avenue. Bids will be received in February.*

**2017-2018 Street Seal Coat Project (193803783).**

*Working with Public Works Director on plans and specs for this 2-year project. Bids will be received in February.*

**Other issues/projects.**

Working with Terry on options for bituminous trail repairs at various locations.

*Working with staff on development review for possible Dominion project.*

*Working with staff on drainage issues (as presented at 11.14.16 City Council Workshop).*

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



# **CORRESPONDENCE**



Apr. 24, 2016

Dear Mayor Hansen and City  
Council Members,

As a 40 plus year resident of  
S.L.P. I have some concerns about  
the proposed development of the  
property now known as "Goney Golf."  
I understand that the senior housing  
project would be over a 200 unit  
building, 4 to 5 stories with  
adjacent parking (garages?), and  
would be annexing 2 or more adjoining  
properties. I have the following  
questions + concerns:

- First, I don't have a big  
problem with the idea of a multiple  
family unit going in there. - If  
its a similar single structure  
to the senior housing facility  
on Sanburnol - which is  
one building, 3-4 stories, garages  
and moderate parking area.
- But, if its to be multiple  
buildings, over 4 stories, with  
huge parking lot, I have

an objection to that. Taking up more space than the 2 additional houses would leave ~~too~~ large a footprint on the area also.

- How much green space will surround the structures?
- I am very concerned about <sup>the</sup> impact on our water / sewer / drainage systems. As anyone who has lived here in SLP knows this area is prone to flooding. The pond at Triangle (Conde) Park overflows every year and Able St. and adjacent streets flood and are closed off for days at times. The added runoff and sewer overuse would worsen the problem. Not to mention the added pollution to the pond.
- Increased traffic is also a concern, as residents with children walk to the park often, kids walk along Able St to + from school, and many school buses use Able St.
- I think we residents should be able to view the plans for

the development.

- My taxes have gone up in 2017 and as a single, retired person on a fixed income, further tax increases could be a problem.
- I hope the council does their research and considers the impact long-term of this project.

Thank you  
Yours —

Joeki Weibye  
884 84th Ave. N.E.  
SLP MN 55432



November 25, 2016

Mr. Daniel Buchholtz  
City Administrator  
City of Spring Lake Park  
1301 – 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

SUBJECT: Franchise Agreement Compliance

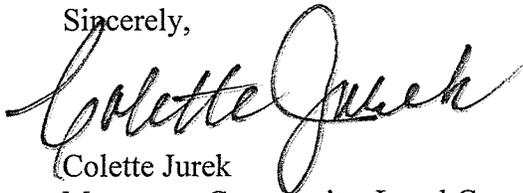
Dear Dan:

Xcel Energy is committed to meeting our customer expectations and fulfilling our commitments to those we serve. Customer feedback is important to us and can make us aware of issues we haven't yet recognized. To that end, I am writing to solicit your feedback on our performance in fulfilling our commitments in the franchise agreement between Xcel Energy and your city.

The franchise agreement between Xcel Energy and your city helps identify and clarify the responsibilities and roles of Xcel Energy as we construct, operate and maintain our energy transmission and delivery systems. Specified obligations relating to Xcel Energy's activities include tree trimming, right-of-way restoration and relocation of company facilities for city improvement projects. I trust that we are in compliance with these and other franchise obligations. If this is not the case, please do not hesitate to contact me at 651/779-3105 or [colette.c.jurek@xcelenergy.com](mailto:colette.c.jurek@xcelenergy.com).

Xcel Energy appreciates the opportunity to serve our customers – your residents and business owners – with reliable, affordable energy now and into the future.

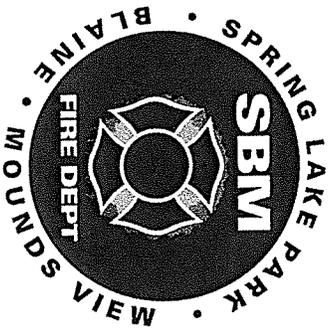
Sincerely,



Colette Jurek

Manager – Community, Local Government Relations & Economic Development

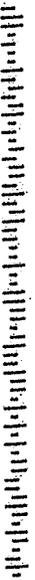




www.sbmfire.com

SLP Police Dept.  
1301 81st Ave NE  
Spring Lake Park, MN 55432

RECEIVED NOV 28 REC'D



Thank you a ton for making  
a presence at our 2016 Open  
House.

We appreciate having a squad  
and personal.

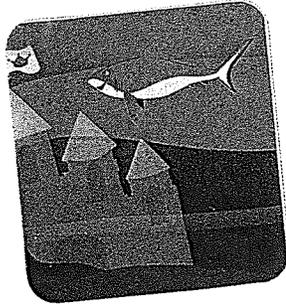
We enjoyed having you there  
as much as the public does.

Thanks again for all you do,

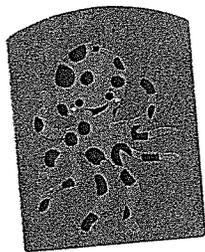
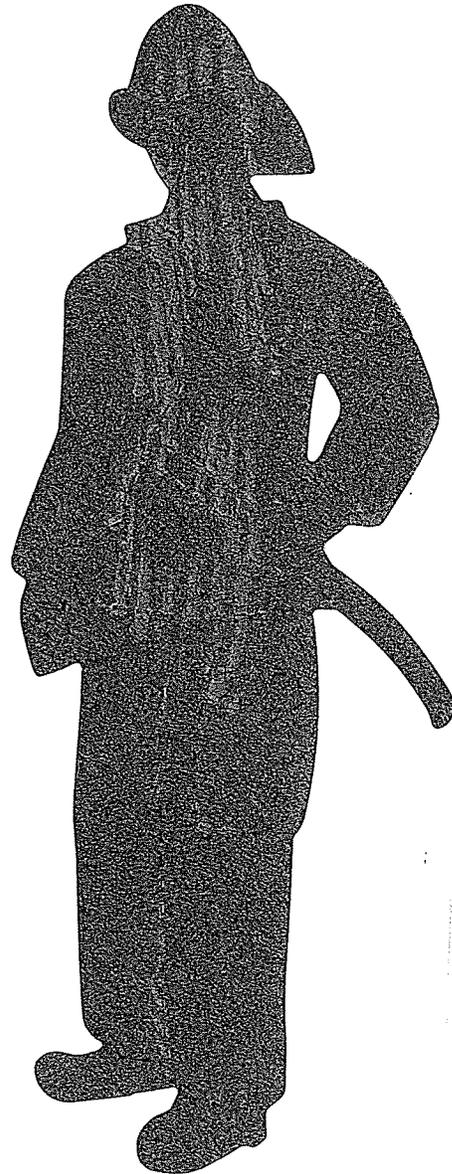
SBM FIRE



Correspondence received by the Police Department from a local daycare.

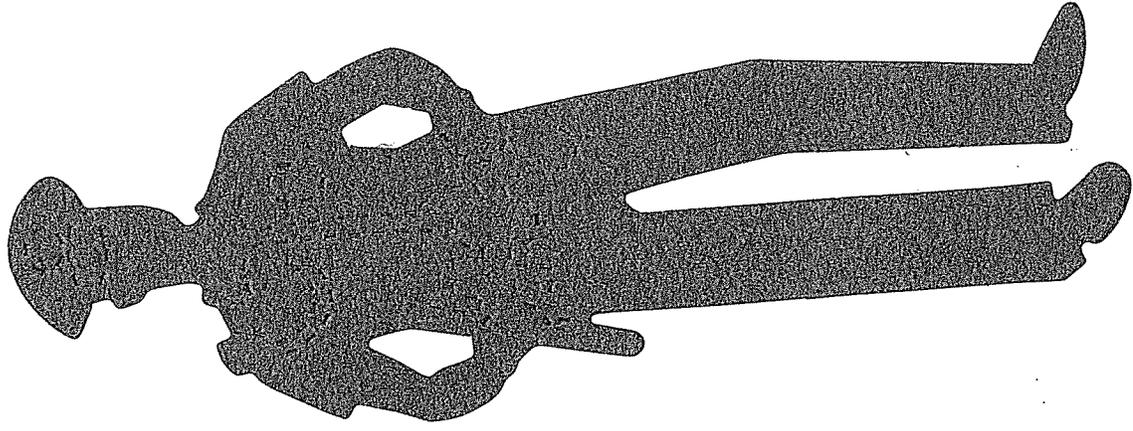


MCKE MNA



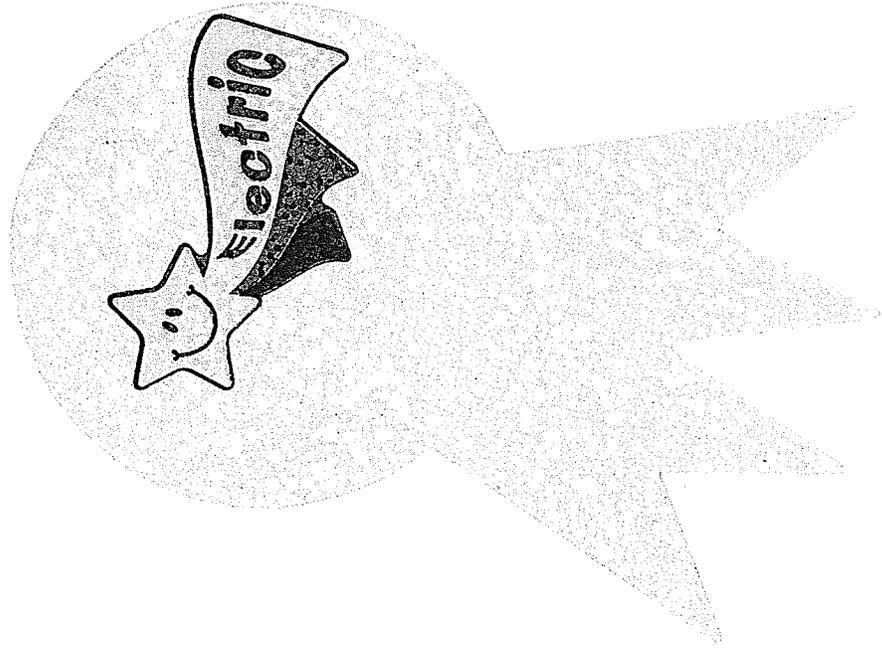
Thank You!

Thank you

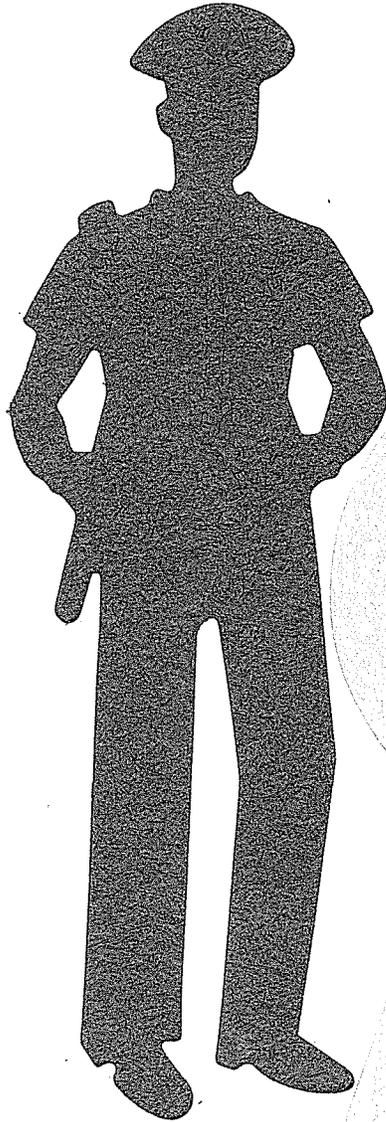


McKenzie

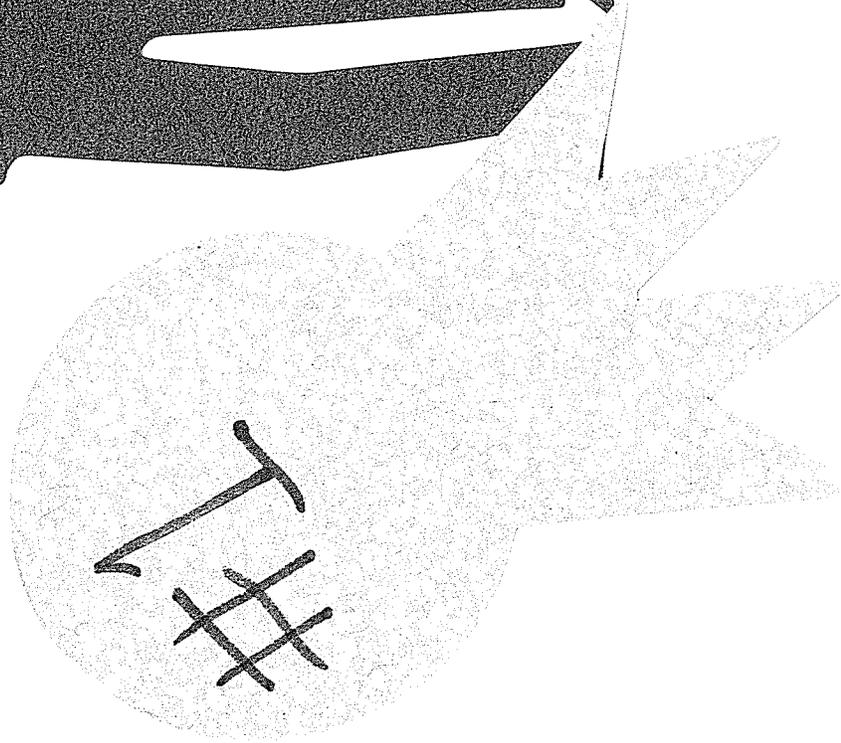
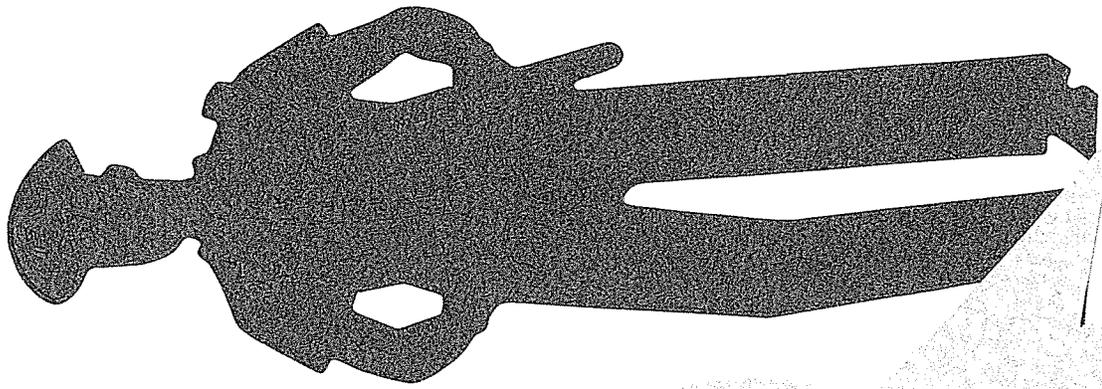
Thank  
you  
for  
Protecting  
US



Thanks for  
serving and  
protecting us.



Thank You!

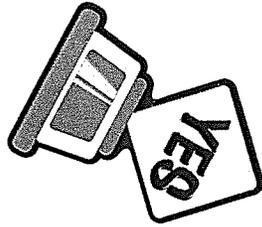


We know

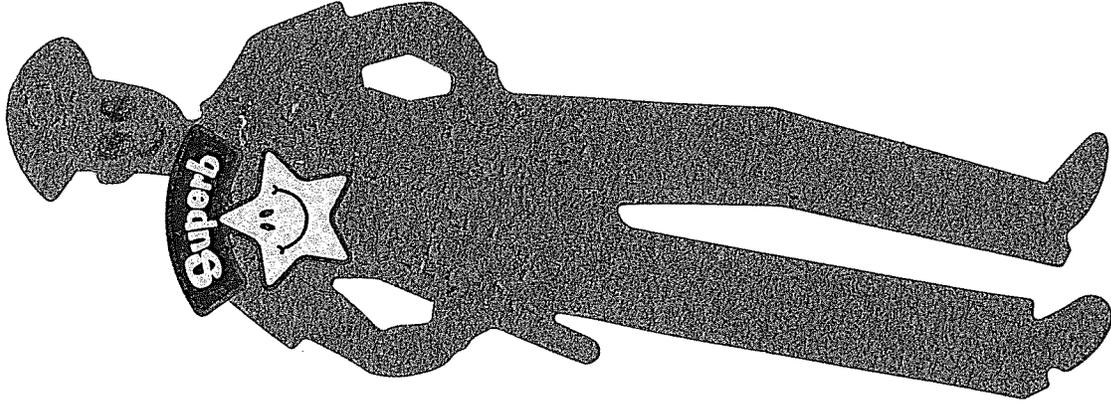
that you are

keeping us safe!

Thank.

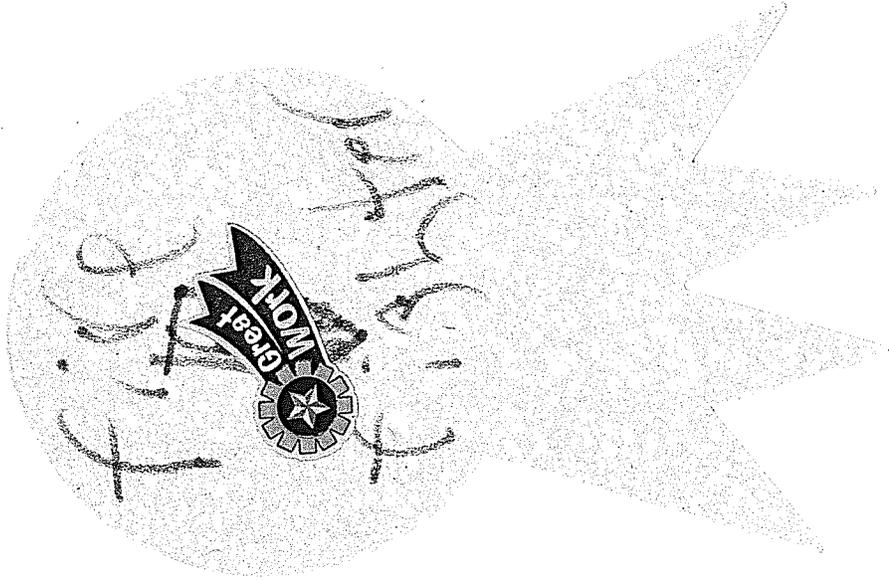


me



you

asa



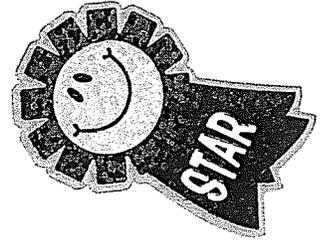
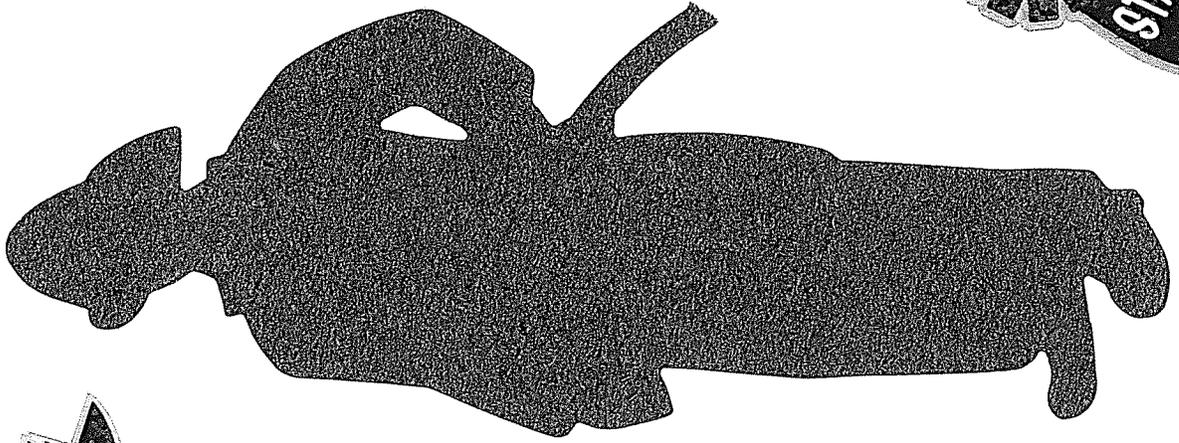
thank

10/17

10/17

to 10/17

of the 10/17



Thank you for

keeping our communities

safe! We appreciate

you more than you

know!

♥ The Smith

Family





### North Metro Mayors Minute—Nov. 16, 2016 Board Meeting

Allina is putting \$108 million—the single largest investment in decades from Allina—into Mercy and Unity. On Jan. 1, 2017, the two will officially become one hospital, two campuses. At our North Metro Mayors Association board meeting, held at Unity, we had the privilege of hearing from both hospital presidents, Sara Criger and Helen Strike, and VP of operations, Dan Steffen. We learned about major changes in healthcare delivery and how Allina is poised to meet them.

Patient services needed the most will stay at both locations, Mercy in Coon Rapids and Unity in Fridley.

In August 2015, Mercy became the single location for baby deliveries with the new Mother Baby Center. The next big redesign will be in mental health and addiction services. Unity will be the site for these starting this spring. About 60% of people present with dual diagnosis of mental health and addiction needs.

Co-locating the addiction and mental health services in renovated space at Unity will result in better care, according to Criger. Emergency department renovations will create five rooms for patients with mental health concerns. Of the 52,000 emergency department visits happening in a year, about 15,000 are mental health related. Criger expects that number to increase slightly after the consolidation of services.

“Enhancing mental health services is a game changer for the market,” Criger said. Allina is advancing care in ways that fit with the community, she added.

Strike described the mental health services people can expect to be less clinical, with more programming and possibility for recreational activities. Length of patient stays will vary from days to three or four months.

Thank you, Unity Hospital, Sara, Helen and Dan, for hosting our board and bringing us up to speed on exciting things happening in the community. Learn more about [changes ahead](#).

In other business, dues, budgets and contracts were approved for 2017. Kirk McDonald provided a status report on the North American Joint Purchasing Program. See the attached brochure in production from Innovative Office Solutions. The Legislative Work Plan was commented on by several city reps. We got an update on election outcomes and organizing at the Capitol. More about that next time.

This was the final meeting for Champlin Mayor ArMand Nelson, who did not run for reelection. We say thanks and best wishes on the next chapter.



The Operating Committee meets Dec. 21, 11:30 a.m., in Andover.

The full board meets Jan. 18 at Ewald Conference Center in St. Paul. There will be NMMA elections and a reception for newly elected folks. Mark your calendar.

Happy Thanksgiving!

Jill Brown, Executive Director

Cell: 612-889-2611

Email: JillCBrown@msn.com



New Hope Mayor Kathi Hemken presents a resolution to Champlin Mayor ArMand Nelson thanking him for his service.



Blaine Mayor Tom Ryan and visiting Fridley Mayor Scott Lund



Crest View CEO Shirley Barnes



Sara Criger, Senior Vice President-North Region, President, Mercy Hospital, addresses a full house.



Dear SACA Neighbors and Friends,

As the Holiday Season approaches, Southern Anoka Community Assistance (SACA) is asking our friends in the community to help us support those in need during this special time of year. While many of us are doing better in today's economy, there are those that are still struggling.

Through October of this year, SACA has helped feed over 16,600 neighbors, sharing almost 387,000 pounds of food!

With that being said, SACA is so much more than numbers on a sheet of paper. SACA is about people and community. We are about connecting neighbors who are looking to help those in need. The following are statements from within our community:

- "I have never been to a food shelf that has been run so efficiently and is so clean. It almost feels like you're shopping in a grocery store with so many choices. The staff makes you feel so very comfortable and they really care about your needs and your family."-Joan (SACA Client/Columbia Heights)
- "We are a building of disabled and elderly people living on very fixed incomes each month... You understand what hunger is all about and SACA brings hope to those that may be struggling with how they are going to meet even their basic needs every month."-Shirley, Rose, Joanie and Peter (SACA Clients/Columbia Heights)
- "It makes me feel good coming to SACA, especially to see so many others volunteering their time to help families and observing how happy those families are when they leave." – Louise (SACA Volunteer)

We are seeing an average of 45 – 60+ new families each month and as we head into our busiest time of year, we cannot do it alone. The continued support of our community is critical to SACA's mission of helping feed those in need. Help SACA make a difference in the lives of others by donating. Use the enclosed envelope or visit our website at [www.SACAFoodShelf.org](http://www.SACAFoodShelf.org) and click on either PayPal or Razoo.

We wish you the best of times this Holiday Season.

Sincerely,

  
Dave Rudolph  
Manager

  
John Haluska  
Board Chairman

SACA Board: John Haluska, Steve Smith, Jerry Rekow, Brian Harper, Carlotta Stomberg, Sue Wiseman, Jessica Dowell, Mark Larsen, Rachel Nelson

# SACA Food Shelf and Thrift Store

627 38<sup>th</sup> Ave NE, Columbia Heights, MN 55421 763-789-2444

[www.sacafoodshelf.org](http://www.sacafoodshelf.org) Facebook: Southern Anoka Community Assistance

40<sup>TH</sup> ANNUAL SACA CHRISTMAS DISTRIBUTION – DECEMBER 16, 2016

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

NAME OR BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## HELP WITH:

\_\_\_\_\_ Food donation (no dented, crushed or unlabeled cans or boxes, current dates) need by – **December 8th**

\_\_\_\_\_ Monetary donation or gift card- **need by December 8<sup>th</sup>**

\_\_\_\_\_ Gift donation (new) – **need by December 8<sup>th</sup>**

**PLEASE READ THE SCHEDULE CLOSELY AS THERE ARE A LOT OF CHANGES IN THE VOLUNTEER JOBS AND TIME SLOTS THIS YEAR**

### **DISTRIBUTION WILL BE DONE AT SACA**

**GIFT SORTING:** Tue, Dec 13th, \_\_\_\_\_ 8am - 12pm \_\_\_\_\_ 12:30pm – 4:30pm

Wed, Dec 14th, \_\_\_\_\_ 8am - 12pm \_\_\_\_\_ 12:30pm – 4:30pm

### **DISTRIBUTION OF GIFTS: FRIDAY, DECEMBER 18TH**

Helping parents choose gifts: \_\_\_\_\_ 8 AM to 12 Noon \_\_\_\_\_ 12 Noon to 5PM \_\_\_\_\_ 5PM to 8PM

Helping parents take gifts to the car: \_\_\_\_\_ 8 AM to 12 Noon \_\_\_\_\_ 12 Noon to 5PM \_\_\_\_\_ 5PM to 8PM

Prepare Food for Volunteers: \_\_\_\_\_ 10:30 - 1:30 (lunch) \_\_\_\_\_ 4:00 – 6:30 (dinner)

**PARKING:** Please park your vehicle on a side street away from the building.

**Gift Donations:** ONLY NEW ITEMS - Please bring to the SACA Office (Mon, Tue, Thur, 8am to 4:30pm Wed. 10:30am to 7pm).

Please leave the items unwrapped. SACA especially needs gifts for teen age boys and girls, family games, and gift cards. REMINDER: If your gift requires batteries, please include them.

On behalf of SACA and the families it serves, THANK YOU for making this season shine bright for our children.

*All contributions are tax deductible*

## **North Metro Telecommunications Commission/North Metro TV Services**

### **Technical Services Provided**

#### **On-staff video engineer.**

- Video equipment consulting and repair is a very valuable service that NMTV provides to our Member Cities. With the complexity of video systems and the tendency for problems to arise at the worst possible time, having a reliable resource for emergency and preventive assistance is a benefit and a comfort.
- NMTV is very responsive to Cities technical needs, responding to problems same day, or the next day when necessary.
- We diagnose the problem and repair or recommend replacement if it can't be fixed. If replacing equipment, NMTV will recommend replacement equipment, order, install, test, and train City staff on use of the equipment.
- NMTV will work with City and Contractors when replacing entire systems to make sure the City is getting what they need to do the job, and not being sold a lot of extra unnecessary equipment.
- NMTV will help with video problems regardless of whether the problem is with City owned equipment, Comcast equipment, CenturyLink equipment, acquisition, or transmission of signals.

#### **On-staff IT Engineer.**

- NMTV's IT Engineer builds and maintains the computers, servers and networks at NMTV. She also helps Cities with some computer and networking problems.
- Our IT Engineer recycles old computers, servers, and flat screens. She destroys hard-drives by wiping data utilizing a Security of Defense program. She then physically puts a drill press through the platters so they can't spin and are unrecoverable.
- Bulk order and deliver standard or professional grade DVDs, cases, scan converters, and networking items.
- NMTV's IT Engineer is a certified SCALA system dealer. Because of this certification, we can build and install SCALA systems for a very low price, saving Cities quite a bit of money.

#### **Channel Programming**

- NMTV's Programming Coordinator, manages the program playback and scheduling for Circle Pines government channel. Each City produces their meetings live. This live feed is sent to NMTV's master control where it is routed onto the cable system and encoded on playback servers. Additional meeting playbacks are scheduled and programmed by NMTV on each

government channel, according to the desires of the City. Other programs can also be scheduled on the City channel when requested. Because NMTV takes care of all playback on the channel, Cities are not required to invest in playback servers, encoders, software, audio and video managing, signal testing, and other routing equipment.

### **City Meetings On-Demand With Agenda Bookmarking**

- In addition to programming the channels, NMTV coordinates and implements a video-on-demand service for City meetings. In order to make meetings available to residents via each City's website, we create a link to NMTV's playback servers. Residents can easily locate meetings and watch them at their convenience, at no additional cost to Cities or viewers. Agenda bookmarking is also included with this service. This allows a viewer to click on any part of the posted agenda, and be taken directly to that spot in the meeting. Such playback services cost about \$10,000 per year. We archive meetings for the length of time requested by the City, and make dubs of meetings for viewers upon request, with City approval. This saves the need for Cities to purchase duplication equipment, labeling software, and discs and ink.

### **Channel Data Pages Updates**

- NMTV staff are available to design and update City channel data pages. Staff can incorporate video, photography, and historical information in addition to community information.

### **Professional, Licensed Drone Service.**

- Drones are becoming very valuable tools for video production and a variety of City Departments. Police, Fire, Engineering, and Parks departments could all benefit from the ability to videotape or transmit live video from an aerial viewpoint. Drone services can be quite expensive, but NMTV offers the service to its Member Cities at no cost. The NMTV drone will be operated by a licensed pilot, who knows and follows FAA rules for operating a drone in the nation's airspace, including obtaining any necessary clearances for flights. In addition to being a licensed pilot, NMTV's drone operator is also a skilled videographer and editor who can provide professionally prepared video packages from the drone flight.

### **Tape/Film/Slide/Photograph Transfer.**

- NMTV offers a videotape, film, slide and photograph to DVD transfer service to residents of our member Cities. There is a fee if staff performs the transfer, but we also show residents how to do it themselves, using our equipment, for free.

## **DVDs.**

- NMTV produces professional quality DVDs of all events we tape.
- We create sports highlight DVDs for student athletes, from our member Cities, to use for their college entrance and scholarship purposes, for a fee. Parents contact us, we create the highlight DVD, give them DVD copies and post the video to YouTube for them.

## **Video Services Provided**

### **Production House Services.**

- NMTV produces training, educational, or informative videos that are intended for internal City use. NMTV is on call for whenever a City requests that such a video be produced. As an example, we have produced internal training videos for several police and fire departments. We have also created videos intended to educate City residents regarding a specific topic, such as water main flushing, and finding property lines. Staff will post anything Cities want to their website/YouTube/Facebook pages. We are a free, professional production house with award winning production staff available to meet Cities video needs.

### **Staff Produced Programming**

- NMTV has professional, national award winning staff producers who create amazing local programming for viewers every month.
  - High School sports
  - Truly local news
  - Municipal and County political debates, forums, and elections
  - Referendums
  - Programs to educate voters
  - Police and Fire Department programs
  - City promos and PSAs.
  - High School Graduation.
  - Informative programs that highlight volunteer opportunities and non-profits in our area, and health topics such as Autism Inside and Out, Putting A Face on Mental Illness, and Youth Intervention Journal.
  - Informative and award winning documentaries on items as varied as aviation, tornadoes, hockey parents, rabbit owners, carnival performers, and artists.

### **Opportunities for Member Cities' Residents**

- The Cable Communication Policy Act made it clear that local cable franchises were to be "responsive to the needs and interests of the local community," and that "cable systems would provide the widest possible diversity of information sources and services to the public." NMTV staff works every day to fulfill that responsibility. NMTV works with

residents of our communities, of varying skill levels, to make sure their voices are heard. Through workshops, the Public Access Productions Video Club, and one-on-one attention the public has access to, and can use our professional, including HD, video equipment to produce their own programs.

- Services provided to the public:
  - General and specialized workshops for groups, organizations, students, and the general public.
  - Facility tours for clubs, organizations, and individuals
  - Free use of HD camcorders, audio and lighting equipment, HD edit suites, and two HD multi-camera professional studios.
  - Student internships
  - Playback of public programs via cable system and on-line.
  - On-line posting of videos
  - Training for vlogging and posting videos to YouTube.
  - On-location workshops for schools, Cities, and non-profits.
  - Tape/film transfer service or training.

### **School District Partnership**

- NMTV and the Centennial, Spring Lake Park, and Blaine School District have a very strong relationship.
  - Teach workshops to students on-location and in studio.
  - Professional coverage of High School sports
  - Produce Captains and Coaches segments that highlight school coaches and team captains.
  - Tape and provide copies of the requested graduation ceremony.
  - Work extensively with Districts on the Arrive Alive event.
  - We work with several instructors to record their students concerts and plays.
  - AV Technical assistance for large events.

### **Franchise Administration**

- Members of the North Metro Telecommunications Commission benefit from sharing the responsibilities of enforcing the cable franchise. Whether it's helping a cable subscriber with customer service issues, reviewing density requirements to determine if an area should be served by cable, or determining if new rulings by the FCC (such as the closed captioning ruling) affect how Cities operate, the Cable Commission makes sure Cities and Comcast are in compliance.
- Examples of work done on behalf of Cities regarding the Cable Franchise:
  - Work with cable customers to resolve issues with Comcast's and CenturyLink's customer service, billing, technical, and construction staff.

-Keep up with new rules regarding communications that affect Cities. An example is the Closed Captioning ruling. The ruling could have expensive consequences for Cities that make their meetings available on-line. The Commission reviewed the ruling, and it was determined that Cities could be exempt if they do not close-caption meetings on cable, for now. The FCC and ADA have differing rules and the rules are changing, so this is an on-going issue. The Commission is working to assure that Cities are in compliance with the Communications Act and FCC regulations, and ADA regulations, when it comes to closed captioning meetings. We will have to consider how we can meet the needs of the disabled to the maximum extent possible, determine the financial and administrative burden each option would have (considering all resources available to us) and then prepare a written statement if we conclude that providing a service would create an undue burden. The Commission could then prepare a written statement to claim an exemption. Through this process we will learn more about the technical and financial feasibility of providing closed captioning services.

-Perform various fee reviews to make sure Comcast is correctly reimbursing Cities for use of the public rights of way.

-Have created a competitive franchise for companies that might want to provide multi-tiered programming to compete with Comcast that complies with local, state, and federal laws. Because of this we were one of the first Cable Commission's to finalize franchises with CenturyLink, benefiting residents with real choice in the area of wire-line video services.

-Follow procedures regarding company transfers. This is something that would need to be done should Comcast or CenturyLink want to transfer ownership of their local operations to another cable company. Member Cities franchises requires a specific legal procedure in order to consider a transfer of ownership. This procedure includes a series of legal and financial investigations.

-Schedule and coordinate franchise required quarterly progress meetings with CenturyLink.

-Membership in state and national organizations that provide valuable resources, information, support, and networking.

-Franchise renewal. In January of 2018 , the three year clock for renewing both franchises will start. This is a complex process that will result in millions of dollars in compensation for use of the public rights of way. It may require that a community needs assessment be done, a technical audit of the cable system is typically performed, and a financial audit of the Cable Company. Any franchise violations and negotiations regarding things such as customer service standards can be addressed through this process. Franchise renewals are detailed and expensive. As a joint powers organization, all seven members together can renew their franchises at a similar rate as one City acting alone.





# COUNCIL TO IMPLEMENT I/I TASK FORCE RECOMMENDATIONS

Posted In:

Date: 11/14/2016

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**Communities served by the regional wastewater collection and treatment system can expect additional help in the next few years to reduce inflow and infiltration (I/I) from private property sources.**

On Nov. 9, the Metropolitan Council accepted the report from a 19-member community task force charged with reviewing the Council's ongoing I/I mitigation program. The Council authorized staff to implement the report's recommendations.

## Eight report recommendations fall into three categories:

- **Technical assistance**
- **Public outreach**
- **Financial assistance**

"The discussions of the task force were very impressive," said Council Member Sandy Rummel, who co-chaired the group. "The conversations were energized, people spoke honestly to each other about their differences, and they were clearly looking for ways to solve problems."

Overall, the task force recommended that the Council "continue the regional planning policy of balancing regional standards with the needs of local communities to tailor programs to their individual circumstances."

**"The partnership between the Council and communities to reduce I/I is producing solid results," said Bryce Pickart, Assistant General Manager, Technical Services. "We will continue working closely with communities to implement the new recommendations."**

## Developing a model ordinance for communities

Task force member Chad Millner, Engineering Director for the City of Edina, emphasized the need for a model ordinance for private property inspections. Cities must pass local ordinances regarding inspection of private property or to require homeowners to fix leaky pipes.

Prior to 1970, the service lateral (private pipe) leading from a home or business to the city pipe in the street was commonly made of clay. As these pipes age, they deteriorate and the joints tend to start leaking, Millner said.

Private service laterals make up about 50% of Edina's local sewer pipes. Even if the city repairs all the public sewer pipes, aging private service laterals could still cause the city to exceed its allowable limits for inflow/infiltration into the regional system, he said,

**Installation of a new private service lateral under way on private property in Golden Valley.**

**Inflow** – When clear water enters the wastewater system through rain leaders, sump pumps, or foundation drains that are illegally connected to sewer lines. Inflow is greatest during major storm events.

**Infiltration** – When groundwater seeps into cracked or broken wastewater pipes.

I/I consumes capacity in the wastewater system, raises wastewater charges to communities, and can be a threat to public health and the environment due to sewage backups and spills.

There are an estimated 7,500 miles of privately-owned sewer service pipes that connect to the regional wastewater collection and treatment in the seven-county metro.

### UPCOMING EVENTS

**Public meeting on 2017 Unified Budget is Dec. 14**

The Metropolitan Council will discuss the 2017 Unified Budget, and 2016 levies (payable 2017) at a public meeting Dec. 14.

**Date:** 12/14/2016

**Time:** 6:00 PM

**Location:** Metropolitan Council Chambers  
390 N. Robert Street, St. Paul, MN 55101

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and as it stands, the city would be powerless to do anything about it.

**“Give us the tools, and we can figure out how to do it in a way that’s appropriate for our community,” Millner said.**

**The Task Force recommended that the Council work with League of Minnesota Cities, Metro Cities and local community representatives to develop a model ordinance.**

## I/I reduction demonstration project

Another recommendation in the technical assistance category is development of a private property I/I mitigation demonstration project. Such a project would improve the Council’s ability to measure the effect of I/I reduction efforts, and would be another tool for public education. The Council is beginning to think about the design of the project and will partner with cities to put it in place.



## Educating the public on the impacts of inflow and infiltration

The report recommends development of a “robust public outreach program” that would include information about proper maintenance of wastewater collection systems, ownership of sanitary sewer service laterals, and impacts of excessive I/I during wet weather events.

**Many residents don’t realize the impact of I/I. “If they haven’t seen a sewage backup in their basement, they probably aren’t aware of the problem,” Millner said.**

“Metro Cities is very supportive of having more fully identified tools, best practices, and public education related to I/I,” said Patricia Naumann, executive director of Metro Cities, and a member of the task force. “These are all important pieces that over time can mean continued, significant progress on addressing private property sources of I/I.”

## For some communities, financial help is essential

The Minnesota Legislature has provided some financial support for grants to communities to reduce I/I in publicly owned sewer pipes, and some funding in 2013 for private property I/I mitigation from the Clean Water Fund. The issue of private-property-source I/I requires additional, ongoing resources.

**The Council has already begun discussions with Metro Cities related to the financial recommendations in the report. The two organizations will work to secure state bond funding and Clean Water Legacy funds to assist with both public and private I/I mitigation projects.**

The report also asks the Council to consider providing regional funding, such as a small portion of municipal wastewater fees, to help fund private property mitigation.

“This idea needs further work and exploration,” Naumann said. “There are some differences of opinion among cities in the region about whether regional fees should be used, and what that approach should look like. We’ve secured money at the state level and will continue to advocate for that.”

The Council’s Environmental Services division (MCES) is developing a strategy to implement the recommendations, starting immediately.

## I/I mitigation to date has led to reduced peak flows

Work to reduce I/I by communities and the Council to date has had a positive impact on peak wastewater flows, but continued efforts are needed, said Jeannine Clancy, community programs manager for the Council. The Council recognizes that private property infrastructure represents a significant portion of the regional wastewater system and contributes an unquantified and unresolved share of the excessive flows associated with I/I.

## Why the region needs to reduce I/I

**Some of the major challenges in the region associated with excessive flows attributable to public and private I/I include:**

- **Public and environmental health concerns.** When the combined amount of wastewater and clear water exceed the system capacity, untreated wastewater can back up into the basement of buildings or discharge into lakes, streams, wetlands or other areas.

- **I/I is costly to communities and utility ratepayers.** The large regional pipes (interceptors) and wastewater treatment plants are designed for the needs of a growing region. Excessive I/I takes up capacity in the wastewater collection and treatment system intended to accommodate regional growth and increases wastewater treatment costs charged to communities.
- **I/I wastes the region's valuable water resources.** Clear water discharged to the wastewater system is no longer available to recharge groundwater.

### More information

- **More about the Council's Inflow & Infiltration Program**
- **Graphic: Sources of I/I**

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November 18, 2016



# ewald at the capitol

## Preview of December

### Committees Being Created

The start of the 2017 legislative session is just over six weeks away, which means the majority parties have plenty of housekeeping items to take care of throughout December. Looking at what's next for the legislative leaders, they will have to establish the committees in each chamber as well as appoint each committee's chairperson. Senate Republicans will likely create some new committees that didn't exist in the previous session, when Democrats held the majority. House Republicans, though they were the majority party last year, will also have the option of changing their committee structure for 2017 and beyond. The committees created can often provide some insight as to what the majority party sees as the highest priority issue areas. Look for the committees to be created and chairpersons to be appointed by early to mid-December.

### November Forecast

The November forecast is one of the most important economic indicators the legislature uses to sculpt a two-year state budget. The

office of Minnesota Management and Budget announced the forecast will be released on Friday, December 2. It will be analyzed in that week's Ewald at the Capitol.

### Special Session for Health Care?

Prior to the general election, the increased cost for health care premiums caused Gov. Mark Dayton and Speaker of the House Kurt Daudt (R-Crown) to publicly call the situation a crisis and request a special session to provide relief funds for Minnesotans experiencing increased health care costs. With Republicans sweeping control in both chambers, capitol observers will have to wait and see if legislators are willing to come back to St. Paul just one month before the start of regular session.

### Legislative Calendar

Work will continue to be done at the capitol over the next six weeks in advance of the 2017 session. Keep up with activities at the capitol by reviewing the [legislative calendar](#).

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## They said it:

*"We wish you a very happy Thanksgiving, and hope you are able to spend the holiday with loved ones!"*

– Ewald Consulting Government Relations Team

Ewald  Consulting

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