

CITY OF SPRING LAKE PARK
1301 81ST AVENUE N.E.
AGENDA
MONDAY, AUGUST 1, 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 – July 18, 2016
 - B. Approval of 2am Option Liquor License for Little Biffy's LLC d/b/a Biff's Billiards Sports Bar
 - C. Business License
 - D. Contractor's Licenses
 - E. Correspondence
7. PRESENTATION
 - A. Coon Creek Watershed – Tim Kelly
8. PUBLIC WORKS REPORT
9. CODE ENFORCEMENT REPORT
10. RESOLUTIONS AND/OR ORDINANCES
 - A. Resolution Approving Comprehensive Plan Amendment to Amend the Future Land Use Map for 1066 Manor Drive NE
 - B. Ordinance No. 427, An Ordinance Amending the Official Zoning Map of the City of Spring Lake Park
 - C. Resolution Approving Variance to Allow a Driveway Within the Required 5 Foot Setback at 8316 Westwood Road NE
11. NEW BUSINESS
 - A. Accept Smith Schafer Proposal for Auditing Services
12. ENGINEER'S REPORT
13. ATTORNEY'S REPORT
14. REPORTS
 - A. Beyond the Yellow Ribbon Report
15. OTHER
 - A. Administrator Reports
16. ADJOURN

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

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

- Discussion from the floor is limited to five 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 the 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 after the conclusion of the public hearing or defer action until the next regularly scheduled Council meeting. No further public input will be received after the public hearing is closed.

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on July 18, 2016 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

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

2. Roll Call

Members Present: Councilmembers Nash, Nelson and Wendling

Members Absent: Councilmember Mason and Mayor Hansen

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

Visitors: Bryan Buch, 8350 Fillmore Street NE
Tom Hamilton, 7856 Monroe Street NE
Tom Wentz, Rubicon Capital
Jason Miller, Smith Schafer and Associates
State Representative Connie Bernardy

3. Pledge of Allegiance

Acting Mayor Nelson offered a moment of silence in honor of the police events that have occurred over the past few weeks.

4. Additions or Corrections to Agenda

Administrator Buchholtz asked that Item 6.I, Liquor Store Part Time Employees Conditional Job Offers, and New Business Item 11.3, Liquor Store Manager Conditional Hire be added to the agenda.

5. Discussion From The Floor - None

6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – July 5, 2016
- B. Disbursements
 - 1. General Fund Disbursement Claim No. 16-11 -- \$448,666.63
 - 2. Liquor Fund Disbursement Claim No. 16-12 -- \$247,831.91
- C. Budget to Date/Statement of Fund Balance
- D. Contractor's Request for Payment No. 4/Final –Visu-Sewer
- E. Contractor's License
- G. Sign Permit
- H. Correspondence
- I. Liquor Store Part Time Employees Conditional Job Offers

Acting Mayor Nelson inquired if the hiring of the additional liquor store clerks are needed to fill additional hours due to the retirement of the Liquor Store Manager. Administrator Buchholtz stated that is the reason for the the additional help that is needed. He stated that the new employees will be on probation during the time of the transition of the new Liquor Store Manager.

Councilmember Wendling inquired as to how many liquor store employees we currently have. Administrator Buchholtz reported that he will get the exact number and report back to the Council.

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

7. Presentation

A. State Representative Connie Bernardy

Representative Bernardy thanked the City of Spring Lake Park for hosting a great Tower Day's celebration and that it is an honor it is to serve Spring Lake Park as a State Representative. She reported that she has been working hard on two bills to get them passed in the Legislature.

Ms. Bernardy explained that one her bills she is introducing is helping persons with disabilities get the assistance they need to have an advocate help them have a voice in medical assistance and their care when they are not able to communicate their needs. She also provided details on the second bill. She is working with the post-secondary schools to create user-friendly portal that high school students can work through to see what college courses they take, while still in high school, and how those classes will apply toward a future degree.

Administrator Buchholtz thanked Ms. Bernardy for her work at the Legislature and for being so available to work with the City on questions, calls and concerns.

B. Tom Wentz- Rubicon Corporation

Tom Wentz, Rubicon Corporation, presented to the Council the possible development plans for the ten-acre parcel lot north of Central Park Liquor Store. He reported that his corporation has submitted an application to the Planning Commission for development of a multi-family apartment complex on the property. He stated that there is a high demand for a multifamily complex in communities.

Mr. Wentz stated that a study has been completed on the property and two wetlands were found. He stated that because of the wetlands, redevelopment around the wetlands will be planned. Acting Mayor Nelson reported that he is not in favor of filling wet lands with a water pond in an area that could have a high density of children.

Acting Mayor Nelson stated that he is not in favor of a multi-family dwelling on that property and does not want to encourage Section Eight housing. He inquired how long the Rubicon usually owns a property before it is sold to a private individual or another corporation.

Mr. Wentz stated that his corporation on average will own a building seven to ten years but depends on the situation. He stated that Rubicon Corporation will be submitting a Planned Unit Development application meaning that the City will be setting the requirements and code enforcement for the building.

Councilmember Wendling inquired as to what type of parking options will be presented. Mr. Wentz stated the building would be a four story with parking garages off to the side of the main building as accessory structures. He stated that they typically do not build with underground parking.

Acting Mayor Nelson inquired if the building will have elevators large enough to accommodate emergency personnel if needed. Mr. Wentz stated that the elevators are oversized and larger than the typical elevator.

Councilmember Nash inquired if there are any similar project in the area. Mr. Wentz stated that there are several building in surrounding communities that they have built.

Administrator Buchholtz stated that the purpose of the presentation was for an overview of the plans for development and the city is still waiting on fees to be submitted before any action on the submitted application can take place. Attorney Thames agreed that no action is required at this time.

C. 2015 Audit Presentation – Jason Miller, Smith Schafer and Associates

Jason Miller, Smith Schafer & Associates, presented the 2015 Financial Report and reviewed the various financial statements.

Mr. Miller stated that the City's financial statements present fairly, in all material aspects, the respective financial position of the government activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Spring Lake Park as of December 31, 2015 and the reflective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States.

He suggested that in some cases, management may decide to consult with other accountant about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations.

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

8. Police Report

Police Chief Ebeltoft reviewed the June 2016 department statistics.

Chief Ebeltoft stated that the Police Department responded to five hundred forty eight calls for service for the month of June 2016 compared to four hundred seventy seven calls for service in June 2015.

Chief Ebeltoft reported that the Spring Lake Park Police Department deployed the "Speed Trailer" at fifteen different locations throughout the city to help remind the residents and those driving in the community of their speeds while operating a motor vehicle

Chief Ebeltoft reported that he orchestrated the Law Enforcement participation of the City celebration of "Tower Days" by facilitating and monitoring the parade route security being staffed by Police Officers, Police Reserves/Explorers/Community Service Officers from the community and others with assistance of Police Department staff.

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

Spring Lake Park.

9. Public Hearings

Acting Mayor Nelson opened the public hearing at 7:55 PM to consider approval of variances for driveway expansions at 7856 Monroe Street NE and 8350 Fillmore Street NE.

Administrator Buchholtz informed the Council that the City received applications for variances for driveway expansions at 7856 Monroe Street and 8350 Fillmore Street NE. He reported that both applications were presented to the Planning Commission for their recommendations but due to not having a quorum at the meeting on June 27, 2016, they could not hold the public hearing. He stated that the Planning Commission did recommend their approval of both variances.

1. Approval of Variance to Allow a Driveway Expansion at 7856 Monroe Street NE

Administrator Buchholtz reported that the City received a variance request from Thomas Hamilton, 7856 Monroe Street NE, to allow a reduced setback for a driveway to serve an existing garage. He reported that the application is in order and notice of the Public Hearing was mailed to residents within 350 feet of the subject property and notice was published in the Spring Lake Park Life newspaper.

Administrator Buchholtz stated that the property is zoned R-1, Single Family Residential with a lot size of 80 feet by 145 feet. He stated that there is an existing house with a detached garage. He reported that the driveway currently serving the detached garage is located on the south lot line. He stated the current asphalt driveway, which is currently seven feet from the property line at its closest point, would be replaced with a wider concrete driveway that would be three and half feet from the property. He stated that proposed driveway would be able to accommodate a small travel trailer and allow the property owner to utilize both lanes of his driveway. He stated that the property owner has had some health issues and the wider driveway would allow him to back out of garage with less difficulty.

Administrator Buchholtz reported that Section 153.152 of the Zoning Code states that driveways in residential districts not be located less than five feet from the property line, except by variance obtained in the manner provided in the Zoning Code. The Zoning Code states that variances in the case of driveways may be allowed down to a zero foot setback from the property line.

Administrator Buchholtz stated that there are a number of residential homes with driveways that have a setback from the property line less than five feet. He stated that granting the variance would not change the character of the neighborhood as many homes in this area have driveways with setbacks of less than five feet. He stated that owner is proposing a 3.5 foot setback from the property line.

Administrator Buchholtz reported that the State Legislature amended the zoning law to create practical difficulties test. He stated that there are three factors:

1. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.* Staff believes this test is met as a number of other properties, including this property, have a driveway that has a setback less than 2.5 feet.
2. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.* The location of the current house/attached garage was set in 1976. The proposed

driveway will accommodate the parking of a small travel trailer on an approved parking surface and will reduce the landowner's difficulty in backing out of his garage.

3. *The variance, if granted, will not alter the essential character of the locality.* The neighborhood consists of a number of properties with driveway setbacks less than five feet in width.

Administrator Buchholtz reported that staff recommends the variance be granted with the following conditions:

- Applicant must reestablish turf on any areas disturbed by the widening of the driveway.
- Any modifications to the driveway must be constructed pursuant to the standards set forth by the City of Spring Lake Park. Applicant must secure a zoning permit from the Code Enforcement Director for the expanded driveway.
- Drainage must be handled in such a way as to not deposit storm water onto a neighboring property.
- Certificate of occupancy will not be granted unless all conditions of a variance are met.

MOTION MADE BY COUNCILMEMBER NASH TO APPROVE VARIANCE TO ALLOW AT DRIVEWAY EXPANSION AT 7856 MONROE STREET NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

2. Approval of Variance to Allow a Driveway Expansion at 8350 Fillmore Street NE

Administrator Buchholtz reported that the City received a variance request from Bryan Buch Sr., 8350 Fillmore Street NE, to allow a reduced setback for a driveway to serve an existing garage. He reported that the application is in order and notice of the Public Hearing was mailed to residents within 350 feet of the subject property and notice was published in the Spring Lake Park Life newspaper.

Administrator Buchholtz stated that the property is zoned R-1, Single Family Residential with a lot size of 100 feet by 190 feet. He stated that there is an existing house with a detached garage. He reported that the driveway currently serving the detached garage is located on the south lot line. He stated the current asphalt driveway, which is currently four feet from the property line at its closest point, would be replaced with a wider concrete driveway that would be two and half feet from the property line at its closest point. He stated that proposed driveway would be able to accommodate a small fishing boat, which is currently being parked on an unapproved surface, as well as the property owner's mother's car.

Administrator Buchholtz reported that Section 153.152 of the Zoning Code states that driveways in residential districts not be located less than five feet from the property line, except by variance obtained in the manner provided in the Zoning Code. The Zoning Code states that variances in the case of driveways may be allowed down to a zero foot setback from the property line.

Administrator Buchholtz stated that there are a number of residential homes with driveways that have a setback from the property line less than five feet. He stated that granting the variance would not change the character of the neighborhood as many homes in this area have driveways with setbacks of less than five feet.

Administrator Buchholtz stated that the property owner originally applied for a variance of 2.5 feet. He stated that the property owner then requested that the variance be increased from 2.5 feet to 4.5 feet. He stated that while there are driveways that are six inches (0.5 feet) from the property line, the applicant should provide an explanation for the increased variance.

Administrator Buchholtz reported that the State Legislature amended the zoning law to create practical difficulties test. He stated that there are three factors:

1. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.* Staff believes this test is met as a number of other properties, including this property, have a driveway that has a setback less than 2.5 feet.
2. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.* The location of the current house/attached garage was set in 1948. The proposed driveway will accommodate the parking of a car for the landowner's 89-year-old mother who is living with the landowner.
3. *The variance, if granted, will not alter the essential character of the locality.* The neighborhood consists of a number of properties with driveway setbacks less than five feet in width.

Administrator Buchholtz reported that staff recommends the variance be granted with the following conditions:

- Applicant must reestablish turf on any areas disturbed by the widening of the driveway.
- Any modifications to the driveway must be constructed pursuant to the standards set forth by the City of Spring Lake Park. Applicant must secure a zoning permit from the Code Enforcement Director for the expanded driveway.
- Drainage must be handled in such a way as to not deposit storm water onto a neighboring property.
- Certificate of occupancy will not be granted unless all conditions of a variance are met.

Bruce Buch, 8350 Fillmore Street NE, stated that the additional 2.5 feet on the driveway will help with parking on the driveway of an additional vehicle and will allow easier access getting in and out of the driveway. He stated that he has a good relationship with the neighbors and they have no objections.

Acting Mayor Nelson stated that he has no problem with the variance and is in favor of the variance to allow easier usage of the property for the owner.

Acting Mayor Nelson asked for additional public feedback. Hearing none, Acting Mayor Nelson closed the public hearing at 8:01 PM.

MOTION MADE BY ACTING MAYOR NELSON TO APPROVE VARIANCE TO ALLOW AT DRIVEWAY EXPANSION AT 8350 FILLMORE STREET NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Ordinances and/or Ordinances

A. Resolution 16-13 Approving Variance to Allow a Driveway Expansion at 7856 Monroe Street NE

MOTION MADE BY COUNCILMEMBER NASH TO APPROVE RESOLUTION 16-13 APPROVING A VARIANCE TO ALLOW A DRIVEWAY EXPANSION AT 7856 MONROE STREET NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 16-14 Approving a Variance to Allow a Driveway Expansion at 8350 Fillmore Street NE

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE A VARIANCE TO ALLOW A DRIVEWAY EXPANSION AT 8350 FILLMORE STREET NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Resolution 16-15 Appointing Election Judges for Primary Election

MOTION MADE BY COUNCILMEMBER NASH TO APPROVE RESOLUTION 16-15 APPOINTING ELECTION JUDGES FOR THE 2016 PRIMARY ELECTION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. New Business1. Personnel Policy

Administrator Buchholtz reported that over the past year, City staff has worked diligently on drafting a personnel policy to establish a uniform and equitable system of personnel administration for employees of Spring Lake Park. He presented the Council with a copy of the Personnel Policy for their adoption.

Administrator Buchholtz reported that the policy contains twenty-three chapters. He stated that while several of the policies were outlined in various sections of the City's policy manual, a number of the policies were oral understandings. He stated that these undocumented policies have led to confusion among the employees as to what the City's work rules are. He stated that the goal of the personnel policy is to provide certainty to the employees as to the city's expectations.

Administrator Buchholtz explained that the City Council reviewed the proposed policy at a work session this past fall and the City Council's input was incorporated into the policy. He reported that since that time, a number of State Law changes that resulted in amendments being made to the policy. He reported that many of these State Law changes were part the Women's Economic Security Act (WESA).

Administrator Buchholtz stated he sent a copy of the draft personnel policy to the business agents that represent the City's four bargaining units on June 9, 2016. He reported that a deadline of July 8, 2016, was given for the bargaining units to provide feedback on the policy. He stated that as of July 12, 2016, the City had only received input from the Teamsters and they had no objections to the proposed policy.

MOTION MADE BY COUNCILMEMBER WENDLING TO ADOPT PERSONNEL POLICY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

2. Social Media Policy Adoption

Administrator Buchholtz reported that social media has become more widespread as a way to communicate to the community and amongst individuals. He stated that the City of Spring Lake Park wishes to establish a positive and informative social media presence and feels that it is important to establish a Social Media Policy.

Administrator Buchholtz stated that the proposed policy defines defines social media as internet and mobile-based applications, websites and functions, other than email, for the sharing and discussing information, a place where users can post photos, video, comments and links to other information to create content on any imaginable topic. He stated that the City of Spring Lake Park will determine, at its

discretion, how its web-based social media resources will be designed, implemented and managed as part of the its overall communication and information sharing strategy.

Administrator Buchholtz stated the proposed policy applies to any existing or proposed social media web site sponsored, established, registered or authorized by the City of Spring Lake Park. He explained the policy also covers the private use of social media by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the extent it affects the City.

Administrator Buchholtz reported that the city attorney has reviewed the proposed policy and staff recommends approval of the policy.

MOTION MADE BY COUNCILMEMBER NASH TO ADOPT SOCIAL MEDIA POLICY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

3. Liquor Store Manger Conditional Offer

Administrator Buchholtz reported that City staff is seeking authority from the City Council to make a conditional job offer for the Liquor Store Manager position.

Administrator Buchholtz reported that the City advertised the Liquor Store Manger position opening on June 7, 2016 and applications for the position were due on June 26, 2016. He reported that 24 applications were received and Councilmember Nash, Executive Assistant Gooden and Administrator Buchholtz reviewed and scored each application. He stated that based on the application scoring, seven applicants were selected for interviews. He reported that interviews were held on July 14, 2016 with Mayor Hansen, Councilmember Nash and Administrator Buchholtz.

Administrator Buchholtz stated that the City received a nice mix of applicants with both private sector and municipal experience. He reported that one candidate really stood out from the rest; impressing the interview committee with his breadth of knowledge of the municipal liquor industry and his extensive preparation for the interview. He stated that the candidate is Brian Hachey.

Administrator Buchholtz provided a summary of Mr. Hachey's experience in the liquor store industry, reported consistent themes from his references including the knowledge to purchase product in a way to maximize net profit, and knows how to appeal to customers. Administrator Buchholtz stated that staff is recommending the City Council offer the Liquor Store Manager position to Mr. Hachey, conditioned on passing a criminal background check and drug test. He also stated that staff recommends stating Mr. Hachey at Step 4 of the City's salary schedule (\$31.38/hour); due to his significant experience in the liquor industry and recommending that he be allowed the ability to immediately have access to his vacation accrual.

Administrator Buchholtz remarked at how impressed the interview committee was with the preparation that Mr. Hachey did for the interview to include presenting a 30, 60, 90-day work plan for Central Park Liquors. Councilmember Nash stated that he was very impresses as well and stood out above all the candidates.

Acting Mayor Nelson inquired if the vacation accrual would be given to Mr. Hachey in a lump sum or if it will be accumulated and available for use as it is accumulated. Administrator Buchholtz stated that he will accrue vacation time per pay period but will be able to use the time accumulated immediately rather than waiting the one year to use the time.

Councilmember Wendling inquired as to when the start date will be for Mr. Hachey. Administrator Buchholtz stated that by mid-August is the start date.

MOTION BY COUNCILMEMBER WENDLING TO AUTHORIZE BRIAN HACHEY AS LIQUOR STORE MANAGER ON THE CONDITIONS OF PASSING A CRIMINAL BACKGROUND CHECK AND DRUG TEST AND USE OF ACCRUED VACATION TIME IMMEDIATELY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

12. Engineer's Report – None

13. Attorney's Report - None

14. Reports – None

15. Other

A. Administrator Report

1. Manor Drive – Watch for Children Street Sign Petition

Administrator Buchholtz stated that the City received a signed petition from a resident requesting that Watch for Children signs be placed on Monroe Street NE between Able Street and University Avenue NE.

Acting Mayor Nelson asked Police Chief Ebeltoft if he had any objection to placing new signs. He stated that he did not.

Councilmember Wendling inquired if the city has signs on hand to be installed. Public Works Director Randall stated that he will order the signs and will see that they are installed. He stated that one will be placed at the end of each block.

B. Motion to Close Regular Meeting to Discuss Labor Negotiation Strategies

Acting Mayor Nelson announced the City Council would be going into a closed session to discuss labor negotiation strategies.

MOTION MADE BY COUNCILMEMBER WENDLING TO CLOSE REGULAR COUNCIL MEETING. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting recessed at 8:28 PM.

The meeting reconvened at 8:50 PM. Attorney Thames stated that staff was given direction how to proceed with labor negotiation strategies regarding insurance issues.

15. Adjourn

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

The meeting was adjourned at 8:54 P.M.

Robert Nelson, Acting Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



Renewal Application for Optional Liquor 2AM License

License Type: 2AM-500K+

Expires On: September 5, 2016

ID Number: 23749

DBA

Little Biffv's LLC
Biff's Billiards Sports Bar
7777 Hwy 65 NE
Spring Lake Pk MN 55432

Business Phone: 7637849446

If any of the above licensee information is not correct, please make corrections as necessary.

Licensee must report previous 12 month on sale alcoholic beverage gross receipts by checking one of the boxes below. Next to the box you check is your 2 AM license fee. Make check payable to: Alcohol and Gambling Enforcement Division (AGED). Mail this application and check to: AGED, 445 Minnesota St., Suite 222, St. Paul, MN 55101-5133.

- ☐ \$300 2 AM license fee - Up to \$100,000 in on sale gross receipts for alcoholic beverages
☐ \$750 2 AM license fee - Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages
☒ \$1000 2 AM license fee - Over \$500,000 in on sale gross receipts for alcoholic beverages
☐ \$200 2 AM license fee - 3.2% On Sale Malt Liquor licensees or Set Up license holders
☐ \$200 2 AM license fee - Did not sell alcoholic beverages for a full 12 months prior to this application

☒ Yes ☐ No Does the city or county that issues your liquor license allow the sale of alcoholic beverages until 2 AM?

City Clerk/County Auditor Signature _____ Date _____

(I certify that the city or county of _____ approves the sale of alcoholic beverages until 2AM)

Licensee Signature *[Signature]* Date 7-18-16
(I certify that I have answered the above questions truthfully and correctly)

Licensee Minnesota Tax ID Number (Required): [REDACTED]

Licensee: Prior to submitting this application to the Alcohol & Gambling Enforcement Division you must have this form signed by your local city or county licensing official

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
445 Minnesota Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
dps.mn.gov

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

Contractor's Licenses

August 1, 2016

Concrete Contractor

Forsberg Concrete

General Contractor

Miller Services

Mechanical Contractor

Kath HVAC

Metro Gas Installers

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

Business License

August 1, 2016

Tobacco License

Spring Lake Tobacco Plus, Inc.

Moving from 8189 University Ave to 8185 University Ave



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

REPORT

TO: Spring Lake Park City Council
FROM: Barry L. Brainard, Code Enforcement Director
RE: Code Enforcement Monthly Report for July 2016
DATE: July 27, 2016

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

A total of 33 permits consisting of 21 building, 0 fire, 0 sign, 3 zoning, 8 mechanical, and 1 plumbing permits were issued in July 2016 compared to a total of 40 in 2015. I conducted a total of 160 inspections in the month of July including 38 building, 12 mechanical, 7 plumbing, 7 nuisance, 3 c.o., 89 rental, 3 fire, and 1 zoning inspections. I have enclosed the Spring Lake Park permit data sheets for your review regarding specific permit details.

I am happy to report that on July 22nd, the Minnesota Department of Labor & Industry restored and transfer all public buildings and State licensed facilities which will include plan reviews and field inspections to me as Building Official with the City of Spring Lake Park. This transfer also includes all fire sprinkler and alarm reviews and inspections.

I also received plans and specifications for the Emmanuel Christian Center interior remodeling project. This major interior renovation is valued at \$4,555,000 and is very complicated for plan review purposes as I must take into account existing and newly proposed conditions and materials. I hope to complete the plan review by the first week of August and we should start seeing demolition work commencing shortly.

Also attached with this report, please find the July 2016 Spring Lake Park vacancies listings. The listings include both residential and commercial properties indicating vacant and foreclosure properties as well as upcoming Sheriff Sales. July 2016 vacancy listing summarizes the following:

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

In July of 2016, I did not post any abandoned properties. I did however conducted three certificate of occupancy inspections plus a closing of four residential homes formerly on the foreclosure/vacant list made toward a major step forward in July. Also in the month of July, I issued two administrative offense tickets and over 12 violation notices mostly pertaining to commercial special use permit violations.

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

Building Inspections:	24%
Mechanical Inspections:	8%
Plumbing Inspections:	4%
Rental Inspections:	55%
Vacant/Foreclosure & Certificate of Occupancy Inspections:	2%
Fire Inspections:	2%
Nuisance Inspections:	4%
Zoning Inspections:	1%

In July of 2016, I also attended the following appointments:

- City Council meetings on Monday, July 5th and 18th.
- Department Head meeting on July 6th.
- Summer conference for IBC Special Inspections Chapter 17 on July 13th through the 15th.
- Budget meeting with City Administrator and Finance Director for Code Enforcement Department on Wednesday, July 20th.
- P&Z meeting on Monday, July 25th.

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

This concludes the Code Enforcement Department monthly report for July 2016. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.

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

Issued Date From: 7/1/2016 To: 7/29/2016
Permit Type: All Property Type: All Construction Type: All
Include YTD: Yes Status: Not Voided

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: BUILDING													
Permit Kind: COMMERCIAL ALTERATION													
Permit Kind: COMMERCIAL DUMPSTER ENCLOSURE													
Permit Kind: COMMERCIAL FUEL TANK													
Permit Kind: COMMERCIAL ROOFING													
Permit Kind: MOBILE HOME MOBILE HOME													
Permit Kind: MOBILE HOME SIDING													
Permit Kind: MULTI-FAMILY ROOFING													
2016-00263	07/14/2016	7872 TAYLOR ST NE		0	3,500.00	103.93		1.75					105.68
2016-00264	07/14/2016	7878 TAYLOR ST NE		0	3,500.00	103.93		1.75					105.68
2016-00265	07/14/2016	7884 TAYLOR ST NE		0	3,500.00	103.93		1.75					105.68
2016-00266	07/14/2016	7890 TAYLOR ST NE		0	3,500.00	103.93		1.75					105.68
Permit Kind: MULTI-FAMILY SIDING													
Permit Kind: MULTI-FAMILY WINDOW REPLACEMENT													
Permit Kind: SINGLE FAMILY ADDITION													
Permit Kind: SINGLE FAMILY ALTERATION													
2016-00279	07/25/2016	7775 QUINCY ST NE		0	1,500.00	70.96	46.12	0.75					117.83
2016-00274	07/22/2016	7880 TYLER ST NE		0	200.00	36.00	5.00	0.10					36.10
Permit Kind: SINGLE FAMILY DECK													
2016-00261	07/12/2016	1381 78 TH CIR NE		0	9,118.74	195.75	127.24	4.56					327.55
Permit Kind: SINGLE FAMILY DEMOLITION													
Permit Kind: SINGLE FAMILY EGRESS WINDOW													
Permit Kind: SINGLE FAMILY GARAGE													
Permit Kind: SINGLE FAMILY POOL													

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

Permit Type: BUILDING

Permit Kind: SINGLE FAMILY REMODEL

Permit Kind: SINGLE FAMILY ROOFING

2016-00255	07/06/2016	773 83RD AVE NE		0	6,600.00	159.59	5.00	3.30					162.89
2016-00257	07/08/2016	8365 FILLMORE ST NE		0	5,000.00	128.44		2.50					130.94
2016-00282	07/27/2016	8025 GARFIELD ST NE		0	10,000.00	210.14		5.00					215.14
2016-00281	07/27/2016	729 LUND AVE NE		0	8,700.00	188.90		4.35					193.25
2016-00256	07/08/2016	8413 SUNSET RD NE		0	7,000.00	166.12	5.00	3.50					169.62

Permit Kind: SINGLE FAMILY SIDING

2016-00270	07/20/2016	8049 GARFIELD ST NE		0	18,000.00	340.86		9.00					349.86
2016-00273	07/22/2016	8364 LADDIE RD NE		0	13,789.00	272.06		6.89					278.95

Permit Kind: SINGLE FAMILY SOLAR ARRAY SYSTEM

2016-00235	07/18/2016	8054 SPRING LAKE RD N		0	12,961.00	258.53	168.04	6.48					433.05
------------	------------	-----------------------	--	---	-----------	--------	--------	------	--	--	--	--	--------

Permit Kind: SINGLE FAMILY THREE SEASON PORCH

Permit Kind: SINGLE FAMILY WINDOW REPLACEMENT

2016-00253	07/01/2016	7833 ABLE ST NE		0	4,000.00	112.12		2.00					114.12
2016-00258	07/08/2016	668 IONE AVE NE		0	1,178.00	58.08		0.59					58.67
2016-00259	07/08/2016	498 MANOR DR NE		0	4,366.00	118.08		2.18					120.26
2016-00260	07/12/2016	881 MANOR DR NE		0	2,587.00	89.02		1.29					90.31
2016-00262	07/13/2016	8380 TERRACE RD NE		0	8,390.00	183.84		4.20					188.04
2016-00278	07/27/2016	570 WESTBY DR NE		0	750.00	40.96		0.38					41.34

Permit Type: BUILDING - Totals

Period	21	0	128,139.74	3,045.17	356.40	64.07							3,450.64
YTD	151	0	1,539,579.94	32,305.78	5,068.74	773.19							38,242.71

Permit Type: FIRE SUPPRESSION

Permit Kind: COMMERCIAL FIRE SUPPRESSION

Permit Kind: PUBLIC FIRE - SPECIAL EVENT

Permit Kind: SINGLE FAMILY FUEL TANK

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: FIRE SUPPRESSION - Totals													
		Period	0										
		YTD	7	0	1,200.00	422.59	114.34	6.83					543.76

Permit Type: MECHANICAL

Permit Kind: COMMERCIAL COMMERCIAL MECHANICAL

Permit Kind: COMMERCIAL HEATING, VENT & AC

Permit Kind: COMMERCIAL HVAC - COMMERCIAL MINIMUM

Permit Kind: MOBILE HOME HVAC - RESIDENTIAL SINGLE

Permit Kind: MULTI-FAMILY HEATING, VENT & AC

Permit Kind: MULTI-FAMILY HVAC - RESIDENTIAL SINGLE

2016-00275	07/22/2016	1334 CROWN OAKS DR NE		0		40.00		1.00					41.00
------------	------------	-----------------------	--	---	--	-------	--	------	--	--	--	--	-------

Permit Kind: SINGLE FAMILY HEATING, VENT & AC

2016-00271	07/20/2016	525 IONE AVE NE		0		50.00		1.00					51.00
------------	------------	-----------------	--	---	--	-------	--	------	--	--	--	--	-------

2016-00267	07/15/2016	603 IONE AVE NE		0		50.00		1.00					51.00
------------	------------	-----------------	--	---	--	-------	--	------	--	--	--	--	-------

2016-00250	07/01/2016	8393 LADDIE RD NE		0		50.00		1.00					51.00
------------	------------	-------------------	--	---	--	-------	--	------	--	--	--	--	-------

Permit Kind: SINGLE FAMILY HVAC - RESIDENTIAL SINGLE

2016-00251	07/01/2016	8043 5TH ST NE		0		40.00		1.00					41.00
------------	------------	----------------	--	---	--	-------	--	------	--	--	--	--	-------

2016-00269	07/20/2016	8012 HAYES ST NE		0		40.00		1.00					41.00
------------	------------	------------------	--	---	--	-------	--	------	--	--	--	--	-------

2016-00248	07/01/2016	7755 LAKEVIEW LN NE		0		40.00		1.00					41.00
------------	------------	---------------------	--	---	--	-------	--	------	--	--	--	--	-------

2016-00249	07/01/2016	640 SANBURNOL DR NE		0		40.00		1.00					41.00
------------	------------	---------------------	--	---	--	-------	--	------	--	--	--	--	-------

Permit Type: MECHANICAL - Totals													
		Period	8	0		350.00		8.00					358.00
		YTD	50	0		3,585.38		78.18					3,663.56

Permit Type: PLUMBING

Permit Kind: COMMERCIAL PLUMBING

Permit Kind: COMMERCIAL SEWER

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

Permit Type: PLUMBING

Permit Kind: INDUSTRIAL PLUMBING

Permit Kind: MULTI-FAMILY PLUMBING

Permit Kind: SINGLE FAMILY PLUMBING

2016-00252	07/01/2016	561 81ST AVE NE		0		45.00		1.00					46.00
------------	------------	-----------------	--	---	--	-------	--	------	--	--	--	--	-------

Permit Type: PLUMBING - Totals

Period	1	0			45.00			1.00					46.00
YTD	31	0			1,743.00	5.00		30.00					1,773.00

Permit Type: SIGN

Permit Kind: COMMERCIAL SIGN PERMANENT

Permit Kind: COMMERCIAL SIGN TEMPORARY

Permit Kind: INDUSTRIAL SIGN PERMANENT

Permit Type: SIGN - Totals

Period	0												
YTD	12	0		5,000.00	2,021.44			2.50					2,023.94

Permit Type: ZONING

Permit Kind: COMMERCIAL SHED

2016-00100 07/14/2016 8188 HIGHWAY 65 NE 0 45.00 45.00

Permit Kind: SINGLE FAMILY DRIVEWAY

2016-00276 07/27/2016 7856 MONROE ST NE 0 45.00 45.00

2016-00254 07/01/2016 7800 QUINCY ST NE 0 45.00 45.00

Permit Kind: SINGLE FAMILY FENCE

Permit Kind: SINGLE FAMILY SHED

Permit Type: ZONING - Totals

Period	3	0			135.00								135.00
--------	---	---	--	--	--------	--	--	--	--	--	--	--	--------

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
			YTD	23	0	1,045.00	10.00						1,045.00
<hr/>													
Report Total			Period	33	0	\$128,139.74	3,575.17	356.40	73.07				3,989.64
			YTD	274	0	\$1,545,779.94	41,123.19	5,198.08	890.70				47,291.97

Foreclosures/Sheriff Sales/Vacants JULY 2016									
I checked public records 7-26-16, through ABC's Newspapers publication date of 7-22. No new information. Nancy K.									
Green background - fee(s) due, "blue" 3rd party handles, "Purple, sale pending, "Brown" Owner deceased					Per City Ordinance,		Posted		
Red-See me. (nk)			120 day		\$200. vac.fee	Add'l vac,	Abandoned		
		Posted	Vacant	120day vac.	due 1 yr.anniv	annlv (A/D)	\$150. fee	\$150.00	Status
		Vacant	expiration	fee paid	date (A/D) of	date(s) add'l	App, insp	Res. CO	of
<u>Service Address</u>	<u>Name</u>	<u>Date</u>	<u>Date</u>		<u>orig. posting</u>	<u>\$200.00 + due.</u>	<u>Due</u>	<u>Paid/date</u>	<u>Water</u>
603 NE 81st Mowing 2016	CHASE/Mall returned (Schwab)	4/4/16	08/02/16		A/D 4/4/17		4/4/16	\$ due	OFF
1580 81st AVE UNIT 7	LARRY & KATHY THAO (former rental)	3/23/16	12/01/14	Paid 4-12-16	A/D 3/23/17				ON
8064 NE GARFIELD ST	PETER BOROWITZ	06/06/12	10/04/12	Paid 7-21-16	A/D:6-2012 to 6-2016	Paid 7-21-1	6/6/12	\$ due	ON
1880 NE HWY 10	ARNOLD JOHNSON JR (Arnold Sr. dec'd)	06/26/15	10/24/15	\$ due	A/D 6/26/16		6/26/15	\$ due	ON
600 NE IONE AVE Mowing 2016	A.& D.Brannan/both dec'd/Mall returned	03/19/15	07/17/15	\$ due	A/D 3/19/16		3/19/15	\$ due	OFF
8060 NE JEFFERSON ST	Jonathan Crane								OFF
812 NE LUND AVE	Rita Herr (lvs w/dtr, Stanley dec'd)	05/23/12	09/20/12	\$ due	A/D 5/23/13	A/D 2014,15 & 16	10/4/13	\$ due	ON
375 MANOR Clsng now 7-27?	BLM CO/HUD (Francis)	3/4/16	07/02/16	\$ due	A/D 3/4/17				OFF
703 NE MANOR DR	US Bank (Zelanak)	2/26/15	06/26/15	Paid 10-5-15	A/D 2/26/16		2/26/15	\$ due	OFF
8345 NE PIERCE ST	JOHN VYLAISEK, see notes	5/29/13	09/26/13	Paid 12-6-13	AD 5/29/14	AD5-29-15	5/29/13	pd.12/20/201	ON
8022 NE QUINCY ST	Chase c/o Safeguard Prop (Brahs)	5/27/16	09/24/16		A/D 9/24/17		5/27/16	\$ due	OFF
501 ROSED ALE Mowing 2016	CARRINGTON MTG. SRVC (Zrucky)	4/21/16	08/19/16		A/D 4/21/17		4/21/16	\$ due	OFF
786 SANBURNOL Mowing 2016	Nationstar (Greaves) Mall returned	5/10/16	09/07/16		A/D 5/10/17		5/10/16	\$ due	OFF
828 SANBURNOL	BLM(HUD) 7-8 clsg DELAYED Wtg.2hear	2/26/14	06/26/14	Paid 3-7-16	Paid 4-11-16	Paid 4-11-16	5/7/14	\$ due	OFF
8449 NE TERRACE Mowing 2016	R. SCHONHARDT, M. HUEBSAHER	4/18/16	08/16/16		A/D 4/18/17		4/18/16	\$ due	ON
Property Closings and Closings w/Ordinance Fees Due.									
7762 Lakeview, Closed 5-5-16	Buyer Ali Alfureedy SEE NOTES	10/01/14	01/29/15	\$ due	A/D 10/1/15	A/D 10/1/16	10/1/14	\$150. due	ON
770 NE Manor, Closed 5-9	Buyer Brian Oconnell, SEE NOTES	05/07/14	09/04/14	Paid 12-15-14	PaId 4-6-16	PaId 5-6-16	5/7/14	\$150. due	ON
7880 Tyler, Closed 7-25-16	Buyer Christopher Ketchum	5/6/16	09/03/16		A/D 5/6/17		5/6/16	Paid 6/23/16	ON
8355 NE UNIV. Clsd. 12-10-15	Curtis Pestello, SEE NOTES	05/20/15					5/20/15	\$200. DUE	ON
		Date					Date		
<u>SHERIFF SALES</u>		<u>of SS</u>					<u>to vacate</u>		
7919 NE 5TH ST	ALISHA PEREZ	05/16/16					11/16/16		ON
515 78TH AVE	RICKY HUYNH	07/11/16					01/11/17		ON
534 NE 78th Ave	TONI YURICH	05/24/16					11/25/16		ON
538 NE 80TH AVE	JAMES & JENNIFER WALKER	7/18/14					01/18/15		ON
701 NE 81ST	ROBERT HOWARD /ROSA HOWARD-DIAZ	PP 6-23-16					12/23/16		ON
551 NE 82nd MAIL RETURNED	ELLEN RICE mail "temporarily away."	2/12/16					08/12/16		ON
602 NE 82ND AVE	CHAD R SAUTER	2/25/16					08/25/16		ON
616 NE 84TH AVE	DENNIS/MICHELLE MOEN	6/15/16					12/15/16		ON
580 NE Ballantyne Ln	PATRICK AND JO FAHEY	5/6/16					11/07/16		ON
8435 NE LADDIE RD	RAYMOND & ROSE STRAMER	8/3/15					02/03/16		ON
7868 MADISON ST	LAURIE WEILEP	7/17/15					01/19/16		ON
351 NE MAPLE ST	KERTIS J TRUE	1/30/15					07/30/15		ON
615 NE MAPLE ST	ELIZABETH TROTTER	7/20/15					01/20/16		ON
7763 NE QUINCY ST	MATTHEW AND MARY MEYERS	9/2/16					03/02/17		ON
308 NE SANBURNOL	DARLA NORGAARD	2/26/16					02/27/17		ON
7718 TAYLOR (HOA pays water)	PAUL & DOLORES CRAWFORD	4/13/15					10/13/15		ON



City of Spring Lake Park, Minnesota

1301 81st Avenue N.E, Spring Lake Park, MN 55432-2188
(763) 784-6491 * Fax: (763) 792-7257

Residential Garage Sales, Sales & Auctions

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

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

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

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

Advertisement of Sales. All directional and advertising sale signs must be placed on private property and must have the permission of the private property owner. All directional and advertising sale signs must be free standing and are not allowed to be attached to any light or power pole or stop signs. All directional and advertising sale signs can be no bigger than two (2) feet by three (3) feet or six (6) square feet in size.

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

CITY OF SPRING LAKE PARK, MINNESOTA

RESOLUTION NO. 16-17

**A RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT TO
AMEND THE FUTURE LAND USE MAP FOR 1066 MANOR DRIVE NE**

WHEREAS, the City received a request from Dominion Development and Acquisition to amend the Comprehensive Plan Future Land Use Map to reguide a property located at 1066 Manor Drive from Commercial to High Density Residential; and

WHEREAS, Dominion Development is proposing a redevelopment of 1066 Manor Drive NE from a 54-hole miniature golf course into an age restricted apartment complex; and

WHEREAS, the property is legally described as follows: Lots 2 through 9, inclusive, Block 1, Park Manor, according to the recorded plat thereof, Anoka County, Minnesota.

WHEREAS, the Planning Commission held a public hearing on July 25, 2016 to consider the amendment of the Future Land Use Map for the above stated property; and

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

- The commercial potential of the subject property is limited due to the change in access and traffic conditions surrounding the property. Therefore a change in land use is reasonable.
- A high density residential use can provide significant economic benefits to the city compared to a marginal commercial use.
- A high density residential project targeted to seniors will meet housing needs in the community and region.
- A high density residential use will meet certain goals of the City's comprehensive plan relating to housing choice and serving diverse populations.
- An apartment building may be more compatible in the long term with the adjacent single family neighborhood and will provide a reasonable transition in land uses in this area; and

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

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

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

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

Passed and adopted this 1st day of August, 2016.

CITY OF SPRING LAKE PARK, MINNESOTA

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, MMC, Administrator

MEMORANDUM

Date: July 25, 2016

To: Spring Lake Park Planning Commission

From: Phil Carlson, AICP, Planner

RE: **Dominium – Comprehensive Plan Amendment & Rezoning
1066 County Highway 10 NE**

BACKGROUND

Dominium, an established Twin Cities apartment developer, has an option to purchase the Goony Golf Mini Golf site at 1066 County Highway 10 NE, at Laddie Road and Manor Drive (see aerial photo below). Their intent is to develop a 50+ senior apartment project. They are requesting a comprehensive plan amendment from Commercial to High Density Residential and a rezoning from C-2 to R-3 for the project. If granted, they would apply later for a Planned Unit Development (PUD) to build the project. All details of site planning, building design, parking, landscaping, etc. would be dealt with in the PUD and not with these current requests. The comprehensive plan amendment and rezoning are policy decisions and do not deal with physical site details.





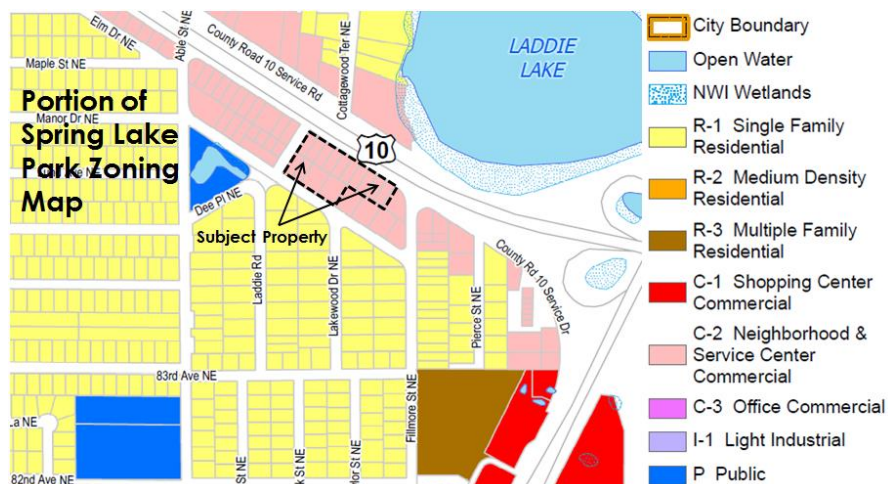
Reference: Dominion – Comprehensive Plan Amendment & Rezoning

ISSUES DISCUSSION

- 1) **Current Land Use.** The property is currently guided Commercial in the City's 2030 Comprehensive Plan. In order to be redeveloped as apartments the property would need to be re-guided to a High Density Residential use, which is the request.



- 2) **Current Zoning.** The property is currently zoned C-2 Neighborhood & Service Center Commercial. The request is to rezone it to R-3 Multiple Family Residential.





Reference: Dominion – Comprehensive Plan Amendment & Rezoning

- 3) Access. The commercial zoning along County Highway 10 near the subject property has been in place for many years, dating from the time when access to Highway 10 on the north side of the property was different than today. There was easier, more direct access to the frontage road serving the many commercial parcels. Quite a few years ago Laddie Road itself had direct access to Highway 10 as well. That access condition is now very different as a result of the redesign and upgrade of Highway 10. Direct access points to the highway have been eliminated and the frontage road system has been realigned. Also, Highway 10 was once the main highway in this part of the region and it was rebuilt on its new, current alignment a mile further north some years ago, demoting old Highway 10 to its current County Road status, with less traffic to attract commercial customers. As a result, the commercial viability of much of the property along County Highway 10 is not what it once was. Taken together, I believe these changes mean that the commercial potential of this and other nearby properties is modest at best. Direct access is not essential for multi-family residential uses, however, and a location on or near a highway is not as much of an issue as it would be for single family homes.
- 4) Economic implications. The changing roadway access means declining commercial potential and therefore declining property values, which results in declining property taxes. As pointed out in the letter from Dominion, a high density residential project can provide significant economic benefit compared to a struggling commercial parcel. The City would benefit from a change that would allow more economically viable use of the land.
- 5) Housing Needs. The July 13 letter from Dominion cites goals in the Spring Lake Park Comprehensive Plan that are appropriate to consider in a land use change – goals that deal with providing a mix of housing choices that serve a mix of ages and incomes. There are changing housing needs in Spring Lake Park and the region as a whole. The population is aging and a wide variety of housing choices is needed to house the Baby Boom generation as they enter their late middle age and senior years. A project like the one proposed can fill part of this need and has an added benefit – many of those seniors will move out of single family homes. Not needing the space and not wanting to maintain a private yard, these seniors free up housing for younger couples and families to move into.
- 6) Land Use Compatibility. The surrounding land uses to the subject property are commercial to the southeast and northwest along County Highway 10 and single family residential to the south across Manor Drive. An apartment project, although typically a larger building than many commercial uses, may have less traffic than a commercial use and the building itself can be a better buffer to the highway for the single family neighborhood than the low-rise commercial uses. It is also typical to create a transition of land uses from low intensity single family to more intense commercial and industrial uses and major roadways by placing medium and high density residential uses in between. Part of the rationale is that these higher density residential uses do not use outdoor yard space like single family residents do, and so the noise and activity of the highway are not as much of an issue. The proposed land use change accomplishes this.



Reference: Dominion – Comprehensive Plan Amendment & Rezoning

RECOMMENDATION

The two requests should be handled one by one, in order – the comprehensive plan amendment first, then the rezoning if the plan amendment is recommended for approval.

- 1) I recommend that the Planning Commission recommend approval of the comprehensive plan amendment from Commercial to High Density Residential for the property at 1066 County Highway 10 NE, for the following reasons:
 - a. The commercial potential of the subject property is limited due to the change in access and traffic conditions surrounding the property. Therefore a change in land use is reasonable.
 - b. A high density residential use can provide significant economic benefits to the city compared to a marginal commercial use.
 - c. A high density residential project targeted to seniors will meet housing needs in the community and region.
 - d. A high density residential use will meet certain goals of the City's comprehensive plan related to housing choice and serving diverse populations.
 - e. An apartment building may be more compatible in the long term with the adjacent existing single family neighborhood and will provide a reasonable transition in land uses in this area.
- 2) I recommend that the Planning Commission approval of the rezoning from C-2 to R-3 for the property at 1066 County Highway 10 NE, if the basic land use change to High Density Residential is also recommended. If the land use is appropriate then the R-3 Multiple Family Residential district is the appropriate, consistent zoning district for the property.

4) CERTIFICATE OF OCCUPANCY WILL NOT BE GRANTED UNLESS ALL CONDITIONS OF THE VARIANCE ARE MET. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

6. Public Hearing – Comprehensive Plan Amendment and Zoning Map Amendment for 1066 County Highway 10 NE

Chairperson Smith opened the public hearings at 7:11 PM to consider a Comprehensive Plan amendment and zoning map amendment for 1066 County Highway 10 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, transportation access to the site, economic implications to the community, housing needs, and land use compatibility.

Planner Carlson stated that he recommended approval of the Comprehensive Plan amendment from Commercial to High Density Residential for the property at 1066 County Highway 10 NE for the following reasons:

1. The commercial potential of the subject property is limited due to the change in access and traffic conditions surrounding the property [the realignment of the frontage road, elimination of access to Highway 10 from Laddie Road, and the demotion of Highway 10 to a county road]. Therefore, a change in the land use is reasonable.
2. A high density residential use can provide significant economic benefits to the City compared to a marginal commercial use.
3. A high density residential project targeted to seniors will meet housing needs in the community and in the region. In addition, as seniors move into such a project, single family homes will free up for younger couples and families to move in to.
4. A high density residential use will meet certain goals of the City's comprehensive plan related to housing choice and serving diverse populations.
5. An apartment building may be more compatible in the long term with the adjacent existing single family neighborhood and will provide a reasonable transition in land uses in this area.

Planner Carlson stated that he also recommended approval of the rezoning from C-2 to R-3 for this property, if the basic land use change to High Density Residential is also approved.

Commissioner Hansen inquired about traffic counts along Manor Drive, Laddie Road and the Frontage Road. Administrator Buchholtz stated that the City's public works staff was conducting traffic counts on these streets. Commissioner Hansen expressed concern that the change in land use would burden the existing street network. Planner Carlson stated that the streets in the area were designed to handle intense commercial traffic. He said that while he is confident the streets will be able to handle the traffic generated from the change in land use, he noted that there will likely be a change in traffic volume as a result of the land use change.

Commissioner Eischens inquired about the impact of the land use change on Goony Golf. Planner Carlson responded that Goony Golf will become a legal non-conforming use and will be allowed to continue operation.

Terry Sween, Dominion Development and Acquisition, stated that Dominion is an affordable housing developer that operates 24,000 apartments in 23 states. He stated they have been in business for 40 years and are the second largest affordable housing developer in the United States. He stated that the project would provide economic benefits to the City including increased property tax revenue, impact fees, building permit fees, and the creation of new jobs. He stated that the proposed redevelopment would allow the City

to meet one of its housing goals in the Comprehensive Plan which is to provide housing for a range of ages and incomes. He said this project will allow a number of seniors to downsize and remain in Spring Lake Park, while opening up a number of single family homes to young families. He stated that the project also meets a land use goal stated in the Comprehensive Plan which is to provide a mix of residential land uses to provide life-cycle housing for the residents. He asked the Commission to support the proposed amendments to the land use plan and official zoning map.

Chairperson Smith inquired about some project details. Mr. Sween stated that the building's design is in its preliminary phase but would likely be four stories in height, the exterior would be a mix of siding and brick/stone. He stated that the apartment would feature decks and underground parking. Chairperson Smith inquired about green space for the project. John Harriss, BKV Architects, stated that the project was in its preliminary design stage and that they would be working with the City and the watershed district to design a project that will be an asset to the community. Chairperson Smith inquired about similar projects they operate near Spring Lake Park. Mr. Sween stated that they have completed numerous projects within the Twin Cities Metropolitan area and the two nearest the city are the Legends of Silver Lake in St. Anthony and River North in Coon Rapids.

Suzanne Bickford, 1095 Manor Drive NE, inquired about the number of units proposed. Mr. Sween stated that the preliminary proposal shows approximately 170 units. Ms. Bickford asked where these residents would park. Mr. Sween stated that there would be a combination of underground and above ground parking at a ratio of 1.23 parking stalls/unit. Ms. Bickford asked where the driveways would be. Mr. Harriss stated that the driveways are preliminary slated for Laddie Road and the Service Drive, but noted that the driveway location is preliminary. Ms. Bickford stated that she has faced a number of hardships based on the current non-conforming status of her home – higher special assessments for the Manor Drive street reconstruction project, the inability to add a second story to her garage, and higher property taxes. She stated that she was unaware of the zoning of her property and has never received documentation of when the zoning of her property changed. She stated her opposition to the project because she does not want a four-story apartment and the traffic generated from such a use next to her property. She said that since the City closed the Frontage Road, she has had more traffic pass in front of her house on Manor. She asked the Commission to table the matter until she could talk to the City Council members and address the issues she raised and to learn more specifics about the project.

Planner Carlson stated that while Ms. Bickford has raised a number of issues that should be addressed by the City Council, the issues raised have no relation to the application before the Planning Commission. He asked the Commission to give a fair hearing to the application before the Commission.

Bob Metzger, 8414 Fillmore Street NE, stated that when he first heard about the project he was excited about the possibilities the proposed redevelopment would have for his dental business. He stated that he is concerned about the size of the project, the density of the project and the impact of the new traffic on the intersection of Able Street and County Highway 10 as traffic backs up currently at that location.

Mr. Metzger inquired about the definition of affordable housing. Patrick Ostrom, Dominion, stated that the income limitation is 60% of median household income for Anoka County. He stated that for a one person household, that figure is \$36,000 per year and for a two person household, that figure is approximately \$40,000 per year. Mr. Sween stated that this is not a section 8 project and that it is designed as an affordable housing product for working class people. Mr. Harriss stated that Dominion builds a high quality product, comparable with high-end senior housing, and makes it affordable.

Mr. Metzger asked the Commission to be deliberate when considering this land use change and its impact on the surrounding community. He said that he was generally in support of the change.

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

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

The public hearings were closed at 8:15pm.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER BERNHAGEN, TO RECOMMEND APPROVAL OF A COMPREHENSIVE PLAN LAND USE MAP AMENDMENT FROM COMMERCIAL TO HIGH DENSITY RESIDENTIAL FOR 1066 COUNTY HIGHWAY 10 NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER BERNHAGEN, TO RECOMMEND APPROVAL OF AN AMENDMENT TO THE OFFICIAL LAND USE MAP FROM C-2, NEIGHBORHOOD AND SERVICE CENTER COMMERCIAL, TO R-3, MULTIPLE FAMILY RESIDENTIAL, FOR 1066 COUNTY HIGHWAY 10 NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

8. Other

Commissioner Bernhagen inquired about amending the driveway ordinance to minimize the number of variances received before the Commission. Administrator Buchholtz stated that he would be working on an amendment to bring forward to the Commission at a future meeting.

9. Adjourn

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

The meeting adjourned at 8:26 P.M.



DOMINIUMSM

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

Mr. Buchholtz,

Please find our updated application for the rezoning and ammedment to the comprehensive plan for the property located at 1066 County Highway 10 NE, Spring Lake Park, MN, 55432. Please substitute the attached application for the application that was provided on June 27th. In the previous version of our application that was submitted we had not yet received adequate information needed to complete the requirement of providing : *a map showing the property to be rezoned, the present zoning of the surrounding area for at least a distance of 350 feet, including the street pattern of that area, and the names and addresses of the owners of the lands in each area as the same appear on the records of the County Auditor.* The attached application includes a map that meets this requirement.

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

**Application for Comprehensive Plan
Amendment and Rezoning for the Property
1066 County Highway 10 NE
Spring Lake Park, MN 55432**



June 30th , 2016

Submitted by:



DOMINIUM

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

1066 COUNTY HIGHWAY 10 NE, SPRING LAKE PARK MN 55432

Application for Comprehensive Plan Amendment and Rezoning

TABLE OF CONTENTS

Application	1
Check for comprehensive plan amendment and escrow	2
Check for rezoning amendment and escrow	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



City of Spring Lake Park

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

For Office Use Only

Case Number:
Fee Paid:
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 checked="" 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 checked="" type="checkbox"/> Rezoning	<input type="checkbox"/> Variance	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Other _____
PROPERTY INFORMATION		
Street Address: 1066 County Highway 10 NE		
Property Identification Number (PIN#): See Attached		Current Zoning: C-2
Legal Description (Attach if necessary): See Attached		
APPLICANT INFORMATION		
Name:		Business Name: Spring Lake Park Leased Housing Associates VII LLLP
Address: 2905 Northwest Boulevard Suite 150		
City Plymouth	State: MN	Zip Code: 55441
Telephone: (763) 354-5574	Fax:	E-mail: tsween@oominiaminc.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.gor@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:		Date of Application:
Nature of Request:		
NOTE: Applications only accepted with ALL required support documents. See City Code		

APPLICATION FEES AND EXPENSES:

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

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

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

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

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

☒ E-mail 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: 6/23/2016

Owner: _____

Date: 6-24-2016

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



DOMINIUMSM

Parcel Identification Numbers PINs (#):

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

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
162818

PAY ***** ONE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS 06/24/2016 \$1,500.00***

TO THE
ORDER OF

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

Tracy

DATE:06/24/2016 CK#:162818 TOTAL:\$1,500.00*** BANK:Checking - DDA(1016dda)
PAYEE:City of Spring Lake Park(citspr)

Property Address - Code	Invoice - Date	Description	Amount
WIP - Spring Lake Park (Spring La	6.24.16 - 06/24/2016	Comprehensive plan amendment fee	1,500.00
			1,500.00

2905 Northwest Blvd
Suite 150
Plymouth, MN 55441-2644

120 South Lasalle Street

Chicago, IL 60603
02-6487710

PAY **** EIGHT HUNDRED FIFTY AND 00/100 DOLLARS

TO THE
ORDER OF

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

06/24/2016 \$850.00*****

202

DATE:06/24/2016 CK#:162819 TOTAL:\$850.00***** BANK:Checking - DDA(1016dda)
PAYEE:City of Spring Lake Park(ctspr)

Property Address - Code	Invoice - Date	Description	Amount
WIP - Spring Lake Park (Spring La	6.24.16A - 06/24/2016	Rezoning fee	850.00
			850.00



DOMINIUMSM

Legal description of property to be rezoned

Lots 2 through 9, inclusive, Block 1, Park Manor, according to the recorded plat thereof,
Anoka County, Minnesota.



DOMINIUMSM

Present district classification and proposed district classification

The property is currently zoned C-2 (neighborhood and service commercial district). The applicant is proposing to rezone the property from C-2 (neighborhood and service commercial district) to R-3 (multiple-family residence district) and then rezone the property to a high density residential planned unit development zoning.



DOMINIUMSM

Present use and proposed use of site

The current use of the property is as a 54 hole miniature golf course which serves as a recreation facility for the community. The applicant intends to redevelop the site and construct an apartment complex on the site.



DOMINIUMSM

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

The proposed rezoning to Multiple Family Residential fits withing 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 the city's goal of providing life cycle housing for residents by providing housing for seniors, in a primarily residential neighborhood.



DOMINIUMSM

Map showing the property to be rezoned



Key





DOMINIUMSM

# On Map	Property Address	Owner
1	Bluebird Day Holdings LLC 1075 County Road 10 NE Spring Lake Park, MN, 55432	Bluebird Day Holdings LLC 1108 Vincent Ave S Minneapolis, Mn 55405
2	Pyramid Group LLC 8393 Fillmore St NE Spring Lake Park, MN, 55432	Pyramid Group LLC 10620 W River Rd Brooklyn Park, Mn 55443
3	Accap Rise 1075 County Road 10 NE Blaine, Mn 55434	Accap Rise 1201 89th Ave Ne #345 Blaine, Mn 55434
4	Fogerty William 1071 County Road 10 NE Lino Lakes, Mn 55014	Fogerty William 479 Apollo Drive Ste 50 Lino Lakes, Mn 55014
5	Fillmore LLC 8414 Fillmore St Ne Spring Lake Park, MN, 55432	Fillmore LLC 8414 Fillmore St Ne Fridley, Mn 55432
6	Jph Enterprises Inc- SUBJECT SITE 1066 County Road 10 NE Spring Lake Park, MN, 55432	Jph Enterprises Inc 2635 160th Ln Ne Ham Lake, Mn 55304
7	Butler Roberta B 1063 Manor Dr Ne Spring Lake Park, Mn 55432	Butler Roberta B 1063 Manor Dr Ne Spring Lake Park, Mn 55432
8	Misuraca James 1075 Manor Dr Ne Spring Lake Park, Mn 55432	Misuraca James 1075 Manor Dr Ne Spring Lake Park, Mn 55432
9	Bickford Frank D & Suzanne 1095 Manor Dr Ne Spring Lake Park, Mn 55432	Bickford Frank D & Suzanne 1095 Manor Dr Ne Spring Lake Park, Mn 55432



DOMINIUMSM

# On Map	Property Address	Owner
10	Kujawa Daniel J 1111 Manor Dr Ne Spring Lake Park, Mn 55432	Kujawa Daniel J 1111 Manor Dr Ne Spring Lake Park, Mn 55432
11	Huseby Roger L & Karin E 970 County Road 10 NE Plymouth, Mn 55441	Huseby Roger L & Karin E 11620 3rd Ave N Plymouth, Mn 55441
12	Johnson Paul D & Mary M 950 County Road 10 NE Ramsey, Mn 55303	Johnson Paul D & Mary M 16520 Germanium St Nw Ramsey, Mn 55303
13		Spring Lk Pk City of 1301 81st Ave Ne Spring Lk Pk, Mn 55432
14	Barr Kathrynne 8430 Laddie Rd Ne Spring Lake Park, Mn 55432	Barr Kathrynne 8430 Laddie Rd Ne Spring Lake Park, Mn 55432
15	Korzenowski Perry 8420 Laddie Rd Ne Spring Lake Park, Mn 55432	Korzenowski Perry 8420 Laddie Rd Ne Spring Lake Park, Mn 55432
16	Renelt Bernadette M 8410 Lakewood Drive Coon Rapids, Mn 55448	Renelt Bernadette M 12275 Magnolia St Nw Coon Rapids, Mn 55448
17	Roginski Dawn 8398 Lakewood Dr Ne Spring Lake Park, Mn 55432	Roginski Dawn 8398 Lakewood Dr Ne Spring Lake Park, Mn 55432
18	Thran Dennis M & Ruth I 8394 Lakewood Dr Ne Spring Lake Park, Mn 55432	Thran Dennis M & Ruth I 8394 Lakewood Dr Ne Spring Lake Park, Mn 55432



DOMINIUMSM

# On Map	Property Address	Owner
19	Loehr Marilyn M 8393 Laddie Rd Ne Spring Lake Park, Mn 55432	Loehr Marilyn M 8393 Laddie Rd Ne Spring Lake Park, Mn 55432
20	Thompson Michael & Heino Merry 8411 Laddie Rd Ne Spring Lake Park, Mn 55432	Thompson Michael & Heino Merry 8411 Laddie Rd Ne Spring Lake Park, Mn 55432
21	Stramer Raymond A & Rose M 8435 Laddie Rd Ne Spring Lake Park, Mn 55432	Stramer Raymond A & Rose M 8435 Laddie Rd Ne Spring Lake Park, Mn 55432
22	Rome Robert B III & Raymi K 1110 Manor Dr Ne Spring Lake Park, Mn 55432	Rome Robert B III & Raymi K 1110 Manor Dr Ne Spring Lake Park, Mn 55432
23	Pflager Robert 8387 Lakewood Dr Ne Spring Lake Park, Mn 55432	Pflager Robert 8387 Lakewood Dr Ne Spring Lake Park, Mn 55432
24	Betts Lavern P Jr 8401 Lakewood Dr Ne Spring Lake Park, Mn 55432	Betts Lavern P Jr 8401 Lakewood Dr Ne Spring Lake Park, Mn 55432
25	Spring Lake Park Partnership 1101 County Road NE Spring Lake Park, Mn 55432	Spring Lake Park Partnership 5353 Wayzata Blvd Ste 650 Minneapolis, Mn 55416
26		Spring Lake Park City of 1301 81st Ave Ne Spring Lake Park, Mn 55432
27	Haugen Kathleen 8425 Laddie Rd NE Spring Lake Park, MN, 55432	Haugen Kathleen 240 117th Ln Ne Blaine, Mn 55434



DOMINIUMSM

Mr. Daniel Bucholtz,
City of Spring Lake Park
1901 81st Ave. NE,
Spring Lake Park, MN, 55432

Mr. Phillip Carlson,
Stantec Inc.
2335 Highway 36 West
St. Paul, MN, 55113

Mr. Bucholtz and Mr. Carlson,

Thank you for taking the time to meet with representatives from Dominium and the BKV Group last week to discuss the redevelopment effort at 1066 Highway 10 NE. Over the course of the meeting it was noted that it would be beneficial to the development's application for rezoning and amendment to the comprehensive plan, if more information was provided regarding how the project will benefit both the immediate neighborhood and the city of Spring Lake Park.

We believe the proposed development will benefit the immediate neighborhood on many levels. We are hopeful that the project will attract 55 or older residents already living in Spring Lake Park who will choose to sell their homes, which could free up the existing housing stock in the community. This may lead to new families moving into the area, who may fix up the homes.. Another benefit of the proposed development, is that it will add over 170 new households to the neighborhood that will be likely to patronize local neighborhood businesses. Further, the site will be active year round, as opposed to the current use, which will further help local businesses and provide additional oversight of the neighborhood by our resident.

The proposed development also benefits the city as a whole for a variety of reasons. First, it helps the city 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 years 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. Currently this type of housing is not available to seniors in Spring Lake Park.

July 13th, 2016

In addition to helping the city meet its goals outlined in the 2030 comprehensive plan will provide many economic benefits to the city of Spring Lake Park. One such economic benefit of the project to the City of Spring Lake Park is the jobs that will be created as a result of the project. The project will create both construction and permanent jobs for the residents of Spring Lake Park and Anoka County. The project will likely create 4-5 permanent jobs related to the ownership, operation and maintenance of the property and will create an estimated 25,650 hours of construction jobs over the course of construction.

In addition to the jobs created the project will generate an estimate \$490,000 in impact fees and nearly \$60,000 in application and issuance fees related to the project that will go directly to the city.

A final economic benefit to the surrounding area is the increased property tax revenue generated by the project. The 2016 real estate taxes generated by the project currently total \$29,416, while the project as currently proposed is expected to generate \$269,535 in taxes its first year in operation (a 916% increase in real estate taxes over its current use).

In addition to the financial benefits outlined the development will be a high quality development that the citizens of Spring Lake Park can be proud of. When constructed the development will be built of high quality building materials and will be designed with the aesthetics of the community in mind. The exterior façade of the property will likely consist of: a mixture of stone or brick, durable (non-vinyl) siding and glass. The interior of the building will consist of common areas with numerous amenities and large apartment homes with high quality finishes and features such as in unit washers and dryers and granite countertops. Simply put, the community will look and feel like a high end apartment community..

We at Dominion build communities like the proposed because we are long term owner operators. We take this approach because we feel that it creates long term strong and viable communities. Our long term approach to real estate ownership and development can be seen in the fact that 54% of our current portfolio of 198 apartment communities we have owned by Dominion for 10 years or more. This approach is a unique approach in the real estate industry and has garnered attention and praise from numerous industry groups and trade publications including: The Wall Street Journal and Multifamily Executive. Please find more detail regarding us in the attached brochure about Dominion.

In summary, we feel that the proposed development should be pursued by the city of Spring Lake Park because of the benefits that it offers to the immediate neighborhood and the city. We at Dominion are the best team to undertake this effort. We ask for your support for the rezoning of the site and comprehensive plan amendment. Please contact us with any questions that you may have.

July 13th, 2016

Regards,



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



DOMINIUMSM

To Whom It May Concern,

We are writing you today as representatives of Dominium. We are national owner operator and developer of apartment communities based here in the Twin Cities. We are writing you today because we have entered into an agreement with your neighbor, Goony Golf, to acquire their property and redevelop the property into a senior housing apartment community.

As part of the redevelopment we will have to go through various city approval processes, which will include public hearings, so we wanted to make sure you had our contact information should any questions arise prior to these hearings. Please feel free to reach out to either of us regarding our planned development. We hope to have your support for the proposed development and we look forward to becoming a member of the neighborhood.

Regards,

Owen Metz
Developer
ometz@dominiuminc.com
2905 Northwest Blvd. Suite 150
Plymouth, MN, 55441
Phone: 763-354-5618
Mobile: 920-210-1428

Terry Sween
Development Associate
tsween@dominiuminc.com
2905 Northwest Blvd. Suite 150
Plymouth, MN, 55441
Phone: 763-354-5574
Mobile: 651-324-9781



What we do hits HOME





HOME IS WHERE YOU THRIVE.



When people feel pride in where they live, they thrive. When people are relaxed in their surroundings, they can focus on opportunity and growth. This is why Dominion is committed to providing beautiful, safe, and affordable housing – with the kind of attention to detail and amenities that makes a place a home.

What we do changes lives and transforms communities. We've made change possible for thousands of households in cities and towns across the country.



- The nation's fifth largest affordable housing developer
- Manages more than 22,000 apartment homes



HOME IS WHERE YOU MAKE A DIFFERENCE.

Some kinds of success are realized only with time.

We're long-term owners who are committed to providing housing solutions for more than four decades. When you're in it for the long haul like we are, you sweat the details and you learn some lessons which only experience can teach—all making you more efficient and more effective.

Our focus is on real results and long-term value.



- Professional staff of more than 1,000 team members
- Working together with local communities and stakeholders
- Portfolio of over \$1.6 billion in owned properties





HOME IS WHERE YOU'VE PUT DOWN ROOTS.

Our goal is to make a positive impact wherever we do business.

We work closely with all kinds of communities. This spirit of moving forward has helped us create affordable housing, restore historic properties, and revitalize existing communities.

We know how to find resources, build coalitions, and solve problems. Our team of experts can rise to any challenge.



- Building communities and meeting the needs of residents
- Creative and tailor-made solutions



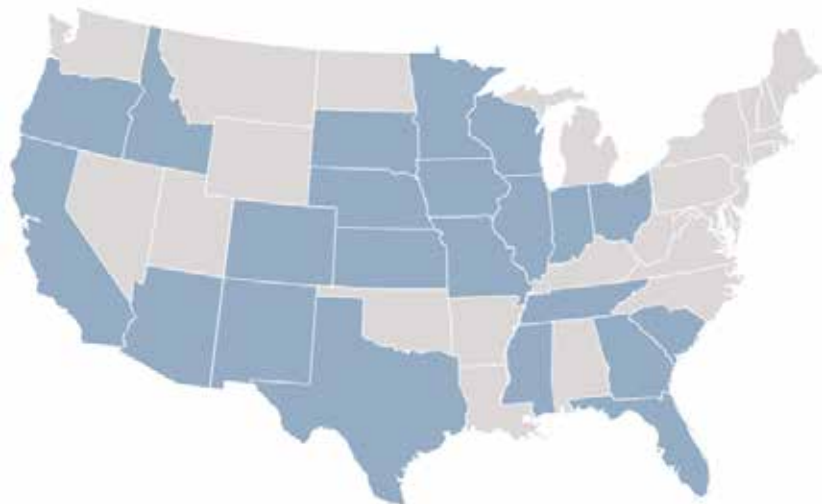


We believe the success and growth of Dominion Management Services, LLC, is attributed to our philosophy of working with owners as if they were our partners and managing their investments as if they were our own. This commitment results in our outperforming the competition and exceeding the expectations of our clients. Our positive business relationships with owners and developers throughout the nation has come to be recognized as “The Dominion Difference.”

For over a quarter of a century, Dominion has been providing services in both development and management of real estate. Solid working relationships, backed by superior performance and innovative ideas, make the difference in achieving the goals and expectations of our property owners and investors. At Dominion, we have built trusting and financially rewarding partnerships utilizing our team of experienced property managers, accounting professionals and marketing executives.

Section 42 and Section 8 Compliance

Dominium manages over 23,000 units in the following states:





THE DOMINIUM DIFFERENCE *(continued)*

PROFESSIONAL TRAINING

Dominium University is a complete in-house "University" in which 25 classes are taught in the Schools of Management, Marketing and Maintenance. Overseen by its own Board of Regents, the goal is to make sure every Dominium employee receives a complete set of educational tools for job competencies and career advancement. "DU" has its own high tech classrooms and maintenance lab, in which every conceivable maintenance problem can be duplicated. Dominium University increased its use of online training to minimize administration time and increase the benefit of instruction.

ONLINE OPERATIONS MANUAL

Dominium's intranet provides site staff with immediate access to all policies, procedures and forms. Changes to operational procedures and forms are updated as needed, ensuring all sites are operating at optimum efficiency.

HIGH STANDARDS

Regional and Property Managers conduct regular physical inspections to ensure properties are well-maintained. Site inspections include detailed review of:

- Curb appeal
- Building cleanliness
- Grounds and building maintenance
- Resident relations
- Local competition/market analysis
- Staff
- Leasing activities
- Budgets
- Preventive maintenance
- Office procedures

CLIENT COMMUNICATIONS

Keeping clients well informed and abreast of property issues and market changes is a priority at Dominium. Client needs are assessed upfront and the flow of communication and reporting needs are then custom designed to ensure that client needs are continually met.

COST SAVINGS

Operating expenses are routinely reduced through a focused program of:

- Competitive bidding
- Competitive insurance premiums
- Cost-effective budgeting
- On-site personnel turnover reduction
- Unit turnover reduction
- Utility consumption analysis
- National purchasing programs



THE DOMINIUM DIFFERENCE *(continued)*

Dominium's portfolio consists of a variety of product types and classes. Today, 80% of Dominion's portfolio is comprised of affordable communities, primarily Section 42 Tax Credit and senior properties with 20% market rate properties. Product types range from garden style to mid-rise to highrise communities including historic and value added rehabilitations.

Dominium offers expertise in project and residential compliance under various governmental programs such as Section 8, FMHA 515, Public Housing, State Agency funded properties and Section 42 - Low Income Housing Tax Credit Properties.

With strong analytical skills, creative insight, and execution ability, Dominion's expert staff is well-equipped to address the challenges various properties present. We have been very successful operating properties in their respective markets and in significantly improving their investment value.

The DOMINIUM Difference begins with commitment to performance.



BANKING

Zachary Boyers
Chairman & CEO
US Bank Community Development Corp.
1307 Washington Avenue, Suite 300
St. Louis, MO 63103
zachary.boyers@usbank.com
(314) 335-2620

Mark Dean
Managing Director
Citi Community Capital
601 Union Street, 52nd Floor
Seattle, WA 98101
mark.w.dean@citi.com
(206) 346-2838

Craig Dahl
CEO
TCF Bank
11100 Wayzata Blvd, Suite 801
Minnetonka, MN 55305
cdahl@tcfef.com
(952) 656-3215

FINANCING

Scott Kotick
Executive Vice President
Alliant Asset Management Company
21600 Oxnard Street, Suite 1200
Woodland Hills, CA 91367
scott.kotick@alliantcapital.com
(818) 668-6800

Ken Cutillo
CEO
Boston Financial Investment Management
101 Arch Street
Boston, MA 02110
ken.cutillo@bfim.com
(617) 488-3298

David Juran
Executive Vice President
Dougherty & Company, LLC
90 South 7th Street Suite 4400
Minneapolis, MN 55402
djuran@doughertymarkets.com
(612) 376-4075



LEGAL

Todd Urness
Shareholder
Winthrop & Weinstine
225 South Sixth Street, Suite 3500
Minneapolis, MN 55402
turness@winthrop.com
(612) 604-6657

David Leon
Partner
Broad & Cassel
390 North Orange Avenue, Suite 1400
Orlando, FL 32801
dleon@broadandcassel.com
(407) 839-4200

John Shackelford
Managing Partner
Shackelford, Melton & McKinley, LLP
3333 Lee Parkway, 10th Floor
Dallas, TX 75219
jshackelford@shackelfordlaw.net
(952) 656-3215

Scott E. Fireison
Partner
Pepper Hamilton LLP
600 14th Street NW, Suite 500
Washington, D.C. 20005
fireisons@pepperlaw.com
(202) 220-1200

Conal Hession
Partner
Kutak Rock LLP
1650 Farnam Street
Omaha, NE 68102
conal.hession@kutakrock.com
(402) 346-6000

Stacie Kvilvang
Senior Municipal Advisor & Director
Ehlers & Associates, Inc.
3060 Centre Pointe Drive
Roseville, MN 55113-1105
skvilvang@ehlers-inc.com
(651) 697-8506



GOVERNMENT & REGULATORY

Mary Tingerthal
Commissioner
Minnesota Housing
400 Sibley Street, Suite 300
St. Paul, MN 55101
(651) 296-5738

Jonathan Sage-Martinson
Director
Department of Planning &
Economic Development
City of Saint Paul
25 West Fourth Street
Saint Paul, MN 55102
(651) 266-6616

Otis Williams
Executive Director
St. Louis Development Corporation
1520 Market Street, Suite 2000
St. Louis, MO 63103
(314) 657-3700

Bob Simpson
Vice President, Affordable Lending
Fannie Mae
101 N. Main Avenue, Suite 309
Sioux Falls, SD 57104
(605) 782-2545

David Leopold
Vice President, Affordable Housing Production
Freddie Mac
8100 Jones Branch Drive
McLean, VA 22102
(703) 714-2655



DOMINIUM

NAME:
The Cavanagh
Crystal, MN

TYPE OF PROJECT:
New Construction
130 Apartments
100% of Units Affordable

ARCHITECT:
BKV Group

CONSTRUCTION MANAGEMENT:
Stonebridge Construction

DOMINIUM'S RESPONSIBILITY:
Real Estate Development
Project Financing
Legal and Environmental Services
Design and Construction Management
Property Management
Section 42 Compliance

FINANCIAL PARTNERS:
TCF Bank
Alliant Capital
City of Crystal
Dougherty & Company

TOTAL DEVELOPMENT COST:
\$24,500,000

SIZE:
4.34 Acres (Site)
203,400 Square Feet (Building)

COMPLETION DATE:
May 2015



The Cavanagh Apartments consists of 130 units of affordable senior homes, constructed in the place of the former Cavanagh School. The Robbinsdale School District sold the 54-year old building to the City of Crystal's Economic Development Authority (EDA)

in October 2012. The EDA sold the property to Dominium in June 2014 to complete the envisioned development.

This development provides affordable housing for tenants over the age of 55 who income-qualify, earning no more than 60% of the Area Median Income. Due to the use of tax exempt bonds as a portion of the financing, rents are restricted on 100% of the units, with 104 units at 60% AMI rental limit and 26 units at the FMR rent limit. The project consists of One-Bedroom and Two-Bedroom units.

The building was constructed using attractive, quality materials that are aesthetically pleasing to the local community. It consists of four stories of residential living with multiple floor plans and underground parking. There are approximately 96 underground parking spaces and an additional 66 surface spaces. With the target population in mind, the building contains many amenities including a fitness facility, movie theater, library, balconies in every unit, covered gazebo, club room, card room, a party kitchen, gardening area, craft room, a guest suite, and a salon.

The Cavanagh is financed through the combination of Tax-Exempt bonds, 4% Low Income Housing Tax Credits, an equity bridge loan, and Tax Increment Financing. The Cavanagh is helping meet the City of Crystal's need for affordable housing for its senior population and will continue to serve the community for years to come.





DOMINIUM

NAME:

Legends at Silver Lake Village
St. Anthony, MN

TYPE OF PROJECT:

New Construction
169 Apartments
100% of Units Affordable

ARCHITECT:

BKV Group

CONSTRUCTION MANAGEMENT:

Eagle Builders

DOMINIUM'S RESPONSIBILITY:

Real Estate Development
Project Financing
Legal and Environmental Services
Design and Construction Management
Property Management
Section 42 Compliance

FINANCIAL PARTNERS:

TCF Bank
Alliant Capital
City of St. Anthony
Ramsey County
Dougherty & Company

TOTAL DEVELOPMENT COST:

\$28,800,000

SIZE:

2.61 Acres (Site)
167,100 Square Feet (Building)

COMPLETION DATE:

May 2015



THE LEGENDS

at Silver Lake Village

55+ LIVING

The Legends at Silver Lake Village Apartments consists of 169 units of affordable senior homes, constructed as part of a master redevelopment of the former Apache Plaza in St. Anthony, MN. Dominium purchased the land from the City of St. Anthony and a private developer in December 2013.

This development provides affordable housing for residents over the age of 55 who income-qualify, earning no more than 60% of the Area Median Income. Due to the use of tax exempt bonds as a portion of the financing, rents are restricted on 100% of the units, with 135 units at 60% AMI rental limit and 34 units at the FMR rent limit. The project consists of One-Bedroom and Two-Bedroom units.

The building is constructed using quality and attractive materials that are aesthetically pleasing to the local community. It consists of four stories of residential living with multiple floor plans and underground parking. There are 169 underground parking spaces and an additional 60 surface spaces. With the target population in mind, the building contains many amenities including a fitness facility, movie theater, library, balconies/patios off of every unit, outdoor seating space, club room, card room, a party kitchen, craft room, a guest suite, and a salon.

The Legends at Silver Lake Village is financed through the combination of Tax-Exempt bonds, 4% Low Income Housing Tax Credit, a Ramsey County HOME loan, an equity bridge loan, and Tax Increment Financing. The Legends at Silver Lake Village is helping meet the City of St. Anthony's need for affordable housing for its senior population and will continue to serve the community for years to come.





DOMINIUM

NAME:

River North
Coon Rapids, MN

TYPE OF PROJECT:

167 Senior (55+) Apartments
100% of Units Affordable

ARCHITECT:

BKV Group

CONSTRUCTION MANAGEMENT:

Eagle Building Company

DOMINIUM'S RESPONSIBILITY:

Real Estate Development
Project Financing
Legal and Environmental Services
Design & Construction Management
Property Management
Section 42 Compliance

FINANCIAL PARTNERS:

US Bank
City of Coon Rapids
Greystone Financial Group
Freddie Mac
RBC Capital Markets

TOTAL DEVELOPMENT COST:

\$31,000,000

SIZE:

18 Acres (Site)
240,000 Square Feet (Buildings)

CLOSING DATE:

November 2015



RIVER NORTH SENIOR APARTMENTS

River North consists of 167 units of affordable senior homes, constructed adjacent to the Coon Rapids Ice Arena. A single family home was purchased in July of 2015 and the City of Coon Rapids sold the remaining parcel to Dominium on October 19, 2015 to

complete the envisioned development.

This development provides affordable housing for tenants over the age of 55 who income-qualify, earning no more than 60% of the Area Median Income. Due to the use of tax exempt bonds as a portion of the financing, rents are restricted on 100% of the units, with 133 units at 60% AMI rental limit and 26 units at the FMR rent limit. The project consists of one bedroom, two bedroom and three bedroom units.

The building was constructed using quality and attractive materials that are aesthetically pleasing to the local community. It consists of four stories of residential living with multiple floor plans and underground parking. There are approximately 116 underground parking spaces and an additional 57 surface spaces. With the target population in mind, the building contains many amenities including a fitness facility, movie theater, library, balconies in every unit, covered gazebo, club room, a party kitchen, and a salon.

River North was financed through a combination of tax-exempt bonds, 4% Low Income Housing Tax Credits, an equity bridge loan, and tax increment financing from the City of Coon Rapids. River North is a project that the City of Coon Rapids can be proud of because of its contribution to the development of the city and providing quality, attractive affordable housing for the community's seniors for years to come.



THE GRAINWOOD SENIOR LIVING

The Grainwood consists of 168 units of affordable senior homes in Prior Lake, MN. The project is a redevelopment of a site formerly occupied by a shopping mall. Dominion purchased the site from Wells Fargo Bank, who took possession of the property via foreclosure. The project contains one, two and three bedroom apartments for seniors with rent and income restrictions at the 60% of Area Median Income (AMI) level.

The project contains 112 one bedroom units, 21 two bedroom units and 35 three bedroom units. The project is four stories tall with an underground parking facility. The project was built with high quality materials and designed with lake home characteristics that match the surrounding community aesthetic. The Grainwood's amenities include a movie theater, salon, fitness center, library, craft room, club room and party kitchen. In unit amenities include balconies, kitchen islands, washers and dryers, dishwashers and nine foot ceilings.

This redevelopment was financed through a combination of tax-exempt bonds and 4% Low Income Housing Tax Credits from Minnesota Housing Finance Agency, a construction loan and equity investment from Wells Fargo Community Lending & Investment, a Freddie Mac permanent first mortgaged serviced by Greystone, and tax increment financing from the City of Prior Lake. The Grainwood represents an effective use of public and private resources to provide affordable housing for the seniors of Prior Lake, MN.



DOMINIUM

NAME:

The Grainwood
Prior Lake, MN

TYPE OF PROJECT:

168 Senior (55+) Apartments
100% of Units Affordable

ARCHITECT:

BKV Group

CONSTRUCTION MANAGEMENT:

Stonebridge Construction

DOMINIUM'S RESPONSIBILITY:

Real Estate Development
Project Financing
Legal and Environmental Services
Design & Construction Management
Property Management
Section 42 Compliance

FINANCIAL PARTNERS:

Wells Fargo Community Lending & Investment
City of Prior Lake
Greystone Financial Group
Freddie Mac
Minnesota Housing Finance Agency
Bridgewater Bank

TOTAL DEVELOPMENT COST:

\$33,900,000

SIZE:

3.0 Acres (Site)
280,000 Square Feet (Buildings)

CLOSING DATE:

March 2016





TIMELINE:

1972

Dominium was founded as a Section 8 developer

1976

Dominium Management Services was founded

1990

Dominium focuses on utilizing the Low Income Housing Tax Credit program to acquire and develop affordable housing

1996

Dominium began actively fixing troubled LIHTC properties which created our workout business unit

2008

Dominium becomes the largest multi-family owner and operator in Minnesota

2011

Dominium reaches 20,000 apartment homes, of which approximately 12,000 are stabilized workout properties

2012

Dominium celebrates its 40th Anniversary
Dominium becomes the 8th largest affordable apartment owner/manager in the country

COMPANY OVERVIEW

Founded in 1972 by David Brierton and Jack Safar, Dominium is one of the largest and fastest growing affordable apartment development and management companies in the nation. Created as a family of companies (Dominium Development and Acquisition, LLC / Dominium Management Services, LLC), Dominium utilizes a variety of real estate disciplines throughout the development and acquisition process. Dominium has grown substantially over the past several years by becoming a leader in the real estate industry. Since 1991, Dominium has grown from a company with 3,000 apartment units to a company that now owns over 22,000 apartment units. This growth is credited to the company's ability to adapt to an ever-changing real estate market.

- Dominium has been providing development, property management and consulting services since 1972.
- Dominium Development and Acquisition, LLC, was founded in 1999 by David Brierton, Jack Safar, Armand Brachman, and Paul Sween. The company was spun off of the existing management company and focuses solely on the acquisition and development of apartment properties. The company is now owned by Armand Brachman, Paul Sween, and Mark Moorhouse.
- Headquartered in Minneapolis, Minnesota, Dominium Management Services, LLC has several additional regional offices across the United States dedicated to management support of its properties.
- The Dominium family of companies boasts a professional staff of over 1,000 employees. Dominium Development and Acquisition, LLC, has been highlighted in numerous publications as a innovative and creative privately-owned development firm.



DOMINIUM

HOME OFFICE:

2905 Northwest Blvd. Suite 150

Plymouth, MN 55441

(763) 354-5500

DominiumApartments.com

Experience the DOMINIUM Difference.



ORDINANCE NO. 427

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

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

Section 1. Zoning Map Amendment. The following property is hereby rezoned from C-2, Neighborhood and Service Center Commercial, to R-3, Multiple Family Residential:

Lots 2 through 9, inclusive, Block 1, Park Manor, according to the recorded plat thereof, Anoka County, Minnesota.

Section 2. The Administrator, Clerk/Treasurer shall make the applicable changes to the official zoning map.

Section 3. Effective Date. The ordinance shall become effective upon adoption and publication; and upon the review and approval by the Metropolitan Council of the Comprehensive Plan Future Land Use Map amendment request for the above stated property.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 1st day of August 2016.

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

RESOLUTION NO. 16-14

**A RESOLUTION APPROVING A VARIANCE TO ALLOW A DRIVEWAY WITHIN
THE REQUIRED FIVE FOOT SETBACK AT 8316 WESTWOOD ROAD NE**

WHEREAS, Prestige Custom Homes has made application to repair and replace a driveway that is located within the required five foot setback; and

WHEREAS, the property, 8316 Westwood Road NE, is legally described as follows:

The East 199.10 of the South ½ of the North ½ of Lot 9, Spring Lake Park Plat “A,” City of Spring Lake Park, Anoka County, Minnesota (PID 01-30-24-11-0029); and

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

WHEREAS, a public hearing to consider the proposed variance was held on July 25, 2016; and

WHEREAS, the request was made to replace an existing driveway for which a variance had not been obtained, located 3.0 feet from the property line, which is less than the required five yard setback (Section 153.132 of the Spring Lake Park Zoning Code); and

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

WHEREAS, the Planning Commission has recommended approval subject to reasonable conditions; and

WHEREAS, the Spring Lake Park City Council has reviewed the application and hereby accepts the findings and recommendation of the Spring Lake Park Planning and Zoning Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves the request of Prestige Custom Homes for a variance subject to the following conditions:

1. Applicant must reestablish turf on any areas disturbed by the construction of the driveway.
2. Any modifications to the driveway must be constructed pursuant to standards set forth by the City of Spring Lake Park. Applicant must secure a zoning permit from the Code Enforcement Director for the driveway.
3. Drainage must be handled in such a way as to not deposit storm water onto a neighboring property.

4. Certificate of occupancy will not be granted unless all conditions of the variance are met.

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same: None

Whereon the Mayor declared said Resolution duly passed and adopted the 1st day of August, 2016.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

MEMORANDUM

TO: MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL
FROM: DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR
SUBJECT: VARIANCE REQUEST FOR 8316 WESTWOOD ROAD NE
DATE: JULY 27, 2016

The City received a variance request from Prestige Custom Homes, 8316 Westwood Road NE, to allow a reduced setback for a driveway to serve an existing garage.

The property is zoned R-1, Single Family Residential District. The lot size is 70 feet by 199 feet. There is an existing house with a detached garage. The driveway currently serving the detached garage is located on the south lot line. The current asphalt driveway, which is currently 3 feet from the property line at its closest point, would be replaced with a driveway of the same size. There is no variance on record for the existing driveway, which is the reason why the request is before the Planning Commission.

Section 153.132 of the Zoning Code states that driveways in residential districts not be located less than five feet from the property line, except by variance obtained in the manner provided in the Zoning Code. The Zoning Code states that variances in the case of driveways may be allowed down to a zero foot setback from the property line.

There are a number of residential homes with driveways that have a setback from the property line less than 5 feet. Granting the variance would not change the character of the neighborhood as the current condition would not change.

The State Legislature amended the zoning law to create a practical difficulties test. There are three factors:

1. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.* Staff believes this test is met as a number of other properties, including this property, have a driveway that has a setback less than 5 feet.
2. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.* The location of the current house/attached garage has been previously set. The proposed driveway will fall within the footprint of the existing driveway and will continue to service the existing garage.
3. *The variance, if granted, will not alter the essential character of the locality.* The neighborhood consists of a number of properties with driveway setbacks less than 5 feet in width.

Pursuant to the Spring Lake Park Zoning Code, a public hearing has been duly called and noticed by publication in the Blaine/SLP Life and mailing of public hearing notices to property owners within 350 feet of the subject property.

Staff recommends the variance be granted with the following conditions:

- Applicant must reestablish turf on any areas disturbed by the construction of the driveway.
- Any modifications to the driveway must be constructed pursuant to the standards set forth by the City of Spring Lake Park. Applicant must secure a zoning permit from the Code Enforcement Director for the new driveway.
- Drainage must be handled in such a way as to not deposit storm water onto a neighboring property.
- Certificate of occupancy will not be granted unless all conditions of variance are met.

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

DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission meeting held on July 25, 2016 at the Spring Lake Park Community Center, 1301 81st 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, Hansen and Smith

Members Absent: Commissioners Raymond and Dircks

Staff Present: Building Official Brainard, City Planner Carlson and Administrator Buchholtz

Visitors: Patricia Hovanetz, 2635 160th Lane NE, Ham Lake
John Harriss, 222 N. 2nd Street, Minneapolis
Terry Sween, Dominion, 2905 Northwest Blvd, Ste 150, Plymouth
Bob Metzger, 8414 Fillmore Street NE, Spring Lake Park
Patrick Ostrom, Dominion, 2905 Northwest Blvd, Ste 150, Plymouth
Bill Nash, 7723 Jackson St NE, Spring Lake Park
Suzanne Bickford, 1095 Manor Drive NE, Spring Lake Park

3. Pledge of Allegiance

4. Approval of Minutes – April 25, 2016 and June 27, 2016

MOTION BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER EISCHENS, APPROVING THE MINUTES OF APRIL 25, 2016 AND JUNE 27, 2016 AS SUBMITTED. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

5. Public Hearing – Driveway Setback Variance Request for 7856 Monroe Street NE

Chairperson Smith opened the public hearing at 7:02 PM to consider a driveway variance request for 8316 Westwood Road NE.

Administrator Buchholtz reported that the City received a variance request from Prestige Custom Homes, 8316 Westwood Road, to allow a reduced setback for a driveway to serve an existing garage. He reported that the application is in order and notice of the Public Hearing was mailed to residents within 350 feet of the subject property and notice was published in the Spring Lake Park Life newspaper.

Administrator Buchholtz stated that the property is zoned R-1, Single Family Residential with a lot size of 70 feet by 199 feet. He stated that there is an existing house with a detached garage. He reported that the driveway currently serving the detached garage is located on the south lot line. He stated the current asphalt driveway, which is currently three feet from the property line at its closest point, would be replaced with an asphalt driveway of the same size. He stated that there was no variance on record for the existing driveway.

Administrator Buchholtz reported that Section 153.152 of the Zoning Code states that driveways in residential districts not be located less than five feet from the property line, except by variance obtained in the manner provided in the Zoning Code. The Zoning Code states that variances in the case of driveways may be allowed down to a zero foot setback from the property line.

Administrator Buchholtz stated that there are a number of residential homes with driveways that have a setback from the property line less than five feet. He stated that granting the variance would not change the character of the neighborhood as many homes in this area have driveways with setbacks of less than five feet. He stated that owner is proposing a three foot setback from the property line.

Administrator Buchholtz reported that the State Legislature amended the zoning law to create practical difficulties test. He stated that there are three factors:

1. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.* Staff believes this test is met as a number of other properties, including this property, have a driveway that has a setback less than 3 feet.
2. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.* The location of the current house/attached garage has been previously set. The proposed driveway will fall within the footprint of the existing driveway and will continue to serve the existing garage.
3. *The variance, if granted, will not alter the essential character of the locality.* The neighborhood consists of a number of properties with driveway setbacks less than five feet in width.

Administrator Buchholtz reported that staff recommends the variance be granted with the following conditions:

- Applicant must reestablish turf on any areas disturbed by the construction of the driveway.
- The driveway must be constructed pursuant to the standards set forth by the City of Spring Lake Park. Applicant must secure a zoning permit from the Code Enforcement Director for the driveway replacement.
- Drainage must be handled in such a way as to not deposit storm water onto a neighboring property.
- Certificate of occupancy will not be granted unless all conditions of a variance are met.

Chairperson Smith asked for comments from the public. No one rose to speak on the variance application.

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

The public hearing was closed at 7:07pm.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER BERNHAGEN TO RECOMMEND APPROVAL OF THE VARIANCE, SUBJECT TO THE FOLLOWING CONDITIONS: 1) APPLICANT MUST REESTABLISH TURF ON ANY AREAS DISTURBED BY THE CONSTRUCTION OF THE DRIVEWAY; 2) THE DRIVEWAY MUST BE CONSTRUCTED PURSUANT TO THE STANDARDS SET FORTH BY THE CITY OF SPRING LAKE PARK. APPLICANT MUST SECURE A ZONING PERMIT FROM THE CODE ENFORCEMENT DIRECTOR FOR THE DRIVEWAY REPLACEMENT; 3). DRAINAGE MUST BE HANDLED IN SUCH A WAY AS TO NOT DEPOSIT STORM WATER ONTO A NEIGHBORING PROPERTY; AND

4) CERTIFICATE OF OCCUPANCY WILL NOT BE GRANTED UNLESS ALL CONDITIONS OF THE VARIANCE ARE MET. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

6. Public Hearing – Comprehensive Plan Amendment and Zoning Map Amendment for 1066 County Highway 10 NE

Chairperson Smith opened the public hearings at 7:11 PM to consider a Comprehensive Plan amendment and zoning map amendment for 1066 County Highway 10 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, transportation access to the site, economic implications to the community, housing needs, and land use compatibility.

Planner Carlson stated that he recommended approval of the Comprehensive Plan amendment from Commercial to High Density Residential for the property at 1066 County Highway 10 NE for the following reasons:

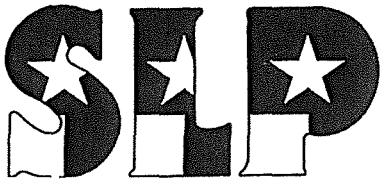
1. The commercial potential of the subject property is limited due to the change in access and traffic conditions surrounding the property [the realignment of the frontage road, elimination of access to Highway 10 from Laddie Road, and the demotion of Highway 10 to a county road]. Therefore, a change in the land use is reasonable.
2. A high density residential use can provide significant economic benefits to the City compared to a marginal commercial use.
3. A high density residential project targeted to seniors will meet housing needs in the community and in the region. In addition, as seniors move into such a project, single family homes will free up for younger couples and families to move in to.
4. A high density residential use will meet certain goals of the City's comprehensive plan related to housing choice and serving diverse populations.
5. An apartment building may be more compatible in the long term with the adjacent existing single family neighborhood and will provide a reasonable transition in land uses in this area.

Planner Carlson stated that he also recommended approval of the rezoning from C-2 to R-3 for this property, if the basic land use change to High Density Residential is also approved.

Commissioner Hansen inquired about traffic counts along Manor Drive, Laddie Road and the Frontage Road. Administrator Buchholtz stated that the City's public works staff was conducting traffic counts on these streets. Commissioner Hansen expressed concern that the change in land use would burden the existing street network. Planner Carlson stated that the streets in the area were designed to handle intense commercial traffic. He said that while he is confident the streets will be able to handle the traffic generated from the change in land use, he noted that there will likely be a change in traffic volume as a result of the land use change.

Commissioner Eischens inquired about the impact of the land use change on Goony Golf. Planner Carlson responded that Goony Golf will become a legal non-conforming use and will be allowed to continue operation.

Terry Sween, Dominion Development and Acquisition, stated that Dominion is an affordable housing developer that operates 24,000 apartments in 23 states. He stated they have been in business for 40 years and are the second largest affordable housing developer in the United States. He stated that the project would provide economic benefits to the City including increased property tax revenue, impact fees, building permit fees, and the creation of new jobs. He stated that the proposed redevelopment would allow the City



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

For Office Use Only

Case Number:
Fee Paid: \$150 / \$150 Escrow
Received by: JS
Date Filed: 6/23/16
Date Complete:
Base Fee: 150 Escrow: 150

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"/> Special Use Permit | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Rezoning | <input checked="" type="checkbox"/> Variance | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Street or Easement Vacation | <input type="checkbox"/> Other _____ |

PROPERTY INFORMATION

Street Address: 8316 Westwood Rd
Property Identification Number (PIN#): 013024110029 Current Zoning: R1
Legal Description (Attach if necessary):

APPLICANT INFORMATION

Name: _____ Business Name: Prestige Custom Homes
Address: 9140 Baltimore St NE Suite 110
City: Blaine State: MN Zip Code: 55419
Telephone: 651 983 6039 Fax: _____ E-mail: _____
Contact: Ryan Title: _____

OWNER INFORMATION (if different from applicant)

Name: LN Business Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Fax: _____ E-mail: _____
Contact: _____ Title: _____

DESCRIPTION OF REQUEST (attach additional information if needed)

Existing Use of Property: Single Family
Nature of Proposed Use: Repair existing driveway
Reason(s) to Approve Request: Not moving existing driveway just replacing

PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE

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

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

APPLICATION FEES AND EXPENSES:

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

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

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

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

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

☐ E-mail RyBerner@gmail.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: 6/23/16

Owner:  Date: 6/23/16

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

**City of Spring Lake Park
Variance Application**

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

1. Applicant Information:

Name: Prestige Custom Homes Telephone: 651 983 6039
Address: 9140 Baltimore St NE Suite 110 Cell Phone: _____
City/State/Zip: Blaine MN 55449 E-mail: _____

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

Name: _____ Telephone: _____
Address: _____ Cell Phone: _____
City/State/Zip: _____ E-mail: _____

3. Project Location (Address and Legal Description): 8316 Westwood Rd

4. Present Use of Property: Single Family

5. Description of Project: Repave existing driveway and existing location

6. Specify Section of the Ordinance from which variance is sought: _____

7. Explain how you wish to vary from the applicable provisions of this Ordinance: _____

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

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

a. In your opinion, is the variance in harmony with the purposes and intent of the Ordinance?
☒ Yes ☐ No Why or why not?

See above
driveway replacement

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

☒ Yes ☐ No Why or why not?

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

☒ Yes ☐ No Why or why not?.

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

☐ Yes ☐ No Why or why not?

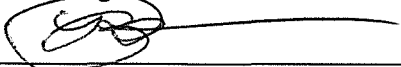
e. In your opinion, will the variance maintain the essential character of the locality?

☒ Yes ☐ No Why or why not?


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

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

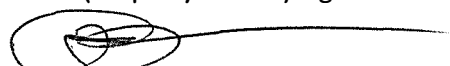
Applicant Signature:



Date:



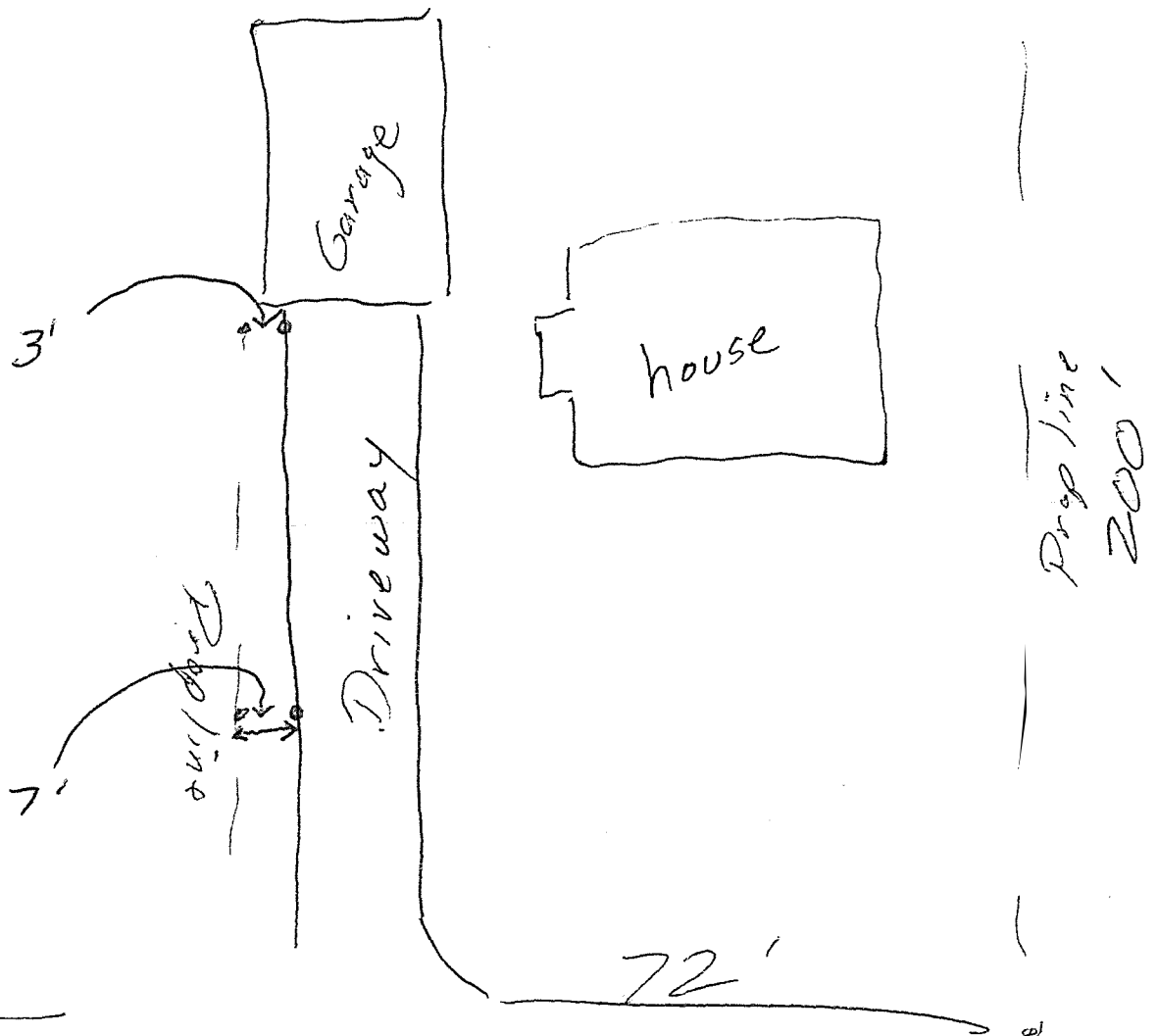
Fee Owner's (Property Owner) Signature:



Date:

8316 Westwood Rd
Spring Lake Park MN

72'



westwood Rd

MEMORANDUM

TO: MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL
FROM: DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR
SUBJECT: AUDITOR PROPOSAL
DATE: JUNE 2, 2016

The City Council appointed Smith Schafer & Associates as its audit firm for fiscal years 2013, 2014 and 2015 after an RFP process. City staff has been extremely pleased with the level of service provided by Jason Miller and his staff at Smith Schafer and invited them to provide a quote for services for future fiscal years. Mr. Miller provided two quotes for the City's consideration – a 3 year quote and a 5 year quote.

Each quote provides the City with audit services, including financial statement preparation and preparation and submission of the Minnesota State Auditor's Annual Financial Reporting Form.

The two quotes are shown below:

	2016	2017	2018	2019	2020
3 year proposal	\$20,850 (5%)	\$21,475 (3.0%)	\$22,150 (3.1%)	-	-
5 year proposal	\$20,450 (3%)	\$20,950 (2.4%)	\$21,475 (2.5%)	\$22,025 (2.6%)	\$22,575 (2.5%)

** The fees for the year ended December 31, 2015 were \$19,850.

The fee proposed for 2020 is still over \$6,000 less than what the City paid its previous auditor in 2012 and is less than the fee proposed for 2013 by the six other bidders for the City's audit services. Based on that information, staff sees no need to issue another RFP for auditor services.

Staff recommends approval of the five year proposal.

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

July 21, 2016

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

Dear Dan:

Thank you for the opportunity to propose continuing professional services for the City of Spring Lake Park for the years ended December 31, 2016, 2017 and 2018.

We propose the following fee structure for the three-year term of this proposal:

Description of Services	2016	2017	2018
Audit services including financial statement preparation and preparation and submission of the Minnesota State Auditor's Annual Financial Reporting Form	\$20,850	\$21,475	\$22,150

The quoted fees are all-inclusive unless unusual circumstances are encountered during our examinations. If such circumstances occur, we would discuss any additional fees with you prior to performing the services.

For your reference, the fees for the year ended December 31, 2015 were \$19,850.

If you would like to retain the services of our firm in accordance with the above, please sign where indicated on the next page and return this letter to us in the enclosed return envelope. We will issue an engagement letter with the above quoted prices before we begin fieldwork each year.

July 21, 2016
Daniel Buchholtz, City Administrator
Page 2

A second copy of this letter is provided for your records.

We hope that you have enjoyed working with us and we appreciate the opportunity to propose continuing services for the City of Spring Lake Park. If you have any questions, please feel free to call.

Sincerely,

SMITH, SCHAFER AND ASSOCIATES, LTD.

A handwritten signature in black ink, appearing to read "Jason C. Miller".

Jason C. Miller, CPA
Principal

Response:

On behalf of the City of Spring Lake Park, I am in agreement with the terms listed in this letter.

Signature: _____

Title: _____

Date: _____

July 21, 2016

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

Dear Dan:

Thank you for the opportunity to propose continuing professional services for the City of Spring Lake Park for the years ended December 31, 2016 through 2020.

We propose the following fee structure for the five-year term of this proposal:

Description of Services	2016	2017	2018	2019	2020
Audit services including financial statement preparation and preparation and submission of the Minnesota State Auditor's Annual Financial Reporting Form	\$20,450	\$20,950	\$21,475	\$22,025	\$22,575

The quoted fees are all-inclusive unless unusual circumstances are encountered during our examinations. If such circumstances occur, we would discuss any additional fees with you prior to performing the services.

For your reference, the fees for the year ended December 31, 2015 were \$19,850.

If you would like to retain the services of our firm in accordance with the above, please sign where indicated on the next page and return this letter to us in the enclosed return envelope. We will issue an engagement letter with the above quoted prices before we begin fieldwork each year.

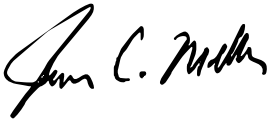
July 21, 2016
Daniel Buchholtz, City Administrator
Page 2

A second copy of this letter is provided for your records.

We hope that you have enjoyed working with us and we appreciate the opportunity to propose continuing services for the City of Spring Lake Park. If you have any questions, please feel free to call.

Sincerely,

SMITH, SCHAFFER AND ASSOCIATES, LTD.

A handwritten signature in black ink, appearing to read "Jason C. Miller".

Jason C. Miller, CPA
Principal

Response:

On behalf of the City of Spring Lake Park, I am in agreement with the terms listed in this letter.

Signature: _____

Title: _____

Date: _____



City of Spring Lake Park

Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 8.11.16 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2014-2015 Street Improvement Project (193801577).

The contractor, Valley Paving Inc., has completed all punch-list items except for restoration of the raingardens on Arthur Street. Final contractor payment will be processed this summer.

CSAH 35 Turn Lanes and Sidewalk (193802914).

Punch-list items are being completed. Field survey has been completed to document post-construction wetland edge. Some touch-up grading will need to occur.

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 and schedule annual public meeting.

Lift Station No. 1 Reconstruction (193803115).

The Contractor is Meyer Contracting. Final project close-out process has started.

2016 Sanitary Sewer Lining Project (193803421).

This project includes lining and wye grouting on Old Central south of 81st. Contractor is Hydro-Klean. Lining work started on July 13th. Construction should take 2-3 weeks.

2016 Street Seal Coat Project (193803424).

Contractor is Allied Blacktop. Crack repair work has been completed. Seal Coat has been completed. A second sweeping will take this month if necessary.

Other issues/projects.

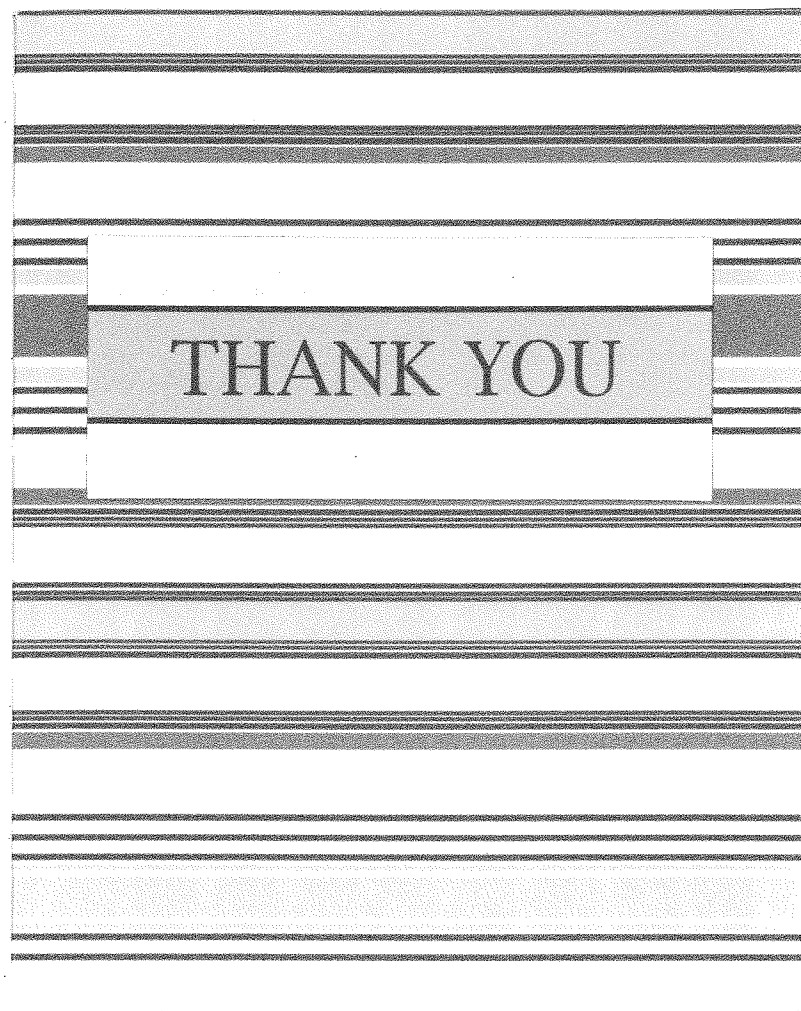
Working with Terry on options for bituminous trail repairs at various locations.

Working with Terry on a GIS mapping.

Working with staff on development reviews.

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



Blessed are the
peacemakers...

SpringLake Park Police Officers,

Thank you for all you do to serve
our city and to keep the peace.

Thank you for bravely going to
the places we don't want to go, or
are afraid to go, to protect us.

Thank you for all you do, much
of which we may never know, but
nonetheless benefit from, to help us
and keep us safe.

Thank you for what you do to
make this city a better and safer
place for us to live.

You are appreciated.

Sincerely, Ananda Stavem

Thank You

Dear SLP-PS -

We wanted to send you
a note of "thanks" to let
you know you are appreciated
for all you do for our
community & surrounding
area. Keep on doing what
you do & never give up
we back the blue!

Sincerely -
Don + Amy Mikul

Please accept this small
donation as a token of our
appreciation

AGGREGATE & READY MIX

ASSOCIATION OF MINNESOTA

A refreshing downtown greets Detroit Lakes tourists, residents

By 2015, Detroit Lakes, Minn. desperately needed to replace the pavement and utilities on County State Aid Highway 22, which runs through the downtown retail area. The city relies heavily on summer traffic and tourism to make businesses viable. Apex Engineering Group worked closely with the city, Becker County and local businesses to develop a detailed staging/phasing plan to reconstruct the streets in the summer of 2015.

The decision to use concrete was largely based on the additional anticipated life cycle compared to the

bituminous alternative. Also, concrete worked better for handling the tight grades at the site. Incorporation of colored and textured concrete in the street pavement and sidewalks provided the beautification elements that the city and county wanted, without adding significant yearly costs.

Of note: The contract with the contractor included provisions for a Locked Incentive Date (LID) payment of \$50,000 for substantial completion of work downtown by June 26th. The elective payment was a no-excuse incentive that did not provide

extensions for weather conditions, unforeseen circumstances, or any other factor typically considered for time modifications. With the LID, the contractor also waived the ability to make any claims for added costs associated with trying to achieve the incentive payment.

Residents, merchants and tourists were welcomed to a refreshed downtown by mid-August.

PROJECT DATES

April to August 2015

PROJECT DETAILS

- Total cost of the project: \$4.437M; concrete-related costs \$1.34M including pavement, curb, sidewalk, driveways
- Project length: 0.54 miles
- Concrete depth: 7" with dowels and Class 5 Aggregate subbase
- Total concrete placed: 3,600CY

TEAM

Owner: City of Detroit Lakes, Becker County
Concrete subcontractor: Curb Masters
Project engineer: Jon Pratt, Apex Engineering Group
General contractor: Sellin Brothers
Ready mix producer: Srata Concrete

For more information, contact Jon. Pratt@apexenggroup.com



Q&A with Tumer Akakin

ARM's new technical advocacy director

Tumer Akakin is the new ARM Technical Advocacy Director, officially starting his job on June 27. He has an impressive background as Secretary General (executive director) of the Turkish Ready Mixed Concrete Association. Here's more about him.

Q Tell us about your family.

A I married my wife, Hatice, in 2003. She has a PhD in electrical engineering and computer imaging. We have three children. Our oldest boy, Cinar, is nine; our second son, Mete Ziya, is four, and our daughter, Elif Arya, is almost two. Cinar loves to read books, build things with Legos and painting. Mete Ziya loves playing with Cinar. And our daughter loves being a part of her brothers' activities.

I like to spend my free time with my family, read, play games with my children, cook with my wife. I like reading history, watching documentaries and visiting new places during vacations.

Q What would you like us to know about Turkey?

A Turkey is a modern developing country located in the middle between Europe and Asia so we have a fusion of cultures, food and history. Turkey brings together Western and Eastern cultures. It's very attractive for tourists.

Also, Turkey is a beautiful country with four seasons. If you traveled from one side of Turkey to the other over several days, you would eventually pass through the each season.

Human beings have lived in this Anatolia region of the world for 10,000 years. We have a very long history.

Q How did you get interested in concrete?

A I studied engineering at Bogazici University in Istanbul and became a civil engineer. I was always interested in physics and chemistry and took a materials course there. After graduating, I started working as a technical manager

for the Turkish Ready Mixed Concrete Association. While in that role, I earned a Master's and PhD in materials.

Q Is concrete a popular material in Turkey?

A The numbers in Turkey are huge. Concrete firms produce 110 million cubic meters of concrete every year. We have 1200 concrete plants. Limestone is readily available. Also, 75 million people live in this country - 80% of them in growing cities - so multi-story concrete housing is very popular.

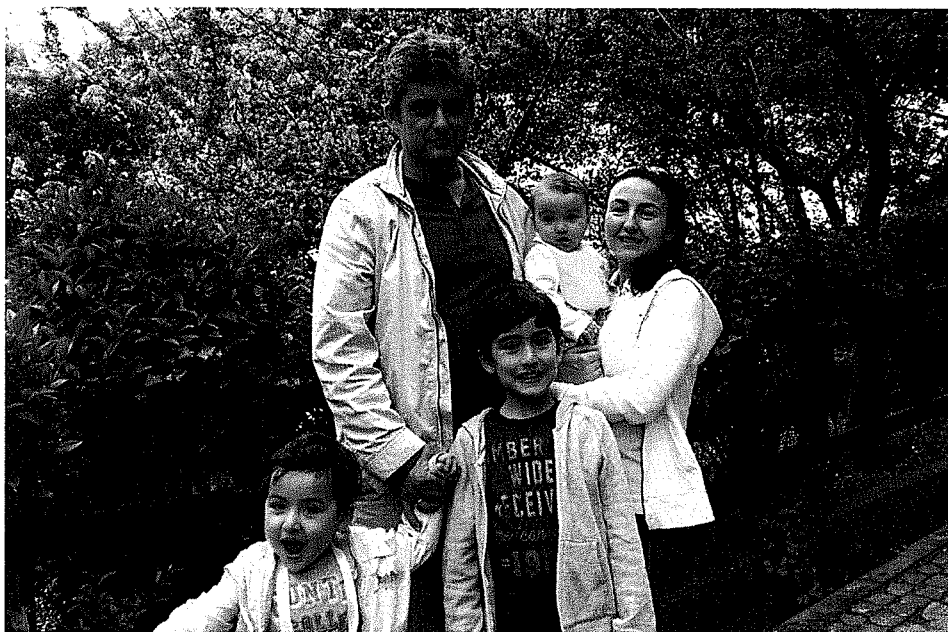
Q Tell us more about the materials testing laboratory at your association.

A I established it in 2006 and we conduct more than 200 tests a year on concrete, cement, aggregates, admixtures, slag, fly ash, and fresh and hardened concrete. We have eight technicians who are working on some kind of experiment every day.

The main motivation was the lack of reliable and accurate laboratories at government agencies and universities. Our producers said we need to establish our own and accredit it so we now run both the lab and certification programs for plants, blast furnace slag, fly ash, chemical admixtures and aggregate quarries.

Q Anything else you want us to know about you?

A My wife worked as a researcher at Ohio State University in 2010 so our family lived in the U.S. for a year. We are looking forward to living in Minnesota.



Tumer Akakin with his wife, Hatice, and their children: Mete Ziya, Cinar, and Elif Arya.

Free concrete street, parking lot design service for cities kicks off

City council members and engineers who want to improve the bidding process for street and parking lot projects by seeking both asphalt and concrete bids can now tap into the concrete design service ARM offers in partnership with the National Ready Mixed Concrete Association.

An asphalt street design can be quite different than a concrete street design. For instance, asphalt typically requires considerably more "base" in the design to hold up this softer pavement.

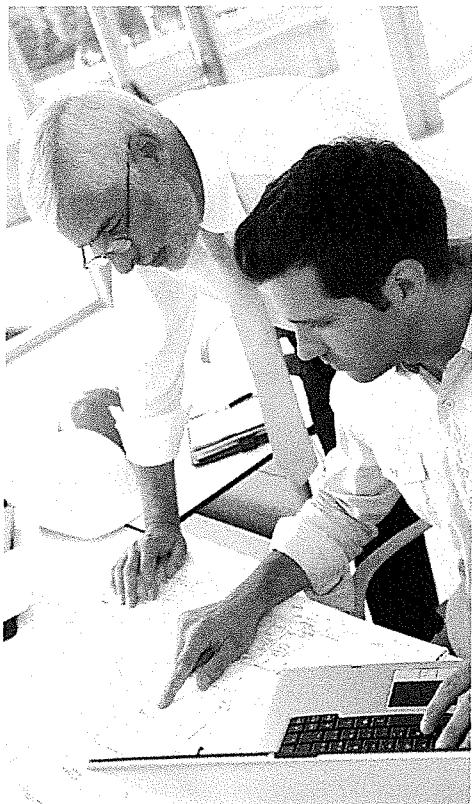
With a solid design in hand, which includes a life cycle cost analysis, the cities can then ask for and compare asphalt and concrete bids. These help city councils discuss both short-term (asphalt) and long-term (concrete) pavement solutions. We think this is a healthy conversation

about how to get the best value for taxpayer dollars.

What would it hurt to take a look at concrete as a viable option for your next street or parking lot project?

HERE'S HOW THIS WORKS:

- 1** A one-week turnaround for parking lot projects, up to a three-week turnaround for streets. Projects are handled on a first-come, first-served basis.
- 2** We use concrete engineers on our staff and with the Design Assistance Program (DAP) of the National Ready Mixed Concrete Association.
- 3** We need, at a minimum, geotechnical information about the site. Visiting your project site often is not necessary. We can send you a form that lays out what information we would like in order to provide you a competitive design.
- 4** Contact Renee McGivern at 952-707-1250 with questions and to initiate the design process.



Resources at your fingertips

See Brochures in center menu on the ARM home page. You also can contact Jill Cohen at ARM for copies: 952-707-1250.

FACT SHEETS AND GUIDES

- A Practical Guide to Concrete Parking Lots
- A Practical Guide to Low Volume Concrete Streets
- Construction Quality Control Plan

CONCRETE GUIDES

- ARM Pre-Construction Check List
- Understanding Concrete Popouts - Limits
- Understanding Concrete Popouts
- Curing Guidelines
- Exterior Concrete Recommendations for Commercial Construction
- Concrete Maintenance for Homeowners

LOCAL CONCRETE STREETS AND PARKING LOTS

- Minnesota Concrete Flatwork Specifications
- Guide to Concrete Overlays of Asphalt Parking Lots

EVENTS

July 21-22

Grand View Gathering - Nisswa

Aug 14

Minnesota Twins vs Kansas City Royals - Minneapolis

Register at armofmn.com/events.



AGGREGATE & READY MIX
ASSOCIATION OF MINNESOTA



FIRST-CLASS MAIL
 AUTO
 U.S. POSTAGE PAID
 CHANHASSEN, MN
 PERMIT NO. 25



781 *****AUTO**3-DIGIT 554

DANIEL BUCHHOLTZ
 ADMIN-CLK-TREAS
 CITY OF SPRING LAKE PARK
 1301 81ST AVE NE
 SPRING LK PK MN 55432-2188

Cities have a stake in DNR Aggregate Mapping Project

Stone, sand and gravel (aggregates) are mundane and invisible to most Minnesotans but to contractors and road engineers, they are the most important natural resource they work with. In fact, they can't build without them.

Roughly 50% of aggregate produced is used for public roads and public works projects. And yet this natural resource is becoming more scarce. Have an aggregate mine within your city limits? Be grateful: the aggregate transportation costs for public projects in cities without a gravel pit can be seven to 10% higher.

Minnesota's Department of Natural Resources (DNR) initiated the Aggregate Resource Mapping Program in 1984 because the legislature recognized

that aggregates are as important to Minnesotans as our rivers and lakes and yet the supply would dwindle away if we didn't pay attention to them.

Since that time, the DNR has slowly but surely been mapping aggregate supplies with the help of local units of government.

This year, the legislature approved formation of an Aggregate Resource Task force to set goals for preserving and using Minnesota's aggregate resources. Cities and aggregate producers have a big stake in this game.

To learn more, check out http://dnr.state.mn.us/lands_minerals/aggregate_maps.





Dear Donor,

It's summertime in Minnesota. Summers should be for vacations, festivals and fireworks, not for visiting a food shelf. Unfortunately, that's the reality for many of those in our community. This July, the **'Open Your Heart to the Hungry and Homeless Food Shelf Challenge Grant'** matches a percentage of your donation, giving food shelves the opportunity to optimize your contribution.

Starting later this summer, SACA will accomplish one of our longstanding goals. Clients will be able to come in twice a month to enable them to have better access to fresh food in between their regular monthly shopping visits. Their 2nd visit will be for fresh produce plus other surplus food.

We will again have 'Fresh Produce Drops' in which local farmers will drop off fresh produce for clients. Starting July 23rd, this will occur every 2nd and 4th Saturday of each month through October 8th.

Our truck is badly in need of replacement, so we are also seeking donations for a new truck, to help us serve our community more efficiently and successfully.

Because of the increasing demand of those in need (SACA assists 40-70 new families each month), plus the addition of 'Fresh Produce Drops', SACA is looking for volunteers. If you or someone you know is looking to make a difference in the community by volunteering, please contact us at SACA.

SACA Food Shelf has been and will continue to be a constant pillar of the community, serving seniors, veterans, students, children and adults in their time of need; but we cannot do it alone. We depend on the generous support of our community and neighbors, like you, in making a difference in the lives of those who need help. Please send your donation in the enclosed envelope or visit our website at www.sacafoodshelf.org and click on either PayPal or Razoo to donate.

Thank you for your continued support.

Sincerely,

A handwritten signature in black ink, appearing to read "John Haluska". The signature is fluid and cursive, with a large loop at the end.

John Haluska, Board Chair

A handwritten signature in black ink, appearing to read "Dave Rudolph". The signature is cursive and somewhat stylized, with a large initial "D".

Dave Rudolph, Manager

Board Members: Steve Smith, Brian Harper, Jerry Rekow, Jessica Dowell, Sue Wiseman, Rachael Nelson, Mark Larsen, Carlotta Stomberg, Joe Sturdevant Jr, Ahmed Al-Beheary

2015 Annual Report



STEPPING Stone

EMERGENCY HOUSING

To provide emergency housing and support to Youth and Adult individuals,
18 and older who are experiencing homeless, as they strive towards self-sufficiency.

VOLUNTEERING AT STEPPING STONE...



In April 2015, we had the privilege of watching Dr. Abdulhusain Nathani, a physician with Allina Health, accept a public health award from Anoka County, presented to him by Anoka County Commissioner Scott Schulte for recruiting professionals to volunteer their time and professional expertise, monthly, to Stepping Stone residents. Commissioner Schulte said, "When people receive treatment for their health care issues, they are more likely to be able to handle other problems in their lives. Dr. Nathani is a caring physician who has contributed a great deal to improving the lives of individuals at Stepping Stone."

STEP
INTO ACTION



STEP INTO ACTION...As mentioned in "A Note From Our Board Chair," *Step Into Action* is a collaborative educational program among Anoka County Library (ACL), MetroNorth Adult Basic Education (ABE), WorkForce Center (WFC) and Stepping Stone.

All three organizations (ACL, WFC, and ABE) bring their expertise to Stepping Stone so that residents may receive:

- Focused development on job training, resume writing, interview skills, job retention and on-the job success,
- Evaluation and assessment for current and future educational opportunities,
- Ongoing support in and knowledge of library resources and technology, and
- Increased knowledge and access to Anoka County's resources for education and training.

Chair Rhonda Sivarajah of Anoka County Board of Commissioners said, "This is a great example of our community coming together to solve a problem and support people in need." She continues, "...It's our privilege to work alongside these talented and compassionate community organizations to help people find a path to success!"

Step Into Action was developed as a pilot project to begin in September 2015 and run through May 2016. Based on evaluations, *Step Into Action* will resume September 2016.



Dr. Carey Bohman

OPERATION GRACE

On Saturday, July 25, 2015, we welcomed Operation Grace to Stepping Stone. During that initial visit one dentist, two dental assistants and four hygienists served 22 patients. For five hours on a Saturday, the professionals volunteered their valuable time to perform 17 cleanings, 15 fluoride treatments, 11 exams, three composite restorations and two extractions. In all, the volunteered services were valued at \$5,230.

Since that first visit almost one year ago, volunteers continue to faithfully serve our residents' essential dental needs every other month.

THANK YOU Operation Grace and all the dental professionals who make a difference!



So many of us are one paycheck away from homelessness. These people are just looking for kind words and compassion. - Dr. Bohman

Dr. Carey Bohman, MorningStar Chiropractic in Fridley, started providing chiropractic care to residents in May 2015. Twice each month, she faithfully travels to Stepping Stone to provide quality chiropractic care to residents. Through December 2015, she has provided 143 exams, valued at \$6,627.

THANK YOU, Dr. Carey for your commitment to Stepping Stone, and the health and well-being of our residents.

A NOTE FROM OUR BOARD CHAIR

Dear Friends,

2015 was a year which brought fruition to numerous projects and ideas that we've been working on for years. Most significant and visible was the completion of the construction of the lower level of our facility. The transformation from old and sad to new and energized, changes the feel and purpose of Stepping Stone completely. We are thrilled that we have ample space to be able to serve and provide the right opportunities for those who call Stepping Stone "home."

One of those opportunities, launched in September 2015, is *Step Into Action* which came about through a partnership among Stepping Stone, Anoka County Library, the Work-Force Center, and Adult Basic Education. The *Step Into Action* Program focuses on the development of job training, current and future educational opportunities, and ongoing support in and knowledge of library resources and technology. Thank you Anoka County Commissioner Julie Braastad for your support by saying, "This program gives Stepping Stone [residents] the tools they need to continue on a path to success and self-sufficiency once they move out."

In order to make all the changes and additions to Stepping Stone as effective, efficient and seamless as possible, we couldn't have done it without the efforts and energy of our staff. Stepping Stone staff members work tirelessly to make sure that our residents are treated with respect, fairness and

accountability. With your help, we were fortunate enough to welcome Jordan Heaps, Johnna Krantz, and increase Megan Brostrom's status to full time.

Though some projects are complete, we still have plenty more work to do! We look forward to 2016 with renewed energy and a continuing commitment to innovative services with proven success! We believe 2016 will be even more productive than this past year and want to share just a few projects we are looking forward to:

- finalizing a financial literacy curriculum with two trusted, local financial institutions,
- developing an effective mentor program that will further promote successful self-sufficiency, and
- establishing relationships with existing mental health and chemical dependency providers to meet the needs of our residents.

Thank you to everyone who had a direct and indirect part of Stepping Stone's 2015! On behalf of the 470 individuals who called Stepping Stone Home in 2015, we appreciate your ongoing support! Here's to a wonderful 2016!

Respectfully,

Kelly Matter, 2016 Stepping Stone Board Chair



64:36

Ratio of male to female

60%+

Percentage of residents who have a diagnosed mental illness.

The number should be higher in reality; however, often times it's challenging to obtain a diagnosis

35%

Percentage of Youth (18-24 year olds) who lived at Stepping Stone

163

Number of residents who have experienced domestic violence

30

Number of Youth (<24) who aged out of the foster care system and into homelessness

36

Average age of a resident

88

Number in days for a residents' average length of stay

36

Percentage of residents who's last known address was in Anoka County

PROGRAMS AND SERVICES

- Stepping Stone Emergency Housing has a maximum capacity for 66 Youth and Adult individuals
- Regardless of length of stay, all residents are required to follow Stepping Stone's Rules and Responsibilities
- Stepping Stone offers 4 One-Night Beds which are given out on a nightly basis with a referral from the Anoka County sheriff and its' municipality police and/or Hope4Youth
- Stepping Stone routinely carries a wait list of between 50 and 100 individuals

During the second half of 2015, Stepping Stone staff evaluated and updated the programming and services offered that ensure more opportunity for success with residents and funding available. Though the changes did not take effect until January 2016, the majority of the work was completed in 2015.

"People don't understand how hard it is to be poor. I don't want to be here. I want to go to work. I want to have the life that I used to have. At this time, it is just not possible. But someday, someday soon, it will be possible." - JOE

Joe still lives at Stepping Stone but is highly motivated and continues to make great strides at becoming self-sufficient.

Following are the Programs and Services offered to Stepping Stone residents:



BASIC NEEDS

Regardless of programming or number of nights stayed, ALL Stepping Stone residents are provided with their BASIC NEEDS, including:

Shower	Shelter
Washer/Dryer and laundry detergent	Bed, linens and pillow
Three meals-per-day and a snack at night	Clothing and hygiene items, when necessary



EMERGENCY SHELTER

- Stepping Stone offers up to 10 EMERGENCY SHELTER beds
- Residents may stay within EMERGENCY SHELTER for up to 28 days within 365 days, or move to EMERGENCY HOUSING at any time
- Funding for Emergency Shelter beds is paid through grant from the MN Department of Human Services' Office of Economic Opportunities

You gave me a place to stay when I needed somewhere to go and did not have a clear idea as to where that was going to be.

You made me realize who I wanted to be and if I wanted to do something, I needed to do it for myself. - OSCAR

Oscar was asked to leave Stepping Stone. This is his comment when he came back one afternoon to thank staff

for the impact they made on his life. Oscar has his own apartment, and has a steady job and income.



EMERGENCY HOUSING

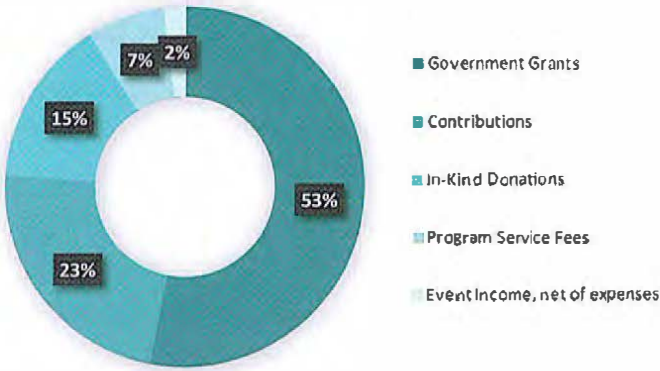
- Stepping Stone offers up to 56 EMERGENCY HOUSING beds
- Residents may stay in EMERGENCY HOUSING for up to 90 days, with the option to extend their stay in 30-day increments
- Requirements: meet with a Case Manager regularly, develop and make progress on their Individual Goal Plan (IGP), and complete daily work training hours
- Funding is required by either self-pay (SSI, SSDI or employment), or State of Minnesota GRH funding

OPERATING REVENUE AND EXPENSES

REVENUE AND SUPPORT

Contributions	\$ 242,868
Government Grants	\$ 561,055
Program Service Fees	\$ 68,550
Investment Income	\$ 14
In-Kind Donations	\$ 159,192
Vending Income, net of expenses	\$ 2,947
Event Income, net of expenses	\$ 25,308
TOTAL REVENUE AND SUPPORT	\$ 1,059,934

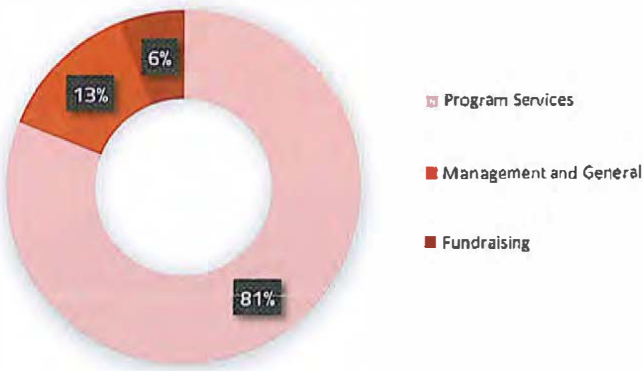
REVENUE



EXPENSES

Program Services	\$ 806,965
Management and General	\$ 123,740
Fundraising	\$ 59,845
TOTAL OPERATING EXPENSES	\$ 990,550
CHANGE IN NET ASSETS	\$ 69,384
NET ASSETS, BEGINNING OF YEAR	\$ 174,985
NET ASSETS, END OF YEAR	\$ 244,369

EXPENSES



BALANCE SHEET

ASSETS

Current Assets	\$ 125,480
Property and Equipment	\$ 168,626
Less: accumulated depreciation	\$ (23,220)
TOTAL ASSETS	\$ 270,886

LIABILITIES AND NET ASSETS

TOTAL CURRENT LIABILITIES	\$ 26,517
Net Assets	
Undesignated	\$ 243,756
Board designated—Capital Campaign	\$ 613
TOTAL NET ASSETS	\$ 244,369
TOTAL LIABILITIES AND NEW ASSETS	\$ 270,886

CAFETERIA/FACILITIES

- Hired Stepping Stone’s first Certified Food Safety Manager, facilitated a positive, healthy and cohesive kitchen and food culture, and developed relationships with volunteers, food brokers and Anoka County health inspector,
- Implemented a Work Training Program for all residents to participate in both kitchen and janitorial duties throughout the building and grounds, and
- Established economical system for the ordering equipment and supplies.

DEVELOPMENT

- Secured an additional \$125,000 over budget to use towards the completion of construction and repurposing of the lower level. Funds primarily were used on the creation of a cafeteria,
- Obtained funding for the development and implementation of Stepping Stone's new mobile-friendly web site,
- Planned and executed a successful 2nd annual ParTee For A Purpose Golf Tournament, doubling event revenue from 2014, and
- Received MetroNorth Chambers of Commerce 2015 Award for Excellence in Business, Not For Profit category.



Kevin Martineau and Julie Jeppson pictured here with the 2015 MetroNorth Chamber Award.

BOARD OF DIRECTORS

DON KJONAAS, Chair	JOAN BEDNARCZYK	KRISTY HAGEN
TIM DELAPP, Vice Chair	DAN BEYERS	HOWARD HELGEN
BARB WOLD, Secretary	BORGIE BONTHUIS	EVA JEPSON
DAN IMHOFF, Treasurer	RAY DALZELL	JOELLE LARSON
DAN JAEGER, Past Chair	WILLIAM ERHART	KELLY MATTER

STEPPING STONE KEY STAFF

Kevin Martineau, Executive Director
Julie Jeppson, Development Director
Laurel Miller, Program Director
Meagan Brostrom, Volunteer Coordinator
Johnna Krantz, Case Manager
Jordan Heaps, Cafeteria/Facilities Manager



STEPPING STONE EMERGENCY HOUSING

3300 4th Avenue North, Cronin Building #14

Anoka, MN 55303

763-323-7006 ~ www.steppingstoneeh.org
facebook.com/stepping-stone-emergency-housing

"...I needed to do it for myself."

One day, two unexpected visitors came to Stepping Stone. They came from two different directions and had nothing to do with one another except for the fact that at one time they'd both lived at Stepping Stone. They coincidentally came on the same day, 15 minutes apart, simply to say Thank You!

Jim is in his mid-40s and struggles daily with a meth addiction. He came to Stepping Stone in 2015; the first time living here, but was one of the many times he'd experienced homeless over the years.

While at Stepping Stone, Jim found it difficult to maintain his sobriety. Because of this, we asked him to leave and not return until he had received treatment. We also suggested, and he agreed, that Stepping Stone may actually not be the best place for him, but suggested sober housing.

Neither Oscar nor Jim left on good terms or because it was their decision. They both had been handed another blow, and didn't have anywhere to go. But, the only person who could have helped them with their future was themselves.

"Finally, once I left Stepping Stone, I realized who I wanted to be. If I wanted to do something about it, I needed to do it for myself." OSCAR

Oscar is in his early 20s. He grew up in foster care to be adopted in his early teens. Severe A.D.D. and other issues all added up to Oscar leaving the only home he's ever known.

Becoming homeless was never part of Oscar's life plan, but neither was being gay. Putting these two together brought about even more struggles and more obstacles than Oscar thought possible.

Oscar found Stepping Stone, and finally found a place to stay that was safe and gave him time to figure out where he wanted to be.

Unfortunately, his A.D.D. and some behavioral problems prevented Oscar from staying any longer at Stepping Stone, and Oscar was asked to leave.



On a gorgeous afternoon in March, both Jim and Oscar, came to say THANK YOU!

Jim realized that sober housing was the best option for him, and has been sober for 5 months.

Oscar has a job as a Personal Care Assistant and lives in the adjoining duplex of the person who he gives care to.

EATING, READING, PLAYING...LIVING!

Residents have been asking for it, and now we have it

Introducing the new program, "Eating, Reading, Playing...Living," which brings healthy eating and cooking, a monthly book club, and exercise curriculum to our residents for all-around healthy LIVING.



Funds provided by the Allina Neighborhood Community Connect Grant will enable us to provide these opportunities.

For more information, please visit our website at www.steppingstoneeh.org.



The Power of Sharing Your Gifts

We love it when you share your gifts with our residents! Sometimes those gifts are money. Sometimes they are your time and talents. Both are extremely valuable and we appreciate them all so much.

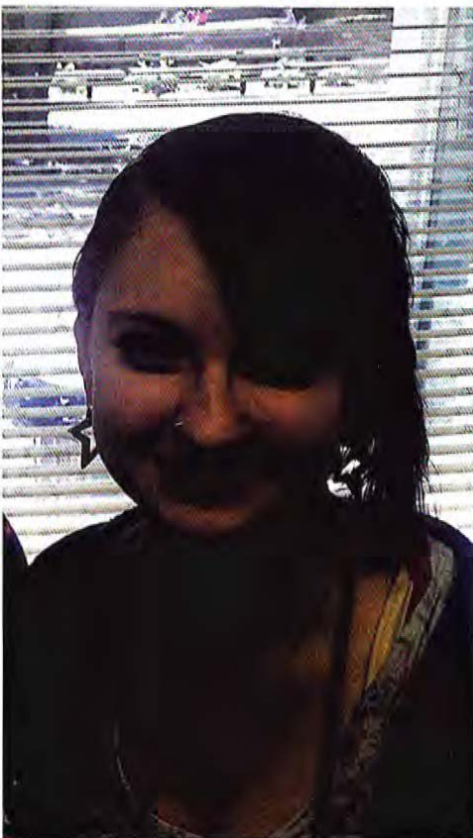
Two examples of volunteers sharing their gifts of time and talent are Shane and Andrea.

Shane Bailey Krier (pictured here) **LOVES** doing hair. She volunteers her time at Stepping Stone to cut and style residents hair, and visits with them once a month. Thank you Shane for all your time and amazing hair cutting abilities!

Andrea Egbert volunteers at Stepping Stone every Thursday morning. She assists residents in the computer lab with technology and library resources. She's also recently taught several of our older residents how to use Facebook. They were able to connect with old classmates, and their kids and grandkids. Their world suddenly became a lot bigger and more exciting. Thank you, Andrea!

If you have a gift or talent you want to share with our residents please contact Meagan at 763-7006 or email Meagan at mbrostrom@steppingstoneeeh.org

"It's not my job to decide what's beautiful. It's my job to find the beautiful in everyone and make it better."



Getting to Know Stepping Stone Staff — BIANCA WESTER

Age — 24

Grew Up In — Champlin, MN

Job Title — Shelter Advocate Coordinator

Education — Bachelor of Science in Psychology from St. Cloud State University

How long have worked at Stepping Stone? September 2015

Inspiration to work in this field? I had friend in high school named July who committed suicide. I already knew I wanted to go into psychology, but I really wanted to work specifically with people in crisis after that.

What do you like best about working at Stepping stone? The way all the staff has a common heart for truly helping the residents who live here.

Do you believe homelessness can be fixed? Yes! We would all need to work with people that are in need and help them figure life out. People need some education and training on how to live life successfully and also need to understand that failure is a part of life.

Goals for the next year at Stepping Stone?

1. Work more with each resident to address their individual needs.
2. Work within the system to make everything flow better.



STEPPING Stone
EMERGENCY HOUSING

Come *fore* the
PARTY
Stay *fore* the
PURPOSE

PARTEE *fore* A PURPOSE
MONDAY ~ SEPTEMBER 19, 2016
TPC OF THE TWIN CITIES

V versacon



Allina Health

Luther | **North Country**
Ford • LINCOLN

EARLY BIRD RATE THROUGH AUGUST 8!
\$175 - golfer registration - \$675 foursome registration

REGISTER TODAY

www.steppingstoneeh.org

COMMIT
to help Stepping Stone

INVEST
to change the life of someone
experiencing homelessness

IMPACT
to make your community
a better place



Join us for our 3rd Annual ParTEE for a Purpose Golf Tournament & Reception

12 - 1 p.m.	Registration
1 p.m.	Shotgun Start (Scramble)
5 p.m.	ParTEE Fore a Purpose Begins Hearty apps, Cocktails and Silent Auction
6:30 p.m.	Live Auction and Presentation

SPONSORSHIPS AVAILABLE!

- Sponsor name and logo featured on the Stepping Stone golf tournament web site and social media sites, Golf Tournament registration page, and included in all Golf Tournament related communications
- Include a marketing item in each golfer gift bag
- Recognition in Golf Tournament Program and Welcome Banner
- Formal "Thank You" and acknowledgment during Reception
- Plus, MUCH more depending on your level chosen

■ \$5,000 SELF-SUFFICIENCY

■ \$2,500 HOUSING

■ \$1,000 EMPLOYMENT

■ \$400 EDUCATION PLUS HOLE SPONSOR + 1 GOLFER

■ \$250 EDUCATION

■ \$ DONATION UNABLE TO MAKE IT, BUT STILL WANT TO SUPPORT

Be the change you wish
to see in the world.

Mahatma Ghandi

VOLUNTEER OPPORTUNITIES

- **Donate A Dinner - bring in a home-cooked meal to serve to our hungry, homeless residents**

For your convenience, we've created a simple sign-up to see which dates work best with your schedule. Check out our web site at:
www.steppingstoneeh.org/how-to-help/donate

- Food pick up on Fridays starting at 1:15pm
- On-call food pick up driver - helping us pick up our needy food donations
- Clothing Closet Supervisor - sorting, organizing, hanging and maintaining closets for residents to receive clothing, as needed

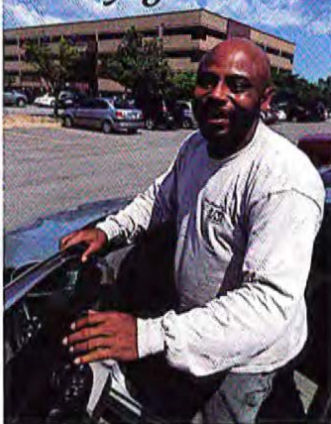
Have any questions about VOLUNTEERING, please contact Meagan Brostrom at mbrostrom@steppingstoneeh.org or 763-277-8311

DONATING OPPORTUNITIES

- Hygiene product (soap, deodorant, toothpaste, shampoo, conditioner, toothbrushes, etc.)
- Bath Towels
- Pillows
- Sheets

Have any questions about a DONATING, please contact Julie Jeppson at jjeppson@steppingstoneeh.org or 763-277-8301

"I'll probably get another job!"



We call them the working poor.
They have a job but still cannot afford housing.

Daran came to Stepping Stone in April. He would spend four hours each day on a bus going to and from work.
FOUR hours!

In June, Cars for Neighbors gave him a car. Now he has enough free time to work a second job and is climbing out of poverty one dollar at a time. We love Cars for Neighbors and want to thank them for their incredible generosity. THANK YOU!

A huge shout out and THANK YOU to Girl Scout Troop #15133 and leaders Nicole and Dave Lier, who helped make two beautiful bookshelves for Stepping Stone's lobby!

The kids did most of the work (sanding by hand and a machine, nailing, priming and painting) with a little help from their parents. The bookshelves look perfect in their new "home" and really make the lobby look and feel very inviting. THANK YOU!!!



THANK YOU
GIRL SCOUT
TROOP # 15133

