

CITY OF SPRING LAKE PARK  
1301 81ST AVENUE N.E.  
AGENDA  
**Tuesday, July 5, 2016 -- 7:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ADDITIONS OR CORRECTIONS TO AGENDA
5. DISCUSSION FROM THE FLOOR
6. **CONSENT AGENDA:**
  - A. Approval of Minutes – June 6, 2016
  - B. Disbursements
    1. General Operations Disbursements Claim No. 16-09 - \$530, 375. 61
    2. Liquor Fund Disbursements Claim No. 16-10 - \$176,460.04
  - C. Statement of Fund Balance / Budget to Date
  - D. Second Quarter Billing for 2017 Payable 2018 Property Tax Assessment
  - E. Contractor's Request for Payment No 4 – Sanitary Lift Station No. 1 – Meyer Contracting
  - F. Right of Way Application – Centerpoint Energy
  - G. Resolution 16-12 Permanently Transferring Monies from the General Fund to the Revolving Construction Fund
  - H. Contractor's Licenses
  - I. Sign Permits
  - J. Liquor License
  - K. Correspondence
7. PUBLIC WORKS REPORT
8. CODE ENFORCEMENT REPORT
9. POLICE DEPARTMENT REPORT
10. PARKS AND RECREATION REPORT
11. RESOLUTIONS AND/OR ORDINANCES
  1. Resolution 16-13 Approving a Variance to Allow a Driveway Expansion at 7856 Monroe Street NE
  2. Resolution 16-14 Approving a Variance to Allow a Driveway Expansion at 8350 Fillmore Street NE
  3. Health Care Dwelling Law – Opt –Out Ordinance
12. NEW BUSINESS
  - A. Spring Lake Park Policy Update
  - B. Approval of 2017 North Metro Telecommunications Commission Budget
13. ENGINEER'S REPORTS
14. ATTORNEY'S REPORT
15. REPORTS
16. OTHER
  - A. Administrator Reports
17. ADJOURN

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

## RULES FOR PUBLIC HEARINGS AND DISCUSSION FROM THE FLOOR

### DISCUSSION FROM THE FLOOR

\*\*Limited to 5 minutes per person to state their concern.

\*\*Action: Council direction to staff for resolution or take this matter under advisement for action at the next regularly scheduled meeting.

### PUBLIC HEARINGS

Advise audience that the purpose of the public hearing is to receive citizen input on the proposal to (name of project). (This is not a time to debate the issue.)

The following format will be used to conduct the hearing:

\*\* The presenter will have a maximum of 10 minutes to explain the project as proposed.

\*\* Councilmembers will have an opportunity to ask questions or comment on the proposal.

\*\* Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing to comment are asked to limit their comments to 3 minutes, except in cases where there is a spokesperson representing a group wishing to have their collective opinions voiced. The spokesperson should identify the audience group her/she is representing and may have a maximum of 10 minutes to express the views of the group.

\*\*People wishing to comment are asked to state any new facts they may have within the 3 minutes allotted. Please be specific and to the point.

\*\* Everyone will be given the opportunity to express their agreement or disagreement even if they have no new points to make. (This is not a time to debate the issue.)

\*\* People wishing to speak twice will be given 2 minutes to comment on any new facts brought forward since the last time they spoke.

Following public input, the Council will have a second opportunity to ask questions of the presenter and/or citizens.

The public hearing will then be adjourned with the Council taking the matter under advisement until the next regularly scheduled Council meeting. At the next regular meeting, the Council will debate the issue, if necessary, state their positions and make a decision. NO further public input will be received at that time.

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on June 6, 2016 at the Spring Lake Park Community Center, 1301 81st Avenue N. E., at 7:00 P.M.

### 1. Call to Order

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

### 2. Roll Call

Members Present: Councilmembers Mason, Nelson, Wendling and Mayor Hansen

Members Absent: Councilmember Nash

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

Visitors: None

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz requested that a new item, 3.2% Beer and Wine License, for El Bamba Restaurant be added to the Consent Agenda as item 6F and a correction to item 10C, Approval of job description for Liquor Store Manager only at this time.

### 5. Discussion From The Floor - None

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – May 16, 2016
- B. Request for Payment No. 3 – Lift Station No. 1 – Meyer Contracting
- C. Contractor's Licenses
- D. Sign Permit
- E. Correspondence
- F. 3.2% Beer and Wine License

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

## 7. Presentation

### Ladder Truck Presentation – Fire Chief Smith

Fire Chief Smith reported to the Council that the Fire Department is in need of two ladder trucks. He explained that the two existing aerial apparatuses are beyond their useful life and one is out of service completely. He stated that he will be asking for funding to replace the ladder trucks with two trucks that are equipped with ladders, pumps, tanks and hoses. He stated that the new trucks have a standalone capacity unlike the current ladder trucks. Chief Smith explained that while the new trucks are expensive, the lifespan is 20 years on a new truck. He estimated the cost of the new fire apparatuses to be under \$1 million dollars. He stated that there are options of purchasing or a seven-year lease.

Councilmember Wendling inquired as to why a pumper truck is necessary. Chief Smith explained that the pumper truck is the most important vehicle on the scene of a fire and the new trucks are capable of providing five services at the scene while a ladder truck is used to reach the fire. He stated that with the new truck, more tactical operations can occur and more fire personnel can be transported to the scene.

Councilmember Nelson inquired if the trucks are equipped with have the foam capability in the event response would be needed at the Anoka County Airport. Chief Smith stated that all the engines currently carry foam and are able to mix the foam on site should it be required.

Councilmember Mason inquired if the plastic pools are used if water is not available for a fire. Chief Smith stated that the portable plastic pools are used if water is not available on site however, they do take a long time to fill.

## 8. Public Works Report

Public Works Director Randall reported that the Public Works Department has cleaned up parks, graded, dragged & lined ballfields, cleaned and planted flower beds, repaired signs; completed repairs at Lakeside Park restroom building and have started preparation for Tower Days. He started that annual clean out of the sewers has started and is going well. He stated that he has been mowing grass at vacant homes and the cost associated with the work is assessed to the property owner. He reported that traffic counts on local streets has started.

Councilmember Nelson inquired if the traffic count process counts the truck traffic on Osborne Road and if any of the results will be available for the Osborne Road Construction Open House. Mr. Randall reported that the counters do not separate out multi axle vehicles, therefore truck traffic counts are not available with the equipment that the City owns. He stated that Anoka County has completed their own traffic counts on Osborne Road.

Administrator Buchholtz stated that if any reports or information is provided before the open house on June 23, 2016, he will forward it to the Councilmembers in time for them to review it. He stated that there are three options being proposed for the construction on Osborne Road.

## 9. Code Enforcement Report

Administrator Buchholtz reported that Building Official Brainard attended the Council meetings on May 2nd and May 16th; a Department Head meeting on May 3rd; and a Fire Sprinkler and Plan Review Conference on May 31st.



Administrator Buchholtz stated that in May 2016, 26 building permits, five fire, two signs, six zoning, nine mechanical and nine plumbing permits were issued compared to a total of 49 in 2015. He reported that Mr. Brainard conducted 192 inspections, including 80 building, ten mechanical, six plumbing, 32 nuisance, five certificate of occupancy, 45 rental housing, three fire and 11 zoning inspections.

Administrator Buchholtz reported that the May 2016 vacancy listing shows that there are 19 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is up one from last month. There are no vacant/foreclosed commercial properties currently posted, which is down one from last month; and 19 residential properties currently occupied and ready for Sheriff Sale's redemption, which is down three from last month. He reported that he posted two abandoned and/or vacant property notices in month of May, in addition, no Administrative Offense Tickets (A.O.) were issued however, 30 violation notices were issued by the Code Enforcement Department.

Administrator Buchholtz provided a handout on Summer Residential Standards.

#### 10. New Business

##### A. Accept Joyce Swanson Resignation

Administrator Buchholtz reported that on June 1, 2016, Liquor Store Manager, Joyce Swanson, submitted her letter of resignation, effective June 17, 2016. He thanked Ms. Swanson for her years of service to the City and wished her well as she enters into retirement.

MOTION MADE BY MAYOR HANSEN TO ACCEPT RESIGNATION OF LIQUOR STORE MANAGER JOYCE SWANSON. ROLL CALL VOTE. ALL AYES. MOTION CARRIED.

##### B. Authorize Recruitment of Liquor Store Manager Position

Administrator Buchholtz reported that he is seeking authority from the City Council to begin the process of recruiting a new liquor store manager. He stated that he has updated the job description for liquor store manager and the description was reviewed by the liquor store consultant.

Administrator Buchholtz provided the Council with a copy of the updated job description.

##### C. Approve Job Descriptions for Liquor Store Manager, Liquor Store Assistant Manager and Liquor Store Clerk

Administrator Buchholtz reported that the job descriptions for the Liquor Store Assistant Manager and the Liquor Store Clerk are currently being reviewed by the liquor store consultant and will be available for the Council to review within the next few weeks.

Administrator Buchholtz recommended that during the transition time of recruiting for a new Liquor Store Manager, he appoint the current Assistant Liquor Store Manager, Laura Saatamoinen as the Interim Liquor Store Manager. He recommended that her salary increase to Step 3 of the Liquor Store Manager range (\$30.01/hour). He stated that this would compensate Ms. Saatamoinen for the increased responsibilities she will have during the transition. He stated that her salary will return to Step 6 of the Assistant Liquor Store Manager salary (\$25.23) once the new liquor store manager begins his/her duties with the City.

MOTION MADE BY MAYOR HANSEN TO AUTHORIZE RECRUITMENT OF LIQUOR STORE MANAGER POSITION; APPROVE JOB DESCRIPTION OF LIQUOR STORE MANAGER AND APPOINT LAURA SAATAMOINEN TO INTERIM LIQUOR STORE MANAGER WITH TEMPORARY SALARY OF \$30.01/HOUR UNTIL PERMANENT LIQUOR STORE MANAGER IS HIRED. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's Report

Engineer Gravel reported that the reconstruction on Lift Station No. 1 is complete. He stated that street restoration work will occur in approximately one week and the detour signs will be removed once the patching work is complete.

12. Attorney's Report – None

13. Reports

Parks and Recreation Director Rygwall reminded residents that the Tower Days events and the parade route.

14. Other

A. Administrator Reports

Administrator Buchholtz reported that the Anoka County Osborne Road construction meeting will be held on June 23, 2016 from 4:00 – 7:00 PM at Prince of Peace Church. He stated that the Council will have updated information for the meeting.

Administrator Buchholtz reminded the Council of the Joint Fire Department meeting on June 14, 2016 at 6:30 PM at Blaine City Hall.

15. Adjourn

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

The meeting was adjourned at 7:54 P.M.

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Cindy Hansen, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

CITY OF SPRING LAKE PARK  
CLAIMS LIST APPROVED AND PAID  
GENERAL OPERATIONS

Date: May 2016  
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Claim Res.#16-09

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
60843	ALLEGRA PRINT & IMAGING	ENVELOPES	512.27
60844	ASPEN MILLS	CODE ENFORCEMENT JACKET	103.70
60845	AT & T MOBILITY	MONTHLY BILL	918.90
60846	BLAINE LOCK & SAFE INC	PARTS	772.00
60847	CENTERPOINT ENERGY	MONTHLY BILL	751.64
60848	CHAMPION YOUTH	KARATE INSTRUCTOR	1,642.50
60849	CONNEXUS ENERGY	MONTHLY UTILITIES	13.16
60850	CROW WING TRANSPORT	AUTO REPAIR	1,563.24
60851	EDNA KNUDSEN	REFUND	80.00
60852	EILEEN BERGREN	REFUND	70.00
60853	FASTENAL COMPANY	PARTS	25.90
60854	GENERATOR POWER SYSTEMS	SERVICE	220.00
60855	GMS INDUSTRIAL SUPPLIES INC	SUPPLIES	43.53
60856	GREEN LIGHTS RECYCLING INC	RECYCLING EVENT	3,290.99
60857	HAWKINS WATER TREATMENT	CHEMICALS	3,724.64
60858	JIFFY-JR PRODUCTS	SUPPLIES	237.85
60859	JOHN KRAUSE	REFUND	65.00
60860	GARY KING	FIREARMS INSTRUCTOR	320.00
60861	MANSFIELD OIL COMPANY	FUEL	777.98
60862	MARY ELLEN PERRAS	REFUND	100.00
60863	MATTHEW AND LISA CAVANAUGH	OVERPAYMENT WATER BILL	7.99
60864	MITCH WAUKAU	REFUND	30.00
60865	OFFICE DEPOT	SUPPLIES	10.17
60866	ON SITE SANITATION INC	RESTROOMS	99.00
60867	PLUNKETT'S INC	PEST CONTROL	52.87
60868	RILEY BUS SERVICE INC	BUS SERVICE	725.00
60869	SCOTT SMALLEY	OVERPAYMENT WATER BILL	77.23
60870	SLP FIRE DEPARTMENT	FIRE PROTECTION April/MAY	33,176.00
60871	THE HOME DEPOT CREDIT SERVICES	SUPPLIES	170.29
60872	XCEL ENERGY	MONTHLY UTILITIES	50.19
60873	LEE SADOWSKI	UMPIRE ADULT LEAUGE	176.00
60874	JIM WAJDA	UMPIRE ADULT LEAUGE	176.00
60875	AMERICAN LEGAL	PAMPHLETS	4,371.00
60876	ANOKA COUNTY ELECTIONS	ANNUAL FEE PURSUANT JOINT	1,453.59
60877	BARTON SAND & GRAVEL CO	TANDEM DISPOSAL FEE	120.00
60878	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	7,996.48
60879	ECM PUBLISHERS, INC.	PUBLISHING	59.13
60880	JENNY GOODEN	MILEAGE REIMBURSEMENT	124.15
60881	GOPHER STATE ONE-CALL INC	APRIL LOCATES	102.95
60882	HYDRO TECH SERVICES	SERVICE WATER TREATMENT PLANT	2,250.00
60883	INTEGRA TELECOM	SERVICE	1,006.40

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
60884	LEO A DALY COMPANY	PROFESSIONAL SERVICES	10,086.77
60885	JILL MASON	ART INSTRUCTOR	180.00
60886	MILDRED JONES	REFUND	31.00
	MINNESOTA CITY/COUNTY		
60887	MANAGEMENT ASSN	MEMBERSHIP RENEWEL	100.00
60888	OCTAGON HOUSE	TOUR ADMISSION	192.00
60889	ON SITE SANITATION INC	RESTROOMS	85.50
60890	STATE SCHOOL ORPHANAGE MUSEUM	ORPHANAGE MUSEUM	119.00
60891	ANOKA COUNTY LICENSE CENTER	LICENSE	59.25
60892	AFLAC	PAYROLL	17.10
60893	CENTRAL PENSION FUND	PAYROLL	260.04
60894	DEARBORN NATIONAL	PAYROLL	366.21
60895	DELTA DENTAL	PAYROLL	1,371.38
60896	FIDELITY SECURITY LIFE	PAYROLL	42.24
60897	HEALTH PARTNERS	PAYROLL	9,486.73
60898	L.E.L.S.	PAYROLL	245.00
60899	LOCAL 49	PAYROLL	100.50
60900	NCPERS MINNESOTA-7750811	PAYROLL	56.00
60901	ADVANCED GRAPHIX INC	SQUAD REPAIR	100.00
60902	AFTON HISTORICAL MUSEUM	MUSEUM TOUR	50.00
60903	AMERICAN WATER WORKS ASSOC.	MEMBERSHIP RENEWEL	191.00
60904	PEGGY ANDERSON	MILEAGE REIMBURSEMENT	28.30
60905	ANOKA COUNTY GIS DEPARTMENT	PUBLIC NOTIFICATION	41.30
60906	ASPEN MILLS	UNIFORM ALLOWANCE	220.90
60907	B & M HAZELWOOD MASONRY	OPERATING SUPPLIES	7,580.00
60908	BATTERIES PLUS BULBS	SUPPLIES	39.90
60909	BRAUN INTERTEC	PROFESSIONAL SERVICES	1,000.00
60910	CENTERPOINT ENERGY	MONTHLY UTILITIES	708.17
60911	CMI, INC.	OPERATING SUPPLIES	115.00
60912	COMMERS PRINTING INC	ADMIN ENVELOPES	218.00
60913	CONNEXUS ENERGY	MONTHLY UTILITIES	305.99
60914	COON RAPIDS CHRYSLER	OIL CHAGE SQUAD 219	19.95
60915	COTTENS INC	PARTS	16.33
60916	DIAMOND VOGEL PAINTS	CASE FIELD MARKING POINTS	432.00
60917	DIVERSION SOLUTIONS, LLC	ANNUAL FEE FOR TEP PROGRAM	2,984.00
60918	E.H. RENNER & SONS	REINSTALL PUMP #1 AND PARTS	9,754.83
60919	EMBEDDED SYSTEMS, INC	6 MONTH SID	527.16
	FIRST ADVANTAGE OCCUPATIONAL		
60920	HEALTH SERVICE CORP	DRUG TESTING	90.00
60921	G & K SERVICES	MATS	83.27
60922	GENERATOR POWER SYSTEMS	TRAINING/START UP COSTS	1,000.00

CITY OF SPRING LAKE PARK  
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Date: May 2016  
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
60923	GJW GROUP LTD	RITE WAY RFUND	176.00
60924	GMS INDUSTRIAL SUPPLIES INC	SUPPLIES	276.49
60925	GOODIN COMPANY	PARTS	52.92
60926	HACH COMPANY	CHEMICALS	712.80
60927	INSTRUMENTAL RESEARCH INC	TOTAL COLIFOMA BACTERIA	72.00
60928	LEAGUE OF MINNESOTA CITIES	REGISTRATION D.BUCHHOLTZ	53.20
60929	MICHAEL LEDMAN	YOGA INSTRUCTOR	1,440.00
60930	MANSFIELD OIL COMPANY	FUEL	1,884.65
60931	MC CLELLAN'S SALES	OPERATING SUPPLIES	244.00
60932	MCFOA	MEMBERSHIP RENEWEL	40.00
60933	METROPOLITAN COUNCIL	WASTE WATER SERVICES JUNE	40,896.76
60934	MICHELLE & STEVEN SCHLITHTIG	REFUND	200.00
60935	MINNEAPOLIS SAW	PARTS	64.56
60936	CITY OF MINNEAPOLIS	MARCH APS TRANSACTION	269.10
60937	MN HWY SAFETY & RESEARCH CTR	CLASS FEE D. EBELTOFT	396.00
60938	MTI DISTRIBUTING INC	TIE ROD END	314.80
60939	NATIONAL ALLIANCE	NEW NYSCA MEMBERS & RENEWING	380.00
60940	NORTH COUNTRY CONCRETE, INC	WB REPAIRS	8,500.00
60941	NORTH COUNTRY FORD	WB. REPAIRS	256.05
60942	NORTH VALLEY INC	PATCHING JACKSON/79TH BUCHANNAN	4,500.00
60943	PERFECT 10 CAR WASH	SQUAD CAR WASHES	66.00
60944	QUILL	SUPPLIES	128.21
60945	SHRED-IT USA LOS ANGELES	ENGINEERING FEES	73.11
60946	STANTEC	ENGINEERING FEES	54,421.81
60947	TASER INTERNATIONAL	PARTS	77.71
60948	U.S.T.I.	E.BIL	10.32
60949	WALTERS RECYCLING REFUSE SERV	FRONT LOAD TRASH	209.43
60950	WASTE MANAGEMENT OF WI-MN	APRIL SERVICES	6,900.02
60951	WELLS FARGO CREDIT CARD	MONTHLY INTEREST	260.52
60952	XCEL ENERGY	MONTHLY UTILITIES	11,514.20
60954	TIM BERRY	UMPIRE ADULT LEAUGE	84.00
60955	DANIEL BALK	UMPIRE FEE	165.00
60956	HARLAN ISOM	EMPIRE FEE	130.00
60957	HEATHER BERRY	UMPIRE FEE	84.00
60958	MEYER CONTRACTING, INC	ENGIINING	267,527.17
60959	LEE SADOWSKI	UMPIREFEE	197.00
60960	JIM WAJDA	UMPIRE FEE	130.00
60961	AFLAC	PAYROLL	17.10
60962	CENTRAL PENSION FUND	PAYROLL	260.04
60963	DEARBORN NATIONAL	PAYROLL	366.21
60964	DELTA DENTAL	PAYROLL	1,371.38

CITY OF SPRING LAKE PARK  
CLAIMS LIST APPROVED AND PAID  
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
60965	FIDELITY SECURITY LIFE	PAYROLL	42.24
60966	HEALTH PARTNERS	PAYROLL	9,317.80
60967	L.E.L.S.	PAYROLL	245.00
60968	LOCAL 49	PAYROLL	100.50
60969	NCPERS MINNESOTA-7750811	PAYROLL	56.00
60970	DELTA DENTAL	DENTAL INSURANCE M	118.95
		<b>TOTAL DISBURSEMENTS</b>	<b>530,375.61</b>

WHEREAS,  
the City Council of the City of Spring Lake Park has considered the foregoing itemized list of disbursements; and

WHEREAS,  
the City Council has determined that all disbursements, as listed, with the following exceptions:  
\_\_\_\_\_  
\_\_\_\_\_  
are proper.

NOW, THEREFORE BE IT RESOLVED:  
that the City Council directs and approves the payment of the aforementioned disbursements  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_  
Mayor

Councilmembers:

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

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, Admin/Clerk-Treasurer





CITY OF SPRING LAKE PARK  
CLAIMS APPROVED AND PAID

DATE: MAY 2016  
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CLAIMS RES: 16-10

FUND: LIQUOR OPERATIONS

<u>VOUCHER VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
28946 AT & T MOBILITY	CELL PHONE SERVICE	\$ 105.26
28947 BELLBOY CORPORATION	LIQUOR PURCHASE	\$ 129.35
28948 CENTER POINT ENERGY	GAS SERVICE	\$ 61.44
28949 DELANEY CONSULTING	CONTRACTUAL SERVICE	\$ 1,512.50
28950 SILENT WATCHDOG	MONTHLY DVR	\$ 60.00
28951 SLP RECREATION	TOWER DAYS BUTTONS	\$ 300.00
28952 XCEL ENERGY	ELECTRICITY	\$ 1,635.21
28953 DEARBORN NATIONAL	PAYROLL 5/1/16-5/14/16	\$ 74.75
28954 DELTA DENTAL	PAYROLL 5/1/16-5/14/16	\$ 101.06
28955 FIDELITY SECURITY LIFE	PAYROLL 5/1/16-5/14/16	\$ 3.13
28956 HEALTH PARTNERS	PAYROLL 5/1/16-5/14/16	\$ 758.10
28957 MN TEAMSTER	PAYROLL 4/24/16-5/7/16	\$ 54.00
28958 CITY OF SPRING LAKE PARK	REIMBURSEMENT	\$ 247.40
28959 CULLIGAN	BOTTLED WATER	\$ 32.80
28960 SMITH SCHAFER & ASSOCIATES	AUDITING SERVICES	\$ 1,515.00
28961 SOUTHERN WINE & SPIRITS OF MN	CREDIT - LIQUOR PURCHASE	\$ 1,488.76
28962 US BANK	WALL SIGN CONTRACT PAYMENT	\$ 3,796.04
28963 AMERICAN BOTTLING COMPANY	JUIC/MIX/POP PURCHASE	\$ 321.02
28964 RED BULL DISTRIBUTION COMPANY	JUICE/MIX/POP PURCHASE	\$ 392.00
28965 WALTERS RECYCLING REFUSE & SERVICE	GARBAGE SERVICE	\$ 59.67
28966 XCEL ENERGY	ELECTRICITY	\$ 1,699.24
28967 AM CRAFT SPIRITS INC	JUICE/MIX/POP PURCHASE	\$ 313.20
28968 BAUHAUS BREW LABS	BEER PURCHASE	\$ 145.00
28969 BELLBOY CORPORATION	LIQUOR PURCHASE	\$ 323.05
28970 BERNICK'S WINE	BEER - JUICE/MIX/POP PURCHASE	\$ 813.58
28971 BREAKTHRU BEVERAGE MINNESOTA	CREDIT - BEER - WINE PURCHASE	\$ 28,298.68
	JUICE/MIX/POP - LIQUOR PURCHASE	
28972 CAPITOL BEVERAGE SALES	BEER - JUICE/MIX/POP PURCHASE	\$ 23,466.30
28973 CARTRIDGE WORLD	OFFICE SUPPLIES	\$ 88.58
28974 CENTRAL PARK WAREHOUSE	PETTY CASH REIMBURSEMENT	\$ 61.81
28975 CHANKASKA CREEK	LIQUOR - WINE PURCHASE	\$ 789.60
28976 CITYWIDE WINDOW SERVICES	CONTRACTUAL SERVICE	\$ 31.00
28977 CLEAR RIVER BEVERAGE COMPANY	BEER PURCHASE	\$ 129.00
28978 CRYSTAL SPRINGS ICE	ICE PURCHASE	\$ 308.06
28979 DAHLHEIMER BEVERAGE	BEER PURCHASE	\$ 2,368.00
28980 G & K SERVICES	RUG SERVICE	\$ 104.54
28981 HOHENSTEINS INC	BEER PURCHASE	\$ 541.00
28982 J.C. NEWMAN CIGAR CO	CIGAR PURCHASE	\$ 130.97
28983 JJ TAYLOR COMPANIES	CREDIT - BEER PURCHASE	\$ 12,774.57
28984 JOHNSON BROTHERS LIQUOR CO	CREDIT - LIQUOR - WINE PURCHASE	\$ 19,980.88
28985 M AMUNDSON LLP	CIGARETTE - JUICE/MIX/POP PURCHASE	\$ 2,759.56
28986 MARCO V CIGARS & CO	CIGAR PURCHASE	\$ 93.00
28987 MIDWEST COCA-COLA BOTTLING	JUICE/MIX/POP PURCHASE	\$ 805.92
28988 MN DEPARTMENT OF AGRICULTURE	LICENSE RENEWAL	\$ 77.00
28989 PAUSTIS & SON'S	CREDIT - WINE PURCHASE	\$ 2,307.69

CITY OF SPRING LAKE PARK  
CLAIMS APPROVED AND PAID

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FUND: LIQUOR OPERATIONS

<u>VOUCHER</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
28990	PHILLIPS WINE & SPIRITS CO	CREDIT - LIQUOR - WINE PURCHASE JUICE/MIX/POP PURCHASE	\$ 4,895.00
28991	PLAYNETWORK	SUBSCRIPTION	\$ 32.01
28992	POPP.COM	TELEPHONE SERVICE	\$ 273.38
28993	RJM DISTRIBUTING	BEER PURCHASE	\$ 59.95
28994	SAM'S CLUB	CREDIT CARD PAYMENT	\$ 189.15
28995	SOUTHERN WINE & SPIRITS OF MN	LIQUOR - WINE PURCHASE	\$ 1,977.16
28996	SWANSON, JOYCE	MILEAGE REIMBURSEMENT	\$ 162.00
28997	TWIN CITIES E MEDIA	ADVERTISING	\$ 113.47
28998	VARNER TRANSPORTATION	FREIGHT COST	\$ 554.30
28999	VINOCOPIA INC	LIQUOR - WINE - JUICE/MIX/POP PURCHASE	\$ 1,004.72
29000	WINE COMPANY	WINE PURCHASE	\$ 448.40
29001	WINE MERCHANTS	WINE PURCHASE	\$ 468.00
29002	Z WINES USA LLC	WINE PURCHASE	\$ 217.00
29003	DEARBORN NATIONAL	PAYROLL 5/15/16-5/28/16	\$ 74.75
29004	DELTA DENTAL	PAYROLL 5/15/16-5/28/16	\$ 101.06
29005	FIDELITY SECURITY LIFE	PAYROLL 5/15/16-5/28/16	\$ 3.13
29006	HEALTH PARTNERS	PAYROLL 5/15/16-5/28/16	\$ 754.35
29007	MN TEAMSTER	PAYROLL 5/8/16-5/21/16	\$ 58.50
29008	CLOCKNINE	ADVERTISING	\$ 2,325.00
29009	US BANK	ATM REFILL	\$ 5,000.00
29019	CARTRIDGE WORLD	OPERATING SUPPLIES	\$ 181.45
29020	ECM PUBLISHERS	ADVERTISING	\$ 488.25
29021	JOHNSON BROTHERS LIQUOR CO	LIQUOR - WINE PURCHASE	\$ 3,737.38
29022	PHILLIPS WINE & SPIRITS CO	LIQUOR PURCHASE	\$ 188.00
29023	SOUTHERN WINE & SPIRITS OF MN	LIQUOR - WINE PURCHASE	\$ 1,282.04
29024	VARNER TRANSPORTATION	FREIGHT COST	\$ 647.45
	TRANSFER TO PAYROLL	PAYROLL (5/13/16)	10,555.31
	TRANSFER TO PAYROLL	PAYROLL (5/27/16)	12,149.74
		SALES TAX (APR)	15,520.00
		OTP TAX (Apr)	1,941.37
		TOTAL DISBURSEMENTS	\$ 176,460.04

DATE: MAY 2016  
PAGE 3 OF 3  
CLAIM RES: 16-10

WHEREAS,

the City Council of the City of Spring Lake Park has considered the foregoing itemized list of disbursements; and

WHEREAS,

the City Council has determined that all disbursements, as listed, with the following exceptions:

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

are proper.

NOW, THEREFORE BE IT RESOLVED:

that the Council directs and approves the payment of the aforementioned disbursements this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed: \_\_\_\_\_  
Mayor

Councilmembers:

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

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, Administrator/Clerk-Treasurer



CITY OF SPRING LAKE PARK  
STATEMENT OF FUND BALANCE  
MAY 2016

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE</u>
101	GENERAL	\$ 70,207.14
102	ELECTIONS	\$ 56,613.45
103	POLICE RESERVES	\$ 898.20
104	NORTH CENTRAL SUBURBAN CABLE	\$ 11,555.26
108	POLICE FORFEITURES	\$ 22,647.10
112	ESCROW TRUST	\$ 114,232.43
 <u>SPECIAL REVENUE FUNDS</u>		
224	SMALL EQUIPMENT REPLACEMENT	\$ 21,225.74
225	PARK ACQUISITION & IMPROVEMENTS	\$ 228,182.77
226	PARK EQUIPMENT & IMPROVEMENTS	\$ 7,042.51
227	HRA EXCESS	\$ 151,925.53
229	SANBURNOL PARK IMPROVEMENTS	\$ 12,711.12
230	RECYCLING	\$ 49,949.37
234	STREET LIGHTING	\$ 33,358.88
235	RIGHT-OF-WAY MAINTENANCE	\$ 16,315.75
237	PARK & RECREATION SPECIAL PROJECTS	\$ 18,325.70
238	GRANTS & SPECIAL PROJECTS	\$ 1,701.97
240	TOWER DAYS	\$ 22,395.88
243	PUBLIC SAFETY RADIO REPLACEMENT	\$ 50,113.80
244	RECREATION PROGRAMS	\$ 350,310.06
248	TRAFFIC EDUCATION	\$ 51,122.99
 <u>DEBT SERVICE FUNDS</u>		
313	2011A FIRE EQUIPMENT BOND-DEBT SERVICE	\$ 4,101.00
328	PUBLIC WORKS BUILDING-DEBT SERVICE	\$ -
329	2013A EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ 12,359.28
330	2014A G.O. IMPRV-DEBT SERVICE (2014-15 STR)	\$ 608,335.23
384	2005A FIRE DEPARTMENT-DEBT SERVICE	\$ 54,476.08
 <u>CAPITAL PROJECTS FUNDS</u>		
400	REVOLVING CONSTRUCTION	\$ 773,786.18
402	MSA MAINTENANCE	\$ 60,189.00
403	CAPITAL REPLACEMENT	\$ 451,032.62
407	SEALCOATING	\$ 121,375.14
410	LAKESIDE/LIONS PARK IMPROVEMENT	\$ 21,651.29
416	BUILDING MAINTENANCE & RENEWAL	\$ 102,746.75
421	81ST AVE REHAB-MSA	\$ 61,184.09
425	STORM SEWER REHAB	\$ 67,132.52
427	ABLE ST & TERRACE RD IMPROVEMENTS	\$ 73,640.53
428	PUBLIC WORKS BUILDING	\$ (1,694.34)
429	2013 EQUIPMENT CERTIFICATE	\$ 115,933.59
430	2014-2015 ST IMPRV PRJ	\$ 536,854.82
 <u>ENTERPRISE FUNDS</u>		
600	PUBLIC UTILITY RENEWAL & REPLACEMENT	\$ 2,221,025.53
601	PUBLIC UTILITY OPERATIONS	\$ 1,121,612.70
602	WATER TREATMENT PLANT	\$ 291,263.67
609	MUNICIPAL LIQUOR	\$ 129,724.09
610	ON-SALE NOTE PROCEEDS	\$ 519,105.67
 <u>INTERNAL SERVICE FUNDS</u>		
700	SEVERANCE	\$ (77,409.90)
 <b>GRAND TOTAL</b>		 <b><u>\$ 8,559,261.19</u></b>



MEMORANDUM

DATE: June 30, 2016

TO: Mayor, City Council and Dept. Heads

FROM: Peggy K. Anderson, Accountant



RE: Budget to Date

(as of May 31, 2016)

Attached is the May, 2016 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **58.35% remaining**. The overall General Fund ratio is **64.68%**.





# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2016-5 Ending May 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
Revenues					
101.00000.31010 CURRENT TAXES	\$ 0.00	\$ 0.00	\$ 2,771,985.00	\$ 0.00	100.00%
101.00000.31020 DELINQ TAXES	0.00	0.00	0.00	536.15	0.00%
101.00000.32110 LIQUOR LICENSES	0.00	5,650.00	32,800.00	6,050.00	81.55%
101.00000.32179 PAWN SHOP LICENSES	0.00	0.00	6,252.00	2,084.00	66.67%
101.00000.32180 CIGARETTE,DANCE,BINGO,MISC	0.00	0.00	5,200.00	700.00	86.54%
101.00000.32181 SIGN PERMITS	0.00	480.00	5,500.00	1,663.00	69.76%
101.00000.32208 CONTRACTORS LICENSES	0.00	715.00	6,500.00	4,670.00	28.15%
101.00000.32210 BUILDING PERMIT	0.00	7,557.51	55,000.00	17,847.32	67.55%
101.00000.32211 BUILDING PERMIT SURCHARGES	0.00	163.50	3,000.00	431.79	85.61%
101.00000.32230 PLUMBING PERMIT	0.00	454.00	4,000.00	1,290.00	67.75%
101.00000.32231 PLUMBING PERMIT SURCHARGES	0.00	9.00	300.00	23.00	92.33%
101.00000.32232 HEATING & A/C PERMITS	0.00	460.00	8,000.00	1,747.75	78.15%
101.00000.32233 HTG & A/C SURCHARGES	0.00	10.00	400.00	33.99	91.50%
101.00000.32240 PET LICENSE	0.00	70.00	500.00	279.00	44.20%
101.00000.32260 CERTIFICATE OF OCCUPANCY	0.00	0.00	2,000.00	1,250.00	37.50%
101.00000.32261 VACANT PROPERTY REGISTRATIO	0.00	200.00	4,000.00	2,000.00	50.00%
101.00000.33401 LOCAL GOVERNMENT AID	0.00	0.00	335,218.00	0.00	100.00%
101.00000.33404 PERA INCREASE AID	0.00	0.00	5,775.00	0.00	100.00%
101.00000.33407 STATE FIRE AID	0.00	0.00	422,930.00	0.00	100.00%
101.00000.33416 POLICE TRAINING REIMB	0.00	0.00	3,600.00	0.00	100.00%
101.00000.33421 INSURANCE PREMIUM-POLICE	0.00	0.00	75,000.00	0.00	100.00%
101.00000.34103 SPEC USE,ZONING,SUB-DIV	0.00	575.00	1,800.00	2,180.00	(21.11%)
101.00000.34104 PLAN CHECKING FEES	0.00	1,067.82	12,000.00	3,771.85	68.57%
101.00000.34105 SALE OF MAPS,COPIES ETC	0.00	49.35	300.00	129.35	56.88%
101.00000.34107 ASSESSMENT SEARCHES	0.00	25.00	100.00	175.00	(75.00%)
101.00000.34108 ADMINISTRATION SAC CHARGES	0.00	0.00	70.00	0.00	100.00%
101.00000.34109 FILING FEES	0.00	0.00	60.00	0.00	100.00%
101.00000.34111 ADM. GAMBLING EXPENSES	0.00	0.00	32,554.00	0.00	100.00%
101.00000.34115 GUN RANGE FACILITY USE	0.00	0.00	0.00	510.00	0.00%
101.00000.34117 ROOM-FACILITY RENTAL	0.00	0.00	0.00	50.00	0.00%
101.00000.34201 POLICE & FIRE ALARM PERMIT	0.00	0.00	1,500.00	0.00	100.00%
101.00000.34204 RENTAL HOUSING REGISTRATION	0.00	315.00	55,000.00	6,455.00	88.26%
101.00000.34205 RIGHT OF WAY APPLICATIONS	0.00	1,028.70	3,500.00	1,028.70	70.61%
101.00000.34801 INSURANCE DIVIDENDS	0.00	0.00	8,000.00	0.00	100.00%
101.00000.34950 REFUNDS & REIMB	0.00	89.42	4,000.00	281.77	92.96%
101.00000.35101 COURT FINES	0.00	0.00	90,000.00	16,193.58	82.01%
101.00000.35102 ADM OFFENSE FINES	0.00	200.00	4,000.00	1,680.00	58.00%
101.00000.35347 TEP-GENERAL FUND PORTION 25	0.00	1,270.83	0.00	6,864.40	0.00%
101.00000.35349 MN DRIVING DIVERSION PROGRA	0.00	200.00	500.00	400.00	20.00%
101.00000.35350 DETOX TRANSPORTATION	0.00	0.00	200.00	0.00	100.00%
101.00000.36210 INTEREST EARNINGS	0.00	0.00	20,000.00	(516.72)	102.58%
101.00000.36901 LIAISON OFFICER	0.00	0.00	72,964.00	18,292.00	74.93%
101.00000.39100 CPWL REIM FOR SERVICES	0.00	0.00	4,500.00	0.00	100.00%
101.00000.39202 TRANSFER FROM PUBLIC UTILITY	0.00	0.00	46,350.00	0.00	100.00%
101.00000.39203 CONTRIBUTION FROM LIQUOR	0.00	0.00	75,000.00	0.00	100.00%
101.00000.39206 TRANSFER FROM RECYCLING FU	0.00	0.00	2,500.00	0.00	100.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2016-5 Ending May 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.00000.39207 TRANSFER FROM RECREATION	0.00	0.00	60,000.00	0.00	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>20,590.13</b>	<b>4,242,858.00</b>	<b>98,100.93</b>	<b>97.69%</b>
<b>Total GENERAL FUND Revenues</b>	<b>\$ 0.00</b>	<b>\$ 20,590.13</b>	<b>\$ 4,242,858.00</b>	<b>\$ 98,100.93</b>	<b>97.69%</b>
<b>Expenditures</b>					
<b>MAYOR AND COUNCIL Expenditures</b>					
101.41110.01030 PART TIME EMPLOYEES	\$ 0.00	\$ 2,607.88	\$ 31,296.00	\$ 13,039.40	58.34%
101.41110.01211 DEFINED CONTR PLAN/PERA	0.00	130.41	1,685.00	652.04	61.30%
101.41110.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	199.50	2,395.00	997.50	58.35%
101.41110.01510 WORKERS COMPENSATION	0.00	0.00	80.00	49.00	38.75%
101.41110.02100 OPERATING SUPPLIES	0.00	0.00	511.00	118.00	76.91%
101.41110.03310 TRAVEL EXPENSE	0.00	0.00	250.00	0.00	100.00%
101.41110.03500 PRINTING & PUBLISHING	0.00	0.00	1,550.00	0.00	100.00%
101.41110.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,010.00	27.00	98.66%
101.41110.04330 DUES & SUBSCRIPTIONS	0.00	0.00	8,774.00	2,500.00	71.51%
101.41110.04955 DISCRETIONARY	0.00	0.00	5,150.00	71.59	98.61%
<b>Total MAYOR AND COUNCIL Expenditures</b>	<b>0.00</b>	<b>2,937.79</b>	<b>53,701.00</b>	<b>17,454.53</b>	<b>67.50%</b>
<b>ADMINISTRATION Expenditures</b>					
101.41400.01010 FULL TIME EMPLOYEES	7,500.00	23,325.72	299,235.00	128,092.78	57.19%
101.41400.01050 VACATION BUY BACK	0.00	0.00	2,450.00	0.00	100.00%
101.41400.01210 PERA CONTRIBUTIONS-EMPLOYEE	500.00	1,742.54	22,380.00	9,586.01	57.17%
101.41400.01220 FICA/MC CONTRIBUTIONS-EMPLO	500.00	1,748.82	23,005.00	9,623.50	58.17%
101.41400.01300 HEALTH INSURANCE	0.00	4,460.11	54,181.00	22,381.57	58.69%
101.41400.01313 PRUDENTIAL LIFE INSURANCE	0.00	21.16	247.00	105.80	57.17%
101.41400.01510 WORKERS COMPENSATION	0.00	0.00	2,500.00	1,530.16	38.79%
101.41400.02000 OFFICE SUPPLIES	0.00	0.00	3,715.00	535.85	85.58%
101.41400.02030 PRINTED FORMS	0.00	346.07	1,377.00	975.07	29.19%
101.41400.02100 OPERATING SUPPLIES	0.00	0.00	625.00	123.75	80.20%
101.41400.02220 POSTAGE	0.00	160.59	3,445.00	849.03	75.35%
101.41400.03210 TELEPHONE	0.00	52.63	800.00	210.61	73.67%
101.41400.03310 TRAVEL EXPENSE	0.00	383.21	3,300.00	1,421.63	56.92%
101.41400.03500 PRINTING & PUBLISHING	0.00	0.00	360.00	64.50	82.08%
101.41400.03550 COUNTY FEES FOR SERVICE	0.00	0.00	2,500.00	17.77	99.29%
101.41400.04050 MAINTENANCE AGREEMENTS	0.00	0.00	6,519.00	3,831.42	41.23%
101.41400.04300 CONFERENCE & SCHOOLS	0.00	0.00	5,935.00	2,528.74	57.39%
101.41400.04330 DUES & SUBSCRIPTIONS	0.00	188.20	570.00	721.49	(26.58%)
101.41400.04390 US BANK CC REBATE-MISCELLAN	0.00	0.00	0.00	(291.21)	0.00%
101.41400.04500 CONTRACTUAL SERVICES	0.00	4,407.56	5,345.00	5,497.67	(2.86%)
<b>Total ADMINISTRATION Expenditures</b>	<b>8,500.00</b>	<b>36,836.61</b>	<b>438,489.00</b>	<b>187,806.14</b>	<b>57.17%</b>
<b>ASSESSOR Expenditures</b>					
101.41500.04000 CONTRACTUAL SERVICE	0.00	0.00	35,500.00	8,739.50	75.38%
<b>Total ASSESSOR Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>35,500.00</b>	<b>8,739.50</b>	<b>75.38%</b>
<b>AUDIT &amp; ACCTG SERVICES Expenditures</b>					
101.41540.03010 AUDIT & ACCTG SERVICES	0.00	0.00	9,415.00	8,975.00	4.67%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

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Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2016-5 Ending May 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total AUDIT &amp; ACCTG SERVICES Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>9,415.00</b>	<b>8,975.00</b>	<b>4.67%</b>
<b>I.T. SERVICES Expenditures</b>					
101.41600.04000 I.T. SERVICES	0.00	49.97	23,490.00	908.31	96.13%
<b>Total I.T. SERVICES Expenditures</b>	<b>0.00</b>	<b>49.97</b>	<b>23,490.00</b>	<b>908.31</b>	<b>96.13%</b>
<b>LEGAL FEES Expenditures</b>					
101.41610.03040 LEGAL FEES	0.00	7,948.98	125,000.00	35,285.89	71.77%
<b>Total LEGAL FEES Expenditures</b>	<b>0.00</b>	<b>7,948.98</b>	<b>125,000.00</b>	<b>35,285.89</b>	<b>71.77%</b>
<b>ENGINEERING FEES Expenditures</b>					
101.41710.03030 ENGINEERING FEES	0.00	434.00	9,000.00	815.50	90.94%
<b>Total ENGINEERING FEES Expenditures</b>	<b>0.00</b>	<b>434.00</b>	<b>9,000.00</b>	<b>815.50</b>	<b>90.94%</b>
<b>PLANNING &amp; ZONING Expenditures</b>					
101.41720.02100 OPERATING SUPPLIES	0.00	0.00	117.00	0.00	100.00%
101.41720.02220 POSTAGE	0.00	0.00	150.00	49.48	67.01%
101.41720.03500 PRINTING & PUBLISHING	0.00	59.13	400.00	295.65	26.09%
101.41720.04000 PLANNER FEES	0.00	0.00	1,000.00	0.00	100.00%
<b>Total PLANNING &amp; ZONING Expenditures</b>	<b>0.00</b>	<b>59.13</b>	<b>1,667.00</b>	<b>345.13</b>	<b>79.30%</b>
<b>GOVERNMENT BUILDING Expenditures</b>					
101.41940.01010 FULL TIME EMPLOYEES	500.00	992.80	13,522.00	5,469.35	59.55%
101.41940.01013 OVERTIME	0.00	0.00	0.00	266.27	0.00%
101.41940.01020 ON CALL SALARIES	0.00	0.00	0.00	43.42	0.00%
101.41940.01050 VACATION BUY BACK	0.00	0.00	269.00	0.00	100.00%
101.41940.01210 PERA CONTRIBUTIONS-EMPLOYE	50.00	74.44	1,026.00	433.35	57.76%
101.41940.01220 FICA/MC CONTRIBUTIONS-EMPLO	10.00	74.04	1,027.00	442.02	56.96%
101.41940.01300 HEALTH INSURANCE	0.00	173.87	3,300.00	873.63	73.53%
101.41940.01313 PRUDENTIAL LIFE INSURANCE	0.00	1.04	13.00	5.20	60.00%
101.41940.01510 WORKERS COMPENSATION	0.00	0.00	500.00	0.00	100.00%
101.41940.02100 OPERATING SUPPLIES	0.00	83.27	7,500.00	6,433.77	14.22%
101.41940.02200 REPAIR & MAINTENANCE	0.00	93.24	7,200.00	2,637.08	63.37%
101.41940.02280 UNIFORMS,SAFETY SHOES	500.00	0.00	750.00	124.20	83.44%
101.41940.03210 TELEPHONE	0.00	1,558.65	9,000.00	3,881.97	56.87%
101.41940.03810 ELECTRIC UTILITIES	0.00	1,782.67	22,000.00	7,023.32	68.08%
101.41940.03830 GAS UTILITIES	0.00	992.66	20,000.00	7,806.93	60.97%
101.41940.03841 RUBBISH REMOVAL	0.00	209.43	4,150.00	1,226.85	70.44%
101.41940.04000 CONTRACTUAL SERVICE	0.00	0.00	940.00	0.00	100.00%
101.41940.07000 PERMANENT TRANSFERS OUT	0.00	0.00	9,014.00	0.00	100.00%
<b>Total GOVERNMENT BUILDING Expenditures</b>	<b>1,060.00</b>	<b>6,036.11</b>	<b>100,211.00</b>	<b>36,667.36</b>	<b>63.41%</b>
<b>POLICE PROTECTION Expenditures</b>					
101.42100.01010 FULL TIME EMPLOYEES	25,000.00	75,423.50	983,188.00	412,248.92	58.07%
101.42100.01013 OVERTIME	2,500.00	14,123.75	99,500.00	26,538.08	73.33%
101.42100.01050 VACATION BUY BACK	0.00	0.00	5,000.00	0.00	100.00%
101.42100.01210 PERA CONTRIBUTIONS-EMPLOYE	3,500.00	13,654.67	153,825.00	66,100.30	57.03%
101.42100.01220 FICA/MC CONTRIBUTIONS-EMPLO	700.00	1,933.86	25,144.00	9,855.89	60.80%
101.42100.01300 HEALTH INSURANCE	0.00	11,358.74	148,000.00	56,652.88	61.72%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2016-5 Ending May 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42100.01313 PRUDENTIAL LIFE INSURANCE	0.00	56.28	665.00	277.06	58.34%
101.42100.01510 WORKERS COMPENSATION	0.00	0.00	25,000.00	27,909.14	(11.64%)
101.42100.02000 OFFICE SUPPLIES	0.00	0.00	3,600.00	(171.91)	104.78%
101.42100.02030 PRINTED FORMS	0.00	0.00	1,000.00	115.00	88.50%
101.42100.02040 RANGE EQUIP & SUPPLIES	0.00	77.71	7,550.00	2,316.53	69.32%
101.42100.02100 OPERATING SUPPLIES	0.00	196.20	3,500.00	1,279.37	63.45%
101.42100.02120 MOTOR FUELS & LUBRICANTS	0.00	1,090.48	23,700.00	4,558.34	80.77%
101.42100.02220 POSTAGE	0.00	41.47	1,900.00	285.90	84.95%
101.42100.03050 MEDICAL EXPENSE	0.00	0.00	2,000.00	273.00	86.35%
101.42100.03210 TELEPHONE	0.00	315.78	3,400.00	1,263.66	62.83%
101.42100.03211 DATA SERVICES	0.00	244.93	16,992.00	6,455.88	62.01%
101.42100.03300 CLOTHING & PERSONAL EQUIP	550.00	220.90	9,970.00	3,387.70	66.02%
101.42100.03310 TRAVEL EXPENSE	0.00	(33.39)	500.00	200.22	59.96%
101.42100.03421 800 MHZ RADIO	0.00	0.00	2,006.00	342.00	82.95%
101.42100.04000 CONTRACTUAL SERVICE	0.00	36.55	16,860.00	10,002.92	40.67%
101.42100.04050 MAINTENANCE AGREEMENTS	0.00	527.16	4,000.00	1,912.44	52.19%
101.42100.04060 AUTO EQUIPMENT REPAIR	0.00	442.00	20,000.00	9,761.04	51.19%
101.42100.04070 OTHER EQUIPMENT REPAIR	0.00	0.00	3,500.00	207.48	94.07%
101.42100.04300 CONFERENCE & SCHOOLS	550.00	396.00	12,050.00	3,973.00	67.03%
101.42100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	1,485.00	1,670.00	(12.46%)
101.42100.05000 CAPITAL OUTLAY	0.00	0.00	35,472.00	29,988.65	15.46%
101.42100.07000 PERMANENT TRANSFERS OUT-800	0.00	8.28	25,355.00	618.35	97.56%
<b>Total POLICE PROTECTION Expenditures</b>	<b>32,800.00</b>	<b>120,114.87</b>	<b>1,635,162.00</b>	<b>678,021.84</b>	<b>58.53%</b>
<b>FIRE PROTECTION Expenditures</b>					
101.42200.04000 CONTRACTUAL SERVICE	0.00	16,588.00	199,057.00	82,940.00	58.33%
101.42200.04935 STATE FIRE AID	0.00	0.00	422,930.00	0.00	100.00%
101.42200.05000 CAPITAL OUTLAY	0.00	0.00	29,439.00	14,720.00	50.00%
<b>Total FIRE PROTECTION Expenditures</b>	<b>0.00</b>	<b>16,588.00</b>	<b>651,426.00</b>	<b>97,660.00</b>	<b>85.01%</b>
<b>CODE ENFORCEMENT Expenditures</b>					
101.42300.01010 FULL TIME EMPLOYEES	2,500.00	5,992.58	78,600.00	32,929.95	58.10%
101.42300.01030 PART TIME EMPLOYEES	0.00	0.00	10,080.00	0.00	100.00%
101.42300.01050 VACATION BUY BACK	0.00	0.00	1,462.00	0.00	100.00%
101.42300.01210 PERA CONTRIBUTIONS-EMPLOYE	150.00	449.44	5,858.00	2,469.73	57.84%
101.42300.01220 FICA/MC CONTRIBUTIONS-EMPLO	150.00	452.32	6,855.00	2,485.52	63.74%
101.42300.01300 HEALTH INSURANCE	0.00	775.03	9,850.00	3,892.03	60.49%
101.42300.01313 PRUDENTIAL LIFE INSURANCE	0.00	4.28	51.00	21.40	58.04%
101.42300.01510 WORKERS COMPENSATION	0.00	0.00	1,450.00	276.30	80.94%
101.42300.02000 OFFICE SUPPLIES	0.00	0.00	500.00	25.98	94.80%
101.42300.02100 OPERATING SUPPLIES	0.00	103.70	1,300.00	304.93	76.54%
101.42300.02120 MOTOR FUELS & LUBRICANTS	0.00	72.70	1,600.00	311.34	80.54%
101.42300.02200 REPAIR & MAINTENANCE	0.00	0.00	1,000.00	37.50	96.25%
101.42300.03210 TELEPHONE	0.00	52.63	1,000.00	210.64	78.94%
101.42300.03310 TRAVEL EXPENSE	0.00	0.00	150.00	0.00	100.00%
101.42300.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,000.00	290.00	71.00%
101.42300.04330 DUES & SUBSCRIPTIONS	0.00	0.00	2,000.00	2,894.20	(44.71%)
<b>Total CODE ENFORCEMENT Expenditures</b>	<b>2,800.00</b>	<b>7,902.68</b>	<b>122,756.00</b>	<b>46,149.52</b>	<b>62.41%</b>

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2016-5 Ending May 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>STREET DEPARTMENT Expenditures</b>					
101.43000.01010 FULL TIME EMPLOYEES	2,700.00	9,817.20	127,722.00	53,748.04	57.92%
101.43000.01013 OVERTIME	300.00	20.67	7,361.00	1,745.48	76.29%
101.43000.01020 ON CALL SALARIES	500.00	0.00	2,518.00	290.11	88.48%
101.43000.01050 VACATION BUY BACK	0.00	0.00	1,310.00	0.00	100.00%
101.43000.01210 PERA CONTRIBUTIONS-EMPLOYE	500.00	737.76	10,557.00	4,183.40	60.37%
101.43000.01220 FICA/MC CONTRIBUTIONS-EMPLO	500.00	732.07	10,821.00	4,232.87	60.88%
101.43000.01300 HEALTH INSURANCE	0.00	1,483.96	23,105.00	7,454.99	67.73%
101.43000.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.86	107.00	44.33	58.57%
101.43000.01510 WORKERS COMPENSATION	0.00	0.00	9,000.00	8,326.61	7.48%
101.43000.02120 MOTOR FUELS & LUBRICANTS	0.00	628.58	18,000.00	2,792.78	84.48%
101.43000.02150 SHOP MATERIALS	0.00	336.35	2,000.00	1,706.85	14.66%
101.43000.02200 REPAIR & MAINTENANCE	0.00	1,866.49	7,500.00	3,995.66	46.72%
101.43000.02210 EQUIPMENT PARTS	0.00	0.00	6,000.00	3,404.35	43.26%
101.43000.02221 TIRES	0.00	0.00	760.00	0.00	100.00%
101.43000.02224 STREET MAINT SUPPLIES	0.00	0.00	1,393.00	0.00	100.00%
101.43000.02226 SIGNS & STRIPING	0.00	0.00	6,000.00	650.26	89.16%
101.43000.02280 UNIFORMS,SAFETY SHOES	900.00	0.00	1,690.00	849.44	49.74%
101.43000.03210 TELEPHONE	0.00	17.54	370.00	70.19	81.03%
101.43000.04000 CONTRACTUAL SERVICE	0.00	53.10	840.00	93.10	88.92%
101.43000.04300 CONFERENCE & SCHOOLS	0.00	0.00	400.00	72.50	81.88%
101.43000.04330 DUES & SUBSCRIPTIONS	0.00	0.00	100.00	0.00	100.00%
<b>Total STREET DEPARTMENT Expenditures</b>	<b>5,400.00</b>	<b>15,702.58</b>	<b>237,554.00</b>	<b>93,660.96</b>	<b>60.57%</b>
<b>RECREATION DEPARTMENT Expenditures</b>					
101.45100.01010 FULL TIME EMPLOYEES	5,000.00	15,958.02	207,245.00	87,300.18	57.88%
101.45100.01040 TEMPORARY EMPLOYEES	700.00	0.00	13,700.00	1,565.00	88.58%
101.45100.01050 VACATION BUY BACK	0.00	0.00	2,600.00	0.00	100.00%
101.45100.01210 PERA CONTRIBUTIONS-EMPLOYE	500.00	1,196.84	15,669.00	6,547.51	58.21%
101.45100.01220 FICA/MC CONTRIBUTIONS-EMPLO	500.00	1,199.48	17,165.00	6,681.28	61.08%
101.45100.01300 HEALTH INSURANCE	0.00	2,668.19	33,231.00	13,397.91	59.68%
101.45100.01313 PRUDENTIAL LIFE INSURANCE	0.00	14.54	176.00	72.70	58.69%
101.45100.01510 WORKERS COMPENSATION	0.00	0.00	1,700.00	567.72	66.60%
101.45100.02000 OFFICE SUPPLIES	0.00	10.17	1,625.00	2,564.95	(57.84%)
101.45100.02220 POSTAGE	0.00	518.57	6,800.00	1,844.07	72.88%
101.45100.02290 RECREATION EQUIP SUPPLIES	0.00	148.36	2,200.00	860.27	60.90%
101.45100.03310 TRAVEL EXPENSE	0.00	78.70	1,000.00	495.89	50.41%
101.45100.03500 PRINTING & PUBLISHING	0.00	128.21	9,857.00	2,069.58	79.00%
101.45100.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,400.00	20.00	98.57%
101.45100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	435.00	421.29	3.15%
<b>Total RECREATION DEPARTMENT Expenditures</b>	<b>6,700.00</b>	<b>21,921.08</b>	<b>314,803.00</b>	<b>124,408.35</b>	<b>60.48%</b>
<b>PARKS DEPARTMENT Expenditures</b>					
101.45200.01010 FULL TIME EMPLOYEES	3,000.00	10,297.21	133,160.00	56,362.62	57.67%
101.45200.01013 OVERTIME	150.00	20.69	7,211.00	1,763.19	75.55%
101.45200.01020 ON CALL SALARIES	500.00	0.00	2,518.00	167.08	93.36%
101.45200.01050 VACATION BUY BACK	0.00	0.00	2,474.00	0.00	100.00%
101.45200.01210 PERA CONTRIBUTIONS-EMPLOYE	500.00	773.90	10,943.00	4,372.21	60.05%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For GENERAL FUND (101)*  
*For the Fiscal Period 2016-5 Ending May 31, 2016*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.45200.01220 FICA/MC CONTRIBUTIONS-EMPLO	500.00	773.96	11,305.00	4,448.43	60.65%
101.45200.01300 HEALTH INSURANCE	0.00	1,563.45	23,103.00	7,852.36	66.01%
101.45200.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.92	107.00	44.59	58.33%
101.45200.01510 WORKERS COMPENSATION	0.00	0.00	10,500.00	8,861.63	15.60%
101.45200.02100 OPERATING SUPPLIES	0.00	0.00	1,000.00	0.00	100.00%
101.45200.02120 MOTOR FUELS & LUBRICANTS	0.00	580.09	17,000.00	2,590.51	84.76%
101.45200.02200 REPAIR & MAINTENANCE	0.00	7,541.79	7,000.00	8,565.00	(22.36%)
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	0.00	0.00	5,185.75	0.00%
101.45200.02210 EQUIPMENT PARTS	0.00	379.36	3,000.00	2,175.86	27.47%
101.45200.02221 TIRES	0.00	0.00	600.00	0.00	100.00%
101.45200.02225 LANDSCAPING MATERIALS	0.00	471.49	8,600.00	3,901.99	54.63%
101.45200.02280 UNIFORMS,SAFETY SHOES	900.00	0.00	1,700.00	849.44	50.03%
101.45200.02290 RECREATION EQUIP SUPPLIES	0.00	0.00	1,530.00	127.66	91.66%
101.45200.03210 TELEPHONE	0.00	52.63	232.00	210.61	9.22%
101.45200.03810 ELECTRIC UTILITIES	0.00	287.77	3,800.00	1,630.76	57.09%
101.45200.03830 GAS UTILITIES	0.00	291.12	4,000.00	1,678.28	58.04%
101.45200.03841 RUBBISH REMOVAL	0.00	0.00	300.00	63.87	78.71%
101.45200.04190 SATELLITE RENTAL	0.00	184.50	1,300.00	184.50	85.81%
101.45200.04300 CONFERENCE & SCHOOLS	0.00	0.00	800.00	72.50	90.94%
101.45200.04500 CONTRACTUAL SERVICES	0.00	53.10	760.00	93.10	87.75%
101.45200.04901 LAKESIDE PARK EXPENSE	0.00	0.00	11,500.00	0.00	100.00%
<b>Total PARKS DEPARTMENT Expenditures</b>	<b>5,550.00</b>	<b>23,279.98</b>	<b>264,443.00</b>	<b>111,201.94</b>	<b>57.95%</b>
<b>FORESTRY Expenditures</b>					
101.45300.02100 OPERATING SUPPLIES	0.00	0.00	46.00	0.00	100.00%
101.45300.04000 CONTRACTUAL SERVICE	0.00	0.00	1,000.00	0.00	100.00%
101.45300.04300 CONFERENCE & SCHOOLS	0.00	0.00	545.00	390.00	28.44%
<b>Total FORESTRY Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>1,591.00</b>	<b>390.00</b>	<b>75.49%</b>
<b>MISCELLANEOUS Expenditures</b>					
101.49000.01313 RETIREES LIFE INSURANCE	0.00	0.00	50.00	0.00	100.00%
101.49000.03600 INSURANCE	0.00	0.00	45,000.00	39,983.36	11.15%
101.49000.04390 MISCELLANEOUS	0.00	0.00	1,000.00	120.32	87.97%
101.49000.04420 SURCHARGES-PLMG	0.00	0.00	200.00	13.00	93.50%
101.49000.04430 SURCHARGES-HTG	0.00	0.00	400.00	19.99	95.00%
101.49000.04440 SURCHARGES-BLDG	0.00	0.00	2,000.00	122.61	93.87%
101.49000.07000 PERMANENT TRANSFERS OUT	(62,810.00)	5,933.29	170,000.00	10,000.00	94.12%
<b>Total MISCELLANEOUS Expenditures</b>	<b>(62,810.00)</b>	<b>5,933.29</b>	<b>218,650.00</b>	<b>50,259.28</b>	<b>77.01%</b>
<b>Total GENERAL FUND Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 265,745.07</b>	<b>\$ 4,242,858.00</b>	<b>\$ 1,498,749.25</b>	<b>64.68%</b>
<b>GENERAL FUND Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (245,154.94)</b>	<b>\$ 0.00</b>	<b>\$ (1,400,648.32)</b>	<b>0.00%</b>

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

*For the Fiscal Period 2016-5 Ending May 31, 2016*

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$	0.00	\$ 20,590.13	\$ 4,242,858.00	\$ 98,100.93	97.69%
Total Expenditures	\$	0.00	\$ 265,745.07	\$ 4,242,858.00	\$ 1,498,749.25	64.68%
Total Excess of Revenues Over Expenditures	\$	0.00	\$ (245,154.94)	\$ 0.00	\$ (1,400,648.32)	0.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For PUBLIC UTILITIES OPERATIONS (601)  
For the Fiscal Period 2016-5 Ending May 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
601.00000.34950 MISC REVENUE-NSF CHRGS	\$ 0.00	\$ 38.18	\$ 0.00	231.38	0.00%
601.00000.36210 INTEREST EARNINGS	0.00	0.00	50,000.00	0.00	100.00%
601.00000.37101 WATER COLLECTIONS	0.00	166.95	460,950.00	160,873.08	65.10%
601.00000.37103 SALES TAX COLLECTED	0.00	0.00	5,000.00	2,307.61	53.85%
601.00000.37104 PENALTIES/WATER	0.00	1,649.25	6,000.00	3,063.09	48.95%
601.00000.37109 SAFE DRINKING WATER FEE	0.00	14.37	13,928.00	6,955.06	50.06%
601.00000.37111 ADMINISTRATIVE CHARGE	0.00	467.32	68,000.00	35,412.67	47.92%
601.00000.37115 ESTIMATE READING CHRG	0.00	0.00	50.00	20.00	60.00%
601.00000.37151 WATER RECONNECT-CALL OUT F	0.00	117.50	1,200.00	813.50	32.21%
601.00000.37170 WATER PERMITS	0.00	0.00	100.00	0.00	100.00%
601.00000.37171 WATER PERMIT SURCHARGES	0.00	0.00	10.00	0.00	100.00%
601.00000.37172 WATER METER SALES & INSTALLA	0.00	0.00	1,000.00	893.20	10.68%
601.00000.37201 SEWER COLLECTIONS	0.00	595.11	790,100.00	358,281.08	54.65%
601.00000.37204 PENALTIES-SEWER	0.00	3,467.73	15,000.00	6,267.73	58.22%
601.00000.37250 SEWER CONNECTION CHARGES	0.00	0.00	2,700.00	0.00	100.00%
601.00000.37270 SEWER PERMITS	0.00	0.00	100.00	75.00	25.00%
601.00000.37271 SEWER PERMIT SURCHARGES	0.00	0.00	10.00	0.00	100.00%
601.00000.37273 SEWER HOOK-UP CHARGES	0.00	0.00	150.00	0.00	100.00%
601.00000.39206 TRANSFER FROM RECYCLING FU	0.00	0.00	1,000.00	0.00	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>6,516.41</b>	<b>1,415,298.00</b>	<b>575,193.40</b>	<b>59.36%</b>
<b>Total PUBLIC UTILITIES OPERATIONS Revenues</b>	<b>\$ 0.00</b>	<b>\$ 6,516.41</b>	<b>\$ 1,415,298.00</b>	<b>\$ 575,193.40</b>	<b>59.36%</b>

**Expenditures****WATER DEPARTMENT Expenditures**

601.49400.01010 FULL TIME EMPLOYEES	\$ 0.00	\$ 7,902.92	\$ 100,916.00	43,281.39	57.11%
601.49400.01013 OVERTIME	0.00	158.59	7,061.00	1,933.86	72.61%
601.49400.01020 ON CALL SALARIES	0.00	0.00	2,421.00	219.84	90.92%
601.49400.01040 TEMPORARY EMPLOYEES	0.00	206.25	19,100.00	930.25	95.13%
601.49400.01050 VACATION BUY BACK	0.00	0.00	950.00	0.00	100.00%
601.49400.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	604.60	8,280.00	3,407.60	58.85%
601.49400.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	617.12	9,979.00	3,512.89	64.80%
601.49400.01300 HEALTH & DENTAL INSURANCE	0.00	1,312.77	18,606.00	6,594.04	64.56%
601.49400.01313 LIFE INSURANCE	0.00	7.68	95.00	38.39	59.59%
601.49400.01510 WORKERS COMPENSATION	0.00	0.00	6,500.00	6,413.47	1.33%
601.49400.02000 OFFICE SUPPLIES	0.00	0.00	800.00	304.29	61.96%
601.49400.02030 PRINTED FORMS	0.00	128.07	2,000.00	571.15	71.44%
601.49400.02100 OPERATING SUPPLIES	0.00	0.00	800.00	389.20	51.35%
601.49400.02120 MOTOR FUELS & LUBRICANTS	0.00	145.40	4,000.00	614.72	84.63%
601.49400.02200 REPAIR & MAINTENANCE	0.00	11,137.22	48,500.00	26,300.82	45.77%
601.49400.02210 EQUIPMENT PARTS	0.00	0.00	1,000.00	331.19	66.88%
601.49400.02220 POSTAGE	0.00	65.78	2,500.00	888.48	64.46%
601.49400.02221 TIRES	0.00	0.00	1,000.00	0.00	100.00%
601.49400.02222 STREET REPAIRS	0.00	1,000.00	1,000.00	1,000.00	0.00%
601.49400.02261 WATER TESTING	0.00	72.00	800.00	264.00	67.00%
601.49400.02262 WATER METER & SUPPLIES	0.00	0.00	5,500.00	6,541.76	(18.94%)



**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

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Revised Budget  
For PUBLIC UTILITIES OPERATIONS (601)  
For the Fiscal Period 2016-5 Ending May 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02264 SAFE DRINKING WATER FEE	0.00	0.00	13,844.00	3,478.04	74.88%
601.49400.02280 UNIFORM ALLOWANCE	0.00	0.00	950.00	558.94	41.16%
601.49400.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,502.00	0.00	100.00%
601.49400.03030 ENGINEERING FEES	0.00	0.00	1,000.00	1,250.25	(25.03%)
601.49400.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49400.03210 TELEPHONE	0.00	43.86	900.00	194.75	78.36%
601.49400.03310 TRAVEL EXPENSE	0.00	0.00	1,200.00	0.00	100.00%
601.49400.03500 PRINTING & PUBLISHING	0.00	0.00	7,000.00	4,764.57	31.93%
601.49400.03600 INSURANCE	0.00	0.00	8,900.00	8,244.20	7.37%
601.49400.03870 WATER USAGE-CITY OF BLAINE	0.00	0.00	4,000.00	517.82	87.05%
601.49400.04000 CONTRACTUAL SERVICE	0.00	53.10	5,850.00	7,904.40	(35.12%)
601.49400.04050 MAINTENANCE AGREEMENTS	0.00	56.64	13,775.00	2,403.00	82.56%
601.49400.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,000.00	1,602.18	19.89%
601.49400.04330 DUES & SUBSCRIPTIONS	0.00	191.00	525.00	441.00	16.00%
601.49400.04370 PERMITS AND TAXES	0.00	0.00	7,800.00	4,657.52	40.29%
601.49400.04470 SURCHARGES-WATER	0.00	0.00	10.00	0.00	100.00%
601.49400.07000 PERMANENT TRANSFERS OUT	0.00	0.00	99,801.00	0.00	100.00%
<b>Total WATER DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>23,703.00</b>	<b>412,165.00</b>	<b>139,554.01</b>	<b>66.14%</b>
<b>WATER TREATMENT PLANT Expenditures</b>					
601.49402.02100 OPERATING SUPPLIES	0.00	0.00	100.00	0.00	100.00%
601.49402.02120 MOTOR FUELS & LUBRICANTS	0.00	0.00	2,000.00	0.00	100.00%
601.49402.02160 CHEMICALS & CHEMICAL PROD	0.00	4,437.44	23,000.00	6,697.14	70.88%
601.49402.02200 REPAIR & MAINTENANCE	0.00	3,034.35	10,000.00	3,034.35	69.66%
601.49402.02210 EQUIPMENT PARTS	0.00	40.57	5,000.00	278.17	94.44%
601.49402.03030 ENGINEERING FEES	0.00	0.00	1,000.00	0.00	100.00%
601.49402.03500 PRINTING & PUBLISHING	0.00	0.00	0.00	548.25	0.00%
601.49402.03600 INSURANCE	0.00	0.00	11,300.00	10,409.40	7.88%
601.49402.03810 ELECTRIC UTILITIES	0.00	6,568.28	80,000.00	24,614.11	69.23%
601.49402.03830 GAS UTILITIES	0.00	176.03	3,000.00	1,029.23	65.69%
601.49402.04000 CONTRACTUAL SERVICE	0.00	0.00	1,000.00	0.00	100.00%
601.49402.04370 PERMITS,DUES,SUBSCRIPTIONS	0.00	0.00	2,850.00	975.00	65.79%
601.49402.07000 PERMANENT TRANSFERS OUT	0.00	0.00	43,635.00	0.00	100.00%
<b>Total WATER TREATMENT PLANT Expenditures</b>	<b>0.00</b>	<b>14,256.67</b>	<b>182,885.00</b>	<b>47,585.65</b>	<b>73.98%</b>
<b>SEWER DEPARTMENT Expenditures</b>					
601.49450.01010 FULL TIME EMPLOYEES	0.00	7,902.92	100,916.00	43,281.46	57.11%
601.49450.01013 OVERTIME	0.00	158.59	7,061.00	1,933.91	72.61%
601.49450.01020 ON CALL SALARIES	0.00	0.00	2,421.00	219.85	90.92%
601.49450.01040 TEMPORARY EMPLOYEES	0.00	206.25	19,100.00	930.25	95.13%
601.49450.01050 VACATION BUY BACK	0.00	0.00	950.00	0.00	100.00%
601.49450.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	604.65	8,280.00	3,407.85	58.84%
601.49450.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	617.15	9,979.00	3,513.16	64.79%
601.49450.01300 HEALTH & DENTAL INSURANCE	0.00	1,312.79	18,606.00	6,594.22	64.56%
601.49450.01313 LIFE INSURANCE	0.00	7.70	95.00	38.49	59.48%
601.49450.01510 WORKERS COMPENSATION	0.00	0.00	6,500.00	6,413.47	1.33%
601.49450.02000 OFFICE SUPPLIES	0.00	0.00	800.00	38.31	95.21%
601.49450.02030 PRINTED FORMS	0.00	128.07	1,500.00	571.16	61.92%
601.49450.02100 OPERATING SUPPLIES	0.00	237.85	500.00	1,122.07	(124.41%)

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For PUBLIC UTILITIES OPERATIONS (601)  
For the Fiscal Period 2016-5 Ending May 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49450.02120 MOTOR FUELS & LUBRICANTS	0.00	145.38	4,000.00	614.69	84.63%
601.49450.02200 REPAIR & MAINTENANCE	0.00	220.00	10,000.00	2,089.44	79.11%
601.49450.02210 EQUIPMENT PARTS	0.00	0.00	2,000.00	298.50	85.08%
601.49450.02220 POSTAGE	0.00	65.77	2,500.00	663.45	73.46%
601.49450.02221 TIRES	0.00	0.00	1,000.00	0.00	100.00%
601.49450.02222 STREET REPAIRS	0.00	1,000.00	1,000.00	1,000.00	0.00%
601.49450.02262 WATER METER & SUPPLIES	0.00	0.00	5,000.00	6,541.74	(30.83%)
601.49450.02280 UNIFORM ALLOWANCE	0.00	0.00	950.00	558.95	41.16%
601.49450.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,502.00	0.00	100.00%
601.49450.03030 ENGINEERING FEES	0.00	0.00	1,000.00	1,250.25	(25.03%)
601.49450.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49450.03210 TELEPHONE	0.00	43.86	700.00	194.78	72.17%
601.49450.03310 TRAVEL EXPENSE	0.00	0.00	1,000.00	0.00	100.00%
601.49450.03500 PRINTING & PUBLISHING	0.00	0.00	300.00	0.00	100.00%
601.49450.03600 INSURANCE	0.00	0.00	8,700.00	7,791.02	10.45%
601.49450.03810 ELECTRIC UTILITIES	0.00	257.19	3,200.00	1,114.96	65.16%
601.49450.03840 METRO WASTE CONTROL	0.00	40,896.76	490,716.00	245,380.56	50.00%
601.49450.04000 CONTRACTUAL SERVICE	0.00	53.10	11,850.00	3,093.10	73.90%
601.49450.04050 MAINTENANCE AGREEMENTS	0.00	56.63	11,460.00	180.48	98.43%
601.49450.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,450.00	1,355.45	44.68%
601.49450.04330 DUES & SUBSCRIPTIONS	0.00	0.00	150.00	0.00	100.00%
601.49450.04390 MISCELLANEOUS	0.00	0.00	100.00	0.00	100.00%
601.49450.04450 RESERVE CAPACITY CHARGES	0.00	0.00	2,700.00	0.00	100.00%
601.49450.04460 SURCHARGES-SEWER	0.00	0.00	10.00	0.00	100.00%
601.49450.07000 PERMANENT TRANSFERS OUT	0.00	0.00	79,952.00	0.00	100.00%
<b>Total SEWER DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>53,914.66</b>	<b>820,248.00</b>	<b>340,191.57</b>	<b>58.53%</b>
<b>Total PUBLIC UTILITIES OPERATIONS Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 91,874.33</b>	<b>\$ 1,415,298.00</b>	<b>\$ 527,331.23</b>	<b>62.74%</b>
<b>PUBLIC UTILITIES OPERATIONS Excess of Revenues Over</b>	<b>\$ 0.00</b>	<b>\$ (85,357.92)</b>	<b>\$ 0.00</b>	<b>\$ 47,862.17</b>	<b>0.00%</b>

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

*For the Fiscal Period 2016-5 Ending May 31, 2016*

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual	Remaining Budget %
Total Revenues	\$	0.00	\$	6,516.41	\$	1,415,298.00	\$	575,193.40	59.36%
Total Expenditures	\$	0.00	\$	91,874.33	\$	1,415,298.00	\$	527,331.23	62.74%
Total Excess of Revenues Over Expenditures	\$	0.00	\$	(85,357.92)	\$	0.00	\$	47,862.17	0.00%



# Kenneth A. Tolzmann, SAMA

Spring Lake Park City Assessor

June 1, 2016

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

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

Dear Mr. Bucholtz,

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

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

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

Second Quarter Amt. Due: \$ 8,739.50

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

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

Sincerely,



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





June 16, 2016

City of Spring Lake Park  
Attn: Mr. Dan Buchholtz  
1301 Eighty-First Avenue NE  
Spring Lake Park, MN 55432-2188

**Reference:** Sanitary Lift Station No. 1 Reconstruction  
City of Spring Lake Park  
Stantec File No.: 193803115  
**Contractor's Request for Payment No. 4**

Dear Mr. Buchholtz:

Transmitted herewith are four (4) copies of Contractor's Request for Payment No. 4 for the above referenced project in the amount of \$81,921.59. This request is for work performed to near completion over the last month. Work included in this pay request are for mainly site restoration items. Since the site turf restoration was just completed a couple days ago, we have held \$5,000 as retainage on the project. Once the turf is established, we will reduce the retainage down to zero and process a final pay request and close out the project.

The work on this project has been satisfactorily completed and we recommend payment at this time. Should you have any questions regarding this request for payment, please feel free to call me at 651-604-4881.

Sincerely,

**Stantec**

A handwritten signature in black ink, appearing to read "Timothy L. Grinstead".

Timothy L. Grinstead, P.E.

Enclosure: Contractor's Request for Payment No. **4**

Cc: Jerry Monger – Meyer Contracting, Inc.  
file



Owner: City of Spring Lake Park, 1301 81st Avenue NE, spring Lake, MN 55432-2116	Date: June 16, 2016
For Period: 05/13/2016 to 06/16/2016	Request No: 4
Contractor: Meyer Contracting, Inc. 11000 93rd Avenue No, Maple Grove, MN 55369	

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

SUMMARY

1	Original Contract Amount		\$ 650,060.85
2	Change Order - Addition	\$ 0.00	
3	Change Order - Deduction	\$ 0.00	
4	Revised Contract Amount		\$ 650,060.85
5	Value Completed to Date		\$ 646,178.85
6	Material on Hand		\$ 0.00
7	Amount Earned		\$ 646,178.85
8	Less Retainage		\$ 5,000.00
9	Subtotal		\$ 641,178.85
10	Less Amount Paid Previously		\$ 559,257.26
11	Liquidated damages -		\$ 0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. 4		\$ 81,921.59

Recommended for Approval by:

**STANTEC**



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



Specified Contract Completion Date:

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Approved by Owner:

**CITY OF SPRING LAKE PARK**

---

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Date:

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No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
<b>BASE BID:</b>							
<b>PART 1 - SITE IMPROVEMENTS:</b>							
1	MOBILIZATION	LS	1	\$32,500.00	0.1	1.00	\$32,500.00
2	TRAFFIC CONTROL	LS	1	\$2,400.00	0.1	1.00	\$2,400.00
3	ABANDON SANITARY FORCEMAIN SEWER PIPE	LF	70	\$26.00		70	\$1,820.00
4	DEMOLITION OF EXISTING LIFT STATION	LS	1	\$12,038.00	1	1	\$12,038.00
5	TEMPORARY CONVEYANCE OF SANITARY SEWAGE	LS	1	\$3,386.00		1	\$3,386.00
6	REMOVE BITUMINOUS DRIVEWAY	SY	65	\$8.90		65.0	\$578.50
7	REMOVE CONCRETE CURB AND GUTTER	LF	100	\$4.60		100	\$460.00
8	REMOVE BITUMINOUS PAVEMENT	SY	155	\$8.90		155	\$1,379.50
9	REMOVE SANITARY SEWER SERVICE PIPE	LF	60	\$88.25		60	\$5,295.00
10	GRUB TREE TRUNK	EA	2	\$560.00	1	2	\$1,120.00
11	SALVAGE AND REINSTALL SIGN	EA	1	\$300.00	1	1	\$300.00
12	ADJUST FRAME AND RING CASTING	EA	1	\$502.50	1	1	\$502.50
13	SAWING BITUMINOUS PAVEMENT	LF	105	\$2.50		105	\$262.50
14	SUBGRADE EXCAVATION (EV)	CY	50	\$30.00		50	\$1,500.00
15	PREMIUM TOPSOIL BORROW (LV)	CY	100	\$23.00			\$0.00
16	STREET SWEEPER WITH PICK UP BROOM WITH OPERATOR	HR	10	\$112.00			\$0.00
17	WATER FOR DUST CONTROL	100 G/A	5	\$15.00			\$0.00
18	AGGREGATE BASE, CLASS 5	TN	150	\$37.25		150	\$5,587.50
19	TYPE SP 12.5 WEARING COURSE (2,B)	TN	20	\$150.00	20	20	\$3,000.00
20	TYPE SP 12.5 NON-WEARING COURSE (2,B)	TN	27	\$150.00	27	27	\$4,050.00
21	BITUMINOUS MATERIAL FOR TACK COAT	GAL	10	\$5.00	10	10	\$50.00
22	B618 CONCRETE CURB AND GUTTER	LF	76	\$44.00	76	76	\$3,344.00
23	SURMOUNTABLE CURB AND GUTTER	LF	24	\$44.00	24	24	\$1,056.00
24	4" CONCRETE SIDEWALK	SY	50	\$5.00	50	50	\$250.00
25	7" COMMERCIAL CONCRETE DRIVEWAY AND APRONS	SY	130	\$91.75	130	130	\$11,927.50
26	SILT FENCE, MACHINE SLICED	LF	300	\$3.00		300	\$900.00
27	SODDING, MINERAL TYPE	SY	175	\$15.00	175	175	\$2,625.00
28	SEEDING, INCL SEED, FERTILIZER AND HYDROMULCH	SY	1000	\$2.50	1000	1,000	\$2,500.00
29	HYDRAULIC SOIL STABILIZER (TEMPORARY HYDROMULCH)	LB	1000	\$1.00		1,000	\$1,000.00
<b>TOTAL PART 1 - SITE IMPROVEMENTS</b>							<b>\$99,832.00</b>
<b>PART 2 - SANITARY SEWER IMPROVEMENTS:</b>							
30	DEWATERING	LS	1	\$111,912.00		1.0	\$111,912.00
31	TEMPORARY PRE-ENGINEERED EARTH RETENTION SYSTEM	LS	1	\$272,173.85		1.0	\$272,173.85
32	CUSTOM UNDERGROUND PUMP STATION INSTALLATION	LS	1	\$14,096.00		1.0	\$14,096.00
33	8' DIA. WET WELL, BASE SLAB, TOP SLAB, AND HATCH	LS	1	\$37,729.00		1	\$37,729.00
34	12' x 23' x 1' CONCRETE SLAB FOR LIFT STATION	LS	1	\$13,125.00		1	\$13,125.00
35	PERMANENT ONSITE GENERATOR WITH CONCRETE BASE SLAB INSTALLATION	LS	1	\$5,796.00		1	\$5,796.00
36	LIFT STATION ELECTRICAL AND CONTROL PANEL WITH BASE SLAB INSTALLATION	LS	1	\$10,823.00		1	\$10,823.00
37	BYPASS PUMPING	LS	1	\$21,588.00	0.5	1.0	\$21,588.00
38	6" DIP FORCEMAIN	LF	50	\$125.50		50	\$6,275.00
39	6" GATE VALVES	EA	2	\$2,082.00		2	\$4,164.00
40	DUCTILE IRON FITTINGS	LB	350	\$7.50		350	\$2,625.00
41	4' DIAMETER SANITARY MANHOLE, INCLUDING R-1642-B CASTING AND ADJ. RINGS	EA	1	\$10,712.00		1	\$10,712.00
42	6" PVC, SDR 35 SANITARY SEWER SERVICE	LF	27	\$60.00		27	\$1,620.00
43	10" DIP SANITARY SEWER PIPE, CL. 53, RESTRICTED TRENCH	LF	58	\$120.00		58	\$6,960.00
44	CONNECT TO EXISTING SANITARY SEWER MANHOLE	EA	1	\$5,840.00		1	\$5,840.00
45	CONNECT TO EXISTING CIP FORCEMAIN	EA	1	\$3,808.00		1	\$3,808.00
46	CONNECT TO EXISTING 6" SANITARY SEWER SERVICE	EA	1	\$1,709.00		1	\$1,709.00
47	4' DIAMETER BY-PASS MANHOLE WITH VALVES	EA	1	\$15,391.00		1	\$15,391.00
48	IMPROVED PIPE FOUNDATION, PER 6" INCREMENT	LF	90	\$4.30			\$0.00

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

**PROJECT PAYMENT STATUS**

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

**CHANGE ORDERS**

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

**PAYMENT SUMMARY**

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

**Material on Hand**

Total Payment to Date		\$641,178.85	Original Contract	\$650,060.85
Retainage Pay No 4		5,000.00	Change Orders	
Total Amount Earned		\$646,178.85	Revised Contract	\$650,060.85





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

# PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: CENTERPOINT ENERGY

MEC# 10-2352  
SAP# 78497558

GOPHER 1-CALL REG. NO.: 0029

ADDRESS: 700 W LINDEN AVE MPLS MN 55403

PHONE: 612-910-1397 - KEITH LONG (CPE TECH)

FAX: 612-321-5480

E-MAIL ADDRESS: jodell.cox@centerpointenergy.com

NAME OF REPRESENTATIVE: CONTRACTOR - NPL

Keith Long <sup>612-</sup><sub>910-1397</sub>

REPRESENTATIVE PHONE NO'S.: 612-363-0332

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:

INSTALL 2 OR REPAIR ANODE/TESTPOINT @ Cottagewood Ter. & Coll. 10

(#2 + #3 on map)

START DATE: ~~6/1/2016~~ 6/15/16 COMPLETION DATE: 12/31/2016

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

EXPLANATION OF RESTORATION: \_\_\_\_\_

O.K. 6-9-16.  
I.R.

Thomas C. Birchholm

Authorized Representative Signature

6/7/16

Date

## FOR OFFICE USE ONLY

☐ PROOF OF CERTIFICATE OF INSURANCE:

VERIFICATION DATE: \_\_\_\_\_

☐ SCALED DRAWING SHOWING LOCATION

☐ LETTER OF CREDIT OR CONST. BOND

☐ COPY OF INSURANCE POLICIES

☐ COPY OF CERTIFICATE OF AUTHORITY

(If Corporation; from Secretary of State)

(From M.P.U.C., State, or Federal Agency)

PERMIT FEES: ☐ Excavation Hole - \$150.00

☐ Emergency Hole - \$55.00

☐ Trench - \$70.00/100'+Hole fee

☐ Obstruction Fee - \$50.00+.05/Ft.

Receipt No.: \_\_\_\_\_

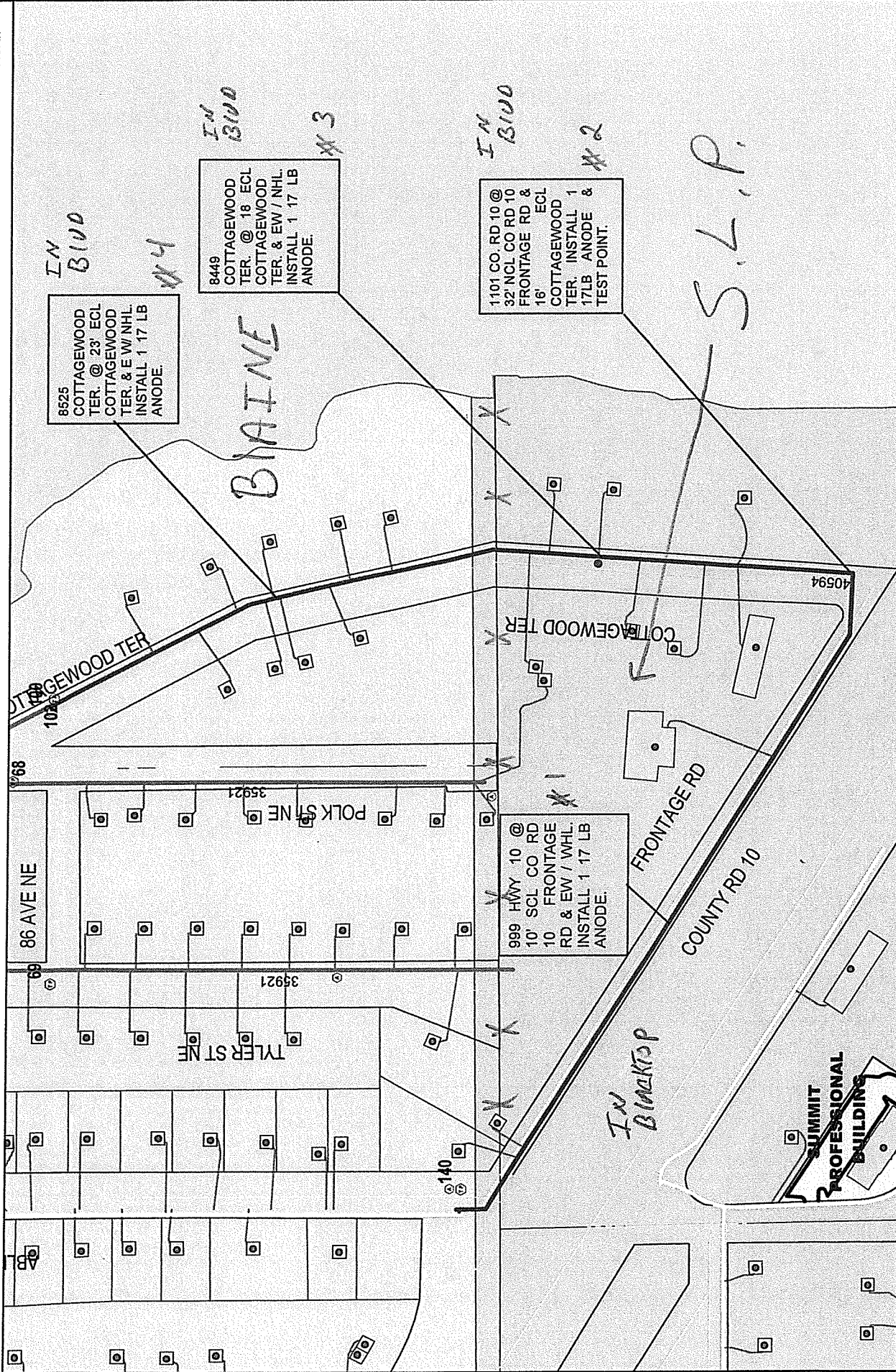
Date: \_\_\_\_\_

Initials: \_\_\_\_\_

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



**CenterPoint<sup>®</sup>**  
**Energy**



Work Order #: 784  
Design Date: 6/1/16

CP Section #: 40594

**Designed By: K.K.L.**

Quad/Sec/Twp/Rng: NW S1 R24 T30 - SW S32 R23 T30 Area: 2009-2 2013-1 Designer Phone #: 612 910 1397

**RESOLUTION NO. 16-12**

**RESOLUTION PERMANENTLY TRANSFERRING MONIES FROM THE GENERAL FUND TO THE REVOLVING CONSTRUCTION FUND**

**WHEREAS**, the annual audit of the City's 2015 financial records was conducted in 2016;  
and

**WHEREAS**, the preliminary audited financial statements for year ended December 31, 2012 indicate that revenues exceeded expenditures by \$122,929; and

**WHEREAS**, these funds would typically remain in the General Fund as cash carried forward, increasing the City's operating reserves unless otherwise designated by the City Council;  
and

**WHEREAS**, interfund transfers are needed to cover a number of needs, including future renovation/expansion of City Hall.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the Administrator, Clerk/Treasurer is hereby authorized to make the transfer specified below:

Fund 101 – General Fund to Fund 400 – Revolving Construction	\$100,000
--	-----------

**BE IT FURTHER RESOLVED** that the effective date of the transfers is December 31, 2015.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

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

APPROVED BY:

---

Cindy Hansen, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Clerk in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby Certify that the foregoing is a true and correct copy of Resolution No. 16-12, A Resolution Permanently Transferring Monies From The General Fund To Revolving Construction Fund, adopted by the Spring Lake Park City Council at their regular meeting on the 5th day of July, 2016.

(SEAL)

---

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

Dated: \_\_\_\_\_



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

Contractor's Licenses

July 5, 2016

Blacktopping Contractor

Arcade Asphalt, Inc.

General Contractor

JBE, Inc. DBA Milton L. Johnson Roofing & Sheet Metal

Mechanical Contractor

Action Heating & AC

Air Systems

Anderson's Residential Heating and Air

Assured Heating, Air Conditioning & Refrig, Inc.

M & D Plumbing Heating, Inc.

Riccar Heating & Air

Plumbing Contractor

Jake The Plumber, LLC

Liberty Plumbing Co LLC

M & D Plumbing & Heating, Inc.

Sign Contractor

Boo Doo Signs, Inc.

Crosstown Sign

Swimming Pool Contractor

Performance Pool & Spa Inc.



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

## Sign Permits

July 5, 2016

Monte's Sports Bar

8299 University Ave

Boo Doo Signs

Perfect 10 Detail

1109 Hwy 10

Crosstown Sign



CITY OF SPRING LAKE PARK  
1301 81<sup>ST</sup> AVENUE N E  
SPRING LAKE PARK, MN 55432

SIGN PERMIT APPLICATION

DATE: 6-7-16  
NAME OF APPLICANT: "BOO" DOO 316 AND INC.  
ADDRESS OF APPLICANT: 29021 FELDSPAR ST NW PRINCETON MN.  
TELEPHONE NUMBER OF APPLICANT: 612-221-6508 763-4440212  
NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is  
to be attached or erected KEYS CAFE / MONTRIES 8299 UNIVERSITY AVE  
SPRING LAKE PARK MN.

New Construction: \_\_\_\_\_ Remodel: \_\_\_\_\_ Word Change Only: X

Attach a drawing or sketch showing the position of the sign in relation to the nearest building, structures, public streets, right-of-way and property lines. Said drawing to be prepared to scale.

Attach two (2) blueprints or ink drawings of the plans and specifications and method of construction or attachment to the building or in the ground, including all dimensions. Show location of all light sources, wattage, type and color of lights and details of light shields or shades.

Attach a copy of stress sheets and calculations showing the structure is designed for dead load and wind velocity in the amount required by this and all other Ordinances of the City, if requested by the Building Inspection Department.

Name of person, firm or corporation erecting the structure: /

Address: \_\_\_\_\_

Is an Electrical Permit required? NO

I, the undersigned applicant, do further make the following agreement with the City of Spring Lake Park Mn:

- 1) To authorize and direct the City of Spring Lake Park to remove and dispose of any signs and sign structures on which a Permit has been issued but which was not renewed, if the owner does not remove the same within thirty (30) days following the expiration of the Permit.
- 2) To authorize and direct the City of Spring Lake Park to remove said sign and sign structure, at the expense of the applicant, where maintenance is not furnished, but only after a hearing and after notice of sixty (60) days, specifying the maintenance required by the City.
- 3) To provide any other additional information which may be required by the Building Inspection Department.

  
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY: \*\*\*\*\*

FEE: \$240

RECEIPT NUMBER: 89368

DATE OF APPROVAL: 7/5/16

DATE OF ISSUE: 6/22/16

REASON FOR DENIAL: \_\_\_\_\_

Dan authorized sign because sign the 2<sup>nd</sup> Council meeting was cancelled in June.

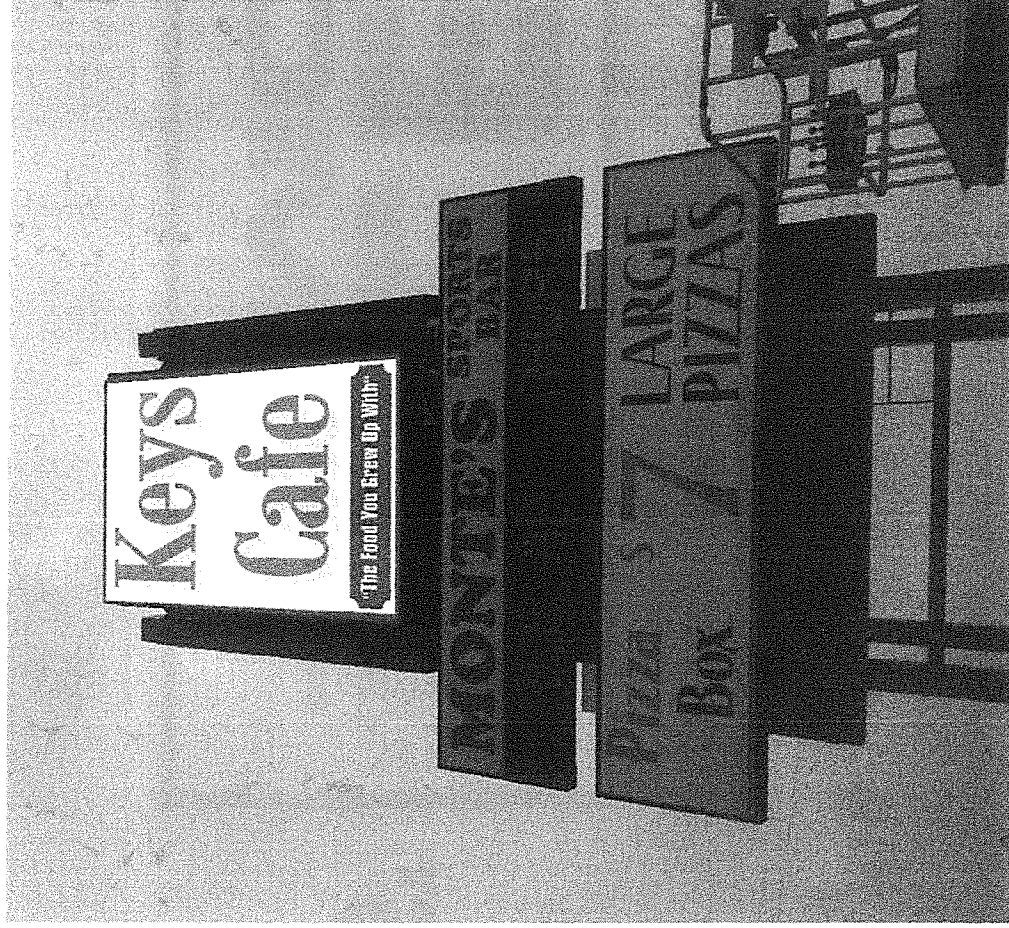
5'

20'

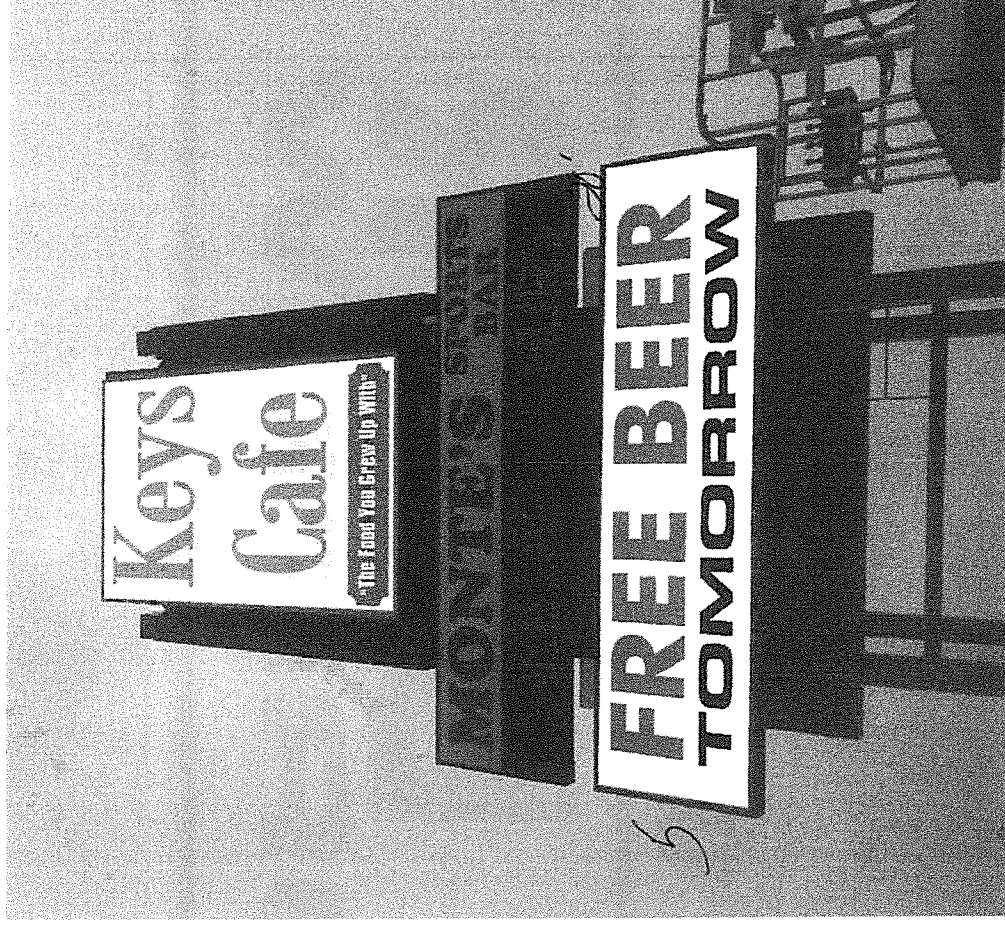
**FREE BEER**  
**FROM BROW**

100% X2 = 200%

# BEFORE



# AFTER



**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

SQUARE FOOTAGE OF FRONT OF BUILDING: 10,000

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 609

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 100 x 2 = 200

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN. X

IF YOU ARE NOT THE OWNER OF THE PROPERTY, INCLUDE A SIGNED LETTER FROM THE OWNER GIVING PERMISSION TO ERECT THE SIGN.

NOTE: ALL APPLICATIONS ARE DUE BY NOON ON THE THURSDAY PRECEEDING THE COUNCIL MEETING.

**DRAWING:**

Existing

Monte's  $32 \times 4 = 128$   
84

Pizza Box  
72

Keys  
17.25 canopy  
17.25 36.75  
2.25

96 pylon  
96 x 2 = 192

HERE  
WALK  
516

3,000 - 30%  
609 - Existing  
200 - proposed

2191 Remaining

proposed  
100 - \$60 + \$60 = \$120  
100 \$60 + \$60 \$120  
\$240

FRONTAGE RD

UNIVERSITY





29021 Feldspar St. N.W.  
Princeton MN  
55371

June 7, 2016

City of Spring Lake Park  
Kristine  
1301 81<sup>st</sup> Ave. NE  
Spring Lake Park MN

Subject: copy change on existing sign faces below the Keys café at 8299 University Ave. NE.

Dear Kristine,

Here is the scope of work to be done at that location.

1. We are removing the vinyl off the existing sign faces on the north and south elevation that reads pizza box \$7 large pizzas and replacing with new vinyl that reads FREE BEER tomorrow.

I have contacted the owner and he is sending me a letter of approval for the face change I will send it over as soon as I receive it. Thanks for your help on this and please let me know if you need anything more. Can you please let me know what the cost is so I can have accounting send you a check.

Sincerely,

Robert "BOO" Olson

CITY OF SPRING LAKE PARK  
1301 81<sup>ST</sup> AVENUE N E  
SPRING LAKE PARK, MN 55432

SIGN PERMIT APPLICATION

DATE: 6/10/16  
NAME OF APPLICANT: CROSSTOWN SIGN  
ADDRESS OF APPLICANT: 16307 ABERDEEN  
TELEPHONE NUMBER OF APPLICANT: 763 784 7712

NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is  
to be attached or erected PERFECT 10 DETAIL

1109 HWY 10  
New Construction: \_\_\_\_\_ Remodel: \_\_\_\_\_ Word Change Only: X

Attach a drawing or sketch showing the position of the sign in relation to the nearest building, structures, public streets, right-of-way and property lines. Said drawing to be prepared to scale.

Attach two (2) blueprints or ink drawings of the plans and specifications and method of construction or attachment to the building or in the ground, including all dimensions. Show location of all light sources, wattage, type and color of lights and details of light shields or shades.

Attach a copy of stress sheets and calculations showing the structure is designed for dead load and wind velocity in the amount required by this and all other Ordinances of the City, if requested by the Building Inspection Department.

Name of person, firm or corporation erecting the structure: EXISTING Pylon

Address: \_\_\_\_\_

Is an Electrical Permit required? NO

I, the undersigned applicant, do further make the following agreement with the City of Spring Lake Park Mn:

- 1) To authorize and direct the City of Spring Lake Park to remove and dispose of any signs and sign structures on which a Permit has been issued but which was not renewed, if the owner does not remove the same within thirty (30) days following the expiration of the Permit.
- 2) To authorize and direct the City of Spring Lake Park to remove said sign and sign structure, at the expense of the applicant, where maintenance is not furnished, but only after a hearing and after notice of sixty (60) days, specifying the maintenance required by the City.
- 3) To provide any other additional information which may be required by the Building Inspection Department.

  
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY: \*\*\*\*\*  
FEE: \$160.00

RECEIPT NUMBER: 89329

DATE OF APPROVAL: 7/5/16 DATE OF ISSUE: 6/17/16

REASON FOR DENIAL: \_\_\_\_\_

*Dan authorized sign because the 2<sup>nd</sup> Council meeting in June was cancelled.*

**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

SQUARE FOOTAGE OF FRONT OF BUILDING: 3275

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 397

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 6x10 = 60x2 (pylon) = 120

**INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.**

**IF YOU ARE NOT THE OWNER OF THE PROPERTY, INCLUDE A SIGNED LETTER FROM THE OWNER GIVING PERMISSION TO ERECT THE SIGN.**

**NOTE: ALL APPLICATIONS ARE DUE BY NOON ON THE TUESDAY PRECEEDING THE COUNCIL MEETING.**

**DRAWING:**

Existing

Brakes, Shocks, Struts, Alignment	10
Excel (Building)	32
Auto & Tire (Building)	22
Excel (pylon 5x2)	112
Batteries Plus (Building)	101
Batteries Plus (pylon 6x2)	120
	<u>397</u>

983 - 30%  
397 - Existing

586 Remaining  
120 Proposed

466 Remaining

proposed  
60 - \$60 + \$20 = \$80  
60 - \$60 + \$20 = \$80  
\$160

120"



Accepted and Approved by Spring Lake Park Partnership, LLP, by Mid-America Real Estate-MN, LLC  
its managing agent:

  
Genevieve Simonson - Property Manager

6/10/2016  
Date

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

Business License

July 5, 2016

Liquor License \*\*

Pestello's Tavern and Grill  
8355 University Avenue NE

\*\*Contingent on:

Federal Tax ID#

Water Bill Paid



The Code Enforcement Report will be distributed at the meeting.







## Police Report

May 2016

Submitted for Council Meeting – June 20, 2016

The Spring Lake Park Police Department responded to four hundred and twenty-two calls for service for the month of May. This is compared to responding to four hundred and eighty-four calls for service in May of 2015.

The police department for the month of May 2016 deployed our "Speed Trailer" at fifteen different locations throughout our city. The deployment of the speed trailer is to help remind everyone traveling on our roadways of their speeds and help make our community as safe as possible for driving issues. The police department would like to remind our residents that if they feel they have a speeding issue in their neighborhood, to please call the police department and advise the location of your concerns. The police department will do our best try and cover these areas of concern in our community.

Our School Resource Officer, Officer Fiske reports handling sixteen calls for service for the month of May 2016, along with having nineteen student contacts, five escorts and six follow up investigations to school related issues. For further details see Officer Fiske's attached report. It should be noted that this will be the last School Resource Officer Report for the school year 2015-2016. School we be letting out for summer break in early June. After working in our schools for the past five years as our School Resource Officer, Officer Fiske will be returning to her patrol duties at the end of this year. I would like to take this opportunity to thank Officer Fiske for her dedication and professionalism in the position of "School Resource Officer" for the past five years and also to welcome her back to patrol. Officer Dave Chlebeck will be the new "School Resource Officer" for the 2016-2017 school year. Officer Chlebeck is very eager to undertake this position and we are very confident in his capabilities to do the job.

Investigator Baker reports handling a case load of forty-nine cases for the month of May 2016. Thirty-seven of these cases were felony in nature, four of these case were gross misdemeanor in nature and eight were misdemeanor in nature. Investigator Baker did not report any cases of particular interest this month but does continually work on his case load in a diligent manner to bring them to a conclusion as soon as possible. For further details, see Investigator Bakers attached report.

The Spring Lake Park Police Department Office Staff remain steadfast in their duties, typing and imaging reports, filing, answering and dispensing phone calls for service and information, while continuing to address citizen concerns at our "Police Public Walk up Window", along with other duties that may be assigned on a daily basis.

The month of May has been a busy month for myself as well, besides handling the day to day operations of the police department. I attended numerous meetings throughout the month, I also attended "Emergency Vehicle Operators Course Training" - "EVOC" Training in St. Cloud, MN. Myself and Public Works Director Terry Randall picked up our "Prescription Drug" take back box from the Anoka County Sheriff's Office and placed it here at city hall for residents to dispose of unwanted prescription drugs. The prescription drug box has all the graphics on it now for the public to be able to identify and is located in the main lobby area of city hall as you enter. I also preformed my civic duty/responsibility and served on "Jury Duty" for two weeks during the month.

I did want to advise the Mayor and City Council that the police department was able to donate thirty-five bicycles to "Bikes 4 Kids" a local organization based out of Ham Lake, MN, to refurbish the bikes and give them to children that are not able to afford a bike of their own.

This will conclude my report for the month of May 2016.

Are there any questions?



Investigator  
Brad Baker

# **Spring Lake Park Police Department**

## **Investigations Monthly Report**

**May 2016**

### **Total Case Load**

#### **Case Load by Level of Offense: 49**

<b>Felony</b>	<b>37</b>
<b>Gross Misdemeanor</b>	<b>4</b>
<b>Misdemeanor</b>	<b>8</b>

#### **Case Dispositions:**

<b>County Attorney</b>	<b>7</b>
<b>Juvenile County Attorney</b>	<b>0</b>
<b>City Attorney</b>	<b>1</b>
<b>Forward to Other Agency</b>	<b>0</b>
<b>SLP Liaison</b>	<b>0</b>
<b>Carried Over</b>	<b>32</b>
<b>Unfounded</b>	<b>0</b>
<b>Exceptionally Cleared</b>	<b>0</b>
<b>Closed/Inactive</b>	<b>9</b>

**Notes:**

## Spring Lake Park Police / School Resource Officer Report

May 1, 2016

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	13	19	5	3
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School				
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations	3			3
Totals:	16	19	5	6

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	4
Students charged with Assault or Disorderly Conduct	1
Students charged with other crimes	1
Non-students Charged	
Warrant Arrests	
Miscellaneous reports	10



Number donated	35	
Dollar amount		determined by Donor City of Spring Lake Park
Date	5/2/2016 10am	
Bikes4Kids initial	CCB	

***Your donation is greatly appreciated!!***

***Please keep this for your records.***

The Robert and Wilma Burbach Bike Foundation  
1207 Constance Boulevard NE Ham Lake, MN 55304-5398  
763 360 1574 or 763 412 2878 info@bikes4kidsmn.org



## **RESOLUTION NO. 16-13**

### **A RESOLUTION APPROVING A VARIANCE TO ALLOW A DRIVEWAY EXPANSION AT 7856 MONROE STREET NE**

**WHEREAS**, Thomas and Linda Hamilton, 7856 Monroe St NE, have made application to expand their driveway into the required five foot setback; and

**WHEREAS**, the property is legally described as follows:

Lot 5, Block 1, Buzzells First Addition (PID #02-30-24-43-0011); 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 June 27, 2016; and

**WHEREAS**, the request was made for expansion of an existing driveway to be constructed within 3.5 feet of 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 as outlined in the Commission's official minutes from its June 27, 2016 meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves the request of Thomas and Linda Hamilton for a variance subject to the following conditions:

1. Applicant must reestablish turf on any areas disturbed by the widening 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 expanded 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 Councilmember .

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

And the following voted against the same:

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

APPROVED BY:

---

Cindy Hansen, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator



**RESOLUTION NO. 16-14**

**A RESOLUTION APPROVING A VARIANCE TO ALLOW A DRIVEWAY  
EXPANSION AT 8350 FILLMORE STREET NE**

**WHEREAS**, Bryan J. Buch Sr., 8350 Fillmore St NE, have made application to expand their driveway into the required five foot setback; and

**WHEREAS**, the property is legally described as follows:

Lot 4, Block 6, Park Manor Addition (PID 01-30-24-22-0109); 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 June 27, 2016; and

**WHEREAS**, the request was made for expansion of an existing driveway to be constructed within 2.5 feet of 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 as outlined in the Commission's official minutes from its June 27, 2016 meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves the request of Bryan J. Buch Sr. for a variance subject to the following conditions:

1. Applicant must reestablish turf on any areas disturbed by the widening 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 expanded 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 Councilmember .

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

And the following voted against the same:

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

APPROVED BY:

---

Cindy Hansen, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator

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## MEMORANDUM

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**TO:** CHAIRMAN SMITH AND MEMBERS OF THE PLANNING COMMISSION  
**FROM:** DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR  
**SUBJECT:** HEALTH CARE DWELLING LAW – OPT-OUT ORDINANCE  
**DATE:** JUNE 8, 2016

---

Governor Dayton signed SF 2555 into law which creates a new process for local governments to permit certain types of recreational vehicles as temporary family dwellings. The main stated motivation behind the new law is to provide transitional housing for seniors (e.g. if a family wanted to keep a close eye on grandma while she recuperates from surgery, they could have grandma stay in a temporary family health care dwelling in the yard or driveway). However, the law is much broader, allowing anyone who needs assistance with two or more “instrumental activities of daily life” for mental or physical reasons to be eligible to be housed in this manner. The law takes effect on September 1, 2016.

The law has the following components:

- Creates a new type of permit referred to as a temporary dwelling permit that has a six-month duration, with an option to extend the permit for six months.
- Requires that the permit be for a property where the caregiver or relative resides.
- Allows modular and manufactured housing (instead of just recreational vehicles) to use this permit process as long as the unit meets all of the listed criteria.
- Lists the criteria for the structure and the information required in the permit application.
- Addresses sewer safety issues with required backflow valves and advance verification of septic service contracts.
- Requires the inclusion of site maps showing where the unit will be placed and notification of adjacent neighbors prior to application.
- Requires applications to specify the individual authorized to live in the unit.
- Applies the permit approval process found in Minnesota Statutes, section 15.99, but allows the local government unit only 15 days to make a decision on granting the permit (no extension). It waives the public hearing requirement and allows the clock to be restarted if an application is deemed incomplete, as long as the applicant is notified of how the application is incomplete within five days. A 30-day decision is allowed if the regular council meeting occurs only once a month.
- Requires unit placement to meet existing stormwater, shoreland, setback, and easement requirements. A permit exempts the units only from accessory unit ordinances and recreational vehicle parking and storage ordinances.
- Sets a default permit fee level that may be replaced by a local ordinance.

I have attached the statute for your review. Section 3, which creates §462.3593 in State Law relating to Temporary Family Health Care Dwellings, is the law that impacts the city.

The bill allows local governments to opt out of the program if they determine that this type of expedited land use permitting is not well-suited to the community. In order to opt out, the City Council must pass an ordinance opting out of the program.

**ORDINANCE NO. \_\_\_\_\_**  
**AN ORDINANCE OPTING-OUT OF THE REQUIREMENTS OF MINNESOTA**  
**STATUTES, SECTION 462.3593**

**WHEREAS**, on May 12, 2016, Governor Dayton signed into law the creation and regulation of temporary family health care dwellings, codified at Minn. Stat. § 462.3593, which permit and regulate temporary family health care dwellings; and

**WHEREAS**, subdivision 9 of Minn. Stat. §462.3593 allows cities to “opt out” of those regulations.

**THE CITY COUNCIL OF THE CITY OF SPRING LAKE PARK, MINNESOTA,**  
**ORDAINS AS FOLLOWS:**

**Section 1.** Section 153.041 of the Spring Lake Park Zoning Code is hereby amended as follows:

**§ 153.041 PERMITTED USES**

(A) The uses as set forth in App. D of this chapter are allowed in the various residential districts either as permitted, accessory or conditional uses.

(B) Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of Spring Lake Park opts out of the requirements of Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care Dwellings.

**Section 2.** This ordinance shall become effective immediately upon adoption and publication.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 5th day of July 2016.

\_\_\_\_\_  
Cindy Hansen, Mayor

ATTEST:

\_\_\_\_\_  
Daniel R. Buchholtz, Administrator, Clerk/Treasurer

**Sec. 3. [462.3593] TEMPORARY FAMILY HEALTH CARE DWELLINGS.**

Subdivision 1. Definitions. (a) For purposes of this section, the following terms have the meanings given.

(b) "Caregiver" means an individual 18 years of age or older who:

(1) provides care for a mentally or physically impaired person; and

(2) is a relative, legal guardian, or health care agent of the mentally or physically impaired person for whom the individual is caring.

(c) "Instrumental activities of daily living" has the meaning given in section 256B.0659, subdivision 1, paragraph (i).

(d) "Mentally or physically impaired person" means a person who is a resident of this state and who requires assistance with two or more instrumental activities of daily living as certified in writing by a physician, a physician assistant, or an advanced practice registered nurse licensed to practice in this state.

(e) "Relative" means a spouse, parent, grandparent, child, grandchild, sibling, uncle, aunt, nephew, or niece of the mentally or physically impaired person. Relative includes half, step, and in-law relationships.

(f) "Temporary family health care dwelling" means a mobile residential dwelling providing an environment facilitating a caregiver's provision of care for a mentally or physically impaired person that meets the requirements of subdivision 2.

Subd. 2. Temporary family health care dwelling. A temporary family health care dwelling must:

(1) be primarily assembled at a location other than its site of installation;

(2) be no more than 300 gross square feet;

(3) not be attached to a permanent foundation;

(4) be universally designed and meet state-recognized accessibility standards;

(5) provide access to water and electric utilities either by connecting to the utilities that are serving the principal dwelling on the lot or by other comparable means;

(6) have exterior materials that are compatible in composition, appearance, and durability to the exterior materials used in standard residential construction;

(7) have a minimum insulation rating of R-15;

(8) be able to be installed, removed, and transported by a one-ton pickup truck as defined in section 168.002, subdivision 21b, a truck as defined in section 168.002, subdivision 37, or a truck tractor as defined in section 168.002, subdivision 38;

(9) be built to either Minnesota Rules, chapter 1360 or 1361, and contain an Industrialized Buildings Commission seal and data plate or to American National Standards Institute Code 119.2; and

(10) be equipped with a backflow check valve.

Subd. 3. Temporary dwelling permit; application. (a) Unless the municipality has designated temporary family health care dwellings as permitted uses, a temporary family health care dwelling is subject to the provisions in this section. A temporary family health care dwelling that meets the requirements of this section cannot be prohibited by a local ordinance that regulates accessory uses or recreational vehicle parking or storage.

(b) The caregiver or relative must apply for a temporary dwelling permit from the municipality. The permit application must be signed by the primary caregiver, the owner of the property on which the temporary family health care dwelling will be located, and the resident of the property if the property owner does not reside on the property, and include:

- (1) the name, address, and telephone number of the property owner, the resident of the property if different from the owner, and the primary caregiver responsible for the care of the mentally or physically impaired person; and the name of the mentally or physically impaired person who will live in the temporary family health care dwelling;
- (2) proof of the provider network from which the mentally or physically impaired person may receive respite care, primary care, or remote patient monitoring services;
- (3) a written certification that the mentally or physically impaired person requires assistance with two or more instrumental activities of daily living signed by a physician, a physician assistant, or an advanced practice registered nurse licensed to practice in this state;
- (4) an executed contract for septic service management or other proof of adequate septic service management;
- (5) an affidavit that the applicant has provided notice to adjacent property owners and residents of the application for the temporary dwelling permit; and
- (6) a general site map to show the location of the temporary family health care dwelling and other structures on the lot.

(c) The temporary family health care dwelling must be located on property where the caregiver or relative resides. A temporary family health care dwelling must comply with all setback requirements that apply to the primary structure and with any maximum floor area ratio limitations that may apply to the primary structure. The temporary family health care dwelling must be located on the lot so that septic services and emergency vehicles can gain access to the temporary family health care dwelling in a safe and timely manner.

(d) A temporary family health care dwelling is limited to one occupant who is a mentally or physically impaired person. The person must be identified in the application. Only one temporary family health care dwelling is allowed on a lot.

(e) Unless otherwise provided, a temporary family health care dwelling installed under this section must comply with all applicable state law, local ordinances, and charter provisions.

Subd. 4. Initial permit term; renewal. The initial temporary dwelling permit is valid for six months. The applicant may renew the permit once for an additional six months.

Subd. 5. Inspection. The municipality may require that the permit holder provide evidence of compliance with this section as long as the temporary family health care dwelling remains on the property. The municipality may inspect the temporary family health care dwelling at reasonable times convenient to the caregiver to determine if the temporary family health care dwelling is occupied and meets the requirements of this section.

Subd. 6. Revocation of permit. The municipality may revoke the temporary dwelling permit if the permit holder violates any requirement of this section. If the municipality revokes a permit, the permit holder has 60 days from the date of revocation to remove the temporary family health care dwelling.

Subd. 7. Fee. Unless otherwise provided by ordinance, the municipality may charge a fee of up to \$100 for the initial permit and up to \$50 for a renewal of the permit.

Subd. 8. No public hearing required; application of section 15.99. (a) Due to the time-sensitive nature of issuing a temporary dwelling permit for a temporary family health care dwelling, the municipality does not have to hold a public hearing on the application.

(b) The procedures governing the time limit for deciding an application for the temporary dwelling permit under this section are governed by section 15.99, except as provided in this section. The municipality has 15 days to issue a permit requested under this section or to deny it, except that if the statutory or home rule charter city holds regular meetings only once per calendar month the statutory or home rule charter city has 30 days to issue a permit requested under this section or to deny it. If the municipality receives a written request that does not contain all required information, the applicable 15-day or 30-day limit starts over only if the municipality sends written notice within five business days of receipt of the request telling the requester what information is missing. The municipality cannot extend the period of time to decide.

Subd. 9. Opt-out. A municipality may by ordinance opt-out of the requirements of this section.





## DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission meeting held on June 27, 2016 at the Spring Lake Park Community Center, 1301 81<sup>st</sup> Avenue N.E., at 7:00 P.M.

### 1. Call to Order

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

### 2. Roll Call

Members Present:	Commissioners Bernhagen, Dircks and Hansen
Members Absent:	Commissioners Smith, Raymond, Eischens, and Strawn
Staff Present:	Building Official Brainard and Executive Assistant Gooden
Visitors:	Bryan Buch, 8350 Fillmore Street NE Tom Hamilton, 7856 Monroe Street NE Mark Johanix, 7870 Monroe Street NE

### 3. Pledge of Allegiance

### 4. Approval of Minutes – April 25, 2016

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

**Note: A quorum was not present for final recommendations to be determined at the public hearings. Informal recommendations will be submitted to the City Council for their review and approval.**

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

Vice Chairperson Dircks opened the public hearing at 7:02 PM to consider a driveway variance request for 7856 Monroe Street NE.

Building Official Brainard 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.

Building Official Brainard 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.

Building Official Brainard 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.

Building Official Brainard 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.

Building Official Brainard 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.

Building Official Brainard 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.

Mr. Hamilton, 7856 Monroe Street NE, stated that he did not have any new information to add and plans on going forward with the work whether the variance is approved or not. He stated that if the variance was not approved, he would widen the to the five foot setback.

Commissioner Hansen inquired as to when the work would be completed. Mr. Hamilton reported that he has work scheduled to begin on the week of July 11, 2016.

Vice Chairperson Dircks asked for additional public feedback. Hearing none, Vice Chairperson Dircks closed the public hearing at 7:08 PM.

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

Vice Chairperson Dircks stated that she was in favor of granting the variance and did not see any objections to the recommendations from staff. The consensus of the other members present was to make an informal recommendation of approval of the variance request.

6. Public Hearing – Driveway Setback Variance Request for 8350 Fillmore Street NE

Vice Chairperson Dircks opened the public hearing at 7:11 PM to consider a driveway setback variance request for 8350 Fillmore Street NE.

Building Official Brainard 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.

Building Official Brainard 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.

Building Official Brainard 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.

Building Official Brainard 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 2.5 foot setback from the property line.

Building Official Brainard 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.

Building Official Brainard 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.

Mr. Buch, 8350 Fillmore Street NE, inquired to the Commission if he could amend his request and ask that the setback be six inches rather than the two and half feet as originally submitted. Vice Chairperson Dircks stated that the request would need to be requested at the City Council meeting on July 5, 2016, as there is not a quorum of Commission members at the public hearing.

Mr. Buch stated that he discussed the change with Building Official Brainard and with this change it would allow him to accommodate the fishing boat and the vehicle.

Vice Chairperson Dircks asked for additional public feedback. Hearing none, Vice Chairperson Dircks closed the public hearing at 7:21 PM.

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

Vice Chairperson Dircks stated that she was in favor of granting the variance. She was in agreement with the request the change setback to six inches. The consensus of the other members present was to make an informal recommendation of approval of the variance request.

7. Public Hearing – Amending Section 153.041 Zoning Code to Opt Out of the Requirements of MN Statute §462.3593 Relating to Temporary Health Care Dwellings

Building Official Brainard reported that Governor Dayton signed SF 2555 into law, which creates a new process for local governments to permit certain types of recreational vehicles as temporary family dwellings. He stated that the motivation behind the new law is to provide transitional housing for seniors who could be recuperating from surgery and are need in temporary care. He stated that the dwellings would be similar to that of a tiny house that would be in the backyard or driveway. He stated that the the law is much broader, allowing anyone who needs assistance with two or more “instrumental activities of daily life” for mental or physical reason to be eligible to be house in this manner. He stated that the law takes effect on September 1, 2016.

Building Official Brainard stated that the law has the following components:

- Creates a new type of permit referred to as a temporary dwelling permit that has six-month duration, with an option to extend the permit for six months.
- Requires that the permit be a property where the caregiver or relative resides.
- Allows modular and manufactured housing (instead of just recreational vehicles) to use this permit process as long as the unit meets all of the listed criteria.
- Lists the criteria for the structure and the information required in the permit application.
- Addresses sewer safety issues with required backflow valves and advance verification of septic service contracts.

- Requires the inclusion of site maps showing where the unit will be placed a notification of adjacent neighbors prior to application.
- Applies the permit approval process found in Minnesota Statutes, section 15.99, but allows the local government unit by only 15 days to make a decision on granting the permit (no extension). It waives the public hearing requirement and allows the clock to be restarted if the application is deemed incomplete within five days. A 30-day decision is allowed if the regular council meeting occurs only once a month.
- Requires unit placement to meet existing stormwater, shoreland, setback, and easement requirements. A permit exempts the units only from accessory unit ordinances and recreational vehicle parking and storage ordinances.
- Sets a default permit fee level that may be replaced by local ordinance.

Building Official Brainard stated that the bill allows local governments to opt out of the program if they determine that this type of expedited land use permitting is not well-suited to the community. He stated that in order to opt out, the City Council must pass an ordinance opting out of the program.

Mr. Brainard stated that with the short window of time between now and the law's implantation date, City staff is recommending that the City of Spring Lake Park "opt out" of the law. He stated that staff does not believe that three months is enough time to research the total implications of this law. He reported that if there is interest from the Planning Commission and City Council to research temporary health care dwellings further, staff can present a planning report to the Commission/City Council. He stated that at that time, the Commission could recommend repealing this ordinance and allowing temporary health care dwelling permits pursuant to State Law or the Commission could recommend creating its own ordinance that would be part of the City Code to address this issue. He explained that the City Council makes the final determination of this action.

Mr. Brainard stated that from an informal poll of cities surrounding Spring Lake Park, most cities are taking the approach City staff is recommending. He reported that as this ordinance impacts land use, City staff is taking a conservative approach by scheduling a public hearing on the proposed "opt-out" ordinance and staff recommends that the Planning Commission recommend approval of the "opt-out" ordinance to the City Council.

Vice Chairperson Dircks asked for additional public feedback. Hearing none, Vice Chairperson Dircks closed the public hearing at 7:34 PM.

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

Commissioner Hansen commented that he has a hard time understanding how these tiny homes or structures could be ADA accessible and they could pose many issues with a stable foundation along with sewer and water lines. He stated that he is in favor of opting out at this time but would like to reevaluate the dwellings in the future.

Vice Chairperson Dircks stated that she is in favor of opting out at this time but would like to research the topic more in depth. She stated that as the population ages, there will be a greater need for care for the elderly.

Commissioner Bernhagen stated that he feels more research needs to happen before it would be wise to allow the structures. He voiced concern as to what would happen to the structures after the care is no longer needed.

The consensus of the Commission was to make an informal recommendation of approval of opting out of the Health Care Dwelling law as they feel it is the best option for city at this time.

#### 8. Other

Building Official Brainard suggested to the Planning Commission revisit the driveway variance ordinance and consider making an amendment to it. He stated that there are many driveways that will be repaved in the future that already exist either near the property lines or are already closer to the five-foot setback from the property. He suggested that an amendment the ordinance would allow a driveway to be a determined amount of feet up to the property line with approval from the City.

Commissioner Bernhagen was in favor of the amendment suggestion and asked that it be placed on the next Planning Commission agenda for discussion.

#### 9. Adjourn

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

The meeting adjourned at 7:40 P.M.

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## MEMORANDUM

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**TO:** MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL  
**FROM:** DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR  
**SUBJECT:** POLICY MANUAL ADDITIONS  
**DATE:** JUNE 14, 2016

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Over the past year, I have been reviewing the City's policy manual for potential updates or additions. There were two policies that were in need to be added: the Private Activity Revenue Bond Policy and the Tax Increment Financing Policy. I have attached drafts of the proposed policies for your review.

The Private Activity Bond Policy establishes standards associated with the authority granted under Minnesota Statutes Sections 469.152 to 469.1651 (the Industrial Development Act) and Minnesota Statutes 462C (the Housing Act).

From time to time, the City receives requests from 501(c)(3) non-profit organizations to issue private activity revenue bonds on their behalf for multifamily housing. This policy allows the City to evaluate those requests, as well as requests from private entities to finance manufacturing/industrial facilities, multifamily housing, health care facilities, other projects on behalf of 501(c)(3) organizations and other projects authorized by state statutes and federal law.

The City utilized Private Activity Revenue Bonds to finance both the Cottages of Spring Lake Park and Oakcrest, two affordable senior housing developments that were constructed in the 1990s.

We do not expect to receive many requests for this type of financing. However, by establishing this policy, it adds another economic development tool into the City's toolbox.

The Tax Increment Financing Policy establishes the City's expectations for the use of Tax Increment Financing for private development that is above and beyond the requirements and limitations set forth by the TIF Law. We periodically receive inquiries about projects utilizing tax increment financing, so it is important that a policy be in place that clearly outlines the City's position.

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





**CITY OF SPRING LAKE PARK, MINNESOTA**  
**PRIVATE ACTIVITY REVENUE BOND POLICY**

**I. INTRODUCTION**

The City of Spring Lake Park, Minnesota (the "City") has the authority to issue revenue bonds pursuant to Minnesota Statutes, Sections 469.152 to 469.1651 (the "Industrial Development Act") and Minnesota Statutes, Chapter 462C (the "Housing Act"), as amended, as well as other laws existing as of the effective date of this Private Activity Revenue Bond Policy or subsequent to enactment hereto. The City Council of the City will consider the issuance of private activity bonds (both taxable and tax-exempt) to finance the following types of projects:

- (1) Manufacturing/industrial facilities;
- (2) Multifamily housing;
- (3) Health care facilities;
- (4) Other projects on behalf of 501(c)(3) organizations; and
- (5) Other projects authorized by state statutes and federal law.

**II. GENERAL REQUIREMENTS**

The following are the general guidelines and requirements the City will use to evaluate requests for private activity bond financing. The City has complete discretion regarding whether to issue private activity bonds and reserves the right to approve only proposals which, in the opinion of the City, meet the needs of the City and have a strong likelihood of success. All proposals for the issuance of private activity bonds must meet the following general requirements:

- A. Be consistent with the City's Comprehensive Plan.
- B. Fulfill all of the applicable federal and state requirements for the issuance of bonds.
- C. Comply with all applicable federal, state and City laws, including zoning and land use regulations and ordinances applicable to the project.
- D. The applicant agrees to use the legal services of a bond attorney designated by the City.
- E. The applicant for bond financing and the applicant's chosen bond underwriter, placement agent or lender shall hold the City and its respective officers, consultants and agents harmless from any alleged or actual violations of any securities laws, state or federal, in connection with the issuance of bonds for the project. In addition, the city shall not be held responsible for any debt repayment of the bond issue or other costs relating to the

project to be financed, should it fail financially for any reason.

- F. The City is to be reimbursed and held harmless for and from any out of pocket expenses related to the bonds including, but not limited to, legal fees, financial analyst fees, bond counsel fees, City staff's expenses in connection with the application and any deposits or application fees required under state law in order to secure allocation of bonding authority. The applicant must execute a letter to the City undertaking to pay all such expenses. A form of the required letter is set forth in Exhibit C.
- G. If the City determines that issuance of the bonds requested by the applicant is reasonably expected to cause governmental bonds issued by the City in that calendar year to be ineligible for designation as "qualified tax exempt obligations" under Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code") (also known as "bank-qualified obligations"), the applicant will be required to reimburse the City, at the time of issuance of the City's bonds, for any interest rate differential between bank qualified and non-bank qualified bonds. The calculation of the interest-rate differential shall be made by the City's municipal advisor, and such determination shall be final.
- H. Applications for financing must be made on the forms attached to this Private Activity Revenue Bond Policy.
- I. The applicant must deposit all required fees on a timely basis.
- J. The Council may, in its sole discretion, impose conditions exceeding those required under the City zoning code in respect to exterior building materials, landscaping, signage, lighting and such other aspects as the Council may consider appropriate on a case-by-case basis.
- K. The Council may, in its sole discretion, withdraw its preliminary approval of a project at any time if, in its judgment, the purposes of the Industrial Development Act, the Housing Act, or such other authorizing statute or regulation will not be served by going forward with the project and its financing.
- L. The applicant must agree with the City that the Official Statement for the bond issue (if any), other private disclosure document, and the bond itself prominently provides that the City has no general or moral obligation to repay the bonds, and the bondholder(s) have no ability to request that the full faith and credit of the City is authorized to repay the bonds.
- M. The applicant and its advisors must arrange for the logistics of all document preparation, distribution, timing, signature, publication, etc. It is very important to assure that the necessary City individuals will be available for signatures on documents well in advance of needing the signatures. Signatures will be supplied at the convenience of the City.

### **III. TYPES OF PROJECTS**

#### **1. Manufacturing /Industrial Facilities**

Bonds for manufacturing facilities are issued under the Industrial Development Act and either Section 144(a) or Section 141 of the Code. In addition, the bonds are

generally subject to the volume cap allocation requirements of Minnesota Statutes, Chapter 474A, as amended. The purpose of issuing bonds for such facilities is to encourage the development of appropriate industrial projects that will benefit the community by providing jobs and economic development, eliminating blight, and increasing property values. Manufacturing bonds are available only for "core" manufacturing projects, and only for relatively small manufacturers (cannot expect to have more than the maximum IRS allowable capital expenditures in the City in the six-year period surrounding issuance of the bonds).

2. Multifamily Housing

Housing bonds to finance privately-owned multi-family housing facilities within the City are authorized under the Housing Act and either (a) in the case of facilities owned by 501(c)(3) entities, Section 145 of the Code, or (b) in the case of facilities owned by non-501 (c)(3) entities, Section 142(d) of the Code. The purpose of issuing multi-family housing bonds is to benefit the community by encouraging the availability of multifamily housing opportunities for residents of the City. The City within its sole discretion will determine whether or not to approve Housing bonds and if so, which multifamily project or projects it will finance. All housing projects financed with tax-exempt bonds must comply with the restrictions set for in the Housing Act and Section 142(d) of the Code, as the case may be, and the Treasury Regulations promulgated thereunder.

3. Health Care Facilities

Health care facility revenue bonds are issued to finance hospitals, nursing homes or assisted living facilities within the City owned and operated by 501(c)(3) entities. Such bonds are issued in accordance with the Industrial Development Act or the Housing Act and Section 145 of the Code. The purpose of issuing health care facility revenue bonds is to benefit the community by encouraging the availability of affordable health care services for residents of the City.

4. Facilities for other 501(c)(3) Organizations

Bonds may be issued to finance facilities within the City providing services that benefit the City and its residents (including, without limitation, educational services) owned and operated by 501(c)(3) entities. Such bonds are issued in accordance with the Industrial Development Act or the Housing Act and Section 145 of the Code. The purpose of issuing such bonds is to benefit the community by encouraging the availability of beneficial services for residents of the City.

#### **IV. DESIGN AND MAINTENANCE STANDARDS**

- A. The project to be financed shall use building and design materials that are in compliance with applicable state and local building and licensing codes and designated maintenance standards.
- B. The design and maintenance must be compatible with other neighboring land uses,

building architecture, and landscaping.

## **V. FEES**

- A. A non-refundable application fee of \$5,000 is due at the time the application for conduit revenue bond financing is made. This fee shall be due in the case of an application for either a new money bond issue or a refunding bond issue. This application fee is in addition to the other fees set forth below and is not a credit against said additional fees.
- B. A bond administration fee of the greater of \$10,000 or 0.50% of the principal amount of the bonds is due at the time of closing on the bonds, subject to a maximum fee of \$50,000. This fee shall be due in the case of all new money issues.
- C. For bonds to be issued to refund a bond issue not issued by the City and for which the bond administration fee in paragraph B was previously paid to the City, no additional bond administration fee will be required.
- D. For bonds to be issued to refund a bond issue previously issued by the City, a bond administration fee of the greater of \$10,000 or 0.25% of the principal amount of the refunding bonds is due at the time of closing on the bonds, subject to a maximum fee of \$50,000.
- E. All fees and expenses in relation to the issuance of the bonds (in addition to the foregoing application fee and bond administrative fee), including the fees of the City's bond counsel, shall be the responsibility of the applicant, regardless of whether the bonds are actually issued.
- F. For applications requiring an allocation of bonding authority from Minnesota Management and Budget ("MMB") pursuant to the provisions of Minnesota Statutes, Chapter 474A, as amended, an application, in the form prescribed by MMB, must be submitted to MMB along with the appropriate application deposit and nonrefundable application fee due to MMB.

## **VI. HOST APPROVAL**

The City will consider requests for the issuance of bonds by other political subdivisions to finance projects in the City. In these cases, the non-refundable application fee provided in Section V(A) hereof must be paid. No administrative fee is charged, except actual costs incurred by the City, including costs associated with a review by the City's bond counsel (if necessary), must be reimbursed. The City reserves the right to reject such requests for any reason.

## **VII. REFUNDING BONDS**

Previous issuance of bonds by the City does not commit the City to the issuance of refunding

bonds at a future date. Applications for the refunding of previously issued bonds will be evaluated in terms of general benefit to the City based on such factors as financial benefit to the applicant, the project's past operating history, including property maintenance and employment, and the applicant's future plans for operations in the City. To the extent appropriate, the provisions of this Private Activity Revenue Bond Policy shall apply to refunding bonds.

It is recognized that projects previously financed may not have met the foregoing requirements applicable to new financing requests. Applications that include the refunding of previously issued bonds will be evaluated based on such factors as substantial debt service savings, removal of bonding covenants significantly impairing the financial feasibility of the project, significant rehabilitation or physical improvements of the property, or enhancements to the affordability of existing rents.

### **VIII. POST-ISSUANCE COMPLIANCE**

The City will require that each applicant demonstrate to the City that it will comply with substantially the same procedures for post-issuance compliance that apply to City governmental bonds under the City's Post Issuance Debt Compliance Policy, approved February 4, 2013, as amended from time to time. The City may require that applicants retain a trustee and/or an independent arbitrage consultant for the term of the bonds.

### **IX. APPLICATION PROCESS**

The process for obtaining bond financing is as follows:

- A. An application for the issuance of bonds must be submitted in the form specified by City staff along with the required application fee. Please submit applications to:

Administrator, Clerk/Treasurer  
City of Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

- B. City staff will complete an initial review to evaluate the proposal and determine whether it qualifies for consideration for financing.
- C. Staff will consult with the City's bond counsel as necessary to verify the project's qualifications for financing.
- D. For bonds requiring a bond allocation from the Department prior to issuance, the proposal will be presented to the City Council for a preliminary resolution. The resolution will identify the preliminary intent of the City to issue bonds, a description of the proposed project, and the amount of bonds to be issued. Upon adoption of the preliminary resolution, the applicant, working with the City's bond counsel, shall prepare the application to be submitted by the City for a bond allocation to MMB.

- E. All of the bonds for new money projects described in this Private Activity Revenue Bond Policy require a public hearing held by the City at some time after submission of the bond-financing application. Housing bonds under Minnesota Statutes, Chapter 462C require, prior to publication of notice of the public hearing, submission of a Housing Program to the Metropolitan Council. The Housing Program must be approved by the Metropolitan Council. Following such public hearing, the City Council will adopt a final bond resolution approving the documentation to be executed by the City and authorizing the execution of said documents and the issuance of the bonds.
- F. Prior to the issuance of bonds (other than housing bonds issued under the Housing Act), and following the public hearing, the City must file an application for approval of the bond issue with the Minnesota Department of Employment and Economic Development ("DEED"). The application is considered routine if the proper documentation is filed including the completed application form, the City's bond resolution, a preliminary bond counsel opinion, evidence of the public hearing, and a letter of preliminary intent from the applicant's chosen bond underwriter, placement agent or lender to underwrite the bond issue. DEED approval is required before issuance of the bonds.
- G. Until the bonds are issued, the City reserves the right to:
- (1) Reject applicant's choice of underwriter, trustee, paying agent, placement agent, or legal counsel.
  - (2) Require corrections or amendments to any legal document.
  - (3) Reject the proposal and the issuance of the bonds if the City determines, in its sole discretion, that the financing is not in furtherance of the City's goals or is otherwise unacceptable, even if preliminary approval for the proposal or any part of the proposal being separately considered has previously been given.

**APPROVED AND ADOPTED** this 6th of July, 2016 by the City Council of the City of Spring Lake Park, Minnesota.

CITY OF SPRING LAKE PARK, MINNESOTA

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Cindy Hansen, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

Exhibit A

**CITY OF SPRING LAKE PARK  
APPLICATION FOR ISSUANCE OF PRIVATE ACTIVITY BONDS**

*(Industrial, Health Care or Other Non-Housing, Non-Profit Projects)*

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**1. APPLICANT**

- A. Business Name:\_\_\_\_\_Date of Application:\_\_\_\_\_
- B. Business Address:\_\_\_\_\_
- C. Primary Business Contact Name:\_\_\_\_\_
- Telephone Number:\_\_\_\_\_E-mail:\_\_\_\_\_
- D. Authorized Business Representative:\_\_\_\_\_
- E. Structure:
- ☐ Corporation
- ☐ Partnership
- ☐ Sole Proprietorship
- ☐ LLC
- ☐ Other:\_\_\_\_\_

**2. PURPOSE OF REQUESTED FINANCING**

- ☐ New Facility
- ☐ Expansion
- ☐ Refunding

**3. ESTIMATED PROJECT COSTS**

Land	\$
Building	\$
Equipment	\$
Architectural, Engineering	\$
Refunding	\$
Cost of Issuance	\$
Capitalized Interest (including discount)	\$
Other	\$
Total Financing Requested	\$

**4. AMOUNT OF FINANCING REQUESTED**

\$ \_\_\_\_\_ % of project costs

**5. TYPE OF FINANCING PROPOSED:**

☐ Publicly Sold Bonds ☐ Privately Placed Bonds (Sold to a Bank)

Expected Term of Financing: \_\_\_\_\_ Years

Security:

☐ Mortgage ☐ Letter of Credit ☐ Guaranty (personal)

☐ Guaranty (third party) ☐ Unsecured ☐ Other \_\_\_\_\_

**6. BUSINESS PROFILE (Not Required for Refunding)**

a. Job Information:

1. Current number of full-time equivalent (2080 hours) employees: \_\_\_\_\_

2. Number of New Permanent Jobs to be Created: \_\_\_\_\_

3. Number of Construction Jobs to be Created: \_\_\_\_\_

4. Number of Jobs to be Relocated: \_\_\_\_\_

b. Length of Time in Business: \_\_\_\_\_

c. Do you have facilities in other locations:

☐ Yes ☐ No

If yes, where: \_\_\_\_\_

**7. NAMES OF:**

a. Underwriter, Place Agent or Lender Name:

\_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

b. Corporate Counsel Name: \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_



c. Counsel to Underwriter, Place Agent or Lender Name: \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**8. WHAT IS YOUR TARGET DATE FOR:**

a. Construction Start: \_\_\_\_\_

b. Construction Completion: \_\_\_\_\_

**9. ATTACHMENTS:**

*Attach the following information with the application. Application is not considered complete until all documents have been received.*

- a. Description of the project;
- b. Give a brief description of the nature of the business, principal products, etc;
- c. Plot plan, elevation of proposed buildings, landscape, lighting and site preparation;
- d. Preliminary sources and uses for financing project;
- e. Initial application fee; and
- f. Indemnification Letter of Agreement.

**10. CERTIFICATION:**

I certify that the information provided above contains no misrepresentations, omissions or concealments of material facts and that the information given is true and complete to the best of my knowledge. I have been furnished a copy of the Procedure for Application to the City of Spring Lake Park for Private Activity Revenue Bond Financing and I am aware of its content and agree to be bound by its terms and the terms of the indemnification letter.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**NOTICE TO COMPANY: Data Practices Act.**

The information that you supply in your application to the City of Spring Lake Park ("City") will be used to assess your eligibility for financial assistance. The City will not be able to process your application without this information. The Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) governs whether the information that you are providing to the City is public or private. If financial assistance is provided for the project, the information submitted in connection with your application will become public, except for those items protected under Minnesota Statutes, Section 13.591, Subdivision 2.

I have read the above statement and I agree to supply the information to the City with full knowledge of the matters contained in this notice. I certify that the information submitted in connection with the application is true and accurate.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date



Exhibit B

**CITY OF SPRING LAKE PARK  
APPLICATION FOR ISSUEANCE OF PRIVATE ACTIVITY BONDS**

*(Multi-Family Housing)*

---

**1. APPLICANT**

- a. Business Name: \_\_\_\_\_
- b. Business Address: \_\_\_\_\_
- c. Primary Business Contact: \_\_\_\_\_
- Telephone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2. PROJECT INFORMATION**

- a. Project Name: \_\_\_\_\_
- b. Business Location: \_\_\_\_\_

**3. RENTAL INFORMATION**

	Monthly Rent	Number of Units
Efficiency		
One Bedroom		
Two Bedroom		
Three Bedroom		
Parking (included in rent)		
Parking (not included in rent)		
Laundry		
Utilities included in monthly rent:		

**4. OPERATING EXPENSES:** \_\_\_\_\_ % of gross (annual)

**5. TOTAL PROJECT COST:** \$ \_\_\_\_\_

**6. DEVELOPER EQUITY:** \$ \_\_\_\_\_

**7. DEBT SERVICE:** \$ \_\_\_\_\_

**8. HARD COSTS\*:** \$ \_\_\_\_\_

*\*Hard costs are all project costs the IRS has determined to be eligible items for depreciation.*

9. **LAND VALUE:** \$ \_\_\_\_\_

10. **SOFT COSTS:** \$ \_\_\_\_\_

11. **ANTICIPATED INTEREST RATES:** \_\_\_\_\_ %

12. **ANTICIPATED TERM OF DEBT:** \_\_\_\_\_ Years

If the project were conventionally financed, what interest rate would you expect to pay? \_\_\_\_\_ %

13. **EQUIPMENT:** \$ \_\_\_\_\_ of project cost is for equipment (e.g. washers/dryers)

14. **PROJECTIONS:**

ANTICIPATED INCREASES:	ANTICIPATED VACANCIES:
Revenue: _____ % per year	First Year: _____ %
Expenses: _____ % per year	After First Year: _____ %

15. **CONSTRUCTION SCHEDULE:**

Anticipated construction commencement date: \_\_\_\_\_

Anticipated construction completion date: \_\_\_\_\_

16. **ATTACHMENTS:**

*Attach the following information with the application. Application is not considered complete until all documents have been received.*

- a. Description of the project;
- b. Plot plan, elevation of proposed buildings, landscape, lighting, and site preparation;
- c. Preliminary sources and uses for financing project;
- d. Initial application fee; and
- e. Indemnification Letter of Agreement.

17. **CERTIFICATION**

I certify that the information provided above contains no misrepresentations, omissions or concealments of material facts and that the information given is true and complete to the best of my knowledge. I have been furnished a copy of the Procedure for Application to the City of Spring Lake Park for Private Activity Revenue Bond Financing and I am aware of its content and agree to be bound by its terms and the terms of the indemnification letter.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**NOTICE TO COMPANY: Data Practices Act.**

The information that you supply in your application to the City of Spring Lake Park ("City") will be used to assess your eligibility for financial assistance. The City will not be able to process your application without this information. The Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) governs whether the information that you are providing to the City is public or private. If financial assistance is provided for the project, the information submitted in connection with your application will become public, except for those items protected under Minnesota Statutes, Section 13.591, Subdivision 2.

I have read the above statement and I agree to supply the information to the City with full knowledge of the matters contained in this notice. I certify that the information submitted in connection with the application is true and accurate.

---

Signature/Title

Date



# **CITY OF SPRING LAKE PARK TAX INCREMENT FINANCING POLICY**

## **I. Objectives**

The purpose of this policy is to establish the City of Spring Lake Park's position relating to the use of Tax Increment Financing (TIF) for private development above and beyond the requirements and limitations set forth by State Law. This policy shall be used as a guide in the processing and review of applications requesting tax increment assistance. The fundamental purpose of tax increment financing in Spring Lake Park is to encourage desirable development or redevelopment that would not otherwise occur *but for* the assistance provided through TIF.

The City of Spring Lake Park is granted the power to utilize TIF by the Minnesota Tax Increment Financing Act, as amended. It is the intent of the City to provide the minimum amount of TIF at the shortest term required for the project to proceed. The City reserves the right to approve or reject projects on a case by case basis, taking into consideration established policies, project criteria, and demand on city services in relation to the potential benefits from the project. Meeting policy criteria does not guarantee the award of TIF to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project.

The City Council can deviate from this policy for projects that supersede the objectives identified herein.

## **II. Objectives of Tax Increment Financing**

Tax Increment Financing (TIF) uses the increased property taxes generated by new real estate development within a tax increment district to pay for certain eligible costs associated with the development. As a matter of adopted policy, the City will consider using TIF to assist private development projects that will achieve one or more of the following objectives:

1. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits. Preference will be given to higher paying jobs that also provide benefits such as health care coverage.
2. Projects that provide value in the forms of needed transportation and other utility infrastructure improvement that would be completed in conjunction with the project.
3. To encourage additional unsubsidized private development in the area, either directly or indirectly through "spin off" development.
4. To facilitate the development process and to achieve development on sites which would not otherwise be developed but-for the use of TIF.
5. To remove blight and/or encourage redevelopment of commercial and industrial areas in the City that result in high quality redevelopment and private reinvestment.
6. To offset increased costs of redevelopment (i.e. contaminated site clean-up) over and above the costs normally incurred in development.
7. To create opportunities for affordable housing.
8. Projects that improve the quality of life in the City by providing a desirable good or service and address an unmet demand in the community.

9. To contribute to the implementation of other public policies, as adopted by the City from time to time, such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government.

### **III. Policies for the Use of TIF**

1. When possible, TIF shall be used to finance public improvements associated with the project. The priority of the use of TIF funds is:
  - a. Public improvements, legal, administrative and engineering costs.
  - b. Site preparation, site improvement, land purchase, demolition, and environmental remediation.
  - c. Capitalized interest, bonding costs.
  - d. Other costs allowable by Statute.
2. The following types of TIF districts may be established:
  - a. Economic Development Districts (maximum term 9 years)
  - b. Redevelopment Districts (maximum term 26 years)
  - c. Housing Districts (maximum term 26 years)
  - d. Renewal and Renovation Districts (maximum term 16 years)
  - e. Other types of TIF districts, along with specific criteria, may be considered on a case by case basis.
3. TIF assistance shall not be provided for reimbursement of land and/or property price that is in excess of fair market value. An appraisal by a third party, agreed upon by the City and Developer, will determine the fair market value of the land.
4. The City shall retain a fee to reimburse administrative costs up to but not to exceed ten percent (10%) of any tax increment received.
5. Only for a project which significantly supersedes the objectives identified herein, will the term of the TIF assistance exceed 15 years.
6. Any developer receiving TIF assistance shall provide a minimum of twenty percent (20%) cash equity investment in the project. The assistance shall not be used to supplant cash equity. The City may consider exceptions for “pay-as-you-go” TIF projects.
7. Developer shall be able to demonstrate a market demand for a proposed project. TIF shall not be used to support purely speculative projects.
8. TIF shall not be utilized in cases where it would create an unfair and significant competitive financial advantage over other projects in the City.
9. TIF shall not be provided for projects that would place extraordinary demand on city services or for projects that would generate significant environmental impacts.
10. The developer must provide adequate financial guarantees to ensure completion of the project, including, but not limited to: assessment agreements, letters of credit, personal guarantees, etc.
11. The developer shall adequately demonstrate to the City’s sole satisfaction an ability to complete the proposed project based on past development experience, general reputation, and credit history, among other factors, including the size and scope of the proposed project.
12. For purposes of underwriting the proposal, the developer shall provide any requested market, financial, environmental, or other data requested by the City or its consultants.



#### **IV. Project Qualifications**

All TIF projects considered by the City of Spring Lake Park must meet all of the following requirements:

1. To be eligible for TIF a project shall result in:
  - a. For Economic Development TIF Districts, new construction of a minimum of 10,000 square feet;
  - b. For Economic Development TIF Districts, the minimum creation of one new or retained full time job per \$100,000 of TIF provided;
  - c. For Redevelopment TIF Districts, a minimum value increase of 3 times the current year assessed value; and
2. The project shall meet one of the objectives set forth in Section II and satisfy all the provisions set forth in Section III of this document.
3. The developer shall demonstrate that the project is not financially feasible *but for* the use of TIF.
4. The project must be consistent with the City's Comprehensive Plan, Land Use Plan and Zoning Ordinances.
5. The project shall serve at least two of the following public purposes:
  - a. Creation of jobs with livable wages and benefits.
  - b. Increase in tax base.
  - c. Enhancement or diversification of the city's economic base.
  - d. Industrial development that will spur additional private investment in the area.
  - e. The project contributes to the fulfillment of the City's development or redevelopment objectives.
  - f. Removal of blight or the rehabilitation of a high profile or priority site.

#### **V. Subsidy Agreement and Reporting Requirements**

All developers/businesses receiving tax increment financing assistance shall be subject to the provisions and requirements set forth by state statute 116J.993 and summarized below.

All developers/businesses receiving TIF assistance shall enter into a *subsidy agreement* with the City of Spring Lake Park that identifies: the reason for the subsidy, the public purpose served by the subsidy, and the goals for the subsidy, as well as other criteria set forth by statute 116J.993.

The developer/business shall file a report annually for two years after the date the benefit is received or until all goals set forth in the application and performance agreement have been met, whichever is later. Reports shall be completed using the format drafted by the State of Minnesota and shall be filed with the City of Spring Lake Park no later than March 1 of each year for the previous calendar year. Businesses fulfilling job creation requirements must file a report to that effect with the City within 30 days of meeting the requirements.

The developer/business owner shall maintain and operate its facility at the site where TIF assistance is used for a period of five years after the benefit is received.

In addition to attaining or exceeding the jobs and wages goals set forth in the *Subsidy Agreement*, the applicant shall meet the qualifications set forth in Section IV of this document.

Developers/businesses failing to comply with the above provisions will be subject to fines, repayment requirements, and be deemed ineligible by the State of Minnesota to receive any loans or grants from public entities for a period of five years.

## **VI. Application Process**

1. Applicant submits the completed application along with all application fees.
2. City staff reviews the application to determine if the project is in conformance with the City's Comprehensive Plan, ordinances, and this policy. City staff will also review the financial strength of the proposal.
3. City staff makes submits the results of its review of the project to the City Council for preliminary approval of the proposal.
4. If preliminary approval is granted, the Tax Increment Financing Plan, along with all necessary notices, resolutions and certificates are prepared by City staff and/or consultants.
5. Notices are published and sent to the county and school board.
6. Public hearing(s) on the proposed project are held.
7. The City Council grants final approval or denial of the proposal.

**CITY OF SPRING LAKE PARK  
APPLICATION FOR TAX INCREMENT**

**A. APPLICANT INFORMATION**

Name of Corporation/Partnership\_\_\_\_\_

Address\_\_\_\_\_

Primary Contact\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_Fax\_\_\_\_\_E-mail\_\_\_\_\_

On a separate sheet, please provide the following:

- Brief description of the corporation/partnership's business, including history, principal product or service, etc. Attach as **Exhibit A.**
- Brief description of the proposed project. Attach as **Exhibit B.**
- List names of officers and shareholders/partners with more than five percent (5%) interest in the corporation/partnership. Attach as **Exhibit C.**
- A *but-for* analysis. Attach as **Exhibit D.**

Attorney Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_Fax\_\_\_\_\_E-mail\_\_\_\_\_

Accountant Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_Fax\_\_\_\_\_E-mail\_\_\_\_\_

Contractor Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_Fax\_\_\_\_\_E-mail\_\_\_\_\_

Engineer Name\_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Architect \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**B. Project Information**

The project will be:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Industrial Greenfield:    | <input type="checkbox"/> New Construction | <input type="checkbox"/> Expansion      |
| <input type="checkbox"/> Commercial Redevelopment: | <input type="checkbox"/> New Construction | <input type="checkbox"/> Rehabilitation |
| <input type="checkbox"/> Industrial Redevelopment: | <input type="checkbox"/> New Construction | <input type="checkbox"/> Rehabilitation |
| <input type="checkbox"/> Housing Redevelopment:    | <input type="checkbox"/> New Construction | <input type="checkbox"/> Rehabilitation |
| <input type="checkbox"/> Mixed Use Redevelopment   | <input type="checkbox"/> New Construction | <input type="checkbox"/> Rehabilitation |
| <input type="checkbox"/> Other _____               |   |   |

Please explain the basic components of the project proposed, i.e. amount of new commercial square footage, numbers of housing units (rental or owner occupied), etc

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The project will be: ☐ Owner Occupied ☐ Leased Space

If leased space, please attach a list of names and address of future lessees and indicate the status of commitments or lease agreements. Attach as **Exhibit E**.

Project Address \_\_\_\_\_

Legal Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site Plan Attached: ☐ Yes ☐ No

Amount of Tax Increment Requested for:

Building Demolition \$ \_\_\_\_\_

Environmental Remediation \$ \_\_\_\_\_

Public Improvements \$ \_\_\_\_\_

Site Improvements \$ \_\_\_\_\_

Land Acquisition \$ \_\_\_\_\_

(Land Acquisition shall not exceed 50% of total subsidy request)

**Total Subsidy Requested** \$ \_\_\_\_\_

Current Assessed Value on Project Site \$ \_\_\_\_\_

Current Real Estate Taxes on Project Site

City \$ \_\_\_\_\_

County \$ \_\_\_\_\_

School District \$ \_\_\_\_\_

Estimated Assessed Value Upon Completion:

Phase 1 \$ \_\_\_\_\_

Phase 2 \$ \_\_\_\_\_

Estimated Real Estate Taxes Upon Completion:

Phase 1 \$ \_\_\_\_\_

Phase 2 \$ \_\_\_\_\_

Construction Start Date \_\_\_\_\_

Construction Completion Date \_\_\_\_\_

If Phased Project: \_\_\_\_\_ Year \_\_\_\_\_% Construction Completed

\_\_\_\_\_ Year \_\_\_\_\_% Construction Completed

### C. Public Purpose

It is the policy of the City of Spring Lake Park that the use of Tax Increment Financing should result in a benefit to the public. Please indicate how this project will serve a public purpose.

- ☐ Job Creation: Number of existing jobs \_\_\_\_\_  
 Number of jobs created by project \_\_\_\_\_  
 Average hourly wage of jobs created \_\_\_\_\_
  - ☐ Increase in Tax Base
  - ☐ Enhancement or diversification of the city's economic base
  - ☐ New industrial development which will result in additional private investment in the area.
  - ☐ The project contributes to the fulfillment of the City's development or redevelopment objectives.
  - ☐ Removal of blight or the rehabilitation of a high profile or priority site.
  - ☐ Other

#### D. Sources and Uses

<u>Sources</u>	<u>Name</u>	<u>Amount</u>
Bank Loan	_____	\$_____
Other Private Funds	_____	\$_____
Equity	_____	\$_____
Federal Grant/Loan	_____	\$_____
State Grant/Loan	_____	\$_____
Other Loans	_____	\$_____
ID Bonds	_____	\$_____
Tax Increment**	_____	\$_____
<b>TOTAL</b>		<b>\$_____</b>

**\*\*Note: Tax Increment is not an upfront funding source as it will be provided only on a pay-as-you-go basis. Developer needs to identify funding sources to cover ALL costs up front, absent Tax Increment.**

<u>Uses</u>	<u>Amount</u>
Land Acquisition	\$ _____
Site Development	\$ _____
Construction	\$ _____
Machinery and Equipment	\$ _____
Architectural and Engineering Fees	\$ _____
Legal Fees	\$ _____
Interest During Construction	\$ _____
Debt Service Reserve	\$ _____
Contingencies	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**E. Additional Documentation**

Applicants will also be required to provide the following documentation.

- ☐ A) Written business plan, including a description of the business, ownership/management, date established, products and services and future plans.
- ☐ B) Financial Statements for the Past Two Years
  - ☐ Profit and Loss Statement
  - ☐ Balance Sheet
- ☐ C) Current Financial Statements
  - ☐ Profit and Loss Statement to Date
  - ☐ Balance Sheet
- ☐ D) Two Year Financial Projections
- ☐ E) Personal Financial Statements of all Major Shareholders
  - ☐ Profit and Loss Statement
  - ☐ Current Tax Return
- ☐ F) Letter of Commitment from Applicant Pledging to Complete During the Proposed Project Duration
- ☐ G) Letter of Commitment from the Other Sources of Financing, Stating Terms and Conditions of their Participation in Project.

- ☐ H) Non-refundable application fee of \$2,500
- ☐ I) Check for \$10,000 to be placed in escrow to be used by the City to complete analysis of the subsidy requested, and to pay costs associated with Attorney's fees for the TIF Agreement (unused portion to be refunded)

**F. Certification**

The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned's knowledge. The undersigned authorizes the City of Spring Lake Park to check credit references and verify financial and other information. The undersigned also agrees to provide any additional information as may be requested by the City after the filing of this application.

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_





June 17, 2016

**TO: NMTC OPERATIONS COMMITTEE**

**RE: APPROVAL OF 2017 NORTH METRO TELECOMMUNICATIONS  
COMMISSION BUDGET**

Enclosed, please find for the council's review and approval the 2017 North Metro Telecommunications Commission Budget and support materials.

The Commission's operating budget for 2017 is proposed at \$1,220,464. This number represents a \$31,180 increase over last year's operating budget. This is due entirely to salary and benefits adjustments, primarily the recommended and approved step-pay-plan revisions for several staff positions. The remainder of the Operations Budget decreased by \$6,500 over the previous year.

Budgeted capital costs for 2017 are \$339,836. The majority of this amount is dedicated to the HD bond payment of \$227,850. The remainder is for field equipment upgrades, office computers, software, software licenses, and building signage changes.

Franchise fees paid back to the Member Cities are budgeted at \$345,000. This is \$25,000 more than last year's franchise fee payment.

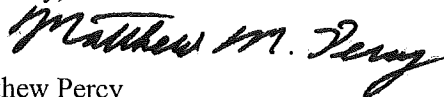
**Recommendation:** That the Member Cities approve the 2017 Commission Budget as recommended by the Telecommunications Commission and the Operations Committee.

The Joint Powers Agreement states, "submitted budgets shall be deemed approved by a Member City unless, prior to October 15 preceding the effective date of the proposed budget, the Member City gives notice in writing to the Commission that it is withdrawing from the Commission."

I want to thank the Commission directors, staff, and the Operations Committee for their efforts in preparing these budgets. If you have any questions about either budget please consult with your Commission director or City Administrator.

I look forward to working with all parties, throughout the remainder of 2016, toward reaching the full potential of North Metro TV and to increase both the quality and quantity of community programming and services in 2017.

Sincerely,

A handwritten signature in black ink that reads "Matthew M. Percy". The signature is written in a cursive, flowing style.

Matthew Percy  
Chair, North Metro Telecommunications Commission

Enc.

# **North Metro Telecommunications Commission**

## **Budget Line Item Supporting Information**

### **Personnel**

- The Personnel line-item increased by \$29,347. The additional expense can be attributed to the recommended and approved step-pay-plan revisions to the compensation levels for Part-Time Production Assistants, Technicians and the Executive Director. According to the 2015 Salary Study, the increases will bring these positions to the average market rate. An up-to 2.5% cost of living increase is also included in the above total.
- The "limited" part-time production assistant positions earn up to \$420 per month (up to 42 hours per month at \$10 per hour) and are not eligible for health benefits. Payroll taxes apply.

### **Benefits**

- The NMTC employee benefits package is based on the benefits packages offered by the Member Cities to their employees. It is budgeted at \$1085.00.
- The NMTC's contribution to PERA will remain at 7.5% in 2017.

### **Administrative Expenses**

- Budgeted administrative expenses are \$2,500 less than 2016. The decrease is due to a reduction in the membership line-item. We do not expect any unusual legal expenses in 2017, so that line-item remains at its 2016 level. The franchise renewal process will not begin until January 2018.
- Tuition and training expenses comply with the revised employee handbook designating \$500 per employee per year for training purposes and to cover the expenses for IT staff's Microsoft and SCALA certification classes.

### **Production Expenses**

- Budgeted production expenses decreased by \$2,000. The decrease is due to anticipated lower maintenance costs for Commission vehicles. The production truck will be new.
- All other production expenses remain at the 2016 level.

### **Office Expenses**

- Office expenses are budgeted \$2,000 lower than the 2016 level.
- Building maintenance includes the furnace/AC maintenance contract, lawn care, snow removal, carpet and window cleaning, fire inspection, and landscaping and building mechanical services.
- Building utilities include sewer, water, gas, and electric.

- Insurance includes all property, liability, crime, volunteer, vehicle, and monument sign coverage.
- Office supply line item includes all office supplies, and maintenance contracts on printers and copiers.
- The Telephone/Internet/Web Hosting line-item continues to reflect additional costs. NMTV now pays a fee to house video-on-demand content on a remote server. This allows for unlimited simultaneous viewing, without a reduction in speed. We have also incurred more costs with our wireless live transmission of sporting events. This line-item also includes the website maintenance contract, web hosting, telephone costs, and the annual phone software upgrade.
- Postage and subscriptions covers the cost of mailing dubs, equipment for contract maintenance, magazines, newspapers, and other postage for the NMTC.
- Property tax is for the recycling assessment.
- The Commission no longer utilizes the Senior Community Service Employment program for our cleaning service. As such, funds for a cleaning service are included.

## **Capital Expenditures**

- The 2017 capital budget is set at \$339,836. The majority of this amount is dedicated to the HD bond payment of \$227,850. While the majority of our equipment systems will be upgraded to the HD format in 2016, those upgrades do not include the editing facilities, field equipment, and miscellaneous items such as microphones, tripods, and lights that require replacing on a more frequent basis. The 2017 capital equipment budget is set at \$81,486. Budgeted items include field cameras, several editing computers, lights, microphones and a drone package more suited for commercial purposes.
- Office equipment includes routine computer and software upgrades for office computers. It also includes software licensing fees.
- With the addition of the CenturyLink service, the channel number on the building no longer represents the correct channel for community programming to all subscribers. Money was budgeted to replace the "channel 15" sign with TV or Television on the exterior of the building, and on the sign behind the receptionist desk in the lobby. This would change both signs from North Metro Channel 15, to North Metro TV or Television.

## **Summary**

- Operating expenses have been budgeted at \$31,180 more than in 2016. The salary adjustments and benefits increases account for the entire increase in the budget. The staff salary changes include recommended adjustments for several positions and an up-to 2.5% salary increase. Benefits were adjusted to reflect average increases for City benefits packages.
- Some field production equipment and edit suites should be replaced in 2017. We have not upgraded these systems at all for two years. Expenditures had been put on hold for 2015 and 2016 until the HD upgrade was approved and we had a better idea of the funds required to do so. The office computer and software line-item remains at \$28,000. The bond payment is set at \$227,850.
- Franchise fees back to Cities are budgeted at \$345,000. This is a \$25,000 increase over the previous year.

**North Metro Telecommunications Commission**  
**2017 FINANCIAL SUMMARY**  
**Estimated Fund Balances/Revenues/Expenditures.**

**BEGINNING FUND BALANCES**

Operating Reserve	\$297,321
Accrued Vac, Sick, Comp	\$121,000
Capital Equip. Fund	\$195,795
Truck Replacement Fund	\$103,000
Bldg Repair Reserve	\$120,000
Franchise Renewal Fund	\$200,000
Bond Reserve	\$0

**TOTAL: \$1,037,116**

**ESTIMATED REVENUES**

Franchise Fees	\$1,140,000
PEG Fees	\$745,000
Other Income	\$20,000
Interest Income	\$300
Income From Reserve Funds	\$0

**TOTAL: \$1,905,300**

**ESTIMATED EXPENDITURES**

Operating Expenses	\$1,220,464
Capital Expenses	\$339,836
Franchise Fees Back to Cities	\$345,000

**TOTAL: \$1,905,300**

**YEAR END FUND BALANCES**

		Increase(Decrease)
Operating Reserve	\$305,116	\$7,795
Accrued Vac, Sick, Comp	\$121,000	\$0
Capital Equip. Fund	\$188,000	-\$7,795
Truck Replacement Fund	\$103,000	\$0
Bldg Repair Reserve	\$120,000	\$0
Franchise Renewal Fund	\$200,000	\$0
Bond Reserve	\$0	\$0

**TOTAL: \$1,037,116 \$0**

**2017**

**North Metro Telecommunications Commission Budget**

[illegible]

**2017**

**North Metro Telecommunications Commission Budget**

[illegible]

**2017**  
**North Metro Telecommunications Commission Budget**

	2015 ACTUAL	2016 BUDGET		2017 BUDGET	NOTES
		Budget	April Act.		
<b>CAPITAL EXPENDITURES</b>					
Video Equipment	75,278	273,016	3,336	81,486	Drone, edit computers, field cameras
Computer/Office Equipment/Sftwre	25,795	28,000	4,316	28,000	office systems, software licenses
Vehicles	0	0	0	0	
Building Expenditures	0	0	0	2,500	Interior and Exterior building signage
Bond Payment	356,545	0	0	227,850	HD Upgrade
<b>CAPITAL EXP. TOTAL:</b>	<b>457,618</b>	<b>301,016</b>	<b>7,652</b>	<b>339,836</b>	
<b>GRAND TOTAL:</b>	<b>1,459,071</b>	<b>1,490,300</b>	<b>450,484</b>	<b>1,560,300</b>	



## NORTH METRO FRANCHISE FEE HISTORY

[illegible]

## Subscriber Calculaton Based on PEG Fee Paid

Time Frame	Total PEG Fee Paid	Fee Paid/ months/Peg Fee=Paying Subs	# Increase
2015	\$748,088.00	19,728	-187
2014	\$755,158.56	19,915	473
2013	\$737,277.00	19,442	245
2012	\$704,905.00	19,197	-265
2011	\$702,950.00	19,462	-794
2010	\$731,776.00	20,256	-222
2009	\$712,660.00	20,478	741
2008	\$686,850.00	19,737	-158
2007	\$651,760.00	19,895	-7
2006	\$630,493.00	19,902	658
2005	\$591,190.00	19,244	1,140
2004	\$545,292.00	18,104	1,055
2003	\$501,238.00	17,049	-142
2002	\$490,996.00	17,191	-2
2nd Qtr 2002	\$245,519.00	17,193	-913
2001	\$499,742.00	18,106	1,106
2000	\$459,004.50	17,000	-528
1999	\$420,666.00	17,528	1,883
1998	\$375,468.00	15,645	1,027
3 Quarters 1997	\$230,237.00	14,618	

# 2017 North Metro Telecommunications Commission

## Budget

### Talking Points

#### Overall Organizational Goals

- Complete the HD upgrade and begin programming all CenturyLink channels in HD, and up to two Comcast channel in HD.
- To monitor the effects of competitive cable franchises in the North Metro.
- To develop a profitable commercial drone/video service and provide expanded free drone/video services to our member Cities.
- To continue developing high quality channel and web friendly programming that can be viewed using any device.
- To balance the integrity of the production equipment and the productivity of staff and the public, with the financial needs of the Cities.
- Continue to provide program playback and channel management services, computer and video equipment maintenance and consulting services, internet streaming services for city meetings including meeting management software licenses, program production and event coverage services, and public access to television production for our cities, schools and general public.

#### Estimated Fund Balance/Revenues/Expenses

- The beginning fund balances for 2017 are estimates based on previous allocations, planned spending for 2016, and estimated income.
- Estimated revenues include: Franchise fees based on the actual first quarter franchise fee payment. PEG fees are based on the actual first quarter PEG fee payment. Because of a franchise fee review settlement with Comcast, PEG funding through 2020 is no longer threatened by recent FCC orders. Other income includes dub fees, sponsorship spots, and production services such as tape transfers and drone services. Interest income is estimated based on the first quarter interest earnings of this year.
- Estimated expenditures include the operating expenses, capital expenses, the bond payment and the franchise fee payment to the cities. Franchise fees back to cities are budgeted at \$345,000. This \$25,000 more than was budgeted last year.
- The year end fund balances include:
  - The **Operating reserve** at 25% of the operating budget.
  - **Accrued vacation, sick and comp** time. The total value of owed vacation, sick, and comp time to employees.
  - The **Capital equipment fund** is intended for emergency replacement of unplanned equipment failures.

- The **truck replacement fund** may be needed if the HD upgrade exceeds the bonded amount of \$2,000,000. Otherwise it will be zeroed out as the truck will be replaced in 2016.
- The **building repair fund** is to cover major costs related to the building such as windows, roof, furnace, AC replacement and painting, carpet replacement etc.
- The **bond reserve** is currently closed out, as the building was paid off in 2015.
- The **franchise renewal fund** is a reserve fund for the NMTC's upcoming franchise renewal process. Franchise renewal can be very expensive, with the informal negotiation process costing approximately \$200,000 across a three year period. Moving to a formal negotiation process is more expensive. These costs include needs assessments, consulting, and legal fees.

### **Budget**

- The recommended operating budget for the organization totals \$1,220,464. This number represents a \$31,180 increase over last year's operating budget. The increase is due entirely to salary and benefits adjustments. The final step increases, that were approved after the 2015 salary study, will be implemented in 2017, along with a 2.5% COLA increase.
- Budgeted capital purchases for 2017 are set at \$339,836. The majority of this amount is dedicated to the HD bond payment of \$227,850. While most of our equipment systems will be upgraded in 2016, those upgrades do not include the editing facilities, field equipment, and miscellaneous items such as microphones, tripods and lights, which require replacing on a more frequent basis. We have not replaced any of this equipment for two years. Expenditures had been put on hold for 2015 and 2016 until the HD upgrade was approved and we had a better idea of the funds required to do so. Budgeted items for 2017 include field cameras, several editing computers, lights, microphones and a drone package more suited for commercial purposes. The total budgeted for video equipment replacement is \$81,486. The capital budget also includes routine computer/software upgrades, software licenses, and building signage changes.
- Franchise fees paid to the cities are budgeted at \$345,000. This is \$25,000 more than last year.

### **Closing Points**

- We have created a thriving and dynamic service for our cities, schools, producers, and viewers. Through program playback and channel management, internet streaming of city meetings including an agenda bookmarking tool, computer and network consulting, video equipment consulting, drone services, and video production services, our cities are seeing real benefits from their investment of franchise fees and PEG fees. Our cable subscribers are benefiting from this

investment with educational opportunities, tape and film transfer services, and varied, informative and interesting programming regarding their communities.

- We are taking important steps to remain relevant in a media viewing world that expects high quality programming provided in a format that can be utilized on any device.
- 2017 will be a pivotal year for the Commission, as the possibility of subscriber growth, due to competition from CenturyLink, may become a reality .





City of Spring Lake Park

## Engineer's Project Status Report

To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 6.20.16 Meeting**  
File No.: R-18GEN

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

### **2015 Sanitary Sewer Lining Project (193803135).**

The Contractor, Visu-Sewer, has completed the required work. Final inspection and final payment Release of 5% retainage) will occur this spring/summer. *The Public Works Director will coordinate warranty televising.*

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

*The contractor, Valley Paving Inc., started working on punch-list items (including seeding items and structure adjustments) on May 23<sup>rd</sup>. Final work will be completed in 2016.*

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

Construction is substantially complete. Punch-list inspection will be completed in June. *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 schedule annual public meeting.*

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

The Contractor is Meyer Contracting. *The system has been operating off of the new lift station and equipment. Street and site restoration has been completed. 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 81<sup>st</sup>. Contractor is Hydro-Klean. *Contractor has completed the initial televising. A Preconstruction Conference was held on June 9<sup>th</sup>. Lining work is scheduled to begin around July 11<sup>th</sup>.*

### **2016 Street Seal Coat Project (193803424).**

Contractor is Allied Blacktop. *Crack repair work has been completed. Seal Coat work will begin in the middle of June.*

### **Other issues/projects.**

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

*Working with Terry on a GIS mapping pilot project.*

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.







City of Spring Lake Park

## Engineer's Project Status Report

To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 7.5.16 Meeting**  
File No.: R-18GEN

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

### **2015 Sanitary Sewer Lining Project (193803135).**

The Contractor, Visu-Sewer, has completed the required work. Final inspection and final payment Release of 5% retainage) will occur this summer. *The Public Works Director will coordinate warranty televising.*

### **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. *The system has been operating off of the new lift station and equipment. Street and site restoration has been completed. 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 81<sup>st</sup>. Contractor is Hydro-Klean. Contractor has completed the initial televising. A Preconstruction Conference was held on June 9<sup>th</sup>. *Lining work is scheduled to begin around July 11<sup>th</sup>.*

### **2016 Street Seal Coat Project (193803424).**

Contractor is Allied Blacktop. Crack repair work has been completed. *Seal Coat work is tentatively scheduled to begin on July 11<sup>th</sup>.*

### **Other issues/projects.**

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

*Working with Terry on a GIS mapping pilot project.*

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**



# **MMBA 2016 LEGISLATIVE SUMMARY**

**Joseph T. Bagnoli  
Sarah J. Psick**

## GENERAL OVERVIEW OF THE 2016 LEGISLATIVE SESSION

The 2016 Legislative Session began on Tuesday, March 8<sup>th</sup> – one of the latest starting dates for a session in recent memory. It was a short session, just over 10-weeks for the House and Senate to complete the legislative business by the constitutional date to adjourn sine die of May 23, 2016. By the end of the session, the legislature passed two of the four major bills prior to adjourning – taxes and supplemental budget. There was an attempt to pass a bonding and transportation bill in the final hours, but that was not successful. The ball is in the Governor Dayton's court to decide whether or not to call a special session and continue working on the unresolved issues.

**Budget:** In February, the Office of Minnesota Management and Budget released the state's February revenue forecast which showed a projected budget surplus of \$900 million for the fiscal year 2016-17 biennium. During the 2015 regular and special sessions, the legislature passed a balanced budget for the biennium; so these surplus funds were available to fund new priorities or provide tax relief. Governor Dayton and the legislature used a portion of the projected \$900 million surplus from the February forecast to assemble a supplemental budget bill this session. The supplemental budget bill appropriates \$187 million in funding for a wide range of programs across all policy areas. Included in the bill is \$25 million for prekindergarten, \$35 million for broadband expansion, and \$35 million for equity programs. Governor Dayton has signed the bill into law.

**Taxes:** The 2016 Legislature approved an omnibus tax bill prior to adjournment. The bill was the culmination of a two-year process, because the legislature failed to pass a tax bill in the 2015 session. This year, the legislature approved a bill which provides \$257 million in tax relief over the 2016-17 biennium and \$543 million in the subsequent biennium. Following adjournment, an error in the tax bill was discovered by the Department of Revenue that will cause a reduction in revenue and negatively impact the State's US Bank Stadium-related revenue stream. Governor Dayton pocket-vetoed the omnibus tax bill on June 6, 2016.

**Bonding and Transportation:** At the eleventh hour, literally – 11:00 p.m. on the last night of session, the House and Senate seemed to have reached agreement on a bonding and transportation bill. The proposal would have authorized funding through general obligation bonds, general fund appropriations and state transportation dollars for approximately \$1.1 billion of public works spending. The spreadsheet was distributed to legislators with roughly an hour remaining in the legislative session, but confusion erupted when many legislators had trouble accessing the documents online and printed copies were only available to a few. The bill was debated in the House and passed, but when the Senate took up the bill there was confusion regarding what many thought was agreed upon language regarding funding of the Southwest light rail transit line. Language was missing from the bill to give additional authority to local counties to provide the necessary funding. The bill was amended in the Senate and passed. However, the bill needed to return to the House for final passage as amended. Before



the bill made it across the street for consideration, the House adjourned sine die and the legislative session ended – without final passage of a bonding and transportation bill.

**Other Issues:** Several high profile bills succeeded this session including changing to a presidential primary rather than caucuses beginning in 2020; authorization of the use of police body cameras, drug sentencing reform, extended unemployment benefits for laid-off Iron Range workers, and many other issues. A few prominent issues were not resolved including implementation of the REAL ID act. The federal government will require REAL ID compliant driver's licenses to board airplane beginning in 2018, so the legislature could wait until the 2017 session to resolve this issue.

**Legislative Retirements:** All 201 legislative seats in the Minnesota House and Senate are up for election this November. The filing period for office opened on May 17 and runs through May 31. At the end of the session, the following members have announced they are not running for re-election to the office they currently hold:

- Senator Teri Bonoff (DFL, Minnetonka) Running for Congress
- Sen. Dave Brown (R, Becker)
- Sen. Barb Goodwin (DFL, Columbia Heights)
- Senator Alice Johnson (DFL, Blaine)
- Sen. Jim Metzen (DFL, South St. Paul)
- Sen. Julianne Ortman (R, Chanhassen)
- Sen. John Pederson (R, St. Cloud)
- Sen. Roger Reinert (DFL, Duluth)
- Sen. Bev Scalze (DFL, Little Canada)
- Sen. Kathy Sheran (DFL, Mankato)
- Sen. Katie Sieben (DFL, Newport)
- Senator LeRoy Stumpf (DFL, Thief River Falls)
- Sen. Dave Thomson (R, Lakeville)
- Rep. Mark Anderson (R, Lake Shore)
- Rep. Joe Atkins (DFL, Inver Grove Heights) Running for Dakota County Commissioner)
- Rep. Dave Hancock (R, Bemidji)
- Rep. Tim Kelly (R, Red Wing)
- Rep. Tara Mack (R, Apple Valley)
- Rep. Denny McNamara (R, Hastings)
- Rep. Carly Melin (DFL, Hibbing)
- Rep. Kim Norton (DFL, Rochester)
- Rep. Tim Sanders (R, Blaine)
- Rep. Yvonne Selcer (DFL, Eden Prairie)

The following House members are leaving their House seat and running for the Minnesota Senate:

- Rep. Carolyn Laine (DFL, Columbia Heights)

- Rep. Jason Isaacson (DFL, Shoreview)
- Rep. Jerry Newton (DFL, Coon Rapids)
- Rep. Dan Schoen (DFL, St. Paul Park)
- Rep. Erik Simonson (DFL, Duluth)

Technically, the 2016 legislative session is over. The Governor has either signed or vetoed all bills presented to him. He has indicated that he is willing to call a special session to pass a tax bill, bonding and transportation bill. However, he has provided the Legislature with a detailed list of priorities and project which must be included and agreed upon before calling a special session.



## I. LEGISLATION THAT BECAME LAW

### **Omnibus Supplemental Budget Bill HF 2745 (Knoblauch) – SF 2356 (Cohen) Minnesota Laws 2016 Chapter 189 – Art. 4, Sections 17-22**

**Local Liquor Licenses:** Usually the legislature assembles an omnibus liquor bill that contains all provisions relating to the manufacturer, transportation, and sale of alcohol. This session, a large omnibus liquor bill was not pursued. Instead, a small bill addressing local provisions was passed in the House. The Senate did not hear any bills regarding alcohol. The five provisions making up the omnibus local liquor licensing bill were included in the public safety article of the Omnibus Supplemental Budget bill. This bill was signed into law by the Governor on June 1, 2016.

The following provisions are now law:

- **St. Cloud State University:** authorizes the city of St. Cloud to issue a wine and beer license to St. Cloud State University to permit sales at Herb Brooks National Hockey Center for events held at the arena. Originally introduced as HF 2075 (Theis) / SF 2425 (Pedersen).
- **Indiafest:** authorizes the city of St. Paul to issue a temporary on-sale wine and beer license to the India Association of Minnesota for Indiafest on the grounds of the State Capitol. Originally introduced as HF 2748 (Selcer) / SF 2417 (Hoffman).
- **Major League Soccer Stadium:** authorizes the city of St. Paul to issue an on-sale intoxicating liquor license to the operator of a Major League Soccer stadium or to entities operating food and beverage concessions at the stadium. Originally introduced as HF 3334 (Sanders) / SF 2960 (Pappas).
- **City of Janesville:** authorizes the city of Janesville to issue an on-sale intoxicating liquor license for the Prairie Ridge Golf Club, which is a municipal golf course. Originally introduced as HF 2644 (Cornish) / SF 2663 (Rosen).
- **Cap's Grille:** authorizes the city of Minneapolis to issue an on-sale intoxicating liquor license to a restaurant located at 5000 Hiawatha Avenue (Cap's Grille). This bill is needed due to a conflicting city zoning and charter provision. Originally introduced as HF 2442 (Wagenius) / SF 2978 (Torres Ray).

**Omnibus Supplemental Budget Bill  
HF 2745 (Knoblauch) – SF 2356 (Cohen)  
Minnesota Laws 2016 Chapter 189 – Art. 4, Section 12**

**Sensory Testing:** Legislation was introduced that allows sensory testing business to possess and serve alcohol as part of their business. A sensory testing business is a business that tests products with a focus on scent and taste. In some cases, alcohol is used in products. It has been difficult for these businesses to test these products, because they do not fit into a category that would allow for the consumption of alcohol as a part of this testing. This bill defines these businesses and places regulations on them to allow them to test products that include alcohol.

The legislation requires the business to use trained personnel, be licensed by the Department of Public Safety, and comply with requirements to hold liquor liability insurance. If all conditions are met, a sensory testing firm may allow consumption of alcohol, by trained sensory assessors for testing purposes at their facility. The sensory testing legislation was included in the public safety article of the Omnibus Supplemental Budget bill. This bill was signed into law by the Governor on June 1, 2016.

**Abusive ADA Lawsuits Bill  
HF 2955 (Smith) – SF 2584 (Dziedzic)  
Minnesota Laws 2016 Chapter 159**

Over the past two years, more than 170 lawsuits targeting Minnesota small businesses, including bars and liquor stores, have been filed alleging violations of the Americans with Disabilities Act (ADA); mainly by one attorney. These lawsuits have related to the height and location of tables, parking lot striping, sidewalk curb-cuts and ramps, and other issues. Typically, these alleged violations have been unintended errors and were quickly fixed.

The legislation provides businesses with clear affirmative defenses when noncompliance is alleged. In addition, the burden of proof shifts to complainants for businesses that have buildings audited by accessibility specialists. The bill does not include mandatory notice. This bill was signed into law by Governor Dayton.

**Charitable Gambling Bill – Allied Charities  
HF 3102 (Swedzinski) – SF 3034 (Sparks)  
Minnesota Laws 2016 Chapter 139**

Allied Charities of Minnesota introduced legislation that made various, non-controversial, changes to the lawful gambling laws. Specifically, the legislation authorizes and regulates the use of electronic raffle selection systems; reduces the length of time a gambling manager needs to be with an organization to serve as a gambling manager from six months to 90 days; creates a new definition for “share the pot raffle”; increases bingo prize requirements; and requires cities and counties to



acknowledge the source of certain charitable funds received from gambling organizations. The bill was signed into law by Governor Dayton.

## **II. LEGISLATION THAT DID NOT BECOME LAW**

**Other Liquor Bills:** In 2015 and 2016 a host of bills were introduced, but were either not heard or failed to move out of the House or Senate Commerce committee. These bills included:

- Sunday sales of alcohol by liquor stores
- Allowing wine transfers between commonly owned liquor stores
- Abolishment of the cash beer law
- Allowing farm wineries to establish “branch offices” to sell product off-sale
- Microdistillery definition changed relating to production limits
- Allowing small breweries to sell wine in taprooms
- Allowing brewpubs to bottle and can beer
- Catering permit changes
- Temporary liquor license changes
- Defining powdered alcohol
- Farm Wineries exempt from food handler regulations
- Multiple off-sale licenses per jurisdiction
- Allowing distilleries to self distribute

**Sunday Sales of Liquor:** The issue of whether or not liquor stores should be open on Sunday has become an annual debate at the Legislature. Minnesota law prohibits two industries – liquor stores and car dealerships, from operating on Sundays. These laws have been in place for decades. Recently, DISCUS, the Minnesota Grocers Association, Walmart, and Total Wine have collaborated to launch an aggressive lobbying and social media campaign to repeal the current law. On the other side, “mom and pop” liquor stores, municipal liquor stores and beer wholesalers and unions have opposed the change with the belief that increased costs will not be followed by an increase in revenues.

This session, an amendment was offered in the House to give cities the option of allowing liquor stores to open on Sunday. Again, the legislature defeated the amendment; this year by a vote of 56-70. The issue was not brought up in the Senate.

**Paid Family Leave Act:** This session, legislation was introduced to create a paid family leave program. This program would be administered by the Department of Employment and Economic Development (DEED). Individuals who are eligible for family leave would receive payments similar to unemployment benefits. The program would impose a wage tax levied against employers and employees. These revenues

would then be used to pay the benefits. This legislation was included in the Senate omnibus tax bill, but not included in the final omnibus tax bill which passed the legislature and is awaiting action by the Governor.

#### **IV. Conclusion**

It has been a privilege to represent the MMBA at the Capitol again this session. MMBA's success at the Capitol comes from the relationships members have with their Representatives and Senators. MMBA's lobbyists, represent the member's voices at the Capitol, however, the best, most trusted voice, is a person from the legislators home town. Many MMBA members already have a relationship with their legislators, but if you do not – now is the time to reach out and introduce yourself and your operation.

Minnesota has a citizen legislature which means the Senators and Representatives come from all walks of life. They are teachers, insurance agents, homemakers, photographers, attorneys, business owners, realtors, nurses, bankers, etc. We encourage MMBA members to call their legislator, invite them to visit their operation; show them around, talk about their employees, how they contribute to the local economy and support the community.

# Achiever

Building skills, careers and  
independence since 1964.

Dedicated to providing respectful and responsible services  
that promote and enhance quality of life.

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Volume 27, Number 2  
Late spring 2016

## Endowment news: *Let's make a deal!*

Achieve recently received two generous donations earmarked to set up an endowment fund for the organization.


Rich and Kathy Svanda donated \$10,000 to officially start the fund. At the Achieve Gala in April, Jim Deal surprised the crowd with a gift from he and his wife, Pam, of \$100,000.

"We were awestruck at the generosity of both the Deals and the Svandas," said Achieve CEO Tom Weaver. "We are more than grateful for their support of our program."

Weaver explained that the endowment fund will build up over time, until the principal generates enough investment income to supplement Achieve's budget.

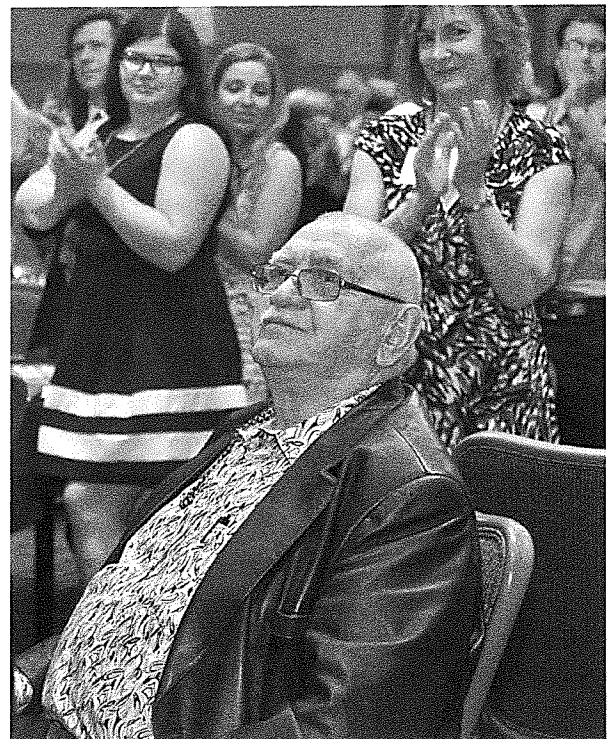
"Eventually a portion of the investment income will be used for program costs, but initially earnings will be added to the principal so it will continue to grow."

In addition to investment earnings, donations from generous benefactors can help build the principal.

"It's a gift that keeps on giving," said Weaver. "Any donations will remain intact and only interest and income on donations will be, eventually, used for expenses." 

### en·dow·ment fund

- An investment fund in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes. Usually the endowment is structured so that the principal amount is kept intact while the investment income is available for use.



Jim Deal receives a round of applause after pledging a gift of \$100,000 from himself and his wife, Pam, to Achieve's newly formed endowment fund.



# Changes in funding threaten to impact services to consumers

As a day training and habilitation (DTH) program Achieve has been providing services to people with disabilities for over 50 years. Recent trends in federal and state policy and rule changes have the potential to greatly decrease our funding streams while increasing rules and regulations impacting programs and services for the people we serve, and we are concerned.

Achieve is a member of the Minnesota Organization for Habilitation and Rehabilitation (MOHR), an organization comprised of more than 110 programs that provide services to more than 26,000 Minnesotans with disabilities. According to MOHR, 77 percent of people with disabilities served by MOHR member organizations are working, most in the community. The majority of these community employment sites were found and are maintained with assistance from MOHR providers.

"MOHR providers play a crucial role in the employment of Minnesotans with disabilities," said MOHR President Mike Burke. "We have produced more employment opportunities than any other means."

The unemployment rate for people with disabilities is twice that of people without disabilities. Without assistance and support from DTH programs, it's likely the unemployment rate would be much higher.

"It is hard to imagine how dire a situation we would have if the services member organizations provide were not available," said Burke.

If trends in funding continue, Achieve and other programs in the state will struggle

to do more with less. Some of the factors confronting DTH programs include:

## **Stagnant rates**

Rates have been lagging behind inflation for more than a decade. Since 2006, inflation has gone up 21 percent, while our rates have increased by half that amount. This means that our programs struggle to pay our direct-care employees a living wage, which has resulted in a workforce crisis across our industry.

The Best Life Alliance has campaigned hard for an increase of 5 percent to DTH programs. The bill received approval from a majority of legislators across the state on both sides of the aisle, but the governor has provided zero funding in his 2016 budget to cover it, and the legislative session adjourned with zero additional funding.

## **Rate decreases**

In January 2014, DHS implemented a new rate system called the Disability Waiver Rate System (DWRS). When this system is fully implemented in January 2019, many DTH providers will face significant rate cuts, with Achieve Service facing a rate reduction in excess of 30 percent. There are inherent flaws in the DWRS rate formulas, but so far efforts to fix them have been unsuccessful.

## **Increased costs**

Since 2006, the Department of Human Services has placed new mandatory rules and changes that have increased DTH cost of operation without any funding to cover these costs.

The U.S. Department of Labor is instituting a new regulation changing definitions of overtime and exempt salaried staff rules which will result in increased expenses on average of \$153,000 per DTH program.


DHS is also proposing increased license fees. In the governor's proposed budget,



**Tom Weaver, Achieve CEO**

DHS sought to increase our annual license fee by nearly 1,000 percent! Fortunately, the legislature rejected that proposal, but it is extremely troubling that DHS is so out of touch with the needs of the people they presumably represent.

As the saying goes, you can't squeeze blood from a turnip, but from every direction DTH programs are being squeezed, and if Governor Dayton and the Minnesota Legislature don't act to remedy the situation during the 2017 legislative session, many programs could be literally squeezed out of business. Achieve is fighting to do everything it can to make sure that doesn't happen – including educating and organizing the parents and families of the people we serve, and ensuring their voices are heard as these important issues play out.

"Our nonprofit members strongly believe that people with disabilities should have the opportunity to pursue their living, life enrichment and work goals, and that they should have the ability to make their own choices," said Burke. "Some wish to be hired directly by the employer, others want to be part of a work crew, while some prefer center based programs. These are choices that should be available, and honored." At Achieve, we couldn't agree more, and we are fighting to ensure those opportunities continue to exist. 



# Achieve + the arts = growth, fun, success!

People have been expressing themselves through art since the cave person days, but it wasn't until the 1940s that the therapeutic use of art was defined and art therapy was born. In a nutshell, art therapy uses the creative process of art making to improve and enhance the physical, mental and emotional well-being of individuals. This includes music, movement and dance, visual arts and the theater.

Art is a creative outlet that leads to numerous benefits. Creativity. Communication. Self-expression. Escaping boundaries. Empowerment. Color. Sound. Excitement.

People with disabilities utilize creativity every day. They must navigate their way through a world that is filled with barriers. Overcoming these barriers requires ingenuity and creative thinking. As does art.

The leap, then, to the arts, isn't such a surprising one. We all have a need to express ourselves. It's a universal part of the human condition. Recently, Achieve has been providing artistic opportunities for participants – with some very positive results.

## Music - Dance at Your Own Risk Band

Is a song writing, song singing, music creating group that has put out three albums in the last three years.

Joe Loskota, training specialist, serves as a mentor and manager for the group. "Making music is beneficial to anyone who does it," he said. "And to be able to give folks with disabilities who probably haven't had as much of a chance to create or create music has just been phenomenal."

## Visual art

According to Achieve certified occupational therapy assistant, Carole Conoma, painting and drawing provide a new way to enrich lives and inspire growth. "Our population in particular has to fit into molds that don't always work for them, but they do the best they can. And through art, they get to be free," she said.

Achievable Ink takes original artwork created by Achieve participants and puts it on various products including magnets, greeting cards, gift tags and notebooks.

## Acting in front of the camera


A group of Achieve participants had a lot of fun and lot of laughs while filming the newest Achieve Clean Laundry Detergent commercial. The commercial spoofs a spy film with the subject being the new, secret formula for Achieve Clean.

Alex Carlson, business development specialist says making the commercial required laughter breaks. "It was really fun getting to put this together with everyone," he said. "We had to reshoot many of the shots numerous times because we couldn't stop laughing."


You can view the commercial online here:

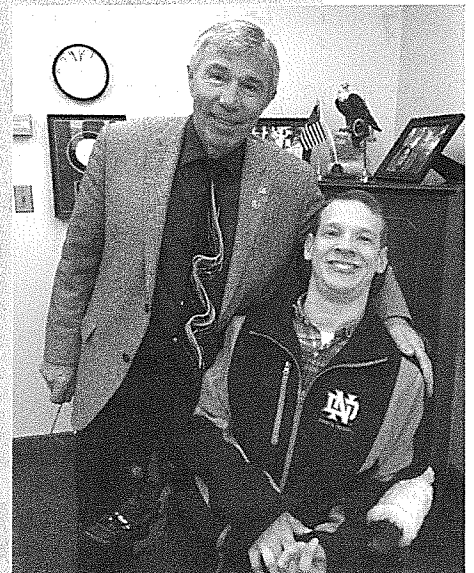
<http://achieveclean.org/achieve-clean-funny-laundry-detergent-commercial/>

## Funding the arts

At the recent Achieve Gala, the Fund-a-Need project was the arts, and patrons came through in a big way. The goal of raising \$40,000 was met, with about \$10,000 in excess donations going to the endowment fund. It's yet to be decided exactly how the Fund-a-Need money will be spent, but a portion will be used to purchase a new printer to enhance the production of Achievable Ink greeting cards. 

## Meeting with state legislators


Jameson Crawford recently made a trip to the state legislature to visit with Representative Bob Dettmer. Crawford was one of three Achieve participants who met with legislators to discuss various issues including difficulties finding staff for in-home PCA work and how wages are tied to provider rates, a bill to increase rates by 5%, community employment and the services Achieve provides and the Achieve Clean venture. 



# 11th Annual Spring Gala - *We've got...*



# PERSON *Ability!!*

We could tell you about our successful evening and describe the fun that was had by the more than 300 attendees while raising money to benefit people with disabilities, but why use words, when pictures can tell the story so much better? Here are a few shots from our Spring Gala which raised more than \$198,000 in donations! For more photos, visit our Facebook page, and if you haven't already, give us a "Like." 








One of many highlights of the evening occurred when Achieve CEO, Tom Weaver, presented the Legacy Award to Jay Bruber (left). The award is presented to persons who exhibit an extraordinary commitment to community and helping improve the lives of people with disabilities.

Bruber has supported Achieve in numerous ways, most notably by providing key leadership in the launch of Achieve Clean Laundry Detergent, where he sits on the Achieve Clean Board of Directors.

"Jay's passion and dedication to giving back is evident in everything he does," said Weaver. "Jay has been extremely generous with his time, talent and resources and we've been very blessed to have him guiding us on the Achieve Clean Board." 



*Achieve Services, Inc.*  
Human Service Center of Anoka County  
1201 89th Avenue NE, Suite 105  
Blaine, Minnesota 55434  
phone (763) 783-4909  
fax (763) 783-4725  
www.achieveservices.org

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City of Spring Lake Park  
1301 81st Ave NE  
Spring Lake Park MN 55432-2116



*The Achiever* is published quarterly by  
Achieve Services, Incorporated, a private,  
non-profit day training and habilitation service  
which provides work and other opportunities  
for people with developmental disabilities.

Writing and design by Jill Pertler

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Send comments or questions to the editor: [pertmn@qwest.net](mailto:pertmn@qwest.net)

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## We've got personability - Stacey Spencer's dream job

When Stacey Spencer first came to Achieve in 1996 she was hoping to find her dream job. She described such a position as one where she could learn and grow, meet new friends and, perhaps most importantly, work in an office and be a secretary.

Shortly thereafter, she started work at the Anoka County Government Center with the Achieve clerical support team. She had her own cubicle, complete with nameplate and was very proud of her "office," which she decorated with photos of family and friends. She was, indeed, a secretary!

While at the government center, Stacey had the opportunity to work on many jobs, learning new skills along the way. One of her favorites was delivering mail throughout the government center. While delivering mail she got to meet new people and say hello to friends. Supervisors described her work as meticulous. As for Stacey, she described her job as "perfect."



In March of this year, Stacey retired from her job at the government center where she'd worked for nearly 20 years. Many people go through life dreaming of their dream job. Stacey went out and made hers a reality.

**If that isn't personability, we don't know what is!  
Congratulations, Stacey! Enjoy your retirement!**

## Daniel Buchholtz

---

**From:** Jerry Soma <Jerry.Soma@co.anoka.mn.us>  
**Sent:** Tuesday, June 14, 2016 2:18 PM  
**To:** Andover CM Jim Goodrich; Andover CM Mike Knight; Andover CM Sheri Bukkila; Andover CM Valerie Holthus; Anoka CM Carl Anderson; Anoka CM Jeff Weaver; Anoka CM Mark Freeburg; Anoka CM Steve Schmidt; Bethel Adm. Ginger Berg; Blaine CM David Clark; Blaine CM Dick Swanson; Blaine CM Jason King; Blaine CM Mike Bourke; Blaine CM Russell Herbst; Blaine CM Wes Hovland; Centerville CM Ben Fehrenbacher; Centerville CM Darion Love; Centerville CM Jeff Paar; Centerville CM Steve King; Circle Pines CM Deb O'Brien; Circle Pines CM Matthew Percy; Circle Pines CM Mike Schweigert; Circle Pines CM Richard Runbeck; Columbia Heights CM Bruce Nawrocki; Columbia Heights CM Donna Schmitt; Columbia Heights CM John Murzyn Jr.; Columbia Heights CM Robert A. Williams; Elizabeth x. Mursko; Columbus CM Bill Krebs ; Columbus CM Denny Peterson ; Columbus CM Jeff Duraine ; Columbus CM Mark Daly; Coon Rapids CM Brad Johnson ; Coon Rapids CM Denise Klint; Coon Rapids CM Jenny Geisler; Coon Rapids CM Ron Manning ; Coon Rapids CM Steve Wells; Coon Rapids CM Wade Demmer; East Bethel CM Brian Mundle; East Bethel CM Ron Koller; East Bethel CM Tim Harrington; East Bethel CM Tom Ronning; Fridley CM Ann Bolkcom; Fridley CM Dolores Varichak; Fridley CM Jim Saefke; Fridley CM Robert L. Barnette; Ham Lake CM Al Parranto; Ham Lake CM Gary Kirkeide; Ham Lake CM Jim Doyle; Ham Lake CM Tom Johnson; Hilltop Adm. Ruth Nelsen; Lexington Adm. Bill Petracek; Lexington CM Carin Payment; Lexington CM Jack Plasch; Lexington CM John Hughes; Lexington CM Kim DeVries; Lino Lakes CM Bill Kusterman; Lino Lakes CM Melissa Maher; Lino Lakes CM Michael Manthey; Lino Lakes CM Rob Rafferty; Lino Lakes CMs to City Clerk Julie Bartell; Linwood Twnshp Sup Bob Millerbernd; Linwood Twnshp Sup Carol Searing; Linwood Twnshp Sup Ed Kramer; Linwood Twnshp Sup Michael Halliday; Linwood Twnshp Sup Philip Osterhus; Linwood Twnshp Town Clerk Judy Hanna; Corrie LaDoucer; Nowthen CM Mary Rainville; Nowthen CM Paul Reighard; Oak Grove CM Dan Denno; Oak Grove CM Mike Wylie ; Oak Grove CM Scott Lawrence; Oak Grove CM Sean Sullivan; Ramsey CM Chris Riley; Ramsey CM Jill Johns; Ramsey CM John LeTourneau; Ramsey CM Kristine Williams; Ramsey CM Mark Kuzma; Ramsey CM Melody Shryock; Spring Lake Park CM Bill Nash; Spring Lake Park CM Bob Nelson; Spring Lake Park CM Jeanne Mason; Spring Lake Park CM Ken Wendling; St. Francis CM Chris McClish; St. Francis CM Rich Skordahl ; St. Francis CM Richard Orpen ; St. Francis CM Tim Brown; Andover Mayor Julie Trude; Anoka Mayor Phil Rice; Blaine Mayor Tom Ryan; Centerville Mayor Thomas Wilharber; Circle Pines Mayor David Bartholomay; Columbia Heights Mayor Gary Peterson; Columbus Mayor David Povolny; Coon Rapids Mayor Jerry Koch; East Bethel Mayor Steve Voss; Fridley Mayor Scott Lund; Ham Lake Mayor Mike Van Kirk; Hilltop Mayor Jerry Murphy; Lexington Mayor Mark Kurth; Lino Lakes Mayor Jeff Reinert; Nowthen Mayor Jeff Pilon; Oak Grove Mayor Mark Korin; Ramsey Mayor Sarah Strommen; Spring Lake Park Mayor Cindy Hansen; St. Francis Mayor Steve Kane; Edward Reynoso; Lona Schreiber; Marie McCarthy; Sandy Rummel (sandy.rummel@metc.state.mn.us); Andover Adm. Jim Dickinson; Greg Lee.; Clark Arneson; Centerville Adm. Mike Ericson; Jim Keinath; Columbia Heights Mgr. Walt Fehst; Coon Rapids Mgr. Matt Stemwedel; Jack Davis; Fridley Mgr. Wally Wysopal; Ham Lake Adm. Contact Don Krueger; Jeff Karlson; Oak Grove Interim Adm. Dallas Larson; Ramsey Adm. Kurt Ulrich; Daniel Buchholtz; Joe Kohlmann; Benson, Senator Michelle; Bernardy, Rep. Connie; Chamberlain, Senator Roger; Daudt, Rep. Kurt; Goodwin, Senator Barb; Hackbarth, Rep. Tom; Hoffman, Senator John; Hortman, Rep. Melissa; Johnson, Senator Alice; Laine, Rep. Carolyn; Newton, Rep. Jerry; Pete Vujovich - Bernardy Assistant; Petersen, Senator Branden; Runbeck, Rep. Linda; Sanders, Rep. Tim;

**To:** Scott, Rep. Peggy; Uglem, Rep. Mark; Whelan, Rep. Abigail  
**Subject:** Flood Plain Insurance

**To: Local Officials**

**From: Jerry Soma, Anoka County Administrator**

Over this past year we have had much discussion concerning mortgage companies now requiring some homeowners to obtain flood insurance. We discussed this at a recent Local Government Officials meeting and I have had conversations with city administrators concerning this issue. KARE 11 ran a story about individuals in Anoka County who have been required by their bank to obtain flood insurance. In order to get the flood insurance requirement dropped, property owners must contact FEMA and apply for an approved Letter of Map Amendment (LOMA).

Recently, Representative Emmer had his staff call a meeting with representatives from Anoka County, Senator Klobuchar's office, Senator Franken's office, and the DNR to discuss this situation. The following are some conclusions we came to after that meeting:

- In 2011 FEMA re-mapped Anoka County to determine which properties are in the floodplain. Unfortunately, the base data FEMA used was old and inaccurate. Today, new technology called LiDAR is available to delineate more accurate flood boundaries. Unfortunately, LiDAR maps were not available when FEMA updated Anoka County's flood zones. Mortgage companies that have used the 2011 FEMA maps have designated some properties as being in a floodplain, when in fact, they are not.
- If the mortgage company, according to their maps, indicates that a piece of property is in the flood plain, they will require flood insurance. If the property owner can convince the bank that they are not in a flood plain by the use of an updated map, the bank may relieve them of that requirement. Most often the mortgage company requires an approved LOMA in order to have this requirement lifted.
- Many homeowners who receive notification from the mortgage company immediately purchase flood insurance and take no action. Others contact a private surveying company and spend up to \$1,000 to have their property surveyed, which, in many cases, proves they are not in the floodplain. Many residents are unaware they can contact their local planning and zoning authority operated by the cities to get help filling out the somewhat complicated LOMA application.
- There seems to be a wide range of responses that cities are giving when citizens call for assistance. Some jurisdictions help citizens fill out the LOMA forms and others tell them to contact a private surveyor without reviewing the maps and giving the homeowner other options.

### **County's Response**

Anoka County's GIS Department has made a flood zone web mapping application available to all cities so they can better help residents determine the status of their property. In some cases, the maps will clearly show a parcel is not in the flood zone. In other cases, a parcel may be in a flood zone but because the flood zone mapping was based on inaccurate elevation data, a survey may be needed to prove a parcel is not, in fact, in the flood zone. FEMA is accepting the new maps as part of the LOMA supporting documentation.

We have determined that there are approximately 15,000 residences in Anoka County that could be affected by this issue. Of those, we estimated fewer than 3,000 are in the floodplain and would need flood insurance. The county is going to take the following steps to assist homeowners in avoiding unnecessary expenses.

1. Anoka County is going to send a targeted mailing to residents with an "out as shown" designation, meaning their property is in the flood zone, but their structure is not. A different letter will be sent to residents

whose structure is designated as being in the flood zone because of inaccurate elevation data used in the mapping. These property owners may need assistance filling out the LOMA application.

2. Anoka County GIS is going to add content to its flood zone mapping application and make it available to those residents who are in an “out as shown” situation. The site will include step-by-step instructions on how to fill out the LOMA application. Many residents may be able to fill out the LOMA form without additional help.
3. The county is willing to facilitate a training session, along with the DNR, to help city staff understand the new app better and give direction on how they can help residents.

If you have questions, do not hesitate to contact me at 763.323.5693 or [jerry.soma@co.anoka.mn.us](mailto:jerry.soma@co.anoka.mn.us).

**Jerry Soma**  
**Anoka County Administrator**  
**763-323-5693**



**Anoka County**  
**MINNESOTA**

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





## Daniel Buchholtz

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**From:** North Metro Mayors <info@northmetromayors.org>  
**Sent:** Monday, June 13, 2016 11:41 AM  
**To:** 'Bill Petracek'; 'Bret Heitkamp'; 'Clark Arneson'; 'Curt Boganey'; 'Daniel Buchholtz'; 'Dean Lotter'; 'Greg Lee'; 'Heidi Nelson'; 'James Keinath'; 'Jay Stroebel'; 'Jim Dickinson'; 'Jim Ericson'; 'Joan Lenzmeier'; 'Kirk McDonald'; 'Kurt Ulrich'; 'Kurt Ulrich'; 'Matt Stemwedel@coonrapidsmn.gov'; 'Riley Grams'; jeffrey.lunde@brooklynpark.org; 'Mayor ArMand Nelson'; 'Mayor Cindy Hansen'; 'Mayor David Bartholomay'; 'Mayor Duane Poppe'; 'Mayor Jerry Koch@coonrapidsmn.gov'; 'Mayor Joe Flaherty'; 'Mayor Julie Trude'; 'Mayor Kathi Hemken'; 'Mayor Kurth'; 'Mayor Mark Steffenson'; 'Mayor Phil Rice'; 'Mayor Ryan'; 'Mayor Sarah Strommen'; 'Mayor Sarah Strommen'; 'Mayor Tim Willson'; 'Val Johnson'  
**Cc:** Becca Pryse; bobbenke@comcast.net; jillcbrown@msn.com; mandymeisner00@gmail.com; 'Nicki Brunner'; 'Owen Wirth'; troyo@ewald.com; wbarnha@gmail.com  
**Subject:** NMMA Legislative Update - June 13, 2016



### Happenings at the Capitol:

- Gov. Mark Dayton “pocket vetoes” omnibus tax bill
  - Bill contained:
    - \$20 million LGA increase
    - Anoka TIF 5-year rule extension
    - Maple Grove TIF modification
    - Coon Rapids TIF extension
    - Did not include TIF pooling “clarification” language from [SF3433](#), (Rest, DFL-New Hope)
- House and Senate omnibus capital investment conferees will meet this week to discuss the bonding bill that failed to pass during the final minutes of session
  - Bill contained funding for:
    - Third lane both ways on U.S. Highway 10 between Hanson and Round Lake Boulevards in Coon Rapids
    - Land acquisition, predesign, design and construction for Greater Minnesota Gateway projects for U.S. Highway 10 between Coon Rapids and Ramsey
    - Reconstruction of 105<sup>th</sup> Avenue in Blaine
    - Rail grade separation for Hanson Blvd in Coon Rapids
    - Champlin Mill Pond restoration
    - Closed landfill construction in Andover
    - I-35/Highway 97 interchange in Columbus
    - I-94/Brockton Lane interchange

### NMMA Board Meeting

The next NMMA Board meeting is Wednesday, June 15, 2016. If you haven’t already, you can RSVP to Owen at [OwenW@ewald.com](mailto:OwenW@ewald.com). Meeting details:

Anoka County Historical Society ([MAP](#))

2135 3rd Ave

Anoka, MN 55303

5:30 p.m. Registration/Social

5:45 p.m. Food Service Begins

6:15 p.m. Board Meeting Begins

7:30 p.m. Adjourn

### **NMMA Golf Clinic**

There are a couple of spots still available for the June 29 golf clinic at TPC Twin Cities. This is a great opportunity for NMMA members, community partners, city officials and other community leaders to mingle, share ideas as well as get some great golf tips. You can find more information about the event and register for by clicking [here](#).

### **Tax Bill Vetoed**

Tax issues were added to the list of unfinished business at the capitol after Gov. Dayton's pocket veto of the omnibus tax bill due to a one word [drafting error](#) that could have resulted in a \$100 million loss of revenue. A pocket veto is accomplished by simply not signing a bill before the deadline to do so and has the same effect as an active veto, but the governor is not required to submit a letter of explanation as to why he vetoed the bill.

Legislative leaders agree that the bill could easily be fixed if a special session is called by the governor. However, adding additional issues to the negotiations on capital investment and transportation issues further complicates the possibility of a special session being called.

As mentioned above, the tax bill had several provisions of importance to NMMA and individual members. The entire bill can be reviewed [here](#).

### **Capital Investment Conferees to Meet This week**

On [Tuesday](#), legislators who served on the Capital Investment Conference Committee will meet in St. Paul to review the [\\$1 billion bonding bill](#) agreed upon by the House and Senate that failed to pass the legislature in the final moments of the legislative session. The committee is also expected to review [additional items](#) Gov. Dayton has requested be included any final bill passed by the legislature.

The bill that nearly passed in the final moments of the legislature does not provide a long-term funding solution for Minnesota's transportation system and emerging projects, but it does provide generous short-term funding for several key NMMA transportation funding priorities.

NMMA's government relations team looks forward further transportation discussion at Wednesday's board meeting and as always, welcomes your comments.

### **2015 Annual Population Estimates**

The Metropolitan Council has prepared preliminary population and household estimates for your community as of April 1, 2015 and each city should have received their estimate in May.

The Met Council welcomes discussion of your 2015 preliminary estimates and invites cities to review and comment on them. Written comments, questions or objections can be sent to:

Matt Schroeder

Metropolitan Council Research



390 Robert Street North  
Saint Paul, MN 55101

Comments can also be sent via e-mail to [Matt.Schroeder@metc.state.mn.us](mailto:Matt.Schroeder@metc.state.mn.us). *Please be aware that under Minnesota Statutes 473.24, the Met Council must receive your comments, questions, or specific objections, in writing, by Friday, June 24, 2016.*

As you are aware, having accurate population estimates is important as they are utilized in aid formulas.

If you have any questions or comments, please contact us.

Troy Olsen  
[troyo@ewald.com](mailto:troyo@ewald.com)  
763-381-7894

Jill Brown, Executive Director  
[jillcbrown@msn.com](mailto:jillcbrown@msn.com)  
612-889-2611

Becca Pryse  
[beccap@ewald.com](mailto:beccap@ewald.com)  
612-490-2651

Bob Benke  
[bobbenke@comcast.net](mailto:bobbenke@comcast.net)  
612-669-0274

Bill Barnhart  
[wbarnha@gmail.com](mailto:wbarnha@gmail.com)  
612-702-4931

Owen Wirth  
[owenw@ewald.com](mailto:owenw@ewald.com)  
651-357-8921



# North Metro TV

May 2016 Update

## Program Production

In May, a total of **122 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **62:00:00 hours of new programming**.

- 59 programs were produced by the public
- 41 programs were produced by NMTV staff
- 22 programs were produced by City staff



## Van Shoots

The van was used for **49:15:00 hours of production**. The following events were videotaped:

- Girls Lacrosse: Blaine vs. Spring Lake Park
- Boys Lacrosse: Spring Lake Park vs. Blaine
- Softball: Centennial vs. Blaine
- Softball: Blaine vs. Spring Lake Park
- Softball: 5AAAA QF: Centennial vs. Spring Lake Park
- Softball: 5AAAA SF: Maple Grove vs. Spring Lake Park
- Girls Lacrosse: Sec 7 1st Round: Hermantown-Proctor/Centennial
- Boys Lacrosse: Sec 7 1st Round: Coon Rapids vs. Centennial



## Workshops

Workshop	Instructor	Organization	Students
Spring Session	Eric Houston	Davinci Academy	8
Garage Deals Shoot	Eric Houston	Video Club	11
Spring Session	Eric Houston	Davinci Academy	8
Production Workshop	Eric Houston	Northside Christian Sch.	15
Doc Workshop, Week 5	Eric Houston	Video Club	8
Spring Session	Eric Houston	Davinci Academy	7
Production Workshop	Eric Houston	Northside Christian Sch.	14
Production Workshop	Eric Houston	Northside Christian Sch.	16
Doc Workshop, Week 6	Eric Houston	Video Club	9
Intro to NMTV	Eric Houston	Good Shepherd Church	5
Production Workshop	Eric Houston	Northside Christian Sch.	15
Production Workshop	Eric Houston	Northside Christian Sch.	16
Doc Workshop, Week 7	Eric Houston	Video Club	5
Intro to NMTV	Eric Houston	General Public	2
Production Workshop	Eric Houston	Northside Christian Sch.	16
Intro to NMTV	Eric Houston	General Public	2
Production Workshop	Eric Houston	Northside Christian Sch.	19
Doc Workshop, Week 8	Eric Houston	Video Club	8
<b>18 Workshops</b>			<b>184 Students</b>

## Home Movie Transfers

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Home movie transfers have become one of our most popular services. Residents can transfer their family videos at North Metro TV themselves for free, or pay NMTV to do it. Most participants want to do it themselves.

Month	Hours Transferred	Tapes	Film	DVDs	Fees Paid
January	262.25	137	54	0	\$950
February	124.0	37	43	6	\$110
March	288.5	129	21	3	\$225
April	243.0	106	23	69	\$525
May	183.25	94	10	59	\$190

## Public Usage Stats

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

Month	Unique Individuals	Total Usage Hours
January	100	746.75
February	52	314.25
March	77	688.00
April	85	759.25
May	166	955.50

## Production Highlights

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### NMTV News Highlights

Each week Danika Peterson and Ben Hayle create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some May highlights include Discover Aviation Days prep, the Anoka County Law Enforcement Memorial Service, Free Little Libraries in the community, Lino Lakes Police engaging citizens in unique ways, World Fest coming to Blaine, and tow truck safety. In addition to daily playbacks of

North Metro TV News on the cable system, there are over 280 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the [northmetrotv.com](http://northmetrotv.com) website.



### Workshops

Studio Manager, Eric Houston, had another very busy teaching month. Eighteen classes for 184 students occupied a great deal of his time. All three of his ongoing class series' culminated in the completion of the students' class projects. Both the Davinci Academy and Northside Christian school produced a group project, and then taped individual movie reviews. The Documentary Workshop also came to an end with the production of two short documentaries, "It Is Rocket Science" and "The Ballad of Roger Waltz."

## VIP Awards

The 14th Annual VIP Awards Ceremony took place on Tuesday, May 3rd. For the second year the event was held at the Historic Heights Theatre. The Theatre staff had VIP Awards spelled out on the marquee, and our poster for the event was in the display case. The organist played until the ceremony started and popcorn and beverages were provided. A photography area was set up so people could have their pictures taken before the ceremony and after with their awards. We had a great turn-out and have heard nothing but compliments regarding the venue. In total, 32 trophies and many certificates of appreciation were given to some very deserving folks. The event was taped and each individual award recipient's segment is presented as a separate program. By doing this we could easily post each award winners segment to YouTube and our website.



## Flight School

T.J. Tronson has started ground school for a private pilots license, and is also beginning flight training. He attends ground school once a week to study math, weather, history, and graphs, and partakes in flight training one to two times a week. There is a lot to learn, but he is really enjoying the process. The Commission is having T.J. trained as a private pilot in order to comply with FAA commercial drone rules. NMTV has a drone for internal, Member City, and occasional commercial use. The organization is interested in expanding commercial drone services.

## Telly Awards

North Metro TV's public access department received three Telly Awards this year. The three winning entries are "Why Ruin Someone's Day When You Can Make It?", a PSA that was created as part of a class series with Centennial's Pine School in Lino Lakes. The PSA won a Silver Telly in the Student Productions Category, which is the organization's highest honor. The first of the NMTV Video Tips and Tricks series, "The Rule of Thirds," won a Bronze Telly in the How-To/Instructional Category. And finally, NMTV received a Bronze Telly in the Recruitment Category, for our MN Fire Hire series of videos. Production of the Fire Hire videos was a joint project between the NMTV video club and Firefighter Mike Schweigert. It featured fire fighters from Anoka County and was intended to be an educational and recruitment tool. Telly winners are chosen from a pool of 13,000 entries representing all 50 states. Winners must meet certain quality standards.



## PR bits and pieces

- Shot b-roll for Art-A-Whirl and released short video. Video has been watched by 6,000 people via the NMTV website.
- Finished editing artist Jason Kittel piece for the art and culture show Make. Released as short video. Has 1,610 views so far.
- Secured a sponsorship spot with the Metro North Chamber Gala. Attendees will have to know and say North Metro TV as the password to get in the doors.
- Created sponsorship spot for Dixie Blue BBQ

## Production equipment consulting for cities and schools

### Ham Lake (5 hrs)

- Projection display in training room was blank. found the Cat5/HDMI converter was bad. Ordered new unit. Will set up service call to adapt unit to the system.
- Prepped and installed modulator and tested signal from A/V equipment to modulator. All is good. Will set up a time for Comcast to calibrate modulator to the cable system.

## Computer/Networking consulting for cities and schools

No computer or networking consulting was requested.

## City Channel 16 Playback Stats

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City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	174	222:52:51
Centerville	17	18:36:25
Circle Pines	165	92:40:46
Ham Lake	50	52:56:02
Lexington	91	88:32:46
Lino Lakes	24	21:36:39
Spring Lake Park	87	75:40:21
<b>Totals:</b>	<b>608 Program Playbacks</b>	<b>572:55:50 Hours of Video Programming on Channels</b>

## Programs Produced by the Public

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Title	Producer	Runtime
Imprisoned Show	Bukola Oriola	00:50:16
The Ballad of Robert Waltz	Vicki Knott	00:07:36
It is Rocket Science!	Michele Kurak, Doug Martin, Nonie Tanner, Brett Wond	00:07:46
Joseph and the Amazing Technicolor Dream Coat	Brett Wong	01:07:05
Polar Plunge	Brett Wong	00:08:09
Special Education Prom	Brett Wong	00:04:28
Off Constantly: Robotic Arms	Tim Dold	00:33:00
Off Constantly: Chores TV	Mac Dolphy	00:34:23
Off Constantly: Bigfoot 2015	Tim Dold	00:22:10
It's Only Food (2 episodes)	John Politte	00:14:27
The Undersea Kingdom By Davinci Academy	Davinci Academy	00:49:11
The Undersea Kingdom: Chapter 2: By Northside Christian School	Northside Christian School	01:07:39
60 Second Movie Reviews (14 episodes)	Northside Christian School	00:25:53
I Love Northside Christian School	Claudia Lauro	00:01:30
60 Second Movie Reviews (6 episodes)	Davinci Academy	00:09:27
Garage Deals: The Last Straw	NMTV Video Club	00:11:11
Marriage Partners	Kevin Eggerth	00:43:01
A Fresh New Day	Anita Wardlaw	00:54:30
Chris Harkin	Nonie Tanner	00:12:01
Africa Night to Honor Israel	Nonie Tanner	01:21:52
His Legacy TV	Nonie Tanner	01:10:00
Grace to Overcome (3 episodes)	Doug Martin	01:16:08
Giving to Grace Christian Center (6 episodes)	Stevie Lindsey	04:42:28
Cornerstone Church	Rick Bostrom	00:24:48
Lovepower (4 episodes)	Ann Sandell	04:00:00
The Power of Love (4 episodes)	Rick Larson	02:00:00
Rice Creek Watershed District Meeting	Theresa Stasica	01:14:30
<b>59 New Programs</b>		<b>25:03:29 New Hours</b>



## Programs Produced by NMTV Staff

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Title	Producer	Runtime
Anoka County Board Meeting (5/10/16)	T.J. Tronson	01:01:46
Anoka County Board Meeting (5/24/16)	T.J. Tronson	00:42:35
North Metro Cable Commission Meeting	T.J. Tronson	00:31:34
North Metro TV News (4 episodes)	Danika Peterson/Ben Hayle	01:20:24
Dixie Blue BBQ Sponsorship Spot	Damian Kussian	00:30:00
Art-A-Whirl 2016	Damian Kussian	00:02:29
Artist Jason Kittel	Damian Kussian	00:03:12
2016 VIP Awards: Individual Winner Segments (23 episodes)	Eric Houston	00:34:23
Girls Lacrosse: Blaine/Spring Lake Park	Kenton Kipp/Matt Waldron	01:36:13
Boys Lacrosse: Spring Lake Park/Blaine	Kenton Kipp/Matt Waldron	01:35:26
Softball: Centennial/Blaine	Kenton Kipp/Matt Waldron	01:23:52
Softball: Blaine/Spring Lake Park	Kenton Kipp/Matt Waldron	01:45:21
Softball: 5AAAA QF: Centennial/Spring Lake Park	Kenton Kipp/Matt Waldron	01:39:38
Softball: 5AAAA SF: Maple Grove/Spring Lake Park	Kenton Kipp/Matt Waldron	01:57:58
Girls Lacrosse: Sec 7 1st Round: Hermantown -Proctor/Centennial	Kenton Kipp/Matt Waldron	01:15:45
Boys Lacrosse: Sec. 7 1st Round: Coon Rapids/Centennial	Kenton Kipp/Matt Waldron	01:35:15
<b>41 New Programs</b>		<b>17:06:21 New Hours</b>

## Programs Produced by City Staff

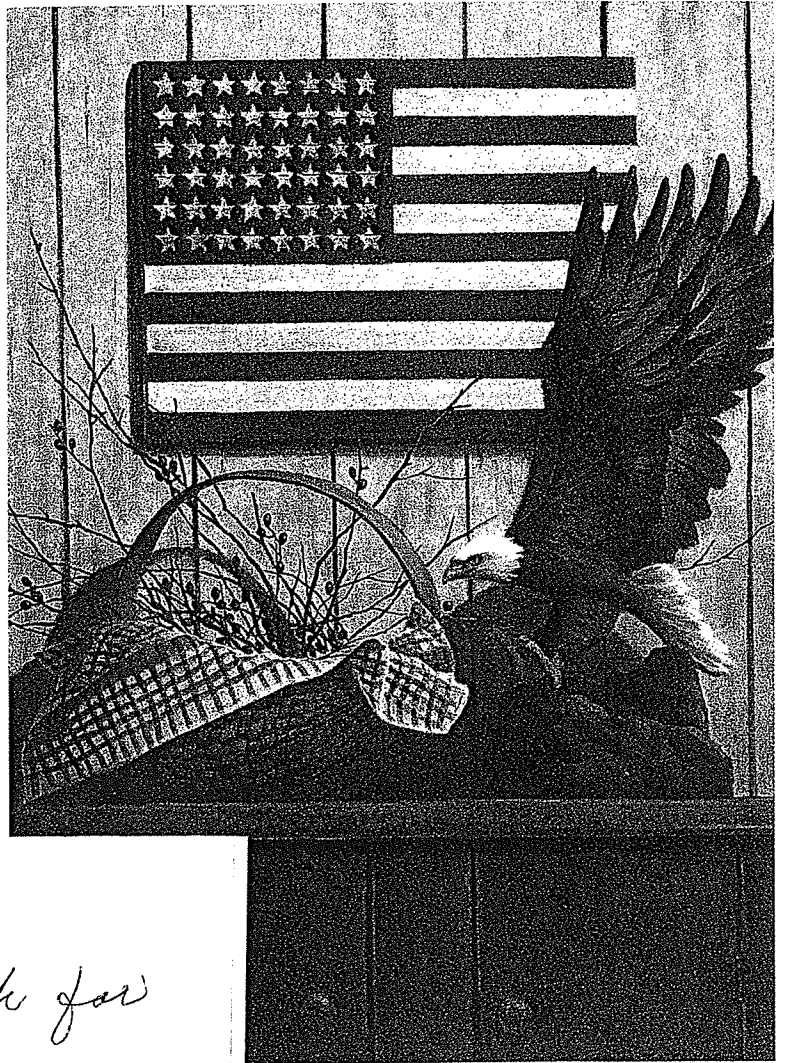
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Title	Producer	Runtime
Blaine City Council Meeting (5/5/16)	Blaine Staff	02:21:32
Blaine Planning Commission Meeting (5/10/16)	Blaine Staff	00:24:09
Blaine City Council Meeting (5/19/16)	Blaine Staff	00:55:11
Blaine Park Board Meeting (5/24/16)	Blaine Staff	00:48:12
Centerville City Council Meeting (5/11/16)	Centerville Staff	01:24:43
Centerville City Council Meeting (5/25/16)	Centerville Staff	00:50:34
Circle Pines Park Board Meeting (5/2/16)	Circle Pines Staff	00:09:32
Circle Pines City Council Meeting (5/10/16)	Circle Pines Staff	00:34:49
Circle Pines Planning Commission Meeting (5/16/16)	Circle Pines Staff	00:24:40
Circle Pines Utility Commission Meeting (5/18/16)	Circle Pines Staff	00:21:17
Circle Pines City Council Meeting (5/24/16)	Circle Pines Staff	00:56:28
Ham Lake City Council Meeting (5/2/16)	Ham Lake Staff	01:04:38
Ham Lake Planning Commission Meeting (5/9/16)	Ham Lake Staff	01:13:12
Ham Lake City Council Meeting (5/16/16)	Ham Lake Staff	01:12:08
Ham Lake Planning Commission Meeting (5/23/16)	Ham Lake Staff	00:41:42
Lexington City Council Meeting (5/5/16)	Lexington Staff	00:19:48
Lexington City Council Meeting (5/19/16)	Lexington Staff	01:56:52
Lino Lakes City Council Meeting (5/9/16)	Lino Lakes Staff	00:39:17
Lino Lakes Planning & Zoning Meeting (5/11/16)	Lino Lakes Staff	02:24:14
Lino Lakes City Council Meeting (5/23/16)	Lino Lakes Staff	00:24:37
Spring Lake Park City Council Meeting (5/2/16)	Spring Lake Park Staff	01:04:03

<b>Title cont.</b>	<b>Producer cont.</b>	<b>Runtime cont.</b>
Spring Lake Park City Council Meeting (5/16/16)	Spring Lake Park Staff	00:40:49
<b>22 New Programs</b>		<b>19:52:27 New Hours</b>

If you have any questions or comments regarding this monthly report please contact  
Heidi Arnson at 763.231.2801 or [harnson@northmetrotv.com](mailto:harnson@northmetrotv.com).





To all,  
Thank You so much for  
watching my house for me  
while I was out of town.  
My husband & I had our  
house built in 1958 & you  
have been here for all  
these years & doing a great  
job.

Thank You Again  
Sincerely, Betty Lucht  
800 E. Washington St. NE.



May 12th, 2016

Mayor Cindy Hansen

1301 81st Ave. NE,

Spring Lake Park, MN 55432

Dear Mayor Hansen, my name is Kayla Miskowic and I am a senior from Centennial High School and I am writing you to inform you of an issue I have been dealing with since I have moved to Spring Lake Park on one of our city streets. At the stop sign on Sanburnol dr Ne and Frontage Rd there is a large, outspread tree that stands on the corner right by the stop sign and it obstructs the view for me and many other drivers of any oncoming cars.

Having this tree obstructing drivers views is very dangerous. In order to see if there are any oncoming cars coming from the left you have to pull out into the street and a reckless driver could easily crash into the side of your vehicle. At night time it's even worse, as you could imagine. I would like you to consider taking this tree down or possibly cutting down the parts of the branches that obstruct our view.

I believe cutting this tree down will help prevent any dangerous encounters in the future and make these cross streets safer for everyone. I'd like to thank you for taking the time to read this and addressing this matter.

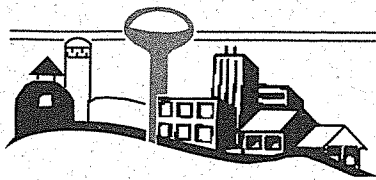
Sincerely,

Kayla Miskowic

8416 Monroe St. NE,

Spring Lake Park, MN 55432





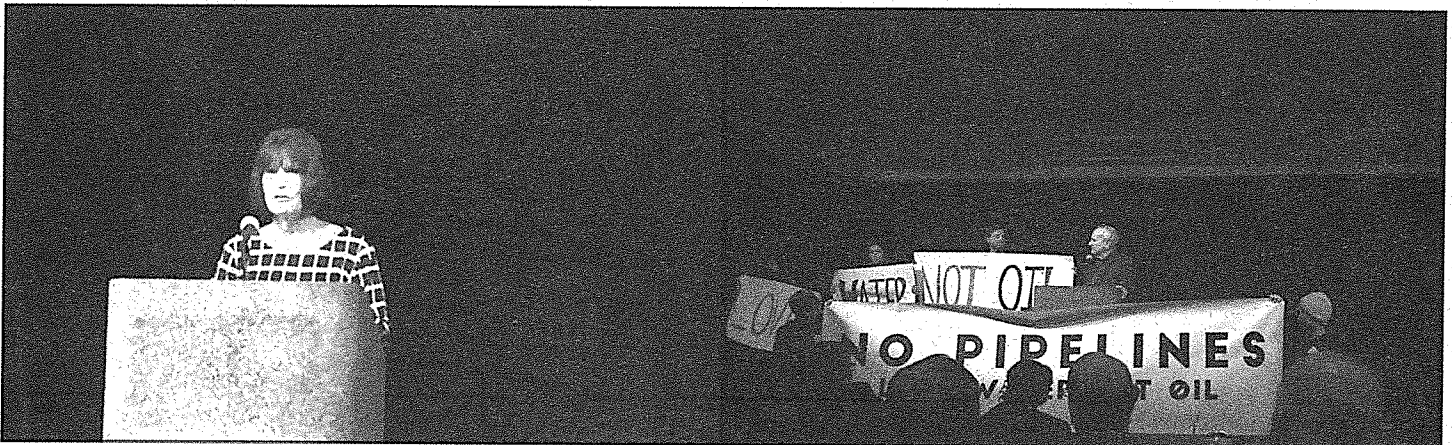
# WATERLINE



NEWS AND INFORMATION

FOR PUBLIC WATER SUPPLIERS IN MINNESOTA

## Governor's Water Summit



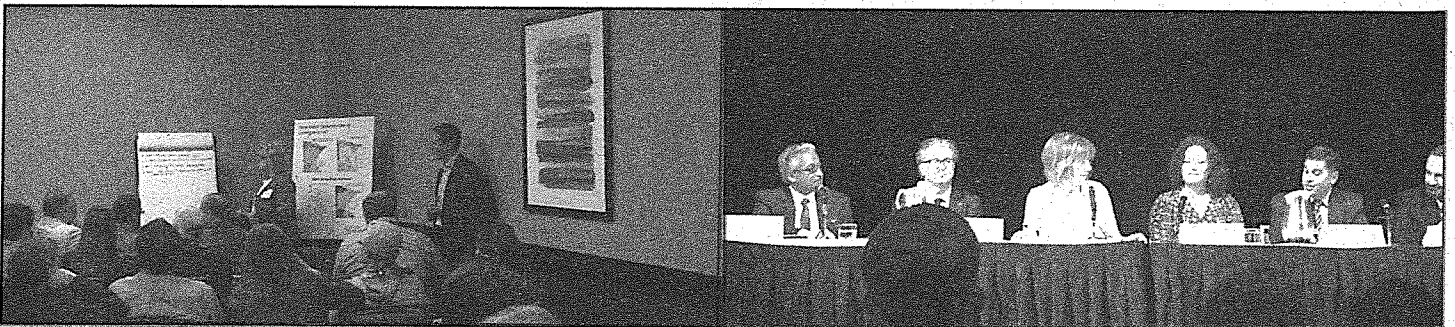
U. S. Congresswoman Betty McCollum (above left) greeted approximately 800 participants to Minnesota Governor Mark Dayton's Water Quality Summit in St. Paul on February 27. The governor, in his opening statements, was interrupted by a group protesting the Sandpiper crude-oil pipeline. With signs that included, "Love Water, Not Oil" and the group leader speaking through a bullhorn, the protesters expressed their concerns about the pipeline crossing sensitive lands and wetlands of the Ojibwe in northern Minnesota, asking why the topic was not part of the summit and emphasizing the need for tribal members to be part of the pipeline's discussion. The group left the stage after the governor said he would meet with them later in the morning.

Governor Dayton noted that at least as many people in attendance had been turned away because of space constraints, calling the "overwhelming response" an indication that his goal "to spotlight this serious problem" was achieved. "Clean, safe water is something we must insist upon," Dayton said, adding that what is needed are "not more laws and regulations. They are last resorts. What we really need is to establish the ethic of clean water practices.

"I urge you and I ask you is to spend the day establishing our ethic—that clean water practices are every Minnesotan's responsibility. Anything less is unacceptable. It is achievable if all of us do our part."

After the opening session, participants broke into groups to discuss various topics, which were recorded by staff members for the governor's consideration.

The summit concluded with Lt. Governor Tina Smith leading a panel of Minnesota business leaders on the role of industry in protecting water.



## Lewis & Clark Rumble Along



A covey of VIPs came to Luverne in March to cut the ribbon for the city's connection to the Lewis & Clark Regional Water System. "This is a momentous occasion that has been 26 years in the making," said mayor Pat Baustian. "Having a stable pure water source for our citizens and the growth of our community is a huge deal." Conceived in 1988 as a way of serving water-challenged areas in South Dakota, Iowa, and Minnesota, the Lewis & Clark project takes water from beneath the Missouri River at Vermillion, South Dakota, to communities as far as 60 miles away. The project will serve approximately 300,000 people when it is completed. The pipes crossed into Minnesota last May and began serving Rock County Rural Water District, the first project partner in the state to receive water. Luverne became the 13th partner overall to be connected with seven to go (including Lincoln-Pipestone Rural Water System and Worthington in Minnesota). Dense fog in the area prevented Minnesota governor Mark Dayton from attending, but he sent a message that said, in part, "I am terribly sorry that air travel conditions have prevented me from being in Luverne today. This project is critically important to the people and businesses in the Luverne area. I congratulate everyone who has worked so hard to make it a reality." In the photo below, pipe is placed for the segment from Luverne to Magnolia, which is the second of two connections for Rock County Rural Water District and the first of two connections for Lincoln Pipestone Rural Water System.



## Metro School Moving Back to Earle Brown Heritage Center

The Metro District of American Water Works Association had planned to hold its 2017 three-day operator school at the Ramada Mall of America (formerly the Thunderbird) Hotel next April.

However, the abrupt closing of the hotel has caused the district to select the Earle Brown Heritage Center in Brooklyn Center as the site of next year's training, which will be held from Monday, April 3 to Wednesday, April 5.

The school has normally been held on a Tuesday to Thursday, but because of a lack of available dates, it will be Monday to Wednesday in 2017. The plan is to return to the Tuesday-Thursday format in future years.

The Metro District has used the Earle Brown Heritage Center for the school over the past 15 years. The center can accommodate the group's size and has good facilities, service, and food. It is more expensive than other venues the district has used and will result in higher registration fees.

The district met recently and set the fees for 2017 at \$225 (\$275 after March 17).

## Waterline

Published quarterly by the  
Drinking Water Protection Section,  
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### *Editor:*

Stew Thornley

### *Staff:*

Noel Hansen

Jeanette Boothe

Past issues of the *Waterline* are available at  
<http://www.health.state.mn.us/water/newsletters.htm>

## Bacteriological Results for CWSs > 1,000 on Weekends

When taking bacteriological samples, it is recommended that regularly scheduled sampling occurs Monday, Tuesday, or Wednesday (or Thursday if samples are analyzed the same day). Thursday sampling with overnight shipment is allowed; however, results will then come in on Saturday or Sunday.

If results come in on a weekend, the community water system (CWS) must notify the State Duty Officer at 800-422-0798 of positive results. The State Duty Officer will then notify the on-call Minnesota Department of Health engineer, who will work with the water system on the next steps.



## Flint Still a Hot Topic

The issue of lead in water continues to receive a lot of attention as a result of the situation in Flint, Michigan. An Associated Press story in April revealed that nearly 1,400 public water systems nationally exceeded the U. S. Environmental Protection Agency action level for lead in water between 2013 and 2015.

In Minnesota, the news is better. At this time, only one community water system is considered in exceedance of the action level; this situation was caused by a sample in a home that had a leaking water heater. Although the problem has been rectified, the system will be in exceedance until it passes two sampling rounds over the next year, in accordance with the federal Safe Drinking Water Act.

When the federal Lead and Copper Rule began in the early 1990s, initial sampling put a significant number of community systems in exceedance. Through a variety of corrosion-control strategies—adjustment of chemical properties in the water, addition of corrosion inhibitors, replacement of lead service lines—that number has dropped to almost zero in the state.

Public water systems continue to sample for lead in water on regular intervals. In addition, any system switching or adding a source of water must submit plans to the Minnesota Department of Health (MDH). Engineers review the plans and examine corrosion-control methods that could be necessary to ensure that the water does not absorb materials from pipes in the distribution system.

In addition, MDH engineers review water quality reports, which follow each round of sampling by a system. Based on these reports, engineers may issue recommendations related to the possibility that the water has the potential to absorb materials, which could include lead, from water mains, service connections between the water mains and homes, and household plumbing.

Rick Wahlen, Eden Prairie's manager of utility operations, has studied what has happened in Flint and has presented his information at water operator schools around the state. Wahlen provided a detailed analysis of Flint in the Spring 2016 issue of the *Breeze*, the quarterly publication of the

Minnesota Section of American Water Works Association. This issue is available at <http://tinyurl.com/h8m475u>.

MDH compliance engineer Anna Schliep has also been presenting about lead in Minnesota across the state to provide education to operators and the general public about the Lead and Copper Rule. She has presented several times with Jim Bode of St. Paul Regional Water Services and will be presenting with Rick Wahlen at other schools. Questions about lead and copper sampling or the Lead and Copper Rule, may be sent to Anna at [anna.schliep@state.mn.us](mailto:anna.schliep@state.mn.us).

Even with a minimum of community water systems in Minnesota exceeding the action level for lead, public education continues to be recommended, particularly when construction or flushing may disrupt lead containing sediments. Due to the continued presence of lead in home plumbing and lead service lines, it is important to realize that lead can still be an issue in some homes even when the distribution system is in compliance. Simple precautions can make a difference in reducing exposure to lead in water. People are advised to flush their faucets any time water hasn't been used for six to eight hours. Water that has been idle in the pipes can absorb materials from the plumbing system. Letting the water run until it becomes the coldest it will get before using any of it for drinking or cooking is a good idea. Using water from the cold tap, rather than hot tap, is also advised as hot water is more corrosive than cold water. Also, minimizing partial lead service line replacements and working with homeowners to get full lead service line replacements is the ideal way to get lead out of the distribution system. However, there may be a temporary increase in lead concentration in water until the water quality has stabilized. Partial lead service line replacements can cause lead release by disrupting sediments in the remaining portion of the line.

**Lead Lines:** On the issue of lead, public water systems need to remember that individual addresses where testing has been done for lead and/or copper are not public information and should not be released. Also, people calling MDH to ask if they have a lead service line and, if so, who owns the service line are being referred to the individual water system.

### Reminder to All Water Operators

When submitting water samples for analyses, remember to do the following:

- Take coliform samples on the distribution system, not at the wells or entry points.
- Write the Date Collected, Time Collected, and Collector's Name on the laboratory request form.
- Write the Sample Point on the laboratory request form.
- Attach the label to each bottle (do not attach labels to the lab form).
- Include laboratory request forms with submitted samples; make sure the information on the bottle label and the lab form is the same.
- Use something other than a rollerball or gel pen; the ink may run.
- Consult your monitoring plan(s) prior to collecting required compliance samples.

Notify your Minnesota Department of Health district engineer of any e-mail changes for contact people.

## MDH Roots: Still Planted



The Minnesota State Board of Health (now the Minnesota Department of Health) was established in Red Wing, making Minnesota the third state (after Massachusetts and California) to establish a board of health. The law establishing the board—passed May 4, 1872—had the support of the American Medical Association, the Minnesota State Medical Association, and Governor Horace Austin. The Board of Health moved to the Twin Cities in 1894. The necessity of safe water supplies was an early priority for the board. Typhoid fever, a waterborne disease, was taking a large toll of lives at this time. The original home of the State Board of Health, the Keystone Building, still stands at 409 Main Street in Red Wing.

### MDH Review Prompts Changes to Water Sampling Procedures

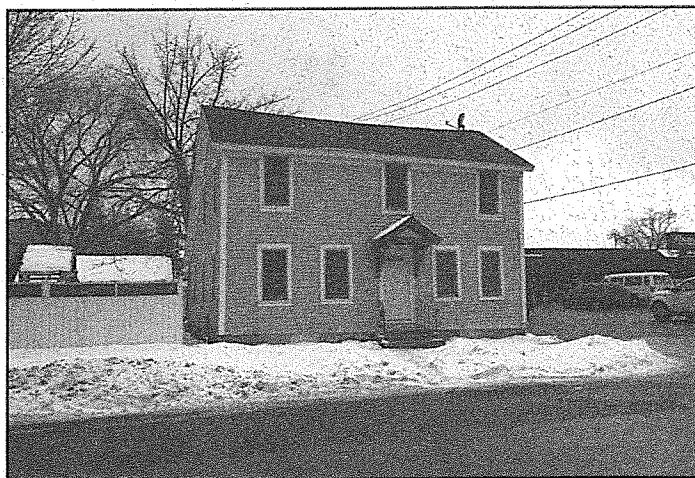
A Minnesota Department of Health (MDH) internal review identified procedures associated with the handling of some drinking water samples with a temperature requirement during transport to laboratories that needed to be addressed.

As a result, beginning last February, MDH took a series of steps that included evaluation of past monitoring results to determine which complied with the temperature requirements and retesting of water systems; the resampling was based on factors such as past monitoring results and transport time from a sampling site to a laboratory.

In 2015 MDH took approximately 2,800 drinking water samples for organic chemicals (about 30 percent of the total water samples collected). Federal guidelines call for various compounds, including organic chemicals, to be kept at less than or equal to 6 degrees Celsius (but not frozen); in some cases, however, samples were transported at room temperature. This may have caused some samples to degrade and provide results lower than the true value. In most cases, the data were unlikely to have been off by a large margin, but the inconsistent approach needed to be addressed.

MDH commissioner Ed Ehlinger said, “While the situation as a whole would not suggest an increased risk for most communities, we want to ensure we have the highest level of reliability in our data on drinking water quality. This inconsistency is unacceptable and should not have happened. We’re moving swiftly to correct it.”

More information is available at <http://www.health.state.mn.us/divs/eh/water/resampling/index.html>.



Just two blocks away from the original Board of Health Building, at 216 Dakota Street in Red Wing, is the Dr. Charles N. Hewitt Laboratory, built in 1857 and still in existence. Hewitt was an army surgeon during the Civil War, noting the importance of cleanliness to public health. He came to Red Wing in 1867, five years before establishing the State Board of Health and becoming its first executive director, a post he held for nearly a quarter-century. He had studied at the Pasteur Institute in Paris, and in 1890, in the building pictured above, he established the first laboratory for producing smallpox vaccine in Minnesota. A show dedicated to Hewitt is on YouTube at <http://tinyurl.com/zfnhwtm>.

### Words to Live By

*Remember, if you can laugh at yourself, no one else ever will.*

—Dennis the Menace

*The answer to the mystery of life: “Be kind, don’t smoke, be prompt, smile a lot, eat sensibly, avoid cavities, and mark your ballot carefully.”*

—Charlie Brown

*When you’re accustomed to privilege, equality feels like oppression*

—Unknown

*All the water that will ever be, is right now.*

—National Geographic, 1990

*The best thing about baseball is that you can do something about yesterday tomorrow.*

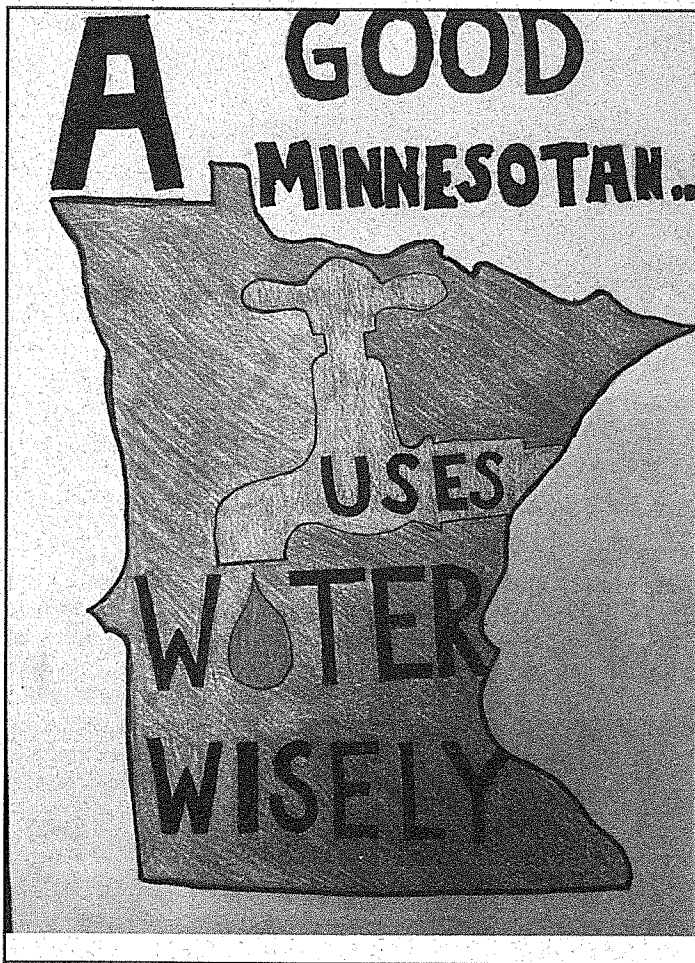
—Manny Trillo

*Die before you get old. Oops, too late.*

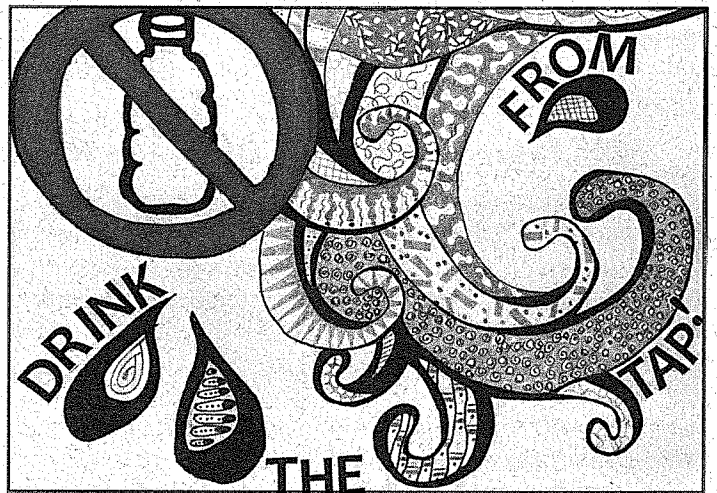
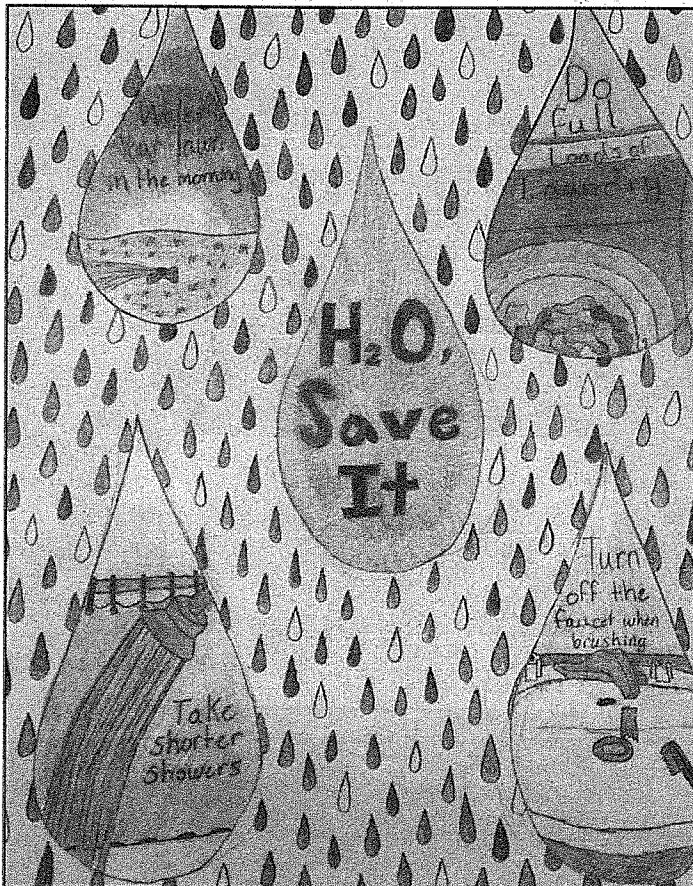
—Grandpa Simpson



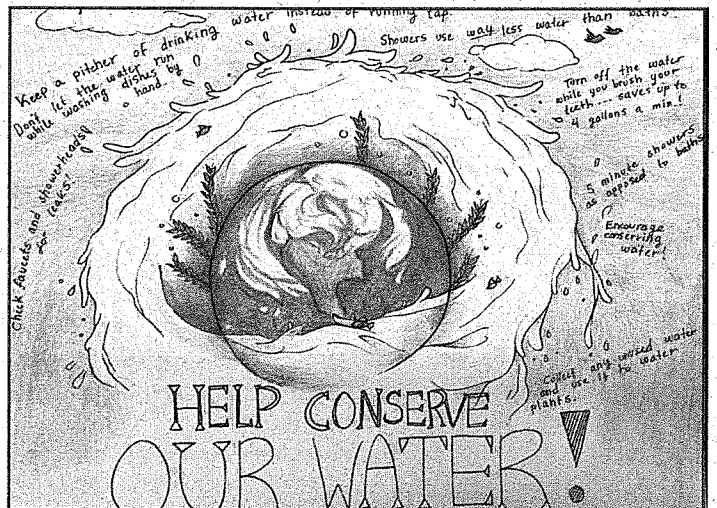
## Poster Contest Draws More than 1,600 Entries



Tara Haas of Wayzata East Middle School (above, at right) received the grand prize in the annual water poster contest sponsored by H2O for Life, the Minnesota Department of Health, Minnesota Section of American Water Works Association, and Bongard Corporation/Elkay, which provided a bottle-filling station to Tara's school. Also pictured with Haas are Sarah Alexander and Abby Collins of H2O for Life and Mike Smeed of Bongard. The grand-prize poster is to the left, and other winning posters are shown below.



From Jenna Ahles, Oxbow Creek Elementary in Champlin (above). From Angela Park, Duluth East High School (below). From Kelly Kitoski, Jackson Middle School in Champlin (left). These and other contest poster will be on display in the EcoExperience building at the State Fair this summer.





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Department of Health

**Environmental Health Division**

625 North Robert Street

P. O. Box 64975

St. Paul, Minnesota 55164-0975

ADDRESS SERVICE REQUESTED



T9 P1 \*\*\*\*\*AUTO\*\*3-DIGIT 554  
SPRING LAKE PARK CITY COUNCIL  
C/O MR. DAN BUCHHOLZ, ADMINISTRATOR  
SPRING LAKE PARK CITY HALL  
1301 81ST AVE NE  
SPRING LAKE PARK, MN 55432-2116

## CALENDAR

### Minnesota Section, American Water Works Association

\*June 22-24, Central Water Operators School, Arrowwood Resort & Conference Center, Alexandria. Contact Bill Schluez, 320-252-6822.

\*August 31, Southwest Water Operators School, Mankato. Contact Eric Roos, 507-372-8696.

September 20-23, Annual Conference, Duluth Entertainment Convention Center. Contact Brian LeMon, 952-832-2774.

\*October 14, Southeast Water Operators School, Cabela's, Owatonna. Contact Bob Stark, 651-385-5112.

October 19, Central Water Operators School, St. John's University, Collegeville. Contact Bill Schluez, 320-252-6822.

\*October 25-27, Northwest Water Operators School, Holiday Inn on the Lake, Detroit Lakes. Contact Dan Portlock, 218-329-3875.

Information for all district schools, including agendas:

<http://www.health.state.mn.us/water/wateroperator/trng/schoolagendas.html>

### Suburban Utility Superintendents Association (SUSA)

\*October 19, Shoreview. Contact Jay Hall, 952-924-2557.

### Minnesota Rural Water Association (MRWA)

Contact Kyle Kedrowski, 800-367-6792.

\*July 13, Rushford

\*September 28, Zumbrota

\*October 20, St. Cloud

\*November 9, Glenville

**\*Includes a water operator certification exam.**

*For an up-to-date list of events, see the training calendar on the MDH web site:*

[http://health.state.mn.us/water/wateroperator/trng/wat\\_op\\_sched.html](http://health.state.mn.us/water/wateroperator/trng/wat_op_sched.html)