

CITY OF SPRING LAKE PARK  
1301 81ST AVENUE N.E.  
AGENDA  
MARCH 7, 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 – February 16, 2016
  - B. 2016 First Half Suburban Rate Authority Assessments
  - C. 1<sup>st</sup> Quarter Billing for 2017 Property Tax Assessment – Ken Tolzmann
  - D. Sign Permits
  - E. Contractor’s Licenses
  - F. Business License – One Day Liquor License for Tower Days
  - G. Correspondence
7. PUBLIC WORKS REPORT
8. CODE ENFORCEMENT REPORT
9. RESOLUTIONS AND/OR ORDINANCES
  - A. Ordinance No. 424 Amending Chapter 31 of the Spring Lake Park Code or Ordinance Related to the Size of the Parks and Recreation Commission
10. UNFINISHED BUSINESS
  - A. Parks and Recreation Commission Appointments
11. NEW BUSINESS
  - A. Approving Conditional Use Permit and Site Plan for Emmanuel Christian Center
12. ENGINEER’S REPORT
13. ATTORNEY’S REPORT
14. REPORTS
15. OTHER
  - A. Administrator Reports
16. 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 February 16, 2016 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

### 1. Call to Order

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

### 2. Roll Call

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

Members Absent: Councilmember Mason

Staff Present: Police Chief Ebeltoft; Building Official Brainard; Attorney Thames; Engineer Gravel; Parks and Recreation Director Rygwall; Liquor Store Manager Swanson; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Heidi Arnson, North Metro TV  
Family and Friends of Officer Imig

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz asked that Item 6K, Renewal Application of 2 AM Liquor License for Monte's Sports Bar, be added to the agenda.

### 5. Discussion From The Floor – None

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – February 1, 2016
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 16-01 -- \$267,986.58
  - 2. Liquor Fund Disbursement Claim No. 16-02 -- \$151,849.39
- C. Budget to Date (December 2015)
- D. Budget to Date/Statement of Fund Balance (January 2016)
- E. Right of Way Application #1 – Centerpoint Energy
- F. Right of Way Application #2 – Centerpoint Energy
- G. Approval of Firework Stand Lease
- H. Contractor's License
- I. Business License – Massage Therapy
- J. Correspondence
- K. Renewal Application 2 AM Liquor License – Monte's Sports Bar

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

## 7. Presentation

### A. Swearing In of Police Officer – Aaron Imig

Administrator Buchholtz administered the Oath of Office to Police Officer Aaron Imig and welcomed him to the City of Spring Lake Park.

## 8. Police Report

Police Chief Ebeltoft reviewed the January 2016 department statistics.

Chief Ebeltoft stated that the Police Department responded to four hundred calls for service for the month of January 2016 compared to four hundred forty-one calls for service in January 2015. He reminded residents to allow extra driving time due to weather and road conditions to assist with getting to their designated destinations safely.

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he attended numerous meetings throughout the month representing Spring Lake Park Police Department and the City of Spring Lake Park not only on a local level but also on a regional and national level.

## 9. Parks and Recreation Report

Parks and Recreation Director Rygwall reviewed the January 2015 department statistics. Ms. Rygwall reported that the Parks and Recreation Commission met and reviewed the Santa breakfast event and offered suggestions for next year.

Ms. Rygwall stated that staff had a busy month preparing and reviewing the next activity brochure and preparing for the Senior Valentine Luncheon and Sweetheart Dance. She stated that staff has started working on softball sponsorships and preparing for the softball season.

Ms. Rygwall reported preparation for Tower Days has started and staff has been working on updates, parade applications, contracts and updating the website. She stated that the family fun event at Able Park was well attended. She reported that the aerator in Spring Lake has not had to been utilized due to comfortable oxygen levels in the lake.

## 10. Ordinances and/or Resolutions

### A. Resolution 16-03 Regarding Amendment of the Amended Joint and Cooperative Agreement for the Administration of a Cable Communications System to Amend the commission's Authority to Issue Bonds, Obligations and Other Forms of Indebtness and to Modify the Member Cities' Use of Certain Franchise Fees

Administrator Buchholtz reported that the North Metro TV (NMTV) has reached a point where significant technology upgrades are needed to maintain and improve the viewer's experience of its public access channels. He stated that much the equipment is obsolete and is becoming difficult and expensive to fix. He added that North Metro TV is still broadcasting in standard definition, despite high definition being the new standard. He reported that the upgrades to the production truck, master control, video systems and studios will cost approximately \$2 million.

Administrator Buchholtz explained that in order to pay for these upgrades, the Commission is seeking authority from its member cities (Blaine, Spring Lake Park, Lino Lakes, Centerville, Ham Lake, Lexington and Circle Pines) to issue a general obligation equipment certificate. He stated the equipment certificate would be issued by the City of Circle Pines, with each member city pledging its taxing authority for its share of the bond. He stated that the City of Spring Lake Park's share of the bond would be 5.76% or \$118,912.

Administrator Buchholtz reported that, while the City is required to pledge its taxing authority for its share of the general obligation equipment certificate, the Commission will repay the bond with franchise fee revenues. He stated the Commission has routinely budgeted over \$300,000 for capital improvements on an annual basis and will utilize these budgeted dollars to make the annual debt service payment of \$226,000.

Administrator Buchholtz stated that the North Metro Telecommunications Commission JPA needs to be updated to grant the Commission authority to bond for capital improvements. He stated the Commission is also requesting one additional section to be amended based on a request from the City of Blaine. He stated that the use of the franchise fees remitted back to member cities is restricted to cable-related expenses. He reported that the commission is seeking to broaden that use to allow of expenses related to citizen communications.

Administrator Buchholtz reported that once these improvements are made at NMTV, the City Council meetings will be broadcasted in high definition.

North Metro TV Executive Director Arnsen stated that she is very excited for this project. She reported that a settlement with Comcast and CenturyLink will now allow the broadcasting to take place in high definition. She stated this agreement will allow major upgrades of equipment that is no longer repairable and can now be replaced. She also said that the North Metro TV building loan is paid off therefore, there is no financial obligation with the building.

Councilmember Nelson inquired about the impact CenturyLink's entry into the City will have on franchise fees. Ms. Arnsen said that she expects growth in franchise fees due to a higher cable penetration rate.

Councilmember Wendling inquired as to when the the broadcasting will be fully operational in high definition. Ms. Arnsen stated that she hopes the master control and equipment will be upgraded by the end of the summer.

**MOTION MADE BY COUNCILMEMBER NASH TO APPROVE RESOLUTION 16-03 REGARDING AMENDMENT OF THE AMENDED JOINT AND COOPERATIVE AGREEMENT FOR THE ADMINISTRATION OF A CABLE COMMUNICATIONS SYSTEM TO AMEND THE COMMISSION'S AUTHORITY TO ISSUE BONDS, OBLIGATIONS AND OTHER FORMS OF INDEBTEDNESS AND TO MODIFY THE MEMBER CITIES' USE OF CERTAIN FRANCHISE FEES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

**B. Resolution 16-04 Concurring with Issuance of GO Capital Notes by the City of Circle Pines**

Administrator Buchholtz reported that the North Metro Telecommunications Commission (NMTC) is seeking the issuance of \$2,065,000 in bonds for the replacement and update of its aging video systems to accommodate the transition to high definition.

Administrator Buchholtz reported that the City of Circle Pines, on behalf of NMTC, is willing to issue general obligation capital equipment certificates to finance the project. He stated the the Commission will save \$136,000 in interest and financing costs under this option rather than through Commission-issued debt. He

stated that in order to issue the certificate, Circle Pines is seeking individual obligation pledge form each of the member cities for their share of the certificate in the form of capital notes held by Circle Pines. He stated that the City of Spring Lake Park's general obligation capital note would be \$118,912. He stated that while the City's share would count toward the City's statutory debt limit, the City is currently \$10 million under the statutory debt limit.

Administrator Buchholtz explained that the general obligation capital equipment certificates will be paid with franchise fees collected by the NMTC. He stated that funds are currently budgeted for in the NMTC's 2016 budget to cover the annual debt service. He stated that no City property tax dollars will be used to fund the repayment of the bond. He stated that repayment of these capital notes will not be levied for.

Executive Director Arnson explained that the franchise fees that were collected in 2015 are already available to be used to make the first payment. She explained that franchise fees are collected a year in advance so the first loan payment due in 2017 has funds available to be used to make that payment.

Mayor Hansen restated that no City property tax dollars are used for repayment and the repayment amount will not be levied.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE RESOLUTION 16-04 A RESOLUTION CONCURRING IN THE ISSUANCE OF THE GENERAL OBLIGATION CAPITAL NOTES, SERIES 2016A BY THE CITY OF CIRCLE PINES, MINNESOTA, AND AUTHORIZING EXECUTION OF A TO BE ISSUED GENERAL OBLIGATION CAPITAL NOTE, SERIES 2016A AND LEVYING A TAX FOR THE PAYMENT THEREOF. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Resolution 16-05 Approving a One-Year Extension of the PUD, SUP and Site Plan for 525 Osborne Road Medical Office Facility

Administrator Buchholtz reported that the North Suburban Hospital District has requested a one-year extension on their application for a special use permit for the property located at 525 Osborne Road NE. He stated that the Hospital District is still working with Allina Health on the project and construction is not ready to start on the site. He stated that the specifics of the projects has not changed.

Councilmember Nelson inquired if the storm water runoff issues have been addressed since the last meeting with the Hospital District. Engineer Gravel stated that the conditions that were added to the approved conditional use permit still apply and will need to be met. He stated that no final plans have been submitted.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 16-05 APPROVING A ONE-YEAR EXTENSION OF THE PUD, SUP AND SITE PLAN FOR 525 OSBORNE ROAD NE, SPRING LAKE PARK. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. New Business

A. Approval of Liquor Store 2016 Budget

Liquor Store Manager Swanson presented the proposed Central Park Liquor budget for 2106. She reported that the Liquor Commission asked that she modify the budget from the first draft that was presented to the Commission.

Ms. Swanson reported that she reviewed the budget and removed unemployment benefits, workers compensation claims, landscaping materials, uniforms, engineering fees, legal fees, employment advertising, printing and publishing costs from the proposed budget to allow a profit of \$73,549 over expenditures after the transfer to the general fund.

Councilmember Nelson inquired why the workers compensation claims was removed as he thought it was a requirement to carry workers compensation. Administrator Buchholtz stated that it was the deductible amount that was removed not the actual workers compensation insurance premium.

**MOTION MADE BY MAYOR HANSEN TO APPROVE THE 2016 CENTRAL PARK LIQUOR STORE BUDGET. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

B. Approval of Liquor Store Consulting Contract with Delaney Consulting

Administrator Buchholtz reported that with the competitive challenges facing the retail liquor industry, it is important to assess our municipal liquor store to determine its strengths and weaknesses and seek solution to improve operations. He stated that staff is requesting authority from the City Council to enter into a contract with Delaney Consulting to facilitate such an assessment of Central Park Liquor.

Administrator Buchholtz stated that the business assessment would include the following:

- A high-level review of the municipal operation versus the marketplace in terms of product assortment/selection, merchandising and in-store environment, customer service and digital and traditional marketing.
- A detailed customer survey to gain insights from the current customer base and noncustomers
- Interviews with key vendors to get a rounded view of the operation.
- A review of financial reports and store performance.
- A SWOT (Strength-Weaknesses-Opportunities-Threats) analysis.

Administrator Buchholtz stated in addition, staff also recommends adding the following services:

- Mystery shops for the municipal stores and three competitors.
- An in-store conditions deep-dive, including a staff assessment.
- An everyday pricing analysis of the top 50 SKU's versus up to five competitors.
- A promotional pricing analysis of the top 100 SKU's versus up to five competitors.

Administrator Buchholtz stated that the outcome will be a current assessment of the City's liquor store operation with prioritized recommendation/roadmap on how to improve business performance in the future. He stated that this report would also allow the Liquor Commission to establish goals for liquor store management and over store performance. He stated that he anticipates the report to be available within the next three months.

Administrator Buchholtz reported that the price of the services is \$6,050, which would be funded through the liquor store enterprise fund. He stated that at the Liquor Commission's suggestion, staff has reviewed the proposed 2016 operations budget for efficiencies to help offset the cost of the assessment.

Councilmember Nelson expressed that he liked the idea of the assessment especially with the changing competitive environment.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE LIQUOR STORE CONTRACT WITH DELANEY CONSULTING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

Administrator Buchholtz asked that the Council meeting be closed to discuss labor negotiation strategies.

MOTION MADE BY COUNCILMEMBER NASH TO CLOSE REGULAR COUNCIL MEETING TO DISCUSS LABOR NEGOTIATION STRATEGIES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

The meeting was recessed at 7:49 p.m.

Mayor Hansen reconvened the meeting at 8:00 p.m.

Attorney Thames stated that the Council met in closed session to discuss labor negotiations. Mr. Thames stated that there was discussion and staff was provided direction on how to proceed.

#### C. Ratification of 2016/2017 Public Works Labor Contract

Administrator Buchholtz reported that on January 29, 2016, the I.U.O.E. Local 49 Public Works Union employees accepted the following offer negotiated by the Public Works Negotiation Committee:

1. Article XVI – Duration: January 1, 2016 through December 31, 2017
2. Article X – Wages  
2016 (effective 2/1/16) – 2.5%  
2017 (effective 1/1/17) – 3%
3. Article XI – Clothing Allowance  
\$475.00 for 2016  
\$475.00 for 2017
4. Memorandum of Understanding  
Approval of MOU on participation in the Central Pension Fund

Administrator Buchholtz stated the Negotiation Committee is recommending that the City Council ratify the 2016/2017 union contract as outlined.

MOTION MADE BY MAYOR HANSEN TO APPROVE RATIFICATION OF 2016/2017 PUBLIC WORKS LABOR CONTRACT. ROLL CALL VOTE. MOTION CARRIED.

#### D. Parks and Recreation Commission and Planning Commission Appointments

Administrator Buchholtz reported that there is currently one opening on the Planning Commission and one opening on the Park and Recreation Commission. He stated that staff advertised the Commission openings and received the following applications.

Planning Commission (3 year term; term expires 12/31/18)

- Hans Hansen



Parks and Recreation Commission (unexpired portion of 3 year term; term expires 12/31/17)

- Maryann Graba
- Anna Apitz

Administrator Buchholtz stated that as there were more individuals than open positions for the Park and Recreation Commission, he asked that the City Council follow the appointment procedure outlined in Section 30.01(E) of the City Code. He explained that each member of the City Council, mayor included, rank their top candidate with the number one and place a number two by their second choice. He stated that the ballots would be collected and record the totals on the board. He stated the highest scoring candidate will be appointed.

Mayor Hansen asked if both applicants could be appointed since it is difficult to recruit members to the Commission. Administrator Buchholtz explained that the Council can adopt an Ordinance to increase the size of the Park and Recreation Commission, allowing both candidates to serve.

Administrator Buchholtz suggested the Park and Recreation Commission appointment be tabled until the next Council meeting to allow time for staff to draft an ordinance increasing the size of the Commission.

MOTION MADE BY MAYOR HANSEN TO APPOINT HANS HANSEN TO THE PLANNING COMMISSION AND TO TABLE THE PARK AND RECREATION APPOINTMENTS UNTIL NEXT COUNCIL MEETING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

## 12. Engineer's Report

Engineer Gravel reported that Visu-Sewer, the contractor for the 2015 Sanitary Sewer Lining Project, has completed the final lining. Public Works Director Randall has reviewed the inspection televising tapes and determined which service wyes need to be grouted.

Mr. Gravel reported that he is working on bid documents for the 2016 Street Seal Coat Project and permits for the reconstruction on Lift Station No. 1 are being processed. He reported that maintenance on the well is being performed and a camera will be lowered into the well to see what work needs to be completed.

Mr. Gravel reported that he attended the Osborne Road Open House. He stated that Anoka County is exploring alternatives and gathering information to the improvements to Osborne Road. He stated that there was not a lot of discussion on the trail reconstruction. He stated that another informational meeting will be held in the August.

### A. 2016 Update on Municipal State Aid Account

Engineer Gravel provided an update on the City's Municipal State Aid Account. He reported that in January the Office of State Aid announced the 2016 Maintenance and Construction Allotments for the MSAS cities as approved by the Commission of transportation. He reported that the City of Spring Lake Park received an allocation of \$176,127 and maintenance allocation of \$58,709. He stated that the total allocation is \$234,836. He stated that the total allocation is \$24,159, more than 2014 and the 2014 total was \$6,593 more than 2013.

Mr. Gravel reported that reimbursements requests have been submitted to State Aid for previous State Aid eligible projects (including the 2014-2015 Street Improvement project) He stated the current total pending reimbursed amount in the State Aid system is about \$1,151,000. He stated that it means that for the next six or seven years the City will receive the construction portion of their State Aid allocation without needing to submit any additional reimbursement requests.

13. Attorney's Report - None

14. Other

A. Administrator Report

Administrator Buchholtz reported that the space needs analysis at city hall has started. He reported that he and Department Head staff met with the consultant to review the needs of the building and staff. He stated that there will be another meeting to review the findings and to review feedback.

15. Adjourn

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

The meeting was adjourned at 8:23 P.M.

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Cindy Hansen, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



Offices in  
Minneapolis  
Saint Paul  
St. Cloud

470 U.S. Bank Plaza  
200 South Sixth Street  
Minneapolis, MN 55402  
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February 24, 2016

Mr. Daniel Buchholtz  
City Administrator  
City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432-2116

**Re: 2016 First Half Suburban Rate Authority Assessments**

Dear Mr. Buchholtz:

Enclosed is the 2016 first half assessment for membership in the SRA for the City of Spring Lake Park. The SRA values the City's continued membership.

The past year has been very busy and again very successful for municipal interests in gas and electric rates. The SRA recently secured a \$100 per outage credit for all small municipal pumping stations (under 25 kW and in Xcel A40 rate code) in cities with pumping stations served by Xcel Energy. The Public Utilities Commission Order will be effective this year and all cities are urged to transfer any small pumping stations that are not under the Xcel Energy A40 code into that code specifically offered by Xcel for all small pumping stations and eligible for the outage credit. In the settlement with Xcel Energy, the SRA also maintained the \$200 per outage credit for outages for large pumping stations (25 kW or more). These credits are now added to the enhanced outage credit formula the SRA won for all other customers under the Service Quality Tariff.

The SRA is also active in both the CenterPoint Energy and Xcel Energy rate cases that will establish rates for the coming several years. Currently, the SRA has been reviewing the introduction of Xcel Energy's LED street lighting changeover and working to keep requested street lighting rate increases lower than Xcel has requested in its current case. The SRA's ability to protect municipal and ratepayer interests in Twin Cities suburban areas is dependent on the collective voice the SRA has been able to provide for decades.

The SRA is also very pleased also to announce that the City of St. Louis Park has joined the SRA, effective January of this year. The SRA now has 30 municipal members whose collective population now approaches 1 million inhabitants.

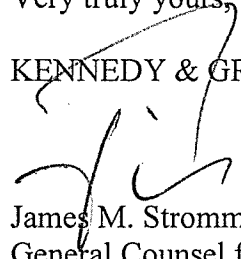
If you have any questions, please do not hesitate to contact me.

February 24, 2016

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Very truly yours,

KENNEDY & GRAVEN, CHARTERED

A handwritten signature in black ink, appearing to read "JMS", is written over the text "KENNEDY & GRAVEN, CHARTERED".

James M. Strommen  
General Counsel for the SRA

JMS:lml

Enclosure

cc: SRA Delegate

**SUBURBAN RATE AUTHORITY**

470 U.S. Bank Plaza  
200 South Sixth Street  
Minneapolis, MN 55402  
(612) 337-9300

**INVOICE****TO:**

Mr. Daniel Buchholtz  
City Administrator  
City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432-2116

DATE: 02/24/2016

<u>DESCRIPTION</u>	<u>NUMBER OF VOTES</u>	<u>AMOUNT</u>
2016 Membership Assessment: (\$425.00 per vote)	2	\$850.00
Assessment Paid:		\$0.00
<b><u>First Half Assessment Due and Payable:</u></b>		<b>\$425.00</b>

**Please Send Payment To:**

**Ms. Terry Berg**  
Treasurer  
Suburban Rate Authority  
Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113-5137



Kenneth A. Tolzmann, SAMA  
Spring Lake Park City Assessor

March 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: First 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

First 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





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

Sign Permits

March 7, 2016

Substance Church

8299 Central Avenue NE

Premier Specialities/Embroidery Plus

8421 Center Dr.



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

SIGN PERMIT APPLICATION

DATE: February 18, 2016  
NAME OF APPLICANT: SUBSTANCE CHURCH, INC.  
ADDRESS OF APPLICANT: 8299 CENTRAL AVE NE  
TELEPHONE NUMBER OF APPLICANT: 763-710-4337

NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected SUBSTANCE CHURCH BOULEVARD SIGN

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: N/A

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.

A. Burr AS AGENT  
SIGNATURE OF APPLICANT

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

FEE: 120.00 RECEIPT NUMBER: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_ DATE OF ISSUE: \_\_\_\_\_

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

**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

SQUARE FOOTAGE OF FRONT OF BUILDING: 8,048 sq ft

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 0

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 2 x 25 sq ft = 50 sq ft

**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:**

2,414 sq ft - 30%  
50 sq ft - proposed  

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2364 sq ft Remaining

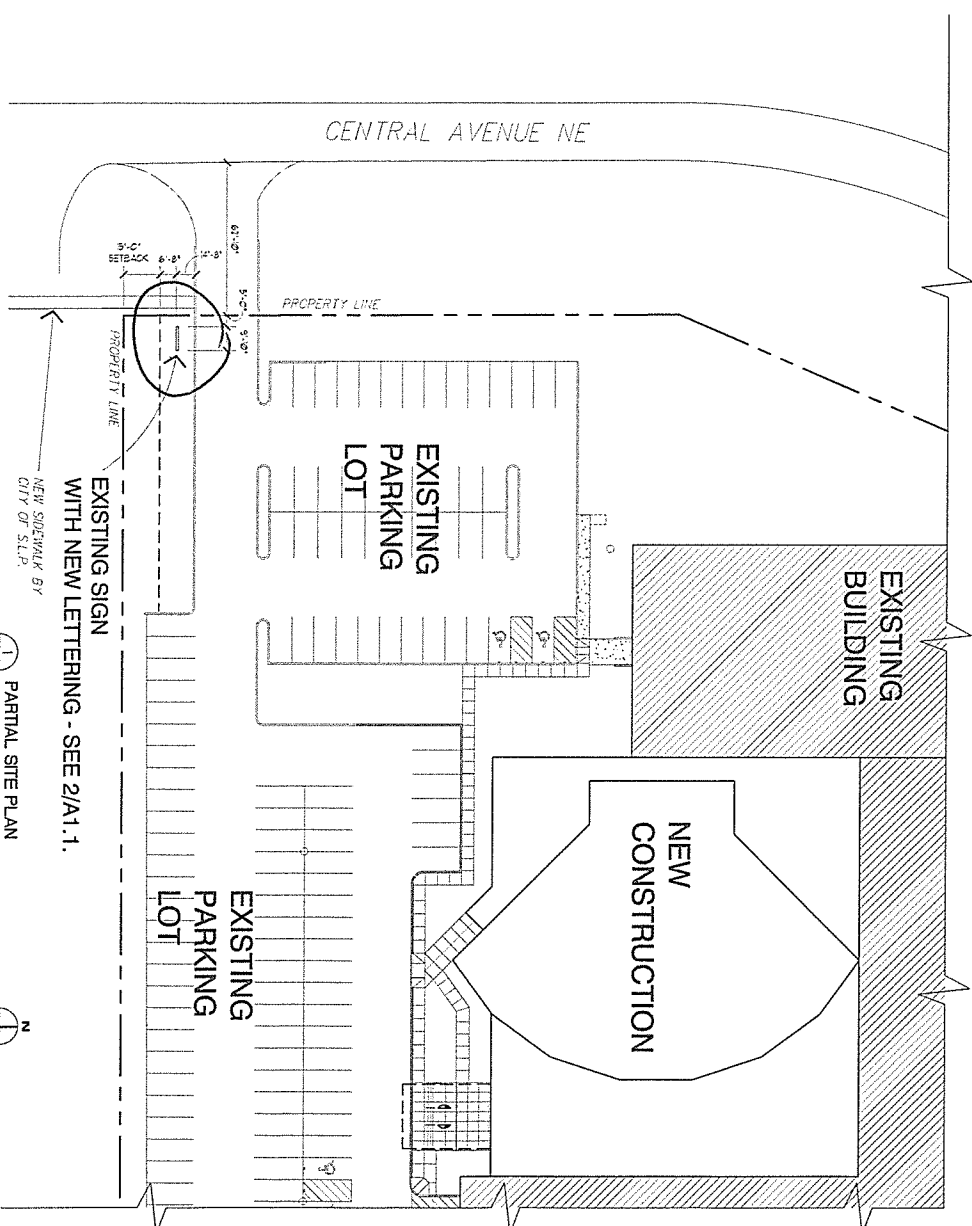
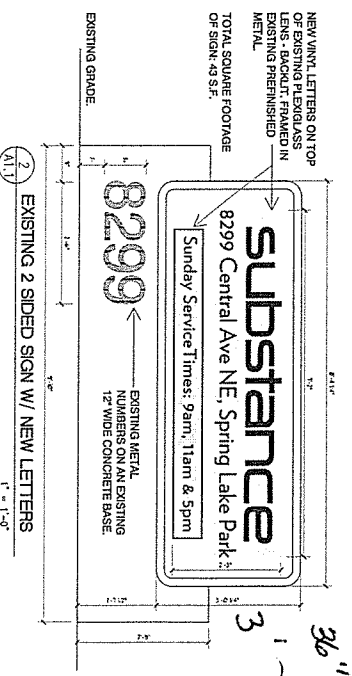
Proposed  
25 sq ft \$60.00  
25 sq ft \$60  

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\$120.00

25A X2

8'4" = 100"



1 PARTIAL SITE PLAN

1" = 30'-0"

	<p>The Dentis-Baty &amp; Associates Group, Inc. Professional Engineers Mississippi</p>
	<p>2170 HEMPDALE AVENUE N. MINNETONKA, MN 55345 PHONE: 612-444-3775 FAX: 612-444-3774</p>
	<p>The West Metropolitan Park Authority Grand Island, MN 55324 Phone: 612-444-3744 Fax: 612-444-3744</p>
	<p>MISSOURI 211 WEST WASHINGTON PARK GRAND ISLAND, MN 55324 Phone: 612-444-3744 Fax: 612-444-3744</p>
<p>DRAWN BY: CHECKED BY: DATE: 2/16/04</p>	<p>COMMISSION NUMBER: ISSUE DATE: 2/16/04 ELECT DATE: 2/16/04 REVISIONS:</p>
<p>1. SUBJECT: CITY OF S.L.P. 25A X2 2. PROJECT: SIGNAGE FOR CHURCH 3. LOCATION: 8299 CENTRAL AVENUE NE, S.L.P. 4. DATE: 2-16-04</p>	<p>DESIGNED BY: [Signature] DATE: 2-16-04</p>
<p>SEAL OF THE PROFESSION FOR ENGINEERS STATE OF MISSISSIPPI CHURCH</p>	<p>EXISTING SIGN MODIFICATION</p>
<p><b>A1.1</b></p>	

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

**SIGN PERMIT APPLICATION**

DATE: 2-23-2016  
NAME OF APPLICANT: JOSEPH RAUS  
ADDRESS OF APPLICANT: 13098 TALENITE COURT NE BLAINE, MN 55449  
TELEPHONE NUMBER OF APPLICANT: 612-412-9079  
**NAME OF BUSINESS AND LOCATION** of building structure, or lot to which or upon which the sign is to be attached or erected PREMIER SPECIALTIES EMBROIDERY PLUS  
8421 CENTER AVE. NE - SUITE B - SPRING LAKE PARK, MN 55432  
New Construction: \_\_\_\_\_ Remodel: \_\_\_\_\_ Word Change Only: \_\_\_\_\_

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: PILLAR SIGNS & GRAPHICS  
14000 SUNFISH LAKE RD. RAMSEY, MN 55303  
Address: \_\_\_\_\_

Is an Electrical Permit required? NO Same @ pillarsigns.com

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: \$ 60.<sup>00</sup> RECEIPT NUMBER: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_ DATE OF ISSUE: \_\_\_\_\_

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

**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

SQUARE FOOTAGE OF FRONT OF BUILDING: 588 16' x 160' 960

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 24

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 2 FT. x 16 FT 32 SF

**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:**

288 ~~7~~ 3090  
24 ~~7~~ Existing  
32 ~~7~~ proposed

232 ~~7~~

Proposed  
32 ~~7~~ - \$60.<sup>00</sup>

To Whom it May Concern, 02/26/2016

I hereby give Premier Specialties owned by Joe Raus permission to install a sign according to the City Guidelines.

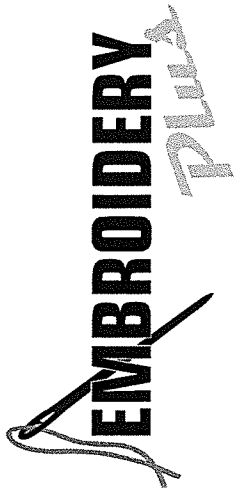
Any questions, please contact John Mezzenga at 651-238-9051.

Thank You Very Much,

John Mezzenga

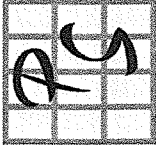
A handwritten signature in black ink, appearing to read "John Mezzenga". The signature is fluid and cursive, with a long horizontal line extending to the right from the end of the name.





**EMBROIDERY  
SCREEN PRINTING  
PROMOTIONAL PRODUCTS**

*Solutions For All Of Your Business Marketing Needs*

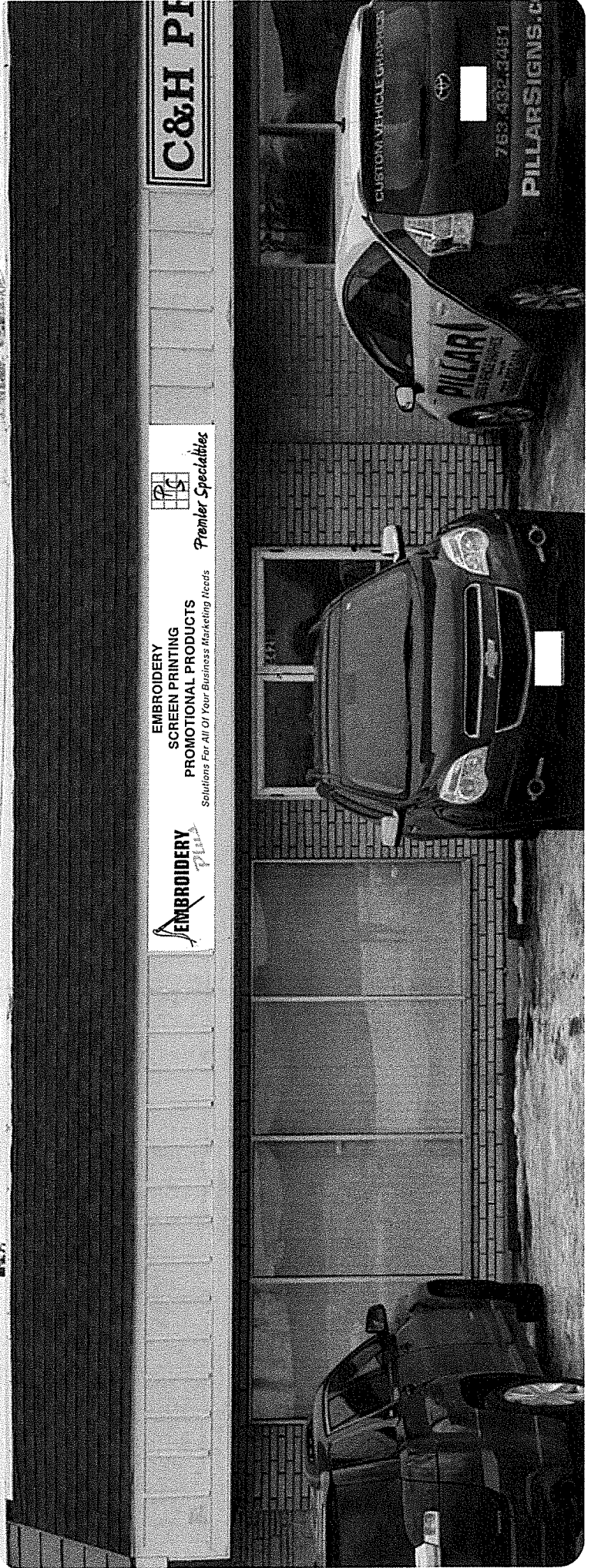


*Premier Specialties*

*Change Contact Info*

2' x 16' Di-Bond Sign

8421 A



**C&H PROTOTYPING INC.**

41171

2011



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

## Contractor Licenses

March 7, 2016

### General Contractor

Drobnick's

### Mechanical Contractor

Construction Mechanical Services

Little Igloo HVAC, INC.

Innovative Mechanical LLC.

Northern's One Hour

### Plumbing Contractor

Dana Hoagland Plumbing, INC.

J & J Mechanical, INC.

### Sign Contractor

Pillar Signs

### Tree Contractor

LCS Lawn & Tree Service



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

Business License

March 7, 2016

Spring Lake Park Lions

One Day Liquor License for Tower Days





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

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## REPORT

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**TO:** Spring Lake Park City Council  
**FROM:** Barry L. Brainard, Code Enforcement Director  
**RE:** Code Enforcement Monthly Report for February 2016  
**DATE:** March 2, 2016

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

In February 2016, a total of 5 building permits were issued compared to 7 in 2015. 7 mechanical permits were issued in February 2016, compared to 1 in 2015. 5 Plumbing permit issued in February 2016, in comparison to 4 in 2015. One zoning permit issued in February 2016, compared to 1 in 2015.

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

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

I did not post any abandoned and/or vacant property notices in the month of February. In addition, zero Administrative Offense (A.O.) Tickets and zero violation notices were issued by the Code Enforcement Department.

At this time I would like to congratulate Kristine Pearson on passing her International Code Council Permit Technician examination on February 12, 2016. The exam consist of 60 questions within a two hour window pertaining to Basic Code Enforcement, Legal Aspects of Code Administration, the International Zoning Code and the International Building Code. Mrs. Pearson now has a certification that is not only recognize here locally in Minnesota, but throughout the United States. Congratulations Kristine!

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

Building/Mechanical/Plumbing/Zoning Inspections:	48%
Vacant and Foreclosed Inspections:	0%
Rental and Certificate of Occupancy Inspections:	44%
Fire Inspections:	4%
Nuisance Inspections:	4%

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

- City Council meeting on Monday, February 1<sup>st</sup> and Tuesday, February 16<sup>th</sup>.
- Met with Emmanuel Christian Center Architects to review proposed addition/remodeling, February 3<sup>rd</sup>.
- Department Head meeting on February 2<sup>nd</sup>.
- Regions III Educational Institute February 10<sup>th</sup> – 12<sup>th</sup>.
- Department Inventory needs meeting with Leo Daily on February 16<sup>th</sup>.
- Community Risk Reduction meeting at Fire Station one on February 18<sup>th</sup>.

This month I am attaching the "Property Line Information" handout for your information. This handout is provided for any Spring Lake Park property owner that is looking to locate their property lines when applying for a building or zoning permit.

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



City of Spring Lake Park  
Permits Issued & Fees Report - Summary

Issued Date From: 2/1/2016 To: 2/29/2016  
Permit Type: All Property Type: All Construction Type: All  
Include YTD: Yes Status: Not Voided

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
<b>Permit Type: BUILDING</b>										
<b>COMMERCIAL ALTERATION</b>										
	Period	0								
	YTD	1	2,500.00	87.59	56.93	1.25				145.77
<b>MULTI-FAMILY ROOFING</b>										
	Period	1	2,500.00	87.59		1.25				88.84
	YTD	1	2,500.00	87.59		1.25				88.84
<b>SINGLE FAMILY ADDITION</b>										
	Period	1	62,000.00	837.39	544.30	31.00				1,412.69
	YTD	1	62,000.00	837.39	544.30	31.00				1,412.69
<b>SINGLE FAMILY ALTERATION</b>										
	Period	0								
	YTD	1	12,000.00	242.82	157.83	6.00				406.65
<b>SINGLE FAMILY REMODEL</b>										
	Period	1	30,000.00	506.27	329.08	15.00				850.35
	YTD	1	30,000.00	506.27	329.08	15.00				850.35
<b>SINGLE FAMILY WINDOW REPLACEMENT</b>										
	Period	2	7,870.00	222.08		3.94				226.02
	YTD	4	18,352.00	486.85		9.18				496.03
<b>Permit Type: BUILDING - Totals</b>										
	Period	5	102,370.00	1,653.33	873.38	51.19				2,577.90
	YTD	9	127,352.00	2,248.51	1,088.14	63.68				3,400.33
<b>Permit Type: FIRE SUPPRESSION</b>										
<b>COMMERCIAL FIRE SUPPRESSION</b>										
	Period	0								

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	Total Fees
<b>Permit Type: FIRE SUPPRESSION</b>									
	YTD	2	0	182.38	96.56	4.23			283.17
<b>Permit Type: FIRE SUPPRESSION - Totals</b>									
	Period	0							
	YTD	2	0	182.38	96.56	4.23			283.17
<b>Permit Type: MECHANICAL</b>									
<b>COMMERCIAL HEATING, VENT &amp; AC</b>									
	Period	0							
	YTD	1	0	117.75		2.99			120.74
<b>COMMERCIAL HVAC - COMMERCIAL MINIMUM</b>									
	Period	3	0	240.00		3.00			243.00
	YTD	4	0	320.00		4.00			324.00
<b>MULTI-FAMILY HEATING, VENT &amp; AC</b>									
	Period	1	0	50.00		1.00			51.00
	YTD	1	0	50.00		1.00			51.00
<b>SINGLE FAMILY HVAC - RESIDENTIAL SINGLE</b>									
	Period	3	0	120.00		3.00			123.00
	YTD	7	0	320.00		7.00			327.00
<b>Permit Type: MECHANICAL - Totals</b>									
	Period	7	0	410.00		7.00			417.00
	YTD	13	0	807.75		14.99			822.74
<b>Permit Type: PLUMBING</b>									
<b>MULTI-FAMILY PLUMBING</b>									
	Period	0							
	YTD	1	0	90.00		1.00			91.00
<b>SINGLE FAMILY PLUMBING</b>									
	Period	5	0	297.00		5.00			302.00
	YTD	7	0	387.00		7.00			394.00

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	Total Fees
<b>Permit Type: PLUMBING - Totals</b>									
Period	5	0		297.00		5.00			302.00
YTD	8	0		477.00		8.00			485.00
<b>Permit Type: SIGN</b>									
<b>COMMERCIAL SIGN PERMANENT</b>									
Period	2	0		683.00					683.00
YTD	3	0		863.00					863.00
<b>Permit Type: SIGN - Totals</b>									
Period	2	0		683.00					683.00
YTD	3	0		863.00					863.00
<b>Permit Type: ZONING</b>									
<b>SINGLE FAMILY FENCE</b>									
Period	1	0		45.00					45.00
YTD	2	0		90.00					90.00
<b>Permit Type: ZONING - Totals</b>									
Period	1	0		45.00					45.00
YTD	2	0		90.00					90.00
<b>Report Total</b>									
Period	20	0	\$102,370.00	3,088.33	873.38	63.19			4,024.90
YTD	37	0	\$127,352.00	4,668.64	1,184.70	90.90			5,944.24



**VACANTS/FORECLOSURES MARCH 2016**

On 3-2-16 I checked ABC Newspaper's public records dated 2-26: & 2 postponements. Nancy Keim Green "box" means fees due

Blue "3rd party hnds", "Purple" sale pending & "Brown" deceased Red-SEE ME.	RESIDENTIAL SERVICE ADDRESS	NAME	Posted	120 day	Vacant	expiration	120 day vac.	Per ordinance,	Posted	Abandoned	Res. CO	Status
Red-SEE ME.	RESIDENTIAL SERVICE ADDRESS	NAME	Date	Date	Date	fee paid	due 1 yr. anniv. annlv (A/D)	date (A/D) of date(s) add'l	App. Insp	Due	Res. CO	of
	615 NE 79TH AVE \$ Certified	Z. SULTANA, All mail returned	4/21/14	08/19/14				A/D 4/21/15	A/D 4/21/16	4/21/14	Paid 7-29-14	Water
	629 NE 79TH AVE \$ Certified	ANTHONY MENDOLA, All mail returned	7/22/15	11/19/15				A/D 7/22/16		7/22/15		ON
	8064 NE GARFIELD ST	PETER BORGOWITZ	06/06/12	10/04/12				A/D 6/6/13		6/6/12		ON
	1880 NE HWY 10	ARNOLD JOHNSON JR. (Arnold Sr. dec'd)	06/26/15	10/24/15				A/D 6/26/16		6/26/15		ON
	600 NE IONE AVE \$ Certified	A. Stanley/Dawn Brannan both dec'd	03/19/15	07/17/15				A/D 3/19/16		3/19/15		ON
	7778 JACKSON ST \$ Certified	US Bank (Hopper/Fignatelo)	11/9/15	03/08/16				A/D 11/9/16				OFF
	8060 NE JEFFERSON ST	J Crang/contract hldr: Nestrud										OFF
	7762 LAKEVIEW LN	HUD/Cityside Hse back on market 2-16	10/01/14	01/29/15				A/D 10/1/15		10/1/14		ON
	700 NE LUND AVE \$ Certified	Counselor Realty, Steve Kraft (Erbe)	10/30/15	02/27/16				A/D 10/30/16		10/30/15	Paid 2/19/16	ON
	812 NE LUND AVE	Rita Herr (us w/dtr. Stanley Dec'd)	05/23/12	09/20/12				A/D 5/23/13		10/4/13		ON
	375 NE MANOR DR	BANK OWNED (FRANCIS)	CC: 88 1-29 to post									ON
	703 NE MANOR DR \$ Certified	USBank (Zalana), Shortsale NOT dsng	2/26/15	06/26/15				A/D 2/26/16		2/26/15		OFF
	770 NE MANOR DR \$ Certified	Counselor Realty, Steve Kraft (C.Brown, D)	05/07/14	09/04/14				A/D 5/7/15		5/7/14		OFF
	8345 NE PIERCE ST	JOHN VYLAER, see notes	XX									ON
	828 NE SANBURNOL DR	WELLS FARGO per Cty (Hazelwood)	2/26/14	06/26/14				A/D 2/26/15		5/7/14		OFF
	8100 NE TERRACE RD	TFC NAT'L BANK (STAHOSKI)	8/20/15	12/18/15				A/D 8/20/16		8/20/15		ON
	8449 NE TERRACE RD	R. SCHONHARDT, M. HUEBSAHER										ON
	8330 NE WESTWOOD RD	GEORGE FARKAS, Realtor-US Bank, Vanding	1/29/14	05/29/14				Paid 5-13-15		1/29/14	Paid 4-2-15	OFF
	8360 NE Pierce St	AZEEM BEGUM - house pending demolition										OFF
	<b>Commercial Properties</b>											
	933 NE Manor	MN Catholic Credit Union, vacant per BB 4-2015									Comm.CO	ON
	8338 NW Hwy 65	CD & JJ Properties										ON
			Date									
			of SS									
	SHERIFF SALES											
	8000 NE 6TH ST	JAY KRUGER, CHRISTINA S WAHL	03/08/16									ON
	538 NE 80TH AVE	JAMES & JENNIFER WALKER	7/18/14							3/8/17		ON
	603 NE 81ST	JULIE & FLOYD SCHWAB	12/22/15							1/18/15	CC:BB	ON
	701 NE 81ST	ROBERT HOWARD/ROSA HOWARD-DIAZ	3/21/16							6/22/16		ON
	551 NE 82ND	ELLEN RICE	2/12/16							9/21/16		ON
	602 NE 82ND AVE	CHAD R SAUTER	2/25/16							8/12/16		ON
	616 NE 84TH AVE	DENNIS/MICHELLE MOEN	4/8/16							8/25/16		ON
	8435 NE LADDIE RD	RAYMOND & ROSE STRAMER	8/3/15							10/10/16		ON
	7868 MADISON ST	LAURIE WELER, per Ken, Vacant???	7/17/15							2/3/16	CC:BB	ON
	351 NE MAPLE ST	KERTIS J TRUE	1/30/15							1/19/16	CC:BB	ON
	615 NE MAPLE ST	ELIZABETH TROTTER	7/20/15							7/30/15	CC:BB	ON
	8194 NE Middletown (HOA gets b	Citimortgage/Brandon O'Donnell	8/21/13							1/20/16	CC:BB	ON
	8285 NE POLK ST \$ Certified	COLLEEN THOMPSON	12/5/14							2/21/14		ON
	7763 NE QUINCY ST	MATTHEW AND MARY MEYERS	4/20/15							6/5/15	CC:BB	ON
	8022 NE QUINCY ST	SCOTT AND LAURIE BRAHS	11/20/15							10/20/15	CC:BB	ON
	501 NE ROSEDALE RD	TODD & CINDY ZRUCKY	3/23/16							5/20/16		ON





CITY OF SPRING LAKE PARK  
CODE ENFORCEMENT  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432  
Business Phone 763-784-6491  
Fax 763-792-7257



## PROPERTY LINE LOCATIONS

Information that may assist you in locating your property lines

### Why is it important to locate property lines?

Before performing any construction on your property, including building a fence, driveway, deck, gazebo, shed, garage, or an addition to your home, it is necessary to establish where your property lines are located. This provides evidence the building inspector need to verify that a project is within the setbacks required by both zoning laws and building codes. Buildings outside of required setbacks or over wrongly assumed property lines may result in moving or dismantling your building in which can be costly and time consuming. If you don't know the location of the property line, you can investigate by using one or more of the methods described below. The City of Spring Lake Park does not provide the service to locate or issue a copy of your survey for your property.

Property lines often are casually delineated by where you and your neighbor mow lawns, plant flower beds, or maintain fences. These delineated borders may not be the actual property lines, even though you and your neighbor may believe this to be the case. Problems may arise when either property is sold and/or property lines are found not to be where they had been assumed to be located.

Do not assume that utility poles, boxes, or sidewalk edge indicate property line locations. In front and corner lots, street curbs are rarely located on the actual property line. These property lines are generally somewhere between 12-16 feet behind the back curbing edge on roads in Spring Lake Park.

### How to locate property lines.

The first step in finding your property lines is to determine the dimensions of your property lot. You can get this information from your deed or from a plat map obtainable from the Spring Lake Park Administration Offices. If you have a certificate of survey with the as-built location of your home, you can measure from your home exterior wall to locate your property line. Use caution when using a certificate of survey, as some show a proposed location of the home before it was built rather than the actual location.

Another possible way of locating your property line is by locating your property pins. Often these are located at the corners of your lot and/or at the beginning of a curve if your property curves such as with a cul-de-sac lot. Ask your adjoining neighbors if they have recently located their pins for properties. This could save you trouble of having to find them yourself. If no one knows where they are, you may wish to use a shovel to probe the area of the ground where they are assumed to be located. Using a metal or magnetic locator can greatly assist in your search for your property pins as they sometimes can be as much as a foot or more in the ground. Always contact Gopher State One Call at 1-800-252-1166 or 651-454-0002 before you dig and search for your property pins.

Many properties in Spring Lake Park were originally surveyed many years ago and since that time may have been removed. If this is the case, your property corner pins may be located by measuring from the opposite pins of your neighbor's property with their permission, or other pins on the block where the locations are known.

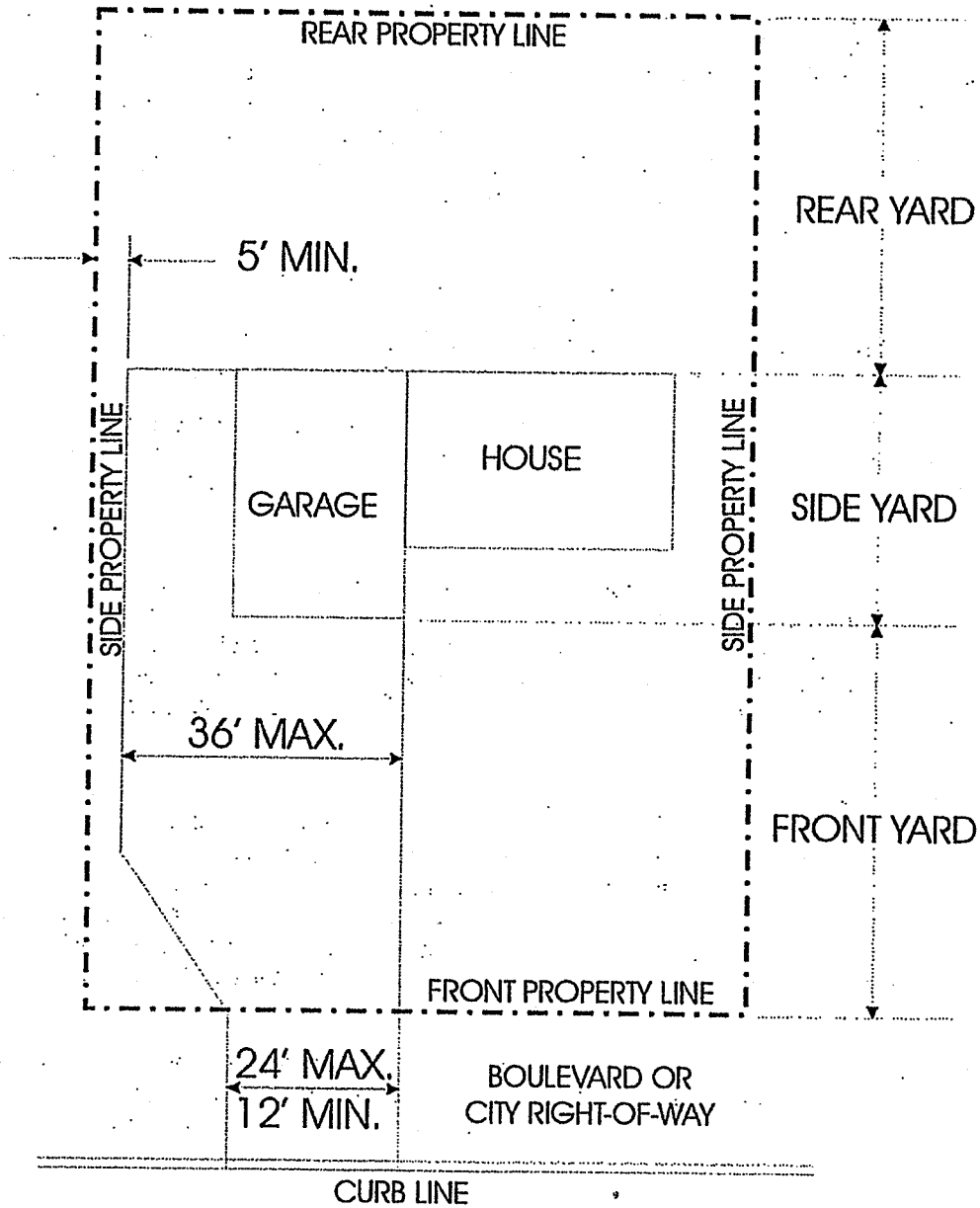
### When Professional surveys are necessary.

If your property lines cannot be determined by using the above methods, you may have to hire a professional to survey your lot and put new pins in the ground. You will be responsible for the cost of a new survey.

Listed below for your information are registered surveyors available in the area.

- Acre Land Surveying 763-238-6278
- EG Rud & Sons, Inc. 651-361-8200
- Hoium & Associates 763-421-7822
- Hult & Associates 651-464-3130
- Kemper & Associates 651-631-0351
- Midwest Land Surveyors 763-712-9099
- Plowe Consulting Engineers 651-361-8210
- Swenson Land Surveying 763-427-1020

*Please consult your local business yellow pages for additional and updated business information.*



**TYPICAL SLP PROPERTY DETAILS**

No to Scale



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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:** APPOINTMENTS  
**DATE:** FEBRUARY 22, 2016

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At the February 16 meeting, the City Council directed staff to draft an ordinance amending Chapter 31 of the City Code relating to the size of the Parks and Recreation Commission.

Ordinance 424 amends the code to allow for a Commission that is not less than seven members and not more than nine members. Staff is also recommending removing the requirement that members must be residents of the City and must consist of at least two men and two women. This will grant the City Council more discretion in appointing future members of the Commission as the City Council can look at not only residents, but individuals who work in the city and active volunteers with Recreation programs. Staff also recommended adding language stating that the members of the Commission serve at the pleasure of the Council. This language change is consistent with language for the Planning Commission.

The newly created positions will create new terms in 2016 and 2018. Staff would recommend the newly appointed individuals serve in the 2017 and 2018 open positions.

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



**ORDINANCE NO. 424**

**AN ORDINANCE AMENDING CHAPTER 31 OF THE SPRING LAKE PARK CODE  
OR ORDINANCE RELATED TO THE SIZE OF THE PARKS AND RECREATION  
COMMISSION**

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

**Section 1.** Chapter 31 shall hereby be amended to read as follows:

**§ 31.16 COMPOSITION.**

The Commission shall consist of not less than seven and not more than nine members, ~~all being residents of the city, and must consist of at least two men and two women.~~ The Commission will also consist of the Parks and Recreation Director and a Councilmember Commissioner. Members shall serve at the pleasure of the Council.

**§ 31.17 TERMS.**

Appointment shall be made at the first regular January meeting of the City Council. Members shall be appointed for three-year terms, beginning January 1 and ending December 31 of the third year following. Initial appointment shall be as follows: ~~two~~three members appointed for terms of one year; ~~two~~three members appointed for terms of two years; and three members appointed for terms of three years. Members may serve for more than one term by reappointment by the Council.

**Section 2.** This Ordinance shall have full force and effect upon its passage and publication

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 7th day of March 2016.

---

Cindy Hansen, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



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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:** APPOINTMENTS  
**DATE:** FEBRUARY 22, 2016

---

Upon passage and publication of Ordinance 424, there are up to three openings on the Parks and Recreation Commission. The City Council has received applications from two individuals for the openings.

Staff recommends the following appointments:

Parks and Recreation Commission (unexpired portion of 3 year term; term expired 12/31/17)

- Anna Apitz

Parks and Recreation Commission (term expires 12/31/18)

- Maryann Graba

One opening remains on the Commission, which term would expire on 12/31/16. If we receive an application for the position, we will bring the name forward for Council consideration.

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



**RESOLUTION NO. 16-06**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AND SITE PLAN APPROVAL FOR EMMANUEL CHRISTIAN CENTER, 7777 UNIVERSITY AVENUE NE, SPRING LAKE PARK**

**WHEREAS**, Emmanuel Christian Center submitted application for Conditional Use Permit and Site Plan approval to the City of Spring Lake Park on February 5, 2016 for an addition to Emmanuel Christian Center at 7777 University Avenue NE; and

**WHEREAS**, the legal description of 7777 University Avenue NE is listed in Appendix A of this Resolution; and

**WHEREAS**, said expansion is an 8,800 square foot atrium/entry addition on the front/south side, small additions to the west side and modifications to the parking lot and driveways; and

**WHEREAS**, churches are allowed by Conditional Use Permit (CUP) in the C-3, Office Commercial, zoning district; and

**WHEREAS**, the Spring Lake Park Planning and Zoning Commission held a public hearing on February 22, 2016 to hear public testimony and the CUP application; and

**WHEREAS**, upon Planning and Zoning Commission review of the application, the Stantec report of February 22, 2016 and public testimony, the Planning and Zoning Commission recommended approval of the CUP application subject to the conditions outlined in the February 22, 2016 Stantec report and a condition that further study be completed by the applicant on the proposed Terrace Road driveway on the southeast corner of the property; and

**WHEREAS**, the Spring Lake Park City Council has reviewed the application and agrees with the findings and recommendation of the Spring Lake Park Planning and Zoning Commission and City staff, as outlined in the Stantec report to the City Council dated March 7, 2016.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves the CUP and site plan applications for the Emmanuel Christian Center Addition with the following conditions:

1. Applicant will provide copies of approval from Anoka County for work at the front entry drive onto Osborne Road.
2. Applicant will provide pre- and post-construction runoff information as noted the Stantec report dated March 7, 2016.
3. Applicant will provide information on maintenance of the on-side pond as noted in the Stantec report dated March 7, 2016.

4. Applicant will provide the City a copy of the permit approval from Coon Creek Watershed District. Should pond storage and treatment volume be found to be inadequate, applicant shall upgrade the pond accordingly.
5. The bituminous trail along Osborne Road will be reconstructed between Terrace Road and the Osborne Road main entrance to Emmanuel Christian Center based on a review of its condition and the recommendation and approval of the City Engineer.
6. The City Engineer and consultants for the applicant will review traffic analysis and traffic operations in and around the Emmanuel Christian Center site to determine the appropriateness of the proposed southeast entry drive to Terrace Road. The driveway will be allowed if, in the opinion of the City Engineer, it will operate safely and efficiently, and only after plans for its construction are approved by the City Engineer.
7. A six (6) foot wide sidewalk will be provided along the east side of the main entry drive, with crosswalks and handicap ramps, connecting bikes and pedestrians to the entry and patio at the southeast corner of the building. Bike racks for at least six bicycles will be provided. Striping will be provided where the Osborne Road trail crosses at the Emmanuel Christian Center driveway. These plans will be reviewed and approved by the City Engineer before construction.
8. A short stub of sidewalk will be added in the northeast corner of the Emmanuel Christian Center site to connect the existing sidewalk on the west side of Terrace Road into the church parking lot. Plans shall be reviewed and approved by the City Engineer prior to construction.
9. The SBM Fire Department must sign off on hydrant coverage before construction.
10. Applicant must secure approval from the Public Works Director before doing any work in the Terrace Road right-of-way.

**BE IT FURTHER RESOLVED** that the Stantec Planning Reports, dated February 22, 2016 and March 7, 2016 shall be incorporated into this resolution by reference.

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 7th day of March, 2016.

APPROVED BY:

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Cindy Hansen, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator

APPENDIX A  
LEGAL DESCRIPTION

That part of the Southeast Quarter of the Southwest Quarter lying West of the East 639 feet thereof, Section 2, Township 30, Range 24, Anoka County, Minnesota, except the North 730 feet thereof. (PID 02-30-24-34-0003)

That part of the East 639 feet of the Southeast Quarter of the Southwest Quarter of Section 2, Township 30, Range 24, lying southerly of a line described as follows: Commencing at the Southeast corner of said Southeast Quarter of the Southwest Quarter; thence North along the East line of said Southeast Quarter of the Southwest Quarter a distance of 587 feet to the point of beginning; thence West at right angles a distance of 639 feet and there terminating. (PID 02-30-24-34-0005)

## PLANNING REPORT

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**Date:** March 7, 2016

**To:** Spring Lake Park City Council

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

**Project:** Emmanuel Christian Center Addition – Conditional Use Permit  
7777 University Avenue NE

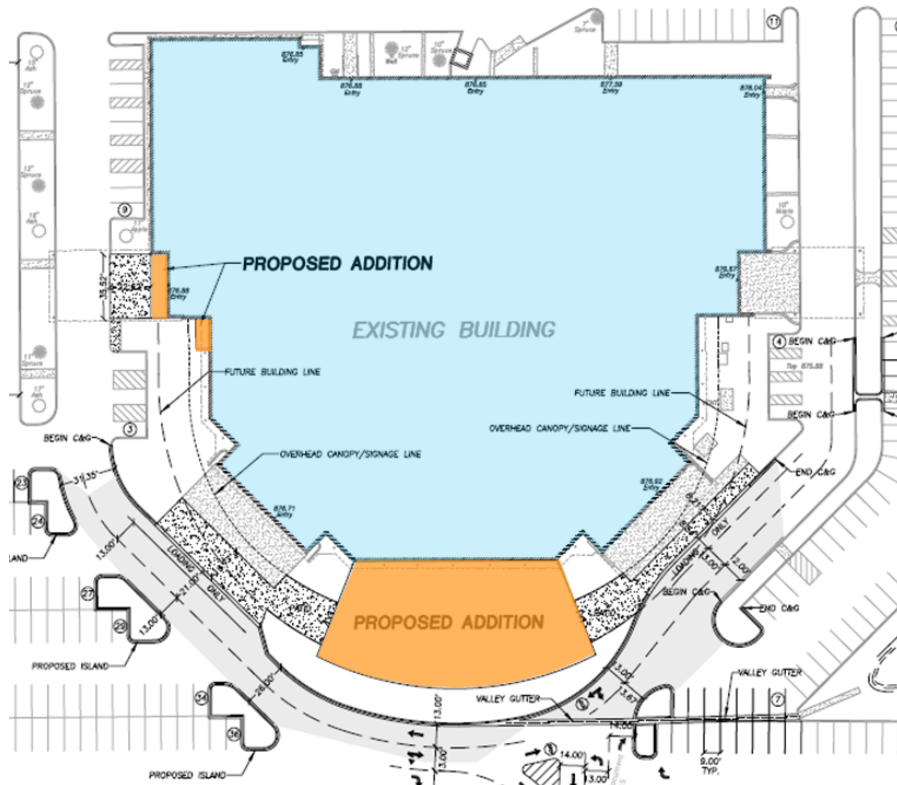
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### BACKGROUND & REQUEST

Emmanuel Christian Center (ECC) is applying for a Conditional Use Permit (CUP) for an addition to the church building and modifications to the parking lot and access drives. The Planning Commission reviewed their request at their meeting on February 22 and recommended approval with conditions.

Most of the information and analysis in our February 22, 2016 Planning Report to the Planning Commission is still applicable, except as modified in this report.

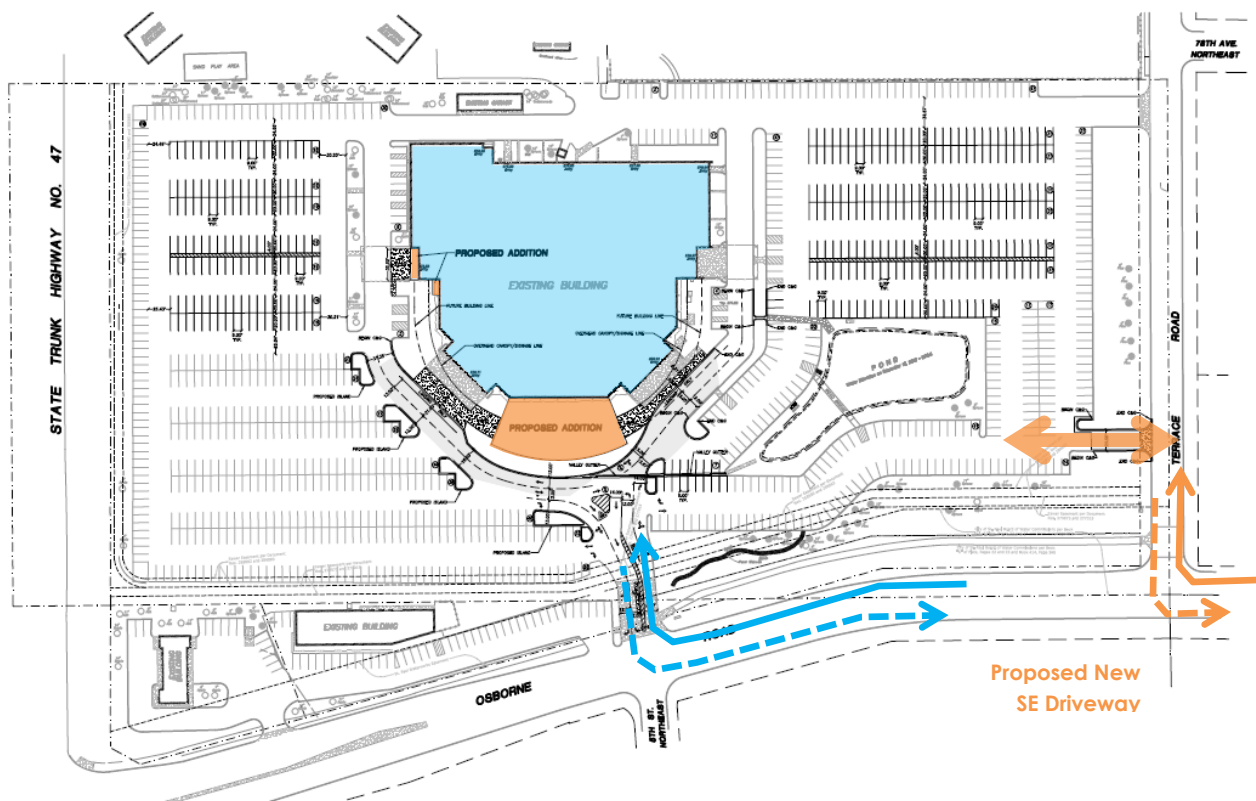
The existing building is shown in light blue below, the additions in orange. A new driveway entrance into the property is proposed at the southeast corner of the site off Terrace Road.



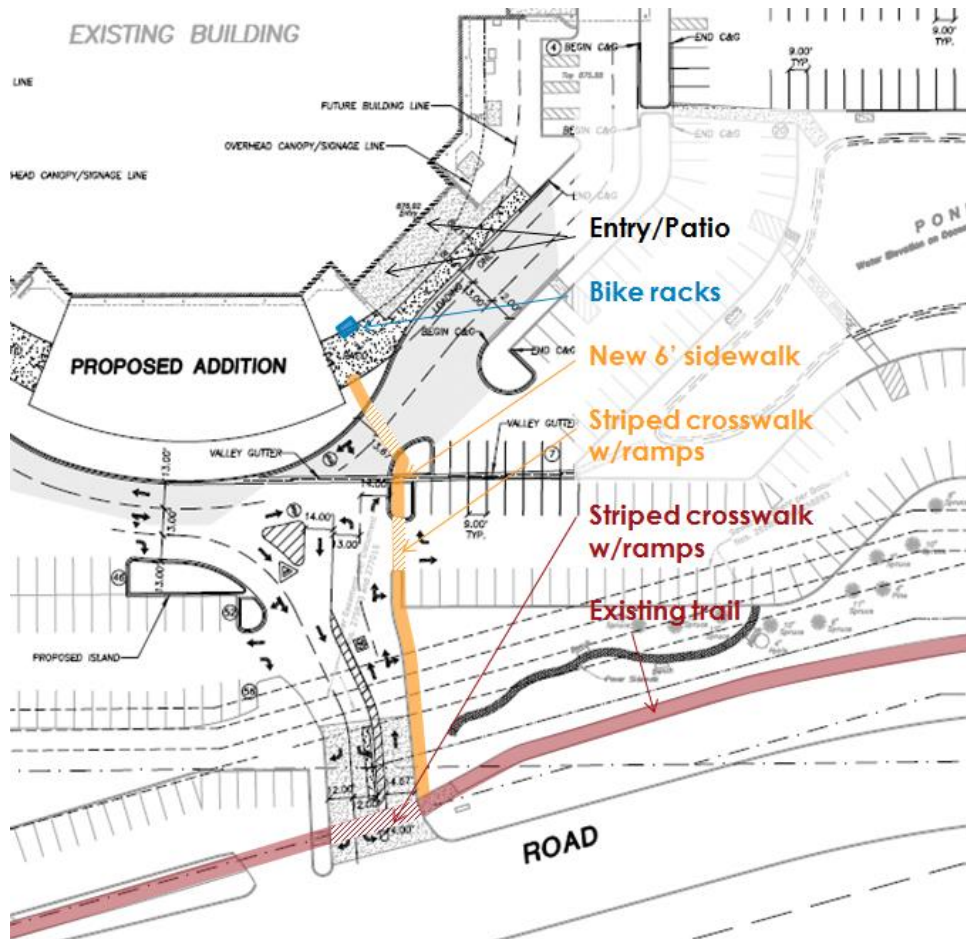
## DISCUSSION

Since the Planning Commission meeting, staff and consultants have discussed a number of issues related to ECC's plans.

- **New SE Entry Drive.** There was discussion at the Planning Commission meeting whether the proposed new access drive to Terrace Road was a good idea or not. An analysis of traffic patterns and church membership may shed light on the issue. Rather than take the time to conduct an analysis before City Council action, we suggest that the City Engineer be authorized to approve the driveway if in his opinion it will operate safely and efficiently, or deny it if the analysis shows it to be problematic. The proposed driveway is illustrated below.



- Pedestrian/bicycle access – main entry drive. Pedestrian and bicycle access is important, and we suggest that a sidewalk be provided along the east side of the main entry drive, with crosswalks and handicap ramps, connecting bikes and pedestrians to the entry and patio at southeast corner of the building. Bike racks for at least six bicycles should be provided as well. This is illustrated below. We discussed reconstruction of the Osborne Road trail and suggested the church connect the existing path on the berm near the front entry drive to the Osborne Road trail. The church may remove this short path and therefore we do not believe connecting it to the Osborn Road trail is necessary. Striping should also be provided where the Osborne Road trail crosses the ECC driveway.



- Sidewalk connection – NE corner of ECC site. There is an existing sidewalk on the west side of Terrace Road (adjacent to Terrace Park), north of the ECC site. We suggest a short stub of sidewalk be added to connect this existing sidewalk into the church parking lot as illustrated below. Extending into the ECC site is not necessary, given the limited amount of bike/ped traffic that is expected.



## RECOMMENDATION

The Planning Commission recommended approval of the CUP with seven conditions. We recommend that the City Council approve the Conditional Use Permit for Emmanuel Christian Center as submitted with the following conditions, based on the original seven Planning Commission conditions, with changes noted in underline for additions and ~~strikeout~~ for deletions:

- 1) Applicant will provide copies of approval from Anoka County for work at the front entry drive onto Osborne Road.
- 2) Applicant will provide pre- and post-construction runoff information as noted above.
- 3) Applicant will provide information on maintenance of the on-site pond as noted above.
- 4) Applicant will provide copies of permit approval from Coon Creek Watershed District. Should pond storage and treatment volume be found to be inadequate, applicant agrees to upgrade the pond accordingly.
- 5) The bituminous trail along Osborne Road will be reconstructed between Terrace Road and the ECC main entry drive University Avenue based on a review of its condition and

the recommendation and approval of the City Engineer and connected to the internal path near the entry drive.

- 6) The City Engineer and consultants for the applicant will review traffic analysis and traffic operations in and around the ECC site to determine the appropriateness of the proposed southeast entry drive to Terrace Road. The driveway will be allowed if in the opinion of the City Engineer it will operate safely and efficiently, and only after plans for its construction are approved by the City Engineer.
- 7) A 6-foot-wide sidewalk will be provided along the east side of the main entry drive, with crosswalks and handicap ramps, connecting bikes and pedestrians to the entry and patio at southeast corner of the building. Bike racks for at least six bicycles will be provided. Striping will be provided where the Osborne Road trail crosses the ECC driveway. These plans will be reviewed and approved by the City Engineer before construction.
- 8) A short stub of sidewalk will be added in the northeast corner of the ECC site to connect the existing sidewalk on the west side of Terrace Road into the church parking lot, to be reviewed and approved by the City Engineer before construction begins.
- 9) Fire Department must sign off on hydrant coverage before construction.
- 10) Applicant must have approval from City Public Works Director before doing any work in the Terrace Road right-of-way.





## DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission meeting held on February 22, 2016 at the Spring Lake Park Community Center, 1301 81<sup>st</sup> Avenue N.E., at 7:00 P.M.

### 1. Call to Order

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

### 2. Roll Call

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

Members Absent: Commissioners Raymond and Strawn

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

Visitors: Steve Fellows, 10604 Madison Street NE, Blaine  
Dorothy Johnson, 340 Osborne Road, Fridley  
Ann Kuntz, Station Nineteen Architects, 2001 University Ave SE, Minneapolis  
Gordie Schmitz, 12117 3<sup>rd</sup> Street NE, Blaine

### 3. Pledge of Allegiance

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

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

### 5. Public Hearing – Conditional Use Permit Application for Emmanuel Christian Center Addition

Chairperson Smith opened the public hearing at 7:03 PM to consider a Conditional Use Permit Application for Emmanuel Christian Center Addition.

City Planner Carlson reported that Emanuel Christian Center (ECC) is an existing church on a 17.2-acre site fronting Osborne Road at 7777 University Avenue NE. He stated that the original church was built in 1980's, and the site and building have been added onto and remodeled several times since. He stated that ECC is applying for a Conditional Use Permit (CUP) to expand and remodel the building and site with an 8,800-square-foot atrium/entry addition on the front/south side, small additions on the west side, and modifications to the parking lot and driveways. He stated a new driveway entrance into the property is proposed at the southeast corner of the site off Terrace Road.

Mr. Carlson reported that the property is guided Public/Semi-Public in the comprehensive plan. He stated that the property is zoned C-3 Office Commercial and "Assembly uses, including auditoriums, religious and philanthropic uses" are a Conditional Use in the C-3 District.

Mr. Carlson stated that neighboring uses include:

- A small commercial center abutting the property to the southwest, including a grocery/tobacco store, an optical shop, and a medical supply company.
- Unity Hospital across Osborne Road to the south.
- University Avenue to the west.
- Northtown Village apartments to the north.
- Terrace Park to the north.
- Spring Crest Estate townhouses to the east across Terrace Road.

Mr. Carlson stated that the building additions meet all setbacks. The building height additions meet the 35-foot height limit in the code. He stated the proposed steel cross on the south side is about 48 feet tall, but the code allows height limitations to be increased by 100% by a CUP for “ornamental towers and spires”.

Mr. Carlson stated that the proposed changes to the parking lot will improve circulation and safety in the parking lot. He stated new parking lots islands meet the new zoning code standards.

Mr. Carlson reported that seven trees are proposed to be removed from the existing berm along Osborne Road near the main driveway entry and replaced with lower landscaping in order to improve visibility to the main building entry. He stated that there will still be adequate screening of headlights to Osborne Road with the berm in place.

Mr. Carlson reported that the new main entry drive is being re-stripped and islands in the area are being revised to prove more clarity for drivers. He stated that the current situation does not indicate clear left and right turn exiting lanes onto Osborne Road, whereas the proposed design does. The proposed design provides clearer land and turn markings for drivers in front of the new addition. He stated that the applicant needs to provide copies of a site plan approval from the Anoka County Highway Department.

Mr. Carlson stated that the applicants have provided information on the site plans indicating that 29 parking spaces that will be removed as a result of the site modifications, but total parking on site still exceeds what is required by code. He stated that parking spaces on the north half of the site are being re-stripped to allow east-west versus north-south. He stated the plan shows the following numbers:

- 980 required stalls by code
- 1,109 existing stalls
- 1,080 proposed stalls

Mr. Carlson stated that required parking is calculated based on:

- One parking space/five feet of pew in the main auditorium and senior high space; 1/100 square feet of floor area in the new atrium and student auditorium = 869 stalls
- Five senior high classrooms, 1.5/room; 12 youth classrooms, 2/room=32 stalls
- 13,500 square feet office space at four per 1,000 square feet = 54 stalls
- Nursery/day care at one per employee =25 stalls
- Total: 980 stalls

Mr. Carlson reported that a new driveway is proposed into the site at the southeast corner of the parking lot off Terrace Road. He stated that there is also an existing driveway access to Terrace Road at the northeast corner. He stated that driveway could likely improve traffic conditions at the main entry off Osborne Road by handling traffic coming to and from the east and keeping it out of the main entry. He stated the applicant may have estimates on the proportion of church members who might logically come from the east on

Osborne Road. The applicant must contact the City Public Works Director before doing any work in the city right-of-way. He stated the proposed driveway connection must be built in accordance with city standards and is subject to approval of the Public Works Director.

Mr. Carlson stated that there is an existing bituminous trail along Osborne Road in front of the church and the adjacent commercial properties, one of which is owned by ECC as well. He stated that the trail is in poor condition. He explained that there is a short segment of path on the berm near the main entry drive that extends from the parking lot to a bench and trees, but that path is not connected to the Osborne Road trail. He stated the City's Comprehensive Plan promotes pedestrian and bike access throughout the city. He said to allow and encourage this access, it would be appropriate both to reconstruct the trail and connect the path to it. Administrator Buchholtz reminded the Commission that this recommendation is consistent with conditions that have been placed on other recent CUP applications.

Mr. Carlson stated that the changes to the front of the building and parking area will require minor modifications to the site and drainage to the pond on site. He stated that applicant needs to provide pre- and post-construction runoff information to verify that the site runoff will not increase as a result of the project. The applicant also needs to provide copies of review documents from the Coon Creek Watershed District. The City of Spring Lake Park Storm Water Management Plan requires private storm water management facilities to be maintained by the owner. He stated the applicant needs to provide evidence that routine maintenance has occurred on the on-site storm water pond. Evidence of maintenance includes certification that the original pond storage and treatment volume has not been impacted. He stated that maintenance evidence also includes documentation that the pipes in and out of the pond are still in satisfactory condition.

Mr. Carlson reported that exterior lighting will remain essentially as it is now. He explained that two fixtures and poles in front of the new atrium will be taken down and reinstalled very near their existing locations and all others will remain where they are. He stated the Fire Department needs to review the fire hydrant coverage for the site.

Mr. Carlson stated that staff recommends approval of the Conditional Use Permit for Emmanuel Christian Center as submitted with the following conditions:

1. Applicant will provide copies of approval from Anoka County for work at the front entry drive onto Osborne Road.
2. Applicant will provide pre- and post – construction runoff information as noted above.
3. Applicant will provide information on maintenance of the on-site pond as noted above.
4. Applicant will provide copies of permit approval from Coon Creek Watershed District.
5. The bituminous trail along Osborne Road will be reconstructed between Terrace Road and University Avenue and connected to the internal path near the entry drive.
6. Fire Department must sign off on hydrant coverage before construction.
7. Applicant must have approval from City Public Works Director before doing any work in the Terrace Road right-of-way.

Chairperson Smith inquired if the property was part of the Rice Creek Watershed or the Coon Creek Watershed District. Administrator Buchholtz stated that the ECC property is in the Coon Creek Watershed District.

Commissioner Eischens inquired if new signage will be placed for traffic that will be entering and existing on the new proposed driveway. Planner Carlson stated that the plans did not show any new signage. Ann Kuntz, Station Nineteen Representative, stated that there are no plans for new signage as the portion of the lot has parking spaces.

Chairperson Smith expressed his concern with the egress onto Terrace Road. He feels that it is too close to Osborne Road and could cause congestion. He suggested that the southeast egress be moved away from Osborne Road.

Chairperson Smith inquired on responsibility of the road and signage near the Northtown Apartments. Administrator Buchholtz stated that it is privately maintained and is not designed for traffic generated by ECC.

Chairperson Smith stated that he feels that requiring maintenance records for existing pond is an excellent idea. Administrator Buchholtz stated that there could be many pre and post runoff and sediment deposits within the pond so it might be necessary to dredge the pond and remove any silt deposits and rebuild the pond structure back to original contours.

Chairperson Smith inquired on the existing business on Osborne Road in front of the church property. Administrator Buchholtz stated that the specific property that he is speaking of has been annexed into the City of Spring Lake Park and it is his understanding that ECC has a purchase agreement with the business owner of the strip mall but not the Jiffy Lube establishment. Ms. Kuntz stated that ECC does not own the strip mall at this time.

Ms. Kuntz stated that the bike trail on the berm in front of the ECC property is in poor condition and there is still discussion taking place as to whether or not it will be replaced or removed. She stated that the existing trees have become overgrown and new plantings are being planned to add more color and attractiveness.

Commissioner Hansen inquired as to how much the capacity of the building will increase by. Ms. Kuntz stated that the new additions will be used as multipurpose space and fellowship space. She stated that it will not increase the capacity in numbers but allow more room to spread out and allow for a venue space for a smaller event such as a funeral or wedding.

Commissioner Dircks inquired if the pedestrian path is removed, how will cyclists and pedestrians enter into the driveway safely. Ms. Kuntz stated that the issue needs to be discussed with ECC to see what will be the safest option.

Chairperson Smith called for additional public feedback. Hearing none, Chairperson Smith closed the public hearing at 7:40 PM.

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

Planner Carlson suggested that if the conditions of the CUP are met he suggested that the traffic flow be monitored for a safe and efficient flow. Administrator Buchholtz suggested that analysis of the traffic on Osborne Road and Terrace Road be made. The consensus of the Commission was to have the analysis done by City Engineering staff.

**MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY DIRCKS TO APPROVE A CONDITIONAL USE PERMIT APPLICATION FOR EMMANUEL CHRISTIAN CENTER ADDITION WITH THE FOLLOWING CONDITIONS: 1.) APPLICANT WILL PROVIDE COPIES OF APPROVAL FROM ANOKA COUNTY FOR WORK AT THE FRONT ENTRY DRIVE ONTO OSBORNE ROAD. 2.) APPLICANT WILL PROVIDE PRE- AND POST – CONSTRUCTION RUNOFF INFORMATION AS NOTED ABOVE. 3.) APPLICANT WILL PROVIDE INFORMATION ON MAINTENANCE OF THE ON-SITE POND AS NOTED ABOVE. 4.) APPLICANT WILL PROVIDE COPIES OF PERMIT**

APPROVE FROM COON CREEK WATERSHED DISTRICT. 5.) THE BITUMINOUS TRAIL ALONG OSBORNE ROAD WILL BE RECONSTRUCTED BETWEEN TERRACE ROAD AND UNIVERSITY AVENUE AND CONNECTED TO THE INTERNAL PATH NEAR THE ENTRY DRIVE. 6.) FIRE DEPARTMENT MUST SIGN OFF ON HYDRANT COVERAGE BEFORE CONSTRUCTION.

7.) APPLICANT MUST HAVE APPROVAL FROM CITY PUBLIC WORKS DIRECTOR BEFORE DOING ANY WORK IN THE TERRACE ROAD RIGHT-OF-WAY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

## 6. Other

### a. Administrator Reports

Administrator Buchholtz reported that an open house was held for the Osborne Road Construction project. He stated that he would provide the handout information and comments from the open house to the Commissioners.

Administrator Buchholtz reported that the City Council approved the hiring of a space needs analysis consultant for City Hall. He reported that the consultant will review the shortcomings of the current building and make suggestions as to what will bring the building up date and building code.

Chairperson Smith inquired as to how the new Public Works garage space is working out for staff and the City. Administrator Buchholtz stated that the staff is thrilled with their new building and have done many improvements to the building to allow them to work on equipment and store much of the equipment indoors. He stated that it was a welcomed addition to the City. He added that it is the City's intent to tear down the existing barbershop.

## 7. Adjourn

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

The meeting adjourned at 7:55 P.M.



## PLANNING REPORT

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**Date:** February 22, 2016

**To:** Spring Lake Park Planning Commission

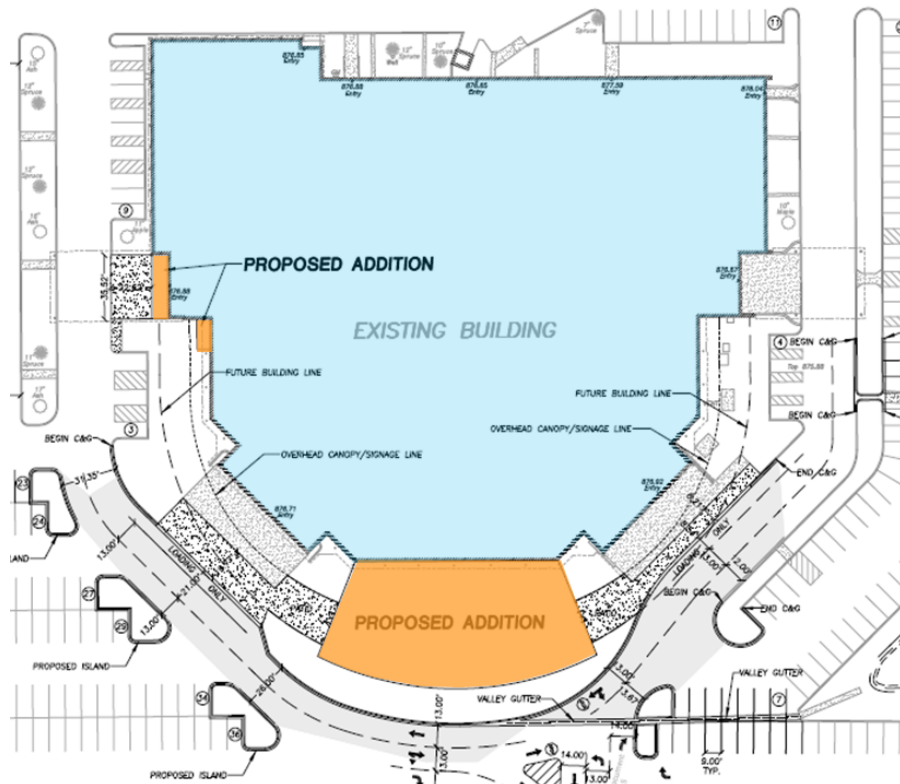
**From:** Phil Carlson, AICP, Consulting Planner

**Project:** Emmanuel Christian Center Addition – Conditional Use Permit

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### BACKGROUND & REQUEST

Emmanuel Christian Center (ECC) is an existing church on a 17.2-acre site fronting Osborne Road at 7777 University Avenue NE. The original church was built in the 1980s, and the site and building have been added onto and remodeled several times since. Churches are allowed by Conditional Use Permit (CUP – formerly called Special Use Permit (SUP) in the recently revised zoning code). ECC is applying for a CUP to expand and remodel the building and site with an 8,800-square-foot atrium/entry addition on the front/south side, small additions on the west side, and modifications to the parking lot and driveways. The existing building is shown in light blue below, the additions in orange. A new driveway entrance into the property is proposed at the southeast corner of the site off Terrace Road.



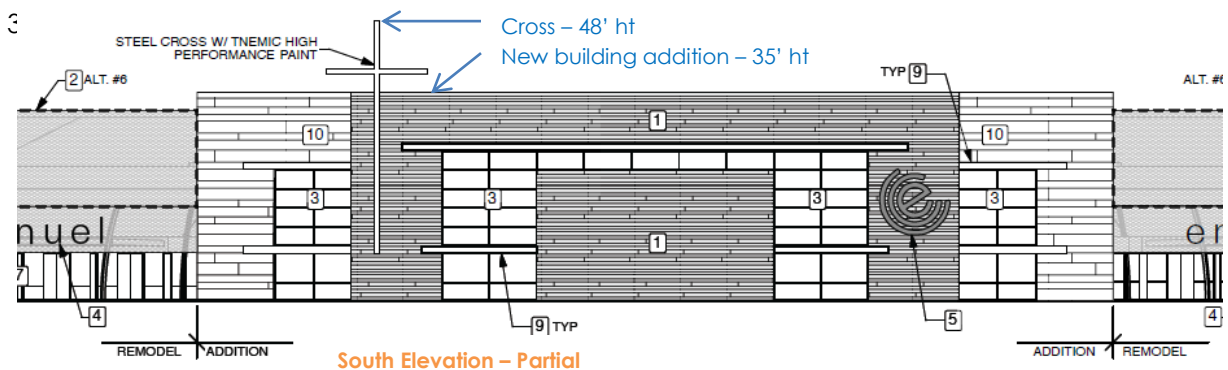
- The property is guided Public/Semi-Public in the comprehensive plan.
- The property is zoned C-3 Office Commercial. “Assembly uses, including auditoriums, religious and philanthropic uses” are a Conditional Use in the C-3 District.
- Neighboring uses include:
  - A small commercial center abutting the property to the southwest, including a grocery/tobacco store, an optical shop, and a medical supply company.
  - Unity Hospital across Osborne Road to the south.
  - University Avenue to the west.
  - Northtown Village apartments to north.
  - Terrace Park to the north.
  - Spring Crest Estates townhouses to the east across Terrace Road.



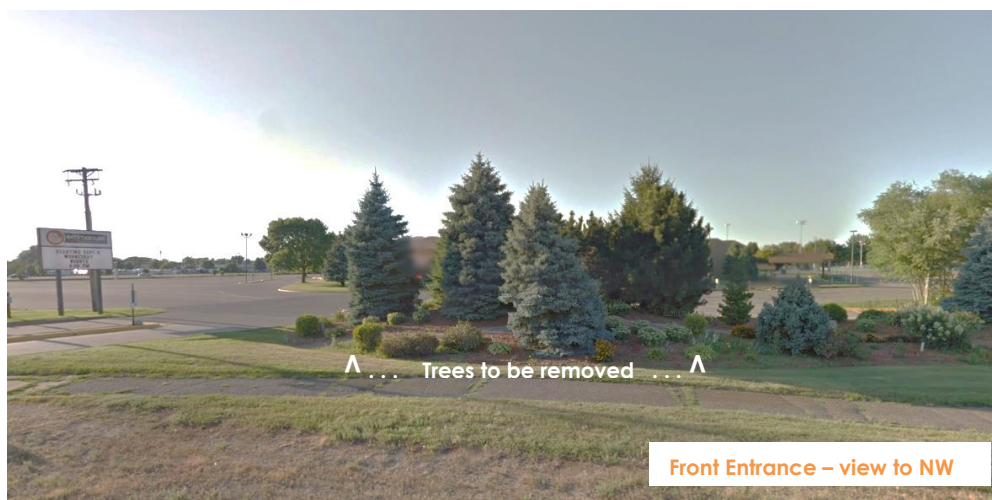


## ANALYSIS

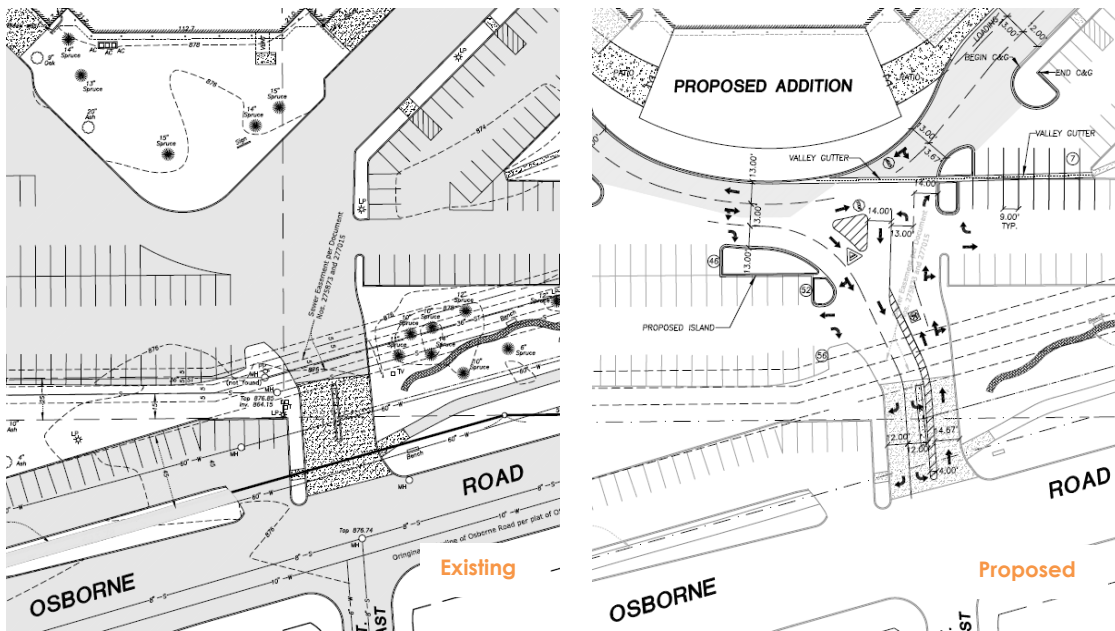
- 1) Setbacks: The building additions meet all setbacks.
- 2) Height: The building additions meet the 35-foot height limit in the code. The proposed steel cross on the south side is about 48 feet tall, but the code allows height limitations to be increased by 100% with a CUP for “ornamental towers and spires”.



- 4) Parking lot islands: The proposed changes to the parking lot will improve circulation and safety in the parking lot. New parking lot islands meet the new zoning code standards.
- 5) Landscaping: Seven trees are proposed to be removed from the existing berm along Osborne Road near the main driveway entry, replaced with lower landscaping, in order to improve visibility to the main building entry. There is still adequate screening of headlights to Osborne Road with the berm in place.



- 6) Traffic/Main Entry: The new main entry drive is being re-striped and islands in the area are being revised to provide more clarity for drivers. The current situation does not indicate clear left and right turn exiting lanes onto Osborne Road, whereas the proposed design does. Also, the proposed design provides clearer lane and turn markings for drivers in front of the new addition. See partial site plans below. The applicant needs to provide copies of site plan approval from the Anoka County Highway Department.



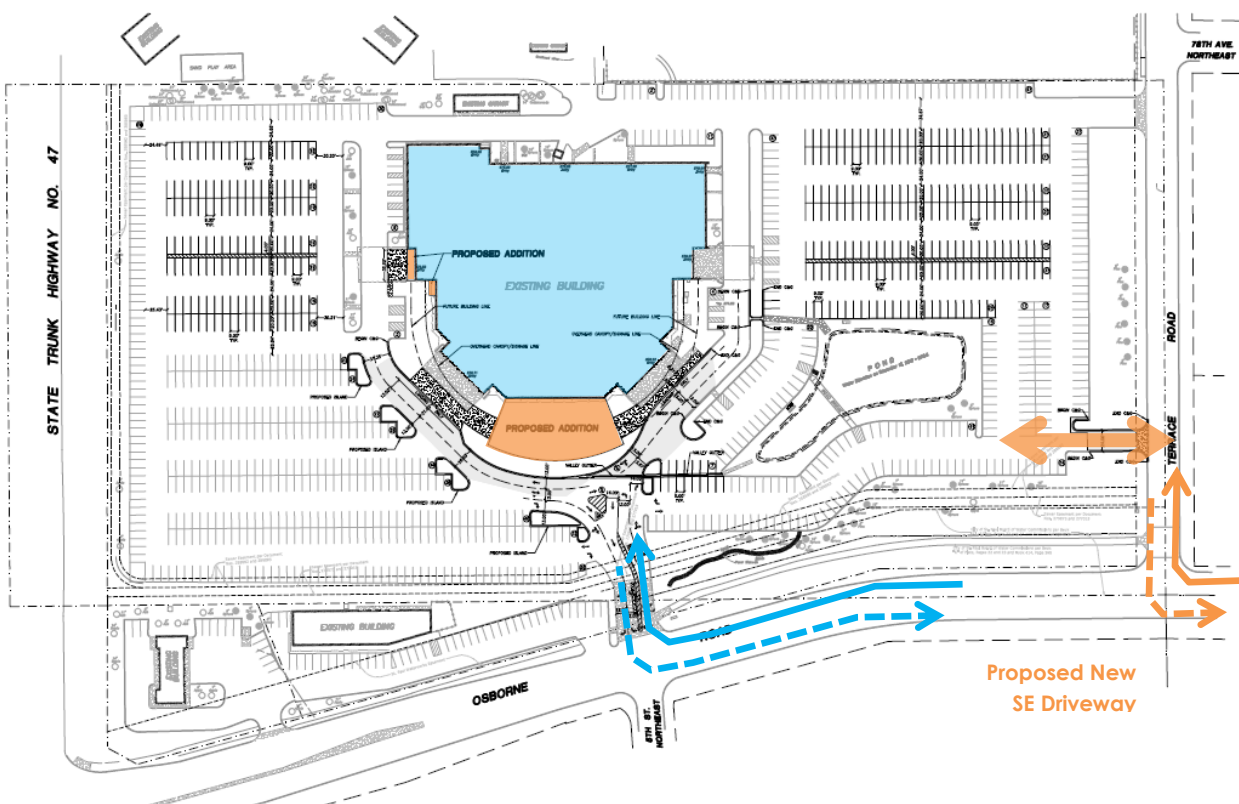
- 7) Parking: The applicants have provided information on the site plans indicating that 29 parking spaces will be removed as a result of the site modifications, but total parking on site still exceeds what is required by code. Parking spaces on the north half of the site are being re-striped to flow east-west vs. north-south. The plans show the following numbers:

- o 980 required stalls by code
- o 1,109 existing stalls
- o 1,080 proposed stalls

Required parking is calculated based on:

- o 1 parking space/5 feet of pew in the main auditorium and senior high space;  
 1/100 sq ft of floor area in the new atrium and student auditorium = 869 stalls
- o 5 senior high classrooms, 1.5/room; 12 youth classrooms, 2/room = 32 stalls
- o 13,500 sq ft of office space at 4 per 1,000 sq ft = 54 stalls
- o Nursery/day care at 1 per employee = 25 stalls
- o Total: 980 stalls

- 8) Traffic/New SE Entry: A new driveway is proposed into the site at the southeast corner of the parking lot off Terrace Road (there is also an existing driveway access to Terrace Road at the northeast corner). This driveway could likely improve traffic conditions at the main entry off Osborne by handling traffic coming to and from the east (orange lines) and keeping it out of the main entry (blue lines). The applicant may have estimates on the proportion of church members who might logically come from the east on Osborne Road. The applicant must contact the City Public Works Director before doing any work in the city right-of-way. The proposed driveway connection must be built in accordance with city standards and is subject to approval of the Public Works Director.



- 9) Pedestrian/bicycle access: There is an existing bituminous trail along Osborne Road in front of the church and the adjacent commercial properties, one of which is owned by ECC as well. The trail is in poor condition. There is a short segment of path on the berm near the main entry drive that extends from the parking lot to a bench and trees, but that path is not connected to the Osborne trail. The city's comprehensive plan promotes pedestrian and bike access throughout the city. To allow and encourage this access, it would be appropriate both to reconstruct the trail and connect the path to it.

- 10) Grading/Drainage: The changes to the front of the building and parking area will require minor modifications to the site and drainage to the pond on site. The applicant needs to provide pre- and post-construction runoff information to verify that the site runoff will not increase as a result of the project. The applicant also needs to provide copies of review documents from the Coon Creek Watershed District. The City of Spring Lake Park Storm Water Management Plan requires private storm water management facilities to be maintained by the owner. The applicant needs to provide evidence that routine maintenance has occurred on the on-site stormwater pond. Evidence of maintenance includes verification that the original pond storage and treatment volume has not been impacted. Maintenance evidence also includes documentation that the pipes in and out of the pond are still in satisfactory condition.
- 11) Lighting: Exterior lighting will remain essentially as it is now. Two fixtures and poles in front of the new atrium will be taken down and reinstalled very near their existing locations. All others remain where they are.
- 12) Fire protection: The Fire Department needs to review the fire hydrant coverage for the site.
- 13) Section 153.202(E)(1) of the Zoning Code provides the criteria for reviewing a Conditional Use Permit. These are listed and discussed in the applicant's narrative. The proposed use meets those criteria in the code.

## **RECOMMENDATION**

We recommend that the Planning Commission recommend approval of the Conditional Use Permit for Emmanuel Christian Center as submitted with the following conditions:

- 1) Applicant will provide copies of approval from Anoka County for work at the front entry drive onto Osborne Road.
- 2) Applicant will provide pre- and post-construction runoff information as noted above.
- 3) Applicant will provide information on maintenance of the on-site pond as noted above.
- 4) Applicant will provide copies of permit approval from Coon Creek Watershed District.
- 5) The bituminous trail along Osborne Road will be reconstructed between Terrace Road and University Avenue and connected to the internal path near the entry drive.
- 6) Fire Department must sign off on hydrant coverage before construction.
- 7) Applicant must have approval from City Public Works Director before doing any work in the Terrace Road right-of-way.



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

**For Office Use Only**

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

**DEVELOPMENT APPLICATION**

<b>TYPE OF APPLICATION</b> (Check All That Apply)		
<input type="checkbox"/> Appeal	<input checked="" type="checkbox"/> Site Plan/Building Plan Review	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Conceptual Plan Review	<input type="checkbox"/> Lot Combination
<input type="checkbox"/> Ordinance Amendment (Text)	<input checked="" type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Variance	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Other _____
<b>PROPERTY INFORMATION</b>		
Street Address: 7777 University Avenue NE		
Property Identification Number (PIN#): See attached.		Current Zoning: C3
Legal Description (Attach if necessary): See attached.		
<b>APPLICANT INFORMATION</b>		
Name: Station 19 Architects		Business Name:
Address: 2001 University Avenue SE		
City: Minneapolis	State: MN	Zip Code: 55414
Telephone: 612-623-1800	Fax:	E-mail: akuntz@station19.com
Contact: Ann Kuntz	Title: Project Manager	
<b>OWNER INFORMATION</b> (if different from applicant)		
Name: Emmanuel Christian Center		Business Name:
Address: 7777 University Avenue NE		
City: Spring Lake Park	State: MN	Zip Code: 55432
Telephone: 612-889-0655	Fax:	E-mail: gordieschmitz@emmanuelcc.c
Contact: Gordie Schmitz	Title: Business Administrator	
<b>DESCRIPTION OF REQUEST</b> (attach additional information if needed)		
Existing Use of Property: Church		
Nature of Proposed Use: Place of Worship		
Reason(s) to Approve Request: Project is an addition to and cosmetic update of a previously approved Conditional use Church building.		
<b>PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE</b>		
Project Name: Emmanuel Christian Center		Date of Application: July 7, 1997
Nature of Request: Ammended Special Use Permit		
<b>NOTE:</b> Applications only accepted with ALL required support documents. See City Code		

**APPLICATION FEES AND EXPENSES:**

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

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

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

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

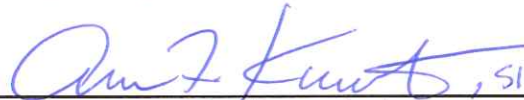
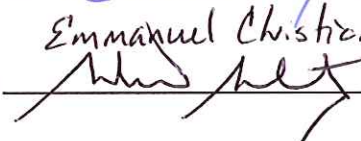
I wish to be notified of additional costs in the following manner (select one):

E-mail gordieschmitz@emmanuelcc.org  Fax \_\_\_\_\_  USPS – Certified Mail

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

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

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

Applicant:  , 519 PROJECT MANAGER Date: February 5, 2016  
Owner:  Emmanuel Christian Center, Inc. Date: 2/3/16

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

**STATION NINETEEN  
ARCHITECTS, INC.**

2001 UNIVERSITY AVENUE SOUTHEAST SUITE 100  
MINNEAPOLIS, MINNESOTA 55414  
612-623-1800  
WWW.STATION19.COM



February 5, 2016 City Submission

PID#'s and Legal Description for:

Emmanuel Christian Center  
7777 University Avenue NE  
Spring Lake Park, MN 55432

That part of the Southeast Quarter of the Southwest Quarter lying West of the East 639 feet thereof, Section 2, Township 30, Range 24, Anoka County, Minnesota, except the North 730 feet thereof. (PID 02-30-24-34-0003)

That part of the East 639 feet of the Southeast Quarter of the Southwest Quarter of Section 2, Township 30, Range 24, lying southerly of a line described as follows: Commencing at the Southeast corner of said Southeast Quarter of the Southwest Quarter; thence North along the East line of said Southeast Quarter of the Southwest Quarter a distance of 587 feet to the point of beginning; thence West at right angles a distance of 639 feet and there terminating. (PID 02-30-24-34-0005)

Lot 1, Block 1, OSBORNE PLAZA, according to the recorded plat thereof, Anoka County, Minnesota. (PID 11-30-24-21-0069)

Lot 2, Block 1, OSBORNE PLAZA, according to the recorded plat thereof, Anoka County, Minnesota. (PID 11-30-24-21-0070)





## City of Spring Lake Park Conditional Use Permit Worksheet

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

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

The proposed addition will provide additional gathering and fellowship space relieving internal congestion of existing hallways.

Site modifications will improve traffic flow from and onto Osborne Road and improve safety within the parking lot.

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

There will be no change to the overall use of the property to persons in the vicinity.

3. That the proposed use will comply with the regulations specified in Chapter 153 of the Zoning Code. \_\_\_\_\_

The proposed use complies with the Zoning Code as an approved Conditional Use.

4. That the proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity. \_\_\_\_\_

The proposed addition and site upgrades will have no detrimental effect on the surrounding property.

5. That the use will not lower property values or impact scenic views in the surrounding area. \_\_\_\_\_  
The proposed addition and upgrades will have no impact to views in the surrounding area.

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6. That existing utilities, streets, highways and proposed access roads will be adequate to accommodate anticipated traffic. \_\_\_\_\_  
There will be minimal to no change to traffic due to the proposed addition and parking lot changes. The existing infrastructure will be adequate.

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7. That the use includes adequate protection for the natural drainage system and natural topography. \_\_\_\_\_  
There will be minimal to no change to drainage.

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8. That the proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise or vibration so that none of these will constitute a nuisance. \_\_\_\_\_  
There will be no change to odor, fumes, dust and noise levels.

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9. That the proposed use will not stimulate growth incompatible with prevailing density standards.  
The proposed addition will cause no change to the prevailing density standards.

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# EMMANUEL CHRISTIAN CENTER

DESIGN DEVELOPMENT

## SPRING LAKE PARK, MINNESOTA

### PROJECT TEAM

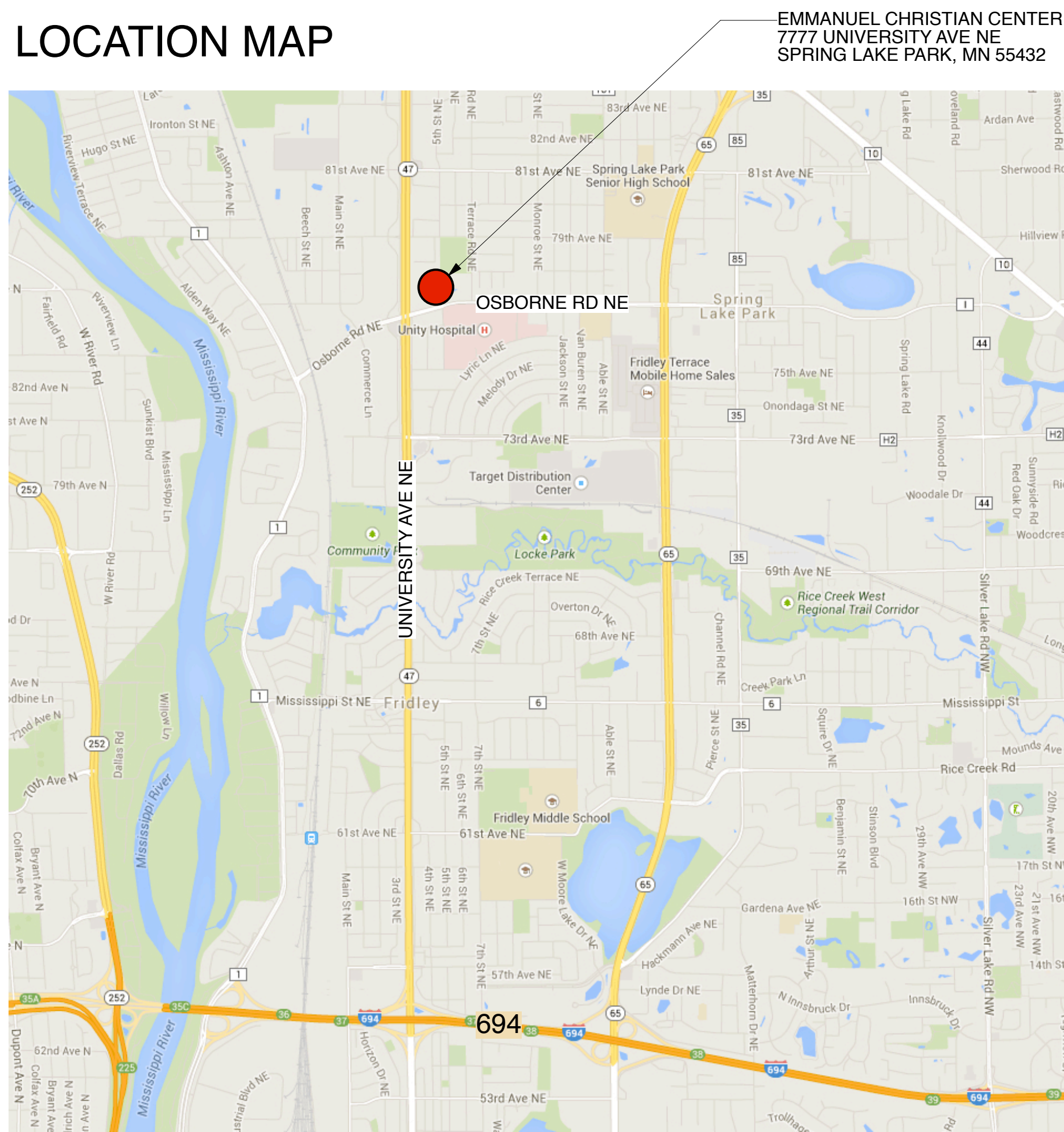
**ARCHITECT**  
Station 19 Architects, Inc.  
2001 University Ave. S.E. Suite 100  
Minneapolis, MN 55414  
PH:(612) 623-1800  
FAX:(612) 623-0012

**LANDSCAPE**  
Solution Blue, Inc.  
318 Cedar Street  
Saint Paul, MN 55101  
PH: (651) 294-0038

**CIVIL ENGINEER**  
Rehder & Associates, Inc.  
3440 Federal Drive, Suite 110  
Eagan, MN 55122  
PH: (651) 452-5051  
FAX: (651) 452-9797

**ELECTRICAL**  
EMANUELSON-PODAS, INC.  
10401 BREN ROAD EAST  
MINNETONKA, MN 55343  
PH: (952) 540-4038

### LOCATION MAP



**T1.1** TITLE SHEET

### CIVIL

- BOUNDARY & TOPOGRAPHIC SURVEY
- C1** SITE DEMOLITION PLAN
- C2** SITE DIMENSION PLAN
- C3** GRADING, DRAINAGE & EROSION CONTROL PLAN
- C4** DETAILS & SPECIFICATIONS PLAN

### LANDSCAPE

- L1.1** LANDSCAPE PLAN
- L1.2** LANDSCAPE DETAILS

### ARCHITECTURAL

- A0.1** MAIN LEVEL CODE PLAN
- A0.2** UPPER LEVEL CODE PLAN
- A2.1** MAIN LEVEL DEMO PLAN
- A2.2** UPPER LEVEL DEMO PLAN
- A6.1** BUILDING ELEVATIONS

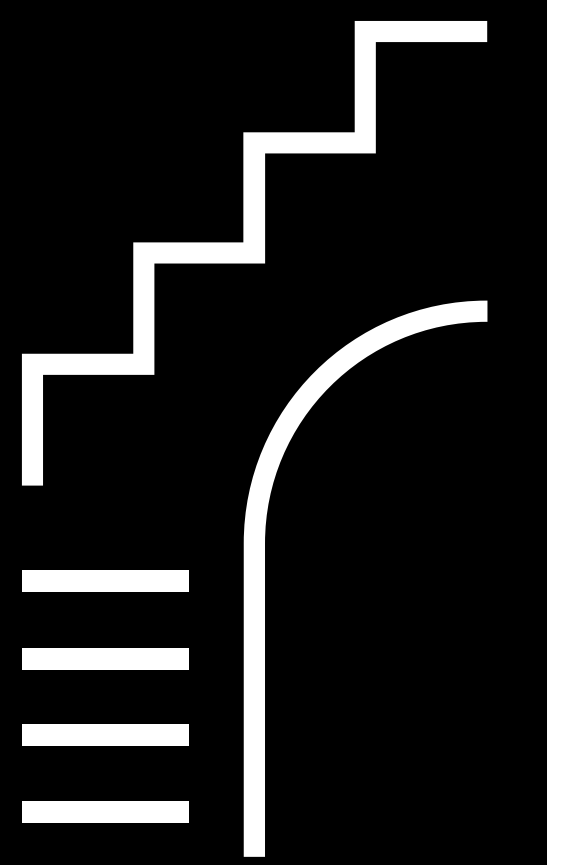
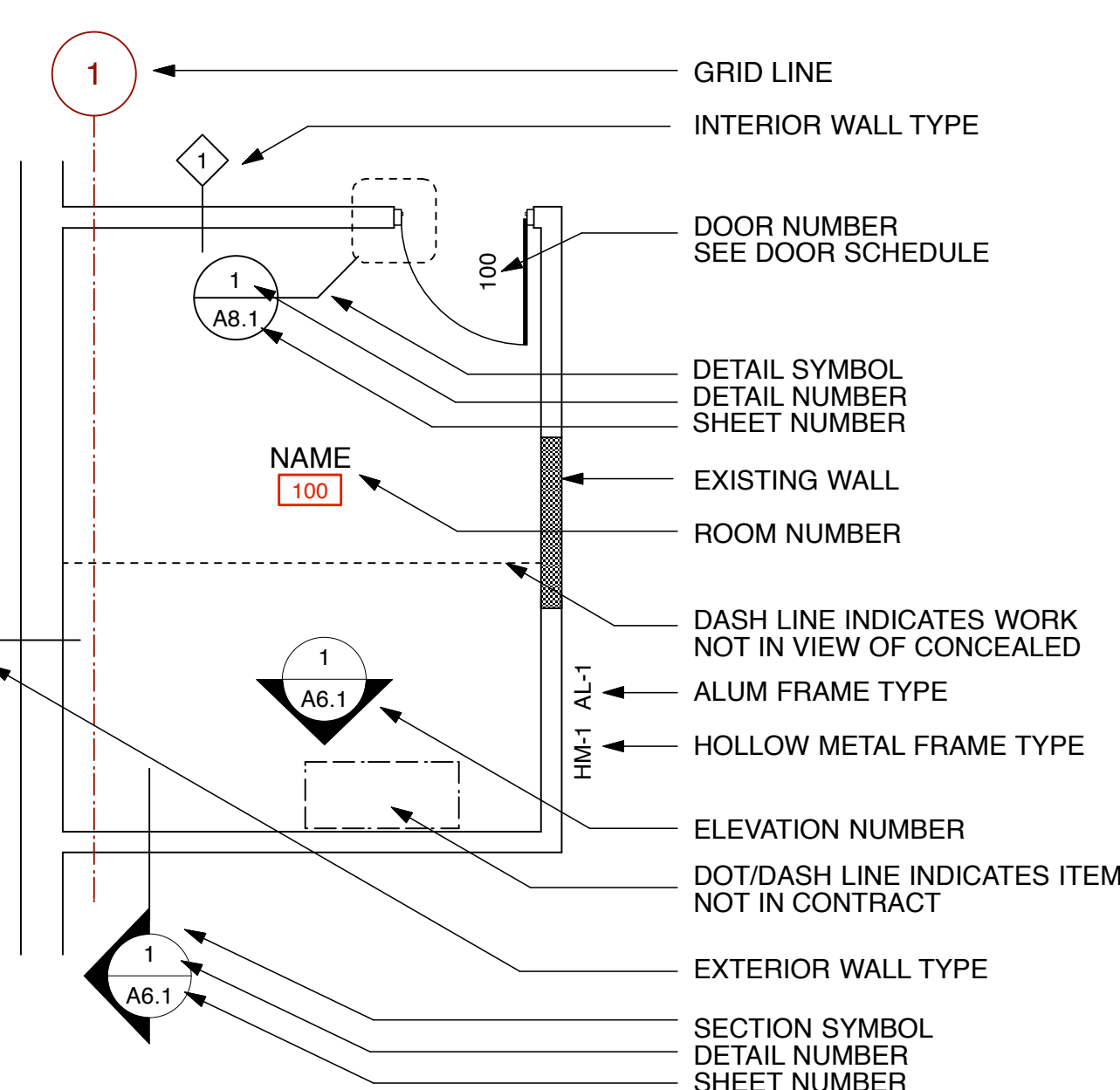
### ELECTRICAL

- PH.1** PHOTOMETRIC PLAN
- PH.2** SITE LIGHTING CUT SHEETS

### MATERIAL SYMBOLS

	EARTH
	GRANULAR MATERIAL
	CONCRETE
	CONCRETE MASONRY UNIT
	CUT STONE
	BRICK
	PLASTER OR GYPSUM BOARD
	METAL (LARGE SCALE)
	SINGLE METAL (SMALL SCALE)
	PLYWOOD
	WOOD, FINISHED
	2X WOOD FRAMING
	NON-SIZED WOOD FRAMING
	BLANKET INSULATION
	ACOUSTIC TILE
	RIGID INSULATION

### SYMBOL LEGEND



**STATION NINETEEN**

Architects - Incorporated

2001 UNIVERSITY AVENUE SOUTHEAST SUITE 100 MINNEAPOLIS, MINNESOTA 55414  
PHONE (612) 623.1800 FAX (612) 623.0012

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Architect under the laws of the state of:

MINNESOTA

**NOT FOR CONSTRUCTION**

SIGNATURE

ARCHITECT: **NICOLE THOMPSON**

REGISTRATION NUMBER: **41520**

DATE: **2016**

DRAWN BY: **EW.KM.MM**

CHECKED BY: **AK**

PROJECT TITLE

**EMMANUEL CHRISTIAN CENTER**

**SPRING LAKE PARK, MINNESOTA**

Project Number **4456**

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No.	Date	Appr	Revision Notes

No.	Date	Issue Notes

Phase
DESIGN DEVELOPMENT

Sheet Title
TITLE SHEET

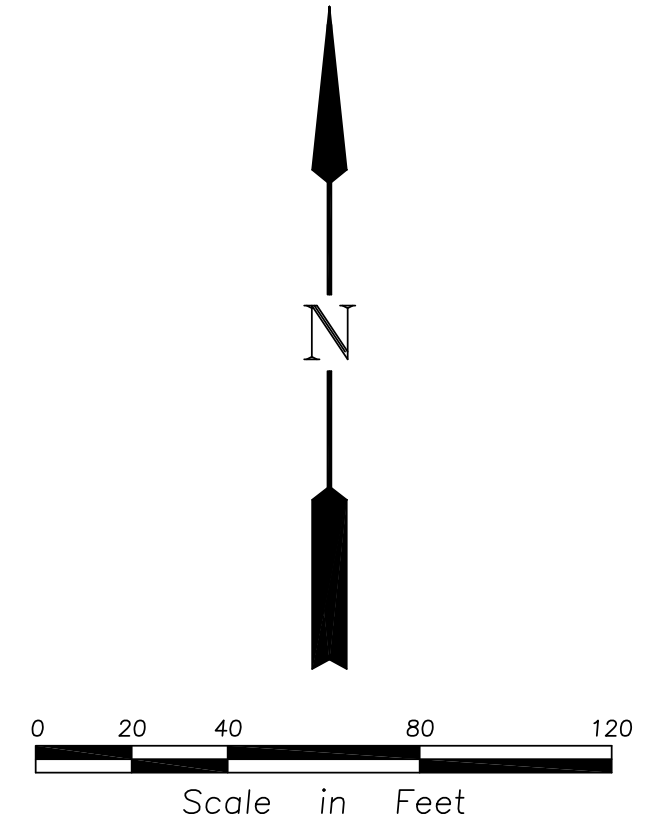
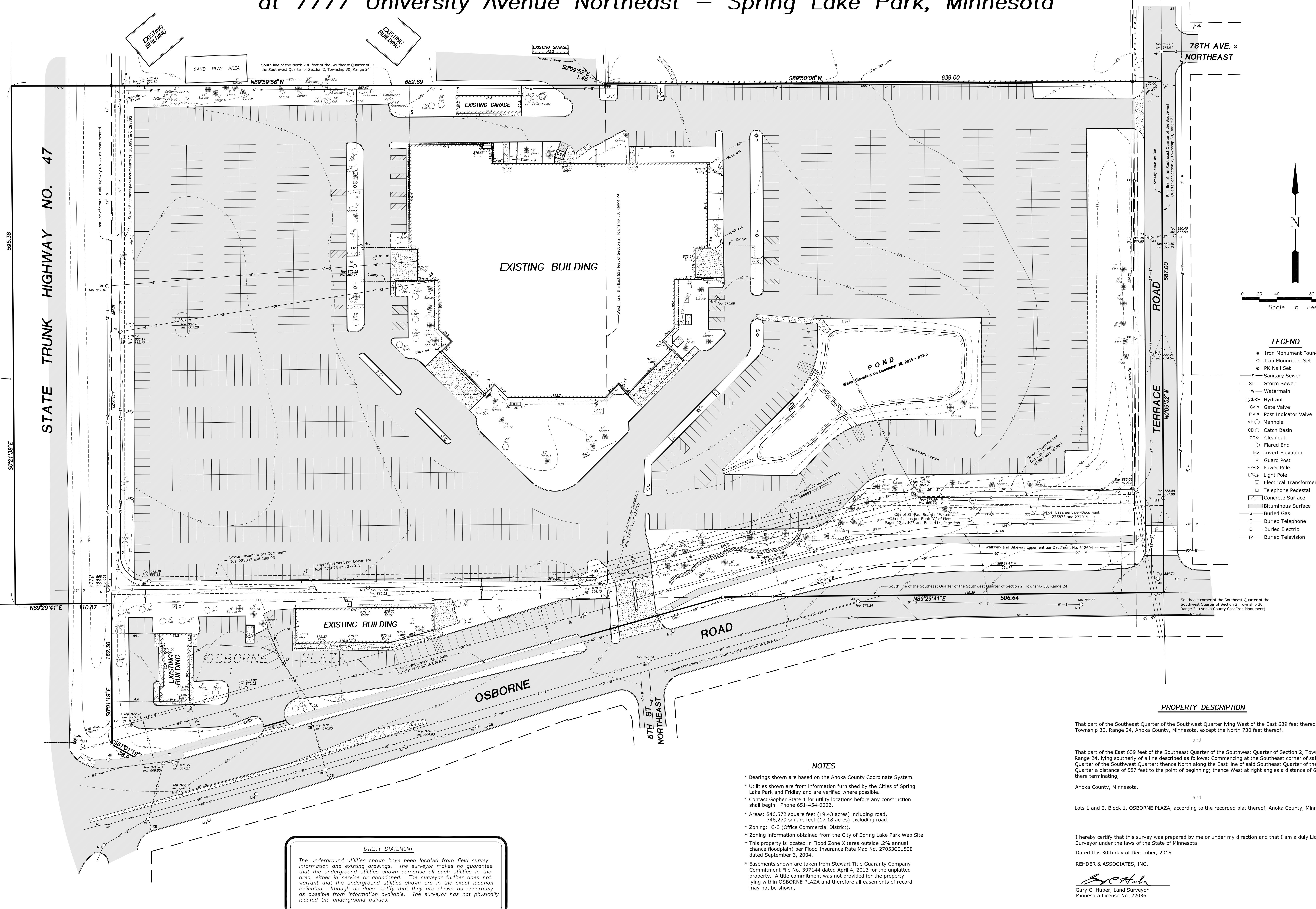
Drawing No.
T1.1

**CITY SUBMISSION SET**  
02/05/2016

**T1.1**



# Boundary and Topographic Survey for: EMMANUEL CHRISTIAN CENTER OF THE ASSEMBLIES OF GOD, INC. at 7777 University Avenue Northeast – Spring Lake Park, Minnesota



**LEGEND**

- Iron Monument Found
- Iron Monument Set
- PK Nail Set
- S— Sanitary Sewer
- ST— Storm Sewer
- W— Watermain
- Hyd-◇ Hydrant
- GV-◇ Gate Valve
- P.V. Post Indicator Valve
- MH Manhole
- CB Catch Basin
- CO Cleanout
- ▷ Flared End
- Inv. Invert Elevation
- Guard Post
- PP-○ Power Pole
- LP-○ Light Pole
- Electrical Transformer
- T Telephone Pedestal
- ▨ Concrete Surface
- ▨ Bituminous Surface
- G Buried Gas
- T Buried Telephone
- E Buried Electric
- TV Buried Television

**PROPERTY DESCRIPTION**

That part of the Southeast Quarter of the Southwest Quarter lying West of the East 639 feet thereof, Section 2, Township 30, Range 24, Anoka County, Minnesota, except the North 730 feet thereof,  
and  
That part of the East 639 feet of the Southeast Quarter of the Southwest Quarter of Section 2, Township 30, Range 24, lying southerly of a line described as follows: Commencing at the Southeast corner of said Southeast Quarter of the Southwest Quarter; thence North along the East line of said Southeast Quarter of the Southwest Quarter a distance of 587 feet to the point of beginning; thence West at right angles a distance of 639 feet and there terminating,  
Anoka County, Minnesota.  
and  
Lots 1 and 2, Block 1, OSBORNE PLAZA, according to the recorded plat thereof, Anoka County, Minnesota.

**NOTES**

- \* Bearings shown are based on the Anoka County Coordinate System.
- \* Utilities shown are from information furnished by the Cities of Spring Lake Park and Fridley and are verified where possible.
- \* Contact Gopher State 1 for utility locations before any construction shall begin. Phone 651-454-0002.
- \* Areas: 846,572 square feet (19.43 acres) including road.  
748,279 square feet (17.18 acres) excluding road.
- \* Zoning: C-3 (Office Commercial District).
- \* Zoning information obtained from the City of Spring Lake Park Web Site.
- \* This property is located in Flood Zone X (area outside 2% annual chance floodplain) per Flood Insurance Rate Map No. 27053C0180E dated September 3, 2004.
- \* Easements shown are taken from Stewart Title Guaranty Company Commitment File No. 397144 dated April 4, 2013 for the unplatted property. A title commitment was not provided for the property lying within OSBORNE PLAZA and therefore all easements of record may not be shown.

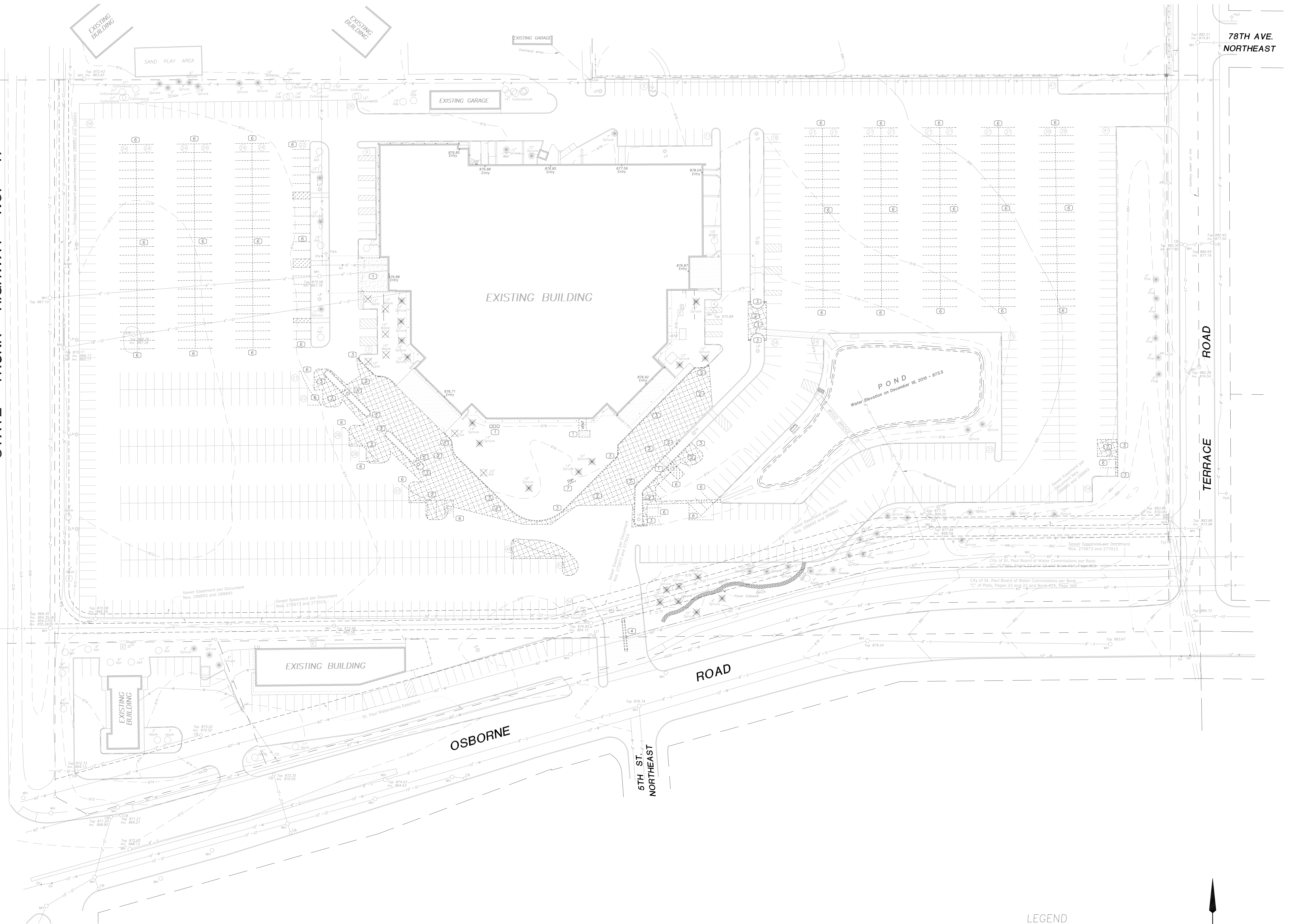
**UTILITY STATEMENT**

The underground utilities shown have been located from field survey information and existing drawings. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated, although he does certify that they are shown as accurately as possible from information available. The surveyor has not physically located the underground utilities.

I hereby certify that this survey was prepared by me or under my direction and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.  
Dated this 30th day of December, 2015  
REHDER & ASSOCIATES, INC.  
*Gary C. Huber*  
Gary C. Huber, Land Surveyor  
Minnesota License No. 22036



STATE TRUNK HIGHWAY NO. 47

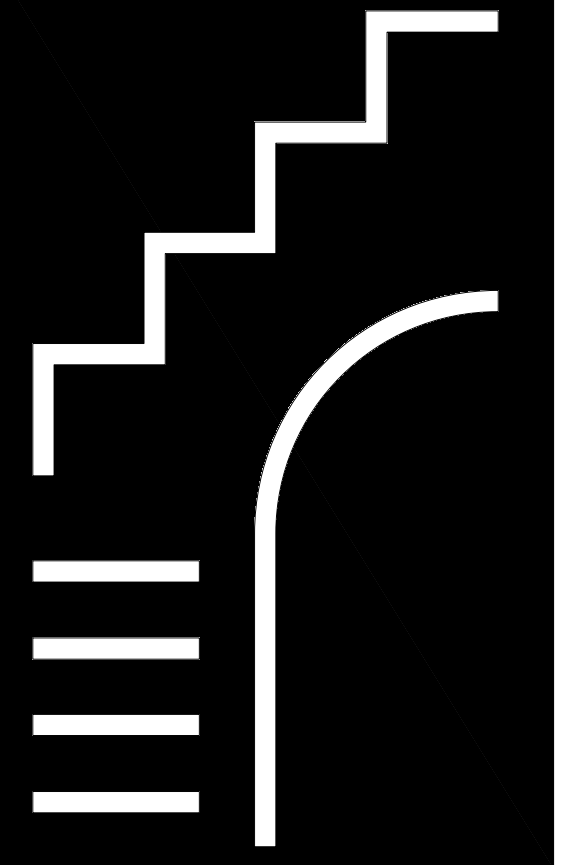
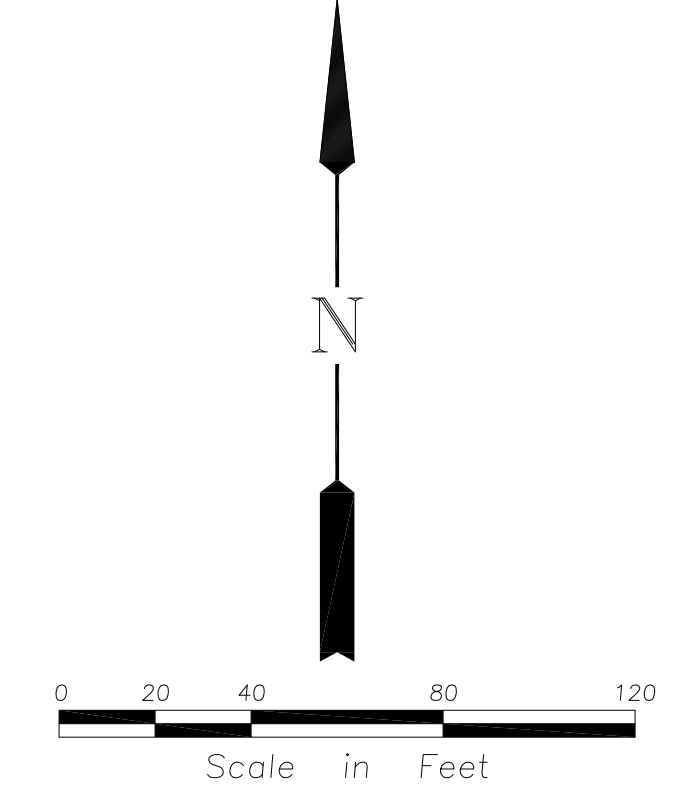


**DEMOLITION NOTES**

- ① - Remove concrete pavement.
- ② - Remove bituminous pavement.
- ③ - Remove concrete curb & gutter.
- ④ - Remove concrete median.
- ⑤ - Remove and salvage light pole. (Coordinate w/electrical)
- ⑥ - Remove parking stall striping.
- ⑦ - Remove and salvage sign. (Coordinate w/electrical)

**LEGEND**

- ☒ TREE TO BE REMOVED
- ☐ CONCRETE TO BE REMOVED
- ☒ BITUMINOUS TO BE REMOVED
- BOUNDARY/ROW/BLOCK LINE
- - - EASEMENT
- BUILDING/PARKING SETBACK LINE
- W EXISTING WATERMAIN
- S EXISTING SANITARY SEWER
- ST EXISTING STORM SEWER



**STATION NINETEEN**

Architects - Incorporated

2001 UNIVERSITY AVENUE SOUTHEAST SUITE 100  
MINNEAPOLIS, MINNESOTA 55414  
PHONE (612) 623.1800  
FAX (612) 623.0012

**Rehder & Associates, Inc.**

Civil Engineers, Planners and Land Surveyors  
3440 Federal Drive Tel: (651) 452-5051  
Suite 110 Fax: (651) 452-0787  
Eagan, MN 55122 Email: info@rehder.com  
www.rehder.com

PROJECT NO.: 2383.009 DRAWING FILE: 2383009L.DWG

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

**MINNESOTA**

SIGNATURE: \_\_\_\_\_  
ENGINEER: Benton G. Ford, P.E.  
REGISTRATION NUMBER: 24392  
DATE: 2/5/16  
DRAWN BY: NPA  
CHECKED BY: BGF

**PROJECT TITLE**

**EMMANUEL CHRISTIAN CENTER**  
**SPRING LAKE PARK, MINNESOTA**

Project Number 4456

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No.	Date	Appr	Revision Notes

**Phase**

**DESIGN DEVELOPMENT**

**Sheet Title**

**SITE DEMOLITION PLAN**

Drawing No.

**C1**





STATE TRUNK HIGHWAY NO. 47

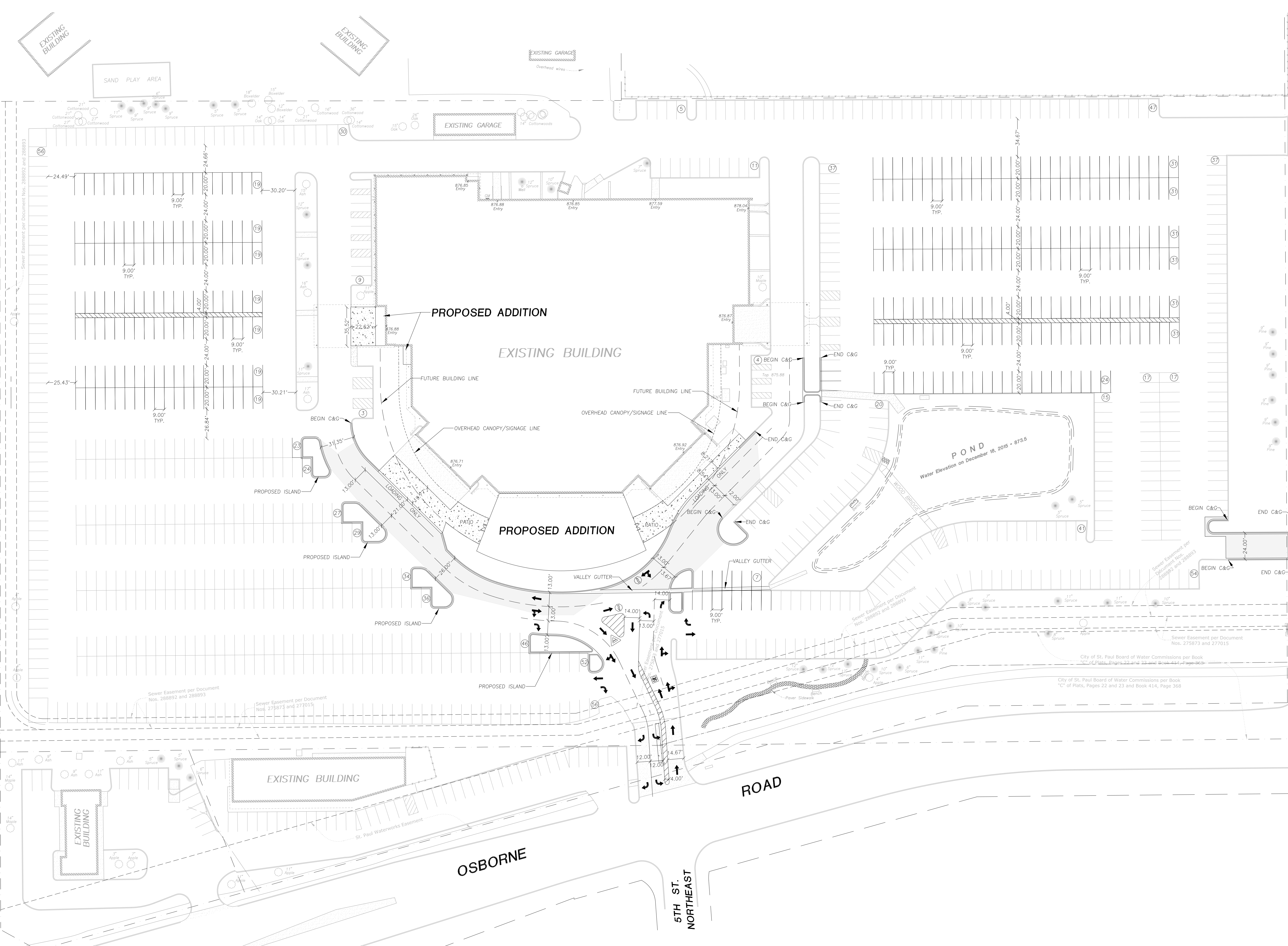
78TH AVE. NORTHEAST

TERRACE ROAD

ROAD

OSBORNE

5TH ST. NORTHEAST



PARKING STALL COUNT SUMMARY

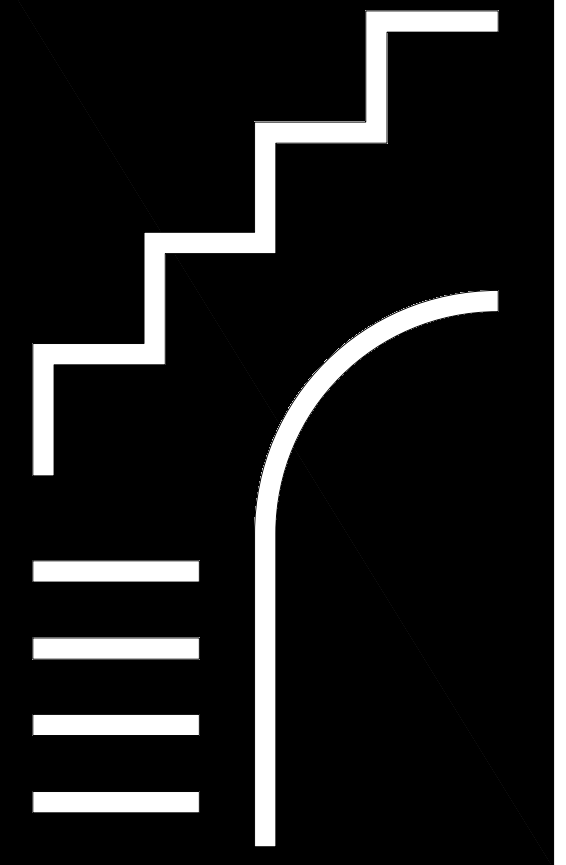
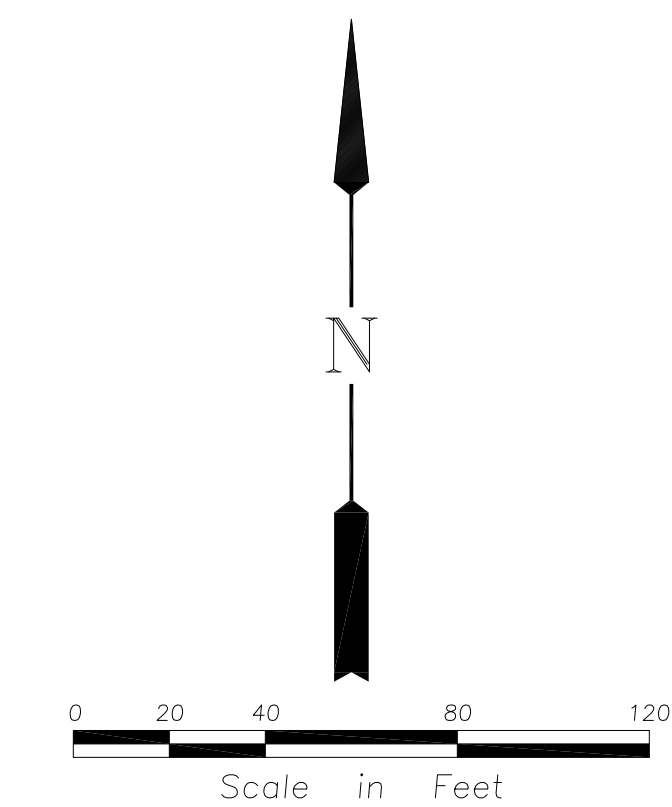
EXISTING STALLS	REQUIRED STALLS	POST CONSTRUCTION STALLS
1,109	980	1,080

SITE NOTES

- ① - All dimensions between curbing and to radius points are to face of curb.
- ② - All dimensions abutting curbs are to back of curb.
- ③ - All curb and gutter on private property shall be type B-612 unless otherwise noted.
- ④ - Construct drives/entrances according to City of Spring Lake Park Std. Plates.
- ⑤ - All parking stall striping width is 9.00' unless otherwise noted.

LEGEND

- PROPOSED CONCRETE
- PROPOSED STD. DUTY BITUMINOUS
- BOUNDARY/ROW/BLOCK LINE
- EASEMENT
- BUILDING/PARKING SETBACK LINE
- w — EXISTING WATERMAIN
- s — EXISTING SANITARY SEWER
- ST — EXISTING STORM SEWER



STATION NINETEEN

Architects - Incorporated

2001 UNIVERSITY AVENUE SOUTHEAST SUITE 100  
MINNEAPOLIS, MINNESOTA 55414  
PHONE (612) 623.1800  
FAX (612) 623.0012

Rehder & Associates, Inc.

Civil Engineers, Planners and Land Surveyors  
3440 Federal Drive Tel: (612) 432-5051  
Suite 110 Fax: (612) 432-9797  
Eagan, MN 55122 Email: info@rehder.com  
www.rehder.com

PROJECT NO: 2383.009 DRAWING FILE: 2383009.DWG

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

MINNESOTA

SIGNATURE: \_\_\_\_\_  
ENGINEER: Benton G. Ford, P.E.  
REGISTRATION NUMBER: 24392  
DATE: 2/5/16  
DRAWN BY: NPA  
CHECKED BY: BGF

PROJECT TITLE

EMMANUEL CHRISTIAN CENTER  
SPRING LAKE PARK, MINNESOTA

Project Number 4456

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No.	Date	Appr	Revision Notes

Phase

DESIGN DEVELOPMENT

Sheet Title

SITE DIMENSION PLAN

Drawing No.

C2



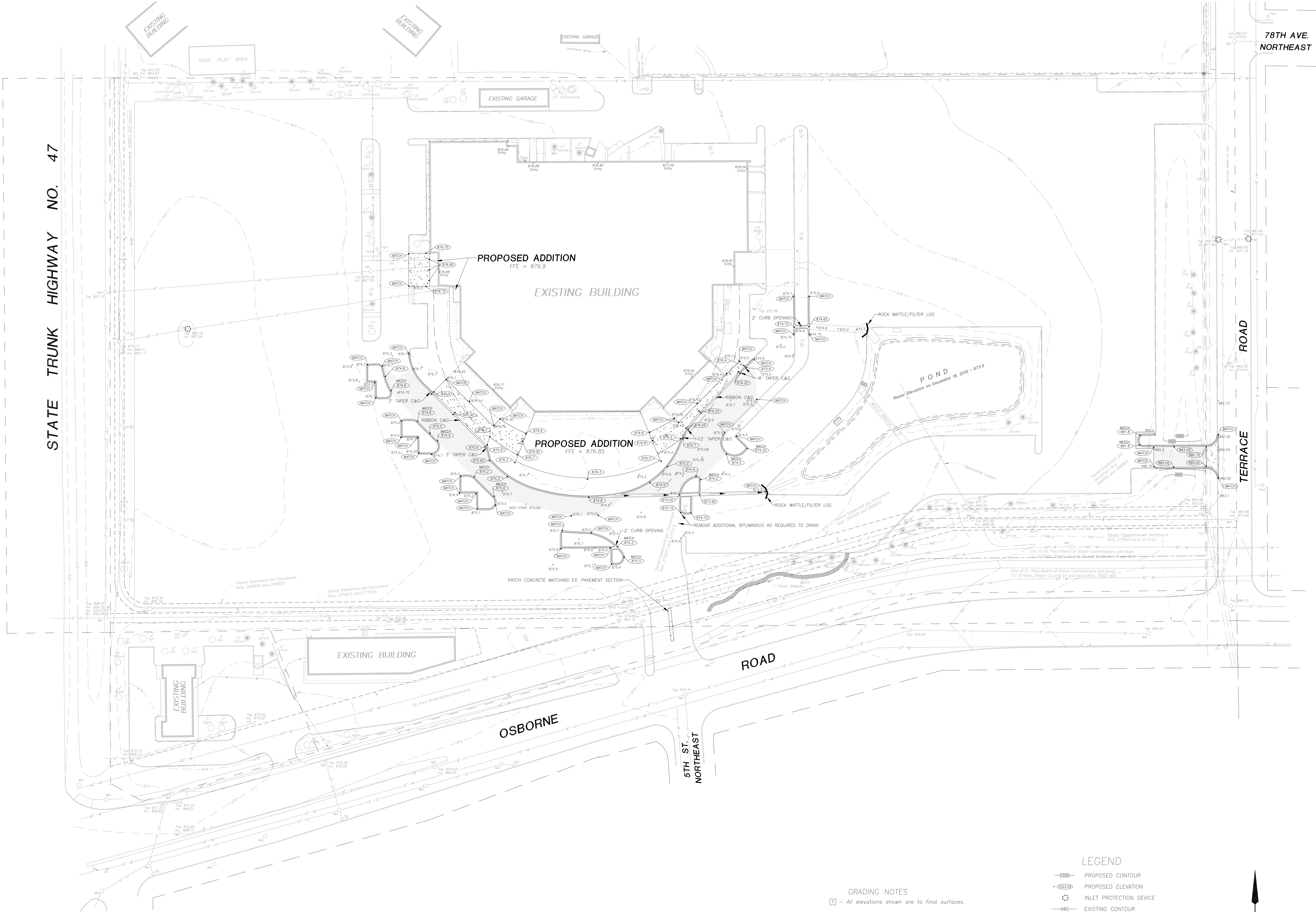
STATE TRUNK HIGHWAY NO. 47

78TH AVE  
NORTHEAST

TERRACE ROAD

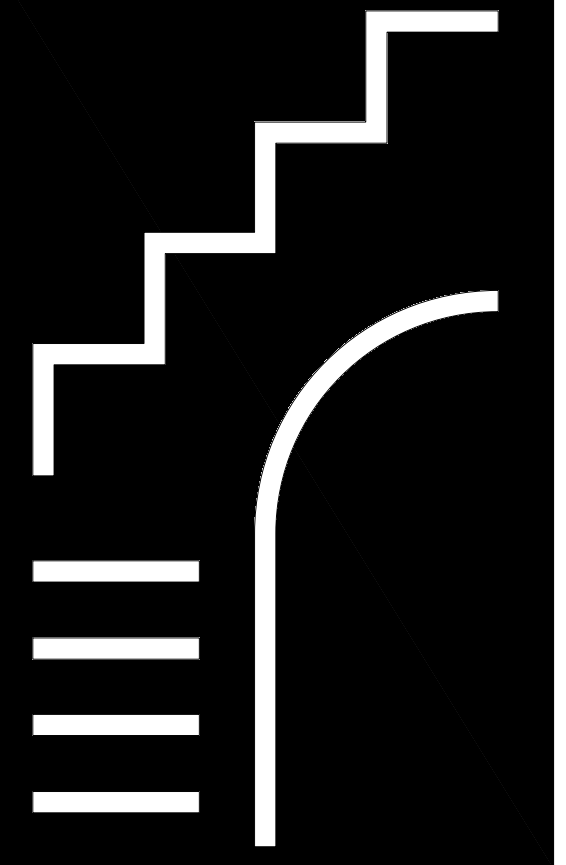
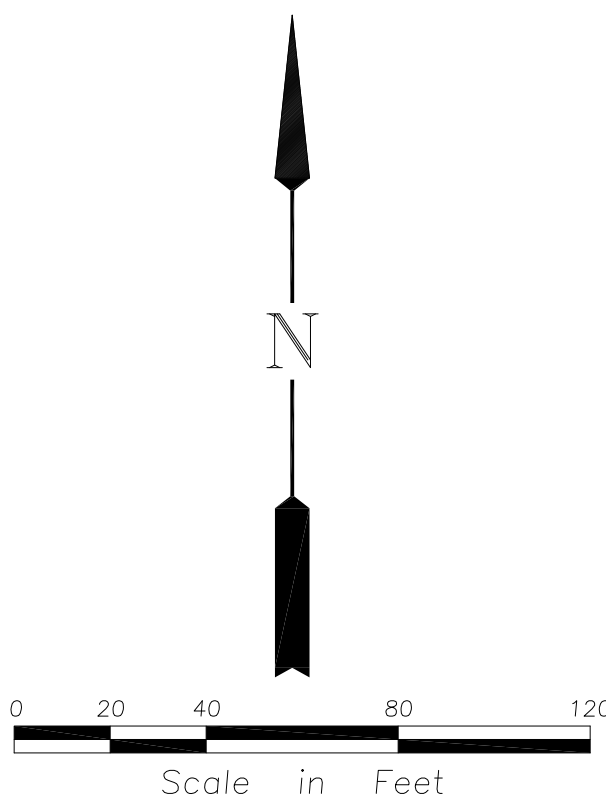
OSBORNE ROAD

5TH ST.  
NORTHEAST



- GRADING NOTES**
- - All elevations shown are to final surfaces.
- EROSION CONTROL NOTES**
- All erosion control measures shown shall be installed prior to grading operations and maintained until all areas disturbed have been restored.
  - Sweep paved public streets as necessary where construction sediment has been deposited.
  - Each area disturbed by construction shall be restored per the specifications within two weeks of substantial completion of grading in that area.

- LEGEND**
- PROPOSED CONTOUR
  - PROPOSED ELEVATION
  - ⊙ INLET PROTECTION DEVICE
  - 98.0 EXISTING CONTOUR
  - x 995.50 EXISTING ELEVATION
  - ▭ PROPOSED CONCRETE
  - ▭ PROPOSED STD. DUTY BITUMINOUS
  - BOUNDARY/ROW/BLOCK LINE
  - - - EASEMENT
  - - - BUILDING/PARKING SETBACK LINE
  - W EXISTING WATERMAIN
  - S EXISTING SANITARY SEWER
  - ST EXISTING STORM SEWER



**STATION NINETEEN**  
Architects - Incorporated

2001 UNIVERSITY AVENUE SOUTHEAST SUITE 100  
MINNEAPOLIS, MINNESOTA 55414  
PHONE (612) 623.1800  
FAX (612) 623.0012

**Rehder & Associates, Inc.**  
Civil Engineers, Planners and Land Surveyors  
3440 Federal Drive  
Eagan, MN 55122  
Tel: (651) 452-5051  
Fax: (651) 452-0787  
Email: info@rehder.com  
www.rehder.com

PROJECT NO.: 2393.009 DRAWING FILE: 2393009.DWG

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

**MINNESOTA**

SIGNATURE:  
ENGINEER: Benton G. Ford, P.E.  
REGISTRATION NUMBER: 24392  
DATE: 2/5/16  
DRAWN BY: NPA  
CHECKED BY: BGF

PROJECT TITLE  
**EMMANUEL CHRISTIAN CENTER**  
**SPRING LAKE PARK, MINNESOTA**

Project Number 4456

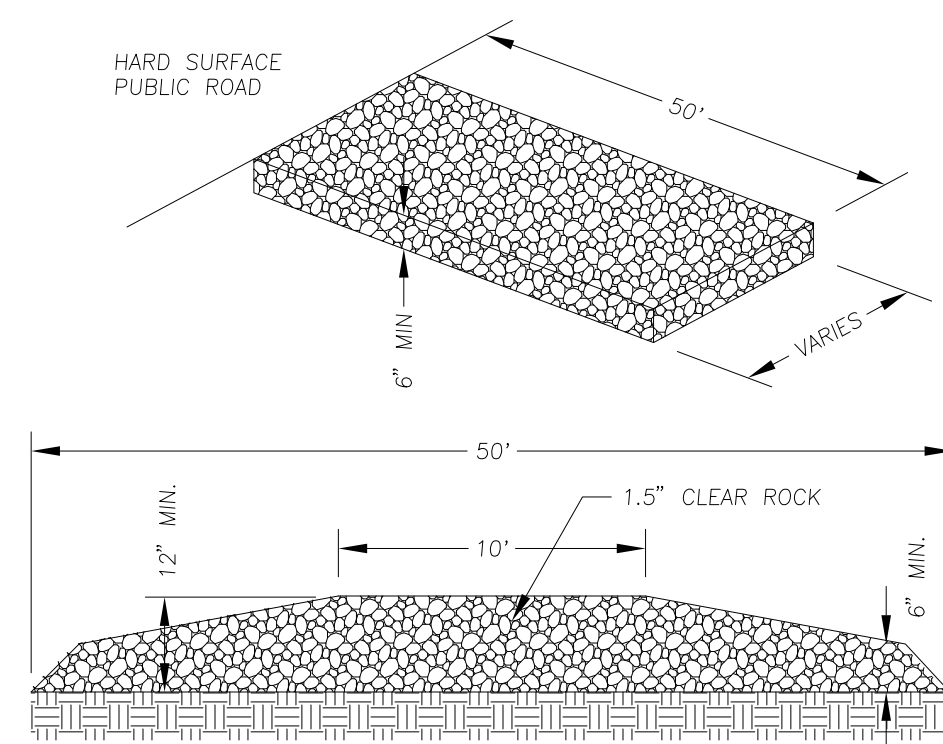
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No.	Date	Appr	Revision Notes

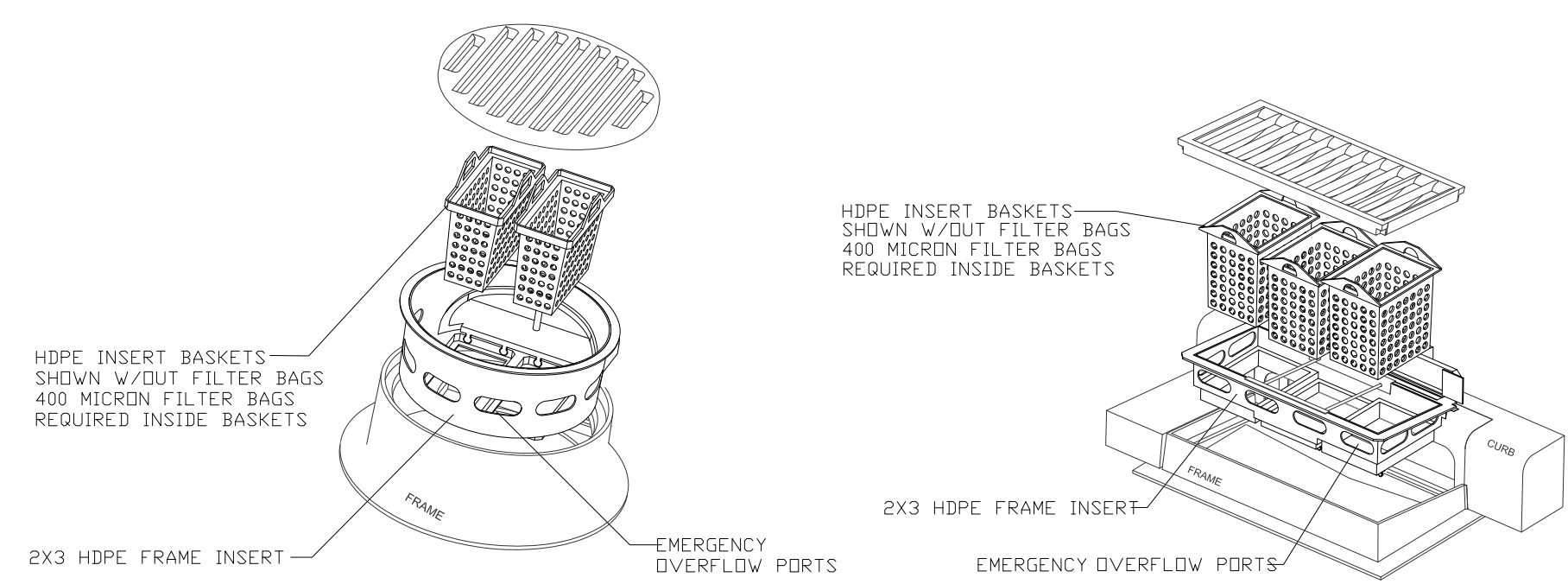
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**DESIGN DEVELOPMENT**  
Sheet Title  
**GRADING, DRAINAGE & EROSION CONTROL PLAN**  
Drawing No.

**C3**

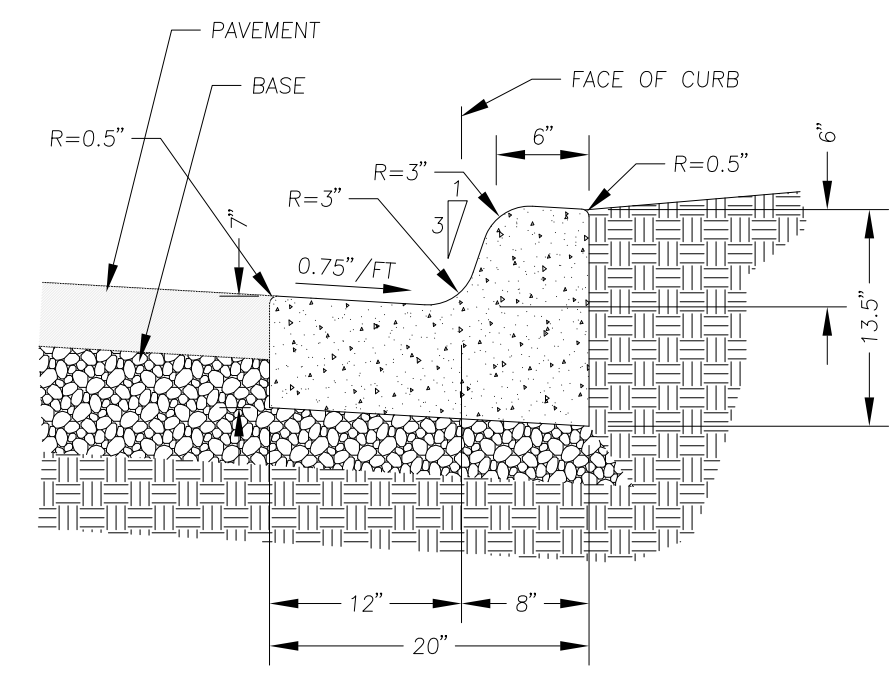




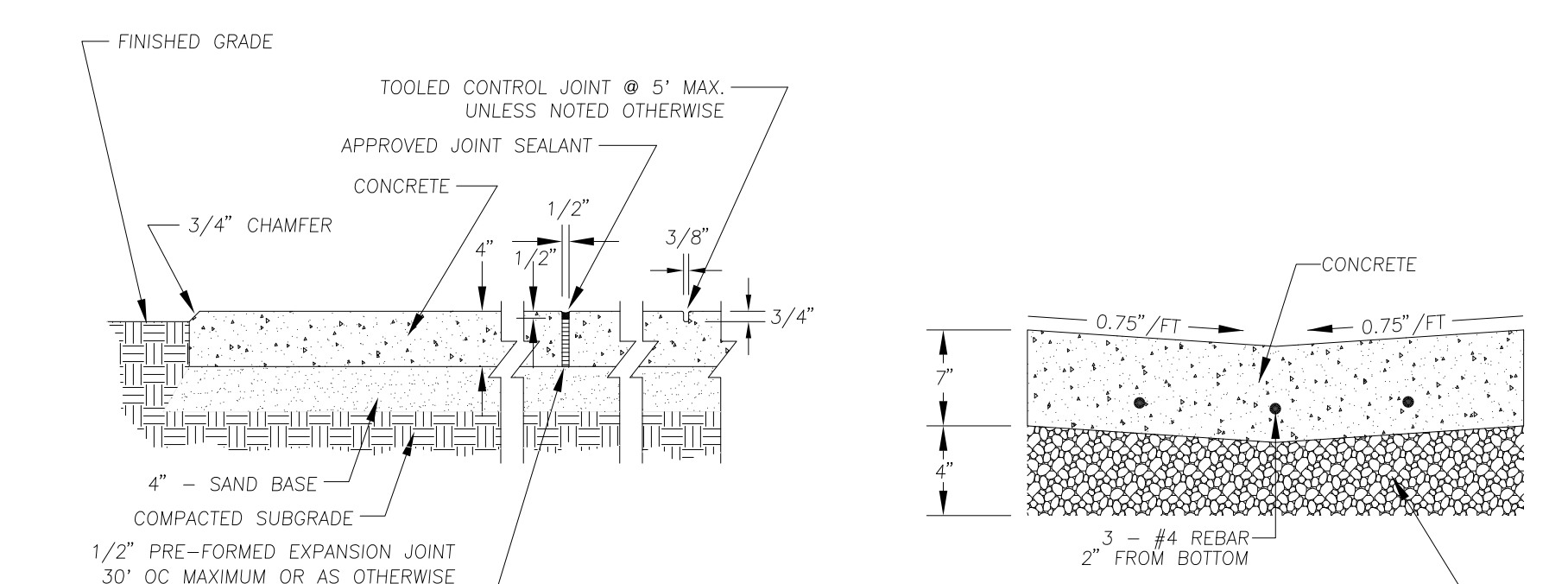
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C4  
ROCK CONSTRUCTION ENTRANCE  
NO SCALE



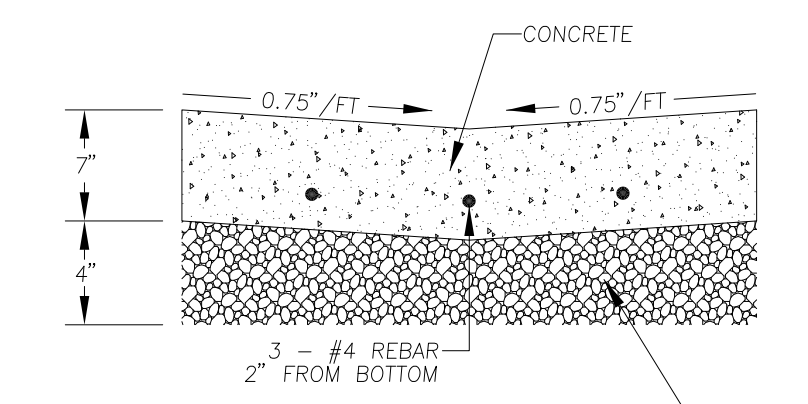
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C4  
INLET PROTECTION  
(INFRASAFE OR EQUAL)  
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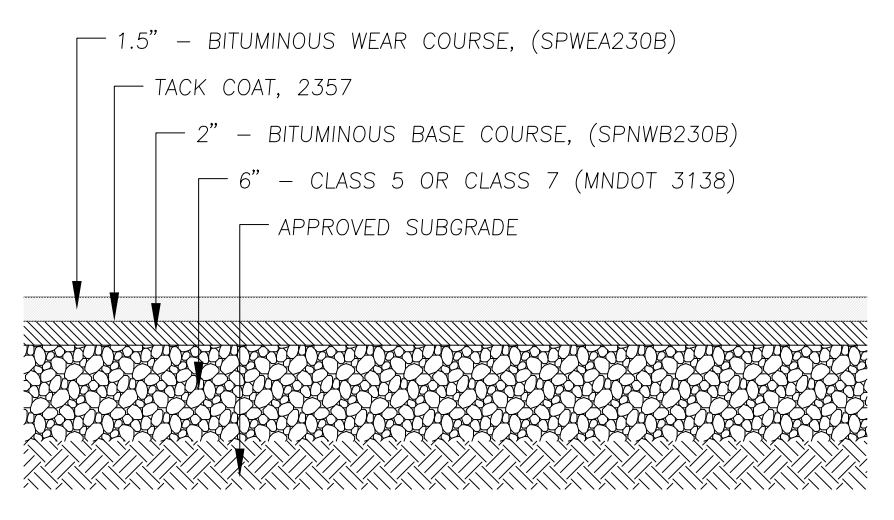
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C4  
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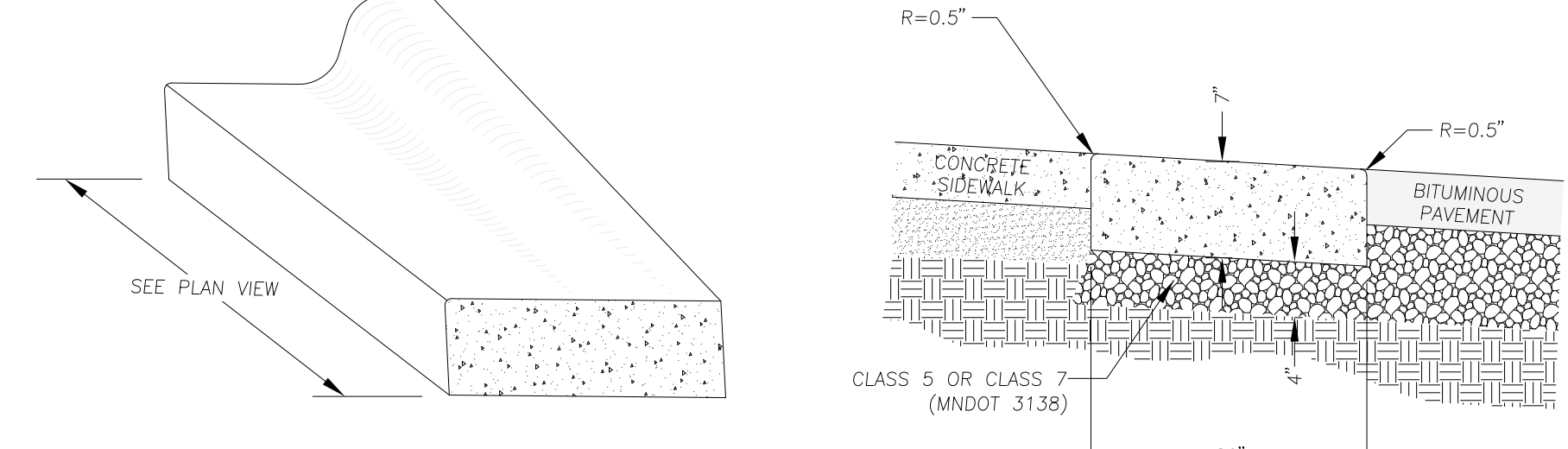
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C4  
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5  
C4  
VALLEY GUTTER  
NO SCALE

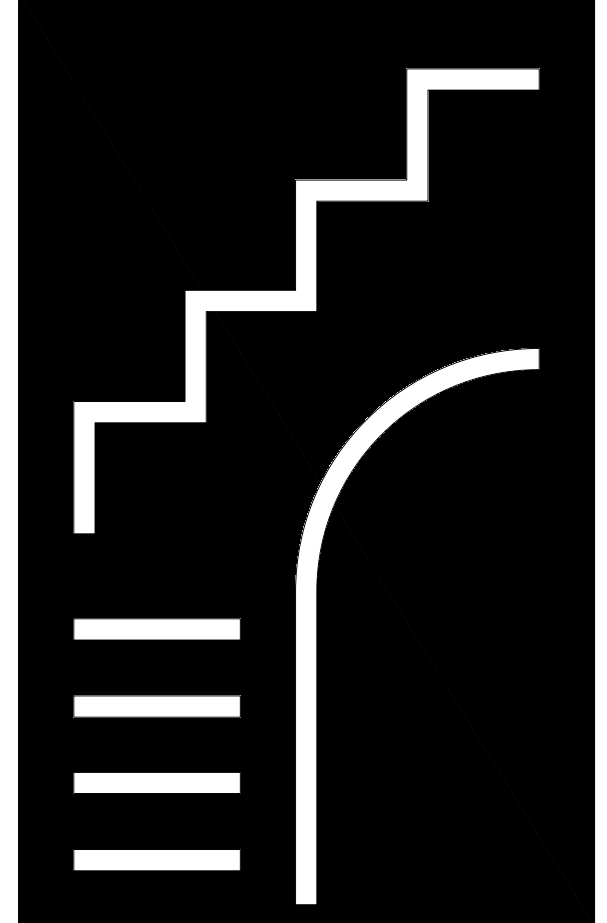


6  
C4  
PAVEMENT SECTION  
NO SCALE



7  
C4  
B612 CURB & GUTTER TAPER  
NO SCALE

8  
C4  
CONCRETE RIBBON CURB  
NO SCALE



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PROJECT NO.: 2393.029 DRAWING FILE: 2393029.DWG

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**MINNESOTA**

SIGNATURE: \_\_\_\_\_  
ENGINEER: Benton G. Ford, P.E.  
REGISTRATION NUMBER: 24392  
DATE: 2/5/16  
DRAWN BY: NPA  
CHECKED BY: BGF

PROJECT TITLE  
**EMMANUEL CHRISTIAN CENTER**  
SPRING LAKE PARK, MINNESOTA

Project Number 4456

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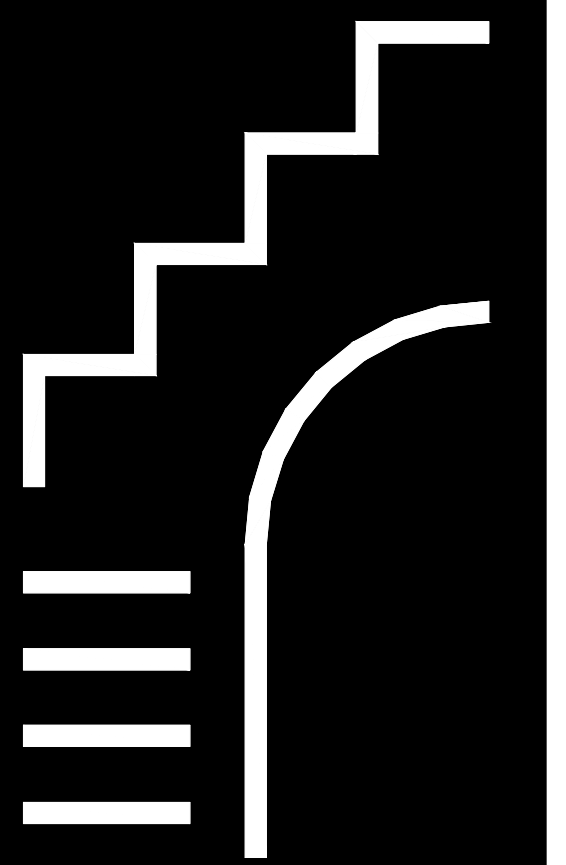
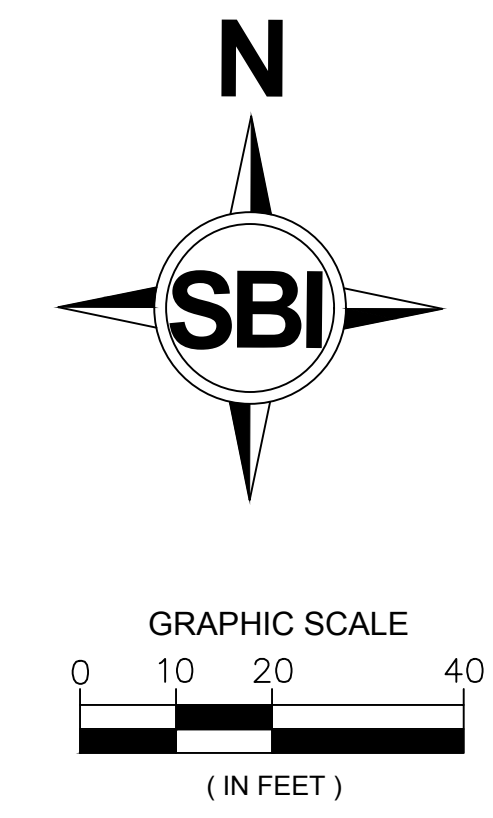
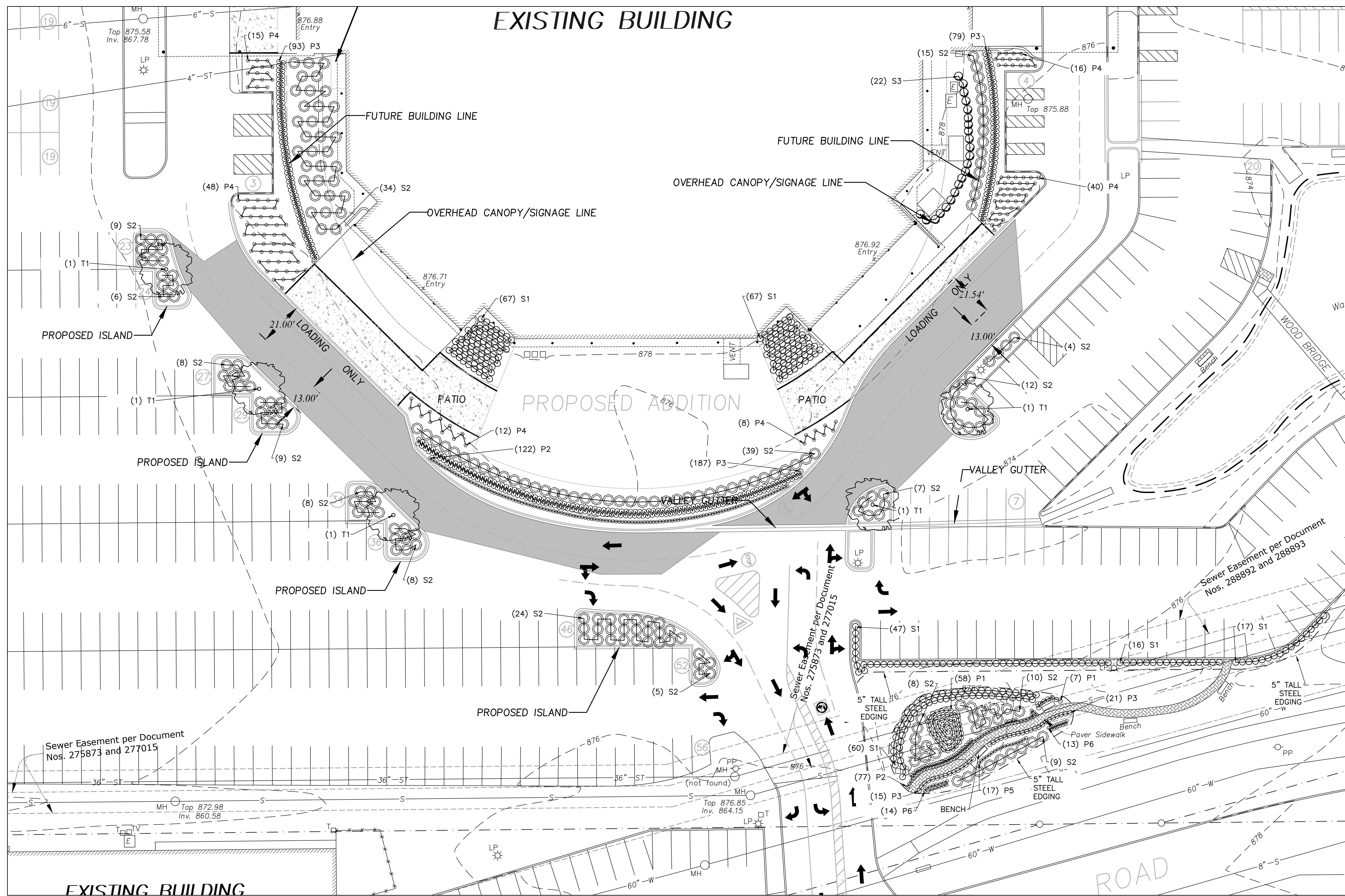
Phase  
**DESIGN DEVELOPMENT**

Sheet Title  
**DETAILS & SPECIFICATIONS PLAN**

Drawing No.

**C4**





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SPRING LAKE PARK, MINNESOTA  
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No. Date App. Revision Notes

No.	Date	App.	Revision Notes

Phase  
DESIGN DEVELOPMENT

Sheet Title  
LANDSCAPE PLAN

Drawing No.  
L1.1

SEE SHEET L1.2 FOR LANDSCAPE NOTES AND PLANTING DETAILS

Quantity	ID	Common Name	Scientific Name	Size	Height	Width
<b>TREES</b>						
5	T1	Renaissance Oasis Birch	<i>Betula papyrifera</i> 'Oenci'	3" B&B	50'	35'
<b>SHRUBS</b>						
274	S1	Dwarf Bush Honeysuckle	<i>Diervilla lonicera</i>	#5 cont.	3'	3'
215	S2	Gro-Low Fragrant Sumac	<i>Rhus aromatica</i> 'Gro-Low'	#5 cont.	2'	5'
22	S3	Taunton Yew (Evergreen)	<i>Taxus x media</i> 'Taunton'	#5 cont.	3'	4'
<b>PERENNIALS</b>						
65	P1	Red Switch Grass	<i>Panicum virgatum</i> 'Shenandoah'	#1 cont.	3'	2'
199	P2	Japanese Sedge Grass	<i>Carex hachijoensis</i> 'Evergold'	#1 cont.	1'	1.5'
395	P3	Prairie Dropseed Grass	<i>Sporobolus heterolepis</i>	#1 cont.	2'	2'
139	P4	Stella Supreme Daylily	<i>Hemerocallis</i> 'Stella Supreme'	#1 cont.	1.5'	1.5'
17	P5	Fanal Astilbe	<i>Astilbe x arendsii</i> 'Fanal'	#1 cont.	2'	1.5'
27	P6	Purple Emperor Sedum	<i>Sedum x</i> 'Purple Emperor'	#1 cont.	2'	1.5'





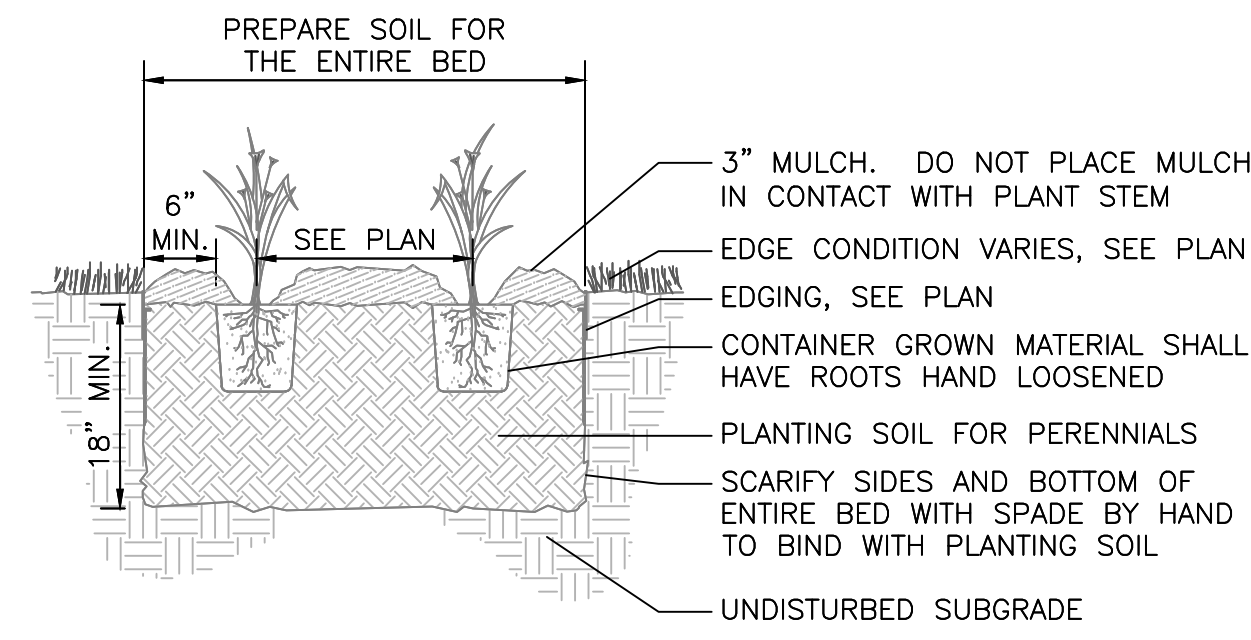
**GENERAL NOTES**

- CONTRACTOR SHALL INSPECT THE SITE AND BECOME FAMILIAR WITH EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF WORK.
- CONTRACTOR SHALL VERIFY PLAN LAYOUT AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT ANY DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN OR INTENT OF THE LAYOUT.
- CONTRACTOR SHALL ASSURE COMPLIANCE WITH APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK AND MATERIALS SUPPLIED.
- CONTRACTOR SHALL PROTECT EXISTING ROADS, CURBS/GUTTERS, WALKWAYS, TREES, LAWNS AND SITE ELEMENTS DURING CONSTRUCTION OPERATIONS. DAMAGE TO SAME SHALL BE REPAIRED AT NO ADDITIONAL COST TO THE OWNER.
- CONTRACTOR SHALL VERIFY ALIGNMENT AND LOCATION OF UNDERGROUND AND ABOVE GRADE UTILITIES AND PROVIDE THE NECESSARY PROTECTION FOR SAME BEFORE CONSTRUCTION BEGINS.
- CONTRACTOR SHALL COORDINATE THE PHASES OF CONSTRUCTION AND PLANTING INSTALLATION WITH OTHER CONTRACTORS WORKING ON SITE.
- EXISTING CONTOURS, TRAILS, VEGETATION, CURB/GUTTER AND OTHER ELEMENTS ARE BASED UPON INFORMATION SUPPLIED TO THE LANDSCAPE ARCHITECT BY OTHERS. CONTRACTOR SHALL VERIFY DISCREPANCIES PRIOR TO CONSTRUCTION AND NOTIFY LANDSCAPE ARCHITECT OF SAME.
- CONTRACTOR SHALL REVIEW THE SITE FOR DEFICIENCIES IN SITE CONDITIONS WHICH MIGHT NEGATIVELY AFFECT PLANT ESTABLISHMENT, SURVIVAL OR WARRANTY. UNDESIRABLE SITE CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO COMMENCEMENT OF WORK.
- SYMBOLS ON PLAN DRAWING TAKE PRECEDENCE OVER SCHEDULES IF DISCREPANCIES IN QUANTITIES EXIST.
- CONTRACTOR SHALL INSTALL STEEL EDGING (5" TALL x 3/8" THICK) AT ALL MULCH BED BORDERS THAT ARE NOT ADJACENT TO PAVEMENT OR THE BUILDING FOUNDATION.

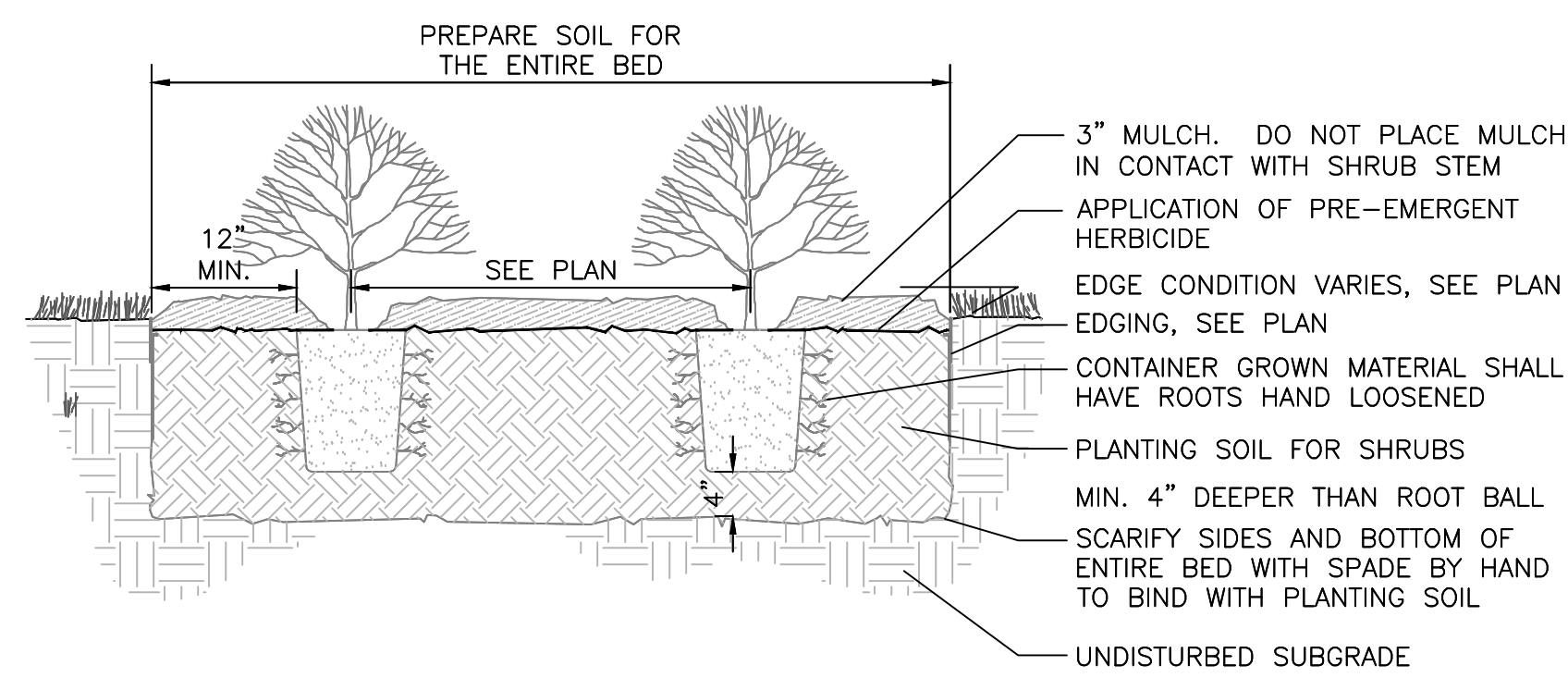
**PLANTING NOTES**

- ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE "AMERICAN STANDARD FOR NURSERY STOCK," AMERICAN ASSOCIATION OF NURSERYMEN.
- ALL PLANTS SHALL BE TRUE TO TYPE, HAVE NORMAL AND WELL DEVELOPED BRANCHES AND HAVE A VIGOROUS AND FIBROUS ROOT SYSTEM. ALL PLANTS SHALL ALSO BE FREE OF ANY DEFECTS, DISEASES, SUNCLAD INJURIES, ABRASIONS, INSECT EGGS, BORERS AND ALL FORMS OF INFESTATION. ALL NEW PLANTS SHALL BE NURSERY GROWN IN SIMILAR CLIMATIC CONDITIONS AS THAT FOUND IN THE PROJECT AREA.
- STAKE PROPOSED PLANTING LOCATIONS PER PLAN FOR REVIEW AND APPROVAL BY LANDSCAPE ARCHITECT PRIOR TO INSTALL.
- INSTALL PLANT MATERIAL ONCE FINAL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- INSTALL PLANT MATERIALS PER PLANTING DETAILS.
- SUBSTITUTION REQUESTS FOR PLANT MATERIAL TYPE & SIZE SHALL BE SUBMITTED TO THE LANDSCAPE ARCHITECT FOR CONSIDERATION PRIOR TO BIDDING. ALL SUBSTITUTIONS AFTER BIDDING MUST BE APPROVED BY LANDSCAPE ARCHITECT AND ARE SUBJECT TO CONTRACT ADJUSTMENTS.
- ADJUSTMENTS IN LOCATION OF PROPOSED PLANT MATERIALS MAY BE NEEDED IN THE FIELD. LANDSCAPE ARCHITECT MUST BE NOTIFIED PRIOR TO ADJUSTMENT OF ANY PLANTS.
- APPLY PRE-EMERGENT HERBICIDE (PREEN OR APPROVED EQUAL) IN ALL PLANTING BEDS FOLLOWED BY SHREDDED HARDWOOD MULCH.
- INSTALL 3" DEEP SHREDDED HARDWOOD MULCH IN ALL PLANTING BEDS. REMOVE ALL MULCH FROM TOUCHING PLANT STEMS - PLANT STEMS SHOULD NOT BE IN DIRECT CONTACT WITH MULCH.

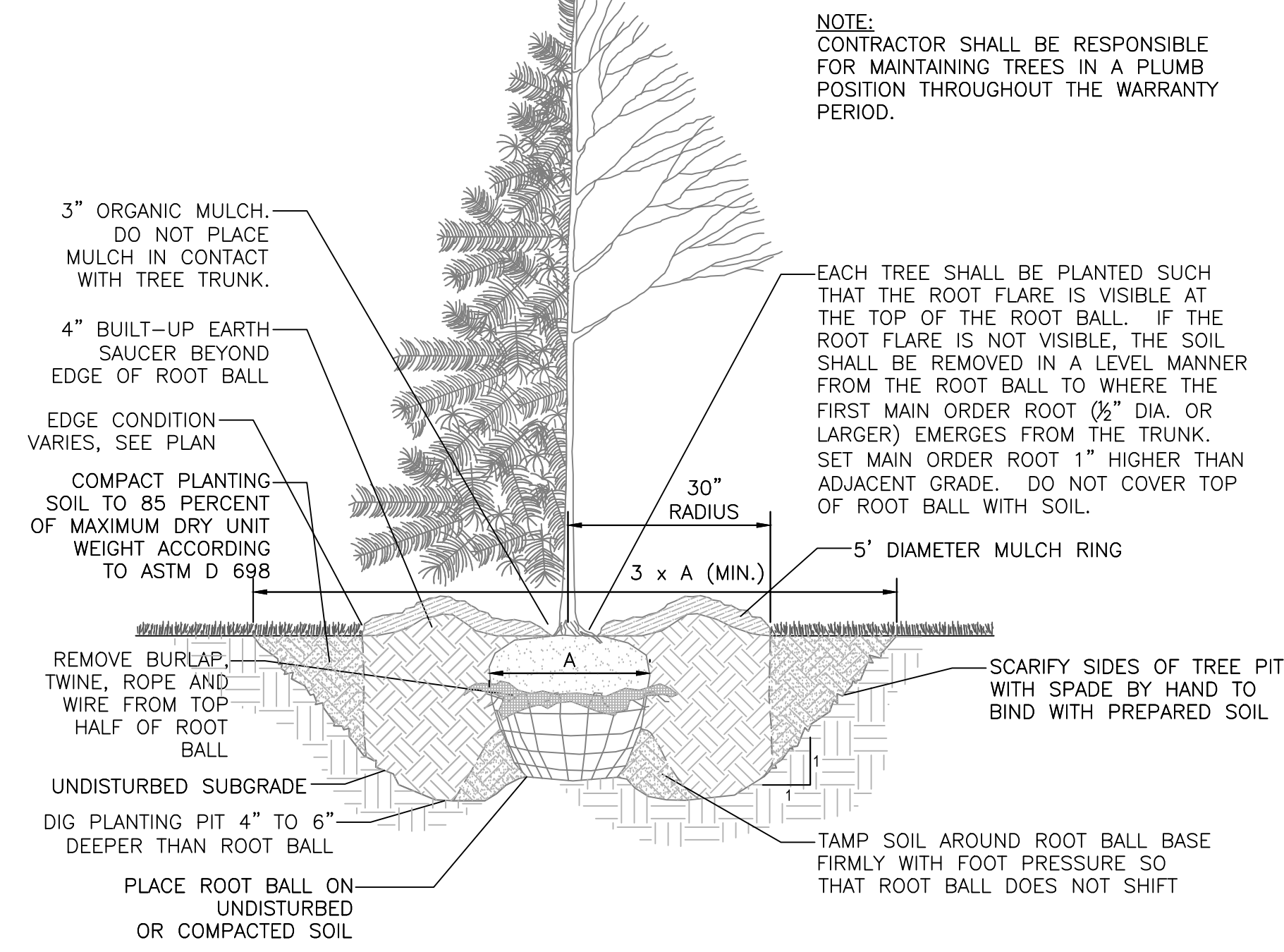
LANDSCAPE ARCHITECT CONTACT:  
MITCHELL COOKAS  
MCOOKAS@SOLUTIONBLUE.COM  
651-289-5534



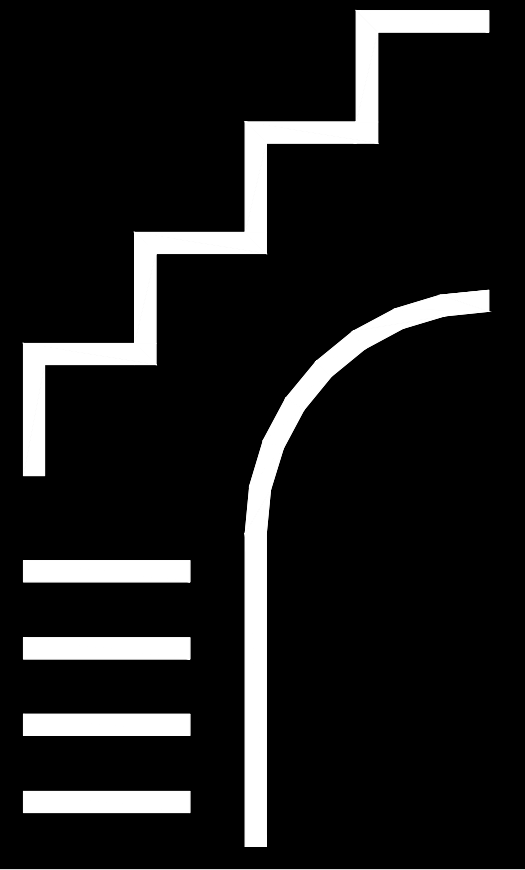
**1 PERENNIAL PLANTING DETAIL**  
NTS



**2 SHRUB PLANTING DETAIL**  
NTS



**3 TREE PLANTING DETAIL**  
NTS



**STATION NINETEEN**

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ARCHITECT:  
REGISTRATION NUMBER:  
DATE: 2/12/16  
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CHECKED BY: XXX

PROJECT TITLE  
**EMMANUEL CHRISTIAN CENTER**  
SPRING LAKE PARK, MINNESOTA

Project Number 4456

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No.	Date	App.	Revision	Notes

No. Date Issue Notes  
Phase DESIGN DEVELOPMENT

Sheet Title LANDSCAPE DETAILS

Drawing No. L1.2



**PLUMBING REVIEW SUMMARY**  
IBC 2006

T 2902.1

**CH.3 MINIMUM NUMBER OF PLUMBING FACILITIES**  
P.321 TOTAL OCC. FOR BUILDING TYPE A-3  
6,456 OCC.  
6,456 OCC./2 = 3,228 MEN AND 3,228 WOMEN

22 MENS WATER CLOSETS REQUIRED = 26 PROVIDED (14 WATER CLOSETS AND 12 URINALS)  
(3,228/150=21.52)  
17 MENS LAVATORIES REQUIRED = 18 MENS LAVATORIES PROVIDED  
(3,228/200= 16.14)

44 WOMENS WATER CLOSETS REQUIRED = 47 WATER CLOSETS PROVIDED (33 WOMENS, 14 UNISEX)  
(3,228/75=43.04)  
17 WOMENS LAVATORIES REQUIRED = 39 WOMENS LAVATORIES PROVIDED (25 WOMENS, 14 UNISEX)  
(3,228/200= 16.14)

14 UNISEX RESTROOM PROVIDED (5 ADULT, 9 CHILD)

DRINKING FOUNTAINS: RATIO OF 1:1,000 OCC.  
7 REQUIRED, X PROVIDED (EACH WITH 1" ADA HEIGHT)

1 SERVICE SINK REQUIRED, X PROVIDED

NOTE: FELLOWSHIP BALCONY S209 IS NOT USED CONCURRENTLY AND IS NOT INCLUDED IN PLUMBING COUNT.

**BUILDING 1 - CODE REVIEW SUMMARY**  
2015 MINNESOTA BUILDING CODE

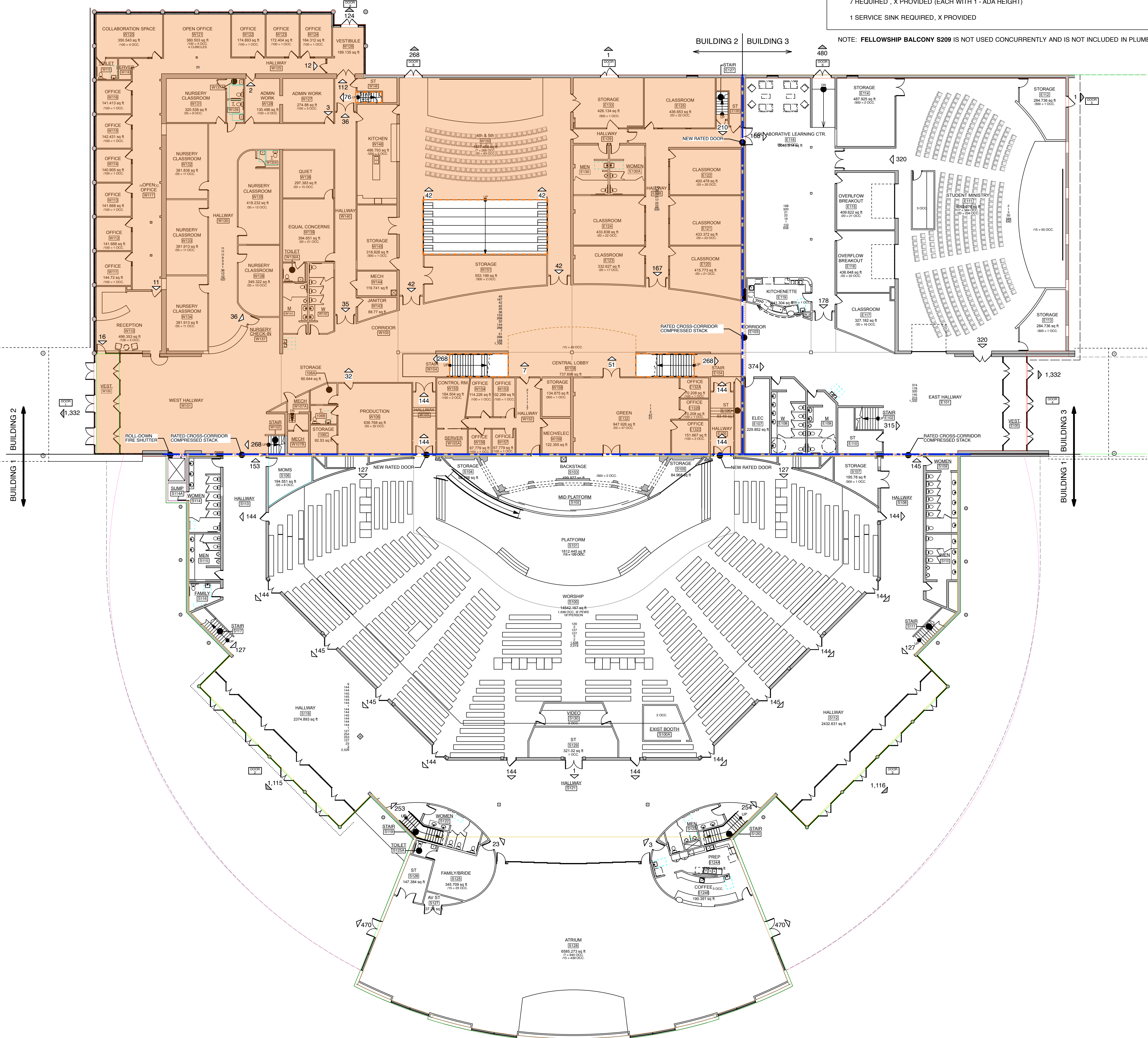
DESCRIPTION OF OCCUPANCY	GROUP	TYPE OF CONSTRUCTION	REQUIRED	PROVIDED
303.4	GROUP A-3			
602.2		TYPE IIA		
<b>T 601</b>	<b>FIRE RESISTIVE REQUIREMENTS</b>			
	STRUCTURAL FRAME (COLUMNS, GIRDERS, TRUSSES)		1 HR.	1 HR.
	BEARING WALLS-EXTERIOR		1 HR.	1 HR.
	BEARING WALLS-INTERIOR		0 HR.	0 HR.
	NON-BEARING WALLS AND PARTITIONS - EXTERIOR		0 HR.	0 HR.
	NON-BEARING WALLS AND PARTITIONS - INTERIOR		1 HR.	1 HR.
	FLOOR CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)		1 HR.	1 HR.
	ROOF CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)		1 HR.	1 HR.
<b>T 602</b>	<b>FIRE-RESISTIVE RATING REQ. FOR EXTERIOR WALLS BASED ON FIRE SEPARATION DISTANCE</b>			
	FIRE SEPARATION DISTANCE		HOURS	
	=> 30'-0"		0 HR.	
<b>T 503</b>	<b>ALLOWABLE HEIGHT AND BUILDING AREAS</b>			
P. 112	15,500 SF			
<b>SEC.506</b>	<b>AREA MODIFICATIONS -- SPRINKLING USED FOR AREA</b>			
	<b>ALLOWABLE AREA PER FLOOR (Aa) <math>Aa = [A + (A' \cdot I) + (A'' \cdot Is)] =</math></b>			<b>53,585 SF</b>
	A = TABULAR AREA PER STORY IN ACCORDANCE WITH T.503 =			15,500
	I = AREA INCREASE FACTOR DUE TO SPRINKLE PROTECTION IN ACCORDANCE WITH S.506.3			200
	Is = AREA INCREASE FACTOR DUE TO FRONTAGE (S.506.2) =			0.46
	F = BUILDING PERIMETER WHICH FRONTS ON A PUBLIC WAY OR OPEN SPACE (20' MIN)			676 FT
	P = PERIMETER OF ENTIRE BUILDING			956 FT
	W = WIDTH OF A PUBLIC WAY OR OPEN SPACE (30' MAX)			30 FT
	<b>MAIN LEVEL</b>			8,823 SF NEW
				32,066 SF EXIST
				40,889 SF TOTAL - OK
	<b>UPPER LEVEL</b>			2,206 SF NEW
				9,974 SF EXIST
				12,180 SF TOTAL - OK

**BUILDING 2 - CODE REVIEW SUMMARY**  
2015 MINNESOTA BUILDING CODE

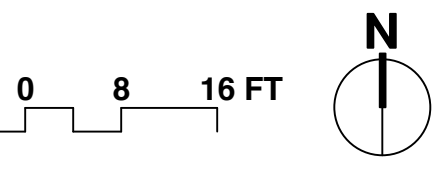
DESCRIPTION OF OCCUPANCY	GROUP	TYPE OF CONSTRUCTION	REQUIRED	PROVIDED
303.4	GROUP A-3			
602.2		TYPE IIB		
<b>T 601</b>	<b>FIRE RESISTIVE REQUIREMENTS</b>			
	STRUCTURAL FRAME (COLUMNS, GIRDERS, TRUSSES)		0 HR.	0 HR.
	BEARING WALLS-EXTERIOR		0 HR.	0 HR.
	BEARING WALLS-INTERIOR		0 HR.	0 HR.
	NON-BEARING WALLS AND PARTITIONS - EXTERIOR		0 HR.	0 HR.
	NON-BEARING WALLS AND PARTITIONS - INTERIOR		0 HR.	0 HR.
	FLOOR CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)		0 HR.	0 HR.
	ROOF CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)		0 HR.	0 HR.
<b>T 602</b>	<b>FIRE-RESISTIVE RATING REQ. FOR EXTERIOR WALLS BASED ON FIRE SEPARATION DISTANCE</b>			
	FIRE SEPARATION DISTANCE		HOURS	
	=> 30'-0"		0 HR.	
<b>T 503</b>	<b>ALLOWABLE HEIGHT AND BUILDING AREAS</b>			
P. 112	15,500 SF			
<b>SEC.506</b>	<b>AREA MODIFICATIONS -- SPRINKLING USED FOR AREA</b>			
	<b>ALLOWABLE AREA PER FLOOR (Aa) <math>Aa = [A + (A' \cdot I) + (A'' \cdot Is)] =</math></b>			<b>31,544 SF</b>
	A = TABULAR AREA PER STORY IN ACCORDANCE WITH T.503 =			9,500
	I = AREA INCREASE FACTOR DUE TO SPRINKLE PROTECTION IN ACCORDANCE WITH S.506.3			200
	Is = AREA INCREASE FACTOR DUE TO FRONTAGE (S.506.2) =			0.32
	F = BUILDING PERIMETER WHICH FRONTS ON A PUBLIC WAY OR OPEN SPACE (20' MIN)			445 FT
	P = PERIMETER OF ENTIRE BUILDING			780 FT
	W = WIDTH OF A PUBLIC WAY OR OPEN SPACE (30' MAX)			30 FT
	<b>MAIN LEVEL</b>			281 SF NEW
				30,380 SF EXIST
				30,671 SF TOTAL - OK
	<b>UPPER LEVEL</b>			0 SF NEW
				27,842 SF EXIST
				27,842 SF TOTAL - OK

**BUILDING 3 - CODE REVIEW SUMMARY**  
2015 MINNESOTA BUILDING CODE

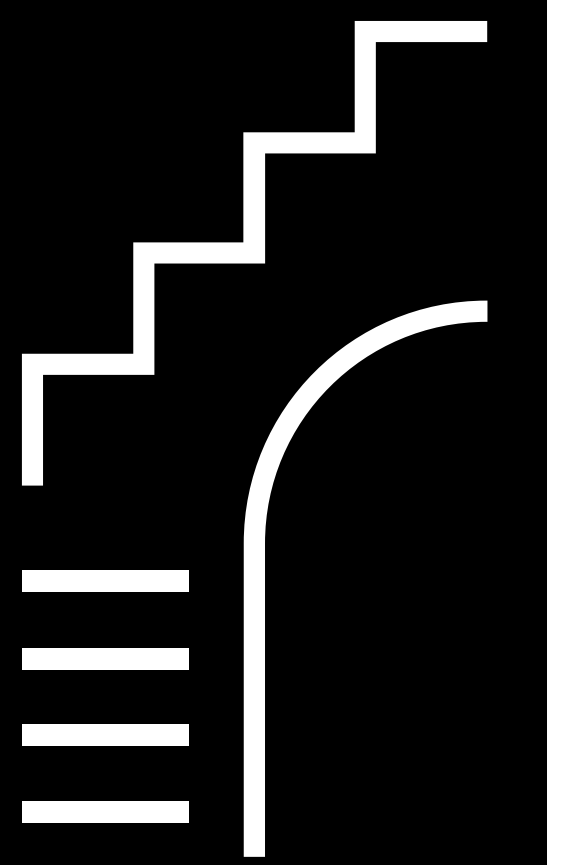
DESCRIPTION OF OCCUPANCY	GROUP	TYPE OF CONSTRUCTION	REQUIRED	PROVIDED
303.4	GROUP A-3			
602.2		TYPE IIB		
<b>T 601</b>	<b>FIRE RESISTIVE REQUIREMENTS</b>			
	STRUCTURAL FRAME (COLUMNS, GIRDERS, TRUSSES)		0 HR.	0 HR.
	BEARING WALLS-EXTERIOR		0 HR.	0 HR.
	BEARING WALLS-INTERIOR		0 HR.	0 HR.
	NON-BEARING WALLS AND PARTITIONS - EXTERIOR		0 HR.	0 HR.
	NON-BEARING WALLS AND PARTITIONS - INTERIOR		0 HR.	0 HR.
	FLOOR CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)		0 HR.	0 HR.
	ROOF CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)		0 HR.	0 HR.
<b>T 602</b>	<b>FIRE-RESISTIVE RATING REQ. FOR EXTERIOR WALLS BASED ON FIRE SEPARATION DISTANCE</b>			
	FIRE SEPARATION DISTANCE		HOURS	
	=> 30'-0"		0 HR.	
<b>T 503</b>	<b>ALLOWABLE HEIGHT AND BUILDING AREAS</b>			
P. 112	15,500 SF			
<b>SEC.506</b>	<b>AREA MODIFICATIONS -- SPRINKLING USED FOR AREA</b>			
	<b>ALLOWABLE AREA PER FLOOR (Aa) <math>Aa = [A + (A' \cdot I) + (A'' \cdot Is)] =</math></b>			<b>31,544 SF</b>
	A = TABULAR AREA PER STORY IN ACCORDANCE WITH T.503 =			9,500
	I = AREA INCREASE FACTOR DUE TO SPRINKLE PROTECTION IN ACCORDANCE WITH S.506.3			200
	Is = AREA INCREASE FACTOR DUE TO FRONTAGE (S.506.2) =			0.33
	F = BUILDING PERIMETER WHICH FRONTS ON A PUBLIC WAY OR OPEN SPACE (20' MIN)			285 FT
	P = PERIMETER OF ENTIRE BUILDING			493 FT
	W = WIDTH OF A PUBLIC WAY OR OPEN SPACE (30' MAX)			30 FT
	<b>MAIN LEVEL</b>			0 SF NEW
				14,302 SF EXIST
				14,302 SF TOTAL - OK
	<b>UPPER LEVEL</b>			0 SF NEW
				8,500 SF EXIST
				8,500 SF TOTAL - OK



1 MAIN LEVEL CODE PLAN  
Scale: 1/16" = 1'-0"



CITY SUBMISSION SET  
02/05/2016



**STATION NINETEEN**

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MINNEAPOLIS, MINNESOTA 55414  
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SIGNATURE: NICOLE THOMPSON  
ARCHITECT:  
REGISTRATION NUMBER:  
DATE: 2016  
DRAWN BY: KM  
CHECKED BY: AK

PROJECT TITLE  
**EMMANUEL CHRISTIAN CENTER**

SPRING LAKE PARK, MINNESOTA

Project Number 4456

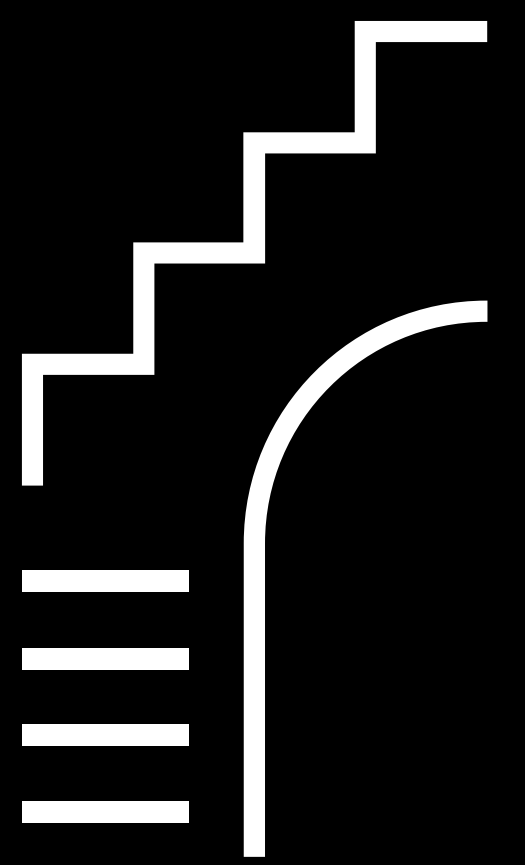
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No.	Date	Appr	Revision Notes

Phase: DESIGN DEVELOPMENT  
Sheet Title: MAIN LEVEL CODE PLAN  
Drawing No.:

**A0.1**





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MINNESOTA

**NOT FOR CONSTRUCTION**

SIGNATURE  
ARCHITECT: **NICOLE THOMPSON**  
REGISTRATION NUMBER:  
DATE: **2016**  
DRAWN BY: **KM**  
CHECKED BY: **AK**

PROJECT TITLE  
**EMMANUEL CHRISTIAN CENTER**  
SPRING LAKE PARK, MINNESOTA

Project Number **4456**

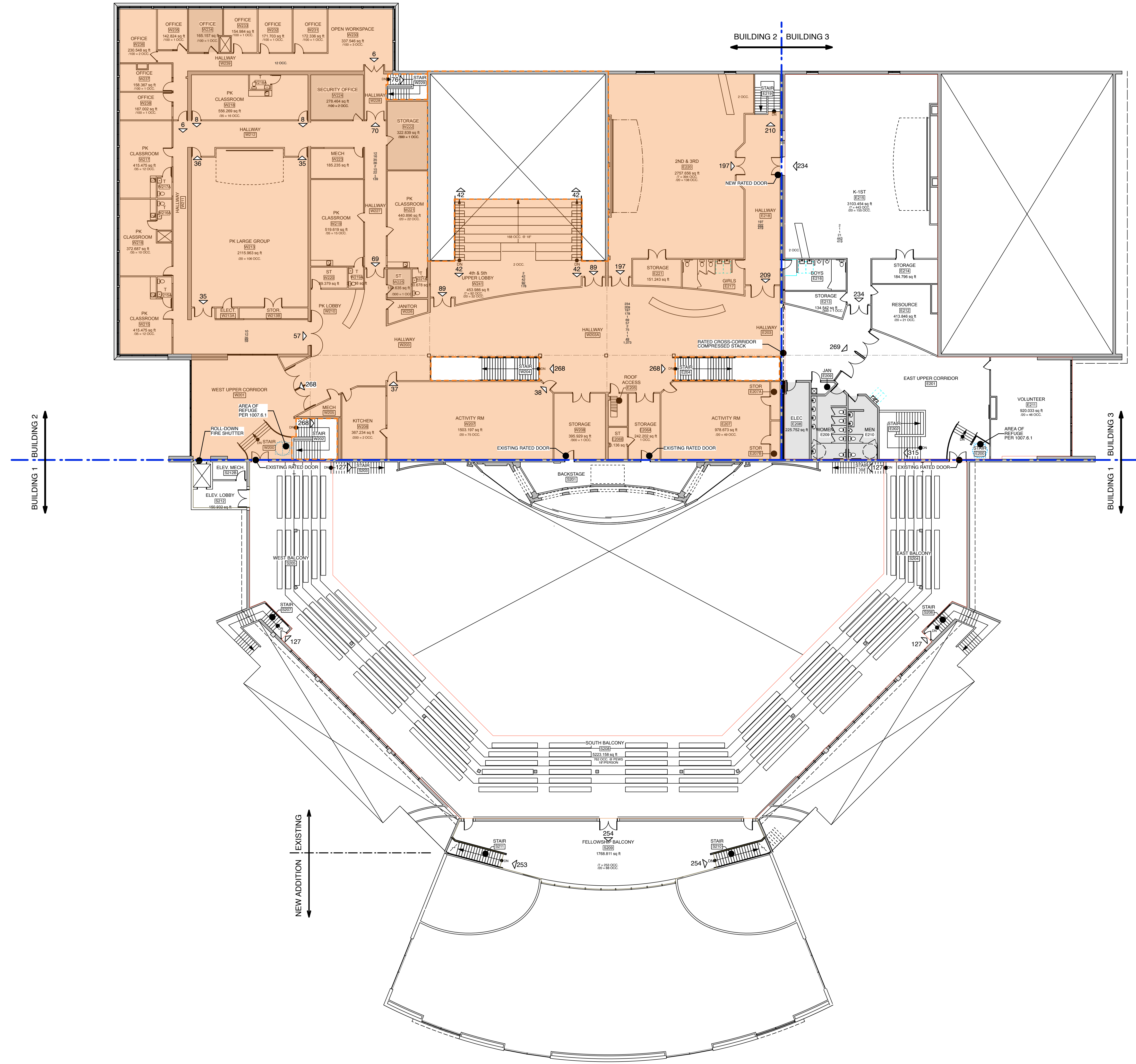
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No.	Date	Appr	Revision Notes
No.	Date	Issue Notes	

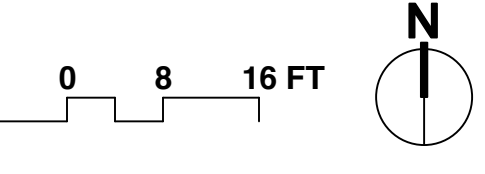
Phase  
**DESIGN DEVELOPMENT**  
Sheet Title  
**UPPER LEVEL CODE PLAN**

Drawing No.

**A0.2**

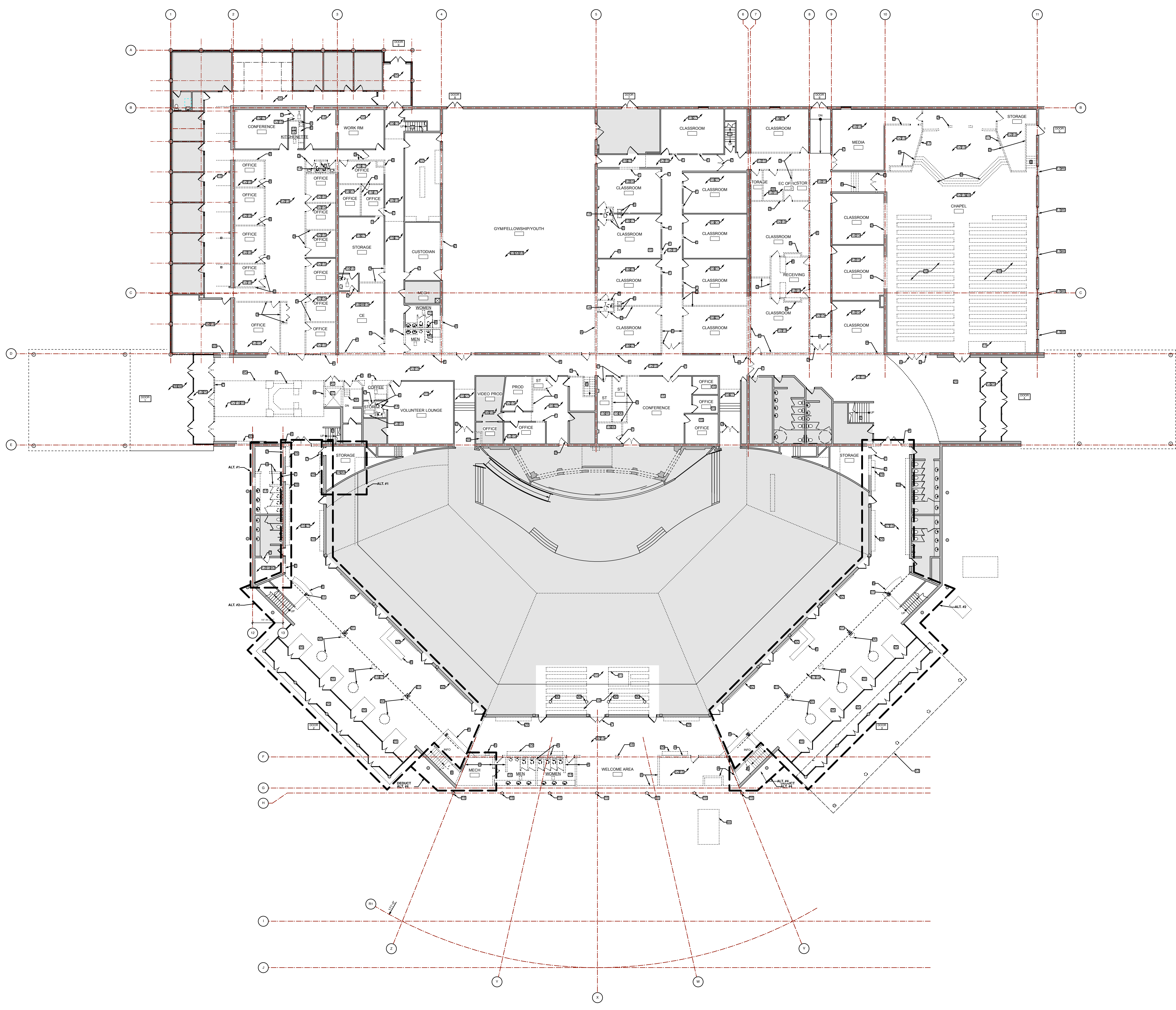


1 UPPER LEVEL CODE PLAN  
Scale: 1/16" = 1'-0"



**CITY SUBMISSION SET**  
02/05/2016



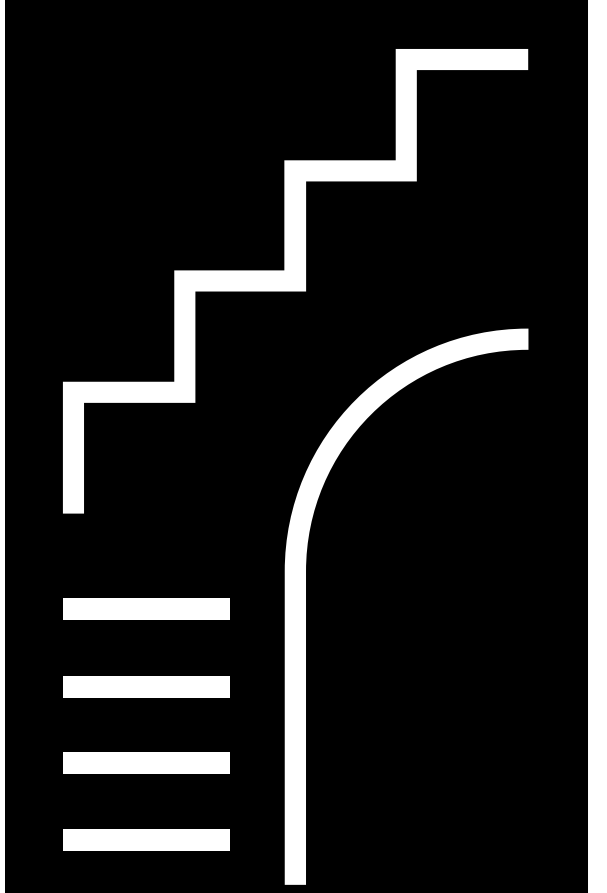


**GENERAL DEMO NOTES**

- A. FIELD VERIFY DEMOLITION REQUIREMENTS.
- B. REFERENCE FLOOR PLANS, AND DETAILS FOR ADDITIONAL DEMOLITION NOTES.
- C. FOR RELATED DEMOLITION WORK, REFER TO STRUCTURAL, MECHANICAL, AND ELECTRICAL DRAWINGS. STRUCTURAL, MECHANICAL, AND ELECTRICAL DEMOLITION DIRECTIONS SHALL TAKE PRECEDENCE OVER ARCHITECTURAL DIRECTIONS IN THEIR SECTIONS OF WORK.
- D. PROTECT ALL EXISTING WORK TO PREVENT DAMAGE FROM THE ELEMENTS DURING DEMOLITION AND UNTIL NEW WORK IS IN PLACE.
- E. OWNER TO REMOVE ALL FURNISHINGS AND MOVABLE EQUIPMENT.
- F. ALL OTHER EQUIPMENT REMOVAL TO BE THE RESPONSIBILITY OF THE DEMOLITION CONTRACTOR UNLESS NOTED OTHERWISE.
- G. ALL OTHER MATERIALS AND ITEMS OF DEBRIS OF DEMOLITION SHALL BE DISPOSED OF OFF SITE BY THE DEMOLITION CONTRACTOR TO PROVIDE A CLEAN SUITABLE SURFACE FOR THE INSTALLATION OF NEW WORK.
- H. REMOVE ALL FINISHES FOR ALL MINOR DEMOLITION REQUIRED TO PROVIDE A CLEAN SUITABLE SURFACE FOR INSTALLATION OF NEW FINISHES AND CONSTRUCTION.
- I. PROVIDE ALL MISCELLANEOUS DEMOLITION.
- J. COORDINATE POWER, WATER SUPPLY, AND OTHER SERVICE INTERRUPTIONS WITH OWNER.
- K. PATCH HOLES IN FLOORS, WALLS, CEILINGS, ETC. WHERE WINDOWS, DOORS OR EQUIPMENT WILL BE PROVIDED.
- L. WHERE ENTIRE WALLS ARE INDICATED TO BE REMOVED, REMOVE ENTIRE WALL INCLUDING ALL INTEGRAL DOORS, WINDOWS, FRAMES, MECHANICAL DUCTING AND PIPING, ELECTRICAL CONDUIT, EQUIPMENT OR OTHER MISCELLANEOUS ITEMS. WHERE FLOORS ARE SHOWN TO BE REMOVED, REMOVE OR PATCH AS REQUIRED AND PREPARE FOR NEW FLOOR FINISH. SEE ROOM FINISH SCHEDULE FOR NEW FINISHES. DEMO CONTRACTOR RESPONSIBLE FOR ALL TEMPORARY SHORING OR SUPPORT OF EXISTING STRUCTURAL ELEMENTS DURING CONSTRUCTION.
- M. VERIFY ALL WALLS TO BE REMOVED WITH NEW CONSTRUCTION DRAWINGS. VERIFY ANY DISCREPANCIES WITH ARCHITECT PRIOR TO REMOVAL.

**SPECIFIC DEMO NOTES**

- CONTRACTOR TO REMOVE THE FOLLOWING ITEMS DESIGNATED BELOW IN THE LOCATION IDENTIFIED BY THE FOLLOWING SYMBOL. ITEMS TO BE REMOVED SHOWN DASHED.
1. STUD WALL AS REQUIRED FOR NEW OPENINGS.
  2. MASONRY WALL AS REQUIRED FOR NEW OPENINGS.
  3. STUD WALL AND ALL INTEGRAL COMPONENTS INCLUDING ANY DOOR AND WINDOWS.
  4. MASONRY WALL AND ALL INTEGRAL COMPONENTS INCLUDING ANY PLUMBING FIXTURE(S).
  5. MILLWORK & ALL RELATED FIXTURES
  6. DOOR OR WINDOW FRAME, & ALL RELATED HARDWARE
  7. STAIR & ALL RELATED COMPONENTS
  8. STAIR FLOORING & ALL RELATED HARDWARE
  9. PEWS
  10. SOUND BOOTH WALLS, RAISED FLOOR, MILLWORK, & ALL RELATED HARDWARE
  11. ACT, ACT GRID & LIGHTS
  12. CANOPY & COLUMNS
  13. TILE FLOORING & BASE, PLUMBING FIXTURES, PARTITIONS, & ACOUSTICAL CEILING & LIGHTS
  14. FLOORING & BASE
  15. COLUMN
  16. STAINED GLASS WINDOW - SAVE FOR RELOCATION BY OWNER
  17. PLATFORM & RAMP
  18. PARTITION WALL & TRACK
  19. BAPTISMAL, BAPTISMAL FLOOR STRUCTURE, & SLOPED CEILING ABOVE
  20. CONCRETE FLOOR STRUCTURE AS REQUIRED FOR NEW CONSTRUCTION
  21. COUNTERTOPS, CABINETS TO REMAIN
  22. ACOUSTICAL WALL PANELS AROUND ENTIRE ROOM AND AT CEILING. SAVE FOR RELOCATION
  23. SLOPED CONCRETE FLOOR SLAB & ADJACENT FLOOR SLAB AS REQUIRED TO ACHIEVE NEW LEVEL CONCRETE FLOOR
  24. TILE FLOORING & BASE
  25. CONCRETE FLOOR STRUCTURE AS REQUIRED FOR NEW STAIR
  26. ACT & LIGHTS, GRID TO REMAIN
  27. CONCRETE STOOP & WALK AS REQUIRED FOR NEW VESTIBULE
  28. COAT RACKS
  29. LIGHTS
  30. WOOD & MASONRY COLUMN ENCLOSURES
  31. WALL PANELING
  32. PRECAST WALL AS REQUIRED FOR NEW OPENING
  33. BASE & UPPER CABINETS AS REQUIRED FOR NEW CONVECTION OVEN
  34. RETURN AIR SHAFT
  35. SHIP'S LADDER FOR RELOCATION
  36. ELEVATOR EQUIPMENT
  37. CONCRETE FLOOR AS REQUIRED FOR NEW PLUMBING
  38. METAL CEILING & LIGHTS AS REQUIRED FOR NEW VESTIBULE
  39. WALL & FLOOR GRILLES FOR INFILL
  40. GYM SPORTS FLOORING
  41. FLOOR AS REQUIRED FOR NEW JANITORS SINK
  42. ROOF STRUCTURE AS REQUIRED FOR NEW CONSTRUCTION
  43. RTU. SAVE FOR RELOCATION TO ROOF. REMOVE ASSOCIATED CONCRETE SLAB & DUCTWORK
  44. GWB CEILING AND LIGHT SHELF
  45. EXTERIOR METAL SIDING ABOVE & BELOW WINDOW



**STATION NINETEEN**

Architects - Incorporated

2001 UNIVERSITY AVENUE SOUTHEAST SUITE 100  
MINNEAPOLIS, MINNESOTA 55414  
PHONE (612) 623.1800  
FAX (612) 623.0012

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Architect under the laws of the state of:

MINNESOTA

**NOT FOR CONSTRUCTION**

SIGNATURE: \_\_\_\_\_  
ARCHITECT: NICOLE THOMPSON  
REGISTRATION NUMBER: \_\_\_\_\_  
DATE: 2016  
DRAWN BY: KM, EW, MM  
CHECKED BY: AK

PROJECT TITLE  
**EMMANUEL CHRISTIAN CENTER**  
SPRING LAKE PARK, MINNESOTA

Project Number 4456

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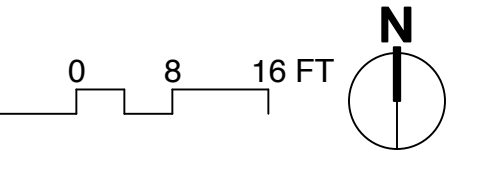
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No.	Date	Appr	Revision Notes

Phase: DESIGN DEVELOPMENT  
Sheet Title: MAIN LEVEL DEMO PLAN  
Drawing No.:

1 MAIN LEVEL DEMO PLAN  
A2.1 Scale: 1/16" = 1'-0"

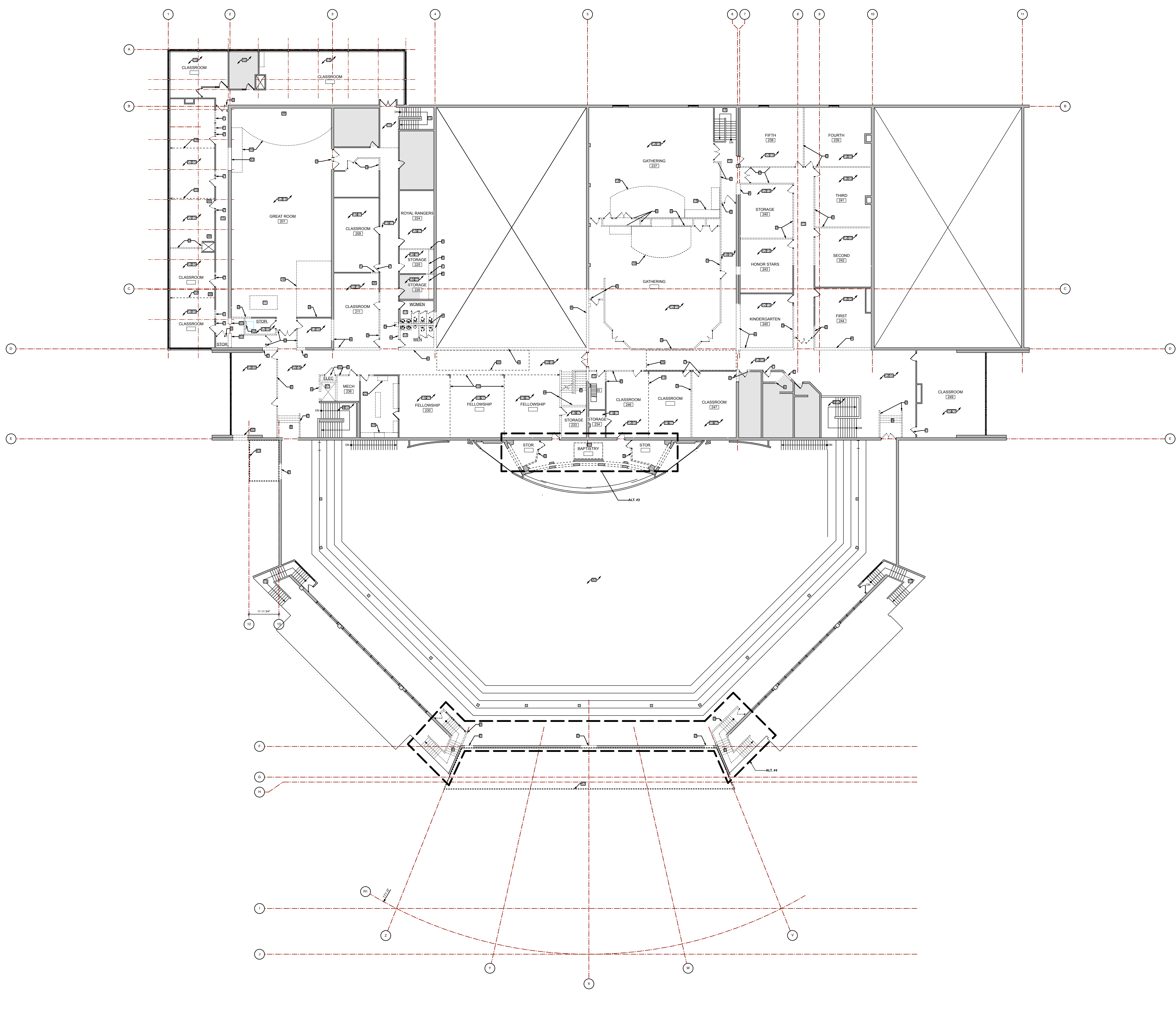


**CITY SUBMISSION SET**  
02/05/2016

**A2.1**






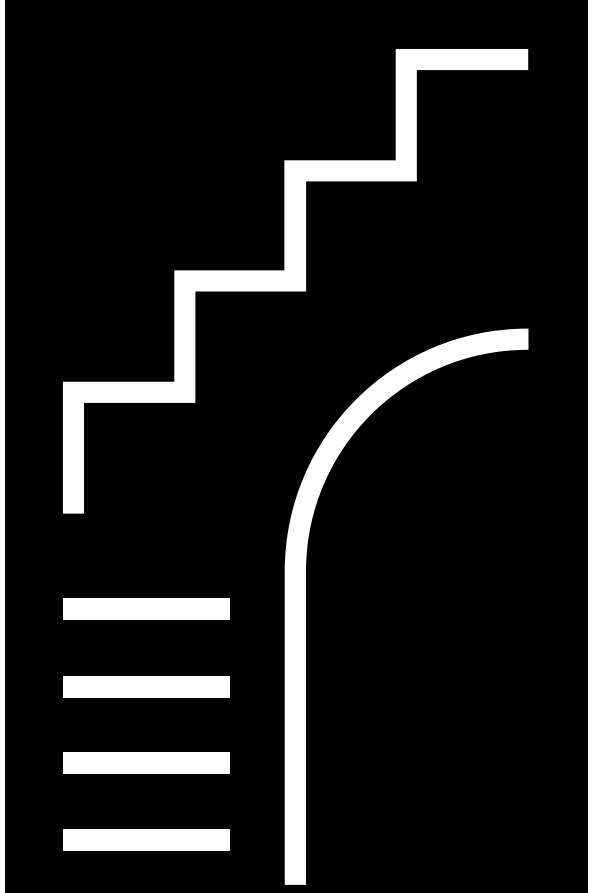


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  4. MASONRY WALL AND ALL INTEGRAL COMPONENTS INCLUDING ANY DOOR AND WINDOWS.
  5. PLUMBING FIXTURE(S)
  6. MILLWORK & ALL RELATED FIXTURES
  7. DOOR OR WINDOW, FRAME, & ALL RELATED HARDWARE
  8. STAIR & ALL RELATED COMPONENTS
  9. STAIR FLOORING & ALL RELATED HARDWARE
  10. PEWS
  11. SOUND BOOTH WALLS, RAISED FLOOR, MILLWORK, & ALL RELATED HARDWARE
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  13. CANOPY & COLUMNS
  14. TILE FLOORING & BASE, PLUMBING FIXTURES, PARTITIONS, & ACOUSTICAL CEILING & LIGHTS
  15. FLOORING & BASE
  16. COLUMN
  17. STAINED GLASS WINDOW - SAVE FOR RELOCATION BY OWNER
  18. PLATFORM & RAMP
  19. PARTITION WALL & TRACK
  20. BAPTISMAL, BAPTISMAL FLOOR STRUCTURE, & SLOPED CEILING ABOVE CONCRETE FLOOR STRUCTURE AS REQUIRED FOR NEW CONSTRUCTION
  21. COUNTERTOPS, CABINETS TO REMAIN
  22. ACOUSTICAL WALL PANELS AROUND ENTIRE ROOM AND AT CEILING. SAVE FOR RELOCATION.
  23. SLOPED CONCRETE FLOOR SLAB & ADJACENT FLOOR SLAB AS REQUIRED TO ACHIEVE NEW LEVEL CONCRETE FLOOR
  24. TILE FLOORING & BASE
  25. CONCRETE FLOOR STRUCTURE AS REQUIRED FOR NEW STAIR
  26. ACT & LIGHTS, GRID TO REMAIN
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**STATION NINETEEN**  
Architects - Incorporated

2001 UNIVERSITY AVENUE SOUTHEAST SUITE 100  
MINNEAPOLIS, MINNESOTA 55414  
PHONE (612) 623.1800  
FAX (612) 623.0012

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Architect under the laws of the state of:

MINNESOTA

**NOT FOR CONSTRUCTION**

SIGNATURE	
ARCHITECT:	NICOLE THOMPSON
REGISTRATION NUMBER:	
DATE:	2016
DRAWN BY:	KM, EW, MM
CHECKED BY:	AK
PROJECT TITLE	<b>EMMANUEL CHRISTIAN CENTER</b>
	SPRING LAKE PARK, MINNESOTA
Project Number	4456

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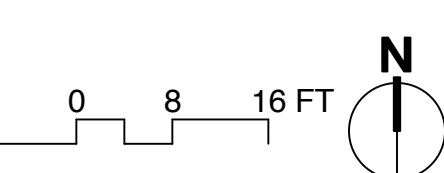
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No.	Date	Appr	Revision Notes

No.	Date	Issue Notes

Phase: DESIGN DEVELOPMENT  
Sheet Title: MAIN LEVEL DEMO PLAN  
Drawing No.: **A2.2**

1 UPPER LEVEL DEMO PLAN  
Scale: 1/16" = 1'-0"

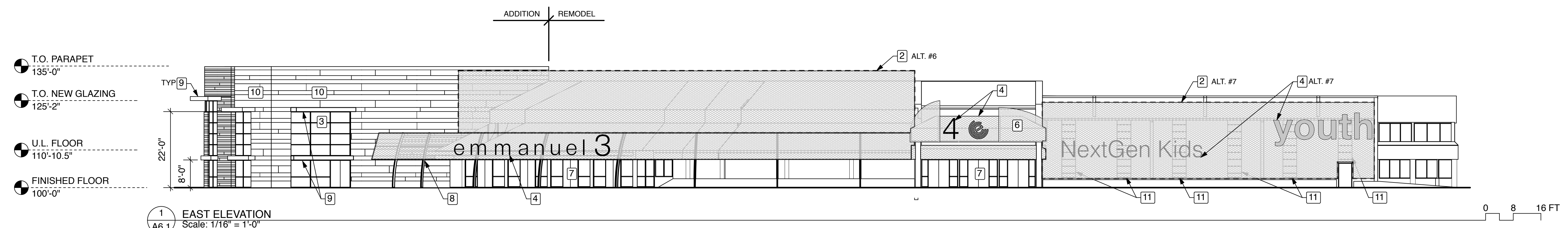


**CITY SUBMISSION SET**  
02/05/2016

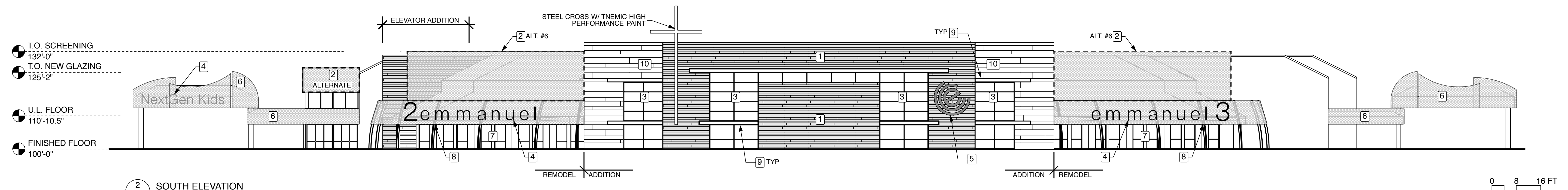


**ELEVATION & SECTION NOTES**

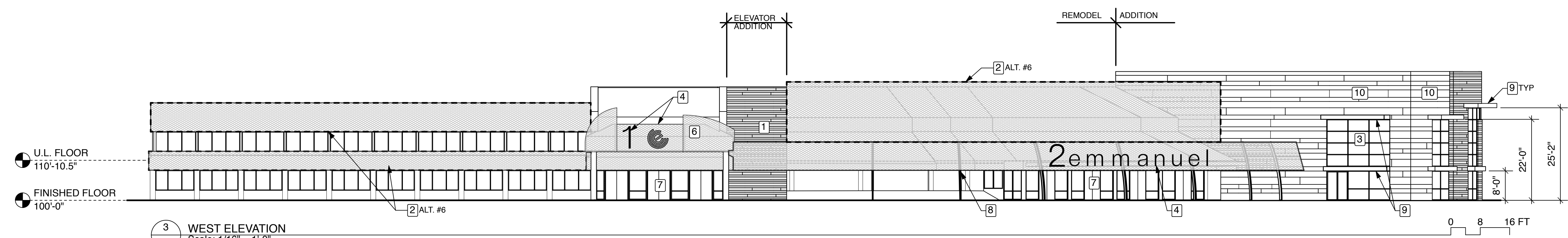
1. PRECAST CONCRETE PANEL W/ FORMLINER TEXTURE
2. PERFORATED METAL PANEL OR SCREEN ATTACHED TO BUILDING W/ TUBE STEEL STRUCTURE
3. ALUMINUM FRAME GLAZING
4. SIGNAGE ATTACHED TO METAL SCREEN
5. BACKLIT LOGO SIGN
6. PAINTED PERFORATED METAL PANEL WRAPPED AROUND EXISTING CANOPIES
7. EXISTING DOORS & WINDOWS
8. NEW CANOPY WITH RADIUS TUBE STEEL COLUMNS AND PERFORATED METAL PANEL
9. PREFABRICATED METAL SUN SHADES WITH RADIUS FASCIA
10. PRECAST CONCRETE PANEL W/ 1/2" REVEALS IN RANDOM PLANK PATTERN
11. METAL PANEL AT WALL INFILL



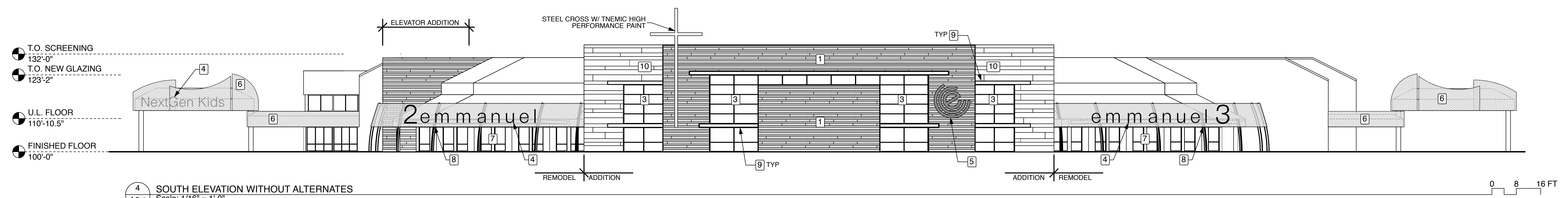
1 EAST ELEVATION  
Scale: 1/16" = 1'-0"



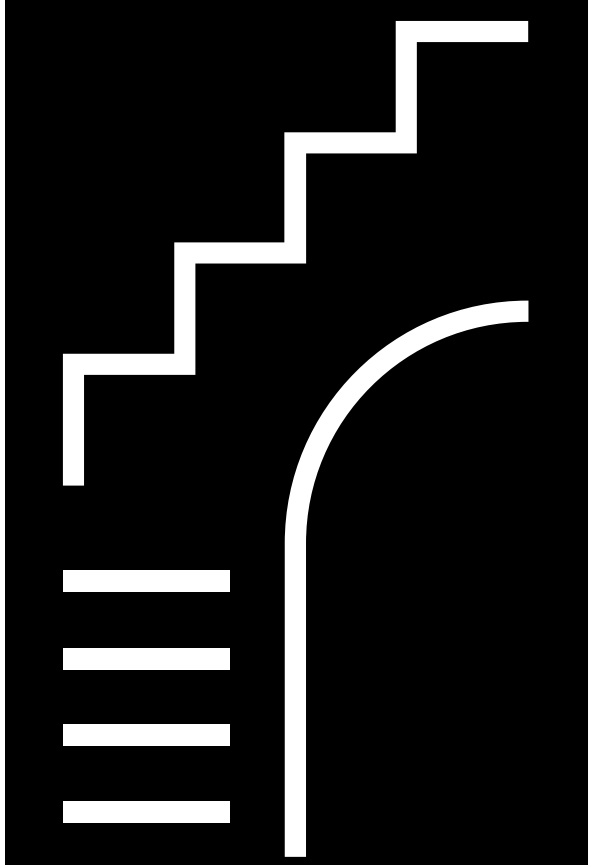
2 SOUTH ELEVATION  
Scale: 1/16" = 1'-0"



3 WEST ELEVATION  
Scale: 1/16" = 1'-0"



4 SOUTH ELEVATION WITHOUT ALTERNATES  
Scale: 1/16" = 1'-0"



**STATION NINETEEN**

Architects - Incorporated

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MINNEAPOLIS, MINNESOTA 55414  
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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Architect under the laws of the state of:

MINNESOTA

**NOT FOR CONSTRUCTION**

SIGNATURE: \_\_\_\_\_  
ARCHITECT: NICOLE THOMPSON  
REGISTRATION NUMBER: \_\_\_\_\_  
DATE: 2016  
DRAWN BY: EW,KM,MM  
CHECKED BY: NLT

PROJECT TITLE  
**EMMANUEL CHRISTIAN CENTER**  
SPRING LAKE PARK, MINNESOTA

Project Number 4456

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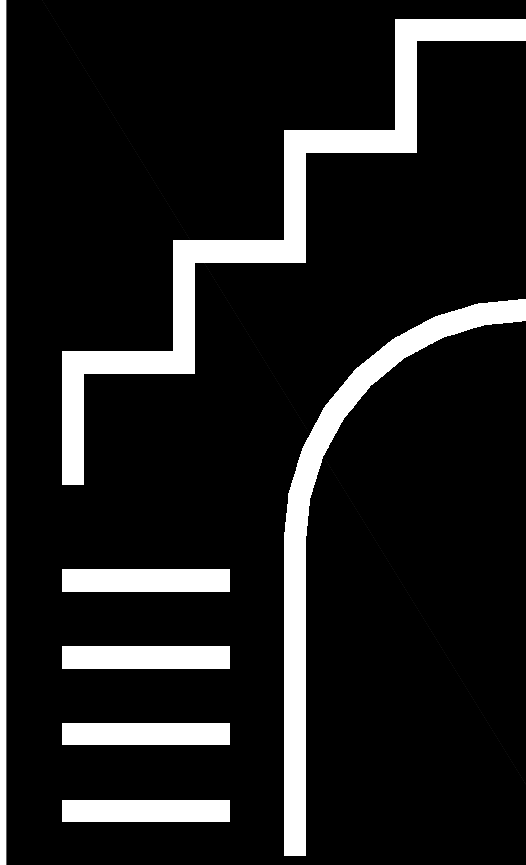
No. Date Issue Notes  
Phase DESIGN DEVELOPMENT  
Sheet Title BUILDING SECTION & ELEVATIONS

Drawing No.

CITY SUBMISSION SET  
02/05/2016

**A6.1**





# STATION NINETEEN

Architects - Incorporated

2001 UNIVERSITY AVENUE SOUTHEAST SUITE 100  
MINNEAPOLIS, MINNESOTA 55414  
PHONE (612) 623.1800  
FAX (612) 623.0012

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

MINNESOTA

**emanuelson-podas**  
consulting engineers  
19451 Glen Road East  
Minneapolis, MN 55432  
ph: 952-850-0950  
fax: 952-850-0777  
www.epcinc.net

**NOT FOR CONSTRUCTION**

SIGNATURE *Man M. [Signature]*

ENGINEER: MWF

REGISTRATION NUMBER: 40887

DATE: 2/5/16

DRAWN BY: LM

CHECKED BY: CM

PROJECT TITLE

**EMMANUEL CHRISTIAN CENTER**

SPRING LAKE PARK, MINNESOTA

Project Number **3852.0000**

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No.	Date	Appr	Revision Notes

No. Date Issue Notes

Phase **DESIGN DEVELOPMENT**

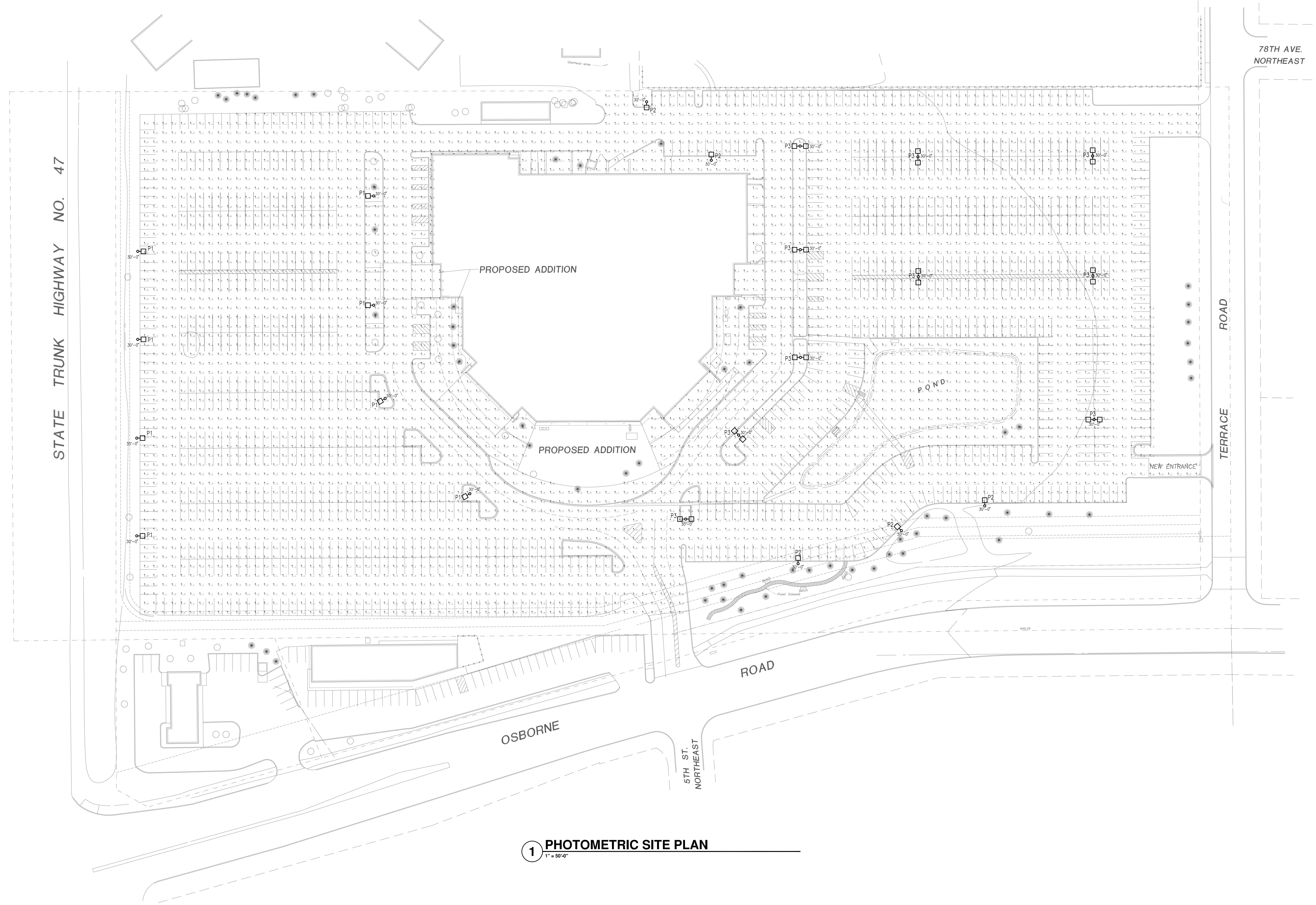
Sheet Title **PHOTOMETRIC SITE PLAN**

Drawing No.

# PH.1

Symbol	Qty	Label	Arrangement	Total Lamp Lumens	LF	Description
□	5	Lithonia Single Head	SINGLE	38000	0.567	RSP2 400M R3
□	10	Lithonia Double Head	BACK-TO-BACK	38000	0.567	RSP2 400M R3
□	8	Road Substitute (Lithonia)	SINGLE	23000	0.567	HFA 400M RN (PROBE)

CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
calcPts 1	Illuminance	FC	0.89	6.5	0.0	N.A.



**1 PHOTOMETRIC SITE PLAN**  
1" = 50'-0"



**FEATURES & SPECIFICATIONS**

**REVISIONS** — Changes and amendments are shown in a separate column to the right of the drawing. All changes shall be made in accordance with the drawing and specifications.

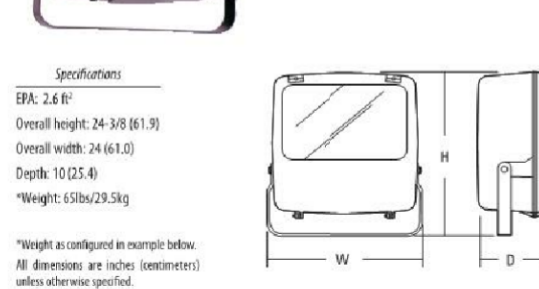
**CONSTRUCTION** — Unless otherwise noted, all work shall be in accordance with the drawing and specifications. All materials shall be of the highest quality and shall meet or exceed the requirements of the applicable codes and standards.

**FINISHES** — Unless otherwise noted, all finishes shall be in accordance with the drawing and specifications. All finishes shall be of the highest quality and shall meet or exceed the requirements of the applicable codes and standards.

**INSTALLATION** — Unless otherwise noted, all installation shall be in accordance with the drawing and specifications. All installation shall be in accordance with the applicable codes and standards.

**WARRANTY** — The manufacturer warrants the product to be free from defects in material and workmanship for a period of 5 years from the date of installation. The warranty is void if the product is not installed in accordance with the drawing and specifications.

Client:	
Project:	
Date:	

**Naxosline Floodlighting****HFA**  
METAL HALIDE 250W, 400W  
HIGH PRESSURE SODIUM 250W, 400W

Series	Wattage	Distribution	Ballast	Options	Finish*	Mounting	Accessories	Standard Accessories
HFA	250W	100°	EM	EM	Black	SP	SP	SP
HFA	400W	100°	EM	EM	Black	SP	SP	SP

Temperature Codes	Temperature Codes
Desert: 100, 200, 300, 400, 500, 600, 700, 800, 900, 1000	Desert: 100, 200, 300, 400, 500, 600, 700, 800, 900, 1000

**FEATURES & SPECIFICATIONS**

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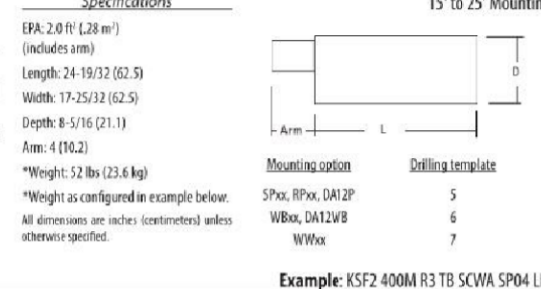
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Client:	
Project:	
Date:	

**Area Lighting****KSF2**  
METAL HALIDE 250-400W  
HIGH PRESSURE SODIUM 250-400W  
57 to 59 Mounting

Series	Wattage	Distribution	Ballast	Options	Finish*	Mounting	Accessories	Standard Accessories
KSF2	250W	100°	EM	EM	Black	SP	SP	SP
KSF2	400W	100°	EM	EM	Black	SP	SP	SP

Temperature Codes	Temperature Codes
Desert: 100, 200, 300, 400, 500, 600, 700, 800, 900, 1000	Desert: 100, 200, 300, 400, 500, 600, 700, 800, 900, 1000

**FEATURES & SPECIFICATIONS**

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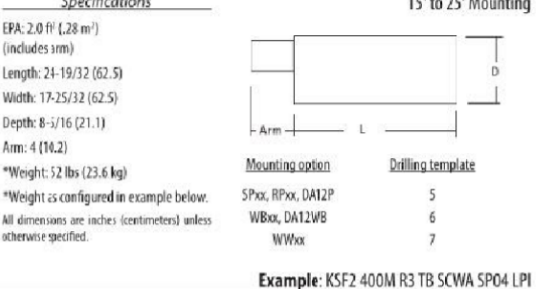
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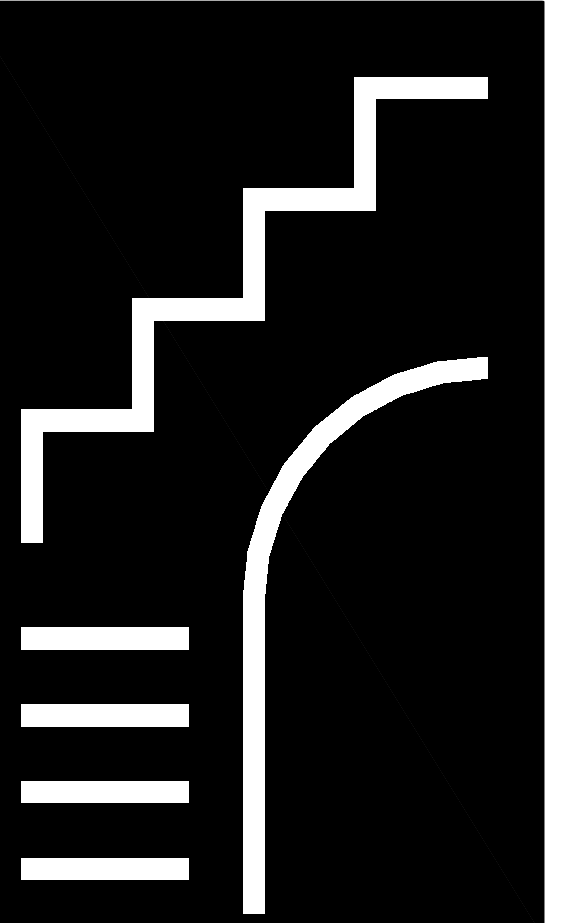
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Project:	
Date:	

**Area Lighting****KSF2**  
METAL HALIDE 250-400W  
HIGH PRESSURE SODIUM 250-400W  
57 to 59 Mounting

Series	Wattage	Distribution	Ballast	Options	Finish*	Mounting	Accessories	Standard Accessories
KSF2	250W	100°	EM	EM	Black	SP	SP	SP
KSF2	400W	100°	EM	EM	Black	SP	SP	SP

Temperature Codes	Temperature Codes
Desert: 100, 200, 300, 400, 500, 600, 700, 800, 900, 1000	Desert: 100, 200, 300, 400, 500, 600, 700, 800, 900, 1000

**1 FIXTURE TYPE P1**  
NO SCALE**2 FIXTURE TYPE P2**  
NO SCALE**3 FIXTURE TYPE P3**  
NO SCALE**STATION NINETEEN**  
Architects - Incorporated

2001 UNIVERSITY AVENUE SOUTHEAST SUITE 100  
MINNEAPOLIS, MINNESOTA 55414  
PHONE (612) 623.1800  
FAX (612) 623.0012

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

**MINNESOTA**

**emanuelson-podas**  
consulting architects  
15001 Brown Road East  
Minneapolis, MN 55443  
ph: 952-850-0950  
fax: 952-850-0777  
www.eparc.net

**NOT FOR CONSTRUCTION**

SIGNATURE: *Man M. Podas*  
ENGINEER: MWF  
REGISTRATION NUMBER: 40887  
DATE: 2/5/16  
DRAWN BY: LM  
CHECKED BY: CM

PROJECT TITLE  
**EMMANUEL CHRISTIAN CENTER**  
SPRING LAKE PARK, MINNESOTA

Project Number **3852.0000**

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No.	Date	Appr	Revision Notes
Phase			
<b>DESIGN DEVELOPMENT</b>			
Sheet Title: <b>SITE LIGHTING CUTSHEETS</b>			
Drawing No.			
<b>PH.2</b>			







City of Spring Lake Park

## Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 3.7.16 Meeting**  
File No.: R-18GEN

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**Note:** Updated information is shown in *italics*. *Phil will be absent from the 3.7.16 meeting.*

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

This project includes lining and wye grouting in the northeast corner of the city. *The Contractor, Visu-Sewer, has completed most of the grout work on the service wyes.*

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

The contractor, Valley Paving Inc., has punch-list work including seeding items and structure adjustments remaining. 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 the spring.

### **MS4 Permit (193802936).**

Ongoing implementation items. *Will work on closing out existing site permits and identifying private stormwater ponds that need maintenance.*

### **Lift Station No. 1 Equipment (pumps, generator, and control panel) (193802805).**

Equipment suppliers continue work on their items. Generator has been delivered. *Lift station pumps will be delivered in the next few weeks (to be timed with excavation).*

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

*The Contractor, Meyer Contracting, has started dewatering and excavation work. Base structure work should begin in mid-March.*

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

*Finalizing bid documents. Bids will be received in early April. Council will consider contract award at council meeting on April 18<sup>th</sup>.*

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

*Finalizing bid documents. Bids will be received in early April. Council will consider contract award at council meeting on April 18<sup>th</sup>.*

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

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

*Worked with Planner and Administrator on comments for proposed ECC building addition.*

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**



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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:** MET COUNCIL REFORM  
**DATE:** FEBRUARY 29, 2016

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Commissioner Robyn West asked that I provide the City Council with the attached materials from a working group calling for reform of the Metropolitan Council.

Both the North Metro Mayors Association and Metro Cities have reform of the Metropolitan Council on their work plan. Both organizations have reviewed the attached proposal but have declined to proceed. Both the North Metro Mayors Association and Metro Cities call for staggering the terms of the Met Council members. A bill setting staggered terms for Met Council members this has been heard in the Legislature and these two city organizations feel that with a short session in 2016, it is best to focus on that issue at the present time.

For your information.



**County Administration**

February 8, 2016

Dakota County  
Administration Center  
1590 Highway 55  
Hastings, MN 55033

651.438.4528  
Fax 651.438.4405  
[www.dakotacounty.us](http://www.dakotacounty.us)

Dear Manager/Administrator/Clerk,

We are part of a coalition of County and City leaders from the suburban metropolitan area who have become increasingly concerned with a lack of accountability from the Metropolitan Council, especially as its scope of authority and involvement in regional issues continue to expand. It is our belief that an updated Metropolitan Council governance structure, one that makes the Council accountable to the regional constituency of those impacted by its decisions, would benefit this region greatly. We seek your support for the attached principles for reform that would increase local participation and collaboration to help guide orderly growth and economic development in our region.

We ask that you adopt the attached resolution calling for substantive change to the Council.

**Structure Limits Local Representation**

Metropolitan Council members are non-elected individuals answerable only to the Governor, an office that has often been elected without majority support from metropolitan-area voters. We believe the Council, which has the ability to levy taxes on metropolitan-area residents, should be answerable to the citizens and taxpayers of the area it represents rather than a single officeholder and should feature strong county representation and representation from other local elected officials. This call for reform echoes the 2011 conclusion of the nonpartisan Office of the Legislative Auditor. In the evaluation report [Governance of Transit in the Twin Cities Region](#), Legislative Auditor Nobles recommended a Council with a mix of gubernatorial appointees and elected officials from the region.

**Substantial Changes In Role of Council Since 1967**

The Metropolitan Council was established in 1967 to provide regional planning services for the Twin Cities area. However, at the same time the Council's management of growth, in particular its coordination of regional services, has changed dramatically. The Council's scope has increased, but not its level of accountability to the local governments and citizens of the metropolitan area. Many citizens and local government officials feel disconnected from the present Metropolitan Council, undermining its credibility and preventing it from functioning as an effective regional governance body.

In closing, we hope you will join us in our call for reform by adopting the attached resolution with principles to strengthen regional planning and development. We welcome the opportunity to meet with you and your colleagues to present this and discuss further. Please contact Claire Pritchard at 651.438.4540 (or at [Claire.Pritchard@co.dakota.mn.us](mailto:Claire.Pritchard@co.dakota.mn.us)) for more information or to schedule a presentation by an elected official to your Council or Board. We look forward to working with you in this effort to unite the region for continued growth and prosperity.

Please make every effort to return the adopted resolution to [Claire.Pritchard@co.dakota.mn.us](mailto:Claire.Pritchard@co.dakota.mn.us) by Tuesday, March 8, or as early as possible given your approval process.

Sincerely,



Jeff Johnson  
Hennepin County Board of Commissioners



Rhonda Sivarajah  
Anoka County Board of Commissioners



Matt Look  
Anoka County Board of Commissioners



Scott Schulte  
Anoka County Board of Commissioners



Brian Kirkham  
Bethel City Council



Randy Maluchnik  
Carver County Board of Commissioners



Tom Workman  
Carver County Board of Commissioners



Denny Laufenburger  
Mayor, City of Channassen



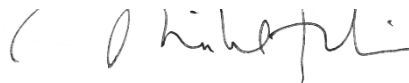
Nancy Schouweiler  
Dakota County Board of Commissioners



Liz Workman  
Dakota County Board of Commissioners



Chris Gerlach  
Dakota County Board of Commissioners



Mike Franklin  
Jordan City Council



Mike Beard  
Scott County Board of Commissioners



Jon Ulrich  
Scott County Board of Commissioners

Enclosures: 3

## **TEMPLATE RESOLUTION: Supporting Principles for Reform of the Metropolitan Council**

WHEREAS, regional planning and local government cooperation is vital to the continued success of the Minneapolis-St. Paul Metropolitan Area; and

WHEREAS, the Metropolitan Council is, by statute, the regional planning agency for the Minneapolis-St. Paul Metropolitan Area, with broad authority, including the ability to levy taxes, charge fees and set regional policy; and

WHEREAS, cities and counties are the entities most directly affected by policies and financial decisions of the Metropolitan Council, making them the primary constituents of the Metropolitan Council; and

WHEREAS, the Metropolitan Council's scope of authority and involvement in regional issues has expanded significantly over the years; and

WHEREAS, a governmental entity, particularly one with taxing authority, to be effective, must be credible, and responsive and accountable to those it represents; and

WHEREAS, the appointment of Metropolitan Council members resides solely with the Governor, effectively making the Governor the primary constituent of the Metropolitan Council; and

WHEREAS, many cities and counties believe that the Metropolitan Council lacks accountability and responsiveness to them as direct constituents; and

WHEREAS, many cities and counties believe that the authority to impose taxes and set regional policy should be the responsibility of local government elected officials; and

WHEREAS, reform is necessary to ensure that the Metropolitan Council is an effective, responsive, and accountable partner for regional development and progress.

NOW, THEREFORE, BE IT RESOLVED, That the Metropolitan Council, due to its taxing and policy authority, should be accountable to a regional constituency of those impacted by its decisions; and

BE IT FURTHER RESOLVED, That the Metropolitan Council should not operate as a state agency answerable to only one person, the Governor, as it does in its current form; and

BE IT FURTHER RESOLVED, That the \_\_\_\_\_ supports reform of the Metropolitan Council that adheres to the following principles:

- I. A majority of the members of the Metropolitan Council shall be elected officials, appointed from cities and counties within the region;
- II. Metropolitan cities shall directly control the appointment process for city representatives to the Metropolitan Council;
- III. Metropolitan counties shall directly appoint their own representatives to the Metropolitan Council;
- IV. The terms of office for any Metropolitan Council members appointed by the Governor shall be staggered and not coterminous with the Governor;
- V. Membership on the Metropolitan Council shall include representation from every metropolitan county government;
- VI. The Metropolitan Council shall represent the entire region, therefore voting shall be structured based on population and incorporate a system of checks and balances.



**Metropolitan Governance Reform**  
Twin Cities' Local Government Coalition  
-Statement of Objectives-

A coalition of local governments throughout the metropolitan area has joined together to develop a position statement and a set of principles for improving metropolitan governance in the Twin Cities.

The Coalition supports the need for regional planning, collaboration and coordination, but seeks to expand local government representation on the Metropolitan Council.

The Coalition's objectives for its collective effort to improved governance are:

1. To articulate a vision of responsive and effective metropolitan governance—as represented by a Statement of Belief and Principles for Reform of the Metropolitan Council
2. To align local government interests behind a reform effort—through formation of a broad coalition of metropolitan Cities and Counties —and a common position.
3. To be prepared for any efforts—legislative and otherwise—to reform the governance structure and functioning of the Metropolitan Council.

Attached is the Coalition's Statement of Belief and Principles for Reform.

# Twin Cities' Local Government Coalition

## Principles for Metropolitan Council Reform

*The following principles were developed by a coalition of cities and counties in the metropolitan area, a coalition created to advocate for reform of the Metropolitan Council. The group believes that an effective Metropolitan Council should reflect the following principles, which were developed based on the group's core Statement of Belief (printed below).*

### **STATEMENT OF BELIEF:**

**The Metropolitan Council, due to its taxing and policy authority, should be accountable to a regional constituency of those impacted by its decisions. It should not operate as a state agency—as it does in its current form—answerable to only one person, the Governor.**

### *Principles for Metropolitan Council Reform:*

- I. A majority of the members of the Metropolitan Council shall be elected officials, appointed from cities and counties within the region.
- II. Metropolitan cities shall directly control the appointment process for city representatives to the Metropolitan Council.
- III. Metropolitan counties shall directly appoint their own representatives to the Metropolitan Council.
- IV. The terms of office for any Metropolitan Council members appointed by the Governor shall be staggered and not coterminous with the Governor.
- V. Membership on the Metropolitan Council shall include representation from every metropolitan county government.
- VI. The Metropolitan Council shall represent the entire region, therefore voting shall be structured based on population and incorporate a system of checks and balances.

## Background and Justification of Position

The Metropolitan Council was created to provide for the orderly and economic development of the Twin Cities metropolitan area. It has the responsibility and authority to guide the region's growth and to provide important regional services. The Counties of Anoka, Carver, Dakota, and Scott support the concept of a regional approach, and have no wish to abolish the Council or diminish the importance of regional collaboration.

However, the Council's management of growth, and in particular the coordination and delivery of regional services has changed dramatically. At the same time, the role of counties has evolved. Increasingly, Counties have undertaken direct provision of regional services including: hazardous and solid waste management, transit funding and transitway development, regional parks, regional highways, water resources planning and watershed management, greenway and bikeway development, farmland and open space preservation, the regional library system, fiber communications networks, and the 800 MHz radio network.

The Council's recent focus on reducing poverty and disparities makes it even more essential that within the governance structure there is understanding and improved coordination with county programs--- which exclusively provide economic assistance, social services, workforce development/employment, counseling, public health, nutrition and family "home visiting" services, workforce and specialized housing programs and many other anti-poverty and human services. In these and many other circumstances, the State, Metropolitan Council and city governments have all looked to counties to provide both the financial and political leadership needed to address key regional issues.

Thus, while a strong regional approach is necessary for many issues, it is necessary for the regional governing body to feature strong county representation, as well as representation from other local elected officials. Currently, the members of the Council are non-elected individuals answerable only to the Governor, an office that has often been elected without majority support from metropolitan-area voters. The Council, which has the ability to levy taxes on metropolitan-area residents, should be answerable to the citizens and taxpayers of the area it represents rather than a single officeholder.

**The best way to ensure that the interests of citizens of the metropolitan-area are represented is to have a preponderance of locally elected officials on the Council--individuals that do not serve exclusively at the pleasure of the Governor.** This will have the added benefit of allowing the Council to meet federal guidelines to serve as the region's Metropolitan Planning Organization, a move encouraged by Federal Transit Administration (FTA) and Federal Highway Administration (FHA) to make the Council "more directly accountable to its public<sup>1</sup>."

Regional governance is vital to the metropolitan area's continued success. However, in order for a regional body to be effective it must be credible, meaning that regional citizens must feel that the body effectively represents their goals and values. Citizens currently feel disconnected from the Metropolitan Council, preventing it from functioning as an effective regional governance body. The coalition of suburban counties is working to join the Metropolitan Council with the people it represents, so the region as a whole can unite for continued growth and prosperity.

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<sup>1</sup> Letter from representatives of FTA and FHA to Ann R. Goering of Ratwik, Roszak, & Maloney, P.A., Aug. 3 2015

## FREQUENTLY ASKED QUESTIONS: METROPOLITAN COUNCIL REFORM PRINCIPLES

### 1) Why now?

Reform of the Metropolitan Council has been an issue on the minds of many local governments for many years. However, political realities have created obstacles that thwarted many previous attempts at reform.

The release of ThriveMSP2040 reinvigorated the drive for reform in many cities and counties who were unhappy with aspects of the plan. However, our call for change is not a reaction to the specifics of the plan, or to how it allocates resources. Instead, the experience drove home what little incentive the Council has to take into account the opinions of local governments. Councilmembers do not answer to the local constituency, but rather to a constituency of one: the Governor. We realized this was the core problem, and the release of Thrive2040 was the catalyst that renewed our efforts to build a coalition for governance reform.

### 2) Who makes up the coalition?

The coalition originated with officials from Anoka, Carver, Dakota, and Scott Counties, who share a collective opinion that the Metropolitan Council must be more accountable to the regional constituency. They made the decision to develop principles for reform, and, knowing it was important to have the perspective of cities represented as well, invited certain city officials with interest in reform to join the group. The city officials (listed in Attachment A) represent themselves alone, and do not necessarily represent the views of their entire councils. Together this group developed a mutually-agreed-upon set of principles for reform.

### 3) You're asking cities to adopt these principles, knowing that they go against the position of Metro Cities. Doesn't this undermine the work of the Metro Cities organization?

We believe that Metro Cities plays a vital role in advocating for city interests, and we did invite them to play a part in the development of the shared principles. However, they ultimately decided to withdraw from the group due the incompatibility of our positions. We had hoped to work together toward reform, and we hope to work together in the future if the position of the organization changes.

However, in the meantime we are aware of many cities with positions on Metropolitan Council reform that contradict the official Metro Cities position, and we believe that those cities should have their voices heard in the Legislature.

**4) What are the next steps?**

These draft principles have been distributed to every city and county in the metropolitan area, and we hope to have as many as possible adopt these principles. We are happy to discuss the principles, along with our reasons for wanting reform, with any Board or Council in the area.

During the Legislative Session we will present these adopted resolutions to Legislators to illustrate how important reform is to local governments in the metro-area, and we will work with Legislators to advance reform proposals that meet the adopted principles.

**5) How do other cities do it?**

Every other major metropolitan area's regional planning organization (see Attachment B), as well as every other regional planning organization in Minnesota, is made up of a majority of local elected officials.

**6) Is this an effort to get rid of the Metropolitan Council?**

Absolutely not. Regional governance is important, but it would be more effective and credible with local representation. In the current system, Metropolitan Council members are non-elected individuals answerable only to the Governor, an office that has often been elected without majority support from metropolitan-area voters. The Council, which has the ability to levy taxes on metropolitan-area residents, should be answerable to the citizens and taxpayers of the area it represents rather than a single officeholder and should feature strong county representation from local elected officials.

**7) Is this a reaction to the ThriveMSP2040 plan?**

No. Many cities and counties were unhappy with aspects of the Council's plan. However, our call for reform is not a reaction to the specifics of the plan, or to how it allocates resources. Instead, the experience drove home to many what little incentive the Council has to take into account the opinions of local governments. The Council does not answer to the local constituency, but rather to a constituency of one- the Governor. We realized that this was the core problem, and the release of Thrive2040 was the catalyst to renew our efforts to build a coalition for governance reform.

**8) Is there other support for this?**

Yes, many other entities and organizations have come out in support for reform. In 2011, for example, the Office of the Legislative Auditor released [a report](#) recommending that the Metropolitan Council be composed of a majority elected officials, citing the Council's "limited credibility" due to a governance structure that limits accountability.

The City of Minneapolis also passed a resolution on January 14, 2011, asking the Legislature to reform the Council so that a “majority of council members shall be locally elected city and county officials.”

Furthermore, representatives of the Federal Highway Administration and Federal Transit Administration, responsible for certifying the Council as eligible to receive federal transportation and transit funding, have encouraged reform of the Council to make it “more directly accountable to its public.”

**9) Would these principles turn the Metropolitan Council into a Council of Governments (COG)?**

No. Councils of Governments have little authority beyond transportation planning and regional coordination of service. The level of authority that the Legislature has granted the Metropolitan Council, including the authority to levy taxes, is unique. None of the proposed principles diminish Council authority in any way, and will not transform the Council into a COG.

**10) Do you oppose the Governor?**

No. This is not a partisan issue- we would feel the same way whether the Governor was a Republican or a Democrat. What troubles us is that the entire membership and focus of the Council can shift depending on who is in power. The Council should represent the interests of the region, not a single individual.

**11) Is this about the suburbs complaining?**

No. This is about ensuring that the entire region feels represented by the Metropolitan Council.

**12) Is the Met Council accountable to their constituents?**

No. Although the Met Council has the power to levy taxes on metropolitan area residents, it is not accountable to those residents and is instead solely accountable to the Governor, an individual that over the last five election cycles was only once elected with majority support from metro-area voters.

## QUESTIONS ABOUT THE PRINCIPLES THEMSELVES:

### **13) Aren't local elected officials too busy to serve on the Council?**

There is a time commitment to serving on the Council, true, but it is only a part-time engagement. Many current Metropolitan Council members hold other full-time jobs. Furthermore, local elected officials serve on the metropolitan planning organizations of every other large city in the country.

If these principles are enacted it will be part of cities and counties' role to ensure that those appointed to the Council are comfortable with the time commitment.

### **14) Isn't it a conflict of interest to ask an official elected by one specific city or county to represent an entire region?**

Local elected officials already serve in many capacities where they must consider regional interests. The Council's Transportation Advisory Board, for example, which recommends allocation of transportation and transit funding throughout the region, is made up of majority of local elected officials. The Counties Transit Improvement Board and the Metropolitan Mosquito Control District Board are two other examples where local elected officials serve and represent the interests of an entire region. Even the structure of County Boards and City Councils requires local elected officials to represent the interests of the entire city/county, rather than the specific district that elected them.

### **15) What happens if a local elected official leaves office in the middle of his/her Metropolitan Council appointment?**

We purposely made these principles high-level. We do not want to get into the details of a specific plan; that is the job of the Legislature. These issues will be considered as a plan develops.

### **16) What about the criticisms of the role of the Council? These principles don't address any of that.**

True, and many of us do have thoughts on the role of the Council. However, we believe that the first step is to reform the governance of the Council. Once the Council is accountable to its metropolitan constituency we can consider the role that it should play in the region's future.

### **17) You mention a system of voting and checks and balances- can you elaborate?**

We purposely made these principles high-level. We do not want to get into the details of a specific plan; that is the job of the Legislature. However, we do believe that the Council should represent all citizens in the area, without allowing the large urban core to drive all decision making.

## ATTACHMENT A: PARTICIPANTS IN THE METROPOLITAN GOVERNANCE WORKING GROUP

### ***Participating County Officials:***

Anoka County:           Commissioner Matt Look  
                                  Commissioner Scott Schulte  
                                  Commissioner Rhonda Sivarajah  
                                  County Administrator Jerry Soma

Carver County:           Commissioner Randy Maluchnik  
                                  Commissioner Tom Workman  
                                  County Administrator Dave Hemze

Dakota County:           Commissioner Chris Gerlach  
                                  Commissioner Nancy Schouweiler  
                                  Commissioner Liz Workman  
                                  County Manager Brandt Richardson

Scott County:            Commissioner Mike Beard  
                                  Commissioner Jon Ulrich  
                                  County Administrator Gary Shelton

### ***Participating City Officials:***

Bethel:                    Councilmember Brian Kirkham

Burnsville:              Councilmember Bill Coughlin

Chanhassen:             Mayor Denny Laufenburger

Elko New Market:       Mayor Bob Crawford

Jordan:                  Councilmember Mike Franklin

Lino Lakes:              Mayor Jeff Reinert

Prior Lake:              Mayor Ken Hedberg

Rosemount:              Councilmember Jeff Weisensel

Shakopee:               Mayor Bill Mars



## Metropolitan Planning Agencies in Large Metropolitan Areas

Name	Governance Structure
<a href="#">San Diego Association of Governments</a>	<p>The Board includes 20 local elected officials as well as non-voting members from various state and federal agencies and other organizations.</p> <p><b>Summary: All voting members are local elected officials. There are no citizen members.</b></p>
<a href="#">Metropolitan Council</a>	<p>The Council consists of 16 citizens appointed by the Governor.</p> <p><b>Summary: All voting members are citizens. There are no elected officials on the Council.</b></p>
<a href="#">North Jersey Transportation Planning Authority</a>	<p>The Board consists of 15 local elected officials, 4 other government representatives, and 1 citizen representative (position is currently vacant).</p> <p>The 3 other government representatives are from the Port Authority, the NJ Governor's Authorities Unit, NJ Department of Transportation, and NJ TRANSIT.</p> <p><b>Summary: The majority of voting members are local elected officials. There is one citizen member.</b></p>
<a href="#">Metropolitan Transportation Commission (Oakland CA)</a>	<p>The Board consists of 16 local elected officials, 2 representatives of the federal government, 1 representative of state government, and 2 representatives of local organizations.</p> <p>The state representative is from the California State Transportation Agency.</p> <p>The 1 organizations are the San Francisco Bay Conservation and Development Commission and the Association of Bay Area Governments.</p> <p><b>Summary: The majority of voting members are local elected officials. There are no citizen members.</b></p>
<a href="#">Houston-Galveston Area Council</a>	<p>The Board consists of 30 local elected officials, 6 judges, and 1 representative of the Independent School Districts.</p> <p>The local elected officials represent cities and counties in the metro area, although some cities and counties are represented by judges.</p> <p><b>Summary: The majority of voting members are local elected officials. There are no citizen members.</b></p>

## Metropolitan Planning Agencies in Large Metropolitan Areas

Name	Governance Structure
<a href="#">North Central Texas Council of Governments</a>	<p>The Board consists of 9 local elected officials, 3 judges, and a non-voting member of the Texas Legislature.</p> <p>The metro-area cities are represented by mayors or councilmembers; the counties are represented by judges.</p> <p><b>Summary: The majority of voting members are local elected officials (although there are no county elected officials- counties are represented by judges). There are no citizen members.</b></p>
<a href="#">Boston Region MPO</a>	<p>The Board consists of 14 local elected officials, 8 representatives from other governments and organizations, and 2 nonvoting representatives from the federal government.</p> <p>The elected officials are all mayors and selectmen of local towns; there are no county representatives.</p> <p>There are 2 representatives from regional planning organizations, as well as representatives from regional transit and transportation authorities and the Massachusetts Department of Transportation.</p> <p><b>Summary: The majority of the voting members are local elected officials. There are also no citizen members.</b></p>
<a href="#">Atlanta Regional Commission</a>	<p>The Board consists of 23 local elected officials, 15 citizens, and 1 non-voting representative from the Georgia Department of Community Affairs.</p> <p>There is 1 citizen representative from each of 15 districts in the metro area, elected by the 23 public officials.</p> <p><b>Summary: All voting members are either local elected officials or are citizen members selected by local elected officials.</b></p>
<a href="#">Puget Sound Regional Council</a>	<p>The Council has a general assembly consisting of all elected officials from all member jurisdictions. The Assembly establishes the budget and elects representatives to the Executive Board.</p> <p>The Executive Board consists of 30 elected officials and 2 representatives from the Washington State Transportation Commission and the Washington State Department of Transportation.</p> <p><b>Summary: All voting members are either local elected officials or are selected by local elected officials. There are no citizen members.</b></p>

## Metropolitan Planning Agencies in Large Metropolitan Areas

Name	Governance Structure
<a href="#">National Capital Region Transportation Planning Board</a>	<p>The Board consists of 32 local elected officials and 2 representatives from state government.</p> <p>The 2 state representatives are legislators from the Maryland and Virginia General Assemblies.</p> <p><b>Summary: The majority of voting members are elected officials. There are no citizen members.</b></p>
<a href="#">Maricopa Association of Governments</a>	<p>The Council consists of 32 local elected officials, 4 state representatives, and 1 member of a citizen organization.</p> <p>The elected officials are mayors, councilmembers, etc. from metro towns, cities, and reservations.</p> <p>There are also 2 representatives each from the State Transportation Board and the Arizona Department of Transportation.</p> <p>Finally, there is a representative from the Citizens Transportation Oversight Commission.</p> <p><b>Summary: The majority of voting members are local elected officials. There is one citizen member, a representative of a citizen oversight commission.</b></p>
<a href="#">Southwestern Pennsylvania Commission</a>	<p>The Executive Committee consists of 11 local elected officials, 3 at-large members, and representatives from the Pennsylvania Department of Economic Development, Department of Transportation, and Governor's Office.</p> <p><b>Summary: The majority of voting members are local elected officials. There are 3 at-large members.</b></p>
<a href="#">Delaware Valley Regional Planning Commission</a>	<p>The Board consists of 16 state government appointees, 24 local government elected officials and staff, and 2 attorneys. as well as a number of non-voting members.</p> <p>There are 4 representatives from the PA Department of Transportation and 3 from the NJ Department of Transportation.</p> <p>There are also 3 representatives from the PA Governor's Policy Office, 1 other PA Governor's appointee, 3 from the NJ Department of Community Affairs, and 2 appointees from the NJ Governor.</p> <p><b>Summary: The majority of voting members are either local elected officials or local government staff members. There are no citizen members.</b></p>

## Metropolitan Planning Agencies in Large Metropolitan Areas

Name	Governance Structure
<a href="#">New York Metropolitan Transportation Council</a>	<p>The Board consists of 5 local elected officials, 3 city representatives, 1 state representative, and 7 non-voting members from various federal and state agencies.</p> <p>The 5 local elected officials are the County Executives of the 5 metro counties. The city representatives are heads of the New York City Transportation Authority, Department of Transportation, and Department of City Planning.</p> <p>The state representative is from the New York State Department of Transportation.</p> <p><b>Summary: The majority of voting members are local elected officials or representatives from city government. There are no citizen members.</b></p>
<a href="#">Baltimore Regional Transportation Board</a>	<p>The Board consists of 7 local elected officials and 4 representatives from state departments (3 non-voting).</p> <p>A representative from the Maryland Department of Transportation has voting privileges.</p> <p><b>Summary: All voting members, except one, are local elected officials.</b></p>
<a href="#">Southeast Michigan Council of Governments</a>	<p>The Council has a general assembly consisting of delegates from all local governments in the region. The Executive Committee consists of local elected officials as well as representatives from community colleges and the Regional Transit Authority of Southeast Michigan.</p> <p><b>Summary: The majority of voting members are local elected officials. There are no citizen members.</b></p>
<a href="#">Chicago Metropolitan Agency for Planning</a>	<p>The Board consists of appointments from each of the metro counties- the members are a combination of elected officials and representatives of nonprofits and private industry. There are also 2 non-voting Governor's appointees and a non-voting representative of the Regional Transportation Authority.</p> <p><b>Summary: The majority of voting members are elected officials and all are appointed by local jurisdictions. There is a Citizens' Advisory Committee created by the Board.</b></p>
<a href="#">Southern California Association of Governments</a>	<p>The Regional Council consists of elected local officials representing 67 districts, all members of the Los Angeles City Council and the Mayor, as well as 1 elected representative from each of the 6 counties in the district, and representatives from regional transportation commissions and tribal governments.</p> <p><b>Summary: The majority of voting members are local elected officials. There are no citizen members.</b></p>

## Metropolitan Planning Agencies in Minnesota

Name	Governance Structure
<a href="#">Duluth-Superior Metropolitan Interstate Council</a>	<p>The Board consists of 15 local elected officials from Minnesota and Wisconsin, 2 citizens, and one representative from the Duluth Transit Authority.</p> <p>There are two citizen members, one representing the City of Duluth and one the City of Superior.</p> <p><b>Summary: The majority of voting members are local elected officials. There are two citizen representatives.</b></p>
<a href="#">Grand Forks - East Grand Forks Metropolitan Planning Organization</a>	<p>The Board consists of 6 local elected officials as well as 2 representatives from the Planning Commissions of the City of Grand Forks and the City of East Grand Forks.</p> <p><b>Summary: The majority of voting members are local elected officials. There are no citizen representatives.</b></p>
<a href="#">Fargo-Moorhead Metropolitan Council</a>	<p>The Board consists of 11 elected officials and 3 representatives from the Fargo and Moorhead Planning Commissions.</p> <p><b>Summary: The majority of voting members are elected officials. There are no citizen representatives.</b></p>
<a href="#">St. Cloud Area Planning Organization</a>	<p>The Board consists of 11 local elected officials as well as representatives from the Central Minnesota Transportation Alliance and St. Cloud Metro Bus.</p> <p><b>Summary: The majority of voting members are elected officials. There are no citizen representatives.</b></p>
<a href="#">Metropolitan Council</a>	<p>The Council consists of 16 citizens appointed by the Governor.</p> <p><b>Summary: All voting members are citizens. There are no elected officials on the Council.</b></p>
<a href="#">Rochester-Olmsted Council of Governments</a>	<p>The Board consists of 16 local elected officials, including 2 representatives from school districts, and 2 citizen members.</p> <p><b>Summary: The majority of voting members are elected officials. There are two citizen representatives.</b></p>
<a href="#">La Crosse Area Planning Committee</a>	<p>The Board consists of 10 local elected officials.</p> <p><b>Summary: All voting members are elected officials. There are no citizen representatives.</b></p>
<a href="#">Mankato/North Mankato Area Planning Organization</a>	<p>The Board is made up of 6 local elected officials.</p> <p><b>Summary: All voting members are elected officials. There are no citizen representatives.</b></p>



# LOCAL GOVERNMENT OFFICIALS

**March 30, 2016**

**Broadway Pizza  
11822 Aberdeen Street NE  
Blaine**

## **Agenda**

**6:00 p.m. Dinner  
6:15 p.m. Meeting**

**Hosted by: Tom Ryan, Mayor of Blaine**

- 1. Welcome/Introductions – Mayor Tom Ryan, City of Blaine**
- 2. Flood Plain Insurance**
- 3. Rental of private homes or just a room without any rental licensing or inspections outside the governmental oversight**
- 4. Update on PSDS**
- 5. Medical marijuana and how it affects cities**

Anoka County • Andover • Anoka • Bethel • Blaine • Centerville • Circle Pines • Columbia Heights

Lexington • Lino Lakes • Linwood • Nowthen • Oak Grove • Ramsey • St. Francis • Spring Lake Park

Columbus • Coon Rapids • East Bethel • Fridley • Ham Lake • Hilltop

**Menu**  
**Broadway Pizza**  
**\$13.50 per person**

**Pizza and Salad Buffet**

**Coffee, milk and pop included**

\*\*\*\*\*

**Cash bar available**

**See you there!**

**RSVP needed by March 23, 2016**  
**Tina Pedersen, at 763-323-5837**  
**[tina.pedersen@co.anoka.mn.us](mailto:tina.pedersen@co.anoka.mn.us)**

**Please make checks payable to Anoka County**





# Anoka County

## COUNTY ADMINISTRATION

Respectful, Innovative, Fiscally Responsible

JERRY SOMA  
County Administrator

February 11, 2016

This letter was sent to all  
elected officials of the City of  
Spring Lake Park.

The Honorable Cindy Hansen  
Mayor, City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

RE: Coon Creek Watershed District Appointments

Dear Mayor Hansen:

In accordance with the provisions of Minn. Stat. § 103B.227, Anoka County in February 2016 published a notice that terms will expire for two managers on the Coon Creek Watershed District Board of Managers. The notice publication requirement applies because Coon Creek Watershed District is considered a watershed management organization. The published notice states that persons interested in being appointed may submit their names to the appointing authority, which is the county board, for a watershed district appointment. For your information, a copy of the notice is enclosed.

In appointing a manager to the Coon Creek Watershed District, Minn. Stat. § 103D.311 is applicable. This statute requires a county board, upon the expiration of a term, to appoint a manager for a watershed district from a list of persons nominated jointly or severally by the cities and municipalities within the district if a list(s) is submitted 60 days before the manager's term of office expires or to appoint a manager who resides in a city that fails to submit a list. The vacancies expire on May 27, 2016. In order for the county to accept nominations, they must be received by Monday, March 28, 2016. If there is a desire to submit a list jointly for a manager appointment, you may wish to confer with affected cities and jointly submit the list. The cities with territory located in the Coon Creek Watershed District are Andover, Blaine, Columbus, Coon Rapids, Fridley, Ham Lake, and Spring Lake Park.

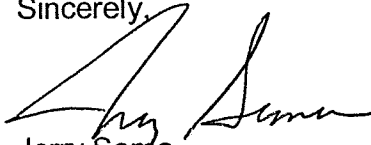
In order for names submitted to the county to be considered a list under the statutory definition, the list must contain the names of at least three nominees eligible to be appointed. To be eligible for an appointment, a nominee must reside within the watershed district boundaries, be eligible to vote in the district, and not be a public officer of the county, state, or federal government (except that a soil and water conservation supervisor can be appointed). The county board may choose to appoint someone who is not on a list if the person resides in a city that did not submit a list.

In making watershed appointments, there is an additional factor to be considered by a county board. Minn. Stat. § 103D.311 requires watershed district managers to be appointed to fairly represent all of the various hydrologic areas within the watershed district.

The appointees, whose terms will expire on May 27, 2016, are Clayton Kearns and Warren Hoffman. A map with the location of current board members noted is being forwarded to the manager/administrator/clerk of the City of Spring Lake Park.

If you have any questions regarding this appointment process, you may contact Jon C. Audette, Assistant County Attorney, at 323-5649 or at [jon.audette@co.anoka.mn.us](mailto:jon.audette@co.anoka.mn.us).

Sincerely,



Jerry Soma  
County Administrator  
763-323-5693  
[Jerry.Soma@co.anoka.mn.us](mailto:Jerry.Soma@co.anoka.mn.us)

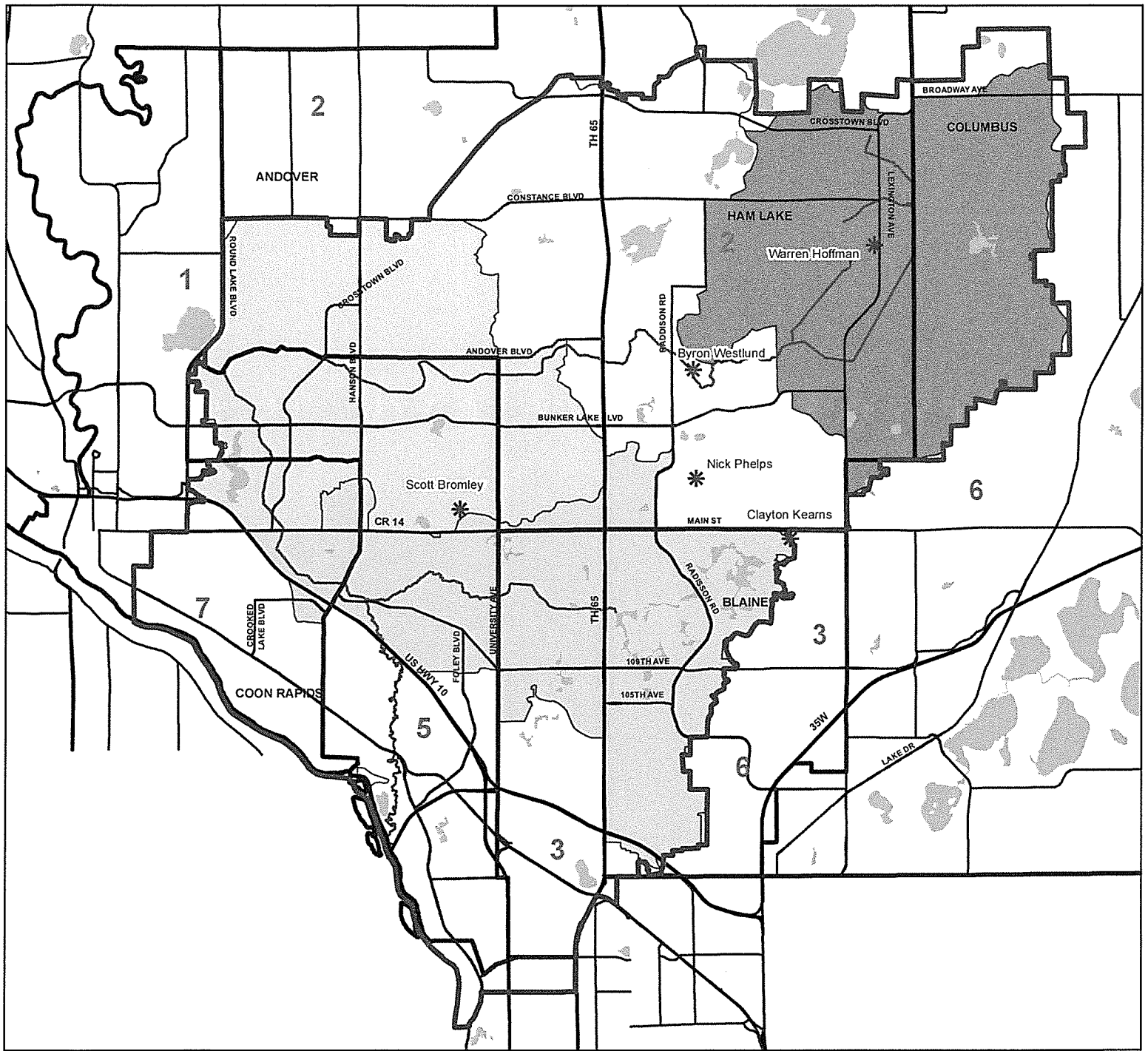
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Enclosure

- c: Spring Lake Park City Manager/Administrator or Clerk  
Jon C. Audette, Assistant County Attorney  
Diane Eichinger, Principal Administrative Assistant



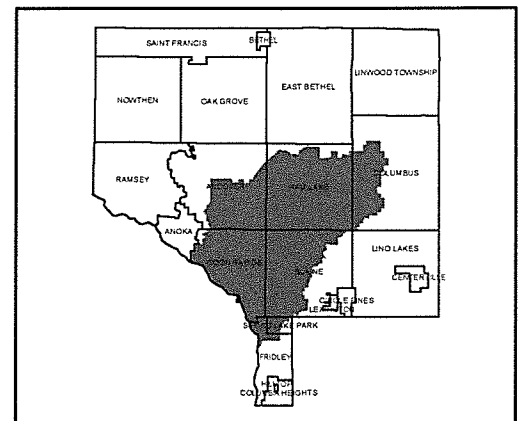
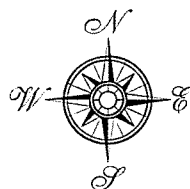


# Coon Creek Watershed District



## Legend

- \* CURRENT MANAGERS
- ▭ WATERSHED DISTRICT BOUNDARY
- ▭ COMMISSIONER DISTRICTS
- HYDROLOGIC SUBUNITS**
- 1
- 2
- 3
- 4
- 5







# BOLTON & MENK, INC.<sup>®</sup>

## Consulting Engineers & Surveyors

12224 Nicollet Avenue • Burnsville, MN 55337  
Phone (952) 890-0509 • Fax (952) 890-8065  
www.bolton-menk.com

### MEMORANDUM

**Date:** February 10, 2016  
**To:** Jack Forslund, PTP  
Multimodal Planning Manager, Anoka County Transportation Division  
**From:** Bryan Nemeth, P.E., PTOE  
Traffic and Transportation Engineer  
**Subject:** Open House Summary  
CSAH 8 Roadway Modification Study

---

The first Open House for the CSAH 8 Roadway Modification Study was held on February 9<sup>th</sup>, 2016 at Woodridge Elementary School in Spring Lake Park, MN. The Open House was held from 7:00 to 9:00 PM with a presentation that started at approximately 7:30 PM.

This Open House was intended to introduce the community to the study along with an understanding of current issues, concerns, and conditions. Four time periods are being evaluated including AM, School AM, School PM, and PM peak. A Sunday analysis is also included. Overall, the corridor operates acceptably with some congestion at TH 47, TH 65, and at cross streets during the peak hours and Sundays. Multi-modal service levels are acceptable for transit and pedestrians but considered to be poor for bicyclists. There have been 32 crashes on the corridor over the last five years, 12 of them at Monroe Street. An additional 27 crashes have occurred at TH 47 and 39 at TH 65. The corridor currently carries 8,900 vehicles per day. Traffic has decreased on the corridor over the last ten years but the analysis considers an increase in traffic up to the previous levels.

The Open House presented operations and safety of the existing corridor as well as options to be considered for the corridor and intersections. This included the current corridor configuration of a four-lane undivided roadway, a four-lane divided roadway, and a 3-lane roadway. Intersection configurations included the current traffic control of a signal and all-way stops or changes including roundabouts and medians at specific locations. A focus of the alternatives analysis was on safety, capacity, access, and multi-modal impacts.

There were approximately 30 people in attendance. Of these, 18 of them signed in.

Verbal comments were received by Anoka County, City of Fridley, City of Spring Lake Park, and Bolton & Menk Staff both during the presentation and before and after the presentation at the Open House Boards. Many of the verbal comments centered on the concern for changing anything when it appears to be acceptable. Other comments included wanting to maintain the capacity of the roadway by maintaining two lanes in each direction, wanting to slow down traffic, motorists running the stop controlled intersections, Sunday traffic concerns at 5<sup>th</sup> Street, and discussion on emergency vehicle access. There were also comments about the St Paul Water Works line, the condition of the trail on the north side of the roadway, truck impacts (especially as related to City of Spring Lake Park future action to eliminate truck



traffic on 81<sup>st</sup> Avenue) and shoulder width needs related to buses, bicyclists, and emergency vehicles. A total of three written comments were received at the meeting. Provided are the statements in their entirety.

- “My Issue is with 5<sup>th</sup> Street. If we have the center lane as turn only. How on Sunday mornings do we ever make a left turn to go to University Ave? If you put a barrier there we can only turn right. Leave the road as it is. Thank you.”
- “Hwy 65 and Osborne does not need a divider.”
- “I have lived in the area all my life (40 years), and have a daughter that attends Woodcrest. I am in favor of anything that helps safety on Osborne. The 3-lane option seems to be a “no-Brainer” since it can be done with a mill and overlay with some minor median work. Please consider the 3-lane option further as the county works toward a preferred option. Additional enhancements to better accommodate bikes and pedestrians should also be considered.”

Much of the conversation during the evening focused on questions about the three-lane roadway option. This includes the potential safety benefits, capacity decrease, changes in access if a median is installed at certain locations, shoulder widths provided, and emergency vehicle access if there is only one lane of traffic in each direction. A three lane roadway has a capacity range of 15 to 18,000 vehicles per day and a projected safety increase of 29%.

Copies of the presentation and Boards will be made available on the project website.

<http://www.anokacounty.us/2506/Osborne-Road-CSAH-8-Corridor-Study>





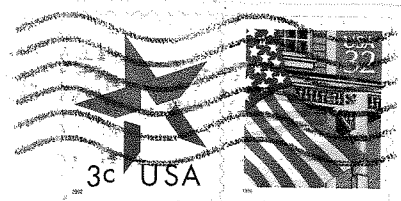
Ms. Kay Gaul  
7745 Monroe St. NE  
Spring Lk Pk., MN 55432



To Park & Recreation Dept.

Just a note to thank you  
so, for the valentine  
luncheon - It was a  
great meal, talent and  
chance to meet friends -  
Thank you for remembering  
us seniors - means a lot.  
Thanks again - Kay Gaul

MINNEAPOLIS MN 553  
20 FEB 2016 PM 4 L



Thank you  
everyone for the  
fabulous Senior  
Valentine's Luncheon!  
It was fun,  
delicious & oh,  
so, appreciated!

Spring Lake Park Rec.  
1301 81<sup>st</sup> Av. NE.  
Spring Lake Park, MN  
55432

Denny - Joan  
1715 Lakeview Lane NE





## January 2016 Activity Report

**Administration** Not much! I figure after twenty one years I should be able to take a month and not do much! Actually, spent the majority of the time on the chief selection process, implementing budget approved issues, and did take nearly two weeks of vacation. The board also met but similarly, the majority of their meeting was dedicated to the chief selection process.

The chief selection process is on target, on task and on time. Our consultant, SKS met with the City Panel members as well as the full board to finalize questions. The panel interviews set for January 30 are all ready and we will have six candidates interviewing. SKS is geared up to conduct the assessments the week immediately following the interviews. We are all set to go for the final interviews on February 20.

The Councils approved both our capital and operating budgets which had a number of items to follow through on; market rate salary adjustments, Station Four exterior renovation, replacement of a squad, upgrades to computers, and purchase and installation of gear washing and drying equipment. All of those items are now in motion.

Since I have nothing more to report, given the vacation – the equivalent of sharing my pictures; a long weekend in Tucson Arizona where we were greeted by snow! And a week on a boat where, unlike Arizona, it was warm and there was no dang snow!

### Personnel

Pat Tufts who is one of our Blaine City Responders retired the last day of this month finishing up with ten years of service to the organization.

Brian Zuchowski, who is a captain at Station Three, has submitted a letter asking to return to the rank of firefighter due to an extensive work schedule that causes him to travel weekly.

All of our new recruits (6) and future (4) recruits have passed their EMS portion of training and testing! We see Chief Lundstrom on a regular basis, he is living the dream!



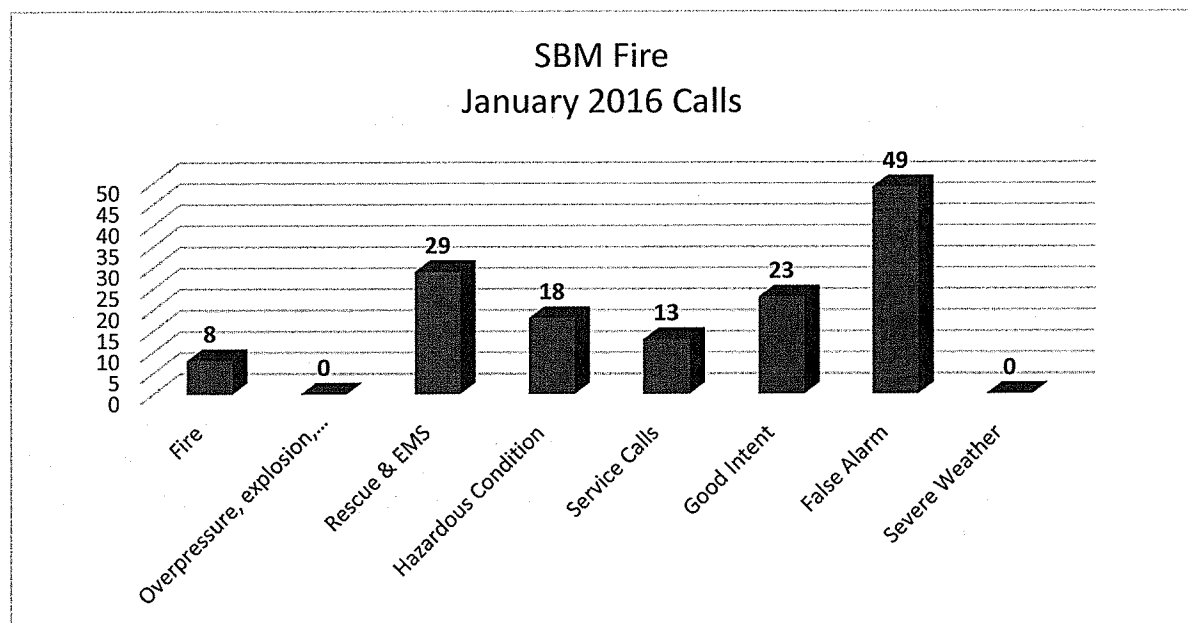
## Serious and Unusual

**Fires** SBM responded to four fire calls in January, but only one in our response area. Our only significant structure fire of the month happened at a manufactured home in Spring Lake Park. The homeowner had issues with frozen pipes and called for help. Unfortunately, the process used to thaw the pipes started the home on fire. All were able to get out safely but the home was uninhabitable.

The other three fire calls we responded to were to help our mutual aid partners. We went to Fridley, Ham Lake and Oak Grove to assist. While assisting other departments, we can be tasked with a number of things from fighting fire to manning a Station and covering all other calls while they are at the fire.

**Medicals & Accidents** In January, we responded to 25 calls that were related to accidents or medical issues. At the end of January, we responded to a medical issue that caused an accident. A gentleman had a heart attack which caused him to cross the median and hit another vehicle sitting at a red light. Police and Fire responded quickly and began CPR. Two of our firefighters rode with Allina to the hospital providing assistance. The gentleman survived the incident and was very thankful to those who helped!

**Assistance** Eighty of the one hundred forty one calls we had in January were non-emergency assistance type of calls. These range from alarm calls like smoke / co detectors (49 calls), smell of smoke / good intent calls (23 calls) or just people in need of some kind of assistance (13 calls).



## Community Risk Reduction

**Code Enforcement** We continue to actively enforce the fire code. Blaine conducted 99 commercial fire inspections, 104 residential fire inspections and 155 code enforcement inspections in January. Congratulations to Anton Wicklander who passed his Inspector I test.

**Fire Corps** has provided assistance with photos, assisted with drill, and rehabilitation. Some of the other activities include the following: Snow removal, Friends and Family CPR, stuffing safety bags, checking child safety seats, Anoka County Moment in Time census, Chief Forster and Training Officer Martin utilized fire corps for data entry. Mechanic Vacco utilized a Fire Corps member to assist with parts pick up, vehicle shuffling, and work order filing.

**Investigations** There was a fire at Spring Lake Park Terrace on McKinley Street on the 19<sup>th</sup>. A heater was placed under the home to unthaw the pipes resulting in a fire.

**Public Fire and Life Safety Education** A team of six of our members; Bob Reif, Chris Paulseth, Gia Nelson, Greg Krohnfeldt, Jeff Lundquist, Peter Tignor-canvassed on the 26<sup>th</sup> in the McKinley neighborhood. They made contact with residents in 24 homes, got referrals for seven home surveys, checked 29 alarms, installed six alarms and found five homes that had no working alarms. We are now partnering with the Red Cross for our home survey/canvassing program. Red Cross is providing smoke alarms with lithium batteries.

The Safe Kids Anoka County Car Seat Clinic was held at Station Three. We helped 32 families, gave three seats to families in need, and helped install 33 seats. 16 of the 26 seats that arrived installed were installed incorrectly.

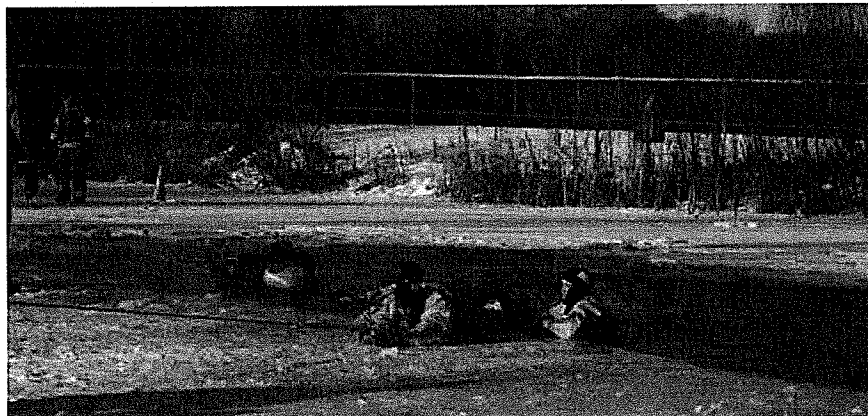
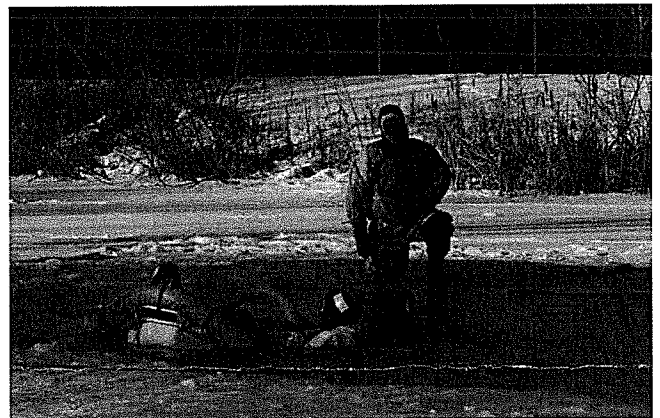
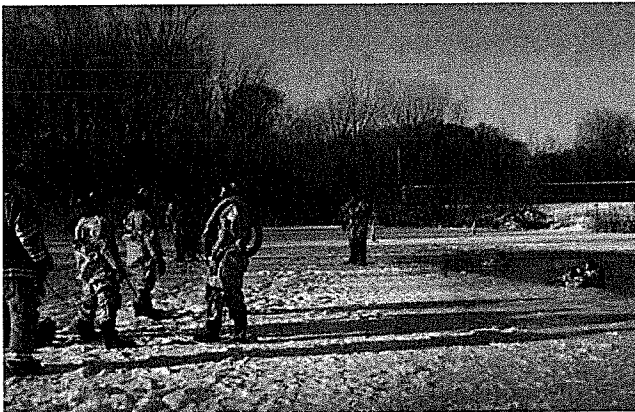
## Training

Beginning another year of training, crews rotated between ice rescue and incident action plan (IAP).

Ice rescue training is done in the pond behind station three and is one of those trainings that everyone seems to enjoy, even on the frigid days. Our Ice/water Rescue training was led by Chief Retka and Lieutenant Mike Mattson. This refresher allows for crew to work on techniques used on calls involving the rescue of individuals in water or thru ice. The body of water behind Station Three (AKA: Zikmund Pond), had just frozen over prior to our training but gave us the feel of "real ice conditions" that we may respond to.

An IAP is something that every call needs, what are you going to do and how are you going to do it. The IAP training was led by Captain Chad Martin, Command Sim was utilized for this. Crews were broken into two groups that were given scenario which allowed each to give and receive updates. This allowed for discussion on proper terminology and tactics used on our emergency scenes.

As part of SBM-FD's goal to provide complete health and wellness for our responders, we arranged for a guest speaker for the last drill of the month. The speaker, Scott Geiselhart, a firefighter with Frazee Fire Department, gave a powerful presentation on the mental aspect of a responder's wellness. Scott spoke on how he battled with the stress of years of responding to "bad calls", by abusing alcohol and meth. Scott spoke of how the Post Traumatic Stress Disorder had even brought him to the point of trying to commit suicide. Scott explained the signs and symptoms of PTSD and treatment available to those being effected. Along with our newly organized Chaplain Program and use of critical incident stress debriefing (CISD), we are hoping to help all of our responders with dealing with not only the stress of firefighting, but also the day-to-day issues we deal with.



Eastern Regional Office  
Certification and Testing Department  
900 Montclair Road  
Birmingham, Alabama 35213  
Tel: 888-icc-safe [422-7233]  
Fax: 205-599-9897  
[www.iccsafe.org](http://www.iccsafe.org)



**To:** Kristine Marie Pearson  
[REDACTED]  
Blaine, MN 55434

**From:** Certification and Testing Department

**Date:** February 24, 2016

**Subject:** February 12, 2016 Administration

**Examination:** Permit Technician

Congratulations! You have passed the above-named examination. If you have not already received one of our new wallet cards, which contain a QR code, one will be sent to you separately. If you already have one of the new cards, the above certification has been added to your record. You may access your profile online at [verify.iccsafe.org](http://verify.iccsafe.org). This certification is current for three years.

You may request a wall certificate from ICC as well. This certificate will be provided at no cost to you, if you request it within 90 days of your exam. Only one wall certificate per exam passed will be provided to you at no charge. For more information on requesting a wall certificate, go to [www.iccsafe.org/inspector](http://www.iccsafe.org/inspector).

It is extremely important that you notify ICC of any changes in name and/or address to avoid the possibility of documentation not being received. Please contact ICC at [certextam@iccsafe.org](mailto:certextam@iccsafe.org) with changes to your name and/or address (name changes may require additional documentation).

**RENEWAL:** Prior to the expiration date shown on your record, we will send you a renewal reminder notice. You may obtain all of the certification maintenance information for renewal on the ICC Website at [www.iccsafe.org](http://www.iccsafe.org).

*Renewal of a certification is the responsibility of the certified individual. Please make sure you keep track of your renewal date(s).*

Yours very truly,

Michelle Porter

Director, Certification & Testing  
Enclosures

The authenticity of this result letter can be validated by using the "Search ICC Code Professionals" link, which can be found on the navigation bar at [www.iccsafe.org/certification](http://www.iccsafe.org/certification)





# 2016 Safety & Loss Control Workshops



**Affordable training on topics impacting your city.**

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April 6—Springfield

April 20—Brooklyn Park

March 23—Fergus Falls

April 7—Willmar

April 26—Rochester

March 31—Biwabik

April 12—St. Cloud

April 28—St. Paul

**ONLY  
\$20**

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Questions? Call Kate Brenna at (651) 281-1249 / (800) 925-1122 or email [kbrenna@lmc.org](mailto:kbrenna@lmc.org)

**Register today at: [www.lmc.org/LCW16](http://www.lmc.org/LCW16)**



**MORNING AGENDA**

**ADMINISTRATIVE TRACK**

**POLICE TRACK**

**PUBLIC WORKS / PARKS & REC**

**8:30 — 9:30**

**Conflict of Interest: Know It When You See It?**

Conflicts of interest can be confusing, and everyone has them—elected officials and city staff alike. Take part in this session to learn the basics and how to apply the law to specific scenarios.

**SC HR EO**

**On the Record—Managing and Messaging for Media Relations**

Responding to an incident in your community often requires an on-the-spot response to reporter questions. Discover tips for planning, messaging, and preparing for press encounters, and learn media relations tips to minimize risk and reinforce public relations.

**SC HR EO**

**H<sub>2</sub>O No!**

Being the Land of 10,000 Lakes means that most of our cities deal with some type of body of water—and all the risks associated with them. Walk through the potential hazards with recreational use of your lakes, rivers, ponds, and streams—and how you can better manage them.

**SC**

**9:45 — 10:45**

**To Share or Not To Share**

Has your city ever thought about sharing resources with other government entities? Find out what you should consider when sharing personnel, equipment, and other resources, and get your city started with sample agreements.

**SC EO**

**Internal Employment Investigations in Police Departments—Ensuring Compliance, Avoiding Pitfalls**

Join us to recognize the unique constitutional and statutory provisions that apply to internal employment investigations in the public sector. Identify potential pitfalls, discover tips for ensuring a legally sound process, and gain practical tools to avoid common issues that can arise.

**SC HR**

**Locating Wires 101**

Do you have questions on state right-of-way locating requirements? MN Rural Water will take you through an explanation of the state statute and trace wire installation specification, including aspects of installations, allowable products, and acceptance before final completion.

**SC**

**10:45 — 11:30**

**LMCIT Coverage 101**

Join LMCIT staff to discover coverage options that are available to your city.

**SC EO**

**Building a Police Workforce that Reflects Your Community**

Learn how your police department can increase, promote, and maintain diversity, regardless of the budget, size, or location of your city.

**SC HR EO**

**Your City's Safety Manual—A Book You Can Live By**

Take an in-depth look at what safety policies, programs, and training requirements your city needs to have a safe, successful, and effective safety culture.

**SC HR EO**

**11:30 — 12:15**

**45 Minute Lunch (Included)**

**45 Minute Lunch (Included)**

**45 Minute Lunch (Included)**

**EO** Also suggested for elected officials

**HR** Also suggested for human resources staff

**SC** Also suggested for small cities staff

**Register today at: [www.lmc.org/LCW16](http://www.lmc.org/LCW16)**

## AFTERNOON AGENDA

## ADMINISTRATIVE TRACK

## TECHNOLOGY TRACK

NEW  
FOR 2016!

## INSURANCE AGENTS TRACK

12:15 – 1:15

[ADMINISTRATIVE/TECHNOLOGY TRACK COMBO]

**Protecting and Preserving Important Data in a Practical Way**

Explore methods of keeping computer systems secure by improving the weakest security link: the people who use computers. Learn how social engineering techniques can be used to access private data, and how educating city staff can be a critical component of cyber security.

SC HR EO

EO

**Covered or Not? Be Aware of These Covered Parties and Exclusions**

Dive into who is covered and who is not covered under LMCIT coverage documents and discuss coverage exclusions that agents should understand.

1:15 – 1:45

[ADMINISTRATIVE/TECHNOLOGY TRACK COMBO]

**New Technology Impacting Cities**

What impact is new technology having on your city? Keep your information secure as you learn about cyber data breach claims, and what your city should do if you suspect a breach. Plus, receive tips on using new technology including body cams, EMV chips, and drones.

SC HR EO

EO

**LMCIT Updates**

Don't miss important LMCIT updates! Review recent updates and coverage changes in the property/casualty and workers' compensation programs.

2:00 – 2:30

**Let's Get Prepared: City Hall Security**

City hall security, safety at meetings, and nationwide tragedies are topics all cities need to take seriously. Review newly developed tools to evaluate your risk, learn how to be proactive, and discover how to develop a zero tolerance policy and a threat response plan.

SC HR EO

**The Treasure Trove of Computer Information**

Resources and computer security don't have to break the bank. Learn what is available to cities at little or no charge that can help you securely manage your city's technology.

SC EO

**What's Up with Loss Control?**

Meet our LMCIT "fully animated" slate of loss control characters, and find out what we are up to next—new survey tools and resources for police liability, data security, general liability for public works and parks & recreation, city hall security, and more.

EO

2:30 – 3:30

**City Hall Security**  
(continued)

SC HR EO

**Dilbert and Catbert: Global Domination Through Proper Policies**

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