

CITY OF SPRING LAKE PARK  
1301 81ST AVENUE N.E.  
AGENDA  
JANUARY 4, 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 – December 21, 2015
  - B. 2016 Criminal Billings
  - C. Contractor’s Licenses
  - D. Correspondence
7. PRESENTATION
  - A. Stepping Stone – Julie Jeppson
8. PUBLIC WORKS REPORT
9. CODE ENFORCEMENT REPORT
10. RESOLUTIONS AND/OR ORDINANCES
  - A. Ordinance No. 422 Amending the Fee Schedule for the City of Spring Lake Park
11. NEW BUSINESS:
  - A. 2016 Appointments
  - B. Police Officer Candidate Tentative Job Offer
  - C. 2016-2017 Sergeants Union Contract Ratification
  - D. Wages for Department Heads and Non-Bargained Employees
12. ENGINEER’S REPORT
13. ATTORNEY’S REPORT
14. REPORTS
15. OTHER
  - A. Administrator Reports
  - B. City Hall Closed – January 18, 2016 for Martin Luther King Jr. Holiday
16. ADJOURN

**NEXT CITY COUNCIL MEETING – TUESDAY, JANUARY 19, 2016 AT 7:00 PM**

**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 December 21, 2015 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

### 1. Call to Order

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

### 2. Roll Call

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

Members Absent: Councilmember Nash

Staff Present: Police Chief Ebeltoft; Public Works Director Randall; Building Official Brainard; Attorney Carson; Engineer Gravel; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Olivia Alveshere, ABC Newspapers

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz asked that item 10C, Authorize Agreement to Accept Credit Cards, be added to the agenda.

### 5. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – December 7, 2015
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 15-21 -- \$470,657.13
  - 2. Liquor Fund Disbursement Claim No. 15-22 -- \$222,234.08
- C. Budget to Date/Statement of Fund Balance - November
- D. Request for Payment No. 3 – North Valley Paving – CSAH 35/Central Avenue
- E. Massage Therapy License
- F. Contractor's Licenses
- G. Liquor Licenses
- H. Correspondence

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

### 6. Discussion From The Floor – None

### 7. Police Report

Police Chief Ebeltoft reported that due to transitioning to the new Public Safety Data Records System in November, the monthly detailed statistical report for the number of calls for service is not available. He stated that staff is in the process of obtaining the necessary training to fully utilize the system.

Chief Ebeltoft reviewed the monthly statistics from the School Resource Officer and Investigator Baker. He stated that with the cold weather settling in; the ability of the Police Department to deploy the speed trailer will be ending until warmer weather.

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he attended numerous meetings throughout the month, along with overseeing the continuation of the hiring process for the vacant police officers position. He reported that the application process, written portion of the testing, candidate interviews and the background process of the top three candidates has been moving forward. He stated that it is his intent to bring for the name of the recommended police officer candidate in the near future to the City Council for a conditional job offer.

### 8. Parks and Recreation Report

Parks and Recreation Director Rygwall reviewed the November 2015 department statistics. Ms. Rygwall reported that the Parks and Recreation Commission met and reviewed the park improvement plan, the fee increase for park dedication and the Turkey Shoot and Santa breakfast programs. She reported that 81 pounds of food was collected and donated to SACA during the Turkey Shoot program.

Ms. Rygwall stated that staff has been busy preparing youth softball programs, the senior Valentine luncheon and other new programs for the upcoming year. She reported that skating rink attendants applications are now being accepted for this season. She stated that the new recreation brochure would be delivered to homes the first week of January.

### 9. Ordinances and Resolutions

#### A. Resolution No. 15-34 Adopting Proposed 2015 Taxes Collectable in 2016

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 15-34 ADOPTING PROPOSED 2015 TAXES COLLECTABLE IN 2016. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

### 10. New Business

#### A. Approval of 2016 Budget

Administrator Buchholtz presented the 2016 Budget to the City Council for approval and summarized points from the Truth in Taxation hearing. He stated that the proposed budget for the City of Spring Lake Park is \$4,242,858, an increase of 2.74% from 2015 which is primarily due to employee wages, increased fire protection costs, implementation of the Public Safety Data System and utility costs.

Administrator Buchholtz stated that the 2016 payable property tax levy is \$2,975,985, an increase of 5.31%. He stated the portion of the tax levy for government operations is \$2,771,985. He stated that intergovernmental revenue, permit and license fees, charges for services, miscellaneous revenues and interfund transfers cover the remaining portion of the budget. He reported the portion of the tax levy for debt service is \$204,000, which

covers the 2014-2015 Street Improvement Project bond and the 2013 Equipment Certificate.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE 2016 BUDGET. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Accept Proposal from Leo A. Daly for Facility Study/Space Needs Analysis

Administrator Buchholtz reported that the City Council, at its October 5, 2015 meeting, authorized staff to issue a request for proposals (RFP) for a facility assessment/space needs analysis for the City Hall/Police Department/former Maintenance Facility. He stated that the RFP was sent to selected architectural firms as well as posted the League of Minnesota Cities website.

Administrator Buchholtz stated that City staff was pleasantly surprised with the response the City received to its RFP. He reported that thirteen firms submitted proposals and prices for the services ranged from \$9,725.00 to \$132,900. He stated that the City's Management Team reviewed each proposal, comparing the proposal specifications set forth in the RFP. He reported that the Management Team invited four architectural firms to give presentations on their proposals – Buetow 2 Architects, Stantec, Five Bugles Design Group and Leo A. Daly.

Administrator Buchholtz stated that City staff was impressed with the quality of the presentations from the four firms interviewed. He stated that each firm had qualified staff that would be able to provide a quality product. He reported that Leo A. Daly stood out to the Management Team based on its understanding of the proposal, its project management approach and its enthusiasm of the project.

Administrator Buchholtz reported that Leo A. Daly's team, led by Cindy McCleary, AIA, has significant experience completing these facility studies. He stated that staff was very comfortable with the process they proposed to undertake, along with a hands-on approach to ensure that the city ends up with a quality project. He explained that Leo A. Daly was the only firm that stated they would be on site to review how the site operated and this on-site observation will allow them to identify facility inefficiencies that staff may not be able to identify through a questionnaire.

Administrator Buchholtz explained that the fee for the facility assessment/space needs analysis is \$16,200 plus up to \$450 in reimbursable expenses. He reported that funding for the study would come from the 2016 General Fund budget (\$10,000) and the Recreation Programs Fund (\$6,650). He stated that this cost sharing is appropriate considering that the possible addition of a community center on-site is part of the facility study. He reported that staff anticipates the study will be completed by July 2016.

Councilmember Wendling stated that he was impressed that the firm wants to be on site to see how the working environment in operation.

MOTION MADE BY COUNCILMEMBER WENDLING TO ACCEPT PROPOSAL FROM LEO A. DALY FOR FACILITY STUDY/SPACE NEEDS ANALYSIS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Authorize Agreement to Accept Credit Cards

Administrator Buchholtz reported that the City currently does not accept credit cards for at City Hall for payment of permits, water bills or services. He stated that city staff researched five credit card processing firms and one firm offers the options that would be most beneficial to the City.

Administrator Buchholtz stated that Municipay has the capabilities to process credit card payments with a low convenience fee of 2.45%, with a minimum fee of \$3.00. He stated that the system could be easily established by mid-January- February. He stated that the startup cost was very low as the only cost is for a card reader at \$85/reader.

Councilmember Nelson inquired on how secure the credit card numbers will be and if the City would be liable if any of the credit cards numbers were tampered with. Attorney Carson stated that many of the local cities accept credit cards and there would be no liability for the City. Administrator Buchholtz confirmed that the City would not store credit card numbers; therefore minimizing the City's liability.

MOTION MADE BY COUNCILMEMBER NELSON TO AUTHORIZE AGREEMENT WITH MUNICIPALITY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's Report

Engineer Gravel reported that the contractor, Visu-Sewer, has completed the final segment of the 2015 Sanitary Sewer Lining Project. He stated that Public Works Director Randall will review inspection-televising tapes to verify the 2015 installations.

Mr. Gravel reported that a preconstruction conference was held with Meyer Contracting on December 15, 2015 to review the Lift Station No. 1 reconstruction. He stated that weather permitting; the contractor may begin construction this winter.

12. Attorney's Report - None

13. Other

A. Administrator Report- None

14. Adjourn

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

The meeting was adjourned at 7:30 P.M.

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Cindy Hansen, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

----- Original message -----

From: Becky Gaffer <[becky@carsoncs.net](mailto:becky@carsoncs.net)>  
Date: 12/22/2015 4:31 PM (GMT-06:00)  
To: Dan Buchholtz <[dbuchholtz@slpmn.org](mailto:dbuchholtz@slpmn.org)>  
Subject: 2016 Criminal Billings

Dear Dan,

This will confirm our conversation the other day wherein I offered to charge Spring Lake Park a fixed amount of \$6,750 per month for criminal prosecution services. This criminal work includes vehicle forfeitures. We also discussed that this does not include appeals to the Court of Appeal or the Supreme Court. I should note there have been no such appeals in many years. If this is acceptable, the fees for criminal work in 2016 will be billed accordingly. Please call me with any questions. Thank you.

Very truly yours,

Jeff Carson

Becky Gaffer  
Legal Assistant  
Carson, Clelland & Schreder  
6300 Shingle Creek Parkway #305  
Brooklyn Center, MN 55430  
Phone: 763-561-2800  
Fax: 763-561-1943  
Website: [www.carsoncs.com](http://www.carsoncs.com)





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

## Contractor's Licenses

January 4, 2016

### 2016-2017 Rubbish Haulers

Ace Solid Waste

Aspen Waste Systems, Inc.

Curbside Waste, Inc.

LePage & Sons, Inc.

Republic Services

Walters Recycling & Refuse

### Mechanical Contractors

Global Mechanical, LLC.

Elk River, MN

Linn Star Transfer, Inc.

Cedar Rapids, IA





**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 December 2015  
**DATE:** December 30, 2015

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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 December 2015, a total of 15 building permits were issued compared to 5 in 2014. The attached 2015 Building Permit Summary Report indicates how each permit has been categorized for type of construction. In 2015, a total of 397 building permits were issued compared to 234 in 2014, a 70% increase. The total valuation for 2015 of \$10,321,017.13 compared to \$3,851,121.03 in 2014, shows a 168% increase! Total building permit revenue for 2015 of \$142,575.83 compared to \$65,587.50 in 2014, shows a 117% increase. The 2015 building permit activity was the most active year in my 15 years here in Spring Lake Park showing a 25% increase of the previous record for issuing building permit of 318 in 2013. Increases were also shown in plumbing and mechanical permits issued for 2015 in comparison to 2014.

I am happy to report that revenues for the Code Enforcement Department in 2015 have exceeded revenue budget projections by 91%. The expenditure budget for 2015 was set at \$119,406 while revenue generated through building, plumbing, mechanical, plan reviews, certificate of occupancies, vacant/foreclosed properties, and rentals totaled \$227,409.58. The increase is obviously due to building permit fees. Please note the fees above do not include any Administrative Offense tickets issued in 2015 by the Code Enforcement Department.

I would like to thank Kristine Pearson, for all of her assistance in processing, scheduling, organizing and filing of the very busy 2015 building permit activity. Her assistance and professionalism has been extremely valuable and appreciated. I look forward to working with Mrs. Pearson and all the challenges ahead in 2016. I also wish to thank Nancy Kelm for all her assistance with foreclosed and vacant properties in Spring Lake Park. Her record keeping and monitoring of such properties has also been extremely valuable and appreciated in 2015.

Also attached with this report, please find the December 2015 Spring Lake Park vacancies listings. The listings include both residential and commercial properties indicating vacant and foreclosure properties as well as upcoming Sheriff Sales. December 2015 vacancy listing summarizes the following:

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

I did not post any abandoned property in the month of December, but conducted five certificate of occupancy inspections. All above indicators show positive movement on the vacant and foreclosure properties in Spring Lake Park for 2015. Let's hope 2016 continues that trend. Also, in the month of December, I did not issued any administrative offense tickets but did post several nuisance notices that have all been corrected as of today.

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

Building/Mechanical/Plumbing/Zoning Inspections:	59%
Vacant and Foreclosed Inspections:	0%
Rental and Certificate of Occupancy Inspections:	34%
Fire Inspections:	2%
Nuisance Inspections:	5%

In December of 2015, I also attended the following appointments:

- City Council meetings on December 7<sup>th</sup> and 21<sup>st</sup>.
- Department Head Meeting December 8<sup>th</sup>.
- North Suburban Code Official's meeting at Coon Rapids City Hall on December 8<sup>th</sup>.
- Interviews of Facility Assessment & Space Needs Candidates on December 9<sup>th</sup>.

On December 16<sup>th</sup> I conducted a final inspection of Substance Church, located at 8299 Central Avenue. A certificate of occupancy was granted with minimal conditions and on-going compliance checks are being conducted by myself. It was first thought that Substance Church wanted to have its first church service for Christmas Eve on the 24<sup>th</sup>, but quickly realized that while the general contractor, McGough has finished with their work, much work setting up lighting, sound, and digital equipment remained. Therefore, Substance Church has informed me that they have decided to conduct their first service on or near Easter, 2016. In the meantime, Substance Church Staff has been busy preparing the interior of the building for their office needs.

This concludes the Code Enforcement Department monthly report for November 2015, I would be happy to answer any questions or concerns in regards.

City of Spring Lake Park  
 Permits Issued & Fees Report - Summary  
 Issued Date From: 1/1/2015 To: 12/31/2015  
 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 Fees	Total Fees
<b>Permit Type: BUILDING</b>									
<b>COMMERCIAL ALTERATION</b>									
Period	11	0	5,729,391.93	34,125.67	22,181.66	1,722.95			58,080.28
YTD	11	0	5,729,391.93	34,125.67	22,181.66	1,722.95			58,080.28
<b>COMMERCIAL DEMOLITION</b>									
Period	1	0		200.00					200.00
YTD	1	0		200.00					200.00
<b>COMMERCIAL DOOR REPLACEMENT</b>									
Period	1	0	10,500.00	218.31	141.90	5.25			365.46
YTD	1	0	10,500.00	218.31	141.90	5.25			365.46
<b>COMMERCIAL MASONRY WORK</b>									
Period	2	0	17,829.00	0.00	0.00	8.92			8.92
YTD	2	0	17,829.00	0.00	0.00	8.92			8.92
<b>COMMERCIAL REMODEL</b>									
Period	1	0	150,000.00	1,490.63	968.91	75.00			2,534.54
YTD	1	0	150,000.00	1,490.63	968.91	75.00			2,534.54
<b>COMMERCIAL ROOFING</b>									
Period	9	0	617,027.00	6,643.43	3,750.29	308.52			10,802.24
YTD	9	0	617,027.00	6,643.43	3,750.29	308.52			10,802.24
<b>COMMERCIAL SIDING</b>									
Period	1	0	4,450.00	119.46		2.23			121.69
YTD	1	0	4,450.00	119.46		2.23			121.69
<b>COMMERCIAL SOLAR ARRAY SYSTEM</b>									
Period	1	0	40,000.00	628.07	408.25	20.00			1,056.32
YTD	1	0	40,000.00	628.07	408.25	20.00			1,056.32
<b>COMMERCIAL WINDOW REPLACEMENT</b>									
Period	1	0	20,646.00	0.00		10.32			10.32

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>MOBILE HOME ROOFING</b>	YTD	1	0	20,646.00	0.00	10.32				10.32
	Period	2	0	9,590.77	250.20	4.80				255.00
	YTD	2	0	9,590.77	250.20	4.80				255.00
<b>MOBILE HOME SIDING</b>	Period	1	0	2,000.00	90.96	1.00				91.96
	YTD	1	0	2,000.00	90.96	1.00				91.96
<b>MOBILE HOME WINDOW REPLACEMENT</b>	Period	1	0	4,500.00	120.27	2.25				122.52
	YTD	1	0	4,500.00	120.27	2.25				122.52
<b>MULTI-FAMILY DOOR REPLACEMENT</b>	Period	1	0	973.97	49.92	0.49				50.41
	YTD	1	0	973.97	49.92	0.49				50.41
<b>MULTI-FAMILY REMODEL</b>	Period	1	0	1,000.00	50.96	0.50				51.46
	YTD	1	0	1,000.00	50.96	0.50				51.46
<b>MULTI-FAMILY ROOFING</b>	Period	6	0	146,000.00	2,270.23	73.00				2,343.23
	YTD	6	0	146,000.00	2,270.23	73.00				2,343.23
<b>MULTI-FAMILY SIDING</b>	Period	3	0	60,000.00	1,120.62	30.00				1,150.62
	YTD	3	0	60,000.00	1,120.62	30.00				1,150.62
<b>PUBLIC ALTERATION</b>	Period	2	0	83,654.81	1,249.91	41.83	812.44			2,104.18
	YTD	2	0	83,654.81	1,249.91	41.83	812.44			2,104.18
<b>PUBLIC REPLACE</b>	Period	1	0	650,060.85	0.00	325.03	0.00			325.03
	YTD	1	0	650,060.85	0.00	325.03	0.00			325.03
<b>SINGLE FAMILY ADDITION</b>	Period	2	0	88,109.85	1,354.92	44.05	880.70			2,279.67
	YTD	2	0	88,109.85	1,354.92	44.05	880.70			2,279.67

Permit Kind	Permit Type	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees	
<b>Permit Type: BUILDING</b>												
<b>SINGLE FAMILY ALTERATION</b>												
	Period	5	0	20,529.00	545.24	354.41	10.26				909.91	
	YTD	5	0	20,529.00	545.24	354.41	10.26				909.91	
<b>SINGLE FAMILY BASEMENT FINISH</b>												
	Period	3	0	19,045.00	440.36		9.52				449.88	
	YTD	3	0	19,045.00	440.36		9.52				449.88	
<b>SINGLE FAMILY DECK</b>												
	Period	7	0	41,251.20	993.94	646.06	20.63				1,660.63	
	YTD	7	0	41,251.20	993.94	646.06	20.63				1,660.63	
<b>SINGLE FAMILY DEMOLITION</b>												
	Period	1	0		50.00						50.00	
	YTD	1	0		50.00						50.00	
<b>SINGLE FAMILY DOOR REPLACEMENT</b>												
	Period	10	0	29,023.30	854.37		14.52				868.89	
	YTD	10	0	29,023.30	854.37		14.52				868.89	
<b>SINGLE FAMILY EGRESS WINDOW</b>												
	Period	6	0	17,400.00	564.18	370.21	8.70				933.09	
	YTD	6	0	17,400.00	564.18	370.21	8.70				933.09	
<b>SINGLE FAMILY GARAGE</b>												
	Period	1	0	32,000.00	535.63	349.91	16.00				896.54	
	YTD	1	0	32,000.00	535.63	349.91	16.00				896.54	
<b>SINGLE FAMILY GYPSUM BOARD</b>												
	Period	1	0	500.00	31.00		0.25				31.25	
	YTD	1	0	500.00	31.00		0.25				31.25	
<b>SINGLE FAMILY HVAC - RESIDENTIAL SINGLE</b>												
	Period	2	0		80.00		2.00				82.00	
	YTD	2	0		80.00		2.00				82.00	
<b>SINGLE FAMILY INSULATION</b>												
	Period	3	0	16,546.00	397.23		12.80				410.03	
	YTD	3	0	16,546.00	397.23		12.80				410.03	
<b>SINGLE FAMILY PLUMBING</b>												

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	Total Fees
<b>Permit Type: BUILDING</b>									
<b>SINGLE FAMILY REMODEL</b>									
Period	1	0		45.00		5.00			50.00
YTD	1	0		45.00		5.00			50.00
<b>SINGLE FAMILY REPAIR</b>									
Period	5	0	65,188.00	1,284.75	836.84	32.59			2,149.18
YTD	5	0	65,188.00	1,284.75	836.84	32.59			2,149.18
<b>SINGLE FAMILY ROOFING</b>									
Period	1	0	50,000.00	749.87	487.42	25.00			1,262.29
YTD	1	0	50,000.00	749.87	487.42	25.00			1,262.29
<b>SINGLE FAMILY SHED</b>									
Period	230	0	1,901,708.75	42,004.06	40.00	950.91			42,954.97
YTD	230	0	1,901,708.75	42,004.06	40.00	950.91			42,954.97
<b>SINGLE FAMILY SIDING</b>									
Period	1	0	3,738.24	107.84		1.87			109.71
YTD	1	0	3,738.24	107.84		1.87			109.71
<b>SINGLE FAMILY SIGN PERMANENT</b>									
Period	11	0	109,126.00	2,280.37	5.00	54.57			2,334.94
YTD	11	0	109,126.00	2,280.37	5.00	54.57			2,334.94
<b>SINGLE FAMILY TRUSS WORK</b>									
Period	1	0	6,000.00	144.78		3.00			147.78
YTD	1	0	6,000.00	144.78		3.00			147.78
<b>SINGLE FAMILY WINDOW REPLACEMENT</b>									
Period	59	0	373,227.46	8,754.65	20.00	186.63			8,941.28
YTD	59	0	373,227.46	8,754.65	20.00	186.63			8,941.28
<b>Permit Type: BUILDING - Totals</b>									
Period	397	0	10,321,017.13	110,256.83	32,254.00	4,030.39			146,606.22
YTD	397	0	10,321,017.13	110,256.83	32,254.00	4,030.39			146,606.22
									<b>142,575.8</b>



Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC	SAC Fees	Total Fees
<b>Permit Type: FIRE ALARM</b>										
<b>COMMERCIAL FIRE ALARM</b>										
Period	1	0		68.99	6.78					75.77
YTD	1	0		68.99	6.78					75.77
<b>Permit Type: FIRE ALARM - Totals</b>										
Period	1	0		68.99	6.78					75.77
YTD	1	0		68.99	6.78					75.77
<b>Permit Type: FIRE -SPECIAL EVENT</b>										
<b>COMMERCIAL FIRE - SPECIAL EVENT</b>										
Period	1	0								50.00
YTD	1	0								50.00
<b>PUBLIC FIRE - SPECIAL EVENT</b>										
Period	1	0								0.00
YTD	1	0								0.00
<b>Permit Type: FIRE -SPECIAL EVENT - Totals</b>										
Period	2	0								50.00
YTD	2	0								50.00
<b>Permit Type: FIRE SUPPRESSION</b>										
<b>COMMERCIAL FIRE SUPPRESSION</b>										
Period	11	0		2,652.43	339.34	68.98				3,060.75
YTD	11	0		2,652.43	339.34	68.98				3,060.75
<b>MULTI-FAMILY FIRE SUPPRESSION</b>										
Period	1	0		412.50	26.81	13.75				453.06
YTD	1	0		412.50	26.81	13.75				453.06
<b>PUBLIC FIRE SUPPRESSION</b>										
Period	1	0								
YTD	1	0								

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	Total Fees
<b>Permit Type: FIRE SUPPRESSION - Totals</b>									
Period	13	0		3,064.93	366.15	82.73			3,513.81
YTD	13	0		3,064.93	366.15	82.73			3,513.81
<b>Permit Type: MECHANICAL</b>									
<b>COMMERCIAL HEATING, VENT &amp; AC</b>									
Period	6	0		8,516.30		213.12			8,729.42
YTD	6	0		8,516.30		213.12			8,729.42
<b>COMMERCIAL HVAC - COMMERCIAL MINIMUM</b>									
Period	4	0		373.60		12.00			385.60
YTD	4	0		373.60		12.00			385.60
<b>SINGLE FAMILY HEATING, VENT &amp; AC</b>									
Period	31	0		1,584.00		87.00			1,671.00
YTD	31	0		1,584.00		87.00			1,671.00
<b>SINGLE FAMILY HVAC - RESIDENTIAL SINGLE</b>									
Period	44	0		1,852.00		124.00			1,976.00
YTD	44	0		1,852.00		124.00			1,976.00
<b>Permit Type: MECHANICAL - Totals</b>									
Period	85	0		12,325.90		436.12			12,762.02
YTD	85	0		12,325.90		436.12			12,762.02
<b>Permit Type: PLUMBING</b>									
<b>COMMERCIAL PLUMBING</b>									
Period	10	0		1,601.00		38.00			1,639.00
YTD	10	0		1,601.00		38.00			1,639.00
<b>SINGLE FAMILY PLUMBING</b>									
Period	50	0		2,326.00	5.00	150.00			2,476.00
YTD	50	0		2,326.00	5.00	150.00			2,476.00
<b>Permit Type: PLUMBING - Totals</b>									
Period	60	0		3,927.00	5.00	188.00			4,115.00

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	Total Fees
<b>Permit Type: SIGN</b>									
<b>COMMERCIAL SIGN PERMANENT</b>									
Period	10	0		1,684.00					1,684.00
YTD	10	0		1,684.00					1,684.00
<b>COMMERCIAL SIGN TEMPORARY</b>									
Period	4	0		595.00					595.00
YTD	4	0		595.00					595.00
<b>Permit Type: SIGN - Totals</b>									
Period	14	0		2,279.00					2,279.00
YTD	14	0		2,279.00					2,279.00
<b>Permit Type: ZONING</b>									
<b>COMMERCIAL FENCE</b>									
Period	1	0		45.00					45.00
YTD	1	0		45.00					45.00
<b>SINGLE FAMILY ACCESSORY BUILDING</b>									
Period	4	0		180.00					180.00
YTD	4	0		180.00					180.00
<b>SINGLE FAMILY DRIVEWAY</b>									
Period	9	0		405.00					405.00
YTD	9	0		405.00					405.00
<b>SINGLE FAMILY FENCE</b>									
Period	12	0		545.00	5.00				545.00
YTD	12	0		545.00	5.00				545.00
<b>SINGLE FAMILY SHED</b>									
Period	6	0		270.00					270.00
YTD	6	0		270.00					270.00
<b>Permit Type: ZONING - Totals</b>									
Period	32	0		1,445.00	5.00				1,445.00

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
	YTD	32	0	1,445.00	5.00					1,445.00
<b>Report Total</b>	Period	604	0	133,367.65	32,636.93	4,737.24				170,846.82
	YTD	604	0	133,367.65	32,636.93	4,737.24				170,846.82

# 166,109.5





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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:** FEE SCHEDULE UPDATE – CREDIT CARD TRANSACTIONS  
**DATE:** DECEMBER 30, 2015

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The credit card transaction fees in the 2016 fee schedule are incorrect. The attached ordinance, Ordinance 422, lists the proper fees.

The Utility e-billing fee, which is a credit card convenience fee charged by the USTI online utility billing module, is \$0.35 plus 3% of the utility bill balance.

The e-check (ACH) option is \$1.50 per check. This would only be used for residents/contractors who wish to make a payment by check over the phone. The City will continue to accept checks at the counter at no cost.

All other transactions will be based on the fee scheduled set by our new credit card processor, Municipay. Their processing fee is \$3.00 or 2.45% of the transaction balance, whichever is greater.

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





**ORDINANCE NO. 422**

**AN ORDINANCE AMENDING THE FEE SCHEDULE FOR THE CITY OF SPRING LAKE PARK**

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

**Section 1.** Amendment of Fee Schedule. The City Fee Schedule is hereby amended as follows:

Credit Card Transaction Fees	
<u>Utility E-billing with On-Line Payment (USTI)</u>	<u>\$2.00-\$0.35 + 3% of utility bill balance</u>
<u>E-Check (ACH)</u>	<u>\$1.50 per check</u>
All Other Transactions	<u>Min. of <del>\$2.00</del> <u>\$3.00</u> or <del>2.95%</del> <u>2.45%</u> of transaction balance, whichever is greater</u>

**Section 2.** Effective Date of Ordinance. This ordinance shall be effective from and after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 4th day of January, 2016.

APPROVED BY:

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

ATTEST:

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



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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:** DECEMBER 30, 2015

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The 2016 Appointment List is included with this memorandum. Staff has taken the liberty of pre-populating the list with last year's appointments. We will document any changes made at the January 4, 2016 meeting.

There are currently two openings on the Planning Commission, each for a three year term. There are two openings on the Parks and Recreation Commission, each for a three year term.

The following individuals have expressed interest in filling these openings:

Planning Commission (2 – 3 year terms)

- Lisa Dircks (incumbent)

Parks and Recreation Commission (2 – 3 year terms)

- Mark Hoard (incumbent)
- Ann Radichel (incumbent)

There is a vacancy on the Planning Commission (term ending 12/31/18) and a vacancy on the Parks and Recreation Commission (term ending 12/31/17). A flyer has been included with the January utility bill informing residents of these openings and encouraging them to apply. An application form is available on the City's website – [www.slpmn.org](http://www.slpmn.org).

The City has received a letter from the Anoka County Record stating that they will be publishing the City's public notices in 2016 at no cost to the City. They ask to be named the official newspaper for the City. Anoka County, the City of Ham Lake and the City of Oak Grove utilize the Anoka County Record for their public notices. Currently, the City utilizes the Blaine/SLP Life as its newspaper of record. The cost for this service is \$10.75 per column inch.

Staff recommends utilizing the Blaine/SLP Life as the official newspaper of the City. Staff does not believe the Anoka County Record does not meet the requirements of M.S. 331A.02 as a qualified newspaper, particularly subd. 1(c) relating to the amount of its news columns devoted to news of local interest to the community it serves and subd. 1(d) which states that it must have at least 400 copies regularly delivered to paying subscribers or have at least 400 copies regularly distributed without charge to local residents. Staff also believes the wider circulation of the Blaine/SLP Life provides a higher level of transparency to the public for the City's notices. Also, the Blaine/SLP Life publishes weekly versus the Anoka County Record's bi-weekly publication. The more frequent publication of the Blaine/SLP Life ensures timely notification of residents of public hearings and more timely enactments of ordinances.

The LMC has a great resource on this topic available for your review:

<http://www.lmc.org/media/document/1/newspaperpublication.pdf?inline=true>

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



December 1, 2015

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

Dear Daniel:

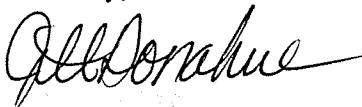
It is with great pleasure that we ask to serve as the official newspaper for the City of Spring Lake Park in 2016. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features and photographs of local events we cover each week.

We would like to publish your public notices in the Blaine/Spring Lake Park Life. The legal publication rate for the Blaine/Spring Lake Park Life as of January 1, 2016, will remain unchanged from the 2015 rate of \$10.75 per column inch. If any documents need to be manually typeset, a \$20 flat fee will be charged per public notice. As a newspaper published in the County of Anoka, we meet the requirements to qualify as your official legal newspaper.

All public notices published in the Blaine/Spring Lake Park Life will be posted to [abcnewspapers.com](http://abcnewspapers.com) – which averages over 54,000 unique visitors per month in search of local news and information.

We have appreciated your business over the past years and hope that we can be of service to you in 2016 as a credible, locally-owned, weekly community news source. If you have any questions, please feel free to call me at (763) 712-3532 or email me at [jill.donahue@ecm-inc.com](mailto:jill.donahue@ecm-inc.com). Thank you for your consideration.

Sincerely,



Jill Donahue  
Business Manager



PLEASE PLACE IN JANUARY CITY COUNCIL PACKET

# *Anoka County* RECORD

PO Box 21014 • Columbia Heights MN 55421-0014 • (763) 220-0411  
E-Mail: [editor@anokacountyrecord.com](mailto:editor@anokacountyrecord.com) Website: [www.anokacountyrecord.com](http://www.anokacountyrecord.com)

December 23, 2015

**City of Spring Lake Park:** Mayor and Councilmembers,

In 2016, the *Record* will be publishing **City of Spring Lake Park** public notices at no cost to the city, taxpayers, planning commission applicants, etc.

The *Record* asks to be named the official public notice publisher for the **City of Spring Lake Park**. If designated as such, the *Record* would be available at no charge to **City of Spring Lake Park** residents online or at city hall. The *Record* would also reference your notices in our weekly email subscription update. The *Record* would also post all **City of Spring Lake Park** affidavits of publication on our website, as we are the only newspaper in the county to provide this service.

The *Record* is currently the official public notice publisher for Anoka County, City of Ham Lake, and City of Oak Grove. The *Record* is the low bidder to publish all Anoka County notices in 2016. We expect to continue publishing all Anoka County, City of Ham Lake, and City of Oak Grove public notices in 2016.

No contract is required for this no cost proposal.

Some competitors are charging over \$10 per column inch to publish public notices in a paid subscription newspaper. The *Record* finds this to be a ridiculous sum of money, and we will be sharing this information and our no cost offer to your city with legislators during the 2016 Legislative Session.

Please feel free to contact me with any questions.

Sincerely,



John M. Kysylyczyn  
Owner & Publisher

# Anoka County RECORD

PO Box 21014 • Columbia Heights MN 55421-0014 • (763) 220-0411

E-Mail: [editor@anokacountyrecord.com](mailto:editor@anokacountyrecord.com) Website: [www.anokacountyrecord.com](http://www.anokacountyrecord.com)

December 23, 2015

City of Andover  
1685 Crosstown Blvd NW  
Andover, MN 55304

City of Columbus  
16319 Kettle River Blvd  
Columbus, MN 55025

Linwood Township  
22817 Typo Creek Dr NE  
Linwood, MN 55079

Columbia Heights ISD#13  
1440 – 49<sup>th</sup> Avenue NE  
Columbia Heights, MN 55421

City of Anoka  
2015 - 1st Avenue North  
Anoka, MN 55303-2270

City of Coon Rapids  
11155 Robinson Drive  
Coon Rapids, MN 55433

City of Nowthen  
8188 199<sup>th</sup> Avenue NW  
Nowthen, MN 55330

Elk River ISD#728  
815 Highway 10  
Elk River, MN 55330

City of Bethel  
23820 Dewey Street  
Bethel, MN 55005

City of East Bethel  
2241 – 221<sup>st</sup> Avenue NE  
East Bethel, MN 55011

City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Fridley ISD#14  
6000 W Moore Lake Dr NE  
Fridley, MN 55432

City of Blaine  
10801 Town Square Dr NE  
Blaine, MN 55449

City of Fridley  
6431 University Ave NE  
Fridley, MN 55432

City of St. Francis  
23340 Cree Street NW  
Saint Francis, MN 55070

Forest Lake ISD#831  
6100 North 210<sup>th</sup> Street  
Forest Lake, MN 55025

City of Centerville  
1880 Main Street  
Centerville, MN 55038

City of Hilltop  
4555 Jackson Street NE  
Hilltop, MN 55421

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

St. Francis ISD#15  
4115 Ambassador Boulevard  
Saint Francis, MN 55070

City of Circle Pines  
200 Civic Heights Circle  
Circle Pines, MN 55014

City of Lexington  
9180 Lexington Avenue  
Lexington, MN 55014

Anoka-Hennepin ISD#11  
2727 Ferry Street North  
Anoka, MN 55303

Spring Lake Park ISD#16  
1415 – 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

City of Columbia Heights  
590 40th Ave. NE  
Columbia Heights, MN 55421

City of Lino Lakes  
600 Town Center Parkway  
Lino Lakes, MN 55014

Centennial ISD#12  
4707 North Road  
Circle Pines, MN 55014

White Bear Lake ISD#624  
4855 Bloom Avenue  
White Bear Lake, MN 55110

## Public Information Request:

I am submitting a public information request in accordance with the Minnesota Department of Administration, Information Policy Analysis Division, Opinions 04-007 and 96-047. These opinions require a local government subject to the Data Practices Act to respond to standing information requests made through a specified date.

I am requesting that I be concurrently emailed all public notices sent to any newspaper for publication. This standing request will expire at the close of the day on December 31, 2016. Please send all notices to [editor@anokacountyrecord.com](mailto:editor@anokacountyrecord.com).

Sincerely,



John M. Kisylyczyn  
Owner & Publisher





## CITY OF SPRING LAKE PARK

1301 Eighty First Avenue NE

Spring Lake Park, MN 55432

Ph: 763-784-6491 Fax: 763-792-7257

### 2016 APPOINTMENTS

#### I. ELECTED OFFICIALS

POSITION	TERM	NAME	TERM EXPIRES
Mayor	4 Years	Cindy Hansen	12/31/18
Councilmember	4 Years	Jeanne Mason	12/31/18
Councilmember	4 Years	Bob Nelson	12/31/16
Councilmember	4 Years	Ken Wendling	12/31/18
Councilmember	4 Years	Bill Nash	12/31/16

#### II. ANNUAL APPOINTMENTS AT FIRST MEETING OF THE YEAR

POSITION	TERM	NAME	TERM EXPIRES
Acting Mayor	Annual	Jeanne Mason	1/3/17
Official Newspaper	Annual	Blaine/SLP Life	1/3/17
Official Depository	Annual	U.S. Bank	1/3/17
		Wells Fargo Bank	1/3/17
		UBS	1/3/17
		Morgan Stanley	1/3/17
Agent of Record	Annual	Northern Capital Insurance	1/3/17
Attorney	Annual	Carson, Clelland & Schreder	1/3/17
Auditor	Annual	Smith Schafer	1/3/17
Engineer	Annual	Stantec	1/3/17
Weed Inspector	Annual	Mayor	1/3/17
Asst. Weed Inspector	Annual	Terry Randall	1/3/17
Animal Control	Annual	Douglas Ebeltoft	1/3/17

#### III. COUNCIL COMMITTEES

COMMITTEE	TERM	NAME	TERM EXPIRES
Parks & Recreation Commission Liaison	Annual	Jeanne Mason	1/3/17
Parks & Recreation Commission Alternate	Annual	Ken Wendling	1/3/17
Anoka County Joint Law Enforcement Council	Annual	Cindy Hansen	1/3/17
Anoka County Joint Law Enforcement Council – Alt.	Annual	Jeanne Mason	1/3/17
Anoka County Fire Protection Council	Annual	Cindy Hansen	1/3/17
Anoka County Fire Protection Council – Alternate	Annual	Bob Nelson	1/3/17

COMMITTEE	TERM	NAME	TERM EXPIRES
Anoka County Fire Protection Council	Annual	Cindy Hansen	1/3/17
Anoka County Fire Protection Council – Alternate	Annual	Bob Nelson	1/3/17
Liquor Commission	Annual	Cindy Hansen	1/3/17
Liquor Commission	Annual	Bill Nash	1/3/17
Liquor Commission	Annual	Dan Buchholtz	1/3/17
Beyond the Yellow Ribbon	Annual	Bill Nash	1/3/17
Beyond the Yellow Ribbon	Annual	Bob Nelson	1/3/17
Fire Department Liaison	Annual	Bill Nash	1/3/17
Negotiations – Police	Annual	Ken Wendling	1/3/17
Negotiations – Police	Annual	Bob Nelson	1/3/17
Negotiations – Police	Annual	Dan Buchholtz	1/3/17
Negotiations – Sergeants	Annual	Bob Nelson	1/3/17
Negotiations – Sergeants	Annual	Ken Wendling	1/3/17
Negotiations – Sergeants	Annual	Dan Buchholtz	1/3/17
Negotiations – Liquor	Annual	Cindy Hansen	1/3/17
Negotiations – Liquor	Annual	Bill Nash	1/3/17
Negotiations – Liquor	Annual	Dan Buchholtz	1/3/17
Negotiations – Public Works	Annual	Cindy Hansen	1/3/17
Negotiations – Public Works	Annual	Jeanne Mason	1/3/17
Negotiations – Public Works	Annual	Dan Buchholtz	1/3/17
Non-Bargained Employee Personnel Committee	Annual	Cindy Hansen	1/3/17
Non-Bargained Employee Personnel Committee	Annual	Jeanne Mason	1/3/17
Non-Bargained Employee Personnel Committee	Annual	Dan Buchholtz	1/3/17
N. Metro Cable Communications Commission	Annual	Jeanne Mason	1/3/17
N. Metro Cable Communications Commission – Alt.	Annual	Cindy Hansen	1/3/17
N. Metro Cable Communications Operations Committee	Annual	Dan Buchholtz	1/3/17

COMMITTEE	TERM	NAME	TERM EXPIRES
Tower Days Committee Liaison	Annual	Bob Nelson	1/3/17
Tower Days Committee Alt.	Annual	Cindy Hansen	1/3/17
School Board Liaison	Annual	Bill Nash	1/3/17
Administrative Committee Fire Protection Services	Annual	Dan Buchholtz	1/3/17
Suburban Rate Authority	Annual	Dan Buchholtz	1/3/17
Suburban Rate Authority – Alt.	Annual	Terry Randall	1/3/17
Coon Creek Watershed Dist. Rep.	Annual	Bob Nelson	1/3/17
Coon Creek Watershed Dist. Alt.	Annual	Phil Gravel	1/3/17
Jt. Airport Zoning Board	Annual	Dan Buchholtz	1/3/17
Jt. Airport Zoning Board Alt.	Annual	Cindy Hansen	1/3/17

#### IV. ADMINISTRATIVE APPOINTMENTS

POSITION	TERM	NAME
Admin, Clerk-Treasurer	Indefinite	Dan Buchholtz
Police Chief	Indefinite	Douglas Ebeltoft
Police Sergeant	Indefinite	Michael Long
Police Sergeant	Indefinite	Joshua Antoine
Parks & Recreation Director	Indefinite	Marian Rygwall
Public Works Director	Indefinite	Terry Randall
Liquor Store Manager	Indefinite	Joyce Swanson
Building Official	Indefinite	Barry Brainard
Plumbing Inspector	Indefinite	Barry Brainard
Fire Marshal	Indefinite	Barry Brainard

V. PLANNING COMMISSION (Municipal Code Chapter 3)

POSITION	TERM	NAME	TERM EXPIRES
Commissioner	3 Years	Vince Smith	12/31/17
Commissioner	3 Years	Larry Raymond	12/31/17
Commissioner	3 Years	Lisa Dircks	12/31/18
Commissioner	3 Years	Jeff Bernhagen	12/31/16
Commissioner	3 Years	Doug Eischens	12/31/16
Commissioner	3 Years	Vacant	12/31/18
Commissioner	1 Year	Gabe Strawn, Student	6/30/15

VI. EMERGENCY MANAGEMENT AGENCY (Municipal Code Chapter 8 – Appointed by Mayor)

POSITION	TERM	NAME
Co-Directors	Indefinite	Doug Ebeltoft/Nyle Zikmund
Deputy Directors	Indefinite	Sgts. Long and Antoine

VII. PARKS AND RECREATION COMMISSION

POSITION	TERM	NAME	TERM EXPIRES
Commissioner	3 Years	Bradley Delfs	12/31/17
Commissioner	3 Years	Dan Lambert	12/31/17
Commissioner	3 Years	Mark Hoard	12/31/18
Commissioner	3 Years	Ann Radichel	12/31/18
Commissioner	3 Years	Barbara Harlan	12/31/16
Commissioner	3 Years	Wesley Cox	12/31/16
Commissioner	3 Years	Vacant	12/31/17



Memorandum

To: Mayor and City Council

From: Chief Ebeltoft

Re: Police Officer Candidate Tentative Job Offer  
(Pending a psychological, medical and drug exam.)

Date: January 4, 2016

We have successfully completed the interview process and background investigations on three qualified candidates for our vacant patrol officer position.

Candidates that we have conducted back grounds on were Aaron Imig, Edgar Gallegos and Bret Davis. I will be pleased to present to you the name of the selected candidate for the Patrol Officer Position on **January 4, 2016** at the scheduled Council Meeting.

I am seeking Council final approval for a tentative job offer to the selected candidate pending passing a psychological, medical and drug exam. We are anticipating a tentative start date by February 1, 2016.



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## MEMORANDUM

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**TO:** MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL  
**FROM:** SERGEANTS NEGOTIATION COMMITTEE  
**SUBJECT:** RATIFICATION OF 2016/2017 SERGEANTS UNION CONTRACT  
**DATE:** DECEMBER 30, 2015

---

This is to inform you that on December 29, 2015, the Sergeants Union employees accepted the following offer negotiated by the Sergeants Negotiations Committee:

1. Article 25. Duration

January 1, 2016 through December 31, 2017.

2. Article 22 & Appendix – Wages

2.5% in 2016  
3.0% in 2017

3. Article 23 & Appendix B, Uniform Allowance

\$790 in 2016  
\$810 in 2017

4. Article 17, Leaves of Absence

Funeral Leave: The Employer shall grant a leave of absence with pay, not to exceed three (3) days, in the event of death in the employee's immediate family: spouse, mother, father, grandparents, brother, sister, children, mother in law, father in law, step mother, step father, step brother or step sister. This leave shall not be subtracted from the employee's accrued sick leave. Funeral leave of three (3) days due to a death in the family shall not be charged against sick leave. The "family" shall be considered a spouse, son, daughter and brother, sister, mother, father, grandparents, grandchildren, step parents and step grandparents of the employee and his/her spouse. Funeral leave of five (5) days shall be granted due to the death of an employee's spouse, child or stepchild. The bereavement leave shall not be charged against the employee's sick leave.

5. Appendix A, Compensation

Employees in place at the time of execution of this Agreement are considered to be at Step 6 and would receive the Step 6 wage effective January 1, 2000. Newly hired employees would begin at the START wage and transferred employees would receive the next step higher than their current wage.

Employees assigned by the Employer to perform Field Training Officer duties shall receive one hour compensatory time per shift worked, or pro rata portion thereof.

The City agrees to pay directly for the Police Officer licenses.

6. Appendix B, Education

The continuing education program shall be continued, ~~and the amount to be set at \$500 per year per officer.~~ All classroom training must be approved by the Police Chief. Employee may choose either to use up to \$500 per year per officer this money for health club/physical fitness programs or use up to \$1,000 per year per officer for as well as education training, but not both. The City will not use the education money for required P.O.S.T. credits under Article XXIII. Employees may use the money for additional P.O.S.T. credits.

The Negotiating Committee is recommending that the City Council ratify the 2016/2017 union contract as outlined.



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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:** WAGES FOR DEPARTMENT HEADS AND NON-BARGAINED EMPLOYEES  
**DATE:** DECEMBER 30, 2015

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In light of the settlement of the Sergeant union contract for 2016/2017, I am recommending that the non-bargained employees and department heads, with the exception of the non-bargained liquor store employees, receive a 2.5% wage increase effective January 1, 2016.

I am recommending that the two non-bargained employees at the liquor store be addressed once the Teamsters labor agreement is settled.

As you are aware, public employers in the State of Minnesota are mandated to maintain a program of “pay equity” between male and female classes of employees. The majority of our non-bargained employees are female and the majority of our bargained employees are male. Therefore, it is important, from a pay equity standpoint, to grant non-bargained employees the same cost of living increase as the bargained employees.

If you have any questions regarding this recommendation, please don’t hesitate to contact me at 763-784-6491.





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 1.4.16 Meeting**  
File No.: R-18GEN

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

### **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 the final lining. Terry will review inspection televising tapes to verify the 2015 installations.*

### **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. Training has been completed. *Will work on closing out existing site permits.*

### **Zoning Code Update (193803266).**

City Council adopted on December 7<sup>th</sup>. Completing final project close-out steps.

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

Equipment suppliers continue work on their items. Generator has been delivered.

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

*Preconstruction Conference with Meyer Contracting was held on December 16, 2015. Weather permitting; the contractor may begin construction this winter.*

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

*Working on bid documents.*

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

*Working on bid documents.*

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

Have completed review and construction observation processes the current antenna modifications projects at both water towers.

Working with Public Works Director on options for bituminous trail repairs at various locations.

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**





Allina Health

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**EMERGENCY  
MEDICAL  
SERVICES**



**To Our Community Partners,**  
Wishing you and yours a safe holiday  
season and a happy New Year!

The Leadership Team of Allina Health EMS





**Mediation Services**  
for Anoka County  

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*Creating Peaceful Solutions*

December 16, 2015

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

Dear City Administrator Buchholtz,

Thank you very much for your continued support of our conflict resolution services which are available for your residents. For over 28 years our affordable services have helped communities avoid the use of more expensive public safety and legal resources. This has the double benefit of improving the quality of life while saving valuable public dollars.

Enclosed is the 2016 invoice for conflict resolution services provided by *Mediation Services for Anoka County*. We would appreciate the support of Spring Lake Park as we serve your residents and want to do more to help resolve conflicts in your community.

Thank you again for our partnership. Working together in tough economic times, we have responded to city staff or police requests for assistance. We are able to intervene in the dispute by providing education and mediation services to help parties resolve their conflict while lessening the demand on your staff and public safety resources.

Please let me know if there is anything else we can do for your community.

Sincerely,



Dave Bartholomay  
Executive Director

*no funds budgeted  
for this ~~request~~  
request in 2016  
budget*

**Mediation Services**  
**for Anoka County**  
*Creating Peaceful Solutions*

**INVOICE**

December 15, 2015

City of Spring Lake Park

Amount: \$706

For: 2016 direct dispute resolution services, referrals and education

Due upon receipt.



**NORTH SUBURBAN HOSPITAL DISTRICT**

***EST. 1960***

December 22, 2015

Gene Berner or  
Virgil Rose  
Prince of Peace Lutheran Church  
7700 NE Monroe Street  
Spring Lake Park, MN 55432

Dear Gene/ Virgil,

Please be informed that AllinaHealth has been in intense discussions of future programs and services at both Mercy and Unity hospitals. It has been determined that Unity will absorb mental health hospitalizations currently at Mercy and thus offer a complete range of mental health services on the Unity Hospital campus. This will happen over a long period of time, perhaps 2-3-4 years.

Furthermore, AllinaHealth feels that whatever mental health services are needed in the future can be accommodated on the current Unity Hospital campus either in existing or remodeled spaces.

Very directly, AllinaHealth has determined there is no need for further expansion beyond the existing hospital campus. Thus, there is no perceived need for Prince of Peace facilities/ grounds.

We appreciate the fact that you approached us on the potential sale of your property and thank you for your efforts in that regard. We wish you well as you move forward with any other opportunities.

Sincerely,

Gerald R. Maeckelbergh  
Chair, North Suburban Hospital District

GRM: (rjn)

cc: Helen Strike, President, Unity Hospital  
Dan Buchholz, City Manager, Spring Lake Park  
Scott Lepak, NSHD Attorney, Barna, Guzy & Steffen  
NSHD Board Members

**SUPPORTING UNITY HOSPITAL AND SERVING THE COMMUNITY BY PROVIDING  
FUNDING TO ENHANCE HOSPITAL FACILITIES AND TECHNOLOGIES**