

CITY OF SPRING LAKE PARK
1301 81ST AVENUE N.E.
AGENDA
MONDAY, DECEMBER 21, 2015
7:00 P.M.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ADDITIONS OR CORRECTIONS TO AGENDA
5. CONSENT AGENDA:
 - A. Approval of Minutes December 7, 2015
 - B. Disbursements:
 1. General Operations 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 2015
 - D. Request for Payment No. 3 North Valley Paving – CSAH 35/Central Avenue
 - E. Massage Therapy License
 - F. Contractor's License
 - G. Liquor Licenses
 - H. Correspondence
6. DISCUSSION FROM THE FLOOR
7. POLICE REPORT
8. PARKS AND RECREATION REPORT
9. ORDINANCES AND RESOLUTIONS
 - A. Resolution No. 15-34 Adopting Proposed 2015 Taxes Collectable in 2016
10. NEW BUSINESS
 - A. Approval of 2016 Budget
 - B. Accept Proposal from Leo A. Daly for Facility Study/Space Needs Analysis
11. ENGINEER'S REPORT
12. ATTORNEY'S REPORT
13. OTHER
 - A. Administrator Reports
14. ADJOURN

**SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARING 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 7, 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; Planner Carlson; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Olivia Alveshere, ABC Newspapers
Larry & Jean Pederson, 1595 83rd Avenue NE
Dean Sweeney, 7705 Lakeview Lane NE
Hans Hansen, 8331 Able Street NE

3. Pledge of Allegiance

4. Additions or Corrections to Agenda - None

5. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – November 16, 2015
- B. Fourth Quarter Billing Payable for 2017 Property Tax Assessment – Ken Tolzmann
- C. Public Right of Way Application – CenterPoint Energy
- D. Approval of Resolution No. 15-30 Establishing Water, Sewer and Water Treatment Plant Rates
- E. Licenses:
 - 1. Contractor's Licenses
 - 2. Dance Licenses
 - 3. Used Car Licenses
 - 4. Tobacco Licenses
 - 5. Pawn Shop License
 - 6. Massage Enterprise License
 - 7. Massage Therapist – Individual License
- F. Sign Permit Application
- G. Correspondence

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

6. Discussion From The Floor

Jean Pederson, 1595 83rd Avenue NE, inquired on the new changes to the Zoning Code. Ms. Pederson inquired if current businesses who have Special Use Permits are “grandfathered” in for existing stipulations.

Administrator Buchholtz explained that Special Use Permits that were previously granted and are currently in effect are not impacted by the new Code. He stated that the Special Use Permit is only changing the name to Conditional Use Permit. He stated that a SUP expires one year after the use is discontinued.

Ms. Pederson inquired what more can be done to enforce the SUP conditions, as she feels there needs to be more code enforcement on businesses who are constant violators of their SUP.

He stated in the future the City hopes to work with the property owner to issue a CUP for the entire building to have the conditions apply to all the businesses if multiple businesses are in a building. He explained that if one CUP is issued for the building, it will make enforcement of the CUP simpler.

Dean Sweeney, 7705 Lakeview Lane NE, inquired if there are any provisions on rentals property that has changed in the new Zoning Code. He stated that he has many concerns with rental property in his neighborhood. Administrator Buchholtz stated that not a lot of time was taken in reviewing the rental portion of the code. He stated that most of the changes occurred with the land usage and improvements to commercial areas. He stated that he would be willing to meet with Mr. Sweeney regarding his concerns with rental properties.

Mr. Sweeney stated that he was not aware that changes were being made to the existing code. Administrator Buchholtz stated that articles regarding the changes on the code were published in the City newsletter, on the City website and an open house was held for feedback. He stated that a public hearing was held regarding the code in November. He explained the new code provided updates to the existing code, which, in some areas, were out of date. He stated that the Code is a living document and as community needs change, the Code will be amended to reflect these changing community needs.

Mr. Sweeney inquired how Code Enforcement is handled with rental properties. Building Official Brainard stated that he enforces the basic safety items of rental properties and not the behavioral issues of a rental property. He stated that the Police Department has a program called “Three Strikes” to control behavioral issues at a property.

Police Chief Ebeltoft provided an explanation on the Three Strikes Program. He stated that if the police are called to the property for issues such as disturbance, domestic violence or violation of ordinances more than three times, the City can revoke the rental license from the property. Chief Ebeltoft stated that if there is a disturbance occurring at a property, the residents should call the police.

Mr. Sweeney stated that he feels the lighted sign at the liquor store is a distraction to drivers on Highway 65 and expressed his concern with the prices at the liquor store. Councilmember Nelson stated that Mayor Hansen has been working hard to improve liquor store operations and to make the store more appealing. He stated that the City is starting to see results from these changes.

7. Public Works Report

Public Works Director Randall reported that the Public Works Department swept the parks, blew out the sprinkler systems and installed numerous new trees including four at the new Public Works Garage. He stated that Christmas decorations and lights have been placed at the parks and fire hydrants have been drained for the

winter months. He reported he met with the City of Fridley regarding the realignment of Osborne Road and completed dumpster enclosures at the liquor store and city hall.

Councilmember Wendling inquired on the correspondence letter from the MN Health Department regarding the testing levels of the water. Mr. Randall stated that the testing was completed during a time a pump had failed and was shut off at the time of testing. He stated that the pump is back online and water us testing is at acceptable levels.

8. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on November 1st and 16th; a Department Head meeting on November 3rd and 17th; a Planning and Zoning Commission meeting on November 23rd; a Fire Chiefs walk-through of Substance Church on November 24th; an evaluation meeting for Facility Assessment & Needs RFP on November 17th; a North Suburban Code Officials meeting on November 11th and the North Suburban Building Official's meeting on November 24th.

Mr. Brainard stated that in November 2015, 44 permits were issued. He reported that he conducted 113 inspections in November.

Mr. Brainard reported that the November 2015 vacancy listing shows that there are 20 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which remains the same from last month. There are three vacant/foreclosed commercial properties, which remains the same from last month; and 16 residential properties currently occupied and ready for Sheriff sale, which remains the same from last month. He reported that five violation notices and four administrative offense tickets were issued in November by the Code Enforcement Department.

Mr. Brainard provided a Christmas Tree Fact Sheet reminding of the use and display of natural or resin-bearing Christmas trees.

9. Public Hearing

A. 2016 Truth in Taxation Hearing

Mayor Hansen opened the public hearing at 7:35 PM to discuss the 2016 proposed budget and tax levy.

Administrator Buchholtz reviewed the following visuals:

- Graphs showing the 2015 to 2016 Revenue and Expenditure Comparisons
- Pie Chart for 2016 Revenues
- Pie Chart for 2016 Expenditures
- 2016 Budget Highlights

Administrator Buchholtz stated the proposed levy increase is 3.36 %, of which the General Government levy will increase by 5.31%. He noted this proposed levy is still \$139,694 less than the 2007 levy. He stated that overall General Fund spending is set to increase by 2.74%. He stated that the City's tax rate will increase slightly from 52.877% in 2015 to 54.56% in 2016. He reported that the City will be receiving Local Government Aid for the 3rd time in 12 years and outlined how these will be used as follows: 1.) fund general fund expenditures; 2.) buy down debt service levy; 3.) purchase capital equipment; 4.) fund State/Federal storm water mandates; and 5.) special projects.

Mr. Sweeney, 7705 Lakeview Lane NE, stated that he is aware of many grants that are available to cities and he inquired who is responsible for applying for these grants and available monies in the city. Mayor Hansen stated that the city staff does an excellent job of applying for grants as time permits and grants have been received and used to purchase equipment for various departments.

Mayor Hansen asked for comments from the floor. Hearing none, the public hearing was closed at 7:55 PM.

10. Ordinances and Resolutions

A. Resolution No. 15-29 Adopting CenturyLink Franchise and Authorizing Summary Publication of Ordinance No. 418

Administrator Buchholtz reported that CenturyLink has submitted an application for a cable TV franchise within the city limits of Spring Lake Park. He stated that the North Metro Telecommunications Commission conducted a public hearing on the franchise application and authorized the negotiation of a franchise agreement with CenturyLink. He stated the franchise agreement has been negotiated and approved by the Commission.

Administrator Buchholtz reported that the City Council held its own public hearing on the proposed franchise ordinance on November 16, 2015. He stated that other than comments from a representative of CenturyLink in support of the franchise, no additional public feedback was received.

Administrator Buchholtz stated that Resolution No. 15-29 will do the following:

1. Adopt findings of fact in support of granting a cable television franchise to CenturyLink.
2. Adopt Ordinance No. 418 which would grant a cable television franchise to CenturyLink.
3. Authorize summary publication of Ordinance No. 418.

MOTION MADE BY MAYOR HANSEN TO ADOPT CENTURYLINK FRANCHISE AND AUTHORIZE SUMMARY PUBLICATION OF ORDINANCE NO. 418. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Ordinance No. 419 Adopting New Zoning Ordinance

Administrator Buchholtz presented Ordinance 419, he stated that it is an Ordinance Repealing and Replacing Chapter 152, Signs and Billboards, with a new Chapter 152, Subdivision Control; Repealing and Replacing Chapter 153, Antennas and Towers, with a new Chapter 153, Zoning; Repealing and Replacing Chapter 154, Mobile Homes and Mobile Home Parks, with a new Chapter 154, Antennas and Towers; Repealing and Replacing Chapter 155, Subdivision Control, with a new Chapter 155, Mobile Homes and Mobile Home Parks; and Repealing Chapter 156, Zoning.

Administrator Buchholtz presented Ordinance Number 419 to the Council. He reported that the ordinance is a year's worth of work by the Planning and Zoning Commission, City staff, and City Planner Phil Carlson. He stated the goal of the zoning ordinance update process was to study the City's existing land use ordinances and recommend updates to the City Council to meet current and emerging needs and to ensure consistency with the City's Comprehensive Plan.

City Planner Carlson provided a brief summary of the changes. He stated that while the new land use ordinance has too many specific revisions to review at the meeting, he did highlight the main items that were addressed:

1. Special Uses: Mr. Carlson explained that the term “special uses” in the zoning code have been changed to a more common term, “conditional uses”, and the application is now for a conditional use permit (CUP), not a special use permit.
2. Variance Committee: Mr. Carlson reported that the existing zoning code requires approval of variances by a “Variance Committee”. He stated that the new language has been changed to have the approval process for variances is to require recommendation from the Planning and Zoning Commission with final approval the full City Council.
3. Signage: Mr. Carlson stated that the language was reviewed pertaining to a number of types of signs, with the largest revision being for dynamic signs, which are digital/electrical signs.
4. Site and Building Design Standards: Mr. Carlson reported that new language and standards pertaining to site and building design was added to the proposed code. He provided the examples of landscaping and green space, parking lot design and lighting standards, lot coverage, and impervious surface requirements.
5. Wireless Communication/Cell Towers: Mr. Carlson reported that a new section has been added on wireless communication towers requiring wireless communication carriers to co-locate on shared towers.
6. PUD Ordinance: Mr. Carlson explained the new planned unit development (PUD) ordinance, making PUDs a zoning district, not a special use permit. He stated that there is also language clarifying the process and benefits to be gained with PUDs.
7. New Uses: Mr. Carlson stated that the Commission investigated several uses not currently addressed in the zoning code that are growing in popularity, such as food trucks, micro-breweries, and chickens in residential neighborhoods. He reported that the Commission decided that language related to the microbreweries and taprooms would be added to the proposed code.
8. Vehicles in Apartment Parking Lots: Mr. Carlson reported that the Commission has clarified language regulating the types of vehicles and equipment allowed to be stores in apartment parking lots and the length of time allowed. He stated that the issue was that trucks and other large vehicles were being stored in apartment parking lots, which was not the City’s intent.
9. Non-conforming uses: Mr. Carlson explained that the draft code includes revised language for the sections of the code dealing with non-conforming uses to conform with changes in State law that took effect in 2004.
10. Residence Districts: He stated that several revisions were made to the number and type of residential districts and density standards. He stated that the City’s six residential zoning districts have now been consolidated into three districts.
11. Commercial, Industrial, PUD Districts: Mr. Carlson explained that the three commercial districts- C-1, C-2 and C-3 remain as is. He stated that the I-1 district was renamed from “Industrial/Commercial” to “Light Industrial” to reflect its predominately industrial character, but also to emphasize that it does not accommodate heavy industry.

12. New Subdivision Code: Mr. Carlson stated that a significantly revised Subdivision chapter was added which brought the code up to date in a number of ways in terms of process and submission requirements.

13. Planning and Zoning Commission becomes Planning Commission: Mr. Carlson stated that the Planning body for the City is referenced by three different names in various parts of City materials. He stated that noted in State Statute, "Planning Commission", was selected.

14. "Other uses" catch-all phrase was removed: Mr. Carlson stated that the Table of Uses in Appendix D has a phrase at the end of the commercial and industrial uses that include "Other uses the Council determines to be compatible with existing and permitted uses in this district". He reported that the Commission felt this statement to be overly broad and imprecise, and removed it.

15. Reformatting: Mr. Carlson mentions that several changes were made to the order of the various chapters and to some of the provisions within the chapters to improve the organization of the Code.

Administrator Buchholtz stated that the Planning and Zoning Commission held a public hearing on November 23, 2015 on the proposed changes to the land use ordinances. He reported that two comments on the proposed code were received – one from Robert Nelson and one from Larry and Jean Pederson.

Administrator Buchholtz reported that the comment from Mr. Nelson referred to the change in the language regulating the types of vehicles and equipment allowed to be stored in apartment parking lots. He stated that Mr. Nelson expressed his opinion that the new language was overly restrictive and the code issue was better dealt with by apartment management. Administrator Buchholtz stated that the Planning and Zoning Commission had heard from Building Official Brainard that the City has received a lot of complaints of boats, RVs and trailers parked in apartment parking lots, creating a negative aesthetic for the rental property and reducing the number of parking spots for apartment residents and guests. He stated that the Planning and Zoning Commission agreed with staff's recommendation and clarified the language. He reported that the Commission declined to make any changes to this section of the Code.

Administrator Buchholtz stated the comment from Mr. and Mrs. Pederson related to conditional use permits. He stated that the Commission felt the new performance standards outlined in the City Code will result in a better conditional use permit process and better outcomes. He stated that the Commission agreed that if there are specific problems in the future, the Commission would study approval of the land use ordinances to the City Council.

Councilmember Nelson stated that he was impressed and happy to see the Code updates. He stated that the former wording in the Code was frustrating with what was and was not allowed. Planner Carlson stated that it was good that new Code was developed and changes were made. He suggested a yearly review would be beneficial to the City.

Administrator Buchholtz stated that many complaints have been received regarding the parking of boats and RVs in apartment lots. He stated that the proposed language in the Code refers to the parking of these vehicles in the R-1 zoning districts and not in the other zoning districts.

Building Official Brainard stated that he received an email from Councilmember Nash inquiring on the number of complaints received. Mr. Brainard reviewed the complaints and noted that all the apartments have detached garages and no extra paved areas for extra storage. He also reported that Mounds View and Blaine do not allow storage of recreational vehicles at apartment buildings.

Mayor Hansen suggested that a workshop session be scheduled with staff to discuss changes of the language of Section 156.027 to allow the parking of recreational vehicles in apartment buildings. The Council was in agreement.

MOTION MADE BY MAYOR HANSEN TO APPROVE ORDINANCE NO. 419 WITH THE EXCEPTION THAT LANGUAGE CHANGES SPECIFIED IN 153.065 REVERT BACK TO EXISTING LANGUAGE. ROLL CALL VOTE. ALL AYES. MOTION CARRIED.

C. Resolution No. 15-31 Authorizing Summary Publication of Ordinance No. 419

MOTION MADE BY MAYOR HANSEN AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE NO. 419 ADOPTING NEW ZONING ORDINANCE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Ordinance No. 420 Adopting an Ordinance Regulating Land Use by Establishing a Floodplain Management District

Administrator Buchholtz reported that the Federal Emergency Management Agency (FEMA) has approved new Flood Insurance Rate Maps for cities within in Anoka County that will take effect on December 16, 2015. He stated that previously, the City did not have any lands located within a floodplain. He stated that the new Flood Insurance Rate Maps now show a small floodplain area abutting Laddie Lake. He reported that in order for residents and businesses to continue to participate in National Flood Insurance Program, the City must adopt a floodplain ordinance by December 16, 2015.

Administrator Buchholtz explained that the only areas of floodplain within the City are on the former Nicklow property (the site of Laddie Lake Pub, which the City owns) and the rear yards of properties along Cottagewood Drive. He stated that since this newly identified floodplain area has very little impact on the future development/redevelopment of these areas, City staff chose to recommend adoption of the more streamlined/restrictive ordinance.

Administrator Buchholtz stated the proposed ordinance governs activities that can occur within the floodplain. He reported that City Planner Carlson reviewed the draft ordinance and noted that it is similar to floodplain ordinances adopted in other communities. He stated that the Minnesota Department of Natural Resources has also reviewed the draft ordinance and has granted conditional approval.

Administrator Buchholtz reported that a public hearing was held by the Planning and Zoning Commission on November 23, 2015 to consider that proposed floodplain ordinance. He stated that Councilmember Wendling inquired as the square footage of the floodplain within Spring Lake Park and the area is +/- 1,370 square feet for the former Nicklow property and +/- 45,000 square feet on the four properties along Cottagewood Drive. He stated that after the conclusion of the hearing, the Planning and Zoning Commission unanimously recommended approval of the proposed floodplain ordinance to the City Council.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE ORDINANCE NO. 420 ADOPTING AN ORDINANCE REGULATING LAND USE BY ESTABLISHING A FLOODPLAIN MANAGEMENT DISTRICT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

E. Resolution No. 15-32 Authorizing Summary Publication of Ordinance No. 420

MOTION MADE BY MAYOR HANSEN AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE NO. 420 REGULATING LAND USE BY ESTABLISHING A FLOODPLAIN MANAGEMENT DISTRICT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

F. Ordinance No. 421 Adopting an Ordinance Adopting a Fee Schedule for the City of Spring Lake Park

Administrator Buchholtz presented the 2016 Fee Schedule for City Council adoption. He stated that there are several fees that were either added to the fee schedule or increased. He highlighted the changes to the schedule, including: 1.) escrows were added to many of the City's zoning/development fees; 2.) the Park Dedication fee for Commercial/Industrial properties was reduced from 7.5% of fair market value unimproved land to 3% of fair market value; 3.) the Park Dedication fee for Residential will increase from \$1,000 per unit to \$1,897 per unit; 4.) Variance Fees for R-1 properties increased due to a change in process from a Variance Committee to full Planning Commission review; 5.) new fee was added for those requesting zoning letters from City staff; 6.) the cost to process a major subdivision was changed from \$250.00 plus \$5/lot to a flat fee of \$400 plus a \$5,000 escrow; 7.) new liquor licenses were added to reflect the licenses authorized by the new liquor ordinance; 8.) an animal impound fee of \$50 was added; 9.) a \$10/rostered player/sports season fee was added for athletic field use by youth sports teams; 10.) Water Availability charge was increased from \$750 per unit to \$900 per unit and 11.) increase the fees for 5/8" water meter from \$25.00 to \$25.00 , 3/4" to 1" meter from \$35.00 to \$50.00 and over 1" meter from \$50.00 to \$100.00.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE ORDINANCE NO. 421 ADOPTING A FEE SCHEDULE FOR THE CITY OF SPRING LAKE PARK. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

G. Resolution No. 15-33 Authorizing Summary Publication of Ordinance No. 421

MOTION MADE BY MAYOR HANSEN AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE NO. 421 ADOPTING A FEE SCHEDULE FOR THE CITY OF SPRING LAKE PARK. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. New BusinessA. Authorize Bids Sewer Sliplining Project

Engineer Gravel reported that in 2012 the City Council asked Public Works and Engineering to develop a long-term plan for sanitary sewer lining. He stated that the city established a seven to ten year lining program. He stated that the lining program places a priority on the larger diameter sewers and on the areas where older sewers and higher ground water are known to exist. He stated the seven to ten year program is set up to try to keep the annual lining projects within a cost range of \$150,000 to \$200,000.

Mr. Gravel stated that Public Works Director has determined properties for lining in 2016. He stated that proposed 2016 work generally includes the following streets/areas:

- CSAH 35/Old Central Avenue
- Easement area between TH 65 (lift station 2) and Old Central Avenue
- Possible other segments as directed by the Public Works Director as the budget allows.

Mr. Gravel reported the estimated construction cost for the 2016 sewer lining project is \$175,000. He stated that the City Council order preparation of plans and specifications and authorize bidding for the 2016 Sanitary Sewer Lining Project.

Councilmember Nelson inquired if any technology has been developed to line water main lines. Public Works Director Randall stated that technology is progressing on lining water mains, but improvements are still needed at the connection of the water main and the service.

MOTION MADE BY COUNCILMEMBER WENDLING TO AUTHORIZE PREPARATION OF PLANS AND SPECIFICATIONS AND AUTHORIZE BIDDING FOR THE 2016 SANITARY SEWER LINING PROJECT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Authorize Bids for Seal Coat Project

Engineer Gravel reported that as part of ongoing street maintenances, the City completes an annual street maintenance project consisting of crack repair and seal coating. He stated that seal coating included placing bituminous emulsion and small aggregate on the street surface.

Mr. Gravel stated that Engineering has reviewed the street system history with the Public Works Director to establish priority streets to crack seal and seal coat treatment in 2016. He reported the target streets to be completed generally include the streets that received a seal coat in 2006. He stated the project area is essentially the area bounded by Able Street, 81st Avenue, and Middletown Road. He explained the actual final list may be adjusted based on final design and/or budget limits.

Mr. Gravel stated that an alternative bid to include parking lots at city facilities may also be included in this project. He stated the estimated construction cost is less than \$100,000. He explained that the project schedule includes receiving bids this coming winter and the Council will be asked to consider award Construction Contract in March.

Mr. Gravel requested that the City Council authorize preparation of plans/specifications and bidding for the 2016 Seal Coat and Crack Repair project.

MOTION MADE BY MAYOR HANSEN TO AUTHORIZE PREPARATION OF PLANS AND BIDDING FOR SEAL COAT PROJECT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

12. Engineer's Report - None

13. Attorney's Report - None

14. Reports – None

15. Other

A. Administrator Reports

Administrator Buchholtz reported that the North Metro Cable Operations Committee has been discussing an equipment certificate to replace equipment at North Metro TV. He stated the certificate will be used to purchase new equipment to allow broadcasting of local programs in High Definition. He stated that the equipment certificate will have no impact to the franchise fees. He informed the Council that a resolution will be presented

to them in 2016.

B. Close Meeting to Discuss Labor Negotiation Strategies

MOTION MADE BY MAYOR HANSEN TO CLOSE REGULAR MEETING TO DISCUSS LABOR NEGOTIATIONS STRATEGIES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

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

Mayor Hansen reconvened the meeting at 9:15 P.M.

16. Adjourn

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

The meeting was adjourned at 9:17 P.M.

Attest:

Cindy Hansen, Mayor

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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

Date: NOV 2015
Page: 1
Claim Res.#15-21

<u>VOUCHEI</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
59967	ALPHA VIDEO AND AUDIO INC	POWER OUTAGE CRESTRON PANEL	115.00
59968	WILLIAM ANDERL	SAFETY PROGRAM JULY-SEPT	800.00
59969	AT & T MOBILITY	AIR CARDS & CELL PHONES	787.75
59970	BLUE TOW SERVICE	AUTO SVC REPAIR	256.00
59972	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	10,637.56
59973	CENTERPOINT ENERGY	MONTHLY GAS BILL	452.59
59974	CONNEXUS ENERGY	MONTHY SERVICES	12.92
59975	COON RAPIDS CHRYSLER	AUTO SVC AND OIL CHANGE	65.71
59976	COTTENS INC	INV CAR LIGHTBAR/2 BATTERIES	404.62
59977	DOUGLAS EBELTOFT	TRAVEL LODGING D. EBELTOFT	1,803.98
59978	EMERGENCY AUTOMOTIVE TECHNOLOGIE	INSTALL POWERED SUBS HUBS	505.00
59979	FURNITURE WORX	RECONFIGURE 2 OFFICE STATIONS	801.00
59980	GOPHER STATE ONE-CALL INC	OCT LOCATES	120.65
59981	HOLIDAY INN ASHEVILLE	LUGGAGE DINNER, ROOM OUTING	4,865.22
59982	IVENA FAUCHALD	REFUND 4HR REFRESHER	38.00
59983	LUANN LARSON	AFLAC REIMBURESEMENT	57.60
59984	MICHAEL LEDMAN	YOGA INSTRUCTOR	816.00
59985	MANSFIELD OIL COMPANY	UNLEADED FUEL	980.40
59987	NORTH VALLEY INC	CSAH 35/CENTRAL STREET IMPROV	124,006.09
59988	PANTHER BASKETBALL PROGRAM	BASKETBALL CLINIC	482.30
59989	PARK AUTO BODY	AUTO SVC/REPAIR	50.00
59990	PERFECT 10 CAR WASH	CAR WASHES	28.02
59991	PLUNKETT'S INC	PEST CONTROL	52.87
59992	SLP FIRE DEPARTMENT	NOV FIRE PROTECTION CONTRACT	15,559.38
59993	SPIRIT LINE CRUISES	DINNER CRUISE FINAL PAYMENT	2,819.12
59994	STANTEC	ENGINEERING	19,117.02
59995	XCEL ENERGY	MONTHY SERVICES	42.29
59996	ADVANCED GRAPHIX INC	RANGE EQUIP/SUPPLIES	901.00
59997	AFLAC	PAYROLL	17.10
59998	BARTON SAND & GRAVEL CO	TANDEM DISPOSAL FEE	60.00
59999	BROWN FAMILY ADVENTURE PARK	43 ADMISSION FIELD TRIP	172.00
60000	CENTERPOINT ENERGY	MONTHLY UTILITIES	220.92
60001	CITY OF ROSEVILLE	NOVEMBER IT SERVICES	535.96
60002	DEARBORN NATIONAL	PAYROLL	397.54
60003	DELTA DENTAL	PAYROLL	1,391.30
60004	DONNA YEMISH	REFUND:SHOPPINGSPREE CANCELED	25.00
60005	DORAINE NEWLAND	REFUND:SHOPPINGSPREE CANCELED	25.00
60006	FIDELITY SECURITY LIFE	PAYROLL	42.24
60007	G & K SERVICES	MATS	83.27
60008	GMS INDUSTRIAL SUPPLIES INC	DRUM COVER/OIL DIAPER	73.33
60009	HEALTH PARTNERS	PAYROLL	9,748.50

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

Date: NOV 2015
Page: 2
Claim Res.#15-21

<u>VOUCHEI</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
60010	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	69.55
60011	INSTRUMENTAL RESEARCH INC	OCT TOTAL COLIFORM BATERIA	64.00
60012	JAMES AND DEBRA RAYGOR	OVERPAYMENT FINAL UTILITY BILL	20.95
60013	JERI LINDQUIST	REFUND:SHOPPINGSPREE CANCELED	25.00
60014	JOANNE YATES	REFUND:SHOPPINGSPREE CANCELED	25.00
60015	L.E.L.S.	PAYROLL	211.50
60016	LOCAL 49	PAYROLL	100.50
60017	MANSFIELD OIL COMPANY	FUEL	1,016.24
60018	MAXIMUM SOLUTIONS INC	ANNUAL SOFTWARE SVC AGREEM.	1,150.00
60019	MELONIE SHIPMAN	INSTURCTOR NIBBLERS CLASS	115.00
60020	METROPOLITAN COUNCIL	DEC WASTE WATER SVCS	37,834.92
60021	MICHELLE LUNDERS	REFUND: RED CROSS BABYSITTING	40.00
60022	CITY OF MINNEAPOLIS	SEPT APS FEES	218.70
60023	MUNICIPAL PAVING PLANT	ASHPHALT MIX	394.90
60024	NCPERS MINNESOTA-7750811	PAYROLL	56.00
60025	P.E.R.A.	PAYROLL	14,879.36
60026	PERFECT 10 CAR WASH	CAR WASHES	22.00
60027	REBECCA BAKER	REFUND:SHOPPINGSPREE CANCELED	25.00
60028	THOMAS COLEMAN	OVERPAYMENT FINAL UTILITY BILL	5.80
60029	U.S.T.I.	MONTHLY UB EBILLS	10.32
60030	WASTE MANAGEMENT OF WI-MN	OCT MONTHLY SVCS	8,115.12
60031	XCEL ENERGY	MONTHLY UTILITIES	11,824.40
60033	CENTRAL TURF & IRRIGATION SUPPLY	OPERATING SUPPLIES	450.87
60034	CONNEXUS ENERGY	MONTHLY UTILITIES	257.47
60035	CURTIS CPR INSTRUCTION	INSTURCTOR:BABYSITTING CLASS	324.00
60036	DELTA DENTAL	DENTAL INSUR. M. MALONEY	122.00
60037	ECM PUBLISHERS, INC.	PUBLISHING: CENTURYLINK	69.88
60038	FERGUSON WATERWORKS #2516	WTR MAIN BREAK 8400 WESTWOOD	371.76
60039	Lisa Gafkjen	INSTRUCTOR ESSENTIAL OILS	204.00
60040	GINGER GROVE	REFUND: SIP AND PAINT	35.00
60041	GROVE NURSERY	LINDEN, GREENSPIRE, MAPLE TREES	1,808.00
60042	JOANN OLSEN	REFUND:SHOPPINGSPREE CANCELED	50.00
60043	LEAGUE OF MN CITIES INS TRUST	WORKERS COMP ANNUAL PAY PLAN	738.00
60044	MICHAEL LONG	M. LONG REIM 8-5 MEALS & 6-18 RES	92.30
60045	JILL MASON	INSTRUCTOR ART OCT -NOV	127.00
60046	MELONIE SHIPMAN	INSTURCTOR NIBBLERS CLASS	15.00
60047	MRPA	DUES KAY OKEY YEARLY	25.00
60048	MTI DISTRIBUTING INC	RUBBER FINGERS TURF SWEEPER	176.25
60049	NORTH VALLEY INC	CSAH/CENTRAL PROJECT 193802914	36,302.43
60050	P.E.R.A.	PAYROLL	4,702.89
60051	SHRED-IT USA LOS ANGELES	SHREDDING SERVICES	71.73

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

Date: NOV 2015
Page: 3
Claim Res.#15-21

<u>VOUCHEI</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
60052	VISU-SEWER INC	2015 SAN. SERWER LINING	43,838.89
60056	CITY OF BLAINE	FIRE BOND LEVY	39,540.51
60057	WANDA BROWN-MCGRECK	REIMBURSEMENT MILEAGE	12.21
60058	CENTRAL TURF & IRRIGATION SUPPLY	SUPPLIES	37.15
60059	ECM PUBLISHERS, INC.	PUBLISHING: RECYCLING SAT.	246.00
60060	G & K SERVICES	MATS	83.27
60061	KIDCREATE STUDIO	INSTRUCTOR: HOLIDAY ORNAMENT	60.00
60062	MENARDS-CAPITAL ONE COMMERICAL	CREDIT CARD	168.14
60064	PARK SUPPLY OF AMERICA INC	TERRACE WARMING HOUSE: TOILETS	240.82
60065	RICHFIELD BUS CO	GROUP TRIP CHANHASSEN DINNER	505.00
60066	US BANK HOME MTG	OVERPAYMENT: UTILITY 576 NE AVE	20.47
60067	WALTERS RECYCLING REFUSE SERV	6 YD FRONT LOAD TRASH	106.64
60068	WELLS FARGO CREDIT CARD	CREDIT CARD	14,107.90
60069	CALIBRE PRESS, INC	R. BROWN BEYOUND THE CONES	129.00
60070	CITY OF SPRING LAKE PARK	STATE SURCHARGE MASONARY	8.92
60071	DAVE PERKINS CONTRACTING INC	WATER MAIN REPAIR	5,473.00
60072	ECM PUBLISHERS, INC.	PUBLISHING: ZONING/FLOODPLAIN	75.26
60073	Lisa Gafkjen	INSTRUCTOR: ESSENTIAL OILS	12.00
60074	GMS INDUSTRIAL SUPPLIES INC	20" DRUM COVER WITH SKIRT	134.17
60075	H & L MESABI INC	PARTS	2,053.12
60076	HYDRAULICS PLUS & CONSULTING LLC	REPLACE TWO TIE ROD CYLINDERS	270.58
60077	HYDRO KLEAN	LINE MANHOLE W/QUADEX SEAL	2,872.50
60078	IDEAL SERVICE, INC.	PM WORK ON VFD'S	192.50
60079	INNOVATIVE OFFICE SOLUTIONS LLC	SUPPLIES: PAPER	84.43
60080	MALMBORG'S GARDEN CENTER	INSTRUCTOR: SPRUCE TIP CLASS	187.50
60081	MINNESOTA DEPT OF HEALTH	4TH QTR WTR SVC CONNECTION	3,479.00
60082	MINNESOTA SAFETY COUNCIL	INSTRUCTOR: DEF DRIVING CLASSES	935.00
60083	OPG-3, INC.	ANNUAL: LF BARCODE LASERFISCHE	340.00
60084	TASC	COBRA-ADMIN FEE	30.08
60085	USSET, WEINGARDEN & LIEBO PLLP	OVERPAYMENT: UTILITY 576 NE AVE	107.22
60086	AFLAC	PAYROLL	17.10
60087	DEARBORN NATIONAL	PAYROLL	397.54
60088	DELTA DENTAL	PAYROLL	1,391.30
60089	FIDELITY SECURITY LIFE	PAYROLL	42.24
60090	HEALTH PARTNERS	PAYROLL	9,748.50
60091	L.E.L.S.	PAYROLL	211.50
60092	LOCAL 49	PAYROLL	100.50
60093	NCPERS MINNESOTA-7750811	PAYROLL	56.00
60094	P.E.R.A.	PAYROLL	21,803.08
TOTAL DISBURSEMENTS			\$ 470,657.13

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

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

_____ are proper.

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

Signed: _____
Mayor

Councilmembers:

ATTEST:

Daniel Buchholtz, Admin/Clerk-Treasurer

CITY OF SPRING LAKE PARK
CLAIMS APPROVED AND PAID

DATE: NOVEMBER 2015
PAGE 1 OF 3
CLAIMS RES: 15-22

FUND: LIQUOR OPERATIONS

<u>VOUCHER</u> <u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
28497 AMERICAN BOTTLING CO	JUICE/MIX/POP PURCHASE	\$ 272.78
28498 BAUHAUS BREW LABS	BEER PURCHASE	\$ 255.00
28499 BELLBOY CORPORATION	LIQUOR PURCHASE	\$ 424.10
28500 BERNICK'S WINE	BEER - JUICE/MIX/POP PURCHASE	\$ 165.90
28501 CAPITOL BEVERAGE SALES	BEER - JUICE/MIX/POP PURCHASE	\$ 7,355.42
28502 CENTER POINT ENERGY	GAS SERVICE	\$ 28.87
28503 DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 402.30
28504 ECM PUBLISHERS INC	ADVERTISING	\$ 488.25
28505 JOHNSON BROTHERS LIQUOR CO	LIQUOR - WINE PURCHASE	\$ 24,713.14
28506 MARCO V CIGARS & CO	CIGAR PURCHASE	\$ 261.00
28507 PAUSTIS & SON'S	WINE PURCHASE	\$ 341.07
28508 PHILLIPS WINE & SPIRITS CO	CREDIT CARD - LIQUOR - WINE PURCHASE	\$ 1,389.20
28509 POPP.COM	TELEPHONE SERVICE	\$ 271.65
28510 QUALITY REFRIGERATION	QUARTERLY SERVICE AGREEMENT	\$ 321.38
28511 REPUBLIC SERVICES	GARBAGE SERVICE	\$ 256.67
28512 SACA	FOOD SHELF DONATIONS	\$ 1,195.38
28513 SOUTHERN WINE & SPIRITS OF MN	CREDIT - LIQUOR - WINE PURCHASE	\$ 3,566.65
28514 VARNER TRANSPORTATION	FREIGHT CHARGES	\$ 1,128.15
28515 VINOCOPIA	LIQUOR - JUICE/MIX/POP PURCHASE	\$ 153.25
28516 WINE MERCHANTS	WINE PURCHASE	\$ 670.44
28517 WIRTZ BEVERAGE MN BEER	BEER - JUICE/MIX/POP PURCHASE	\$ 8,033.95
28518 DEARBORN NATIONAL	PAYROLL 11/1/15-11/14/15	\$ 74.75
28519 DELTA DENTAL	PAYROLL 11/1/15-11/14/15	\$ 101.06
28520 FIDELITY SECURITY LIFE	PAYROLL 11/1/15-11/14/15	\$ 3.13
28521 HEALTH PARTNERS	PAYROLL 11/1/15-11/14/15	\$ 703.49
28522 MN TEAMSTER	PAYROLL 10/25/15-11/7/15	\$ 54.00
28523 PERA	PAYROLL 10/25/15-11/7/15	\$ 614.16
PERA	PAYROLL 11/1/15-11/14/15	\$ 648.43
28524 AMARA WINES	LIQUOR - WINE PURCHASE	\$ 341.75
28525 CULLIGAN	OPERATING SUPPLIES	\$ 22.30
28526 SILENT WATCHDOG	SECURITY MONITORING	\$ 60.00
28527 US BANK	CONTRACT PAYMENT	\$ 3,796.04
28528 XCEL ENERGY	ELECTRICAL SERVICE	\$ 1,625.58
28529 BELLBOY CORPORATION	LIQUOR PURCHASE	\$ 346.70
28530 CAPITOL BEVERAGE SALES	BEER PURCHASE	\$ 5,949.85
28531 CARTRIDGE WORLD	MISC. ITEMS	\$ 130.35
28532 CITYWIDE WINDOW SERVICES INC	CONTRACTUAL SERVICE	\$ 30.00
28533 CRYSTAL SPRINGS ICE	ICE PURCHASE	\$ 141.14
28534 DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 377.90
28535 FUENTE & NEWMAN	CIGAR PURCHASE	\$ 143.38
28536 HOHENSTEINS INC	BEER PURCHASE	\$ 644.00
28537 J.C. NEWMAN CIGAR CO	CIGAR PURCHASE	\$ 336.08
28538 JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 6,536.85
28539 JOHNSON BROTHERS LIQUOR CO	CREDIT - LIQUOR - WINE PURCHASE	\$ 9,690.56
28540 PAUSTIS & SON'S	WINE PURCHASE	\$ 1,071.98
28541 PHILLIPS WINE & SPIRITS CO	LIQUOR - WINE PURCHASE	\$ 1,944.30
28542 QUALITY REFRIGERATION	CREDIT - BUILDING REPAIR	\$ 636.60
28543 ROYAL SUPPLY LLC	ICE MELT	\$ 17.14
28544 SAM'S CLUB	CREDIT CARD PAYMENT	\$ 171.30
28545 SOUTHERN WINE & SPIRITS OF MN	LIQUOR - WINE PURCHASE	\$ 3,273.70

CITY OF SPRING LAKE PARK
CLAIMS APPROVED AND PAID

DATE: NOVEMBER 2015
PAGE 2 OF 3
CLAIMS RES: 15-22

FUND: LIQUOR OPERATIONS

<u>VOUCHER VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
28546 STAR TRIBUNE	ADVERTISING	\$ 848.88
28547 TWIN CITIES E MEDIA	ADVERTISING	\$ 225.00
28548 US BANK	CASH FOR ATM	\$ 5,000.00
28549 VARNER TRANSPORTATION	FREIGHT CHARGES	\$ 98.10
28550 VINOCOPIA	LIQUOR - WINE PURCHASE	\$ 678.00
28551 WELLS FARGO CREDIT CARD	CREDIT CARD PAYMENT	\$ 255.20
28552 WIRTZ BEVERAGE MN BEER	CREDIT - BEER - LIQUOR - WINE PURCHASE	\$ 16,101.87
28553 DEARBORN NATIONAL	PAYROLL 11/15/15-11/28/15	\$ 74.75
28554 DELTA DENTAL	PAYROLL 11/15/15-11/28/15	\$ 101.06
28555 FIDELITY SECURITY LIFE	PAYROLL 11/15/15-11/28/15	\$ 3.13
28556 HEALTH PARTNERS	PAYROLL 11/15/15-11/28/15	\$ 703.49
28557 MN TEAMSTER	PAYROLL 11/8/15-11/21/15	\$ 49.50
28558 PERA	PAYROLL 11/15/15-11/28/15	\$ 648.43
PERA	PAYROLL 11/8/15-11/21/15	\$ 664.20
28565 AMRA WINES	WINE PURCHASE	\$ 99.00
28566 BAUHAUS BREW LABS	BEER PURCHASE	\$ 168.00
28567 BELLBOY CORPORATION	LIQUOR PURCHASE	\$ 493.40
28568 CAPITOL BEVERAGE SALES	BEER - JUICE/MIX/POP PURCHASE	\$ 13,970.77
28569 CENTRAL PARK LIQUOR	PETTY CASH	\$ 10.99
28570 CITYWIDE WINDOW SERVICES INC	CONTRACTUAL SERVICE	\$ 30.00
28571 CLEAR RIVER BEVERAGE COMPANY	BEER PURCHASE	\$ 454.40
28572 CLOCKNINE	ADVERTISING - CAPITAL OUTLAY	\$ 1,455.00
28573 CRYSTAL SPRINGS ICE	ICE PURCHASE	\$ 72.08
28574 DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 2,720.80
28575 EXTREME BEVERAGE	JUICE/MIX/POP PURCHASE	\$ 276.30
28576 FLAHERTY'S HAPPY TYME CO	JUICE/MIX/POP PURCHASE	\$ 177.30
28577 G & K SERVICES	CHEMICALS	\$ 95.06
28578 GENERAL CIGAR COMPANY	CIGAR PURCHASE	\$ 464.63
28579 HOHENSTEINS INC	BEER PURCHASE	\$ 661.50
28580 JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 12,494.75
28581 JOHNSON BROTHERS LIQUOR CO	CREDIT - LIQUOR - WINE PURCHASE	\$ 9,170.34
28582 M AMUNDSON LLP	CIGARETTE - JUICE/MIX/POP PURCHASE	\$ 4,511.32
28583 MARCO V CIGARS & CO	CIGAR PURCHASE	\$ 336.00
28584 MIDWEST COCA-COLA BOTTLING	JUICE/MIX/POP PURCHASE	\$ 338.12
28585 PHILLIPS WINE & SPIRITS CO	LIQUOR - WINE PURCHASE	\$ 5,073.65
28586 PLAYNETWORK	CONTRACTUAL SERVICE	\$ 32.01
28587 RJM DISTRIBUTING INC	BEER PURCHASE	\$ 497.68
28588 SAASTAMOINEN, LAURA	MILEAGE REIMBURSEMENT	\$ 118.65
28589 SOUTHERN WINE & SPIRITS OF MN	LIQUOR PURCHASE	\$ 841.56
28590 TRIO SUPPLY COMPANY	OPERATING SUPPLIES	\$ 309.65
28591 WINE COMPANY	WINE PURCHASE	\$ 196.20
28592 WINE MERCHANTS	WINE PURCHASE	\$ 99.00
28593 WIRTZ BEVERAGE MN BEER	CREDIT - BEER - LIQUOR PURCHASE	\$ 13,001.60
	JUICE/MIX/POP - WIENPURCHASE	
TRANSFER TO PAYROLL	PAYROLL (11/13/15)	9,059.82
TRANSFER TO PAYROLL	PAYROLL (11/27/15)	9,426.02
	SALES TAX (OCT.)	16,794.00
	OTP TAX (OCT.)	2,151.80
	TOTAL DISBURSEMENTS	\$ 222,234.08

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

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

are proper.

NOW, THEREFORE BE IT RESOLVED:

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

Signed: _____
Mayor

Councilmembers:


ATTEST:

Daniel Buchholtz, Administrator/Clerk-Treasurer

MEMORANDUM

DATE: December 17, 2015

TO: Mayor, City Council and Dept. Heads

FROM: Peggy K. Anderson, Accountant 

RE: Budget to Date

(as of November 30, 2015)

Attached is the November, 2015 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **8.34% remaining**. The overall General Fund ratio is **15.35%**.

Unbudgeted Items:

101.41940.02200	Alpha Video & Audio Inc.	\$4,565.00
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CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2015-11 Ending November 30, 2015

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
Revenues						
101.00000.31010	CURRENT TAXES	\$ 0.00	\$ 20,000.00	\$ 2,681,846.00	\$ 1,404,339.78	47.64%
101.00000.31020	DELINQ TAXES	0.00	0.00	0.00	19,182.25	0.00%
101.00000.31910	PENALTIES & INTEREST	0.00	0.00	0.00	3,440.50	0.00%
101.00000.32110	LIQUOR LICENSES	0.00	16,200.00	23,300.00	16,850.00	27.68%
101.00000.32178	PAWN INVESTIGATION FEE	0.00	100.00	0.00	100.00	0.00%
101.00000.32179	PAWN SHOP LICENSES	0.00	1,042.00	6,252.00	6,252.00	0.00%
101.00000.32180	CIGARETTE,DANCE,BINGO,MISC	0.00	2,637.50	5,400.00	4,887.50	9.49%
101.00000.32181	SIGN PERMITS	0.00	180.00	5,500.00	3,951.64	28.15%
101.00000.32208	CONTRACTORS LICENSES	0.00	325.00	6,500.00	6,775.00	(4.23%)
101.00000.32210	BUILDING PERMIT	0.00	4,570.23	60,000.00	109,981.49	(83.30%)
101.00000.32211	BUILDING PERMIT SURCHARGES	0.00	120.97	2,000.00	3,678.96	(83.95%)
101.00000.32230	PLUMBING PERMIT	0.00	265.00	4,000.00	3,788.00	5.30%
101.00000.32231	PLUMBING PERMIT SURCHARGES	0.00	5.00	350.00	190.00	45.71%
101.00000.32232	HEATING & A/C PERMITS	0.00	420.00	6,000.00	12,195.40	(103.26%)
101.00000.32233	HTG & A/C SURCHARGES	0.00	8.00	400.00	432.62	(8.16%)
101.00000.32240	PET LICENSE	0.00	14.00	550.00	379.00	31.09%
101.00000.32260	CERTIFICATE OF OCCUPANCY	0.00	400.00	5,000.00	2,320.00	53.60%
101.00000.32261	VACANT PROPERTY REGISTRATIO	0.00	0.00	6,000.00	4,600.00	23.33%
101.00000.33401	LOCAL GOVERNMENT AID	0.00	0.00	323,491.00	161,745.50	50.00%
101.00000.33404	PERA INCREASE AID	0.00	0.00	5,775.00	2,887.50	50.00%
101.00000.33407	STATE FIRE AID	0.00	0.00	422,930.00	422,929.30	0.00%
101.00000.33416	POLICE TRAINING REIMB	0.00	0.00	3,600.00	3,664.98	(1.81%)
101.00000.33421	INSURANCE PREMIUM-POLICE	0.00	0.00	73,000.00	86,402.40	(18.36%)
101.00000.34103	SPEC USE,ZONING,SUB-DIV	0.00	210.00	1,800.00	3,640.00	(102.22%)
101.00000.34104	PLAN CHECKING FEES	0.00	434.13	30,000.00	32,049.12	(6.83%)
101.00000.34105	SALE OF MAPS,COPIES ETC	0.00	0.00	300.00	173.50	42.17%
101.00000.34107	ASSESSMENT SEARCHES	0.00	25.00	200.00	100.00	50.00%
101.00000.34108	ADMINISTRATION SAC CHARGES	0.00	0.00	70.00	60.00	14.29%
101.00000.34111	ADM. GAMBLING EXPENSES	0.00	0.00	31,000.00	0.00	100.00%
101.00000.34115	GUN RANGE FACILITY USE	0.00	0.00	0.00	375.00	0.00%
101.00000.34201	POLICE & FIRE ALARM PERMIT	0.00	0.00	2,000.00	900.00	55.00%
101.00000.34203	ACCIDENT REPORTS	0.00	0.00	0.00	21.75	0.00%
101.00000.34204	RENTAL HOUSING REGISTRATION	0.00	13,270.00	55,000.00	49,365.00	10.25%
101.00000.34205	RIGHT OF WAY APPLICATIONS	0.00	0.00	3,500.00	1,335.00	61.86%
101.00000.34801	INSURANCE DIVIDENDS	0.00	0.00	8,000.00	0.00	100.00%
101.00000.34949	RESTITUTION	0.00	0.00	0.00	157.81	0.00%
101.00000.34950	REFUNDS & REIMB	0.00	0.00	4,000.00	1,451.22	63.72%
101.00000.35101	COURT FINES	0.00	4,819.20	100,000.00	52,281.52	47.72%
101.00000.35102	ADM OFFENSE FINES	0.00	305.00	4,000.00	2,011.98	49.70%
101.00000.35347	TEP-GENERAL FUND PORTION 25	0.00	904.13	0.00	8,295.07	0.00%
101.00000.35349	MN DRIVING DIVERSION PROGRA	0.00	0.00	0.00	1,200.00	0.00%
101.00000.35350	DETOX TRANSPORTATION	0.00	30.00	200.00	150.00	25.00%
101.00000.36210	INTEREST EARNINGS	0.00	0.00	20,000.00	(322.47)	101.61%
101.00000.36901	LIAISON OFFICER	0.00	0.00	70,839.00	35,419.50	50.00%
101.00000.39100	CPWL REIM FOR SERVICES	0.00	0.00	4,500.00	1,298.32	71.15%
101.00000.39101	RECYCLE PARK PRGM-REIM FOR	0.00	0.00	0.00	973.00	0.00%

CITY OF SPRING LAKE PARK

Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (101)
For the Fiscal Period 2015-11 Ending November 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.00000.39202 TRANSFER FROM PUBLIC UTILITY	0.00	0.00	45,000.00	0.00	100.00%
101.00000.39203 CONTRIBUTION FROM LIQUOR	0.00	0.00	75,000.00	0.00	100.00%
101.00000.39206 TRANSFER FROM RECYCLING FU	0.00	0.00	2,500.00	0.00	100.00%
101.00000.39207 TRANSFER FROM RECREATION	0.00	0.00	60,000.00	0.00	100.00%
Total Revenues	0.00	66,285.16	4,159,803.00	2,471,909.14	40.58%
Total GENERAL FUND Revenues	\$ 0.00	\$ 66,285.16	\$ 4,159,803.00	\$ 2,471,909.14	40.58%

Expenditures**MAYOR AND COUNCIL Expenditures**

101.41110.01030 PART TIME EMPLOYEES	\$ 0.00	\$ 2,607.88	\$ 36,273.00	\$ 33,359.99	8.03%
101.41110.01211 DEFINED CONTR PLAN/PERA	0.00	130.41	1,768.00	1,622.24	8.24%
101.41110.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	199.50	2,775.00	2,552.00	8.04%
101.41110.01510 WORKERS COMPENSATION	0.00	0.00	75.00	67.00	10.67%
101.41110.02100 OPERATING SUPPLIES	0.00	0.00	511.00	266.12	47.92%
101.41110.03310 TRAVEL EXPENSE	0.00	0.00	250.00	0.00	100.00%
101.41110.03500 PRINTING & PUBLISHING	0.00	0.00	1,250.00	1,646.15	(31.69%)
101.41110.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,010.00	372.00	81.49%
101.41110.04330 DUES & SUBSCRIPTIONS	0.00	0.00	9,065.00	8,994.00	0.78%
101.41110.04955 DISCRETIONARY	0.00	0.00	650.00	542.08	16.60%
Total MAYOR AND COUNCIL Expenditures	0.00	2,937.79	54,627.00	49,421.58	9.53%

ADMINISTRATION Expenditures

101.41400.01010 FULL TIME EMPLOYEES	0.00	22,260.10	312,200.00	278,974.88	10.64%
101.41400.01050 VACATION BUY BACK	0.00	638.51	2,450.00	638.51	73.94%
101.41400.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	1,662.58	23,415.00	20,796.07	11.18%
101.41400.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	1,717.52	24,070.00	20,976.74	12.85%
101.41400.01300 HEALTH INSURANCE	0.00	4,258.00	59,500.00	48,727.03	18.11%
101.41400.01313 PRUDENTIAL LIFE INSURANCE	0.00	20.66	270.00	232.51	13.89%
101.41400.01510 WORKERS COMPENSATION	0.00	0.00	2,300.00	1,692.09	26.43%
101.41400.02000 OFFICE SUPPLIES	0.00	153.98	3,715.00	3,953.86	(6.43%)
101.41400.02030 PRINTED FORMS	0.00	0.00	1,444.00	1,324.54	8.27%
101.41400.02100 OPERATING SUPPLIES	0.00	0.00	446.00	560.50	(25.67%)
101.41400.02220 POSTAGE	0.00	662.47	3,445.00	2,961.05	14.05%
101.41400.03210 TELEPHONE	0.00	52.37	800.00	484.57	39.43%
101.41400.03310 TRAVEL EXPENSE	0.00	230.76	3,300.00	3,566.87	(8.09%)
101.41400.03410 EMPLOYMENT ADVERTISING	0.00	0.00	0.00	259.20	0.00%
101.41400.03500 PRINTING & PUBLISHING	0.00	0.00	360.00	474.17	(31.71%)
101.41400.03550 COUNTY FEES FOR SERVICE	0.00	0.00	2,500.00	0.00	100.00%
101.41400.04050 MAINTENANCE AGREEMENTS	0.00	0.00	6,519.00	8,174.08	(25.39%)
101.41400.04300 CONFERENCE & SCHOOLS	0.00	0.00	5,935.00	4,583.65	22.77%
101.41400.04330 DUES & SUBSCRIPTIONS	0.00	0.00	560.00	652.00	(16.43%)
101.41400.04500 CONTRACTUAL SERVICES	0.00	836.87	4,450.00	3,393.24	23.75%
101.41400.05000 CAPITAL OUTLAY	0.00	0.00	1,944.00	2,026.50	(4.24%)
Total ADMINISTRATION Expenditures	0.00	32,493.82	459,623.00	404,452.06	12.00%

ASSESSOR Expenditures

101.41500.04000 CONTRACTUAL SERVICE	0.00	0.00	35,500.00	26,256.00	26.04%
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CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total ASSESSOR Expenditures	0.00	0.00	35,500.00	26,256.00	26.04%
AUDIT & ACCTG SERVICES Expenditures					
101.41540.03010 AUDIT & ACCTG SERVICES	0.00	0.00	9,050.00	9,050.00	0.00%
Total AUDIT & ACCTG SERVICES Expenditures	0.00	0.00	9,050.00	9,050.00	0.00%
I.T. SERVICES Expenditures					
101.41600.04000 CONTRACTUAL SERVICE	0.00	40.00	22,358.00	13,846.39	38.07%
Total I.T. SERVICES Expenditures	0.00	40.00	22,358.00	13,846.39	38.07%
LEGAL FEES Expenditures					
101.41610.03040 LEGAL FEES	0.00	10,637.56	127,500.00	89,083.59	30.13%
Total LEGAL FEES Expenditures	0.00	10,637.56	127,500.00	89,083.59	30.13%
ENGINEERING FEES Expenditures					
101.41710.03030 ENGINEERING FEES	0.00	50.00	10,000.00	6,713.60	32.86%
Total ENGINEERING FEES Expenditures	0.00	50.00	10,000.00	6,713.60	32.86%
PLANNING & ZONING Expenditures					
101.41720.02100 OPERATING SUPPLIES	0.00	0.00	115.00	43.75	61.96%
101.41720.02220 POSTAGE	0.00	0.00	150.00	180.44	(20.29%)
101.41720.03500 PRINTING & PUBLISHING	0.00	75.26	400.00	260.77	34.81%
Total PLANNING & ZONING Expenditures	0.00	75.26	665.00	484.96	27.07%
GOVERNMENT BUILDING Expenditures					
101.41940.01010 FULL TIME EMPLOYEES	0.00	968.40	14,000.00	11,694.81	16.47%
101.41940.01013 OVERTIME	0.00	0.00	0.00	548.54	0.00%
101.41940.01050 VACATION BUY BACK	0.00	298.30	269.00	298.30	(10.89%)
101.41940.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	72.64	1,050.00	916.21	12.74%
101.41940.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	95.52	1,092.00	956.55	12.40%
101.41940.01300 HEALTH INSURANCE	0.00	181.26	3,300.00	2,372.46	28.11%
101.41940.01313 PRUDENTIAL LIFE INSURANCE	0.00	1.04	13.00	11.46	11.85%
101.41940.01510 WORKERS COMPENSATION	0.00	0.00	500.00	0.00	100.00%
101.41940.02100 OPERATING SUPPLIES	0.00	175.46	7,500.00	7,592.54	(1.23%)
101.41940.02200 REPAIR & MAINTENANCE	0.00	115.00	7,200.00	9,872.97	(37.12%)
101.41940.02225 LANDSCAPING MATERIALS	0.00	0.00	0.00	136.20	0.00%
101.41940.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	250.00	189.08	24.37%
101.41940.03210 TELEPHONE	0.00	0.00	9,000.00	5,549.29	38.34%
101.41940.03810 ELECTRIC UTILITIES	0.00	1,701.38	17,000.00	18,924.28	(11.32%)
101.41940.03830 GAS UTILITIES	0.00	308.57	15,000.00	12,439.95	17.07%
101.41940.03841 RUBBISH REMOVAL	0.00	106.64	4,150.00	3,939.55	5.07%
101.41940.04000 CONTRACTUAL SERVICE	0.00	212.87	940.00	592.53	36.96%
101.41940.05000 CAPITAL OUTLAY	0.00	0.00	30,000.00	511.04	98.30%
101.41940.07000 PERMANENT TRANSFERS OUT	0.00	0.00	8,126.00	0.00	100.00%
Total GOVERNMENT BUILDING Expenditures	0.00	4,237.08	119,390.00	76,545.76	35.89%
POLICE PROTECTION Expenditures					
101.42100.01010 FULL TIME EMPLOYEES	0.00	95,945.98	961,960.00	904,336.97	5.99%
101.42100.01013 OVERTIME	0.00	18,446.17	97,000.00	57,691.53	40.52%

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101.42100.01050 VACATION BUY BACK	0.00	6,009.77	4,000.00	6,009.77	(50.24%)
101.42100.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	17,601.68	150,751.00	146,910.20	2.55%
101.42100.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	2,500.86	24,619.00	21,469.70	12.79%
101.42100.01300 HEALTH INSURANCE	0.00	10,705.90	148,000.00	126,943.20	14.23%
101.42100.01313 PRUDENTIAL LIFE INSURANCE	0.00	51.94	665.00	593.08	10.82%
101.42100.01510 WORKERS COMPENSATION	0.00	738.00	25,000.00	24,025.95	3.90%
101.42100.02000 OFFICE SUPPLIES	0.00	0.00	3,600.00	3,075.28	14.58%
101.42100.02030 PRINTED FORMS	0.00	0.00	1,000.00	462.52	53.75%
101.42100.02040 RANGE EQUIP & SUPPLIES	0.00	901.00	7,550.00	3,137.66	58.44%
101.42100.02100 OPERATING SUPPLIES	0.00	0.00	3,500.00	539.16	84.60%
101.42100.02120 MOTOR FUELS & LUBRICANTS	0.00	716.62	23,700.00	14,294.09	39.69%
101.42100.02220 POSTAGE	0.00	44.96	1,900.00	641.65	66.23%
101.42100.03050 MEDICAL EXPENSE	0.00	0.00	2,000.00	0.00	100.00%
101.42100.03210 TELEPHONE	0.00	210.37	3,000.00	2,742.61	8.58%
101.42100.03211 CJIS DATA SERVICES	0.00	780.90	13,380.00	10,359.03	22.58%
101.42100.03300 CLOTHING & PERSONAL EQUIP	0.00	0.00	9,270.00	4,181.12	54.90%
101.42100.03310 TRAVEL EXPENSE	0.00	413.13	500.00	642.63	(28.53%)
101.42100.03421 800 MHZ RADIO	0.00	0.00	4,006.00	1,188.87	70.32%
101.42100.04000 CONTRACTUAL SERVICE	0.00	35.86	16,200.00	7,574.16	53.25%
101.42100.04050 MAINTENANCE AGREEMENTS	0.00	340.00	3,740.00	3,021.90	19.20%
101.42100.04060 AUTO EQUIPMENT REPAIR	0.00	932.17	20,000.00	13,544.91	32.28%
101.42100.04070 OTHER EQUIPMENT REPAIR	0.00	0.00	3,500.00	2,852.45	18.50%
101.42100.04300 CONFERENCE & SCHOOLS	0.00	1,519.85	11,500.00	7,637.75	33.58%
101.42100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	825.00	585.00	29.09%
101.42100.05000 CAPITAL OUTLAY	0.00	0.00	33,075.00	33,764.39	(2.08%)
Total POLICE PROTECTION Expenditures	0.00	157,895.16	1,574,241.00	1,398,225.58	11.18%
FIRE PROTECTION Expenditures					
101.42200.04000 CONTRACTUAL SERVICE	0.00	15,559.38	186,712.00	171,153.18	8.33%
101.42200.04935 STATE FIRE AID	0.00	0.00	422,930.00	422,929.30	0.00%
101.42200.05000 CAPITAL OUTLAY	0.00	0.00	20,904.00	20,412.81	2.35%
Total FIRE PROTECTION Expenditures	0.00	15,559.38	630,546.00	614,495.29	2.55%
CODE ENFORCEMENT Expenditures					
101.42300.01010 FULL TIME EMPLOYEES	0.00	5,846.42	76,100.00	70,139.82	7.83%
101.42300.01040 TEMPORARY EMPLOYEES	0.00	0.00	10,080.00	0.00	100.00%
101.42300.01050 VACATION BUY BACK	0.00	1,461.60	1,461.00	1,461.60	(0.04%)
101.42300.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	438.48	5,709.00	5,260.47	7.86%
101.42300.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	552.95	6,705.00	5,407.23	19.36%
101.42300.01300 HEALTH INSURANCE	0.00	804.50	9,850.00	8,794.11	10.72%
101.42300.01313 PRUDENTIAL LIFE INSURANCE	0.00	4.28	51.00	47.08	7.69%
101.42300.01510 WORKERS COMPENSATION	0.00	0.00	1,450.00	435.26	69.98%
101.42300.02000 OFFICE SUPPLIES	0.00	0.00	500.00	153.55	69.29%
101.42300.02100 OPERATING SUPPLIES	0.00	226.06	1,300.00	1,097.03	15.61%
101.42300.02120 MOTOR FUELS & LUBRICANTS	0.00	47.77	1,400.00	952.96	31.93%
101.42300.02200 REPAIR & MAINTENANCE	0.00	107.07	750.00	1,625.53	(116.74%)
101.42300.03210 TELEPHONE	0.00	52.37	1,000.00	688.04	31.20%
101.42300.03310 TRAVEL EXPENSE	0.00	0.00	150.00	0.00	100.00%
101.42300.04300 CONFERENCE & SCHOOLS	0.00	239.47	900.00	775.06	13.88%

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101.42300.04330 DUES & SUBSCRIPTIONS	0.00	80.00	2,000.00	2,668.48	(33.42%)
Total CODE ENFORCEMENT Expenditures	0.00	9,860.97	119,406.00	99,506.22	16.67%
EMERGENCY MANAGEMENT Expenditures					
101.42500.02200 REPAIR & MAINTENANCE	0.00	0.00	750.00	1,149.50	(53.27%)
101.42500.03810 ELECTRIC UTILITIES	0.00	7.39	100.00	75.50	24.50%
101.42500.04050 MAINTENANCE AGREEMENTS	0.00	0.00	1,055.00	1,054.32	0.06%
101.42500.05000 CAPITAL OUTLAY	0.00	0.00	500.00	0.00	100.00%
Total EMERGENCY MANAGEMENT Expenditures	0.00	7.39	2,405.00	2,279.32	5.23%
ANIMAL CONTROL Expenditures					
101.42700.04000 CONTRACTUAL SERVICE	0.00	0.00	1,000.00	0.00	100.00%
Total ANIMAL CONTROL Expenditures	0.00	0.00	1,000.00	0.00	100.00%
STREET DEPARTMENT Expenditures					
101.43000.01010 FULL TIME EMPLOYEES	0.00	9,575.82	126,000.00	111,936.08	11.16%
101.43000.01013 OVERTIME	0.00	0.00	7,061.00	2,137.00	69.74%
101.43000.01020 ON CALL SALARIES	0.00	178.22	2,018.00	1,031.40	48.89%
101.43000.01050 VACATION BUY BACK	0.00	1,643.00	810.00	1,643.00	(102.84%)
101.43000.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	731.56	10,131.00	8,796.34	13.17%
101.43000.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	856.93	10,395.00	8,989.02	13.53%
101.43000.01300 HEALTH INSURANCE	0.00	1,809.00	20,950.00	20,862.86	0.42%
101.43000.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.86	107.00	96.22	10.07%
101.43000.01510 WORKERS COMPENSATION	0.00	0.00	8,000.00	8,731.89	(9.15%)
101.43000.02120 MOTOR FUELS & LUBRICANTS	0.00	536.50	18,000.00	10,030.07	44.28%
101.43000.02150 SHOP MATERIALS	0.00	134.17	2,000.00	835.13	58.24%
101.43000.02200 REPAIR & MAINTENANCE	0.00	0.00	7,500.00	3,670.75	51.06%
101.43000.02210 EQUIPMENT PARTS	0.00	343.91	5,500.00	6,876.90	(25.03%)
101.43000.02221 TIRES	0.00	0.00	750.00	759.00	(1.20%)
101.43000.02224 STREET MAINT SUPPLIES	0.00	0.00	1,393.00	0.00	100.00%
101.43000.02226 SIGNS & STRIPING	0.00	0.00	6,000.00	3,279.75	45.34%
101.43000.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	750.00	875.32	(16.71%)
101.43000.03210 TELEPHONE	0.00	11.69	370.00	147.47	60.14%
101.43000.04000 CONTRACTUAL SERVICE	0.00	160.00	840.00	445.05	47.02%
101.43000.04300 CONFERENCE & SCHOOLS	0.00	0.00	400.00	150.00	62.50%
101.43000.04330 DUES & SUBSCRIPTIONS	0.00	0.00	100.00	45.00	55.00%
Total STREET DEPARTMENT Expenditures	0.00	15,989.66	229,075.00	191,338.25	16.47%
RECREATION DEPARTMENT Expenditures					
101.45100.01010 FULL TIME EMPLOYEES	0.00	15,390.16	183,200.00	171,475.90	6.40%
101.45100.01030 PART TIME EMPLOYEES	0.00	0.00	10,875.00	5,371.32	50.61%
101.45100.01040 TEMPORARY EMPLOYEES	0.00	0.00	13,000.00	10,182.13	21.68%
101.45100.01050 VACATION BUY BACK	0.00	1,479.46	2,600.00	1,479.46	43.10%
101.45100.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	1,154.28	13,740.00	12,860.72	6.40%
101.45100.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	1,269.22	16,040.00	14,189.29	11.54%
101.45100.01300 HEALTH INSURANCE	0.00	2,729.62	28,000.00	26,011.13	7.10%
101.45100.01313 PRUDENTIAL LIFE INSURANCE	0.00	14.54	155.00	139.75	9.84%
101.45100.01510 WORKERS COMPENSATION	0.00	0.00	2,000.00	695.59	65.22%
101.45100.02000 OFFICE SUPPLIES	0.00	0.00	1,625.00	1,089.30	32.97%

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101.45100.02220 POSTAGE	0.00	512.19	2,350.00	2,549.38	(8.48%)
101.45100.02290 RECREATION EQUIP SUPPLIES	0.00	563.94	2,200.00	2,283.44	(3.79%)
101.45100.03310 TRAVEL EXPENSE	0.00	101.55	1,000.00	727.35	27.27%
101.45100.03500 PRINTING & PUBLISHING	0.00	0.00	8,857.00	7,604.27	14.14%
101.45100.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,400.00	360.00	74.29%
101.45100.04330 DUES & SUBSCRIPTIONS	0.00	25.00	435.00	417.00	4.14%
Total RECREATION DEPARTMENT Expenditures	0.00	23,239.96	287,477.00	257,436.03	10.45%
PARKS DEPARTMENT Expenditures					
101.45200.01010 FULL TIME EMPLOYEES	0.00	10,044.61	132,100.00	114,563.61	13.28%
101.45200.01013 OVERTIME	0.00	0.00	7,061.00	4,250.26	39.81%
101.45200.01020 ON CALL SALARIES	0.00	216.83	2,018.00	1,450.23	28.14%
101.45200.01050 VACATION BUY BACK	0.00	1,643.00	2,000.00	1,643.00	17.85%
101.45200.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	769.60	10,588.00	9,130.39	13.77%
101.45200.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	899.35	10,953.00	9,368.96	14.46%
101.45200.01300 HEALTH INSURANCE	0.00	1,809.02	20,500.00	18,295.74	10.75%
101.45200.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.92	107.00	92.59	13.47%
101.45200.01510 WORKERS COMPENSATION	0.00	0.00	10,000.00	9,238.94	7.61%
101.45200.02100 OPERATING SUPPLIES	0.00	0.00	930.00	392.74	57.77%
101.45200.02120 MOTOR FUELS & LUBRICANTS	0.00	504.65	17,000.00	9,394.73	44.74%
101.45200.02200 REPAIR & MAINTENANCE	0.00	408.96	7,000.00	7,031.75	(0.45%)
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	0.00	0.00	8,331.53	0.00%
101.45200.02210 EQUIPMENT PARTS	0.00	176.25	3,000.00	1,120.22	62.66%
101.45200.02221 TIRES	0.00	0.00	600.00	157.70	73.72%
101.45200.02225 LANDSCAPING MATERIALS	0.00	904.00	8,600.00	6,805.82	20.86%
101.45200.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	700.00	875.32	(25.05%)
101.45200.02290 RECREATION EQUIP SUPPLIES	0.00	0.00	930.00	775.09	16.66%
101.45200.03210 TELEPHONE	0.00	35.05	232.00	383.41	(65.26%)
101.45200.03810 ELECTRIC UTILITIES	0.00	380.75	3,725.00	3,793.72	(1.84%)
101.45200.03830 GAS UTILITIES	0.00	112.43	4,000.00	2,503.06	37.42%
101.45200.03841 RUBBISH REMOVAL	0.00	0.00	300.00	63.87	78.71%
101.45200.04190 SATELLITE RENTAL	0.00	0.00	1,300.00	1,299.99	0.00%
101.45200.04300 CONFERENCE & SCHOOLS	0.00	0.00	800.00	770.09	3.74%
101.45200.04500 CONTRACTUAL SERVICES	0.00	160.00	760.00	445.05	41.44%
101.45200.04901 LAKESIDE PARK EXPENSE	0.00	0.00	11,500.00	11,500.00	0.00%
Total PARKS DEPARTMENT Expenditures	0.00	18,073.42	256,704.00	223,677.81	12.87%
FORESTRY Expenditures					
101.45300.02100 OPERATING SUPPLIES	0.00	0.00	46.00	0.00	100.00%
101.45300.04000 CONTRACTUAL SERVICE	0.00	0.00	1,000.00	0.00	100.00%
101.45300.04300 CONFERENCE & SCHOOLS	0.00	0.00	540.00	555.00	(2.78%)
Total FORESTRY Expenditures	0.00	0.00	1,586.00	555.00	65.01%
MISCELLANEOUS Expenditures					
101.49000.01313 PRUDENTIAL LIFE INSURANCE	0.00	0.00	50.00	0.00	100.00%
101.49000.03600 INSURANCE	0.00	0.00	45,000.00	41,018.14	8.85%
101.49000.04390 MISCELLANEOUS	0.00	30.08	1,000.00	5,816.26	(481.63%)
101.49000.04420 SURCHARGES-PLMG	0.00	0.00	200.00	0.00	100.00%
101.49000.04430 SURCHARGES-HTG	0.00	0.00	400.00	0.00	100.00%

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For the Fiscal Period 2015-11 Ending November 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.49000.04440 SURCHARGES-BLDG	0.00	0.00	2,000.00	0.00	100.00%
101.49000.07000 PERMANENT TRANSFERS OUT	0.00	4,099.00	170,000.00	11,134.00	93.45%
Total MISCELLANEOUS Expenditures	0.00	4,129.08	218,650.00	57,968.40	73.49%
Total GENERAL FUND Expenditures	\$ 0.00	\$ 295,226.53	\$ 4,159,803.00	\$ 3,521,335.84	15.35%
GENERAL FUND Excess of Revenues Over Expenditures	\$ 0.00	\$ (228,941.37)	\$ 0.00	\$ (1,049,426.70)	0.00%

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

For the Fiscal Period 2015-11 Ending November 30, 2015

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$	0.00	\$ 66,285.16	\$ 4,159,803.00	\$ 2,471,909.14	40.58%
Total Expenditures	\$	0.00	\$ 295,226.53	\$ 4,159,803.00	\$ 3,521,335.84	15.35%
Total Excess of Revenues Over Expenditures	\$	0.00	\$ (228,941.37)	\$ 0.00	\$ (1,049,426.70)	0.00%

CITY OF SPRING LAKE PARK

Statement of Revenue and Expenditures

Revised Budget

For PUBLIC UTILITIES OPERATIONS (601)

For the Fiscal Period 2015-11 Ending November 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
601.00000.34950 MISC REVENUE-NSF CHRGS	\$ 0.00	\$ 7.00	\$ 0.00	\$ 456.81	0.00%
601.00000.36210 INTEREST EARNINGS	0.00	0.00	45,000.00	0.00	100.00%
601.00000.37101 WATER COLLECTIONS	0.00	162.33	480,000.00	421,135.42	12.26%
601.00000.37103 SALES TAX COLLECTED	0.00	0.00	5,000.00	5,225.02	(4.50)%
601.00000.37104 PENALTIES/WATER	0.00	3,789.56	6,000.00	8,102.86	(35.05)%
601.00000.37109 SAFE DRINKING WATER FEE	0.00	5.82	13,844.00	13,995.69	(1.10)%
601.00000.37111 ADMINISTRATIVE CHARGE	0.00	435.08	64,000.00	69,949.97	(9.30)%
601.00000.37115 ESTIMATE READING CHRG	0.00	0.00	10.00	81.00	(710.00)%
601.00000.37151 WATER RECONNECT-CALL OUT F	0.00	29.66	1,200.00	1,580.66	(31.72)%
601.00000.37170 WATER PERMITS	0.00	0.00	100.00	0.00	100.00%
601.00000.37171 WATER PERMIT SURCHARGES	0.00	0.00	10.00	0.00	100.00%
601.00000.37172 WATER METER SALES & INSTALLA	0.00	0.00	850.00	1,486.86	(74.92)%
601.00000.37201 SEWER COLLECTIONS	0.00	215.80	735,000.00	737,946.80	(0.40)%
601.00000.37204 PENALTIES-SEWER	0.00	4,628.14	11,000.00	15,992.66	(45.39)%
601.00000.37250 SEWER CONNECTION CHARGES	0.00	0.00	2,700.00	2,485.00	7.96%
601.00000.37270 SEWER PERMITS	0.00	0.00	100.00	0.00	100.00%
601.00000.37271 SEWER PERMIT SURCHARGES	0.00	0.00	10.00	0.00	100.00%
601.00000.37273 SEWER HOOK-UP CHARGES	0.00	0.00	150.00	0.00	100.00%
601.00000.39206 TRANSFER FROM RECYCLING FU	0.00	0.00	1,000.00	0.00	100.00%
Total Revenues	0.00	9,273.39	1,365,974.00	1,278,438.75	6.41%
Total PUBLIC UTILITIES OPERATIONS Revenues	\$ 0.00	\$ 9,273.39	\$ 1,365,974.00	\$ 1,278,438.75	6.41%

Expenditures

WATER DEPARTMENT Expenditures

601.49400.01010 FULL TIME EMPLOYEES	\$ 0.00	\$ 7,708.89	\$ 100,916.00	\$ 90,187.73	10.63%
601.49400.01013 OVERTIME	0.00	147.95	7,061.00	3,370.40	52.27%
601.49400.01020 ON CALL SALARIES	0.00	97.51	2,421.00	1,811.51	25.18%
601.49400.01040 TEMPORARY EMPLOYEES	0.00	0.00	19,100.00	17,067.06	10.64%
601.49400.01050 VACATION BUY BACK	0.00	1,510.30	950.00	1,510.30	(58.98)%
601.49400.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	596.56	8,280.00	7,310.15	11.71%
601.49400.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	712.02	9,979.00	8,784.81	11.97%
601.49400.01300 HEALTH & DENTAL INSURANCE	0.00	1,365.64	17,220.00	15,099.50	12.31%
601.49400.01313 LIFE INSURANCE	0.00	7.68	95.00	81.45	14.26%
601.49400.01510 WORKERS COMPENSATION	0.00	0.00	6,500.00	6,653.12	(2.36)%
601.49400.02000 OFFICE SUPPLIES	0.00	0.00	800.00	715.33	10.58%
601.49400.02030 PRINTED FORMS	0.00	10.32	2,000.00	1,351.06	32.45%
601.49400.02100 OPERATING SUPPLIES	0.00	0.00	800.00	149.86	81.27%
601.49400.02120 MOTOR FUELS & LUBRICANTS	0.00	95.55	4,000.00	1,905.84	52.35%
601.49400.02200 REPAIR & MAINTENANCE	0.00	4,594.76	38,000.00	75,221.02	(97.95)%
601.49400.02210 EQUIPMENT PARTS	0.00	0.00	900.00	954.46	(6.05)%
601.49400.02220 POSTAGE	0.00	62.72	2,500.00	2,433.18	2.67%
601.49400.02221 TIRES	0.00	0.00	1,000.00	0.00	100.00%
601.49400.02222 STREET REPAIRS	0.00	1,310.00	6,000.00	2,450.00	59.17%
601.49400.02261 WATER TESTING	0.00	64.00	800.00	640.00	20.00%
601.49400.02262 WATER METER & SUPPLIES	0.00	0.00	5,000.00	6,017.53	(20.35)%

CITY OF SPRING LAKE PARK

12/17/2015 8:19am

Statement of Revenue and Expenditures

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Revised Budget

For PUBLIC UTILITIES OPERATIONS (601)

For the Fiscal Period 2015-11 Ending November 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02264 SAFE DRINKING WATER FEE	0.00	3,479.00	13,844.00	13,925.00	(0.59%)
601.49400.02280 UNIFORM ALLOWANCE	0.00	0.00	950.00	603.06	36.52%
601.49400.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,406.00	2,406.00	0.00%
601.49400.03030 ENGINEERING FEES	0.00	0.00	1,000.00	0.00	100.00%
601.49400.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49400.03210 TELEPHONE	0.00	29.22	900.00	374.62	58.38%
601.49400.03310 TRAVEL EXPENSE	0.00	0.00	1,200.00	963.23	19.73%
601.49400.03500 PRINTING & PUBLISHING	0.00	0.00	7,000.00	7,629.42	(8.99%)
601.49400.03600 INSURANCE	0.00	0.00	9,500.00	8,457.55	10.97%
601.49400.03870 WATER USAGE-CITY OF BLAINE	0.00	0.00	4,000.00	2,527.47	36.81%
601.49400.04000 CONTRACTUAL SERVICE	0.00	160.00	5,850.00	3,445.05	41.11%
601.49400.04050 MAINTENANCE AGREEMENTS	0.00	60.32	13,775.00	3,692.56	73.19%
601.49400.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,050.00	1,940.25	5.35%
601.49400.04330 DUES & SUBSCRIPTIONS	0.00	0.00	500.00	511.59	(2.32%)
601.49400.04370 PERMITS AND TAXES	0.00	0.00	8,200.00	5,359.00	34.65%
601.49400.04470 SURCHARGES-WATER	0.00	0.00	10.00	0.00	100.00%
601.49400.05000 CAPITAL OUTLAY	0.00	0.00	0.00	311.25	0.00%
601.49400.07000 PERMANENT TRANSFERS OUT	0.00	0.00	95,602.00	0.00	100.00%
Total WATER DEPARTMENT Expenditures	0.00	22,012.44	401,409.00	295,860.36	26.29%
WATER TREATMENT PLANT Expenditures					
601.49402.02100 OPERATING SUPPLIES	0.00	0.00	100.00	0.00	100.00%
601.49402.02120 MOTOR FUELS & LUBRICANTS	0.00	0.00	2,000.00	0.00	100.00%
601.49402.02160 CHEMICALS & CHEMICAL PROD	0.00	0.00	23,000.00	14,207.53	38.23%
601.49402.02200 REPAIR & MAINTENANCE	0.00	192.50	13,000.00	3,306.91	74.56%
601.49402.02210 EQUIPMENT PARTS	0.00	399.18	5,000.00	3,104.44	37.91%
601.49402.03030 ENGINEERING FEES	0.00	0.00	1,000.00	0.00	100.00%
601.49402.03600 INSURANCE	0.00	0.00	11,300.00	11,000.60	2.65%
601.49402.03810 ELECTRIC UTILITIES	0.00	6,780.53	82,000.00	65,260.05	20.41%
601.49402.03830 GAS UTILITIES	0.00	252.51	3,500.00	2,185.94	37.54%
601.49402.04000 CONTRACTUAL SERVICE	0.00	0.00	1,000.00	0.00	100.00%
601.49402.04370 PERMITS,DUES,SUBSCRIPTIONS	0.00	0.00	2,850.00	2,048.34	28.13%
601.49402.07000 PERMANENT TRANSFERS OUT	0.00	0.00	43,635.00	0.00	100.00%
Total WATER TREATMENT PLANT Expenditures	0.00	7,624.72	188,385.00	101,113.81	46.33%
SEWER DEPARTMENT Expenditures					
601.49450.01010 FULL TIME EMPLOYEES	0.00	7,708.91	100,916.00	90,188.02	10.63%
601.49450.01013 OVERTIME	0.00	147.95	7,061.00	3,370.47	52.27%
601.49450.01020 ON CALL SALARIES	0.00	97.51	2,421.00	1,811.55	25.17%
601.49450.01040 TEMPORARY EMPLOYEES	0.00	0.00	19,100.00	17,067.16	10.64%
601.49450.01050 VACATION BUY BACK	0.00	1,510.30	950.00	1,510.30	(58.98%)
601.49450.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	596.59	8,280.00	7,310.60	11.71%
601.49450.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	712.04	9,979.00	8,785.50	11.96%
601.49450.01300 HEALTH & DENTAL INSURANCE	0.00	1,365.68	17,220.00	15,099.84	12.31%
601.49450.01313 LIFE INSURANCE	0.00	7.70	95.00	81.66	14.04%
601.49450.01510 WORKERS COMPENSATION	0.00	0.00	6,500.00	6,653.12	(2.36%)
601.49450.02000 OFFICE SUPPLIES	0.00	0.00	800.00	715.24	10.60%
601.49450.02030 PRINTED FORMS	0.00	0.00	1,800.00	1,340.73	25.52%
601.49450.02100 OPERATING SUPPLIES	0.00	0.00	500.00	149.83	70.03%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For PUBLIC UTILITIES OPERATIONS (601)
For the Fiscal Period 2015-11 Ending November 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49450.02120 MOTOR FUELS & LUBRICANTS	0.00	95.55	4,000.00	1,905.81	52.35%
601.49450.02200 REPAIR & MAINTENANCE	0.00	37.15	7,500.00	16,123.02	(114.97%)
601.49450.02210 EQUIPMENT PARTS	0.00	0.00	2,000.00	61.40	96.93%
601.49450.02220 POSTAGE	0.00	2,935.22	2,500.00	4,655.66	(86.23%)
601.49450.02221 TIRES	0.00	0.00	1,000.00	0.00	100.00%
601.49450.02222 STREET REPAIRS	0.00	0.00	1,500.00	9,533.00	(535.53%)
601.49450.02262 WATER METER & SUPPLIES	0.00	0.00	4,000.00	6,017.52	(50.44%)
601.49450.02280 UNIFORM ALLOWANCE	0.00	0.00	950.00	603.05	36.52%
601.49450.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,406.00	2,406.00	0.00%
601.49450.03030 ENGINEERING FEES	0.00	0.00	1,000.00	0.00	100.00%
601.49450.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49450.03210 TELEPHONE	0.00	29.24	700.00	379.34	45.81%
601.49450.03310 TRAVEL EXPENSE	0.00	0.00	1,000.00	800.50	19.95%
601.49450.03500 PRINTING & PUBLISHING	0.00	0.00	300.00	123.63	58.79%
601.49450.03600 INSURANCE	0.00	0.00	9,100.00	8,104.48	10.94%
601.49450.03810 ELECTRIC UTILITIES	0.00	244.33	3,200.00	2,598.03	18.81%
601.49450.03840 METRO WASTE CONTROL	0.00	37,834.92	454,020.00	454,019.04	0.00%
601.49450.04000 CONTRACTUAL SERVICE	0.00	160.00	11,850.00	7,225.06	39.03%
601.49450.04050 MAINTENANCE AGREEMENTS	0.00	60.33	11,460.00	2,252.52	80.34%
601.49450.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,450.00	1,695.23	30.81%
601.49450.04330 DUES & SUBSCRIPTIONS	0.00	0.00	300.00	74.57	75.14%
601.49450.04390 MISCELLANEOUS	0.00	0.00	100.00	0.00	100.00%
601.49450.04450 RESERVE CAPACITY CHARGES	0.00	0.00	2,700.00	2,460.15	8.88%
601.49450.04460 SURCHARGES-SEWER	0.00	0.00	10.00	0.00	100.00%
601.49450.07000 PERMANENT TRANSFERS OUT	0.00	0.00	76,212.00	0.00	100.00%
Total SEWER DEPARTMENT Expenditures	0.00	53,543.42	776,180.00	675,122.03	13.02%
Total PUBLIC UTILITIES OPERATIONS Expenditures	\$ 0.00	\$ 83,180.58	\$ 1,365,974.00	\$ 1,072,096.20	21.51%
PUBLIC UTILITIES OPERATIONS Excess of Revenues Over	\$ 0.00	\$ (73,907.19)	\$ 0.00	\$ 206,342.55	0.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget

For the Fiscal Period 2015-11 Ending November 30, 2015

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$	0.00	\$ 9,273.39	\$ 1,365,974.00	\$ 1,278,438.75	6.41%
Total Expenditures	\$	0.00	\$ 83,180.58	\$ 1,365,974.00	\$ 1,072,096.20	21.51%
Total Excess of Revenues Over Expenditures	\$	0.00	\$ (73,907.19)	\$ 0.00	\$ 206,342.55	0.00%

CITY OF SPRING LAKE PARK
STATEMENT OF FUND BALANCE
NOVEMBER 2015

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE</u>
101	GENERAL	\$ 250,577.96
102	ELECTIONS	\$ 47,097.90
103	POLICE RESERVES	\$ 1,785.58
104	NORTH CENTRAL SUBURBAN CABLE	\$ (4,501.84)
108	POLICE FORFEITURES	\$ 22,365.97
112	ESCROW TRUST	\$ 91,868.49
 <u>SPECIAL REVENUE FUNDS</u>		
224	SMALL EQUIPMENT REPLACEMENT	\$ 17,020.83
225	PARK ACQUISITION & IMPROVEMENTS	\$ 224,209.82
226	PARK EQUIPMENT & IMPROVEMENTS	\$ 6,919.89
227	HRA EXCESS	\$ 118,539.36
229	SANBURNOL PARK IMPROVEMENTS	\$ 9,542.04
230	RECYCLING	\$ 47,217.54
234	STREET LIGHTING	\$ 30,761.91
235	RIGHT-OF-WAY MAINTENANCE	\$ 16,031.67
237	PARK & RECREATION SPECIAL PROJECTS	\$ 18,011.54
238	GRANTS & SPECIAL PROJECTS	\$ 1,776.23
240	TOWER DAYS	\$ 9,666.08
243	PUBLIC SAFETY RADIO REPLACEMENT	\$ 25,817.79
244	RECREATION PROGRAMS	\$ 386,754.85
248	TRAFFIC EDUCATION	\$ 30,795.27
 <u>DEBT SERVICE FUNDS</u>		
328	PUBLIC WORKS BUILDING-DEBT SERVICE	\$ (6,048.75)
329	2013A EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ 81,012.52
330	2014A G.O. IMPRV-DEBT SERVICE (2014-15 STR)	\$ 431,307.35
384	2005A FIRE DEPARTMENT-DEBT SERVICE	\$ (50,805.03)
 <u>CAPITAL PROJECTS FUNDS</u>		
400	REVOLVING CONSTRUCTION	\$ 655,168.26
402	MSA MAINTENANCE	\$ 61,829.43
403	CAPITAL REPLACEMENT	\$ 415,364.97
407	SEALCOATING	\$ 85,766.47
410	LAKESIDE/LIONS PARK IMPROVEMENT	\$ 6,535.48
416	BUILDING MAINTENANCE & RENEWAL	\$ 92,831.80
421	81ST AVE REHAB-MSA	\$ 30,724.47
425	STORM SEWER REHAB	\$ 43,606.92
427	ABLE ST & TERRACE RD IMPROVEMENTS	\$ 33,161.43
428	PUBLIC WORKS BUILDING	\$ (1,694.34)
429	2013 EQUIPMENT CERTIFICATE	\$ 172,430.39
430	2014-2015 ST IMPRV PRJ	\$ 539,299.25
 <u>ENTERPRISE FUNDS</u>		
600	PUBLIC UTILITY RENEWAL & REPLACEMENT	\$ 2,668,767.15
601	PUBLIC UTILITY OPERATIONS	\$ 1,419,216.74
602	WATER TREATMENT PLANT	\$ 216,462.33
609	MUNICIPAL LIQUOR	\$ 364,863.42
610	ON-SALE NOTE PROCEEDS	\$ 373,696.39
 <u>INTERNAL SERVICE FUNDS</u>		
700	SEVERANCE	\$ (72,155.40)
 GRAND TOTAL		 <u><u>\$ 8,913,600.13</u></u>



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

December 11, 2015

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

Re: CSAH 35 / Central Ave. NE Street Improvements
Project No. 193802914
Contractor's Request for Payment No. 3

Dear Mayor and Councilmembers:

Attached for your approval is Contractor's Request for Payment No. 3 for the CSAH 35 / Central Ave. NE Street Improvement Project. The prime Contractor on this project is North Valley Inc.

This request covers work complete through the end of November. The seeding and silt fence quantities are based on 50% of the work completed until an inspection can be completed next spring. With this payment, the total value completed to date is about 98% of the original contract amount. It is anticipated that the final contract amount will exceed the bid amount by approximately three percent.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to North Valley Inc. in the amount of \$24,518.92.** The costs associated with this contractor's payment should be covered by the city's development agreement with the property owner at 8299 Central Avenue NE.

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

Feel free to contact Harlan Olson or me if you have any questions.

Regards,
STANTEC

A handwritten signature in blue ink, appearing to read "Phil Gravel".

Phil Gravel
City Engineer

Enclosures



Owner: City of Spring Lake Park, 1301 81st Ave. NE, Spring Lake Park, MN 55432	Date: December 11, 2015
For Period: 11/10/2015 to 12/11/2015	Request No: 3
Contractor: North Valley, Inc., 20015 Iguana St. NW, Ste. 100, Nowthen, MN 55330	

CONTRACTOR'S REQUEST FOR PAYMENT
CSAH 35/CENTRAL AVENUE NE STREET IMPROVEMENTS
STANTEC PROJECT NO. 193802914

SUMMARY

1	Original Contract Amount		\$ 198,241.57
2	Change Order - Addition	\$ 0.00	
3	Change Order - Deduction	\$ 0.00	
4	Revised Contract Amount		\$ 198,241.57
5	Value Completed to Date		\$ 194,449.94
6	Material on Hand		\$ 0.00
7	Amount Earned		\$ 194,449.94
8	Less Retainage 5%		\$ 9,722.50
9	Subtotal		\$ 184,727.44
10	Less Amount Paid Previously		\$ 160,208.52
11	Liquidated damages -		\$ 0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. 3		\$ 24,518.92

Recommended for Approval by:

STANTEC

Approved by Contractor:

NORTH VALLEY, INC.

Approved by Owner:

CITY OF SPRING LAKE PARK

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
BASE QUOTE:							
1	MOBILIZATION	LS	1	4860.38	0.1	1	\$4,860.38
2	CLEARING AND GRUBBING	LS	1	1354.62		1	\$1,354.62
3	REMOVE CONCRETE CURB AND GUTTER	LF	10	27.09	22	32	\$866.88
4	REMOVE BITUMINOUS	SY	475	7.80	75	475	\$3,705.00
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	1410	2.17	250	490	\$1,063.30
6	SALVAGE AND REINSTALL SIGN AND POST	EA	7	146.30	3	8	\$1,170.40
7	ADJUST SANITARY MANHOLE AT 18+25 WEST	LS	1	1625.54		1	\$1,625.54
8	COMMON EXCAVATION (P)	CY	1250	24.62		1250	\$30,775.00
9	SUBGRADE EXCAVATION	CY	125	24.61		90	\$2,214.90
10	GRANULAR BORROW (CV)	CY	125	37.57	193	283	\$10,632.31
11	AGGREGATE BASE, CLASS 2 (SHOULDERING)	TN	175	31.40		100	\$3,140.00
12	AGGREGATE BASE, CLASS 5 FOR TURNLANES	TN	750	20.04		700	\$14,028.00
13	AGGREGATE BASE, CLASS 5 FOR SIDEWALK	TN	250	24.01		220	\$5,282.20
14	BITUMINOUS MATERIAL FOR TACK COAT	GAL	180	3.79		100	\$379.00
15	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TN	200	85.77	212.94	372.94	\$31,987.06
16	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (2,C)	TN	300	83.12	(105.43)	164.57	\$13,679.06
17	SUBGRADE PREPARATION	SY	2580	3.30		2580	\$8,514.00
18	B618 CONCRETE CURB AND GUTTER	LF	68	35.17	7	72	\$2,532.24
19	4" CONCRETE WALK	SF	4740	5.85	798	5298	\$30,993.30
20	6" CONCRETE WALK	SF	900	7.53	(338)	462	\$3,478.86
21	TRUNCATED DOME PANEL	SF	8	43.35	4	12	\$520.20
22	TRAFFIC CONTROL	LS	1	1083.69		1	\$1,083.69
23	SILT FENCE, TYPE MS	LF	1380	2.98		800	\$2,384.00
24	CB INLET PROTECTION	EA	4	178.81	3	4	\$715.24
25	TOPSOIL BORROW (LV)	CY	250	36.02	20	220	\$7,924.40
26	APPLICATION OF WATER FOR TURF ESTABLISHMENT	MG	100	21.67	50	50	\$1,083.50
27	SEED AND FERTILIZER, WITH WOOD FIBER BLANKET	SY	2400	3.14	410	1610	\$5,055.40
28	SIGN PANELS, TYPE C	SF	6.3	37.93	6.3	6.3	\$238.96
29	4" SOLID LINE, WHITE PAINT	LF	2912	0.39		2400	\$936.00
30	12" SOLID WHITE STOP BAR	LF	32	7.83		25	\$195.75
31	4" DOUBLE SOLID LINE, YELLOW PAINT	LF	1300	0.82		1050	\$861.00
32	CROSSWALK MARKING	SF	144	8.81		115	\$1,013.15
33	PAVEMENT MESSAGE, RIGHT ARROW	EA	1	156.60		1	\$156.60
TOTAL BASE QUOTE:							\$194,449.94

TOTAL BASE QUOTE:

\$194,449.94

TOTAL WORK COMPLETED TO DATE

\$194,449.94

PROJECT PAYMENT STATUS

OWNER CITY OF SPRING LAKE PARK
STANTEC PROJECT NO. 193802914
CONTRACTOR NORTH VALLEY, INC.

CHANGE ORDERS

No.	Date	Description	Amount
Total Change Orders			

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	09/01/2015	10/13/2015	124,006.09	6,526.64	130,532.73
2	10/14/2015	11/09/2015	36,202.43	8,432.03	168,640.55
3	11/10/2015	12/11/2015	24,518.92	9,722.50	194,449.94

Material on Hand

Total Payment to Date		\$184,727.44	Original Contract	\$198,241.57
Retainage Pay No. 3		9,722.50	Change Orders	
Total Amount Earned		\$194,449.94	Revised Contract	\$198,241.57

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

Massage Therapy License

December 21, 2015

Massage Enterprise License

Hair By Hughes & Crew

913 Manor Drive NE

Carleen Bayer

Massage Therapist Individual License

Joanne Talbot

913 Manor Drive NE

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

Contractor's License

December 21, 2015

Concrete Contractor

Empire Stone Masonary

General Contractor

Fendler Patterson Construction

Mechanical Contractor

Marsh Heating & Air Conditioning

Sign Contractor

Signminds

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

Liquor Licenses

December 21, 2015

Liquor License

Montes of Spring Lake Park, Inc.

Monte's Sports Bar

8299 University Ave

Little Biffy's LLC

Biff's Billards Sports Bar

7777 Hwy 65 NE

PNN Café, Inc.

Contingent on All City Fees and Utility Bill Being Paid

Laddie Lake Café & Pub

8466 Central Ave

VFW #6587

Kraus Hartig VFW Post

8100 Pleasant View Dr NE



Police Report

November 2015

Submitted for Council Meeting – December 21, 2015

The Spring Lake Park Police Department continue to respond for calls for service made by our residents to the police department and Anoka County Dispatch. Due to transitioning to our new Public Safety Data Records System in November, we continue to work out the kinks in the system and obtain the necessary training to fully utilize the system capabilities. It is for this reason, I am not able to provide a more detailed statistical report for the number of calls for service that have been handled for the month of November 2015.

As we become more accustomed to and learn the new system, I will be able to provide more statistical information.

Our School Resource Officer, Officer Fiske reports handling nine calls for service at our local schools, along with have thirteen student contacts, eight escorts and ten follow up investigations to school related issues. Officer Fiske did note that she was on vacation from November 6th thru November 13th and school was out of session on November 26th and November 27th for Thanksgiving. Officer Fiske advised that thefts were done this month at the school but one student was charged with "Possession of a Dangerous Weapon (Knife) on School grounds. For further details see Officer Fiske's attached report.

Investigator Baker reports handling a case load of fifty-five cases for the month of November. Thirty-seven of these cases were felony in nature, eight of these cases were gross misdemeanor in nature and ten of the cases were misdemeanor in nature. Investigator Baker did note that a suspect in a Spring Lake Park Armed Robbery Case was identified through the use of "Facebook" and the Minneapolis Gang Task Force. A subsequent search warrant from Minneapolis PD was executed at the suspect's girlfriends residence in Spring Lake Park looking for stolen guns and property. Investigator Baker advised that the suspect was arrested in Brooklyn Park for another armed robbery and is currently in custody for those charges and will then be charged for the Spring Lake Park Armed Robbery Case. The same suspect in also

a person of interest in several other robberies cases. For further details see Investigator Baker's attached report.

With cold weather settling in the ability of the police department to deploy the speed trailer will be coming an end until the weather warms up. Since the speed trailer works on batteries, the cold weather will reduce the duration of time the trailer will function properly and may cause battery damage. However for the month of November we were able to deploy the speed trailer at three different locations throughout the city as weather allowed.

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

The month of November has been a busy month for myself as well, besides handling the day to day operations of the police department, I attended numerous meetings throughout the month, along with overseeing the continuation of the hiring process for the vacant police officers position. We have completed the application process, written portion of the testing, candidate interviews and are currently working through the background process of the top three candidates. It is our intent to bring forth the name of the recommended police officer candidate in the near future to the City Council for a conditional job offer.

This will conclude my report for the month.

Are there any questions.



Investigator
Brad Baker

Spring Lake Park Police Department

Investigations Monthly Report

November 2015

Total Case Load

Case Load by Level of Offense: 55

Felony	37
Gross Misdemeanor	8
Misdemeanor	10

Case Dispositions:

County Attorney	4
Juvenile County Attorney	1
City Attorney	1
Forward to Other Agency	1
SLP Liaison	0
Carried Over	41
Unfounded	0
Exceptionally Cleared	2
Closed/Inactive	5

Forfeitures:

Active Forfeitures	6
Forfeitures Closed	0

Notes:

Spring Lake Park Police / School Resource Officer Report

November 1, 2015

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	7	13	8	8
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School				
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations	2			2
Totals:	9	13	8	10

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	3
Students charged with Assault or Disorderly Conduct	
Students charged with other crimes	1
Non-students Charged	
Warrant Arrests	
Miscellaneous reports	5

Spring Lake Park Police / School Resource Officer Report

November 1, 2015

RESOLUTION NO. 15-34

RESOLUTION ADOPTING PROPOSED 2015 TAXES COLLECTABLE IN 2016

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the following sums of money be levied for the current year, collectable in 2014, upon the taxable property in said City of Spring Lake Park, Minnesota:

General Revenue	\$2,771,985
2013A G.O. Equipment Certificate	<u>\$ 204,000</u>
TOTAL LEVY:	<u>\$2,975,985</u>

BE IT FURTHER RESOLVED that the City Clerk of the City of Spring Lake Park is hereby instructed to transmit a certified copy of this resolution to the County Auditors of Anoka and Ramsey Counties, Minnesota; and

The foregoing resolution was moved for adoption by .

Upon roll call, the following voted aye: Councilmembers

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 21st day of December, 2015.

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified Assistant City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 15-34, A Resolution Adopting Proposed 2015 Taxes Collectable in 2016, adopted by the Spring Lake Park City Council at their regular meeting on the 21st day of December 2015.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____

MEMORANDUM

TO: MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL
FROM: DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR
SUBJECT: 2016 BUDGET
DATE: DECEMBER 14, 2015

Over the past several months, the City Council and staff have worked to draft a balanced 2016 budget. Staff is pleased to present the following 2016 budget to the City Council for formal approval.

As noted at the Truth in Taxation hearing, the proposed general fund budget for the City of Spring Lake Park is \$4,242,858, an increase of 2.74% from 2015. This budget increase is due primarily to employee wages, increased fire protection costs, implementation of the Public Safety Data System and increased utility costs.

The 2016 payable property tax levy is \$2,975,985, an increase of 5.31% from 2015. The portion of the tax levy for government operations is \$2,771,985. Intergovernmental revenue, permit and license fees, charges for services, miscellaneous revenues and interfund transfers cover the remaining portion of the budget. 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.

I have attached the 2016 budget for your review.

Staff recommends the City Council approve the 2016 budget as presented.

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

CITY OF SPRING LAKE PARK

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2016 BUDGET BREAKDOWN OF REVENUES:

Revised-10/12/15

<u>TAX LEVY:</u>		2014 ACTUAL	2015 BUDGET	2016 BUDGET
31010	Current Taxes (Includes Fiscal Disparities) Anoka & Ramsey Counties	\$ 2,551,917.05	\$ 2,681,846	\$ 2,771,985
31020	Delinquent Taxes Received	\$ 29,572.20		
31910	Penalties & Interest	\$ 4,048.92		

INTERGOVERNMENTAL REVENUE:

STATE:

33401	Local Government Aid	\$ 285,196.00	\$ 323,491	\$ 335,218
33404	PERA Increase Aid	\$ 5,775.00	\$ 5,775	\$ 5,775
33407	State Fire Aid	\$ -	\$ 422,930	\$ 422,930
33416	Police Training Reimbursement	\$ 3,539.91	\$ 3,600	\$ 3,600
33421	Insurance Premium-Police (Based on the portion we pay into PERA benefits)	\$ 83,775.83	\$ 73,000	\$ 75,000
35101	Court Fines (Anoka Co-State disburses funds)	\$ 83,461.83	\$ 100,000	\$ 90,000

PERMIT AND LICENSES:

32110	Liquor,Wine,Non-Intox & Club Lic	\$ 34,633.34	\$ 23,300	\$ 32,800
32179	Pawn Shop Licenses & Investigation Fee	\$ 6,350.60	\$ 6,252	\$ 6,252
32180	Cigarette,Dance,Used Car & Misc	\$ 5,050.00	\$ 5,400	\$ 5,200
32181	Sign Permits	\$ 9,395.00	\$ 5,500	\$ 5,500
32208	Contractors Licenses	\$ 7,130.00	\$ 6,500	\$ 6,500
32210	Building Permits	\$ 52,004.98	\$ 50,000	\$ 55,000
32211	Building Permit Surcharges	\$ 1,947.48	\$ 2,000	\$ 3,000
32230	Plumbing Permits	\$ 3,380.92	\$ 4,000	\$ 4,000
32231	Plumbing Permit Surcharges	\$ 285.00	\$ 350	\$ 300
32232	Heating & A/C Permits	\$ 5,533.90	\$ 6,000	\$ 8,000
32233	Heating & A/C Surcharges	\$ 455.00	\$ 400	\$ 400
32240	Dog and Cat Registrations	\$ 396.00	\$ 550	\$ 500
32260	Certificates of Occupancy	\$ 3,000.00	\$ 5,000	\$ 2,000
32261	Vacant Property Registration	\$ 4,800.00	\$ 6,000	\$ 4,000
32262	Solicitors Licenses	\$ 300.00	\$ -	\$ -

2016 BUDGET BREAKDOWN OF REVENUES:

Page R-1.2

Revised-10/12/15

2014 ACTUAL	2015 BUDGET	2016 BUDGET
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CHARGES FOR CURRENT SERVICES:

34103	SUP, Zoning, Var. & Subd.	\$ 5,695.00	\$ 1,800	\$ 1,800
34104	Plan Review Fees	\$ 9,997.44	\$ 10,000	\$ 12,000
34105	Sale of Maps, Documents, Copies	\$ 211.00	\$ 300	\$ 300
34107	Assessment Searches	\$ 90.00	\$ 200	\$ 100
34108	Admin. SAC Charges	\$ 35.00	\$ 70	\$ 70
34109	Filing Fees	\$ 10.00	\$ -	\$ 60
34111	Adm. Gambling Fees	\$ 31,538.62	\$ 31,000	\$ 32,554
34115	Gun Range Facility Use	\$ 300.00	\$ -	\$ -
34201	Police & Fire Alarms	\$ 1,575.00	\$ 2,000	\$ 1,500
34204	Rental Housing Registration	\$ 48,915.00	\$ 55,000	\$ 55,000
34205	Right Of Way Applications	\$ 6,751.00	\$ 3,500	\$ 3,500
34949	Restitution	\$ 386.41	\$ -	\$ -

MISCELLANEOUS REVENUES:

34801	Insurance Dividends	\$ 8,193.00	\$ 8,000	\$ 8,000
34950	Refund and Reim	\$ 2,129.91	\$ 4,000	\$ 4,000
35102	Adm. Offense Fines	\$ 3,830.11	\$ 4,000	\$ 4,000
35348	Property Room Revenue	\$ 147.86	\$ -	\$ -
35349	MN Driving Diversion Program	\$ 2,000.00	\$ -	\$ 500
35350	Detox Transportation Reim	\$ 120.00	\$ 200	\$ 200
36210	Interest Earned	\$ 4,296.00	\$ 20,000	\$ 20,000
36901	ISD 16 - Liaison Officer	\$ 69,450.00	\$ 70,839	\$ 72,964
39100	CPL-Reim for City services	\$ 3,313.36	\$ 4,500	\$ 4,500
39101	Recycle Park Program	\$ -	\$ -	\$ -

INTERFUND TRANSFERS:

39202	Transfer from Public Utilities	\$ 44,970.00	\$ 45,000	\$ 46,350
39203	Transfer from Liquor Fund	\$ 75,000.00	\$ 75,000	\$ 75,000
39206	Transfer from Recycling Fund	\$ 2,500.00	\$ 2,500	\$ 2,500
39207	Transfer from Recreation	\$ 60,000.00	\$ 60,000	\$ 60,000

TOTAL 2016 REVENUES

\$ 3,563,403.67	\$ 4,129,803	\$ 4,242,858
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CITY OF SPRING LAKE PARK

Page E-1.1

2016 BUDGET BREAKDOWN OF EXPENDITURES:

<u>CITY COUNCIL-41110</u>				2014 ACTUAL	2015 BUDGET	2016 BUDGET
1030	SALARIES	<i>*2015 Salaries & Benefits</i>		\$ 30,610.92	\$ 36,273	\$ 31,296
	a) Mayor		\$ 7,453			
	b) Councilmembers		\$ 23,843			
1211	PERA			\$ 1,238.90	\$ 1,768	\$ 1,685
	a) Defined Contribution Plan					
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 2,341.63	\$ 2,775	\$ 2,395
	a) FICA	(6.2% x \$31,296)	\$ 1,941			
	b) Medicare	(1.45% x \$31,296)	\$ 454			
1510	WORKER'S COMPENSATION			\$ 76.02	\$ 75	\$ 80
2100	OPERATING SUPPLIES			\$ 78.48	\$ 511	\$ 511
	a) Budget Notebooks & Dividers		\$ 233			
	b) Business Cards & I.D. Badges		\$ 139			
	c) Miscellaneous		\$ 139			
3310	TRAVEL EXPENSE			\$ 174.59	\$ 250	\$ 250
3500	PRINTING & PUBLISHING			\$ 1,288.89	\$ 1,250	\$ 1,550
	a) Ordinances & Resolutions		\$ 1,200			
	b) Special Meetings, etc.		\$ 100			
	c) Assessment Notices		\$ 100			
	d) Legal Notices		\$ 150			
4300	CONFERENCES & SCHOOLS			\$ 294.00	\$ 2,010	\$ 2,010
	a) LMC Annual Conference		\$ 600			
	b) Conference for Newly Elected Officials		\$ 600			
	c) Conference for Experienced Officials		\$ 300			
	d) Municipals Banquets		\$ 60			
	e) North Metro Mayors Board Mtgs		\$ 200			
	f) Annual Mayor's Conference		\$ 250			
4330	DUES & SUBSCRIPTIONS			\$ 8,208.00	\$ 9,065	\$ 8,774
	a) LMC Dues		\$ 6,624			
	b) North Metro Mayors		\$ 2,080			
	c) MN Mayors Assn		\$ 20			
	d) MN Storm Water Coalition		\$ -			
	e) Metro Cities Fee Survey		\$ 50			
4955	DISCRETIONARY FUNDS			\$ 569.44	\$ 650	\$ 5,150
	a) Memorials/Miscellaneous		\$ 250			
	b) Council/Staff Retreat		\$ 200			
	c) Parade Candy/Parade Banner		\$ 500			
	d) Council Chairs		\$ 4,200			
<u>TOTAL CITY COUNCIL</u>				\$ 44,880.87	\$ 54,627	\$ 53,701

2016 BUDGET BREAKDOWN OF EXPENDITURES:**ADMINISTRATION-41400**

		2014 ACTUAL	2015 BUDGET	2016 BUDGET
1010	SALARIES <i>*2015 Salaries & Benefits/2016 Steps</i>	\$ 294,216.67	\$ 312,200	\$ 291,735
	a) Full time Salaries		\$ 290,535	
	b) Administrator's Deferred Comp. Contrib.		\$ 1,200	
1050	VACATION BUY BACK <i>*2015 Salaries & Benefits</i>	\$ -	\$ 2,450	\$ 2,450
1210	PERA EMPLOYER CONTRIBUTION	\$ 21,150.63	\$ 23,415	\$ 21,880
	a) Coordinated 7.5%	\$ 291,735		
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 21,195.40	\$ 24,070	\$ 22,505
	a) FICA 6.2%	\$ 294,185	\$ 18,239	
	b) Medicare 1.45%	\$ 294,185	\$ 4,266	
1300	HEALTH & DENTAL INSURANCE	\$ 59,978.48	\$ 59,500	\$ 54,181
1313	PRUDENTIAL LIFE INSURANCE	\$ 268.86	\$ 270	\$ 247
1510	WORKER'S COMPENSATION	\$ 1,385.77	\$ 2,300	\$ 2,500
	a) Premium		\$ 1,500	
	b) Deductible		\$ 1,000	
2000	OFFICE SUPPLIES	\$ 3,369.00	\$ 3,715	\$ 3,715
	a) Copy/Computer/FAX Paper		\$ 1,020	
	b) Office Supplies		\$ 464	
	c) Ink Cartridges (B&W, Color)		\$ 651	
	d) Labels		\$ 93	
	e) Data Cartridges		\$ 164	
	f) Storage Boxes		\$ 187	
	g) Toner (B&W, Color)		\$ 858	
	h) Calendars		\$ 139	
	i) Cash Register Tape/Kroy Tape		\$ 139	
2030	PRINTED FORMS	\$ 1,012.85	\$ 1,444	\$ 1,377
	a) Checks/Envelopes		\$ 417	
	b) Minute Books (2)		\$ 213	
	c) Special Assess. Forms		\$ 47	
	d) Stationery/Envelopes		\$ 300	
	e) Stationery/Envelope Shells		\$ 300	
	f) Business Cards		\$ 100	
	g) Misc. Printing		\$ -	
2100	OPERATING SUPPLIES	\$ 542.72	\$ 446	\$ 625
	a) Dog/Cat Receipt Books & Tags		\$ 75	
	b) City Maps		\$ -	
	c) Reverse Directory		\$ 500	
	d) Miscellaneous		\$ 50	

2016 BUDGET BREAKDOWN OF EXPENDITURES:**ADMINISTRATION-41400 (CON'T)**

			2014 ACTUAL	2015 BUDGET	2016 BUDGET
2220	POSTAGE		\$ 3,277.17	\$ 3,445	\$ 3,445
	a) Postage	\$ 3,000			
	b) Monthly Postage Software Fee (\$15.99 x 12)	\$ 195			
	c) Labels	\$ 250			
3210	CELL PHONE		\$ 661.18	\$ 800	\$ 800
3310	TRAVEL EXPENSE		\$ 3,256.57	\$ 3,300	\$ 3,300
	a) Staff Mileage	\$ 300			
	b) Administrator's Car Allowance \$250/mo	\$ 3,000			
3410	EMPLOYMENT ADVERTISING		\$ -	\$ -	\$ -
3500	PRINTING & PUBLISHING		\$ 123.00	\$ 360	\$ 360
	a) Financial Report	\$ 100			
	b) Budget Summary	\$ 140			
	c) Truth in Taxation	\$ 120			
3550	COUNTY FEE FOR SERVICE		\$ 2,072.69	\$ 2,500	\$ 2,500
	a) Special Assessment & TNT Charges				
	1) Anoka County	\$ 2,450			
	2) Ramsey County	\$ 50			
4050	MAINTENANCE AGREEMENTS		\$ 5,496.50	\$ 6,519	\$ 6,519
	a) Copy Machine Maintenance	\$ 3,179			
	b) USTI - Software Support	\$ 920			
	c) Document Imaging (Laser Fiche)	\$ 2,120			
	d) Annual charge for color copies-overage	\$ 300			
4300	CONFERENCES & SCHOOLS		\$ 4,401.05	\$ 5,935	\$ 5,935
	a) MCFOA Annual Conf./Meetings	\$ 1,100			
	b) IIMC Annual Conference	\$ 2,200			
	c) LMC Annual Conference	\$ -			
	d) MCFOA Advanced Institute	\$ 300			
	e) Municipals Banquets (1 per year)	\$ 250			
	f) LMC Loss Control Workshop	\$ 25			
	g) MN GFOA Conference	\$ 600			
	h) USTI Staff Training (\$1,200 paid by P.U.)	\$ 960			
	i) Municipal Clerk's Academy	\$ 500			
	j) Miscellaneous	\$ -			

2016 BUDGET BREAKDOWN OF EXPENDITURES:**ADMINISTRATION-41400 (CON'T)**

		2014 ACTUAL	2015 BUDGET	2016 BUDGET
4330 DUES & SUBSCRIPTIONS		\$ 479.70	\$ 560	\$ 570
a) IIMC	\$ 145			
b) Municipals	\$ 25			
c) Sam's Club	\$ 35			
d) MCFOA	\$ 70			
e) MN GFOA	\$ 60			
f) Zip 4 Directories	\$ 50			
g) LMC City Official Directory	\$ 55			
h) Wells Fargo Credit Card	\$ 10			
i) MCMA	\$ 120			
j) Discretionary Funds	\$ -			
4500 CONTRACTUAL SERVICES		\$ 2,709.85	\$ 4,450	\$ 5,345
a) Shredding Service	\$ 400			
b) Northland Securities	\$ 2,450			
Continuing Disclosure Reports				
c) Codification of City Code Supplements	\$ 1,500			
d) Online Hosting of City Code	\$ 495			
d) Contingency	\$ 500			
5000 CAPITAL OUTLAY		\$ -	\$ 1,944	\$ -
<u>TOTAL ADMINISTRATION</u>		<u>\$ 425,598.09</u>	<u>\$459,623</u>	<u>\$ 429,989</u>

2016 BUDGET BREAKDOWN OF EXPENDITURES:**ASSESSOR-41500**

4000 CONTRACTUAL SERVICES
a) Kenneth A. Tolzmann Contract

2014 ACTUAL	2015 BUDGET	2016 BUDGET
\$ 35,270.00	\$ 35,500	\$ 35,500

2016 BUDGET BREAKDOWN OF EXPENDITURES:

AUDIT & FINANCIAL-41540

3010 AUDIT EXPENSE

2014 ACTUAL	2015 BUDGET	2016 BUDGET
\$ 8,700.00	\$ 9,050	\$ 9,415

2016 BUDGET BREAKDOWN OF EXPENDITURES:**I T DEPARTMENT-41600**

2014 ACTUAL	2015 BUDGET	2016 BUDGET
\$ 22,531.30	\$ 22,358	\$ 23,490

4000 CONTRACTUAL SERVICES

a) 350 hrs (\$60/hour)	\$	21,000
b) Online Storage	\$	30
c) Comcast High Speed Internet \$50/month	\$	600
d) SLPMN.org Domain	\$	20
e) E-mail Hosting Plan	\$	180
f) Constant Contact (\$20/month)	\$	240
g) Anti-virus Software Renewal (paid through 7/31/2016)	\$	750
h) Hosting "Website Builder" program,	\$	170
i) Miscellaneous	\$	500

2016 BUDGET BREAKDOWN OF EXPENDITURES:**LEGAL FEES-41610****3040 ATTORNEY FEES**

- a) Civil 9%
- b) Criminal 85%
- c) Special Projects 6%

2014 ACTUAL	2015 BUDGET	2016 BUDGET
\$ 102,704.67	\$ 127,500	\$ 125,000

2016 BUDGET BREAKDOWN OF EXPENDITURES:

ENGINEERING FEES-41710

3030 ENGINEERING FEES

2014		2015		2016	
ACTUAL		BUDGET		BUDGET	
\$	3,314.51	\$	10,000	\$	9,000

2016 BUDGET BREAKDOWN OF EXPENDITURES:**PLANNING & ZONING-41720**

		2014 ACTUAL	2015 BUDGET	2016 BUDGET
2100	OPERATING SUPPLIES	\$ 99.45	\$ 117	\$ 117
	a) Name Plates			
	b) Letterhead/Envelopes			
2220	POSTAGE	\$ 52.80	\$ 150	\$ 150
3500	PRINTING & PUBLISHING	\$ 168.51	\$ 400	\$ 400
	a) Public Notices (Property Owners)			
	b) Official Notices (Newspapers)			
4000	PLANNER FEES	\$ -	\$ -	\$ 1,000
<u>TOTAL PLANNING & ZONING</u>		\$ 320.76	\$ 665	\$ 1,667

2016 BUDGET BREAKDOWN OF EXPENDITURES:

GOVERNMENT BUILDINGS-41940				2014 ACTUAL	2015 BUDGET	2016 BUDGET
1010	SALARIES <i>*2015 Salaries & Benefits/2016 Steps</i>			\$ 13,589.64	\$ 14,000	\$ 13,022
	a) 1 - 25%					
1050	VACATION BUY BACK <i>*2015 Salaries & Benefits</i>			\$ -	\$ 269	\$ 269
1210	PERA EMPLOYER CONTRIBUTION			\$ 984.62	\$ 1,050	\$ 977
	a) Coordinated 7.5%	\$ 13,022				
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 973.16	\$ 1,092	\$ 1,017
	a) FICA 6.2%	\$ 13,291	\$ 824			
	b) Medicare 1.45%	\$ 13,291	\$ 193			
1300	HEALTH & DENTAL INSURANCE			\$ 3,305.99	\$ 3,300	\$ 3,300
1313	PRUDENTIAL LIFE INSURANCE			\$ 12.54	\$ 13	\$ 13
1510	WORKER'S COMPENSATION			\$ 464.00	\$ 500	\$ 500
	a) Premium	\$ 500				
	b) Deductible	\$ -				
2100	OPERATING SUPPLIES			\$ 8,295.09	\$ 7,500	\$ 7,500
	a) Paper Products					
	b) Cleaning Supplies					
	c) Biohazard Clean Up Kits					
	d) Mat Cleaning Service					
2200	REPAIR & MAINTENANCE			\$ 8,461.57	\$ 7,200	\$ 7,200
	a) Irrigation System	\$ 538				
	b) Plbg./Electrical	\$ 2,322				
	c) General Bldg. Repair/Maint.	\$ 2,090				
	d) Annual Fire Ext. Maint.	\$ 750				
	e) Test Fire Sprinklers in North Garage	\$ 500				
	f) Gun Range-Service Calls (furnace etc)	\$ 1,000				
2225	LANDSCAPE MATERIALS			\$ -	\$ -	\$ -
2280	UNIFORMS			\$ 96.46	\$ 250	\$ 250
	a) Uniforms Allowance per contract	\$ 200				
	b) T-Shirts	\$ 50				
3210	LANDLINE TELEPHONE			\$ 8,822.34	\$ 9,000	\$ 9,000
	a) T1 Service,Phone System,Long Distance	\$ 6,120				
	b) Yearly Maintenance Agreement	\$ 1,750				
	c) Bulletin Board Dedicated Line	\$ 630				
	d) Service Calls	\$ 500				
3810	ELECTRIC SERVICE			\$ 21,659.87	\$ 17,000	\$ 22,000
	a) Bulletin Board					
	b) Security Lighting					
	c) City Offices					
	d) Public Works Building					

2016 BUDGET BREAKDOWN OF EXPENDITURES:**GOVERNMENT BUILDING-41940 (CON'T)**

				2014 ACTUAL	2015 BUDGET	2016 BUDGET
3830	GAS UTILITIES			\$ 20,413.59	\$ 15,000	\$ 20,000
	a) Public Works Building					
3841	RUBBISH REMOVAL			\$ 4,569.14	\$ 4,150	\$ 4,150
	a) Rubbish Removal	\$	3,300			
	b) Anoka County Solid Waste Mgmt Fee	\$	850			
4000	CONTRACTUAL SERVICES			\$ 875.86	\$ 940	\$ 940
	a) Pest Control	\$	300			
	b) Safety Consultant	\$	640			
5000	CAPITAL OUTLAY			\$ -	\$ -	\$ -
7000	GOVERNMENT BUILDING REPLACEMENT FUND			\$ 7,328.00	\$ 8,126	\$ 9,014
<u>TOTAL GOVERNMENT BUILDINGS</u>				\$ 99,851.87	\$ 89,390	\$ 99,151

2016 BUDGET BREAKDOWN OF EXPENDITURES:**POLICE PROTECTION-42100**

			2014 ACTUAL	2015 BUDGET	2016 BUDGET
1010	SALARIES <i>*2015 Salaries & Benefits/2016 Steps</i>		\$ 954,184.03	\$ 961,960	\$ 958,188
	a) Officers, Chief & Sergeants	\$ 821,648			
	b) Record Management Technicians	\$ 105,150			
	c) Receptionist (1,560/hrs yr)	\$ 29,950			
	d) Terminal Agency Coord (TAC)	\$ 1,440			
	Special Pay - \$120/month				
1013	OVERTIME <i>*2015 Salaries & Benefits</i>		\$ 62,534.17	\$ 97,000	\$ 97,000
	a) Officers	\$ 82,000			
	b) Record Management Technicians	\$ 6,000			
	c) City SITE	\$ 9,000			
	(Holiday Pay, **Revenue Generating: Safe & Sober Grant, SITE; Non Generating Revenue: Night to Unite)				
1050	VACATION BUY BACK <i>*2015 Salaries & Benefits</i>		\$ -	\$ 4,000	\$ 4,000
1210	PERA EMPLOYER CONTRIBUTION		\$ 142,501.76	\$ 150,751	\$ 150,326
	a) PNF 15.3%	\$ 912,648			
	b) Coordinated 7.5%	\$ 142,540			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION		\$ 22,352.87	\$ 24,619	\$ 24,444
	a) FICA 6.2%	\$ 146,540			
	b) Medicare 1.45%	\$ 1,059,188			
1300	HEALTH & DENTAL INSURANCE		\$ 149,360.85	\$ 148,000	\$ 148,000
1313	PRUDENTIAL LIFE INSURANCE		\$ 672.10	\$ 665	\$ 665
1510	WORKER'S COMPENSATION		\$ 24,474.72	\$ 25,000	\$ 25,000
	a) Premium	\$ 23,000			
	b) Deductible	\$ 2,000			
2000	OFFICE SUPPLIES		\$ 1,403.17	\$ 3,600	\$ 3,600
	a) Ticket Writer Paper				
	b) Ink Cartridges				
	c) Printer Paper				
2030	PRINTED FORMS		\$ 786.19	\$ 1,000	\$ 1,000
	a) Mandate Property Receipts				
	b) Notice of Seizure/Intent to Forfeit				
	c) Business Cards & Letterhead				
2040	RANGE EQUIPMENT & SUPPLIES		\$ 7,509.52	\$ 7,550	\$ 7,550
	a) Taser Cartridges	\$ 1,250			
	b) Ammo (Mandated to use duty ammo)	\$ 3,550			
	c) Targets	\$ 300			
	d) Range Filter	\$ 500			
	e) Gun Cleaning Supplies	\$ 150			
	f) Range Cleaning-Contractor	\$ 1,300			
	g) Range Service Calls-routine maintenance	\$ 500			

2016 BUDGET BREAKDOWN OF EXPENDITURES:**POLICE PROTECTION-42100 (CON'T)**

			2014 ACTUAL	2015 BUDGET	2016 BUDGET
2100 OPERATING SUPPLIES			\$ 533.27	\$ 3,500	\$ 3,500
a) First Aid Supplies	\$	187			
b) Tobacco compliance checks	\$	100			
c) Vehicle Registrations	\$	60			
d) Vehicle Title Transfers	\$	60			
e) Mouth Pieces	\$	321			
f) Defib Electrodes	\$	1,067			
g) Biohazard Clean-Up Kits	\$	233			
h) DVD-DVR	\$	47			
i) Eyeglasses (Contractual)	\$	600			
j) Annual Fire Ext Inspections	\$	425			
k) Miscellaneous	\$	400			
2120 MOTOR FUELS & LUBRICANTS			\$ 22,256.92	\$ 23,700	\$ 23,700
2220 POSTAGE			\$ 1,018.25	\$ 1,900	\$ 1,900
3050 MEDICAL EXPENSES			\$ 766.44	\$ 2,000	\$ 2,000
a) Hiring Process-Employee Physical & Psych Evaluation					
3210 CELL PHONES			\$ 2,487.45	\$ 3,000	\$ 3,400
3211 DATA SERVICES			\$ 11,341.04	\$ 13,380	\$ 16,992
a) Mobile Data Quarterly Fee \$450x4	\$	1,800			
b) Monthly Mobile Access \$266 X 12	\$	3,192			
c) CJDN Quarterly Fee \$390x4	\$	1,560			
d) Ticket Writer Fee	\$	520			
e) Two Factor Authentication Annual Cost	\$	6,500			
f) Evidence.com	\$	3,420			
3300 CLOTHING & PERSONAL EQUIPMENT			\$ 9,958.82	\$ 9,270	\$ 9,420
a) \$770x11	\$	8,470			
b) Office Staff \$300x3	\$	900			
c) Service Awards	\$	50			
3310 TRAVEL EXPENSE			\$ 486.38	\$ 500	\$ 500
3421 800 MHZ RADIO			\$ 1,023.87	\$ 2,006	\$ 2,006
a) Annual MESB Fee	\$	1,000			
b) Radio Extended Warranty	\$	1,006			
4000 CONTRACTUAL SERVICE			\$ 5,992.58	\$ 16,200	\$ 16,860
a) Shredding Service	\$	500			
b) Radar Calibration	\$	400			
c) Central Records Support	\$	15,200			
d) Detox transportation (Dakota County)	\$	335			
e) Firewall Maintenance Contract	\$	425			

2016 BUDGET BREAKDOWN OF EXPENDITURES:**POLICE PROTECTION-42100 (CON'T)**

			2014 ACTUAL	2015 BUDGET	2016 BUDGET
4050 MAINTENANCE AGREEMENTS			\$ 2,957.76	\$ 3,740	\$ 4,000
a) Copier & Overages	\$	2,700			
b) Imaging, Scanner Service Plan & Support	\$	1,100			
c) Taser Extended Warranties	\$	200			
4060 AUTO EQUIPMENT & REPAIR			\$ 23,392.27	\$ 20,000	\$ 20,000
4070 OTHER EQUIPMENT REPAIR			\$ 3,353.47	\$ 3,500	\$ 3,500
a) Security Camera Repairs (replace, fix)					
4300 CONFERENCES & SCHOOLS			\$ 7,003.48	\$ 11,500	\$ 11,500
a) Law Enforcement Training	\$	3,500			
b) IACP Conference	\$	2,500			
c) Training per Contract \$500 x 11	\$	5,500			
4330 DUES & SUBSCRIPTIONS			\$ 1,080.00	\$ 825	\$ 1,485
a) Anoka County Chiefs	\$	45			
b) MN Chiefs of Police	\$	230			
c) IACP	\$	150			
d) Post Board Renewals (\$90x7)	\$	630			
e) MN Crime Prevention	\$	45			
f) Assn. Of Training Officers	\$	15			
g) Sam's Club	\$	35			
h) Tri Co Investigation Assoc.	\$	85			
i) MOCIC	\$	250			
5000 CAPITAL OUTLAY			\$ 31,568.61	\$ 33,075	\$ 35,472
a) 2016 Squad	\$	30,772			
b) Tear Down & Rebuild 2016	\$	4,200			
c) Squad Graphic's Stripping	\$	500			
7000 TRANSFER OUT			\$ 2,000.00	\$ 2,000	\$ 25,355
a) Radio Replacement Fund	\$	2,000			
b) Repayment for Loan Advance (GK)	\$	19,200			
(use savings from salaries/benefits)					
c) Emergency Management Fund (New)	\$	3,155			
d) Animal Control Fund (New)	\$	1,000			

TOTAL POLICE PROTECTION

\$1,492,999.99	\$ 1,574,241	\$ 1,601,362
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2016 BUDGET BREAKDOWN OF EXPENDITURES:**FIRE PROTECTION-42200**

		2014 ACTUAL	2015 BUDGET	2016 BUDGET
4000	FIRE DEPARTMENT CONTRACT	\$ 181,511.40	\$ 186,712	\$ 199,057
4935	STATE FIRE AID	\$ -	\$ 422,930	\$ 422,930
5000	CAPITAL OUTLAY - LGA	\$ 13,184.16	\$ 20,904	\$ 29,439
<u>TOTAL FIRE PROTECTION</u>		\$ 194,695.56	\$ 630,546	\$ 651,426

2016 BUDGET BREAKDOWN OF EXPENDITURES:

CODE ENFORCEMENT-42300				2014 ACTUAL	2015 BUDGET	2016 BUDGET
1010	SALARIES	<i>*2015 Salaries & Benefits</i>		\$ 73,052.13	\$ 76,100	\$ 76,100
1040	TEMPORARY SALARY	<i>*2015 Salaries & Benefits</i>		\$ 6,526.00	\$ 10,080	\$ 10,080
		Seasonal Internship (\$12-\$15/hr)				
1050	VACATION BUY BACK	<i>*2015 Salaries & Benefits</i>		\$ -	\$ 1,462	\$ 1,462
1210	PERA EMPLOYER CONTRIBUTION			\$ 5,188.39	\$ 5,708	\$ 5,708
	a) Coordinated 7.5%	\$ 76,100				
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 5,993.41	\$ 6,705	\$ 6,705
	a) FICA 6.2%	\$ 87,642	\$ 5,434			
	b) Medicare 1.45%	\$ 87,642	\$ 1,271			
1300	HEALTH & DENTAL INSURANCE			\$ 10,120.40	\$ 9,850	\$ 9,850
1313	PRUDENTIAL LIFE INSURANCE			\$ 51.32	\$ 51	\$ 51
1510	WORKER'S COMPENSATION			\$ 462.77	\$ 1,450	\$ 1,450
	a) Premium	\$ 450				
	b) Deductible	\$ 1,000				
2000	OFFICE SUPPLIES			\$ 448.82	\$ 500	\$ 500
2100	OPERATING SUPPLIES			\$ 588.66	\$ 1,300	\$ 1,300
	a) Printed Forms - Permits	\$ 187				
	b) Business Cards	\$ 187				
	c) Identification Attire	\$ 278				
	d) Code Books & Publications	\$ 370				
	e) Annual Charge for Color Copies	\$ 278				
2120	MOTOR FUELS			\$ 1,487.42	\$ 1,400	\$ 1,600
2200	REPAIR & MAINTENANCE			\$ 1,744.17	\$ 750	\$ 1,000
	a) Vehicle Repair & Maint.					
3210	CELL PHONE			\$ 1,239.15	\$ 1,000	\$ 1,000
3310	TRAVEL EXPENSES			\$ 5.91	\$ 150	\$ 150
4300	CONFERENCES & SCHOOLS			\$ 910.00	\$ 900	\$ 1,000
	a) Annual Bldg. Offical State Conference	\$ 800				
	b) Fire Marshall Training	\$ 100				
	c) M.A.H.C.O.	\$ 100				

2016 BUDGET BREAKDOWN OF EXPENDITURES:**CODE ENFORCEMENT-42300 (CON'T)**

	2014 ACTUAL	2015 BUDGET	2016 BUDGET
	\$ 634.72	\$ 2,000	\$ 2,000

4330 DUES & SUBSCRIPTIONS

a) ICC Membership	\$	160
b) 10,000 Lakes Membership	\$	150
c) Wells Fargo Credit Card	\$	10
d) Fire Marshalls Assn	\$	80
e) M.A.H.C.O.	\$	100
f) Permit Works Annual Subscription	\$	1,500

TOTAL CODE ENFORCEMENT

\$ 108,453.27	\$ 119,406	\$ 119,956
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2016 BUDGET BREAKDOWN OF EXPENDITURES:**EMERGENCY MANAGEMENT-42500**

		2014 ACTUAL	2015 BUDGET	2016 BUDGET
2200	REPAIR & MAINTENANCE	\$ -	\$ 750	\$ -
3810	ELECTRIC	\$ 81.79	\$ 100	\$ -
4050	MAINTENANCE AGREEMENTS (Based on 2 Sirens)	\$ 1,004.16	\$ 1,055	\$ -
5000	CAPITAL OUTLAY a) Masks, Gloves b) Storage Bins c) Barrier Tape	\$ 448.78	\$ 500	\$ -
<u>TOTAL EMERGENCY MANAGEMENT</u>		\$ 1,534.73	\$ 2,405	\$ -

*****Moved to Police Department 101.42100.7000***

2016 BUDGET BREAKDOWN OF EXPENDITURES:**ANIMAL CONTROL-42700****4000 CONTRACTUAL SERVICES**

2014 ACTUAL	2015 BUDGET	2016 BUDGET
\$ -	\$ 1,000	\$ -

*****Moved to Police Department 101.42100.7000***

2016 BUDGET BREAKDOWN OF EXPENDITURES:

				2014 ACTUAL	2015 BUDGET	2016 BUDGET
<u>STREETS-43000</u>						
1010	SALARIES	*2015 Salaries & Benefits/2016 Steps		\$ 122,556.18	\$ 126,000	\$ 125,022
	a) 1 - 100%		\$ 56,000			
	b) 3 - 25%		\$ 41,022			
	c) 33% of Director		\$ 28,000			
1013	OVERTIME	*2015 Salaries & Benefits		\$ 6,840.58	\$ 7,061	\$ 7,061
	a) 175 hrs @ \$40.35					
1020	ON-CALL SALARIES	*2015 Salaries & Benefits		\$ 786.29	\$ 2,018	\$ 2,018
	a) 50 hrs @ \$40.35					
1050	VACATION BUY BACK	*2015 Salaries & Benefits		\$ -	\$ 810.00	\$ 810
1210	PERA EMPLOYER CONTRIBUTION			\$ 9,322.43	\$ 10,131	\$ 10,058
	a) Coordinated 7.5%	\$ 134,101				
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 9,685.84	\$ 10,395	\$ 10,321
	a) FICA 6.2%	\$ 134,911	\$ 8,364			
	b) Medicare 1.45%	\$ 134,911	\$ 1,956			
1300	HEALTH & DENTAL INSURANCE			\$ 22,922.33	\$ 20,950	\$ 23,105
1313	PRUDENTIAL LIFE INSURANCE			\$ 106.39	\$ 107	\$ 107
1510	WORKER'S COMPENSATION			\$ 7,323.69	\$ 8,000	\$ 9,000
	a) Premium		\$ 8,000			
	b) Deductible		\$ 1,000			
2120	MOTOR FUELS & LUBRICANTS			\$ 18,971.88	\$ 18,000	\$ 18,000
2150	SHOP MATERIALS			\$ 1,153.76	\$ 2,000	\$ 2,000
2200	REPAIR, MAINTENANCE & SUPPLIES			\$ 12,180.54	\$ 7,500	\$ 7,500
2210	EQUIPMENT PARTS			\$ 7,235.78	\$ 5,500	\$ 6,000
2221	TIRES			\$ 1,047.55	\$ 750	\$ 760
2224	STREET MAINTENANCE MATERIALS			\$ 1,393.00	\$ 1,393	\$ 1,393
	a) Sand/Salt (\$30,000 moved to MSA)	\$ -				
	b) Storm Sewer Repairs (Storm Water Fund)	\$ -				
	c) Asphalt	\$ 1,393				
2226	SIGNS & STRIPING			\$ 2,536.22	\$ 6,000	\$ 6,000
	a) Crosswalks					
	b) Curbs					

2016 BUDGET BREAKDOWN OF EXPENDITURES:**STREETS-43000 (CON'T)**

			2014 ACTUAL	2015 BUDGET	2016 BUDGET
2280	UNIFORMS		\$ 637.72	\$ 750	\$ 790
	a) Uniforms Allowance per contract	\$ 700			
	b) T-Shirts	\$ 90			
3210	CELL PHONE		\$ 194.36	\$ 370	\$ 370
4000	CONTRACTUAL SERVICES		\$ 790.22	\$ 840	\$ 840
	a) Safety Consultant	\$ 640			
	b) Random Drug Testing & Annual Fee	\$ 200			
	c) Street Sweeping (\$9,000 - Storm Water Fund)	\$ -			
4300	CONFERENCES & SCHOOLS		\$ 78.89	\$ 400	\$ 400
	a) Safety Training	\$ 100			
	b) A.P.W.A. St. Cloud	\$ 300			
4330	DUES & SUBSCRIPTIONS		\$ 72.50	\$ 100	\$ 100
	a) American Public Works Assn.	\$ 80			
	b) Regional Mutual Aid Dues	\$ 10			
	c) Wells Fargo Credit Card	\$ 10			
5000	CAPITAL OUTLAY		\$ -	\$ -	\$ -

TOTAL STREETS DEPARTMENT

\$ 225,836.15	\$ 229,075	\$ 231,654
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2016 BUDGET BREAKDOWN OF EXPENDITURES:

RECREATION-45100				2014 ACTUAL	2015 BUDGET	2016 BUDGET
1010	SALARIES	<i>*2015 Salaries & Benefits/2016 Steps</i>		\$ 181,790.84	\$ 183,200	\$ 202,245
1030	PART TIME	<i>*2015 Salaries & Benefits</i>		\$ 4,284.51	\$ 10,875	\$ -
		Support Specialist				
1040	TEMPORARY SALARIES	(Salary Range \$9.00-\$11.00)		\$ 17,515.28	\$ 13,000	\$ 13,000
	a)	3 Playground Leaders	\$10 x 320 hrs x 3 = \$9,600			
	b)	Rink Attendants	\$10 x 340 hrs = \$3,400			
1050	VACATION BUY BACK	<i>*2015 Salaries & Benefits</i>		\$ -	\$ 2,600	\$ 2,600
1210	PERA EMPLOYER CONTRIBUTION			\$ 12,892.33	\$ 13,740	\$ 15,168
	a)	Coordinated 7.5%	\$ 202,245			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 15,126.11	\$ 16,040	\$ 16,665
	a)	FICA 6.2%	\$ 217,845 \$ 13,506			
	b)	Medicare 1.45%	\$ 217,845 \$ 3,159			
1300	HEALTH & DENTAL INSURANCE			\$ 28,739.85	\$ 28,000	\$ 33,231
1313	PRUDENTIAL LIFE INSURANCE			\$ 155.85	\$ 155	\$ 176
1510	WORKER'S COMPENSATION			\$ 1,005.55	\$ 2,000	\$ 1,700
	a)	Premium	\$ 700			
	b)	Deductible	\$ 1,000			
2000	OFFICE SUPPLIES			\$ 1,674.01	\$ 1,625	\$ 1,625
	a)	Office Supplies	\$ 789			
	b)	Woven Envelopes/Stationary Shells	\$ 372			
	c)	Ink Cartridges, Toner	\$ 464			
2220	POSTAGE			\$ 3,388.93	\$ 2,350	\$ 6,800
	a)	Recreation Brochure Mailing	\$ 4,450			
	b)	Miscellaneous Mailings	\$ 2,350			
2290	EQUIPMENT SUPPLIES			\$ 2,705.60	\$ 2,200	\$ 2,200
	a)	Playground Supplies (Bats,Balls,Games)	\$ 464			
	b)	Youth Program Supplies	\$ 836			
	c)	Seniors Program	\$ 900			
3310	TRAVEL EXPENSE			\$ 842.61	\$ 1,000	\$ 1,000
3410	EMPLOYMENT ADVERTISING			\$ -	\$ -	\$ -
3500	PRINTING & PUBLISHING			\$ 8,632.86	\$ 8,857	\$ 9,857
	a)	Winter Program Brochure	\$ 4,000			
	b)	Fall Program Brochure	\$ 4,000			
	c)	Paper, ink & stencils for all flyers	\$ 1,857			

2016 BUDGET BREAKDOWN OF EXPENDITURES:**RECREATION-45100 (CON'T)**

			2014 ACTUAL	2015 BUDGET	2016 BUDGET
4300	CONFERENCES & SCHOOLS		\$ 1,470.00	\$ 1,400	\$ 1,400
	a) M.R.P.A. Annual Conference	\$ 1,300			
	b) Municipals Banquet	\$ -			
	c) M.R.P.A., LMC Workshops	\$ 100			
4330	DUES & SUBSCRIPTIONS		\$ 373.22	\$ 435	\$ 435
	a) M.R.P.A.	\$ 265			
	b) Sam's Club	\$ 135			
	c) Wells Fargo Credit Card	\$ 20			
	d) M.A.S.S.	\$ 15			
5000	CAPITAL OUTLAY		\$ -	\$ -	\$ -
<u>TOTAL RECREATION DEPARTMENT</u>			\$ 280,597.55	\$ 287,477	\$ 308,103

2016 BUDGET BREAKDOWN OF EXPENDITURES:

			2014 ACTUAL	2015 BUDGET	2016 BUDGET
PARKS-45200					
1010	SALARIES <i>*2015 Salaries & Benefits/2016 Steps</i>		\$ 128,355.46	\$ 132,100	\$ 130,160
	a) 1 - 100% (Lead Worker)	\$ 61,160			
	b) 3 - 25%	\$ 41,000			
	c) 33% of Director	\$ 28,000			
1013	OVERTIME <i>*2015 Salaries & Benefits</i>		\$ 7,831.20	\$ 7,061	\$ 7,061
	a) 175 hrs @ \$40.35				
1020	ON-CALL SALARIES <i>*2015 Salaries & Benefits</i>		\$ 103.64	\$ 2,018	\$ 2,018
	a) 50 hrs @ \$40.35				
1040	TEMPORARY SALARIES (Salary range \$10-\$12) (Moved to Public Utilities)		\$ -	\$ -	\$ -
	a) \$11.00 x 520	\$ -			
	b) \$11.00 x 520	\$ -			
	c) \$11.00 x 280	\$ -			
1050	VACATION BUY BACK <i>*2015 Salaries & Benefits</i>		\$ -	\$ 2,000	\$ 2,000
1210	PERA EMPLOYER CONTRIBUTION		\$ 9,827.76	\$ 10,588	\$ 10,443
	a) Coordinated 7.5% \$ 139,239				
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION		\$ 10,188.18	\$ 10,953	\$ 10,805
	a) FICA 6.2% \$ 141,239	\$ 8,757			
	b) Medicare 1.45% \$ 141,239	\$ 2,048			
1300	HEALTH & DENTAL INSURANCE		\$ 21,041.08	\$ 20,500	\$ 23,103
1313	PRUDENTIAL LIFE INSURANCE		\$ 107.01	\$ 107	\$ 107
1510	WORKER'S COMPENSATION		\$ 10,202.07	\$ 10,000	\$ 10,500
	a) Premium	\$ 9,500			
	b) Deductible	\$ 1,000			
2100	OPERATING SUPPLIES		\$ 210.21	\$ 930	\$ 1,000
	a) Park Building Supplies				
	1) Rags				
	2) Cleaning Supplies				
	3) Paper Products				
	4) Shovels/Rakes				
2120	MOTOR FUELS & LUBRICANTS		\$ 17,980.14	\$ 17,000	\$ 17,000
2200	REPAIRS & MAINTENANCE		\$ 8,133.43	\$ 7,000	\$ 7,000
	a) Paint	\$ 800			
	b) Hardware	\$ 800			
	c) Lumber	\$ 800			
	d) Electrical	\$ 700			
	e) Irrigation System	\$ 1,800			
	f) Conde Park Fountain	\$ 800			
	g) Auto Repairs	\$ 1,000			
	h) Miscellaneous	\$ 300			

2016 BUDGET BREAKDOWN OF EXPENDITURES:

PARKS-45200 (CON'T)				2014 ACTUAL	2015 BUDGET	2016 BUDGET
2210	EQUIPMENT PARTS			\$ 2,991.55	\$ 3,000	\$ 3,000
2221	TIRES			\$ 459.90	\$ 600	\$ 600
2225	LANDSCAPE MATERIALS			\$ 8,055.68	\$ 8,600	\$ 8,600
	a) Fertilizer & Seed	\$	2,968			
	b) Agriculture Lime	\$	1,243			
	c) Line White Field Marking Paint	\$	464			
	d) Safe Line for Lining Fields	\$	278			
	e) Retaining Block	\$	556			
	f) Fibre for Playgrounds	\$	1,391			
	g) Broadleaf Control	\$	1,700			
2280	UNIFORMS			\$ 637.72	\$ 700	\$ 800
	a) Uniform Allowance per contract	\$	700			
	b) T-Shirts	\$	100			
2290	RECREATION EQUIPMENT SUPPLIES			\$ 996.70	\$ 930	\$ 1,530
	a) Replacement parts for Bleachers/ Benches/Tables	\$	232			
	b) Volleyball, Hockey & Tennis Nets	\$	232			
	c) Backstop Fencing	\$	466			
	d) Playground Parts	\$	600			
3210	LEAD WORKER'S CELL PHONE			\$ 198.98	\$ 232	\$ 232
3810	ELECTRIC SERVICE			\$ 3,758.88	\$ 3,725	\$ 3,800
	a) Warming House (Able Park) Skating Lights					
	b) Tennis & Ballfield Lights at Terrace Park					
	c) Conde Park Water Fountain					
	d) 8463 Terrace Road					
3830	GAS SERVICE			\$ 4,967.93	\$ 4,000	\$ 4,000
	a) Able Park Building					
	b) Terrace Park Building					
	c) Sanburnol Building (heat left on low to prevent damage)					
	d) 8463 Terrace Road					
3841	RUBBISH REMOVAL			\$ 263.87	\$ 300	\$ 300
	a) Removal	\$	200			
	b) Solid Waste Mgmt Charge-Anoka Co	\$	100			
4190	SATELLITE RENTAL			\$ 1,114.90	\$ 1,300	\$ 1,300
	a) 2 units @ \$60 = \$120 x 4/mo.	\$	480			
	b) 2 units @ \$60 = \$120 x 6/mo.	\$	720			
	c) 2 units @ \$50 = \$100	\$	100			

2016 BUDGET BREAKDOWN OF EXPENDITURES:**PARKS-45200 (CON'T)**

			2014 ACTUAL	2015 BUDGET	2016 BUDGET
4300	CONFERENCES & SCHOOLS		\$ 557.68	\$ 800	\$ 800
	a) Public Works Annual Conference	\$ 100			
	b) Ballfield Maintenance	\$ 100			
	c) Playground School	\$ 500			
	d) Minnesota Green Conference	\$ 100			
4330	DUES & SUBSCRIPTIONS		\$ -	\$ -	\$ -
4500	CONTRACTUAL SERVICES		\$ 786.00	\$ 760	\$ 760
	a) Safety Consultant	\$ 640			
	b) Random Drug Testing	\$ 120			
4901	LAKESIDE PARK EXPENSE		\$ 10,608.00	\$ 11,500	\$ 11,500
5000	CAPITAL OUTLAY		\$ -	\$ -	\$ -
			\$ -		
<u>TOTAL PARKS DEPARTMENT</u>			\$ 249,377.97	\$ 256,704	\$ 258,419

2016 BUDGET BREAKDOWN OF EXPENDITURES:**101.45200.4901 LAKESIDE PARK****Salaries:**

a) Maintenance Person:

4 hrs/day x 80 days x \$10.50/hr

\$ 3,360

\$ 3,360

\$ 3,360**FICA/Medicare**

(.0765 x \$3,360)

\$ 257

\$ 257**Worker's Compensation**

(.0335 x \$3,360)

\$ 166

\$ 166**Operating Supplies:**

a) Soap, toilet paper, garbage bags

\$ 250

b) Ag lime for ballfield

\$ 200

c) Aeration notice

\$ 60

d) Volleyball net

\$ 190

e) Broadleaf/Veg Control

\$ 575

f) Fertilizer (50 bags) & seed

\$ 850

g) Playground surface

\$ 875

\$ 3,000

\$ 3,000**Electricity (Vandal lights, irrigation system & buildings)**

\$ 1,600

\$ 1,600**Water/Sewer Service**

\$ 1,600

\$ 1,600**Refuse Collection**

\$ 75

\$ 75**Portable Restrooms**

\$ 500

\$ 500**Maintenance Equipment Rental/Usage**

\$ 4,600

\$ 4,600**Insurance**

\$ 4,800

\$ 4,800**Equipment Repairs**

a) Sprinkler system-expansion

\$ 700

b) Drinking fountain

\$ 300

c) Fencing

\$ 100

d) Playground equipment

\$ 247

e) Signs repairs

\$ 100

f) Electrical

\$ 300

g) Building and sidewalks

\$ 1,845

\$ 3,592

\$ 3,592**TOTAL LAKESIDE PARK BUDGET**

\$ 23,550

\$ 23,550*Less Park Rental Income & Investment Income*

\$ (550)

\$ (550)

\$ 23,000

\$ 23,000**Spring Lake Park Share****\$ 11,500****\$ 11,500**

2016 BUDGET BREAKDOWN OF EXPENDITURES:**FORESTRY-45300**

		2014 ACTUAL	2015 BUDGET	2016 BUDGET
2100	OPERATING SUPPLIES	\$ -	\$ 46	\$ 46
4000	CONTRACTUAL SERVICES	\$ -	\$ 1,000	\$ 1,000
	a) Dead Blvd Trees (Oak Wilt, Dutch Elm)			
4300	CONFERENCES & SCHOOLS	\$ 540.00	\$ 540	\$ 545

TOTAL FORESTRY DEPARTMENT

\$ 540.00	\$ 1,586	\$ 1,591
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2016 BUDGET BREAKDOWN OF EXPENDITURES:

MISCELLANEOUS-49000		2014 ACTUAL	2015 BUDGET	2016 BUDGET
1300	RETIREES HOSPITALIZATION BENEFITS	\$ -	\$ -	\$ -
1313	RETIRED LIFE BENEFITS	\$ -	\$ 50	\$ 50
3600	INSURANCE	\$ 42,038.18	\$ 45,000	\$ 45,000
	a) General Liability			
	b) Accident			
	c) Boards & Commissions			
	d) Auto			
4390	MISCELLANEOUS	\$ 494.20	\$ 1,000	\$ 1,000
4420	PLUMBING SURCHARGE	\$ 325.00	\$ 200	\$ 200
4430	HEATING & AIR CONDITIONING SURCHARGES	\$ 500.00	\$ 400	\$ 400
4440	BUILDING SURCHARGES	\$ 2,122.75	\$ 2,000	\$ 2,000
7000	PERMANENT TRANSFERS	\$ 191,600.00	\$ 170,000	\$ 234,784
	a) Election Fund transfer	\$ 10,000		
	b) Severence Liability	\$ 15,000		
	(2009-\$0)			
	(2010-\$0)			
	(2011-\$10,000)			
	(2012-\$10,000)			
	(2013-\$10,000)			
	(2014-\$10,000)			
	(2015-\$15,000)			
	c) Transfer from LGA (Fire Dept Debt)	\$ 50,000		
	d) Transfer from LGA (PW Debt Service Fund)	\$ 40,000		
	e) Transfer from LGA (Storm WaterFund)	\$ 25,000		
	f) Transfer from LGA (Police Radios)	\$ 15,000		
	g) Transfer from LGA (Comp Plan Update)	\$ 5,000		
	h) City Hall Facility Study	\$ 10,000		
	i) Contingency	\$ 64,784		
TOTAL MISCELLANEOUS		\$ 237,080.13	\$ 218,650	\$ 283,434
TOTAL 2016 EXPENDITURES		\$ 3,534,287.42	\$ 4,129,803	\$ 4,242,858

(remainder 50%-PU)

MEMORANDUM

TO: MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL
FROM: DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR
SUBJECT: FACILITY STUDY/SPACE NEEDS ANALYSIS
DATE: DECEMBER 16, 2015

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. The RFP was sent to selected architectural firms as well as posted on the League of Minnesota Cities website, with a due date of October 30, 2015 at 4pm.

City staff was pleasantly surprised with the response the City received to its RFP. Thirteen firms submitted proposals. The price for services ranged from \$9,725.00 to \$132,900. The City's management team (City Administrator, Police Chief, Building Official, Recreation Director and Public Works Director) reviewed each proposal, comparing the proposal to the specifications set forth in the RFP. After much discussion, the Management Team invited four architectural firms to give presentations on their proposal – Buetow 2 Architects, Stantec, Five Bugles Design Group and Leo A. Daly. Those interviews occurred on December 9, 2015.

City staff was impressed with the quality of the presentations from the four firms interviewed. Each firm had qualified staff that would be able to provide a quality product. However, one firm really stood out to the Management Team based on its understanding of the proposal, its project management approach and its enthusiasm for the project: Leo A. Daly. Staff has included a copy of the proposal submitted by Leo A. Daly for your review.

Leo A. Daly's team, led by Cindy McCleary, AIA, has significant experience completing these facility studies. Staff was very comfortable with the process they proposed to undertake, along with a hands-on approach to ensure that we end up with a quality project. An example of this was the stakeholder survey. While all the firms had a stakeholder survey tool for everyone to complete, Leo A. Daly was the only firm that stated they would be on site to review how the site operates. This on-site observation will allow them to identify facility inefficiencies that staff may not be able to identify simply through a questionnaire.

The fee for the facility assessment/space needs analysis is \$16,200 plus up to \$450 in reimbursable expenses. Funding for the study would come from the 2016 General Fund budget (\$10,000) and the Recreation Programs Fund (\$6,650). This cost-sharing is appropriate considering that the possible addition of a community center on-site is part of the facility study.

Staff requests the City Council authorize entering into a contract with Leo A. Daly to conduct the facility assessment/space needs study. Staff anticipates that the study will be completed by July 2016.

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

**PROPOSAL FOR A FACILITY ASSESSMENT/SPACE NEEDS ANALYSIS FOR THE
CITY HALL/POLICE DEPARTMENT/FORMER MAINTENANCE FACILITY**
CITY OF SPRING LAKE PARK, MINNESOTA



OCTOBER 30, 2014

LEO A DAILY
PLANNING ARCHITECTURE ENGINEERING INTERIORS

CONTACT: CINDY McCLEARY, REGIONAL MARKET SECTOR LEAD
730 SECOND AVE SOUTH, SUITE 1100 • MINNEAPOLIS, MN 55402 • PHONE 612.338.8741

LEO A DALY

PLANNING
ARCHITECTURE
ENGINEERING
INTERIORS



EST. 1915

ABU DHABI
ATLANTA
AUSTIN
CHICAGO
COLLEGE STATION
DALLAS
DENVER
FORT WORTH
HONOLULU
HOUSTON
LAS VEGAS
LOS ANGELES
MIAMI
MINNEAPOLIS
OMAHA
RIYADH
SACRAMENTO
SAN ANTONIO
SAN MARCOS
WACO
WASHINGTON DC
WEST PALM BEACH

October 30, 2015

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

Re: City of Spring Lake Park Facility Assessment/Space Needs Analysis

Dear Mr. Buchholtz and Selection Committee:

Thank you for the opportunity to respond to the Request for Proposal for the Facility Assessment/Space Needs Analysis for the City of Spring Lake Park City Hall/Police Department/Maintenance Facility. LEO A DALY is excited about this opportunity and trust that you will find our qualifications particularly well-aligned with the needs of the City of Spring Lake Park.

Some of the highlights of our team for your consideration include:

- LEO A DALY recently completed a similar space needs analysis for the City of Hastings and we are currently wrapping up a study for the City of Oakdale.
- The LEO A DALY team is well organized for rapid project service with our in-house architecture, structural, mechanical, electrical, and civil engineering;
- Our team has significant expertise in sustainability and energy efficient design as exemplified by the LEO A DALY Sustainability Assessment process now being used on US Federal/Military campuses, which assesses existing facilities to improve energy efficiency, and develops the feasibility to adaptively renovate;
- LEO A DALY's experience is in space use planning and space use innovation. We are specifically suited for clients experiencing rapid changes in employee counts, organizational structure or embracing new operating styles. We provide this to government, municipal and corporate clients, leveraging efficiencies from both the public and private sectors.
- Our process, including the building audit, program confirmation, concepts, design execution have been honed through extensive public project experience and are part of LEO A DALY's reputation for well-managed, high quality projects.

On behalf of the entire LEO A DALY office, we thank you for this opportunity. Should you have any questions related to our response, or need additional information please contact me.

Respectfully,

LEO A DALY

Cindy McCleary, AIA LEED AP NCARB
Market Sector Lead – Regional Government
Project Manager
612-341-9588 CAMcCleary@leoadaly.com

FIRM CONTACT INFORMATION

Name:
LEO A DALY COMPANY

Minneapolis Office Address
(All proposed LEO A DALY team members reside at this address)
730 Second Ave. South, Suite 1100
Minneapolis, MN 55402
P 612.338.8741 • F 612.338.4840
Contact: Cindy McCleary, Principal
D 612.341.9588 • C 612.242.4424
CAMccleary@leoadaly.com

Minneapolis Office Staff: 60
Total LEO A DALY Firm: 750

PROJECT UNDERSTANDING

The City is looking for a thoughtful and comprehensive assessment of the space needs of the municipality and various facilities for the purposes of developing consensus for ideal office / facility solutions to meet the needs of the city. The process is to be appropriately interactive with city staff to integrate input and define needs, while respecting the available schedules of participants. LEO A DALY has developed a thorough assessment with concepts and costs which enables our clients to make sound decisions with their tax payer dollars.

ARCHITECTURAL SPACE PROGRAM

A successful planning effort must begin with a detailed understanding of the current and future needs. A well-organized architectural space programming effort includes assessment of current services and delivery methods, high level involvement of key staff leaders, development of planning and space standards, adjacency diagramming, and cost assessments.

The LEO A DALY team proposes to provide the following basic services for architectural space programming:

Key Leadership and Staff Interviews and Questionnaires

Essential to an interactive process, the programming effort begins with the development of a series of questionnaires aimed at key leaders and staff within each department and division effected. These questionnaires will be analyzed by the LEO A DALY Team and reviewed through a series of one-on-one interviews with departmental leadership and staff. Space requirements, staff and space adjacencies, interdepartmental relationships, specialized functions, administrative, program support, and operational service demands and other issues will be identified through this series of interactive meetings.

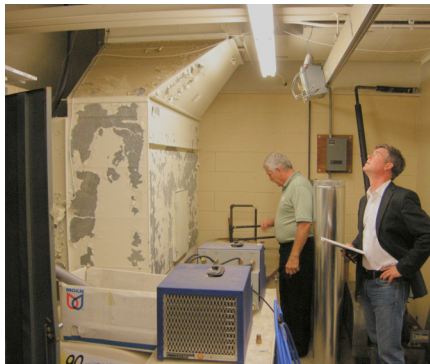
Planning and Space Standards

Public space requirements, equipment demands, process/work/public flow, collaborative work interactions, training requirements, shared resources, code required space considerations and work area standardization must all be met in the physical environment to assure effective and efficient facilities. In the planning process, it is important to identify specific space requirements, as well as general standardized elements for all required spaces.

Program Documentation

The information gathered through the interactive "interview" process will result in a program document which clearly identifies individual architectural spaces needed. The total building area required will be identifiable based on this space program, backed by the detailed space needs exemplified in the space standard diagrams.





CONCEPT PLANNING

Using the finalized planning modules created during the Architectural Space Programming effort, the LEO A DALY team will quickly develop test ‘fit plan’ diagrams to rapidly explore a range of planning approaches for current and future needs for all sites. Fit plans will assess efficiencies, adjacencies, work group organization, future planning flexibility. The performance of each plan option will be assessed for efficiency, flexibility, expandability, and potential cost parameters.

COST ASSESSMENT

All projects must balance needs with cost efficiency in their ultimate solution. The cost-to-benefit analysis for the value of options is crucial in a government project. Feasible solution options will be evaluated based on costs associated with each. Capital (construction) costs, project costs (land acquisition, fees, etc.) and any unique operation cost considerations will be evaluated to identify comparative values for each of the solution options.



SPACE EFFECTIVENESS AND EFFICIENCY

ERGONOMICS/WORKFLOW

- Orientation/make-up of the work environment (department)
- Supply/waste streams
- Ergonomics in the work environment
- Location/distances

ENVIRONMENT

- Lighting/sound/thermal comfort
- Intuitive wayfinding
- Visibility
- Access/location of appropriate work tools

CUSTOMER EXPERIENCE IMPROVEMENTS

- Devices/technology and interface
- Intuitive operations
- Access/location to work tools
- Operation of amenities



UNDERSTANDING KEY ISSUES – POLICE FACILITIES

Policing has evolved significantly over the last 20 years impacting the operation of police facilities. These impacts are physical as new spaces are required and older spaces have become obsolete. Infrastructural impacts include technology upgrades, changes in public interactions and interviewing, integration of less-walled spaces. Other impacts include:

- The integration of in-squad reporting, technology and digital communications (which allow officers to remain out in the field for longer periods) places demands on the protection of squads. As well, increasing needs for the visible protection of officer personal vehicles and squads has led to needs for technology-supported, secure parking or garages.
- Chain of custody, evidence retention timeframes and types of evidence collected have grown exponentially. This impacts the department space for bagging, evidence lockers, processing and storage. These spaces have grown in need over the last 20 years, not just for capacity, but also for defending the chain or custody. Greater needs for refrigerated capacity, humidity controlled spaces and disposal also challenge older facilities.
- New environmental and occupational safety standards for lead containment places greater HVAC demands on gun cleaning, armory and ammunition storage spaces.
- Reception, after-hours access, secured entry, the location and quantity of interview rooms spaces (accessible from public and secure areas), have all modified the entry sequence to optimize efficiencies and security.
- The LEO A DALY assessment team will work with key leadership and staff to identify the operational and facility needs specific to your building and police operations both now and into the future.

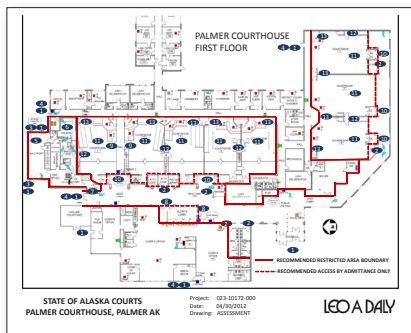


UNDERSTANDING KEY ISSUES – CITY HALLS

A City Hall is a significant piece of architecture, and a strong contributor in the community culture. As well, current best practices have evolved enabling City's to consider new ways of operating including:

- The delivery of information to residents has changed. Consolidating service points, consolidation of "reception" functions, streaming city operations online resulting in different lobby space demands for technology and server rooms, and increased interest in the use of touchscreen and self-service points have impacted lobby spaces.
- Community need for public spaces, training spaces and meeting spaces have evolved, and the sophistication of the spaces must keep up with today's expectations (lighting controls, acoustics for spoken word or speakers, air exchange control, security, access, separation of use to "close down" some after-hours spaces, etc. These effect how we creatively re-organize spaces within the existing facility to enable greater utilization, and broader use.
- Community and staff expectations for security have evolved affecting physical space. Such examples are reducing the number of entry points, controlling the access of individuals to public only spaces or during evening events, and the ability to notify others in case of an event. All result in both physical and infrastructural modifications.
- The LEO A DALY assessment will work with key leadership and staff to identify the operational and facility needs specific to your goals



[illegible]

Example from Assessment of 30 State Court Facilities, Alaska

PROJECT WORKPLAN

LEO A DALY has developed an approach to serving the City of Spring Lake Park's request. We have developed a multi-task effort that addresses the scope identified within the RFP. We have organized our team based upon achieving the City's needs. We believe this approach provides a broad perspective to assess the current operations, affirm space needs, develop concept alternatives, and present creative options to provide the City with a road map for execution.

Our approach is as follows:

PART A – Understanding of the Existing Physical Conditions (Inventory)

- Collect pertinent site and building information (drawings, maintenance logs, etc.)
- Collect previous studies and reports
- Collect staff organizational charts and operational data
- Collect / summarize % of utilization of various spaces
- Conduct kick-off meeting to identify goals, schedule, and participants
- Conduct on-site code audit
- Perform building audit of physical maintenance needs (affirm City's list)

PART B – Facility Needs Confirmation (Space Needs)

- Conduct key leadership and staff interviews
- Conduct municipal growth projections
- Develop preliminary space and staffing needs summary
- Review and refine program with key leadership
- Identify quantitatively future community space and staffing needs.

PART C – Concepts, Costs, and Funding (Synthesis/Schematics)

- Develop Vision ideas for creatively re-purposing space
- Develop a range of preliminary building layout concepts
- Host design Charrette workshop with key leadership/staff to vet concepts
- Develop preliminary costs and implementation schedules
- Review concepts and costs with leadership/staff
- Identify potential funding sources and refine costs
- Present to key leadership and council.
- Package all information into a clear, report for implementation

DELIVERABLES

The final product will include a detailed inventory of the spaces needed, concept drawings for layout, cost projections and a report that describes the project, phasing and implementation strategies.



PROJECT MANAGEMENT APPROACH

TEAM COMMUNICATION

Key to the success of the project will be continuous communication with all project team members. Quality design solutions must have effective and coordinated owner and “user” input throughout the design process. To assure that the project goals are met our team will lead regular team meetings with the steering committee, key staff/leadership, and regulatory agencies. All ‘official’ communication will be managed by Cindy McCleary, our team’s Project Manager, while the City’s team will continue to have access to each of our key team members and specialist resources.

RESPONSIVENESS

All phone call, requests and e-mails will be responded to within one business day of receipt. A project team contact list will be developed assuring the owner access to rapid communication to our project team. The contact list will include information such as e-mails, office phones and cell phone information will be distributed to all pertinent State personnel for their use throughout the duration of the project.

CITY STAFF INVOLVEMENT

We value the input of our clients and look to opportunities to build a project approach that is in unison with their goals and time availability. We typically ask that clients are available to conduct tours, participate in interviews and provide input to design solutions. We do value receiving from our clients copies of any past reports or documentation, and drawings / maps to guide our work.



PROPOSED TIMELINE

Our process is based upon the duration of similar studies and comprised of three primary parts that build upon the previous. Prior to beginning the effort, we will conduct a kick-off discussion with the City to confirm the process, schedule, participants and activities of the effort, and will return a revised schedule within one business day. Each part of the work effort will be marketed with a mini-report to the City, documenting the activities and findings.

We propose the following schedule:

Part A: Understanding the Existing Physical Conditions:	15-30 days
Meeting: Kickoff Meeting	
Meeting: Facility Tours	
Part B: Facility Condition Audit and Needs Confirmation	30-60 days
Meeting: Staff Interviews	
Meeting: Review Program with Staff	
Part C: Concepts, Costs and Funding	30-60 days
Meeting Review Concepts/Costs with Staff	
Meeting: Present Final Findings to Council	



All applicable parts will be collected and bound to provide a comprehensive report provided in a hard copy and PDF format.





FIRM HISTORY AND QUALIFICATIONS

LEO A DALY - EXCELLENCE BEYOND EXPECTATIONS

Strong client relationships have helped LEO A DALY become a leader in the design of the built environment, and one of the largest planning, architecture, engineering, interior design, and program management firms in the world. Since 1915, we have had an unyielding focus on design excellence to create exceptional spaces that enhance and enrich the human experience.

Our privately held practice has approximately 800 design and engineering professionals in over 32 offices worldwide. Lockwood, Andrews & Newnam, Inc. (LAN), a division of LEO A DALY, extends our capabilities in engineering, infrastructure consulting, and program management. The Minneapolis office of LEO A DALY has a staff of 60 employees including architecture, planning and programming, interior design, and a full-service team of structural, civil, mechanical, industrial, and electrical and communication engineers.

Global Experience

Our award-winning, diverse portfolio includes projects in a wide range of markets in more than 87 countries, all 50 US states, and the District of Columbia. Building Design World Magazine ranked us within the top 100 worldwide firms, and among the top four United States firms.

Philosophy

LEO A DALY has embraced the concepts of sustainability in building design and operations and has incorporated those concepts into not only our project designs but our management processes. We exist to serve our clients. We promote our clients, not ourselves. We listen to our clients before presenting our ideas. We balance design excellence with technical expertise. We are excellent project managers and thoughtful designers.

FIRM CONTACT INFORMATION

Minneapolis Address

(All proposed LEO A DALY team members reside at this address)
730 Second Ave. South, Suite 1100
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P 612.338.8741 • F 612.338.4840

Contact: Cindy McCleary, Principal
D 612.341.9588 • C 612.242.4424
CAMccleary@leoadaly.com



CITY OF BISMARCK, SPACE NEEDS ASSESSMENT FOR MULTIPLE DEPTS (CITY HALL, POLICE AND PUBLIC HEALTH)

Bismarck, North Dakota

In 2014, the LEO A DALY team was commissioned to perform an assessment for various departments of the City. The departments span over multiple buildings, and staff exert much time moving between and transferring vehicles. Originally organized around internal department operations, the current locations require residents to move between multiple buildings for service and required coordinating department to do the same. Additionally, significant economic growth in the area has accelerated staff growth in engineering, planning, evidence and public health beyond what current space can support.

LEO A DALY's work began with a comprehensive assessment and evaluation of all facilities for possible re-organization, co-location or consolidation. The assessment identified critical challenges in the facilities. Tight column structures resulted in inconsistencies of office size, and extreme underutilization. Departments were squeezed as a result of existing architecture, encumbering ease of visitor use, and navigation to departments. Assessment also concluded ineffective security for staff and public and ineffective utilization of space, when space crunches occur elsewhere. Affirmation of total full future need is complete and options (including relocation and new construction) were also developed.



CITY OF OAKDALE MUNICIPAL CENTER, POLICE DEPARTMENT AND POLICE TRAINING NEEDS ASSESSMENT

Oakdale, Minnesota

LEO A DALY was commissioned to provide a space needs analysis and master plan of the police departmental and police training needs on the municipal campus. As the facility was built 20 years ago, significant advances in technology, changes in policing philosophy and the evolution in the types of investigations conducted and evidence collected have challenged the facility to keep up with the need. The thorough assessment included interviews with front line staff, city and police leadership, identification of facility needs, options, costs and implementation schedules for a renovated and expanded police and police training wing of the city hall / police facility. New spaces included:

- Dedicated investigation situation room, computer forensics and technological evidence storage space, and a space dedicated for staff to monitor and manage electronic data;
- Patrol/squad operation and reconfigured roll call, report writing, and secure storage spaces for equipment, firearms, lockers, gun cleaning and ammo storage needs to be relocated for optimum flow;
- The addition of tempered squad garage and tactical gear storage for improved security and longevity of equipment
- Dedicated training rooms spaces include tactical training, classroom training, Milo simulation and confined space, maze training for scenario based training activities.



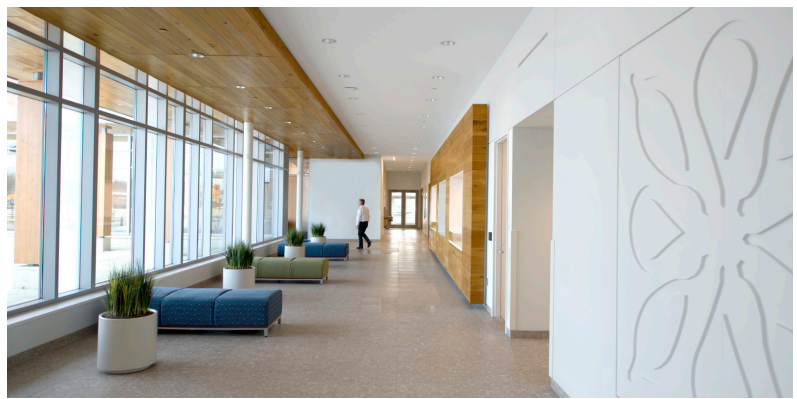
BROOKLYN CENTER, SPACE ASSESSMENT

Brooklyn Center, Minnesota

The Brooklyn Center Civic Campus co-locates the municipal city hall (administration, finance, Building and Community Standards, Business Development, and Fiscal and Support services), community center, parks and recreation department, and public fields. The facilities were constructed over decades as a series of individual additions/modifications which have proven to meet space needs short term, but produce inefficient office operations, conflicting circulation, identity and a confusing customer experience.

The city commissioned LEO A DALY to take a holistic look at the City Hall facility, the customer experience, and the Civic Center grounds to develop a long term space assessment and master plan to improve way finding, circulation and experience. The plan was to also instill the “progressive yet conservative” Brooklyn Center brand identity into the civic campus. Through the effort, efficiencies in operating strategies, including consolidated service functions, co-location of service desks, and consolidated shared support spaces were identified to improve office operations and customer services. Options were presented that minimally, moderately and extensively renovated their facility, including options to completely re-organize the departmental spaces within the facility to enable better security control and improved office environment to meet their needs. Based upon the findings of this effort, the scope of work expanded to incorporate adjacent buildings and the surrounding campus.

Recommendations: Multiple options were provided, resulting in 6 primary alternatives for implementation. The project expanded to include interior renovation for new furniture design. The council is proceeding with initial asset preservation work and planning for the future implementation of the options. (2013)



CITY OF FOREST LAKE CITY CENTER, NEW CITY HALL AND PUBLIC SAFETY FACILITY

Forest Lake, Minnesota

The City of Forest Lake and the EDA commissioned LEO A DALY to design a Planned Unit Development campus comprised of a new 65,000 SF municipal service center and future commercial parcels, redeveloping an underutilized 14-acre brownfield site. The project integrates multiple city departments (police, fire, city hall and community development) and includes the integration of multiple stakeholders.

Relevance to your project:

- City hall and police station with state-of-the-art amenities;
- The integration, planning and programming for multi-use community spaces for engaging the public and enabling public use of their local government facility. The facility includes community rooms, community kitchen, break out areas, community roof garden, and public corridor overflow spaces the facilitate community conversations, and art fairs;
- Development of the surrounding site to enable outdoor community events and to reflect the values of the local neighborhoods including: outdoor plaza, porch swings, outdoor break out spaces and extensive community input process to guide site arrangement, design and building aesthetics.



CITY OF STERLING, ILLINOIS, CITY HALL AND POLICE DEPARTMENT ADAPTIVE REUSE OF HISTORIC STRUCTURE

Sterling, Illinois

LEO A DALY was hired by the City of Sterling, Illinois, to perform an assessment of total departmental needs and facilities, and to evaluate opportunities for the thoughtful re-purposing of an historic 81-year-old, Coliseum Building.

Through a strategic process, LEO A DALY performed needs assessments, energy efficiency assessments and workplace evaluations of all departmental functions and facilities. Recommendations and implementation strategies for improvements were developed, and a master concept was created for the repurposing of the facility. LEO A DALY also completed all design and engineering. Key outcomes include:

- Preservation of the initial building investment
- Restoration of an iconic structure and historic features
- Improved operational and staffing cost efficiencies
- Improved occupant comfort, energy efficiency and building performance
- Return of a prized historic structure to public use
- Transformation of a viable contemporary facility.

The project was completed in 2013 and provides a contemporary office and event space for the Sterling City Hall.



PENNINGTON COUNTY GOVERNMENT CAMPUS, CAMPUS ASSESSMENT & OFFICE BUILDING

Rapid City, South Dakota

In 2009, design team members, while at another firm, were commissioned to perform a comprehensive campus needs assessment for multiple departments of Pennington County, and select departments of the City of Rapid City SD. The assessment developed a comprehensive space program for the next 20 years of growth. Additionally, the scope included the exploration of optimized campus solutions, consisting of a combination of renovation and expansion to serve growth and more efficiently support staff and resident interactions. Departments included administration, courts, evidence, work release, detox and 24/7 program.

In 2010, LEO A DALY was commissioned to design the first phase of the master plan execution; and \$8M stands alone evidence warehouse and crime lab facility to serve the combined County and City needs. In 2011, the LEO A DALY team was commissioned to design and implement the second phase, a new County Administration headquarters including the office space for legal and court support operations and offices for Rapid City departments. Phase I was complete in summer of 2013 and Phase II complete in winter 2014.

Similarities to your project:

- Strategic Facility Planning (multiple departments/multiple facilities)
- Workplace utilization/reorganization/optimization
- Exploration of improvements/efficiencies of workflow
- Exploration of Opportunities for/relocation or co-location
- Comprehensive range of solutions & costs



MCTC AND MSU, JOINT LAW ENFORCEMENT/CRIMINAL JUSTICE CENTER

Brooklyn Park, Minnesota

The degree programs in criminal justice and law enforcement offered by Minneapolis Community and Technical College and Metropolitan State University are currently scattered in multiple satellite locations. Upon completion, this facility will co-locate the Law Enforcement and Criminal Justice academic programs in a single, collaborative environment. The new facility will be constructed on the campus of Hennepin Technical College which has available site area, but an urgent need for additional classroom space which can also be addressed in the new facility. This partnership of three institutions promises to be a precedent setting paradigm in finding synergies and common interests for the mutual benefit of several institutions. The new facility will feature state-of-the-art smart classrooms, technology enhanced forensic labs, a tactical simulation/simunition environment and a firing range. The simulation lab incorporates flexible real-world simulated environments that law enforcement graduates may encounter.

Vehicle access, upper level mezzanines and access to an exterior simulation courtyard increase the flexibility of staging mock events. Simulation lab activities are digitally recorded for faculty/student review and critique in follow-up classroom sessions. In an effort to educate the general public in the various aspects of law enforcement training, many areas will incorporate viewing areas for visitors and students.

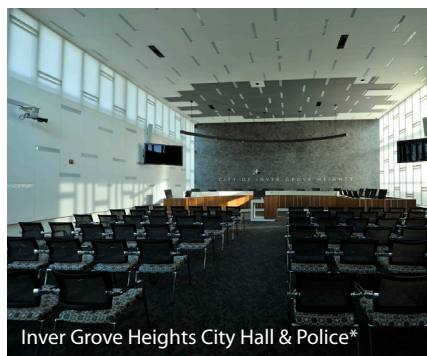
**Experience of Cindy McCleary and Joe Bower prior to LEO A DALY*



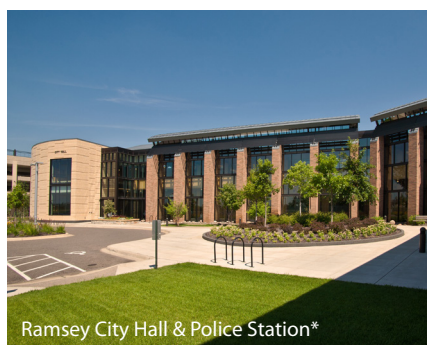
Fergus Falls Historic City Hall *



Inver Grove Heights City Hall & Police*



Inver Grove Heights City Hall & Police*



Ramsey City Hall & Police Station*

PRIOR TEAM EXPERIENCE - CITY HALLS AND POLICE

CITY OF FERGUS FALLS HISTORIC CITY HALL, FEASIBILITY STUDY AND RENOVATION* • FERGUS FALLS, MINNESOTA

While employed with a previous firm, Cindy McCleary and Ted Redmond were engaged to conduct a re-use/optimal use Master Plan study for the historic City Hall complex in Fergus Falls. The interior arrangement had been modified and morphed over a series of decades to integrate new departments and growing staff needs and the current condition was challenging the Cities ability to effectively function. In addition, growth in departments, shrinking in others, and the desire to investigate if effectively re-purposing the space could also accommodate organizations affiliated with the City such as the Chamber of Commerce and Economic Development Authority within a cohesive facility. The study defined a set of recommendations, alternative concepts, optional implementation plans (depending if they remain operational, and upon phased access to funds) and the line items and overall costs of the re-purposing effort. The final recommendations included preservation of the building, replacement of the historic windows (with coordination of grant funds and the State Historic Preservation Office), new mechanical service and distribution, improvements to lighting and electrical systems, ADA accessible upgrades and interior reconfiguration. The City has undergone the initial phases of work with the final anticipated phase for expansion in the future.

INVER GROVE HEIGHTS CITY HALL AND POLICE STATION* • INVER GROVE HEIGHTS, MN

The City of Inver Grove Heights had outgrown their existing 30 year old facility and were experiencing consistent challenges with insufficient space for staff, poor acoustic separation, aged HVAC equipment, insufficient public service spaces, limited technology capacity, lack of meeting spaces and inadequate spaces to support police investigations, evidence and equipment. To properly determine current and future needs, the Design team used an intensive assessment and visioning process to provide the project framework. Bill Baxley and Ted Redmond led the Public Safety Planning, Management and Design of this project, beginning with an assessment and master plan for renovation. The effort included a Facility Inventory and Assessment, development of a Building Program identifying all needs and growth needs, and concepts for renovation/expansion to satisfy full build out. The effort was highly intensive involving the City Council, City Manager, Staff and the City's consultants. The result was a two-phase project, adding 34,000 SF and remodeling 29,000 SF, more than doubling the size of the building to a total of 67,000 SF.

RAMSEY CITY HALL AND POLICE STATION* • RAMSEY, MN

Located on a pivotal site within the town center district, the 64,000 SF municipal center (designed by Bill Baxley and Ted Redmond) includes a city hall, council chambers, emergency operations center and police department creating a small urban park in the newly formed town center district.

The new two-story city hall wing which includes city offices, a council meeting room and support spaces. A portion of this wing is designed to accommodate a third story. A one-story police department wing which includes offices, holding facilities, locker rooms, and support spaces, and an enclosed squad garage. A portion of this wing is designed to accommodate a second story.

*Completed by staff prior to joining LEO A DALY



TEAM EXPERIENCE IN THE ASSESSMENT OF PUBLIC FACILITIES

These team members have planned and built some of the most successful public safety/city hall facilities in the metropolitan area. This experience provides strong bench knowledge for assessing current facilities to provide proven, experienced recommendations for improving operational efficiency, public interface, space utilization, and complying with code, ISO, FEMA, national security standards and best practices.

A few of our team's current and recent city hall/police (and holding area) assessments/renovations include:

- City of Oakdale, MN Police Department
- City of Eagan, MN Civic Center/Ice Sheet
- City of Rosemount, MN Community Center
- City of Hastings, MN City Hall/Police
- City of Brooklyn Center, MN Municipal Complex Assessment
- City of Sterling, IL Police/City Hall Assessment and Renovation
- City of Forest Lake, MN Police/City Hall Renovation
- City of Minneapolis MN, Multiple Municipal Facilities, Assessment and Renovation
- City of Owatonna Public Utilities, MN Assessment and Renovation
- City of Middleburg Heights OH Police Station Master Plan.



*Completed by staff prior to joining LEO A DALY

Cindy McCleary, AIA, LEED AP
Principal in Charge/Lead Contact

Title
Local Government Market Sector
Lead

Firm
LEO A DALY

Experience
16 years

Education
MA/Architecture/1999
BA/Liberal Arts/1996

Registration
Architect - MN 46490
LEED® AP
NCARB

Awards
2011 IFDA Design Award for MCTC
Joint Law Enforcement/Criminal
Justice Center

Cindy is the Market Sector Lead of the Regional Government Practice. Her experience is strongly rooted in the design and construction of public safety facilities. She is familiar with the concerns of local law enforcement and public safety facilities. Currently, Cindy her recent experience is with the City of Forest Lake, MN in the development of their new Public Safety (Police/Fire) Facility, the City of Hastings, MN on the space planning/needs assessment for the City Police Department, a renovation to the City of Richfield, MN's Fire Station No. 2, and Minnehaha County, SD, where she recently developed a Juvenile Justice Center Master Plan update.



SELECTED PROJECT EXPERIENCE

City of Minneapolis, Police Property and Evidence Warehouse, Space Needs Assessment
Minneapolis, MN

City of Oakdale, MN Police Department Needs Assessment
Oakdale, MN

Carver County Master Facilities Plan
Carver County, MN

City of Forest Lake Public Safety Facility - Police, Fire, City Hall, EOC, Dispatch, Training (Xcel Energy Assets Assessment)
Forest Lake, MN

City of Hastings, City Hall and Police Department Facility Assessment
Hastings, MN

City of Middleburg Heights Public Safety Facility - Police, Fire, City Hall, EOC, Range Needs Assessment
Middleburg, OH

Police Range and Training Facility, Washington Dulles International Airport
Dulles, VA

City of Richfield MN Fire Station #2 - Master plan & Renovation
Penn Avenue, Richfield, MN

Minnehaha County, Juvenile Justice Facility, Secure and Non-Secure Housing, Courts and Administrative Functions
Sioux Falls, SD

Washoe Tribal Justice Center
Gardnerville, NV

MCTC-MSU - MnSCU, Law Enforcement Training Center*
Brooklyn Park, MN

City of Elko New Market, Multi-Facility Assessment and Master Plan*
• Police, Fire, Public Works, City Hall, Senior Center
Elko New Market, MN

City of Bismarck, City Administration and Police Department (include property/evidence and Impound) Space Needs Assessment
Minneapolis, MN

Hennepin County, Juvenile Detention Center Office/Clinic Renovation
Minneapolis, MN

City of Minneapolis*
• Police Dept. Forensic Crime Lab Operational Assessment
• Police Forensics/Ballistics/Tool Mark Relocation
Minneapolis, MN

*Experience prior to joining LEO A DALY

Cindy McCleary, AIA, LEED AP - Continued

City of Rockford City Hall & Police
Dept. Assessment & Design*
Rockford, MN

City of Dayton, Multi-Facility
Assessment and Master Plan*
• Police, Fire, Public Works, City
Hall, Senior Center
Dayton, MN

Grant County Minnesota, Sheriff's
Office, Social Services, Public Health
and Emergency Management (Study
and Needs Assessment
Elbow Lake, MN

University of Texas, MD Anderson
Police Department Feasibility Study*
Houston, TX

City of Brooklyn Center, City Hall
and Campus Master Plan
Brooklyn Center, MN

State of Minnesota Department of
Public Safety, Bureau of Criminal
Apprehension (BCA)*
• Investigations
• Crime lab
• Evidence collection
• Criminal Justice Training
• Administration
St. Paul, MN

Hennepin County Courts/Sheriffs,
C-11 Court/Holding Area Safety &
Security Improvements Master Plan
Minneapolis, MN

Hennepin County Property Services/
Sheriffs Office Court Services,
Holding Area Safety & Security
Assessment/Master Plan
• Family Justice Center,
Minneapolis
• Eden Prairie Service Center
• Southdale Service Center
• Brookdale Service Center
• Downtown Courts C-11
Various County Campuses, MN

Hennepin County Property Services/
Sheriff's Office Court Services,
Courts & Holding Area Remodel –
Design Phase
• Eden Prairie Service Center
• Southdale Service Center
• Brookdale Service Center
• Downtown Courts C-11
Various County Campuses, MN

Hennepin County, Probate and
Mental Health Court Remodel
Minneapolis, MN

Dane County Courthouse and
Government Center*
Dane County, WI

West Central Treatment and
Correctional Center*
• Pre-design/Feasibility
Fergus Falls, MN

Standing Rock Sioux Tribe, Multi-
Purpose Justice Center
• Probation, Law Enforcement,
Detention, Courts/Justice,
Chemical Dependency Treatment
Fort Yates, ND

Coeur d'Alene Tribe, Justice Center
Courts/Prosecution/Defense
• Probation, Law Enforcement,
Detention, 911/Emergency,
Operations Center, Social
Services
Plummer, ID

Olmsted County Health and Human
Services*
• 2100 Building Renovation
• 2117 New Construction
St. Paul, MN

State of Minnesota*
• Bureau of Criminal Apprehension
(BCA) Vehicle Maintenance and
Storage Bays
• Minnesota Judicial Center Misc.
Projects
St. Paul, MN

State of Alaska - Court Services
Division

• Multi-Facility (36) Physical
Security Assessment
• Physical Security Standards
36 locations, AK

State of Alaska, Ft. Yukon Court
Remodel
Fort Yukon, AK
Olmsted County Health and Human
Services*
• 2100 Building Renovation
• 2117 New Construction
St. Paul, MN

City of Fergus Falls, Multi-
Department Assessment*
• City Hall, Planning, Economic
Development
• City Hall Boiler Replacement
• City Hall Historic Window
Replacement
Fergus Falls, MN

City of Minneapolis*
• City Hall Public Space
Assessment & Master Plan
Minneapolis, MN

Metropolitan State University, Law
Enforcement Center Entry Remodel
St. Paul, MN

*Experience prior to joining LEO A DALY

William M. Baxley, AIA
Lead Designer

Title
Director of Design

Firm
LEO A DALY

Experience
27 years

Education
Bachelor of Architecture

Registration
Architect - MN #23866

Bill has over 27 years of experience in working with community and municipal groups on projects that provide meaning in the pursuit and support of civic and social life. Bill possesses an exceptional ability to articulate his client's ideas, refine a broad set of community goals into a collective, set the core guiding principles, and create a clear architectural expression. He most enjoys working with engaged groups with the goals of providing places full of impact and meaning where communities can thrive. His work has been awarded both locally and nationally, receiving over 32 design awards for his projects and clients. Bill's approach is collaborative and interactive creating meaningful enduring facilities.



Maple Grove Government Center*



Plymouth City Hall*

SELECTED PROJECT EXPERIENCE

City of Forest Lake Public Safety Facility - Police, Fire, City Hall, EOC, Dispatch, Training
Forest Lake, MN

City of Shakopee Police Station*
Shakopee, MN

City of St. Cloud Police Headquarters*
St. Cloud, MN

City of Edina City Hall and Police Station*
Edina, MN

City of Ramsey City Hall and Police Department*
Ramsey, MN

City of Sterling
• City Hall and Police Needs Assessment*
• City Hall and Police Facility Renovation
Sterling, IL

Pennington County New Administration, Rapid City Police, EOC and Evidence Buildings
Rapid City, SD

Toro New Corporate Headquarters
Bloomington, MN

Intelligence Community Campus-Bethesda (ICC-B)
Bethesda, MN

Minnesota Army National Guard, Arden Hills Readiness Center
Arden Hills, MN

City of Baton Rouge
• Police Headquarters, Needs Assessment and Master Plan*
• Public Safety Training Academy, Needs Assessment and Master Plan*

Baton Rouge, LA

City of Inver Grove Heights Public Safety Addition* and City Hall Remodel*
Inver Grove Heights, MN

City of Inver Grove Heights, Municipal Master Plan*
Inver Grove Heights, MN

City of Maple Grove Government Center* and Civic Campus and Lakes Development*
Maple Grove, MN

City of Dayton
• Multi-Facility Assessment and Master Plan Police, Fire, Public Works, City Hall, Senior Center*
Dayton, MN

City of Mayfield, Police Study*
Mayfield, OH

*Experience prior to joining LEO A DALY

William M. Baxley, AIA - continued

City of Eden Prairie
 • Design Standards*
 • Downtown Plan*
Eden Prairie, MN

City of Elko New Market, Public
 Facilities (City Hall, Public Works,
 Police, Fire) Master Plan*
Elko New Market, MN

City of Maple Grove
 • Fire Station #5*
 • Hemlock Station*
Maple Grove, MN

City of Plymouth City Hall and
 Public Safety Building, Addition and
 Remodel*
Plymouth, MN

City of Prior Lake City Hall and
 Police Study*
Prior Lake, MN

City of Rockport, City Hall*
Rockport, ME

City of Rogers
 • City Hall and Police Department,
 Needs Assessment*
 • Police Department*
Rogers, MN

City of Rockford, City Hall*
Rockford, MN

City of Savage, City Hall Needs
 Assessment Study*
Savage, MN

Connexus*
 • Anoka Public Utilities Fleet
 Maintenance Storage and
 Administrative Support
Anoka, MN

Owatonna Public Utilities Building
 Reuse and Office Renovation
Owatonna, MN

Minnesota Army National Guard,
 Armed Forces Readiness Reserve
 Center and Tactical Vehicle Storage
 and Maintenance*
Faribault, MN

Minnesota Army and Air National
 Guard, Joint Forces Headquarters
 and Tactical Vehicle Garage*
Arden Hills, MN

Standing Rock Sioux Tribe, Multi-
 Purpose Justice Center
 • Probation, Law Enforcement,
 Detention, Courts/Justice,
 Chemical Dependency Treatment
Fort Yates, ND

Pennington County
 • Law Enforcement, Needs
 Assessment/Master Plan*
 • Courthouse Needs Assessment
 and Master Plan*
Rapid City, SD

Minnesota State Fallen Firefighters
 Memorial
St. Paul, MN

Minnesota Army National Guard*
 • Armed Forces Readiness Reserve
 Center and Tactical Vehicle
 Storage and Maintenance
Faribault, MN

Pennington County Courthouse
 Renovation Design
Rapid City, SD

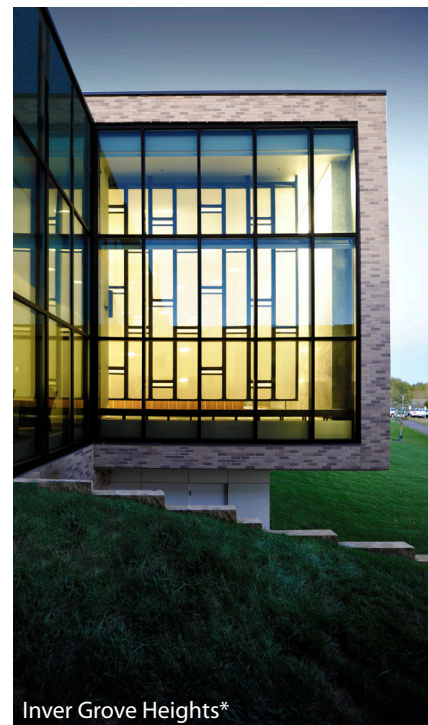
Hennepin County Property Services/
 Sheriffs Office Court Services,
 Holding Area Safety & Security
 Assessment/Master plan
 • Family Justice Center,
 Minneapolis
 • Eden Prairie Service Center
 • Southdale Service Center
 • Brookdale Service Center
 • Downtown Courts C-11
Various County Campuses, MN

Coeur d'Alene Tribe , Justice Center
 Courts/Prosecution/Defense
 • Probation
 • Law Enforcement
 • Detention
 • 911/Emergency Operations Center
 • Social Services
Plummer, ID

Freeborn County Government
 Center*
Albert Lea, MN

Pine County Justice Center*
*Pine City, MN**

Minnehaha County Juvenile
 Detention Center, Needs Assessment
 and Master Plan*
Sioux Falls, SD



*Experience prior to joining LEO A DALY



Joe Bower, AIA
Senior Architect
Years Experience 19
Role Senior Architect
Registration Architect MN #42605

Joe's 19 years of experience have focused on the design and project leadership of higher-education, performing arts, libraries, churches, recreation centers and natatoriums. He also has project experience with the State Historic Preservation Office, Historic Preservation Commissions, and the National Park Service.

Relevant Experience:

- City of Hastings, City Hall/Police Space Needs Assessment, Hastings, MN
- City of Bismarck Space Needs Assessment for Multiple Departments, Bismarck, ND
- Minnesota Historical Society Space Use and Planning Study, St. Paul, MN
- Minnesota Historical Society, Fort Snelling Master Plan, Minneapolis, MN
- City of Brooklyn Center City Hall and Municipal Facilities Master Plan and Interior Updates, Brooklyn Center, MN
- City of Forest Lake City Hall, Police and Fire Headquarters, Forest Lake MN
- City of Bismarck ND City Hall and Police Department Space Needs Assessment, Bismarck, ND
- Coeur d'Alene Tribal Administration, Police and Justice Center (Courts and Law Enforcement), ID
- Flandreau Tribe Administration, Police and Justice Center (Courts and Law Enforcement), SD
- MCTC Law Enforcement Training Center, Hennepin Technical College, Brooklyn Center, MN*



Todd LaVold, AIA
Architect
Years Experience 16
Role Project Architect
Registration Architect, MN #48181

Todd has over 16 years of experience in the design and management of a wide variety of project types, providing predesign, design and construction documentation as well as owner and consultant coordination as a design lead and project architect. His project experience includes municipal spaces, community centers, performance spaces, and athletic facilities.

Relevant Experience:

- City of Forest Lake City Hall, Police and Fire Headquarters, Forest Lake MN
- Bayport Fire Station, Bayport, MN
- Sterling City Hall and Police Station, Renovation, Sterling, IL
- Pennington County Administration & Police Evidence Building, Rapid City, SD
- Richfield Fire Station #2 Feasibility/Renovation, Richfield, MN
- State of Alaska Court Services IDIQ
- Elk River Public Works Addition and Renovation, Elk River, MN*
- Brookview Park Rehabilitation, Golden Valley, MN*
- Burnsville Performing Arts Center, Burnsville, MN*
- Mora City Hall Addition and Remodel, Mora, MN*
- Sauk Rapids Fire Station, Sauk Rapids, MN*
- St. Joseph Water Treatment Plant, St. Joseph, MN*
- Mounds View City Hall Rehabilitation Project, Mounds View, MN*
- Como Park Pool/Bathhouse, St. Paul, MN*

**Experience prior to joining LEO A DALY*



Virginia Pappas,
CID

Interior Designer
Years Experience 18

Role Lead Interior
Designer

Registration
CID MN#C02127,
LEED Green
Associate

Virginia is an experienced designer and holds a wealth of knowledge in a variety of building types, including civic, corporate, government and judicial areas. She is committed to providing end users with interior environments that meet their needs functionally and aesthetically. Working closely with the architectural team, Virginia helps to create comfortable, safe and beautiful environments.

Experience:

- City of Hastings, City Hall/Police Space Needs Assessment, Hastings, MN
- City of Bismarck Space Needs Assessment for Multiple Departments, Bismarck, ND
- Carver County Master Facilities Plan, Carver County, MN
- Morris Public Library Needs Assessment, Morris, MN
- City of Forest Lake City Hall, Police and Fire Headquarters, Forest Lake MN
- Bayport Fire Station, Bayport, MN
- Sterling City Hall and Police Station, Renovation, Sterling, IL
- City of Owatonna Public Utilities, Historic Property Adaptive Re-use, Owatonna, MN
- Richfield Fire Station #2 Feasibility/Renovation, Richfield, MN
- City of Brooklyn Center City Hall and Municipal Facilities Master Plan and Interior Updates, Brooklyn Center, MN
- City of Forest Lake City Hall, Police and Fire Headquarters, Forest Lake, MN
- Sioux Falls Federal Court House, Historic Property Renovation, Sioux Falls, SD*
- Winnebago County Court House, Historic Property Renovation, Rockford, IL*
- State of Minnesota Judicial Courts Center, Historic Property Renovation and New Construction, St. Paul, MN*



Jessie Bauldry
Project Designer

Years Experience 15

Role Project
Designer

Jessie has experience working on a wide variety of project types and project scales. Her ability to work across several different mediums, including computer and physical models, brings a depth to the design process. She enjoys exploring innovative ideas and how to make them into a reality.

Experience:

- City of Forest Lake City Hall, Police and Fire Headquarters, Forest Lake MN
- Bayport Fire Station, Bayport, MN
- Carver County, Victoria Library, Victoria, MN
- Sterling City Hall and Police Station, Renovation, Sterling, IL
- Pennington County Administration & Police Evidence Building, Rapid City, SD
- Coeur d'Alene Tribal Administration, Police and Justice Center (Courts and Law Enforcement), ID
- Standing Rock Sioux Tribal Justice Master Plan, SD
- City of Owatonna Public Utilities, Historic Property Adaptive Re-use, Owatonna, MN
- Minnesota Historical Society, Fort Snelling Master Plan, Minneapolis, MN

**Experience prior to joining LEO A DALY*

TEAM REFERENCES

Minnesota Historical Society, Space Use and Planning Study

Dianne Adams-Graf, Historic Properties Manager • Phone: 651.259.3477

Minnesota Historical Society, Public Relations and Marketing • 345 Kellogg Blvd. West • St. Paul, MN 55102

City of Forest Lake City Center, New City Hall and Public Safety Facility

220 Lake Street North • Forest Lake, MN 55025

Aaron Parrish, City Administrator • Phone: 651.464.9750

Richard Peterson, Director of Public Safety • Phone: 651.209.9725

Carver County

LEO A DALY is currently working with Carver County for their County Space Needs Assessment and Master Facilities Plan. Our team has also renovated the Watertown Boutique Library and the Victoria Digital Library in Carver County.

Heidi Hoks, Carver County Library Director • Phone: 952.361.1500

Carver County Library • 4 City Hall Plaza • Chaska, MN 55318

Nick Dimassis, Beloit Public Library, WI (former Carver County Library Director) • Phone: 608.364.2905

Kevin Maas, Carver County Facilities Services Manager

Carver County • 600 East Fourth Street • Chaska, MN 55318

Grant County

LEO A DALY led the Grant County Sheriff's Office, Social Services, Veteran's Affairs, Extension Services, Public Health and Emergency Management Study and Master Facilities Needs Assessment

Todd Schneeberger, Commissioner • Phone: 218.639.7957

Grant County • PO Box 1007 • Elbow Lake, MN 56531

Hennepin County

LEO A DALY has had an ongoing relationship with Hennepin County and has completed the following recent projects:

- Hennepin County Property Services, Sheriffs Court Division Facility Condition Assessment (5 locations)
- Hennepin County Sobering Center
- Hennepin County Detox Center
- Hennepin County Juvenile Detention Center Medical Intake Unit Remodel

Anita Kempf, Project Manager • Phone: 612.348.8383

Hennepin County Property Services • 300 South 6th St. • Minneapolis, MN 55487

Owatonna Public Utilities Pre-Design Power Plant Repurposing and Campus Reconfiguration

Mark Fritsch, General Manager • Phone: 507.446.5406

208 South Walnut Avenue • Owatonna, MN 55060

"Just a note to thank you for the great work in the space use and planning study. It was a pleasure to work with all of your team. The project brought clearer understandings of our current space use and needs at several properties and resulted in many intriguing concepts for future development of the History Center."

Diane Adams-Graf, Historic Properties Manager, Minnesota Historical Society



FEE PROPOSAL

Our compensation goals are to establish fees that fairly compensate us for the required services to achieve project goals while assuring that both our client and firm feel treated fairly – value received for dollar spent. As indicated in the RFP, LEO A DALY's basic services will include assessment; space needs development, concept planning, cost estimation and the development of a report.

Based upon our experiences in the time required to achieve this scope of works, we propose a lump sum fee of \$16,200.

We will work with the city to refine project deliverables, activities & schedule details to support the cities financial goals.

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the basic services fees and will be indicated at costs and will include: couriers, delivery, phone, travel, equipment rental/equipment time, presentation boards, material boards, owner review sets of documents and specifications, owner requested models and other expenses directly related to the particular project. Based upon our experience serving similar municipal projects of this size, we estimate the reimbursable expenses to be billed at cost, up to \$450.

We propose providing digital delivery of interim and final project design documents to an established project FTP site. Presentations will be in digital form and followed up with digital copies of all deliverables. For any printed documents requested, documents will be provided at 1.2 times the cost of the print to account for material costs and staff time associated with collating and preparing documents, plus any associated costs for delivery.



City of Spring Lake Park

Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 12.21.15 Meeting**
File No.: R-18GEN

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, completed the final segment last week. 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 several clean-up and seeding items, and structure adjustments remaining. It's likely that final work will not be completed until 2016.

CSAH 35 Turn Lanes and Sidewalk (193802914).

Construction started is substantially complete. Seeding has been completed as "dormant" seeding due to the time of the year.

MS4 Permit (193802936).

Ongoing implementation items. Training has been completed.

Zoning Code Update (193803266).

City Council adopted on December 7th.

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 (19380xxxx).

Working on bid documents.

2016 Street Seal Coat Project (19380xxxx).

Working on bid documents.

Other issues/projects.

We continue to work on antenna modifications at both water towers.

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

December 1, 2015

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

Dear Daniel:

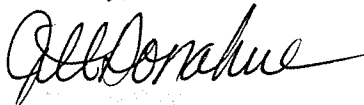
It is with great pleasure that we ask to serve as the official newspaper for the City of Spring Lake Park in 2016. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features 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 – 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. Thank you for your consideration.

Sincerely,



Jill Donahue
Business Manager

Achiever

Building skills, careers and
independence since 1964.

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

A look inside...

Page 2... Benefits of
hiring workers
with disabilities

Page 3... MN Olmstead
Plan receives
approval

Page 4... Made in the
Shade!
Free resources
for employers

Page 5... Achieve CEO
featured on
Health
Connections
radio show

Achieve Clean
opens new
storefront


Back... Fall fundraiser:
a smashing
success!

Jameson Crawford Arc Minnesota 2015 award recipient

Achieve participant, Jameson Crawford was recently presented with the Bill Sackter Citizenship Award by Arc Minnesota. This award is named after a man with intellectual disabilities who moved successfully from a state institution to live and work in the community and was featured in the 1980s movie, "Bill." The award honors an outstanding individual with intellectual or developmental disabilities who is an achieving, included member of the community.

Crawford has worked at Achieve for the last nine years as a data entry specialist and information technology contact. In addition, he is a board member of Achieve Clean where his creativity has generated ideas on how to improve and expand Achieve Clean's product line and to help design a new manufacturing facility for the detergent. Because of his expertise with computer spread sheets, the business is able to better keep track of employee payroll and product-related data. That's not all. He also is in charge of Achieve's eBay store, where he sells items for others for a fee.

On top of this work, Crawford visits his legislators regularly to provide them with insight into the needs of a person with disabilities. He is a strong self-advocate and valuable contributor to his community.

"Everyone at Achieve applauds Jameson for his accomplishments," said Tom Weaver, Achieve CEO. "He truly is an outstanding example and advocate for people with disabilities." 



Newsletter of

Achieve
SERVICES, INC.

Volume 26, Number 2
Fall 2015

Hiring workers with disabilities – *what's in it for you?*

It's no secret that hiring workers with disabilities benefits the workers with disabilities. It also increases diversity in the workplace and is seen as a generous and altruistic practice. That's not all.

A study by the Institute for Corporate Productivity (ICP)*, a company that analyzes practices of high-performance organizations, found that **business incentives are as valid as social concerns in hiring people with intellectual and developmental disabilities (IDD)** and that the practice actually has a positive effect on a company's bottom line.

You read that right. Hiring workers with disabilities produces measureable or observable business benefits. The study cites three reasons for the positive impact on profits.

First, hiring individuals with IDD adds highly motivated people to the workforce. The study found individuals with IDD to be dependable, engaged, motivated workers with great attendance, attention to quality and high productivity. It's obvious when people want to come to work and are glad to have a job that suits their skills and interests. This attitude is contagious and can lead to increased productivity – for a company's entire workforce.

Second, it promotes an inclusive culture that appeals to the talent pool that organizations want to attract. The study found that twice as many high-performance organizations address

diversity and inclusion at the highest level of their overall business strategy. More than half of the organizations that take this approach report high or very high engagement levels in at least 81 percent of their employees.

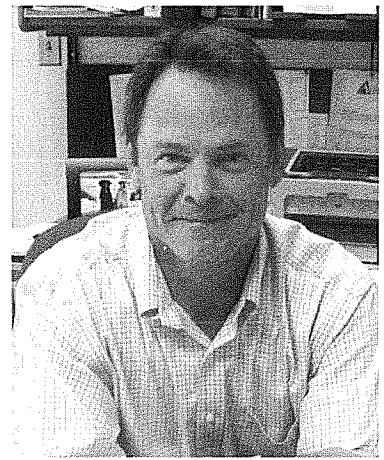
Finally, employing workers with IDD boosts a business's image. Customers see it as the right thing to do, which enhances the company's brand and can improve not only customer loyalty but lead to increased sales.

In addition to benefitting the bottom line, ICP reports that **employers hiring workers with disabilities find the challenges in doing so are fewer than expected and resources are greater than anticipated.** The concerns that respondents indicated might arise when hiring workers with IDD consistently outweighed those that actually occurred in categories such as a good job fit, need for extra supervision, productivity, need for specialized training, safety issues and special accommodations.

The study also described the enthusiasm of employers when asked about the talent and abilities people with disabilities bring to the workplace as palpable. They also said that positive anecdotal outcomes are numerous. Quotes from the study included:

Silicon Valley Bank

"From a productivity standpoint, our employees with IDD are highly attentive, eager and earnest about applying themselves." (Matt Capaci, staffing manager)



Tom Weaver, Achieve CEO

Walgreens:

"Because of our investing efforts in employing individuals with IDD at the retail locations, customers often tell us that Walgreens has become their pharmacy of choice." (Steve Pemberton, divisional vice-president and chief diversity officer)

Fifth Third Bank:

"We've shown that workers with IDD can do complex work. They are prepared for the world of work, for orientation, for performance management." (Mitch Morgan, leadership development program manager)

Hiring workers with disabilities provides benefits for everyone involved. The business incentives are real, as are the positive outcomes expressed by employers who have experienced the situation firsthand. Hiring workers with disabilities may be the right thing to do, but it's also the smart thing to do – for businesses looking to increase profits and expand their bottom line.

*Martin K. et. al. (2014). *Employing People with Intellectual and Developmental Disabilities*. Institute for Corporate Productivity, Imintohire.org.



Court Approves Minnesota Olmstead Plan

In a document filed on September 29, 2015, the United States District Court, District of Minnesota approved Minnesota's Olmstead Plan. In part, the document reads:

"In approving this version of the Olmstead Plan, the Court emphasizes three key changes that make it a substantial improvement over prior submissions to the Court: (1) the addition of concrete baseline data and specific timelines to establish measurable goals; (2) improvements to each goal that make the Olmstead Plan not only measurable, but strategically tailored to make a significant impact in the lives of individuals with disabilities across the state; and (3) added commitments to make the Olmstead Plan an evolving document that will continue to respond to the changing needs of individuals in the state over time."

In its conclusion statement, the Court addressed concerns expressed by community members about the plan:

"The Court has received numerous submissions from concerned community members, parents, and advocates expressing fears that the Olmstead Plan will lead to fewer choices and diminished respect for individuals who choose not to fully integrate into community-based settings. Many individuals with disabilities in this state value living and working alongside other individuals with disabilities in settings such as group homes and sheltered workshops."


Background:

In 1999 the state of Georgia was sued for unnecessarily institutionalizing people with intellectual disabilities (Olmstead v. L.C.). The court ruled that the Americans with Disabilities Act requires states to provide services to people with disabilities in the "most integrated settings" appropriate for their needs.

In December 2011, the Minnesota Department of Human Services entered into a settlement that required the development of a Minnesota Olmstead Plan. The Minnesota Plan went through numerous revisions, with approval of the revised plan occurring on September 29, 2015.

"The Court emphasizes that the Olmstead decision is not about forcing integration upon individuals who choose otherwise or who would not be appropriately served in community settings."

In addition the Court stressed the importance of individual choice:

"The State must continue to assess its goals and priorities to ensure that they align with the goals and priorities of individuals with disabilities.... To fully effectuate its worthy aims, the State and Olmstead Implementation Office must utilize the safeguards built into the revised Olmstead Plan to ensure that individual choices are honored and respected." 

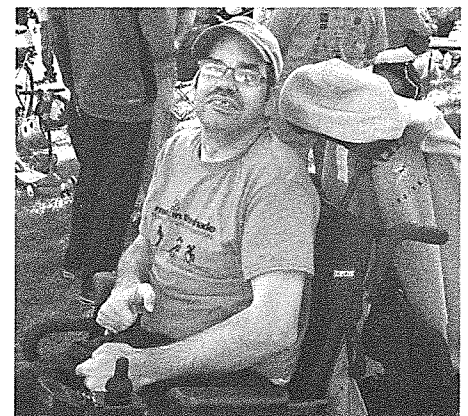
Made in the shade! Run, walk and roll fundraiser

For the second year, Achieve participated in **Made in the Shade**, a non-competitive event to raise funds for non-profit agencies serving people with disabilities. Goals of the event are to:

- Provide education, health and wellness, social opportunities and advocacy for people with disabilities.
- Help people with disabilities get and keep jobs in the community.
- Help people with

disabilities find safe, affordable housing.

Achieve netted \$3,312 from the event with Team Donahoe taking top honors with \$680 raised.



Free resources available for employers hiring workers with disabilities

Looking for qualified, dedicated employees who display a positive attitude, show low turnover and have a demonstrated ability to adapt to various work changes and environments? Consider hiring workers with disabilities. This skilled pool of workers is largely untapped. According to a 2013 Bureau of Labor Statistics report, in 2013, the unemployment rate for persons with a disability was 13.2 percent as compared to 7.1 percent for those without a disability.

Hiring workers with disabilities makes sound sense. But employers may be hesitant to take the first step. The good news is you don't have to go it alone. There are numerous resources available – without cost – to help with each step of recruitment, hiring and keeping qualified and effective employees with disabilities.

Here are a few:

Employer Assistance and Resource Network

(EARN) provides resources to help employers recruit, hire, retain and advance individuals with disabilities. The confidential service, though the U.S. Department of Labor's Office of Disability Employment Policy, is offered free to employers seeking to connect with qualified workers with disabilities.

Website: askearn.org

Workforce Recruitment Program

(WRP) is a recruitment and referral program that connects employers with highly motivated college students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs. Each year, WRP recruiters personally interview about 1,500 students and compile a database of their qualifications that is available to these agencies, as well as private employers, at no cost.

Website: wrp.gov

Minnesota Department of Employment and Economic Development

contains information on finding qualified workers, reducing turnover, hiring incentives and tax credits. Also offers the option of working with a disability

employment specialist to help you streamline the process of finding, recruiting and hiring workers with disabilities.

Website: mn.gov/deed

Disability Employment 101

is a publication that addresses how to find qualified workers with disabilities and highlights what various businesses have done to successfully integrate individuals with disabilities into the workforce. Jointly developed by the U.S. Department of Education and the U.S. Chamber of Commerce, it provides information about VR agencies and Disability and Business Technical Assistance Centers (DBTACs), as well as checklists and other resources to aid employers as they prepare to employ people with disabilities. Website: www2.ed.gov/about/offices/list/opers/products/employmentguide/index.html

Day training and habilitation programs, like Achieve Services provide a quality pool of workers, as well as assistance with hiring, training job coaching and retention. Give us a call today to see how we can help find the resources to benefit you. 763-780-4909, or visit our website at: www.achieveservices.org 

RESERVE YOUR HOLIDAY

NUTS

Assorted varieties packaged by Achieve participants just for you!

\$10 - whole cashews, almonds,
deluxe mixed nuts and pistachios
\$5 - country trail mix with chocolate

On sale for the holidays
beginning November 16
(763) 783-4909
www.achieveservices.org



Weaver featured on Health Connections Radio

Achieve CEO Tom Weaver was recently featured on AM 950 Health Connections Radio in a roundtable discussion about workers with disabilities. Four other leaders from local organizations joined Weaver in the discussion. They included: Michael Kraines, executive director at Choice, Inc., Lynn Megan, CEO at TSE, Inc., Mark Skaug, program director at Partnership Resources, Inc. and Terri Bauernfeind, program director, Partnership Resources, Inc.

The hour-long program explored various issues affecting employment and other opportunities for people with disabilities.

Weaver spoke about the importance of balance and meeting the needs of people of all abilities, particularly those with high needs, which Achieve has a history of serving. "Jobs in the community aren't necessarily appropriate for everybody," he said. "People with very high needs provide challenges that make it tough for them to work in the community, so we bring the work to our own shop."


While work is an important aspect of program aspect of Achieve, Weaver stressed that it is not the only service provided. "We provide a variety of services and one of those is employment," he said. "We also have people in the community volunteering, delivering Meals on Wheels. They may go fishing or do other things to increase their engagement in the community."

He also spoke about community support for programs like Achieve. "Our region is blessed with a lot of supportive employers. There are a lot of good business reasons to hire people with disabilities," he said.

Weaver spoke about meeting the needs of each individual in a way that is desired by them. "People with disabilities are like the rest of the population. One size does not fit all. Different forms and levels of engagement are appropriate for different people. We have to avoid putting everyone in the same box," he said.

Weaver said this is an unprecedented era of change for programs like Achieve saying Minnesota's Olmstead Plan places a lot of emphasis on opportunities for people with disabilities to be employed in the community. "I'm concerned this could eliminate some non-work opportunities for people with disabilities," he said. "The original Olmstead plan in Georgia clearly

recognized that community employment is no appropriate for everyone. Our concern is that as the Minnesota plan goes forward there are some realistic options for people who do not want or are not able to be employed in the community.

Weaver spoke of the importance of giving people with disabilities options and the ability to control their own services. "The government tends to step in and think it should decide what's best for people with disabilities," he said. "It's important to honor the choices of people with disabilities. You aren't doing anyone a service if you are taking opportunities away from them." 

Achieve Clean - Expanding and growing


You asked and we listened! There are some exciting changes coming for Achieve Clean laundry detergent. We are testing a new, concentrated formula, which will allow for a smaller bottle but the same amount of loads in each bottle. Watch for the smaller bottles coming soon.

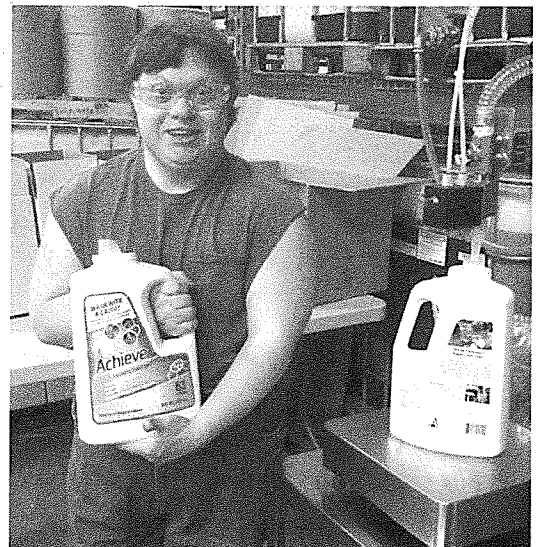
"We outgrew our space in Albertville," said Alex Carlson, business development specialist. "So we are in the process of transitioning to a new storefront in Fridley. The location will double as a production facility as well as a storefront for the sales of Achieve Clean and other Achieve products. It will also give customers the opportunity to come and refill their bottles."

In addition, Achieve Clean is for sale in four Coborn's stores – Ramsey, Big Lake, Elk River and Albertville as well as Arc's

Value Village in Richfield, Bloomington, Brooklyn Center, New Hope and St. Paul. Get your bottle today!

For all the latest information, follow Achieve Clean on Facebook or check out our website at www.achieveclean.org.

Wash with a cause! 



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

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City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park MN 55432-2188

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

Writing and design by Jill Pertler

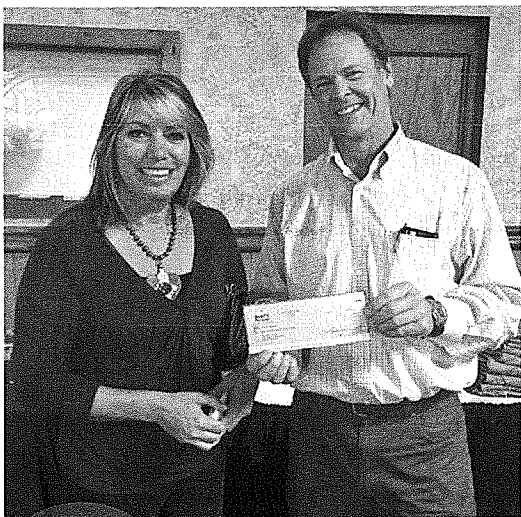
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Get on Board

Achieve FUNdraiser

Achieve recently held its annual fall fundraiser at Blaine Entertainment Center. The Brookhall room was packed and fun was had by everyone in attendance.



During the event, Sheri Jondahl from Bell Mortgage presented Achieve CEO Tom Weaver with a check for \$1,000 in support of Achieve's program and services. In addition, Pete Schlichtmann, Achieve Employment Specialist, was recognized for his dedication and years of service.

More than \$4,400 was earned at the event, making the night a financial success.

"This event is always a lot of fun," said Achieve Director, Carol Donahoe. "It's a casual atmosphere and all attendees enjoy the games, music, auction and food. And it's all for a great cause!"





Anoka County

HUMAN SERVICES DIVISION

Community Health & Environmental Services

Environmental
Services

November 30, 2015

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

Dear Daniel Buchholtz:

Anoka County Environmental Services has licensed temporary food events for over 30 years. We inspect over ninety percent of events where temporary food licenses are issued. In the past, we issued licenses to non-profits and some municipalities with nominal or no fees charged. It is an expensive process to collect information from vendors, travel to the location and conduct inspections.

In order to reduce our costs and still provide this service, we have made changes to the manner in which we will license and charge fees for these events.

For non-profit entities having fundraising events with many food vendors, we have established the following criteria:

If the sponsor of the event distributes and collects completed license applications from all food vendors and returns them to Environmental Services at least one month prior to the event, the following fee schedule will apply:

\$60 for up to 10 vendors
\$80 for up to 20 vendors
\$2.50 for each additional over 20

If additional vendors are added after the one month deadline, an additional fee of \$20 per vendor will apply.

For municipalities sponsoring a "taste of" event, individual vendors will need to obtain their own license with the fee applicable to their individual operation. We will no longer issue a license covering all vendors to the sponsoring municipality.

If you have any questions, please contact me at 763 422-7068.

Sincerely,

Spencer J. Pierce, REHS
Manager, Environmental Services

Prevent. Promote. Protect.

Government Center ▲ 2100 Third Avenue, Suite 360 ▲ Anoka, MN 55303-5041 ▲ www.anokacounty.us
763-422-7063 ▲ FAX: 763-323-6150

Affirmative Action / Equal Opportunity Employer



CONNECTING & INNOVATING
SINCE 1913

December 10, 2015

To: LMCIT Property/Casualty Members

From: LMCIT Board of Trustees

Joel Hanson, Administrator, Little Canada

D. Love, Councilmember, Centerville

Rhonda Pownell, Councilmember, Northfield

Dave Unmacht, Executive Director, LMC

Mark Karnowski, Administrator, Princeton

Dave Callister, Manager, Plymouth

Todd Prafke, Administrator, St. Peter

Re: **2015 Property/Casualty Dividend**

We are very pleased to enclose a check for your share of the \$16.5 million dividend, which the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty program is returning for 2015.

Also included in this mailing are:

- A memo providing background on the dividend, including a detailed explanation for how your dividend is calculated.
- A data sheet showing the earned premium and loss data used to calculate your dividend, as well as graphs showing your written premium and dividend history.

A copy of this same information will also be sent to your insurance agent. We also encourage you to share this information with your city council or other governing body.

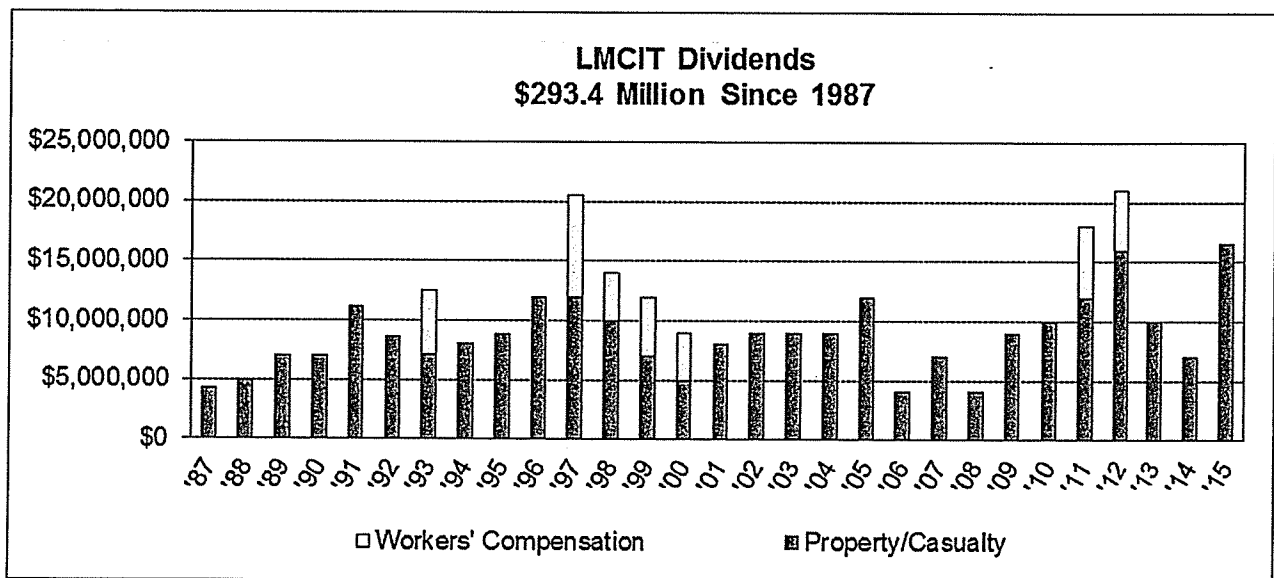
We want to thank you again for your continued participation in LMCIT. Please feel free to contact Laura Honeck, LMCIT Operations Manager, at lhoneck@lmc.org or 651-281-1280 if you have any questions or need additional information.



CONNECTING & INNOVATING
SINCE 1913

League of Minnesota Cities Insurance Trust 2015 Property/Casualty Dividend

Congratulations to members of the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty program on another successful year! Property/casualty members will share in a \$16.5 million dividend this year, bringing the sum of dividends returned to members since 1987 to nearly \$294 million.



This year's dividend amount is possible because of some continued good experience in some of LMCIT's more significant loss areas. Police liability continues to be a driver in LMCIT's overall loss picture, and costs in 2013 and 2014 were much higher than normal due to a series of claims related to the Driver's Privacy Protection Act (DPPA). LMCIT has set aside appropriate reserves due to the uncertain cost of these claims.

Dividend Determination

Every year the LMCIT Board determines whether a dividend can be returned, and if so, how much. A number of considerations are weighed, with the ultimate decision involving a comparison of the LMCIT year-end fund balance (also known as member equity or surplus) to a targeted amount of fund balance.

Typically the major driver behind whether a dividend can be returned is how rates in recent years compare to LMCIT's loss experience. Premium rates are designed to pay for projected losses, expenses, and a safety margin in case losses turn out to be greater than expected. If losses turn out to be at or below LMCIT's projections, then the safety margin isn't needed and can either be returned to members as a dividend or used to strengthen LMCIT's fund balance.

Dividend Calculation

The first step the LMCIT Board takes in determining the dividend amount is to look at LMCIT's actual fund balance compared to the fund balance targets the Board has established. This year the Trustees determined that \$16.5 million could be returned to member cities.

The next step is to calculate the dividend. This year, and in future years, LMCIT will use a slightly revised formula for calculating the dividend. The following approach is designed to return proportionally greater amounts to members that have been with LMCIT for a longer period of time and that have been most successful in avoiding and controlling losses. Here are the steps to determine the dividend for each individual member:

Step 1: Each member's adjusted losses are subtracted from its gross earned premiums.

Step 2: After calculating Step 1, the remaining dollar amount for each member is added together. This is the total that is used to calculate each individual dividend amount.

Step 3: The amount for each member calculated in Step 1 is then divided by the sum of all members calculated in Step 2. This results in each member's percentage, or share, of the \$16.5 million total that's available as a dividend this year.

The enclosed data sheet shows the exact figures, including your percentage of the dividend share, that were used to calculate your dividend. A few definitions may help as you look at this information.

Gross Earned Premium: This figure is your total of all earned premiums through May 31 for the past 20 years (previously the formula looked at premiums and losses for all years a member participated in LMCIT).

Adjusted Loss: This figure is your losses for the past 20 years, minus applicable deductibles, and after capping each individual large loss. Each individual loss is capped at the lesser of \$200,000 (previously \$100,000) or 200 percent (previously 100 percent) of the member's annual premium for the year of the loss. Without this cap, a small or mid-sized entity that experiences a catastrophic loss might not receive any dividend for many years.

Future Dividends

The ultimate goal of LMCIT is to manage *risk* – in other words, uncertainty. There's no guarantee that a dividend will always be returned to members because it is impossible to know precisely what losses will occur or cost. Dividend amounts will vary from year to year just as they have in the past.

LMCIT will do its best to estimate and project what loss costs will be, and will continue to return to members any funds that aren't needed for losses, expenses, or reserves. While we can't guarantee future dividends, members should be proud of their success accomplished in controlling losses during 2015.

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2015 DIVIDEND CALCULATION
AT MAY 31, 2015**

The anticipated revenue forecast in the 2015 budget was \$8,000.

NCI-BIB LLC

NORTHERN CAPITAL INSURANCE GRP

8200 HIGHWOOD DR

PO BOX 9396

MINNEAPOLIS MN 55440-9396

SPRING LAKE PARK

1301 81ST AVENUE NE

SPRING LAKE PARK, MN 55432-2116

GROSS EARNED PREMIUM

\$1,099,604

ADJUSTED LOSSES

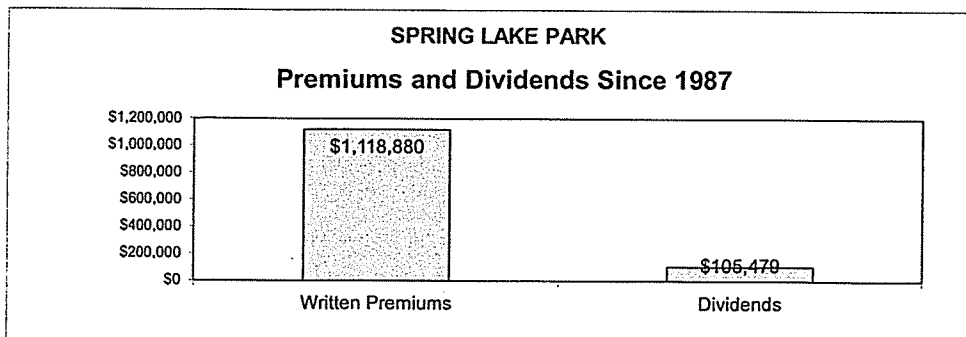
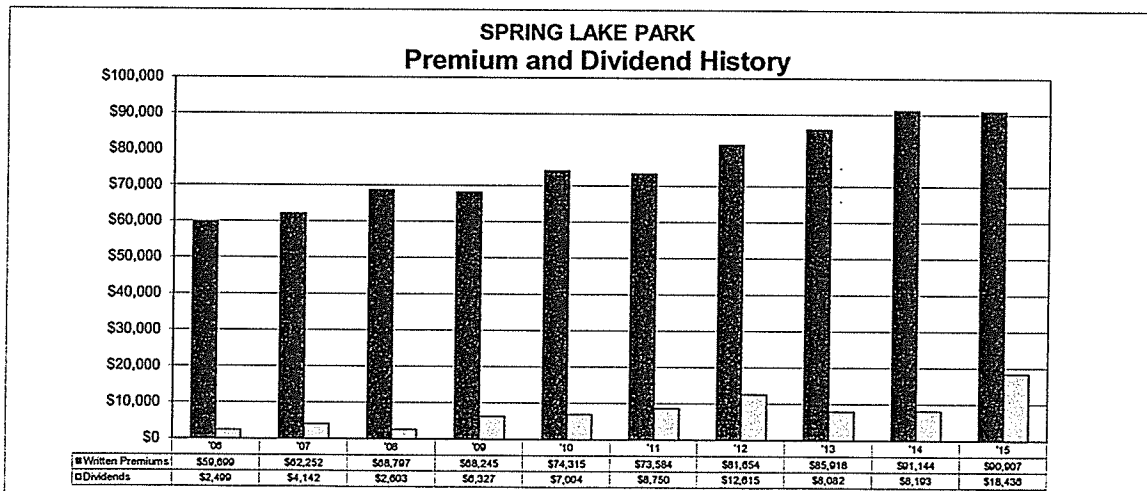
\$422,843

MEMBERS DIVIDEND PERCENTAGE

0.00111733499

DIVIDEND AMOUNT

\$18,436



The "gross earned premium" figure is the city's total earned premiums as of May 31, 2015 for the past 20 years (prior to 2015 it was based on total earned premiums for all years the city participated in LMCIT). This is the premium figure that's used in the dividend calculation. The "2015 written premium" figure is the city's total premium for the city's most recent renewal prior to May 31, 2015. Note that for most cities, only a portion of that 2015 written premium would be earned as of May 31, 2015.

CITY OF SPRING LAKE PARK

DATE OF CHECK 12/10/15

INVOICE DATE AMOUNT INVOICE
P/C DVDND 2015 12/10/15 18,436.00

DATE AMOUNT

Check No 00164582

Total Stub 18,436.00

THIS DOCUMENT HAS A COLORED BACKGROUND, AN ULTRAVIOLET INK FEATURE AND A WATERMARK ON THE BACK



145 UNIVERSITY AVE. WEST
ST. PAUL, MN 55103-2044
651/281-1200

WWW.LMC.ORG



DATE

12/10/15

AMOUNT

\$18,436.00

NO. 164582

PAY

*** Eighteen thousand four hundred thirty six dollars and no cents

TO THE
ORDER
OF

CITY OF SPRING LAKE PARK
1301 81ST AVE NE
SPRING LAKE PARK, MN 55432-2116

MP

164582

**NORTH METRO TELECOMMUNICATIONS COMMISSION
AND OPERATIONS COMMITTEE
2016 SCHEDULE OF MEETING DATES**

OPERATIONS COMMITTEE MEETINGS

Operations Committee meetings will be held the Tuesday, before the first Wednesday of each month, at the North Metro Community Television facility, at 12520 Polk St. NE, Blaine, MN 55434, beginning at 10:30 a.m.

January 5th
February 2nd
March 1st
April 5th
May 3rd
May 31st

July 5th
August 2nd
September 6th
October 4th
November 1st
December 6th

EXECUTIVE COMMITTEE MEETINGS

Executive Committee meetings will be held the first Wednesday of each month at the North Metro Community Television facility, at 12520 Polk St. NE, Blaine, MN 55434, beginning at 6:00 P.M.

January 6th
February 3rd
March 2nd
April 6th
May 4th
June 1st

July 6th
August 3rd
September 7th
October 5th
November 2nd
December 7th

FULL COMMISSION MEETINGS

Full Commission meetings will be held the third Wednesday of every month at Spring Lake Park City Hall, 1301 81st Ave. NE, Spring Lake Park, MN 55432, beginning at 6:00 PM.

January 20th
February 17th
March 16th
April 20th
May 18th
June 15th

July 20th
August 17th
September 21st
October 19th
November 16th
December 21st

North Metro Telecommunications Commission Meeting Talking Points

December 16, 2015

- ▶ North Metro TV wrapped up its months long collaboration with MN Fire Hire and the Anoka County Fire Departments in November. A series of 19 short videos, ranging in length from 30 seconds to 2 minutes were produced. Each video highlights various aspects of firefighting, from how it feels to hear the alarm go off, to dealing with fear, to how it feels to rescue someone. The project originally came about after a request by Firefighter Mike Schwiegert for videos that could be used as an educational and recruitment tool. It was a great way for North Metro TV volunteers to learn new skills and produce a meaningful product.
- ▶ Instructor, Eric Houston, reached out to local schools to promote NMTV's on-location instructional services. It is often difficult for schools to arrange permissions and transportation to the NMTV facility, so we have designed classes that can be brought to students at their schools. The response, so far, has been encouraging. Three schools have signed up for ongoing classes.
- ▶ T.J. Tronson taped Blaine High School's annual Veteran's Day program.
- ▶ The Commission is ready to move forward on funding for a NMTV HD equipment upgrade. The Commission and Operations Committee agreed that bonding for the NMTV upgrade, at 2 million dollars, independent of City upgrades would be the most efficient and streamlined process. By bonding for a lower amount, Cities would continue to receive larger amounts of franchise fees, and could then work with NMTV staff on individual HD upgrades, as each City requires. It was thought to be a good solution as some Cities have already completed HD upgrades, and some are not ready to upgrade. The next step is to present the bonding plan to the individual Cities for their approval. A resolution is being prepared and will be considered by the Cable Commission at the January 2016 meeting. If the Commission approves the resolution, it will be forwarded to Cities for their consideration.
- ▶ It was recommended that the Commission's Joint Powers Agreement be amended to allow Member Cities to spend franchise fees, returned to them, on any "citizen related communications expense," instead of on cable related expenses only. A resolution, amending the Joint Powers Agreement, will be provided to Member Cities for their consideration.

PLEASE encourage your council members to call me if they have any questions you can't answer. I would be happy to answer any questions they may have. Heidi Arnson at NMTV. Direct line is 763-231-2801. Email is harnson@northmetrotv.com.



November 2015 Activity Report

Administration The "posting", Federal Grants, Conference, bagging groceries, pensions, and the start of some cleaning.

Somewhat surreal after three plus years of a succession plan including the past twelve best described as an immersion; to finally publishing the posting for the Fire Chiefs position. With the release, the process has officially started. We posted the position description on our web page, the League of Minnesota Cities web site, and the web sites of all six of the Great Lakes States.

Traffic on the SBM web page increased from about a 100 views a day to just under 1,000 views a day and as of the Wednesday before Thanksgiving, 199 downloads of the posting/application occurred. To date we have received one application.

Candidates are required to complete our application, provide a resume including references and provide a short document detailing their experience in five categories. Panel interviews consisting of a volunteer panel, permanent staff panel, city panel and external chief's panel will occur on Saturday January 30, 2016 with final interviews on February 20, 2016. Candidates moving forward from the January interview will engage in an assessment process prior to the final board interviews in February. Goal remains to have the new chief named and in place no later than April 1 allowing a minimum of a one month overlap.

I had the opportunity once again to travel to the National Fire Academy as part of the Assistance to Firefighter Grant criteria setting committee. This is the second year doing this and is a part of my IAFC Board duties/opportunities. Despite the 14 years these grants have been around, there are always minor adjustments and opportunities to improve the process. It was comforting to hear that the "fraud/unintended recipient" rate was under 6/10 of 1% - by far the best rate of all grants programs in the federal system.

Our focus this year was on further simplification of the process. The grant application gathers tremendous information which, while useful, is not always relative to the exact grant program. A negative consequence of this is a measurable reduction in applications, especially from smaller departments who simply do not have the time or personnel to complete. This has led to the creation of a cottage industry of grant writers as well, who impose a modest fee to write grants for departments which, while not a terrible thing, further reduces their modest resources if they are not successful (and only 10% are).

From there, I suffered another journey to south Florida to attend the Volunteer Combination Officers Section (of which I am a charter member) Symposium in the Sun conference. This is my third year attending and by far, I have found it to contain the finest lineup of speakers and programs scheduled around a daily structured networking event. The conference continues to sell out well in advance which has caused the section to embark on a new journey, a counterpart – Symposium in the West next May.

Our Explorer Post continues to thrive and had the opportunity to earn some money by bagging groceries at Village Cub the day before Thanksgiving. Between 2-7 P.M they gathered \$1,400 in donations from the generous thankful shoppers. It was a great event with tremendous participation and a fabulous festive atmosphere!

The Relief Association met this month to continue working on the migration to the state plan. We had a number of bylaw provisions that the Public Employees Retirement Association (PERA) requested we review and modify which we are in the process of doing. We are still on target for a January 1 rollover and have begun the process to liquidate our funds in order to enable the transfer to the State Board of Investment.

And lastly, the posting process triggered some synapsis in the brain signaling it was probably not too early to start the cleaning process given the 20 plus years of accumulation. For now it is mostly sorting and cleaning up file systems in order to let the new chief ascertain what to keep and what to throw.

Personnel Becky Booker remains out on medical leave, Station Three firefighter Mike Schaaf is out on personal leave (work related), Station Three firefighter Brian Pevito remains out on non-fire service related medical leave but just seen Brian and he is healing well and back to the doctor the end of December; possibly able to return after that.

Our brand new recruits started their EMS/First Responder training while the existing recruits who finished the academy are now taking the EMS/First Responder Training so they are getting to know each other. The next Academy does not start until March, thus the EMS training on the front end for the new members.

As mentioned earlier, the Explorers are really focused on traveling and competing in the National Conference next July in Flagstaff, Arizona and have increased their efforts, training and fundraising in order to accomplish this goal. They are currently investigating additional fundraising opportunities to ensure their success.

All the stations have been ramping up for the yearly Santa effort with Station Four embarking on an incredible effort via a full blown lighted/musical extravaganza for Tanker 3. New member Chris Smit works in the digital music profession and has done the yeoman's work on selecting and programing the music to the light display which they were kind enough to give me a private showing. Station Three chef extraordinaire Peter Tignor and his crew backed up an Italian Bread Bowl feast for the Kings as part of their truck decorating/family fun night. The enthusiasm is heartwarming and a wonder to behold.

Training We began our drills this month with a report from Operations Chief Retka. The bulk of the time was spent on reviewing the changes to the Officer terms that begin in January. Crew also had the opportunity to discuss the various department policies and rules.

The following two weeks were dedicated to RIT (Rapid Intervention Team) and its functions. The first week of RIT training was on locating and silencing the PASS (personal alert safety system) alarm. Crews were given scenarios of down firefighter and had to locate and silence the PASS device on either MSA or Drager SCBA.

The second week of RIT training gave the crew the opportunity practice responding to a down or lost firefighter. The scenarios were carried out in both the main training room and the south mezzanine. Crews advanced to locate, package and remove the firefighter.

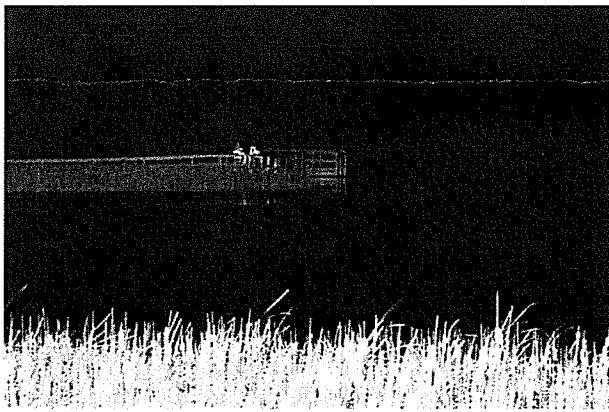
The final drill of this month was set aside for station based training. Each station designated an individual to develop and lead training that they chose.

Station One spent their night on search rescue and hose deployments.

Station Two spent their night on search and rescue and refreshed on the thermal image camera.

Station Three spent their night on search and rescue and refreshed on the thermal image camera.

Station Four took out their water rescue equipment and practiced at Lochness Park pond.



Station Five / daytime responders took a tour the old Medtronic building in Spring Lake Park, Substance church plans to occupy the space before Christmas.



Along with the Officer Academy finishing up in the beginning of the month the additional training included;

Drive Sim- seven internal sessions

Command Sim- one internal session

Community Risk Reducation

Code Enforcement:

The day crew did a "Fire Marshals" tour of Substance Church in Spring Lake Park for the station drill in November. Much of the east part of the building will be unoccupied. They have limited parking on site which restricts how many people can be in the building.

Renaissance Fireworks at 1625 County Highway 10 relocated to a different space in the same strip mall.

Fire Corps: has provided assistance with photos, assisted with drill, and rehabilitation. Some of the other activities include the following: Friends and Family CPR, assistance with the Santa parade, stuffing safety bags, checking child safety seats, assistance with picking up and dropping off equipment for events. 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 in a manufactured home on November 4. Investigators on scene determined the cause of the fire was improperly discarded cigarettes. The fire started on the deck and extended to the home.

Public Fire and Life Safety Education:

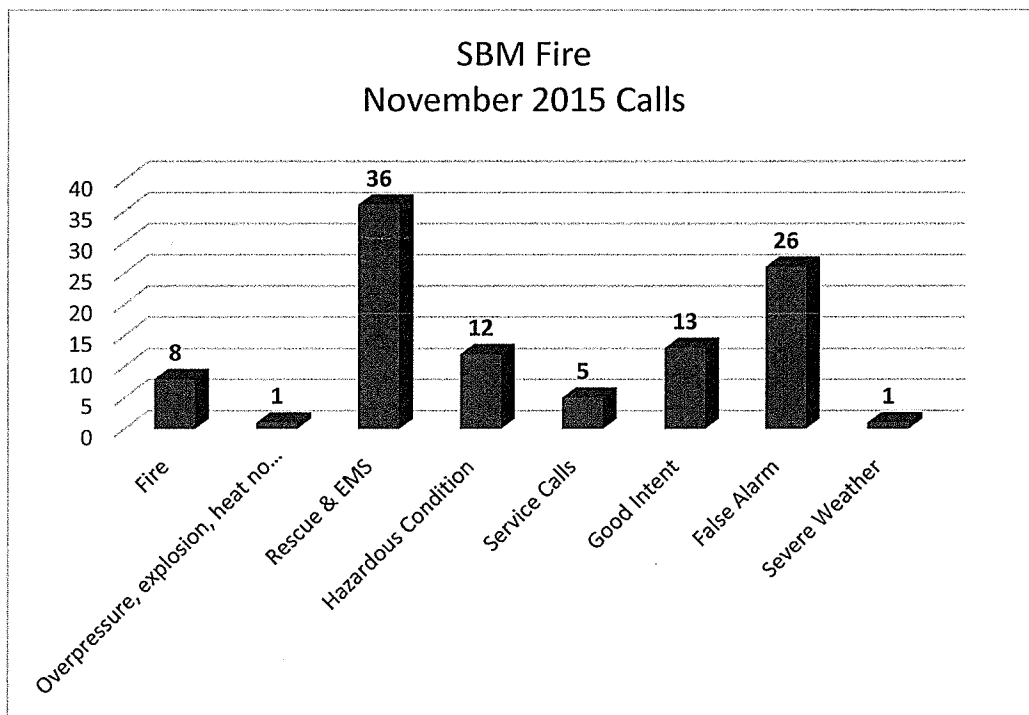
Angelique Sloan, Fire Corps, was trained as a certified child passenger safety (CPS) technician in November. She will be assisting Bob Knowles, and Connie Forster and Shannon Ryder, the current SBM CPS technicians.

There were 28 scheduled events in November reaching approximately 730 people.

- 10 car seats checked with a 71% misuse rate.
- There were 8 home surveys scheduled in November. Four smoke alarms were installed during the surveys due to inadequate number of alarms in the home. All homes visited had CO alarms.

Serious and Unusual

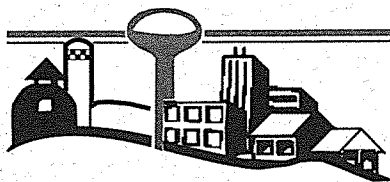
In November we had a total of 102 calls that we responded to. Only two of the calls were home fires one was a mobile home fire started on the deck and the other was a cooking related fire. We had one car fire and a couple of small grass fires. Thirty six of our calls in November were medical related, heart attacks, and personal injury accidents. Twenty six of our calls were false alarm calls with a dozen false alarm calls.



Lives Saved Our only structure fire this month resulted with heavy damage to the home but four lives were saved! A dog and her three puppies were taken out of the home. They were all brought to our rehabilitation area and treated by our crews and the Allina medics. The canine family was transported to the local vet for treatment.



Off Road Station Three was called to a car fire off of Rodeo Drive, while Engine 3 was en route, police advised that it was way back and that the engine would not be able to get to it. We started our grass rig, Grass 13. Back in the woods, the crew found three vehicles buried up to the frames with one of them fully involved. Grass 13 was able to get back there and extinguish the fire, with one trip back to the engine to refill. Apparently one vehicle got stuck, then the next one got stuck trying to pull out the first one followed by the third vehicle.

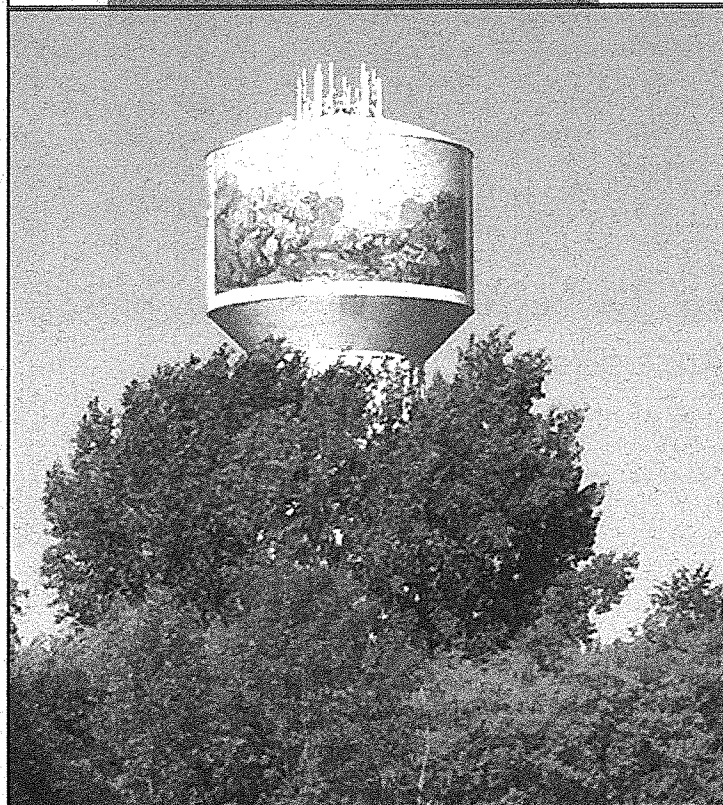
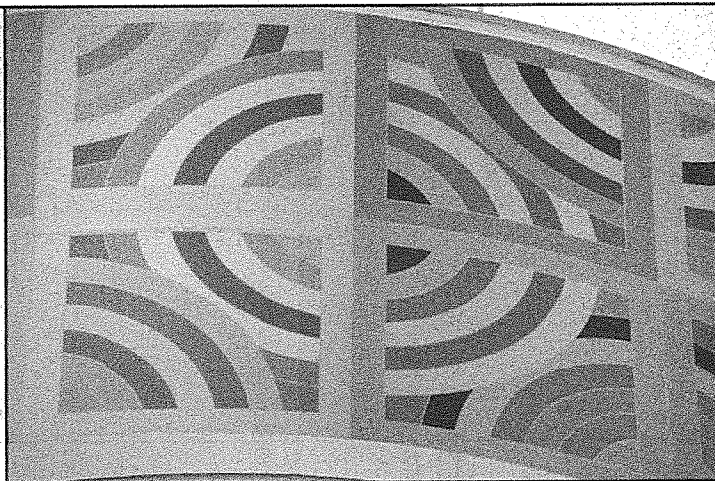


WATERLINE

NEWS AND INFORMATION

FOR PUBLIC WATER SUPPLIERS IN MINNESOTA

Minneapolis Institute of Art Decorates Water Towers



The Minneapolis Institute of Art extended its 100th birthday year celebration by bringing art experiences outside museum walls and into the communities. The effort included three water towers in the Twin Cities. New Hope had its tower at U. S. Hwy 169 and Medicine Lake Road adorned with Katsushika Hokusai's *Under the Wave off Kanagawa* (above left), the Minnetonka tower at Minn. Hwy. 7 and Williston Road had Frank Stella's *Tahkt-I-Sulayman Variation II* (above), and the tower in the heart of Chisago City (left) was decorated with Vincent van Gogh's *Olive Trees*. The art was on the towers from the spring to fall of 2015.

Water Operator Exam Dates

March 3, St. Cloud

March 11, Rochester

April 7, Minneapolis

May 13, Two Harbors

June 24, Alexandria

See calendar on back page for more information

MDH Lab Reprocessing Water Sample Data

In September the Minnesota Department of Health (MDH) Public Health Laboratory discovered that imperfect quality assurance procedures were used when processing some water testing data over the past couple of years. This might have affected the interpretation of a small portion of the data the lab generated on behalf of MDH and the Minnesota Pollution Control Agency for environmental health work.

While MDH determined that the possible lapse did not lead to an immediate increased risk to public health, it raises questions about the reliability of some water testing data. MDH is responding by ensuring the calibrations are correct and reprocessing potentially affected samples. The initial focus is on the 2,200 sample analyses in question, which were conducted between May 2013 and May 2015. Special priority is being given to reprocessing samples from public water systems.

MDH has arranged for an external contractor to review the reprocessed data to ensure accuracy. The results considered most sensitive for public health are being reanalyzed first, and the top-priority group includes five municipal water systems, Edina, St. Louis Park, Spring Park, Kasota, and Brooklyn Center. The timeline for the completion of the work will be posted on the MDH website when all steps for the reprocessing work are in place.

Mobile Art Lab Focuses on Water



For the second summer in a row, Pubic Art St. Paul conducted its mobile art lab with a focus on water in Western Sculpture Park in St. Paul. Director of education Mary Johnson said the art lab and workshops "have demonstrated water quality concepts to participants and have had an added focus on eco-friendly art-making practices and environmentally friendly behaviors as a whole." The 12 workshops in 2015 drew 597 kids and their families. "We will continue to shape a more beautiful, vital, and just city," said Johnson. "We believe that art can transform our community and inspire our lives."

Carnac

Deduce the Question from the Answer

Answer: Kumquat

Question: What do you say when calling your quat?

A: A, B, C, D, E, F, G

Q: What were some of the earlier forms of Preparation H?

A: An unmarried woman

Q: What was Elizabeth Taylor between 3 and 5 p.m. on June 1, 1952?

A: Dustin Hoffman

Q: Describe someone cleaning his Hoffman.

A: Leave it to Beaver

Q: What did the dead raccoon say in his will?

A: Mop and Glow

Q: Which floor wax was used by the Three Mile Island cleanup team?

A: Timbuktoo

Q: What comes after Timbuk-one?

A: Catch 22

Q: What would the New York Mets do if you hit them 100 fly balls?

May your Perrier be secretly bottled in Tijuana.

Awesome Analogies

When she tried to sing, it sounded like a walrus giving birth to farm equipment.

She grew on him like she was a colony of E. coli and he was room temperature Canadian beef.

She walked into my office like a centipede with 98 missing legs.

The revelation that his marriage of 30 years had disintegrated because of his wife's infidelity came as a rude shock, like a surcharge at a formerly surcharge-free ATM.

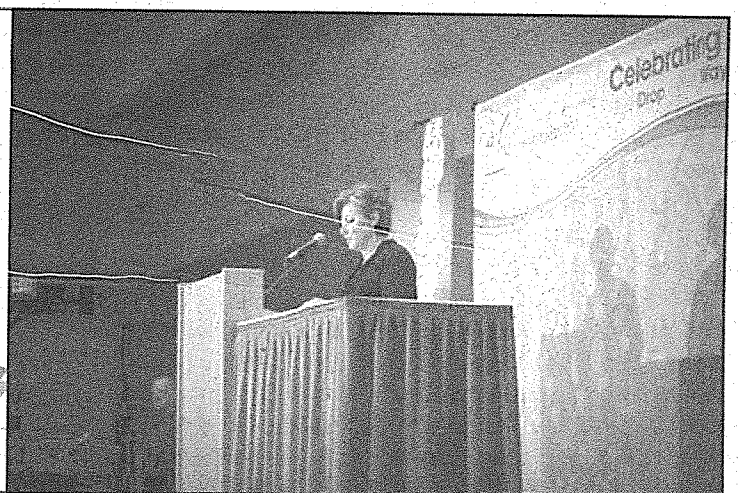
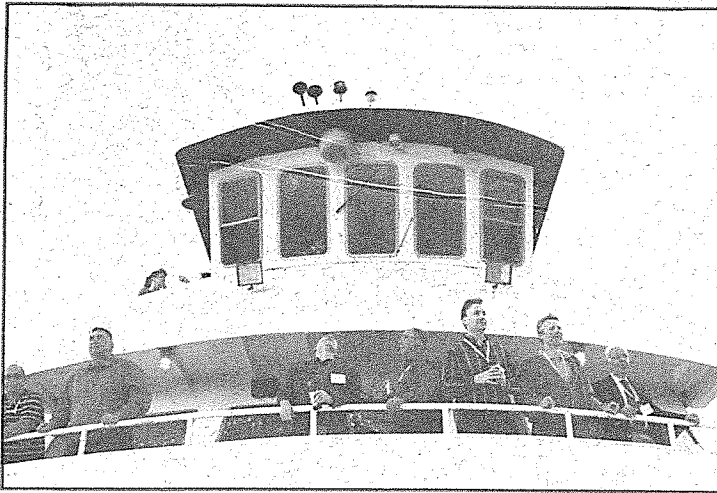
The little boat gently drifted across the pond exactly the way a bowling ball wouldn't.

The red brick was the color of a brick-red crayon.

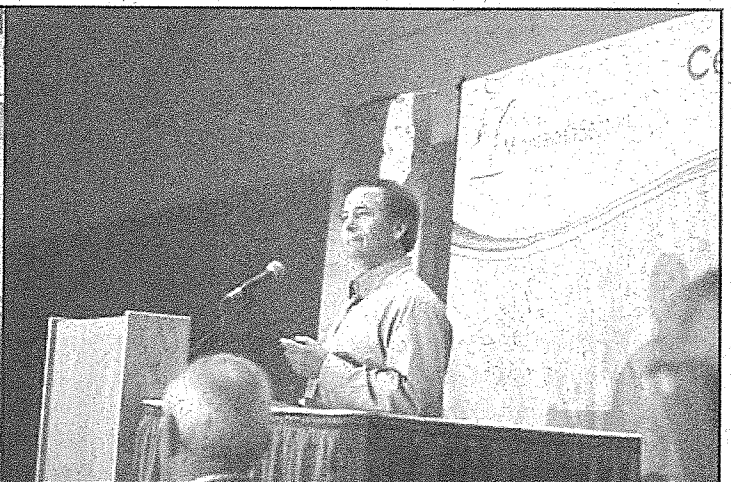
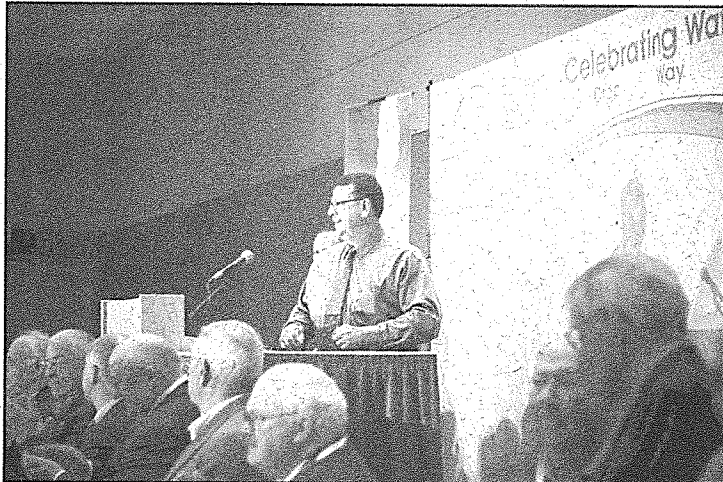
The lamp just sat there, like an inanimate object.

He was as tall as a six-foot-three-inch tree.

99th Annual Minnesota AWWA Conference



David Rindal of the Minnesota Department of Health scanned the horizon to make sure the harbor tour was on course during the 99th annual Minnesota American Water Works Association (AWWA) conference in Duluth in September. Paula McIlwaine, AWWA deputy chief executive officer, came in from Denver to greet the throng.



The big awards presented were to Pete Moulton (Leonard N. Thompson Award) and Bert Tracy (George Warren Fuller Award).



Smiling Bert Tracy with a cranky-looking Volunteer of the Year.



Serious Bert Tracy presents Brian Dahl with the Operator Meritorius Service Award.



Brent Massmann (right) gets the trophy from Kirk Peterson for Meter Madness.

Minnesota Department of Natural Resources Water Supply Planning

Every 10 years, all public water suppliers in Minnesota that serve more than 1,000 people must have a water supply plan approved by the Department of Natural Resources (DNR). This requirement, in place since the 1990s, is designed to encourage communities to deal proactively with providing sustainable drinking water for citizens, businesses, and industry. Having an approved water supply plan also creates eligibility for funding requests to the Minnesota Department of Health for the Drinking Water Revolving Fund.

The third generation of the plan updates will be due between 2016 and 2018. Starting last October, the DNR has been notifying the 360 water suppliers by email as to when their specific water plan is due. The new DNR Water Supply Plan web page (<http://www.mndnr.gov/watersupplyplans>) is also available. The DNR will be providing water suppliers with an easy-to-use template and guidelines for completion. Plans will now be submitted electronically through the Minnesota Permitting and Reporting System, where most water use reporting takes place.

The Local Water Supply Plan template has four sections: inventory, emergency planning, water conservation, and metropolitan area (when relevant). The plan includes stronger conservation measures to meet demand reduction requirements.

All communities in the seven-county metropolitan area, even those of fewer than 1,000 people, must also fill out an additional section relating to the Metropolitan Council's Master Water Supply Plan.

The DNR and Metropolitan Council have been working together to update the template to make it quicker and easier

for communities to complete. There are no major changes from the last template, but the format will include more standards for water conservation.

New this year are workshops with neighboring water suppliers to discuss local water supply issues and water conservation strategies. Fourteen workshops were completed in October and early November, and more will be held over the next two years. "Many areas of Minnesota are blessed with abundant water," said Carmelita Nelson, DNR water conservation consultant. "However, groundwater resources are not limitless, and in some areas we are hitting the limits. We are seeing more instances where withdrawal is impacting sensitive natural areas, interfering with other wells, or affecting drinking water quality."

Approximately 75 percent of Minnesotans depend on groundwater for their drinking water. The remaining 25 percent obtain their drinking water from surface sources. "In the last 10 years, groundwater specialists have learned a great deal about aquifers, and we are collectively going through an evolution in the way we look at appropriation and sustainability," said Steve Thompson, DNR hydrogeologist. "In the past, we have made decisions on well permit requests individually. In the future, we will need to start looking at water appropriation requests cumulatively, using modeling to ensure that wells are sustainable."

"In next ten years, conserving our drinking water sources will become more and more critical," added Nelson. "We will all need to implement more water reuse and conservation."

For more information on water supply plans: Carmelita Nelson at 651-259-5034, carmelita.nelson@state.mn.us.

Closing the Gap on Water System Security

By Jon Groethe, Minnesota Department of Health

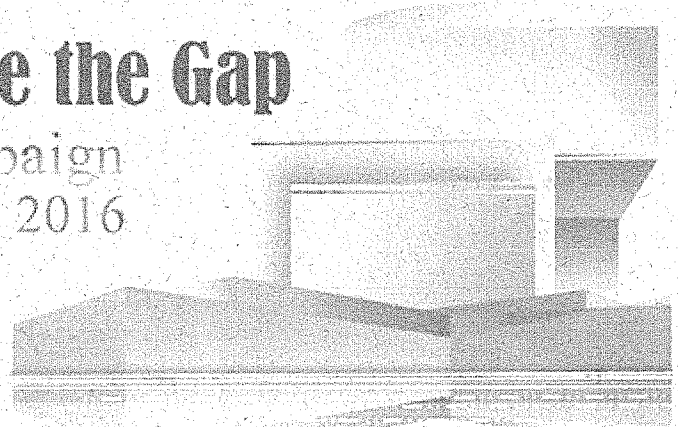
Next year, 2016, will kick off the "Close the Gap" campaign for water-system security. Over the last decade, Minnesota's water sector has made notable progress toward physically securing much of its critical infrastructure across the state. With the challenges the future may bring, now would be an excellent time to assess the security measures we currently have in place and to explore additional security measures that would raise the bar on our existing physical security—measures that are targeted, effective, and practical.

The Minnesota Department of Health will be renewing its efforts during the upcoming year to encourage and assist Minnesota water systems to close the gap by identifying and improving physical barriers as well as by checking and upgrading security equipment and operational procedures aimed to deter, detect, and respond. We will also be providing updated training and review of response procedures for a variety of *unintentional* events (severe weather, plant malfunctions, etc.) at our district water schools. Finally, we want to pass along the most recent security and emergency response tools that are currently out there for you to use.

You can help! We want to hear about *your* ideas and security successes. Together we can compile a clearinghouse of proven and innovative security solutions which in turn can be shared and assimilated across Minnesota's water sector.

Please contact me with your thoughts and questions at 320-223-7339, jon.groethe@state.mn.us.

Close the Gap
Campaign
2016



Bacteriological Laboratory Change for Very Small Communities

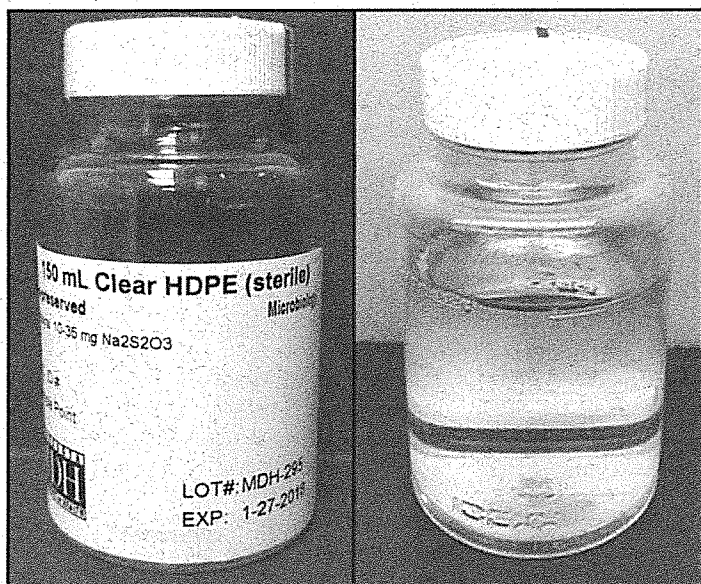
Beginning January 1, 2016, community public water systems (PWSs) serving fewer than 1,000 people will be assigned the MDH Public Health Laboratory (PHL) in St. Paul for quarterly bacteriological analyses. PWS operators should prepare for logistical changes as well as likely increases in shipping costs and sample rejections.

The MDH PHL will continue to provide sample kits, mailers, and analysis of water samples at no cost. Instructions for sample collection and mailing will be provided. PWS operators will notice a change in sample bottle volume as the PHL transitions to using 150 milliliter (mL), double-fill-line bottles (shown below). However, as before, PWSs are free to choose to use (and pay for) a private, certified laboratory instead of the PHL. In those cases, the chosen labs must have the ability to report results electronically to the MDH.

Overnight shipping will be necessary to ensure samples arrive at the PHL within 24 hours of sample collection so they can be analyzed within the required 30-hour hold time. Shipping costs will continue to be the responsibilities of PWSs. The combination of larger distances from a designated laboratory and faster shipping requirements are expected to increase shipping expenses for these community PWSs.

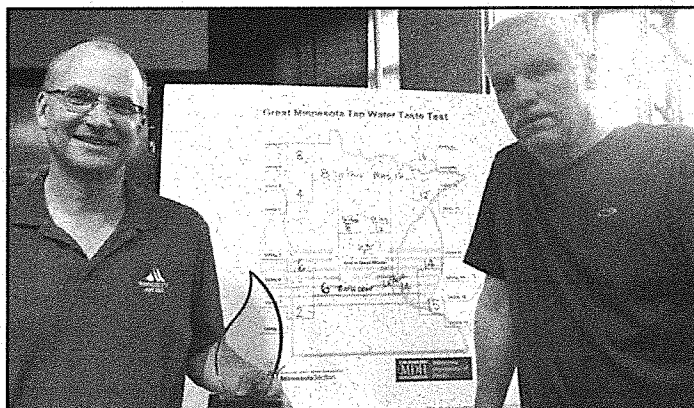
In addition, sample rejection rates are expected to increase due to samples not meeting the 30-hour hold time. The affected PWSs are encouraged to take the following steps to prepare for this change:

- Determine a best shipping method that can deliver samples to the MDH PHL within 30 hours.
- Thoroughly read the MDH PHL chain of custody forms and instructions upon receipt in December 2015.
- Inspect and become familiar with bottles required for MDH PHL sample collection.
- Prepare for occasional replacement samples in schedules and budgets.



150-mL bacteriological sample bottles (left: empty; right: filled)

St. Paul Wins State Fair Taste Test



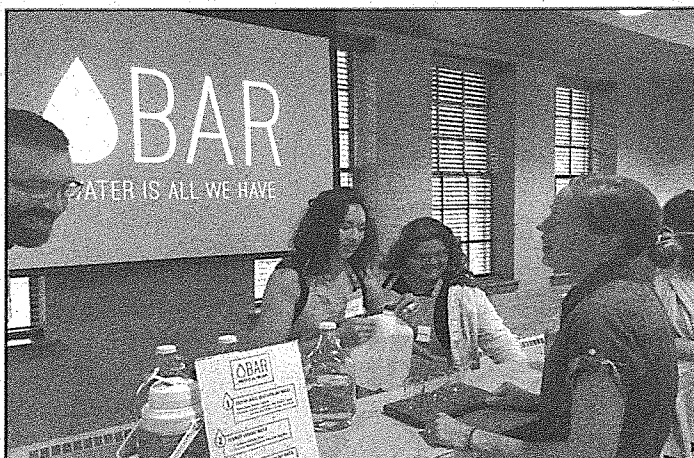
St. Paul Regional Water Services general manager Steve Schneider (on the left, next to an unidentified gate crasher) accepts first prize in the Great Minnesota Tap Water Taste Test held at the State Fair. LeSueur, Maple Grove, Minneapolis, and St. Paul made the final four in the competition with the latter two reaching the finals. Schneider was gracious after edging out Minneapolis, saying, "They both have great water."

Drinking Water Institute in Minneapolis



The annual Drinking Water Institute for Educators drew 25 teachers for a three-day workshop at the Minneapolis Water Works ultrafiltration plant in Columbia Heights. Water operators and superintendents Danyell Lundell of Woodbury, Lauren McClanahan of Columbia Heights, Roger Dingman of Apple Valley, Jay Hall of St. Louis Park, Eric Volk of Elk River, Mark Peine of Hastings, and Jim Bode of St. Paul attended on one of the days to meet with teachers from their cities.

Water Bar



Bellying up to the bar for a selection of tap water from across Minnesota is a project of the Works Progress Studio (worksprogress.org). Look for it around the state in the coming year.

Nitrate Source Water Monitoring Beginning in 2016

By David Rindal, Minnesota Department of Health

Beginning January 1, 2016, the MDH Community Public Water Supply Unit will initiate a statewide investigation into nitrate trends for community public water systems (PWS) wells and aquifer sources. Community PWSs with one or more source wells known to have nitrate levels of at least 3.0 milligrams nitrogen per liter (mg-N/L) will be asked to collect investigative quarterly source samples. The information will assist PWSs and MDH with nitrate trend analyses and will also help MDH collaborate with the Minnesota Department of Agriculture in implementation of the state Nitrogen Fertilizer Management Plan.

Analysis of results from the MDH General Water Chemistry Project showed approximately six percent of sampled ground-water sources had nitrate results of at least 3.0 mg-N/L.

That concentration was chosen as the primary criteria due to its association with anthropogenic sources as well as the practicality of monitoring 140 wells per quarter. Over time, the MDH expects that number to change as wells either encounter nitrate issues, are newly identified as having nitrate issues, are sealed and abandoned, or experience improvements in response to remediation or natural processes.

As with most monitoring, the MDH PHL will provide sample kits, mailers, and water sample analyses for free. The main difference from regular compliance monitoring will be the need to collect raw water samples from specific wells rather than finished water samples from designated entry points. Instructions for sample collection and mailing will be provided, although shipping costs will continue to be the responsibilities of PWSs. A row entitled "Source Nitrate" will appear in the 2016 Annual Monitoring Schedule of any community PWS asked to participate in this monitoring, as shown below.

SOURCE NITRATE	Sample Date			03/01			06/15			09/12			12/12
	Required # of Samples			5			5			5			5

Water Success Stories

National Park Service Takes the High Road as Others Try to Stay Low

The National Park Service is taking a strong stand on discouraging the sale of bottle water at its parks despite pressure on Congress from the International Bottled Water Association (IBWA) to cut off federal money the Park Service is using to install bottle filling stations as an alternative to bottled water.

Four years ago Park Service director Jonathan Jarvis told parks they could eliminate the sale of disposable plastic water bottles if they replaced them with refilling stations and sales of reusable bottles. The impetus for this directive was the amount of garbage and recycling costs the parks were facing. In the spring of 2015, the IBWA began lobbying to halt the Park Service's sustainability efforts.

Lisa Rein, in the *Washington Post*, quoted IBWA president and chief executive office Joe Doss: "My thought would be, you certainly don't want to be doing things that Congress has indicated they don't want you doing. It would seem prudent, if one were a Park Service official, to see that if there's a clear sense of Congress, you'd have to take that into consideration and you don't do what goes against that."

Rein also reported that the Park Service will call on its network of friends groups and concessionaires to provide the funding for the filling stations, if necessary.

Closer to Home, Minneapolis Promotes Tap Water to People with Fears of It

Blong Yang of the Minneapolis City Council is concerned about the amount of money Hmong families in his city are spending on water because they are leery of what comes out of their tap.

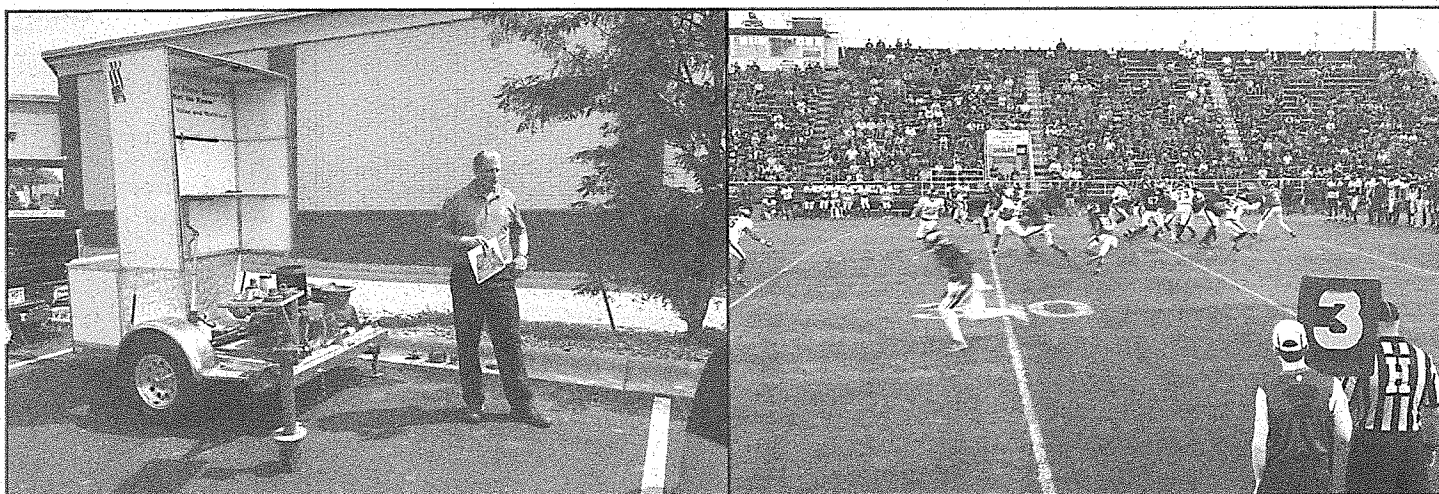
"It's this transference of their knowledge from, let's say, Thailand or Laos or some other country, maybe a Third World country," Yang told Curtis Gilbert for a story in the August 17, 2015 *Minneapolis Star Tribune*. "Back in the home country, we didn't trust it. We drank from the bottle. It's just habit now."

Promoting trust in Minneapolis water is one way Yang sees to reduce the income disparities between Hmong families and others in the city. He recently arranged a tour of the Minneapolis Water Works water treatment facility to show visitors the sophisticated treatment the water receives after it comes out of the Mississippi River. Plant superintendent Annika Bankston and water quality manager George Kraynick demonstrated to the visitors how water from an impure source is transformed into water that is safe to drink. Kraynick said, "We want people to see what we do, and have you know where your water comes from, and have confidence in that water coming out of your tap. That's the safest thing in your house. Safer than the food, safer than anything else. That tap water, every drop has been tested."

Yang said he thought the tour was successful in demonstrating to citizens, especially those from other parts of the world, that tap water is as safe as bottled water and definitely cheaper. He added, "If I can crusade in some ways to get immigrant groups, especially Hmong folks but other folks as well, to not buy their water from the store and to use their tap water, we will save people countless amounts of money, and that's a good thing."

Important News about the 2016 Metro School - Registrants to be Capped at 240

The Metro District of the Minnesota Section of American Water Works Association (AWWA) and Minnesota Department of Health have been alternating the locations of the Metro District School between the Ramada Mall of America in Bloomington and the Ramada Plaza in northeast Minneapolis. However, the Ramada Plaza is limited in size; as a result, the 2016 school will be limited to the first 240 people to register. Please register early (form below). The Metro District will no longer hold its annual training at the Ramada Plaza after 2016.



In August the Southwest District of Minnesota AWWA held a two-day school in Mankato in conjunction with the Minnesota Wastewater Operators Association. Rick Myskewitz demonstrated hydrants, and operators also had the chance to attend a Minnesota Vikings practice in the evening.

REGISTRATION FORM FOR OPERATOR SCHOOLS

You may combine fees on one check if more than one person is attending a school; however, please make a copy of this form for each person. For questions regarding registration, contact Jeanette Boothe at 651-201-4697.

To request an exam application, contact Noel Hansen at 651-201-4690 or Mark Sloan at 651-201-4652.

☐ Southeast School, March 9-11, 2016, Ramada Hotel, Rochester. Fee: \$135 (\$145 after February 22).

☐ Metro School, April 5-7, 2016, Ramada Plaza, Minneapolis. Fee: \$175 (\$210 after March 21).

Name _____ Employer _____

Address _____

City _____ Zip _____ Day Phone _____

E-mail Address _____

Please enclose the appropriate fee. Make check payable to Minnesota AWWA. Mail this form and fee to Drinking Water Protection Section, Minnesota Department of Health, P. O. Box 64494, St. Paul, Minnesota 55164-0494.

Reminder to All Water Operators

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

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

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



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SPRING LAKE PARK CITY HALL
1301 81ST AVE NE
SPRING LAKE PARK, MN 55432-2116

CALENDAR

Minnesota Section, American Water Works Association

*March 9-11, Southeast Water Operators School, Kahler Apache Hotel, Rochester, Contact Bob Stark, 651-385-5112.

*April 5-7, Metro Water Operators School, Ramada Plaza, Minneapolis. Contact Jeanette Boothe, 651-201-4697, or Stew Thornley, 651-201-4655.

*May 11-13, Northwest Water Operators School, Superior Shores Resort, Two Harbors. Contact Mark Proulx, 952-240-2023.

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

Information for all district schools, including agendas:

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

Minnesota Rural Water Association (MRWA)

Contact Kyle Kedrowski, 800-367-6792.

*March 1-3, Technical Conference, St. Cloud

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

Surface Water Treatment Workshop

Contact Sarah Volk, sarah.volk@ae2s.com.

April 25-27, Holiday Inn, Fargo

For an up-to-date list of events, see the training calendar on the MDH web site:
http://health.state.mn.us/water/wateroperator/trng/wat_op_sched.html