

CITY OF SPRING LAKE PARK  
1301 81ST AVENUE N.E.  
AGENDA  
SEPTEMBER 8, 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 – August 17, 2015
  - B. Contractor's Request for Payment No. 2/Final – Pearson Bros.
  - C. Contractor's Request for Payment – Generator Power Systems
  - D. Approve Engagement Letter with Nagell Appraisal and Consulting for Spring Lake Terrace Benefit Appraisal
  - E. Mayor's Proclamation - Constitution Week September 17-23, 2015
  - F. Contractor's Licenses
  - G. Sign Permits
  - H. Correspondence
6. DISCUSSION FROM THE FLOOR
7. PUBLIC WORKS REPORT
8. CODE ENFORCEMENT REPORT
9. PUBLIC HEARING
  - A. Assessment Hearing for 81<sup>st</sup> Avenue NE Improvements
10. ORDINANCES AND RESOLUTIONS
  - A. Resolution 15-19 Adopting Assessment for 81<sup>st</sup> Avenue NE Improvements
11. NEW BUSINESS
  - A. Award Bid Results for CSAH 35
  - B. Authorize Hire of Bookkeeper
12. ENGINEER'S REPORT
13. ATTORNEY'S REPORT
14. REPORTS
15. OTHER
  - A. Administrator Reports
16. ADJOURN

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

## RULES FOR PUBLIC HEARINGS AND DISCUSSION FROM THE FLOOR

### DISCUSSION FROM THE FLOOR

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

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

### PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

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

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

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

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

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

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on August 17, 2015 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

### 1. Call to Order

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

### 2. Roll Call

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

Members Absent: Councilmember Nash

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

Visitors: Olivia Koester, ABC Newspaper  
Diane Christianson, 830 81<sup>st</sup> Avenue NE  
John Tolson, 830 81<sup>st</sup> Avenue NE  
Jason Koestler, 800 81<sup>st</sup> Avenue NE  
Arthur Ruohonen, 427 81<sup>st</sup> Avenue NE  
Kaimin Chen, 8236 Arthur Street NE  
Dianne Griffith, GJW Group (Arthur Street NE)  
Paul Walker, GJW Group (Arthur Street NE)  
Colleen Pederson, Spring Lake Park Community Education Director

### 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 – August 3, 2015
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 15-13 -- \$685,310.55
  - 2. Liquor Fund Disbursement Claim No. 15-14 -- \$261,573.21
- C. Budget to Date/Statement of Fund Balance – June 2015
- D. Public Right of Way Application – CenturyLink
- E. 2015 Second Half Suburban Rate Authority Assessment
- F. Contractor's Licenses
- G. Correspondence

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

6. Discussion From The Floor

Colleen Pederson, Director of Community Education for Spring Lake Park Schools, provided information on the Panther Foundation 5K and Family Carnival on Saturday, September 29, 2015. She explained the race course through the City and the events that will be held.

7. Police Report

Police Chief Ebeltoft reviewed the July 2015 department statistics.

Chief Ebeltoft stated that the Police Department responded to four hundred and fifty-four calls for service in 2015 compared to four hundred and seventy-one calls for service in July 2014. He stated that the Police Department issued seventy-one citations in July compared to one hundred and ninety-five citations in July 2014. He noted that the police department for the month of July 2015 has deployed the speed trailer ten times at different locations around the City to help those driving on our local streets monitor their speeds.

Chief Ebeltoft reported in addition to addressing the day to day operations of the Department he attended numerous meetings including; a meeting with the Anoka County Chiefs of Police; a meeting with AT&T representative regarding the City's transition from Sprint to AT&T cellphones; a meeting of the Minnesota Chiefs of Police Regional Representatives; a meeting with Anoka County Chiefs of Police regarding continued implementation of the PSDS; a meeting with Councilmember Nash and Beyond the Yellow Ribbon Committee held at Kraus-Hartig VFW; a meeting with Administrator Buchholtz and Accountant Anderson regarding the department 2016 budget; a meeting of the Minnesota Chief of Police Executive Training Committee to continue discussing and orchestrating training for the 2016 Executive Training Institute; a meeting with Mayor Hansen and the Anoka County Joint Law Enforcement Council and a meeting with former a Spring Lake Park Reserve Officer.

8. Parks and Recreation Report

Parks and Recreation Director Rygwall reviewed the July 2015 department statistics.

Ms. Rygwall stated that the Parks and Recreation Commission met and reviewed Tower Days activities, softball tournament schedules, responsibilities, and park maintenance. She stated that Able Park has received a lot of use at the volleyball and basketball courts this year and resurfacing will take place in 2016 as part of the regular maintenance. She expressed her gratitude to the Public Works staff for all their hard work with their continued maintenance at the parks.

Ms. Rygwall reported the Parks and Recreation Department has been busy planning new programs and a new Parks and Recreation brochure that will be mailed to Spring Lake Park residents in early September. She stated that the summer playground programs have been very successful.

9. Public HearingsA. Assessment Hearing for 81<sup>st</sup> Avenue NE Improvements

Administrator Buchholtz stated that on July 6, 2015, the City Council reviewed the proposed assessment rolls for the 2015 Street Improvement Projects and called for a hearing on the proposed assessment roll to be held at the August 17, 2015 City Council meeting.



Administrator Buchholtz stated that assessments are proposed to be levied against the benefited properties and are consistent with City policies and practices. He stated the proposed assessments are the same as presented at the Public Hearing Improvement Hearing for the project held in the Fall of 2013.

Administrator Buchholtz stated that the proposed Assessment Rates for the 2015 Street Improvement Project are:

Unit Rate for Residential Properties	\$3,079.55/unit
Frontage Rate for Non-Residential Properties	\$62.88/assessable foot

He stated the assessment rates reflect the fact that the streets included in the project have additional design requirements beyond a typical City street. The assessment rates are based on the equivalent cost of a typical city street and the proposed assessment rates are similar to rates from previous projects when adjusted for inflation.

Administrator Buchholtz stated that the assessment rolls for the East Trunk Highway 65 Service Road and Arthur Street improvement projects are in order.

Administrator Buchholtz reported that staff discovered several errors in the proposed assessment roll for the 81<sup>st</sup> Avenue NE improvements. He stated that a number of the properties listed on the roll were assessed on a previous project. He stated that staff has amended the roll to remove the following properties from being assessed for the 2015 project.

322 81 <sup>st</sup> Avenue	366 81 <sup>st</sup> Avenue
8043 5 <sup>th</sup> Street	8042 6 <sup>th</sup> Street
8043 6 <sup>th</sup> Street	8042 Terrace Road
8098 Washington Street	8099 Washington Street
8099 Jefferson Street	8049 Madison Street
8090 Quincy Street	8049 Quincy Street
8090 Jackson Street	

Administrator Buchholtz reported that one property, 8101 Terrace Road, was inadvertently left off the assessment roll for the 81<sup>st</sup> Avenue NE street project. He stated that staff requests that, once comments are heard on the 81<sup>st</sup> Avenue NE street project, the hearing be recessed until the September 8, 2015 City Council meeting allow this property owner to be heard on the assessment.

Administrator Buchholtz stated that with these changes, the total amount proposed to be assessed is:

Arthur Street NE	\$160,395.56
East Trunk Highway 65 Service Road	\$ 77,759.92
81 <sup>st</sup> Avenue NE	<u>\$151,091.30</u>
TOTAL	\$389,246.78

Mayor Hansen opened the public hearing at 7:10 PM.

Engineer Gravel reported that the purpose of the hearing is to present the project cost information and to give property owners an opportunity to express concerns about the actual special assessments. He reported that the assessments are payable in equal installments over a period of ten years; have an interest rate of 3.5%; with the first installment appearing with 2016 property taxes and property owners may pay the full amount within 30 days of the City Council adopting the final assessment roll to avoid any interest.

Arthur Ruohonen, 427 81<sup>st</sup> Avenue NE, thanked the Council for hearing their petition for the centerline striping and for the signs that have been posted to cut down on truck traffic. He suggested a speed sign be posted for the safety of the neighborhood.

John Tolson, 830 81<sup>st</sup> Avenue NE, stated how impressed he was that the work was completed so quickly. He inquired on the height of a few of the manhole covers as some seem to be too high. Public Works Director Randall stated that he will look at them to see if adjustments need to be made.

Diane Christianson, 830 81<sup>st</sup> Avenue NE, stated that she was impressed with the street project and thanked everyone involved for a smooth process. She expressed her concern on how the assessment payment process works. Administrator Buchholtz explained that state law dictates how assessments are collected and the City will send a final assessment letter to residents once the assessment roll is adopted by the Council.

Hearing no further comments, Mayor Hansen recessed the public hearing at 7:33 PM to be resumed on September 8, 2015 at 7:00 PM or thereafter.

#### B. Assessment Hearing for Arthur Street NE Improvements

Mayor Hansen opened the public hearing at 7:34 PM.

Engineer Gravel provided a brief overview of the work completed and the proposed assessment amounts.

Paul Walker, GJW Group, stated that he is not favor of the work that was completed to the streets. He stated that the GJW Group has submitted a formal objection to its assessment as it he feels it will not increase property values, as owners of the mobile home park they cannot raise the tenants rates and feels the road was in good condition before the construction.

Kaimin Chen, 8236 Arthur Street NE, inquired on how the assessments are calculated with multi-buildings such as his properties and what would happen to the assessments if he should decide to sell his properties. Engineer Gravel stated that the cost of the assessment is assessed by a front footage basis and distributed equally including City owned property. Attorney Carson explained that assessments are usually negotiated during the sale of a property and the existing owner pays off the assessment.

Hearing no further comments, Mayor Hansen closed the public hearing at 7:40 PM.

#### C. Assessment Hearing for East Trunk Highway 65 Service Road Improvements

Mayor Hansen opened the public hearing at 7:40 PM.

Engineer Gravel provided a brief overview of the work completed and the fees to be assessed to the businesses.

Hearing no public comments, Mayor Hansen closed the public hearing at 7:44 PM.

### 10. Ordinances and Resolutions

#### A. Resolution 15-19 Adopting Assessment for 81<sup>st</sup> Avenue NE Improvements

Administrator Buchholtz presented a resolution for adopting the assessment for the 81<sup>st</sup> Avenue NE improvements and asked that the resolution be tabled until the public hearing is completed on September 8,

2015.

MOTION MADE BY COUNCILMEMBER NELSON TO TABLE RESOLUTION 15-19 ADOPTING ASSESSMENT FOR 81<sup>ST</sup> AVENUE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 15-20 Adopting Assessment for Arthur Street NE Improvements

Administrator Buchholtz presented a resolution adopting the assessment for the Arthur Street NE Improvements. He stated that the public comments from the public hearing have been noted.

MOTION MADE BY COUNCILMEMBER MASON TO APPROVE RESOLUTION 15-20 ADOPTING ASSESSMENT FOR ARTHUR STREET NE IMPROVEMENTS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Resolution 15-21 Adopting Assessment for East Trunk Highway 65 Service Road

Administrator Buchholtz presented a resolution adopting the assessment for the East Trunk Highway 65 Service Road.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 15-21 ADOPTING ASSESSMENT FOR EAST TRUNK HIGHWAY 65 SERVICE ROAD IMPROVEMENTS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. New Business

A. Approval of 2016 North Metro Telecommunications Commission Budget

Administrator Buchholtz presented the 2016 North Metro Telecommunications Commission Budget. He reported the Commission's operating budget for 2016 is proposed at \$1,189,284. He stated that this number represents a \$10,958 decrease over last year's budget primarily due to a drop in anticipated legal fees, as franchise renewal with Comcast has been postponed three years as the result of a settlement agreement with Comcast.

Administrator Buchholtz reported the budget capital costs for 2016 are \$301,016. He stated that North Metro Telecommunications (NMTV) is undergoing a HD upgrade analysis and HD channels are now available for community programming. He stated that in order to utilize these channels, the equipment must be upgraded and the first step is to improve the playback capabilities. He stated the capital budget for 2016, in combination with approved funds from 2015, will allow NMTV to completely upgrade master control without the need to bond and the figure covers routine computer/software updates and software licensing. He noted that franchise fees paid back to the Member Cities are budgeted at \$320,000, which is the same as last year's franchise fee payment.

Administrator Buchholtz recommended that the Member Cities approve the 2016 Commission Budget as recommended by the Telecommunications Commission and the Operations Committee. He added that NMTV does an outstanding job.

MOTION BY COUNCILMEMBER MASON TO APPROVE 2016 NORTH METRO TELECOMMUNICATIONS BUDGET. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Proposed Recycling Contract for 2016-2021

Administrator Buchholtz reported that on December 31, 2015 the Recycling Contract with Waste Management will expire. He stated that Recycling Coordinator Brown sent out Request of Proposals and received three responses. He reported that after careful consideration of the three proposals, it was determined that the current vendor, Waste Management, provided the lowest bid.

Administrator Buchholtz stated that there are two primary benefits associated with the contract with Waste Management: 1.) there would be no disruption of services since new recycling containers would not be necessary and under the new contract, and 2.) the City municipal liquor store will be classified as a public building and will have their recycling picked up every other week along with the City's recycling program.

Administrator Buchholtz reported that staff recommends approval of the contract with an effective date of January 1, 2016 and stated that City Attorney Carson has reviewed the contract and did not raise any concerns.

MOTION BY COUNCILMEMBER MASON TO APPROVE WASTE MANAGEMENT RECYCLING CONTRACT FOR 2016-2021. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

12. Engineer's Report

Engineer Gravel reported the majority of the work has been completed for the 2014-2015 Street Improvement Project. He stated that he is working with Public Works Director Randall on storm water ponds near Spring Lake.

13. Attorney's Report – None14. OtherA. Administrator Reports

Administrator Buchholtz reported that the Cable Commission is very close to finalizing a contract with CenturyLink. He stated that the bid opening for Trunk Highway 35, which is part of the Substance Church construction, took place on August 17, 2015 and the bid will be presented at the September 8, 2015 Council meeting for award.

14. Adjourn

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

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

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Cindy Hansen, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



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

August 18, 2015

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

Re: 2015 Seal Coat Project  
Project No. 193803134  
**Contractor's Request for Payment No. 2/FINAL**

Dear Mayor and Councilmembers:

Attached for your approval is Contractor's Request for Payment No. 2/FINAL for the 2015 Seal Coat Project. The prime Contractor on this project is Pearson Bros., Inc. This request covers pavement marking work and releases the final retainage.

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 Pearson Bros., Inc. in the amount of \$11,621.84.**

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

This is the final payment for this project. The total final construction cost was \$81,103.64, which is approximately 7.5% less than the original bid amount. Attached to the final payment request is a copy of the contractor's Minnesota Department of Revenue withholding document.

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

Regards,  
**STANTEC**

A handwritten signature in blue ink that reads "Phil Gravel".

Phil Gravel, City Engineer

Enclosures



Owner:	City of Spring Lake Park, 1301 81st Ave. NE, Spring Lake Park, MN 55432	Date:	August 18, 2015
For Period:	6/30/2015 to 8/4/2015	Request No:	2/Final
Contractor:	Pearson Bros., Inc., 11079 Lamont Ave. NE, Hanover, MN 55341		

**CONTRACTOR'S REQUEST FOR PAYMENT**  
2015 SEAL COAT PROJECT  
STANTEC PROJECT NO. 193803134

SUMMARY

1	Original Contract Amount		\$	87,649.15
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	0.00	
4	Revised Contract Amount		\$	87,649.15
5	Value Completed to Date		\$	81,013.64
6	Material on Hand		\$	0.00
7	Amount Earned		\$	81,013.64
8	Less Retainage 0%		\$	0.00
9	Subtotal		\$	81,013.64
10	Less Amount Paid Previously		\$	69,391.80
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	2/Final	\$	11,621.84

Recommended for Approval by:

**STANTEC**

*Phil Arnel 8/18/15*

Approved by Contractor:

**PEARSON BROS., INC.**

Per previous invoice No. 3548 and attached invoice no. 3634.

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
<b>BASE BID:</b>							
1	MOBILIZATION AND TRAFFIC CONTROL	LS	1	5000.00	0.1	1	\$5,000.00
2	ROUTE AND SEAL	LBS	1100	3.79		1100	\$4,169.00
3	SEAL COAT AGGREGATE, FA-2 (MOD)	TN	570	50.00		425	\$21,250.00
4	BITUMINOUS MATERIAL FOR SEAL COAT, CRS-2	GAL	12375	3.45		12500	\$43,125.00
5	PAVEMENT MESSAGE (LEFT ARROW) PAINT	EA	5	200.00	5	5	\$1,000.00
6	PAVEMENT MESSAGE (RIGHT ARROW) PAINT	EA	7	200.00	5	5	\$1,000.00
7	PAVEMENT MESSAGE (LEFT -THRU ARROW) PAINT	EA	4	200.00	4	4	\$800.00
8	4" SOLID LINE, WHITE PAINT	LF	860	0.24	3779	3779	\$906.96
9	4" DOTTED LINE, WHITE PAINT	LF	120	1.00			\$0.00
10	4" BROKEN LINE, WHITE PAINT	LF	8560	0.06	9450	9450	\$567.00
11	4" DOUBLE SOLID LINE, YELLOW PAINT	LF	8160	0.24	8042	8042	\$1,930.08
12	24" STOP BAR, WHITE	LF	190	2.80	182	182	\$509.60
13	36" ZEBRA CROSSWALK, WHITE PAINT	SF	252	3.00	252	252	\$756.00
TOTAL BASE BID:							<u>\$81,013.64</u>

TOTAL BASE BID:

\$81,013.64

**TOTAL WORK COMPLETED TO DATE**

**\$81,013.64**

**PROJECT PAYMENT STATUS**

OWNER CITY OF SPRING LAKE PARK  
STANTEC PROJECT NO. 193803134  
CONTRACTOR PEARSON BROS., INC.

**CHANGE ORDERS**

No.	Date	Description	Amount
Total Change Orders			

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	06/01/2015	06/29/2015	69,391.80	3,652.20	73,044.00
2/Final	06/30/2015	08/04/2015	11,621.84		81,013.64

**Material on Hand**

Total Payment to Date		\$81,013.64	Original Contract	\$87,649.15
Retainage Pay No. 2/Final			Change Orders	
Total Amount Earned		\$81,013.64	Revised Contract	\$87,649.15



PEARSON BROS., INC.

11079 LAMONT AVE. N.E.  
HANOVER, MN 55341-4063

# Invoice

DATE	INVOICE NO.
8/4/2015	3634

**BILL TO**

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

P.O. NO.	TERMS	PROJECT

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Pavement Mess	Pavement Message Left Arrow Paint	5	200.00	1,000.00
Pavement Mess	Pavement Message Right Arrow Paint	5	200.00	1,000.00
Pavement Mess	Pavement Message LT-Thru Arrow Paint	4	200.00	800.00
4" Solid Wht	4" Solid White Line	3,779	0.24	906.96
MnDot 564.603	4" Broken Line White Paint	9,450	0.06	567.00
4" Double Y	4" Double Yellow Line Paint	8,042	0.24	1,930.08
24" White	24" Stop Line White Paint	182	2.80	509.60
Cross Walk	Crosswalk Marking Paint	252	3.00	756.00
			<b>Total</b>	\$7,469.64

Phone #	Fax #
(763) 391-6622	(763) 391-6627

**From:** MN Revenue e-Services <[eservices.mdor@state.mn.us](mailto:eservices.mdor@state.mn.us)>

**Date:** Tuesday, July 7, 2015 at 9:30 AM

**To:** Missy Hallich <[missy@pearsonbrosinc.com](mailto:missy@pearsonbrosinc.com)>

**Subject:** Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 2-098-293-632  
Submitted Date and Time: 7-Jul-2015 9:30:31 AM  
Legal Name: PEARSON BROS INC  
Federal Employer ID: 41-1751395  
User Who Submitted: mhallich  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 1893122048  
Account Number: 1232027  
Project Owner: CITY OF SPRING LAKE PARK  
Project Number: 3548  
Project Begin Date: 15-Jun-2015  
Project End Date: 16-Jun-2015  
Project Location: CITY OF SPRING LAKE PARK  
Project Amount: \$73,544.00

### Subcontractor Summary

Name	ID	Affidavit Number
PARAGON PAVING INC	7715379	871841792

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [Withholding.tax@state.mn.us](mailto:Withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

### How to View and Print this Request

You can see copies of your requests by going to the History Tab.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.



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

September 2, 2015

Dan Buchholtz, Administrator  
City of Spring Lake Park  
1301 - 81st Ave. North  
Spring Lake Park, MN 55432-2116

Re: Generator Equipment for Sanitary Lift Station 1  
Project No. 193802805 (M:\1938\active\193802805\Communications\Correspondence)  
**Generator Invoice #21178, payment number 1**

Dear Dan:

Last January the City Council awarded quotes/bids for the equipment associated with replacing sanitary sewer lift station 1. Three separate quote packages were prepared: Pump Station, Controls, and Generator.

The low quote/bid for the Generator was submitted by Generator Power Systems. Since then, the generator has been manufactured and delivered to the city public works shop.

Generator Power Systems has submitted an invoice covering 95.5% of the generator cost. They will submit an invoice for the remaining 4.5% when their start-up and training services have been completed.

**Attached is Generator Power Systems invoice #21178 in the amount of \$21,160.00. We have reviewed the invoice and found it to be in order. We recommend payment.**

Please feel free to contact Chuck Oehrlein, Tim Grinstead, or me if you have any questions or require any additional information.

Sincerely,

**STANTEC**

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

Phil Gravel

cc: Terry Randall, Public Works Director



## INVOICE

**DATE:** August 13, 2015

**INVOICE NO.:** 21178

**BILL TO:** CITY OF SPRING LAKE PARK  
ATTN: Mr. Terry Randall, PWD  
1301 81<sup>st</sup> Ave. NE  
Spring Lake Park, MN 55432

**SHIPPED TO:** Same Ad Sold To

**ORDER NO.:** P.O. 2208

**SHIPPED VIA:** Wiedmeyer  
Express 8/13/15

**REMIT TO:** Generator Power Systems  
Suite 204B  
1310 Highway 96 E.  
White Bear Lake, MN 55110

**TERMS:** Net 30 Days

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One (1) Custom Model SD035 Standby Diesel Generator for Lift  
Station No. 1, 35KW, 208Y/120 Volt, 3 Phase, 60 Hz,  
4 Wire in a Sound Attenuated Level 1 Steel Enclosure, with  
Upsized 45KW Alternator as manufactured by Generac  
Industrial Power, Eagle WI -----\$21,160.00

SUB-TOTAL-----\$21,160.00  
Sales Tax – N/A per Contract Documents  
No Shipping/Delivery Charges Applicable.

\$21,160.00

**NOTE: Remaining amount to be billed: \$1000.00**  
**Representing on-site startup, load bank and owner training.**

***THANKS FOR YOUR BUSINESS!***

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## MEMORANDUM

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**TO:** MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL  
**FROM:** DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR  
**SUBJECT:** SPECIAL ASSESSMENT BENEFIT APPRAISAL  
**DATE:** SEPTEMBER 3, 2015

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GJW Group, Ltd has filed an appeal of the Arthur Street special assessment on their property (Spring Lake Terrace, PIN #: 01-30-24-14-0006).

Staff is requesting the City Council authorize the preparation of a benefit appraisal to assist with the City's defense. City Attorney Carson recommended Nagell Appraisal and Consulting to complete the appraisal. The cost of the appraisal is \$2,200 + \$150 per hour for testifying and preparation, report revisions/update/upgrades.

Contingency funds are available in the 2014-2015 Street Improvement Project fund to cover this cost. Staff recommends approval of the quote.

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



# NAGELL APPRAISAL & CONSULTING

12805 Highway 55  
Plymouth, MN 55441  
*Established in 1968*

Minneapolis: 952-544-8966  
St. Paul 651-209-6159  
Central Fax 952-544-8969

**Client:** City of Spring Lake Park  
Attn: Daniel Buchholtz, MMC, City Administrator  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

August 3, 2015

**RE:** Appraisal of a Mobile Home Park, Spring Lake Terrace (Real Estate Only Appraised)  
Arthur Street Northeast  
Spring Lake Park, MN

Dear Daniel:

Thank you for your interest in obtaining appraisal services regarding the property above. Per our conversation, you indicated a report with the following research and analysis is needed.

**Report Use:** The report use is for assessment appeal as it relates to a road improvement project by the property owner to District Court.

**Value Type:** Current market values before the street improvement project and after the street improvement project, as of the date of assessment will be provided to determine if there is any special benefit, as it relates to the highest and best use to the above property per Uniform Standards of Professional Appraisal Practice will be provided.

**Property Description:** A mobile home park (80 pads).

**Contact for access:** \_\_\_\_\_.

**Scope of Report:** (1) View the property and neighborhood. (2) Report the physical and/or economic factors that could affect the property. (3) Appropriate research, collection, verification, analysis and viewing of pertinent market data will be conducted. ***The applicable approach(s) to value will be applied.*** (4) Report findings and conclusions.

**Report Format:** An **Appraisal Report** (summary narrative format) will be used. It has a summary of statements of the data, analysis and conclusions. Appropriate photos, maps and exhibits are included. *An electronic (PDF) copy of the report will be provided.*

**Fee:** The fee is **\$2,200**. Named client is responsible for payment upon receipt. Any testifying and preparation, report revisions/update/upgrades are extra and billed at \$150 per hour.

**Due Date:** The report can be completed in **4-6 weeks** from signed confirmation.

**Information needed by the appraiser:** Project/parcel information, feasibility study.

**Our Company:** has 12 employees and has been in business since 1968 and has sufficient knowledge, experience, education, contacts and resources to competently complete this assignment. Neither the employment to make the appraisal, nor the compensation for it, is contingent upon the appraised value of the property. If you agree to the above terms, please sign below and return by fax or mail. If you have any additional questions, please do not hesitate to contact me.

Sincerely,



William R. Waytas, SRA, CRP  
Certified General 4000813, MN

Signature\_\_\_\_\_

Date\_\_\_\_\_



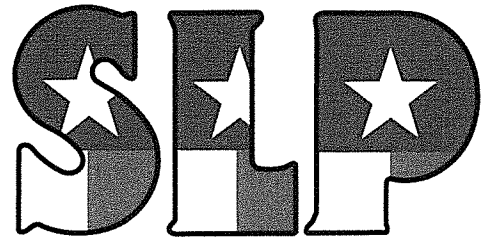


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City of Spring Lake Park  
1301 Eighty First Avenue Northeast  
Spring Lake Park, Minnesota 55432

Phone 763-784-6491 Fax 763-792-7240  
www.slpmn.org



**MAYOR'S PROCLAMATION  
CONSTITUTION WEEK  
SEPTEMBER 17 – 23, 2015**

**WHEREAS**, our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a constitution for the United States; and,

**WHEREAS**, it is important that all citizens fully understand the provisions and principles contained in the Constitution in order to effectively support, preserve and defend it against all enemies; and,

**WHEREAS**, September 17, 2015, marks the two hundred twenty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and,

**WHEREAS**, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and,

**WHEREAS**, the independence guaranteed to American citizens, whether by birth or naturalization, should be celebrated during Constitution Week, September 17 through September 23, 2015, as designated by proclamation of the President of the United States of America in accordance with Public Law 915.

**NOW, THEREFORE, BE IT RESOLVED** that I, Cindy Hansen, Mayor of the City of Spring Lake Park, officially proclaim the week of September 17 through September 23, 2015 as Constitution Week.



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

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, City Administrator



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

## Contractors Licenses

September 8, 2015

### General Contractor

1st Team Exteriors

### Plumbing Contractor

Nowthen Plumbing, Inc.



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

Sign Permit

September 8, 2015

Creative Sewing Center  
8195 University Avenue  
Brite Image Sign

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

SIGN PERMIT APPLICATION

DATE: 7-20-15  
NAME OF APPLICANT: Brite Image Sign  
ADDRESS OF APPLICANT: 930 Sherman RD Hudson WI 54616  
TELEPHONE NUMBER OF APPLICANT: 651-216-9373  
NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is  
to be attached or erected Creative Sewing Center

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

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

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

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

Name of person, firm or corporation erecting the structure: Brite Image Sign

Address: 8195 University Ave

Is an Electrical Permit required? \_\_\_\_\_

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

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

  
SIGNATURE OF APPLICANT

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

FEE: \$128.00 RECEIPT NUMBER: \_\_\_\_\_

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

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

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: 21,852

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 1823

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 108

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

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

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

DRAWING:

6556 - 30%  
1823 existing  
108 proposed  

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4625  $\Delta$  Remaining

proposed sign  
108  $\Delta$  - \$60.<sup>00</sup>  
68.<sup>00</sup>  

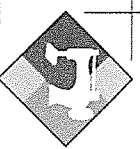
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128.<sup>00</sup>

1087

419"

39'-1 3/4"



# Creative Sewing Centers

108 square feet

33 1/4"

26 3/4"

5'

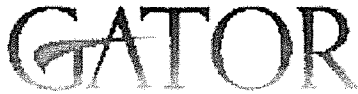
43'5"



## Creative Sewing Centers







**INVESTMENTS**  
Via Certified Return Receipt

Via Certified Return Receipt

August 17, 2015

Brite Image Signs  
Attn: Matt McCorkel  
930 Sherman Road  
Hudson, WI 54016

Creative Sewing Centers, Inc.  
d/b/a Creative Sewing  
747 Boone Avenue North  
Golden Valley, MN 55427

RE: FASCIA SIGNAGE APPROVAL – Creative Sewing  
University IV Shopping Center – Spring Lake Park, MN

Dear Mr. McCorkel and Tenant:

This letter shall serve as Landlord's written approval and authorization for Brite Image Signs to install internally illuminated individual channel letters per the attached drawing under and the following terms and conditions:

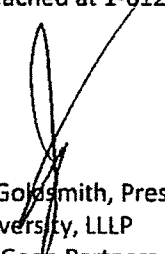
This approval is granted under the condition that Brite Image Signs will obtain the appropriate permits and approvals required by the local governing authority prior to installation at Tenant's sole expense, the sign conforms with any and all uniform sign plan ordinances in effect; the sign is centered over the Tenant's storefront, and does not interfere with any other tenants' signage or storefront.

The tax folio number University IV Shopping Center is 45-4299073 and the ownership entity for the property is Gator University, LLLP. Attached is the legal description.

In addition, Tenant's signage must be continuously maintained in good condition at Tenant's cost and expense. Should the sign become faded or damaged in any way, Tenant shall repair or replace immediately. Should Tenant fail to do so, the Landlord shall have the right to repair Tenant's sign which shall be at Tenant's expense and shall be considered additional rent under the Lease. The cost of repairs or any damage occurring while the signage is being installed will be Tenant's responsibility.

If you should have any questions, please do not hesitate to contact the property manager, Chris Kolbe. He may be reached at 1-612-231-0130.

Sincerely,



James A. Goldsmith, President  
Gator University, LLLP  
By: Gator Coon Partners, Ltd.  
By: Gator Coon Investors, Inc.  
Its: General Partner

cc: LM, MM, CK, Tenant File  
Tel: 305.949.9049  
Fax: 305.948.6478  
1595 NE 163<sup>rd</sup> Street  
N. Miami Beach, FL 33162  
[www.gatorinvestments.com](http://www.gatorinvestments.com)





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

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## REPORT

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**TO:** Spring Lake Park City Council  
**FROM:** Barry L. Brainard, Code Enforcement Director  
**RE:** Code Enforcement Monthly Report for August 2015  
**DATE:** September 2, 2015

---

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

In August 2015, a total of 85 building, 0 fire, 1 sign, 5 zoning, 10 mechanical, and 1 plumbing permits were issued compared to a total of 22 in 2014. Due to the Hailstorm that hit Spring Lake Park on June 29<sup>th</sup>, and insurance claims one month later, August 2015 saw 69 permits issued for residential roofing alone. Previously, August of 2013 held the most permits issued in one month in my time here with Spring Lake Park, with 48. Thus far the early part of September has not shown any indication of slowing down. I conducted 98 inspections in the month of August including 40 building, 7 mechanical, 5 plumbing, 4 nuisance, 1 c.o., 36 rental, 3 fire, and 2 zoning inspections.

I attended the Night to Unite city-wide celebration on Tuesday, August 4<sup>th</sup>, by visiting eight of the 15 block parties that were taking place in Spring Lake Park. I distributed the Spring Lake Park Frequently Asked Questions handout and answered many questions and concerns regarding code enforcement for residents throughout. I enjoyed meeting all who participated in the event and look forward to attending next year celebration.

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

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

In August of 2015, I posted one abandoned property, as well as conducted one certificate of occupancy inspection. Also in the month of August, I issued three (3) administrative offense tickets as well as 4 violation notices.

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

Building/Mechanical/Plumbing/Zoning Inspections:	55%
Vacant and Foreclosed Inspections:	1%
Rental and Certificate of Occupancy Inspections:	35%
Fire Inspections:	4%
Nuisance Inspections:	5%

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

- City Council meetings on August 3<sup>rd</sup> and 17<sup>th</sup>.
- Department Head Meeting August 4<sup>th</sup>.
- Budget Workshop on August 10<sup>th</sup>.
- Zoning Code Amendment Workshop on August 24<sup>th</sup>.
- North Suburban Building Official's meeting at Blaine City Hall on August 25<sup>th</sup>.

I also attended Rene Goertz, retirement gathering here at Spring Lake Park City Hall on Wednesday, August 26<sup>th</sup>. I had the pleasure to work with Miss Goertz for 15 plus years and would like to wish her all the best in her retirement and new endeavors.

As I handed out at this year's Night to Unite celebration, I have attached the Spring Lake Park Frequently Asked Questions handout for your review and possible comments. As always, you can find all of the Spring Lake Park Code Enforcement handouts on-line at [www.slpmn.org](http://www.slpmn.org) under Code Enforcement.

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

**City of Spring Lake Park**  
**Permits Issued & Fees Report - Condensed**

Issued Date From: 8/1/2015 To: 8/31/2015

Permit Type: All Property Type: All Construction Type: All  
 Include YTD: Yes Status: Not Voided

Permit Kind	Permit Count	Valuation	Revenue	Plan Check	State Surcharge	Total Fees
<b>Permit Type: BUILDING</b>						
COMMERCIAL ALTERATION	Period 0					
	YTD 10	5,726,891.93	34,038.08	22,124.73	1,721.70	57,934.51
COMMERCIAL DEMOLITION	Period 0					
	YTD 1		200.00			200.00
COMMERCIAL DOOR REPLACEMENT	Period 0					
	YTD 1	10,500.00	218.31	141.90	5.25	365.46
COMMERCIAL ROOFING	Period 2	205,200.00	1,996.17	1,198.09	102.60	3,296.86
	YTD 5	391,429.00	4,184.78	2,574.56	195.72	7,055.06
COMMERCIAL SIDING	Period 0					
	YTD 1	4,450.00	119.46		2.23	121.69
COMMERCIAL SOLAR ARRAY SYSTEM	Period 0					
	YTD 1	40,000.00	628.07	408.25	20.00	1,056.32
MOBILE HOME ROOFING	Period 0					
	YTD 2	9,590.77	250.20		4.80	255.00
MOBILE HOME SIDING	Period 0					
	YTD 1	2,000.00	90.96		1.00	91.96
MULTI-FAMILY REMODEL	Period 0					
	YTD 1	1,000.00	50.96		0.50	51.46
MULTI-FAMILY ROOFING	Period 0					
	YTD 3	31,000.00	646.76		15.50	662.26
PUBLIC ALTERATION	Period 2	83,654.81	1,249.91	812.44	41.83	2,104.18
	YTD 2	83,654.81	1,249.91	812.44	41.83	2,104.18
SINGLE FAMILY ADDITION	Period 0					
	YTD 1	47,403.00	718.24	466.86	23.70	1,208.80
SINGLE FAMILY ALTERATION	Period 0					
	YTD 3	16,529.00	410.31	266.71	8.26	685.28

Permit Kind	Permit Count	Valuation	Revenue	Plan Check	State Surcharge	Total Fees
<b>Permit Type: BUILDING</b>						
SINGLE FAMILY BASEMENT FINISH	Period 1	8,000.00	177.46		4.00	181.46
	YTD 3	19,045.00	440.36		9.52	449.88
SINGLE FAMILY DECK	Period 0					
	YTD 6	35,597.10	854.79	555.61	17.80	1,428.20
SINGLE FAMILY DEMOLITION	Period 0					
	YTD 1		50.00			50.00
SINGLE FAMILY DOOR REPLACEMENT	Period 4	8,062.30	278.90		4.03	282.93
	YTD 8	17,270.30	568.83		8.64	577.47
SINGLE FAMILY EGRESS WINDOW	Period 1	2,000.00	95.96	64.12	1.00	156.08
	YTD 5	15,900.00	493.22	324.09	7.95	815.26
SINGLE FAMILY GARAGE	Period 1	32,000.00	535.63	349.91	16.00	896.54
	YTD 1	32,000.00	535.63	349.91	16.00	896.54
SINGLE FAMILY GYPSUM BOARD	Period 0					
	YTD 1	500.00	31.00		0.25	31.25
SINGLE FAMILY HVAC - RESIDENTIAL SINGLE	Period 1		40.00		1.00	41.00
	YTD 1		40.00		1.00	41.00
SINGLE FAMILY INSULATION	Period 0					
	YTD 2	13,446.00	299.83		11.25	311.08
SINGLE FAMILY PLUMBING	Period 0					
	YTD 1		45.00		5.00	50.00
SINGLE FAMILY REMODEL	Period 1	2,000.00	90.96	59.12	1.00	151.08
	YTD 4	57,188.00	1,107.29	721.49	28.59	1,852.37
SINGLE FAMILY REPAIR	Period 0					
	YTD 1	50,000.00	749.87	487.42	25.00	1,262.29
SINGLE FAMILY ROOFING	Period 69	577,213.42	12,645.14	5.00	288.64	12,933.78
	YTD 93	754,012.06	16,668.93	15.00	377.04	17,045.97
SINGLE FAMILY SHED	Period 1	3,738.24	107.84		1.87	109.71
	YTD 1	3,738.24	107.84		1.87	109.71
SINGLE FAMILY SIDING	Period 0					
	YTD 4	43,211.00	893.67	5.00	21.61	915.28

Permit Kind	Permit Count	Valuation	Revenue	Plan Check	State Surcharge	Total Fees
<b>Permit Type: BUILDING</b>						
SINGLE FAMILY TRUSS WORK	Period 0					
	YTD 1	6,000.00	144.78		3.00	147.78
SINGLE FAMILY WINDOW REPLACEMENT	Period 2	26,370.00	534.68		13.19	547.87
	YTD 27	181,337.50	4,197.94	15.00	90.69	4,288.63
<b>Permit Type: BUILDING - Totals</b>						
	Period 85	948,238.77	17,752.65	2,488.68	475.16	20,701.49
	YTD 192	7,593,693.71	70,035.02	29,268.97	2,665.70	102,064.69
<b>Permit Type: FIRE ALARM</b>						
COMMERCIAL FIRE ALARM	Period 0					
	YTD 1		68.99	6.78		75.77
<b>Permit Type: FIRE ALARM - Totals</b>						
	Period 0					
	YTD 1		68.99	6.78		75.77
<b>Permit Type: FIRE -SPECIAL EVENT</b>						
PUBLIC FIRE - SPECIAL EVENT	Period 0					
	YTD 1					0.00
<b>Permit Type: FIRE -SPECIAL EVENT - Totals</b>						
	Period 0					
	YTD 1					0.00
<b>Permit Type: FIRE SUPPRESSION</b>						
COMMERCIAL FIRE SUPPRESSION	Period 0					
	YTD 9	2,582.67		328.08	67.43	2,978.18
MULTI-FAMILY FIRE SUPPRESSION	Period 0					
	YTD 1		412.50	26.81	13.75	453.06
PUBLIC FIRE SUPPRESSION	Period 0					
	YTD 1					
<b>Permit Type: FIRE SUPPRESSION - Totals</b>						
	Period 0					
	YTD 11		2,995.17	354.89	81.18	3,431.24

Permit Kind	Permit Count	Valuation	Revenue	Plan Check	State Surcharge	Total Fees
<b>Permit Type: MECHANICAL</b>						
COMMERCIAL HEATING, VENT & AC	Period 1		660.00		16.50	676.50
	YTD 4		8,348.70		208.72	8,557.42
COMMERCIAL HVAC - COMMERCIAL MINIMUM	Period 0					
	YTD 2		160.00		10.00	170.00
SINGLE FAMILY HEATING, VENT & AC	Period 3		150.00		3.00	153.00
	YTD 21		1,040.00		77.00	1,117.00
SINGLE FAMILY HVAC - RESIDENTIAL SINGLE	Period 6		280.00		6.00	286.00
	YTD 27		1,120.00		107.00	1,227.00
<b>Permit Type: MECHANICAL - Totals</b>						
	Period 10		1,090.00		25.50	1,115.50
	YTD 54		10,668.70		402.72	11,071.42
<b>Permit Type: PLUMBING</b>						
COMMERCIAL PLUMBING	Period 0					
	YTD 8		1,431.00		36.00	1,467.00
SINGLE FAMILY PLUMBING	Period 8		360.00		8.00	368.00
	YTD 35		1,575.00		135.00	1,710.00
<b>Permit Type: PLUMBING - Totals</b>						
	Period 8		360.00		8.00	368.00
	YTD 43		3,006.00		171.00	3,177.00
<b>Permit Type: SIGN</b>						
COMMERCIAL SIGN PERMANENT	Period 0					
	YTD 9		1,504.00			1,504.00
COMMERCIAL SIGN TEMPORARY	Period 1		210.00			210.00
	YTD 4		595.00			595.00
<b>Permit Type: SIGN - Totals</b>						
	Period 1		210.00			210.00
	YTD 13		2,099.00			2,099.00
<b>Permit Type: ZONING</b>						

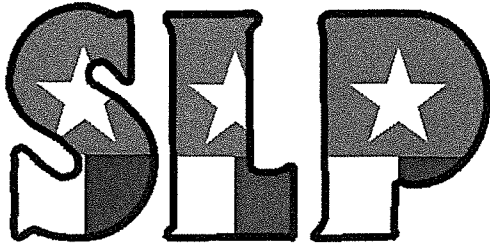


Permit Kind	Permit Count	Valuation	Revenue	Plan Check	State Surcharge	Total Fees
<b>Permit Type: ZONING</b>						
COMMERCIAL FENCE	Period YTD	0 1	45.00			45.00
SINGLE FAMILY ACCESSORY BUILDING	Period YTD	0 4	180.00			180.00
SINGLE FAMILY DRIVEWAY	Period YTD	0 7	315.00			315.00
SINGLE FAMILY FENCE	Period YTD	1 9	45.00 410.00	5.00		45.00 410.00
SINGLE FAMILY SHED	Period YTD	4 4	180.00 180.00			180.00 180.00
<b>Permit Type: ZONING - Totals</b>						
	Period YTD	5 25	225.00 1,130.00	5.00		225.00 1,130.00
<b>Report Totals</b>						
	Period YTD	109 340	\$948,238.77 \$7,593,693.71	19,637.65 90,002.88	2,488.68 29,635.64	508.66 3,320.60
						22,619.99 123,049.12



1000

598 NE 78TH AVE	Fatema Rabah, Prop clsd 7-9-15	5/6/15	09/03/15			5/6/15	Pd.\$150. 7-9-1
8285 NE TAYLOR ST	Buyer - Dorothea Olson, closed 7-30 (Seller Estate of Fern Brown)						
<u>JUNE CLOSINGS</u>							
8099 Van Buren, Jul.mowing due	Buyers Kay Carlson, Dan Colbjornsen Clsd 7-10-15	5/5/15	09/02/15			5/5/15	Pd.\$150. 7-16
8009 Monroe, Closed 3/18/15	Buyer Luis Zumba, still VACANT refurbishing	10/29/09	02/26/10	"A" Nov.2011	\$800.Pd.2-10-14	Pd.\$200.10-20-13/10/10	\$ \$ DUE



# City of Spring Lake Park

1301 Eighty First Avenue NE

Spring Lake Park, Minnesota 55432

Phone: (763) 784-6491

Fax: (763) 792-7257

## FREQUENTLY ASKED QUESTIONS

Please visit our website at: [www.slpmn.org](http://www.slpmn.org)  
for more detail and information on these requirements.

Revised: 8/04/15

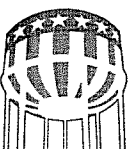
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City of Spring Lake Park  
1301 Eighty First Avenue Northeast  
Spring Lake Park, MN 55432-2188

Barry Brainard  
*Building/Code Enforcement Official*

*Fire Marshal*  
(763) 792-7212

Cell: (763) 360-4970 Fax: (763) 792-7257  
E-mail: [bbrainard@slpmn.org](mailto:bbrainard@slpmn.org)  
Website: [www.slpmn.org](http://www.slpmn.org)



Spring Lake Park Frequently Asked Questions  
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**Q. What are the rules and regulations for building a shed or detached garage?**

**A.** Accessory buildings (detached garage or sheds) are limited to a total aggregate limit of 1000 square feet. This includes all garages, sheds, and gazebos or similar detached structures.

1. Detached accessory buildings must be located only in the rear yard at a minimum of five (5) feet from rear and side property lines and eight (8) feet from the principal structure.
2. All accessory buildings must be anchored to the ground and comply with state building codes.
3. A zoning permit is required for structures up to 200 square feet. A building permit is required for structures over 200 square feet. A site plan and building cross section must be submitted with the permit application.
4. Only two detached accessory structures are permitted on each property.

**Q. What do I need to know about pets in the City of Spring Lake Park?**

**A.** Number and Types of Pets

1. A resident may own up to three (3) dogs over the age of six (6) months.
2. No person can own a ferocious or vicious animal or one known to have been afflicted with rabies.
3. The keeping, maintaining or harboring of chickens, cows, horses and other domestic animals is prohibited.

Private and Commercial Dog Kennel

1. If a resident owns more than three (3) dogs over the age of six (6) months, a kennel license is required. Such a license can only be issued by action of the City Council and the fee is \$50.00 per year. Initial issuance requires a Special Use Permit.

Pet License

1. All dogs and cats kept in the City must be licensed. The license for dogs is annual and shall be renewed in April of each year. The license for cats is perpetual and need be purchased only one time. The license fees are \$5.00 or \$3.00 if spayed or neutered. The owner must provide proof that the animal is vaccinated against rabies.

Leash Law

1. No person shall allow an animal to run at large within the City of Spring Lake Park. The code considers the animal "at large" if it is on any public place or on the private property of others without permission. Animals may be allowed off their property if they are on a leash.
2. No person shall allow an animal to be unleashed in its own yard unless that animal is contained within a fenced area or under the direct control of the owner.

Noisy Animals

1. Animals are not allowed to be kept in the city if they are habitually or frequently barking, yelping, or howling causing any serious annoyance to any other person in the city.

**Q. What do I need to know if our neighborhood wants to have a block party?**

**A.** Block Parties are permitted without a special permit. However, there are several important issues residents should be aware of:

1. Residents may not barricade or block off streets unless approved by the Spring Lake Park City Council.
2. Be conscientious of loud music and impact to surrounding neighbors. The City's noise ordinance restricts noisy parties and gatherings.

*Contact the Spring Lake Park Police Department at (763) 792-7200 for additional information or dispatch for complaints.*

**Q. I want to put compost in my yard. What are the regulations?**

**A.** Yard waste may be composted only if the following guidelines are followed:

1. Use only yard waste, fruit or vegetable waste and coffee grounds.
2. Meat, bones, plastics, feces, fat, oil, dairy products, logs or brush larger than 1/4 inch in diameter are prohibited.
3. It must be enclosed in a container to prevent animals from disturbing the contents, and in such a manner as not to create an odor.
4. A compost may not occupy any front yard, setback, must be three (3) feet away from any side or rear yard lot line, and no closer than twenty (20) feet from any habitable building other than the composter's home.
5. A compost area shall not be larger than ten (10) feet wide by ten (10) feet long, not to exceed one hundred (100) square feet, and be no more than four (4) feet tall.

**Q. Can I park on the Street in Spring Lake Park?**

**A.** It is unlawful for any person to park or permit someone to park any vehicle upon any city street between the hours of 2 a.m. to 8 a.m. from November 1st through March 31<sup>st</sup>. It is also unlawful for any person to park any vehicle upon any city street following a snowfall of three inches (3") or more in depth regardless of the time of day, until such time as the snow has been plowed from curb to curb. Vehicles left on the street in violation may be ticketed and/or towed.

If you have a special occasion or event at your home that requires street parking during the time the seasonal parking restrictions are in effect, you must notify the SLP Police Department.

**Q. Are there any curfews within the City of Spring Lake Park?**

**A.** The presence of minors in public places is regulated by City curfew during night time hours as follows:

<u>Age Group</u>	<u>Time Allowed</u>
Up to 12 Yrs.	Sun - Thurs 9:00 p.m. - 5:00 a.m.
	Fri - Sat 10:00 p.m.-5:00 a.m.
12-14 Yrs.	Sun - Thurs 10:00 p.m. -5:00 a.m.
	Fri - Sat 11:00 p.m. -5:00 a.m.
15-17 Yrs.	Sun - Thurs 11:00 p.m.-5:00 a.m.
	Fri - Sat 12:01 a.m.-5:00 a.m.



**Q. I want to add a driveway to my garage. What are the regulations?**

**A.** A Zoning Permit is required for any driveway construction or improvement.

1. Driveway width at the street and in the boulevard shall be a minimum of twelve (12) feet and not exceed the width of the garage or twenty four (24) feet whichever is greater.
2. The driveway may not be located closer than five (5) feet from property line.

A. Driveways shall meet one of the following requirements:

- a) 2" bituminous mat with 4" Class V aggregate
- b) 4" concrete with W-W-M
- c) 6" concrete
- d) Minimum slope of 1% to street. Maximum slope of 13% to street.

**Q. What can I build inside the regular yard setbacks?**

**A.** In any yard, encroachments such as; chimneys, flagpoles, ornamental features, sidewalks, fences, landscaping, posts, or other amenities are permitted. On corner lots, encroachments are not permitted in excess of thirty (30) inches above the curb line within the sight 50 foot distance triangle of the street intersection. Encroachments are not permitted within present or proposed street right of way lines.

In front yards, the front door stoop may extend a distance of six (6) feet or less. A guardrail may be installed if necessary. No roof is allowed over such a stoop.

In rear yards, balconies and breezeways are permitted provided they are forty (40) feet or more from the rear lot line and at least ten (10) feet from the side lot lines. Detached outdoor facilities must be five (5) feet or more from adjoining lot lines.

**Q. I want to put up a fence. What are the rules and regulations?**

**A.** A zoning permit is required if a fence is to be constructed or an existing fence is to be substantially altered.

1. The entire fence must be located on the owner's property. Post and framework must be placed within property lines and the fencing materials must be installed finished side out.
2. All fences must be maintained in a state of reasonable repair.
3. The following height requirements must be met:

Front Yard

- a. Maximum height of four (4) feet in front of residential structure. The front yard of a corner lot shall not contain any fence, which may cause danger to traffic on a street by obscuring the view.
- b. On corner lots, no fence shall be permitted within the intersection sight distance triangle, which is fifty (50) feet in each direction from the corner along the curb.

Side and Rear Yard

- a. Maximum height of six (6) feet in residential areas.
- b. Maximum height of seven (7) feet in commercial areas.

Permit Zoning permits are required to install a fence. An accurate site plan locating the fence, house and streets must be provided for review. The fee is \$45.00.

**Q. How does Spring Lake Park regulate garage sales?**

- A. Garage Sales are permitted without special permit if they meet the following standards:
1. Sale may last no longer than three (3) days between the hours of 8 a.m. and 8 p.m. and are held no more than twice yearly.
  2. No new retail goods purchased for sale or consignment goods may be offered for resale.
  3. All advertising must be free standing and placed on private property with the owner's consent and removed within 24 hours of the sale. Signs may be no larger than 2 feet by 3 feet.

**Q. Does Spring Lake Park allow a business out of someone's home?**

- A. Home businesses are allowed within the residential zone of Spring Lake Park only if they meet the following requirements:
1. A Special Use Permit issued by the City Council.
  2. Any occupation or profession, which is clearly secondary to the main use of the premises, carried on by a member of the family residing on the premises, conducted entirely within the dwelling. Home businesses are not allowed in the garage.
  3. The only sign allowed is a nameplate, attached to the building entrance and no larger than one square foot in area.
  4. Not over twenty five (25) percent of the gross floor area of any one story may be used for home occupation or professional use.

**Q. I want to run a home daycare out of my house, what do I need to know?**

- A. All Home Day Care businesses are licensed by Anoka County. *Call Anoka County (422-7146) with specific questions or complaints.* The State of Minnesota licenses Day Care Centers.

**Q. When can I water my lawn in Spring Lake Park?**

- A.
1. Sprinkling is allowed on an odd/ even basis all year long.
  2. Properties with addresses that end in even numbers may sprinkle on even numbered days, properties with addresses that end in odd numbers may sprinkle on odd numbered days.
  3. New sod or seed are exempt for 2 weeks after installation. Residents with private wells are encouraged to follow the odd/ even schedule.
  4. The policy to conserve water makes sense economically and ecologically, as it is a precious resource. We encourage you to sprinkle in the morning when it does the most good and to place the sprinklers where the lawn is watered and not the driveway or sidewalk.

**Q. What are the rules and regulations regarding noise?**

- A. Construction activities and loud music are prohibited between the hours of 10:00 p.m. or before 7:00 a.m. Noise level must not exceed 50 decibels during this time for any reason.

**Q. Where & when can I park my vehicle in Spring Lake Park?**

**A.** The following parking regulations apply to all residential properties. Questions and complaints can be directed to Code Compliance.

1. Parking on the lawn, grass or dirt is prohibited.
2. All vehicles parked on the driveway must be currently licensed and operable.
3. No parking is permitted on side or rear yards.
4. No partially dismantled, non-operating, wrecked, junked or discarded vehicle may remain on the property longer than 96 hours unless it is stored in the garage.

Winter Parking Restrictions

1. No parking on City streets between the hours of 2 a.m. - 8 a.m. from November 1 through March 31.
2. No parking on City streets after three (3) inches of snowfall regardless of the time of day, until the snow has been plowed curb to curb. City plows may need to make two or more passes to clean the snow curb-to-curb.
3. Violators may be ticketed and towed.

Commercial Vehicles Parking of commercial vehicles is prohibited in any residential district with the following exceptions:

1. Commercial trucks with up to one-ton carrying capacity.
2. Tractors used for pulling trailers.
3. Commercial busses. One such vehicle per residence is permitted.

**Q. When do I need to get a building permit?**

**A.** All residential construction, require a permit for the following:

1. Swimming pools
2. Accessory buildings (detached garage and sheds)
3. Decks
4. Re-roofing
5. Window replacement
6. Siding
7. Towers, antennas and satellite dishes (Require a Zoning Permit).

Separate permits are required for the installation of new plumbing and heating equipment. Required submittal for building permits include a site plan, 2 sets of building plans. (Including cross sections, floor plan and elevation views), and completion of a building permit application. When required by state law, all residential contractors must carry a State of Minnesota residential contractor's license.

**Q. What can I burn in my fire pit?**

**A.** Open burning is not permitted. Recreational fires are permitted under the following conditions:

1. Only natural firewood in lengths less than two (2) feet.
2. Fire must be contained in a ring or pit not more that three (3) feet in diameter.
3. Fire ring or pit must be located at least twenty five (25) feet from any structures or combustibles.
4. An adult with a means to extinguish it readily available must constantly attend fire.
5. Recreational fires are not permitted on windy days, on sites with construction activities, or when there is a fire ban in effect.

Police and Fire Department officers may require that a fire be immediately extinguished if it is not in compliance with the above, the smoke is offensive to neighbors, or the burning constitutes a hazardous condition. Violation of these fire rules is a misdemeanor and is punishable by fines up to \$750 and/or 90 days in jail.

**Q. What are the rules and regulations concerning my recreational vehicle?**

- A. No trailer or boat is allowed to be parked or stored for more than thirty (30) days in any residential district except as follows:
1. A trailer may be used as a temporary office or shelter incidental to construction on, or development of, the premises on which the trailer is located during the time construction or development is actually underway.
  2. The following trailers and boats may be parked or stored on a lot provided they meet the following criteria:
    - a. They are not used for living, sleeping, housekeeping or business purposes.
    - b. One recreational vehicle may be parked within the front yard setback provided it is not closer than five (5) feet to the side yard property line and is on an approved driveway.
    - c. Boats not exceeding thirty (30) feet in length.
    - d. Any trailer or boat may be parked anywhere on the premises for loading and unloading purposes.

**Q. How is recycling conducted in Spring Lake Park?**

- A. Curb Side Pick Up Spring Lake Park offers curbside pickup of recyclables every other Thursday. The city is divided into two zones. Zone one (1) is all properties north of 81<sup>st</sup> Avenue. Zone Two (2) is all properties south of 81<sup>st</sup> Avenue. Recycling must be placed at the curb by 7:00 a.m. Materials accepted at curbside are:

1. Cans (aluminum, steel, bi-metal, and tin)
2. Glass (food and beverage bottles and jars)
3. Plastic Bottles (small neck #1 & #2) - NO motor oil or automotive bottles of any kind
4. Corrugated Cardboard: flattened & bundled, No larger than 3x3 ft. & no pizza boxes
5. Phone Books
6. Magazines
7. Mixed / Junk Mail
8. Newspapers

Bi-annual City Wide Clean Up - Drop Off Site Spring Lake Park offers special recycling days in April & October at the City Hall parking lot. The following items are collected at those events:

1. Scrap metal
2. Tires
3. Batteries
4. Fluorescent bulbs
5. Electronics for a fee
6. Appliances for a fee

*Call the Recycling Coordinator at 792-7219 for additional information.*

**Q. What should I do if my sewer backs up?**

**A.** Call the City first if your sewer line backs up. We will come out 24 hours a day 7 days a week, at no charge, to determine where the problem lies. If the City line is blocked, crews will fix it. If the blockage is in a homeowner's line, it is the homeowner's responsibility. We can, however, determine if the problem is in the house or between the house and the street.

If you have your sewer line cleaned, please call the city. Many times sewer back ups are caused by tree roots which have been cleaned from a homeowner's line. A public works employee will gladly check the line in front of your house at no charge. This ensures your roots will not cause a problem for the neighbors down the line.

**Q. Are there any special snow removal requirements in Spring Lake Park?**

**A.** It is against state law to deposit snow, slush or ice onto city streets or private property without permission. It can create hazardous driving conditions for the traveling public and our neighbors. If there is a fire hydrant on your property, you could keep it clear for possible fire department use.

**Q. What are the rules and regulations for snowmobiles?**

**A.** Snowmobiles are prohibited on any city street or city right of way, Laddie Lake, or any city park, within the City of Spring Lake Park. All snowmobiles must be currently licensed and operable to be parked on any residential property.

**Q. Can I store materials, supplies, or vehicles outside my garage or home?**

**A.** Outside storage is regulated as follows:

1. Outdoor storage of vehicles, materials, supplies or equipment not customarily used for residential purposes is prohibited.
2. Outdoor storage facilities (sheds) must meet the current building code requirements and be placed not less than five (5) feet from adjoining lot lines, and can be no more than fifteen (15) feet high.
3. No partially dismantled, non-operating, wrecked, junked or discarded vehicle may remain on the property longer than 96 hours unless it is stored in the garage.
4. Only one recreational trailer, vehicle or boat may be stored on a residential lot provided it is parked on the driveway or stored in the rear yard. All trailers and boats must be currently licensed and operable.

**Q. What do I need to know to install up a swimming pool in my yard?**

**A.** The following rules and regulations apply to the installation of swimming pools:

1. Swimming pools are allowed in back yards only.
2. Pools must be located at least ten (10) feet from any side or rear property line and six (6) feet from any principal structure or frost footing.
3. Swimming pools may not be located beneath overhead utility lines or over underground utility lines of any type.
4. All outdoor pools need to be completely enclosed by a safety fence or wall and locking gate. Fence and gates must be at least four (4) feet tall.
5. A building permit is required for all pools in excess of five hundred (500) gallons or more and for two (2) feet or more in depth.

**Q. Is traffic visibility a concern on corner lots?**

- A. Yes! All corner lots are not allowed any fence, object, or planting in excess of thirty (30) inches in height within the sight distance triangle. This is measured along the curb fifty (50) feet in both directions from the corner.

**Q. Any rules and regulations for trimming my trees?**

- A. You are required to trim any of your trees that hang over the city sidewalks or streets. You must dispose of your leaves and brush properly at a public compost site or recycle them with your garbage hauler. It is against State Law to rake or blow your leaves into the street and it is against local fire regulations to burn your leaves. Minnesota State law prohibits homeowners of disposing any tree waste in your garbage.

**Q. Can I fix or store my vehicle outside?**

- A. Junk Vehicles The City of Spring Lake Park does not allow outside parking or storage of junk cars. All vehicles must be in operable condition and currently licensed to the occupants of the property.

Vehicle Repair In residential districts, residents are not allowed to repair or do maintenance on vehicles on public streets. Vehicle repair businesses are not allowed. A resident may do repair or maintenance on their own vehicle in their own driveway. All work must be completed within 96 hours.

**Q. How must I maintain my lawn?**

- A. Homeowners are required to mow and maintain their residential property. Weeds and grass growing to a height of nine (9) inches on any property is considered a public nuisance and is in violation of City Code.

**Q. Can I store wood outside for winter burning?**

- A. Fire wood must be stored in a safe and orderly manner as follows:
1. Cut in uniform lengths.
  2. Stored not more than six (6) feet high.
  3. Stacked in rear or side yards not closer than five (5) feet to adjoining property lines.
  4. Stored six (6) inches off ground to discourage rodent habitation.

**Q. What if I want to rent my home or part of it, what is required for that?**

- A. All or any part of a residential home, multiple dwelling, or apartments that are rented must be registered with the City of Spring Lake Park. Rental registrations are required on all rental units every year. Inspections are conducted every two years.

*Please contact the Spring Lake Park Code Enforcement Rental Clerk at 763-784-6491 for registration applications or questions.*

**Q. Is my business required to be registered in Spring Lake Park?**

- A. All businesses within SLP are required to have a Certificate of Occupancy or CO. The CO acts as a registration for businesses and in addition an inspection for zoning, fire and building code regulations. Any new or relocated business must apply for a Certificate of Occupancy and be inspected and pass before occupying conducting business. Renewal and re-inspection of Certificate of Occupancy are

required for assemblies, and hazardous businesses on a yearly basis (this includes churches). All other businesses are required renewal and re-inspection every three (3) years.

**Q. How must I maintain my home in Spring Lake Park?**

A. Houses must be kept in sound condition and free from deterioration. All house numbers must be at least 4 inches in height and visible from the street. If emergency personnel cannot find your home in a timely manner, it could be the difference between life and death.

**Q. Where can I place my garbage and recycling containers?**

A. All properties must have garbage service. Garbage, recycling, and yard waste containers must be placed at the curb no earlier than 8 p.m. the night before collection and must be moved and stored behind the front yard setback (in your garage, on the side of your garage or house) no later than 10 p.m. the day of collection. Garbage containers are not allowed in the front yard at any time except for the day of collection in Spring Lake Park.

**Q. My street light is out. Who do I contact?**

A. Contact Xcel Energy at 1-800-960-6235.

**Q. My neighbor is in violation of one of the regulations listed in this FAQ. What the best way for me as a concerned citizen to address this?**

A. The City of Spring Lake Park encourages its citizens to kindly communicate with their neighbors first regarding potential violations. Kindly inform your neighbors that in order to help maintain a higher quality of life and safety, and to protect property values within our community, is the sole reason these regulations exist. Often residents are not aware of city codes that may affect your property and will need and appreciate a caring neighbor to inform them of such regulations.

Should one or two gentle reminders be unsuccessful, all concerns and complaints regarding property maintenance and nuisances are required to be submitted in writing or in electronic form before investigation inspection will be conducted by the Code Enforcement Department. In order to ensure that every concern is appropriately addressed and to protect complainants from possible reprisal, every complainant must provide a written or electronic statement regarding the nature of their complaint. Complainants must provide their contact information but can indicate that they wish to remain anonymous/confidential. (If a complaint were to make its way to court, it is possible that a judge could require a complainant to be named).

To request an investigation, express concerns, or ask questions regarding property maintenance and/or nuisance enforcement related issues, please contact the Code Enforcement Department at [www.slpmn.org](http://www.slpmn.org) under "Code Enforcement Request Services" on the Enforcement Menu, or by completing the "Official Citizen's Complaint Form" at City Hall and submitting by mail or in person.

*Please contact the Code Enforcement Department at 763-784-6491 for registration applications or questions.*

Please be sure to also visit the Spring Lake Park web site at:  
[www.slpmn.org](http://www.slpmn.org) for more information.





## **RESOLUTION NO. 15-19**

### **A RESOLUTION ADOPTING ASSESSMENT FOR 81<sup>ST</sup> AVENUE NE IMPROVEMENTS**

**WHEREAS**, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the 2014-2015 Street Improvement Project, the improvement of 81<sup>st</sup> Avenue NE between Able Street NE and University Avenue NE.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of ten (10) years, the first of the installments to be payable on or before the first Monday in January 2016, and shall bear interest at a rate of three and one-half (3.50) percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2016. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 17th day of August, 2015.

APPROVED BY:

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Cindy Hansen, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



City of Spring Lake Park

**Final Assessment Roll**  
**81st Avenue Improvements**

193801577

13-Aug-15

cmm/pg/drb

Estimated Assessment Rates:

Commercial:	\$62.88 /ff
Single Family:	\$3,079.55 /lot
Duplex:	\$2,356.50 /unit
Townhome:	\$1,767.37 /unit
Apartment:	\$1,178.25 /unit

P.I.N.	Name	Address	Zoning	Unit Count or Frtg?	Count	Frontage	Rate	Estimated Assessment	Notes
<b><u>North Side of 81st Avenue</u></b>									
02 30 24 24 0019	Lyndale Terminal Company	8101 Univ Srvc Rd	C-1	Frontage		150.00	\$62.88	\$9,432.00	
02 30 24 24 0021	Lyndale Terminal Company	8101 Univ Srvc Rd	C-1	Frontage		38.67	\$62.88	\$0.00	Also fronts Univ Srvc Rd
02 30 24 24 0020	Elizabeth & Thomas Friday	348 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 24 0013	Ana-Maria Tufnek	353 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 24 0012	Abdelhak Elkhoul & Loubna	361 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 24 0011	Steven Hamm & Mary Herbe	409 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 24 0010	Barbara & Dennis Ryan	411 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 24 0009	Arthur Ruohonen	427 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 24 0008	Becky Clark & Christopher D	443 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 24 0087	Alice & Wayne Junes	459 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 24 0001	Glenn Stahoski	8100 Terrace Road NE	R-1	Unit	0		\$3,079.55	\$0.00	Also fronts Terrace
02 30 24 13 0061	Kurt Nieman & Yi Li	8101 Terrace Road NE	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0062	Raymond & Shirley Christian	519 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0063	Isidro Suarez	533 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0064	Kenneth Wendling	547 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0065	Shelia Mathers	561 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0066	Diane Dombeck	575 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0067	Scott Smalley	589 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0068	Floyd & Julie Schwab	603 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0069	Gregory & William Fisher	617 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0070	David Heffele & Kerri Steinbr	637 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
P.I.N.		Address	Zoning	Unit Count or Frtg?	Count	Frontage	Rate	Estimated Assessment	Notes

Appendix A - Preliminary Assessment Roll  
March 2014

02 30 24 13 0071	William & Lori Anderson	645 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0072	Michelle Ugstad	659 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0073	Omar Hany	673 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0074	Bart Urich	687 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 13 0075	Adrian Garcia & Rosaicela H	699 81st Avenue	R-1	Unit	0		\$3,079.55	\$0.00	Also fronts Monroe
02 30 24 14 0096	Robert Howard & Rosa Howe	701 81st Avenue	R-1	Unit	0		\$3,079.55	\$0.00	Also fronts Monroe
02 30 24 14 0097	James Dehn	709 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0098	Ann Iskierka	717 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0099	Harlan & Patricia Grover	725 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0100	Keith Meyers	733 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0101	Dennis & Bonnie Durand	741 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0102	Mainsl Properties LLC	749 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0103	Adam Teegarden	757 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0035	Eugene & Anna Rafferty	801 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0036	Marian Zack	809 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0037	Lee & Blair Wei	817 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0038	Anthony Faymoville	825 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0039	Andre & Kristen Benassi	833 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0040	Anthony Freeman & Megan C	841 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0041	Susan Vorlicky	849 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
02 30 24 14 0042	Julie & William Cady	857 81st Avenue	R-1	Unit	1		\$3,079.55	\$3,079.55	
<b>Subtotal - North Side of 81st Avenue:</b>					<b>37</b>	<b>188.67</b>		<b>\$123,375.35</b>	

P.I.N.	Address	Zoning	Unit Count or Frtg?	Count	Frontage	Rate	Estimated Assessment	Notes
<b><u>South Side of 81st Avenue</u></b>								
02 30 24 31 0070	Crystal Higgins & David Cran	322 81st Avenue	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts Univ. Ave. Sei
02 30 24 31 0069	Mary Morgan Ria	342 81st Avenue	R-1	Unit	1	\$3,079.55	\$3,079.55	
02 30 24 31 0066	Daniel Isaacson	350 81st Avenue	R-1	Unit	1	\$3,079.55	\$3,079.55	
02 30 24 31 0065	Jeffrey & Lindsey Rogers	358 81st Avenue	R-1	Unit	1	\$3,079.55	\$3,079.55	
02 30 24 31 0062	Kathryn Nelson	366 81st Avenue	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts 5th St NE
02 30 24 31 0061	Nathen Zeglen	8043 5th Street	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts 6th St NE
02 30 24 31 0046	David Mack	8042 6th Street	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts 6th St NE
02 30 24 31 0019	Walter Chilstrom	8043 6th Street	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts 6th St NE
02 30 24 31 0004	Frank Hallin	8042 Terrace Road	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts Terrace Rd
P.I.N.	Address	Zoning	Unit Count or Frtg?	Count	Frontage	Rate	Estimated Assessment	Notes
02 30 24 42 0106	Rodney & Karin Schmidt	8099 Terrace Road	R-1	Unit	1	\$3,079.55	\$3,079.55	
02 30 24 42 0093	Steven & Linda McCarron	8098 Washington Street	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts Washington S
02 30 24 42 0092	David & Tami Winters	8099 Washington Street	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts Washington S
02 30 24 42 0079	Jeremy Zemlicka	8092 Jefferson Street	R-1	Unit	1	\$3,079.55	\$3,079.55	
02 30 24 42 0078	Kenneth & Elaine Sarkela	8099 Jefferson Street	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts Jefferson St
02 30 24 42 0065	Fakiha Hassan	8098 Madison Street	R-1	Unit	1	\$3,079.55	\$3,079.55	
02 30 24 42 0064	Keith & MaryAnn Graba	8049 Madison Street	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts Madison

Appendix A - Preliminary Assessment Roll  
March 2014

02 30 24 42 0051	David Desormey	8048 Monroe Street	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts Monroe
02 30 24 41 0131	Muriel Gatten	8099 Monroe Street	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts Monroe
02 30 24 41 0049	Joseph Waldvogel & Stephar	8090 Quincy Street	R-1	Unit	0	\$3,079.55	\$0.00	
02 30 24 41 0048	Burton & Carol Carlson	8049 Quincy Street	R-1	Unit	0	\$3,079.55	\$0.00	
02 30 24 41 0034	Brian Hicks Jr	8090 Jackson Street	R-1	Unit	0	\$3,079.55	\$0.00	Also fronts Jackson
02 30 24 41 0033	Jason Koestler	800 81st Avenue	R-1	Unit	1	\$3,079.55	\$3,079.55	
02 30 24 41 0020	Diane Christianson & John T	830 81st Avenue	R-1	Unit	1	\$3,079.55	\$3,079.55	
02 30 24 41 0134	Wilmington Trust NA	8099 Van Buren Street	R-1	Unit	1	\$3,079.55	\$3,079.55	
02 30 24 41 0001	City of Spring Lake Park	City Lot				\$3,079.55	\$0.00	

**Subtotal - South Side of 81st Avenue:**

9	0	\$27,715.95
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	Units	Frontage	Est. Assessment
North Side of 81st Avenue	37	188.67	123,375.35
South Side of 81st Avenue	9	0.00	27,715.95
<b>TOTAL 81st Avenue</b>	<b>46</b>	<b>188.67</b>	<b>151,091.30</b>

Grand Totals 81st Avenue

<b>Front Footage</b>	<b>188.67</b>
<b>Single Family Lots</b>	<b>46.00</b>
<b>Duplex Units</b>	<b>0.00</b>
<b>Townhome Units</b>	<b>0.00</b>
<b>Apartment Units</b>	<b>0.00</b>

<b>Subtotal of Frontage Assessments:</b>	<b>\$9,432.00</b>
<b>Subtotal of Unit Assessments:</b>	<b>\$141,659.30</b>
<b>Total Value of Roll:</b>	<b>\$151,091.30</b>





Stantec Consulting Services Inc.  
2335 Highway 36 West, St. Paul MN 55113

August 24, 2015

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

Re: CSAH 35/Central Avenue NE Improvements Project  
Project No. 193802914  
**Bid Results**

Dear Honorable Mayor and City Council:

Bids were opened for the Project stated above on August 17, 2015. Transmitted herewith is a copy of the Bid Tabulation for your information and file. Copies will also be distributed to each Bidder once the Project has been awarded.

There were a total of 3 Bids. The following summarizes the results of the Bids received:

	<u><b>Contractor</b></u>	<u><b>Total Base Bid</b></u>
Low	North Valley, Inc.	\$198,241.57
#2	Hardrives, Inc.	\$215,661.30
#3	Park Construction Company	\$233,285.67

The low Bidder on the Project was North Valley, Inc. with a Total Base Bid Amount of \$198,241.57. This compares to the Engineer's Opinion of Probable Costs of \$232,000. At this point, the total project cost including construction, wetland replacement, and soft costs appears to be at or under the amount used for the Development Agreement with the property owner at 8299 Central Avenue NE.

These Bids have been reviewed and found to be in order. If the City Council wishes to award the Project to the low Bidder, then **North Valley, Inc.** should be awarded the Project on the **Total Base Bid Amount of \$198,241.57.**

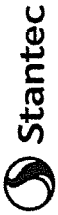
Should you have any questions, please feel free to contact me at (651) 604-4885.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

Phil Gravel

Enclosure



Project Name: **CSAH 35/Central Avenue NE Street Improvement Project**

City Project No.: \_\_\_\_\_

Project No.: 193802914

Bid Opening: Monday, August 17, 2015 at 11:30 A.M., CDT

Owner: City of Spring Lake Park, MN

*Phil Gravel, P.E.*  
License No. 19864

I hereby certify that this is an exact reproduction of bids received.

**BID TABULATION**

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total			
BASE BID:												
1	MOBILIZATION	LS	1	\$4,860.38	\$4,860.38	\$9,810.00	\$9,810.00	\$11,700.00	\$11,700.00			
2	CLEARING AND GRUBBING	LS	1	\$1,354.62	\$1,354.62	\$1,070.00	\$1,070.00	\$6,500.00	\$6,500.00			
3	REMOVE CONCRETE CURB AND GUTTER	LF	10	\$27.09	\$270.90	\$19.70	\$197.00	\$59.60	\$596.00			
4	REMOVE BITUMINOUS	SY	475	\$7.80	\$3,705.00	\$7.00	\$3,325.00	\$6.95	\$3,301.25			
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	1410	\$2.17	\$3,059.70	\$3.15	\$4,441.50	\$3.00	\$4,230.00			
6	SALVAGE AND REINSTALL SIGN AND POST	EA	7	\$146.30	\$1,024.10	\$145.00	\$1,015.00	\$200.00	\$1,400.00			
7	ADJUST SANITARY MANHOLE AT 18+25 WEST	LS	1	\$1,625.54	\$1,625.54	\$4,800.00	\$4,800.00	\$3,000.00	\$3,000.00			
8	COMMON EXCAVATION (P)	CY	1250	\$24.62	\$30,775.00	\$22.00	\$27,500.00	\$25.40	\$31,750.00			
9	SUBGRADE EXCAVATION	CY	125	\$24.61	\$3,076.25	\$21.60	\$2,700.00	\$41.10	\$5,137.50			
10	GRANULAR BORROW (CV)	CY	125	\$37.57	\$4,696.25	\$18.20	\$2,275.00	\$54.90	\$6,862.50			
11	AGGREGATE BASE, CLASS 2 (SHOULDERING)	TN	175	\$31.40	\$5,495.00	\$42.30	\$7,402.50	\$40.20	\$7,035.00			
12	AGGREGATE BASE, CLASS 5 FOR TURNLANES	TN	750	\$20.04	\$15,030.00	\$21.10	\$15,825.00	\$25.60	\$19,200.00			
13	AGGREGATE BASE, CLASS 5 FOR SIDEWALK	TN	250	\$24.01	\$6,002.50	\$35.30	\$8,825.00	\$47.70	\$11,925.00			
14	BITUMINOUS MATERIAL FOR TACK COAT	GAL	180	\$3.79	\$682.20	\$2.95	\$531.00	\$3.60	\$648.00			
15	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TN	200	\$85.77	\$17,154.00	\$128.00	\$25,600.00	\$104.00	\$20,800.00			
16	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (2,C)	TN	300	\$83.12	\$24,936.00	\$98.50	\$29,550.00	\$101.00	\$30,300.00			
17	SUBGRADE PREPARATION	SY	2580	\$3.30	\$8,514.00	\$1.85	\$4,773.00	\$1.10	\$2,838.00			
18	B618 CONCRETE CURB AND GUTTER	LF	68	\$35.17	\$2,391.56	\$32.10	\$2,182.80	\$48.00	\$3,264.00			
19	4" CONCRETE WALK	SF	4740	\$5.85	\$27,729.00	\$5.30	\$25,122.00	\$3.90	\$18,486.00			
20	6" CONCRETE WALK	SF	900	\$7.53	\$6,777.00	\$7.00	\$6,300.00	\$5.10	\$4,590.00			
21	TRUNCATED DOME PANEL	SF	8	\$43.35	\$346.80	\$42.90	\$343.20	\$38.00	\$304.00			
22	TRAFFIC CONTROL	LS	1	\$1,083.69	\$1,083.69	\$1,070.00	\$1,070.00	\$3,200.00	\$3,200.00			
23	SILT FENCE, TYPE MS	LF	1380	\$2.98	\$4,112.40	\$3.10	\$4,278.00	\$2.75	\$3,795.00			
24	CB INLET PROTECTION	EA	4	\$178.81	\$715.24	\$150.00	\$600.00	\$651.00	\$2,604.00			
25	TOPSOIL BORROW (LV)	CY	250	\$36.02	\$9,005.00	\$30.20	\$7,550.00	\$67.20	\$16,800.00			
26	APPLICATION OF WATER FOR TURF ESTABLISHMENT	MG	100	\$21.67	\$2,167.00	\$69.80	\$6,980.00	\$20.00	\$2,000.00			
27	SEED AND FERTILIZER, WITH WOOD FIBER BLANKET	SY	2400	\$3.14	\$7,536.00	\$3.85	\$9,240.00	\$2.90	\$6,960.00			
28	SIGN PANELS, TYPE C	SF	6.3	\$37.93	\$238.96	\$37.60	\$236.88	\$75.00	\$472.50			
29	4" SOLID LINE, WHITE PAINT	LF	2912	\$0.39	\$1,135.68	\$0.21	\$611.52	\$0.36	\$1,048.32			
30	12" SOLID WHITE STOP BAR	LF	32	\$7.83	\$250.56	\$4.30	\$137.60	\$7.25	\$232.00			
31	4" DOUBLE SOLID LINE, YELLOW PAINT	LF	1300	\$0.82	\$1,066.00	\$0.45	\$585.00	\$0.76	\$988.00			
32	CROSSWALK MARKING	SF	144	\$8.81	\$1,268.64	\$4.85	\$698.40	\$8.15	\$1,173.60			
33	PAVEMENT MESSAGE, RIGHT ARROW	EA	1	\$156.60	\$156.60	\$85.90	\$85.90	\$145.00	\$145.00			
TOTAL BASE BID					\$198,241.57	\$215,661.30		\$233,285.67				
Contractor Name and Address:				North Valley, Inc. 20015 Iguana Street NW, Ste. 100 Northaven, MN 55330 Phone: 763-274-2580 Fax: 763-274-2584 Email: <a href="mailto:contactus@northvalleyinc.net">contactus@northvalleyinc.net</a> Signed By: Brad Schmidtbauer Title: President Bid Security: Bid Bond Addenda Acknowledged: None			Hardrives, Inc. 14475 Quiram Drive Rogers, MN 55374 763-428-8886 763-428-8868 <a href="mailto:estimating@hardrivesinc.com">estimating@hardrivesinc.com</a> Anthony E. Kieger Director of Internal Sales Bid Bond None			Park Construction Company 1481 81st Avenue NE Minneapolis, MN 55432 763-786-9800 763-717-6237 <a href="mailto:mchristianson@parkconstructionco.com">mchristianson@parkconstructionco.com</a> Michael Christianson Vice President Bid Bond None		



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## MEMORANDUM

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**TO:** MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL  
**FROM:** DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR  
**SUBJECT:** BOOKKEEPER/OFFICE SUPPORT SPECIALIST HIRE  
**DATE:** SEPTEMBER 3, 2015

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Under the direction of the City Council, staff began a search to fill the new Bookkeeper/Office Support Specialist position recently created as a result of the Administration Department reorganization. The City received 58 applications for the position. An interview team made up of Parks and Recreation Director Rygwall, Recreation Program Supervisor Okey, Accountant Peggy Anderson and I interviewed seven candidates for the position. One candidate really stood out in both the customer service and accounting areas – Dena Brunette.

Dena brings exceptional qualifications to the position. She earned three Associates degrees from North Hennepin Community College in the areas of Accounting, Business Computer Management and Pre-Business Management. She currently works for Target Corporation Printing Services, handling accounts payable and receivables for multiple departments, posting journal entries, preparing invoices and other accounting tasks. She has also developed strong customer service skills in her role at Target Corporation and from her experience running her own business.

Staff has completed reference and criminal background checks and found nothing that would disqualify her from the position. Based on our due diligence, staff believes Dena will be a great addition to the City.

Due to the wealth of education and experience Dena brings to the position, staff is requesting that she start at step 3 of the salary schedule. Adequate funds were budgeted for in the 2016 budget to accommodate the hire at this salary level.

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





City of Spring Lake Park

## Engineer's Project Status Report

To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 9.8.15 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. *Currently waiting on a schedule from the Contractor, Visu-Sewer.* A Pre-construction conference will be scheduled when the preliminary televising has been completed.

### **2015 Seal Coat Project (193803134).**

*Next step is to issue final payment.*

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

Punch-list work remains. The punch-list includes several clean-up and seeding items that need to be addressed by the contractor. The public assessment hearing for 81<sup>st</sup> Avenue, Arthur Street, and the TH65 Service Drive was held on August 17<sup>th</sup>.

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

Final plans have been prepared and submitted to Anoka County and RCWD. *Construction bids were received on August 17<sup>th</sup>. Contract Award should be considered.*

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

Ongoing implementation items. Training will be the next task.

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

A productive meeting was held with the Planning Commission. Work continues.

### **Lift Station No. 1 Equipment (193802805).**

Equipment suppliers (pumps, generator, and control panel) continue work on their items. Generator has been delivered.

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

Project will be re-bid this fall. *Current project schedule:*

- Council Approve Plans September 21, 2015.
- Open Bids (1:00 PM) October 26, 2015.
- Council Consider Award November 2, 2015.

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

Working with Dan on updating subdivision ordinance.

We continue to work with T-Mobile and Sprint on their applications for antenna modifications. There is an issue with T-Mobile and their handrail modification on the Able Street tower that needs to be resolved.

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**





Helping adults  
with disabilities  
build skills,  
careers &  
independence  
for over 50 years

# Achieve

SERVICES, INC.

## Annual Report 2014

## 2014 Board of Directors

### Achieve Services, Inc. Board of Directors

Chair

**Susan Holden**

Vice Chair

**Kathy Svanda**

Secretary

**Sandy Crawford**

Members at Large

**John Bennett**

**Mike Bisping**

**James Deal**

**John LeTourneau**

**Joan Quade**

**Jim Steffen**

**Natalie Steffen**

**Reid Tuenge**

**Tom Wilson**

Achieve Services Inc. Leadership Team

**CEO**

Tom Weaver

**Program Supervisor**

Jim Rooker

**Director**

Carol Donahoe

**Program Supervisor**

Tina Stofferahn

**Human Resources Director**

Katie Friary

**Program Supervisor**

Lindsey Johnson

### We are

A day training and habilitation program serving adults with developmental disabilities. By focusing on abilities, not disabilities, we strive to increase the independence and quality of life for all individuals in our program.

### Mission

We create innovative opportunities that inspire people with disabilities. Achieve will enable every participant to lead a meaningful and self-determined life.

### Core Values

- Compassion - We place the care and well-being of those we serve above all else.
- Integrity - In all that we do we are open, honest and respectful, and we follow through on our commitments.
- Empowerment - We honor and support personal choices to help people achieve independence and realize their full potential.
- Dedication - We demonstrate resolve and enduring commitment to enhancing the lives of the people we serve.
- Innovation - We pursue creative and non-traditional ideas to inspire success.



## Message from the CEO



By: Tom Weaver  
Chief Executive Officer  
Achieve Services, Inc.

### The best of 2014

#### In 2014, Achieve Services celebrated our 50-year

**anniversary!** Starting in a church basement in 1964, we began as a program for children with disabilities. By the mid-80s, schools began serving kids. Meanwhile, adult institutions were shutting down, and we evolved into a program for adults with disabilities. For our first 40 years we were a division of Anoka County, and for the past 10 we've been a free-standing non-profit. We really had fun looking back and celebrating our history, but our focus remains firmly fixed on the future.

Celebrating 50 years conjures up thoughts of stability, consistency and endurance. But as I think back on 2014, the word that seems to percolate to the surface is "change." And while we've always been pretty good at adapting to changing needs and circumstances, for the last couple of years we've seen unprecedented policy shifts in our industry. Accordingly, Achieve is doing things differently than we have in the past. While change often creates anxiety, we know it also creates opportunities.

One of the biggest shifts – and challenges – we face is the reduction in government support for our services. With significant cuts looming, we've had to seek other sources of funding. We started a new business, "Achieve Clean, LLC." Achieve Clean is our own environmentally-friendly laundry detergent and is providing both jobs and revenue for people with disabilities. We have a great partner in Lubrication Technologies, which developed the formula and is mixing the detergent for us. Our clients fill and label bottles, box the bottles, prepare them for shipping and help with sales. You can find Achieve Clean at local Coburns' and Value Village stores, or online at [achieveclean.org](http://achieveclean.org), and "Wash With a Cause!"

The shifting sands have also caused us to step back and examine who we are and what we want to be. That process led us to evaluate and modify our Core Values, which we use to guide essentially every decision we make.

Here are the Core Values Achieve adopted in 2014:

**Compassion:** We place the care and well-being of those we serve above all else.

**Integrity:** In all that we do we are open, honest, and respectful, and we follow through on commitments.

**Empowerment:** We honor and support personal choices to help people achieve independence and realize their full potential.

**Dedication:** We demonstrate resolve and enduring commitment to enhancing the lives of the people we serve.

**Innovation:** We pursue creative and non-traditional ideas to inspire success.

Finally, we are extremely grateful for the many partners who've supported us throughout the year with time, talent, resources and more. In addition, Achieve is truly blessed to have highly skilled, dedicated, professional staff working with our clients – they are the best in the business. To all of you, we say **THANK YOU** for all that you did in 2014.

Together we can make 2015 even better!

## Consumer Characteristics

### Demographics 2014

Number of consumers served: 184

#### Primary diagnosis

Developmental disability - 69%

Autism - 7%

Down syndrome - 7%

Cerebral palsy - 5%

Epilepsy/Seizure disorder - 3%

\*Other - 9%

*\* (Traumatic brain injury, Cognitive learning disability, Ataxia, Partial trisomy, Classical galactosemia, Lennox Gastreau, Asperger's syndrome, Pervasive developmental disorder, Hydrocephalus, Fetal alcohol syndrome, Angelamn's syndrome)*

#### Admissions: 9

#### Discharges: 5

Reason for discharges:

Moved out of state - 1

Retired - 1

Deceased - 1

Personal reasons - 2

#### Ambulation

Ambulatory - 150

Wheelchair or

Assistive device - 34

#### Work level involvement

- Community-based employment - **60 participants**

- Full-day work – inhouse or a combination of inhouse and community employment - **60 participants**

- Partial-day work – includes time for therapy and other services, along with inhouse and community employment - **25 participants**

- Minimal-day work program – higher therapeutic needs, with work training being less of a priority - **37 participants**

## Participant Involvement Committee

### Members 2014

Jennifer F.

Tom B.

Dawn K.

Jim G.

Aaron D.

Lisa P.

Jenny M.

Mahesh R.

Michael M.

Brian C.

Denise K.



Legislative visit

Some of the issues addressed by the PIC in 2014:

- Visits with legislators at the state capital
- Participation in the Blaine parade
- 50th Anniversary celebration
- Temperature fluctuations in different areas
- Brewster the therapy dog's visits
- Dance At Your Own Risk CD
- Tie Dye activity
- Movie outing
- Achieve picnic
- Staff & participant updates
- Fall fundraiser

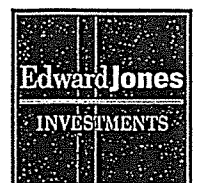
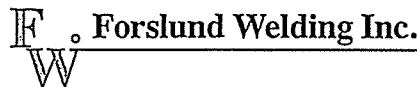
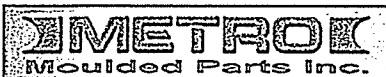
The PIC addresses issues that affect all aspects of work and life at Achieve. This can range from things affecting the work environment, transportation, celebrations and events, community outreach, the political climate, fundraising, entrepreneurial ideas, benefits, turnover, volunteerism, jobs inhouse and in the community and more.

Businesses providing CBE or work in Achieve's shop during 2014:

Our Employers



11 sites



CI COATINGS



UNIVERSITY OF MINNESOTA  
RECYCLING CENTER



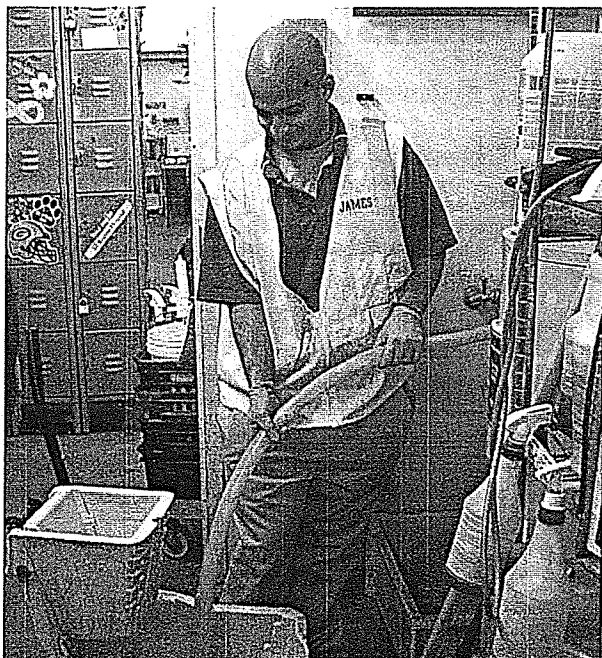
DESIGN HOUSE GREETINGS

## Key Performance Indicators

### Community Employment Services:

#### Objectives:

- Increase the number of participants working half time or more in the community (3+ hours per day, 5 days per week).
- Increase the number of participants working 2 or more days in the community.
- Increase the number of participants working in the community at least 1 day per week.
- Increase the number of community employment sites.
- Decrease the number of participants earning sub-minimum wage.
- Increase satisfaction with community employment services by participants and their teams.



**Achieve will provide high quality, consistent community-based employment opportunities for participants desiring employment.**

#### Rationale:

- Three key indicators of success in the community employment area relate to number of jobs, hours spent working each week at those jobs and wages earned.

Increasing the number of participants working in the community one, two, three or more days per week increases opportunities for employment as well as community involvement and inclusion. Decreasing jobs that pay sub-minimum wage helps participants earn more and gain independence.

As always, satisfaction with services is a priority. We strive to provide services that meet or exceed the wants and needs of each participant we serve.

#### Baselines:

These are new objectives. At the close of 2014:

- 34 participants were working 3+ hours per day, 5 days per week in community jobs.
- 39 were employed in community jobs 2+ days a week.
- 77 worked at a community jobsite at least once per week.
- There were 30 different community employment sites.
- 25 participants were earning minimum wage or above at community jobs.
- 96% of participants and their teams expressed satisfaction with services.

## Key Performance Indicators

### Center-Based Employment Services: Achieve will provide high quality, consistent center-based employment opportunities for participants desiring employment.

#### Objectives:

- Provide consistent work in the center-based production area, minimizing hours of downtime.
- Increase the average amount of wages earned by participants working on center-based jobs.
- Increase satisfaction with center-based employment by participants and their teams.
- Diversify the number of employers of subcontract work.
- Increase the number of participants in the minimal and partial programs who complete subcontract work.

#### Rationale:

Achieve maintains an inhouse production area and supports the philosophy that this provides a needed and worthwhile alternative for participants who are unable or do not desire to pursue community employment. It also provides opportunities for hands-on training, while

completing real work for real pay for participants who are working to increase skills in order to move on to a community employment environment in the future. Providing consistent and diversified work while increasing wages benefits participants and helps create a successful and effective work space. We believe increasing work skills of each individual participant, including those in the minimal and partial programs, provides them with opportunities for increased independence. Satisfaction with services continues to be a priority, in all areas of programming.



#### Baselines:

These are new objectives. At the close of 2014:

- There was an average of 6 hours of downtime per week.
- Average wage of participants working more than 50% of the day in the production area was \$266.00 per quarter.
- 86% of participants and their teams expressed satisfaction with Achieve center-based work services.
- 7 different businesses provided subcontract work to Achieve during 2014.
- 62% participants from the minimal and partial-day components completed subcontract work.

## Key Performance Indicators

**Community Services:** Achieve will improve its ability to provide community opportunities for participants on a weekly basis.

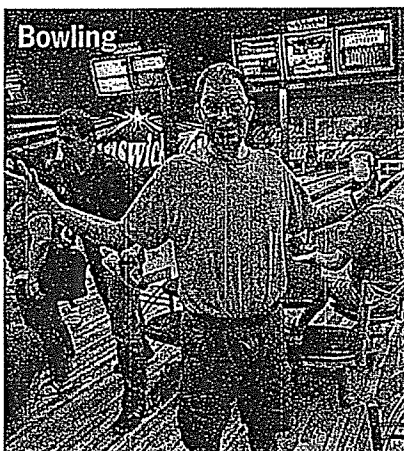
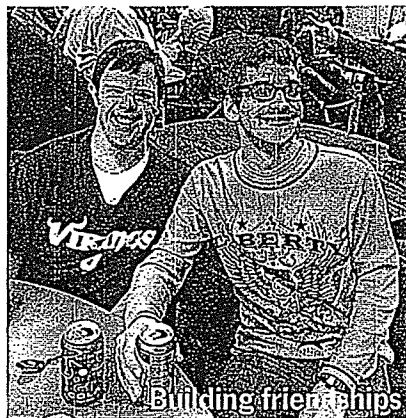
### Objectives:

- Increase the number of community engagement opportunities for:
  - Minimal-day work - 18 per week
  - Partial-day work - 10 per week
  - Full-day work - 12 per week
  - Community-based work - 3 per week
- Increase the number of participants involved in educational and training activities in the community.

### Rationale:

Being an active member of one's community promotes opportunities for new experiences in new environments as well as learning, socializing, physical activity, variety and diversity - for Achieve participants as well as community members. Promoting activities in the community, especially those

that involve opportunities for education and training will increase participant competence, independence, awareness, ease and involvement within their own communities.





## Key Performance Indicators

**Agency Goals:** Achieve will continuously provide high quality services that meet the needs of our participants.

### Objectives:

- Be the employer of choice, continuing to attract highly skilled and passionate staff and maintain a 5% rate of turnover.
- Maintain a highly engaged staff, with 100% expressing such on the Achieve staff satisfaction survey.
- Maintain a highly trained staff, meeting or exceeding training hours outlined in state licensing and CARF requirements.
- Improve overall satisfaction of Achieve services by persons served.
- Reduce reliance on government revenue.

### Baselines:

These are new objectives. At the close of 2014:

- Staff turnover was 4% during 2014.
- Per the 2014 staff satisfaction survey, 84% of staff members were highly engaged.
- Staff completed 822 hours of quarterly training during 2014.
- 96% of participants and team members expressed satisfaction with Achieve services.
- During 2014 88% of funding came from government revenue.

### Rationale:

The level of services we provide can only be as high as the quality of the staff providing those services. Attracting and keeping high-quality, highly qualified staff members promotes excellence in service along with the consistency, innovation and compassion that Achieve has come to be known for over the years.

Keeping both staff and participants happy and satisfied with services only boosts the level of quality of those services.

Achieve staff collaborated with participant musicians to create the CD "Dance At Your Own Risk."



## 2014 Donations

### Thank you for your support

Abdallah Candy	Jim & Pam Deal	Jim Kugler	Olive Garden	Split Rock Lighthouse
Acapulco	Catherine DeLaria	Matt Kuker	Overacker Plumbing	Sportech
Gail Anderson	Chanhasen Dinner Theater	Larkin Hoffman Attorneys	Park Tavern	St. Croix Casino & Hotel
Anoka Area Chamber of Commerce	Chris DeLaria	Larsmont Cottages	Dale Pearson	St. Paul Saints
Anoka County Parks	Diamond Metal Products	Mara Lawler	Pearson's Candy Co.	Jim Steffen
Anoka Lions	Diamond Willow Dreams	Wayne & Donna LeClair	Darren Pender	Natalie Steffen
Anoka Meats	Carol Donahoe	Richard Lee	Perfect 10 Car Wash	George & Rose Marie Steiner
Banfill-Locke	Wally Dummer	John LeTourneau	Jill Pertler	Steve's Appliance
Barna, Guzy & Steffen	Alfred & Joyce Eckhardt	Let's Dish	Polaris Industries	David Strand & Bridgett Duffy
Mike & Patty Baumann	Michael Eckman	Rosemary Madethen	John Pracht	Kathy Svanda
Raymond & Belinda Beck	Philip & Shirley Eddy	Mall of America	Tom Pracht	Lee & Gaylene Switzer
Beisswenger's Hardware	El Loro	Don & Sue Manion	Linda Prael	Janice Theiler
Bell Lumber & Pole Co.	Tony Elfelt	Mary Kay	PSD, LLC	Three Rivers Park District
John Bennett	Dave & Jo Fairbairn	Matthew's Family Restaurant	Q Nails	TLC Toys
Big Top Liquor	Justin Fronius	Kay McAloney	Ramsey Rotary	Shirley Tobias
Deborah Birkeland	GB Leighton's Pickle Park	Medtronic	Robert Rapacke	Tournament Liquors
Blaine Ham Lake Rotary Club	Ruth Gerdesmeier	Mermaid Entertainment	Shannon Rasmussen	TPAC
James & Dorothy Bowler	Bruce Gilbertson	Michael Stedman Foundation	Red Lobster	Trio Landscaping
Brick's	Glensheen Historic Estate	Minnesota Landscape Arboretum	RJF Agencies	Trott Brook Financial
Richard Bro	Grand Casino Hinkley	Minnesota Science Museum	Ken Rogahn	Valleyfair
Brunswick Zone	Grandma's Restaurant	Minnesota State Fair	Duane Rosenberg	Victory Auto
Pat Byrne	Great Lakes Aquarium	Minnesota Twins	Rooker family	Village Bank
Chris Carlson	Margaret Grekoff	Minnesota Vikings	Steve Ryan	Vistage
City of Ramsey	Hart Family Chiropractic	Minnesota Wild	Sammy's Pizza	Rolland & Carol Volker
Clive's Roadhouse	Steve & Marcia Heath	Moe's	Al Sannerud	Bernice Ward
Coborn's	Susan Holden	Mystic Lake Casino	Sue Savarese	Andy Weaver
Sam & Barb Courey	Holiday Station Stores	Nasier Butt Anam Foundation	Floyd & Evelyn Schluter	Charlie Weaver
Sandy Crawford	Michelle Hudak	Nature's Elements	Wayne Serie	Tom Weaver
Cub Foods - Blaine	Patti Invie	Barbara Nellesen	Sieben Carey	Weaver Brothers
Cub Foods - Northdale	Joens family	Julie Nelson Gotham	Simeks	Lance West
Cub Foods - Northtown	Jean Johnson	Network for Good	Simonson's Spa	Western Bank
Larry Dahlberg	Philip & Marva Jorgenson	Ken Norlien	SIT Investment Associates	Wild Mountain
Eric Dahlberg	The K Foundation	Maynard & Sue Nygaard	Foundation	Rich & Sandy Willows
The Dahlberg family	Key's Café	Old Log Theater	Smith, Schafer & Associates	Tom Wilson
	Klein Bank	Ole Piper	Patty Spitzmueller	Nicole Wolverson
	Valerie Kruger			Bill Youngs



## Statement of Activities & Financial Position

### Activities

#### Support & Revenue

Program Service Fees	4,500,938
Participant Income	322,071
Donations, Fundraisers, Contributions	135,438
Grants	94,279
Interest, Dividends, Capital Gains, Investments	54,568
Detergent	48
CD sales/Achievable Ink/Recycling	662
Sale of Equipment	17,051
Other Revenue	1,114

**Total Revenue** 5,126,169

#### Expenses

Program Services	4,303,792
Administration & General	466,137
Fundraising	42,891
Costs of Goods (Detergent)	18
<b>Total Expense</b>	<b>4,812,838</b>
<b>Revenue/Expenses</b>	<b>313,331</b>

### Financial Position

#### Assets

##### Current Assets

Cash & Cash Equivalents	477,576
Investments	1,961,319
Accounts Receivable	616,464
Grants Receivable	84,279
Inventory	3,623
Prepaid Expenses	32,392

**Total Current Assets** 3,175,653

##### Fixed Assets

Furniture & Fixtures	290,252
Equipment	186,569
Vehicles	1,120,683
Less: Accumulated Depreciation	(1,121,787)

**Total Fixed Assets** 475,717

**Total Assets** 3,651,370

#### Liabilities & Net Assets

##### Current Liabilities

Accounts Payable	193,799
Accrued Wages	131,409
Accrued Pension	34,465
Other Accruals	9,664

**Total Current Liabilities** 369,337

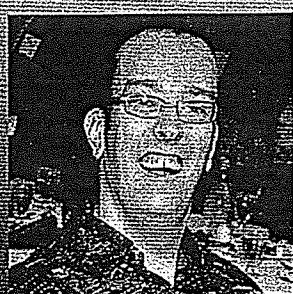
**Net Assets** 3,282,033

**Total Liabilities & Net Assets** 3,651,370



The following policies have been updated to insure compliance with operating rule 245D. For information or to view the policies, please visit our website.

- Admission, Temporary Service Suspension and Service Termination
- Reporting and Review of Maltreatment of Vulnerable Adults
- Reporting and Review of Maltreatment of Minors
- Program Abuse Prevention Plan
- Data Privacy
- Emergency Use of Manual Restraints
- Death of a Person Served
- Safe Transportation
- Emergencies
- Grievance Policy
- Participant Funds
- Responding to and Reporting Incidents
- Reviewing Incidents and Emergencies
- Rights of Person's Served



# 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](http://www.achieveservices.org)

Connect



August 25, 2015

To: City Finance & Other Interested Officials

Attachment: Metropolitan Disposal  
System Flows and Charges

Re: 2016 Municipal Wastewater Charges

The Metropolitan Council adopted a Metropolitan Wastewater Charge for 2016 of \$201.0 million. This is an increase of 5.4% from the 2015 charge of \$190.7 million.

As you may know, metropolitan wastewater facilities nationwide are under a lot of cost pressure due to aging infrastructure, increasing regulation and decreasing federal and state financial support. The National Association of Clean Water Agencies (NACWA) projects a national average increase of 5.8% for 2016 and predicts increases over 5% for the next several years.

MCES also faces these challenges, and future MCES rate increases in the near term are likely to be close to the national average. Nevertheless, our combined national competitiveness remains very good: At the retail level, the average single-family residence in the Twin Cities metropolitan area paid \$255 in 2014 compared to an average of \$404 for 25 peer wastewater service providers that treat more than 100 million gallons per day.

MCES continues to utilize the "firm flow" allocation method, which uses the 12-month flow values between July 1, 2014 and June 30, 2015 (as an estimate of 2016 service) to allocate the \$201.0 million of total metropolitan charges. Your municipality's percentage of the overall system flow during that period is the percentage of the Metropolitan Wastewater Charge that will be charged to your community in 2016. We have included the calculation on the attached table and will bill your municipality in equal monthly amounts in 2016. Note that overall system flow is down; therefore, municipalities that benefit from others who pay for inflow and infiltration (I/I) will realize less of a benefit.

MCES community rate survey results and additional information regarding our rates and billings are available at:

<http://metro council.org/Wastewater-Water/Funding-Finance.aspx>

<http://metro council.org/Wastewater-Water/Funding-Finance/Finance-Pubs/2014-Survey-of-Municipal-Residential-Wastewater-Ra.aspx>

Note that the numbers on the attached table DO NOT include any I/I Surcharges. Those communities that have a preliminary 2016 I/I obligation have received a separate letter from Bryce Pickart.

As always, MCES welcomes your comments, questions and suggestions on our services. Feel free to contact me at (651) 602-1162 or e-mail me at [ned.smith@metc.state.mn.us](mailto:ned.smith@metc.state.mn.us). For the NACWA data, please contact Dan Schueller at (651) 602-1624 or [dan.schueller@metc.state.mn.us](mailto:dan.schueller@metc.state.mn.us). Please contact Kyle Colvin with questions about your community's wastewater flows at (651) 602-1151 or [kyle.colvin@metc.state.mn.us](mailto:kyle.colvin@metc.state.mn.us).

Sincerely,



Ned Smith  
Director, MCES Finance

## 2016 Metropolitan Disposal System Flows and Charges

2016 Metropolitan Wastewater Charge to be allocated:

**\$201,013,000**

Community	Flow (Mill. Gall.)	% of Total	2016 Annual Charge	2016 Monthly Charge
ANDOVER	482.30	0.563427%	\$1,132,561.80	\$94,380.15
ANOKA	584.20	0.682468%	\$1,371,848.65	\$114,320.72
APPLE VALLEY	1,175.60	1.373346%	\$2,760,604.71	\$230,050.39
ARDEN HILLS	288.99	0.337601%	\$678,621.26	\$56,551.77
BAYPORT	175.90	0.205488%	\$413,057.48	\$34,421.46
BIRCHWOOD	20.85	0.024357%	\$48,961.05	\$4,080.09
BLAINE	1,440.75	1.683097%	\$3,383,243.65	\$281,936.97
BLOOMINGTON	2,901.60	3.389675%	\$6,813,687.17	\$567,807.26
BROOKLYN CENTER	947.19	1.106516%	\$2,224,240.54	\$185,353.38
BROOKLYN PARK	2,022.20	2.362352%	\$4,748,634.61	\$395,719.55
BURNSVILLE	1,880.91	2.197296%	\$4,416,850.13	\$368,070.84
CARVER	88.10	0.102919%	\$206,880.98	\$17,240.08
CENTERVILLE	87.39	0.102090%	\$205,213.72	\$17,101.14
CHAMPLIN	553.40	0.646487%	\$1,299,522.50	\$108,293.54
CHANHASSEN	611.89	0.714815%	\$1,436,871.74	\$119,739.31
CHASKA	862.50	1.007580%	\$2,025,367.10	\$168,780.59
CIRCLE PINES	122.70	0.143339%	\$288,130.48	\$24,010.87
COLUMBIA HEIGHTS	414.93	0.484725%	\$974,360.08	\$81,196.67
COLUMBUS	7.88	0.009205%	\$18,504.22	\$1,542.02
COON RAPIDS	1,857.20	2.169598%	\$4,361,173.08	\$363,431.09
COTTAGE GROVE	729.60	0.852325%	\$1,713,284.45	\$142,773.70
CRYSTAL	599.00	0.699757%	\$1,406,602.77	\$117,216.90
DAYTON	60.40	0.070560%	\$141,834.40	\$11,819.53
DEEPHAVEN	171.85	0.200757%	\$403,547.06	\$33,628.92
EAGAN	2,110.12	2.465061%	\$4,955,092.90	\$412,924.41
EAST BETHEL	8.83	0.010315%	\$20,735.06	\$1,727.92
EDEN PRAIRIE	1,594.10	1.862242%	\$3,743,348.05	\$311,945.67
EDINA	2,109.82	2.464710%	\$4,954,388.43	\$412,865.70
ELKO NEW MARKET	89.30	0.104321%	\$209,698.88	\$17,474.91
EMPIRE TOWNSHIP	55.07	0.064333%	\$129,318.22	\$10,776.52
EXCELSIOR	68.81	0.080384%	\$161,583.20	\$13,465.27
FALCON HEIGHTS	207.22	0.242076%	\$486,604.72	\$40,550.39
FARMINGTON	546.21	0.638087%	\$1,282,638.57	\$106,886.55
FOREST LAKE CITY	521.52	0.609244%	\$1,224,660.23	\$102,055.02
FRIDLEY	1,677.13	1.959238%	\$3,938,323.39	\$328,193.62
GEM LAKE	10.95	0.012792%	\$25,713.36	\$2,142.78
GOLDEN VALLEY	801.77	0.936635%	\$1,882,757.77	\$156,896.48
GREENFIELD	2.22	0.002593%	\$5,213.12	\$434.43
GREENWOOD	16.37	0.019124%	\$38,440.88	\$3,203.41
HASTINGS	514.70	0.601277%	\$1,208,645.16	\$100,720.43
HILLTOP	28.12	0.032850%	\$66,032.84	\$5,502.74
HOPKINS	614.89	0.718320%	\$1,443,916.49	\$120,326.37
HUGO	219.10	0.255955%	\$514,501.95	\$42,875.16
INDEPENDENCE	14.72	0.017196%	\$34,566.27	\$2,880.52
INVER GROVE HEIGHTS	745.60	0.871017%	\$1,750,856.48	\$145,904.71
LAKETOWN TOWNSHIP	16.79	0.019614%	\$39,427.15	\$3,285.60

LAKEVILLE	1,389.77	1.623542%	\$3,263,529.78	\$271,960.82
LANDFALL	23.05	0.026927%	\$54,127.20	\$4,510.60
LAUDERDALE	59.29	0.069263%	\$139,227.84	\$11,602.32
LAKE ELMO	6.59	0.007698%	\$15,474.98	\$1,289.58
LEXINGTON	36.76	0.042943%	\$86,321.73	\$7,193.48
LILYDALE	24.64	0.028785%	\$57,860.92	\$4,821.74
LINO LAKES	373.71	0.436571%	\$877,565.15	\$73,130.43
LITTLE CANADA	330.96	0.386630%	\$777,177.39	\$64,764.78
LONG LAKE	87.01	0.101646%	\$204,321.38	\$17,026.78
MAHTOMEDI	167.27	0.195406%	\$392,792.06	\$32,732.67
MAPLE GROVE	1,845.97	2.156479%	\$4,334,802.21	\$361,233.52
MAPLE PLAIN	71.60	0.083644%	\$168,134.82	\$14,011.24
MAPLEWOOD	1,294.17	1.511861%	\$3,039,036.92	\$253,253.08
MEDICINE LAKE	9.49	0.011086%	\$22,284.91	\$1,857.08
MEDINA	115.68	0.135138%	\$271,645.76	\$22,637.15
MENDOTA	7.60	0.008878%	\$17,846.71	\$1,487.23
MENDOTA HEIGHTS	495.86	0.579268%	\$1,164,404.09	\$97,033.67
MINNEAPOLIS	16,689.13	19.496390%	\$39,190,278.08	\$3,265,856.51
MINNETONKA	1,721.12	2.010628%	\$4,041,622.99	\$336,801.92
MINNETONKA BEACH	19.00	0.022196%	\$44,616.78	\$3,718.07
MINNETRISTA	107.45	0.125524%	\$252,319.65	\$21,026.64
MOUND	284.82	0.332729%	\$668,829.05	\$55,735.75
MOUNDS VIEW	380.10	0.444036%	\$892,570.48	\$74,380.87
NEW BRIGHTON	608.61	0.710984%	\$1,429,169.47	\$119,097.46
NEW HOPE	584.80	0.683169%	\$1,373,257.60	\$114,438.13
NEWPORT	88.51	0.103398%	\$207,843.76	\$17,320.31
NORTH OAKS	22.41	0.026180%	\$52,624.32	\$4,385.36
NORTH ST PAUL	355.86	0.415719%	\$835,648.85	\$69,637.40
OAKDALE	893.51	1.043806%	\$2,098,186.39	\$174,848.87
OAK PARK HEIGHTS	195.20	0.228034%	\$458,378.73	\$38,198.23
ORONO	168.01	0.196271%	\$394,529.77	\$32,877.48
OSSEO	70.30	0.082125%	\$165,082.10	\$13,756.84
PLYMOUTH	2,247.75	2.625842%	\$5,278,282.78	\$439,856.90
PRIOR LAKE	563.40	0.658169%	\$1,323,005.01	\$110,250.42
RAMSEY	305.70	0.357121%	\$717,860.55	\$59,821.71
RICHFIELD	1,154.78	1.349024%	\$2,711,714.11	\$225,976.18
ROBBINSDALE	380.03	0.443954%	\$892,406.10	\$74,367.17
ROSEMOUNT	504.80	0.589712%	\$1,185,397.46	\$98,783.12
ROSEVILLE	1,134.52	1.325356%	\$2,664,138.53	\$222,011.54
ST ANTHONY	245.39	0.286667%	\$576,237.49	\$48,019.79
ST BONIFACIUS	85.43	0.099800%	\$200,611.14	\$16,717.60
ST LOUIS PARK	1,778.84	2.078057%	\$4,177,164.07	\$348,097.01
ST PAUL	8,772.36	10.247949%	\$20,599,709.38	\$1,716,642.45
ST PAUL PARK	117.10	0.136797%	\$274,980.28	\$22,915.02
SAVAGE	721.80	0.843213%	\$1,694,968.09	\$141,247.34
SHAKOPEE	1,040.50	1.215521%	\$2,443,355.91	\$203,612.99
SHOREVIEW	762.04	0.890222%	\$1,789,461.73	\$149,121.81
SHOREWOOD	250.67	0.292835%	\$588,636.26	\$49,053.02
SOUTH ST PAUL	1,091.70	1.275334%	\$2,563,586.39	\$213,632.20
SPRING LAKE PARK	208.99	0.244144%	\$490,761.13	\$40,896.76
SPRING PARK	84.80	0.099064%	\$199,131.75	\$16,594.31
STILLWATER	679.20	0.793447%	\$1,594,932.56	\$132,911.05

TONKA BAY	80.40	0.093924%	\$188,799.44	\$15,733.29
VADNAIS HEIGHTS	421.39	0.492272%	\$989,529.79	\$82,460.82
VICTORIA	242.73	0.283559%	\$569,991.14	\$47,499.26
WACONIA	341.50	0.398943%	\$801,927.96	\$66,827.33
WAYZATA	192.88	0.225324%	\$452,930.79	\$37,744.23
WEST ST PAUL	706.30	0.825106%	\$1,658,570.18	\$138,214.18
WHITE BEAR LAKE	837.76	0.978679%	\$1,967,271.35	\$163,939.28
WHITE BEAR TOWNSHIP	345.08	0.403126%	\$810,334.70	\$67,527.89
WILLERNIE	18.81	0.021974%	\$44,170.61	\$3,680.88
WOODBURY	1,695.54	1.980745%	\$3,981,554.71	\$331,796.23
Total	85,601.13	100.000000%	\$201,013,000.00	\$16,751,083.33





July 9, 2015

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

Dear Mayor Hansen,

**ANOKA COUNTY, MINNESOTA FLOOD INSURANCE STUDY**

You recently received a letter from the Federal Emergency Management Agency (FEMA) dated June 16, 2015, about your floodplain regulations. This letter, known as the Letter of Final Determination (LFD), explains that the Flood Insurance Rate Maps (FIRMs) for your community, as well as the Anoka County Flood Insurance Study, are now complete and will become effective on December 16, 2015 (which is 6 months from the date of the LFD).

This letter is intended to explain the statement in the LFD that “your community is required... to adopt or show evidence of adoption of floodplain management regulations that meet the standards of Paragraph 60.3(d)....by the effective date of the FIRM.” In other words, *your community must amend your floodplain ordinance, or adopt a new ordinance, by December 16, 2015, in order to continue participating in the National Flood Insurance Program (NFIP).* The DNR, as the State Coordinating Agency for the NFIP, will be assisting you in this effort.

The DNR will advise your staff as to what type of floodplain ordinance your community should adopt. We will be contacting you within the next few weeks with a draft ordinance tailored to your community. I urge you to respond as soon as possible to initiate this process so as to prevent your community from being suspended from the National Flood Insurance Program should you not meet the 6-month deadline.

*We strongly encourage your community to complete a draft of a new or revised floodplain ordinance and forward it to my attention by September 16, 2015 (the midpoint of the 6-month adoption period).*

This allows time for our review and approval, for your community to complete the adoption/publication process, and for an adopted/certified copy of the ordinance to be sent to the Federal Emergency Management Agency's Chicago Regional Office by December 16, 2015.

All communities will eventually receive one set of paper copies of the Anoka County Flood Insurance Study and the respective flood insurance rate map panels from FEMA. Many communities prefer to have the final study/maps available when they initiate the ordinance adoption/amendment process. We anticipate that electronic versions of the final maps will be available within the next month, and we will make them available on our ftp site:

[ftp://ftp.dnr.state.mn.us/pub/waters/floodplain/County\\_data/Anoka/](ftp://ftp.dnr.state.mn.us/pub/waters/floodplain/County_data/Anoka/) These posted documents will include pdfs for viewing and printing, as well as shapefiles for GIS use.



Mayor Hansen  
July 9, 2015  
Page two

FEMA has advised us that, without exception, a community will be suspended from the National Flood Insurance Program if the required floodplain ordinance documents are not received in its Chicago Regional Office by the study/map effective date. A suspended community may be reinstated if the community: 1) submits the required floodplain ordinance language; and 2) documents that no improper floodplain development has occurred since the study/map effective date or that any improper floodplain development has been properly mitigated. During the suspension period, no flood insurance policies can be written or renewed in the community. This would have a serious impact on people exposed to flood damage or those who are trying to purchase homes in the designated 100-year floodplain, where flood insurance is a requirement of the loan.

While our office in St. Paul will be the main contact for the ordinance update, we will coordinate with DNR Area Hydrologist Kate Drewry of our St. Paul regional office. Ms. Drewry will continue to be your main contact for day-to-day assistance with administering your floodplain management ordinance and for questions about other DNR water-related programs and permits. Please feel free to contact Ms. Drewry at any time at (651) 259-5753 or [kate.drewry@state.mn.us](mailto:kate.drewry@state.mn.us). If you have questions for me, you may contact me at the address in the footer of page one, at (651) 259-5713, or at [ceil.strauss@state.mn.us](mailto:ceil.strauss@state.mn.us).

Sincerely,



Ceil Strauss, CFM  
State Coordinator, National Flood Insurance Program

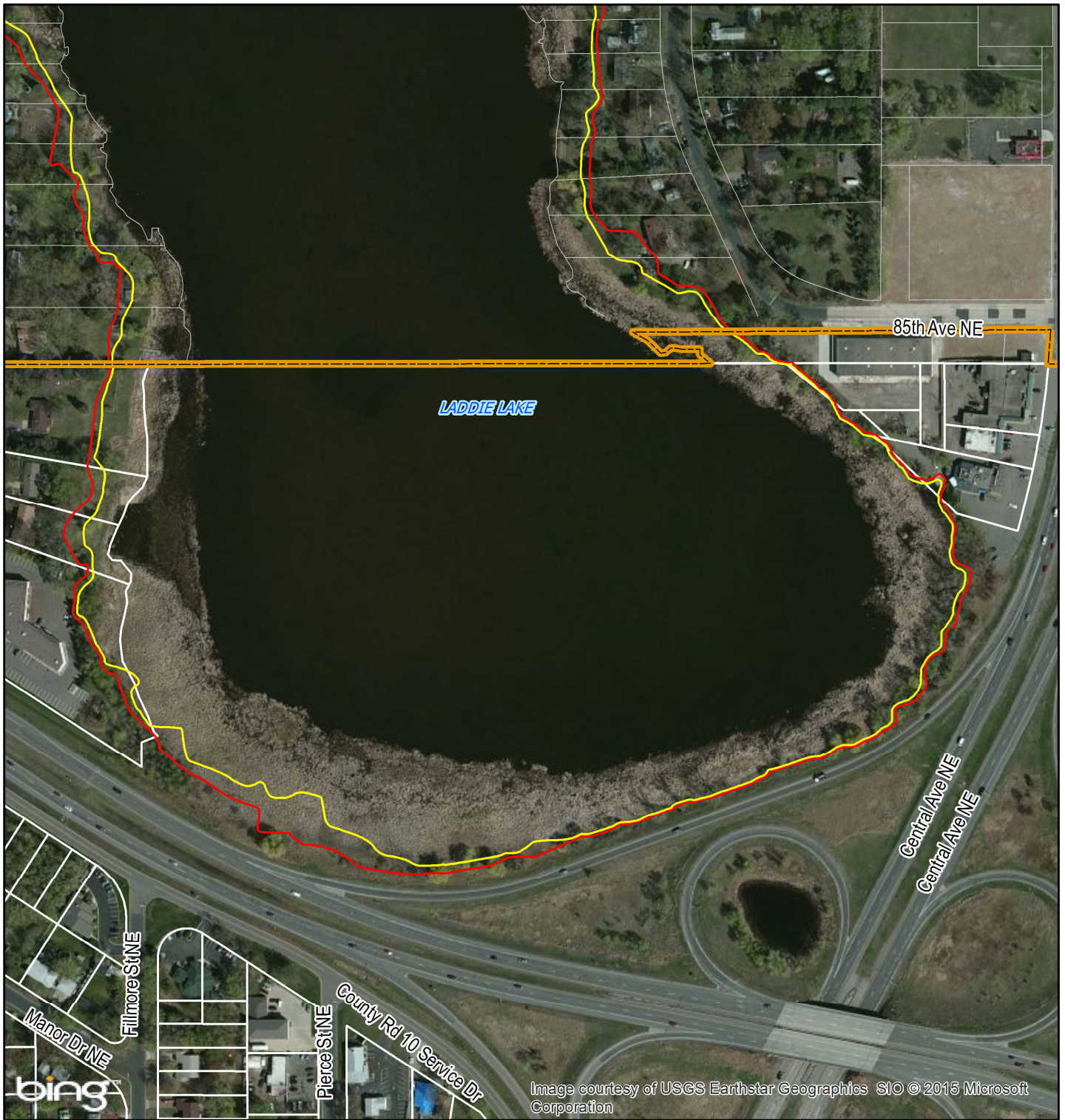
ec: Terri Yearwood, DNR Eco-Waters' Regional Manager  
Jeanne Daniels, DNR Eco-Waters' District Manager  
Kate Drewry, Area Hydrologist  
Barbara Nelson, Floodplain Administrator

City staff has received a draft flood plain ordinance from the DNR. We are currently reviewing the ordinance. We will be able to present an ordinance to the City Council and meet the deadline.

The attached map, prepared by Stantec, shows the minimal impact of this new ordinance on properties in the City, including our own at the PW site and the former Nicklow property.

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





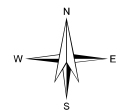
### Legend

#### Flood Zone

AE (100 Yr)

0.2 PCT ANNUAL CHANCE FLOOD HAZARD (500 Yr)

City Boundary



2335 Highway 36 West  
St. Paul, MN 55113

## City of Spring Lake Park

### Flood Zone Map

### Location Plan

Date  
09/03/2015

Job No.  
193801776

Scale

0 75 150 300 Feet







CONNECTING & INNOVATING  
SINCE 1913

August 21, 2015

Dear friends and colleagues,

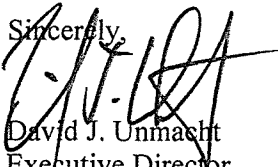
It is with great excitement that I introduce myself to you as the new executive director of the League of Minnesota Cities. I bring more than 30 years of work with local government to this position, but more than that, I have a true appreciation and respect for the diversity that exists within Minnesota and a passion for helping cities and communities work together to address challenges and achieve common goals.

Taking on a leadership role at LMC is truly a wonderful opportunity, and with your support and guidance, I am confident we will do great things together. My new office at LMC overlooks the state Capitol building in St. Paul, and it's a daily reminder of LMC's critical role in representing *all* of Minnesota's cities, no matter the size or location. In my first few weeks at the League, I have had the pleasure of stopping by our legislative policy committee meetings to introduce myself to the many members who are involved in helping the League set policies that drive our legislative agenda. I have also had the opportunity to meet with executive directors from many other state municipal leagues, and I can tell you with pride that Minnesota's national reputation for excellence in local government is real and well-recognized.

I have traveled to all four corners of Minnesota and have worked on projects with our biggest cities and our smallest. My career began with the Minnesota cities of Belle Plaine and Prior Lake, and I then spent a number of years working for both Dakota County and Scott County. In 2009, I took a position with Springsted, Inc., a public-sector advisory firm. I was fortunate there to gain experience working with municipal clients of all shapes and sizes, with all kinds of challenges, and I loved traveling our state working directly with communities on areas such as organizational development, executive recruitment, facilitation, goal setting, and strategic planning. Along the way, I have continuously worked closely with local government associations, serving on the board of GTS Educational Events and volunteering for a variety of roles and positions in my own community of Eagan.

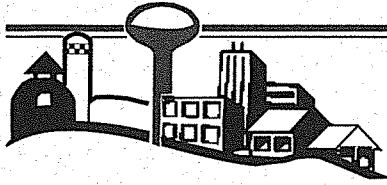
This is no doubt an exciting and challenging time for cities and city leaders. As we begin a new chapter in the League's more than 100-year history, it is an honor to be leading an organization that has consistently helped Minnesota's communities collaborate and work together to remain strong. I look forward to working with current—and new—friends and colleagues throughout the state and strongly value your ideas and suggestions as we move forward. Please feel free to contact me any time at (651) 281-1205.

I'll also be on the road this October for the 2015 LMC Regional Meetings and will be available to answer your questions and hear your ideas in person at all eight locations. To find the meeting closest to you, visit [www.lmc.org/2015RM](http://www.lmc.org/2015RM). Thank you very much for all you do for your city and community.

Sincerely,  


David J. Unmacht  
Executive Director  
League of Minnesota Cities





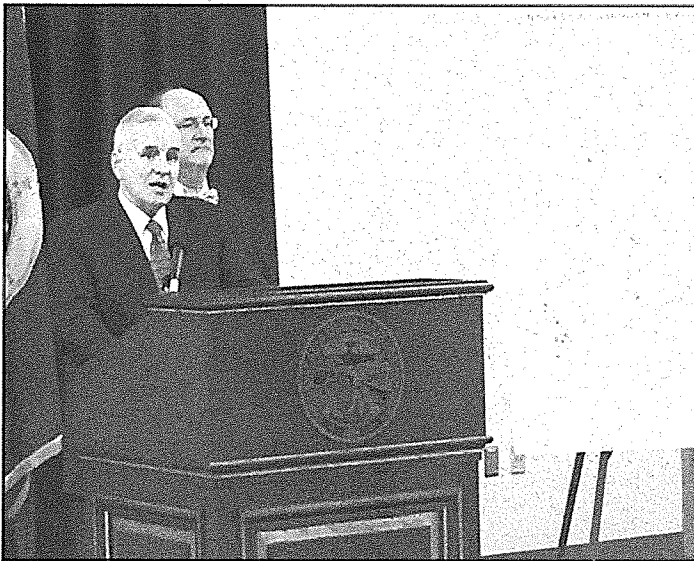
# WATERLINE



NEWS AND INFORMATION

FOR PUBLIC WATER SUPPLIERS IN MINNESOTA

## Governor Dayton Announces Drinking Water Annual Report



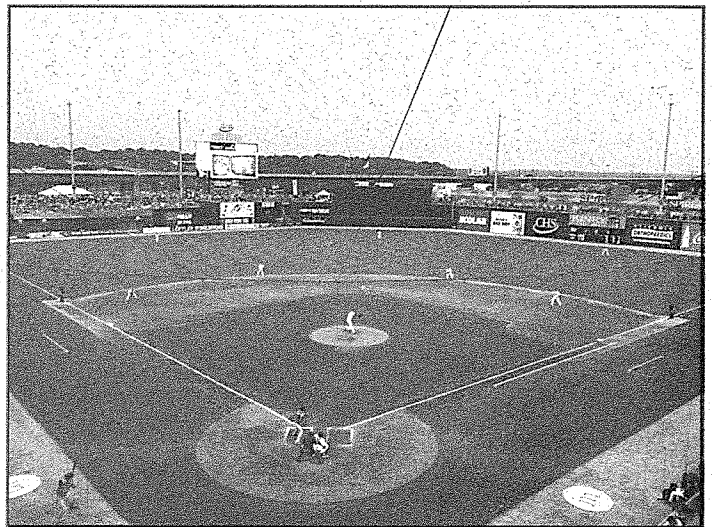
Governor Mark Dayton, with Minnesota Department of Health Commissioner Ed Ehlinger behind him, introduced the department's drinking water annual report at a press conference May 6. The governor focused on the report's theme on the impact of nitrate on Minnesota waters. Ehlinger noted that this year's annual report generated more interest than usual because of the growing threat of nitrate contamination and the expense of treating to remove nitrate from areas with elevated levels in the source water. He called for a "strong emphasis on source water protection efforts," along with "agricultural best management practices, such as buffer strips near streams."

Dayton hailed the continued attention to the issues and challenges of water quality in Minnesota. "We can take on these challenges or turn our back on them and be certain they will get worse."

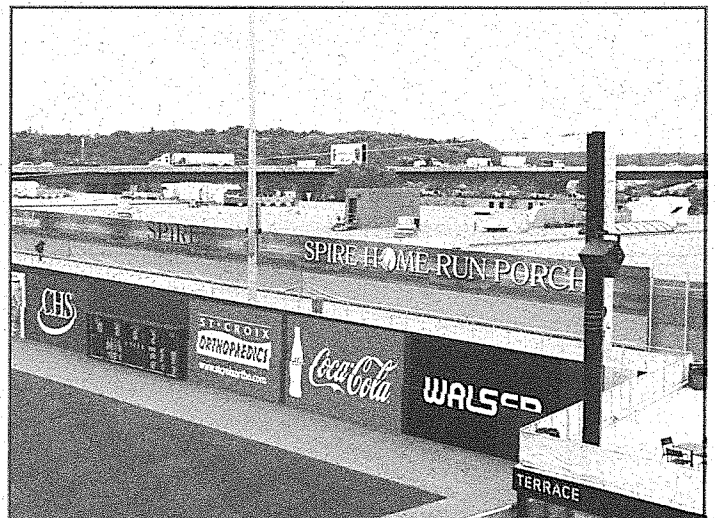
Ehlinger emphasized that the "vast majority of communities [in Minnesota] meet all the requirements of the federal Safe Drinking Water Act," adding, "Safe drinking water is the cornerstone of public health and critical to the state and our economy."

The Minnesota Department of Health Drinking Water Annual Report is at <http://tinyurl.com/pp4bmz5>.

## Saints Ballpark Uses Recycled Water from Metro Transit Roof



The St. Paul Saints opened CHS Field in the Lowertown part of the city in May and are using water from the roof of the adjacent Metro Transit light-rail Green Line Operations and Maintenance Facility. The water is treated inside the ballpark and used to irrigate the field and flush toilets in the restrooms beyond the center-field fence. See page 5 for the full story.





## MDH Fluoridation Rule Revision and Variances Following Federal Recommendation Update

On April 27, 2015, the United States Department of Health & Human Services (HHS), along with the Centers for Disease Control and Prevention (CDC), finalized new guidance that recommends a single national fluoride level of 0.7 milligrams per liter (mg/L) that community public water systems should use for fluoridation. The new recommendation reflects two key facts:

- Americans have access to more fluoride sources—such as fluoride toothpaste and mouth rinse—than they had in 1962, when the previous recommendation was made.
- Research shows children consume fairly consistent amounts of water across all U.S. regions, regardless of climate. This is contrary to the belief in 1962 that water consumption varied in different regions, upon which a fluoride recommendation range (0.7 to 1.2 mg/L) was developed.

The updated HHS recommendation was based on recent U.S. Environmental Protection Agency and HHS scientific assessments to balance the benefits of preventing tooth decay while limiting potential negative health effects of fluoride, such as dental fluorosis. Dental fluorosis is a change in the appearance of tooth enamel that is caused by excessive exposure to fluoride. Typically, dental fluorosis in the U.S. is a mild, cosmetic condition that leaves faint, white streaks on tooth surfaces but does not affect the health or function of teeth.

In light of this new optimal fluoride concentration in drinking water recently proposed by the HHS and CDC, MDH will begin a formal rulemaking process to make changes to Subpart 2 of Minnesota Rule 4720.0030, which states:

**Fluoride content:** *The fluoride content of the water shall be controlled to maintain an average concentration of 1.2 milligrams per liter; the concentration shall be neither less than 0.9 milligrams per liter nor more than 1.5 milligrams per liter.*

In the meantime, MDH is allowing systems to apply for a variance to the current rule as allowed by Minnesota Statute 14.055, which states that “a person or entity may petition an agency for a variance from a rule adopted by the agency, as it applies to the circumstances of the petitioner.” It also states:

**Discretionary variances:** *An agency may grant a variance if the agency finds that:*

- (1) application of the rule to the petitioner would result in hardship or injustice;*
- (2) variance from the rule would be consistent with the public interest; and*
- (3) variance from the rule would not prejudice the substantial legal or economic rights of any person or entity.*

On May 21, 2015, MDH used its electronic GovDelivery system to inform municipal public water system owners and superintendents about this discretionary variance option. Variance requests were suggested to be similar to the expected rule revision proposal, which would require fluoride at 0.7 mg/L within the range of 0.5 to 0.9 mg/L.

### MDH Women Participate in Discussion on the “Invisible Truth about Minnesota’s Groundwater Future”

Minnesota Department of Health (MDH) women gathered with 150 others in April to talk about Minnesota groundwater at an annual Women’s Breakfast hosted by the Minnesota Center for Environmental Advocacy. The panel on the “Invisible Truth about Minnesota’s Groundwater Future” featured moderator Deb Swackhamer (University of Minnesota Humphrey School of Public Affairs professor) and panelists Kris Sigford (Minnesota Community Education Association senior water quality director), Mindy Erickson (U. S. Geological Survey Water Science Center hydrologist and groundwater specialist), Peggy Knapp (Fresh Water Society director of programs), and Rebecca Flood (Minnesota Pollution Control Agency assistant commissioner).

The presentations focused on the basics of groundwater, groundwater governance in Minnesota, improvements planned for the future, and ways to make groundwater less invisible by connecting people and stewardship. A lively question-and-answer session opened up with the audience and the panelists. Drinking water was brought up as a shared priority among Minnesotans and an opportunity to connect people with groundwater. Attendees discussed how public perception is increasingly important in addressing the economic challenge of the low cost, but high value, of water.

“The expert panel was quick to connect the concerns of women in the environmental movement with drinking water and our shared ability to make a difference,” said Tannie Eshenaur, planning director for the Drinking Water Protection Section at MDH. “Clearly, these women care about health, children, and the legacy we leave for future generations.”



Back row, left to right: Kris Klos, Pamela Shubat, Emily Hansen, Sarah Fossen Johnson, Katie Nyquist, Emily Berquist, Karen Voz, Nancy Laplante, Helen Goeden. Front row, left to right: Virginia Yingling, Julie Kadrie, Emmy Waldhart, Pat Bailey, Carrie Raber, Leslie Winter. Tannie Eshenaur not pictured.

## Lewis & Clark Reaches Minnesota

The explorers Meriwether Lewis and William Clark followed much of the Missouri River during their expedition in the early 1800s and did not travel into what is now Minnesota. However, the Lewis & Clark Regional Water System, more than 25 years in the making, crossed the state line in late May 2015, delivering water from beneath the Missouri River at Vermillion, South Dakota, to Rock County Rural Water District outside Luverne.



The project was conceived in 1988 as a way of serving water-challenged areas in South Dakota, Iowa, and Minnesota, and the articles of incorporation were filed in early 1990. However, it wasn't until 2003 that the Finding of No Significant Impact (FONSI), the final environmental hurdle, was completed, and the project went from the authorization to the construction phase. Ground was broken for the first pipeline that August.

A lime-softening treatment plant in Vermillion was first planned for 23.5 million gallons per day (MGD), but its capacity is increasing. Being built in phases, the plant has four solid contact basins and is now at 36 MGD. Troy Larson, the executive director of the Lewis & Clark Regional Water System, said the addition of another basin will enlarge the plant to 45 MGD and that all parts of the system, including pipes and the plant, will allow for expansion to 60 MGD, if needed. "You need to build for expansion," Larson said.

Twenty members put money up front to reserve certain amounts of water at reasonable prices. The partners in Minnesota are Rock County Rural Water District, Lincoln-Pipestone Rural Water System (LPRWS), and the cities of Luverne and Worthington. "All of our water is reserved," said Larson, adding that they will not increase the number of members. Additional customers, such as cities, could be served, but these customers will receive water only if it is available and will not be guaranteed any amounts.

In July 2012 the system's first water was pumped, to Sioux Falls and several smaller communities along the way and to Rock Rapids, Iowa. Larson said a challenge in Minnesota was convincing people of the need for water in the Land of 10,000 Lakes. However, the southwestern part of the state has quantity and quality issues, and the Lewis & Clark project is a way to alleviate these problems.

The Minnesota members are also the farthest from the source, which is why it has taken so long for the project to reach them. Rock County Rural Water District will eventually get water to another of its connections, this one near Magnolia, and Luverne will get connected in December 2015.

Lincoln-Pipestone and Worthington will be among the last of the partners to get water, but Larson pointed out the impact this will have. "It will affect more than just Rock and Nobles counties [where the Minnesota partners are]. Lincoln-Pipestone serves a far-flung area, as far north as Dawson in Lac qui Parle County, and the Lewis & Clark supply will free up their other water for these customers." Mark Johnson, manager of Lincoln-Pipestone Rural Water System, said they serve 38 communities in 10 counties.

Most of the project members, including the Minnesota ones, are on an 80-10-10 system, meaning 80 percent of the project is financed by federal money, 10 percent by the state, and 10 percent by members. This spring the Minnesota legislature approved a \$19 million federal funding advance. Larson said the money will allow Lewis & Clark to extend its pipeline to LPRWS's connection near Adrian and get the transmission line between Adrian and Worthington "shovel-ready" in terms of design and easements. However, none of the \$19 million may be used for construction of this line.

"Our goal is to have water flowing to LPRWS's connection near Adrian by the fall of 2017," Larson said. "Hopefully during the 2016 legislative session, which is a normal bonding bill year, we will receive the final advance needed to reach Worthington by the fall of 2018."

## Cold Spring: More Than Just Beer

The city of Cold Spring (where Cold Spring beer is brewed) is featured in a U. S. Environmental Protection Agency (EPA) publication, *Communicating the Value of Drinking Water Services*. In 2011 Cold Spring shut down two wells because of high nitrate levels (7 to 9 parts per million) and had three other wells at risk from contamination. The city began working with farmers and the public on ways to reduce nitrate.

Cold Spring encouraged farmers to plant alfalfa north and south of the contaminated wells. With the public, the city promoted turf management techniques and held an event at a park, which was divided into plots with fertilizer applied at different rates in each plot. A turf specialist measured the nitrogen loss in the different plots and then demonstrated proper application methods of fertilizer and water.

Through these wellhead protection efforts and education, the city has achieved a 28 percent reduction in nitrate levels. The entire EPA report is at <http://tinyurl.com/pa9jfpn>.

### Words to Live By

*Age to a person's filters is like fluorocarbon to the ozone layer.*

—Stew Thornley

*It's better than perfect, it's done.*

—Peggy Knapp

## New! The Water Utility Response On-the-Go Mobile Website

By Jon Groethe, Minnesota Department of Health engineer

The next time you find yourself facing a drinking water emergency or a natural disaster affecting your utility, navigating all the important steps in the field just got easier. The U. S. Environmental Protection Agency has just released the Water Utility Response On-the-Go mobile website—a versatile and easy-to-use web-based tool that helps field staff complete a wide range of critical response activities during the initial stages of an event. The On-the-Go Mobile website builds upon the water industry's widening integration of mobile devices for accessing, tracking, and sending information in real time as an event unfolds. It enables utility responders to quickly transition from one simple central menu to a large suite of other interactive websites during emergencies.

The first expandable tab on its homepage menu is Tracking Severe Weather. Here, you can access the National Weather Service's emerging weather conditions, predicted rainfall, hazard alerts, and flooding information from any number of selectable river observation stations in the state, all occurring in real-time. There is a trove of other maps and weather-related data as well, from selectable locations across the nation.

The second tab, Contact Response Partners, links to the various home pages for primary first responder agencies in any of the 50 states.

On-the-Go's third tab, Respond to Incidents, displays selectable types of incidents (flooding, extreme cold and winter storms, wildfires, tornadoes, and other events). Here, activity checklists are provided for many of the important actions needing to be taken during phases of a certain event, whether it's pre-planning, mitigation of damage during the event, or remediation occurring afterward.

The next tab on the menu, Take Notes and Record Damage, is extremely useful. To obtain FEMA reimbursement after an event, field staff must immediately record and report on damage observed in the field. The On-the-Go Mobile Website allows you to complete a generic damage assessment form while in the field, email it back to your office, and later use the information to populate your state's official damage assessment form. All information inputted or accessed on this mobile website is stored locally on your device. Photos taken with your smartphone can be inserted into each damage assessment report. Also, latitudes and longitudes of location are automatically inputted into each site report, ensuring locational accuracy.

On-the-Go's fifth tab, Inform Incident Command, allows field staff to access, review, populate, and share Incident Command System (ICS) forms with the Incident Command Team. Simply click on the appropriate ICS form, fill out information for each area, and then save. Now that the information has been populated into the standard ICS form, your form is ready to be sent via email to appropriate ICS personnel or another contact. Also, when you expand the Inform Incident Command tab, two of the more commonly used ICS forms are already displayed with their own tabs. They are General Messages (ICS 213) and Activity Log (ICS 214).

Lastly, the Additional Planning tab places a host of incident resources and emergency guidance for planning, response and recovery at your fingertips. Once you bookmark the Water Utility Response On-the-Go website on your mobile device, you can become more familiar with its many capabilities and features. It's a great new tool and one you're sure to use.

Here's the link: <http://watersgeo.epa.gov/responseotg>.

## New EPA Tools

The U. S. Environmental Protection Agency has new tools designed to help water and wastewater utilities of all sizes determine vulnerabilities to both natural and human-made hazards and evaluate potential improvements to enhance security and resilience. The Vulnerability Self-Assessment Tool (VSAT) and Water Health Tool and Economic Analysis Tool (WHEAT) can not only help identify security concerns associated with natural disasters, acts and of terror, but can also be used to determine costs associated with loss/failure of critical assets or the cost-benefits of improvements.

Among the features of the tools are that they:

- Meet water sector standards (ANSI/AWWA J100-10) and can be used to conduct or update existing all-hazards risk assessment;
- Have a Safety Act Designation; systems using this tool may be able to apply for SAFETY Act protections which limit liability for claims resulting from acts of terrorism.
- Can be used to meet certain eligibility requirements for some U. S. Department of Agriculture Rural Development grants.
- Replace RAMCAP, the former federal approach for vulnerability analyses of human-made hazards.

These and other tools and video training are available free at <http://water.epa.gov/infrastructure/watersecurity/techtools>. The Minnesota Department of Health has had two staff members from the Drinking Water Protection Section who have completed training using VSAT and WHEAT. To arrange for assistance in using these tools, contact Anna Schliep, [anna.schliep@state.mn.us](mailto:anna.schliep@state.mn.us), or David Rindal, [david.rindal@state.mn.us](mailto:david.rindal@state.mn.us).

## There's Got to Be a Better Way to Collect a Bill

Three generations got together to deliver a message to an unidentified man who refused to pay his water bill in Wyoming County in West Virginia. The man said he wasn't paying Covell Water Works, owned by Pete McBride, because his service was interrupted. According to a criminal complaint, McBride blocked the road when the man was leaving church. McBride's daughter, Anita Cecil, approached the man's car, reached through the window, and hit him. Cecil followed him home at attacked him again, this time joined by her son, who allegedly yelled, "I'll kill you for talking to my grandpa that way."

The mother-son combo were arrested and charged with battery. The news story, by Cody Neff in the *Register-Herald Reporter*, did not note if these dunning techniques were effective in getting the bill paid.



## Metro Transit Helps Saints Save Water in New Ballpark

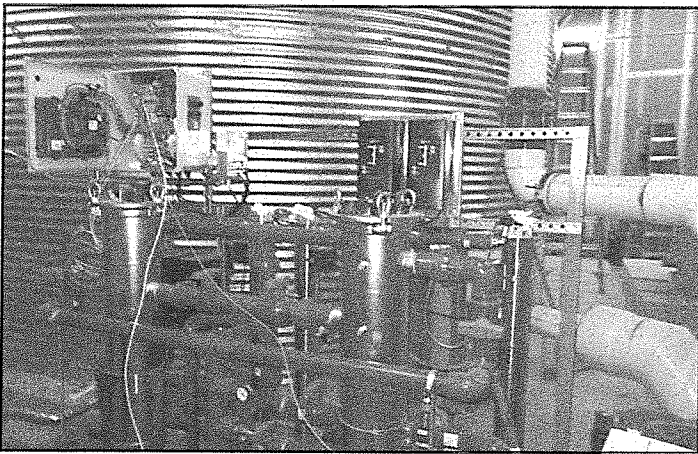
Sports arenas and ballparks strive for a fan-friendly experience as new structures are erected. The owners and designers also value sustainability in the construction.

In 2010 the Minnesota Twins moved from the sterile atmosphere of the Metrodome, with its roof and artificial turf, into an outdoor ballpark with real grass. The grass wasn't the only green feature. The Twins worked with several partners to make sure their new home, Target Field, was green in an environmental sense.

Target Field was built with a system designed to capture and treat stormwater and use it for irrigation and cleaning. Because of these and other efforts, Target Field became only the second major professional stadium to become LEED (Leadership in Energy and Environmental Design) Silver Certified by the U. S. Green Building Council. (A story about Target Field and its green initiatives was in the Fall 2010 *Waterline*.)

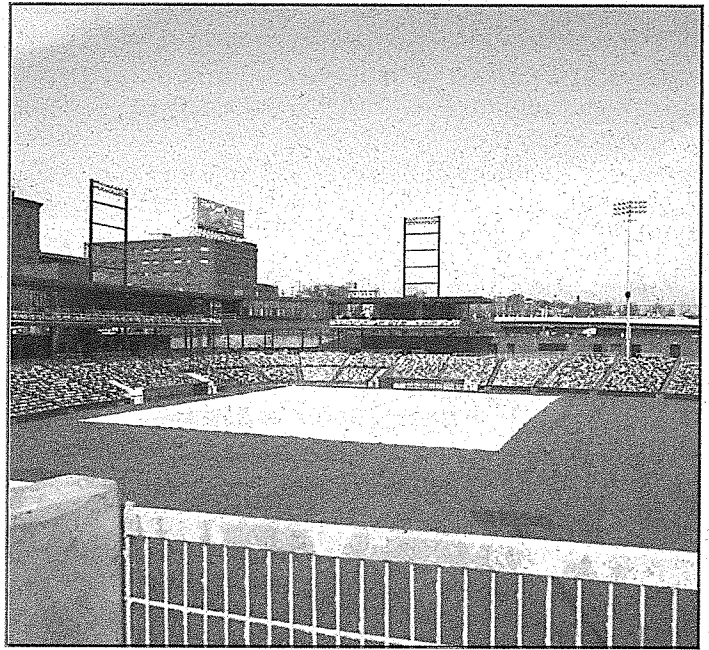
Since that time the St. Paul Saints baseball team and the city of St. Paul have constructed CHS Field, which opened in the spring of 2015 in the Lowertown area of the city. Similar to the Twins at Target Field, the Saints incorporated a system of using rainwater for irrigating their field.

In this case, the rainwater comes from the roof of the adjacent Metro Transit light-rail Green Line Operations and Maintenance Facility (OMF). This building, which opened in 2014, incorporates a number of sustainable features, such as automated heating and cooling controls as well as exhaust systems with energy-recovery technology. With CHS Field being built to the north of the Metro Transit facility, the groups got together and found a way to transfer rainwater from one facility to the other.



**The treatment system within CHS Field.**

The north-central part of the OMF roof (an area covering about  $\frac{3}{4}$  of an acre) has drains to capture the water, which is cleaner than water running off streets and parking lots. Pipes under the OMF roof transfer the rainwater through the walls of the maintenance facility and the ballpark. Within CHS field is a 27,000-gallon cistern, which stores the water. A vortex filter removes large particles. Another filter takes care of smaller particles after the water is pumped out of the cistern. The water is then disinfected with ultraviolet light. The treated water is used for watering the baseball field, which includes two acres of sod, and for flushing toilets in the center-field area.



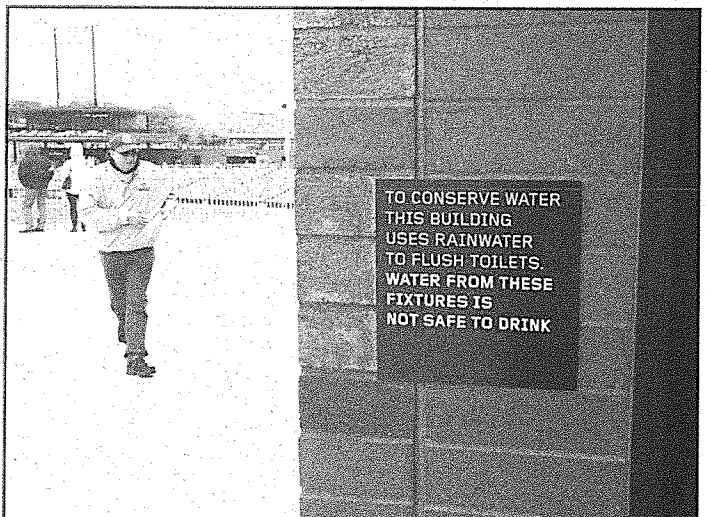
**A view of CHS Field from the roof of the Metro Transit Green Line Operations and Maintenance facility.**

In addition to saving approximately 450,000 gallons of municipal water every year, the system promotes the value of water conservation. The Freshwater Society presented a Clean Water Champion 2015 award to the partners in the project, including the city of St. Paul, the St. Paul Saints, the Capitol Region Watershed District, and Metropolitan Council/Metro Transit.

Because of the expense, the Saints did not apply for LEED certification; however, Saints' co-owner Mike Veeck said they have a 3B rating from the state, which is similar to LEED status, and are able to claim the designation of the greenest ballpark in the country.

"Of course, every new ballpark gets to say that for nine months," Veeck added. "Then another one comes along and gets to make that claim."

The cost of the rainwater harvesting system, funded through grants from the Minnesota Clean Water Land and Legacy Amendment funds, was approximately \$300,000.



**A warning sign for anyone tempted to drink from the toilet.**

## Revised Total Coliform Rule

By Simon McCormick, Minnesota Department of Health engineer

In 2013, a revision to the Total Coliform Rule, the Revised Total Coliform Rule (RTCR), was finalized. The rule will go into effect on April 1, 2016. Public water systems (PWS) need to be made aware of this new rule as it brings new requirements. These new requirements bring changes to maximum contaminant level (MCL) violations, changes to reduced monitoring, and require PWSs to “find and fix” causes of contamination by performing assessments of the water system.

With the current rule, PWSs incur a violation for exceeding the maximum contaminant level (MCL) for total coliform or *E. coli*. A total coliform MCL violation requires public notification within 30 days and an *E. coli* (acute) MCL violation requires public notification within 24 hours. The RTCR eliminates the total coliform MCL violation and thus the required public notification, but instead requires a Level 1 assessment. Acute MCL violations are continued with the RTCR, but, in addition to the public notification, a Level 2 assessment is required. Also, any missing repeat sample will now trigger a Level 1 assessment or a Level 2 assessment and acute MCL violation.

Monitoring schedules for all PWSs will be the same with the RTCR, but stricter requirements will be placed on those systems on reduced monitoring (those that sample once per quarter). Reduced systems will have to sample once per month for at least 12 months if it incurs any of the following in a rolling 12-month period: two Level 1 assessments, a single Level 2 assessment, a treatment technique violation (failing to conduct required assessments or corrective actions), two monitoring violations, or if they no longer have a state-certified operator. After at least a year, a system may go back to reduced monitoring if it meets certain requirements.

Level 1 and Level 2 assessments are essentially an investigation to discover and correct the cause of contamination and differ in scope of the investigation of the water system. While a Level 1 assessment can be narrowed down to a review of certain elements, a Level 2 assessment requires a review of all five of the elements of a water system as well as a physical inspection where appropriate. The five elements include events that may have impaired water quality, changes in the distribution system operating and maintenance, source and treatment considerations, existing water quality monitoring data, and inadequacies in sample sites, sampling protocol, and sample processing. Level 1 assessments will be performed by a district engineer for systems 1,000 and less in population and by the PWS for systems greater than 1,000 in population. Level 2 assessments will be performed by a district engineer for all populations. MDH will provide an assessment form, which must be completed and submitted to the state for review within 30 days. Any sanitary defects found during the assessment must also be corrected within 30 days. A sanitary defect is defined as, “a defect that could provide a pathway of entry for microbial contamination into the distribution system or that is indicative of a failure or imminent failure of a barrier that is already in place.” District engineers may contact you to develop a sample site plan for your routine samples under the RTCR.

The purpose of the RTCR is to improve public health protection by reducing the pathways through which pathogens can enter the distribution system by enacting this “find and fix” approach. PWSs need to be aware and be ready for the RTCR to ensure a smooth transition to the new rule. If you have any questions, contact me at 651-201-5180 or at [simon.mccormack@state.mn.us](mailto:simon.mccormack@state.mn.us).

*John Wooden: “Never Mistake Activity for Achievement”*

### Cross-Connection Control - Part 8 in a Series

The Minnesota Office of Administrative Hearings Administrative Law Judge has determined that proposed plumbing code rulemaking—repealing the existing Minnesota Plumbing Code, adopting most of the 2012 Uniform Plumbing Code (UPC) by reference, and adopting amendments—contained no negative findings. It was recommended on June 29, 2015 that the proposed amended rules be adopted. The Plumbing Board may proceed to adopt the new rules. The rules must be approved by the governor.

The new plumbing code will be adopted as Minnesota Rules, Chapter 4714. It will adopt most of the 2012 UPC by reference and add Minnesota amendments. Since this official rule will not contain the text of the UPC, the Plumbing Board plans on publishing an (unofficial) electronic version, which contains the adopted UPC text and the Minnesota amendments.

The latest Revisor’s draft of the proposed rule amendments, found at the Department of Labor and Industry (DLI) web site at [www.dli.mn.gov/PDF/docket/4714rule.pdf](http://www.dli.mn.gov/PDF/docket/4714rule.pdf), contained some revisions of importance to community public water systems (PWSs) with respect to their cross-connection control programs:

Subp. 5. Section 603.5.23.1 Notification of Installation. The administrative authority shall be notified before installation of a testable backflow prevention assembly. The public water supplier shall be notified of the installed testable backflow preventer assembly within 30 days following installation on a community public water system.

603.5.23.3 Inspection and Records. Written records of testing and maintenance shall be maintained and submitted to the administrative authority and to the public water supplier within 30 days of testing if installed on a community public water system.

603.5.23.4 Notification of Removal. The authority having jurisdiction, in addition to the public water supplier, shall be notified within 30 days following removal of a testable backflow prevention assembly from a community public water system.

A downloadable copy of the final report has been posted to Docket Number 60-1904-32225 at <http://mn.gov/oah>.

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

The Metro District of Minnesota American Water Works Association 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. A registration form will be in the Winter 2015-2016 *Waterline*. The Metro District will no longer hold its annual training at the Ramada Mall of America after 2016.

## Water Reuse in Minnesota

By Anita Anderson, Minnesota Department of Health

An article in the Spring *Waterline* talked about water reuse in Minnesota and mentioned that various agencies, including the Minnesota Pollution Control Agency, Department of Natural Resources, Department of Health, and Department of Labor and Industry, play some role in reuse, whether as regulators of management and disposal of wastewater and storm water, water appropriations, standards for contaminants in ground or surface water, or infrastructure. The agencies are working to provide a framework for municipalities, industries, and other parties interested in water reuse and recently received funding from the Clean Water Fund to support this effort. Specifically, the legislation provides funding “to prepare a comprehensive study of and recommendations for regulatory and nonregulatory approaches to water reuse for use in the development of state policy for water reuse in Minnesota”.

Earlier this year the agencies partnered with the Minnesota Technical Assistance Program to survey various groups in relation to water reuse. While results are still being tabulated, a few sneak peaks at the water utility responses will be shared here. Utilities were asked whether they would consider implementing indirect potable reuse (augmentation of a drinking water source with reclaimed wastewater

or treated stormwater followed by an environmental buffer that precedes drinking water treatment), and it was a 50/50 split between yes and no. The primary reason to say yes was for water sustainability. The primary reason for no was public perception, followed closely by having an adequate supply of source water and water quality concerns with reuse. When asked if the utility would consider implementing direct potable reuse (use of highly treated wastewater direct to customers), this time 20 percent said yes and 80 percent no, with similar reasoning as above. These responses reflect national trends, with states with larger source water quantity concerns working hard to overcome the barriers of public perception and how to ensure water safety and quality.

Many comments in the survey indicated how water reuse could potentially positively or negatively affect water utilities. As part of the Clean Water Fund project, a stakeholder group will be formed in order to make sure affected parties have a voice in the study. While the process for choosing members has not been finalized, if you have any interest or just have any opinion to voice about water reuse that you didn't include in the survey, please call me at 218-302-6143 or email [anita.c.anderson@state.mn.us](mailto:anita.c.anderson@state.mn.us). More results to come in a future issue!

## Surface Water *Cryptosporidium* and *E. coli* Monitoring – Round 2

The Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR), which aims to reduce the risk of disease caused by *Cryptosporidium* and other microbial pathogens, requires two rounds of source water monitoring at public water systems that use surface water or groundwater under the direct influence of surface water. In Minnesota, Round 1 of monitoring occurred between October 1, 2006 and September 30, 2009. The second round began on January 1, 2015 and will continue through June 30, 2018. Results from this screening will be used to calculate new *Cryptosporidium* bin concentrations and bin classifications. Ultimately, bin classification recalculation will act to update additional treatment requirements.

As shown in the table, monitoring has been broken up into four staged schedules. Filtered public water systems (PWSs) serving at least 10,000 people must collect *Cryptosporidium* and *E. coli* samples at least monthly for 24 months. Filtered PWSs serving fewer than 10,000 people must collect *E. coli* samples at least once every two weeks for 12 months. In all cases, field turbidity measurements are required with each sample set (surface water PWS operators are encouraged to update and review their turbidimeter calibration and verification procedures).

Contact David Rindal at 651-201-4660 or [david.rindal@state.mn.us](mailto:david.rindal@state.mn.us) with questions regarding this monitoring.

National LT2ESWTR Round 1 source water monitoring data can be found at <http://water.epa.gov/lawsregs/rulesregs/sdwa/lt2/regulations.cfm#lt2data>.

LT2ESWTR Schedule	Surface Water PWS Population	Number of Community Surface Water PWSs	Analytes	Begin Source Water Monitoring	End Source Water Monitoring
1	100,000+	2	<i>Cryptosporidium</i> , <i>E. coli</i> , Turbidity	January 1, 2015	December 31, 2016
2	50,000 – 99,999	3	<i>Cryptosporidium</i> , <i>E. coli</i> , Turbidity	July 1, 2015	June 30, 2017
3	10,000 – 49,999	4	<i>Cryptosporidium</i> , <i>E. coli</i> , Turbidity	July 1, 2016	June 30, 2018
4	25 – 9,999	15	<i>E. coli</i> , Turbidity	July 1, 2017	June 30, 2018



**Environmental Health Division**

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## CALENDAR

### Minnesota Section, American Water Works Association

September 15-18, Annual Conference, Duluth Entertainment Convention Center. Contact Brian LeMon, 952-832-2774.

\*October 16, Southeast Water Operators School, Cabela's, Owatonna. Contact Bob Dunn, 507-457-8270.

October 21, Central Water Operators School, St. John's University, Collegeville. Contact Bill Schluez, 320-252-6822.

\*October 27-29, Northwest Water Operators School, Sanford Center, Bemidji. Contact Kris Knutson, 218-299-5470.

Information for all district schools, including agendas:  
<http://www.health.state.mn.us/water/wateroperator/trng/schoolagendas.html>

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

### Suburban Utility Superintendents Association (SUSA)

\*October 21, Shoreview. Contact Jay Hall, 952-924-2557.

### Minnesota Rural Water Association (MRWA)

Contact Kyle Kedrowski, 800-367-6792.

#### Class D Training

September 1, Jordan  
September 29, Ramsey

#### Class E Training

October 21, Cloquet  
November 24, Rochester  
December 9, Maple Grove  
December 15, Redwood Falls

**\*These workshops include a certification exam. Other training dates are available at [mrwa.com/training.html](http://mrwa.com/training.html).**

For an up-to-date list of events, see the training calendar on the MDH web site:  
[http://health.state.mn.us/water/wateroperator/trng/wat\\_op\\_sched.html](http://health.state.mn.us/water/wateroperator/trng/wat_op_sched.html)



## July 2015 Activity Report

**Administration** Great news, we did not spend the entire month working on budgets, however, we did spend a good measure of time on them. Along with the budget we had a board meeting, administrative board (managers and administrators), worked on the succession plan, and spent a little vacation time at the cabin.

Budget work consisted primarily of assembling materials and doing additional analysis in preparation for the Board Meeting. The Board was asked to review and look for any additional reductions (discussion from the joint council/board meeting) and after reviewing and discussion for about an hour, concluded that the reduction of the consultant and delay of the hiring of new fire personnel was as far as they wanted to go. We were asked to prepare a summary document of the full time positions that included the primary job requirements, current compensation and comparable compensation. Blaine has scheduled workshops to review all department budgets with SBM scheduled for August 13.

At their board meeting on July 21 the Board identified the parameters and timeline for the hiring of the next chief. The goal is to release the posting after the October meeting with an application deadline of December 15. Interviews and possibly an assessment center will occur in January/February with a goal of having the next chief on board sometime in March or April.

**Personnel** It was NOT a quiet month personnel wise!

Deputy Chief Lundstrom has accepted the Chiefs position with Centennial Fire Department and will be leaving us for those new challenges in early August. Recognition of service and celebration for Harlan will occur on Monday, October 5 from 5:30 to 7:00 at Fire Station Three. The Board will work with the new chief on a replacing this position, for now we will simply use remaining salaries to hire part time firefighters to help cover the day shift until we are able to bring SAFER(see below) folks on board.

After 21 years at Station Two, Jeff Hayes announced his retirement, August 7, as he and his family are relocating and will be unable to respond from their new home. They are staying in Blaine however; the location is between Stations One and Four and simply too far from either. Jeff will be recognized for his service at the Blaine Council meeting on September 3.

Heather Robideau, a fire corps member, has also moved out of the area. She will attend her last meeting on Thursday August 13. She was an active member and co-chaired the rehabilitation/investigation committee.

We were awarded our SAFER Grant of \$594,000 which will be used to hire four full time firefighters for two years. Thus, we are in a hiring "frenzy" to get folks on board given Harlan's pending departure and the budget reduction for the full time personnel. Chiefs Retka and Forster will be heading this up.

## Serious and Unusual

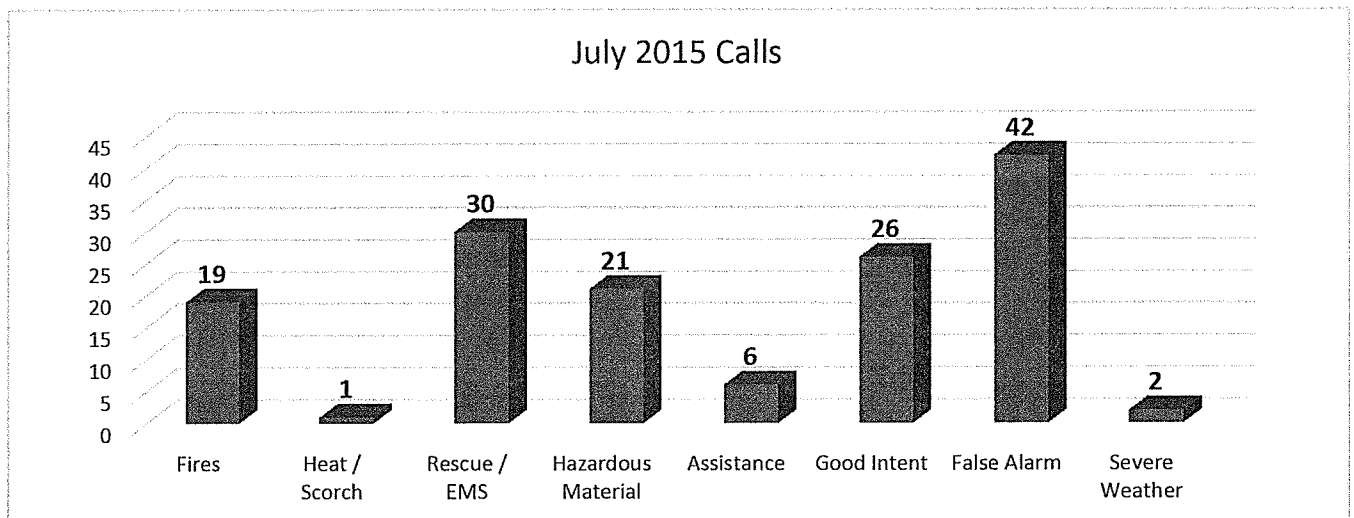
**Vacation Fires** On July 1 just after 1 a.m, we responded to our first house fire of the month. We were toned out for a house fire in Mounds View. Crews arrived to a home with smoke showing and flames at the rear of the house. Crews extinguished the fire on the exterior and went inside to find extensive damage. There was heavy smoke in the home and a large smoldering hole in the floor. We believe the fire was started by a lightning strike the day before, damaging the electrical in the home. The homeowners were on vacation at the time so we had to track them down and deliver the bad news.

On July 12 at about midnight, we responded to our second house fire of the month. This one was in Blaine and was reported as a home on fire with flames visible. Crews arrived to find the outside wall of the attached garage on fire. Once again, the fire was believed to be caused by lightning. This time striking a grill that was next to the garage. The homeowners were in Canada on vacation with their adult daughter in the home. Thankfully, the daughter was not hurt and the fire was contained to the garage.

**Belly Landing** On July 17 we were called to the airport to stand by for a Cesena with landing gear problems. We arrived and staged next to the runway. The plane came in from the south with only the left side gear down which would not retract. We made contact with the pilot thru the tower, he advised that he was going to attempt a belly landing. The plane came down with the left gear folding as it did, making a perfect belly landing. We checked out the plane securing the power and fuel. We cleared, turning the scene over to the MAC.

**Back to Back Fires** On July 19 our chief on duty was called to a water flow alarm, he arrived and found light smoke in the lobby and had a station toned out. Crews made entry and found what they believed to be a sprinkler controlled fire on a desk in an office. While checking the room, they found a hot wall with the thermal imaging camera. Opening the wall, there was active fire in a vertical chase that enclosed roof drains. An all call was toned out to assist with extinguishment, ventilation and overhaul. While still on the scene, we were toned out for a house fire in North East Blaine. One of our chief's arrived first and found smoke visible from a second floor window. Knowing our crews were busy (and tired). The Chief requested Mutual Aid from our neighbors. Lexington and Centennial fire departments sent crews. Engine 2 crew arrived first, after being released from the other fire, made entry and found a fire in a lower floor bedroom. The fire was quickly knocked down and the home was searched. No one was home when the fire started.

The 28 volunteer firefighters on those scenes put in over 6 hours of work that Saturday.





## Community Risk Reduction

Code Enforcement Tom Stepaniak will now be doing inspections in Mounds View. Routine inspections were done at the following locations:

35 W Auto Repair	El Loro	Right Fit Running
Anytime Fitness	Little Caesars	Tobacco Store
Caribou Coffee	Messiah Lutheran Church	Ultra Tan
Cost Cutters	Midwest Medical Supply	Win Insurance
Deal Smart	Pink Flower	Zep Manufacturing
Dollar General	Platinum Nails	

### Investigations

July 7 on Knollwood Drive: This home had old wires feeding it to the exterior meter. A surge down into the electrical box complex blew out one of the breakers. This started a fire in between the inside of the exterior basement wall and the inside finished wall.

July 12 on 118<sup>th</sup> Ave: Lightning struck the garage, the resident was alerted by a neighbor.

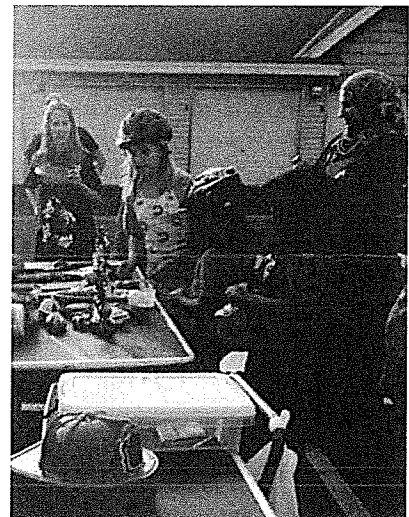
July 17 on 93<sup>rd</sup> Ave: A 300 watt bulb in the garage was too close to the wall.

July 19 on Sunset Ave: A candle was left unattended next to a bed.

### Public Fire and Life Safety Education

July was a busy month for public education and relations activities. Highlights include:

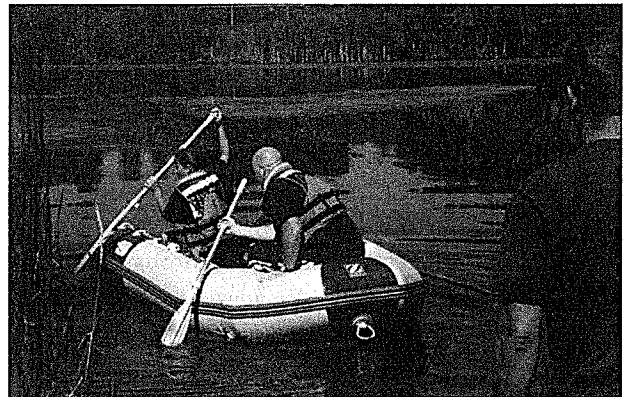
- Apartment program on July 8 at Silver Lakes Commons-we were able to give away free bike helmets to participants through a grant from Safe Kids Anoka County.
- Safety Camp; 145 kids attended the event
- Assisted with the Kids Tri in Blaine
- Checked 11 child safety seats for proper installation
- Fire extinguisher training for Convoy of Hope volunteers
- 22 home surveys scheduled, 16 completed-found one home with no working smoke alarms
- Participation in Family Fun Night at Centennial Square, a yearly event. This year was the largest night yet with 109 people, (72 were children). Racial Diversity; 53 Hispanic, 42 Caucasian, 6 Asian, 6 multiracial, 2 Native American.



Fire Corps has provided assistance with photos, assisted with drill, rehabilitation, and investigation. Some of the other activities include the following: Friends and Family CPR taught at the Convoy of Hope, parade line ups, stuffing safety bags, assistance with picking up and dropping off equipment for events, assisting with the annual picnic, Emergency Medical coverage, apartment program assistance, Station One clean-up, the grass was cut and weeds were removed from Station Three. Mechanic Vacco utilized a Fire Corps member to assist with parts pick up, vehicle shuffling, and work order filing. Chief Forster and Martin utilized Fire Corps for Station Three administration support.

Crime Prevention was the training topic for the group. Kim Kiley from the Blaine Police Department shared on her role along with the programs and services that are offered as standalone and in partnership with the fire department. She also shared ways we can keep ourselves safe.

**Training** We started our month off with master stream training. This allowed crew to work on supplying and operating elevated master streams from one of our Aerial trucks. We also completed the second of three yearly proficiencies. This proficiency "Ladders" has each responder complete the four evolutions involving ladders. Crews also completed water operation, refresher training on search and rescue for incidents on or in water.



Additional training this month;

Three Drive Sim sessions

One Command Sim session

Station training- Station Four, Aerial Operation

Fire Marshal tour, the fulltime staff along with a few from the volunteer side toured the Karner Blue Education Center, a school for special education. The school operates year round, with heaviest population during the school year.