

CITY OF SPRING LAKE PARK
1301 81ST AVENUE N.E.
AGENDA
MONDAY, AUGUST 17, 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 3, 2015
 - B. Disbursements:
 1. General Operations 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
6. DISCUSSION FROM THE FLOOR
7. POLICE REPORT
8. PARKS AND RECREATION REPORT
9. PUBLIC HEARINGS
 - A. Assessment Hearing for 81st Avenue NE Improvements
 - B. Assessment Hearing for Arthur Street NE Improvements
 - C. Assessment Hearing for East Trunk Highway 65 Service Road Improvements
10. ORDINANCES AND RESOLUTIONS
 - A. Resolution 15-19 Adopting Assessment for 81st Avenue NE Improvements
 - B. Resolution 15-20 Adopting Assessment for Arthur Street NE Improvements
 - C. Resolution 15-21 Adopting Assessment for East Trunk Highway 65 Service Road Improvements
11. NEW BUSINESS
 - A. Approval of 2016 North Metro Telecommunications Commission Budget
 - B. Proposed Recycling Contract for 2016-2021
12. ENGINEER’S REPORT
13. ATTORNEY’S REPORT
14. OTHER
 - A. Administrator Reports
15. ADJOURN

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

RULES FOR PUBLIC HEARINGS AND DISCUSSION FROM THE FLOOR

DISCUSSION FROM THE FLOOR

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

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

PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

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

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

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

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

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

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on August 3, 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, Nash, Nelson, Wendling and Mayor Hansen

Members Absent: None

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

Visitors: None

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz requested that a new item entitled “Public Right of Way Application – CenturyLink” be added as item 5.F. and item entitled “Administrative Staffing Proposal” be added as item 10.A.

5. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – July 20, 2015
- B. Public Right of Way Application – Centerpoint Energy-8048 Monroe Street NE
- C. Public Right of Way Application – CenturyLink- 896 Highway 10 to Elm Drive NE
- D. Contractor’s Licenses
- E. Correspondence
- F. Public Right of Way Application – CenturyLink

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

6. Discussion From The Floor - None

7. Public Works Report

Public Works Director Randall reported that the Public Works Department moved into the new Public Works building; continues to mow, weed and collect garbage; continues to paint crosswalks and stop bars on the streets; completed painting the tennis courts at Terrace Park; painted the wood structure building at Terrace Park; repaired several water main breaks and cleaned out sewer lines.

Councilmember Mason thanked the Public Works Department for their hard work at all the parks for the softball tournaments.

8. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on July 6th and 20th; the 10,000 Lakes Building Official Chapter Summer Conference on July 15th – 17th; a Budget review with Administrator Buchholtz and Accountant Anderson and a code review meeting on July 22nd with ISD #16 Architect and Doug Stahl from the District Offices.

Mr. Brainard stated that in July 2015, 40 permits were issued. He reported that he conducted 89 inspections in July.

Mr. Brainard reported that the July 2015 vacancy listing shows that there are 21 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which remains the same from last month. There are three vacant/foreclosed commercial properties, which remains the same from last month; and 18 residential properties currently occupied and ready for Sheriff sale, which is down one from last month. He reported that 10 violation notices were issued in July by the Code Enforcement Department. He reported that eight administrative offense tickets were issued.

Mr. Brainard provided a handout for Spring Lake Park residents regarding Home Addition Made Easy permit requirements.

9. Ordinances and Resolutions

A. Resolution 15-18 Authorizing An Interfund Loan to the Severance Fund

Administrator Buchholtz reported that at the July 6, 2015 City Council meeting, the City Council entered into a separation agreement with employee Gary King. He stated that the separation agreement called for severance pay in the amount of \$35,000. He reported that funds are not currently available in the Severance Fund to cover the severance obligation. He explained that Resolution 15-18 will create an interfund loan between the Revolving Construction Fund and the Severance Fund in the amount of \$35,000 to cover the obligation and the loan will be paid back utilizing payroll savings in 2015, 2016, and 2017.

MOTION BY COUNCILMEMBER MASON TO APPROVE RESOLUTION 15-18 AUTHORIZING AN INTERFUND LOAN TO THE SEVERANCE FUND. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. New Business

A. Administrative Staffing Proposal

Administrator Buchholtz reported that due to employee retirement announcements in the Administration and Parks and Recreation Departments, he is proposing that the Payroll/Assessment Clerk and Part Time Recreation Office Support positions be eliminated and a new full time Bookkeeper/Office Support Specialist position be created.

He stated that Accountant Anderson expressed an interest in the payroll functions. He stated that the new Bookkeeper/Office Support Staff will handle office support for the Recreation Department three hours per day

and accounts payable, accounts receivable, cash receipts and other tasks five hours per day in Administration.

He reported by creating the new position, the staffing changes would save the City nearly \$15,000 per year in payroll and benefit costs. He reported that the Variance Committee duties will be transferred to the Executive Assistant position.

Administrator Buchholtz stated as part of the creation of the new position and to accommodate staff hours he is proposing changing City Hall hours to Monday through Friday 8:00 AM – 4:30 PM.

MOTION MADE BY MAYOR HANSEN TO APPROVE STAFFING PROPOSAL. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineers Report

Engineer Gravel reported that the public assessment hearing for 81st Avenue, Arthur Street and the TH65 Service Drive will be held on August 17, 2015. He reported road flooding due to recent heavy rain in the area of 83rd Avenue and Monroe. He suggested that the drainage issues be reviewed in that particular area.

12. Attorney's Report - None

13. Reports - None

14. Other

A. Multi-City Residential Recycling Drop-Off Event Update

Mayor Hansen reported that on July 25, 2015, the residents of Fridley, Spring Lake Park, Hilltop and Columbia Heights came to support the Multi-City Residential Recycling Event. She reported that there were 754 vehicles this year compared to 713 last year and staff and volunteers stayed an extra 15 minutes to allow everyone to participate. She stated that the final figures are not complete but it was noted that more appliances and mattresses were collected than last year.

B. Administrators Report

Administrator Buchholtz reported that the new signage at the liquor store will be installed by mid-August. He reminded the Council that a Budget Workshop session is scheduled for August 10, 2015 at 6:30 PM. He informed the Council that City Attorney Carson has requested a special workshop session on August 17, 2015 at 6:00 PM to view the solar panel energy contract.

Administrator Buchholtz reported that Anoka County is conducting a traffic study on Osborne Road between University Avenue and Highway 65. He stated that traffic counts have dropped and the County is looking at reconfiguring Osborne Road to an undivided road with three lanes.

15. Adjourn

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

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

Cindy Hansen, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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

Date: JULY 2015
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Claim Res.#15-13

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
59311	AMBER FIEDLER	REFUND	\$ 28.00
59312	WILLIAM ANDERL	2ND QTR SAFETY PROGRAM	\$ 800.00
59313	AT & T MOBILITY	AIRCARDS-POLICE DEPT	\$ 253.68
59314	TIM BERRY	UMPIRE	\$ 404.00
59315	CHAMPION PLUMBING	REFUND PERMIT	\$ 50.00
59316	COMMERS PRINTING INC	BUSINESS CARDS, LETTERHEAD	\$ 289.04
59317	FRIENDLY CHEVROLET GEO. INC.	REPAIR VEHICLES	\$ 104.50
59318	G & K SERVICES	MATS	\$ 69.22
59319	GOPHER STATE ONE-CALL INC	JUNE LOCATES	\$ 104.40
59320	GREEN LIGHTS RECYCLING INC	RECYCLING EVENT	\$ 837.10
59321	HD SUPPLY WATERWORKS	WATER METERS	\$ 4,116.29
59322	PATRICK HUTH	UMPIRE	\$ 210.00
59323	MANSFIELD OIL COMPANY	FUEL	\$ 1,350.52
59324	MINUTEMAN PRESS	RECYCLING MAILINGS & POSTAGE	\$ 1,820.97
59325	NYSTROM PUBLISHING CO	SUMMER NEWSLETTER	\$ 2,484.90
59326	KIRBY RAUTIO	UMPIRE	\$ 338.00
59327	RICHFIELD BUS CO	BUS RENTAL	\$ 405.00
59328	LEE SADOWSKI	UMPIRE	\$ 436.00
59329	TAHO SPORTSWEAR	T-SHIRTS	\$ 372.50
59330	TOOL WAREHOUSE INC	TIRE CHANGER & WHEEL BALANCER	\$ 3,898.00
59331	TRAVEL INSURED INTERNATIONAL	GROUP TRAVEL INSURANCE	\$ 4,418.00
59332	JIM WAJDA	UMPIRE	\$ 390.00
59333	WARGO NATURE CENTER	GROUP OUTING	\$ 222.00
59334	WASTE MANAGEMENT OF WI-MN	JUNE SERVICE	\$ 8,913.78
59335	XCEL ENERGY	MONTHLY SERVICES	\$ 48.67
59336	AFLAC	PAYROLL 7/3/15	\$ 28.80
59337	DEARBORN NATIONAL	PAYROLL 7/3/15	\$ 416.81
59338	DELTA DENTAL	PAYROLL 7/3/15	\$ 1,452.30
59339	FIDELITY SECURITY LIFE	PAYROLL 7/3/15	\$ 45.37
59340	HEALTH PARTNERS	PAYROLL 7/3/15	\$ 9,914.68
59341	L.E.L.S.	PAYROLL 7/3/15	\$ 235.00
59342	LOCAL 49	PAYROLL 7/3/15	\$ 100.50
59343	NCPERS MINNESOTA-7750811	PAYROLL 7/3/15	\$ 48.00
59344	P.E.R.A.	PAYROLL 7/3/15	\$ 16,081.77
59345	PEARSON BROTHERS INC	2015 SEALCOATING PROJECT	\$ 69,391.80
59346	VALLEY PAVING INC	2014-15 ST PROJ- PAYMENT #8	\$ 332,426.99
59347	ASSOC. OF RECYCLING MANAGERS	MEMBERSHIP DUES-W BROWN-MCGRECK	\$ 20.00
59348	BLUE TOW SERVICE	TOW & STORAGE-FORFEITURES	\$ 880.00
59349	BUREAU OF CRIM APPREHENSION	DATA SERVICES FOR APRIL-JUNE	\$ 390.00
59350	CENTERPOINT ENERGY	MONTHLY SERVICES	\$ 454.94
59351	CONNEXUS ENERGY	MONTHLY SERVICES	\$ 12.90
59352	COTTENS INC	SUPPLIES	\$ 3.99
59353	EMERGENCY AUTOMOTIVE TECH	2015 SQUAD SETUP	\$ 6,901.64
59354	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	\$ 201.99
59355	LIFE SUPPORT INNOVATIONS LLC	CARDIAC SCIENCE BATTERIES	\$ 1,788.67

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
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Date: JULY 2015
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
59356	M-R SIGN CO INC	STREET SIGNS	\$ 1,294.64
59357	NORTH COUNTRY FORD	VEHICLE REPAIRS	\$ 701.80
59358	PERFECT 10 CAR WASH	CAR WASHES	\$ 64.74
59359	RILEY BUS SERVICE INC	BUS RENTAL	\$ 577.50
59360	U.S.T.I.	MONTHLY UB FEES	\$ 28.64
59361	UNIVERSITY OF MINNESOTA	GUIDED TOUR	\$ 20.00
59362	XCEL ENERGY	MONTHLY SERVICES	\$ 14,954.86
59363	ALLEGRA PRINT & IMAGING	UB BILLS & ENVELOPES, MISC FORMS	\$ 995.81
59364	JOHN ANGELL	REIM FOR MILEAGE	\$ 65.03
59365	ASPEN MILLS	UNIFORM ALLOWANCE PURCHASES	\$ 406.06
59366	BATTERIES PLUS BULBS	BATTERIES	\$ 39.90
59367	CITY OF BLAINE	2ND QTR BLAINE WATER USED	\$ 946.01
59368	WANDA BROWN-MCGRECK	REIM FOR MILEAGE	\$ 10.55
59369	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	\$ 10,000.29
59370	CENTRAL TURF & IRRIGATION SUPPLY	SPRINKLER HEADS	\$ 162.60
59371	CONNEXUS ENERGY	MONTHLY SERVICES	\$ 352.34
59372	COON RAPIDS CHRYSLER	SERVICE VEHICLE	\$ 19.95
59373	COTTENS INC	SUPPLIES	\$ 22.56
59374	DAVE PERKINS CONTRACTING INC	EMERGENCY WATERMAIN REPAIR	\$ 4,748.00
59375	DIAMOND VOGEL PAINTS	YELLOW & WHITE TRAFFIC PAINT	\$ 1,202.70
59376	FERGUSON WATERWORKS #2516	PARTS	\$ 3,382.90
59377	G & K SERVICES	MATS	\$ 75.69
59378	GAMETIME	PLAYGROUND EQUIPMENT	\$ 50.10
59379	HAWKINS WATER TREATMENT	CHEMICALS	\$ 4,173.05
59380	HD SUPPLY WATERWORKS	METERS	\$ 3,122.68
59381	INSTRUMENTAL RESEARCH INC	JUNE WATER TESTING	\$ 64.00
59382	KATH FUEL OIL SERVICE	OIL	\$ 189.80
59383	KATHY GERE	TRIP REFUND	\$ 5,220.00
59384	KEEPSRS, INC	GLOCK MAGAZINE	\$ 51.99
59385	LUANN LARSON	REIM FOR EXPENSES	\$ 33.39
59386	MELANIE POLANSKY	REFUND	\$ 28.00
59387	MENARDS-CAPITAL ONE COMMERCIAL	SUPPLIES	\$ 81.59
59388	METROPOLITAN COUNCIL	AUG WASTEWATER SERVICES	\$ 37,834.92
59389	CITY OF MINNEAPOLIS	MAY LINCOLN PAWN TRANSACTIONS	\$ 264.60
59390	OFFICE DEPOT	OFFICE SUPPLIES	\$ 91.16
59391	PARK AUTO BODY	REMOVE GRAPHICS-2011 FORD CROWN	\$ 444.00
59392	PARK SUPPLY OF AMERICA INC	WATER COOLER REPAIR KIT	\$ 151.36
59393	PERMIT WORKS	SOFTWARE IMPLEMENTATION-TRAINING	\$ 6,930.00
59394	ROSEVILLE UTILITY INVOICE	JULY IT SERVICES-POLICE DEPT	\$ 535.96
59395	SOURCE ONE GRAPHICS INC	FIRE EXT SIGNS,PW VEHICLE LOGOS	\$ 901.86
59396	STREICHER'S	UNIFORM ALLOWANCE PURCHASES	\$ 103.98
59397	TAHO SPORTSWEAR	T-SHIRTS	\$ 214.00
59398	WELLS FARGO CREDIT CARD	CREDIT CARD PURCHASES	\$ 4,284.23
59399	DEARBORN NATIONAL	PAYROLL 7/17/15	\$ 416.81
59400	DELTA DENTAL	PAYROLL 7/17/15	\$ 1,406.24

CITY OF SPRING LAKE PARK
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
59401	HEALTH PARTNERS	PAYROLL 7/17/15	\$ 9,814.96
59402	L.E.L.S.	PAYROLL 7/17/15	\$ 235.00
59403	LOCAL 49	PAYROLL 7/17/15	\$ 117.25
59404	NCPERS MINNESOTA-7750811	PAYROLL 7/17/15	\$ 48.00
59405	P.E.R.A.	PAYROLL 7/17/15	\$ 16,645.69
59406	ANOKA COUNTY	APRIL-JUNE STATE ACCESS FEE	\$ 450.00
59407	ASPEN MILLS	UNIFORM ALLOWANCE PURCHASES	\$ 422.10
59408	BATTERIES PLUS BULBS	BATTERIES	\$ 79.80
59409	BEST WESTERN	GROUP RESERVATIONS	\$ 3,649.88
59410	BEST WESTERN	GROUP RESERVATIONS	\$ 2,697.08
59411	BLUE TOW SERVICE	TOW & STORAGE-FORFEITURES	\$ 419.00
59412	BRAUN INTERTEC	CONSTRUCTION MATERIALS TESTING	\$ 3,643.50
59413	COTTENS INC	SUPPLIES	\$ 32.89
59414	DELTA DENTAL	AUG DENTAL-M MALONEY	\$ 122.00
59415	DERMCO-LAVINE CONSTRUCTION CO	SAND	\$ 94.50
59416	DIAMOND VOGEL PAINTS	GLASS BEADS FOR TRAFFIC PAINTING	\$ 118.00
59417	DODGE OF BURNSVILLE	REPAIR VEHICLE	\$ 1,105.52
59418	ECM PUBLISHERS, INC.	PUBLISH MULTI-CITY RECYCLING EVENT	\$ 344.13
59419	FASTENAL COMPANY	PARTS	\$ 39.72
59420	FLEXIBLE PIPE TOOL COMPANY	PARTS	\$ 21.50
59421	FURNITURE WORX	OFFICE CHAIRS	\$ 5,351.00
59422	GENERATOR POWER SYSTEMS	ON-SITE SERVICES	\$ 2,380.00
59423	GLACIER NATIONAL PARK LODGES	GROUP RESERVATIONS	\$ 733.12
59424	HYDRO KLEAN	CLEAN LINE-WATERMAIN BREAK	\$ 1,146.20
59425	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	\$ 79.11
59426	JENNIFER RHOADS	PW BUILDING CABINETS	\$ 500.00
59427	JOHNSON'S OF ST MARY	GROUP RESERVATIONS	\$ 744.00
59428	LEAGUE OF MN CITIES INS TRUST	ADD'L INSURANCE-AMENDED VALUES	\$ 224.00
59429	LUCILLE MATUSORIC	REFUND	\$ 28.00
59430	MANSFIELD OIL COMPANY	FUEL	\$ 1,675.46
59431	MELANIE POLANSKY	REFUND	\$ 28.00
59432	CITY OF MINNEAPOLIS	JUNE LINCOLN PAWN TRANSACTIONS	\$ 259.20
59433	MN CITY/COUNTY MANAGEMENT ASSN	MEMBERSHIP RENEWAL-D BUCHHOLTZ	\$ 112.00
59434	KAY OKEY	REIM FOR MILEAGE	\$ 53.17
59435	ON SITE SANITATION INC	RENTAL UNITS	\$ 214.28
59436	PARK AUTO BODY	REPAIRS TO STOLEN PW TRUCK	\$ 13,522.41
59437	PLANT & FLANGED	REPAIR KITS FOR VALVES	\$ 1,618.49
59438	RADISSON HOTEL	GROUP RESERVATIONS	\$ 3,814.98
59439	RED TAIL CANYON FARM	GROUP RESERVATIONS	\$ 1,715.00
59440	RICHFIELD BUS CO	BUS RENTAL	\$ 676.25
59441	SHRED-IT USA LOS ANGELES	SHREDDING SERVICE	\$ 67.69
59442	SLP FIRE DEPARTMENT	JULY FIRE PROTECTION	\$ 15,559.38
59443	TASC	2015-16 FSA & COBRA RENEWAL	\$ 638.84
59444	THE HOME DEPOT	SUPPLIES	\$ 579.05
59445	WALTERS RECYCLING REFUSE SERV	JULY SERVICE	\$ 349.89

CITY OF SPRING LAKE PARK
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
59446	WELLS FARGO BANKS	CLIENT ANALYSIS CHARGE	\$ 322.47
59447	WELLS FARGO CREDIT CARD	CREDIT CARD PURCHASES	\$ 12,789.48
59448	MARIAN RYGWALL	REIM FOR SUPPLIES	\$ 201.55
		TOTAL DISBURSEMENTS	\$ 685,310.55

CITY OF SPRING LAKE PARK
 CLAIMS APPROVED AND PAID

DATE: JULY 2015
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FUND: LIQUOR OPERATIONS

<u>VOUCHER VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
28169 DEARBORN NAITONAL	PAYROLL 6/28/15-7/11/15	\$ 74.75
28170 DELTA DENTAL	PAYROLL 6/28/15-7/11/15	\$ 103.65
28171 FIDELITY SECURITY LIFE	PAYROLL 6/28/15-7/11/15	\$ 3.13
28172 HEALTH PARTNERS	PAYROLL 6/28/15-7/11/15	\$ 730.76
28173 MN TEAMSTER	PAYROLL 6/21/15-7/4/15	\$ 54.00
28174 PERA	PAYROLL 6/21/15-7/4/15	\$ 676.33
	PAYROLL 6/28/15-7/11/15	\$ 648.43
28175 AEM ELECTRIC SERVICES	MAINTENACE AGREEMENT	\$ 474.75
28176 AMARA WINES	LIQUOR PURCHASE	\$ 146.25
28177 BELBOY CORPORATION	LIQUOR - JUICE/MIX/POP PURCHASE	\$ 315.05
28178 BERNICK'S WINE	BEER - JUICE/MIX/POP PURCHASE	\$ 152.00
28179 CAPITOL BEVERAGE SALES	BEER PURCHASE	\$ 15,092.83
28180 CENTER POINT ENERGY	GAS SERVICE	\$ 42.04
28181 CITY OF SPRING LAKE PARK	REIMBURSEMENT FOR SERVICES	\$ 1,298.32
28182 CITY OF SPRING LAKE PARK	UTILITY BILL	\$ 97.34
28183 CLOCKNINE	ADVERTISING	\$ 6,350.00
28184 CRYSTAL SPRINGS ICE	ICE PURCHASE	\$ 414.50
28185 CULLIGAN	BOTTLED WATER	\$ 16.30
28186 DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 1,876.90
28187 ECM PUBLISHERS	ADVERTISING	\$ 590.00
28188 FLAT EARTH BREWING COMPANY	BEER PURCHASE	\$ 180.00
28189 G & K SERVICES	CLEANIGN CHEMICALS	\$ 88.20
28190 HOHENSTEINS	BEER PURCHASE - CREDIT	\$ 570.50
28191 JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 14,434.20
28192 JOHNSON BROTHERS LIQUOR CO	CREDIT - LIQUOR - WINE PURCHASE	\$ 15,155.48
28193 M AMUNDSON LLP	CIGARETTE - JUICE/MIX/POP PURCHASE	\$ 3,758.49
28194 MINNESOTA T'S	UNIFORMS	\$ 1,672.73
28195 PAUSTIS & SON'S	WINE PURCHASE	\$ 640.00
28196 PHILLIPS WINE & SPIRITS CO	BEER - LIQUOR - WINE PURCHASE	\$ 3,680.00
28197 POPP.COM	TELEPHONE SERVICE	\$ 265.31
28198 REPUBLIC SERVICES	GARBAGE SERVICES	\$ 262.51
28199 RJM DISTRIBUTING INC	BEER PURCHASE	\$ 23.98
28200 LAURA SAASTAMOINEN	MILEAGE REIMBURSEMENT	\$ 115.83
28201 SILENT WATCHDOG	SECURITY MONITORING	\$ 60.00
28202 SMITH SCHAFFER & ASSOCIATES	2014 AUDIT	\$ 4,975.00
28203 SOUTHERN WINE & SPIRITS OF MN	CREDIT - BEER - LIQUOR - WINE PURCHAS	\$ 6,650.72
28204 SPRINT	CELL PHONE SERVICE	\$ 177.80
28205 VARNER TRANSPORTATION	FREIGHT CHARGES	\$ 833.75
28206 VINOCOPIA INC	LIQUOR PURCHASE	\$ 369.50
28207 WINE MERCHANTS	WINE PURCHASE	\$ 1,465.00
28208 WIRTZ BEVERAGE MN BEER	BEER - LIQUOR - JUICE/MIX/POP PURCHAS	\$ 16,646.57
28209 XCEL ENERGY	ELECTRICITY	\$ 2,183.00
28210 DEARBORN NATIONAL	PAYROLL 7/12/15-7/25/15	\$ 74.75
28211 DELTA DENTAL	PAYROLL 7/12/15-7/25/15	\$ 103.65
28212 HEALTH PARTNERS	PAYROLL 7/12/15-7/25/15	\$ 730.76
28213 MN TEAMSTER	PAYROLL 7/5/15-7/18/15	\$ 54.00

CITY OF SPRING LAKE PARK
 CLAIMS APPROVED AND PAID

DATE: JULY 2015
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 CLAIMS RES: 15-14

FUND: LIQUOR OPERATIONS

<u>VOUCHER VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
28214 PERA	PAYROLL 7/12/15-7/25/15	\$ 648.43
	PAYROLL 7/5/15-7/18/15	\$ 652.23
28215 AMERICAN BOTTLING COMPANY	JUICE/MIX/POP PURCHASE	\$ 114.48
28216 BELLBOY CORPORATION	LIQUOR PURCHASE	\$ 505.88
28217 BERNICK'S WINE	BEER - JUICE/MIX/WINE PURCHASE	\$ 278.62
28218 BOOM ISLAND BREWING COMPANY	BEER PURCHASE	\$ 118.50
28219 CAPITOL BEVERAGE SALES	BEER PURCHASE	\$ 12,116.66
28220 CARTRIDGE WORLD	OFFICE SUPPLIES	\$ 204.39
28221 CITY OF SPRING LAKE PARK	CREDIT CARD REIMBURSEMENT	\$ 759.39
28222 CITYWIDE WINDOW SERVICES INC	CONTRACTUAL SERVICES	\$ 30.00
28223 CRYSTAL SPRINGS ICE	ICE PURCHASE	\$ 250.64
28224 DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 958.90
28225 HOHENSTEINS INC	BEER PURCHASE	\$ 669.00
28226 JJ TAYLOR SOMPANIES	CREDIT - BEER PURCHASE	\$ 9,058.92
28227 JOHNSON BROTHERS	CREDIT - LIQUOR - WINE PURCHASE	\$ 12,379.54
28228 MIDWEST COCA-COLA BOTTLING	CREDIT - JUICE/MIX/POP PURCHASE	\$ 540.24
28229 MN MUNICIPAL BEVERAGE ASSOC	ANNUAL DUES	\$ 1,585.00
28230 PAUSTIS & SON'S	WINE PURCHASE	\$ 874.63
28231 PHILLIPS WINE & SPIRITS CO	LIQUOR - WINE PURCHASE	\$ 1,164.00
28232 SAM'S CLUB	CREDIT CARD PAYMENT	\$ 52.61
28233 SOUTHERN WINE & SPIRITS OF MN	CREDIT - LIQUOR PURCHASE	\$ 5,558.21
28234 STAR TRIBUNE	ADVERTISING	\$ 585.13
28235 TWIN CITIES E MEDIA	ADVERTISING	\$ 300.00
28236 WINE MERCHANTS	WINE PURCHASE	\$ 208.00
28237 WIRTZ BEVERAGE MN BEER	BEER - LIQUOR - JUICE/MIX/POP PURCHASE	\$ 18,318.43
28244 AMARA WINES	LIQUOR PURCHASE	\$ 149.58
28245 BELLBOY CORPORATION	LIQUOR PURCHASE	\$ 112.35
28246 BERNICK'S WINE	BEER - JUICE/MIX/POP PURCHASE	\$ 264.40
28247 CAPITOL BEVERAGE SALES	BEER PURCHASE	\$ 10,490.59
28248 CITY OF SPRING LAKE PARK	REIMBURSEMENT FOR INSURANCE	\$ 112.00
28249 CRYSTAL SPRINGS ICE	ICE PURCHASE	\$ 306.26
28250 DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 780.20
28251 EXTREME BEVERAGE	BEER PURCHASE	\$ 276.30
28252 FLAT EARTH BREWING COMPANY	BEER PURCHASE	\$ 54.00
28253 G & K SERVICES	CHEMICAL CLEANING PRODUCTS	\$ 95.06
28254 J.C. NEWMAN CIGAR CO	CIGARS	\$ 83.52
28255 JJ TAYLOR SOMPANIES	BEER - JUICE/MIX/POP PURCHASE	\$ 5,848.49
28256 JOHNSON BROTHERS	CREDIT - LIQUOR - WINE PURCHASE	\$ 6,239.59
28257 M AMUNDSON LLP	CIGARETTE - JUICE/MIX/POP PURCHASE	\$ 5,106.11
28258 PAUSTIS & SON'S	WINE PURCHASE	\$ 337.49
28259 PHILLIPS WINE & SPIRITS CO	CREDIT - LIQUOR - WINE PURCHASE	\$ 4,376.70
28260 PLAYNETWORK	CONTRACTUAL SERVICES	\$ 32.01
28261 PLUNKETT'S INC	PEST CONTROL	\$ 29.58

CITY OF SPRING LAKE PARK
CLAIMS APPROVED AND PAID

DATE: JULY 2015
PAGE 3 OF 4
CLAIMS RES: 15-14

FUND: LIQUOR OPERATIONS

<u>VOUCHER VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
28262 QUALITY REFRIGERATION	CONTRACTUAL SERVICE	\$ 853.81
28263 REPUBLIC SERVICES	GARBAGE SERVICE	\$ 344.51
28264 SOUTHERN WINE & SPIRITS OF MN	CREDIT - LIQUOR PURCHASE	\$ 1,618.71
28265 TRIO SUPPLY COMPANY	OPERATING SUPPLIES	\$ 256.57
28266 VINOSOPIA INC	LIQUOR PURCHASE	\$ 239.00
28267 WINE COMPANY	WINE PURCHASE	\$ 513.90
28268 WINE MERCHANTS	WIEN PURCHASE	\$ 394.40
28269 WIRTZ BEVERAGE MN BEER	BEER - LIQUOR PURCHASE	\$ 10,668.65
	WINE - JUICE/MIX/POP PURCHASE	
28670 Z WINES	WINE PURCHASE	\$ 515.00
TRANSFER TO PAYROLL	PAYROLL (7/10/15)	9,490.37
TRANSFER TO PAYROLL	PAYROLL (7/24/15)	9,319.84
	SALES TAX (JUNE)	17,187.00
	OTP TAX	3,216.33
	TOTAL DISBURSEMENTS	\$ 261,573.21

DATE: JULY 2015
PAGE 4 OF 4
CLAIM RES: 15-14

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

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

are proper.

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

Signed: _____
Mayor

Councilmembers:

ATTEST:

Daniel Buchholtz, Administrator/Clerk-Treasurer

MEMORANDUM

DATE: August 12, 2015

TO: Mayor, City Council and Dept. Heads

FROM: Peggy K. Anderson, Accountant



RE: Budget to Date

(as of June 30, 2015)

Attached is the June, 2015 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **50% remaining**. The overall General Fund ratio is **53.84%**.

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

8/12/2015 2:38pm

Page

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Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2015-6 Ending June 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
101.00000.31010	\$ 0.00	\$ 0.00	\$ 2,681,846.00	\$ 0.00	100.00%
101.00000.32110	0.00	0.00	23,300.00	325.00	98.61%
101.00000.32179	0.00	521.00	6,252.00	3,126.00	50.00%
101.00000.32180	0.00	0.00	5,400.00	300.00	94.44%
101.00000.32181	0.00	70.00	5,500.00	2,424.64	55.92%
101.00000.32208	0.00	910.00	6,500.00	4,685.00	27.92%
101.00000.32210	0.00	5,030.91	60,000.00	50,075.53	16.54%
101.00000.32211	0.00	161.43	2,000.00	2,123.55	(6.18%)
101.00000.32230	0.00	998.00	4,000.00	2,153.00	46.18%
101.00000.32231	0.00	45.00	350.00	150.00	57.14%
101.00000.32232	0.00	7,418.72	6,000.00	9,238.70	(53.98%)
101.00000.32233	0.00	240.22	400.00	362.22	9.45%
101.00000.32240	0.00	30.00	550.00	312.00	43.27%
101.00000.32260	0.00	0.00	5,000.00	720.00	85.60%
101.00000.32261	0.00	200.00	6,000.00	2,000.00	66.67%
101.00000.33401	0.00	0.00	323,491.00	0.00	100.00%
101.00000.33404	0.00	0.00	5,775.00	0.00	100.00%
101.00000.33416	0.00	0.00	3,600.00	0.00	100.00%
101.00000.33421	0.00	0.00	73,000.00	0.00	100.00%
101.00000.34103	0.00	255.00	1,800.00	2,935.00	(63.06%)
101.00000.34104	0.00	2,357.63	30,000.00	26,060.28	13.13%
101.00000.34105	0.00	80.50	300.00	81.00	73.00%
101.00000.34107	0.00	0.00	200.00	0.00	100.00%
101.00000.34108	0.00	0.00	70.00	0.00	100.00%
101.00000.34111	0.00	0.00	31,000.00	0.00	100.00%
101.00000.34115	0.00	0.00	0.00	375.00	0.00%
101.00000.34201	0.00	0.00	2,000.00	900.00	55.00%
101.00000.34203	0.00	0.00	0.00	21.75	0.00%
101.00000.34204	0.00	1,000.00	55,000.00	10,115.00	81.61%
101.00000.34205	0.00	0.00	3,500.00	0.00	100.00%
101.00000.34801	0.00	0.00	8,000.00	0.00	100.00%
101.00000.34949	0.00	0.00	0.00	157.81	0.00%
101.00000.34950	0.00	604.54	4,000.00	1,104.71	72.38%
101.00000.35101	0.00	2,876.01	100,000.00	30,161.36	69.84%
101.00000.35102	0.00	90.00	4,000.00	860.00	78.50%
101.00000.35347	0.00	2,339.93	0.00	2,339.93	0.00%
101.00000.35349	0.00	100.00	0.00	400.00	0.00%
101.00000.35350	0.00	0.00	200.00	0.00	100.00%
101.00000.36210	0.00	0.00	20,000.00	0.00	100.00%
101.00000.36901	0.00	0.00	70,839.00	17,709.75	75.00%
101.00000.39100	0.00	0.00	4,500.00	0.00	100.00%
101.00000.39101	0.00	973.00	0.00	973.00	0.00%
101.00000.39202	0.00	0.00	45,000.00	0.00	100.00%
101.00000.39203	0.00	0.00	75,000.00	0.00	100.00%
101.00000.39206	0.00	0.00	2,500.00	0.00	100.00%
101.00000.39207	0.00	0.00	60,000.00	0.00	100.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2015-6 Ending June 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	0.00	26,301.89	3,736,873.00	172,190.23	95.39%
Total GENERAL FUND Revenues	\$ 0.00	\$ 26,301.89	\$ 3,736,873.00	\$ 172,190.23	95.39%
Expenditures					
MAYOR AND COUNCIL Expenditures					
101.41110.01030 PART TIME EMPLOYEES	\$ 0.00	\$ 2,607.88	\$ 36,273.00	20,320.59	43.98%
101.41110.01211 DEFINED CONTR PLAN/PERA	0.00	130.41	1,768.00	970.19	45.13%
101.41110.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	199.50	2,775.00	1,554.50	43.98%
101.41110.01510 WORKERS COMPENSATION	0.00	0.00	75.00	67.00	10.67%
101.41110.02100 OPERATING SUPPLIES	0.00	0.00	511.00	160.83	68.53%
101.41110.03310 TRAVEL EXPENSE	0.00	0.00	250.00	0.00	100.00%
101.41110.03500 PRINTING & PUBLISHING	0.00	64.50	1,250.00	1,312.90	(5.03%)
101.41110.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,010.00	331.00	83.53%
101.41110.04330 DUES & SUBSCRIPTIONS	0.00	0.00	9,065.00	2,500.00	72.42%
101.41110.04955 DISCRETIONARY	0.00	283.11	650.00	356.74	45.12%
Total MAYOR AND COUNCIL Expenditures	0.00	3,285.40	54,627.00	27,573.75	49.52%
ADMINISTRATION Expenditures					
101.41400.01010 FULL TIME EMPLOYEES	0.00	23,843.42	312,200.00	154,837.87	50.40%
101.41400.01050 VACATION BUY BACK	0.00	0.00	2,450.00	0.00	100.00%
101.41400.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	1,781.32	23,415.00	11,524.01	50.78%
101.41400.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	1,785.30	24,070.00	11,612.80	51.75%
101.41400.01300 HEALTH INSURANCE	0.00	4,374.70	59,500.00	27,496.92	53.79%
101.41400.01313 PRUDENTIAL LIFE INSURANCE	0.00	22.38	270.00	134.28	50.27%
101.41400.01510 WORKERS COMPENSATION	0.00	0.00	2,300.00	1,692.09	26.43%
101.41400.02000 OFFICE SUPPLIES	0.00	287.87	3,715.00	1,816.58	51.10%
101.41400.02030 PRINTED FORMS	0.00	127.37	1,444.00	876.02	39.33%
101.41400.02100 OPERATING SUPPLIES	0.00	0.00	446.00	91.50	79.48%
101.41400.02220 POSTAGE	0.00	113.30	3,445.00	1,147.51	66.69%
101.41400.03210 TELEPHONE	0.00	49.07	800.00	294.31	63.21%
101.41400.03310 TRAVEL EXPENSE	0.00	230.76	3,300.00	2,112.48	35.99%
101.41400.03500 PRINTING & PUBLISHING	0.00	0.00	360.00	474.17	(31.71%)
101.41400.03550 COUNTY FEES FOR SERVICE	0.00	0.00	2,500.00	0.00	100.00%
101.41400.04050 MAINTENANCE AGREEMENTS	0.00	2,327.45	6,519.00	7,135.41	(9.46%)
101.41400.04300 CONFERENCE & SCHOOLS	0.00	1,009.53	5,935.00	3,941.23	33.59%
101.41400.04330 DUES & SUBSCRIPTIONS	0.00	0.00	560.00	450.00	19.64%
101.41400.04500 CONTRACTUAL SERVICES	0.00	33.85	4,450.00	1,086.57	75.58%
101.41400.05000 CAPITAL OUTLAY	0.00	0.00	1,944.00	0.00	100.00%
Total ADMINISTRATION Expenditures	0.00	35,986.32	459,623.00	226,723.75	50.67%
ASSESSOR Expenditures					
101.41500.04000 CONTRACTUAL SERVICE	0.00	8,752.00	35,500.00	17,504.00	50.69%
Total ASSESSOR Expenditures	0.00	8,752.00	35,500.00	17,504.00	50.69%
AUDIT & ACCTG SERVICES Expenditures					
101.41540.03010 AUDIT & ACCTG SERVICES	0.00	0.00	9,050.00	9,050.00	0.00%
Total AUDIT & ACCTG SERVICES Expenditures	0.00	0.00	9,050.00	9,050.00	0.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2015-6 Ending June 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
I.T. SERVICES Expenditures					
101.41600.04000 CONTRACTUAL SERVICE	0.00	130.13	22,358.00	13,282.74	40.59%
Total I.T. SERVICES Expenditures	0.00	130.13	22,358.00	13,282.74	40.59%
LEGAL FEES Expenditures					
101.41610.03040 LEGAL FEES	0.00	7,578.79	127,500.00	47,498.99	62.75%
Total LEGAL FEES Expenditures	0.00	7,578.79	127,500.00	47,498.99	62.75%
ENGINEERING FEES Expenditures					
101.41710.03030 ENGINEERING FEES	0.00	0.00	10,000.00	6,010.35	39.90%
Total ENGINEERING FEES Expenditures	0.00	0.00	10,000.00	6,010.35	39.90%
PLANNING & ZONING Expenditures					
101.41720.02100 OPERATING SUPPLIES	0.00	0.00	115.00	0.00	100.00%
101.41720.02220 POSTAGE	0.00	0.00	150.00	180.44	(20.29%)
101.41720.03500 PRINTING & PUBLISHING	0.00	0.00	400.00	147.88	63.03%
Total PLANNING & ZONING Expenditures	0.00	0.00	665.00	328.32	50.63%
GOVERNMENT BUILDING Expenditures					
101.41940.01010 FULL TIME EMPLOYEES	0.00	968.40	14,000.00	6,368.67	54.51%
101.41940.01013 OVERTIME	0.00	78.67	0.00	334.46	0.00%
101.41940.01050 VACATION BUY BACK	0.00	0.00	269.00	0.00	100.00%
101.41940.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	78.53	1,050.00	500.66	52.32%
101.41940.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	78.71	1,092.00	512.71	53.05%
101.41940.01300 HEALTH INSURANCE	0.00	174.58	3,300.00	1,460.46	55.74%
101.41940.01313 PRUDENTIAL LIFE INSURANCE	0.00	1.06	13.00	6.26	51.85%
101.41940.01510 WORKERS COMPENSATION	0.00	0.00	500.00	0.00	100.00%
101.41940.02100 OPERATING SUPPLIES	0.00	1,454.43	7,500.00	4,329.13	42.28%
101.41940.02200 REPAIR & MAINTENANCE	0.00	300.00	7,200.00	2,197.68	69.48%
101.41940.02225 LANDSCAPING MATERIALS	0.00	0.00	0.00	136.20	0.00%
101.41940.02280 UNIFORMS,SAFETY SHOES	0.00	9.60	250.00	119.44	52.22%
101.41940.03210 TELEPHONE	0.00	620.67	9,000.00	2,260.09	74.89%
101.41940.03810 ELECTRIC UTILITIES	0.00	1,861.78	17,000.00	8,500.66	50.00%
101.41940.03830 GAS UTILITIES	0.00	347.74	15,000.00	11,446.26	23.69%
101.41940.03841 RUBBISH REMOVAL	0.00	410.00	4,150.00	2,777.97	33.06%
101.41940.04000 CONTRACTUAL SERVICE	0.00	0.00	940.00	166.79	82.26%
101.41940.05000 CAPITAL OUTLAY	0.00	0.00	30,000.00	0.00	100.00%
101.41940.07000 PERMANENT TRANSFERS OUT	0.00	0.00	8,126.00	0.00	100.00%
Total GOVERNMENT BUILDING Expenditures	0.00	6,384.17	119,390.00	41,117.44	65.56%
POLICE PROTECTION Expenditures					
101.42100.01010 FULL TIME EMPLOYEES	0.00	74,578.63	961,960.00	476,309.27	50.49%
101.42100.01013 OVERTIME	0.00	(35.95)	97,000.00	22,031.89	77.29%
101.42100.01050 VACATION BUY BACK	0.00	0.00	4,000.00	0.00	100.00%
101.42100.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	11,641.11	150,751.00	76,038.59	49.56%
101.42100.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	1,723.28	24,619.00	11,036.43	55.17%
101.42100.01300 HEALTH INSURANCE	0.00	11,681.94	148,000.00	70,486.70	52.37%
101.42100.01313 PRUDENTIAL LIFE INSURANCE	0.00	56.28	665.00	337.68	49.22%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2015-6 Ending June 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42100.01510 WORKERS COMPENSATION	0.00	0.00	25,000.00	22,287.95	10.85%
101.42100.02000 OFFICE SUPPLIES	0.00	137.90	3,600.00	239.93	93.34%
101.42100.02030 PRINTED FORMS	0.00	0.00	1,000.00	404.00	59.60%
101.42100.02040 RANGE EQUIP & SUPPLIES	0.00	1,434.28	7,550.00	1,511.99	79.97%
101.42100.02100 OPERATING SUPPLIES	0.00	15.45	3,500.00	298.68	91.47%
101.42100.02120 MOTOR FUELS & LUBRICANTS	0.00	2,301.79	23,700.00	7,902.33	66.66%
101.42100.02220 POSTAGE	0.00	52.68	1,900.00	327.46	82.77%
101.42100.03050 MEDICAL EXPENSE	0.00	0.00	2,000.00	0.00	100.00%
101.42100.03210 TELEPHONE	0.00	224.06	3,000.00	1,291.93	56.94%
101.42100.03211 CJIS DATA SERVICES	0.00	708.25	13,380.00	4,739.36	64.58%
101.42100.03300 CLOTHING & PERSONAL EQUIP	0.00	261.84	9,270.00	1,429.71	84.58%
101.42100.03310 TRAVEL EXPENSE	0.00	0.00	500.00	196.11	60.78%
101.42100.03421 800 MHZ RADIO	0.00	123.75	4,006.00	1,188.87	70.32%
101.42100.04000 CONTRACTUAL SERVICE	0.00	6,927.84	16,200.00	7,097.53	56.19%
101.42100.04050 MAINTENANCE AGREEMENTS	0.00	561.74	3,740.00	2,099.87	43.85%
101.42100.04060 AUTO EQUIPMENT REPAIR	0.00	332.14	20,000.00	7,194.97	64.03%
101.42100.04070 OTHER EQUIPMENT REPAIR	0.00	1,292.43	3,500.00	1,766.52	49.53%
101.42100.04300 CONFERENCE & SCHOOLS	0.00	0.00	11,500.00	4,215.27	63.35%
101.42100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	825.00	540.00	34.55%
101.42100.05000 CAPITAL OUTLAY	0.00	25,818.75	33,075.00	26,418.75	20.12%
Total POLICE PROTECTION Expenditures	0.00	139,838.19	1,574,241.00	747,391.79	52.52%
FIRE PROTECTION Expenditures					
101.42200.04000 CONTRACTUAL SERVICE	0.00	15,559.38	186,712.00	93,356.28	50.00%
101.42200.05000 CAPITAL OUTLAY	0.00	10,206.40	20,904.00	20,412.81	2.35%
Total FIRE PROTECTION Expenditures	0.00	25,765.78	207,616.00	113,769.09	45.20%
CODE ENFORCEMENT Expenditures					
101.42300.01010 FULL TIME EMPLOYEES	0.00	5,846.42	76,100.00	37,984.52	50.09%
101.42300.01040 TEMPORARY EMPLOYEES	0.00	0.00	10,080.00	0.00	100.00%
101.42300.01050 VACATION BUY BACK	0.00	0.00	1,461.00	0.00	100.00%
101.42300.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	438.48	5,709.00	2,848.83	50.10%
101.42300.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	441.14	6,705.00	2,866.09	57.25%
101.42300.01300 HEALTH INSURANCE	0.00	788.96	9,850.00	4,799.44	51.27%
101.42300.01313 PRUDENTIAL LIFE INSURANCE	0.00	4.28	51.00	25.68	49.65%
101.42300.01510 WORKERS COMPENSATION	0.00	0.00	1,450.00	435.26	69.98%
101.42300.02000 OFFICE SUPPLIES	0.00	0.00	500.00	153.55	69.29%
101.42300.02100 OPERATING SUPPLIES	0.00	16.06	1,300.00	16.06	98.76%
101.42300.02120 MOTOR FUELS & LUBRICANTS	0.00	153.46	1,400.00	526.84	62.37%
101.42300.02200 REPAIR & MAINTENANCE	0.00	0.00	750.00	12.94	98.27%
101.42300.03210 TELEPHONE	0.00	80.06	1,000.00	480.25	51.98%
101.42300.03310 TRAVEL EXPENSE	0.00	0.00	150.00	0.00	100.00%
101.42300.04300 CONFERENCE & SCHOOLS	0.00	109.00	900.00	255.06	71.66%
101.42300.04330 DUES & SUBSCRIPTIONS	0.00	0.00	2,000.00	1,641.25	17.94%
Total CODE ENFORCEMENT Expenditures	0.00	7,877.86	119,406.00	52,045.77	56.41%
EMERGENCY MANAGEMENT Expenditures					
101.42500.02200 REPAIR & MAINTENANCE	0.00	1,149.50	750.00	1,149.50	(53.27%)
101.42500.03810 ELECTRIC UTILITIES	0.00	7.39	100.00	37.82	62.18%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2015-6 Ending June 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42500.04050 MAINTENANCE AGREEMENTS	0.00	527.16	1,055.00	1,054.32	0.06%
101.42500.05000 CAPITAL OUTLAY	0.00	0.00	500.00	0.00	100.00%
Total EMERGENCY MANAGEMENT Expenditures	0.00	1,684.05	2,405.00	2,241.64	6.79%
ANIMAL CONTROL Expenditures					
101.42700.04000 CONTRACTUAL SERVICE	0.00	0.00	1,000.00	0.00	100.00%
Total ANIMAL CONTROL Expenditures	0.00	0.00	1,000.00	0.00	100.00%
STREET DEPARTMENT Expenditures					
101.43000.01010 FULL TIME EMPLOYEES	0.00	9,306.82	126,000.00	61,169.99	51.45%
101.43000.01013 OVERTIME	0.00	259.44	7,061.00	1,510.98	78.60%
101.43000.01020 ON CALL SALARIES	0.00	208.46	2,018.00	436.26	78.38%
101.43000.01050 VACATION BUY BACK	0.00	0.00	810.00	0.00	100.00%
101.43000.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	733.11	10,131.00	4,754.68	53.07%
101.43000.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	732.80	10,395.00	4,816.83	53.66%
101.43000.01300 HEALTH INSURANCE	0.00	1,864.12	20,950.00	11,641.72	44.43%
101.43000.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.85	107.00	53.15	50.33%
101.43000.01510 WORKERS COMPENSATION	0.00	0.00	8,000.00	8,731.89	(9.15%)
101.43000.02120 MOTOR FUELS & LUBRICANTS	0.00	1,387.16	18,000.00	5,761.62	67.99%
101.43000.02150 SHOP MATERIALS	0.00	94.00	2,000.00	611.57	69.42%
101.43000.02200 REPAIR & MAINTENANCE	0.00	31.27	7,500.00	3,113.71	58.48%
101.43000.02210 EQUIPMENT PARTS	0.00	229.36	5,500.00	4,506.97	18.06%
101.43000.02221 TIRES	0.00	0.00	750.00	759.00	(1.20%)
101.43000.02224 STREET MAINT SUPPLIES	0.00	0.00	1,393.00	0.00	100.00%
101.43000.02226 SIGNS & STRIPING	0.00	0.00	6,000.00	0.00	100.00%
101.43000.02280 UNIFORMS, SAFETY SHOES	0.00	32.00	750.00	787.75	(5.03%)
101.43000.03210 TELEPHONE	0.00	16.19	370.00	97.13	73.75%
101.43000.04000 CONTRACTUAL SERVICE	0.00	0.00	840.00	117.05	86.07%
101.43000.04300 CONFERENCE & SCHOOLS	0.00	0.00	400.00	0.00	100.00%
101.43000.04330 DUES & SUBSCRIPTIONS	0.00	0.00	100.00	0.00	100.00%
Total STREET DEPARTMENT Expenditures	0.00	14,903.58	229,075.00	108,870.30	52.47%
RECREATION DEPARTMENT Expenditures					
101.45100.01010 FULL TIME EMPLOYEES	0.00	14,114.64	183,200.00	91,294.33	50.17%
101.45100.01030 PART TIME EMPLOYEES	0.00	339.63	10,875.00	3,691.48	66.06%
101.45100.01040 TEMPORARY EMPLOYEES	0.00	1,802.50	13,000.00	3,317.13	74.48%
101.45100.01050 VACATION BUY BACK	0.00	0.00	2,600.00	0.00	100.00%
101.45100.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	1,058.60	13,740.00	6,847.06	50.17%
101.45100.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	1,223.74	16,040.00	7,390.84	53.92%
101.45100.01300 HEALTH INSURANCE	0.00	2,204.00	28,000.00	13,421.04	52.07%
101.45100.01313 PRUDENTIAL LIFE INSURANCE	0.00	12.82	155.00	76.92	50.37%
101.45100.01510 WORKERS COMPENSATION	0.00	0.00	2,000.00	695.59	65.22%
101.45100.02000 OFFICE SUPPLIES	0.00	28.85	1,625.00	861.07	47.01%
101.45100.02220 POSTAGE	0.00	79.45	2,350.00	1,408.29	40.07%
101.45100.02290 RECREATION EQUIP SUPPLIES	0.00	161.93	2,200.00	943.17	57.13%
101.45100.03310 TRAVEL EXPENSE	0.00	59.95	1,000.00	324.93	67.51%
101.45100.03500 PRINTING & PUBLISHING	0.00	0.00	8,857.00	1,353.29	84.72%
101.45100.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,400.00	20.00	98.57%
101.45100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	435.00	302.00	30.57%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (101)
For the Fiscal Period 2015-6 Ending June 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total RECREATION DEPARTMENT Expenditures	0.00	21,086.11	287,477.00	131,947.14	54.10%
PARKS DEPARTMENT Expenditures					
101.45200.01010 FULL TIME EMPLOYEES	0.00	9,716.61	132,100.00	60,365.95	54.30%
101.45200.01013 OVERTIME	0.00	1,019.90	7,061.00	3,109.32	55.96%
101.45200.01020 ON CALL SALARIES	0.00	208.48	2,018.00	436.26	78.38%
101.45200.01050 VACATION BUY BACK	0.00	0.00	2,000.00	0.00	100.00%
101.45200.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	820.88	10,588.00	4,761.39	55.03%
101.45200.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	825.93	10,953.00	4,843.63	55.78%
101.45200.01300 HEALTH INSURANCE	0.00	1,827.40	20,500.00	9,092.86	55.64%
101.45200.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.91	107.00	49.23	53.99%
101.45200.01510 WORKERS COMPENSATION	0.00	0.00	10,000.00	9,238.94	7.61%
101.45200.02100 OPERATING SUPPLIES	0.00	225.19	930.00	296.78	68.09%
101.45200.02120 MOTOR FUELS & LUBRICANTS	0.00	1,284.84	17,000.00	5,410.40	68.17%
101.45200.02200 REPAIR & MAINTENANCE	0.00	677.00	7,000.00	3,275.17	53.21%
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	0.00	0.00	8,103.43	0.00%
101.45200.02210 EQUIPMENT PARTS	0.00	171.74	3,000.00	400.44	86.65%
101.45200.02221 TIRES	0.00	10.00	600.00	157.70	73.72%
101.45200.02225 LANDSCAPING MATERIALS	0.00	810.00	8,600.00	4,342.53	49.51%
101.45200.02280 UNIFORMS,SAFETY SHOES	0.00	32.00	700.00	787.75	(12.54%)
101.45200.02290 RECREATION EQUIP SUPPLIES	0.00	48.00	930.00	204.99	77.96%
101.45200.03210 TELEPHONE	0.00	16.57	232.00	99.31	57.19%
101.45200.03810 ELECTRIC UTILITIES	0.00	341.08	3,725.00	1,888.03	49.31%
101.45200.03830 GAS UTILITIES	0.00	123.58	4,000.00	2,063.77	48.41%
101.45200.03841 RUBBISH REMOVAL	0.00	0.00	300.00	63.87	78.71%
101.45200.04190 SATELLITE RENTAL	0.00	480.00	1,300.00	655.71	49.56%
101.45200.04300 CONFERENCE & SCHOOLS	0.00	74.59	800.00	770.09	3.74%
101.45200.04500 CONTRACTUAL SERVICES	0.00	0.00	760.00	117.05	84.60%
101.45200.04901 LAKESIDE PARK EXPENSE	0.00	0.00	11,500.00	11,500.00	0.00%
Total PARKS DEPARTMENT Expenditures	0.00	18,722.70	256,704.00	132,034.60	48.57%
FORESTRY Expenditures					
101.45300.02100 OPERATING SUPPLIES	0.00	0.00	46.00	0.00	100.00%
101.45300.04000 CONTRACTUAL SERVICE	0.00	0.00	1,000.00	0.00	100.00%
101.45300.04300 CONFERENCE & SCHOOLS	0.00	0.00	540.00	555.00	(2.78%)
Total FORESTRY Expenditures	0.00	0.00	1,586.00	555.00	65.01%
MISCELLANEOUS Expenditures					
101.49000.01313 PRUDENTIAL LIFE INSURANCE	0.00	0.00	50.00	0.00	100.00%
101.49000.03600 INSURANCE	0.00	0.00	45,000.00	41,018.14	8.85%
101.49000.04390 MISCELLANEOUS	0.00	0.00	1,000.00	5,000.00	(400.00%)
101.49000.04420 SURCHARGES-PLMG	0.00	0.00	200.00	0.00	100.00%
101.49000.04430 SURCHARGES-HTG	0.00	0.00	400.00	0.00	100.00%
101.49000.04440 SURCHARGES-BLDG	0.00	0.00	2,000.00	0.00	100.00%
101.49000.07000 PERMANENT TRANSFERS OUT	0.00	0.00	170,000.00	1,000.00	99.41%
Total MISCELLANEOUS Expenditures	0.00	0.00	218,650.00	47,018.14	78.50%
Total GENERAL FUND Expenditures	\$ 0.00	\$ 291,995.08	\$ 3,736,873.00	\$ 1,724,962.81	53.84%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures
Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2015-6 Ending June 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
GENERAL FUND Excess of Revenues Over Expenditures	\$ 0.00	\$ (265,693.19)	\$ 0.00	\$ (1,552,772.58)	0.00%

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

For the Fiscal Period 2015-6 Ending June 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 0.00	\$ 26,301.89	\$ 3,736,873.00	\$ 172,190.23	95.39%
Total Expenditures	\$ 0.00	\$ 291,995.08	\$ 3,736,873.00	\$ 1,724,962.81	53.84%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (265,693.19)	\$ 0.00	\$ (1,552,772.58)	0.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For PUBLIC UTILITIES OPERATIONS (601)
 For the Fiscal Period 2015-6 Ending June 30, 2015

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
Revenues						
601.0000.34950	MISC REVENUE-NSF CHRGS	\$ 0.00	\$ 0.00	\$ 0.00	309.70	0.00%
601.0000.36210	INTEREST EARNINGS	0.00	0.00	45,000.00	0.00	100.00%
601.0000.37101	WATER COLLECTIONS	0.00	215.88	480,000.00	172,535.16	64.06%
601.0000.37103	SALES TAX COLLECTED	0.00	0.00	5,000.00	2,211.17	55.78%
601.0000.37104	PENALTIES/WATER	0.00	(1.00)	6,000.00	2,717.23	54.71%
601.0000.37109	SAFE DRINKING WATER FEE	0.00	10.67	13,844.00	7,057.55	49.02%
601.0000.37111	ADMINISTRATIVE CHARGE	0.00	45.45	64,000.00	35,218.52	44.97%
601.0000.37115	ESTIMATE READING CHRG	0.00	0.00	10.00	40.00	(300.00%)
601.0000.37151	WATER RECONNECT-CALL OUT F	0.00	0.00	1,200.00	720.00	40.00%
601.0000.37170	WATER PERMITS	0.00	0.00	100.00	0.00	100.00%
601.0000.37171	WATER PERMIT SURCHARGES	0.00	0.00	10.00	0.00	100.00%
601.0000.37172	WATER METER SALES & INSTALLA	0.00	0.00	850.00	1,321.04	(55.42%)
601.0000.37201	SEWER COLLECTIONS	0.00	395.51	735,000.00	367,721.83	49.97%
601.0000.37204	PENALTIES-SEWER	0.00	(32.74)	11,000.00	7,438.34	32.38%
601.0000.37250	SEWER CONNECTION CHARGES	0.00	0.00	2,700.00	0.00	100.00%
601.0000.37270	SEWER PERMITS	0.00	0.00	100.00	0.00	100.00%
601.0000.37271	SEWER PERMIT SURCHARGES	0.00	0.00	10.00	0.00	100.00%
601.0000.37273	SEWER HOOK-UP CHARGES	0.00	0.00	150.00	0.00	100.00%
601.0000.39206	TRANSFER FROM RECYCLING FU	0.00	0.00	1,000.00	0.00	100.00%
Total Revenues		0.00	633.77	1,365,974.00	597,290.54	56.27%
Total PUBLIC UTILITIES OPERATIONS Revenues		\$ 0.00	\$ 633.77	\$ 1,365,974.00	\$ 597,290.54	56.27%

Expenditures**WATER DEPARTMENT Expenditures**

601.49400.01010	FULL TIME EMPLOYEES	\$ 0.00	\$ 7,708.89	\$ 100,916.00	49,689.76	50.76%
601.49400.01013	OVERTIME	0.00	515.96	7,061.00	2,436.17	65.50%
601.49400.01020	ON CALL SALARIES	0.00	457.30	2,421.00	819.58	66.15%
601.49400.01040	TEMPORARY EMPLOYEES	0.00	3,426.94	19,100.00	6,729.83	64.77%
601.49400.01050	VACATION BUY BACK	0.00	0.00	950.00	0.00	100.00%
601.49400.01210	PERA CONTRIBUTIONS-EMPLOYE	0.00	651.14	8,280.00	3,985.87	51.86%
601.49400.01220	FICA/MC CONTRIBUTIONS-EMPLO	0.00	913.93	9,979.00	4,550.36	54.40%
601.49400.01300	HEALTH & DENTAL INSURANCE	0.00	1,334.62	17,220.00	8,313.06	51.72%
601.49400.01313	LIFE INSURANCE	0.00	7.68	95.00	46.08	51.49%
601.49400.01510	WORKERS COMPENSATION	0.00	0.00	6,500.00	6,653.12	(2.36%)
601.49400.02000	OFFICE SUPPLIES	0.00	0.00	800.00	405.35	49.33%
601.49400.02030	PRINTED FORMS	0.00	127.36	2,000.00	576.81	71.16%
601.49400.02100	OPERATING SUPPLIES	0.00	49.00	800.00	119.79	85.03%
601.49400.02120	MOTOR FUELS & LUBRICANTS	0.00	306.89	4,000.00	1,053.61	73.66%
601.49400.02200	REPAIR & MAINTENANCE	0.00	1,697.15	38,000.00	37,099.87	2.37%
601.49400.02210	EQUIPMENT PARTS	0.00	213.73	900.00	954.46	(6.05%)
601.49400.02220	POSTAGE	0.00	444.53	2,500.00	1,836.82	26.53%
601.49400.02221	TIRES	0.00	0.00	1,000.00	0.00	100.00%
601.49400.02222	STREET REPAIRS	0.00	0.00	6,000.00	0.00	100.00%
601.49400.02261	WATER TESTING	0.00	64.00	800.00	320.00	60.00%
601.49400.02262	WATER METER & SUPPLIES	0.00	0.00	5,000.00	1,816.61	63.67%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

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Revised Budget
For PUBLIC UTILITIES OPERATIONS (601)
For the Fiscal Period 2015-6 Ending June 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02264 SAFE DRINKING WATER FEE	0.00	0.00	13,844.00	6,964.00	49.70%
601.49400.02280 UNIFORM ALLOWANCE	0.00	43.20	950.00	537.52	43.42%
601.49400.03010 AUDIT & ACCTG SERVICES	0.00	1,668.50	2,406.00	2,406.00	0.00%
601.49400.03030 ENGINEERING FEES	0.00	0.00	1,000.00	0.00	100.00%
601.49400.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49400.03210 TELEPHONE	0.00	26.98	900.00	179.71	80.03%
601.49400.03310 TRAVEL EXPENSE	0.00	0.00	1,200.00	158.76	86.77%
601.49400.03500 PRINTING & PUBLISHING	0.00	0.00	7,000.00	2,840.27	59.42%
601.49400.03600 INSURANCE	0.00	0.00	9,500.00	8,345.55	12.15%
601.49400.03870 WATER USAGE-CITY OF BLAINE	0.00	0.00	4,000.00	670.26	83.24%
601.49400.04000 CONTRACTUAL SERVICE	0.00	0.00	5,850.00	117.05	98.00%
601.49400.04050 MAINTENANCE AGREEMENTS	0.00	79.78	13,775.00	2,585.66	81.23%
601.49400.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,050.00	1,395.25	31.94%
601.49400.04330 DUES & SUBSCRIPTIONS	0.00	74.59	500.00	511.59	(2.32%)
601.49400.04370 PERMITS AND TAXES	0.00	0.00	8,200.00	2,344.00	71.41%
601.49400.04470 SURCHARGES-WATER	0.00	0.00	10.00	0.00	100.00%
601.49400.07000 PERMANENT TRANSFERS OUT	0.00	0.00	95,602.00	0.00	100.00%
Total WATER DEPARTMENT Expenditures	0.00	19,812.17	401,409.00	156,462.77	61.02%
WATER TREATMENT PLANT Expenditures					
601.49402.02100 OPERATING SUPPLIES	0.00	0.00	100.00	0.00	100.00%
601.49402.02120 MOTOR FUELS & LUBRICANTS	0.00	0.00	2,000.00	0.00	100.00%
601.49402.02160 CHEMICALS & CHEMICAL PROD	0.00	0.00	23,000.00	8,220.68	64.26%
601.49402.02200 REPAIR & MAINTENANCE	0.00	0.00	13,000.00	1,412.57	89.13%
601.49402.02210 EQUIPMENT PARTS	0.00	12.78	5,000.00	807.72	83.85%
601.49402.03030 ENGINEERING FEES	0.00	0.00	1,000.00	0.00	100.00%
601.49402.03600 INSURANCE	0.00	0.00	11,300.00	11,000.60	2.65%
601.49402.03810 ELECTRIC UTILITIES	0.00	5,348.82	82,000.00	26,869.55	67.23%
601.49402.03830 GAS UTILITIES	0.00	199.10	3,500.00	1,638.99	53.17%
601.49402.04000 CONTRACTUAL SERVICE	0.00	0.00	1,000.00	0.00	100.00%
601.49402.04370 PERMITS,DUES,SUBSCRIPTIONS	0.00	0.00	2,850.00	875.00	69.30%
601.49402.07000 PERMANENT TRANSFERS OUT	0.00	0.00	43,635.00	0.00	100.00%
Total WATER TREATMENT PLANT Expenditures	0.00	5,560.70	188,385.00	50,825.11	73.02%
SEWER DEPARTMENT Expenditures					
601.49450.01010 FULL TIME EMPLOYEES	0.00	7,708.91	100,916.00	49,689.91	50.76%
601.49450.01013 OVERTIME	0.00	515.98	7,061.00	2,436.22	65.50%
601.49450.01020 ON CALL SALARIES	0.00	457.31	2,421.00	819.59	66.15%
601.49450.01040 TEMPORARY EMPLOYEES	0.00	3,426.94	19,100.00	6,729.87	64.77%
601.49450.01050 VACATION BUY BACK	0.00	0.00	950.00	0.00	100.00%
601.49450.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	651.19	8,280.00	3,986.14	51.86%
601.49450.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	913.99	9,979.00	4,550.65	54.40%
601.49450.01300 HEALTH & DENTAL INSURANCE	0.00	1,334.62	17,220.00	8,313.26	51.72%
601.49450.01313 LIFE INSURANCE	0.00	7.70	95.00	46.20	51.37%
601.49450.01510 WORKERS COMPENSATION	0.00	0.00	6,500.00	6,653.12	(2.36%)
601.49450.02000 OFFICE SUPPLIES	0.00	0.00	800.00	486.29	39.21%
601.49450.02030 PRINTED FORMS	0.00	127.35	1,800.00	576.80	67.96%
601.49450.02100 OPERATING SUPPLIES	0.00	49.00	500.00	119.76	76.05%
601.49450.02120 MOTOR FUELS & LUBRICANTS	0.00	306.90	4,000.00	1,053.59	73.66%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For PUBLIC UTILITIES OPERATIONS (601)
 For the Fiscal Period 2015-6 Ending June 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49450.02200 REPAIR & MAINTENANCE	0.00	385.31	7,500.00	6,265.07	16.47%
601.49450.02210 EQUIPMENT PARTS	0.00	0.00	2,000.00	0.00	100.00%
601.49450.02220 POSTAGE	0.00	444.53	2,500.00	1,186.81	52.53%
601.49450.02221 TIRES	0.00	0.00	1,000.00	0.00	100.00%
601.49450.02222 STREET REPAIRS	0.00	9,533.00	1,500.00	9,533.00	(535.53%)
601.49450.02262 WATER METER & SUPPLIES	0.00	0.00	4,000.00	1,816.61	54.58%
601.49450.02280 UNIFORM ALLOWANCE	0.00	43.20	950.00	537.52	43.42%
601.49450.03010 AUDIT & ACCTG SERVICES	0.00	1,668.50	2,406.00	2,406.00	0.00%
601.49450.03030 ENGINEERING FEES	0.00	0.00	1,000.00	0.00	100.00%
601.49450.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49450.03210 TELEPHONE	0.00	27.47	700.00	182.66	73.91%
601.49450.03310 TRAVEL EXPENSE	0.00	0.00	1,000.00	158.75	84.13%
601.49450.03500 PRINTING & PUBLISHING	0.00	0.00	300.00	0.00	100.00%
601.49450.03600 INSURANCE	0.00	0.00	9,100.00	8,104.48	10.94%
601.49450.03810 ELECTRIC UTILITIES	0.00	247.14	3,200.00	1,283.35	59.90%
601.49450.03840 METRO WASTE CONTROL	0.00	37,834.92	454,020.00	264,844.44	41.67%
601.49450.04000 CONTRACTUAL SERVICE	0.00	0.00	11,850.00	2,817.06	76.23%
601.49450.04050 MAINTENANCE AGREEMENTS	0.00	79.77	11,460.00	1,145.62	90.00%
601.49450.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,450.00	1,395.23	43.05%
601.49450.04330 DUES & SUBSCRIPTIONS	0.00	74.57	300.00	74.57	75.14%
601.49450.04390 MISCELLANEOUS	0.00	0.00	100.00	0.00	100.00%
601.49450.04450 RESERVE CAPACITY CHARGES	0.00	0.00	2,700.00	0.00	100.00%
601.49450.04460 SURCHARGES-SEWER	0.00	0.00	10.00	0.00	100.00%
601.49450.07000 PERMANENT TRANSFERS OUT	0.00	0.00	76,212.00	0.00	100.00%
Total SEWER DEPARTMENT Expenditures	0.00	65,838.30	776,180.00	387,212.57	50.11%
Total PUBLIC UTILITIES OPERATIONS Expenditures	\$ 0.00	\$ 91,211.17	\$ 1,365,974.00	\$ 594,500.45	56.48%
PUBLIC UTILITIES OPERATIONS Excess of Revenues Over	\$ 0.00	\$ (90,577.40)	\$ 0.00	\$ 2,790.09	0.00%

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

For the Fiscal Period 2015-6 Ending June 30, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 0.00	\$ 633.77	\$ 1,365,974.00	\$ 597,290.54	56.27%
Total Expenditures	\$ 0.00	\$ 91,211.17	\$ 1,365,974.00	\$ 594,500.45	56.48%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (90,577.40)	\$ 0.00	\$ 2,790.09	0.00%

CITY OF SPRING LAKE PARK
STATEMENT OF FUND BALANCE
JUNE 2015

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE</u>
101	GENERAL	\$ 215,735.49
102	ELECTIONS	\$ 47,097.90
103	POLICE RESERVES	\$ 1,785.58
104	NORTH CENTRAL SUBURBAN CABLE	\$ 6,774.86
108	POLICE FORFEITURES	\$ 12,593.39
112	ESCROW TRUST	\$ 117,086.50
 <u>SPECIAL REVENUE FUNDS</u>		
224	SMALL EQUIPMENT REPLACEMENT	\$ 20,220.60
225	PARK ACQUISITION & IMPROVEMENTS	\$ 224,209.82
226	PARK EQUIPMENT & IMPROVEMENTS	\$ 5,062.39
227	HRA EXCESS	\$ 92,539.36
229	SANBURNOL PARK IMPROVEMENTS	\$ 6,542.04
230	RECYCLING	\$ 32,678.49
234	STREET LIGHTING	\$ 27,043.62
235	RIGHT-OF-WAY MAINTENANCE	\$ 16,031.67
237	PARK & RECREATION SPECIAL PROJECTS	\$ 16,588.32
238	GRANTS & SPECIAL PROJECTS	\$ 1,776.23
240	TOWER DAYS	\$ 10,123.03
243	PUBLIC SAFETY RADIO REPLACEMENT	\$ 25,817.79
244	RECREATION PROGRAMS	\$ 392,082.74
248	TRAFFIC EDUCATION	\$ 12,929.81
 <u>DEBT SERVICE FUNDS</u>		
328	PUBLIC WORKS BUILDING-DEBT SERVICE	\$ (6,048.75)
329	2013A EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ 5,607.18
330	2014A G.O. IMPRV-DEBT SERVICE (2014-15 STR)	\$ 330,383.00
384	2005A FIRE DEPARTMENT-DEBT SERVICE	\$ (25,393.63)
 <u>CAPITAL PROJECTS FUNDS</u>		
400	REVOLVING CONSTRUCTION	\$ 695,738.15
402	MSA MAINTENANCE	\$ 36,462.64
403	CAPITAL REPLACEMENT	\$ 422,105.97
407	SEALCOATING	\$ 141,946.37
410	LAKESIDE/LIONS PARK IMPROVEMENT	\$ 6,535.48
416	BUILDING MAINTENANCE & RENEWAL	\$ 92,831.80
421	81ST AVE REHAB-MSA	\$ 4,674.92
425	STORM SEWER REHAB	\$ 55,243.42
427	ABLE ST & TERRACE RD IMPROVEMENTS	\$ (798.83)
428	PUBLIC WORKS BUILDING	\$ 1,638.52
429	2013 EQUIPMENT CERTIFICATE	\$ 186,964.14
430	2014-2015 ST IMPRV PRJ	\$ 928,155.29
 <u>ENTERPRISE FUNDS</u>		
600	PUBLIC UTILITY RENEWAL & REPLACEMENT	\$ 2,667,071.43
601	PUBLIC UTILITY OPERATIONS	\$ 1,228,839.09
602	WATER TREATMENT PLANT	\$ 326,848.77
609	MUNICIPAL LIQUOR	\$ 142,983.99
610	ON-SALE NOTE PROCEEDS	\$ 573,696.39
 <u>INTERNAL SERVICE FUNDS</u>		
700	SEVERANCE	\$ (46,946.38)
GRAND TOTAL		<u><u>\$ 9,053,258.59</u></u>



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

PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: CenturyLink Inc.

GOPHER 1-CALL REG. NO.: 17347-NTC-98

ADDRESS: 425 Monroe St.
Anoka, MN 55303

PHONE: _____ **FAX:** (612)381-5571

E-MAIL ADDRESS: Tom.Burney@centurylink.com

NAME OF REPRESENTATIVE: Tom Burney

REPRESENTATIVE PHONE NO'S.: 763-712-5006

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

This job places 220' of 1.25 Interduct equipped with fiber optic cable. Placing 2 new 30"x48"x36" Handholes and 1 Charles

Industry Pedestal. Beginning at northwest corner R/W of 82nd & Able St. Ne setting new handhole then boring west 220' to

proposed new handhole and Charles Industry Pedestal. *- needs to be up Against Fence -*

START DATE: 8-6-2015 **COMPLETION DATE:** 12-6-2015

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

EXPLANATION OF RESTORATION: Boring and hand digging will be used. All disturbed surfaces will be restored to as good as or better condition than found. All existing underground utilities will be located prior to construction. Any conflicting underground utilities will be potholed. 36" Minimum cover will be maintained.

2 holes x \$300.00

220' of Trench - \$140.00

440.00

Thomas L. Burney

Authorized Representative Signature

08/03/2015

Date

FOR OFFICE USE ONLY

- PROOF OF CERTIFICATE OF INSURANCE:
- SCALED DRAWING SHOWING LOCATION
- COPY OF INSURANCE POLICIES
(If Corporation; from Secretary of State)

VERIFICATION DATE: _____

- LETTER OF CREDIT OR CONST. BOND
- COPY OF CERTIFICATE OF AUTHORITY
(From M.P.U.C., State, or Federal Agency)

PERMIT FEES: Excavation Hole - \$150.00
 Trench - \$70.00/100'+Hole fee

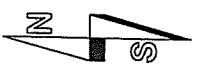
Emergency Hole - \$55.00
 Obstruction Fee - \$50.00+.05/Ft.

Receipt No.:

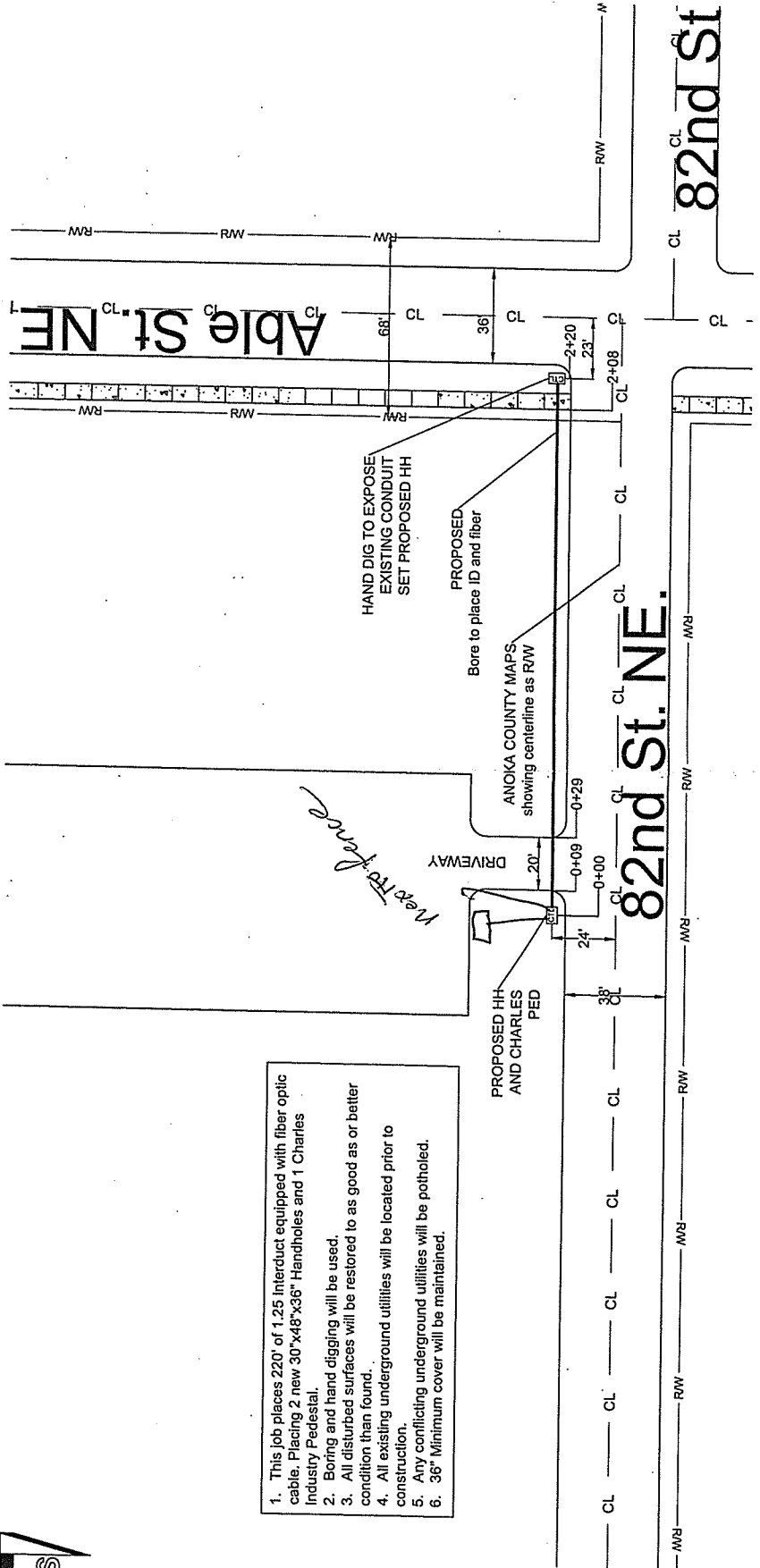
Date:

Initials:

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



1. This job places 220' of 1.25 interduct equipped with fiber optic cable. Placing 2 new 30"x48"x36" Handholes and 1 Charles Industry Pedestal.
2. Boring and hand digging will be used.
3. All disturbed surfaces will be restored to as good as or better condition than found.
4. All existing underground utilities will be located prior to construction.
5. Any conflicting underground utilities will be potholed.
6. 36" Minimum cover will be maintained.



	Field Engineer: Tom Burney Phone: 763-712-5006 Email: Tom.Burney@centurylink.com	Job #: E.768798 Loc.: 8236 Able. St. NE. Issue Date: 7-30-2015	Scale: 1"=40' Sht. #: 1 of 1
	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION. I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE STATE OF MINNESOTA. STATUTES SECTIONS 326.02 TO 326.16.	DRAWING SYMBOLS	
SIGNATURE: _____ DATE: _____			



Offices in
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JAMES M. STROMMEN
Attorney at Law
Direct Dial: (612) 337-9233
Email: jstrommen@kennedy-graven.com

August 7, 2015

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

Re: 2015 Second Half Suburban Rate Authority Assessments

Dear Mr. Buchholtz:


Enclosed is the 2015 second half SRA assessment for Spring Lake Park.

Thank you for the City's valued membership in the SRA. It is very important to the SRA's collective municipal voice in utility matters. Again this year the SRA has been very active on rate matters on behalf of customers in SRA cities.

If you or the city council has any questions about recent SRA activities, please contact me.

Very truly yours,

KENNEDY & GRAVEN, CHARTERED



James M. Strommen
General Counsel for the SRA

JMS:lml
Enclosure

cc: SRA Delegate

SUBURBAN RATE AUTHORITY
470 US Bank Plaza
200 South Sixth Street
Minneapolis, Minnesota 55402

August 7, 2015

INVOICE

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

Send Payment To:

**Mr. Eric Roggeman
Treasurer
Suburban Rate Authority
Edina City Hall
4801 West 50th Street
Edina, Minnesota 55424**

2015 Membership Assessment: (\$400.00 per vote)	\$ 800
Assessment Paid:	\$ 400
<u>Second Half Due and Payable:</u>	\$ 400

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

Contractors Licenses

August 17, 2015

General Contractor

RAK Construction

Mechanical Contractor

B & B Plumbing, Inc.

Minneapolis St. Paul Plumbing, Heating and Air

Vector Services LLC

Plumbing Contractor

B & B Plumbing, Inc.

Phillips Plumbing, Inc.

Roofing Contractor

Kuehn Roof Systems, Inc.



Police Report

July 2015

Submitted for Council Meeting – August 17, 2015

The Spring Lake Park Police Department responded to four hundred and fifty-four calls for service for the month of July 2015. This is compared to responding to four hundred and seventy-one calls for service in July of 2014.

The police department for the month July 2015 issued seventy-one citations. This compared to issuing one hundred and ninety-five citations in July of 2014.

For the month of July 2015, the police department has deployed our speed trailer at ten different locations throughout our city to help those driving around on our local streets to monitor their speeds.

Investigator Baker for the month of July 2015 reports handling sixty-nine cases. Forty-four of these cases were felony in nature, fifteen of these cases were gross misdemeanor in nature and ten of these cases were misdemeanor in nature. Investigator Baker also handles and follows up on forfeiture cases for the police department. Currently, Investigator Baker indicates that there are ten forfeiture cases that he is actively following and one forfeiture case that has been able to be concluded. For further details, see Investigator Baker's attached report.

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

The month of July 2015 has been a busy month for myself as well, besides handling the day to day operations of the police department, I have attended numerous meetings to include but not limited to:

- A meeting with Anoka County Chiefs of Police regarding scheduling issues with the PSDS and Telestaff.
- A meeting with AT&T representative regarding the cities transition from Sprint to AT&T phones.
- A meeting of the Minnesota Chiefs of Police Regional Representatives in Woodbury, MN.
- A meeting of the Anoka County Chiefs of Police regarding continued implementation of the PSDS.
- A meeting with Councilmember Nash and the Beyond the Yellow Ribbon Committee held here at our own Kraus-Hartig VFW
- A budget meeting with Administrator Buchholtz and Accountant Peggy Anderson regarding the police department 2016 budget.
- A meeting of the Minnesota Chiefs of Police Executive Training Committee to continue discussing and orchestrating training for the 2016 Executive Training Institute to be held in St. Cloud.
- A meeting with Mayor Hanson and the Anoka County Joint Law Enforcement Council.
- A meeting with a former Spring Lake Park Reserve Officer, Greg Randolph to provide some mentoring and discuss the upcoming vacancy of a police officer's position with the City of Spring Lake Park.

This will conclude my report for the month of July 2015.

Are there any questions?



Spring Lake Park Police Department Investigations Monthly Report

Investigator
Brad Baker

July 2015

Total Case Load

Case Load by Level of Offense: 69

Felony	44
Gross Misdemeanor	15
Misdemeanor	10

Case Dispositions:

County Attorney	8
Juvenile County Attorney	1
City Attorney	1
Forward to Other Agency	1
SLP Liaison	0
Carried Over	48
Unfounded	0
Exceptionally Cleared	0
Closed/Inactive	10

Forfeitures:

Active Forfeitures	10
Forfeitures Closed	1

Notes: .

MEMORANDUM

TO: MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL
FROM: DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR
SUBJECT: 2015 STREET IMPROVEMENT PROJECTS
DATE: AUGUST 13, 2015

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.

Assessments are proposed to be levied against the benefited properties and are consistent with City policies and practices. The proposed assessment rates are the same as presented at the Public Improvement Hearing for the project held in the Fall of 2013.

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

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. The proposed assessment rates are similar to rates from previous projects when adjusted for inflation.

The assessment rolls for the East Trunk Highway 65 Service Road and Arthur Street improvement projects are in order.

Staff discovered several errors in the proposed assessment roll for the 81st Avenue NE improvements. A number of properties were listed on the roll that were assessed on a previous project. Staff has amended the roll to remove the following properties from being assessed for the 2015 project.

322 81 st Avenue	366 81 st Avenue
8043 5 th Street	8042 6 th Street
8043 6 th 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	

One property, 8101 Terrace Road, was inadvertently left off the assessment roll for the 81st Avenue NE street project. Staff requests that, once comments are heard on the 81st Avenue NE street project, the hearing be recessed until the September 7th City Council meeting to

allow this property owner to be heard on the assessment. The resolution adopting the assessment roll for 81st Avenue NE can be approved on September 7th.

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 st Avenue NE	<u>\$151,091.30</u>
TOTAL	\$389,246.78

Staff recommends the following actions be taken:

- 1. 81st Avenue NE**
 - a. Conduct hearing on 81st Avenue improvements; once testimony received, recess hearing to City Council meeting on September 7.
 - b. Table Resolution 15-19, Resolution Adopting Assessment for 81st Avenue NE Improvements until September 7, 2015 meeting
- 2. Arthur Street NE**
 - a. Conduct hearing on Arthur Street NE improvements; close hearing upon conclusion of testimony.
 - b. Approve Resolution 15-20, Resolution Adopting Assessment for Arthur Street NE Improvements.
- 3. East Trunk Highway 65 Service Road**
 - a. Conduct hearing on E. Trunk Highway 65 Service Road improvements; close hearing upon conclusion of testimony.
 - b. Approve Resolution 15-21, Resolution Adopting Assessment for East Trunk Highway 65 Service Road Improvements.

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

RESOLUTION NO. 15-19

A RESOLUTION ADOPTING ASSESSMENT FOR 81ST 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 81st 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:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

Appendix A - Preliminary Assessment Roll
March 2014



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
North Side of 81st Avenue									
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.	Name	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	

Subtotal - North Side of 81st Avenue:

37 188.67

\$123,375.35

P.I.N.	Address	Zoning	Unit Count or Frtg?	Count	Frontage	Rate	Estimated Assessment	Notes
South Side of 81st Avenue								
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	

	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
TOTAL 81st Avenue	46	188.67	151,091.30

Grand Totals 81st Avenue

Front Footage	188.67
Single Family Lots	46.00
Duplex Units	0.00
Townhome Units	0.00
Apartment Units	0.00

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

RESOLUTION NO. 15-20

A RESOLUTION ADOPTING ASSESSMENT FOR ARTHUR STREET 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 Arthur Street NE between 81st Avenue NE and Anoka County CSAH 35.

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:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



City of Spring Lake Park

Final Assessment Roll
Arthur Street Improvements
 193801577
 04-Aug-15
 CMM/PG/DRB

Assesment 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	SLP Address	Mailing Address	Zoning	Unit Count or	Count	Frontage	Rate	Estimated
					Frtg?				
West Side of Arthur Street									
01 30 24 13 0015	R N Carlson and Sons LLC	1481 81st Ave NE		C-1	Frontage	0	151.05	\$62.88	\$9,498.02
01 30 24 13 0014	S Gonyea LLC	8140 Arthur Street NE	6102 Olson Memorial Hwy, Golden Valley MN 55422	C-1	Frontage	0	150	\$62.88	\$9,432.00
01 30 24 13 0013	Schwiers Beatrice Trustee	8164 Arthur Street NE	813 133rd Lane, Ham Lake MN 55304	C-1	Frontage	0	150	\$62.88	\$9,432.00
01 30 24 13 0012	R and T White	8182 Arthur Street NE		C-1	Frontage	0	150	\$62.88	\$9,432.00
01 30 24 13 0035	Kaimin Chen	8236 Arthur Street NE		C-1	Frontage	0	32.2	\$62.88	\$2,024.74
01 30 24 13 0036	Kaimin Chen	8236 Arthur Street NE		C-1	Frontage	0	32.2	\$62.88	\$2,024.74
01 30 24 13 0037	Kaimin Chen	8236 Arthur Street NE		C-1	Frontage	0	32.2	\$62.88	\$2,024.74
01 30 24 13 0038	Kaimin Chen	8236 Arthur Street NE		C-1	Frontage	0	32.2	\$62.88	\$2,024.74
01 30 24 13 0039	Kerr Investments, LLC	8236 Arthur Street NE	29560 Nathan Ave., Lindstrom MN 55045	C-1	Frontage	0	32.2	\$62.88	\$2,024.74
01 30 24 13 0040		8236 Arthur Street NE		C-1	Frontage	0	32.2	\$62.88	\$2,024.74
01 30 24 13 0041	Prokott Properties	8236 Arthur Street NE		C-1	Frontage	0	32.2	\$62.88	\$2,024.74
01 30 24 13 0042	John Kalan	8236 Arthur Street NE		C-1	Frontage	0	32.2	\$62.88	\$2,024.74
01 30 24 13 0043			15250 Wayzata Blvd Ste 101 Wayzata, MN 55391	C-1	Frontage	0	32.2	\$62.88	\$2,024.74
01 30 24 13 0009	Java Enterprises LLC	8260 Arthur Street NE	55391	C-1	Frontage	0	200	\$62.88	\$12,576.00
01 30 24 13 0008	DA Distribution Inc.	8282 Arthur Street NE		C-1	Frontage	0	200	\$62.88	\$12,576.00
Subtotal - West Side of Arthur Street:						0	1290.85		\$81,168.65
East Side of Arthur Street									
01 30 24 14 0006	GJW Group LTD		100 Angel SW Watertown, MN 55388	C-1	Frontage	0	809.67	\$62.88	\$50,912.05
01 30 24 14 0045	City of Spring Lake Park			C-1	Frontage	0	150	\$62.88	\$9,432.00
01 30 24 14 0008	Dorato Investments LLC	1550 Highway 10 NE		C-1	Frontage	0	75	\$62.88	\$4,716.00
01 30 24 14 0007	Dorato Investments LLC	15550 Highway 10 NE		C-1	Frontage	0	75	\$62.88	\$4,716.00
01 30 24 14 0001	Village Bank		PO Box 257 St Francis, MN 55070	C-1	Frontage	0	150.3	\$62.88	\$9,450.86
Subtotal - East Side of Arthur Street:						0	1259.97		\$79,226.91

East Side of Arthur Street	0	1290.85	\$81,168.65
West Side of Arthur Street	0	1259.97	\$79,226.91
TOTAL	0	2550.82	\$160,395.56

Grand Totals	Front Footage	2550.82	
	Single Family Lots	0.00	
	Duplex Units	0.00	
	Townhome Units	0.00	
	Apartment Units	0.00	
	Subtotal of Frontage Assessments:		\$160,395.56
	Subtotal of Unit Assessments:		\$0.00
	Total Value of Roll		\$160,395.56

RESOLUTION NO. 15-21

A RESOLUTION ADOPTING ASSESSMENT FOR EAST TRUNK HIGHWAY 65 SERVICE ROAD

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 East Trunk Highway 65 Service Road between Osborne Road NE and a point approximately 800 feet north of Osborne Road 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:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



CITY OF SPRING LAKE PARK

Final Assessment Roll
TH65 Service Drive Improvements
 193801577
 4-Aug-15
 CMM/PG/DRB

Estimated Assesment 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	Mailing Address	Zoning	Unit Count or Frtg?	Count	Frontage	Rate	Estimated Assessment	Notes
West Side of TH65 Service Drive										
01 30 24 34 0012	HK Corporation	7701 Highway 65 NE		C-1	Frontage	0	373.35	\$62.88	\$23,476.25	
	City (342lf)						0	\$62.88	\$0.00	
	ROW (380.97lf)						0	\$62.88	\$0.00	
Subtotal - West Side of TH65 Service Drive:						0	373.35		\$23,476.25	
East Side of TH65 Service Drive										
01 30 24 34 0031	Rydell Management Company LLC	unassigned SLP address		C-1	Frontage		284.48	\$62.88	\$17,888.10	
01 30 24 34 0097	Lotus Realty Group LLC	7777 Highway 65 NE		C-1	Frontage		448.46	\$62.88	\$28,199.16	
01 30 24 34 0003	Secure Mini Storage LTD PTNSHP	7807 Highway 65 NE		C-1	Frontage		130.35	\$62.88	\$8,196.41	
Subtotal - East Side of TH65 Service Drive:						0	863.29		\$54,283.68	
						Units	Frontage		Est. Assessment	
West Side of TH65 Service Drive						0	373.35		\$23,476.25	
East Side of TH65 Service Drive						0	863.29		\$54,283.68	
TOTAL TH65 Service Drive						0	1236.64		\$77,759.92	
Grand Totals TH65 Service Drive							Front Footage	1236.64		
							Single Family Lots	0.00		
							Duplex Units	0.00		
							Townhome Units	0.00		
							Apartment Units	0.00		
Subtotal of Frontage Assessments:									\$77,759.92	
Subtotal of Unit Assessments:									\$0.00	
Total Value of Roll									\$77,759.92	



July 23, 2015

TO: NMTC OPERATIONS COMMITTEE

**RE: APPROVAL OF 2016 NORTH METRO TELECOMMUNICATIONS
COMMISSION BUDGET**

Enclosed, please find for the council's review and approval the 2016 North Metro Telecommunications Commission Budget and support materials.

The Commission's operating budget for 2016 is proposed at \$1,189,284. This number represents a \$10,958 decrease over last year's operating budget. This is due primarily 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.

Budgeted capital costs for 2016 are \$301,016. NMTV has been undergoing an HD upgrade analysis. HD channels are now available for community programming. In order to utilize these channels, the equipment must be upgraded. The first step is improve our playback capabilities. The capital budget for 2016, in combination with approved funds from 2015, will allow us to completely upgrade master control without the need to bond. This number also covers routine computer/software upgrades, and software licensing.

Franchise fees paid back to the Member Cities are budgeted at \$320,000. This is the same as last year's franchise fee payment.

Recommendation: That the Member Cities approve the 2016 Commission Budget as recommended by the Telecommunications Commission and the Operations Committee.

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

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

Page 2

I look forward to working with all parties, throughout the remainder of 2015, toward reaching the full potential of North Metro TV and to increase both the quality and quantity of community programming and services in 2016.

Sincerely,

A handwritten signature in cursive script, appearing to read "Richard K. Swanson".

Richard Swanson
Chair, North Metro Telecommunications Commission

Enc.

2016 North Metro Telecommunications Commission Budget Talking Points

Overall Organizational Goals

- With the availability of two HD channels through Comcast, and with the possibility of all access channels being HD with a CenturyLink franchise, upgrading NMTV's programming capabilities to HD is a primary goal.
- To work toward and administer a competitive cable franchise for the North Metro.
- To continue developing web friendly programming for local, HD, and video-on-demand that can be viewed using any device.
- To balance the integrity of the production equipment and the productivity of staff and the public, with the financial needs of the Cities.
- Continue to provide program playback and channel management services, computer and video equipment maintenance and consulting services, internet streaming services for city meetings including meeting management software licenses, program production and event coverage services, and public access to television production for our cities, schools and general public.

Estimated Fund Balance/Revenues/Expenses

- The beginning fund balances for 2016 are estimates based on previous allocations, planned spending for 2015, and estimated income.
- Estimated revenues include: Franchise fees based on the actual first quarter franchise fee payment. PEG fees are based on the actual first quarter PEG fee payment. Because of a franchise fee review settlement with Comcast, PEG funding through 2020 is no longer threatened by recent FCC orders. Other income includes dub fees, sponsorship spots, and production services. Interest income is estimated based on the first quarter interest earnings of this year.
- Estimated expenditures include the operating expenses, capital expenses, and the franchise fee payment to the cities. Franchise fees back to cities are budgeted at \$320,000. This is the same as last year.
- The year end fund balances include:
 - The **Operating reserve** at 25% of the operating budget.
 - **Accrued vacation, sick and comp** time. The total value of owed vacation, sick, and comp time to employees.
 - The **Capital equipment fund** has traditionally been used as a savings account for major equipment system upgrades. However, the cost to upgrade all of our major equipment systems to HD will need to be accomplished at one time, could cost between 1.5 and 2.5 million dollars, and will require bonding. As such, the capital equipment fund has been

spent down, and is now intended for emergency replacement of unplanned equipment failures.

- The **truck replacement fund** is to replace the production truck. The current truck is fourteen years old. It should be replaced as a part of the HD upgrade of the production truck.
- The **building repair fund** is to cover major costs related to the building such as windows, roof, furnace, AC replacement and painting, carpet replacement etc.
- The **bond reserve** is currently closed out, as the building was paid off in 2015.
- The **franchise renewal fund** is a reserve fund for the NMTC's upcoming franchise renewal process. Franchise renewal can be very expensive, with the informal negotiation process costing approximately \$200,000 across a three year period. Moving to a formal negotiation process is more expensive. These costs include needs assessments, consulting, and legal fees.

Budget

- The recommended operating budget for the organization totals \$1,189,284. This number represents a \$10,958 decrease over last year's operating budget. The decrease can be attributed to a reduction in budgeted legal fees. As the result of a settlement agreement with Comcast, anticipated franchise renewal expenses have been postponed until 2017.
- Budgeted equipment purchases for 2016 is set at \$273,016. The first step in the transition to an HD facility is the Master Control playback and routing system. A Master Control upgrade analysis has been completed, and a plan for upgrading the system has been recommended. The cost of the upgrade will be around \$575,000. In anticipation of the need to upgrade to HD, all non-critical capital expenditures for 2015 were suspended, with the intent of use the remaining approved funds for the Master Control upgrade. That money, combined with the budgeted money for 2016, will be enough to pay for the Master Control upgrade without bonding. The upgrade can be scheduled to begin during the fall of 2015, with an anticipated completion of December 2015. Billing cycles would allow us to split the payments between 2015 and 2016. The capital budget also includes routine computer/software upgrades, and software licenses. The capital equipment budget totals \$301,016.
- Franchise fees paid to the cities are budgeted at \$320,000. This is the same as last year.

Closing Points

- We have created a thriving and dynamic service for our cities, schools, producers, and viewers. Through program playback and channel management, internet streaming of city meetings, computer and network consulting, video equipment

consulting, and video production services, our cities are seeing real benefits from their investment of franchise fees and PEG fees. Our cable subscribers are benefiting from this investment with educational opportunities, tape and film transfer services, and varied, informative and interesting programming regarding their communities.

- We are taking important steps to remain relevant in a media viewing world that expects high quality programming provided in a format that can be utilized on any device.
- We are expanding programming to meet the preferences of our local viewers.
- 2016 will be a very important year for the Commission, as the possibility of CenturyLink cable franchise will need to be considered.
- The Commission elected to leave the PEG fee at its current rate of \$3.16 for 2016.

North Metro Telecommunications Commission

Budget Line Item Supporting Information

Personnel

- The Personnel line-item increased by \$31,593. The additional expense can be attributed to the recommended and approved step-pay-plan revisions to the compensation levels for Part-Time Production Assistants, Technicians and the Executive Director. According to the 2015 Salary Study, the increases will bring these positions to the average market rate. An up-to 2.5% cost of living increase is also included in the above total.
- The "limited" part-time production assistant positions earn up to \$420 per month (up to 42 hours per month at \$10 per hour) and are not eligible for health benefits. Payroll taxes apply.

Benefits

- The NMTC employee benefits package is based on the benefits packages offered by the Member Cities to their employees. It is budgeted at \$1055.00.
- The NMTC's contribution to PERA will remain at 7.5% in 2016.

Administrative Expenses

- Budgeted administrative expenses are \$63,000 less than 2015. The decrease is due entirely to legal expenses. The NMTC was scheduled to begin the franchise renewal process in 2015, but as a result of a settlement agreement with Comcast, the franchise was extended through 2020. As a result, the franchise renewal process with Comcast won't begin until 2017.
- Tuition and training expenses comply with the revised employee handbook designating \$500 per employee per year for training purposes and to cover the expenses for IT staff's Microsoft and SCALA certification classes.

Production Expenses

- The Advertising/Marketing line item was increased in the event additional channel marketing is required. It also includes billboards, flyers, posters, cable spots, t-shirts, and other marketing incentives.
- The Award Ceremony line-item was decreased. The new venue for the event has resulted in significant savings. The line-item also includes video contest entries such as the NATOA Government Programming Awards and the Emmys.
- The intern line-item increased by \$2,000 to allow for four additional interns.
- Other production expenses remain at the 2015 levels. They include video production supplies, blank DVDs and flash drives, production vehicle costs, and video equipment parts and maintenance.

Office Expenses

- Office expenses are budgeted \$8,600 higher than the 2015 level.
- The building is 11 years old and requiring more care. As such, this line-item was increased. Building maintenance includes the furnace/AC maintenance contract, lawn care, snow removal, carpet and window cleaning, fire inspection, and landscaping and building mechanical services.
- Building utilities include sewer, water, gas, and electric.
- Insurance includes all property, liability, crime, volunteer, vehicle, and monument sign coverage.
- Office supply line item includes all office supplies, and maintenance contracts on printers and copiers.
- The Telephone/Internet/Web Hosting line-item was increased to reflect some additional costs. NMTV now pays a fee to house video-on-demand content on a remote server. This allows for unlimited simultaneous viewing, without a reduction in speed. We have also incurred more costs with our wireless live transmission of sporting events. This line-item also includes the website maintenance contract, web hosting, telephone costs, and the annual phone software upgrade.
- Postage and subscriptions covers the cost of mailing dubs, equipment for contract maintenance, magazines, newspapers, and other postage for the NMTC.
- Property tax is for the recycling assessment.
- The Commission no longer utilizes the Senior Community Service Employment program for our cleaning service. As such, funds for a cleaning service are included.

Capital Expenditures

- The 2016 capital budget is set at \$301,016. The first step in the transition to an HD facility is the Master Control playback and routing system. The Master Control portion of our HD Upgrade Analysis has been completed. The cost of the upgrade will be around \$575,000. In anticipation of the need to upgrade to HD, all non-critical capital expenditures for 2015 were suspended, with the intent to use the remaining approved capital funds for the master control upgrade. That money, combined with the budgeted money for 2016, will be enough to pay for the Master Control upgrade without bonding. The upgrade can be scheduled to begin during the fall of 2015, with an anticipated completion of December 2015. Billing cycles would allow us to split the payments between 2015 and 2016. Further analysis continues to be done on the production truck and studio HD upgrades.
- Office equipment includes routine computer and software upgrades for office computers. It also includes software licensing fees.
- The building was paid off in 2015.

Summary

- Operating expenses have been budgeted \$10,958 less than in 2015. While the salary adjustments and benefits increases accounted for an increase in the budget, reduced legal costs resulted in a decrease in total operational expenses. The staff changes include recommended adjustments for several positions and an up-to 2.5%

salary increase. Benefits were adjusted to reflect average increases for City benefits packages.

- As a result of a settlement agreement with Comcast and with the potential of a competitive cable provider, HD channels for community programming are available. As such, an HD equipment upgrade assessment is underway, with the Master Control portion being completed. It is recommended that Master Control be upgraded per the presented plan, at a cost of approximately \$575,000 plus tax. Computer, server, and software licenses are budgeted at \$28,000.
- Franchise fees back to Cities are budgeted at \$320,000.

North Metro Telecommunications Commission
2016 FINANCIAL SUMMARY
Estimated Fund Balances/Revenues/Expenditures.

BEGINNING FUND BALANCES

Operating Reserve	\$300,007
Accrued Vac, Sick, Comp	\$121,000
Capital Equip. Fund	\$74,922
Truck Replacement Fund	\$103,000
Bldg Repair Reserve	\$120,000
Franchise Renewal Fund	\$200,000
Bond Reserve	\$0

TOTAL: \$918,929

ESTIMATED REVENUES

Franchise Fees	\$1,060,000
PEG Fees	\$730,000
Other Income	\$20,000
Interest Income	\$300
Income From Reserve Funds	\$0

TOTAL: \$1,810,300

ESTIMATED EXPENDITURES

Operating Expenses	\$1,189,284
Capital Expenses	\$301,016
Franchise Fees Back to Cities	\$320,000

TOTAL: \$1,810,300

YEAR END FUND BALANCES

		Increase(Decrease)
Operating Reserve	\$296,071	-\$3,936
Accrued Vac, Sick, Comp	\$121,000	\$0
Capital Equip. Fund	\$78,858	\$3,936
Truck Replacement Fund	\$103,000	\$0
Bldg Repair Reserve	\$120,000	\$0
Franchise Renewal Fund	\$200,000	\$0
Bond Reserve	\$0	\$0

TOTAL: \$918,929 \$0

2016
North Metro Telecommunications Commission

	2014 ACTUAL	2015 BUDGET		2016 BUDGET	NOTES
		Budget	April Act.		
PERSONNEL					
Director Meeting Per Diem	3,240	3,780	810	3,780	7 per month @ \$45
Executive Director (1) FT	71,219	72,642	25,142	79,342	Heidi Arnson
IT Engineer/ Administrative Asst.	59,134	60,308	20,873	61,815	Rose Valez
Video Engineer (1) FT	59,134	60,308	20,873	61,815	Richard Kocinski
Sports Director (1) FT	53,144	54,216	18,770	55,571	Kenton Kipp
News Director (1) FT	53,144	54,216	18,770	55,571	Danika Klyve
Programming Coord. (1) FT	48,568	49,544	17,150	50,784	Michele Silvester
Ed./Special Projects Coord. (1) FT	48,568	49,544	17,150	50,784	T.J. Tronson
Outreach Coord. (1) FT	48,568	49,544	17,150	50,784	Damian Kussian
Sports Producer (1) FT	43,742	44,609	15,444	48,021	Matt Waldron
News Producer (1) FT	43,742	44,609	15,444	48,021	Ben Hayle
Studio Manager (1) FT	43,742	44,609	15,444	48,021	Eric Houston
\$425 per month PT Assistants	47,528	58,909	22,993	60,382	@ \$425 per month
20 Hour per Week Assistants	8,456	23,716	4,043	27,456	Public Access/Sports
Accrued Vacation/Sick/Comp	0	0	0		
PERSONNEL TOTAL:	631,929	670,554	230,056	702,147	Up to a 2.5 % COLA increase
BENEFITS					
FICA	46,318	41,575	17,032	43,534	6.2% of gross wages
Medicare		9,723		10,181	1.45% of gross wages
PERA	42,134	45,590	15,560	52,662	7.50% of FT gross wages
Benefits Package	126,022	135,300	53,343	139,260	Health/Dental/STD, LTD, ADD
Workers Compensation	4,392	4,500	3,664	5,000	
Electronic Filing Charges	992	1,600	250	1,000	
BENEFITS TOTAL:	219,858	238,288	89,849	251,637	
					*Benefits package = based on cities \$1055 per employee/per month

2016
North Metro Telecommunications Commission

	2014 ACTUAL	2015 BUDGET		2016 BUDGET	NOTES
		Budget	April Act.		
ADMINISTRATIVE EXPENSES					
Audit: Commission	11,430	12,000	8,100	12,500	Annual audit of Commission finances
Audit: Company	0	0	0	0	Audit of Comcast FF payment accuracy
Conferences	2,071	2,000	220	2,000	NATOA & MACTA conferences
Consultants	15,000	0	0	0	
General/Special Meeting Expenses	2,104	3,000	667	3,000	
Government/Legislative Affairs	0	0	0	0	
Legal Fees	23,881	100,000	9,444	35,000	Franchising related issues
Membership Dues	8,285	6,000	2,825	8,000	NATOA, MACTA, Sams Club, Arts All.
Mileage Reimbursement	1,279	2,500	621	2,000	
Personnel Recruitment	0	0	0	0	
Tuition and Training	300	7,500	1,828	7,500	IT Cert./Equipment & software usage
Contingency Expenses	0	0	0	0	
ADMINISTRATIVE EX. TOTAL:	64,350	133,000	23,705	70,000	
PRODUCTION EXPENSES					
Advertising/Marketing	6,709	5,500	424	8,000	New channel, Cable spots, flyers, supplies
Awards Ceremony/ Entry Fees	10,126	8,000	605	6,000	Trophies, Entry Fees, Ceremony
Bulbs/Batteries/Other Prod. Costs	3,720	5,000	925	5,000	Bulbs, Camera Batt. Duct tape
Interns	7,935	8,000	1,630	10,000	\$500 stipend for 100 hours of work for 20
Truck/Fleet Vehicle Gas/Oil	3,511	4,500	1,020	4,500	Prod. Van & fleet vehicles
Truck/Fleet Vehicle Maint/Lic.	4,745	5,000	1,260	5,000	Prod. Van & fleet vehicles
Video Equipment/Parts/Maint.	4,605	10,000	1,458	6,000	Parts and Maintenance for video equip.
DVDs/Flash Drives/Cases	5,543	7,000	179	7,000	DVDs, flash drives
PRODUCTION EX. TOTAL:	46,894	53,000	7,501	51,500	
OFFICE EXPENSES					
Building Maintenance	26,990	22,500	4,403	25,000	Bldg & Prop./Fire Insp./Furn. Contract
Building Security	504	700	126	600	
Building Utilities	23,209	25,000	9,036	25,000	Sewer, Water, Gas & Electric
Insurance	11,698	13,000	0	13,000	Liability/property/vehicle/volunteer
Office Supp./Office Equip. Maint.	15,172	16,500	6,635	16,500	Copier & Fax maint. contracts, Supplies
Phone/Internet Service/Web Hosting	22,684	17,000	6,537	24,000	VOD, Live Streaming, web maint.
Postage/Subscriptions	2,541	4,000	1,319	3,000	Local papers, dub/packet postage
Property Tax	389	500	389	400	Recycling assessment
Trash/Recycling/Janitorial	5,695	6,200	1,530	6,500	
OFFICE EXPENSES TOTAL:	108,882	105,400	29,975	114,000	
OPERATIONS TOTAL:	963,031	1,200,242	381,086	1,189,284	

2016
North Metro Telecommunications Commission

	2014 ACTUAL	2015 BUDGET		2016 BUDGET	NOTES
		Budget	April Act.		
CAPITAL EXPENDITURES					
Video Equipment	241,145	376,095	21,183	273,016	Total HD master control upgrade
Computer/Office Equipment/Sftwre	5,000	28,000	0	28,000	office systems, software licenses
Vehicles	0	0	0	0	
Building Expenditures	0	7,000	0	0	
Bond Payment	185,638	183,000	356,546	0	
CAPITAL EXP. TOTAL:	431,783	594,095	377,729	301,016	
GRAND TOTAL:	1,394,814	1,794,337	758,815	1,490,300	

NORTH METRO FRANCHISE FEE HISTORY

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Blaine	\$ 263,753.93	\$ 279,208.95	\$ 319,025.00	\$ 372,357.22	\$ 419,605.63	\$ 451,142.07	\$ 489,867.99	\$ 489,867.99	\$ 507,790.06	\$ 503,339.13	\$ 533,294.81	\$ 567,390.18	\$ 585,645.69
Centerville	\$ 17,019.97	\$ 17,335.34	\$ 20,586.00	\$ 24,471.73	\$ 27,709.99	\$ 30,394.00	\$ 33,396.69	\$ 33,396.69	\$ 34,466.27	\$ 32,296.67	\$ 33,949.63	\$ 35,408.93	\$ 37,140.41
Circle Pines	\$ 24,038.71	\$ 26,111.31	\$ 32,761.00	\$ 37,791.19	\$ 42,127.90	\$ 44,077.04	\$ 48,214.82	\$ 48,214.82	\$ 51,160.77	\$ 51,388.95	\$ 52,777.06	\$ 54,350.50	\$ 54,304.86
Ham Lake	\$ 58,094.40	\$ 61,562.41	\$ 72,454.00	\$ 89,622.56	\$ 101,055.23	\$ 110,300.91	\$ 120,788.01	\$ 120,788.01	\$ 126,979.69	\$ 131,446.66	\$ 139,834.48	\$ 147,412.39	\$ 152,919.27
Lexington	\$ 12,215.15	\$ 12,467.38	\$ 13,358.00	\$ 14,226.57	\$ 15,843.48	\$ 16,149.47	\$ 17,332.08	\$ 17,332.08	\$ 17,229.92	\$ 16,913.54	\$ 17,630.79	\$ 19,045.04	\$ 19,361.48
Lino Lakes	\$ 78,388.13	\$ 78,656.36	\$ 91,430.00	\$ 108,733.61	\$ 124,734.06	\$ 138,088.24	\$ 154,839.41	\$ 154,839.41	\$ 164,197.27	\$ 164,334.42	\$ 170,600.73	\$ 177,278.96	\$ 182,147.16
Spring Lake Park	\$ 41,874.85	\$ 41,883.42	\$ 45,333.00	\$ 48,737.21	\$ 52,724.02	\$ 55,191.43	\$ 58,168.63	\$ 58,168.63	\$ 57,343.08	\$ 58,600.64	\$ 61,520.23	\$ 63,916.34	\$ 65,641.10
Total Franchise Fee:	\$ 495,385.14	\$ 517,225.17	\$ 594,947.00	\$ 695,940.09	\$ 783,800.31	\$ 845,343.16	\$ 922,607.63	\$ 930,414.06	\$ 959,167.06	\$ 958,320.01	\$ 1,009,607.73	\$ 1,064,802.34	\$ 1,097,159.97
Increase Over Past Year	\$ 17,758.43	\$ 21,840.03	\$ 77,721.83	\$ 100,993.09	\$ 87,860.22	\$ 61,542.85	\$ 77,264.47	\$ 7,806.43	\$ 28,753.00	(\$ 847.05)	\$ 51,287.72	\$ 55,194.61	\$ 32,357.63
Budget/Other:	\$ 358,410.00	\$ 420,319.00	\$ 474,719.00	\$ 522,855.00	\$ 583,800.31	\$ 645,343.16	\$ 722,607.63	\$ 595,029.06	\$ 620,851.06	\$ 673,600.01	\$ 724,608.00	\$ 744,802.00	\$ 777,159.90
Back to Cities:	\$ 136,975.14	\$ 96,906.17	\$ 120,228.00	\$ 173,085.09	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 335,385.00	\$ 338,316.00	\$ 284,720.00	\$ 284,999.73	\$ 320,000.34	\$ 320,000.00

MEMORANDUM

August 10, 2015

TO: Mayor and City Council
CC: Daniel Buchholtz
FROM: Wanda Brown, Recycling Coordinator
Subject: Proposed Recycling Contract for 2016-2021

On December 31, 2015 the recycling contract with Waste Management will expire. At the end of May 2015, I sent out Request for Proposals (RFP), and received three responses. After careful consideration of all three proposals it was determined that the current vendor, Waste Management, was the lowest bid. Another factor for consideration is that there would be no disruption of services since Waste Management would not have to pull their containers out of service to accommodate a new vendor distributing new containers. Residents have always had the option to change the size of their container or have it replaced if damaged, so that option is still available to residents.

Under the new contract we were able to add the liquor store recycling program to be picked up every other week, along with the city's recycling program.

Please find attached two proposed copies of the contract with Waste Management which will run for 5 years, January 1, 2016 – December 31, 2021.

What I am requesting is the council's approval on the proposed contract to take effect January 1, 2016.

Thank you.

/wb

8/10/2015 10:29:15 AM

RESIDENTIAL RECYCLING SERVICE CONTRACT (5 Year)

THIS AGREEMENT is made and entered into this 17th day of August, 2015, by and between the CITY OF SPRING LAKE PARK, MINNESOTA, a Municipal Corporation organized and existing under the laws of the State of Minnesota (the "City") and WASTE MANAGEMENT OF MINNESOTA, INC., a Minnesota Corporation ("Contractor").

WITNESSETH:

WHEREAS, The City of Spring Lake Park has found and determined that the public health and safety of the City will be promoted and preserved by establishing with a private contractor an arrangement for the collection, transportation, and disposal of Recyclables produced, kept and accumulated within the City; and

WHEREAS, the City desires to maintain a recycling program.

WHEREAS, the Contractor desires to enter into a Contract with the City with respect to such services,

WHEREAS, pursuant to appropriate action heretofore taken, the City has determined the Contractor to be qualified to carry out the terms of this Contract,

WHEREAS, the service fees proposed by the Contractor are acceptable to the City,

NOW, THEREFORE, in consideration of the covenants, promises, undertakings, and obligations herein created, granted, and assumed, the parties hereto agree as follows:

SECTION 1. DEFINITIONS:

- A. Place or Premises: Place or premises shall mean any dwelling house, dwelling unit, multiple dwelling, building, trailer, mobile home park, and every other place or premises where any person resides within the City.
- B. Residential Unit: Residential unit as used herein shall mean any structure in which one or more persons reside in up to three dwelling units.
- C. Person: Person shall mean and include any natural person, corporation, firm or association.
- D. Multiple Residences: Multiple Residences shall mean any single structure containing four (4) or more dwelling units.
- E. Excluded Materials: Excluded Materials means radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, biohazardous or toxic substance or material, or regulated medical or hazardous waste as defined by, characterized or listed under applicable federal, state, or local laws or regulations, materials containing information (in hard copy or electronic format, or otherwise) which information is protected or regulated under any local, state or federal privacy or data security laws, including, but not limited to the Health Insurance Portability and Accountability Act of 1996, as amended, or other regulations or ordinances, and/or any other waste not approved in writing by Contractor.
- F. Single-Sort Recycling: (Also referred to as "single-stream recycling.") The recycling system whereby residents set out recyclables in a wheeled, lidded recycling cart, or bundled cardboard and/or newspaper, with the materials later processed at a centralized materials recovery facility, including sorting into their individual marketable commodities.

SECTION 2. EXCLUSIVE PERMIT AND TENURE OF CONTRACT:

The Contractor shall have, if all terms and provisions of the Contract are met, an exclusive permit for the collection, transportation and disposal of all recyclable material as herein defined from or with the City. This Contract shall commence on January 1, 2016 and remain in effect through December 31, 2021. The parties may agree to extend this Contract by mutual written agreement

SECTION 3. RENEGOTIATIONS:

The parties do hereby agree to meet and discuss with each other any suggested changes or amendments to this Contract in order to minimize or eliminate inequities as may arise and be found to exist in the strict performance of the provisions hereof. Any amendment, modification or change of any provision of this Contract must be in writing signed by both parties hereto

SECTION 4. RESIDENTIAL COLLECTION OF RECYCLABLES (Single Sort):

The Contractor shall collect Recyclables from all residential units within the corporate city limits of the City, as follows:

- A. Collection: The Contractor will provide the collection of Recyclables from each unit every other week.
- B. Contractor shall provide, at no charge, Recycling Containers (1 or 2, 94-gallon single stream) and bi-weekly collection service of single stream materials to Spring Lake Park Municipal Building(s) including, but not limited to:
 - Spring Lake Park City Hall, 1301 81st Avenue NE
 - SBM Fire Department, 1710 County Highway 10 NE
 - Municipal Liquor Store
- C. For single-family residences, recyclables are to be collected at the curb, except where residents' physical abilities are impaired and in which case Recycling Containers will be serviced via walk-up to the Recycling Container located next to the house or garage. There are currently less than 10 receiving walk-up service.
- D. For multi-family properties, recyclables are to be collected at each property's designated area.
- E. Missed Collections: The Contractor shall pick up missed recycling collections on the same day the Contractor receives notice of a missed collection, provided notice is received by the Contractor before 12:00 p.m. on a business day. If notice is received by the Contractor after 12:00 p.m., Contractor will pick up missed collection no later than 4:00 p.m. the following business day.
- F. Customer Complaints: Service complaints will be handled by the Contractor. The City will notify the Contractor of all complaints it receives. The Contractor is responsible for corrective actions and shall answer all complaints courteously and promptly.

Contractor shall provide personnel to receive complaints and answer curbside recycling questions via telephone between the hours of 8:00 a.m. and 4:30 p.m. weekdays, except holidays. The Contractor shall have a voicemail system activated to receive phone calls after hours and on weekends.

Contractor shall maintain a log of all complaints, including the nature of the complaints, names, addresses, and contact phone numbers of the complainants, date and time received, Contractor's response, and the date and time of response. Contractor will provide this information to the Recycling Coordinator in a monthly report.

- A. Containers: The Contractor will provide a Single Sort Cart for collection of all Recyclables to each residential unit. The cost of providing the cart will be built into the unit rate. Contractor shall be responsible for the maintenance of the carts and except in the case of abuse and/or misuse by a resident, shall replace free of cost.

Contractor shall provide Recycling Containers for use in single stream collection program. The Contractor will maintain an inventory of new and replacement Recycling Containers and will be required to service and repair damaged Recycling Containers. Contractor shall maintain sufficient Recycling Container inventory of various sizes to meet supply and demand needs for the entire term of Contract.

The standard Recycling Container size shall be approximately 64 gallons. They shall be uniform and consistent in color and design and have a recycling symbol and an approved instruction label imprinted on the container, so as to be easily identified by the resident/customer and the Contractor Driver as the container for recyclable material collection.

Thirty-two and 94-gallon Recycling Containers, of same design shall be provided to residents upon request.

Additional Recycling Containers will be provided at no extra charge to residents in single-family homes or multi-family buildings as requested/needed.

The City shall not discontinue collection of any material listed as a Recyclable, nor divert, retract, or withdraw from the Recyclables any Recyclables listed in Appendix B without the express written consent of Contractor. The City shall not allow scavenging of any Recyclables. Any additions to the listing of acceptable Recyclables in Appendix B shall be made upon the mutual agreement of City and Contractor.

The parties acknowledge that maintenance of the quality of the Recyclables is a requirement of this Agreement. City shall use reasonable efforts to inform its residents of the quality requirements hereunder and enforce its standards for the acceptance of Recyclables.

Title to Recyclables provided is transferred to Contractor upon Contractor's collection. Title to and liability for Excluded Materials shall remain with Customer at all times.

City shall produce an annual public education / marketing piece that includes a recycling calendar to be mailed to all single-family and multi-family households each December of the Contract beginning in December of 2015. Contractor will reimburse the City for printing and mailing expenses. Contractor will have an opportunity to approve the content of the material prior to the mailing.

The education marketing piece shall include an annual service calendar highlighting service weeks and holidays, a list of materials accepted and a list of materials not accepted in the curbside program, how to prepare materials for collections, and Contractor's contact information for questions, concerns, or comments.

The Contractor shall request approval of the education marketing piece from the Recycling Coordinator prior to printing. Recycling Coordinator may have an extra 150 printed pieces for additional distribution. A similar mailing shall be sent to Residents each year of the Contract.

SECTION 5. RECYCLABLES COLLECTION (FEES):

The Contractor's service fees for Recyclables collection shall be determined in accordance with the fee schedule attached hereto as Appendix "A". This schedule will be in effect during the period of January 1, 2016 until December 31, 2021. The fees will be adjusted by the CPI "Midwest Urban" or 3%, whichever is lower. The increases will be made on the anniversary day, January 1st, for years two – five. In the event the Contractor should incur any actual increases in government taxes/fees, the City agrees to negotiate with the Contractor to rectify the inadequacies. Both parties must agree upon these adjustments.

The City agrees that in the event the disposal rates/tipping fees increase or decrease, the Contractor may do a disposal increase or decrease based on the tipping fees being charged.

SECTION 6. BILLING AND PAYMENTS TO THE CONTRACTOR:

Compensation to be paid by the City to the Contractor for residential collection of recycling shall be in accordance with the fee schedule found in Appendix "A". The City will provide the Contractor with the number of households on a semi-annual basis.

Contractor shall submit itemized bills for recycling collection services provided to the City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.

The Contractor shall submit two copies of the monthly documentation and reports: both copies along with the invoice to the Recycling Coordinator. Payment to the Contractor will not be released unless the required information is received by the Recycling Coordinator.

SECTION 7. COLLECTION EQUIPMENT:

The Contractor shall provide all equipment necessary for collection, transportation and disposal of Recyclables. Unless the material to be transported presents practical difficulties, all trucks shall be designed and built specifically for Recyclable collection and shall be of the covered all-metal type so the material being collected and transported will not be seen, will not blow, fall or leak from the vehicle. The Contractor shall maintain equipment used in the performance of this contract in a clean and sanitary condition.

- A. Hauler of Recyclable Materials must have a license issued by the City as governed by appropriate City Code.
- B. The number of vehicles to be used by the Contractor identifying types, model numbers and capacities must be supplied with the proposal.
- C. All vehicles must be maintained in good working conditions, comply with all State inspection requirements and be kept neat in appearance.
- D. The Contractor shall state in the list of truck equipment how the vehicle design and operation will meet all City, county, and state load weight limits, including seasonal limitations. The fully loaded gross vehicle weight and weight per axle shall be listed for each of the proposed trucks.
- E. The number of personnel to be provided on each truck must be indicated.
- F. Contractor must identify where collection vehicles will be delivering materials.
- G. Contractor must be able to show proof of proper bonding, insurance, proof of vehicle liability and worker's compensation insurance.
- H. Contractor must be an equal opportunity employer.
- I. Contractor must provide a plan for end use of all collected materials, including contaminated materials.
- J. Contractor must provide a contingency plan in the event a vehicle or operator is unavailable.
- K. Vehicles shall be equipped with warning flashers, backup alarms, a broom and shovel for spills, a two-way communication device, and the Contractor's name and phone number prominently

displayed on both sides of the vehicle, along with signs on the back of the vehicle indicating the vehicle makes frequent stops.

L. Vehicles must be designated for recyclables collection only. All such vehicles must be clearly signed on both sides as a recycling collection vehicle.

M. Equipment operators must meet all Federal, State and local licenses and operation requirements.

SECTION 8. TRANSPORTATION:

Upon collection by the Contractor of Recyclables, as required by the nature and size of its equipment, such waste shall be promptly and in a workmanlike manner transported to the site of disposal or processing.

SECTION 9. EXCLUDED WASTE:

No person shall be permitted to deposit Excluded Waste in the Recyclables. The Contractor shall not be required to collect Recyclables containing Excluded Waste. If loads of the mixed recyclables materials not meeting Contractor's specifications for acceptable recyclables, Contractor shall have the right to reject the load in whole or in part, or to handle the contaminated load (i.e., landfill disposal) and impose additional reasonable charges on Customer.

SECTION 10. COLLECTION OPERATIONS:

The Contractor shall furnish all labor and equipment as shall be necessary and adequate to insure satisfactory collection, transportation and disposal of recyclable material. The Contractor shall make every effort to maintain established scheduled pick-ups even though conditions such as weather may be adverse. Containers shall be handled with reasonable care to avoid damage and are to be replaced in an upright position. Any contents spilled shall be cleaned up and disposed of immediately in a workmanlike manner and all work to be performed hereunder shall be done so as to protect, to the highest extent possible, the public health and safety.

SECTION 11. CONTRACTOR INSURANCE AND INDEMNIFICATION:

The Contractor shall carry and file insurance certificates therefore with the City of worker's compensation insurance, public liability insurance, automobile liability, personal injury and property damage insurance. The City shall be named as an additional insured in all such policies with the exception for worker's compensation insurance. The Contractor shall indemnify and save harmless the City from any and all claims and causes of action which may be asserted against the City on account of any act or omission of the Contractor or its employees and agents in connection with its performance of the work. The Contractor shall pay all bills or claims for wages, salaries and supplies, incurred in the operation of the collection service.

SECTION 12. CONTRACTOR PERFORMANCE:

If Contractor does not cure any failure to fulfill any of the provisions of the Contract within five (5) days of written notice from the City, the City may, at its option, declare the Contract immediately terminated and may thereafter hire such labor and equipment as may be necessary to perform the services contemplated by this Contract. The cost of such performance by the City shall be charged to and deducted from any compensation due the Contractor.

Reporting Requirements – The Contractor must provide certified weight receipts for all collected materials within 15 days of the end of the previous month. If recyclable material is not weighed individually, the Contractor must indicate the procedure that will determine individual material breakdown.

Waste Management uses several Brokers. We treat these as trade secrets and are kept confidential. We do not share this information as it can give our competition a competitive advantage. Many are overseas and it

is unlikely they are licensed or registered in Anoka County. If collected materials are stored for a period of more than 30 days, the amounts of materials by type and location of storage must be reported to the City. An accurate method in recycling program must be provided to the City on a monthly basis. Tonnage reports shall also be provided on a monthly basis.

At a minimum, the Contractor shall include the following information monthly:

- Total quantities of Recyclable Materials collected, by material type in tons.
- Net quantities of Recyclable Materials marketed, by material in tons.
- Recycling service fee (based upon contracted price per household).
- Revenue share credits back to the City (if any).
- Log of all complaints, including the nature of the complaints, the names, addresses, and contact number of the complaints, the date and time received, the Contractor's response, and the date and time of response.
- Log of all resident addresses where "education tags" were left because of Non-Recyclable Materials set out for recycling.
- Average Participation Rates and explanation of how rates are calculated.
- An annual report of MF buildings who are not participating in the recycling program.

Damage to Property – The Contractor shall take all necessary precautions to protect private property. Contractor shall repair or replace any private or public property, including but not limited to, sod, mailboxes, or recycling bins, which are damaged by the Contractor. Such property damage shall be addressed for repair or replacement, at no charge to the property owner, within forty-eight (48) hours with property of the same or equivalent value at the time of the damage.

If the Contractor fails to repair or replace the damaged property within forty-eight (48) hours, the City may, but shall not be obligated to, repair or replace such damaged property, and the Contractor shall fully reimburse the City for any of its reasonable incurred expenses. The Contractor shall reimburse the City for any such expenses within ten (10) working days of receipt of the City invoice.

Liquidated Damages – The Contractor shall agree that the City may withhold payment to the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill its obligations, unless said obligation is beyond the reasonable control of the contractor:

1. Failure to respond to legitimate service complaints within 24 hours in a reasonable and professional manner - \$50 per incident.
2. Failure to collect properly notified missed Collections - \$250 per incident.
3. Failure to provide accurate monthly and annual reports - \$100 per incident.
4. Failure to complete the Collections within the specified timeframes without proper notice to the City - \$100 per incident.
5. Failure to clean up spills during Collection operations - \$250 per incident.

The Contractor shall be liable for liquidated damages amount(s), upon determination of the City. The City shall notify Contractor in writing or electronically of each act or omission discovered by the City. It shall be the duty of the Contractor to take whatever steps or action may be necessary to remedy the cause of the complaint

Annual Performance Review Meeting – Contractor shall meet with the Recycling Coordinator each winter to review the Contract. Contractor’s performance will be reviewed each fall during the length of the Contract. Performance to be measured by the following:

- Reporting information (tonnage, participation, etc.)
- Efforts to expand recyclable markets
- Feedback from residents to City staff
- Recommendations for improvement in the City recycling program
- Communication efforts with the Recycling Coordinator

Suggestions for opportunities to improve the program, customer service and collection service will be discussed as needed.

Contract Termination – The City may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of the Contract if the default has not been cured within 30 days after receiving written notice of said default. The City shall pay Contractor all compensation earned prior to the date of termination, minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, route maps, route notes, models, photographs, reports or other materials prepared by the Contractor under this agreement shall, at the option of the City, become the property of the City and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to termination. Upon termination, Contractor shall be responsible for retrieving all Recycling Containers within seven (7) business days from the date of termination.

SECTION 13. ASSIGNMENTS AND SUBCONTRACTORS:

The Contractor shall not assign this Contract or any interest therein or any privilege or right granted therein without the written consent of the City Council. Consent to one assignment shall not be deemed to be consent to any subsequent assignment, neither shall the Contractor subcontract all or any portion of the work to be performed hereunder without the written consent of the government body of the City Council.

SECTION 14. COMMERCIAL BUSINESS COLLECTIONS:

This Contract applies only to residential recyclable material as defined herein. Commercial businesses may contract with any licensed hauler it may choose.

SECTION 15. WAIVER:

The waiver by the City of any breach or violation of any term covenant, or condition of this Contract shall not be a waiver of any subsequent breach or violation of the same or any other term, covenant or condition hereof.

SECTION 16. DISPUTE:

In the event a dispute shall arise between the Contractor and the City, with respect to the amount of monthly compensation entitled to the Contractor from the City, duly appointed City and Contractor representatives should meet and endeavor to resolve the differences. In the event the dispute cannot be so resolved both the City and Contractor shall be bound by the terms and conditions of this Contract. Disputes that require legal action will be dealt with in Hennepin County court. This contract shall be construed in accordance with the laws of the State of Minnesota.

SECTION 17. INDEPENDENT CONTRACTOR.

The Services shall be performed and furnished by Contractor as an independent contractor and not as an agent or employee of City. The services shall be performed under the sole supervision, management, direction and control of Contractor in accordance with the terms and conditions of this Contract.

Contractor will have full control, including but not limited to hiring, firing and supervision, of its employees to assist in the performance of this Contract. Contractor further agrees that the services shall meet with the approval of City but that the detailed manner and method of performing the Services shall be under the exclusive control of and in the complete discretion of Contractor. Contractor shall have no authority to act as an agent or employee of City nor to enter into any contract or contract for or on behalf of City.

Personnel Requirements – Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications of the services described in this RFP.

Contractor’s personnel will be trained both in program operation and customer service and ensure that all personnel maintain a positive attitude with the public personnel shall:

- Conduct themselves at all times in a courteous manner and use no abusive or foul language.
- Perform their duties in accordance with all existing laws and ordinances and future amendments to Federal, State or Minnesota, and local laws and governing boards.
- Be clean and presentable in appearance.
- Wear a uniform and employee identification badge or name tag.
- Drive in a safe and considerate manner.
- Manage Recycling Containers in a careful manner.
- Monitor for any spillage and be responsible for cleaning up any litter or breakage resulting from the service.
- Avoid damage of property.
- Abstain from operating vehicle while under the influence of alcohol, illegal controlled substances, or prescribed medication that may impair their ability to operate the vehicle.

SECTION 18. Force Majeure.

Force Majeure: Neither party shall be in default for its failure to perform or delay in performance caused by events or significant threats or events beyond its reasonable control, whether or not foreseeable, including, but not limited to, strikes, labor trouble, riots, imposition of laws or governmental orders, fires, acts or war or terrorism, acts of God, and the inability to obtain equipment, and the affected party shall be excused from performance during the occurrence of such events.

SECTION 19. BINDING EFFECT:

The terms, covenants, and conditions of this Contract shall apply to, and shall bind and inure to the benefit of the parties, their successors, and assigns.

IN WITNESS WHEREOF, the parties have hereunto executed this Contract, by their officers, as of the day and year first above written.

CITY OF SPRING LAKE PARK

WASTE MANAGEMENT OF MINNESOTA, INC.

By: _____
Mayor

By: _____
Chuck Rynda, Vice President - Asst. Secretary

ATTEST:

Date: _____

City Administrator

Date: _____

“APPENDIX A”

**CITY OF SPRING LAKE PARK
RECYCLING SERVICE CONTRACT**

Monthly Single Sort Recycling Service Rates for 2016:

64 gallon Single Sort Cart picked up every other week:

Single Family: \$2.83 per month

Multi-Family: \$1.51 per month per container

Additional recycling carts, or larger than 64 gallon will be available to residents at no extra charge.

If a large number of carts are needed, a dumpster may be used in place of them and will be priced at a price negotiated by the hauler and the City.

There will be a price increase of the CPI “Midwest Urban” or 3%, whichever is less on January 1st of years two - five.

APPENDIX B RECYCLABLES

RECYCLABLES: Recyclable Materials or Recyclables: The current list of recyclables includes:

- ◆ Newspapers (including advertising inserts);
- ◆ Household office paper & mail (including copy paper and computer paper, greeting cards, school papers);
- ◆ Phone books, magazines & catalogues;
- ◆ Boxboard (including cereal, cake, chip, and cracker boxes);
- ◆ Corrugated cardboard;
- ◆ Food and beverage glass jars and bottles;
- ◆ Aluminum cans and foil (including pie tins and trays);
- ◆ Steel bimetal (“tin”) cans;
- ◆ All rigid plastic containers (plastics 1 through 7), including lids and caps, non-bottle tubs, cups and clam shells; and
- ◆ Aseptic juice cartons and milk cartons.

RECYCLABLES do not include the following:

Bagged materials (even if containing Recyclables)	Microwave trays
Mirrors	Window or auto glass
Light Bulbs	Ceramics
Porcelain	Plastics unnumbered
Plastic bags	Coat hangers
Glass cookware/bakeware	Household items such as cooking pots, toasters, etc.
Flexible packaging and multi-laminated materials	Wet fiber
Excluded Materials	Fiber containing, or that has been in contact with, food debris
Any recyclable materials, or pieces of recyclable materials, less than 2” in size in any dimension	Materials: (a) that contain chemical or other properties deleterious, or capable of causing material damage, to any part of Company's property, its personnel or the public; and/or (b) that may materially impair the strength or the durability of the Company's structures or equipment.

If loads of the mixed recyclables materials not meeting Contractor’s specifications for acceptable recyclables, Contractor shall have the right to reject the load in whole or in part, or to handle the contaminated load (i.e., landfill disposal) and impose additional reasonable charges on Customer.



City of Spring Lake Park

Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 8.17.15 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2015 Sanitary Sewer Lining Project (193803135).

This project includes lining and wye grouting in the northeast corner of the city. The Contractor, Visu-Sewer, will begin preliminary televising. 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).

A majority of the work has been completed. A punch-list inspection on the project has been prepared. The punch-list includes several clean-up and seeding items that need to be addressed by the contractor. *The public assessment hearing for 81st Avenue, Arthur Street, and the TH65 Service Drive will be held on August 17th.*

CSAH 35 Turn Lanes and Sidewalk (193802914).

This project includes CSAH 35 improvements required as part of the SUP for 8299 Central Ave. Final plans have been prepared and submitted to Anoka County and RCWD. *Construction bids will be received on August 17th. A verbal update will be presented at the August 17th Council meeting.*

MS4 Permit (193802936).

Ongoing implementation items.

Lift Station No. 1 Equipment (193802805).

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

Lift Station No. 1 Reconstruction (193803115).

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

- *Council Approve Plans* September 21, 2015.
- *Ad to Paper (by 10AM)* September 30, 2015.
- *Ad 1st published* October 2, 2015.
- *Open Bids (1:00 PM)* October 26, 2015.
- *Council Consider Award* November 2, 2015.

Other issues/projects.

We are working with Terry regarding some short-term flooding issues that occurred with the large rain event on 7/28/15. The city may want to consider completing a hydraulic analysis of the Monroe Street storm sewer system.

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.

CORRESPONDENCE

A N O K A
C O U N T Y
P A R K S A N D
C O M M U N I T Y
S E R V I C E S

the connection
august • 2015

VOLUME 22 ISSUE 8





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FROM THE DIVISION MANAGER:

In July, I had the good fortune of attending the 2015 National Association of County Park and Recreation Officials (NACPRO) conference in Charlotte, North Carolina. One of my colleagues, who also sits on the NACRPO Board of Directors, is the Superintendent of Parks with the Johnson County Park and Recreation District in Johnson County, Kansas (a suburban county of Kansas City). I learned that Johnson County had been working with the Trust for Public Lands (TPL) in developing an assessment of the “Economic Benefits of the Johnson County Parks and Recreation District.” The TPL is was founded as a non-profit in 1972 to create parks and protect land for people to enjoy, a partnership that Anoka County has also benefitted from in recent years through the establishment and funding of our two newest conservation areas.

The report by TPL was published in May of this year, so the findings are contemporary and timely. In addition, there are some distinct similarities between the Johnson County Park and Recreation District (JCPRD), and our park system here in Anoka County. So it is more than interesting to compare notes, and to reflect on the economic benefits outlined in the TPL report:

- JCPRD parks and trails increase the value of nearby residential properties because people like living close to parks and trails and are willing to pay for the privilege. Parks and trails add a 5 percent premium to the market value of neighboring properties. JCPRD parks raise the value of nearby residential properties by \$24.1 million.
- Parks reduce stormwater by capturing precipitation, slowing its runoff, and reducing the volume of water that enters the stormwater system. Parks in Johnson County provide stormwater management valued at \$8.94 million annually.
- Tourism is one of Johnson County’s largest industries, producing \$1.42 billion in visitor spending annually. The Trust for Public Land estimates that approximately 37 percent of visitors to Johnson County come for the purpose of visiting parks, trails, and recreational facilities. These visitors spend \$524 million annually in the local economy and generate \$18.4 million in state and \$12.9 million in local tax revenues respectively, for a total of \$31.3 million.
- A portion of these visitors, approximately 22,200, recreate at JCPRD parks and facilities each year. In 2013, these visitors spent \$7.37 million.
- Residents also enjoy JCPRD parks, trails, and facilities. Each year residents of Johnson County receive a benefit of \$39.5 million for the direct recreational use of these park facilities.

The report also states that the JCPRD parks, trails, and facilities make the area an attractive place to live and work. Skilled workers are attracted to places like Johnson County where there is open space, clean air and water, and ample opportunities for outdoor recreation.

It isn’t a giant leap to suggest that Anoka County shares the same type of economic benefits as other park systems, like Johnson County. We are rightly proud of our County Park and Recreation System, and the “engine” that it provides in stimulating and growing economic activity in the local economy, not to mention the incalculable physical and mental health benefits of outdoor recreation.

Enjoy the rest of your summer, and I’ll see you on the trail!

John VonDeLinde

RECYCLING & RESOURCE SOLUTIONS DAY AT COUNTY FAIR

Recycling & Resource Solutions staff answered questions and provided recycling information at the Anoka County Fair. On opening day, July 21, 2015, “Reduce, Reuse and Recycle” was the featured topic at the booth shared by Anoka County commissioners and Anoka County Parks. Fairgoers received information on disposal of household hazardous waste, recycling opportunities, and tips on reducing waste. Booth visitors received recycled paper fans, wildflower seed bracelets, and played the Anoka County Trivia Game.



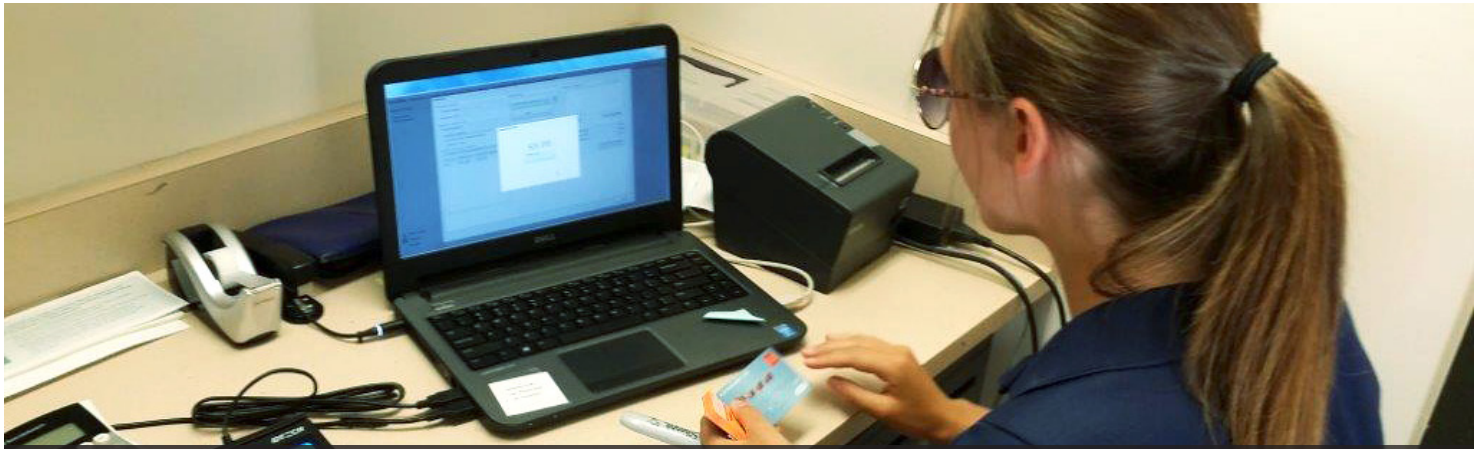
Left to Right: Recycling & Resource Solutions staff Karla Risvold and Amy Altman with Anoka County Commissioner Rhonda Sivarajah.

MISSISSIPPI RIVER REGIONAL TRAIL



Recently, Anoka County partnered with the Cities of Anoka and Ramsey to extend the Mississippi River Trail from King’s Island in Anoka to Mississippi West Regional Park in Ramsey. The next phase of regional trail development is to construct the trail through Mississippi West Regional Park along the river and into the residential neighborhood to the west. The trail will be more than one mile once completed and will include a small observation deck that connects the trail directly to the river.

The County is scheduled to receive federal Transportation Alternatives Program funds and Metro Parks and Trail Legacy funding to construct the trail. The County is currently seeking proposals for the design, engineering, and project management of the program. Construction is expected to be complete in 2017.



POINT OF SALE TECHNOLOGY IMPLEMENTATION

Bunker Hills, Coon Rapids Dam, Rice Creek Chain of Lakes, Lake George, and Rum River Central Regional Parks all have gatehouses located at the entrance. These gatehouses are important contact stations which are utilized by park visitors to purchase daily or annual park entrance permits, receive information for events within the park, or to ask questions about the Anoka County Parks system.

The Anoka County Park and Recreation Department took a big step this summer to overhaul and implement the point of sale operations at the gatehouse locations. The old cash registers were replaced with up to date laptop computers. The technology enhancement has allowed for an efficient and more accurate record keeping system. It also has decreased the paperwork that was required to process daily transactions. This has been a positive enhancement for both the gate attendants as well as for park visitors.

NEW FACES IN THE FIELD



Maintenance Unit Parkkeepers are a unique work group that specialize in taking on a wide variety of work, often at short notice. They are skilled in many trades and are also leaders, trainers, and troubleshooters. Truly they are “jacks of all trades.” During the warm weather months, Parkkeepers are assigned one of two roles: Regional Parkkeeper or member of the Construction Crew. Regional Parkkeepers oversee the day-to-day operations in the parks and lead seasonal staff. The Construction Crew focuses on larger projects. Project examples include facility painting, road and parking lot striping, or installing road gates.

On occasion, Parkkeepers have the opportunity to change assignments. When Matt Minette, Regional Parkkeeper at Lake George, moved on to new opportunities, a vacancy was created. Shane Fisher, who ran operations in Bunker Hills Regional Park for five years, has moved to Lake George to apply his many skills. Brendan Western, who was hired as a Parkkeeper less than four months ago, now brings his enthusiasm and sense of organization to leading operations in Bunker Hills. Starting July 27, Andy Nitz became the newest Parkkeeper in the department.

Park operations demand a wide range of know-how, with plenty of surprises mixed in. Thanks to all the Parkkeepers for their dedication, hard work, and expertise in making the parks safe and attractive every day.

INVASIVE SPECIES AND WILDLIFE



July has been a busy month for the Natural Resources Unit, conducting various activities within the parks. They continue to conduct watercraft inspections throughout Anoka County for ten aquatic invasive species (AIS). Staff monitor boat launches to ensure boaters are in compliance with state AIS laws. Additionally, the AIS Coordinator has attended a number of events to help spread the word about invasive species in Andover, Spring Lake Park, Coon Rapids, Blaine, Lino Lakes, East Bethel and at the Anoka County Fair.

The CCM (Conservation Corps of Minnesota) Crew and Natural Resource staff have been conducting removals of spotted knapweed and crown vetch at Coon Rapids Dam Regional Park.

The staff also conducted banding of osprey chicks at Wargo Nature Center and assisted in the banding, capture, and recapture of birds at Rum River Central Regional Park as part of the MAPS Program. The MAPS (Monitoring Avian Productivity and Survivorship) Program was initiated in the park system in 2006 by Jeff Port (Bethel University) and consists of netting birds in the park to assess avian populations, their health, and survivorship of juveniles. Currently 85 species of birds have been captured, tagged, and released in Rum River Central Regional Park. The information collected will be utilized to assist federal management plans for migratory birds. Rum River Central is one of five active MAPS locations in the state of Minnesota.

OSPREY BANDING

Thanks to committed volunteers and Anoka County Parks and Recreation staff, three osprey chicks were successfully banded on the morning of July 14. Quinn Palar from the Anoka County Parks Natural Resources Division transported the chicks from the nest to the ground for banding then back to the nest while their anxious parents flew around his head. Steve Hogg, a Wildlife Specialist from the Three Rivers Park District, did the banding.

The bands will help track the bird's movement and survival. Technology Explorer day camp participants from the Wargo Nature Center and other interested bird enthusiasts watched the process from a front row seat. Thanks to both Steve and Quinn for a successful osprey chick banding.





PUDDLES PROMOTES BUNKER BEACH

It's been a hot and busy July at Bunker Beach. Bunker Beach has had more than 60,000 guests this season. Puddles, the mascot duck, has been making appearances all over Anoka County in July. So far, Puddles has been to the Blaine Family Fun Fest and the Anoka County Fair to meet our fans and pass out coupons.

The half-price season pass sale started on July 20th. This is an affordable chance to get to Bunker Beach in August. Remember, the last day is September 7 so visit Bunker Beach while there is still time!

BANFILL-LOCKE CENTER FOR THE ARTS

The new exhibition "Pets on View" features the work of 10 local artists and delights visitors of all kinds. Dogs, cats, hamsters, and even fish are some of the fun friends depicted in the art. On Saturday, August 8, from 1 to 4 pm, Banfill will be hosting a Pet Expo featuring pet friendly businesses and activities. The exhibition is on view through August 22.

On Tuesday, July 28, Banfill-Locke Center for the Arts will be awarded the Metropolitan Regional Arts Council Art Achievement award for 2015. This award recognizes two organizations each year that particularly exemplify MRAC's mission of increasing access to the arts in 7-county metropolitan area communities. Everyone is thrilled to be recognized for the work that Banfill-Locke does serving the Anoka County community.

CHOMONIX HAS STRONG FIRST HALF OF THE SEASON

As Chomonix passes mid-point in the season, the numbers are looking good. So far revenue is up over 20% from last year! "Last week we had 6 inches of rain and it was still busy. When it wasn't raining, we were packed," said PGA Professional Jeff Sawyer. "Greg Iden and his staff have done a magnificent job on the course. You couldn't ask for better conditions."

Chomonix will once again host the annual Anoka County employee tournament on September 17. Call the clubhouse to sign up at 651-482-8484.

EMPLOYEE PROFILES



Name:
Jacob Saffert

Position & Department:
Recycling Program Assistant, Recycling & Resource Solutions

Length of time in current role:
3 weeks

Jacob was recently hired as a recycling program assistant. His responsibilities will include expanding community outreach and education, visiting businesses and schools to identify recycling options, and assisting with grant programs.

Jacob graduated in 2014 from Saint John's University in Collegeville, Minnesota where he studied political science and environmental studies. As a student, he interned in the university's Office of Sustainability. After graduating, he worked full-time as the sustainability fellow for Saint John's. His tasks included calculating the university's annual carbon emissions, planning sustainability-themed programs for students, and researching potential energy-saving projects.

In his spare time, Jacob enjoys biking, running, hiking, golfing and spending time outdoors. He also likes cooking, traveling, and playing the ukulele.

Fun Fact:

Jacob worked at a conservation-focused NGO (non-governmental organization) in Bosnia-Herzegovina for three months in 2014.



Name:
Alisha Apanah

Position & Department:
License Specialist, Blaine License Center

Length of time in current role:
1.5 years

Alisha lived in Spring Lake Park from the time she was 8. She participated and volunteered in a program called Opportunities in Emergency Care (OEC) throughout high school. She graduated from Spring Lake Park High School in 2008. Prior to working for Anoka County, she worked at Holiday Station stores and eventually became an assistant manager.

Alisha loves to get outside as much as possible and spend time with her yellow lab, Daisy. She loves to go fishing on the lake or the ice.

Fun Fact:

Alisha loves kids' movies. Her favorite movie of all time is Aladdin.



505 Nicollet Mall
PO Box 59038
Minneapolis, MN 55459-0038

August 3, 2015

Dear Community Leader:

I am writing to inform you that on August 3, 2015, CenterPoint Energy filed with the Minnesota Public Utilities Commission to change its rates for utility distribution service.

A rate filing is the regulatory process that public utilities must follow to formally change rates and services for their customers. This filing will affect the rates paid by all of CenterPoint Energy's more than 824,000 customers. The process for changing our rates will take about one year, with interim (temporary) rates implemented on October 2, 2015, and final rates implemented in 2016.

For your information, enclosed is a news release covering some of the basic information about our filing. Please contact me if you have any questions or would like additional information about the filing. Information is available at our website at CenterPointEnergy.com/RateCase.

Sincerely,

Trey Kuchar
District Director
763-754-4142

Enc.



For more information contact
Becca Virden
Phone 612.321.4879
Pager 612.538.1234

For Immediate Release

Page 1 of 2

CenterPoint Energy files to change natural gas distribution rates for customers in Minnesota

Capital investments for system safety and reliability are primary drivers for proposed rate change

MINNEAPOLIS –August 3, 2015- CenterPoint Energy today filed an application with the Minnesota Public Utilities Commission (MPUC) to change the company's natural gas distribution rates. If approved, the new rates would generate approximately \$54 million or 6 percent in additional revenue on an annual basis. The effect on individual monthly bills will vary depending on natural gas use. If approved, the net impact of the new rates will increase the average residential customer's bill by about \$5 per month.

“Our significant investments, such as our ongoing pipeline replacement programs, maintain the safety and reliability of our natural gas system and benefit our customers and communities,” said Joe Vortherms, division vice president of CenterPoint Energy's regional gas operations. “These capital investments, which are the primary reasons for this proposed increase, help ensure that we have a modernized, technologically advanced natural gas system that will continue to meet the needs of customers now and in the future.”

This filing seeks approval to change the distribution charge on a customer's natural gas bill, which makes up about 40 to 50 percent of the total bill and covers the cost of distributing natural gas. The filing does not apply to the cost of natural gas, which is the wholesale price the company pays for natural gas, and makes up about 50 to 60 percent of the bill. The wholesale price of natural gas changes monthly depending on market prices and is passed on directly to customers with no mark-up.

The proposed change affects two components that make up the distribution charge portion of a customer's bill:

- First, CenterPoint Energy is proposing to increase the monthly Basic Charge for residential customers from \$9.50 to \$11.50 a month.
- Second, the company is proposing to increase the Delivery Charge from the current \$0.18977 per therm (which includes the \$0.00519 per therm for the Gas Affordability Service Program) to \$0.22405 per therm.

The principal reasons CenterPoint Energy is proposing to change base rates are to:

- Recover the company's significant capital expenditures in its Minnesota service area. In accordance with natural gas pipeline safety and integrity regulations, these capital expenditures are necessary to maintain a safe and reliable system, to respond to significant public improvement requirements on the system and to modernize the system with technology improvements.

-more-



For more information contact
Becca Virden
Phone 612.321.4879
Pager 612.538.1234

For Immediate Release

Page 2 of 2

-
- Establish rates for all customers groups that better reflect the actual costs of providing service to those customers.
 - Achieve an overall revenue recovery level that meets the company's financial objectives.

The MPUC is generally allowed 10 months to issue a final decision on general rate filings, however, if the MPUC approves, interim (temporary) rates are expected to take effect on Oct. 2, 2015, and will be in place until a final decision is made. If the final rates are lower than interim rates, CenterPoint Energy will refund customers the difference including interest. If final rates are higher than interim rates, customers will receive no additional charges for natural gas used while interim rates were in effect.

Customers with questions about the proposed change to natural gas distribution rates can call CenterPoint Energy at 612-372-4727 or toll-free 800-245-2377, or visit the company's website at CenterPointEnergy.com/RateCase.

Additionally, public hearings will be held to provide customers and other interested parties the opportunity to comment on the rate request, followed by formal hearings at the MPUC.

CenterPoint Energy, Inc., headquartered in Houston, Texas, is a domestic energy delivery company that includes electric transmission & distribution, natural gas distribution and energy services operations. The company serves more than five million metered customers primarily in Arkansas, Louisiana, Minnesota, Mississippi, Oklahoma, and Texas. The company also owns a 55.4 percent limited partner interest in Enable Midstream Partners, a publicly traded master limited partnership it jointly controls with OGE Energy Corp., which owns, operates and develops natural gas and crude oil infrastructure assets. With more than 7,400 employees, CenterPoint Energy and its predecessor companies have been in business for more than 140 years. For more information, visit the website at CenterPointEnergy.com.

This news release includes forward-looking statements within the meaning of the Private Securities Litigation Reform Act of 1995. These forward-looking statements are based upon assumptions of management which are believed to be reasonable at the time made and are subject to significant risks and uncertainties. Actual events and results may differ materially from those expressed or implied by these forward-looking statements. Any statements in this news release regarding future events, such as future regulatory actions on the MPUC application, and any other statements that are not historical facts are forward-looking statements. Each forward-looking statement contained in this news release speaks only as of the date of this release.

###

INTERNET ESSENTIALS

from Comcast

NEWS

Announcing Internet Essentials Enhancements

Transforming • Strengthening • Inspiring

As we enter our fifth back-to-school season for Internet Essentials, we are more committed than ever to attack the digital divide in a meaningful way. We've seen first-hand the power that the Internet has to transform lives, strengthen communities, and inspire a new generation of leaders. It levels the playing field by creating greater access to education, health care, employment opportunities, news, information, and entertainment.

So, it gives us great pleasure to announce a number of new and exciting ways we are enhancing the program. These changes come from our own learnings, as well as from feedback from our customers and nonprofit and governmental partners. Since we first offered Internet Essentials in August 2011, we have now made 25 enhancements to the program. Highlights from this year's announcements include:

■ 500,000 Families, 2 Million Americans (and counting...)

We have made real and measurable progress in closing the digital divide in America over the past four years. Through the end of July 2015, we have connected more than 500,000 low-income families, or more than 2 million Americans, to the power of the Internet in their homes.

To put that in perspective, 2 million is larger than the populations of 96 of America's 100 largest cities, as well as the populations of 14 states, including Nebraska, West Virginia, and Idaho. And it is multiple orders of magnitude greater than the impact of all other private sector low-income broadband adoption programs combined.

We're seeing strength in the program's momentum as well. The first two quarters of 2015 have been the best in its history.

■ Expanding Auto Enrollment

We have again made it even easier for more families to sign up for Internet Essentials by expanding the number of schools that are eligible for our streamlined auto-enrollment process. Now, if a child attends a school where at least 50 percent of the students are eligible to participate in the National School Lunch Program, all student families in that school are automatically eligible for Internet Essentials.

■ Doubling Speed

We are doubling the download speed of the service from up to 5 Mbps to up to 10 Mbps for no additional cost. This is the third time we have increased the speed of the Internet service in four years. It means families are now easily able to use multiple devices in their homes at the same time and have enough bandwidth to power resource-intensive services.

■ Free Wi-Fi

We're now offering a free Wi-Fi router to new and existing Internet Essentials customers. Having in-home Wi-Fi was one of the most requested enhancements for the program, and it has many key benefits. For instance, in-home Wi-Fi means Internet Essentials customers are now able to connect any Internet-enabled device including laptops, tablets, and smartphones.

Combined with our new speed increase, it will now be easier for multiple family members to connect to the Internet simultaneously. For example, one child could use her laptop to watch an educational video from Khan Academy while her brother uses their mom's smartphone to look up definitions for a vocabulary test. In addition, with in-home Wi-Fi, customers are able to save money on wireless data usage bills by connecting their smartphones to their Internet service at home.

■ Senior Citizen Pilot Program

Over the past several years, we've focused on building a network of nonprofit, governmental, and educator partnerships to help spread the word about Internet Essentials to low-income families with children and to provide digital literacy training for that population.

We have received feedback asking us to extend Internet Essentials to additional populations, especially low-income seniors. While there are complexities with any expansion, we're excited to announce we're going to conduct several pilot programs designed to increase Internet adoption rates among low-income senior citizens.

When seniors are on the wrong side of the digital divide, it can be isolating. We're excited about the opportunity to bring the power of the Internet to this new demographic, so they can stay in touch with family and friends and learn how to do things online like enroll in healthcare and pay bills.

The first pilot will take place in Palm Beach County, and a number of additional pilot programs will be announced in other markets in the weeks ahead.

Research on the digital divide for seniors is very clear. According to the Pew Research Center, just 47 percent, or less than half, of seniors (aged 65 and older) have broadband Internet at home.

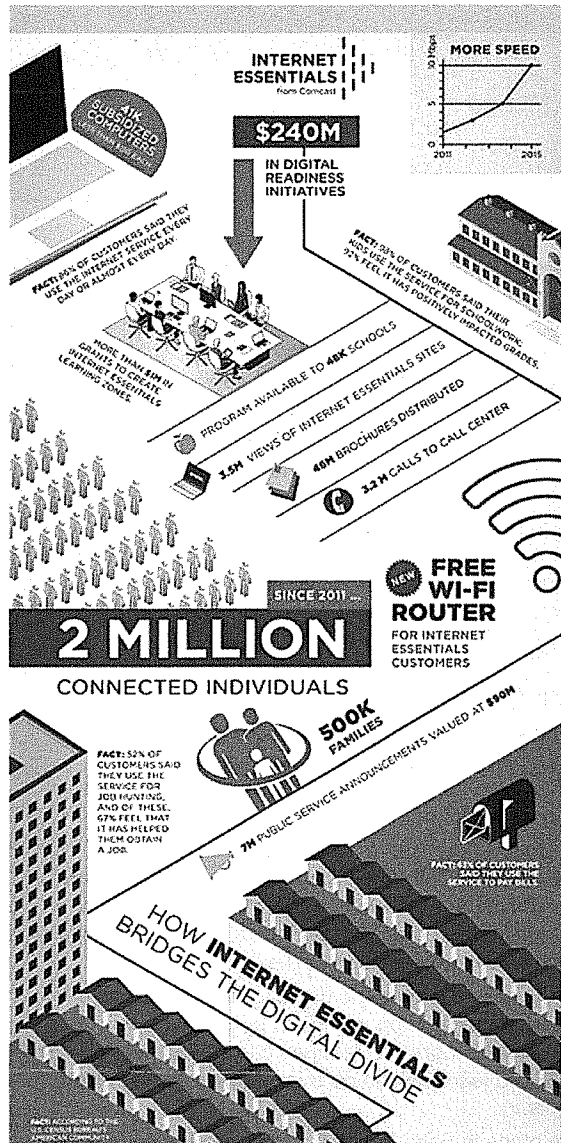
And the picture for low-income seniors is much worse. Only 25 percent of seniors with household incomes below \$30,000 have home high-speed Internet, compared to 82 percent of seniors with household incomes at or above \$75,000. That is a massive gap of nearly 60 percentage points, which is roughly twice the size of the gap in broadband adoption rates between low- and high-income families with school-age children.

Research also indicates that, as with the population of families with school-age children, perceptions of relevancy of the Internet will be the major barrier to adoption for seniors. For instance, 35 percent of older non-Internet users don't think they are at a disadvantage from missing out on information online.

continued on page 2

■ Senior Citizen Pilot Program *continued from page 1*

In addition, research indicates how vital digital literacy training will be for any Internet adoption program to be successful. Only 18 percent of seniors would feel comfortable learning to use a new digital device on their own, and 77 percent would need someone to help them. Clearly, reaching seniors will require a different approach and mindset. Internet Essentials was originally designed for a specific community – low-income families with children. We want to take that same philosophy and tailor our approach to reach the low-income senior citizen population. Just like with the original targeted population for Internet Essentials, we need to take our time and be rigorous, methodical, and thoughtful in our approach. We know we have a lot to learn, but we're confident we can make a difference, and we are excited to embark on a new journey.



Internet Essentials is truly born from Comcast's late founder Ralph Roberts's vision to invest in our communities, because when the communities we serve thrive, everyone benefits. Internet Essentials has been woven into the cultural fabric of our Company, and it is one of our proudest achievements.

Internet Essentials isn't your typical Comcast product or service. It's the biggest community investment initiative our Company has ever undertaken, and its success is largely grassroots in nature. Thanks to the help and support of thousands of school districts, libraries, community partners, elected officials, and dedicated Comcast employees, the program has become the largest and most comprehensive high-speed Internet adoption program for low-income families anywhere in America. If you'd like to get more involved and become a partner, please sign up at www.InternetEssentials.com/Partner, and help us spread the word.

Internet Essentials Investments

Since 2011, Comcast has invested more than \$240 million in cash and in-kind support to fund digital literacy initiatives, reaching nearly 3.2 million people through our national and local non-profit community partners. Additional key program milestones and facts through June 2015 include:

- Dedicated more than \$1 million in grants to create Internet Essentials Learning Zones, where networks of nonprofit partners are working together to enhance public Internet access and increase family-focused digital literacy training in Atlanta, Chicago, Denver, Fresno, Miami, and Seattle, among others.
- Provided more than 41,000 subsidized computers at less than \$150 each.
- Distributed for free nearly 46 million Internet Essentials program materials.
- Broadcast more than 7 million public service announcements, valued at more than \$90 million.
- Welcomed more than 3.5 million visitors to the Internet Essentials websites in English and Spanish and its Online Learning Center.
- Fielded more than 3.2 million phone calls to our Internet Essentials call center.
- Made Internet Essentials available in nearly 48,000 schools and more than 5,000 school districts, in 39 states and the District of Columbia.
- Partnered with 9,000 community-based organizations, government agencies, and federal, state, and local elected officials to spread the word.

Internet Essentials Customer Survey Data

Internet Essentials customer research indicates the program is making a real impact on their daily lives.

- 86% of customers use their Internet service every day or almost every day.
- Customers are most frequently using the Internet for schoolwork and finding general information.
 - 98% of families are using their service for schoolwork, and 92% of this group feels their service had a positive impact on their child's grades.
 - 63% are using their service to pay for bills.
 - 52% are using their service to search for a job, and 67% of those searching feel their service helped someone in the household locate or obtain employment.
 - 90% of Internet Essentials customers are satisfied with the program, and 92% said they would recommend the program to friends and family.

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To stay up to date on Comcast in the Twin Cities Region, please follow us on Twitter
[@ComcastMidwest](https://twitter.com/ComcastMidwest)

Now your family has an easier way to do homework, look for a job and keep in touch.

With Internet Essentials™ from Comcast, your family can:

- Do homework
- Email teachers
- Look for jobs
- Pay bills
- Find doctors
- Get online tutoring
- Take online classes
- Research colleges

Enrolled families may also purchase a low-cost computer. Anyone can access our free online Learning Center, with a library of videos and other resources that help you create a safe, secure and fun online experience for your family. Just visit InternetEssentials.com/learning.

To qualify for Internet Essentials, your household must meet all of these criteria:

- Is located where Comcast offers Internet service
- Has at least one child eligible to participate in the National School Lunch Program
- Has not subscribed to Comcast Internet service within the last 90 days
- Does not have outstanding Comcast debt that is under one year old

To learn more or apply, visit: InternetEssentials.com Or call: 1-855-8-INTERNET (1-855-846-8376)

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A LOW-COST COMPUTER

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+ tax
enrollment

Available at initial enrollment

FREE INTERNET TRAINING

Available online, in print and in person

Restrictions apply. Not available in all areas. Limited to Internet Essentials service for new residential customers meeting certain eligibility criteria. Advertised price applies to a single outlet. Actual speeds may vary and are not guaranteed. After initial participation, if a customer is determined to be no longer eligible for the program but continues to receive Comcast service, regular rates will apply. Subject to Internet Essentials program terms and conditions. Call 1-855-846-8376 for restrictions and complete details, or visit InternetEssentials.com. © 2015 Comcast. All rights reserved. Internet Essentials is a program to provide home Internet service for families. It is not a school program, and is not endorsed or required by your school. Your school is not responsible for Internet Essentials accounts.

**INTERNET
ESSENTIALS**
from Comcast

With Internet at home,
their opportunities can
grow as fast as they do.

COMCAST



Ahora tu familia tiene una manera más fácil de hacer las tareas, buscar empleo y mantenerse comunicada.

Con el Servicio de Internet Básico™ de Comcast, tu familia puede:

- Hacer tareas
- Enviar emails a los maestros
- Buscar empleo
- Pagar facturas
- Encontrar médicos
- Recibir apoyo académico en línea
- Tomar clases en línea
- Buscar universidades

Las familias registradas también pueden comprar una computadora de bajo costo. Cualquiera puede tener acceso a nuestro Centro de Aprendizaje, con una colección de videos y otros recursos para ayudarte a crear una experiencia en línea segura y divertida para tu familia. Solo visita InternetBasico.com/aprender.

Para obtener más información o llenar una solicitud, visita: InternetBasico.com o llama al: 1-855-SOLO-995 (1-855-765-6995)

Para calificar para el Servicio de Internet Básico™ de Comcast, tu hogar debe cumplir con todos estos criterios:

- Estar ubicado en una zona en la que Comcast ofrezca servicio de Internet
- Tener por lo menos un niño elegible para participar en el Programa Nacional de Almuerzos Escolares
- No haber estado suscrito al servicio de Internet de Comcast en los últimos 90 días
- No tener ninguna deuda pendiente con Comcast de menos de un año de antigüedad

INTERNET A TU ALCANCE

\$9.95
al mes + impuestos

- Sin verificación de crédito
- Sin cargo por activación
- Sin cargo de alquiler por equipo

UNA COMPUTADORA DE BAJO COSTO

\$149.99
+ impuestos
Disponible en la inscripción inicial

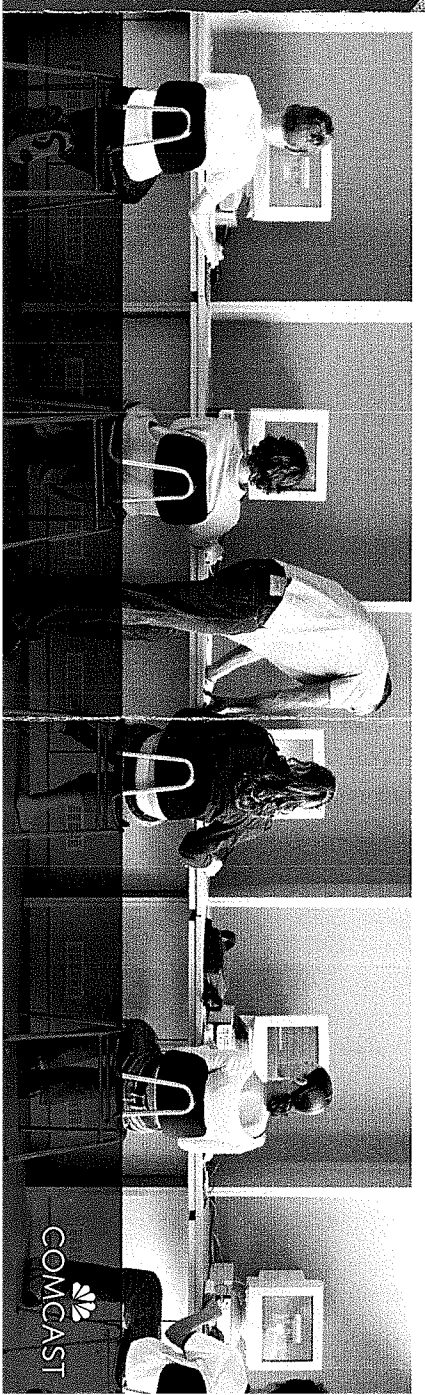
GRATIS

Capacitación de Internet
Por el Internet, en persona y con materiales impresos

Se aplican restricciones. El servicio no está disponible en todas las áreas. Limitado al Servicio de Internet Básico de Comcast para nuevos clientes residenciales que cumplen con ciertos criterios de elegibilidad. Los precios anunciados aplican a una sola conexión. Las velocidades reales varían y no están garantizadas. Después de la participación inicial, si se determina que un cliente ya no es elegible para el programa, pero continúa recibiendo el servicio de Comcast, se aplicarán las tarifas regulares. Sujeto a los términos y condiciones del programa del Servicio de Internet Básico de Comcast. Llame al 1-855-SOLO-995 (1-855-765-6995) para obtener las restricciones y todos los detalles, o visite InternetBasico.com. © 2015 Comcast. Derechos Reservados. El Servicio de Internet Básico es un programa creado para proporcionar a las familias un servicio de Internet residencial. No se trata de un programa escolar y no es requerido ni está patrocinado por su escuela. Su escuela no es responsable de las cuentas del Servicio de Internet Básico.

INTERNET
ESSENTIALS
from Comcast

Con Internet en casa,
sus oportunidades
pueden crecer tan
rápido como ellos.



North Metro TV

July 2015 Update

Program Production

In July, a total of **94 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **90:15:00 hours of new programming**.

- 31 programs were produced by the public
- 45 programs were produced by NMTV staff
- 18 programs were produced by City staff



Van Shoots

The van was used for **84:30:00 hours of production**. The following event was videotaped:

- USA Cup Weekend: 7/10/15: 4 Games
- USA Cup Weekend: 7/11/15: 4 Games
- USA Cup Weekend: 7/12/15: 5 Games
- USA Cup Opening Ceremonies
- USA Cup: 7/15/15: 4 Games
- USA Cup: 7/16/15: 4 Games
- USA Cup: 7/17/15: 4 Games
- USA Cup: 7/18/15: 5 Games
- Centerville Fetes Des Lacs Parade



Workshops

Workshop	Instructor	Organization	Students
Intro to NMTV	Eric Houston	General Public	2
Serial Documentary, Wk 1	Eric Houston	Video Club	5
Editing	Eric Houston	General Public	1
Editing	Eric Houston	General Public	1
Serial Documentary, Make Up	Eric Houston	Video Club	1
Serial Documentary, Wk 2	Eric Houston	Video Club	6
Serial Documentary, Wk 3	Eric Houston	Video Club	4
Camera	Tarkor Zehn	Freedom School	9
Camera	Tarkor Zehn	Freedom School	9
Garage Deals Taping	Eric Houston	Video Club	6
Live Editing	Eric Houston	Video Club	3
Artist del Norte Taping	Eric Houston	Video Club	9
12 Workshops			56 Students

Production Highlights

USA Cup Soccer

As always, July is a busy soccer month for North Metro TV. Staff, interns, and volunteers rallied their forces to cover the Opening Ceremonies and 30 USA Cup games, including the pre-USA Cup weekend games and five of the championship matches on the following Saturday. It was a very well coordinated and time intensive production schedule but everyone worked together to make the week very successful. During the matches, our marketing team worked the crowd to sell DVDs of the games we covered. The individual games sold for \$15. Orders of 10 or more DVDs were sold for \$10 each. The weather was good all week and we weren't forced to cancel any scheduled games. As a result, DVD sales were very strong. Over \$6,000 in DVD sales have been made so far.



MN Fire Hire

Studio Manager, Eric Houston, and his crew of volunteers with the Public Access Video Club have been working on a collaborative project with Anoka County Fire Fighters. Earlier in the Spring, Mike Schwegert of the Centennial Fire Department met with Eric to discuss the potential project for the Public Access Video Club. He wanted Eric and his volunteers to tape a series of fire fighter interviews and training exercises, geared toward creating good-will and creating interest from possible volunteers. So far, Club members have videotaped training for ladders and search operations, and boat operations. Both will be edited into 90 second videos for NMTV and for MN Fire Hire's website. The footage will also be used for a longer project in the future.



HD Upgrade Analysis

Alpha Video's HD upgrade recommendations for North Metro TV have been made. The plan includes upgrades for Master Control, the production truck and the two studios. The upgrade of Master Control will need to be completed first. Funds have been budgeted to pay for that upgrade. Staff continues to work with the truck and studio upgrade plans to reach a reasonable and cost effective approach.



Safety Camp

As he does every year, T.J. Tronson spent a few days working with the Blaine Police Department to cover the Blaine Safety Camp. He and his assistant, Talyor Warnes, shot video all day, both days of camp, and then returned to the office to edit the segments together. The resulting video was watched at the Award Ceremony which takes place at the end of the second day of camp. T.J. then taped the Awards Ceremony itself, and added that footage to his final program. The program is playing on channel 15 and available on-demand on the northmetro.tv website, on the Blaine website, and on our YouTube channel.



Fetes Des Lacs Parade

NMTV staff followed the 2015 parade plan to the letter for the Centerville Fetes Des Lacs celebration. Staff both videotaped the parade and marched in it. A photographer snapped shots of those watching the parade for our Facebook page, T.J. flew the drone over the parade route, and public access volunteers promoted their shows and gently handed out candy. Three down...one to go on our 2015 parade tour!

PR bits and pieces

- Shot and created a rough cut for the new web series featuring Christopher Knutson as Hirsch.
- Conducted interviews and shot b-roll for Make series.
- Worked as a liaison for the USA Cup Tournament.
- Secured sponsors and created a sponsorship spot for USA Cup.
- Created a new promo for XPress Foods sponsor.
- Finished an episode of Taking Care of Business.

Production equipment consulting for cities and schools

Circle Pines

- Scrambled SCALA signal. Replaced scan converter with a loaner from the shop.

Blaine

- SCALA down. Went to City Hall. Rebooted systems. Continued to go to black. Referred to Rose.

Computer/Networking consulting for cities and schools

Blaine

- Working on SCALA system. Determined a Comcast problem. Contacted Comcast and the problem was fixed.

Lino Lakes

- Rebuilding SCALA system

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	142	187:15:00
Centerville	15	28:34:55
Circle Pines	111	117:53:08
Ham Lake	53	22:24:05
Lexington	87	70:22:57
Lino Lakes	18	20:19:14
Spring Lake Park	70	88:41:18
Totals:	496 Program Playbacks	535:30:37 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
Chit Chat	Sharon Carlson	00:25:10
Off Constantly (2 episodes)	McLean Dolphy	01:14:07
It's Only Food (5 episodes)	John Politte	00:35:09
Centennial Fire District 30th Anniversary Open House	Eric Houston/Public Access Video Club	00:01:50
His Legacy TV	Nonie Tanner	00:30:57
Marriage Partners (2 episodes)	Kevin Eggerth	00:45:15
Cornerstone Church	Rick Bostrom	00:27:57
Lovepower (4 episodes)	Ann Sandell	04:00:00
The Power of Love (4 episodes)	Rick Larson	02:00:00
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	01:32:00
Peace Lutheran Church (4 episodes)	Walter Voss	03:43:18
Kingswood Church	Cindy Hardy	00:43:00
Sunday Senior Moments (3 episodes)	David Turnidge	02:35:04
31 New Programs		18:33:47 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (7/16/15)	T.J. Tronson	00:42:47
Anoka County Board Meeting (7/28/15)	T.J. Tronson	00:46:25
North Metro Cable Commission Meeting	T.J. Tronson	00:09:40
2015 Blaine Safety Camp	T.J. Tronson	00:17:20
Fetes Des Lacs Drone Flight	T.J. Tronson	00:02:58
North Metro TV News (4 episodes)	Danika Peterson/Ben Hayle	01:32:18
On Tap	Ben Hayle/Danika Peterson	00:29:05
Taking Care of Business	Damian Kussian	00:03:06
J & R Express Food Sponsor Sport	Damian Kussian	00:00:36
USA Cup Weekend: Valley United/Fusion Surge	Kenton Kipp/Matt Waldron	01:19:01
USA Cup Weekend: South Dakota/Dakota MN	Kenton Kipp/Matt Waldron	01:17:16
USA Cup Weekend: Iowa/Thunder Bay	Kenton Kipp/Matt Waldron	01:09:13
USA Cup Weekend: WI/Sweden	Kenton Kipp/Matt Waldron	01:18:58
USA Cup Weekend: WI/St. Michael Albn	Kenton Kipp/Matt Waldron	01:06:09
USA Cup Weekend: Edina/Saskatchewan	Kenton Kipp/Matt Waldron	01:15:42
USA Cup Weekend: MN Thunder Acad/IL	Kenton Kipp/Matt Waldron	01:16:02
USA Cup Weekend: Mpls/Japan	Kenton Kipp/Matt Waldron	01:18:35
USA Cup Weekend: Japan/Fire SC MN	Kenton Kipp/Matt Waldron	01:45:08
USA Cup Weekend: Sweden/WI	Kenton Kipp/Matt Waldron	01:30:51
USA Cup Weekend: IL/Brazil	Kenton Kipp/Matt Waldron	01:35:15
USA Cup Weekend: Thunder Bay/WI	Kenton Kipp/Matt Waldron	01:24:30
USA Cup Weekend: IL/Dakota MN	Kenton Kipp/Matt Waldron	01:23:13
USA Cup Opening Ceremonies	Kenton Kipp/Matt Waldron	01:09:32
USA Cup: Eagan/Columbia	Kenton Kipp/Matt Waldron	01:46:08
USA Cup: MN/Saskatchewan	Kenton Kipp/Matt Waldron	01:49:01
USA Cup: Blaine/Neenah WI	Kenton Kipp/Matt Waldron	01:50:04
USA Cup: MN Thunder/Wyoming	Kenton Kipp/Matt Waldron	01:14:32
USA Cup: East Ridge MN/Wyoming	Kenton Kipp/Matt Waldron	01:38:01
USA Cup: Tonka MN/ Alberta	Kenton Kipp/Matt Waldron	01:17:27
USA Cup: River Falls/Ontario	Kenton Kipp/Matt Waldron	01:54:19
USA Cup: Euro MN/ St. Paul MN	Kenton Kipp/Matt Waldron	01:37:54
USA Cup: Maplebrook MN/Costa Rica	Kenton Kipp/Matt Waldron	01:47:52
USA Cup: IL/St. Michael Albertville	Kenton Kipp/Matt Waldron	01:42:50
USA Cup: Euro FC MN/Tonka MN	Kenton Kipp/Matt Waldron	01:47:38
USA Cup: WI/Fusion MN	Kenton Kipp/Matt Waldron	01:34:04
USA Cup: Alberta/Centennial MN	Kenton Kipp/Matt Waldron	01:43:49
USA Cup: Blaine/TRSA MN	Kenton Kipp/Matt Waldron	01:48:25
USA Cup: Woodbury/Fire SC MN	Kenton Kipp/Matt Waldron	01:39:35
USA Cup: North Metro MN/Ontario	Kenton Kipp/Matt Waldron	01:30:35
USA Cup: St. Croix WI/Wheeling	Kenton Kipp/Matt Waldron	01:27:54
Sports Den: Top 50 Plays of the Year	Kenton Kipp	00:28:36
Centerville Fetes Des Lacs Parade	Kenton Kipp/Matt Waldron	00:37:14
45 New Programs		52:09:38 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (7/9/15)	Blaine Staff	01:58:22
Blaine Planning Commission Meeting (7/14/15)	Blaine Staff	00:21:13
Blaine Park Board Meeting (7/28/15)	Blaine Staff	01:30:04
Centerville City Council Meeting (7/8/15)	Centerville Staff	01:59:18
Centerville City Council Meeting (7/22/15)	Centerville Staff	02:03:45
Circle Pines City Council Meeting (7/14/15)	Circle Pines Staff	00:48:55
Circle Pines Utility Commission Meeting (7/15/15)	Circle Pines Staff	00:04:55
Circle Pines City Council Meeting (7/28/15)	Circle Pines Staff	01:13:38
Ham Lake City Council Meeting (7/6/15)	Ham Lake Staff	00:10:49
Ham Lake Planning Commission Meeting (7/13/15)	Ham Lake Staff	00:10:27
Ham Lake Park & Tree Meeting (7/15/15)	Ham Lake Staff	00:32:55
Ham Lake City Council Meeting (7/20/15)	Ham Lake Staff	01:06:00
Lexington City Council Meeting (7/1/15)	Lexington Staff	00:37:25
Lexington City Council Meeting (7/16/15)	Lexington Staff	00:59:17
Lino Lakes City Council Meeting (7/13/15)	Lino Lakes Staff	00:50:57
Lino Lakes City Council Meeting (7/27/15)	Lino Lakes Staff	01:28:43
Spring Lake Park City Council Meeting (7/6/15)	Spring Lake Park Staff	01:05:11
Spring Lake Park City Council Meeting (7/20/15)	Spring Lake Park Staff	01:29:39
18 New Programs		19:41:33 New Hours

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or harnson@northmetrotv.com.

Pipeline AWARENESS™

**SAFETY
INFORMATION
FOR PUBLIC
OFFICIALS**

Volume 10, Issue 1 - Summer, 2015



Pipeline Association
for Public Awareness

PIPELINES NEAR SCHOOLS: WORKING TOGETHER TO ENSURE SAFETY

School officials work hard every day to keep students safe. Emergency plans are in place to address: fires, tornados, earthquakes, floods, bomb threats, terrorist attacks, and more. Schools that are located near underground pipelines transporting natural gas or petroleum products should address pipelines in their emergency plans as well.

There are several ways to determine if a pipeline is near a school:

- **Look for pipeline marker signs** (see p. 3 for additional information about pipeline markers)
- **Access the National Pipeline Mapping System** at www.npms.phmsa.dot.gov. This web site shows the general location of all hazardous liquid and natural gas transmission pipelines in the U.S. (please note that this application does not include distribution or gathering pipelines)
- **Call your local utility company** and ask them if they are aware of other pipelines located near your school
- **Call your local fire department** and ask them if they are aware of pipeline companies operating buried pipelines in the area
- **Access www.pipelinesnearby.org** from your computer or mobile phone (please note this application does not include the location of all pipelines)
- **Call 811** and request information about pipelines in the area

If there are underground pipelines within one-quarter mile of a school, officials should contact the pipeline operator for additional information about the potential hazards associated with those pipelines. Pipeline operators will work closely with school personnel, emergency responders, and public officials to make sure everyone knows what to do in the event of a pipeline emergency.

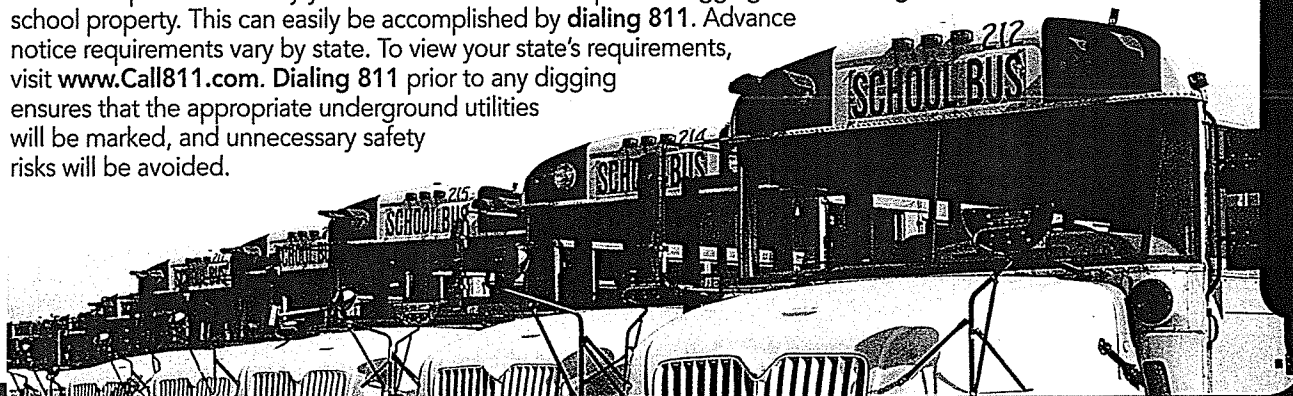
Please refer to the center section of this newsletter for more detailed information about the signs of a leak, hazards of a release and recommended actions to take in the event of an emergency.

Additional resources are also available from the School Pipeline Safety Partnership website at www.schoolpipelinesafety.org.

It is also important to notify your state's one call center prior to digging or excavating on school property. This can easily be accomplished by **dialing 811**. Advance notice requirements vary by state. To view your state's requirements, visit www.Call811.com. Dialing 811 prior to any digging ensures that the appropriate underground utilities will be marked, and unnecessary safety risks will be avoided.

What School Officials Should Know:

- The general location of all nearby pipelines
- The types of products transported in the pipelines
- The signs or indications of a pipeline leak
- The physical hazards associated with a pipeline release
- The appropriate steps to take in the event of an emergency
- Emergency and non-emergency contact information for the pipeline company



Please share this newsletter – an electronic version is available at: <http://www.pipelineawareness.org/welcome-government-and-emergency-officials/>



HOW PIPELINES

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“The invisible highway” is a phrase that commonly refers to America’s network of more than 2.6 million miles of pipelines. In addition to being the safest and most efficient way of transporting energy resources, the use of pipeline infrastructure results in less pollution, road congestion, and damage to roads.

For example, a pipeline transporting 300,000 barrels per day of liquid material would require 1,500 tanker truckloads every day — a load delivered every minute, around the clock. In the case of natural gas, there is no practical alternative to transporting it through pipelines.

A pipeline system is a network of buried pipelines and aboveground facilities — including storage tanks, pumps, and compressor stations — that carry natural gas, crude oil, and other petroleum products (such as gasoline, diesel, jet fuel, and home heating oil) from areas of production or processing facilities to end consumers.

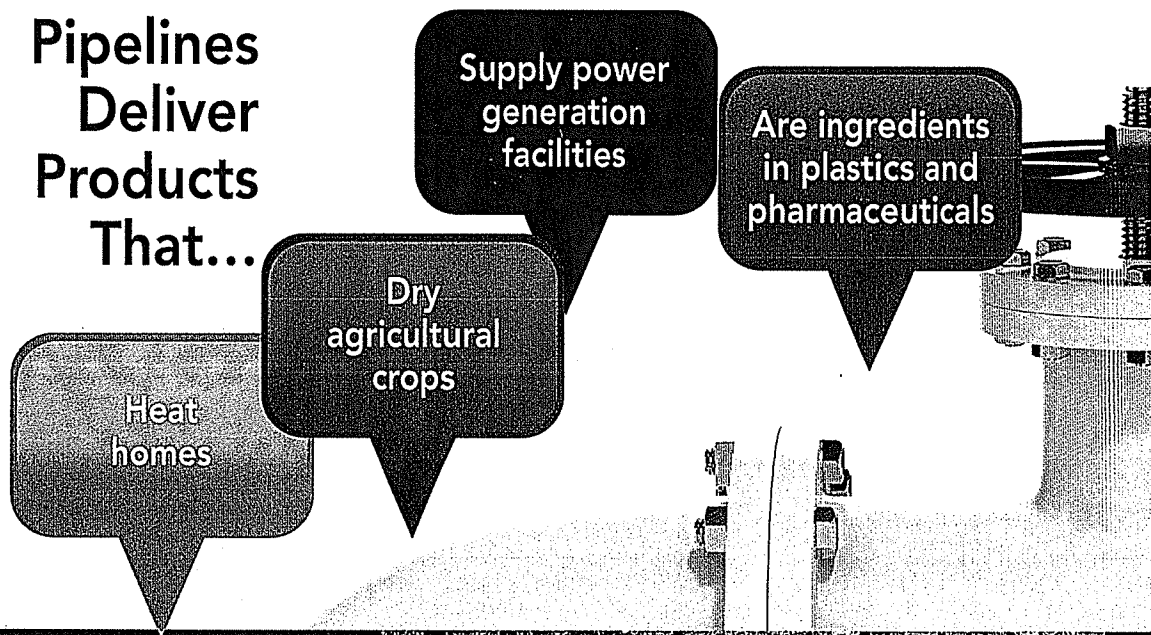
The size of the pipelines themselves varies ranging from as small as one inch in diameter to as large as 48 inches in diameter.


Types of Pipelines

- **Distribution pipelines** deliver natural gas to manufacturing, commercial, and residential customers to produce electricity, provide heat, cook food, and help maintain comfort in our lives.
- **Gathering pipelines** collect oil and natural gas from production areas. These pipelines are generally located in rural areas.
- **Transmission pipelines** carry larger quantities of energy resources, such as oil and natural gas, longer distances, as these resources are not always produced near where they are refined or consumed.

The general location of all transmission pipelines can be viewed in the National Pipeline Mapping System at www.npms.phmsa.dot.gov.

Pipelines Deliver Products That...



 Pipeline Association
for Public Awareness
6361 TABLE MOUNTAIN PKWY
GOLDEN, CO 80403

SERVE OUR COMMUNITIES

Pipeline Markers

Pipelines are buried in an area called a "right-of-way." Pipeline markers are used to designate the general route of a pipeline. Markers are found where a pipeline crosses a street, railroad, or waterway, as well as areas where a pipeline emerges from the ground.

"Warning," "Danger,"
or "Caution"

The material being
transported

An emergency
phone number for the
company who operates
the pipeline

The name of the
pipeline company

BE AWARE: Pipeline markers do not designate the exact location, depth, or number of pipelines in an area, nor do they designate a straight line between adjacent markers.



Support military
exercises and
initiatives

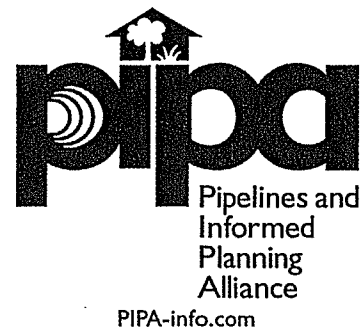
Fuel planes,
cars, and truck
transportation



Know what's below.
Call before you dig.

Place a call to 811 before you dig, drill, blast, or move any dirt or concrete. Failure to comply with these requirements can result in monetary fines being levied on the excavator.

Risk-Informed Land Use Planning For Pipeline Safety In Communities



The Pipelines and Informed Planning Alliance (PIPA) initiative started in the spring of 2008, focusing on issues related to the potential impact of land use, and development around transmission pipelines. At the time of PIPA's inception, stakeholders from all levels of government joined with representatives of pipeline and building industries to discuss how the protection of pipeline should be addressed when considering or planning for development near a pipeline right-of-way. The result was recommended practices for safeguarding communities, while at the same time, protecting pipeline integrity.

PIPA's recommendations, while not formally mandated, attempt to both examine and mitigate potential risks to transmission pipelines in densely populated areas, including urban city centers.

Key roles are outlined for local government, property developers/owners, transmission pipeline operators, and state real estate commissions to enhance pipeline safety, and ensure the protection of people, the environment, and pipeline infrastructure.

Additional information on PIPA can be found at www.PIPA-info.com. This includes resources on how to locate transmission pipelines, understand pipeline risks, and manage development near transmission pipelines.

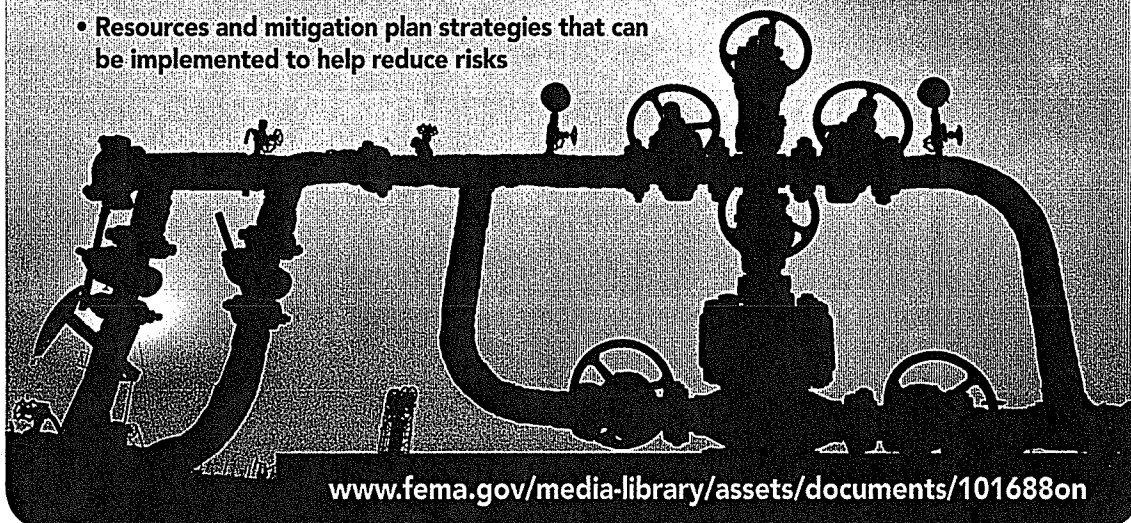
PHMSA ALSO MAKES TECHNICAL ASSISTANCE GRANTS (TAG) AVAILABLE ANNUALLY FOR COMMUNITIES OR IMPACTED STAKEHOLDERS SEEKING ENGINEERING, OR OTHER ANALYSES OF ISSUES RELATING TO PIPELINE INFRASTRUCTURE. GOVERNMENTAL ENTITIES OR NON-PROFIT GROUPS MAY QUALIFY FOR A GRANT OF UP TO \$100,000 PER YEAR. FOR MORE INFORMATION, OR TO APPLY FOR A GRANT, PLEASE VISIT GRANTS.GOV OR CONTACT KAREN LYNCH AT KAREN.LYNCH@DOT.GOV.

Hazard Mitigation Planning Practices

The *Hazard Mitigation Planning: Practices for Land Use Planning and Development near Pipelines* is a recently issued guidance document that outlines best practices for communities to help reduce risks from pipeline incidents, including those caused by natural hazards.

Prepared by PIPA's communication team – and sponsored by the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA), and the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) – the document provides emergency managers, planners, and others involved with developing hazard mitigation plans with a knowledge and understanding of:

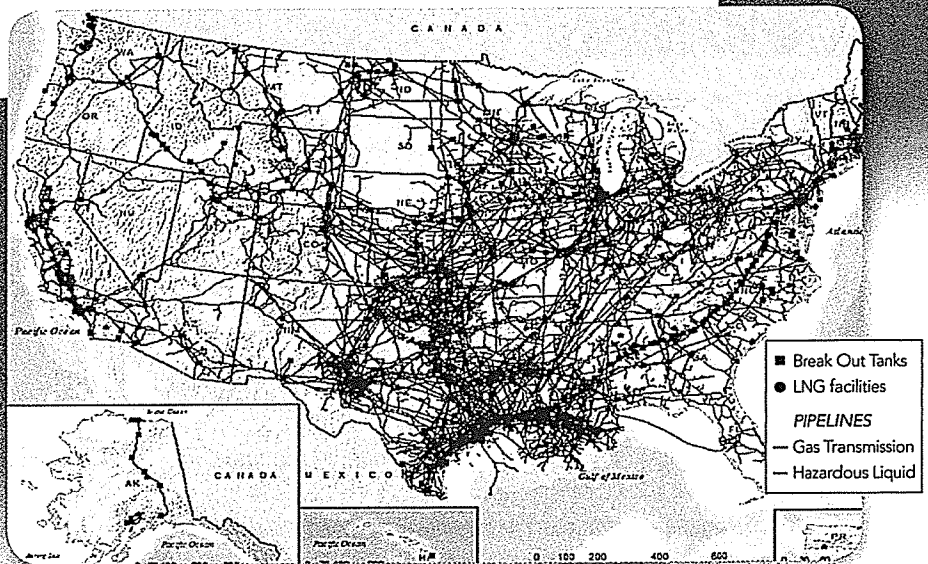
- How pipelines operate
- Common products that may be transported through transmission and distribution pipeline systems
- The potential impacts (risks) of pipeline incidents
- Resources and mitigation plan strategies that can be implemented to help reduce risks



www.fema.gov/media-library/assets/documents/101688on

A Sampling of Important Take-Aways:

Image courtesy of the National Pipeline Mapping System (NPMS):
www.npms.phmsa.dot.gov/



- ▼ **The general public, including private landowners whose land is near transmission pipelines, should be aware of the purpose of pipelines and the potential hazards posed by them.** Some building codes, zoning regulations, subdivision review or permitting processes may not account for the presence of a pipeline. Planners involved in hazard mitigation should be aware of which pipeline systems are in the vicinity of their communities in order to understand potential threats, and should also inquire whether ancillary pump stations, tank facilities, and compressor or regulator/metering stations are in the area.

- ▼ **When new development or land use is being proposed near an existing pipeline, it is important that the land use/development proposal be designed for safe integration with the pipeline.** Visit PIPA's website for additional tools and resources.

- ▼ **Developing a mitigation plan is recommended for communities to determine their priorities based on risk.** The first steps in this process include establishing goals and identifying possible mitigation actions to determine which actions are feasible based on local organization capacity.

- ▼ **Some local governments use building setbacks to provide separation between communities and potential threats.** However, fixed-distance setbacks from pipelines typically do not consider specific pipeline attributes, such as the physical environment in which a specific pipeline operates, or the potential risks from a specific pipeline failure.

Encouraging damage prevention practices, developing and coordinating emergency response planning and preparedness, requiring risk-informed planning, and implementing design and construction of development near transmission pipelines, are all activities local governments can consider to incorporate PIPA's recommended practices.



Know what's below.
Call **811** before you dig.

KNOW THE POSSIBLE HAZARDS

SAFETY INFORMATION FOR PUBLIC OFFICIALS

CAUTION CAUTION CAUTION CAUTION

Products and Facilities

Natural Gas Natural gas is the predominant product found in gas distribution pipelines, and with few exceptions, is transported via pipelines in its gaseous form. Like crude oil, it is a naturally occurring resource formed millions of years ago as a result of heat and pressure acting on decayed organic material. It is extracted from wells and transported through gathering pipelines to processing facilities. From these facilities it is transported through transmission pipelines to distribution centers or distribution pipeline systems. The main ingredient in natural gas is methane (94 percent). Natural gas is odorless, colorless, tasteless, and nontoxic in its natural state. When transported via transmission pipelines, natural gas typically does not have odorant added. An odorant (called mercaptan) is normally added when it is delivered to a distribution system. At ambient temperatures, natural gas remains lighter than air. However, it can be compressed (CNG) under high pressure to make it convenient for use in other applications or liquefied (LNG) under extremely cold temperatures (-260° F) to facilitate transportation.

Petroleum Gas Petroleum gas is a mixture of gaseous hydrocarbons, primarily propane, butane, and ethane, which are easily liquefied under pressure and are used for residential or commercial heating and other industrial applications. Propane and butane are often stored and transported under pressure as liquid (LPG) in portable containers for use as fuel for heating and cooking applications. LPG is usually transported through hazardous liquid transmission pipelines (also identified as Highly Volatile Liquids or HVLs); however, vaporized propane and butane may also be found in small distribution systems. LPG is a tasteless, colorless, and odorless gas. When transported via transmission pipelines it typically will not have odorant added. Odorant is added when LPG is offloaded to a distribution pipeline system or transport tanks to facilitate leak detection.

Petroleum Liquids Petroleum liquids is a broad term covering many products, including crude oil, gasoline, diesel fuel, aviation gasoline, jet fuel, fuel oil, kerosene, natural gas liquids, naphtha, xylene, and other refined products. Crude oil is unrefined petroleum that is extracted from beneath the earth's surface through wells. As it comes from the well, crude oil contains a mixture of oil, gas, water, and other impurities, such as metallic compounds and sulfur. Refinement of crude oil produces petroleum products that we use every day, such as motor oils and gasoline. Crude oil is normally transported from wells to refineries through gathering pipelines. Refined petroleum products are normally transported in transmission pipelines to rail or truck terminals for distribution to consumers. Odorant is not added to these products because they have a natural odor.

Anhydrous Ammonia Anhydrous ammonia is the liquefied form of pure ammonia gas. It is a colorless gas or liquid with an extremely pungent odor. It is normally transported through transmission pipelines located in the Midwest and is used primarily as an agricultural fertilizer or industrial refrigerant.

Carbon Dioxide Carbon dioxide is a heavy gas that is normally transported in transmission pipelines as a compressed fluid. It is a naturally occurring colorless, odorless, and tasteless gas used in the petroleum industry. Under normal conditions carbon dioxide is stable, inert, and nontoxic.

Ethanol Ethanol, also called ethyl alcohol, is a colorless liquid that is widely used as an additive to automotive gasoline. It may be transported in buried transmission pipelines.

Hydrogen Gas Hydrogen is commonly produced from the steam reforming of natural gas. It is frequently used near its production site, with the two main uses being petrochemical processing and ammonia production. It is a flammable gas that is colorless, odorless, and lighter than air. It is nontoxic, but can act as a simple asphyxiant.

"Sour" Crude Oil and "Sour" Gas Products containing little or no sulfur are often referred to as "sweet," whereas, products containing high concentrations of sulfur and hydrogen sulfide are commonly referred to as "sour." Hydrogen sulfide (H₂S) is a toxic, corrosive contaminant found in natural gas and crude oil. Hydrogen sulfide has an odor like the smell of rotten eggs or a burnt match. Exposure to relatively low levels of hydrogen sulfide (500 ppm) can be fatal.

LEAK, HAZARD, & EMERGENCY RESPONSE INFORMATION

INDICATIONS OF A LEAK

	Natural Gas	Petroleum Gas	Petroleum Liquids	Anhydrous Ammonia	Carbon Dioxide	Ethanol	Hydrogen Gas	Sour Gas (H ₂ S)	Sour Crude Oil (H ₂ S)	Liquids & Odorized Natural Gas
An odor like rotten eggs or a burnt match	1	1						●	●	●
A loud roaring sound like a jet engine	●							●		●
A white vapor cloud that may look like smoke		●		●						
A hissing or whistling noise	●	●		●	●		●	●		●
The pooling of liquid on the ground			●			●			●	●
An odor like petroleum liquids or gasoline		●	●			●			●	●
Fire coming out of or on top of the ground	●	●					●	●		●
Dirt blowing from a hole in the ground	●	●		●	●		●	●		●
A sheen on the surface of water		●	●						●	●
An area of frozen ground in the summer	●	●			●	●	●	●		●
An unusual area of melted snow in the winter	●	●			●		●	●		●
An area of dead vegetation	●	●	●				●	●	●	●
Bubbling in pools of water	●	●			●		●	●		●
An irritating and pungent odor				●				●	●	

HAZARDS OF A RELEASE

Highly flammable and easily ignited by heat or sparks	●	●	●			●	●	●	●	●
Will displace oxygen and can cause asphyxiation	●	●		●	●		●	●		●
Vapors are heavier than air and will collect in low areas		●	●	●	●	●		●	●	●
Contact with skin may cause burns, injury, or frostbite		●	●	●	●	●	●			●
Initial odor may be irritating and deaden the sense of smell								●	●	
Toxic and may be fatal if inhaled or absorbed through skin				●				●	●	
Vapors are extremely irritating and corrosive				●				●	●	
Fire may produce irritating and/or toxic gases	●	●	●	●		●	●	●	●	●
Runoff may cause pollution			●	●		●			●	●
Vapors may form an explosive mixture with air	●	●	●			●	●	●	●	●
Vapors may cause dizziness or asphyxiation without warning	1	1			●		●	●	●	●
Is lighter than air and can migrate into enclosed spaces	●						●			●

EMERGENCY RESPONSE

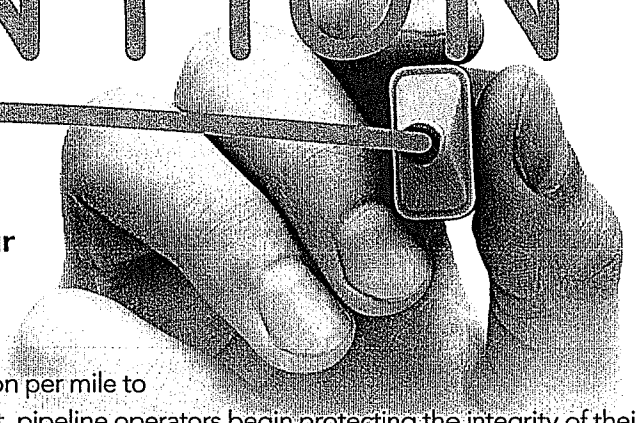
Avoid any action that may create a spark	●	●	●	●			●	●	●	●
Do NOT start vehicles, switch lights, or hang up phones	●	●	●	●			●	●	●	●
Evacuate the area on foot in an upwind and uphill direction	●	●	●	●	●	●	●	●	●	●
Alert others to evacuate the area and keep people away	●	●	●	●	●	●	●	●	●	●
From a safe location, call 911 to report the emergency	●	●	●	●	●	●	●	●	●	●
Call the pipeline operator and report the event	●	●	●	●	●	●	●	●	●	●
Wait for emergency responders to arrive	●	●	●	●	●	●	●	●	●	●
Do NOT attempt to close any pipeline valves	●	●	●	●	●	●	●	●	●	●
Take shelter inside a building and close all windows				●	●			●	●	

Note (1) these products are naturally odorless and only certain pipeline systems may be odorized.

AN OUNCE OF.... PREVENTION

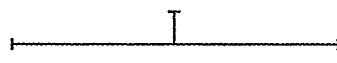
Benjamin Franklin coined the expression "an ounce of prevention is worth a pound of cure." Just as we maintain our homes, vehicles, and other important assets to protect our investments, the same holds true for pipeline operators.

According to *The Oil and Gas Journal*, in 2012, it cost, on average, \$3.1 million per mile to construct an onshore pipeline in the United States. To protect this investment, pipeline operators begin protecting the integrity of their pipelines from the time they are designed, throughout the building process, and continue with comprehensive integrity management programs as they become operational. The operator's commitment to safety serves to protect the pipeline, but more importantly the safety of those who live and work nearby, as well as the environment.



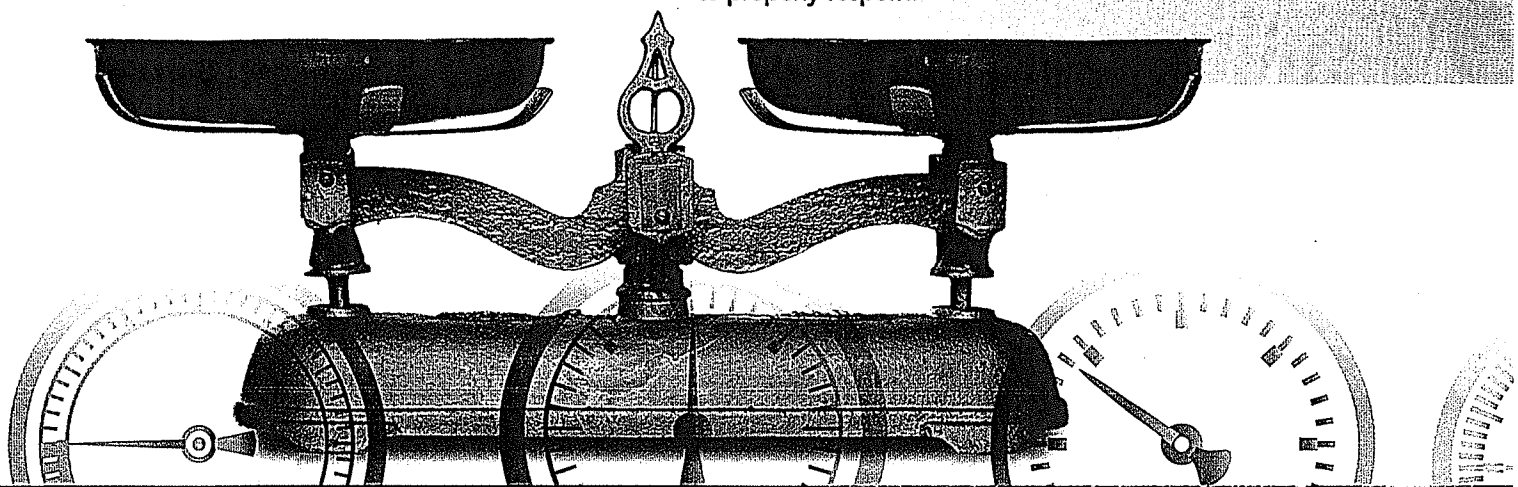
ACTIONS MOST PIPELINE OPERATORS TAKE:

ADVANCE PLANNING



ONGOING EFFORTS

- ◆ Evaluating the potential risks posed to the pipeline under different operating conditions
- ◆ Designing the strength and thickness of pipelines to adhere to or exceed standards
- ◆ Burying pipelines at minimum depths depending on the type and location of the pipeline
- ◆ Coating the pipeline in order to prevent corrosion and damage
- ◆ Installing cathodic protection (a low voltage current that runs over the pipeline) to safeguard the steel from external corrosion
- ◆ Examining X-rays depicting the welds of pipe connections for any signs of possible defects or cracks
- ◆ Conducting pressure tests to confirm the integrity of the pipe before the pipeline becomes fully operational
- ◆ Placing pipeline markers at regular intervals aboveground to help visually indicate the presence of the pipeline
- ◆ Monitoring pressure and flow inside the pipeline
- ◆ Adding an odorant with a distinctive smell (normally like rotten eggs or a burnt match) to consumer-ready gas distribution systems so people are able to recognize a leak
- ◆ Injecting corrosion inhibitors to prevent corrosion from occurring inside the pipeline
- ◆ Participating in local one call notification systems and promoting 811 and "Call Before You Dig" messaging to ensure safe digging
- ◆ Ensuring that all pipelines are properly marked prior to excavation activities
- ◆ Inspecting the interior of the pipeline using current technology at regular intervals
- ◆ Maintaining a clear right-of-way around the pipeline to accommodate periodic inspections (either by foot or by airplane) for any signs of a leak, obstruction, or encroachment (trespassing without permission)
- ◆ Providing training to pipeline employees to meet qualification standards
- ◆ Training emergency responders to recognize a potential release and how to properly respond



811 – A Simple Call or Click Keeps Communities Safe

Did you know that the Pipeline and Hazardous Materials Safety Administration (PHMSA), a division of the U.S. Department of Transportation, identifies public officials as key stakeholders? This means that if there are pipelines operating in your region, the operator will share with you critical information on pipeline safety. Public officials play an essential role in ensuring the safety of their communities.

A common cause of pipeline incidents is damage that occurs during construction and excavation activity. In most cases, these damages could have been prevented if contractors, construction companies, and homeowners were aware of the location of underground utilities prior to digging. Even the simplest task of installing a mailbox, privacy fence, flagpole, or storage building can pose a hazard. Calling 811, the national "Call Before You Dig" phone number, or submitting an online request to have utilities marked before digging can save lives.

Many local governments own and operate underground public facilities, yet their facilities may not be registered with the state one call system. Frequently, laws exempt publicly owned utilities from the requirement to register their locations with the state one call center. When municipalities fail to register their facilities, there is no way for others to know whether there are underground pipelines, cables, or wires buried in areas where excavation may take place. In addition, these governmental agencies will not receive notices of excavation around their facilities. This presents an unnecessary risk to those working and living near these facilities.

As a Public Official You Can Help Ensure Safety By:

- ◆ Encouraging all local public utilities to register with your state's one call center
- ◆ Actively promoting safe excavation practices, including the importance of calling 811 (your state's one call center) or submitting an online request to have utilities marked before starting excavation within your community
- ◆ During the designing or permitting/planning processes, require that the local one call center be contacted so the location of all underground pipelines can be considered

Visit www.call811.com to learn more.

Know what's below.
Call  before you dig.



PIPELINE SAFETY

& Right-of-Way Protection

A right-of-way is secured from a landowner, utility, or other government entity through an "easement agreement," which provides the right to cross or otherwise use someone else's land for a specified purpose. This agreement governs the activities permitted by both the landowner and the pipeline operator.

When discussing pipeline safety you will often hear the term "right-of-way" (ROW) used when talking about easements. Not all right-of-ways are the same size. Some are "defined" with specific sizes and boundaries, while others are "undefined." There are many factors that determine the width of a ROW, including the number of pipelines located within the ROW, the size of the pipeline, and the wishes of the landowner, the pipeline operator, or influences from state statutes and decisions made by regulatory agencies.

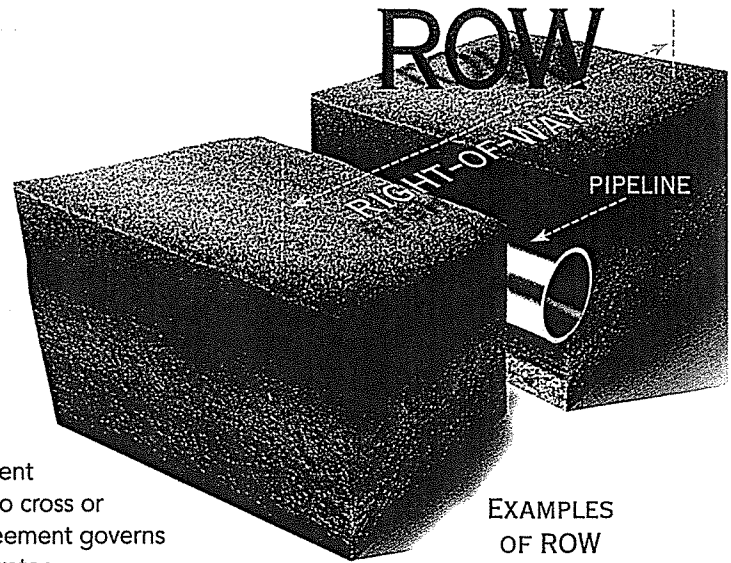
While exact terms vary, it is typical for an easement agreement to contain certain restrictions for the use of the ROW. "Encroachment" is a term that refers to the unauthorized use of a ROW in violation of the terms by which the right-of-way was established.

Public safety is of the utmost importance to pipeline companies. As part of ongoing maintenance programs, it is occasionally necessary for a pipeline company to trim or remove trees, shrubs, and other structures located on both private and public property within the pipeline ROW. Pipeline companies do this to visually monitor and maintain access to the pipeline. This ensures the integrity of both the pipeline and the environment.

Managing and Protecting the Right-of-Way is Key:

- ◆ It provides easy access to the facility if an emergency situation occurs
- ◆ It keeps the area clear for routine pipeline monitoring and maintenance

As a public official, you may be involved with general planning, zoning, and land-use decisions that impact pipeline ROWs. Educated decisions and proper planning ensure the safe, efficient, and reliable delivery of energy resources and other utility services to your residents, businesses, and communities.



EXAMPLES OF ROW

ENCROACHMENT INCLUDE:

- Constructing or adding to a home or business located near a ROW
- Building a fence or permanent or temporary structures, such as sheds or barns
- Pouring a driveway
- Adding a swimming pool or sprinkler system
- Storage of vehicles or flammable materials or equipment
- Landscaping activities – adding trees/shrubs, planting a garden, removing tree stumps

These activities may affect the integrity of the pipeline and the safety of the surrounding community.

5

Follow recommended PIPA guidelines and consider the location of existing pipelines during permitting and planning processes for new development

6

Get to know the pipeline operators in your area – understand the scope of their operations; where their pipes are located; any additional facilities they have in the area; what materials they carry; and their capability to respond to emergencies

7

Confirm that pipeline emergencies and security efforts are addressed in your emergency response plans – consider coordinating with local operators to train on pipeline-specific emergencies

8

Make sure local 911 and emergency dispatchers know how to coordinate emergency response situations involving pipelines

9

Include pipelines in local Community Emergency Response Team (CERT) training

10

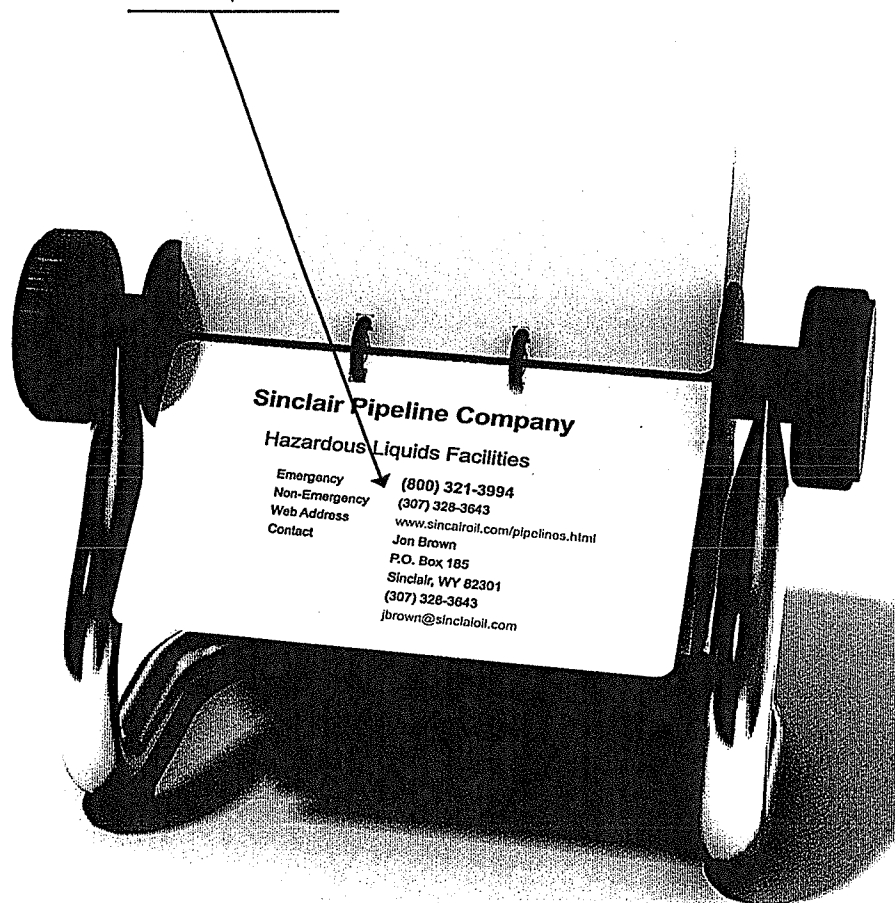
Provide information on pipeline safety and security to the general public (for example pipeline leak recognition and response) in community newsletters, websites, etc.

Additional Information:

Company Contacts in Your Area

If you received this newsletter with a cover letter, the member companies in your area are listed on the back of the letter. A non-emergency phone number is included for each company.

A listing of member company contacts for your area is available on the PAPA website by clicking on "Pipeline Member Directory" at the bottom of the home page. Select your state/county and then click on the member name for the detailed contact information (see example below).



Pipeline Integrity Management Plans

Pipeline members will provide additional information about their integrity management program upon request. This information may be posted on their website or it may be obtained through the company contact person listed in the Pipeline Member Directory.

Copies of Materials Provided to the General Public or Emergency Response Officials

Pipeline members will send you copies of the materials they provided to the affected public or emergency officials in your area. Just email your request to the company contact person listed in the Pipeline Member Directory.

Pipeline

AWARENESS™

RESOURCES:

www.pipelineawareness.org

www.phmsa.dot.gov

www.call811.com

www.npms.phmsa.dot.gov

www.commongroundalliance.com

www.pipeline101.com

www.nena.org

www.fracfocus.org

<http://primis/phmsa.dot.gov/comm/pipa/landuseplanning.htm>

If you have questions about the Pipeline Association for Public Awareness, our programs or need more information from any of our members, please email:

jeff.farrells@pipelineawareness.info



Pipeline Association
for Public Awareness

16361 TABLE MOUNTAIN PKWY
GOLDEN, CO 80403

www.pipelineawareness.org

Please share this newsletter – an electronic version is available at:
www.pipelineawareness.org/welcome-government-and-emergency-officials



Stepping Stone Emergency Housing
3300 4th Avenue North
Cronin Building #14
Anoka, MN 55303
763-323-7006 ~ www.steppingstoneeh.org

Tuesday, August 11, 2015

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

Subject: Partnership with Stepping Stone to assist the homeless.

Stepping Stone Emergency Housing is the only licensed homeless shelter in Anoka County, serving youth and adults 18 and older. For 2015, we estimate to serve over 600 men and women, which is a 30% increase from 2014. Of these 600 guests, 65% will be coming from Spring Lake Park and the surrounding communities of Blaine, Coon Rapids, and Fridley.

For our guests, Stepping Stone is a temporary home where we not only provide for their basic needs, but also work collaboratively to get at the root cause of their homelessness. Once this has been determined, we walk along side of our guests, providing them with one-of-kind resources, programs and services with the goal of laying the foundation for self-sufficiency. As one policy maker from MN Department of Housing said, "There is nothing like [Stepping Stone] in the state, and I'd be hard-pressed to find anything like [Stepping Stone] in the country."

I am making a formal request to be on the city's next meeting agenda. During my allotted time I look forward to presenting Stepping Stone's mission and benefit to your community, as well as request support from the City of Spring Lake Park to support our mission and benefits. The funds given would be put towards our general operating expenses for the shelter, which ultimately would be used to support our guests so that they will never need to experience homelessness again. Again, during my allotted time, I look forward to sharing with you how our resources are respectfully used.

Kindest regards,

A handwritten signature in black ink, appearing to read "Julie Jeppson", with a long, sweeping horizontal line extending to the right.

Julie Jeppson
Development Director
763-277-8301 ~ direct
763-354-4709 ~ cell