

CITY OF SPRING LAKE PARK  
1301 81ST AVENUE N.E.  
AGENDA  
AUGUST 3, 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 – July 20, 2015
  - B. Public Right of Way Application – Centerpoint Energy – 8048 Monroe Street NE
  - C. Public Right of Way Application – Century Link – 896 Highway 10 to Elm Drive NE
  - D. Contractor’s Licenses
  - E. Correspondence
6. DISCUSSION FROM THE FLOOR
7. PUBLIC WORKS REPORT
8. CODE ENFORCEMENT REPORT
9. ORDINANCES AND RESOLUTIONS
  - A. Resolution 15-18 Authorizing An Interfund Loan to the Severance Fund
10. NEW BUSINESS
11. ENGINEER’S REPORT
12. ATTORNEY’S REPORT
13. REPORTS
14. OTHER
  - A. Multi-City Residential Recycling Drop-Off Event Update
  - B. Administrators Report
15. ADJOURN

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

## RULES FOR PUBLIC HEARINGS AND DISCUSSION FROM THE FLOOR

### DISCUSSION FROM THE FLOOR

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

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

### PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

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

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

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

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

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

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on July 20, 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: Police Chief Ebeltoft; Public Works Director Randall; Building Official Brainard; Attorney Carson; Engineer Gravel; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Olivia Koester, ABC Newspaper  
Jason Miller, Smith Schafer & Associates  
Kyle Roach, SunShare Community Solar Gardens  
Peter Allen, Water Resources Engineer, Stantec

### 3. Pledge of Allegiance

4. Additions or Corrections to Agenda - None

### 5. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – July 6, 2015
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 15-11 -- \$787,392.93
  - 2. Liquor Fund Disbursement Claim No. 15-12 -- \$212,562.67
- C. Renewal Application for Optional 2 AM License – Biff's Billards Sports Bar
- D. Contractor's License
- E. Sign Permits
- F. Correspondence

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

6. Discussion From The Floor – None

## 7. Presentations

### A. 2015 MS4 Permit Annual Public Meeting

Peter Allen from Stantec presented the 2015 MS4 Annual review. He addressed the Council and provided a slide presentation that showed what an MS4 Permit consists of, as well as who is involved with the Stormwater Management Regulation in Spring Lake Park. He stated that three groups regulate it: the State of Minnesota, Federal Programs and local watershed management organizations.

Mr. Allen explained the Storm Water Regulatory Documents that impact municipal operations, which include: the NPDES MS4 Permit, Local Surface Water Management Plans and Watershed Management Plans and Rules.

Mr. Allen reviewed the basic components of the MS4 Permit, known as “Best Management Practices”, or BMP’s. He stated that each BMP addresses one or more of the six main elements of the permit referred to as “Minimum Control Measures” which include public education and outreach; public participation and involvement; illicit discharge detection and elimination; construction site storm water runoff control; post construction storm water management and pollution prevention and good housekeeping for municipal operations.

Mr. Allen reported on how Spring Lake Park is currently in compliance with the MS4 Permit. He stated that the City has formed partnerships with the Watershed Districts and other MS4’s, created City Ordinances and LWMP requirements, created Storm Sewer System Maps along with related brochures and articles, performed inspections on illicit discharge, construction and MS4 system, performed street sweeping, staff training and completed the MS4 Annual reports to submit to the MPCA.

Councilmember Nelson inquired if there is any funding available to the smaller cities for unfunded mandates related to stormwater management. Mr. Allen stated that he was not aware of any funding sources however; he will check with the MN Stormwater Coalition to see if the organization has funds available.

### B. 2014 Audit Presentation – Jason Miller, Smith Schafer & Associates

Jason Miller, Smith Schafer & Associates, presented the 2014 Financial Report and reviewed the various financial statements.

Mr. Miller stated that the City’s financial statements present fairly, in all material aspects, the respective financial position of the government activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Spring Lake Park as of December 31, 2014 and the reflective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States.

He stated that there were two material weaknesses identified by the audit: segregation of duties and material audit adjustments. He stated these are common among small cities and are not a major concern.

He expressed appreciation to Accountant Anderson, Recycling Coordinator Brown and Administrator Buchholtz for their assistance with the audit.

## 8. Police Report

Police Chief Ebeltoft reviewed the June 2015 department statistics.

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

Chief Ebeltoft reported in addition to addressing the day to day operations of the Department he attended numerous meetings including: a Department Head meeting; a meeting with Mark Warner from FurnitureWorx regarding research for office staff chairs for the Police Department and City Hall; a meeting with Scott Adkisson of Diversion Solutions, LLC. to finalize set up of the Traffic Education Program; assisted with the City celebration "Tower Days" parade with staffing the parade route and monitoring the festivities associated with it; attending the Council meetings for the month of June; a workshop meeting with the Mayor, City Council and Department Heads regarding the City's "Capital Improvement Plan"; a meeting with the Anoka County Chiefs of Police; a webinar regarding equipment research for the police department sponsored by Taser, Inc.; a phone meeting with Larry Johnson of Emmanuel Christian Center regarding the event "Convoy of Hope" to be held at the Spring Lake Park High School on August 1, 2015; a meeting of the Governance Committee for Public Safety Data System; a meeting with Administrator Buchholtz, Law Enforcement Labor Services Representative Adam Burnside and an employee and performed departmental evaluations of the Spring Lake Park Police Department Sergeants.

Mayor Hansen shared with the Council thank you pictures and notes from the Parks and Recreation Youth program expressing their gratitude towards the Police Department.

## 9. Parks and Recreation Report

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

Ms. Rygwall stated that the Parks and Recreation Commission met and reviewed volunteer opportunities for Tower Day events and softball tournament plans. She stated the wrap up meeting for Tower Days was held and the dates for next year were set. She reported that Tower Days will be June 9-12, 2016 with many of the same events and entertainment returning. She expressed her gratitude to the Public Works staff for all their hard work with the preparation and clean up of the Tower Days celebration.

Ms. Rygwall reported the Parks and Recreation Department has been busy with the summer program at Able Park, softball tournament planning and budget preparation. She stated that there are volunteer opportunities available for the softball tournaments for anyone interested.

## 10. Ordinances and Resolutions

### A. Ordinance 417 – Liquor Ordinance Update

Administrator Buchholtz reported that at the April 13, 2015 workshop, staff reviewed a proposed liquor ordinance with the City Council. He stated that the proposed ordinance, based on a template provided by the League of Minnesota Cities, would repeal and replace the existing liquor ordinance. Administrator Buchholtz

reported that the Council reviewed the draft and authorized staff to send the proposed ordinance to our liquor licenses for review and comment. He reported that the City did not receive any calls or written comments in regards to the ordinance.

Administrator Buchholtz provided a summary of the proposed liquor ordinance explaining to the Council that many of the items in the ordinance were not new but are more understandable and stated more clearly.

Councilmember Nash asked for clarification on Section 111.20 (B), the rules pertaining to minors on the premises of an establishment with a liquor license. He inquired if this section would apply to a minor if the minor was attending a wedding reception where liquor is served. Administrator Buchholtz stated that the ordinance is worded similar to state law, with the exception of the words “on premises that qualify as a restaurant.” He stated that removal of those words should clarify that minors can be on premises to attend a wedding reception. Consensus of the City Council was to remove the words “on premises that qualify as a restaurant” from Section 111.20 (B).

MOTION BY COUNCILMEMBER MASON TO APPROVE ORDINANCE NO. 417 REPEALING AND REPLACING CHAPTER 111 OF THE SPRING LAKE PARK CITY CODE REGULATING THE POSSESSION, SALE AND CONSUMPTION OF INTOXICATING AND 3.2 PERCENT MALT LIQUOR WITH THE CITY OF SPRING LAKE PARK WITH THE AMENDMENT OF SECTION 111.20 (B) . ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

## 11. New Business

### A. Consideration of SunShare Community Solar Proposal

Kyle Roach from SunShare Community Solar Gardens presented to the Council a proposal for the City to consider subscribing to the program that offers solar energy systems that are connected directly to Xcel Energy’s grid. He explained to the Council that residents, businesses, institutions, and governmental customers can opt to purchase electricity from a Community Solar Garden and receive the benefits of clean energy without having to install panels on their roof or property. He stated that Community Solar subscribers receive solar credits, which lower their overall electricity costs.

Mr. Roach reported that SunShare is one the first and largest Community solar companies in the United States. He stated that SunShare’s mission is to make solar energy simple, affordable and accessible to everyone. He stated that in Minnesota, SunShare currently has 89 MW of the Community Garden applications deemed complete by Xcel Energy.

Mr. Roach stated that SunShare will work with the City to create and participate in many community programs to promote solar energy. Mr. Roach explained the proposal as having no upfront cost and minimal risk, while providing long-term savings for 25 years.

Councilmember Nelson inquired if the solar gardens are located in Minnesota. Mr. Roach stated that the gardens can be located in Anoka County or any surrounding county as long as the subscriber is an Xcel Energy customer. He stated that currently there are none in Anoka County.

Councilmember Mason inquired if the panels are in a fenced in area or on the rooftops and if they are durable. Mr. Roach stated that the panels are made from very durable materials that withstands hailstones and weather conditions. He added that they make no noise and the energy that is produced is added to Xcel’s power grid.

Mr. Roach explained that the energy credits earned are based on the amount of energy produced by the gardens and are given back to the City. He stated that residents and the City would not get back less than what was produced.

Councilmember Wending stated that online research limited the amount of clustered solar gardens to 5MW. Mr. Roach stated that information was correct and the 5MW is a total amount of clustered panels. He stated that many developers wanted to place bigger gardens than what the footprint was.

Councilmember Nelson inquired what the benefits to the City would be if the proposal was agreed on at the meeting. Mr. Roach stated that bill credits from the energy created and applied to the Xcel would be seen in the year 2016. He stated that the proposal before the Councilmembers is a non-binding letter of intent to reserve capacity in the solar garden.

Councilmember Nelson inquired to City Attorney Carson if he could foresee complications with the proposal. Attorney Carson stated that the proposal at this time is a non-binding letter of intent and does not see any complications.

Attorney Carson inquired how SunShare makes their profits. Mr. Roach stated that SunShare receives a portion of the rebate from the bill credits offered from Xcel. He stated that Sunshare is able to achieve its profit margin due to rebate amounts and an investor tax credit.

Attorney Carson inquired if at any time the City wanted to opt out of the program are there any penalties and what the timeline is once the contract is received. Mr. Roach stated that for a resident to opt out of the program with no penalties however; there are penalties to the City of opting out of the proposal. He stated that the non-binding letter of intent lasts 60 days but SunShare will work with the City to obtain signatures.

MOTION MADE BY COUNCILMEMBER NASH TO APPROVE NON-BINDING SUNSHARE COMMUNITY SOLAR PROPOSAL. ROLL CALL VOTE. VOTING AYE: COUNCILMEMBERS MASON, NASH, NELSON AND MAYOR HANSEN. VOTING NAY: COUNCILMEMBER WENDLING. MOTION CARRIED.

#### B. Authorization to Begin Testing Process for Police Officer Position

Police Chief Ebeltoft reported that with the pending retirement of Officer Gary King on September 30, 2015, he is requesting to start the testing process on July 22, 2015 by advertising the position of police officer, accepting applications, provide written testing and conduct interviews to determine top candidates for the position.

Chief Ebeltoft stated that it is his intent to create an eligibility list for the future hire of a police officer which will allow the City of Spring Lake Park and the Police Department to be able to proceed with doing background checks on the top candidates, and then make a tentative job offer to the appropriate candidate pending passing psychological, chemical and physical examines.

Chief Ebeltoft stated that he is seeking authorization at this time for this process to minimize the amount of time that the Police Department will be short staffed and to maximize the ability to provide the citizens of our community with the police services that they are accustomed to and expect.

MOTION BY MAYOR HANSEN TO AUTHORIZE THE TESTING PROCESS FOR THE POLICE OFFICER POSITION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Accept Maureen Goertz Resignation and Authorize Recruitment of Position

Administrator Buchholtz reported that Maureen Goertz submitted her letter of resignation of Thursday, July 16, 2015. He stated that Ms. Goertz has served as the City's Payroll/Assessment Clerk for 17 years. He stated that he would like to sincerely thank Ms. Goertz for her service to the citizens of Spring Lake Park.

Administrator Buchholtz stated that staff is in the process of reviewing and updating the job description for the Payroll/Assessment Clerk position to reflect changes in the position over the years. He stated that once that is complete, staff will begin the work of recruiting for the position and recruitment will include advertising for the position, accepting and scoring the applications and conducting interviews to determine a finalist to present to the City Council for approval.

Administrator Buchholtz recommended that the City Council accept Ms. Goertz's letter of resignation with sincere thanks for her years of service to the City and authorize staff to proceed with candidate recruitment for the position.

MOTION MADE BY MAYOR HANSEN TO ACCEPT MAUREEN GOERTZ RESIGNATION AND AUTHORIZE STAFF TO PROCEED WITH CANDIDATE RECRUITMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

12. Engineer's Report

Engineer Gravel provided the Engineer's Project Status Report to the Council. He noted that the public assessment hearing for the 2014-2015 Street Improvement Project on 81<sup>st</sup> Avenue, Arthur Street and the TH65 Service Drive will be held on August 17, 2015.

13. Attorney's Report – None14. OtherA. Multi-City Residential Recycling Drop Off Day

Mayor Hansen informed the residents of Spring Lake Park of a Multi-Residential Recycling Drop Off Event on Saturday, July 25, 2015 located at the Fridley Public Works Garage. She stated that residents will have an opportunity to recycle old fluorescent tubes and bulbs, electronics, appliances, mattresses, scrap metal, old bikes and several other items.

B. Administrator Reports

Administrator Buchholtz reminded the residents that City updates are available on Facebook, Twitter and the City's website.

14. Adjourn

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

The meeting was adjourned at 8:28 P.M.



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Cindy Hansen, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer





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

Mgc# 46780

NAME/COMPANY: CenterPoint Energy Order# 74658598

GOPHER 1-CALL REG. NO.: 0029

ADDRESS: 700 Linden Av We, Box 1165 Mpls, MN 55440 Please waive permit fees per franchise agreement

PHONE: 612-321-5066 FAX: 612-321-5480

E-MAIL ADDRESS: stephen.johnson@centerpointenergy.com

NAME OF REPRESENTATIVE: Steve Johnson

REPRESENTATIVE PHONE NO'S.: 612-321-5066

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:  
INST. NEW GAS SERVICE - 5/8" PLASTIC

ADD: 8048 MONROE ST NE

START DATE: 7-28-15 COMPLETION DATE: 11-30-15

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: AS NEEDED  
OK TR

Authorized Representative Signature

7-21-15  
 Date

### FOR OFFICE USE ONLY

- |  |  |
|--|--|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE:                                      | VERIFICATION DATE: _____   |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION   | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND   |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES<br>(If Corporation; from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY<br>(From M.P.U.C., State, or Federal Agency) |

- PERMIT FEES:  Excavation Hole - \$150.00  Emergency Hole - \$55.00  
 Trench - \$70.00/100'+Hole fee  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**

GENERAL LOCATION ONLY. DO NOT USE TO LOCATE FOR EXCAVATION. CALL 1-800-252-1166 FOR ONSITE LOCATIONS AND STAKING.



Plotted by: i221539  
Plot Date: 7/15/2015

8048 MONROE ST NE  
SPRING LAKE PARK

Scale: 1" : 100'





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: Telcom Construction for Century Link

GOPHER 1-CALL REG. NO.: 98564

ADDRESS: PO Box 189, Clearwater MN 55320

PHONE: 320-558-9485 x1053 FAX: n/a

E-MAIL ADDRESS: ahotvedt@telcomconstruction.com

NAME OF REPRESENTATIVE: Alison Hotvedt

REPRESENTATIVE PHONE NO'S.: 320-558-9485 x1053

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

Start: 7/27/2015 - End: 8/31/2015

Place 240' copper 3pr BSW from customers buisness at 896 HWY 10 to terminal in the ROW of Elm Dr. NE

This will include a 30' bore across the customers driveway. -Sketch attached

START DATE: 7/27/2015 COMPLETION DATE: 8/31/2015

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: All areas will be restored to original or better quality.

*240" x hole \$150.00  
Trench \$270.00  
\$420.00*

*TR*

*[Signature]*

Authorized Representative Signature

7/24/2015

Date

### FOR OFFICE USE ONLY

- PROOF OF CERTIFICATE OF INSURANCE: VERIFICATION DATE: \_\_\_\_\_
- SCALED DRAWING SHOWING LOCATION:  LETTER OF CREDIT OR CONST BOND
- COPY OF INSURANCE POLICIES  COPY OF CERTIFICATE OF AUTHORITY
- (If Corporation, from Secretary of State) (From M.P.U.C., State, or Federal Agency)

PERMIT FEES:  Excavation Hole - \$150.00  Emergency Hole - \$55.00  
 Trench - \$70.00/100' +Hole fee  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**

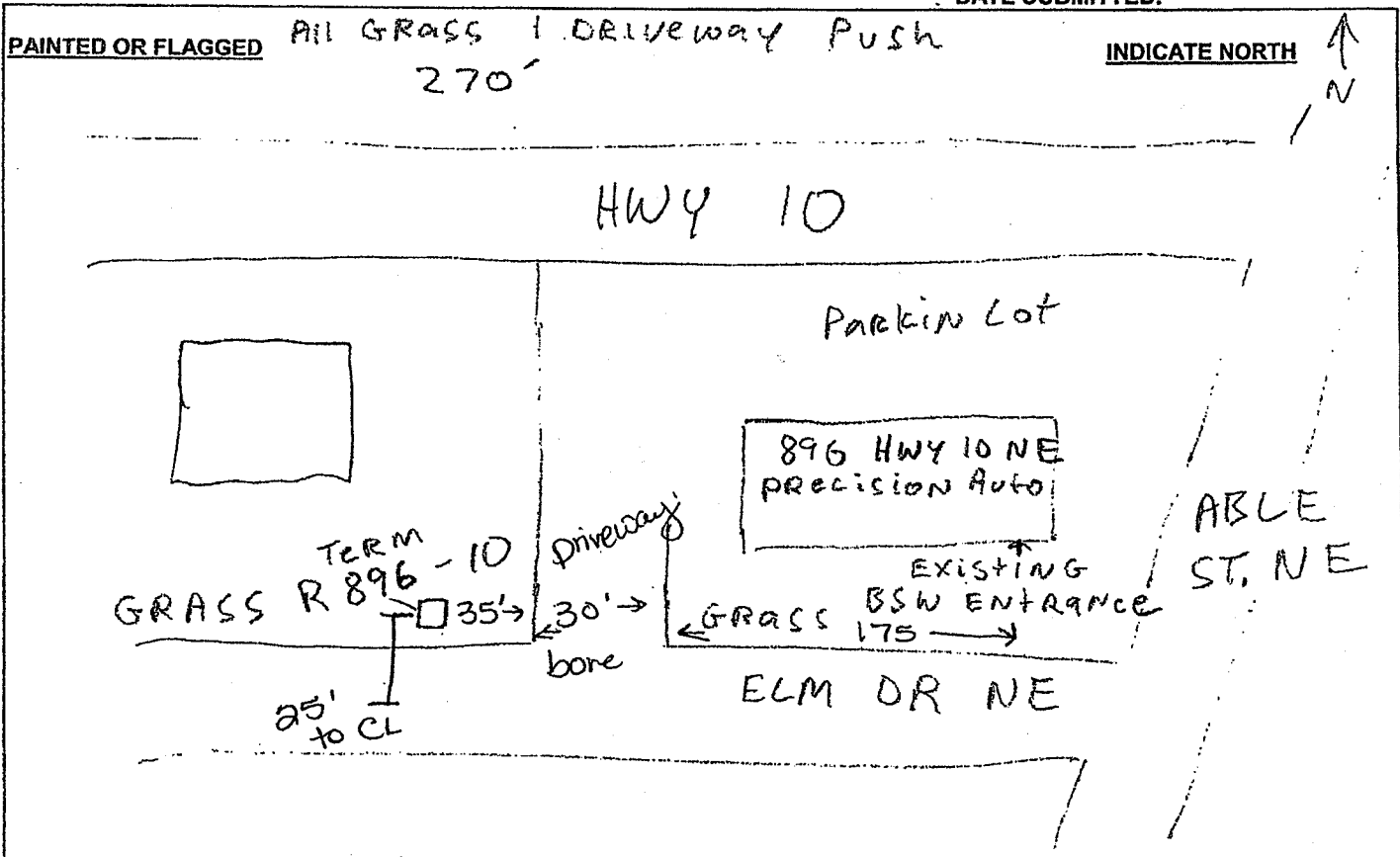
CenturyLink		Local Exch#	Blaine 763 780	CMS#	15159580
CenturyLink BSW Order/Maintenance Work Authorization					
Company	T600	CO Name	Blaine	Service Order#	N1955888S
Work Activity	Drop-Buried Copper		Capital	Maintenance	
Customer Name	PRECISION AUTO			Phone#	605-216-0839
Address	896 NE HWY 10			One Call Ticket#	
City	SPRING LAKE PARK				
Location/Directions					
Description of Work or Special Instructions	Bury BSW all GRASS ONLY Blacktop is the driveway				
Held Order	Yes/No	Permit: Yes/No	Bore: Yes/No	CBR#	
Employee Name	TIM MICHELS		Employee Contact#	362 612 250 9023	
Sketch	Material/Labor Units			Est. Qty.	Actual Qty.
(Include Center Line & Ped.)	Description	Notes		Placed by (Foreman/Crew Name)	
Center Line	feet	SEB3-22	Place 3 pair BSW		
Ped #		SEB-Cutover	BSW Cutover		
Parish/County		BM83	BSW guard at house		
		XXSEB-GL	Remove temp drop		
Township:		BM61(1.5)D	BSW Bore required		
Section		SEB6-22	Place 6 pair BSW		
Range					
Nearest cross street			Plat Page #		Map #
Damaged Facility #					

DATE SUBMITTED:

PAINTED OR FLAGGED

All GRASS 1 Driveway Push  
270'

INDICATE NORTH



Originated By: TIM MICHELS Date: 7-17-15  
Authorized By: (APS) \_\_\_\_\_ Date: \_\_\_\_\_

Form Date:  
6/27/2014

1. Distance of the bury in Right-of-Way		3. Distance to the nearest intersection	
2. Distance from terminal to the centerline:		4. Nearest State Hwy mile marker	

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

## Contractors Licenses

August 3, 2015

### Mechanical Contractor

Dean's Professional Plumbing, Inc.

### Plumbing Contractor

Dean's Professional Plumbing, Inc.

### Sign Contractor

Brite Image Sign

Crosstown Sign, Inc.







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

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## REPORT

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**TO:** Spring Lake Park City Council  
**FROM:** Barry L. Brainard, Code Enforcement Director  
**RE:** Code Enforcement Monthly Report for July 2015  
**DATE:** July 29, 2015

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

In July 2015, a total of 19 building, 2 fire, 6 sign, 2 zoning, 6 mechanical, and 5 plumbing permits were issued compared to a total of 30 in 2014. I conducted 89 inspections in the month of July including 18 building, 13 mechanical, 11 plumbing, 8 nuisance, 2 c.o., 19 rental, 9 fire, and 9 zoning inspections.

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

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

In July of 2015, I posted one abandoned property, as well as conducted two certificate of occupancy inspection. Also in the month of July, I issued five (5) administrative offense tickets as well as 10 violation notices were issued by the Code Enforcement Department.

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

Building/Mechanical/Plumbing/Zoning Inspections:	57%
Vacant and Foreclosed Inspections:	2%
Rental and Certificate of Occupancy Inspections:	21%
Fire Inspections:	10%
Nuisance Inspections:	10%

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

- City Council meetings on July 6<sup>th</sup> and 20<sup>th</sup>.
- 10,000 Lake Building Official Chapter Summer Conference on July 15<sup>th</sup> – 17<sup>th</sup> regarding the new Minnesota Energy Code.
- Budget review with Administrator Buchholtz, and Finance Anderson on July 21<sup>st</sup>.
- Code review meeting on July 22<sup>nd</sup>, with IDS #16 Architect and Doug Stahl from the District Offices.

Generally this time of the year, folks in Spring Lake Park start thinking of ways to expand their existing house size. Home Additions Made Easy is a hand-out publication I created back when I first started to help people understand all the laws and requirements for building an addition to their home. I have included the publication for your review with my monthly report, and would be happy to answer any questions you may have in regards. As always, you can find all of the Spring Lake Park Code Enforcement handouts on-line at [www.slpmn.org](http://www.slpmn.org) under Code Enforcement.

This concludes the Code Enforcement Department monthly report for July 2015.

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
<b>Permit Type: BUILDING</b>												
<b>Permit Kind: SINGLE FAMILY GYPSUM BOARD</b>												
2015-00225	07/27/2015	845 MAPLE ST NE	0	0	500.00	31.00		0.25				31.25
<b>Permit Kind: SINGLE FAMILY INSULATION</b>												
<b>Permit Kind: SINGLE FAMILY PLUMBING</b>												
<b>Permit Kind: SINGLE FAMILY REMODEL</b>												
<b>Permit Kind: SINGLE FAMILY REPAIR</b>												
2015-00040	07/17/2015	7874 QUINCY ST NE	0	0	50,000.00	749.87	487.42	25.00				1,262.29
<b>Permit Kind: SINGLE FAMILY ROOFING</b>												
2015-00198	07/10/2015	1318 78TH CIR NE	0	0	7,400.00	167.66		3.70				171.36
2015-00210	07/16/2015	520 MANOR DR NE	0	0	1,224.62	59.96		0.61				60.57
2015-00212	07/17/2015	8037 5TH ST NE	0	0	5,000.00	128.44		2.50				130.94
2015-00213	07/20/2015	8024 MADISON ST NE	0	0	9,259.00	198.04		4.63				202.67
2015-00215	07/21/2015	366 MANOR DR NE	0	0	7,150.00	163.57		3.58				167.15
2015-00217	07/24/2015	7918 VAN BUREN ST NE	0	0	6,300.00	149.69		3.15				152.84
2015-00218	07/22/2015	757 IONE AVE NE	0	0	10,500.00	218.31		5.25				223.56
2015-00232	07/28/2015	1352 78TH CIR NE	0	0	20,000.00	373.54		10.00				383.54
2015-00235	07/29/2015	648 84TH AVE NE	0	0	3,400.00	102.30		1.70				104.00
<b>Permit Kind: SINGLE FAMILY SIDING</b>												
<b>Permit Kind: SINGLE FAMILY TRUSS WORK</b>												
<b>Permit Kind: SINGLE FAMILY WINDOW REPLACEMENT</b>												
2015-00195	07/06/2015	8009 MONROE ST NE	0	0	2,725.00	91.27		1.36				92.63
2015-00200	07/10/2015	7800 JACKSON ST NE	0	0	6,910.00	159.65		3.46				163.11
2015-00203	07/10/2015	8037 6TH ST NE	0	0	4,250.00	116.19		2.13				118.32
2015-00206	07/15/2015	408 LUND AVE NE	0	0	2,024.00	79.82		1.01				80.83
<b>Permit Type: BUILDING - Totals</b>												
	Period		19	0	272,178.04	4,525.09	1,553.43	136.10				6,214.62
	YTD		99	0	6,601,580.65	51,176.64	26,775.29	2,168.61				80,235.54

Permit Type: FIRE ALARM

Permit Kind: COMMERCIAL FIRE ALARM

City of Spring Lake Park

Permits Issued & Fees Report - Detail by Permit#

Issued Date From: 7/1/2015 To: 7/29/2015  
 Permit Type: All Property Type: All Construction Type: All  
 Include YTD: Yes Status: Not Voided

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
<b>Permit Type: BUILDING</b>												
<b>Permit Kind: COMMERCIAL ALTERATION</b>												
2015-00156	07/01/2015	8097 HIGHWAY 65 NE	0		112,500.00	1,219.13	792.43	56.25				2,067.81
<b>Permit Kind: COMMERCIAL DEMOLITION</b>												
<b>Permit Kind: COMMERCIAL DOOR REPLACEMENT</b>												
<b>Permit Kind: COMMERCIAL ROOFING</b>												
<b>Permit Kind: COMMERCIAL SIDING</b>												
<b>Permit Kind: COMMERCIAL SOLAR ARRAY SYSTEM</b>												
<b>Permit Kind: MOBILE HOME ROOFING</b>												
<b>Permit Kind: MOBILE HOME SIDING</b>												
<b>Permit Kind: MULTI-FAMILY REMODEL</b>												
<b>Permit Kind: MULTI-FAMILY ROOFING</b>												
2015-00192	07/07/2015	500 78TH AVENUE	0		3,000.00	95.76		1.50				97.26
<b>Permit Kind: SINGLE FAMILY ADDITION</b>												
<b>Permit Kind: SINGLE FAMILY ALTERATION</b>												
<b>Permit Kind: SINGLE FAMILY BASEMENT FINISH</b>												
<b>Permit Kind: SINGLE FAMILY DECK</b>												
2015-00201	07/10/2015	466 82ND AVE NE	0		4,932.30	127.35	82.78	2.47				212.60
2015-00230	07/27/2015	505 OSBORNE RD NE	0		15,103.12	293.54	190.80	7.55				491.89
<b>Permit Kind: SINGLE FAMILY DEMOLITION</b>												
<b>Permit Kind: SINGLE FAMILY DOOR REPLACEMENT</b>												
<b>Permit Kind: SINGLE FAMILY EGRESS WINDOW</b>												
<b>Permit Kind: SINGLE FAMILY GYPSUM BOARD</b>												

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
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Permit Type: FIRE ALARM - Totals

Period	0											
YTD	1		0			68.99	6.78					75.77

Permit Type: FIRE -SPECIAL EVENT

Permit Kind: PUBLIC FIRE - SPECIAL EVENT

2015-00193 07/02/2015 1100 81ST AVE NE 0 0.00

Permit Type: FIRE -SPECIAL EVENT - Totals

Period	1		0									0.00
YTD	1		0									0.00

Permit Type: FIRE SUPPRESSION

Permit Kind: COMMERCIAL FIRE SUPPRESSION

2015-00205 07/14/2015 8179 UNIVERSITY AVE NE 0 55.00

2015-00228 07/27/2015 8406 SUNSET RD NE 0 36.00

Permit Kind: MULTI-FAMILY FIRE SUPPRESSION

Permit Kind: PUBLIC FIRE SUPPRESSION

Permit Type: FIRE SUPPRESSION - Totals

Period	2		0			91.00						91.00
YTD	11		0			2,995.17	354.89	81.18				3,431.24

Permit Type: MECHANICAL

Permit Kind: COMMERCIAL HEATING, VENT & AC

Permit Kind: COMMERCIAL HVAC - COMMERCIAL MINIMUM

Permit Kind: SINGLE FAMILY HEATING, VENT & AC

2015-00194 07/06/2015 1836 HIGHWAY 10 N 0 50.00

2015-00197 07/06/2015 522 78TH AVE NE 0 50.00

2015-00220 07/23/2015 508 78TH AVE NE 0 50.00

2015-00226 07/27/2015 845 MAPLE ST NE 0 50.00

Permit #	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC	SAC Fees	Total Fees
<b>Permit Type: MECHANICAL</b>												
<b>Permit Kind: SINGLE FAMILY HEATING, VENT &amp; AC</b>												
15-00233	07/28/2015	687 BALLANTYNE LN NE	0	0		50.00		1.00				51.00
<b>Permit Kind: SINGLE FAMILY HVAC - RESIDENTIAL SINGLE</b>												
15-00221	07/23/2015	538 78TH AVE NE	0	0		40.00		1.00				41.00
<b>Permit Type: MECHANICAL - Totals</b>												
	Period		6	0		290.00		14.00				304.00
	YTD		43	0		9,528.70		376.22				9,904.92
<b>Permit Type: PLUMBING</b>												
<b>Permit Kind: COMMERCIAL PLUMBING</b>												
15-00207	07/20/2015	8101 UNIVERSITY AVE NE	0	0		85.00		5.00				90.00
15-00209	07/15/2015	8097 HIGHWAY 65 NE	0	0		112.00		5.00				117.00
<b>Permit Kind: SINGLE FAMILY PLUMBING</b>												
15-00196	07/06/2015	717 BALLANTYNE LN NE	0	0		45.00		5.00				50.00
15-00199	07/09/2015	1237 80TH AVE NE	0	0		45.00		5.00				50.00
15-00227	07/27/2015	845 MAPLE ST NE	0	0		45.00		1.00				46.00
<b>Permit Type: PLUMBING - Totals</b>												
	Period		5	0		332.00		21.00				353.00
	YTD		33	0		2,395.00		161.00				2,556.00
<b>Permit Type: SIGN</b>												
<b>Permit Kind: COMMERCIAL SIGN PERMANENT</b>												
15-00211	07/16/2015	896 COUNTY ROAD 10 NE	0	0		325.00						325.00
15-00214	07/20/2015	1152 COUNTY ROAD 10 NE	0	0		171.00						171.00
15-00216	07/22/2015	8179 UNIVERSITY AVE NE	0	0		66.00						66.00
15-00219	07/23/2015	8097 HIGHWAY 65 NE	0	0		218.00						218.00
15-00222	07/23/2015	8101 HIGHWAY 65 NE	0	0		0.00						0.00
15-00237	07/29/2015	1111 81ST AVE NE	0	0		160.00						160.00
<b>Permit Kind: COMMERCIAL SIGN TEMPORARY</b>												

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
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Permit Type: SIGN - Totals

Period	6	0				940.00						940.00
YTD	12	0				1,889.00						1,889.00

Permit Type: ZONING  
 Permit Kind: COMMERCIAL FENCE  
 Permit Kind: SINGLE FAMILY ACCESSORY BUILDING

2015-00204 07/10/2015 7800 QUINCY ST NE  
 Permit Kind: SINGLE FAMILY DRIVEWAY  
 0 45.00 45.00

2015-00202 07/10/2015 8101 ABLE ST NE  
 Permit Kind: SINGLE FAMILY FENCE  
 0 45.00 45.00

Permit Type: ZONING - Totals

Period	2	0				90.00						90.00
YTD	19	0				860.00	5.00					860.00

Report Total

Period	41	0			\$272,178.04	6,268.09	1,553.43	171.10				7,992.62
YTD	219	0			\$6,601,580.65	68,913.50	27,141.96	2,787.01				98,952.47





**VACANTS/FORECLOSURES July 2015**

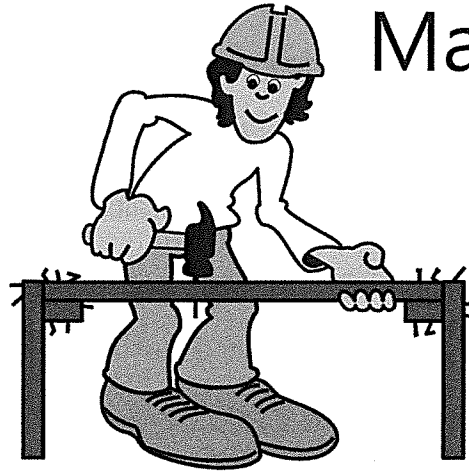
RESIDENTIAL SERVICE ADDRESS	NAME	Posted	120 day vac.	Per ordinance,	Posted
I reviewed public records online 7-24-15 through publication date of 7-24-15.NK			120 day	\$200. vac.fee	Abandoned
FYI "Blue" 3rd party hnds, "purple" prop. sold/sale pending, brown "deceased, "green" mowing			Vacant	due 1_yr.anniv. date (A/D) of orig. posting	\$150. fee
Red-SEE ME.			expiration	date (A/D) of orig. posting	App. insp
			Date	\$200.00 + due.	Due
576 NE 78TH AVE	US Bank Home Mtg. c/o Patrick Bradford (Roe)	8/5/13	12/03/13	Paid 1-215	8/5/13
615 NE 79TH AVE	Z. SULTANA, Prop.sold Jul.2014, but remains vacant	4/21/14	08/19/14	A/D 4/21/15 see notes	4/21/14
629 NE 79TH AVE	ANTHONY MENDOLA	7/22/15			7/22/15
8040 NE ABLE/See mowing	Janice Roehler - deceased, Poss. Buyer for Prop 7-15-15	03/19/15	07/17/15	A/D 3/19/16	3/19/15
8064 NE GARFIELD ST	PETER BOROWITZ	06/06/12	10/04/12	A/D 6/6/13	6/6/12
1880 NE HWY 10	ARNOLD JOHNSON JR. (Arnold Senior is deceased)	06/26/15	10/24/15	A/D 6/26/16	6/26/15
600 NE IONE AVE	A.Stanley/Dawn Brannan both deceased, Return mail	03/19/15	07/17/15	A/D 3/19/16	3/19/15
7839 JACKSON/See mowing	Select Portfolio per Co.	09/12/11	01/10/12	A/D 9/12/13, '14, 9/12/11	
8060 NE JEFFERSON ST	JONATHAN CRANE/Contract holder: Nestrud's				
7762 LAKEVIEW LN	WELLS FARGO MTG. (Smith)	10/01/14	01/29/15	A/D 10/1/15	10/1/14
812 NE LUND AVE	Rita Herr (Rita lvs w/dtr, Stanley Deceased)	05/23/12	09/20/12	A/D 5/23/13	10/4/13
703 NE MANOR DR	US Bank per County but return mail (Zelanak)	2/26/15	06/26/15	A/D 2/26/16	2/26/15
770 NE MANOR DR	JT REO Consultants (C.Brown, Deceased)	05/07/14	09/04/14	A/D 5/7/15	5/7/14
7907 NE MCKINLEY/Mowing 6/2 paid	Customer Driven Realty (Crea)	5/15/15	09/12/15	A/D 5/15/16	5/15/15
8401 NE MONROE ST	TCF National Bank (Johnson)	4/17/15	08/15/15	A/D 4/17/16	4/17/15
8345 NE PIERCE ST	JOHN VYLASEK, see notes	XX			
931 NE RALEIGH LN/See mowing	Konduar Capital Corp (MEYER)	10/1/14	01/29/15	A/D 10/1/15	10/1/14
828 NE SANBURNOL DR	WELLS FARGO per Cty (Hazelwood)	2/26/14	06/26/14	A/D 2/26/15	5/7/14
8013 NE VAN BUREN ST	Valli Netland -Deceased	XX			XX
8316 NE WESTWOOD RD	THOMAS COLEMAN/vacant rental	10/04/12	02/01/13	A/D 10/4/13	10/4/12
8330 NE WESTWOOD RD	George Farkas,Realtor US Bank, Vandriel	1/29/14	05/29/14	Paid 5-13-15	1/29/14
<b>Commercial Properties</b>					
933 NE Manor	MN Catholic Credit Union, vacated per Barry 4-2015				
8355 NE UNIVERSITY AVE	KIN PROP.INC (FKA:Timberlodge, Herradura)				
8443-8445 NE University Ave	St Kirois, Paul and Maggie Suby	5/29/2015	9/26/2015		
<b>SHERIFF SALES</b>			Date of Sheriff Sale		Date to vac
538 NE 80TH AVE	JAMES & JENNIFER WALKER	7/18/14			1/18/15
551 NE 82ND	ELLEN RICE	3/20/15			9/20/15
8435 NE LADDIE RD	Raymond and Rose Stramer	8/3/15			2/3/16
700 NE LUND AVE	SHERRY ERBE	3/30/15			9/30/15
7868 MADISON ST	LAURIE WEILEP	7/17/15			1/19/16
375 NE MANOR DR	ROBERT FRANCIS	7/17/15			1/19/16
351 NE MAPLE ST	KERTIS J TRUE	1/30/15			7/30/15
615 NE MAPLE ST	ELIZABETH TROTTER	7/20/15			1/20/16
8194 NE Middletown (HOA gets billed)	Citimortgage/Brandon O'Donnell	8/21/13			2/21/14
8285 NE POLK ST	COLLEEN THOMPSON	12/5/14			6/5/15
7763 NE QUINCY ST	MATTHEW AND MARY MEYERS	4/20/15			10/20/15
8022 NE QUINCY ST	SCOTT AND LAURIE BRAHS	6/12/15			12/14/15
8029 NE QUINCY ST	RUBEN & GUERLIE JOANEM	5/5/14			11/5/14
7718 NE TAYLOR ST (HOA gets billed)	PAUL & DOLORES CRAWFORD				
8285 NE TAYLOR ST	FERN BROWN's deceased, hse SOLD, clsng 7-30 Pers. Rep Lonnie Brown)				8/14/16
8100 NE TERRACE RD	GLENN STAHOSKI	2/17/15			8/17/15
7880 NE TYLER ST	ANDREW AND LANA JOHNSON	8/24/15			2/24/16

331 NE WYLDWOOD LN	EDWARD ORIOKI, WINNIFRED MARUNGA	pp 7/7/15					1/7/16
<b>JULY CLOSINGS</b>							
598 NE 78TH AVE	Fatema Rabah, Prop clsd 7-9-15	5/6/15	09/03/15				5/6/15
<b>JUNE CLOSINGS</b>							
8099 Van Buren, Jul. mowing due	Buyers Kay Carlson, Dan Colbjornsen Clsd 7-10-15	5/5/15	09/02/15				5/5/15
8009 Monroe, Closed 3/18/15	Buyer Luis Zumba, still VACANT refurbishing 7-2015	10/29/09	02/26/10	"A" Nov. 2011	\$800, Pd. 2-10-14	Pd. \$200.10-20-	3/10/10



# HOME ADDITION PERMITS Made Easy

City of Spring Lake Park  
1301 Eighty First Avenue NE  
Spring Lake Park, MN 55432  
Office: (763) 792-7212  
Fax: (763) 792-7257



## BUILDING PERMIT REQUIREMENTS:

Building permits are required for all additions constructed within the City of Spring Lake Park. Building permits include a plan review of your proposed addition and inspections to assure compliance with all federal, state, and local building codes. Building permits are not designed to be a guarantee of the work, but to provide a reasonable degree of review and observation so that the project will be successful, safe and long lasting.

## PERMIT FEES:

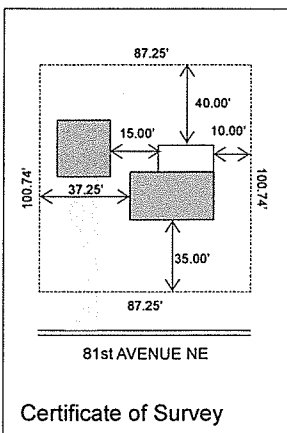
The building permit fee is based on the project construction value and is designed to cover the cost of a plan review and all necessary field inspections that will be conducted during construction. The plan review is performed by the Spring Lake Park Building Official in order to spot potential problems or pitfalls that may arise. Also a State Surcharge is added for upkeep of the Minnesota Department of Code Enforcement.

Please contact your local building inspection department to get an exact quote on permit fees for your particular project.

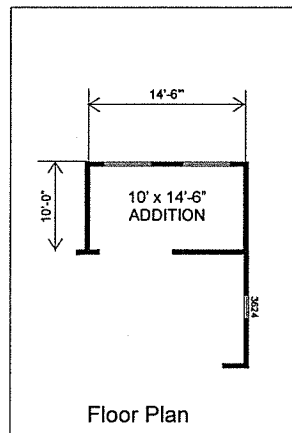
## INFORMATION NECESSARY WHEN APPLYING FOR A BUILDING PERMIT:

Information necessary for the Spring Lake Park Inspections Department to conduct a proper job of plan review and to help the project go as smoothly as possible, is as follows:

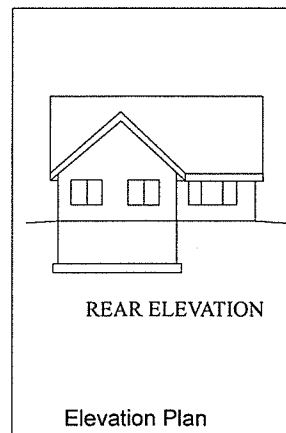
One (1) completed Spring Lake Park Building Permit Application



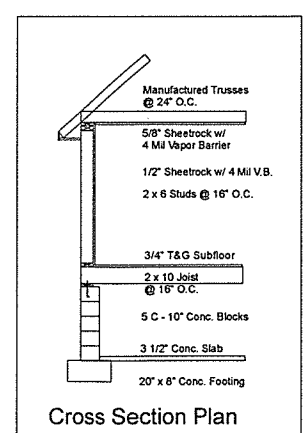
Two (2) Site plan  
or Certificate of Surveys



Two (2) proposed  
Floor Plan(s)



Two (2) proposed  
Elevation Plan(s)



(2) proposed  
Cross Section Plan

In planning and designing your home addition, the City of Spring Lake Park recommends that you apply these easy five steps as shown below to assure that your project will be in full compliance with applicable codes.

1.  Preparing your Site Plan or Survey.
2.  Placing and sizing your addition on your lot.
3.  Designing your addition according to building code requirements.
4.  Preparing your Floor and Elevation Plan(s) for your addition.
5.  Completing the Building Permit Application form.

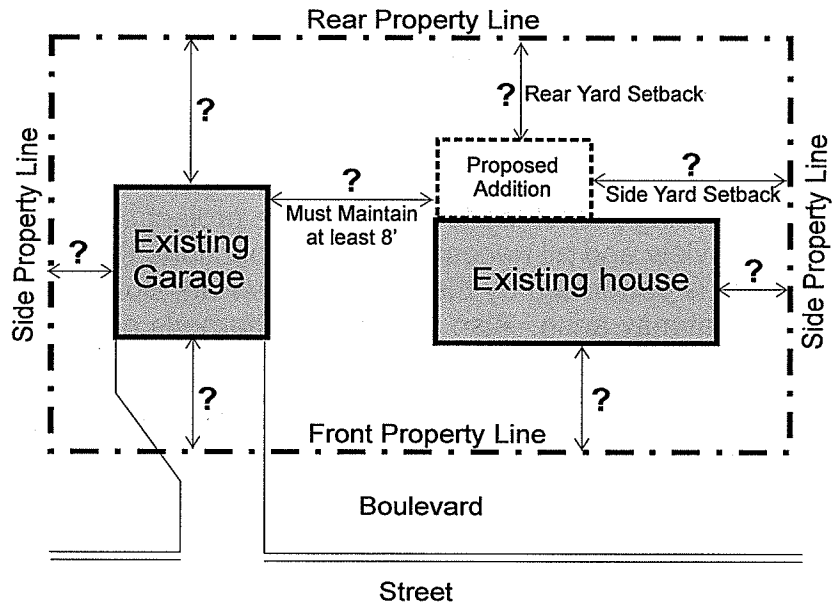
**1. PREPARING YOUR SITE PLAN OR SURVEY:**

The City of Spring Lake Park requires two copies of a certificate of survey or site plan drawn to scale and indicating the lot dimensions, the location and size of the existing structure(s), and the location and size of the proposed addition. Survey or site plan must also indicate the setback (or distance) from the property lines(s) of the existing and proposed structures. See sample below...

The City of Spring Lake Park highly recommends that you hire a State of Minnesota registered Land Surveyor to survey and plot your site plan. Homeowners are permitted to draw their own site plan.

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

EG Rud & Sons, Inc.	786-5556
Cain & Associates	434-7646
Carley-Torgerson, Inc.	484-3301
Kurth Surveying, Inc.	788-9769
Merila & Associates	533-7595
Lot Surveys Company	560-3093
Kemper & Associates	631-0351
Midwest	786-6909



**SAMPLE SITE PLAN**

**2. PLACING YOUR ADDITION ON YOUR LOT ACCORDING TO SETBACKS:**

Setbacks are defined as open space between a property line and a structure or a structure to structure. This space is needed for fire access and fire safety. Setbacks are from exterior finish to the property line or exterior finish of an adjacent structure. Your setbacks are calculated by first determining the zoning district in which your property lies. Please refer to the enclosed zoning map to determine your property zone by location. If you have any questions regarding your property zone please contact the Spring lake Park City Hall at (763) 784-6491. The following setback requirements are set forth for all residential districts:

<b>R-1:</b>	Front Yard: 35'	Rear Yard: 40'	Side Yard: 10'	
<b>R-2:</b>	Front Yard: 35'	Rear Yard: 40'	Side Yard: 10'	
<b>R-3:</b>	Front Yard: 35'	Rear Yard: 40'	Side Yard: 10'	Side Yard for over 2 Dwellings: 15'
<b>R-4:</b>	Front Yard: 35'	Rear Yard: 30'	Side Yard: 10'	Side Yard for over 2 Dwellings: 20'
<b>R-5:</b>	Front Yard: 35'	Rear Yard: 15'	Side Yard: 10'	Side Yard for over 2 Dwellings: 25'

**All additions must maintain a distance of 8 feet between any other structures on site including garages, sheds, swimming pools, and play structures.**

## DETERMINING YOUR MAXIMUM ADDITION SIZE:

The City of Spring Lake Park requires that each lot must maintain a certain percentage of open space. The following is a listing of the maximum percentage of lot coverage allowed in each residential zoning district. Structures include: Your home, attached garage, detached garage or shed, swimming pools, play structures, gazebos, covered patios, and decks.

R-1: 30%

R-2: 50%

R-3: 35%

R-4: 40%

R-5: 40%

An example of how to calculate maximum addition size is as follows: Your Lot size is 100 feet wide by 100 feet deep; thus your area equals 100 multiplied by 100 (100 x100 = 10,000 square feet in area). You have determined that your lot is located in a R-3 zone. Thus, you take your lot and multiply it by the lot coverage percentage allowed in a R-3 zone (10,000 x35% or .35 = 3,500 square feet maximum coverage on your lot for structures). Your house is 32 feet deep by 40 feet wide (32 x40 = 1,280), your detached garage is 30 feet deep by 24 feet wide (30 x 24 = 720), your shed is 12 feet deep by 10 feet wide (12 x10 = 120), your swimming pool is 15 feet deep by 50 feet wide (15 x50 = 750), your play structure is 12 feet deep by 30 feet deep (12 x30 = 360). Thus;

Maximum coverage allowed:	3,500	square feet
Subtract House area:	-1,280	square feet
Subtract Garage area:	- 720	square feet
Subtract Shed area:	- 120	square feet
Subtract Pool area:	- 750	square feet
Subtract Play Structure area:	- 360	square feet

Equals Maximum allowable addition size of: 270 square feet.

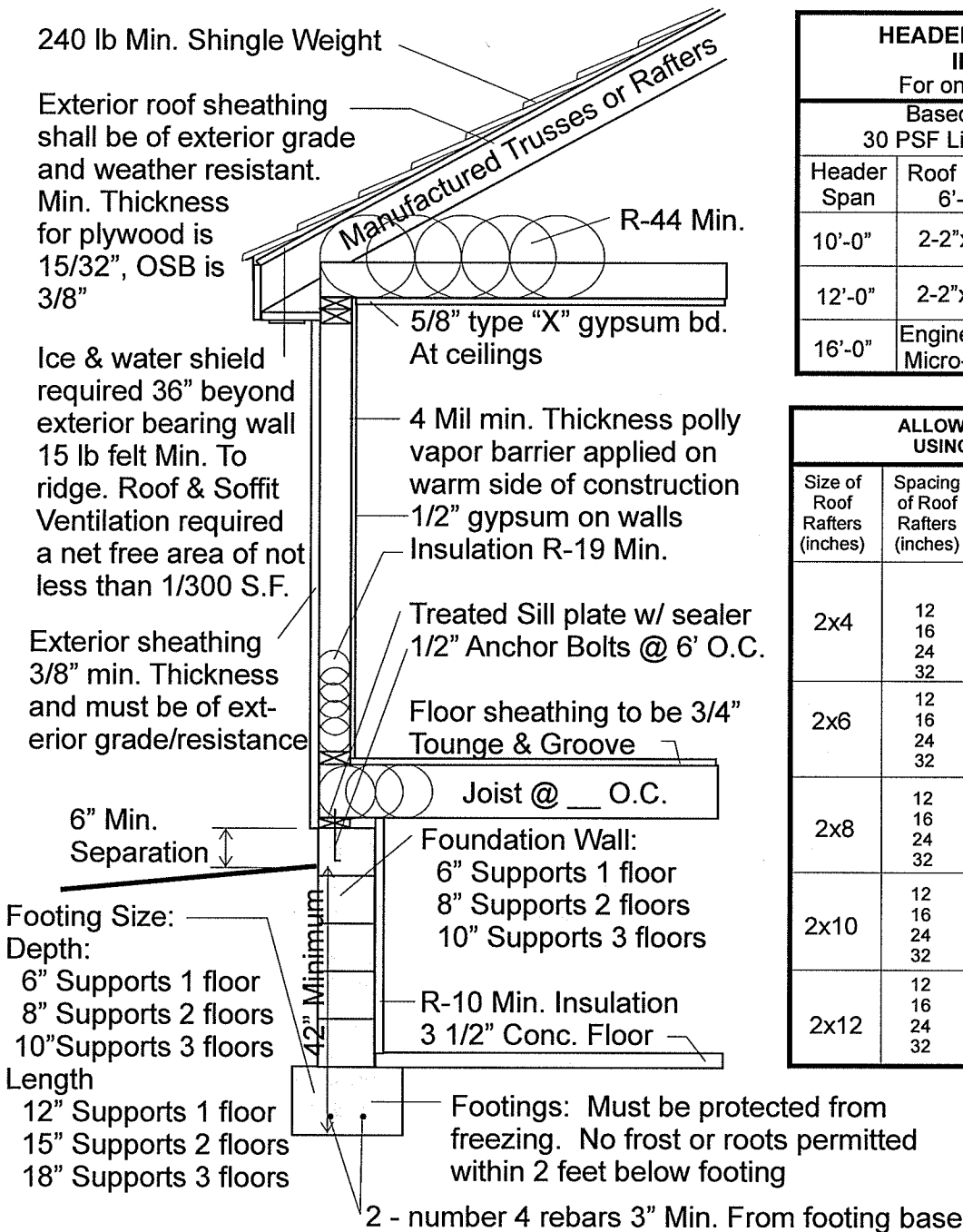
## 3. DESIGNING YOUR HOME ADDITION ACCORDING TO BUILDING CODE REQUIREMENTS:

Frost footings are required for any addition attached to a dwelling, porch or garage that has frost footings. The minimum depth to the base of the footing is 42". The minimum concrete strength required is 2500 pounds per square inch. In cold weather, protect concrete from freezing until cured (see handout on cold weather masonry). Foundation plates or sills must be anchored to the foundation with not less than 1/2" diameter steel bolts embedded at least 7 inches into the concrete and spaced not more than 6 feet apart. There must be a minimum of two bolts per piece with one bolt located within 12" of each end of each piece. All foundation plates or sills and sleepers on a concrete or masonry foundations must be of approved treated wood, foundation cedar or redwood not less than 2" in thickness, having a width not less than that of the wall studs.

Wall studs must be placed with their wide dimension perpendicular to the wall, and not less than three (3) studs must be installed at each corner of an exterior wall. Minimum stud size is 2x4 and spaced not more 16" on center. Bearing and exterior wall studs need to be capped with double top plates installed to provide overlapping at corners and at intersections with other partitions. End joist in double top plates must be offset at least 48". All wall sheathing, siding, roof sheathing, and roof coverings must be installed according to the manufacturers specifications. All wood used in construction located closer than 6" to the ground shall be treated wood or wood of natural resistance to decay (cedar, redwood). All roof framing size and spacing of conventional lumber used for roof framing depends upon the roof pitch, span, and the type of material to be used, and the loading characteristics being imposed. All additions must be designed to accommodate a 30 pound per square foot snow load. Rafters need to be framed directly opposite each other at the ridge. A ridge board at least 1" in thickness and not less in depth than the cut end of the rafter is required for hand framed roofs. At all valleys and hips, there also needs to be a single valley or hip rafter not less than 2" in thickness and not less in depth than the cut of the rafter. All rafters nailed to the adjacent ceiling joist to form a continuous tie between the exterior wall where joist are parallel to the rafters. If manufactured trusses are to be used, submit 1 copy of truss plans.

#### 4. PREPARING A FLOOR AND ELEVATION PLAN FOR YOUR HOME ADDITION:

Elevations should show the height of your addition from the ground to the roof peak. Elevations should also indicate size, material, and other important construction details such as ceiling heights, stair details (if any), attic ventilation and access, insulation R-factors. When you have completed your addition elevation, it should look like the illustration below:



HEADERS SIZES FOR OPENINGS IN BEARING WALLS				
For one (1) Story Structures Onlt				
Based on 1200 f Grade Lumber 30 PSF Live Load & 15 PSF Dead Load				
Header Span	Roof Span 6'-0"	Roof Span 8'-0"	Roof Span 10'-0"	Roof Span 12'-0"
10'-0"	2-2"x10"	2-2"x10"	2-2"x12"	2-2"x12"
12'-0"	2-2"x12"	2-2"x12"	Engineered Micro-Lam	Engineered Micro-Lam
16'-0"	Engineered Micro-Lam	Engineered Micro-Lam	Engineered Micro-Lam	Engineered Micro-Lam

ALLOWABLE SPANS FOR ROOF RAFTERS USING NONSTRESS-GRADED LUMBER			
Size of Roof Rafters (inches)	Spacing of Roof Rafters (inches)	Snow Load = 30 PSF Plate to Ridge = SPAN Use: number 2 - 1200 f Grade Douglas Fir, Western Larch, Southern Pine	
		Supporting Ceiling	Non-Supporting Ceiling
2x4	12	7'-0"	8'-0"
	16	6'-0"	7'-0"
	24	5'-0"	5'-6"
	32	4'-0"	5'-0"
2x6	12	12'-0"	13'-6"
	16	10'-6"	12'-0"
	24	8'-6"	9'-6"
	32	7'-6"	8'-6"
2x8	12	16'-0"	18'-0"
	16	13'-0"	15'-6"
	24	11'-6"	13'-0"
	32	10'-0"	11'-0"
2x10	12	20'-0"	22'-6"
	16	17'-6"	19'-6"
	24	14'-6"	16'-0"
	32	12'-6"	14'-0"
2x12	12	24'-0"	27'-0"
	16	20'-0"	23'-6"
	24	17'-6"	19'-6"
	32	15'-0"	17'-0"

#### 5. COMPLETE THE BUILDING PERMIT APPLICATION:

Attached with this information sheet you will find a building permit application for your convenience. If you hire a contractor to construct your addition, the contractor must be license by the State of Minnesota. It is required that the contractor hired to construct your structure must apply for the building permit indicating his/her license number. Some contractors might suggest that you the homeowner apply for the building permit. By doing this, the contractor avoids direct responsibility. If you are building yourself, please remember if you hire any subcontractors, they too must be licensed.

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**MEMORANDUM**

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**TO:** MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL  
**FROM:** DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR  
**SUBJECT:** INTERFUND LOAN  
**DATE:** JULY 30, 2015

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At the July 6, 2015 City Council meeting, the City Council entered into a separation agreement with Gary King. The separation agreement called for severance pay in the amount of \$35,000. Funds are not currently available in the Severance Fund to cover the severance obligation. This resolution would create an interfund loan between the Revolving Construction Fund and the Severance Fund in the amount of \$35,000 to cover the obligation. The loan will be paid back utilizing payroll savings in 2015, 2016 and 2017.

Staff recommends approval of the resolution. If you have any questions, please don't hesitate to contact me at 763-784-6491.





**RESOLUTION NO. 15-18**

**RESOLUTION AUTHORIZING AN INTERFUND LOAN TO THE SEVERANCE FUND**

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the City Council does hereby authorize an interfund loan in the amount of \$35,000 from the Revolving Construction Fund to the Severance Fund for the purpose of covering the severance pay required under the Separation Agreement with Gary King.

**BE IT FURTHER RESOLVED** that the loan will be payable at an interest rate of 0% according to the following schedule:

2015	\$ 5,620
2016	\$15,767
2017	<u>\$13,613</u>
TOTAL	\$35,000

The foregoing Resolution was moved for adoption by Councilmember \_\_\_\_\_ .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 3rd day of August, 2015.

APPROVED BY:

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

ATTEST:

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





City of Spring Lake Park

## Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 8.3.15 Meeting**  
File No.: R-18GEN

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

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

This project includes lining and wye grouting in the northeast corner of the city. The Contractor, Visu-Sewer, 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 81<sup>st</sup> Avenue, Arthur Street, and the TH65 Service Drive will be held on August 17<sup>th</sup>.*

### **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 17<sup>th</sup>.*

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

The annual Public Meeting to discuss MS4 activities was held at the July 20<sup>th</sup> meeting.

### **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 1<sup>st</sup> published*                              *October 2, 2015.*
- *Open Bids (1:00 PM)*                        *October 26, 2015.*
- *Council Consider Award*                      *November 2, 2015.*

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

There were some short-term flooding issues 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 will bring forward a memo on this at a later council meeting.

Feel free to contact Harlan Olson, Cristina Mlejnek, Phil Carlson, Jim Engfer, Mark Rolfs, Tim Grinstead, Peter Allen, or me if you have any questions or require any additional information.





MEMORANDUM

July 28, 2015

TO: Mayor and City Council

FROM: Wanda Brown, Recycling Coordinator

RE: Summer Multi-City Residential Recycling Drop-Off Event Update

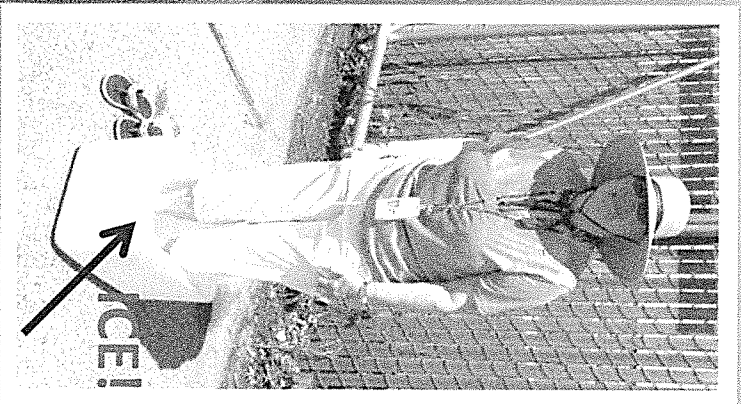
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On July 25, 2015, the residents of Fridley, Spring Lake Park, Hilltop and Columbia Heights came to support our Multi-City Residential Recycling Event in Waves.

There were 754 cars this year compared to 713 last year, and we services 2.99 cars per minute versus 2.91 cars per minute last year. All staff and volunteers stayed an extra 15 minutes so that everyone could participate. Although, all the figures are not in yet, we do know we collected more appliances and mattresses than last year.

I want to thank Council and the residents for the continued support that they show to the city recycling program.



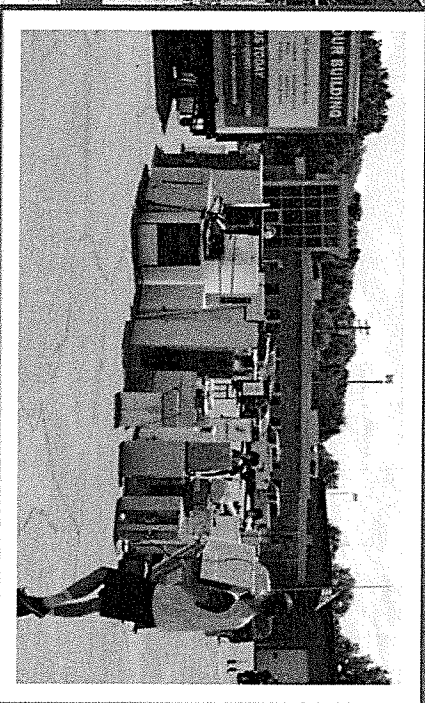
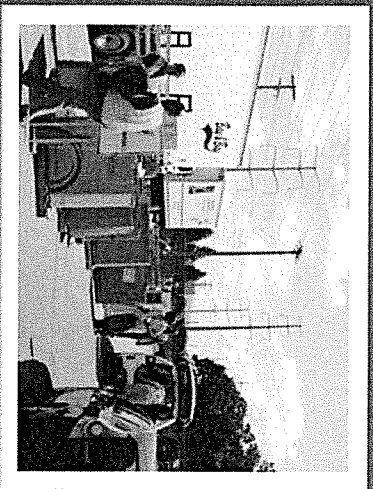


**July 25, 2015**

# **Multi-City Residential Recycling Event Sizzled!**

**Fridley, Spring Lake Park, Hilltop and  
Columbia Heights came out!**

754 cars, new record! Compared to 713 last year and 571 in Spring! We stayed an extra 15 minutes so all could participate. Collected more appliances than last year.





# **CORRESPONDENCE**





July 14, 2015

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

Dear Daniel,

As you've heard by now, Comcast will continue to be the largest provider of cable television, internet, phone, and home security services here in the Twin Cities. We thought this might be a great time to reintroduce ourselves and tell you about some of the exciting things we're offering right now to both commercial and residential customers and to make sure we're connected on potential growth opportunities.

On the residential side with our XFINITY products, we are very excited to announce that Comcast will be offering cutting-edge speeds with our Gigabit Pro product, a symmetrical 2 gig connection delivered by a fiber connection to the home and available soon to most of your residents. We will also be offering a 250 meg speed tier and we're launching new technology that will bring gigabit speeds across our network next year. We are continuing to innovate with our television and home security products as well and you or any of your staff are welcome to join us in our new learning lab to see it first-hand.

For business customers, we continue to offer cutting edge technology that allows even brand new startups to compete on a global scale. We are a fiber-based solutions provider and we design, construct, and maintain our own independent network infrastructure that allows us to provide a level of security and redundancy that others cannot. On the enterprise side of our commercial services, we offer Ethernet solutions at speeds of 10 gigs per second and beyond, perfect for large customers in the healthcare, education, and government arenas.

We want to make sure we're not missing opportunities to provide our services to all corners of your community. If you haven't heard from us in a while and would like to talk about how we can help you build and maintain a scalable, state-of-the-art network, let us know. We'd love to build a relationship with your IT, planning, economic development, and public works staff. You can reach us at (651) 493-5779 or [Twin\\_CitiesGA@cable.comcast.com](mailto:Twin_CitiesGA@cable.comcast.com).

Sincerely,

The Twin Cities Government Affairs Team





1000 BISHOPS GATE BLVD., SUITE 300 MT. LAUREL, NJ 08054 (856) 787-0412 (800) 444-4554

July 13, 2015

Mr. Barry Brainard, Building Official  
Spring Lake Park  
1301 81st Ave. NE  
Spring Lake Park, MN 55432

RE: Building Code Effectiveness Grading Schedule Results  
Spring Lake Park, Anoka, Ramsey County, MN

Dear Mr. Brainard:

We wish to thank you for the cooperation given to our representative, Nola Lebrecht, during our survey. We have completed our analysis of the building codes adopted by your community and the efforts put forth to properly enforce those codes. The resulting Building Code Effectiveness Grading Classification is 4 for 1 and 2 family residential property and 4 for commercial and industrial property.

The Insurance Services Office, Inc. (ISO) is an insurer-supported organization with the primary mission of providing advisory insurance underwriting and rating information to insurers. There is no requirement that insurers use our advisory material. Insurers may have adopted, or may be in the process of adopting, an ISO insurance rating program that will provide rating credits to individual property insurance policies in recognition of community efforts to mitigate property damage due to natural disasters. These insurers may use the Building Code Effectiveness Grading Classification we have recently developed for your community as a basis for the credits used. While individual insurers may use different credits or different effective dates, the ISO program will apply credits to new construction within Spring Lake Park that has been issued a Certificate of Occupancy in the year 2015 and forward.

We will email our report which provides additional information about our classification process and how we have graded various aspects of your community's building codes and their enforcement.

We want to highlight the fact that the Building Code Effectiveness Grading Schedule is an insurance underwriting and information tool; it is not intended to analyze all aspects of a comprehensive building code enforcement program nor is it for purposes of determining compliance with any state or local law or for making property/casualty loss prevention and life safety recommendations.

If you have any questions about the Classification that was developed, please let us know. Additionally, if you are planning on any future changes in your building codes or their enforcement,

please advise us as these changes may affect our analysis and your community's grading classification.

Sincerely,

*Mary Jobst*

Mary Jobst, BCEGS Community Mitigation/Technical Analyst

Phone (856) 397-5278

Fax (201) 748-7080

[Mjobst@iso.com](mailto:Mjobst@iso.com)

1000 Bishops Gate Blvd. Suite 300 Mt. Laurel, NJ 08054

Enclosure

cc: Mr. Daniel Buchholtz, City Administrator  
1301 81st Ave. NE  
Spring Lake Park, MN 55432