



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, APRIL 06, 2020**  
**CITY HALL at 7:00 PM**

**1. CALL TO ORDER**

[Zoom](#) Meeting Call-In Instructions

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. ADDITIONS OR CORRECTIONS TO AGENDA**

**5. DISCUSSION FROM THE FLOOR**

**6. CONSENT AGENDA**

- [A.](#) Approval of Minutes - March 9, 2020 City Council Work Session
- [B.](#) Approval of Minutes - March 16, 2020 Regular Council Meeting
- [C.](#) Approval of Minutes - March 23, 2020 City Council Special Council Meeting
- [D.](#) Contractor's Request for Payment No.2 - Garfield Pond Improvement Project
- [E.](#) Contractor's Licenses

**7. DEPARTMENT REPORTS**

- [A.](#) Public Works Report
- [B.](#) Code Enforcement Report

**8. ORDINANCES AND/OR RESOLUTIONS**

- [A.](#) Resolution 20-12, Authorizing Municipal State Aid Street System Revision
- [B.](#) Ordinance 464 - An Ordinance Amending Chapter 70 of the Spring Lake Park City Code Relating to Traffic Regulations
- [C.](#) Resolution 20-13, Continuing the Local State of Emergency Pursuant to Minnesota Statutes §12.29 and §12.37 Declared on March 16, 2020

**9. NEW BUSINESS**

- [A.](#) April Rent Abatement for City-owned property located at 8466 Central Avenue leased by RS Properties
- [B.](#) 83rd Avenue and Fillmore Proposed Pond Improvement
- [C.](#) Cancellation of 2020 Tower Days Festivities
- [D.](#) Approve Plans and Specifications and Authorize Bids for Arthur Street Water Treatment Plant Repairs
- [E.](#) Approve Reorganization of Administration Department

**10. REPORTS**

- [A.](#) Engineer's Report
- [B.](#) Attorney's Report

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

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.

C. Beyond the Yellow Ribbon Report

D. Administrator Report

**11. OTHER**

A. Correspondence

**12. ADJOURN**

## **RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS**

### **DISCUSSION FROM THE FLOOR**

- Discussion from the floor is limited to three minutes per person. Longer presentations must be scheduled through the Administrator, Clerk/Treasurer's office.
- Individuals wishing to be heard must sign in with their name and address. Meetings are video recorded so individuals must approach the podium and speak clearly into the microphone.
- Council action or discussion should not be expected during "Discussion from the Floor." Council may direct staff to research the matter further or take the matter under advisement for action at the next regularly scheduled meeting.

### **PUBLIC HEARINGS**

The purpose of a public hearing is to allow the City Council to receive citizen input on a proposed 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 the 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 the comment are asked to limit their comments to 3 minutes.

In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/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 keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.



Daniel Buchholtz is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting - April 6, 2020

Time: Apr 6, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/492448868?pwd=b3NCMjR0dEtFa0pSUK9tWGpjbnh4QT09>

Meeting ID: 492 448 868

Password: 124728

One tap mobile

+13126266799,,492448868# US (Chicago)

+19292056099,,492448868# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 492 448 868

Find your local number: <https://zoom.us/u/adABn8FoiU>

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## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Worksession was held on March 09, 2020 at the City Hall, at 5:30 PM

### 1. CALL TO ORDER

Members Present: Councilmembers Wendling, Goodboe-Bisschoff, Dircks and Mayor Nelson

Members Absent: Councilmember Delfs

Staff Present: Administrator Buchholtz, Chief Ebeltoft, and Engineer Gravel

### 2. DISCUSSION ITEMS

#### A. MSA Map Amendment Discussion

Engineer Gravel provided an overview of the proposed Municipal State Aid (MSA) system amendment, removing a portion of 81st Avenue between University Avenue and Terrace Road; the proposed signage plan; and the draft ordinance establishing a 7,000 pound weight restriction on this street segment. Mayor Nelson suggested increasing the street segment's weight restriction to 5 tons (10,000 pounds), which would allow residents who bring their commercial vehicles home that ability. Administrator Buchholtz, in an effort to simplify enforcement, suggested amending the MSA map further by removing 81st Avenue from University Avenue to Able Street from the MSA system and replacing it with Able Street from 81st Avenue to CSAH 10. The City Council was agreeable to both suggestions.

**CONSENSUS of the City Council** was to authorize staff to pursue further amending the MSA map to remove 81st Avenue between University Avenue and Able Street from the MSA system and the bring forward a weight restriction ordinance limiting weights on this segment of 81st Avenue to 5 tons.

#### B. Garfield Pond Project Update

Administrator Buchholtz and Engineer Gravel provided a brief overview of progress on the Garfield Pond project and answered questions from the City Council.

#### C. Animal Control Agreement Discussion - North Metro Animal Care and Control

Councilmember Goodboe-Bisschoff sought clarification on the proposed North Metro Animal Care and Control Standard Animal and Impound Services Agreement. Chief Ebeltoft provided the clarification. After further discussion, the City Council recommended adding the contract to the March 16 City Council meeting agenda.

#### D. Terrace Park and Arthur Street Pumphouse Camera System Replacement

Chief Ebeltoft reviewed the need for a new camera system at the Arthur Street Pump House and Terrace Park, at a cost of \$10,815.00. He recommended also replacing the camera systems at Able

Park, Lakeside Park, and City Hall as well, to reduce the need for the Police Department to access two separate video systems for surveillance video. He stated that completing the remaining three systems would cost \$18,650. He also suggested budgeting \$1,250 per location for any wiring repairs that would be necessary.

**CONSENSUS OF THE CITY COUNCIL was to replace all the camera systems at a cost of \$35,715.**

E. SBM Fire JPA Discussion

Administrator Buchholtz provided an overview of the discussions occurring between the cities of Blaine, Mounds View and Spring Lake Park regarding an update to the Joint Powers Agreement (JPA) for the Spring Lake Park-Blaine-Mounds View (SBM) Fire Department. He stated the major point of discussion was exploring setting a fixed formula to allocate Fire Department expenditures. He said that the current formula calculates 50% of the cost share based on market value and the 50% of the cost share based on call volume averaged over a three year period. He stated the fixed formula would help preserve the current model, which is very cost-effective for the City of Spring Lake Park, and continue to provide Spring Lake Park with a voice in the governance of the Fire Department. The City Council discussed the matter and determined that freezing the formula would strengthen the partnership between the three cities and would protect the integrity of the current model.

**CONSENSUS of the City Council was to express support for freezing the formula at the current 2020 level and to authorize the Administrator, Clerk/Treasurer to communicate the City's position to its partners in the JPA.**

F. Review Draft of Updated Charitable Gaming Ordinance

Administrator Buchholtz presented a draft update of the City's Charitable Gaming Ordinance.

**CONSENSUS OF THE CITY COUNCIL was to authorize distribution of the draft to the City's charitable gaming operators for comment.**

G. JP Brooks Development Update

Administrator Buchholtz provided an update on the JP Brooks subdivision. He stated that an omission was discovered in the process. He stated that the Comprehensive Plan Future Land Use Map needs to be amended to guide the property from Public/Semi-Public to Low Density Residential. He stated that a public hearing is scheduled for the March 23, 2020 Planning Commission Meeting and that the item will be addressed at the same time the 2040 Comprehensive Plan is adopted by the City Council.

**3. REPORT**

## A. Administrator Report

Administrator Buchholtz reported that the City received a \$31,000 grant from Coon Creek Watershed District for the expansion of the Fillmore Pond. He stated that the City received 11 applications for the Accountant position. He said that applications will be screened the week of March 9 with interviews following shortly thereafter. He reported that Dala 1, Inc did not appeal the liquor license sanctions imposed by the City Council. He reported that Peggy Anderson's retirement party was scheduled for March 10, 2002 at 1pm.

**4. ADJOURN**

The workshop was adjourned at 7:23 p.m.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on March 16, 2020 at the City Hall, at 7:00 PM.

### **1. CALL TO ORDER**

Mayor Nelson called the meeting to order at 7:00 PM.

### **2. ROLL CALL**

PRESENT:

Mayor Robert Nelson  
Council Member Ken Wendling  
Council Member Brad Delfs  
Council Member Barbara Goodboe-Bisschoff  
Council Member Lisa Dircks

STAFF PRESENT:

Police Chef Ebeltoft; Building Inspector Baker; Attorney Thames; Engineer Gravel; Parks and Recreation Director Okey; Administrator Buchholtz and Executive Assistant Gooden.

### **3. PLEDGE OF ALLEGIANCE**

### **4. ADDITIONS OR CORRECTIONS TO AGENDA**

Administrator Buchholtz requested that Resolution 20-11, A Resolution Extending the Period of a Mayor-Declared Emergency Pursuant to Minnesota Statutes §12.29 and §12.37 be added to the Agenda as Item 8D.

### **5. DISCUSSION FROM THE FLOOR**

### **6. CONSENT AGENDA**

- A. Approval of Minutes - March 2, 2020 Regular Council Meeting
- B. Approval of Minutes - March 2, 2020 City Council Work Session
- C. General Operations Disbursements #20-03 \$302,763.45
- D. Approval of Animal Control Agreement - North Metro Animal Care and Control
- E. Contractor's License

Motion made by Council Member Wendling to approve the Consent agenda.

Voting Yea: Mayor Nelson, Council Member Wendling, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks.

Motion carried.

**7. DEPARTMENT REPORTS****A. Police Report**

Police Chief Ebeltoft reviewed the Department report for the month of February.

**B. Parks and Recreation Report**

Parks and Recreation Director Okey provided a summary of the programs and activities for the month of February. She reported that the Senior Valentine luncheon was well attended and thanked the Spring Lake Park Lions for their participation.

Ms. Okey reported that the Parks and Recreation Department has cancelled all activities and programs until April 5, 2020, due to the COVID-19 virus.

**8. ORDINANCES AND/OR RESOLUTIONS****A. Ordinance 463 Amending Chapter 112 of the Spring Lake Park City Code Regulating Tobacco**

Administrator Buchholtz reviewed the staff memo to the City Council. He reported that the amendments to the City's tobacco ordinance will bring the City Code into compliance with the Federal change in legal purchase age from 18 to 21.

Motion made by Council Member Dircks to approve Ordinance 463 Amending Chapter 112 of the Spring Lake Park City Code Ordinance Relating to Tobacco.

Voting Yea: Mayor Nelson, Council Member Wendling, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks.

Motion carried.

**B. Resolution 2020-09 A Resolution Approving Title and Summary Publication of Ordinance 463**

Motion made by Council Member Wendling to approve Resolution 2020-09 Approving Title and Summary Publication of Ordinance 463.

Voting Yea: Mayor Nelson, Council Member Wendling, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks.

Motion carried.

C. Resolution 20-10 Levying Sanctions on Dala 1, Inc's Liquor Licenses for Violations of the City's Liquor Ordinance

Administrator Buchholtz shared the staff memo with the City Council. He reported that the City Council proposed sanctions for Dala One's liquor license. He stated that staff communicated the proposed sanctions to Dala One and they have agreed to accept the sanctions.

Administrator Buchholtz reported that staff recommends approval of Resolution 2020-10 to impose the sanctions.

Mayor Nelson stated that Dala One is a new business and stated that the business has been cooperative in working with City staff. He reported that the business voluntarily closed for one week during the investigation process and that liquor license training is scheduled for the employees at the end of the month.

Motion made by Council Member Dircks approving Resolution 2020-10 Levying Sanctions on Dala 1 Inc.'s Liquor License for Violations of the City's Liquor Ordinance.

Voting Yea: Mayor Nelson, Council Member Wendling, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks.  
Motion carried.

D. Resolution 2020-11 Extending the Period of a Mayor-Declared Emergency Pursuant to Minnesota Statutes §12.29 and §12.37

Administrator Buchholtz reported Mayor Nelson signed a Proclamation Declaring a Local Emergency on March 16, 2020, in regards to the COVID-19 virus. He reported that Resolution 2020-11 extends the period of time of the Mayor Declared Emergency proclaimed in the proclamation until April 20, 2020.

Administrator Buchholtz reported that City Hall will close on March 17, 2020, to the public until April 6, 2020. He stated that no visitors will be allowed in secured areas of City Hall. He reported that all City parks will be closed to the public and all Park and Recreation programs have been cancelled until April 6, 2020. He reported that signs will be posted in the parks stating that they are closed. He reported that the Police Department is taking precautions and has put new procedures into place to protect the staff. He reported that the Code Enforcement Department has suspended all in-person residential inspections until March 30, 2020.

Administrator Buchholtz reported that the Public Works Department will not be replacing any water meters or radios until after the emergency is over. He stated that water shut offs will not take place during this time. He stated that the Utility bill payments can be made to the payment drop box in the City Hall vestibule.

Administrator Buchholtz stated that City Council meetings will be conducted through telephone or via the web. He stated that instructions will be sent to the Councilmembers and the public for sign in procedures.

Mayor Nelson stated that the goal of the City is keep the basic services running during this time. He requested that the residents respect the warnings that could be placed and reminded everyone to keep a safe social distance.

Motion made by Councilmember Wendling to approve Resolution 2020-11 Extending the Period of a Mayor-Declared Emergency Pursuant to Minnesota Statutes §12.29 and §12.37.

Voting Yea: Mayor Nelson, Council Member Wendling, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks.

Motion carried.

## 9. NEW BUSINESS

### A. Approval of Site Development Agreement with JP Brooks Inc. for Monroe Park Addition

Administrator Buchholtz shared the staff report and provided the Council with a copy of the proposed Site Development Agreement.

Motion made by Council Member Wendling to approve Site Development Agreement with JP Brooks Inc. for Monroe Park Addition.

Voting Yea: Mayor Nelson, Council Member Wendling, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks.

Motion carried.

### B. Terrace Park and Arthur Street Pumphouse Camera System Replacement

Police Chief Ebeltoft shared the staff memo regarding the price quote for the replacement of security cameras in 2020 at various City property locations. He reported that the City Council met and discussed the replacement at the work session meeting held on March 9, 2020. He stated that the consensus of the City Council was to replace all camera and DVR equipment.

Mayor Nelson stated that it was his understanding that the existing equipment is not compatible with the systems in place currently. Chief Ebeltoft agreed.

Councilmember Delfs stated that the existing cameras and equipment are four years old and noted that although technology has changed, the existing systems did fairly well.

Councilmember Delfs inquired if the new equipment will align with Anoka County fiber optic system. Chief Ebeltoft stated that there are not fiber optics in the parks. He stated that the

parks are equipped with internet speed so not all the communication is available to Police Officers cars.

Motion made by Council Member Delfs to approve purchase of camera system replacement in the amount of \$35,715.00.

Voting Yea: Mayor Nelson, Council Member Wendling, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks.

Motion carried.

## 10. REPORTS

### A. Engineer's Report

Engineer Gravel reported that the tree removal is complete for the Garfield Pond Improvement project. He stated that the recommendation made by the Council to transfer state aid funding from portion of 81st Avenue and adding it to Able street was view favorably by Engineering staff. He stated that the suggestion has been forwarded the State for approval.

### B. Attorney's Report

Attorney Thames had no new items to report.

### C. Administrator Report

Administrator Buchholtz reported that interviews for the Accountant position will take place on Wednesday, March 18, 2020. He requested that a Special City Council meeting be held to appoint the chosen candidate to help speed along the hiring process.

Administrator Buchholtz reported that the Neighborhood meeting regarding the 525 Osborne property could be postponed from the March 23, 2020, meeting date due to the COVID-19 virus. He stated that a notice will be mailed to residents should the meeting be postponed.

## 11. OTHER

### A. Correspondence

Mayor Nelson read a letter of appreciation from a resident for the assistance from employees of the Public Works and Police Department. He stated that he is very proud of the employees of Spring Lake Park and how they went out of their way to assist this resident.

**12. ADJOURN**

Motion made by Councilmember Wendling to adjourn. Voice Vote. Motion carried.  
The meeting adjourned at 8:05 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park Special City Council Meeting was held on March 23, 2020 at the Spring Lake Park City Hall, at 5:30 PM.

### 1. CALL TO ORDER

Mayor Nelson called the meeting to order at 5:30 PM.

### 2. ROLL CALL

PRESENT:

Ken Wendling

Brad Delfs (Arrived at 5:35 PM)

Barbara Goodboe-Bisschoff

Lisa Dircks

Robert Nelson

STAFF PRESENT:

Administrator Buchholtz and Executive Assistant Gooden

### 3. DISCUSSION ITEMS

#### A. Authorize Conditional Job Offer to Melissa Barker for Accountant Position

Administrator Buchholtz reported that the City Council authorized staff to begin the hiring process for the Accountant position to fill the vacancy due to the recent retirement of employee Peggy Anderson.

Administrator Buchholtz reported that after a two-week application period, staff received 11 applications. He stated that Executive Assistant Gooden and himself reviewed and scored the applications and selected four applicants for an interview. He reported that an interview panel of Recreation Director Okey, Executive Assistant Gooden and himself interviewed the candidates. He reported that there was a strong applicant pool and one candidate rose to the top of the candidates.

Administrator Buchholtz reported that candidate Melissa Barker was the strongest candidate and is recommending the City Council authorize making a conditional offer to Ms. Barker, contingent upon successful completion of a background check and a pre-employment drug test. He reported that he is recommending starting Ms. Barker at Step One of the salary schedule (\$27.75/hour). He stated that the anticipated start date would be the week of April 6, 2020, after she gives a two week notice to her current employer. He stated this position is subject to a six-month probationary period.

Administrator Buchholtz reviewed Ms. Barker's skills and past employment history. He stated that she has been a past employee of his at another municipality and highly

recommends her for this position. He stated that she will be a valuable asset to the City as she has the knowledge in almost every position in the Administration Department including elections.

Mayor Nelson stated that in reviewing her resume he agrees that she has experience in many areas and that will be an asset.

Motion made by Mayor Nelson to authorize a conditional offer to Melissa Barker.  
Voting Yea: Wendling, Delfs, Goodboe-Bisschoff, Dircks, Nelson. Motion carried.

B. Accept Letter of Retirement from Utility Billing Clerk Nancy Kelm

Administrator Buchholtz reported that he received a letter o March 19, 2020, from Utility Billing Clerk Nancy Kelm announcing her retirement from the City of Spring Lake Park, effective May 1, 2020. He reported that Ms. Kelm has served the citizens of Spring Lake Park for nearly 15 years. He stated that he is grateful for her service and wish her the best as she enters this new chapter of her life.

Administrator Buchholtz stated that he is seeking the City Council to accept Ms. Kelm's retirement letter and authorize the hiring process of a new Utility Billing Clerk.

Administrator Buchholtz stated that he is pleased that Ms. Kelm was considerate with her retirement date which will allow plenty of time to hire a replacement and provide some overlap in timing for training purposes and for the organization of information regarding her position duties.

Mayor Nelson reported that he wishes Ms. Kelm well and she has been a hard worker and well-liked by the residents.

Councilmember Wendling stated that she will be missed and has been such a great asset to the City.

Motion made by Mayor Nelson to approve Nancy Kelm's letter of retirement and to Authorize Hiring of Utility Billing Clerk.

Voting Yea: Wendling, Delfs, Goodboe-Bisschoff, Dircks, Nelson. Motion carried.

**3. REPORT**

Administrator Buchholtz reported that staff is in constant communication with the County and local surrounding communities as well as watching the news for the latest developments on the COVID-19 virus. He stated that the City will keep up on providing services to the residents. He reported that the staff is practicing social distancing within the City Hall.

Administrator Buchholtz thanked the City Council for their participation through the web for the meeting. He stated that future meetings will be done virtually until the COVID-19 restrictions are lifted.

Administrator Buchholtz reported that work is continuing on the Garfield Pond Improvement Project and the pipework is scheduled to begin on March 24, 2020.

#### **4. ADJOURN**

Motion made by Wendling to adjourn.

Voting Yea: Wendling, Delfs, Goodboe-Bisschoff, Dircks, Nelson.

Motion carried.

The meeting adjourned at 5:45 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**Stantec Consulting Services Inc.**  
733 Marquette Avenue, Suite 1000  
Minneapolis, MN 55402  
Tel: (612) 712-2000

March 30, 2020

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

Re: Garfield Pond Improvements Project  
Project No. 193804750  
**Contractor's Request for Payment No. 2**

Dear Dan:

Attached for city approval is Contractor's Request for Payment No. 2 for the Garfield Pond Improvements Project. The prime Contractor on this project is Jacon, LLC from Vadnais Heights.

This request includes partial payment for the 42-inch storm sewer, tree clearing and grubbing, and some dewatering. Pond dredging and grading will be paid on a future payment request. Storm sewer on 81<sup>st</sup> Avenue will be paid on a future payment request.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to Jacon, LLC in the amount of \$247,932.71.**

Please execute the payment request documents. Keep one copy for your records, forward a copy to Jacon, LLC, and return one copy to me.

Feel free to contact us if you have any questions.

Regards,  
**STANTEC**

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

Phil Gravel  
City Engineer

Enclosures

cc: Charlie Igo, Jacon, LLC  
Terry Randall, Public Works Director



Owner: City of Spring Lake Park, 1301 81st Ave. NE, Spring Lake Park, MN 55432	Date: March 30, 2020
For Period: 2/13/2020 to 3/30/2020	Request No: 2
Contractor: Jacon, LLC, 3900 LaBore Rd., Vadnais Heights, MN 55110	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
 2019 GARFIELD POND IMPROVEMENTS PROJECT  
 STANTEC PROJECT NO. 193804750

SUMMARY

1	Original Contract Amount		\$	410,789.00
2	Change Order - Addition	\$	<u>0.00</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	410,789.00
5	Value Completed to Date		\$	271,433.80
6	Material on Hand		\$	0.00
7	Amount Earned		\$	271,433.80
8	Less Retainage 5%		\$	13,571.69
9	Subtotal		\$	257,862.11
10	Less Amount Paid Previously		\$	9,929.40
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>2</u>		\$	<u>247,932.71</u>

Recommended for Approval by:  
**STANTEC**

*Phil Gravel*

Approved by Contractor:  
**JACON, LLC**

Per invoice 6398 modified

Approved by Owner:  
**CITY OF SPRING LAKE PARK**

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
<b>GENERAL</b>							
1	MOBILIZATION	LS	1	15600.00	0.33	1	\$15,600.00
2	TRAFFIC CONTROL	LS	1	2500.00			\$0.00
3	DEWATERING	LS	1	14393.00	0.6	0.6	\$8,635.80
4	EROSION AND SEDIMENT CONTROL	LS	1	5500.00			\$0.00
5	COMMON EXCAVATION, GRADING (P)	LS	1	25000.00			\$0.00
6	COMMON EXCAVATION, POND EXCAVATION (LV)	CY	2200	9.00			\$0.00
7	CLEARING AND GRUBBING	LS	1	44840.00	1	1	\$44,840.00
8	SALVAGE AND REINSTALL APRON	EA	3	2500.00			\$0.00
9	SALVAGE AND REINSTALL PIPE	LF	28	30.00			\$0.00
10	REMOVE PIPE	LF	12	14.00			\$0.00
11	REMOVE STORM CBMH OR CB	EA	2	1200.00			\$0.00
12	REMOVE BITUMINOUS PAVEMENT (INCLUDES SAWCUTS)	SF	900	2.00			\$0.00
13	REMOVE CONCRETE CURB (INCLUDES SAWCUTS)	LF	50	4.00			\$0.00
14	REMOVE CONCRETE SIDEWALK (INCLUDES SAWCUTS)	SF	110	4.00			\$0.00
15	REMOVE RETAINING WALL	LF	260	3.00	220	220	\$660.00
16	2' X 3' CB, INCL R-3067 CSTG AND ADJ RINGS	EA	1	3400.00			\$0.00
17	4' DIA STORM SEWER CBMH, INCL. CSTG AND ADJ RINGS	EA	1	4400.00			\$0.00
18	5' DIA STORM SEWER CBMH, INCL. CSTG AND ADJ RINGS	EA	1	5800.00			\$0.00
19	6' DIA STORM SEWER CBMH, INCL. CSTG AND ADJ RINGS	EA	2	8200.00			\$0.00
20	5' DIA STORM SEWER MH SPECIAL, INCL. CSTG AND ADJ RINGS	LS	1	6450.00	2	2	\$12,900.00
21	12" RC PIPE SEWER DESIGN 3006 CLASS V	LF	16	42.50			\$0.00
22	18" RC PIPE SEWER DESIGN 3006 CLASS V	LF	69	57.00			\$0.00
23	24" RC PIPE SEWER DESIGN 3006 CLASS V	LF	32	105.00			\$0.00
24	36" RC PIPE SEWER DESIGN 3006 CLASS III	LF	24	185.00			\$0.00
25	42" RC PIPE SEWER DESIGN 3006 CLASS II	LF	567	270.00	567	567	\$153,090.00
26	42" RC PIPE BEND DESIGN 3006 CLASS II	EA	12	1525.00	12	12	\$18,300.00
27	12" RC PIPE - APRON (INCL. TRASH GUARD)	EA	1	876.00			\$0.00
28	24" RC PIPE - APRON (INCL. TRASH GUARD)	EA	1	2011.00			\$0.00
29	42" RC PIPE - APRON (INCL. TRASH GUARD)	EA	2	8704.00	2	2	\$17,408.00
30	HAND-PLACED RIPRAP - CLASS 3	CY	90	100.00			\$0.00
31	TOPSOIL BORROW (LV)	CY	25	24.00			\$0.00
32	SELECT GRANULAR BORROW (MODIFIED) - INFILTRATION TRENCH (CV)	CY	180	21.00			\$0.00
33	MULCH, TYPE 1	LB	2600	0.50			\$0.00
34	EROSION CONTROL BLANKET, CATEGORY 3 STRAW	SY	2700	3.00			\$0.00
35	MNDOT SEED MIX 33-261	SY	2700	0.25			\$0.00
36	MNDOT SEED MIX 25-131	SY	3100	0.25			\$0.00
37	B618 CONCRETE CURB AND GUTTER	LF	50	20.00			\$0.00
38	4" CONCRETE SIDEWALK WITH BASE	SF	110	5.00			\$0.00
39	BITUMINOUS STREET PATCH (with 6" BIT. & 12" CLASS 5)	SF	900	3.00			\$0.00
	TOTAL						\$271,433.80
TOTAL							\$271,433.80
<b>WORK COMPLETED TO DATE:</b>							<b>\$271,433.80</b>

**PROJECT PAYMENT STATUS**

OWNER CITY OF SPRING LAKE PARK  
STANTEC PROJECT NO. 193804750  
CONTRACTOR JACON, LLC

**CHANGE ORDERS**

No.	Date	Description	Amount
<b>Total Change Orders</b>			

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	01/27/2020	02/12/2020	9,929.40	522.60	10,452.00
2	02/13/2020	03/30/2020	247,932.71	13,571.69	271,433.80

**Material on Hand**

Total Payment to Date		\$247,932.71	Original Contract	\$410,789.00
Retainage Pay No. 2		13,571.69	Change Orders	
Total Amount Earned		\$261,504.40	Revised Contract	\$410,789.00

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

Contractor's Licenses

April 6, 2020

General Contractor

Classic Construction

McGough Construction Co., LLC.

RJ Ryan Construction

Terra General Contractors, LLC.

Mechanical Contractors

4Front Energy Solutions

Aquarius Home Services

Blue Ox Heating and Air

Corporate Mechanical

Larson Plumbing, Inc.

Sabre Plumbing, Heating and Air

St. Cloud Refrigeration

Plumbing Contractors

Aquarius Home Services

Carlson Plumbing

Champion Plumbing

Corporate Mechanical

Larson Plumbing, Inc.

Minnesota Rusco

Noah Acquisitions, LLC.

Plumb Right Corp.

Rick's Plumbing, Inc.

Sabre Plumbing, Heating and Air

Terry Overacker Plumbing, Inc.

Thein Well Co., Inc.

TJK Plumbing

US Patio Systems

Roofing Contractors

All Elements, Inc.

Allweather Roof

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

## Contractor's Licenses

April 6, 2020

### Sewer & Water Contractor

Rick's Plumbing, Inc.

### Sign Contractor

Nesper Sign Advertising, Inc.

### Tree Contractors

Minnesota Tree Experts

Steve's Quality Tree Service

Sav A Tree

The Davey Tree Expert Company



## **Public Works Report for the month of March 2020**

The month began with the set up and removal of all of the election equipment at the polling locations. The Public Works Department continues to empty garbage and recycling at all of the city properties. With the snow melting, all of the parks have been picked of garbage and debris.

With the Coronavirus pandemic, all of the playground equipment has been taped off or removed. Sewer cleaning was started however; it has been put on hold due to the Corona Virus precautions.

On March 6, the Spring weight restrictions were posted on all city streets and is in conjunction with the State and County. The Public Works Department has been out replacing broken and missing signs that have been damaged or missing from the winter. We have been out patching some potholes with hot mix that is purchased from the City of St Paul. We are also fixing sod damage that occurred in the winter when plowing and along the sidewalks.

The Public Works Department has done some tree trimming and stump grinding at Triangle Park and at the parking lot on Buchanan. We are working on our summer equipment, oil changes, replacing broken parts and welding on equipment.

I have been overseeing the Garfield Pond Improvement project and I was on vacation for the first two weeks of March.

This concludes my monthly report and I would be happy to answer any questions.





## 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:** Jeff Baker, Code Enforcement Director  
**RE:** Code Enforcement Monthly Report for March 2020  
**DATE:** April 1, 2020

---

The Spring Lake Park Code Enforcement department is the authority having jurisdiction for all building, mechanical, plumbing, fire, rental, property, nuisance, and zoning codes within Spring Lake Park.

In March 2020, a total of 9 building permits were issued compared to 11 in 2019. 3 mechanical permits were issued in March 2020, compared to 3 in 2019. 13 Plumbing permits issued in March 2020, in comparison to 7 in 2019. 1 Fire permit issued in March 2020, compared to 0 in 2019. A total of 92 inspections were conducted within the month of March.

One Certificate of Occupancy was issued. 8 Administrative Offense tickets were issued, 7 of them were for not renewing their 2020 rental license and one was for a nuisance violation.

With the new Minnesota State Codes being adopted and in effect March 31<sup>st</sup> 2020, I have been compiling all of the City of Spring Lake Park Code Enforcement handouts, so they can be updated with any changes that have been affected by the code adoption.

### **COVID-19 Inspection Process**

- All residential building inspections for privately occupied homes will be held virtually if possible or suspended until further notice.
- All annual and routine fire inspections will be suspended until further notice.
- All Rental Housing inspections will be suspended until further notice.
- Commercial Permit inspections will be conducted on a case by case basis. Inspections required for new construction projects needing to obtain a C of O will be scheduled based on staff availability.
- Complaints, whether fire or housing will be documented. Only complaints which pose a life safety hazard will be followed up on as soon as possible. All other complaints will be recorded and followed up on after the public health emergency is over.
- All nuisance inspections will continue as normal.

I met with the City of Mounds View's Community Development division. We have agreed on a plan to assist each other, should COVID-19 affect either City.

In March of 2020, I also attended the following appointments:

- Fire Marshals Association of Minnesota March 11<sup>th</sup>.
- 525 Osborne Rd Project March 10<sup>th</sup>.
- City Council meetings March 3<sup>rd</sup> and 18<sup>th</sup>.
- Contractor Meeting March 19<sup>th</sup>.
- Department Head Meeting March 3<sup>rd</sup>, 17<sup>th</sup> and 25<sup>th</sup>.

This concludes the Code Enforcement Department monthly report for March 2020. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.



# Memorandum

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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** March 31, 2020

**Subject:** MSA System Revision

The City Council has directed staff to amend the City's Municipal State Aid Street system to remove 81<sup>st</sup> Avenue NE from the system in an effort to reduce commercial truck traffic through this residential neighborhood. 81<sup>st</sup> Avenue has become a convenient route for commercial trucks seeking to move from University Avenue (TH 47) to Trunk Highway 65 and vice versa. By removing 81<sup>st</sup> Avenue from the State Aid system, the City Council can place weight restrictions on this segment of 81<sup>st</sup> Avenue, thereby prohibiting commercial truck traffic.

In order to amend the City's State Aid Street system, the City Council must approve a resolution requesting the change to MnDOT for approval by the Commissioner of Transportation. The proposed resolution would remove 81<sup>st</sup> Avenue between University Avenue and Able Street, University Avenue Service Road between 81<sup>st</sup> Avenue and 83<sup>rd</sup> Avenue and Elm Street between Sanburnol Drive and Able Street and replace it with Able Street from Anoka CSAH 8 (Osborne Road NE) to the northern corporate limits of the City. You can see the proposed changes visually on the enclosed map.

There is a fiscal impact to this change. State Aid Funds were used on University Avenue Service Drive in 1996. If the segment is removed from the State Aid system within 25 years of the improvements, state aid must be repaid on a pro-rated basis. In this case, the City will need to repay \$10,309 in State Aid to MnDOT. This amount will be deducted from the City's next reimbursement from the Municipal State Aid fund. In addition, additional signage is needed to inform the public of the change. The anticipated cost of the signage is approximately \$5,000.

If the City Council wishes to move forward with this State Aid system amendment, the City Council should approve the enclosed resolution.

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

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**RESOLUTION NO. 20-12**

**RESOLUTION AUTHORIZING MUNICIPAL STATE AID STREET SYSTEM  
REVISION**

**WHEREAS**, it appears to the City Council of the City of Spring Lake Park that the streets hereinafter described as a revocation should have the designation as a Municipal State Aid Street removed under the provisions of Minnesota law, and

**WHEREAS**, it appears to the City Council of the City of Spring Lake Park that the street hereinafter described as a designation be designated as a Municipal State Aid Street under the provisions of Minnesota law.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the roads described as follows, to wit:

Revocation

81<sup>st</sup> Avenue NE – University Avenue (TH 47) to Able Street NE  
University Avenue Service Road – 81<sup>st</sup> Avenue NE to 83<sup>rd</sup> Avenue NE  
Elm Drive – Sanburnol Drive NE to Able Street NE

be, and hereby are revoked as Municipal State Aid Streets of the City of Spring Lake Park, subject to the approval of the Commissioner of Transportation of the State of Minnesota; and

**BE IT FURTHER RESOLVED** that the road described as follows, to wit:

Designation

Able Street NE – Osborne Road (CSAH 8) to North City Limits

Be, and hereby is established, located and designated as a Municipal State Aid Street of the City of Spring Lake Park, subject to the approval of the Commissioner of Transportation of the State of Minnesota, and

**BE IT FURTHER RESOLVED** that the Administrator, Clerk/Treasurer is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for consideration, and that upon approval of the designation of said road or portion thereof, that the same be constructed, improved and maintained as a Municipal State Aid Street of the City of Spring Lake Park, to be numbered and known as a Municipal State Aid Street.

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 6th day of April, 2020.

APPROVED BY:

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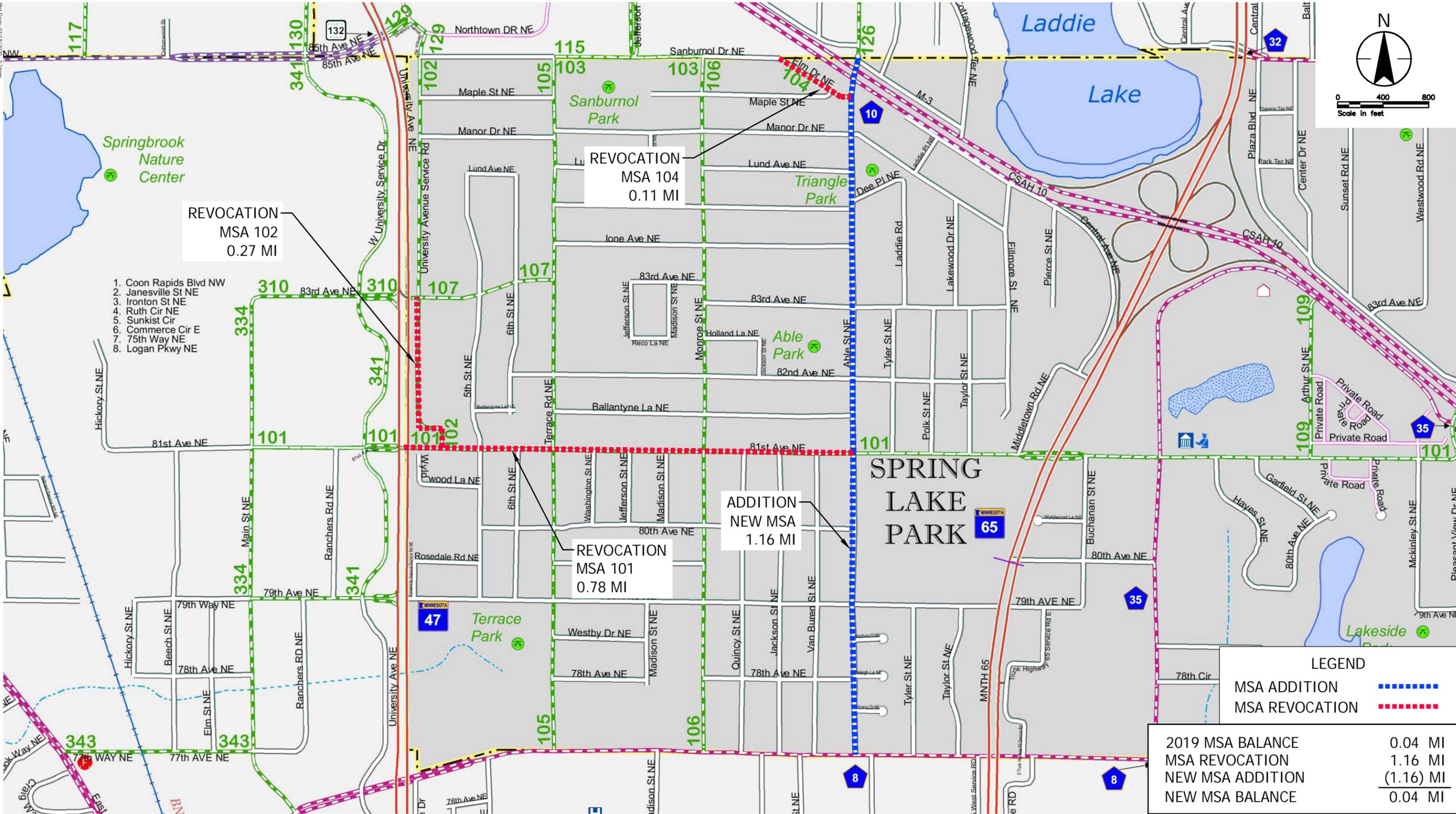
Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator

File Date: 03/17/2020 - 3:24pm  
 Drawing Name: K:\Client\State\Provisional\del\_min\Spring Lake Park\Certification of MSA\MSA Update\_2020.dwg  
 User:



1. Coon Rapids Blvd NW
2. Janesville St NE
3. Ironton St NE
4. Ruth Cir NE
5. Sunkist Cir
6. Commerce Cir E
7. 75th Way NE
8. Logan Pkwy NE

REVOCATION  
 MSA 102  
 0.27 MI

REVOCATION  
 MSA 104  
 0.11 MI

ADDITION  
 NEW MSA  
 1.16 MI

REVOCATION  
 MSA 101  
 0.78 MI

LEGEND	
MSA ADDITION	<span style="color: blue;">- - - - -</span>
MSA REVOCATION	<span style="color: red;">- - - - -</span>
2019 MSA BALANCE	0.04 MI
MSA REVOCATION	1.16 MI
NEW MSA ADDITION	(1.16) MI
NEW MSA BALANCE	<u>0.04 MI</u>

PROPOSED MSA SYSTEM REVISIONS - 2020

CITY OF SPRING LAKE PARK, MN  
MUNICIPAL STATE AID SYSTEM

FIGURE 1





Minnesota Department of Transportation  
 395 John Ireland Boulevard  
 Saint Paul, MN 55155

# Memo

**TO:** Mr. Phil Gravel  
 Spring Lake Park City Engineer

**FROM:** William Lanoux  
 Manager, Municipal State Aid Needs Unit

**DATE:** March 18, 2020 (revised since February 12)

**SUBJECT:** Municipal State Aid Designations & Revocations (*payback on a revocation*)

**The following Municipal State Aid Street revocations will be approved when the City Council resolution has been received.**

Part of MSAS 101: *81<sup>st</sup> Avenue NE-* from TH 47 to Able Street (0.78 miles)

Part of MSAS 102: *University Avenue Service Drive-* from 81<sup>st</sup> Avenue NE to 83<sup>rd</sup> Avenue NE (0.27 miles)

MSAS 104: *Elm Drive-* from Sanburnol Drive to Able Street (0.11 miles)

**The following Municipal State Aid Street designation will be approved when the City Council resolution has been received.**

MSAS 110: *Able Street NE-* from Osborne Road (CSAH 8) to north city limits (1.16 miles)

A Commissioner's Order will follow. (*See information on payback on the next page*)

**Needs Update Comments:**

Routes can receive Needs and be used in the calculation of your 2021 allotment. Include these revisions with your 2020 spring Needs update.

**Certification of Mileage Update Comments:**

You can include these revisions on the *2020 Annual Certification of Mileage* that is due in January 2021.

	Available Mileage	0.04	2019 Certified Mileage
+	Revoked Mileage	1.16	
-	<u>Designated Mileage</u>	1.16	
	Remaining Available Mileage	0.04	

If you have any questions, contact your DSAE or Bill Lanoux at (651) 366-3817 for instructions.

cc. District State Aid Engineer

An Equal Opportunity Employer



**The city has agreed to the following payback for project 183-102-002**

Amount (from SAAS reports) = \$257,730;

Awarded 1996

*Reconstruction Project (25 years of life): 2020-1996 = 24, so one year of life left.*

1) PRORATE BY LIFE LEFT:  $1/25 * \$257,730 = \underline{\$10,309 \text{ of PAYBACK}}$   
(city will be "pay short" this amount on their next payment request)

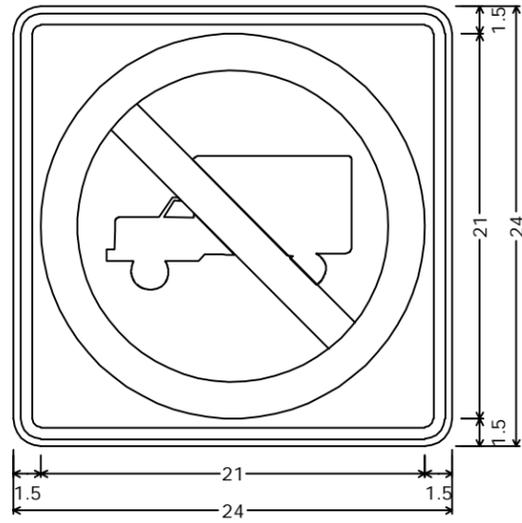
An Equal Opportunity Employer



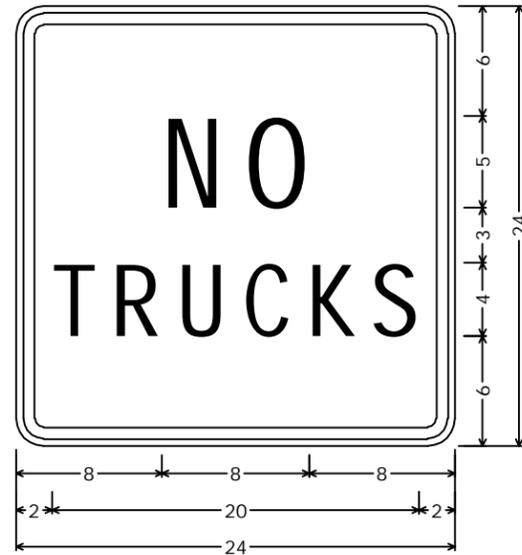


Project: 193800050 - 1038888  
Revision: 1.0  
Date: 1/29/2020  
Author: [Name]  
Checked: [Name]  
Reviewed: [Name]  
Approved: [Name]

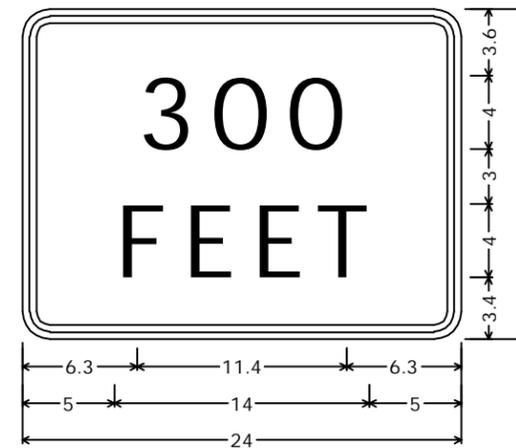
### TEXT OPTION



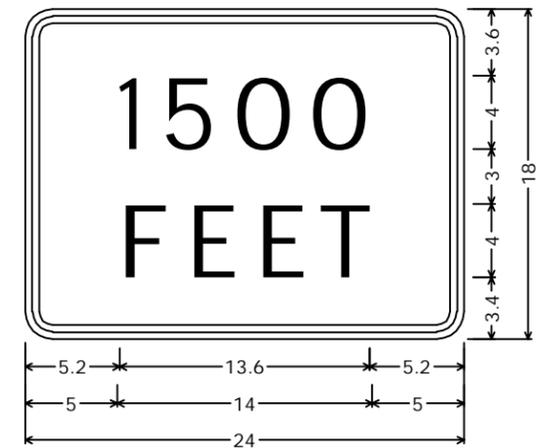
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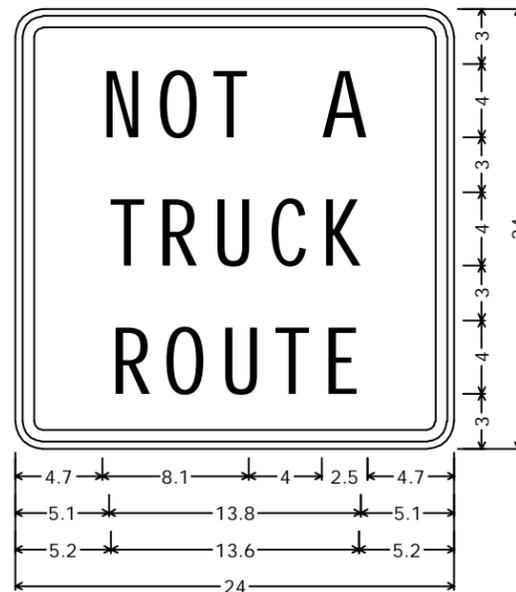
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[NO] D; [TRUCKS] D;



Identifier : W20-100P\_24x18;  
1.5" Radius, 0.4" Border, 0.4" Indent, Black on White;  
[300] E; [FEET] E;



Identifier : W20-100P\_24x18;  
1.5" Radius, 0.4" Border, 0.4" Indent, Black on White;  
[1500] E; [FEET] E;



Identifier : 24x24;  
1.5" Radius, 0.6" Border, 0.4" Indent, Black on White;  
[NOT A] C; [TRUCK] C; [ROUTE] C;

### SIGNING DETAILS



# Memorandum

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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** March 26, 2020

**Subject:** Ordinance 464 Establishing Weight Restrictions

Ordinance 464 amends Chapter 70 by establishing a 5-ton weight restriction on a segment of 81<sup>st</sup> Avenue NE between University Avenue Service Drive and Able Street, clarifying that after notice of a weight restriction is posted in accordance with state law that it is unlawful for anyone to use, operate or move any vehicle on the street contrary to the weight restriction, and adding the words “operation or movement” to the road restriction prohibition.

This ordinance is to implement the City Council’s policy directive to reduce the amount of commercial truck traffic on 81<sup>st</sup> Avenue NE.

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

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**ORDINANCE NO. 464**

**AN ORDINANCE AMENDING CHAPTER 70 OF THE SPRING LAKE PARK CITY CODE RELATING TO TRAFFIC REGULATIONS**

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

**Section 1.** §70.15 of the City Code is hereby amended to read as follows:

**§70.15 SEASONAL ROAD RESTRICTIONS; COUNCIL AUTHORITY**

Whenever any street, alley, or public highway of the city, by reason of deterioration, rain, snow, or other climatic conditions, will be seriously damaged or destroyed unless the use, operation or movement of vehicles thereon is prohibited or the permissible weights thereon reduced, the City Council may by resolution prohibit the operation of vehicles thereon or impose restrictions as to the weight of vehicles to be operated thereon.

**Section 2.** Section §70.17 is hereby amended to read as follows:

**§70.17 NOTICE REQUIREMENT.**

Notice of prohibition or any restriction imposed under §70.15 hereof shall be made in the manner provided in M.S. §169.87 and by posting printed signs at each end of the restricted street and other places as the City Council shall deem advisable. Thereafter, it shall be unlawful for any person to use, operate or move any vehicle or combination of vehicles in and upon such street or public highway in the City contrary to the prohibitions set forth in such resolution and notice.

**Section 3.** §70.17-§70.18 of the City Code are hereby renumbered to §70.18-§70.19.

**Section 4.** A new section, §70.17, is hereby adopted and reads as follows:

**§70.17 RESTRICTIONS.**

(A) It is hereby prohibited to operate trucks having a gross weight of more than 10,000 pounds on the following designated streets:

<u>Street</u>	<u>From</u>	<u>To</u>
<u>81<sup>st</sup> Avenue</u>	<u>University Avenue Service Drive</u>	<u>Able Street</u>

(B) The above weight restrictions shall not apply to trucks making deliveries to, refuse trucks making collections at residences and businesses at the street(s) set forth in (A). The above weight restrictions set forth in (A) shall not apply to vehicles parked in residential districts in accordance to §153.066(B).

**Section 4.** This Ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 6th day of April 2020.

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator/Clerk

**RESOLUTION NO. 20-13**

**A RESOLUTION CONTINUING THE LOCAL STATE OF EMERGENCY PURSUANT TO MINNESOTA STATUTES §12.29 AND §12.37 DECLARED ON MARCH 16, 2020**

**WHEREAS**, as a result of the COVID-19 pandemic outbreak in the state of Minnesota, Anoka and Ramsey Counties and the city of Spring Lake Park, the residents, businesses and government have suffered and continue to experience significant impacts as a direct result of the pandemic outbreak and the actions required to respond to and mitigate these impacts; and

**WHEREAS**, subject matter experts have determined that significant additional protective measures must be undertaken to reduce the impact of COVID-19 which is beyond the current and usual resources of the City, requiring county, state and federal assistance; and

**WHEREAS**, the President of the United States declared a national emergency on March 13, 2020, to exist as a result of COVID-19; and

**WHEREAS**, on March 13, 2020, the Governor of the State of Minnesota declared a state of Peacetime Emergency to exist in Minnesota; and

**WHEREAS**, the Mayor signed a Declaration of Local Emergency in Spring Lake Park on March 16, 2020, which was ratified and consented to by the City Council on March 16, 2020; and

**WHEREAS**, on March 25, 2020, Governor Tim Walz issued Executive Order 20-20 directing Minnesotans to stay at home beginning Friday, March 27, 2020 at 11:59pm through Friday, April 10, 2020 at 5:00pm, and has indicated that further measures will likely remain in effect until at least May 1, 2020, such as the closure of bars, restaurants and other public accommodations; and

**WHEREAS**, the City Council anticipates both the national emergency and the state-declared Peacetime Emergency will extend beyond the expiration of the current Local Emergency Declaration; and

**WHEREAS**, the City Council expects that the necessary local response to the COVID-19 health crisis will likely continue past the previously ratified date of April 20, 2020.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Spring Lake Park hereby declares that the Local State of Emergency, declared on and ratified on March 16, 2020, shall continue in effect until such time as the Administrator, Clerk/Treasurer, acting on the advice of the City's Management Team, notifies the Mayor that the State of Emergency is no longer warranted; and

**BE IT FURTHER RESOLVED** that the City Council directs the Administrator, Clerk/Treasurer to undertake such actions and request such assistance as needed to protect lives and protect public and private property in the city and accomplish the recovery of the City from the impacts of the pandemic to the extent practicable and allowed by law, ordinance and resolution.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same: .

Whereupon the Mayor declared said Resolution duly passed and adopted this the 6th day of April, 2020.

---

Robert Nelson, Mayor

ATTEST:

---

Daniel Buchholtz, Administrator



# Memorandum

---

**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** March 26, 2020

**Subject:** Sunset Grill Lease

RS Properties currently leases the 8466 Central Avenue property from the City to operate their restaurant, Sunset Grill. They were required to close on March 16, 2020 due to the imposition of Governor Walz's Executive Order 20-04, which was further extended by Executive Order 20-20. As of today, the earliest the Sunset Grill can open is on May 2, 2020.

Ray McManus, owner of RS Properties, is seeking assistance from the City to help them reduce expenditures to help keep them in operation for the long term. Due to the length of the shut down of their business due to the imposition of the Executive Orders, staff is recommending waiving their lease payment for the month of April. We also recommend the City Council allow staff to delay the payment of the May payment from a deadline of May 10th to May 20<sup>th</sup> without penalty.

This measure will have a minimal financial impact to the City and will support the long-term viability of this local business.

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

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Stantec  
733 Marquette Ave.  
Suite 1000, Minneapolis MN 55402

March 30, 2020  
File: 19380000

**Attention: Dan Buchholtz, Administrator**

City of Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

**Reference: 83rd and Fillmore Proposed Pond Improvements  
Engineering Work Scope**

Dear Dan,

The city has recently been notified of possible grant funding from the Coon Creek Watershed District (CCWD) for a portion of the project costs for improvements on an existing city storm water pond located on the northeast corner of 83<sup>rd</sup> Avenue and Fillmore Street. A concept of the proposed improvements is shown on the attached figure. This letter serves as an estimate of the engineering scope of services and cost for the project.

***Project Understanding***

The City of Spring Lake Park is considering a pond improvement project in the northeast corner of the intersection of 83<sup>rd</sup> Avenue NE and Fillmore Street NE. The existing pond functions as a detention pond with a drainage area of the 6.2 acres that flows to the pond via city storm sewer and overland flow from the surrounding residential neighborhood.

The project includes modifications to existing stormwater pond with the primary intent to remove pollutants in the stormwater and provide additional storm water storage volume.

It is proposed to install an infiltration bench into the existing pond to enhance to water quality benefits to the downstream water bodies. The footprint of the pond will also be expanded which will improve the water quality benefits of the project by increasing the residence time of the pond. The project will also include modifications to the outlet piping. In addition to the water quality benefits, the proposed modifications include an expansion of the pond, which will benefit water quantity/flood mitigation issues the City currently has in their downstream storm system.

The existing pond and extents of the proposed project are all within City owned property and right-of-way. The City identified this project as a priority and included it in its Capital Improvements Projects (CIP) list in the current Local Surface Water Management Plan (LSWMP).

The project area includes a wetland. The area of wetland was graded as a pond in 1991 but, according to the original 1948 plat, the pond may have been dug in a wetland and thus would still be jurisdictional and work within it would require approvals per the Wetland Conservation Act and 404 permit rules. The project will require a wetland delineation to determine the extent of the existing pond, research on historic wetland extent and permitting for the proposed work that may impact jurisdictional wetland.

Reference: 83rd and Fillmore Proposed Pond Improvements Engineering Work Scope

### **Scope of Services**

We recommend proceeding in steps and to evaluate the feasibility of completing the project on a step by step basis. In their message to the City regarding the grant, the CCWD stated for following concerns: *One item of note that came up during review of your application is the potential for high groundwater to limit your ability to install an infiltration bench at this location.*

We suggest that the initial steps for the project include the following:

- Geotechnical boring to verify soil type and groundwater elevation.
- Wetland Delineation and Permitting.
- Topographic survey.

Once the initial steps above are completed, the city can talk with CCWD to see if the project is still feasible from their standpoint.

A detailed scope of services to meet the project understanding is below.

#### Geotechnical Boring and Groundwater Level Determination

It is assumed that the Public Works Director would coordinate this effort like what was done on the Garfield Pond Project.

#### Wetland Delineation

Wetlands will be identified using standard delineation methodology described in the 1987 Army Corps of Engineers Wetland Delineation Manual as required by Section 404 of the Clean Water Act. If a wetland is found, a transect will be completed along the wetland edge. As required by the Corps of Engineers, a plot will be placed in an area that meets the criteria to be a jurisdictional wetland. Subsequent plots will be placed upslope until jurisdictional wetland criteria are not met. At least one upland plot and one wetland plot will be documented on the Routine Wetland Delineation Data Form filled out for each transect. The wetland boundary will be staked and surveyed using a Sub-meter GPS unit. As part of the site visit, we will also determine the extent of waterways and creeks within the property if they exist.

A wetland delineation report will be prepared for the wetland determination/delineation that includes all the necessary documentation and figures to comply with Federal, State, and local Agencies to document if a site is a jurisdictional wetland. The report will be provided to the City for review and then submitted to the agencies for concurrence with the delineated wetland boundary.

If requested by the agencies and the client Stantec will attend an agency meeting to review the wetland delineation in the field as an additional service.

#### Wetland Permitting

Proposed pond improvements will require concurrence from the agencies that they are not jurisdictional or if jurisdictional approval of the proposed impacts. A Joint Application Form for Activities Affecting Water Resources will be filled out and submitted to the agencies for review and approval.

As part of the application Stantec will complete the following:

Reference: 83rd and Fillmore Proposed Pond Improvements Engineering Work Scope

- Prepare a narrative discussing the project purpose, need and schedule for implementation.
- Review information to estimate the historic wetland extent and provide documentation if needed for approval of the permit request.
- Prepare an exhibit that shows and quantifies temporary and permanent wetland/water resource impacts.
- Fill out Aquatic Resource Impact Summary Table.
- If applicable, provide supporting information for why the project is exempt from requiring wetland replacement in accordance with Minnesota Rule Chapter 8420.0420 Exemption Standards.
- Prepare avoidance and minimization measures narrative.
- Stantec will also assist in coordinating with the purchasing of wetland bank credits, if needed; The cost of the credits is not included in our estimate.

If requested by the agencies and the client Stantec will attend an agency meeting to review the permit as an additional service.

#### Topographic Survey and GSOC Locates

A topographic survey of the pond area and nearby storm sewer will be completed. The survey will include requesting a Gopher State Once Call (GSOC) utility field locate ticket to identify the presence of existing underground utilities in the proposed project area.

#### Design, Permits, and Bidding

If the CCWD agrees with the project based on the wetland process and the geotechnical report, construction plans and specifications will be prepared. The final design, permitting, and bidding will occur similar to the process that was followed for the Garfield Pond Improvements process.

#### **Compensation**

We propose to complete the Basic Services as outlined in this letter on a per diem basis. The work will be completed in steps and can halted at any point along the process. The estimated engineering costs below include reimbursable expenses.

Geotechnical	\$ 2,000 (budget amount, it is assumed that the city will contract this directly)
Wetlands	\$ 7,400
Topo Survey	\$ 1,200
Design, Permits, Bidding	<u>\$ 9,800</u>
TOTAL	\$20,400

The above cost estimate is \$7,400 higher than the amount originally estimated in the grant application because wetland delineation and permitting was not anticipated when the grant application was prepared. The above estimate does not include fees that may be charged for permits or permit reviews.

March 30, 2020  
Dan Buchholtz, Administrator  
Page 4 of 4

Reference: 83rd and Fillmore Proposed Pond Improvements Engineering Work Scope

At this time, we request authorization to proceed with the design phase for the proposed 83<sup>rd</sup> and Fillmore Pond Improvements project. We will coordinate the step by step activities with you and not proceed to final design without your direction.

Please feel free to contact Peter Allen (storm water), John Smyth (wetlands), or me (general) with any questions or if you require any additional information.

Sincerely,  
**STANTEC**

A handwritten signature in black ink that reads "Phil Gravel". The signature is written in a cursive, slightly slanted style.

Phil Gravel  
City Engineer

Enclosures

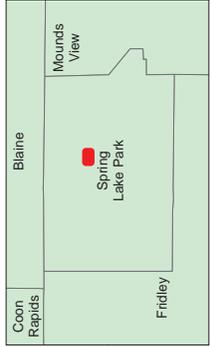
cc: Terry Randall, Public Works Director



- Proposed Infiltration Area
- Proposed Pond Limits
- Existing Pond Limits
- 1-ft Contours
- Storm Structure
- Storm Sewer
- Parcels

Existing Outlet Pipe  
(to be modified)

Existing Inlet Pipes



# Fillmore & 83rd Infiltration Improvements

## Spring Lake Park, Minnesota



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0 10 20 Feet

1:400 (At original document size of 11x17)

Revised: 08/26/2018  
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# Memorandum

**To:** Mayor and Council  
**From:** Kay Okey and Tower Days Committee  
**Date:** 4/01/2020  
**Re:** Tower Days cancellation due to COVID-19 Pandemic

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Tower Days has always been about celebrating the community. This year, the Tower Days Committee feels the best way to protect the community is by cancelling the 2020 Tower Days events.

Several factors led us to this very difficult decision:

1. Projections from the Minnesota Department of Health on when the State of Minnesota will be at the height of the pandemic.
2. The Committee has not received funding from the primary sponsor, the SLP Lions Club, whose charitable gambling revenues have been curtailed due to the Governor's Executive Order closing restaurants and bars.
3. The Committee has been informed that Spring Lake Park Police Reserves and other volunteers have been disbanded until further notice thus there will not be personnel available to monitor the safety of citizens along the parade route.

The City of Spring Lake Park Management Team met on April 1, 2020 and recommended the cancellation for the safety of citizens, staff and volunteers.

On behalf of the Tower Days Committee, I am submitting our recommendation to the council to cancel Tower Days for 2020 and all events associated with Tower Days (parade, craft and business fair, Sunday events in the park, garage sale, Hay ride, Softball Tournament, Card Tournament, fireworks).

Tower Days will next be held on Sunday, June 13, 2021.



# CONSTRUCTION DRAWINGS FOR

# ARTHUR STREET

# WATER TREATMENT FACILITY REPAIRS

## SPRING LAKE PARK, MINNESOTA

SHEET LIST	
SHEET NO.	SHEET NAME
G000	COVER SHEET
A001	TYPICAL ARCHITECTURAL SYMBOLS, ABBREVIATIONS AND NOTES
A101	FLOOR PLAN, DETAILS AND SCHEDULES
P001	SCHEMATIC
P002	PLUMBING SCHEMATIC
P071	EXISTING FLOOR PLAN
P072	SECTIONS AND DETAILS
P101	FLOOR PLAN
P301	SECTIONS AND DETAILS
E071	DEMOLITION PLAN LIGHTING PLAN
E072	DEMOLITION PLAN POWER AND INSTRUMENTATION PLAN
E073	DEMOLITION PLAN MCC ONE LINE
E074	DEMOLITION PLAN SCP ONE LINE
E01	ELECTRICAL LIGHTING PLAN
E02	ELECTRICAL POWER AND INSTRUMENTATION PLAN
E03	ELECTRICAL MCC ONE-LINE
E04	ELECTRICAL PLC ONE-LINE
E05	ELECTRICAL SCHEDULES
E06	ELECTRICAL SCHEMATICS AND DETAILS



PROJECT SITE  
WELL NO. 5 WTF  
8249 ARTHUR ST NE  
SPRING LAKE PARK



SPRING LAKE PARK, MINNESOTA  
ANOKA & RAMSEY COUNTIES

SPRING LAKE PARK  
**SPRING LAKE PARK - ARTHUR STREET WTF REPAIRS**  
 SPRING LAKE PARK, MINNESOTA

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SEH Project: SPLAK 154852  
Checked By: CTL  
Drawn By: KAK

Project Status: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Revision Issue  
Rev. # Description Date

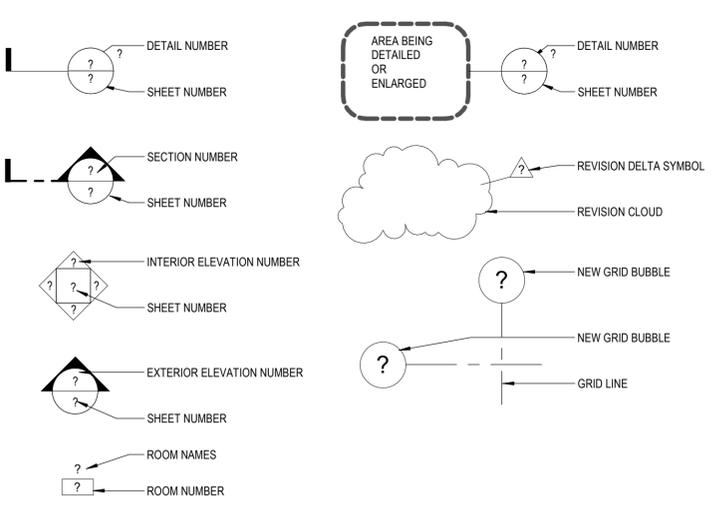
COVER SHEET

G000

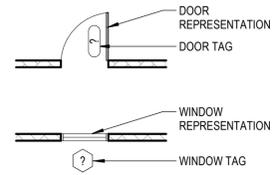
ABBREVIATIONS

& L	AND ANGLE	E	EAST	JAL	JALOUSIE	R.F.	RESILIENT FLOORING
@	AT	EA	EACH	JAN	JANITOR	RFG	ROOFING
(L)	CENTERLINE	E.A.R.	EXHAUST AIR REGISTER	J.B.	JUNCTION BOX	RGR	REGISTER
Ø	DIAMETER/ROUND	E.C.	ELASTOMERIC COATING/ EXPOSED CONSTRUCTION	JST.	JOIST	R.H.	ROUND HEAD
(E)	EXISTING	E.F.	EXHAUST FAN	JT.	JOINT	R.L.G.	RAILING
#	POUND/NUMBER	E.F.S.	EXTERIOR FINISH SYSTEM	K.D.	KNOCK DOWN	R.M.	ROOM
+/-	PLUS OR MINUS	E.F.S.C.	EXTERIOR GYPSUM CEILING BOARD	K.G.	KILOGRAM	R.O.	ROUGH OPENING
h	PROPERTY LINE	E.G.C.B.	EXTERIOR GYPSUM SHEATHING BOARD	KIT.	KITCHEN	R.W.R.	RECESSED WASTE RECEIPT ACLE
SQ	SQUARE	E.G.S.B.	EXTERIOR GYPSUM SHEATHING BOARD	KM	KILOMETER	RWD.	REDWOOD
A/C	AIR CONDITIONING	E.I.F.S.	EXTERIOR INSULATION & FINISH SYSTEM	K.O.	KNOCK-OUT	R.W.L.	RAIN WATER LEADER
A.B.	ANCHOR BOLT	E.J.	EXPANSION JOINT	KW.	KILOWATT	S.	SOUTH
ABV.	ABOVE	E.L.	ELEVATION	L.	LENGTH/LONG	S.A.	SINGLE ACTING
A.C.	ASPHALTIC CONCRETE	EL.	ELEVATION	LAB.	LABORATORY	S.C.	SOLID CORE
ACC.	ACCESSIBLE	ELAS.	ELASTOMERIC	LAM.	LAMINATED/LAMINATED	SC.	SCALE
ACOUS.	ACOUSTICAL	ELEC.	ELECTRICAL	LAV.	LAVATORY	SCHED.	SCHEDULE
A.D.	AREA DRAIN	ELEV.	ELEVATOR	LB.	POUND	SCP.	SCUPPER
ADD.	ACCESS DOOR	EMER.	EMERGENCY	L.F.	LINEAL FOOT	S.C.R.	SHOWER CURTAIN ROD
ADJ.	ADJUSTABLE	ENCL.	ENCLOSURE	LQ.	LIQUOR	S.D.	SMOKE DETECTOR
ADJA.	ADJACENT	E.O.S.	EDGE OF SLAB	LKR.	LOCKER	SECT.	SECTION
A.F.	ACCESS FLOOR	E.P.	ELECTRIC PANEL	LOC.	LOCATION	S.F.	SQUARE FEET
A.F.F.	ABOVE FINISH FLOOR	EQ.	EQUAL	LP.	LAMINATED PLASTIC	SH.	SHelf
AGGR.	AGGREGATE	EQPT.	EQUIPMENT	LTG.	LIGHTING	SHR.	SHOWER
A.H.U.	AIR HANDLING UNIT	E.W.	EACH WAY	LVR.	LOUVER	SHT.	SHEET
ALUM.	ALUMINUM	E.W.C.	ELECTRIC WATER COOLER	M.	MALE	SHTG.	SHEATHING
ALT.	ALTER OR ALTERNATE	EXH.	EXHAUST	M.	MALE	SIM.	SIMILAR
ANG.	ANGLE	EXP.	EXPANSION	MAT'L.	MATERIAL	SL.	SLOPE
ANOD.	ANODIZED	EXPO.	EXPOSED	MAX.	MAXIMUM	SLD.G.	SLIDING
A.P.	ACCESS PANEL	EXIST.	EXISTING	M.B.	MACHINE BOLT	SLNT.	SEALANT
APPROX.	APPROXIMATE	EXT.	EXTERIOR	M.C.	MEDICINE CABINET	S.M.	SQUARE METER
ARCH.	ARCHITECTURAL	F.	FEMALE	MECH.	MECHANICAL	S.M.H.	SEWER MANHOLE
ASPH.	ASPHALT (PAVING)	F.A.	FIRE ALARM	MEMB.	MEMBRANE	S.N.D.	SANITARY NAPKIN DISPENSER
A.T.	ACOUSTIC TILE	FAB.	FABRICATE	MET.	METAL	S.N.R.	SANITARY NAPKIN RECEPTACLE
A.W.	ARCHITECTURAL WOODWORK	F.A.M.	FLUID APPLIED MEMBRANE	MFR.	MANUFACTURER	S.P.	SOLID PLASTIC SPECIFICATIONS
BD.	BOARD	F.B.	FLAT BAR	MH.	MANHOLE	SPEC.	SPECIFICATIONS
BITUM.	BITUMINOUS	F.C.D.	FLOOR CLEAN OUT	MIN.	MINIMUM	SPKR.	SPEAKER
BLDG.	BUILDING	F.C.U.	FAN COIL UNIT	MIR.	MIRROR	SPRK.	SPRINKLER
BLK.	BLOCK	F.D.	FLOOR DRAIN/ FLOOR DAMPER	MISC.	MISCELLANEOUS	SQ.	SQUARE
BLKG.	BLOCKING	F.E.	FIRE EXTINGUISHER	MLDG.	MILLIGRAM	SQ.	SQUARE
BM.	BEAM	F.E.C.	FIRE EXTINGUISHER CABINET	M.M.	MILLIMETER	S.S.K.	SERVICE SINK
B.O.H.	BACK OF HOUSE	F.F.&E.	FURNITURE, FIXTURE & EQUIPMENT	M.O.	MASONRY OPENING	S.S.T.L.	STAINLESS STEEL
BOT.	BOTTOM	F.F.S.	FINISH FLOOR SEPARATION	MOD.	MODULAR	ST.	STONE
BR.	BEDROOM	F.H.	FLAT HEAD	M.R.	MOISTURE RESISTANT	STA.	STATION
BRG.	BEARING	F.H.C.	FIRE HOSE CABINET	MTD.	MOUNTED	STD.	STANDARD
BRKT.	BRACKET	FIN.	FINISH	MTG.	MOUNTING	STL.	STEEL
B.S.	BOTH SIDES	FKT.	FIXTURE	N.	NORTH	STR.	STORAGE
BSMT.	BASEMENT	FLSH.	FLASHING	N.I.C.	NOT IN CONTRACT	STRUCT.	STRUCTURE/STRUCTURAL
BTWN.	BETWEEN	FLDG.	FOLDING	N.L.	NIGHT LIGHT	SURR.	SURROUND
B.U.R.	BUILT-UP ROOFING	FLG.	FLOORING	NO.	NUMBER	SUSP.	SUSPEND/SUSPENDED
C	CHORD/COMPACT CABINET	FLR.	FLOOR	NOM.	NOMINAL	SVC.	SERVICE
C.B.	CATCH BASIN	FLUOR.	FLUORESCENT	N.S.	NO SCALE	SW.	SWITCH
C.B.B.	CEMENTITIOUS BACKER BOARD	F.N.D.	FEMININE NAPKIN	N.T.S.	NOT TO SCALE	SYM.	SYMMETRICAL
C.C.T.V.	CLOSED CIRCUIT TELEVISION	F.N.V.	FEMININE NAPKIN DISPOSAL	O.	OVER	SYS.	SYSTEM
C.D.	CEILING DIFFUSER	F.O.	FACE OF CONCRETE	O.C.	ON CENTER	T.	TREAD
CEM.	CEMENT	F.O.F.	FACE OF FINISH	O.A.	OVERALL	T&G	TONGUE AND GROOVE
CER.	CERAMIC	F.O.F.	FACE OF FINISH	O.A.G.	OUTSIDE AIR GRILLE	T/S.	TUB/SHOWER
C.F./C.I.	CONTRACTOR FURNISHED CONTRACTOR INSTALLED	F.O.S.	FACE OF MASONRY	OBS.	OBSOLETE	TACKBD.	TACKBOARD
C.F.M.	CUBIC FEET PER MINUTE	F.O.S.	FACE OF MASONRY	O.D.	OUTSIDE DIAMETER (DIMENSION)	T.B.	TOWEL BAR
C.G.	CORNER GUARD	F.O.S.	FACE OF MASONRY	O.F./C.I.	OWNER FURNISHED/ CONTRACTOR INSTALLED	T.D.	TRENCH DRAIN
CHAN.	CHANNEL	F.O.S.	FACE OF MASONRY	OFF.	OFFICE	TEL.	TELEPHONE
CH.W.R.	CHILLED WATER RETURN	F.O.W.	FACE OF WALL	OFF.	OFFICE	TEMP.	TEMPERED/TEMPORARY
CH.W.S.	CHILLED WATER SUPPLY	FR.	FRAME	OFF.	OFFICE	TER.	TERRAZZO
C.I.	CAST IRON	F.R.G.	FIBER REINFORCED	OFF.	OFFICE	TFMR.	TRANSFORMER
C.I.P.	CAST-IN-PLACE	F.R.P.	FIBERGLASS REINFORCED	O.F./O.I.	OWNER FURNISHED/ OWNER INSTALLED	THK.	THICK/THICKNESS
CIRC.	CIRCULATING	F.R.P.	FIBERGLASS REINFORCED	OPNG.	OPENING	THR.	THRESHOLD
C.J.	CONTROL JOINT	F.R.P.	FIBERGLASS REINFORCED	OPP.	OPPOSITE	TLT.	TOILET
CLNG.	CEILING	F.R.T.	FIRE RETARDANT	OPQ.	OPAQUE	T.O.	TOP OF ...
CLD.	CLOSET	F.S.	FLOOR SINK/FULL SIZE	OPR.	OPERABLE	T.O.C.	TOP OF CURB
CLR.	CLEAR	FT.	FOOT/FEET	OPR.	OPERABLE	T.O.F.	TOP OF FLOOR
CM.	CENTIMETER	F.T.D.	FACIAL TISSUE DISPENSER	OVHD.	OVERHEAD	T.O.P.	TOP OF PARAPET/ TOP OF PAVEMENT
C.M.U.	CONCRETE MASONRY UNIT	FTG.	FOOTING	PASS.	PASSAGE	T.O.S.	TOP OF STEEL/ TOP OF SLAB
CNTR.	COUNTER	FURR.	FURRING/FURRED	P.C.	POST CONTRACT	T.O.W.	TOP OF WALL
C.O.	CLEANOUT/CASED OPENING /CONCRETE OPENING	FUT.	FUTURE	P.C.A.	POST CONTRACT ARCHITECTURAL	T.P.B.	TOILET PAPER BOARD
COL.	COLUMN	G.	GAS (PIPE)	PC.	PIECE	T.P.D.	TOILET PAPER DISPENSER
COMM.	COMMUNICATION	GAL.	GALLON	P.D.	PLANTER DRAIN	T.P.H.	TOILET PAPER HOLDER
COMP.	COMPARTMENT	GALV.	GALVANIZED	PERIM.	PERIMETER	TRAN.	TRANSITION
CONC.	CONCRETE	G.B.	GRAB BAR	PERP.	PERPENDICULAR	TRANS.	TRANSITION
COND.	CONDITION	G.F.I.	GENERATOR	PH.	PENTHOUSE	T.S.	TUBE STEEL
CONN.	CONNECTION	G.F.R.C.	GLASS FIBER REINFORCED CONCRETE	P.I.P.	POURED-IN-PLACE	T.S.C.D.	TOILET SEAT COVER DISPENSER
CONSTR.	CONSTRUCTION	H.	HEIGHT/HIGH	PL.	PLATE	T.S.H.	TOWEL SHELF
CONT.	CONTINUOUS	H.B.	HOSE BIB	PLAM.	PLASTIC LAMINATE	TV.	TELEVISION
CONTR.	CONTRACTOR	H.C.	HOLLOW CORE	PLAS.	PLASTER	TYP.	TYPICAL
COOR.	COORDINATE	HCP.	HANDICAPPED	PLBG.	PLUMBING	UC.	UNDERCUT
CONTR.	CONTRACTOR	HD.	HARDWOOD	PLYWD.	PLYWOOD	U.L.	UNFINISHED
CORR.	CORRIDOR	HDWE.	HARDWARE	PNL.	PANEL	UNF.	UNFINISHED
C.O.T.G.	CLEAN OUT TO GRADE	HORIZ.	HORIZONTAL	PR.	PAIR	U.N.O.	UNLESS NOTED OTHERWISE
CP.	CARPET	HR.	HOUR	P.R.B.P.	PRESSURE REDUCING	U.P.	UPHOLSTERED PANELS
C.R.	CLOSET ROD	H.S.	HAND SINK	PRCST.	PREFABRICATED	UR.	URINAL
C.R.M.	CONCRETE RUBBLE	H.T.	HEIGHT	PREP.	PREPARATION	VAL.	VALANCE
C.T.	CERAMIC TILE	HTR.	HEATER	PROP.	PROPERTY	VAR.	VARIES
CTR.	CENTER	H.V.A.C.	HEATING, VENTILATION AND AIR CONDITIONING	P.R.V.	PRESSURE RELIEF VALVE	V.C.T.	VINYL COMPOSITION TILE
CTS.K.	COUNTERSUNK	H.W.	HOT WATER	P.S.F.	POUNDS PER SQUARE FOOT	VERT.	VERTICAL
CUST.	CUSTOM	H.W.R.	HOT WATER RETURN	PT.	POINT/POINT	VEST.	VESTIBULE
C.W.	COLD WATER	H.W.R.	HOT WATER RETURN	P.T.D.	PAPER TOWEL DISPENSER	VLV.	VALVE
C.W.R.	COLD WATER RETURN	H.C.	HOLLOW CORE	P.T.D.R.	PAPER TOWEL DISPENSER & RECEPTACLE	VOL.	VOLUME
d	PENNY (NAILS)	HCP.	HANDICAPPED	PTN.	PARTITION	V.P.	VENER PLASTER
D.	DEEP/DEPTH/DRYER	HD.	HARDWOOD	P.T.R.	PAPER TOWEL RECEPTACLE	V.T.R.	VENT THROUGH ROOF WEST/WIDTH/WIDE/WASHER
D.A.	DOUBLE ACTING	HDWD.	HARDWARE	PVC	POLYETHYLENE VINYL CHLORIDE	W.	WITH
DBL.	DOUBLE	HORIZ.	HORIZONTAL	Q.T.	QUARRY TILE	W/O	WITHOUT
D.D.	DECK DRAIN	HR.	HOUR	R.	RISER	W.C.	WATER CLOSET
DEPT.	DEPARTMENT	H.S.	HAND SINK	RAD.	RADIUS	WC.	WALLCOVERING
DET.	DETAIL	HT.	HEIGHT	R.B.	RESILIENT BASE	WO.	WOOD
D.F.	DRINKING FOUNTAIN	HTR.	HEATER	RB.HK.	ROBE HOOK	WD.P.	WOOD PANELING
DIA.	DIAMETER	H.V.A.C.	HEATING, VENTILATION AND AIR CONDITIONING	R.C.P.	REFLECTED CEILING PLAN	WDW.	WINDOW
DIAG.	DIAGONAL	H.W.	HOT WATER	R.D.	ROOF DRAIN	W.GL.	WIRE GLASS
DIAM.	DIAMETER	H.W.R.	HOT WATER RETURN	R.C.P.	REFLECTED CEILING PLAN	W.H.	WATER HEATER
DISP.	DISPENSER	I.D.	INSIDE DIAMETER (DIMENSION)	REBAR.	REINFORCING BAR	W.O.	WHERE OCCURS/ WHERE OCCURS/
DN.	DOWN	IN.	INCH	REF.	REFERENCE/REFER	WP.	WATERPROOF
D.O.	DOOR OPENING	INCL.	INCLUDED/INCLUSIVE/ INCLUDING	REFL.	REFLECTOR	WP.M.	WATERPROOF MEMBRANE
D.O.P.T.N.	DEMOUNTABLE PARTITION	INCLD.	INCLUDED/INCLUSIVE/ INCLUDING	REFR.	REFRIGERATOR	W.S.	WOOD SCREWS
DR.	DOOR	INSUL.	INSULATION	REIN.	REINFORCED/REINFORCING	W.R.	WATER RESISTANT
DS.	DOWNSPOUT	INT.	INTERIOR	REQ.	REQUIRED	WRB.	WARDROBE
D.SP.	DRY STANDPIPE	INV.	INVERT	RESIL.	RESILIENT	WSCOT.	WAINSCOT
DW.	DISHWASHER			REST.	RESTROOM	W.S.P.	WET STAND PIPE
DWG.	DRAWING			REV.	REVISED/REVISION	WT.	WEIGHT
DWR.	DRAWER					W.W.F.	WELDED WIRE FABRIC

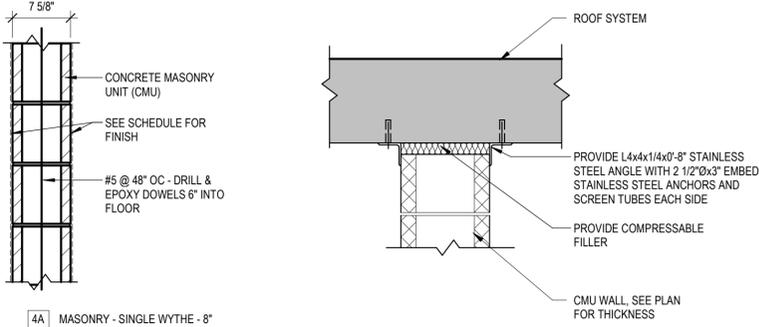
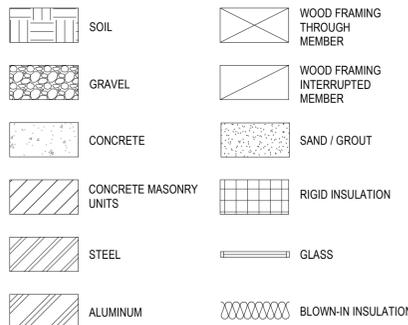
REFERENCE INDICATORS



OPENING INDICATORS



MATERIAL INDICATORS



WALL TYPE

CMU TOP OF WALL DETAIL

GENERAL NOTES

- THESE DRAWINGS ARE LEGAL INSTRUMENTS OF SERVICE FOR THE USE OF THE OWNER AND ITS AUTHORIZED AGENTS AND VENDORS ON THE DESIGNATED PROJECT ONLY.
- GC RESPONSIBLE FOR KNOWLEDGE OF RELATIVE INFORMATION CONTAINED IN THESE DOCUMENTS AND THE CONDITIONS UNDER WHICH THE WORK WILL BE PERFORMED.
- CAREFULLY AND THOROUGHLY EXAMINE THE PROJECT SITE. FIELD VERIFY ALL CONDITIONS, GRADES, ELEVATIONS AND DIMENSIONS OF THE VARIOUS FEATURES OF THE SITE AND COMPARE DRAWINGS WITH THE EXISTING CONDITIONS. ANY DISCREPANCIES AND/OR CONDITIONS NEEDING CLARIFICATION SHALL BE REPORTED IN WRITING TO THE ARCHITECT BEFORE STARTING WORK.
- ALL CONSTRUCTION, FABRICATION AND INSTALLATION SHALL CONFORM TO THE LATEST LOCALLY ADOPTED EDITIONS OF THE IBC, IPC, IMC, NEC, NFPA, OSHA AND ANY FEDERAL, STATE AND LOCAL CODES, REGULATIONS, STANDARDS AND ORDINANCES OF GOVERNING AGENCIES HAVING JURISDICTION. SUCH APPLICABLE CODES, ETC. ARE THOSE WHICH ARE IN EFFECT AT THE TIME THE PROJECT PERMIT APPLICATION IS RECORDED.
- ALL TRADES ARE CONSIDERED SPECIALISTS IN THEIR RESPECTIVE FIELD/TRADE AND SHALL, BEFORE SUBMISSION OF BID OR PERFORMANCE OF WORK, NOTIFY THE CONTRACTOR IN WRITING OF ANY WORK ON THE DRAWINGS OR IN THE SPECIFICATIONS WHICH CANNOT BE FULLY WARRANTED OR CONSTRUCTED AS DETAILED OR SPECIFIED. THE CONTRACTOR WILL NOTIFY THE ARCHITECT OF SUCH CONDITIONS IN WRITING.
- DUE TO REPRODUCTION PROCESSES, DRAWINGS MAY NOT BE ACCURATE TO SCALE. ALL DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE SHOWN AND IN NO CASE SHALL WORKING DIMENSIONS BE SCALED FROM PLANS, SECTIONS, ELEVATIONS OR DETAILS.
- THE STRUCTURAL, MECHANICAL, PLUMBING, AND ELECTRICAL DRAWINGS ARE SUPPLEMENTARY TO THE ARCHITECTURAL DRAWINGS. DISCREPANCIES BETWEEN THE VARIOUS DRAWINGS SHALL BE REPORTED BY THE CONTRACTOR TO THE ARCHITECT IN WRITING.
- BEFORE STARTING WORK, COORDINATE WITH THE OWNER'S REPRESENTATIVE FOR INSTALLATION OF EQUIPMENT INDICATED N.I.C. ON DRAWINGS. VERIFY EQUIPMENT LOCATIONS WITH THE OWNER'S REPRESENTATIVE. VERIFY DIMENSIONS, UTILITIES, ETC. WITH EQUIPMENT MANUFACTURERS ROUGH - IN DATA PRIOR TO FORMING THE SLAB.
- PRODUCTS AND MANUFACTURED ITEMS SHALL BE PROVIDED AS SPECIFIED. SUBSTITUTIONS WILL BE PERMITTED IN ACCORDANCE WITH THE PROCEDURES OUTLINED IN THE SPECIFICATIONS.
- WHERE DETAILS ARE NOT SHOWN OR NOTED, GC IS TO PROVIDE A WRITTEN REQUEST FOR INFORMATION TO CLARIFY SPECIFIC DETAIL CONDITIONS.
- ALL INDICATED EXISTING UTILITIES OR STRUCTURES ARE BASED ON INFORMATION OF RECORD. TAKE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES NOT OF RECORD OR NOT SHOWN. BE RESPONSIBLE FOR ANY AND ALL DAMAGE WHICH MAY OCCUR DUE TO FAILURE TO LOCATE AND PROTECT ALL CONCEALED UTILITIES.
- COMPLY WITH ALL JURISDICTIONAL AGENCY REQUIREMENTS AND REGULATIONS. PERFORM ALL WORK ON THIS PROJECT IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH STANDARDS 29 CFR 1910 AND 1926 OF THE U.S. DEPARTMENT OF LABOR AND THE AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES.
- FINAL CONNECTIONS TO EQUIPMENT SHALL BE AS PER MANUFACTURER'S WIRING DIAGRAMS, DETAILS AND INSTRUCTIONS. BE RESPONSIBLE TO PROVIDE MATERIALS AND EQUIPMENT COMPATIBLE WITH EQUIPMENT ACTUALLY SUPPLIED.
- PROVIDE SET OF RECORD DRAWINGS TO ARCHITECT. DRAWINGS SHALL INCLUDE ALL ADDENDUM ITEMS, CHANGE ORDERS, ALTERATIONS, REROUTINGS, ETC.
- SUBMIT SAMPLES OF ALL EXPOSED PRODUCTS, MATERIALS, PAINTING SYSTEMS, ETC. FOR ARCHITECT'S REVIEW, COLOR SELECTION OR COLOR VERIFICATION PRIOR TO ORDERING ITEMS.
- SEAL ALL DUCTS, LOUVERS, VENTS, OPENINGS AND CEILING SPACES BETWEEN CONSTRUCTION AREA AND REMAINDER OF SHELLED SPACES TO PREVENT DUST, DIRT, CONTAMINATION OR DEBRIS FROM ENTERING.
- DO NOT ALLOW DIRT, DEBRIS OR DISCARDED MATERIALS TO ACCUMULATE ON SITE. REMOVE PROMPTLY EACH DAY.
- KEEP UTILITY AND SERVICE OUTAGES TO A MINIMUM. MAKE WRITTEN OUTAGE REQUESTS AT LEAST FIVE DAYS BEFORE DATE OF PROPOSED OUTAGE. STATE IN THE REQUEST HOURS OF OUTAGE. CONFIRM DATE 48 HOURS IN ADVANCE OF STARTING DATE.
- ASSIGN THE WORK OF MOVING, REMOVAL, CUTTING, PATCHING AND REPAIR TO TRADES UNDER CONTRACTOR SUPERVISION TO CAUSE THE LEAST DAMAGE TO EACH TYPE OF WORK ENCOUNTERED.
- PATCHING OF FINISH MATERIALS TO MECHANICS SKILLED IN THE WORK OF THE FINISH TRADE INVOLVED.
- PROTECT REMAINING FINISHES, EQUIPMENT AND ADJACENT WORK FROM DAMAGE CAUSED BY CUTTING, MOVING AND REMOVAL AND PATCHING OPERATIONS. PROTECT SURFACES WHICH WILL REMAIN A PART OF THE FINISHED WORK.
- PROTECT WORK FROM WEATHER DURING CUTTING, MOVING, REMOVAL CONSTR. PROVIDE WEATHER PROTECTION AND OTHER FACILITIES AND PROTECTION AS NEEDED TO PREVENT DAMAGE TO NEW WORK AND TO REMAINING OLD WORK.
- PROVIDE ADEQUATE SUPPORT OR SUBSTRATE FOR PATCHING FINISHES.
- USE OF HAZARDOUS MATERIALS SHALL CONFORM WITH 29 CFR 1910.120 AND 1926.65 OF THE OSHA CODE.
- REMOVAL OF HAZARDOUS WASTE SHALL COMPLY WITH CURRENT FEDERAL, STATE AND LOCAL REGULATIONS, STANDARDS, LAWS AND REQUIREMENTS.



NOT FOR CONSTRUCTION

Project Owner

SPRING LAKE PARK - ARTHUR STREET WTF REPAIRS

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Project Status Issue Date

Revision Issue

Rev. # Description Date

TYPICAL ARCHITECTURAL SYMBOLS, ABBREVIATIONS AND NOTES

A001

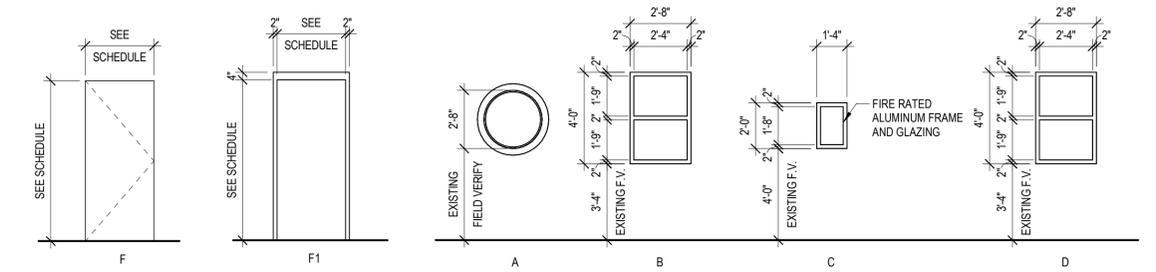
3/27/2020 8:13:40 AM

DOOR NO.	DOOR				FRAME		FIRE RATING	HARDWARE GROUP	DETAILS		REMARKS
	HEIGHT	WIDTH	DOOR MATERIAL	DOOR TYPE	FRAME MATERIAL	FRAME TYPE			HEAD DETAIL	JAMB DETAIL	
102A	7'-0"	6'-0"	EXIST	EXIST	EXIST	EXIST			EXIST	EXIST	EXISTING - REPLACE HARDWARE
102B	7'-0"	3'-0"	EXIST	EXIST	EXIST	EXIST			EXIST	EXIST	EXISTING - REPLACE HARDWARE
103A	7'-0"	3'-0"	EXIST	EXIST	EXIST	EXIST			EXIST	EXIST	EXISTING - REPLACE HARDWARE
104A	7'-0"	3'-0"	EXIST	EXIST	EXIST	EXIST			EXIST	EXIST	EXISTING
105A	7'-0"	3'-0"	EXIST	EXIST	EXIST	EXIST			EXIST	EXIST	EXISTING - REPLACE HARDWARE
105B	7'-0"	3'-0"	HM	F	HM	F1			2/A100	3/A100	PAINT TO MATCH EXISTING

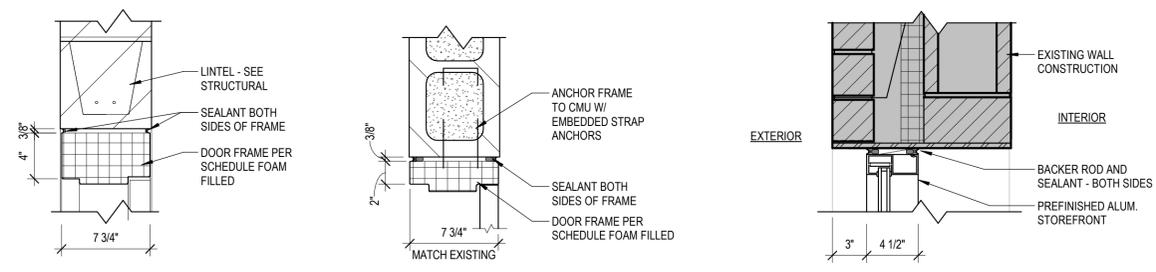
ROOM NO.	NAME	FLOOR FINISH	WALL FINISH	CEILING FINISH	REMARKS
101	FILTER ROOM	EXIST	PT	EXIST	
102	CHEMICAL ROOM	EXIST	PT	EXIST	
103	CHLORINE ROOM	EXIST	PT	EXIST	
104	COMM. ROOM	EXIST	-	EXIST	EXIST FINISHES TO REMAIN
105	ELECTRICAL ROOM	EXIST	PT	EXIST	

MARK	WIDTH	HEIGHT	GLASS TYPE	FRAME TYPE	COMMENTS
A	2'-8"	4'-0"	GL-1	ALUM.	EXISTING - REPLACE EXTERIOR BACKER ROD AND SEALANT
B	2'-8"	4'-0"	GL-1	ALUM.	NEW EXTERIOR WINDOW UNLESS NOTED OTHERWISE
C	1'-4"	2'-0"	GL-2	ALUM.	NEW INTERIOR WINDOW, RATED CONDITION
D	2'-8"	4'-0"	GL-3	ALUM.	NEW INTERIOR WINDOW

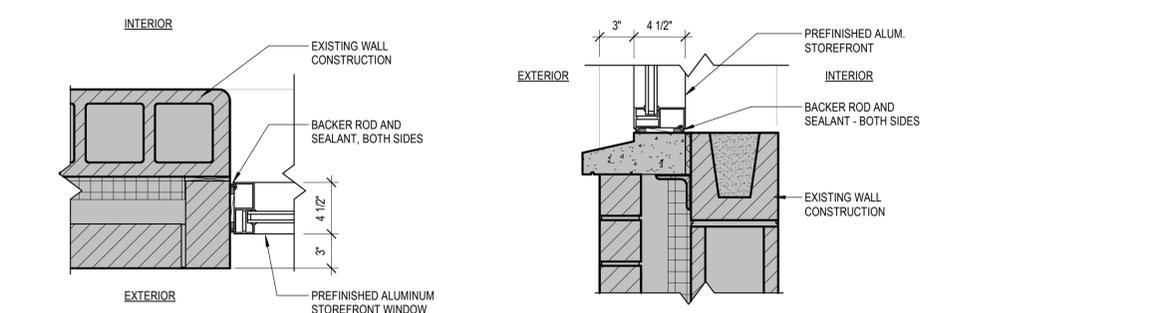
**GLASS TYPES:**  
 GL-1: 1" INSULATING LOW-E GLASS, TO MATCH EXISTING  
 GL-2: 60 MIN. FIRE RATED GLASS, CLEAR  
 GL-3: 1/4" TEMPERED GLASS, CLEAR



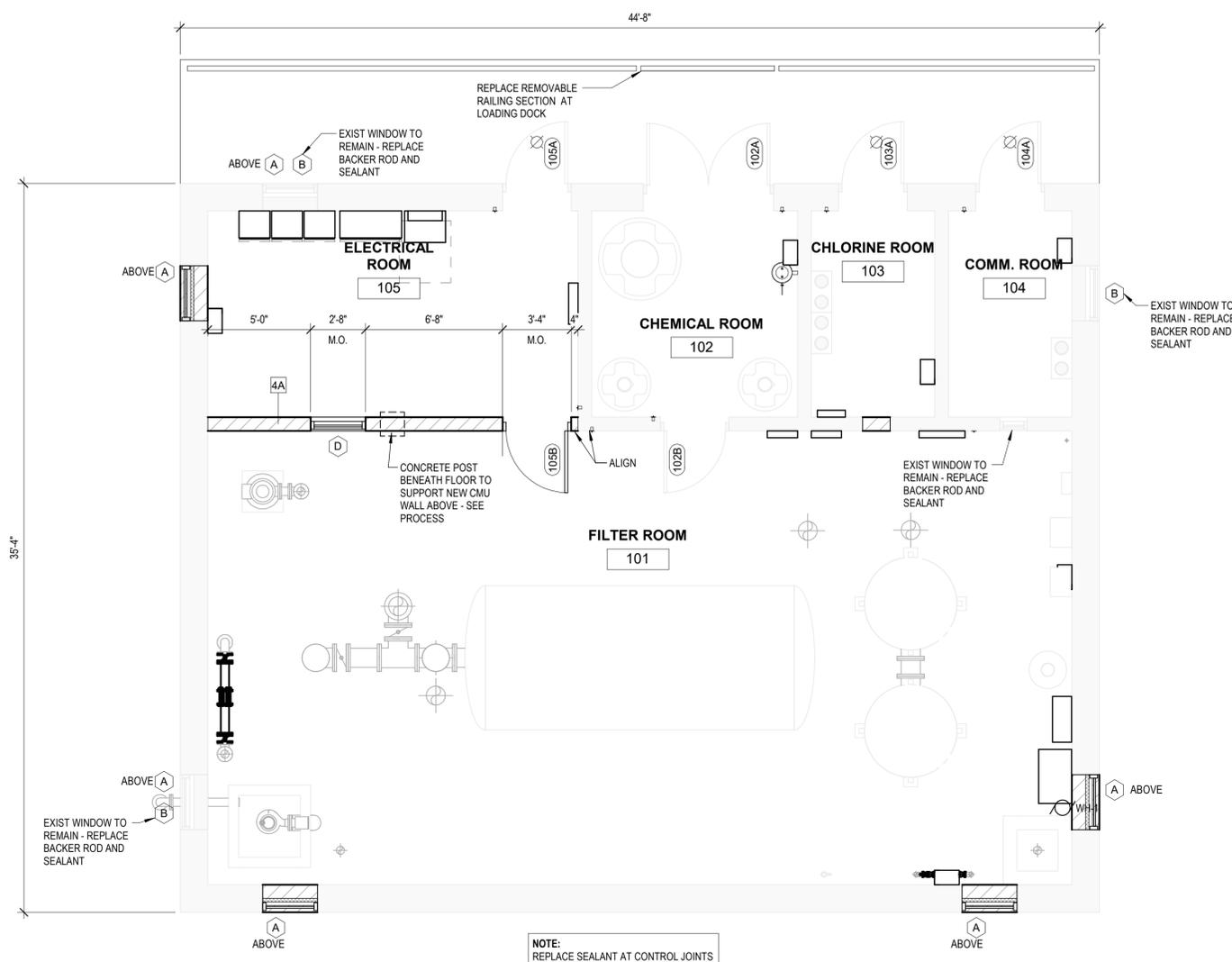
DOOR TYPE      FRAME TYPE      WINDOW TYPES



2 DOOR HEAD DETAIL      3 DOOR JAMB DETAIL      4 WINDOW HEAD AT EXISTING WALL



5 WINDOW JAMB AT EXISTING WALL      6 WINDOW SILL AT EXISTING WALL



NOTE: REPLACE SEALANT AT CONTROL JOINTS

1 ARCHITECTURAL FLOOR PLAN  
A101 1/4" = 1'-0"



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 Drawn By: KAK

Project Status: Issue Date

Revision Issue  
 Rev. #      Description      Date

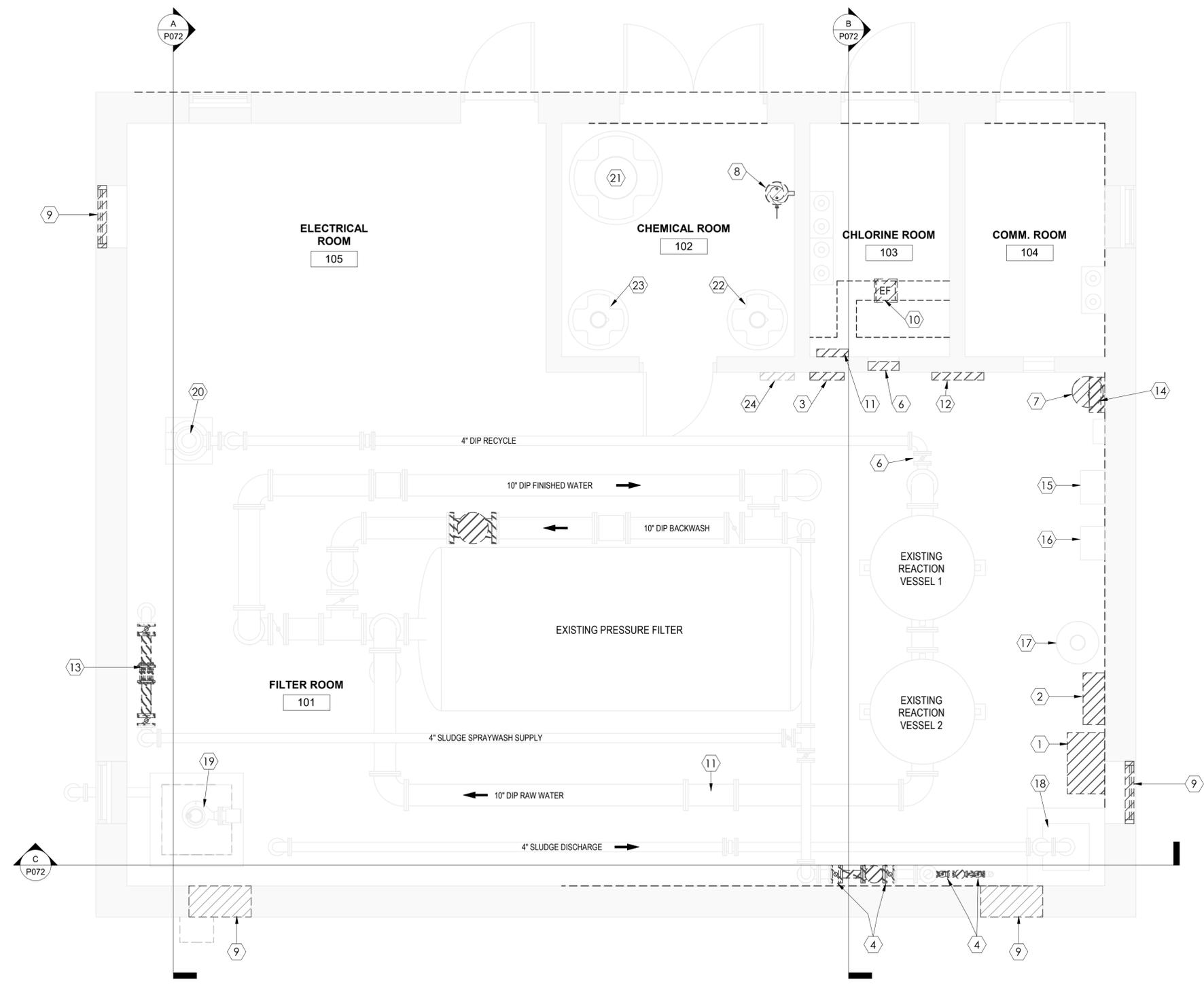


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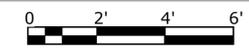
DATE 2020 LICENSE NO. \_\_\_\_\_  
Project Owner \_\_\_\_\_

**KEYNOTES**

- 1 REMOVE 2 STAGE AIR COMPRESSOR
- 2 REMOVE AIR DRYER AND FILTERS
- 3 REMOVE GAS DETECTOR CHLORINE
- 4 REMOVE FIRE SPRINKLER SYSTEM VALVES
- 5 REMOVE 10" FLOW CONTROL VALVE
- 6 REMOVE CHLORINE ROOM WINDOW
- 7 REMOVE 30 GAL ELECTRIC WATER HEATER
- 8 REMOVE EYE WASH AND FAUCET
- 9 REMOVE EXTERIOR WINDOW. SEE WINDOW SCHED ON ARCH SHTS FOR REPLACEMENT.
- 10 REMOVE EXHAUST FAN
- 11 EXISTING STATIC MIXER
- 12 REMOVE SOLENOIDS FOR VALVE OPERATORS AND GAS SYSTEM
- 13 REMOVE RPZ
- 14 EXISTING RESIDUAL CHLORINE ANALYZER
- 15 EXISTING CHLORINE BOOSTER PUMP
- 16 EXISTING SULFUR DIOXIDE BOOSTER PUMP
- 17 EXISTING SECONDARY RECEIVING TANK
- 18 EXISTING SLUDGE SINK
- 19 EXISTING SUBMERSIBLE SLUDGE PUMP
- 20 EXISTING BACKWASH RECYCLE PUMP
- 21 EXISTING MANGANOUS SULFATE TANK
- 22 EXISTING FLUORIDE TANK
- 23 EXISTING POTASSIUM PERMANGANATE TANK
- 24 REMOVE SAFETY VALVE CLOSURE PANEL



1 FLOOR PLAN - REMOVAL  
3/8" = 1'-0"



SPRING LAKE PARK  
**SPRING LAKE PARK - ARTHUR STREET WTF REPAIRS**  
 SPRING LAKE PARK, MINNESOTA

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Project Status: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Revision Issue		
Rev. #	Description	Date

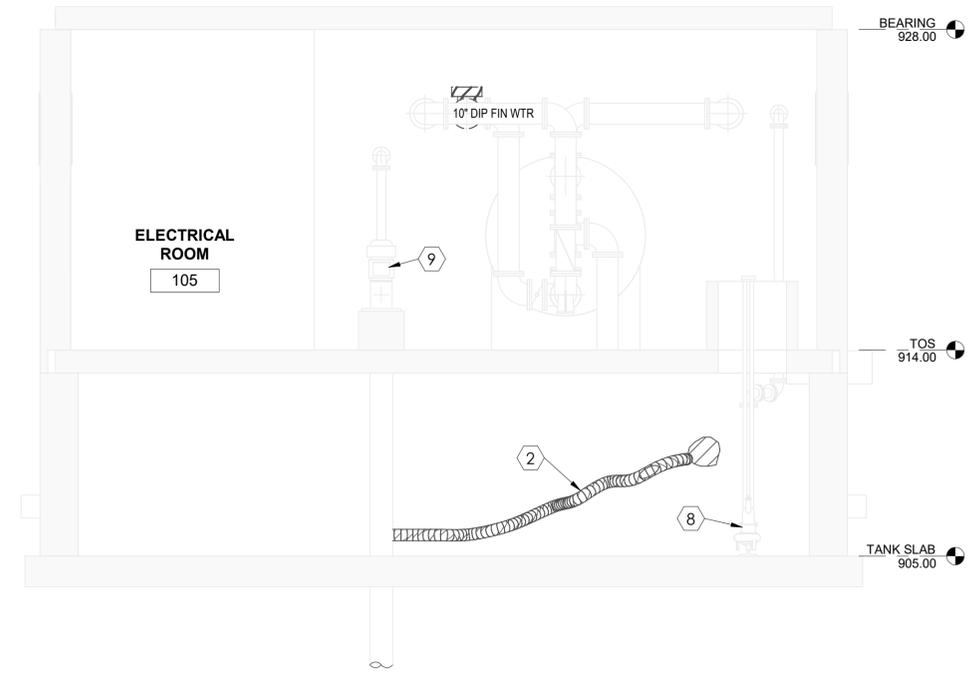
EXISTING FLOOR PLAN

P071

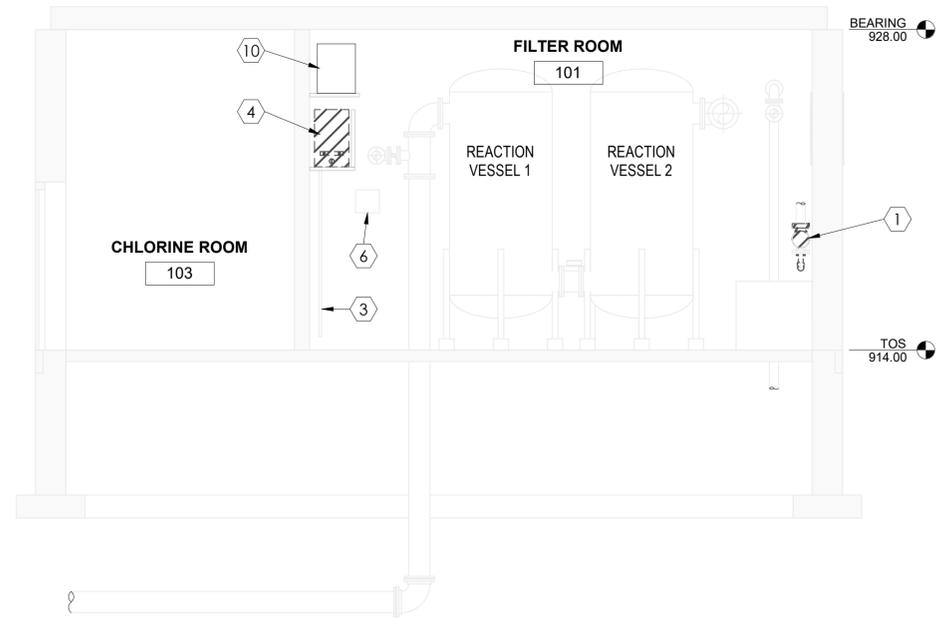
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**KEYNOTES**

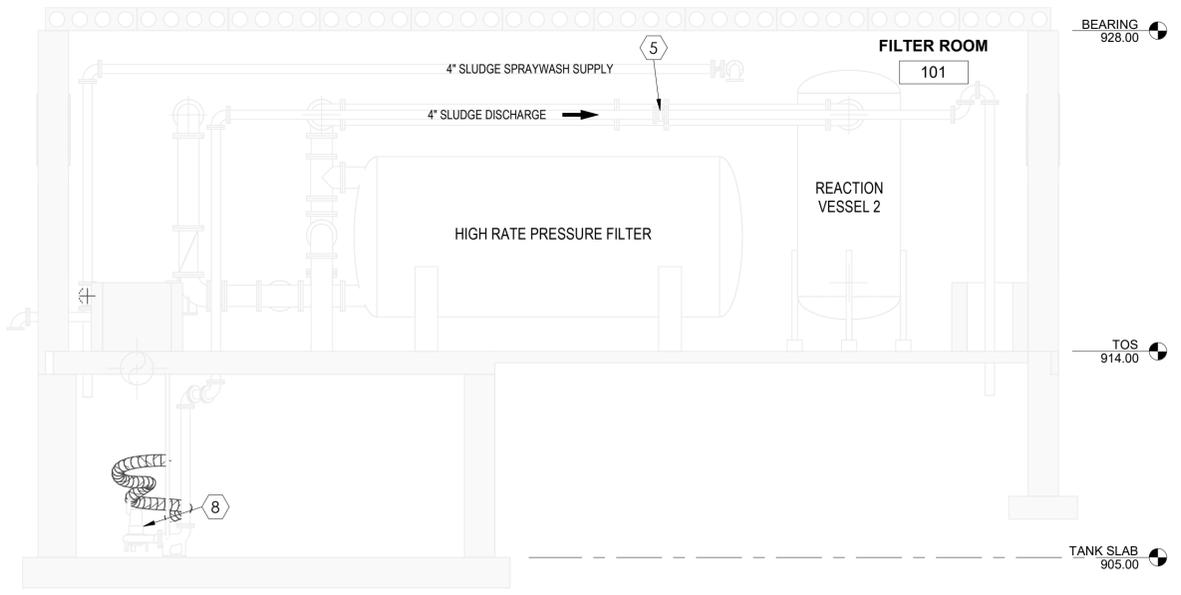
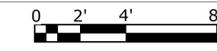
- 1 REMOVE FIRE SPRINKLER SYSTEM VALVES
- 2 REMOVE FLOATING SUCTION AND HOSE
- 3 EXISTING WATER HEATER DRAIN
- 4 REMOVE 30 GAL ELECTRIC WATER HEATER
- 5 REMOVE 4" SLUDGE WATER MAGNETIC METER
- 6 EXISTING RESIDUAL CHLORINE ANALYZER
- 7 EXISTING SECONDARY RECEIVING TANK
- 8 EXISTING SUBMERSIBLE SLUDGE PUMP
- 9 EXISTING BACKWASH RECYCLE PUMP
- 10 EXISTING TEMPERING TANK



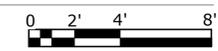
**A SECTION**  
 P072 1/4" = 1'-0"



**B SECTION**  
 P072 1/4" = 1'-0"



**C SECTION**  
 P072 1/4" = 1'-0"

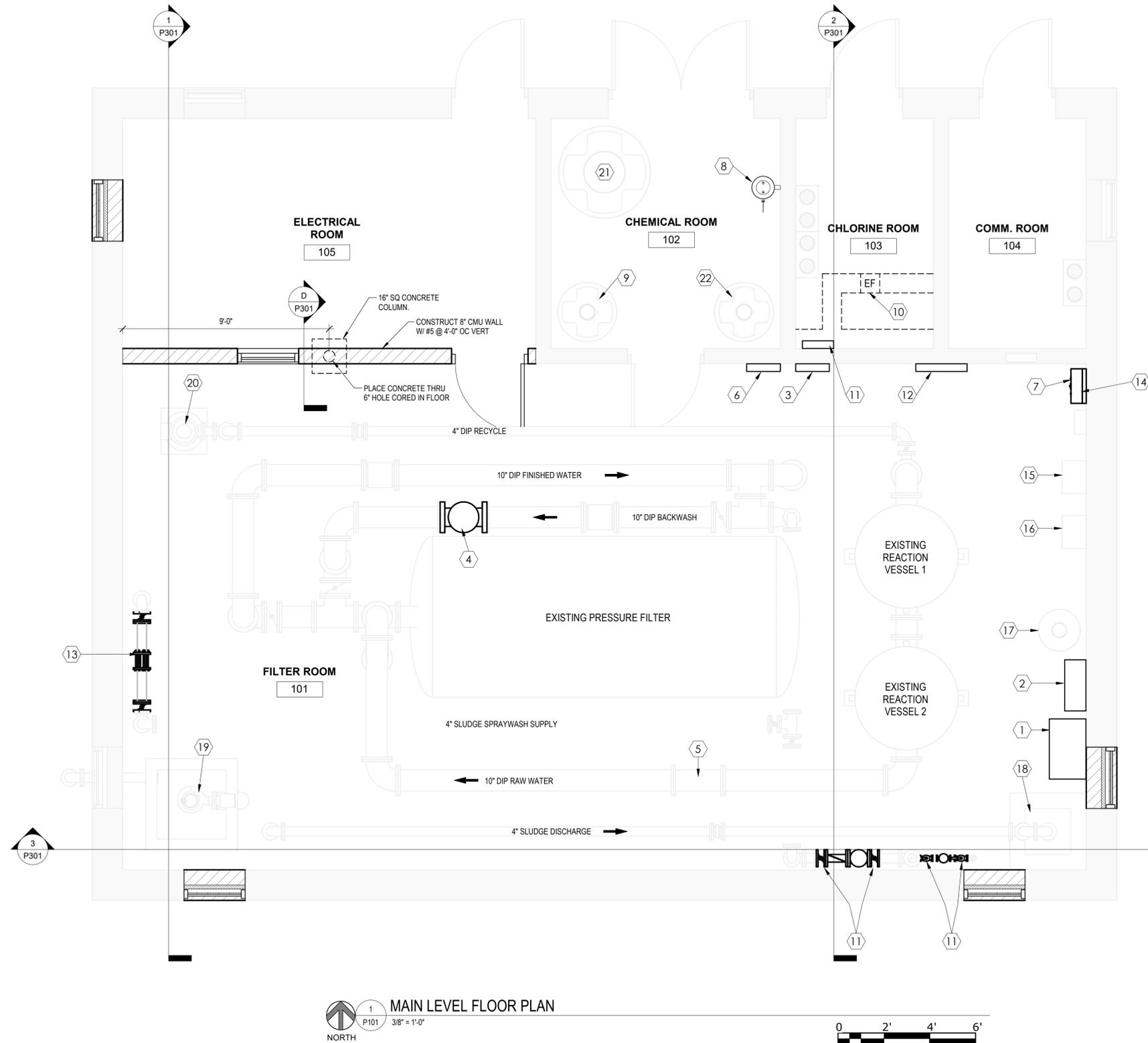


**KEYNOTES**

- 1 NEW 2 STAGE AIR COMPRESSOR
- 2 NEW AIR DRYER AND FILTERS
- 3 NEW CHLORINE GAS DETECTOR
- 4 NEW 10" FLOW CONTROL VALVE
- 5 EXISTING STATIC MIXER
- 6 NEW SAFETY VALVE CLOSURE PANEL
- 7 NEW 30 GAL ELECTRIC WATER HEATER
- 8 NEW EYE WASH AND FAUCET
- 9 EXISTING POTASSIUM PERMANGANATE TANK
- 10 NEW EXHAUST FAN
- 11 NEW FIRE SPRINKLER SYSTEM VALVES
- 12 NEW SOLENOIDS FOR VALVE OPERATORS AND GAS SYSTEM
- 13 NEW 4" RPZ
- 14 EXISTING RESIDUAL CHLORINE ANALYZER
- 15 EXISTING CHLORINE BOOSTER PUMP
- 16 EXISTING SULFUR DIOXIDE BOOSTER PUMP
- 17 EXISTING SECONDARY RECEIVING TANK
- 18 EXISTING SLUDGE SINK
- 19 EXISTING SUBMERSIBLE SLUDGE PUMP
- 20 EXISTING VERTICAL PUMP
- 21 EXISTING MANGANOUS SULFATE TANK
- 22 EXISTING FLUORIDE TANK

**GENERAL NOTES**

1. CONTRACTOR SHALL WASH ALL SURFACES INCLUDING WALLS, CEILINGS, FLOORS, PROCESS PIPING AND FILTERS.
2. CONTRACTOR SHALL PAINT ALL WALLS AND CEILINGS, EXCEPT IN ROOM 104.
3. CONTRACTOR SHALL PAINT FILTERS, REACTION VESSELS, AND PIPING.



**MAIN LEVEL FLOOR PLAN**  
 1 P101 3/8" = 1'-0"  
 NORTH





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**SPRING LAKE PARK - ARTHUR STREET WTF REPAIRS**  
 SPRING LAKE PARK, MINNESOTA

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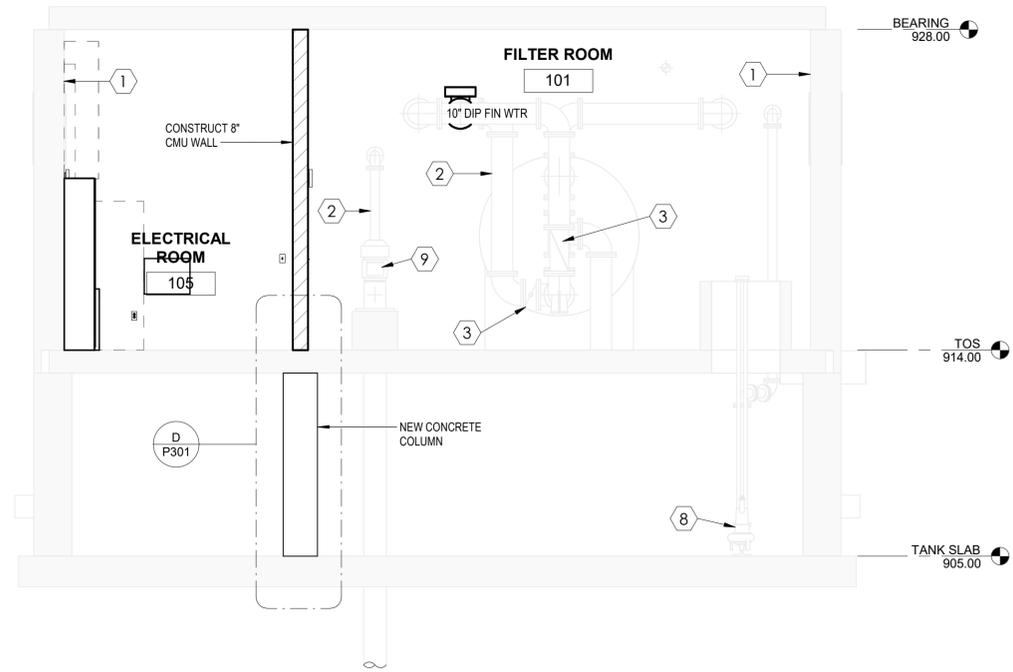
Revision Issue  
 Rev. # Description Date

SECTIONS AND DETAILS

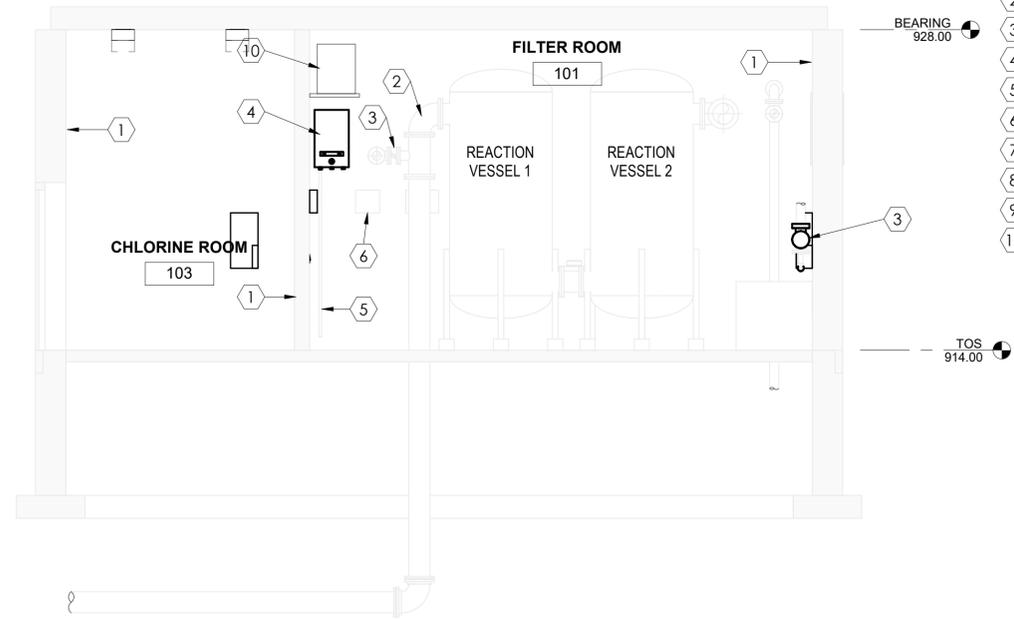
P301

**KEYNOTES**

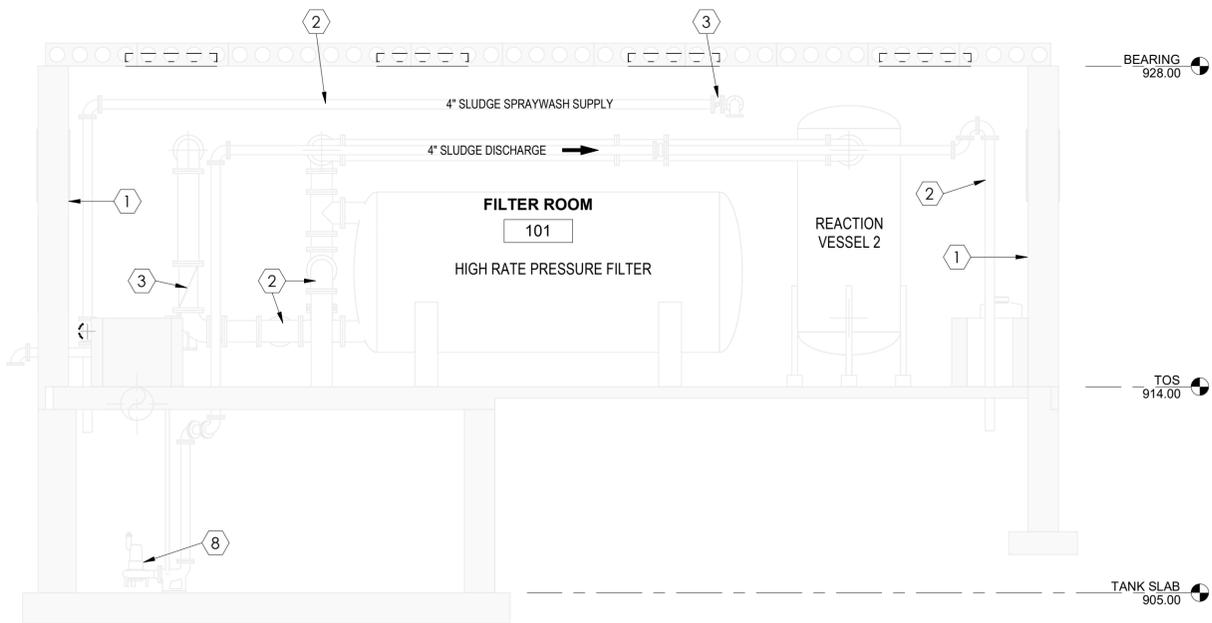
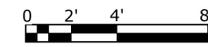
- 1 APPLY NEW PAINT COAT TO ALL WALL SURFACES IN ROOM
- 2 APPLY NEW PAINT COAT TO ALL PROCESS PIPES SURFACES
- 3 APPLY NEW PAINT COAT TO ALL VALVES
- 4 NEW 30 GAL ELECTRIC WATER HEATER
- 5 EXISTING WATER HEATER DRAIN
- 6 EXISTING RESIDUAL CHLORINE ANALYZER
- 7 EXISTING SECONDARY RECEIVING TANK
- 8 EXISTING SUBMERSIBLE SLUDGE PUMP
- 9 EXISTING VERTICAL PUMP
- 10 EXISTING TEMPERING TANK



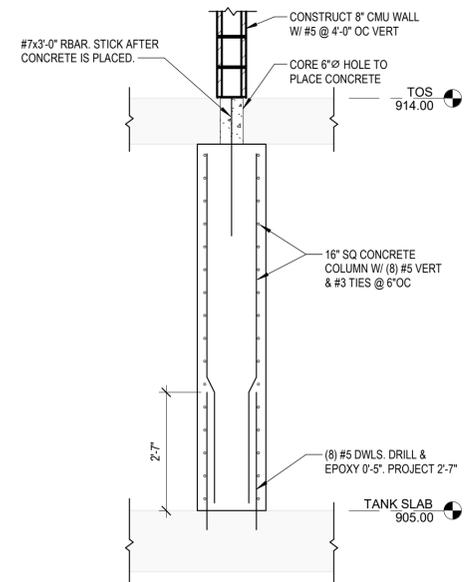
1 SECTION  
 P301 1/4" = 1'-0"



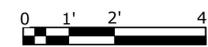
2 SECTION  
 P301 1/4" = 1'-0"



3 SECTION  
 P301 1/4" = 1'-0"



D SECTION @ CONC COLUMN  
 P301 1/2" = 1'-0"



3/27/2020 8:21:09 AM

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SPRING LAKE PARK - ARTHUR STREET WTF REPAIRS  
SPRING LAKE PARK, MINNESOTA

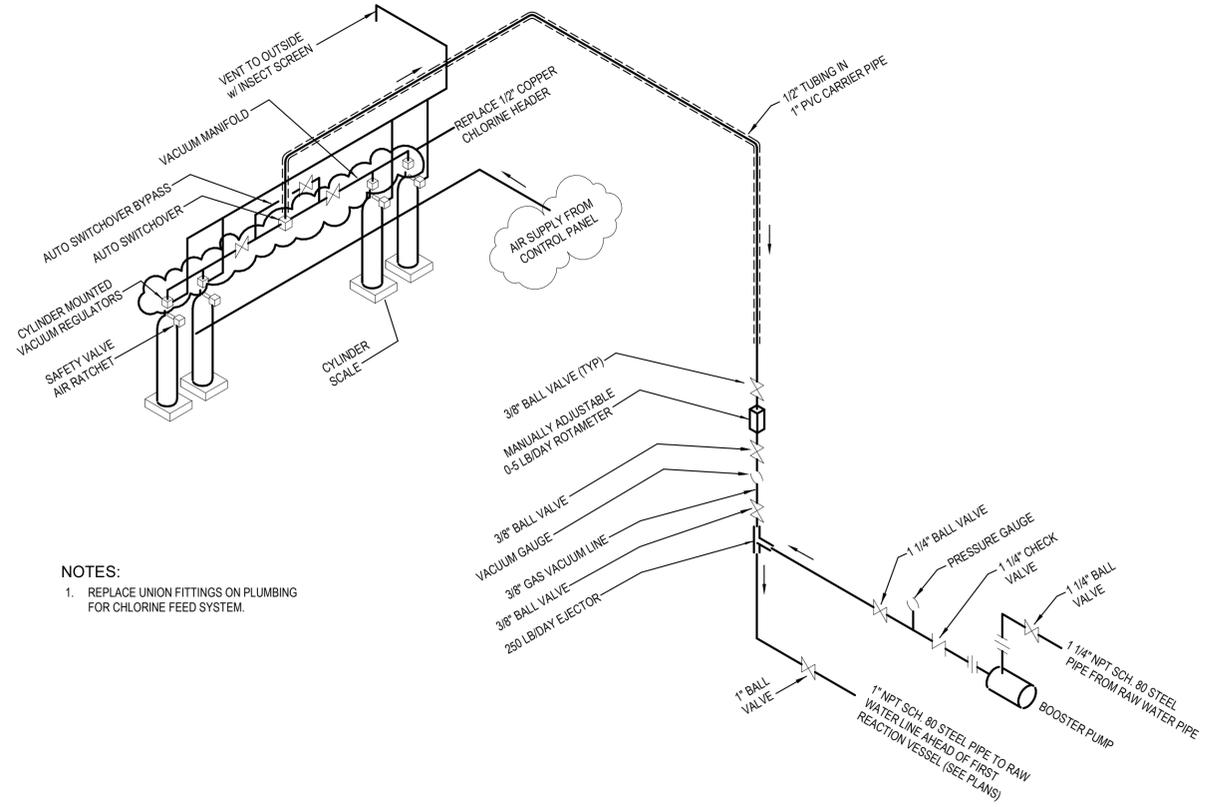
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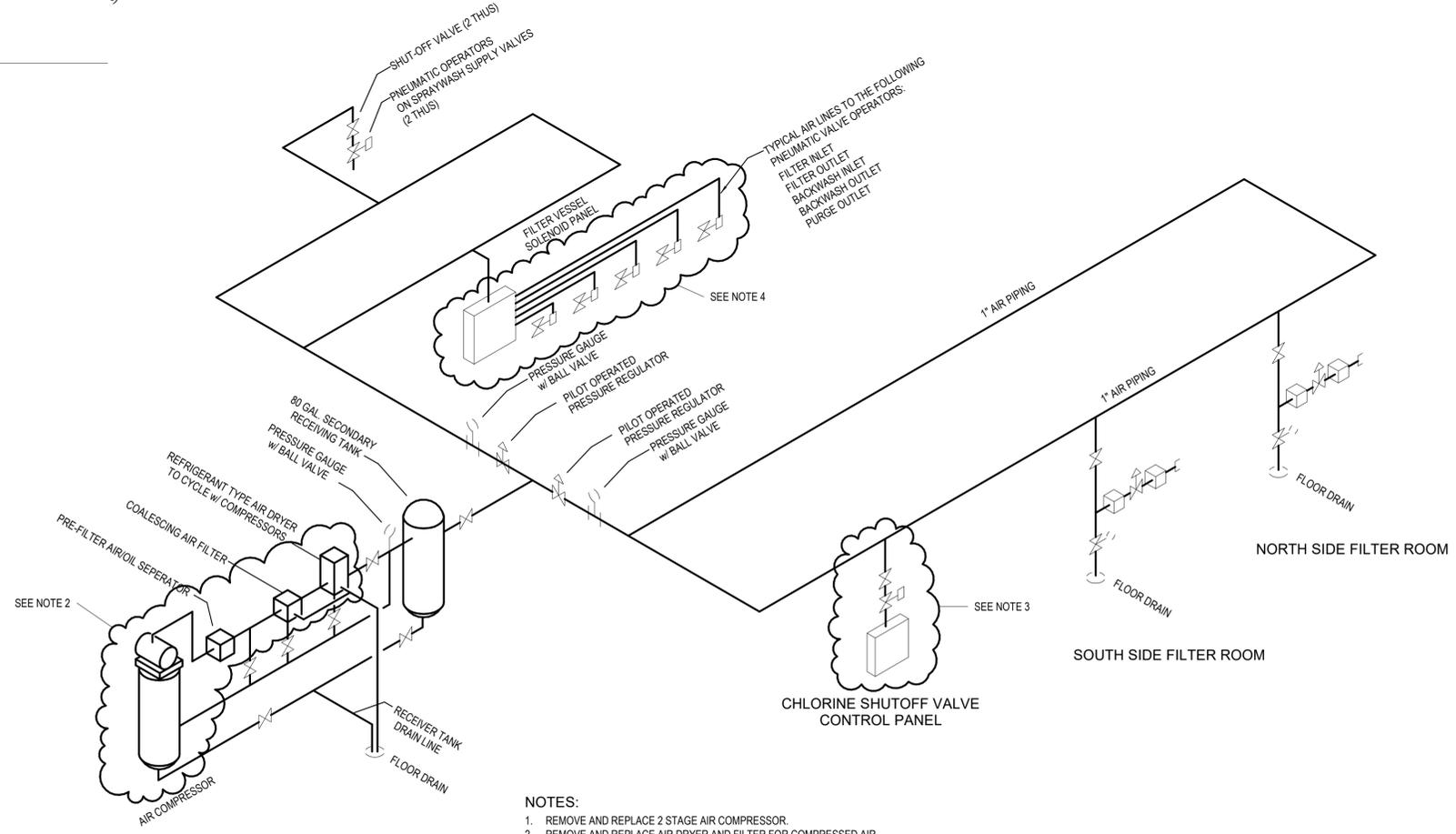
Revision Issue  
Rev. # Description Date

SCHEMATIC



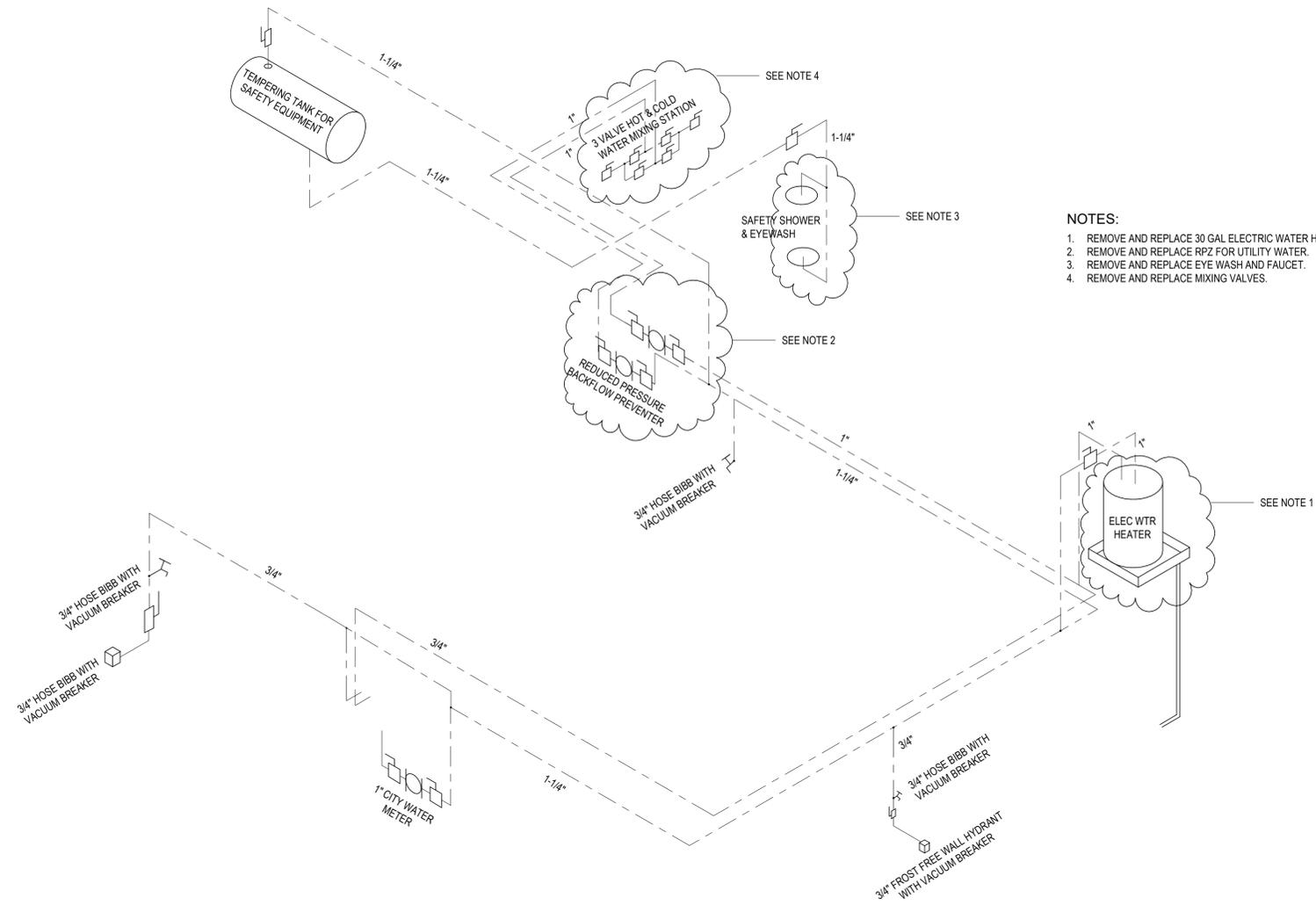
NOTES:  
1. REPLACE UNION FITTINGS ON PLUMBING FOR CHLORINE FEED SYSTEM.

WELL NO. 5 CHLORINATION SCHEMATIC  
12" = 1'-0"



NOTES:  
1. REMOVE AND REPLACE 2 STAGE AIR COMPRESSOR.  
2. REMOVE AND REPLACE AIR DRYER AND FILTER FOR COMPRESSED AIR.  
3. REMOVE AND REPLACE CHLORINE AUTOMATIC SHUT OFF SYSTEM.  
4. REMOVE AND REPLACE SOLENOIDS FOR VALVE OPERATORS. TYP OF 5

WELL NO. 5 COMPRESSED AIR SCHEMATIC  
12" = 1'-0"



- NOTES:**
1. REMOVE AND REPLACE 30 GAL ELECTRIC WATER HEATER.
  2. REMOVE AND REPLACE RPZ FOR UTILITY WATER.
  3. REMOVE AND REPLACE EYE WASH AND FAUCET.
  4. REMOVE AND REPLACE MIXING VALVES.

(A) WATER PIPING SCHEMATIC  
1/16" = 1'-0"

SPRING LAKE PARK  
**SPRING LAKE PARK - ARTHUR STREET WTF REPAIRS**  
SPRING LAKE PARK, MINNESOTA

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Rev. #	Description	Date



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SPRING LAKE PARK, MINNESOTA

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Drawn By KAK

Project Status \_\_\_\_\_ Issue Date \_\_\_\_\_

Revision Issue  
Rev. # Description Date

DEMOLITION PLAN  
LIGHTING PLAN

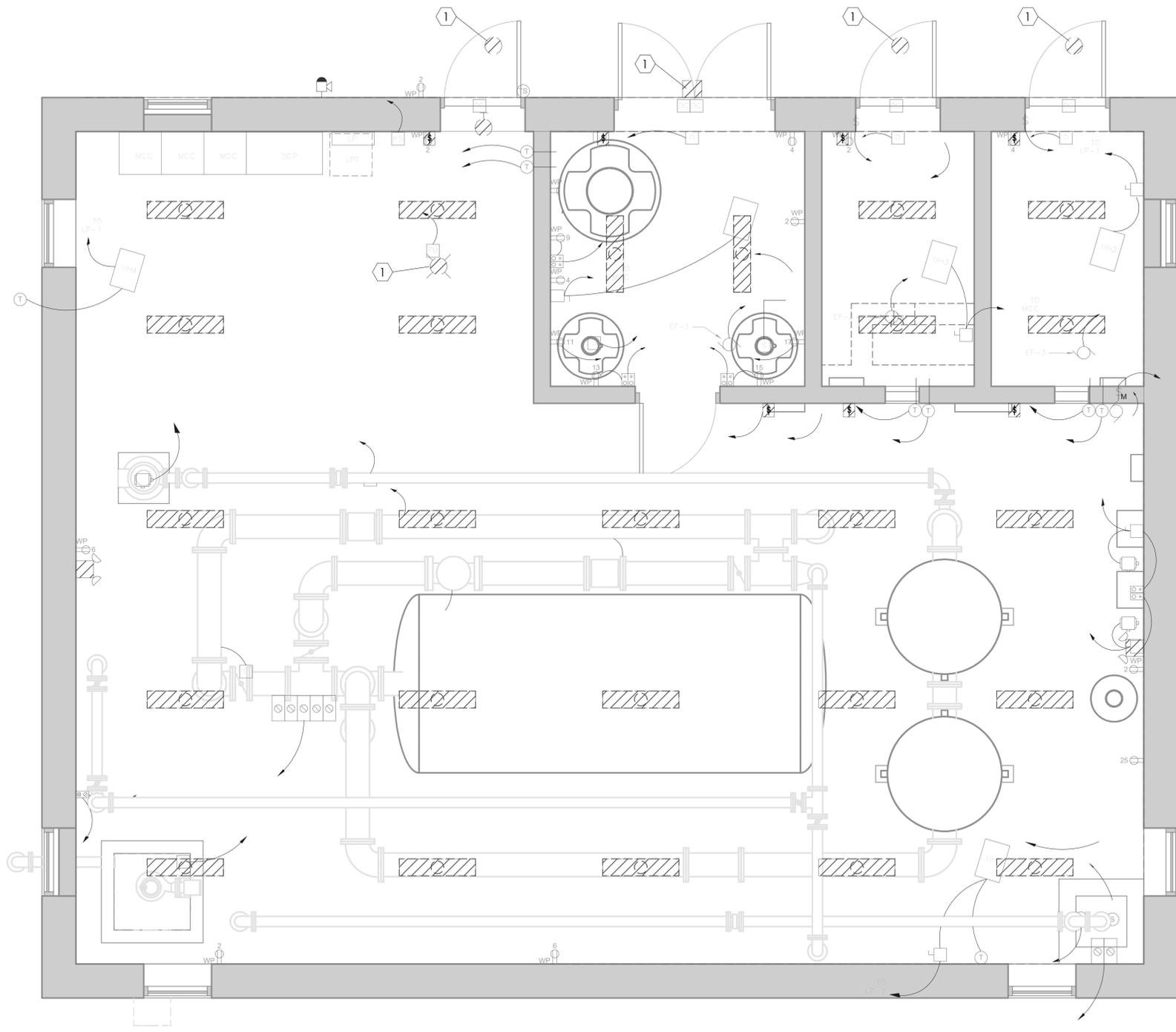
E071

**GENERAL NOTES**

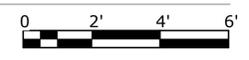
- 1. REMOVE ALL INTERIOR LIGHTING FIXTURES, PENDANT MOUNTING STEMS, AND CONDUCTORS. CONDUIT MAY REMAIN FOR RE-USE AS APPROPRIATE. EXTEND CONDUITS AS NECESSARY TO NEW LIGHT FIXTURES AND CONTROL COMPONENTS.

**KEYNOTES**

- 1 LIGHT FIXTURE TO REMAIN. RECONNECT CIRCUITING



1 LIGHTING PLAN - DEMOLITION  
E071 3/8" = 1'-0"



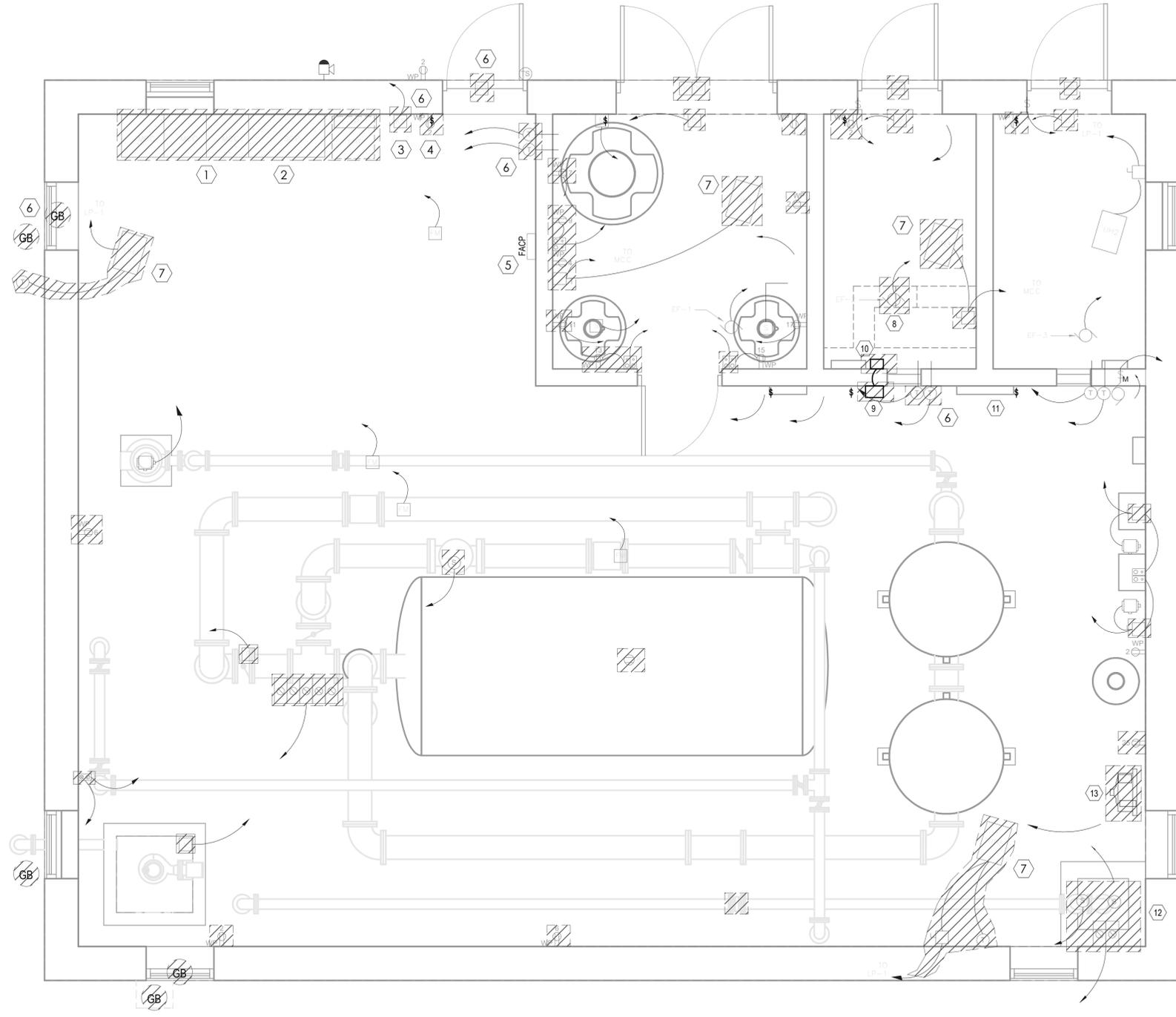
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**GENERAL NOTES**

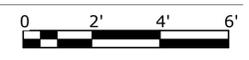
1. REMOVE ALL RECEPTACLES AND COVER PLATES. PROVIDE NEW RECEPTACLE AND COVER PLATE AND RE-TERMINATE WIRING.
2. FOR ALL CONDUCTORS NOT SHOWN TO BE REPLACED, CUT ENDS TO REMOVE EXPOSED COPPER, TRIM BACK INSULATION, AND RE-TERMINATE CABLE.

**KEYNOTES**

1. REMOVE MOTOR CONTROL CENTER AND ALL ASSOCIATED CONDUCTORS. SERVICE GROUNDING CONDUCTORS TO REMAIN AND BE RE-USED. CONDUITS MAY REMAIN FOR RE-USE TO THE EXTENT POSSIBLE.
2. REMOVE SUPERVISORY CONTROL PANEL (SCP) AND ALL ASSOCIATED CONDUCTORS. CONDUITS MAY REMAIN FOR RE-USE TO THE EXTENT POSSIBLE.
3. REMOVE PANELBOARD AND ALL ASSOCIATED CONDUCTORS. CONDUITS MAY REMAIN FOR RE-USE TO THE EXTENT POSSIBLE.
4. REMOVE TRANSFORMER AND ALL ASSOCIATED CONDUCTORS. CONDUITS MAY REMAIN FOR RE-USE TO THE EXTENT POSSIBLE.
5. REMOVE FIRE ALARM CONTROL PANEL AND ALL ASSOCIATED CONDUCTORS. CONDUITS MAY REMAIN FOR RE-USE TO THE EXTENT POSSIBLE.
6. REMOVE INSTRUMENTATION AND ALL ASSOCIATED CONDUCTORS. CONDUITS MAY REMAIN FOR RE-USE TO THE EXTENT POSSIBLE.
7. REMOVE UNIT HEATER, DISCONNECT, THERMOSTAT, AND ALL ASSOCIATED CONDUCTORS. CONDUITS MAY REMAIN FOR RE-USE TO THE EXTENT POSSIBLE.
8. DISCONNECT EXISTING CONDUCTORS TO EXHAUST FAN. CONDUIT MAY REMAIN. RE-TERMINATE CONDUCTORS.
9. REMOVE CHLORINE LEAK DETECTOR CONDUIT MAY REMAIN TO THE EXTENT POSSIBLE. INSTALL NEW DETECTOR AND RE-TERMINATE CONDUCTORS.
10. REMOVE CHLORINE AUTOMATIC SWITCH OVER SYSTEM. CONDUIT MAY REMAIN TO EXTENT POSSIBLE. INSTALL NEW SWITCH OVER SYSTEM AND RE-TERMINATE CONDUCTORS.
11. REPLACE SOLENOIDS FOR VALVE OPERATORS AND GAS SYSTEM. DISCONNECT AND RECONNECT CONDUCTORS.
12. WATER HEATER TO BE REPLACED. DISCONNECT CONDUCTORS AND RECONNECT WHEN NEW WATER HEATER IS INSTALLED.
13. REMOVE CONDUCTOR TO AIR COMPRESSOR. CONDUIT MAY BE RE-USED TO THE EXTENT POSSIBLE.



1 POWER AND INSTRUMENTATION PLAN - DEMOLITION  
E072 3/8" = 1'-0"



DATE 2020 LICENSE NO. \_\_\_\_\_  
Project Owner \_\_\_\_\_

Owner  
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SPRING LAKE PARK, MINNESOTA

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Drawn By KAK

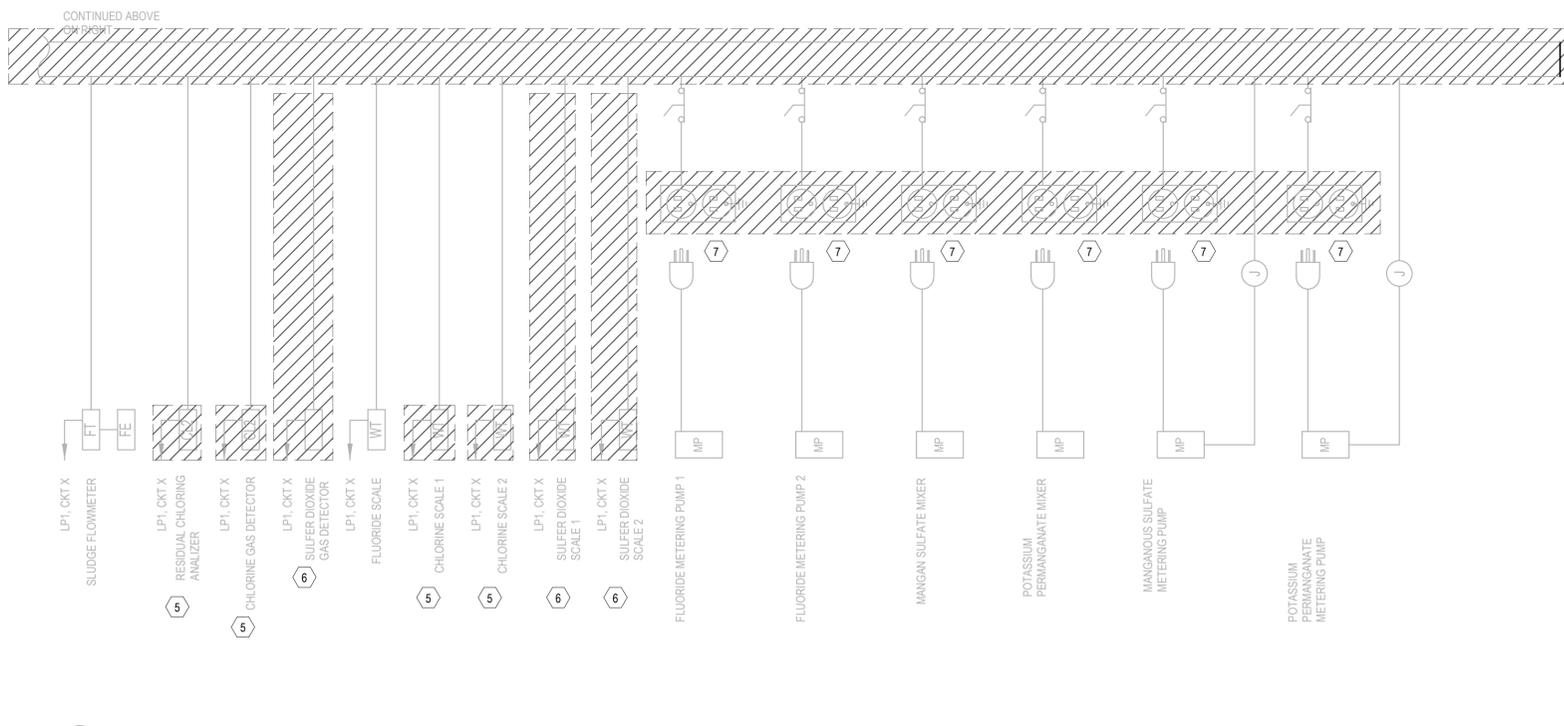
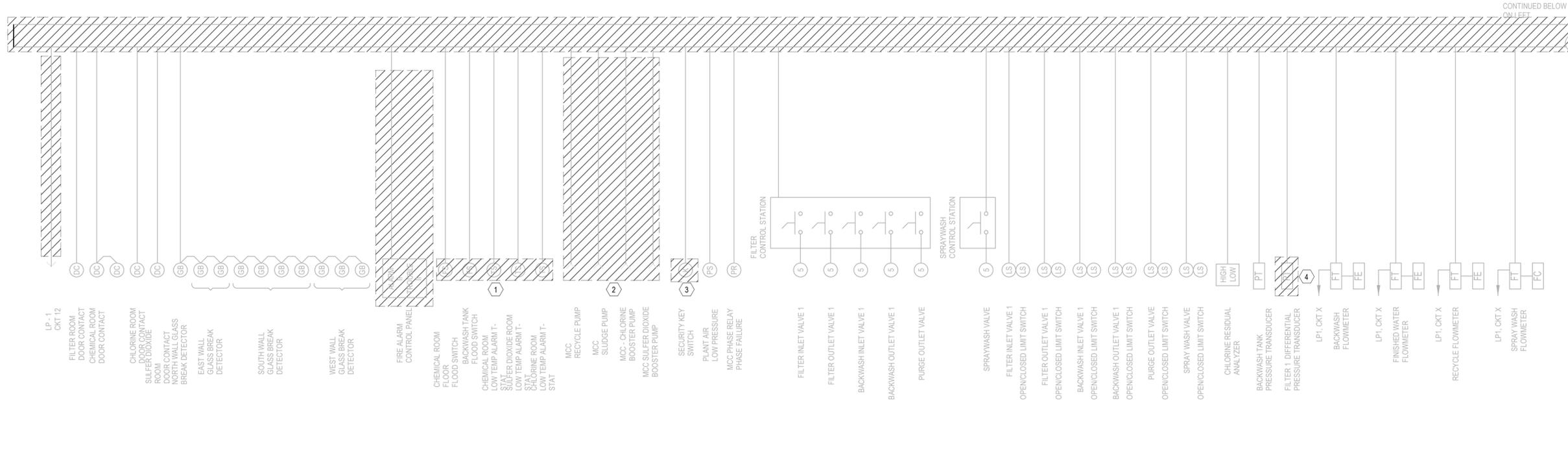
Project Status \_\_\_\_\_ Issue Date \_\_\_\_\_

Revision Issue  
Rev. # Description Date

DEMOLITION PLAN  
POWER AND  
INSTRUMENTATION PLAN

E072





1 SCP ONE LINE - DEMOLITION  
E074 NOT TO SCALE

**GENERAL NOTES**

1. ALL CONDUITS SHOWN MAY BE RE-USED TO THE EXTENT POSSIBLE.
2. WHERE CONDUCTORS ARE DISCONNECTED AND RECONNECTED BUT NOT REMOVED, CUT THE END BACK TO THE INSULATION AND RE-TERMINATE.

**KEYNOTES**

1. REMOVE FLOOD SWITCH AND REPLACE WITH NEW.
2. REMOVE AND REPLACE CONDUCTORS BACK TO MCC.
3. REMOVE KEYED SWITCH AND REPLACE WITH NEW.
4. REPLACE PRESSURE TRANSDUCER WITH NEW.
5. REPLACE CHLORINE ANALYZER, GAS DETECTOR AND SCALES WITH NEW.
6. REMOVE EQUIPMENT AND ALL ASSOCIATED CONDUIT/WIRE.
7. REPLACE RECEPTACLE AND COVER WITH NEW.

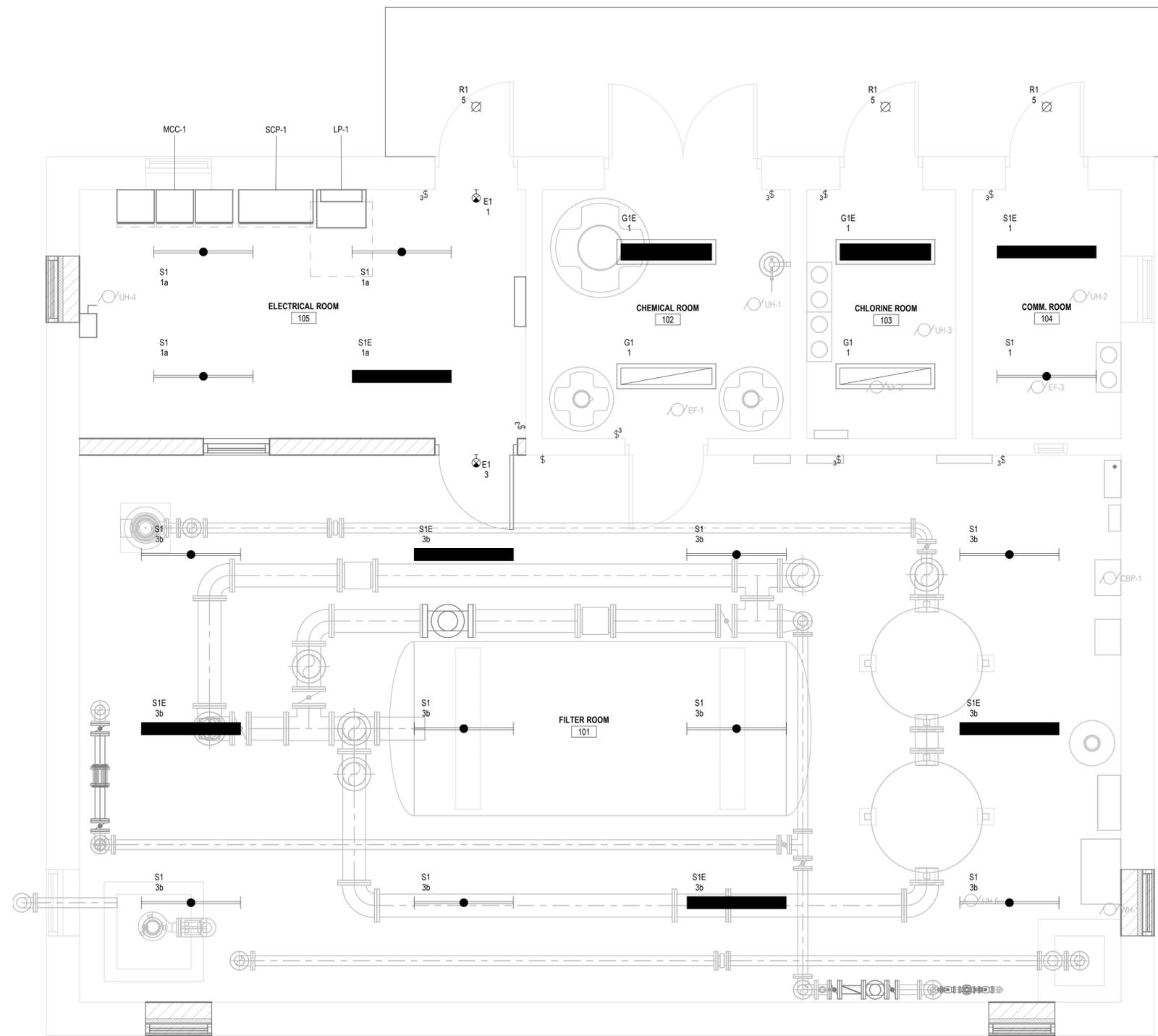
KEYNOTES

1. NOTES HERE

DATE 2020 LICENSE NO. \_\_\_\_\_

Project Owner \_\_\_\_\_

SPRING LAKE PARK  
**SPRING LAKE PARK - ARTHUR STREET WTF REPAIRS**  
 SPRING LAKE PARK, MINNESOTA



**1 ELECTRICAL LIGHTING PLAN**  
 E01 3/8" = 1'-0"  
 0 2 4 6

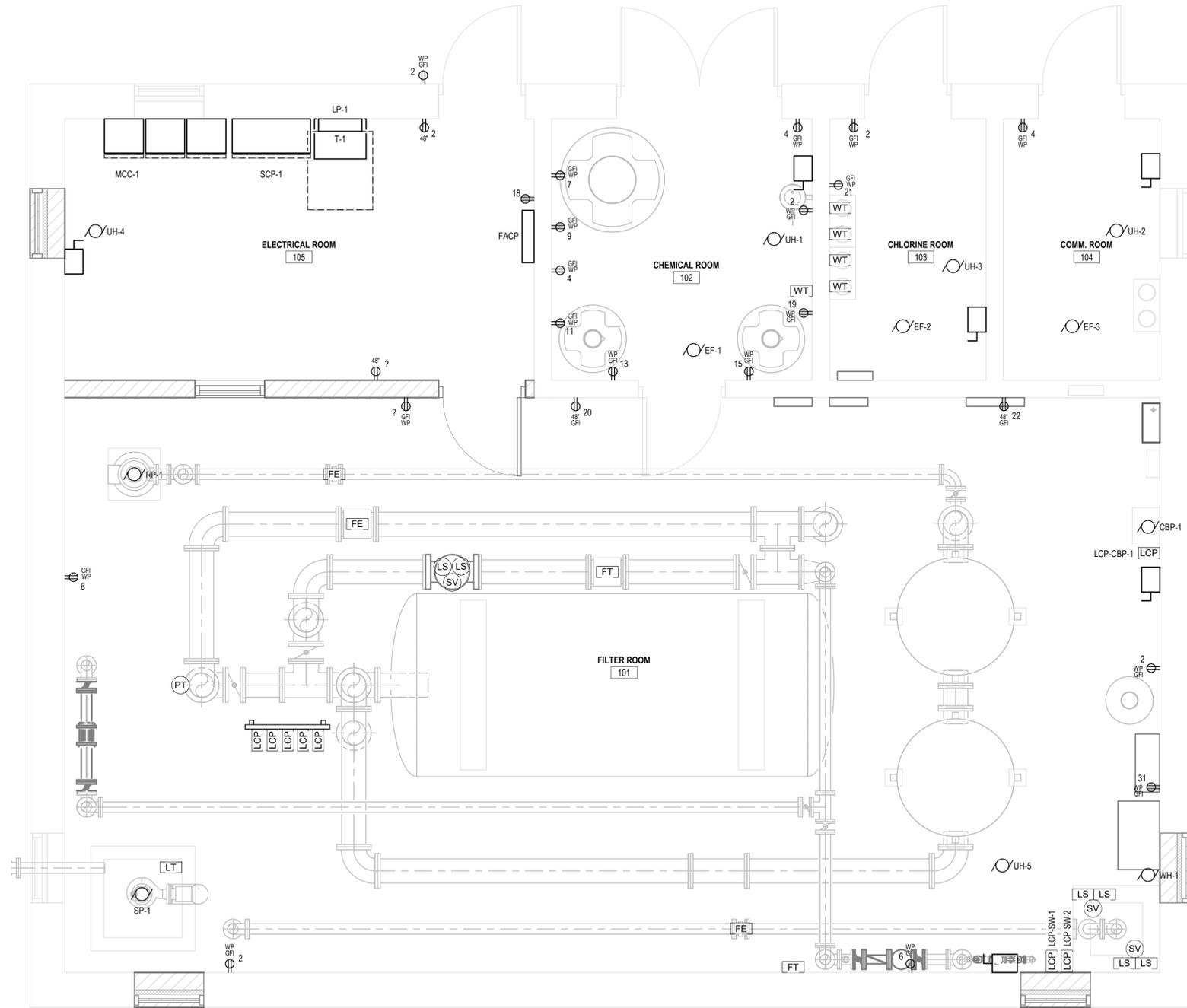
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SEH Project: SPLAK 154852  
 Checked By: CTL  
 Drawn By: KAK

Project Status: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Revision Issue  
 Rev. # Description Date

ELECTRICAL LIGHTING PLAN



**1 ELECTRICAL POWER PLAN**  
 E02 3/8" = 1'-0"  


SPRING LAKE PARK  
**SPRING LAKE PARK - ARTHUR STREET WTF REPAIRS**  
 SPRING LAKE PARK, MINNESOTA

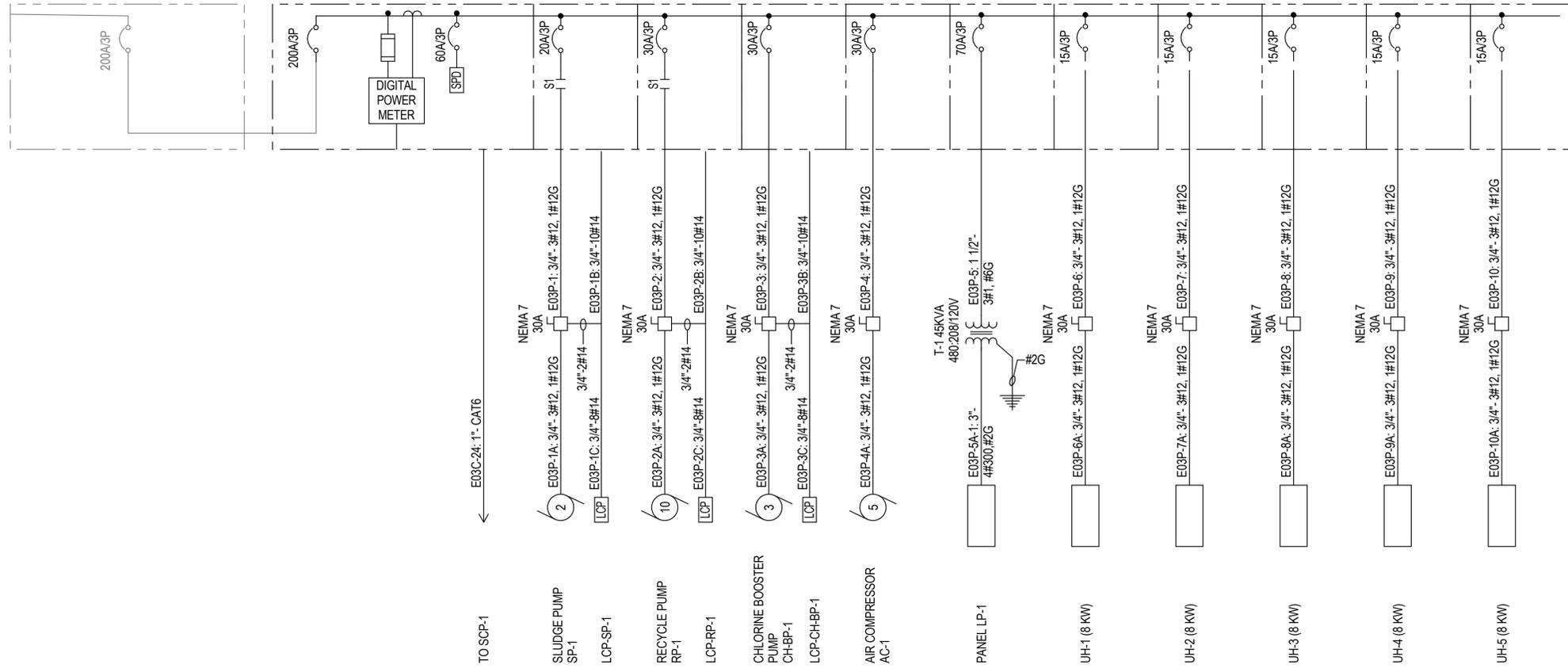
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SEH Project: SPLAK 154852  
 Checked By: CTL  
 Drawn By: KAK

Project Status: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Revision Issue

Rev. #	Description	Date



**1** NEW MCC ONE-LINE  
E03 NOT TO SCALE



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE 2020 LICENSE NO. \_\_\_\_\_  
Project Owner \_\_\_\_\_

SPRING LAKE PARK  
**SPRING LAKE PARK - ARTHUR STREET WTF REPAIRS**  
SPRING LAKE PARK, MINNESOTA

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SEH Project SPLAK 154852  
Checked By CTL  
Drawn By KAK

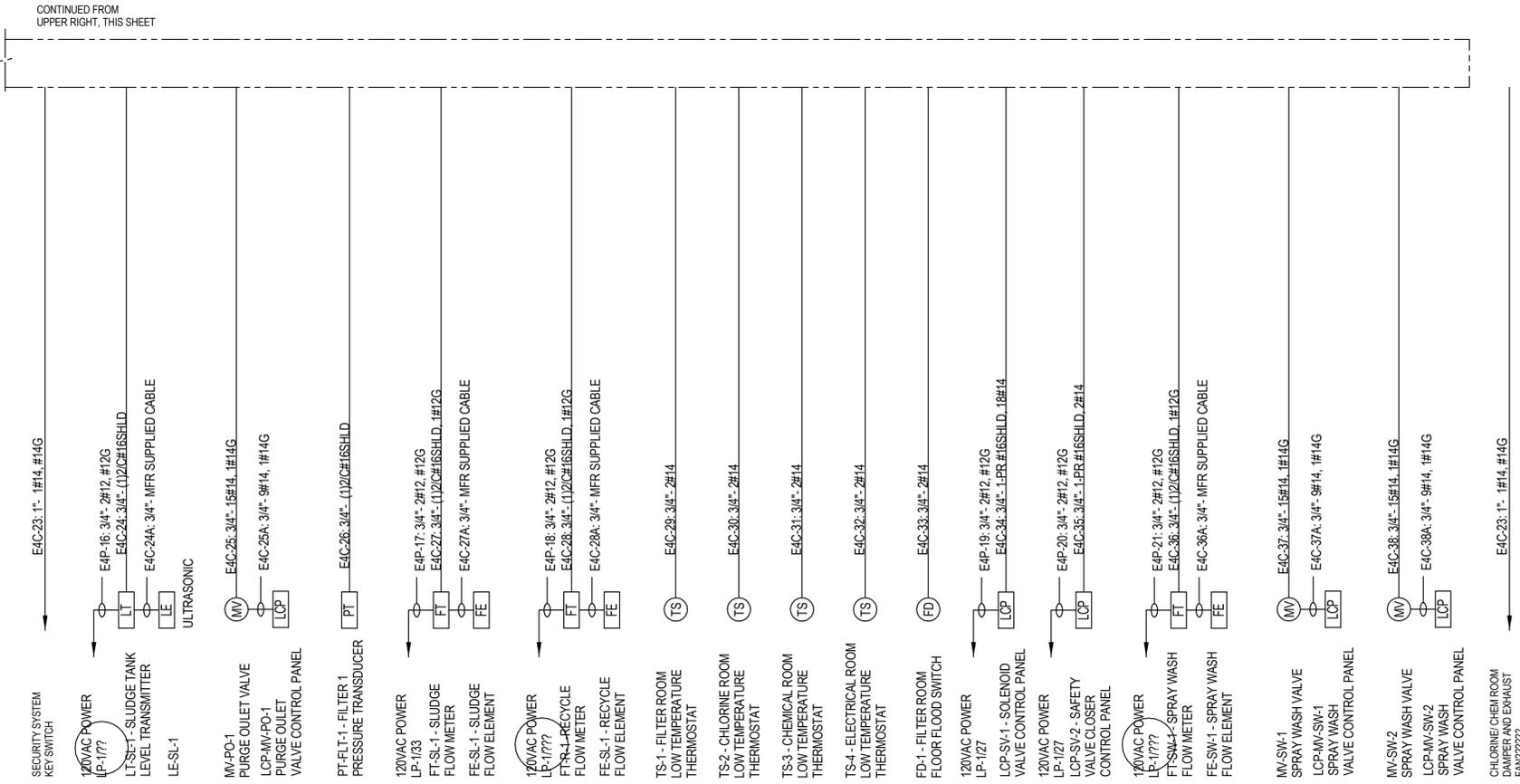
Project Status Issue Date

Revision Issue	Rev. #	Description	Date

ELECTRICAL MCC ONE-LINE

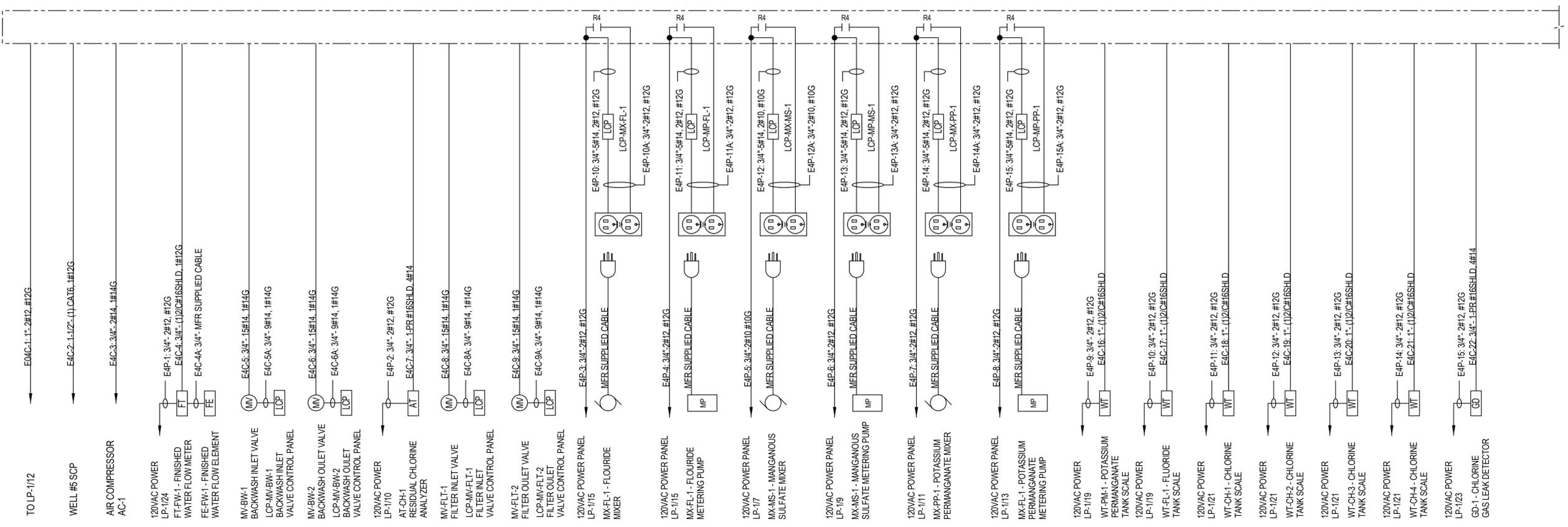
NEW SCP ONE-LINE

12" = 1'-0"



CONTINUED FROM UPPER RIGHT, THIS SHEET

SUPERVISORY CONTROL PANEL (SCP-1)



CONTINUED TO LOWER LEFT, THIS SHEET



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DATE 2020 LICENSE NO. \_\_\_\_\_  
Project Owner \_\_\_\_\_

SPRING LAKE PARK  
**SPRING LAKE PARK - ARTHUR STREET WTF REPAIRS**  
SPRING LAKE PARK, MINNESOTA

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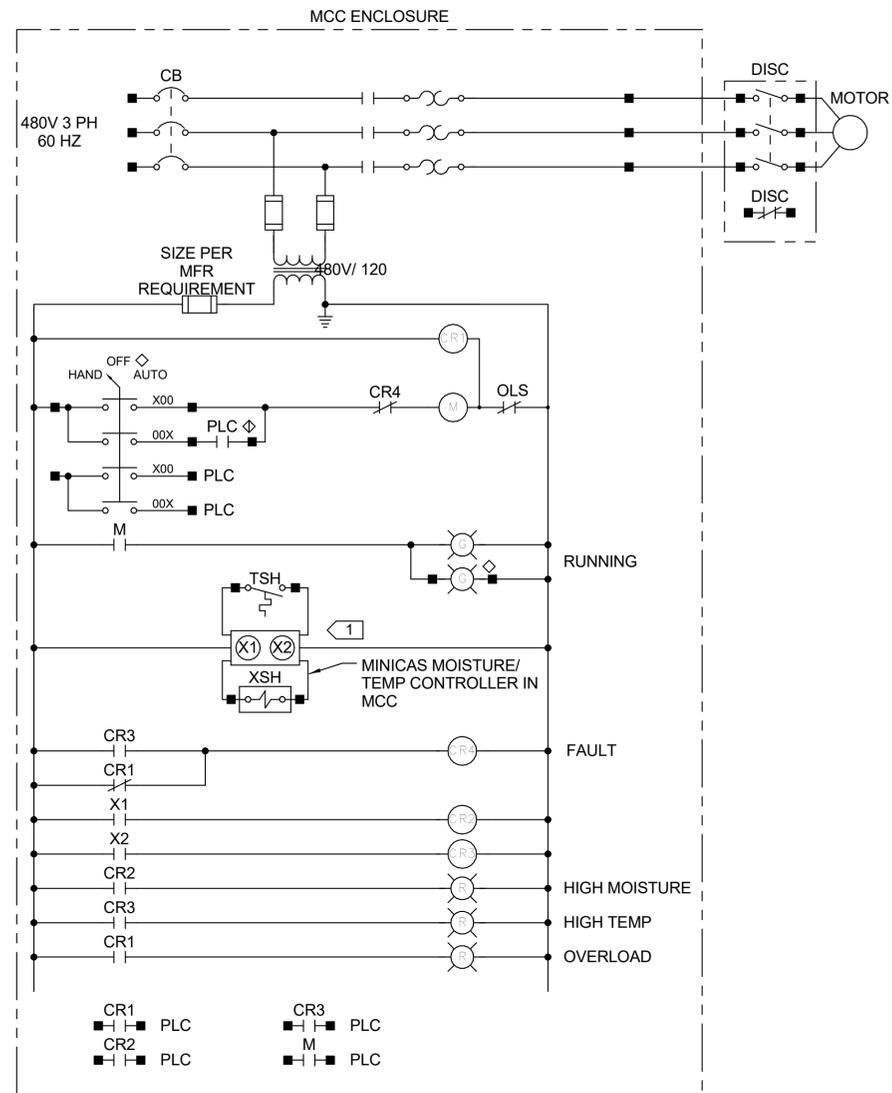
SEH Project SPLAK 154852  
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Drawn By KAK

Project Status Issue Date

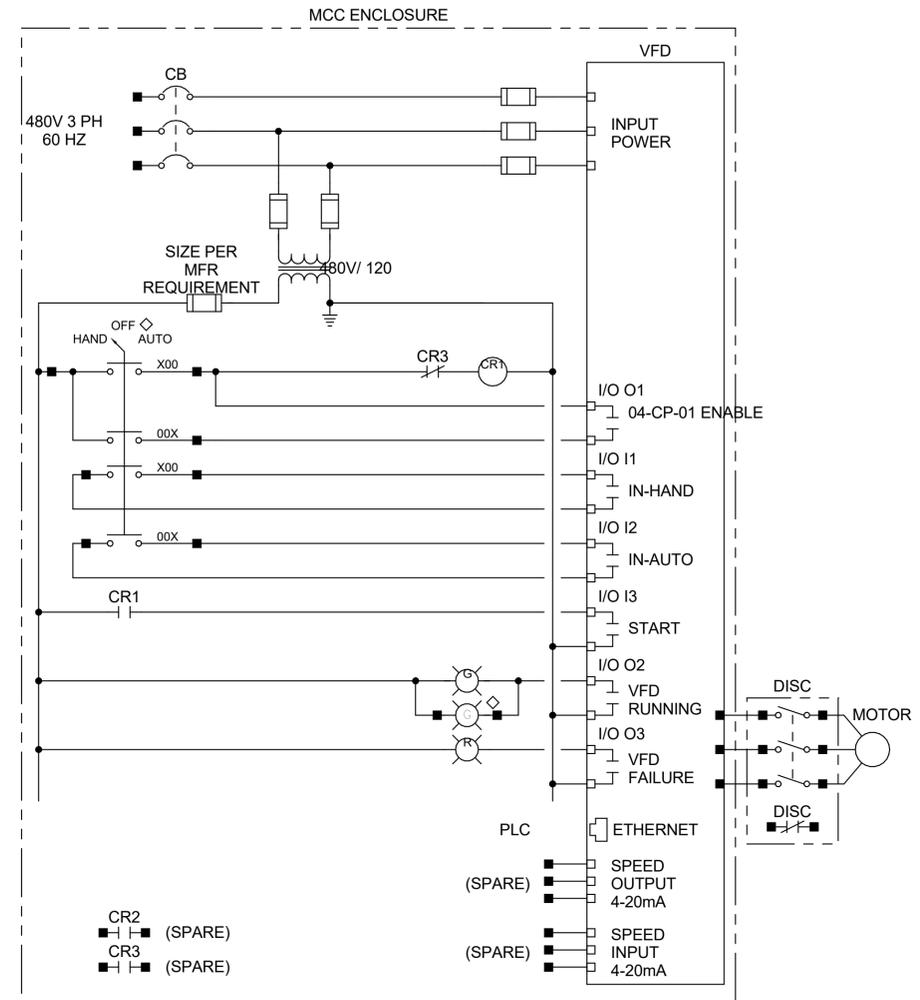
Revision	Description	Date

ELECTRICAL PLC ONE-LINE

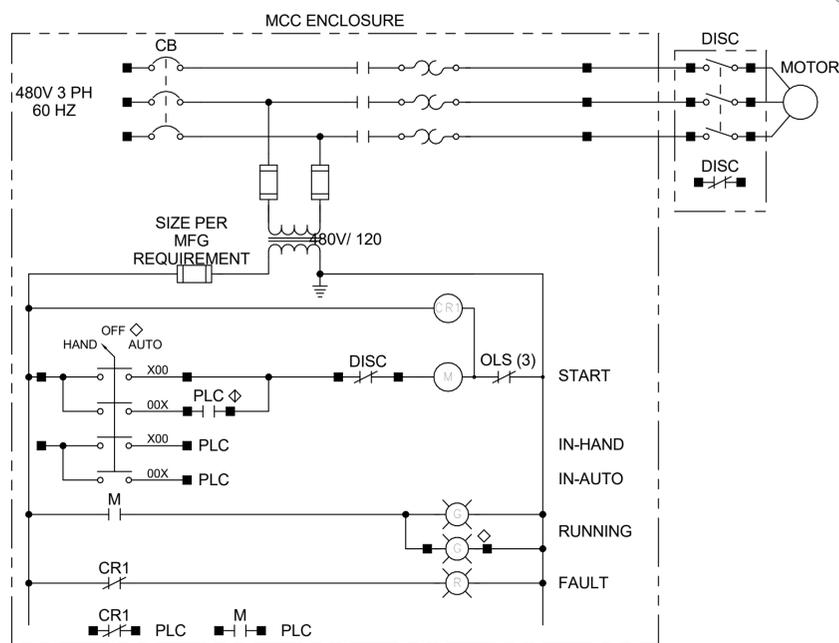




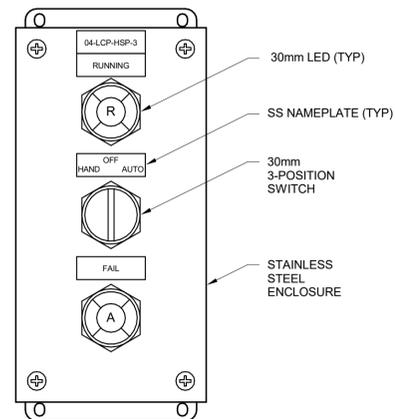
**SLUDGE PUMP SCHEMATIC**



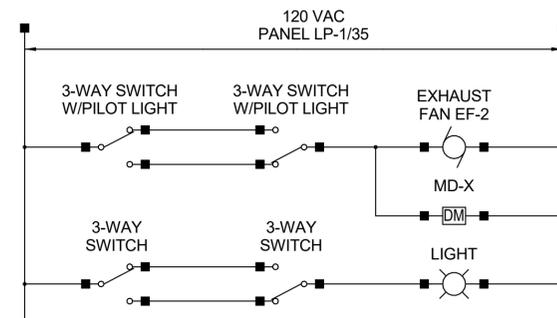
**RECYCLE PUMP SCHEMATIC**



**CHLORINE BOOSTER PUMP SCHEMATIC**



**CHLORINE BOSTER PUMP LCP**



**CHLORINE FAN SCHEMATIC**





## MEMORANDUM

TO: Mayor and City Council, City of Spring Lake Park

FROM: Christopher Larson, P.E.

DATE: April 1, 2020

RE: Authorization to Advertise for Bidding  
Arthur Street Water Treatment Facility Repairs

The Arthur Street Water Treatment Facility (Arthur St. WTF) was damaged by a chlorine gas leak in 2018, including damage to electrical equipment, paint, windows, and various other process and architectural items. The City has made an insurance claim with the League of Minnesota Cities Insurance Trust.

In addition to insurance claim items, the City has elected to make other repairs and improvements to the Arthur St. WTF. The additional improvements include constructing a masonry partition wall to protect electrical equipment, replacing existing lights with LED lights, and replacing some aging process equipment.

The plans, specifications, and an opinion of probable cost are available for review. The estimated costs for the insurance related items is \$375,000. The estimated costs of the City related improvements is \$64,000.

The purpose of this memo is to request Council authorization to advertise the project for bidding. It is proposed to run the bid advertisement the week of April 13<sup>th</sup> with a bid opening date of May 7<sup>th</sup>. The construction will start in June 2020 and be complete by the end of the year.

## **Arthur Street Treatment Plant Specification Manual**

The specification manual is over 500 pages in length. If you wish to review the project manual, please contact Administrator, Clerk/Treasurer Buchholtz at [dbuchholtz@slpmn.org](mailto:dbuchholtz@slpmn.org) and he will e-mail the document to you.





# Memorandum

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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** April 1, 2020

**Subject:** Administration Department Reorganization

With Utility Billing Clerk Nancy Kelm's retirement forthcoming, staff evaluated the work load of the Administration Department. Based on that analysis, staff is recommending a reorganization of the Administration Department.

Administration and Parks and Recreation currently share a position – Bookkeeper/Office Support Specialist. This position spends 2/5 time in Parks and Recreation handling receptionist duties, program registrations and catalog development and 3/5 time in Administration doing accounts payable, accounts receivable and other accounting related functions. The proposed reorganization would eliminate the Bookkeeper/Office Support Specialist position. The incumbent employee, Dena Brunette, would become the new Utility Billing Clerk. The accounting functions from the Bookkeeper/Office Support Specialist position would be transferred to the Recycling/Special Projects Coordinator, Wanda Brown. Her duties were diminished with the closure of the City's municipal liquor operation, as she handled similar accounting duties for Central Park Liquor. Parks and Recreation would hire a part-time Office Support Specialist to support Director Okey and our Recreation Program Coordinators.

The proposed reorganization will equalize job duties amongst employees in the Administration Department, while reducing expenditures. Staff anticipates the savings from the reorganization to be \$28,909.64 for the remainder of 2020 and approximately \$48,500 in 2021. Staff would request that some of this savings be utilized for either temporary employees (when needed/project based) or a future internship program to fill any gaps in Administration while providing a valuable opportunity for the next generation of government leaders in Minnesota.

Staff recommends approval of the reorganization plan, ratification of the appointment of Dena Brunette as the City's next Utility Billing Clerk and authorization for Recreation Director Okey to advertise for a part-time Office Support Specialist to support the Parks and Recreation Department.

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

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CITY OF SPRING LAKE PARK  
JOB DESCRIPTION

JOB TITLE: Utility Billing Clerk  
DEPARTMENT: Administration  
REPORTS TO: Administrator, Clerk/Treasurer

DATE: April 2020

---

**POSITION SUMMARY:**

Under general supervision and direction of the Administrator, Clerk/Treasurer, the Utility Billing Clerk is responsible for all aspects of the utility billing function, including checking and verifying utility billing data, preparing and mailing utility bills, processing customer service requests, setting up new accounts, preparing and maintaining appropriate records and files, performing office assistance tasks and related work as required.

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages utility billing system including maintaining up-to-date customer utility account information, establishing new accounts, preparing final accounts and preparing adjusting entries to general ledger to correct accounts as needed.
- Runs bill calculation, verifies bill register for accuracy, refers delinquent accounts to Public Works for shut-offs, coordinates utility bill inserts with other Departments, prints bills and prepares bills for mailing.
- Processes utility billing payments by cash, check, electronic withdrawals and credit cards. Prepares deposits and handles NSF checks and refunds.
- Serves as the primary resource for customer inquiries and complaints regarding utility bills, delinquent accounts, recycling and street lights; acts as liaison with recycling hauler, Public Works, and other outside agencies.
- Responds to requests from realtors and title companies for information about utility charges and assessments; completes utility billing portion of special assessment requests.
- Manages delinquent utility accounts including providing delinquent notices, processing payments and preparing documentation for public hearing; and prepares delinquent assessment rolls for certification to property taxes.
- Schedules and processes water turn on and turn off requests.
- Prepares various reports for the Public Works Director and Administrator, Clerk/Treasurer.
- Maintains water and sewer consumption records for preparation of the annual DNR report.
- Prepares sales tax reports and Metropolitan Council Environmental Services (MCES) usage reports and sewer access charge (SAC) and water access charge (WAC) reports; completes pumpage reports and calculates fees for well licenses.
- Manages SAC and WAC deferrals pursuant to City policy and MCES agreements.
- Assists with management of the City's recycling program; addresses resident questions and resolves problems regarding the City's recycling program.
- Coordinates copper and lead testing programs
- Serve as backup to Receptionist.

- Serve as backup to Accountant and Accounts Payable/Special Projects Coordinator in designated functions.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of utility billing practices and procedures.
- Considerable knowledge of standard office practices and equipment, including computers, cash register and calculator
- Ability to communicate effectively and professionally with co-workers and members of the public in both written and oral formats.
- Ability to plan a varied workload, prioritize work and meet deadlines.
- Ability to work independently with a high level of speed and accuracy.
- Ability to follow both oral and written instructions

#### MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Knowledge and experience in Microsoft Office software (Word, Excel, Outlook, Publisher).
- Three years of increasingly responsible experience in bookkeeping or accounting
- Demonstrated customer service experience.
- A valid Class D driver's license

#### DESIRED QUALIFICATIONS:

- Associates degree in Accounting, Business, or other related field.
- One year municipal utility billing experience.
- Experience in governmental accounting
- Experience drafting content, designing and laying out newsletters/flyers

#### PHYSICAL DEMANDS:

Work is performed primarily in a standard office environment that includes exposure to computer screens. Primary functions require:

- Sufficient physical ability and mobility to work in an office setting.
- Sit and answer phones/use computer equipment on a continuous basis.
- On a frequent basis, must be able to stand, walk, sit, talk and reach with hands and arms.
- Occasionally stoop, bend, kneel, crouch, reach and twist.
- Occasionally lift, carry, push and/or pull moderate amounts of weight (up to 30 pounds).
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard and calculator
- Vision ability to include close vision, color vision, distance vision and depth perception.

CITY OF SPRING LAKE PARK  
JOB DESCRIPTION

JOB TITLE: Accounting Clerk/Special Projects Coordinator  
DEPARTMENT: Administration  
REPORTS TO: Administrator, Clerk/Treasurer

DATE: April 2020

---

POSITION SUMMARY:

This position processes accounts receipts, accounts receivable, accounts payable and other accounting transactions in a timely and efficient manner. This position also coordinates the City's public access programming, assists with elections, prepares and distributes external communications and coordinates special projects as assigned by the Administrator, Clerk/Treasurer.

---

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounting

- Prepares and processes accounts payable by collecting invoices, coding and keying invoices to appropriate accounts, preparing coversheets for expresses requiring allocation between departments, routing invoices to departments for approval, data entry of invoice batches, setting up new vendors in system, obtaining Form W-9's, and issuing checks.
- Maintains vendor files; scans paid invoices into Laserfiche.
- Prepares listing of checks issued for City Council review and approval.
- Generates invoices for various charges and reimbursements. Posts all collections received.
- Maintains and reconciles various escrow accounts held in trust by City.
- Prepares bank deposits.
- Maintains assessment records; performs assessment searches.
- Assists with annual audit by pulling supporting documents for external audit review.
- Reconciles credit card statements for payment
- Assists Accountant with annual budget preparation and other special projects as required.

Special Projects

- Performs election administration activities including, but not limited to, arranging polling sites, recruiting election judges, assisting with mail and in-person absentee balloting, preparing supply boxes and performing other election duties as assigned.
- Performs special projects as needed by the Administrator, Clerk/Treasurer or Department Heads.
- Directs, coordinates and regularly evaluates the City's safety program, organizes and leads city-wide Safety Committee; ensures all annual programming complies with OSHA rules and regulations and that all documentation and reporting is complete and filed.
- Produces newsletters and other external correspondence; drafts and solicits and edits content, designs and creates layout with publishing software; coordinates production and mailing with vendors and ensures timely delivery to residents.
- Assists Administrator, Clerk/Treasurer with managing the City's social media pages and mass e-mail system.

- Coordinates with North Metro Television to develop cable programming concepts for the City's government access channel.
- Maintains all equipment and facilities necessary to produce programming; oversees installation and maintenance and repair of cable equipment.
- Draft content for the City's electronic billboard.
- Oversees City's recycling program, including establishing community recycling goals, managing recycling contracts, attending meetings, and scheduling events
- Acts as backup to other personnel in Administration Department.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess strong organizational skills.
- Ability to communicate effectively and professionally with co-workers and members of the public in both written and oral formats.
- Comprehensive knowledge of office practices and procedures.
- Strong computer skills, including proficiency in Microsoft Word, Excel, and Publisher. Ability to use financial accounting software.
- Ability to plan a varied workload, prioritize work and meet deadlines.
- Ability to produce quality, accurate work and the ability to detect and correct errors.
- Ability to work and make decisions independently.
- Ability to follow both oral and written instructions.
- Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to exchange monetary amounts.
- Skill in effectively coordinating programs and activities.
- Knowledge of video equipment and maintenance.

#### MINIMUM QUALIFICATIONS:

- Associates degree in Accounting, Business, or other related field.
- Knowledge and experience in Microsoft Office software (Word, Excel, Outlook, Publisher).
- Two years accounting experience.
- One year responsible administrative experience.
- Valid Class D driver's license

#### DESIRED QUALIFICATIONS:

- One year municipal accounting experience.
- Knowledge and experience with social media platforms
- Experience drafting content, designing and laying out newsletters/flyers

#### PHYSICAL DEMANDS:

Work is performed primarily in a standard office environment that includes exposure to computer screens. Primary functions require:

- Sufficient physical ability and mobility to work in an office setting.
- Sit and answer phones/use computer equipment on a continuous basis.
- On a frequent basis, must be able to stand, walk, sit, talk and reach with hands and arms.
- Occasionally stoop, bend, kneel, crouch, reach and twist.
- Occasionally lift, carry, push and/or pull moderate amounts of weight (up to 30 pounds).
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard and calculator
- Vision ability to include close vision, color vision, distance vision and depth perception.



City of Spring Lake Park  
Engineer's Project Status Report

---

To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 4.6.20 Meeting**  
File No.: R-18GEN

---

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

**2020 MS4 Permit (193802936).** MS4 deadlines: Annual Report and Public Meeting due by June 31<sup>st</sup>. Pond, structural BMP, and outfall inspections by July 31<sup>st</sup>. Annual Training and program analysis due in December.

**2019 Sanitary Sewer Lining Project (193804547).** This project includes lining in the area near TH65 and Osborne Rd. Lining and lateral grout work has been completed. *Terry Randall is monitoring this project.*

**Arthur Street Water Treatment Plant Evaluation (193801776 Task 300).** Plans for a comprehensive project to repair damage from a chlorine leak and to complete ongoing maintenance were ordered in January. Final plans are expected in March.

**Garfield Pond Improvements Project (193804750).** Construction contract awarded on November 18, 2019. Construction started on March 6, 2020. Tree clearing is complete except for some clean-up work. The 42-inch pipe work is complete except for punch-list work. *Pond excavation has started. Pipe work within 81<sup>st</sup> Avenue will follow later this spring. As a reminder, the city will look at possible tree planting later this summer for fall planting.*

**81<sup>st</sup> Avenue Signing Plan and State Aid System revisions (193804889).** *A revised copy of a road signing plan to prohibit trucks on 81<sup>st</sup> Avenue west of Able has been prepared. MnDOT Office of State Aid has agreed to the formal road designation transfer. A resolution needs to be approved and sent to MnDOT.*

**Stormwater Utility Plan (193804944).** The city is considering a stormwater utility charge. *A report and draft ordinance are being prepared.*

**2020 Street Seal Coat and Crack Repair Plan (193804979).** Design has started. *Bids will be opened on April 30<sup>th</sup>. Need to verify street patch areas and obtain separate street patch quotes.*

**2020 Sewer Lining Plan (193804980).** *Video inspection of recommended lines has started and will be completed in March. Priority lining segments will be determined based on the inspection. Terry Randall is monitoring this project.*

**525 Osborn Road Project.** *Continue discussions with developer regarding site plan issues. A topographic survey of the possible water main looping area has been completed.*

**Public Storage Project.** Terry Randall has been monitoring construction. An onsite meeting with the owner and the contractor was held on September 4<sup>th</sup> to review remaining site construction and discuss drainage issues. *Need revised drainage plans and as-built drawings of the utilities.*

**JP Brooks Housing Project (on Monroe):** *A Comp Plan Amendment is being processed. A preconstruction conference will need to be held before site work starts.*

Feel free to contact Harlan Olson, Phil Carlson, Jim Engfer, Jeff Preston, Marc Janovec, Ailsa Mcculloch, Peter Allen, or me if you have any questions or require any additional information.

# **CORRESPONDENCE**



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21



*History 21 (in honor of the 21 cities in Anoka County) is published by the Anoka County Historical Society six times yearly as a member benefit. The ACHS is a 501(c)(3) nonprofit organization. Contributions are tax-deductible within the allowable limits of the law.*



**Anoka County  
Historical Society**

# Annual Meeting

Squeeze years of piano lessons into a moment and become a player piano master with Nate Otto of Rum River Restoration.

*\*Note: ACHS business meeting, and piano shenanigans throughout.*



**DATE:** March 29  
**TIME:** 2 p.m. Social Time  
2.30p.m. Program  
**WHERE:** Anoka County History Center

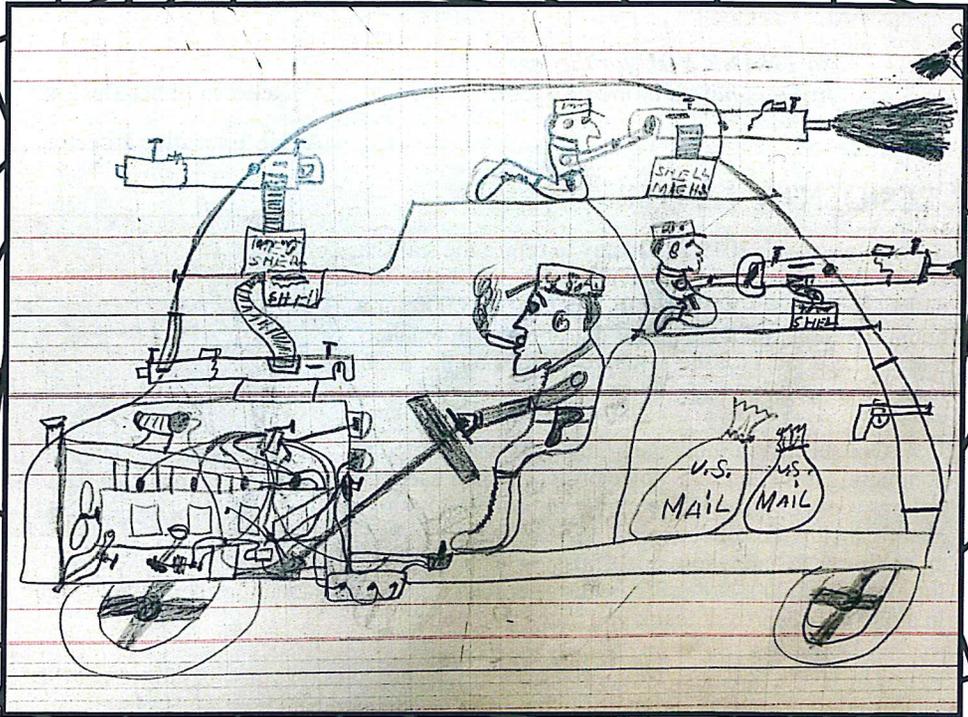
*Front Cover: Columbia Heights Court House and Police Station, located on 40th Avenue between Monroe and Quincy Streets, 1960.*

Object ID: 2020.1772.002



® ANOKA COUNTY HISTORICAL SOCIETY

# 2019 ANNUAL REPORT



## EXECUTIVE DIRECTOR'S LETTER



Believe it or not, we're rounding the corner on my five-year anniversary already. It's not untruthful to say that myself, the Board, staff, and even ACHS as an organization have all grown during this time.

We have succeeded at big projects like the TPT production, expanded old favorites like the Ghost Tours, and continued to create exhibits with academic rigor. We've added a gift shop and written research booklets, created new programs and updated old ones. We've made new friends who have given us new opportunities while maintaining hard-earned relationships with loyal partners and members. We've moved our data to a new content management system and improved the accessibility of our collections online. New website? Check. Social media presence? Check. Updated bylaws, policies, and investments? Check.

Through it all, you've stopped in with doughnuts, chocolate, coffee, cards, letters, ornaments, books, and doodads to make us smile. You've made us feel loved and appreciated in so many ways, reminding me (and all of the staff!) why we work at a nonprofit.

*So **THANK YOU** for the last five and here's to the next five!*

A handwritten signature in black ink, appearing to read "Rebecca Ebnet-Desens".

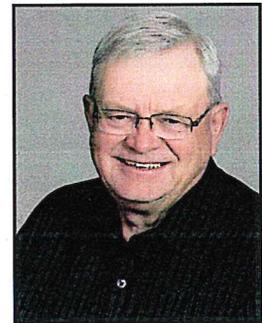
Rebecca Ebnet-Desens

ACHS Executive Director

## PRESIDENT'S LETTER

In reviewing 2019 I'm happy to report the staff has done an excellent job of again closing out the year with a balanced budget. This year's unbudgeted expense of \$8,000 for a humidification system, paid for out of our maintenance reserves, accounts for the negative balance on the financials found on page 17.

Our success in fundraising this year was limited to completing the Veteran's Voice project, which had a goal of not only covering the TPT contract of nearly \$45,000, but also financing the collection of oral histories and creation of an exhibit. I'm happy to report "mission accomplished!" To date we have taken in a little over \$58,000. Now six months after the premiere, the donations continue to come in along with heart-felt thank you notes from the public.



The health of Anoka County Historical Society relies on you—talking about the interesting things we're doing, the events you've attended, and how ACHS has impacted your life will continue this momentum and help us grow.

Thank you!

A handwritten signature in black ink, appearing to read "Dennis R. Berg".

Dennis Berg, ACHS President

# THE 2019 ACHS BOARD OF DIRECTORS

Al Pearson, *District #1 Representative*

Kim Hogdal, *District #2 Representative*

Orville Lindquist, *District #3 Representative*

Lotus Hubbard, *District #4 Representative (Vice-President)*

Richard Oxley, *District #5 Representative*

Dave Bartholomay, *District #6 Representative*

Bart Ward, *District #7 Representative*

Steve Florman *At-Large A (Treasurer)*

Dennis Berg, *At-Large B (President)*

Mike Scott, *At-Large C*

Johannes Allert, *At-Large D*

Jim Rootes, *At-Large E*

Paul Pierce III, *At-Large F*

Allison Schmitt, *At-Large G (Secretary)*

Mary Nolan, *At-Large H*

Mandy Meisner, *Anoka County Commissioner Liaison*

## ACHS STAFF

Rebecca Ebnet-Desens, *Executive Director*

Audra Hilse, *Archivist & Collections Manager*

Sara Given, *Volunteer Coordinator*

Carol Dordan, *Facilities Manager*

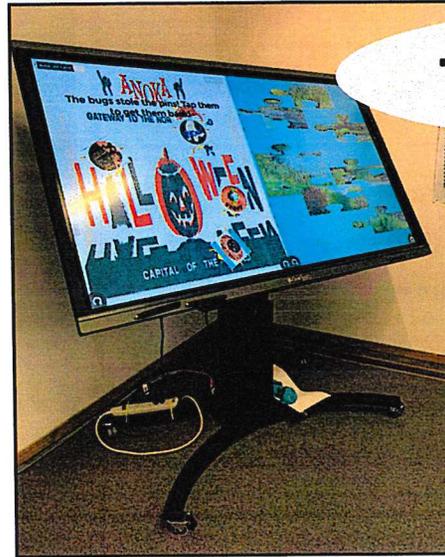
Don Johnson, *Office Staff*

Karen Johnson, *Office Staff*

Coon Rapids, East Bethel, Fridley, Ham Lake, Hilltop, Lexington, Lino Lakes, Linwood, Nowthen, Oak Grove, Ramsey, St. Francis, Spring Lake Park

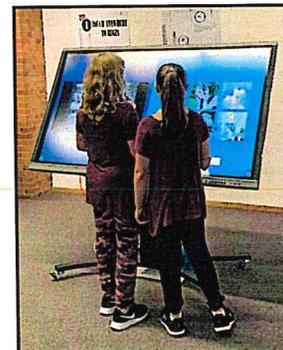
Andover, Anoka, Bethel, Blaine, Centerville, Circle Pines, Columbia Heights, Columbus,

# TOUCH TABLE



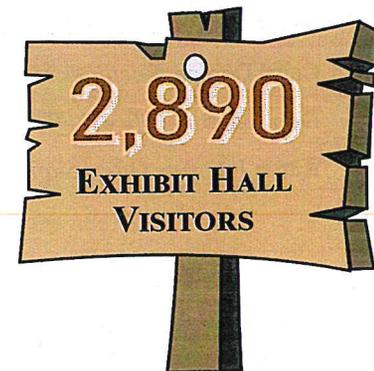
Courtesy of funding from the Shavlik Family Foundation, we installed two multi touch tables at the museum this summer. The devices, which patrons can use standing or sitting, tilted or flat, are programmed by students from the Hennepin Technical College under the instruction of Richard Oxley.

They have raised engagement with historical facts through games, increased our flexibility during program events, and provided for exhibit enrichment. When we displayed cameras and other filming artifacts from the 1939 tornado, the actual film played on the table for people to experience. When Anoka Ambassador Karen George displayed her crown and gown, a series of photos from her year of service gave a depth to the exhibit we simply didn't have physical space for otherwise.



## FUN ON THE TABLE

- History Games
- Puzzles
- 1939 Tornado Video
- Halloween Photo Slideshow



**MISSION:  
ACCOMPLISHED!**

CA COLLECTIVEACCESS

How exciting to check things off a never-ending to-do list! This year we turned our collections software public on our newly designed website. It feels like everything is coming together!

Removing a barrier for our researchers who either live too far away or can't visit during office hours drove the decision to turn much of our collection loose on the internet. While this will remain a never-ending project, every day more and more items are searchable at **AnokaCountyHistory.org**. Just click "What we do" and "online collections database".

Just donated a treasure to us? After it is processed, you and your family now have the ability to see it, double check the information, and even add more details about how it fits into Anoka County History.

June 

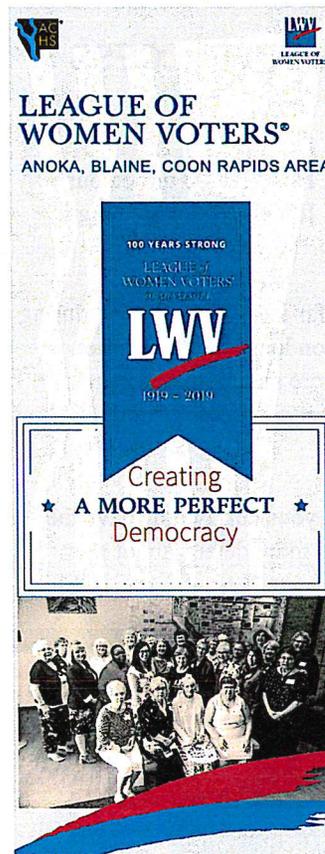
14,000

PAGE VIEWS IN  
FIRST 6 MONTHS



Thanks to the hard work of our interns and volunteers as well as staff we finished processing several large donations. The benefit of our new database is that you can see all of it from the comfort of your home.

Audra Hilse, Archivist &  
Administrator



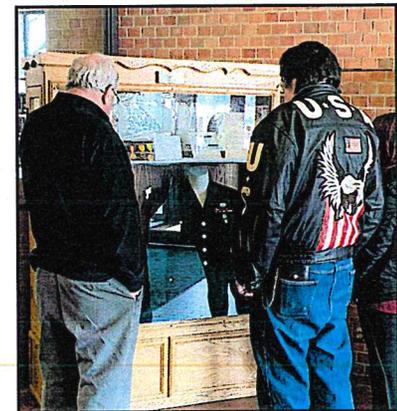
## TEAM PRESERVATION

The cliché says “Teamwork makes the dream work” and in this case, it sure held true! Thanks to a partnership with the League of Women Voters—ABC, we hosted a year-long exhibit showcasing the 100th anniversary of women’s suffrage and the creation of the League. Now a part of their travelling toolkit, you can find the banners and artifacts wherever League members attend expos or fairs, presentations or events.

Our ability to help organizations organize, document, and present their story is a valuable asset for any business or group. The history center adds the artifacts and information to our database for future research, but (in this case) LWV-ABC maintains ownership and control of them. Together we can preserve more of Anoka County heritage!

## LOBBY EXHIBIT—LESLIE COWDEN

Specialist Cowden began his tour in Vietnam on March 1, 1968 as a replacement with the 25<sup>th</sup> Infantry Division known as the “Tropic Lightning” Division. On January 8, Cowden saved the life of Jon Hovde with his medical training and quick thinking. Tragically, Cowden was killed in action a few weeks later and is buried in Forest Hill Cemetery, Anoka. Cowden was posthumously awarded the Bronze Star for “Meritorious Achievement in Ground Operations Against Hostile Forces”, the Silver Star for extraordinary heroism while engaged against an enemy, and the Purple Heart. Read more in “Left for Dead” by Hovde.



## 2019 COLLECTIONS HIGHLIGHTS

Giving all flags in the collection the spa treatment with fresh photos and brand new rolled storage.

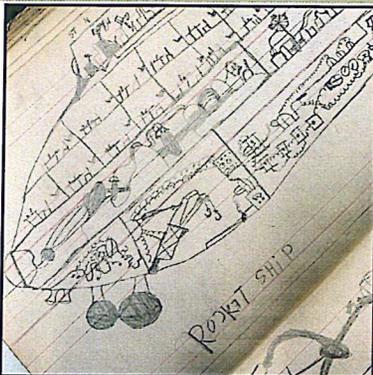
### Before



### After



Hidden in the back pages of a business ledger, Arlan Rathbun's interpretation of what cities, rocket ships, and even Mail Trucks [front cover] in Anoka County would look like in the future.

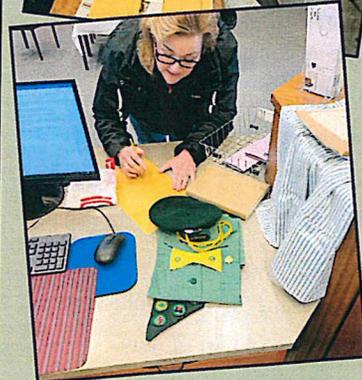


## RECORDING THE STORY

Are you ready to donate a treasure of yours to ACHS? Visit our website, click "Ways to Help" then "Contribute to the Collection".

Here you'll find guidelines, suggestions, and other FAQs as well as the artifact donation form we use to capture the story.

*(below) Skip and Christine took the time to give us some good details about their items.*



**ANOKA COUNTY:**

**THANK YOU**

It is with deep gratitude that ACHS acknowledges the role played by the County in continuing to fund a large portion of the History Center operations: the equivalent of **43 cents per resident.**

Without this core support, ACHS couldn't maintain the professional standards of research, preservation, and heritage we're known for. These funds help us maintain outreach and educational opportunities, as well as operational tasks.

**ANOKA COUNTY**

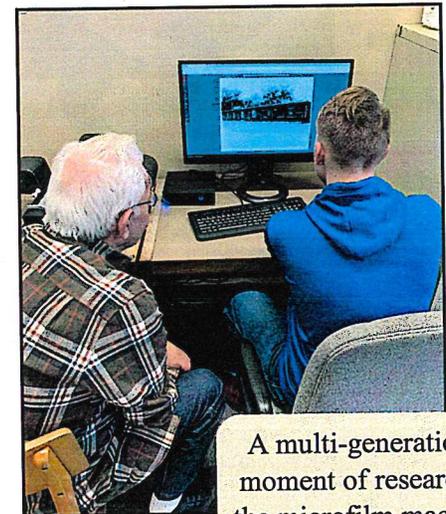
**LIBRARY**

ACHS continues to be a part of the County Library system. Patrons can choose ACHS as a pick up location for library books, and for a significant number of people, the public computers here are the only access they have to the internet. Those that visit for these services become "regulars," friends, and part of our community.

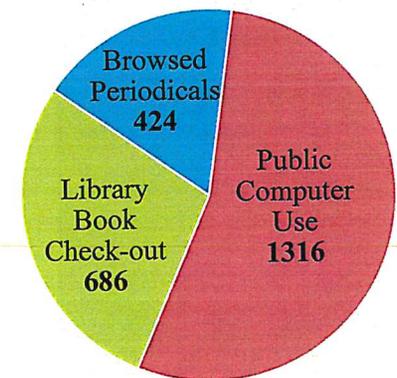
*Our partners provide ACHS with new connections to the community and a wider audience reach as well as a fresh approach to storytelling.*

**12,335**

**HISTORY CENTER VISITORS**



A multi-generational moment of research at the microfilm machine.





**Senior Community Service Employment Program** is a federally funded, subsidized work program through the Anoka County Job

Training Center. Senior (55+) workers are eligible to work up to 20 hours per week at a public or private non-profit agency and are paid directly by Anoka County. Two volunteers are placed at ACHS through this program and worked **1,087 HOURS** at the front desk helping our visitors and staff with a wide variety projects.

Businesses that play together, stay together! Chema Malu, located on Main Street in Anoka, agreed to some cross-promotion

on the bags their customers receive at check-out. We appreciate the visibility and Chema's customers appreciate the interesting packaging and history.

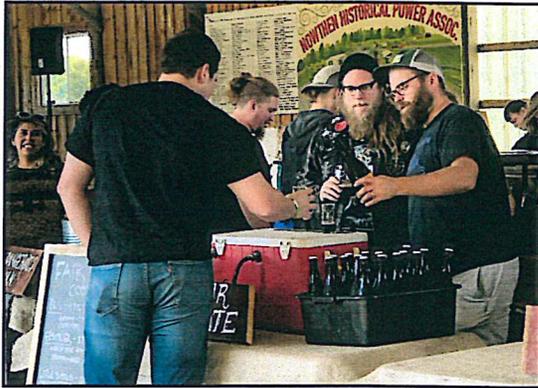


**BREWERS**



**HAMMERHEAD BREWING COMPANY**

- HAYES' PUBLIC HOUSE
- JUNKYARD BREWING
- BAUHAUS BREW LABS
- KLOCKOW BREWING
- FAIR STATE BREWING
- DANGEROUS MAN BREWING
- NORTHBOUND SMOKEHOUSE & BREWPUB
- BENT BREWSTILLERY



**TRADITIONAL ALE & LAGER FESTIVAL**

The skill of remaking (and sometimes remodeling) a heritage recipe received a spotlight at our first annual festival held on the Nowthen Threshing Show grounds in September. The afternoon included brews made especially for the event, plus programming, music, and food.

**Look for this fundraising event again this year!**

## 2019 PARTNERSHIPS



### WE'RE IN THIS TOGETHER

The stories of Anoka County live in the memories of each and every resident, buried in day-to-day survival. This project took time to capture the fears, joy, and challenges that make modern-day deployments so vastly different than any other military experience in our history. Launched in August of 2019, the documentary continues to appear on TPT-MN several times each month, as well as online at [www.tpt.org/were-in-this-together](http://www.tpt.org/were-in-this-together).

*I honestly don't think there was a dry eye in the room during the premiere showing!*

*Julie Braastad*

*Anoka County Commissioner*

**THANK YOU** to our donors and sponsors who raised not only enough money to cover the production of "We're In This Together" but also funding to get ACHS started on an exhibit, artifact storage, and oral history collection.



Thank  
you

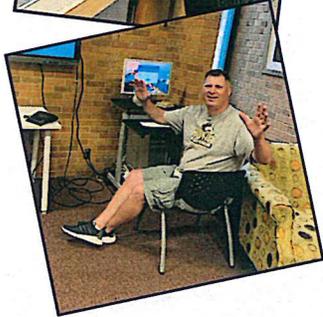


Spring Lake Park Lions  
Vietnam Veterans of  
America Chapter 470  
Dennis and Darlene Berg  
Signature Wealth  
Management  
Bank of the West

**VOLUNTEERS GAVE:**

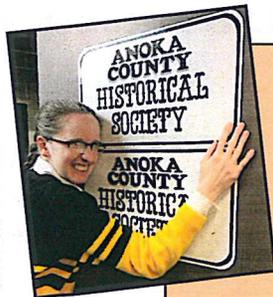


\* Based on reported volunteer hours.



At the end of the year we calculate one big number totaling the amount of volunteer hours given [see above]. While it's interesting to see the grand total, the year is about so much more than that. It is about the time people carve out from their busy lives to help at the History Center, the shifts that they take at the Anoka County Fair or Nowthen Threshing Show in the heat, rain or shine, and the unique skills each person brings to the table. These are all invaluable gifts and cannot be easily quantified.

**Volunteers bring life and love into the museum!**

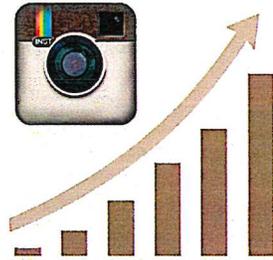


I learn and laugh so much with each volunteer that comes in to help at ACHS. We compare cat stories, sneak cookies from the kitchen, and connect about the highs and lows of the week all while tackling projects at the History Center. History is about people—the living as much as the dead.

Sara Given, Volunteer Coordinator

**SOCIAL MEDIA**

We continue to connect and grow our engagement on all of our social media platforms. For some, the ACHS Twitter, Facebook, or Instagram account is their first introduction to us, and for others it's a way they can connect with local Anoka County history after they move from the immediate area.



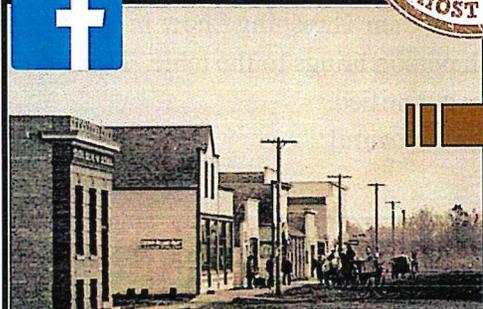
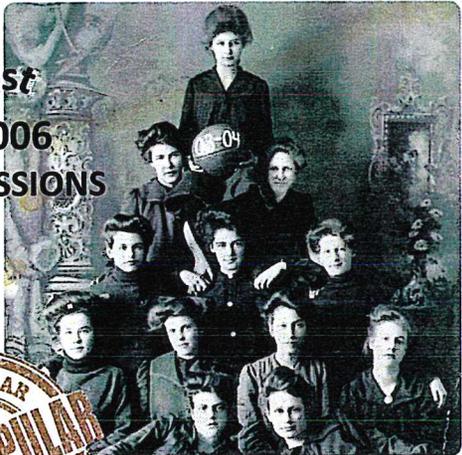
**DOUBLED**  
# OF FOLLOWERS  
ON INSTAGRAM



**ACHS**  
@AnokaCoHistory

The Anoka High School girls basketball team of 1903-04. Beware their dribble and their hair.  
#nationalwomensportsday #anokacountyhistory #basketball P1700.5.26 @AHSchools

**This post**  
**4,006**  
**IMPRESSIONS**



**MAIN ST - FROM WEST**  
**BETHEL, MINN**

**This post**  
**11,101 PEOPLE**  
**REACHED**  
**2,046 Engagements**  
**83 Shares**

**Anoka County Historical Society**  
Published by Buffer [?] · March 13, 2019 ·

Dirt street - or mud river? It depends on the season. Main street in Bethel, MN, from the west, undated. #anokacountyhistory 570.1.01 #bethelmn #dirtroads #localhistory Bethel, Minnesota

## 16TH ANNUAL GHOSTS OF ANOKA WALKING TOURS



1,655



TICKETS SOLD

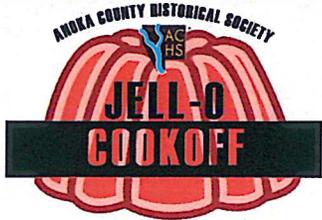


\$14,975  
EARNED



The Ghost Tours celebrated their sweet 16 this year. Nearly 1,700 people attended the 76 volunteer-led tours we hosted over the course of two months. Many came from Anoka County, but others traveled from across the metro area, and a few even from beyond the state.

Each \$9 ticket purchased directly supports our organization, is an opportunity to make new friends, and introduce them to the fun at ACHS.



### JELL-O HAS A STORY

With 10 different entries to taste, selecting “Best in Fluff” or “Best Suspension” became a challenge for some. But the real fun? Hearing all the stories of holiday desserts or family meals where a Jell-O salad resided as a staple on a special presentation plate. Entertainment included a Jiggler Toss, Jell-O art mural, and naked Jell-O (thumb) wrestling.



### TEEN COUNCIL

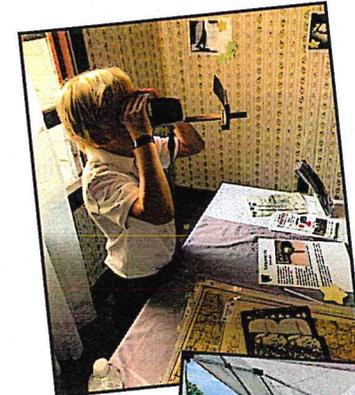
What would we give to know the minds of teenagers

from 1910? Even 1950? This group is making sure that doesn't happen for 2019. Every other week, they discuss school, home, and current events, expressing their thoughts on paper through doodles and other journaling techniques. Those pages will join other artifacts in the ACHS collections as a reminder that stories of every age should be preserved. Know a young person who'd like to join?

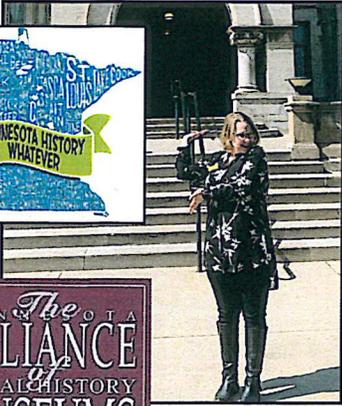
## Cool stuff with cool people:

- ◇ AARP– Tax Services
- ◇ Alexandra House
- ◇ Anoka American Legion Post 102
- ◇ Anoka Chamber of Commerce and Discover Anoka
- ◇ Anoka County Genealogical Society
- ◇ Anoka County Fair Board
- ◇ Anoka *UnionHerald*
- ◇ Andover YMCA
- ◇ Arfstrom Foundation
- ◇ Blaine Festival
- ◇ Breaking Bread Nonprofit coalition
- ◇ Centerville Festival
- ◇ CTN
- ◇ Hammerheart Brewing
- ◇ League of Women Voters-ABC
- ◇ MetroNorth Chamber of Commerce
- ◇ Minitex
- ◇ MN Digital Library
- ◇ Nowthen Threshing Show
- ◇ Nowthen Heritage Festival
- ◇ PEO Society
- ◇ Philolectian Society
- ◇ QCTV
- ◇ RSVP
- ◇ Multiple Lions, Rotary, and Kiwanis
- ◇ TCART
- ◇ Vietnam Vets
- ◇ Wargo Nature Center

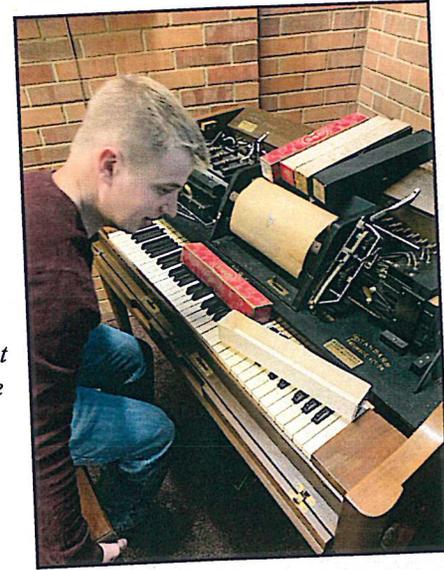
*History is an action verb in our lexicon and ACHS works with groups across the county—sometimes at the history center and sometimes in the community. Here are some of our fun adventures this year...*



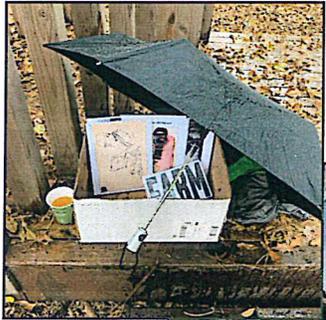
*ACHS enjoyed introducing ancient 3D technology to kids at the Anoka County Fair [top], meeting people on the street at Anoka's Riverfest [middle] and slowing down to enjoy the beauty of our county at Fridley's Home and Garden Tour [bottom.]*



*We engage with the greater museum communities and our colleagues through local and national organizations and events. The History Whatever [top] held at Swedish Institute and MALHM conference in Red Wing were two of our favorites.*



*[Below] Nate Otto from Rum River Restoration created an impromptu sing-a-long for members at an appreciation event.*



*Staff and volunteers gave programs in and outside of the county.*

*Top left: a makeshift rain shelter for program supplies at Wargo Nature Center where we gave programs to 2,000 kids.*

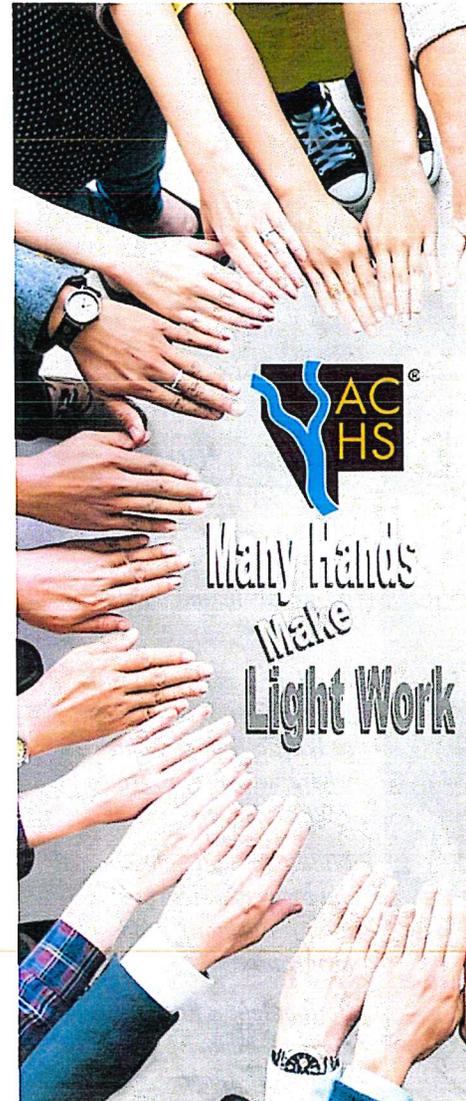
*Middle left: attendees tested out an 1880s style bustle after a Fashion Trends program.*



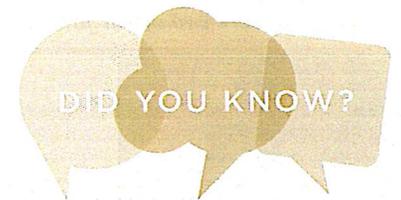
*Bottom left: a little silliness during a history bus tour of the city of Anoka.*

**MEMBERSHIPS**

Your membership is not just a financial donation, but a declaration that you believe local history plays a vital role in the community by preserving the story of the path we walk together. We thank our current members who continue their commitment to the operation of the History Center and look forward to welcoming new members. **Help us double our numbers by inviting a friend to join today!**



**532**  
**members**  
**SUPPORT**  
**LOCAL HISTORY**



**YOUR MEMBERSHIP INCLUDES**  
**Free Group Tour** - All members are entitled to bring up to 15 friends for a guided Museum tour of your choice once per year (\$30 value). Tour choices include one of the following: A) Guided Gallery Tour of current exhibits; B) Behind-the-Scenes Tour of the ACHS Collections; or C) Kids' Scavenger Hunt Tour. Tour must be scheduled in advance.  
**What other member benefits would you like to see?**



While donations of money are essential to the operating budget of ACHS, contributions made in-kind cannot be understated. The City of Anoka’s support includes providing office space for our collection and exhibits within walking distance of the downtown excitement. We extend sincere thanks to the City of Anoka for their continued support of local history!



**Facing Change:**  
Advancing Museum Board  
Diversity & Inclusion

### FACING CHANGE

The Anoka County Historical Society was selected as one of 50 museums nationwide to participate in a pilot project called Facing Change. Led by consultants hired by the American

Alliance of Museums, during the next two years, the Board of Directors will work to craft a policy relating to diversity and inclusion at the governance level of ACHS. The long-term goal includes expanding our organization to better reflect the population demographics of Anoka County in our leadership, membership, and collections archive.



### SIGNIFICANT DONATIONS

ACHS treasures each and every donation that arrives in support of local history. Collectively, every dollar adds up and makes an enormous difference. Larger gifts, however, make a special impact for a project’s success. Thank you so very much to everyone who gives according to their ability!

**\$500 & Over**  
Steve Florman  
League of Women  
Voters  
Orville Lindquist  
YMCA—Andover

**\$1,000 & Over**  
Anonymous  
Bank of the West  
Federal Cartridge  
Gloria Given  
Signature Wealth  
Management  
Tim & Rose Talbot

**\$5,000 & Over**  
Lyle Bradley  
Spring Lake Park Lions  
  
**\$10,000 & Over**  
Anoka County  
Connexus Energy

# 2019 FINANCIAL GROWTH

## Anoka County Historical Society

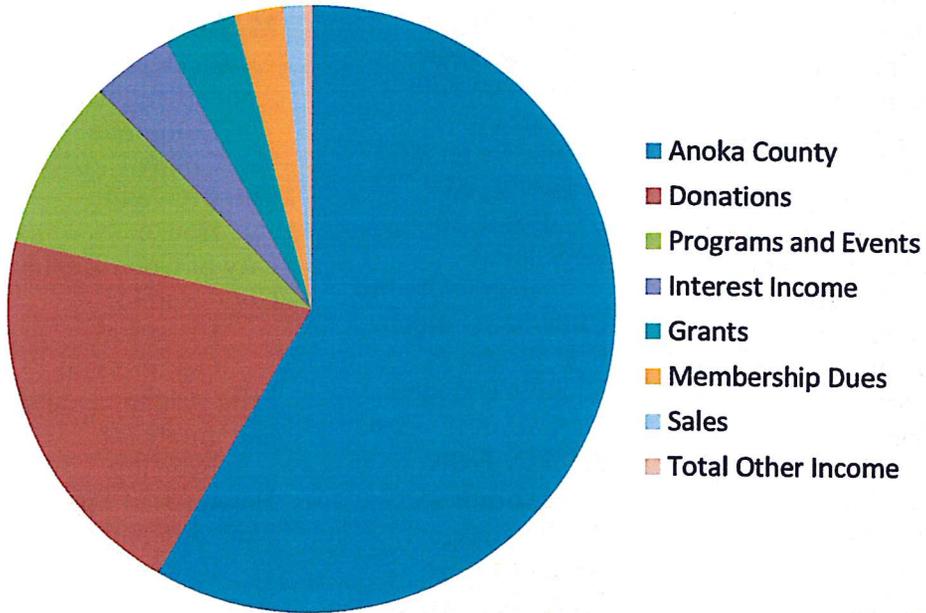
BUDGET VS. ACTUALS: BUDGET FY2019 - FY19 P&L

January - December 2019

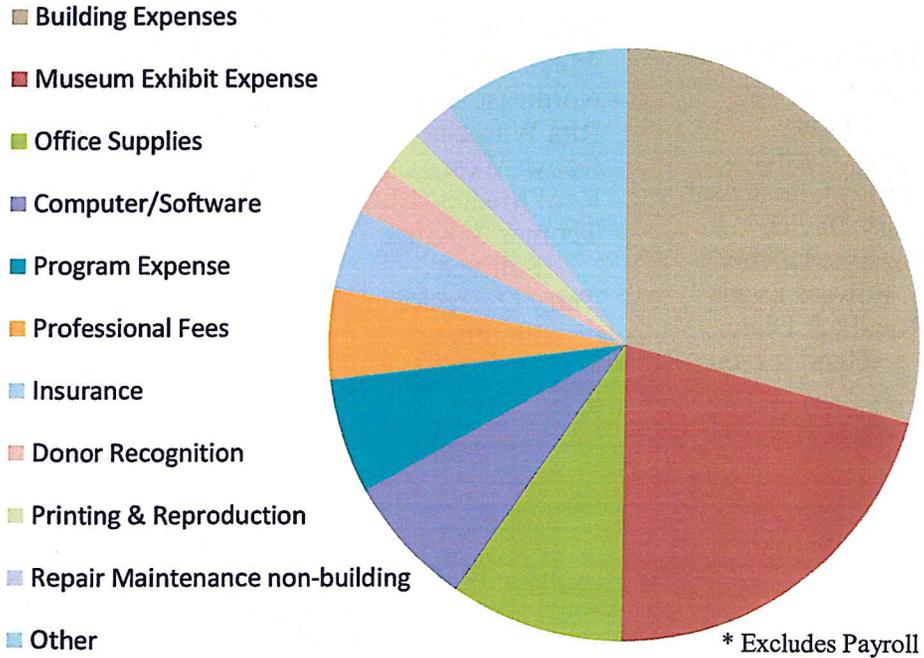
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
Inkind Revenue	80,000.04		80,000.04	
Sales	100.74	5,000.00	-4,899.26	2.01 %
<b>TOTAL SUPPORT</b>				
Admissions		600.00	-600.00	
Anoka County	152,623.00	152,623.00	0.00	100.00 %
Donations	53,162.21	67,635.00	-14,472.79	78.60 %
Grants	10,000.00		10,000.00	
Interest Income	11,423.50	2,489.39	8,934.11	458.89 %
Membership Dues	6,755.00	7,200.00	-445.00	93.82 %
Other Income	1,209.98	1,198.79	11.19	100.93 %
Programs and Events	23,751.14	31,224.53	-7,473.39	76.07 %
Sales	2,807.05	3,573.23	-766.18	78.56 %
<b>Total TOTAL SUPPORT</b>	<b>261,731.88</b>	<b>266,543.94</b>	<b>-4,812.06</b>	<b>98.19 %</b>
Uncategorized Revenue	68.21	271.60	-203.39	25.11 %
<b>Total Revenue</b>	<b>\$341,900.87</b>	<b>\$271,815.54</b>	<b>\$70,085.33</b>	<b>125.78 %</b>
<b>GROSS PROFIT</b>	<b>\$341,900.87</b>	<b>\$271,815.54</b>	<b>\$70,085.33</b>	<b>125.78 %</b>
<b>Expenditures</b>				
Advertising	221.21	662.00	-440.79	33.42 %
Auto Expense	17.00		17.00	
Bank Service Charges	275.97	992.37	-716.40	27.81 %
Building Expenses	32,546.27	33,039.65	-493.38	98.51 %
Computer/Software Expense	8,082.27	4,800.00	3,282.27	168.38 %
Donor Recognition	2,959.28		2,959.28	
Dues and Subscriptions	2,140.18	1,720.00	420.18	124.43 %
Food	309.50	900.00	-590.50	34.39 %
Furniture & Other Equipment	340.00	960.00	-620.00	35.42 %
Gifts	424.31	300.00	124.31	141.44 %
Human Resources Expense	736.00	1,500.00	-764.00	49.07 %
Inkind Rent	80,000.04		80,000.04	
Insurance	4,920.66	4,716.53	204.13	104.33 %
Museum Exhibit Expense	23,436.52	18,700.00	4,736.52	125.33 %
Networking	35.00	360.00	-325.00	9.72 %
Office Supplies	10,549.22	9,661.07	888.15	109.19 %
<b>OPERATING EXPENSE</b>	<b>181.09</b>	<b>181.09</b>	<b>0.00</b>	<b>100.00 %</b>
<b>PAYROLL</b>	<b>154,389.13</b>	<b>164,908.44</b>	<b>-10,519.31</b>	<b>93.62 %</b>
Postage and Delivery	2,485.63	2,700.00	-214.37	92.06 %
Preservation Supplies	1,583.54	3,600.00	-2,016.46	43.99 %
Printing and Reproduction	2,651.48	2,400.00	251.48	110.48 %
Professional Fees	5,465.00	7,450.00	-1,985.00	73.36 %
Program Expense	7,042.60	6,400.00	642.60	110.04 %
Purchases	398.15	900.00	-501.85	44.24 %
QuickBooks Payments Fees	0.54		0.54	
refund	25.00		25.00	
Repair/Maintenance-Non-Building	2,621.12	720.00	1,901.12	364.04 %
Research Expense		360.00	-360.00	
Travel Expense	2,175.63	3,000.00	-824.37	72.52 %
Uncategorized Expenditure	37.97		37.97	
<b>Total Expenditures</b>	<b>\$346,050.31</b>	<b>\$270,750.06</b>	<b>\$75,300.25</b>	<b>127.81 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -4,149.44</b>	<b>\$1,065.48</b>	<b>\$ -5,214.92</b>	<b>-389.44 %</b>
<b>NET REVENUE</b>	<b>\$ -4,149.44</b>	<b>\$1,065.48</b>	<b>\$ -5,214.92</b>	<b>-389.44 %</b>

Unaudited 2019 expenditures exceeded revenues by \$4,149. This is the result of an unbudgeted expense of \$8,000 to replace the humidification system. If this project expenditure is excluded, the operational revenues exceeded operational expenditures by \$3,851.

## REVENUE



## EXPENDITURES



**General  
Donations**

Ralph Ballinger  
Dennis Berg  
Blaine Festifval  
Marlys Burman  
Nancy Cartier  
Mike & Mary Clark  
John & Shaaron  
Freeburg  
David Groth  
Diann Hendrickson  
Mary Jablonski  
Gary Larson  
Jerome & Marilyn  
Manley  
Harold Netkow  
Robert Rither  
Al Stahlberg  
Peter Wojciechowski  
Chuck Zielin

**Artifact Donors**

Anoka County  
Library  
Nancy Cartier  
Shirley Christenson  
Mary Davich  
Suzanne Dilcher  
L. Edward Evans  
Ronald & Diann  
Hendrickson

Marilyn Lestor  
George Meyer  
Anthony Nathe  
David Newville  
Al Paulson  
Dianne Pederson  
Juanita Reed-  
Boniface  
Registered  
Abstractors Inc.  
Rhonda Sivarajah  
Rita Warpeha  
Vicki Wendberg

**ACHS New  
Members**

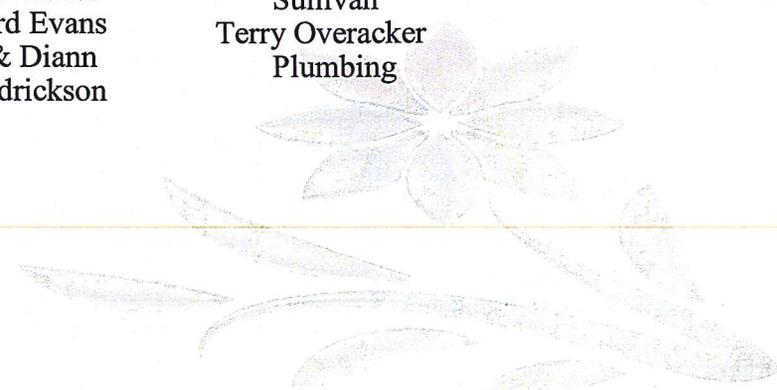
Phillip Blake  
Karen Holtin  
Kathy Joy Parke

**ACHS  
Sustaining  
Members**

Northeast Bank  
Rita Warpeha  
Robyn West  
Roof Medics, LLC  
Thomas & Kristi  
Sullivan  
Terry Overacker  
Plumbing

**ACHS Business  
Members**

Anoka Dental  
Anoka Knights of  
Columbus  
Council 2018  
The BIG White  
House  
City of Coon Rapids  
Coon Rapids  
Historical  
Commission  
Fifth Avenue Dental  
Hammerheart  
Brewing  
Hawaii Nail Spa  
Nowthen Historical  
Power  
Association  
Peterson Shoes  
Pierce Refrigeration  
Plants & Things  
Rum River  
Restoration  
Ticknor Hill Bed &  
Breakfast  
Tomco Company



**M** **Visit the History Center! Open 5 days a week, FREE:**

Tuesdays 10 a.m.—8 p.m.

Wednesdays-Fridays 10 a.m.—5 p.m.

Saturdays 10 a.m.—4 p.m.

**MONTHLY****ACHS Board Meetings**

Second Thursday of each month. 6 p.m. at the Anoka History Center. Open to membership and the public.

**Anoka County Genealogical Society Meeting**

Meetings held at the Anoka County History Center.

Email questions or suggestions to [acgsmn@yahoo.com](mailto:acgsmn@yahoo.com)**Board of Directors Election Ballots Due****WHEN:** Thursday, March 26**TIME:** 5 p.m.**ACHS Annual Meeting****WHEN:** Sunday, March 29**TIME:** 2-4 p.m.**WHERE:** Anoka County History Center**WHAT:** Player piano concert by Nate Otto, a brief business meeting, and annual report (shenanigans promised!)

For more information on our programs, check out the Events section on the ACHS Facebook page.

**ACHS Remembers**

To those members, volunteers, friends, and neighbors who are no longer with us—you will be missed.

Robert Blewett  
1930–2020Terrell Yeager, MD  
1931-2020



Anoka County  
Historical Society  
2135 Third Avenue North  
Anoka, MN 55303  
(763) 421-0600  
AnokaCountyHistory.org

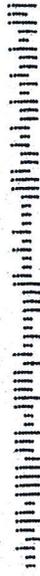
**RETURN SERVICE REQUESTED**

NON PROFIT ORG.  
U.S. POSTAGE

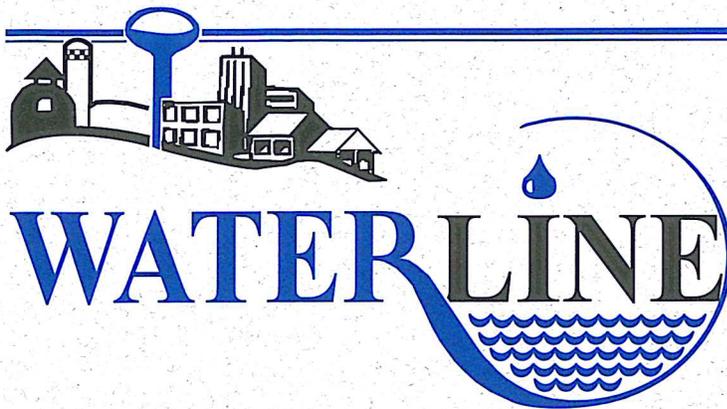
**PAID**

ANOKA, MINN.  
PERMIT No. 198

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



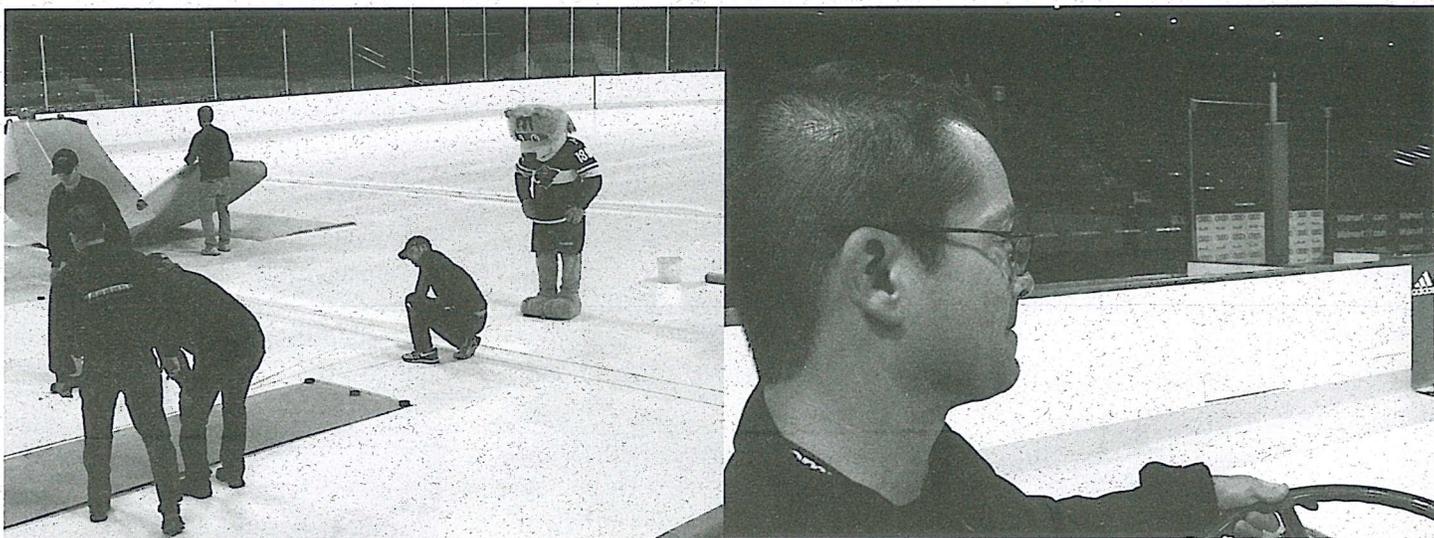
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NEWS AND INFORMATION

FOR PUBLIC WATER SUPPLIERS IN MINNESOTA

## St. Paul Water Leads the Way in Wild Rink Preparation



With a furry mascot overseeing the operation, lines and logos were painted on the rink of the Xcel Energy Center in preparation for the 2019-2020 Minnesota Wild season. Chris Aase spent the next morning applying water from St. Paul Regional Water Services to form the 1-1/4 inch thickness. See page 4 for the full story.

## Service Connection Fee Increase Takes Effect

The increase in the safe drinking water fee (also known as the service connection fee) to \$9.72 per year per service connection took effect January 1.

The fee was established in 1992; it directs each municipal water system to collect and forward the funds to the Minnesota Department of Health (MDH) to cover the cost of testing public water systems as well as for inspections, source water protection plans, and technical assistance to the 7,000 public water systems in the state.

“With the fee increase, we will be able to continue our proactive approach to drinking water protection,” said Sandeep Burman, manager of the MDH Drinking Water

Protection Section. “This approach, including sampling and technical assistance, results in 99 percent compliance with the Safe Drinking Water Act year after year.”

Burman noted that MDH services are especially helpful to small systems, which have more difficulty meeting water standards. Because of smaller customer bases, these systems have fewer resources for testing, investigations, and physical improvements.

The fee increase, among other benefits, expands MDH’s capacity to provide assistance to public water systems and to restore \$80 million funding over 20 years to the Drinking Water Revolving Fund for infrastructure projects.

*More Information on the Safe Drinking Water Fee*

*Safe Drinking Water Fee:* [health.state.mn.us/communities/environment/water/com/scf.html](http://health.state.mn.us/communities/environment/water/com/scf.html) ([tinyurl.com/yxk37e3a](http://tinyurl.com/yxk37e3a))

*How the Safe Drinking Water Fee Supports Drinking Water Protection Efforts:* [health.state.mn.us/communities/environment/water/docs/fee.pdf](http://health.state.mn.us/communities/environment/water/docs/fee.pdf) ([tinyurl.com/ygh4mm7l](http://tinyurl.com/ygh4mm7l)).

## Lake Harriet Pump



David Scott, a member of the Old Minneapolis Facebook group, drew this picture of one of the hand pumps at Lake Harriet in south Minneapolis. The pumps are noncommunity public water systems regulated under the federal Safe Drinking Water Act.

## Crookston Honored with People's Choice Award



Crookston water was voted the best tasting in Minnesota at the Great Minnesota Tap Water Taste Test at the Minnesota State Fair last summer. In November, Bert Tracy and Carol Kaszynski of the Minnesota Section of American Water Works Association traveled to Crookston to present the award to public works director Pat Kelly in front of the mayor and city council.

## Check Out Patty Potty and Other Worthy Sites

The San Jacinto River Authority in Texas has introduced Patty Potty to promote its "No Wipes in the Pipes" campaign. Patty wants to keep people from flushing things that shouldn't be flushed and has promotional materials for cities to use. Check out the bill stuffers, posters, bumper stickers, magnets, display items, and more at [pattypotty.com](http://pattypotty.com).

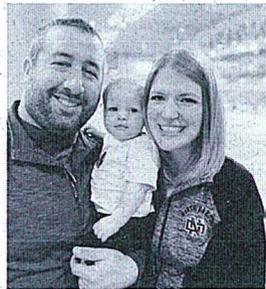
### MDH Introduces New Communication Resource

The Minnesota Department of Health has a new communication/education resource about how it protects drinking water from source to tap. It provides information about community and noncommunity water systems, data on compliance with the Safe Drinking Water Act, and an infographic on drinking water protection, which can be used by water systems for their educational efforts. (The document is intended to be printed and folded in half, with "Drinking Water Protection in Minnesota" as the cover and "How are we doing?" as the back page.)

The resource is available at:

[health.state.mn.us/communities/environment/water/docs/sourcetap.pdf](http://health.state.mn.us/communities/environment/water/docs/sourcetap.pdf)

## Community Water Supply Additions



Eric Weller is the district engineer in northwestern Minnesota. Eric is from Perham and graduated from the University of North Dakota and worked at C & H Engineering in Bozeman, Montana. Back in Minnesota, he was at Karvakko Engineering in Bemidji before joining MDH.

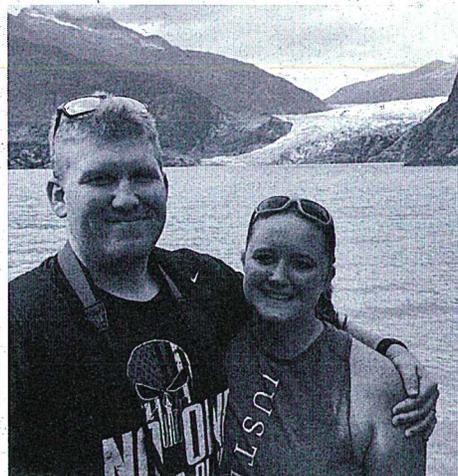
Eric and his wife, Leah, have a 15-month-old daughter, Jacey, another on the way, and a Great Dane, Millie.

Eric enjoys anything outdoors, including hunting, fishing, golfing, and camping.

Corey Mathisen (right) has joined the Minnesota Department of Health as an infrastructure engineer. He comes to MDH after 12 years at the Minnesota Pollution Control Agency, where he was involved in wastewater permitting and per- and polyfluoroalkyl substances.

A St. Paul native, Corey got his bachelor's degree in civil engineering at the University of Minnesota. He lives in Rosemount with his wife, Nancy, and miniature Dachshund, Willow.

Corey is in charge of a state agency golf league and invites anyone to contact him if interested in joining.



Jessie Kolar has joined the Minnesota Department of Health as the district engineer for the South Metro. She graduated from the University of Minnesota, Duluth, with a degree in civil engineering. Jessie worked for RFC Engineering, designing roads and storm-water systems.

Her family includes a cat, Callie; dog, Sage; and husband, Josh (pictured at left with her in Alaska last summer). Jessie grew up skiing and snowboarding and makes an annual trip to Colorado to snowboard. Her other hobbies include camping, hiking, and quilting.

## Help Possible for Lead Service Line Replacements

Pending approval from the Minnesota legislature, funding may be available to cities to help homeowners cover the cost of replacing lead service lines. The law would provide grants for 50 percent of the project cost to replace the privately owned portion of drinking water lead service lines.

Watch for information on how to apply for such funding on the Drinking Water Revolving Fund Project Priority List.

Contact Chad Kolstad, 651-201-3972, [chad.kolstad@state.mn.us](mailto:chad.kolstad@state.mn.us), [mn.us](http://mn.us), for more information.

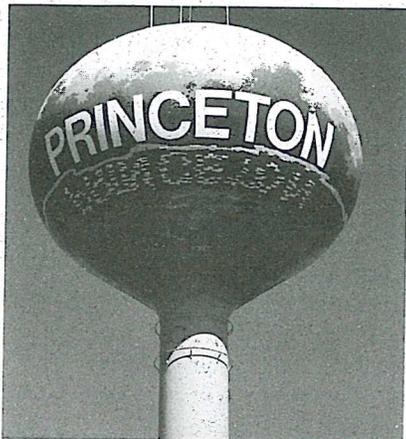
“Not everything that is faced can be changed, but nothing can be changed until it is faced.”

—James Baldwin

“No problem is so big or complicated that it can't be run away from.”

—Linus Van Pelt

## What Are Those Spaceship-looking Things?



The Curious Minnesota column in the November 22, 2019 *Star Tribune* (Minneapolis) answered the questions, “Why do we have water towers? What do they do?” (The questions were prompted by someone who had previously asked, “What are those spaceship-looking things?”)

John Reinan, author of the column, provided the answers (to keep water pressure in the system, to use the benefit of gravity) and also called on an expert, Joe Dusek of Eden Prairie. Joe explained the function of towers and used the two in his city as an example. The story pointed out that water towers are a “Midwestern thing” with so many towers in the region because the area is so flat.

The link to the *Star Tribune* story is [tinyurl.com/yee4chb5](https://tinyurl.com/yee4chb5).

For more information and photos of Minnesota towers, check out a story from the MDH *Waterline*: [tinyurl.com/ygjkk63p](https://tinyurl.com/ygjkk63p).

And learn how one Minnesota city solved an overflow problem by raising one of its towers: [tinyurl.com/yk6xrhhm](https://tinyurl.com/yk6xrhhm).

## Sniff This

Central Arkansas Water (CAW) has two new employees.

One has the job title of leak detection specialist, not an uncommon position at a water utility. The other, however, holds a unique spot on an organizational chart: canine handler. Vessel and Stephen Sullivan are the new hires, part of CAW chief executive officer Tad Bohannon's determination to lower their unaccounted water usage.

Vessel's resume included a recommendation from the Arkansas Department of Corrections' Paws in Prison program. At CAW, she underwent training, passed her tests, and found a new home along with a new best friend in Sullivan (who had been a foreman at CAW before moving into the new position).

Vessel sniffs for chlorine to determine if a puddle on the ground is groundwater or a leak in the distribution system. If it's a leak, Vessel barks to alert Sullivan.

CAW's unaccounted water has been approximately 11 percent. Bohannon has a goal to reduce that to 5 percent, well below the industry standard of 9 percent. As the largest water



Vessel (left) and Stephen Sullivan

supplier in the state, serving more than 450,000 residents in seven counties, CAW is drawing attention from other utilities for their innovative approach. Others may follow Vessel on social media at [CAWdetectedog](https://www.facebook.com/CAWdetectedog).

## EPA Turns 50

The U. S. Environmental Protection Agency (EPA) is celebrating its golden anniversary in 2020 with the theme, “EPA at 50: Progress for a Stronger Future.” To consolidate a variety of environmental responsibilities and to ensure environmental protection while simultaneously safeguarding human health, the EPA was established December 2, 1970 with William Ruckelshaus as the first administrator. “Today, Americans enjoy cleaner land, air and water than ever before,” said the current administrator, Andrew Wheeler. “I look forward to celebrating the agency's accomplishments throughout the year, and I hope that we can inspire the next generation of environmental leaders to continue building on our progress for the next 50 years.”

## Wild Rink Starts with St. Paul Water

For Travis Larson and Chris Aase, the 2019-2020 Minnesota Wild season started in late August. That's when they and their crews began the multi-day process of creating the ice sheet that soon would have the elite skaters of the National Hockey League (NHL) moving up and down it in front of sellout crowds.

The main ingredient in the process is tap water from St. Paul Regional Water Services.

"It's really good for making ice," said Larson, the Wild's senior manager of ice operations and events.

Larson, a self-proclaimed "mechanical geek," worked at Minnesota North Stars games in the 1990s and then at various ice rinks in the southern Twin Cities suburbs after the North Stars moved to Dallas. He met Chris Aase in an arena and recreation facility management program at Minnesota State College Southeast in Red Wing. Aase went on to work at Target Center in Minneapolis, where he handled the house lights and maintenance.

Because of his training and expertise with refrigeration, Aase was the go-to guy for ice events, such as neutral-site NHL games held there during the period Minnesota was without major-league hockey. Larson came over to help out for those events.

Both men joined the Wild and the Xcel Energy Center when the NHL returned to the state in 2000. They oversee a crew of approximately 25 people, including 6 or 7 who go back to the inaugural season with them. (One, Mark Hegge, has been around since 1974 when he started working with the North Stars at the Metropolitan Sports Center—later the Met Center.)

### The Main Ingredient

When the Xcel Energy Center first opened, Larson said they purified the water, using a de-ionizing system from Jet Ice, a company that provides products and services for ice



arenas. However, the water was "way too pure," according to Aase, who said they had some chipping problems with the ice, adding that after a half a season, they quit purifying the water. "It was 'Voila!' We went back to basic tap water and got better results."

Larson said that St. Paul water, straight out of the tap, has about 150 parts per million of total dissolved solids, "about the same as Dasani." A pair of

5-micron cartridge filters remove any other particulate matter. "That's all that is needed," said Larson. "It makes better ice, and the tap water binds the ice better than the purified water."

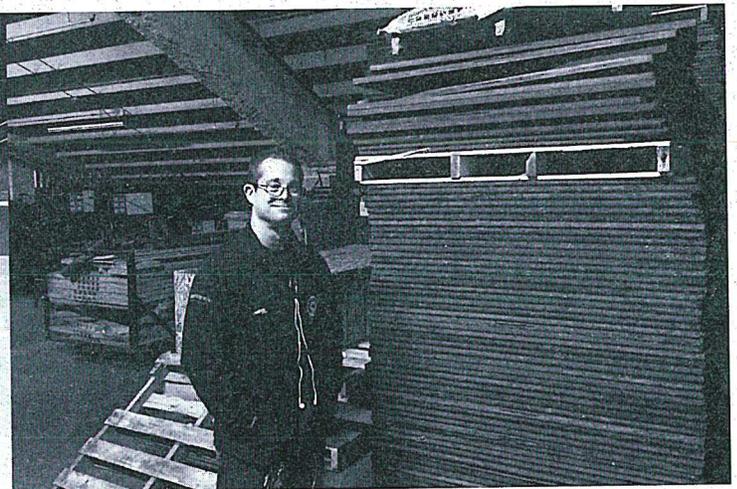
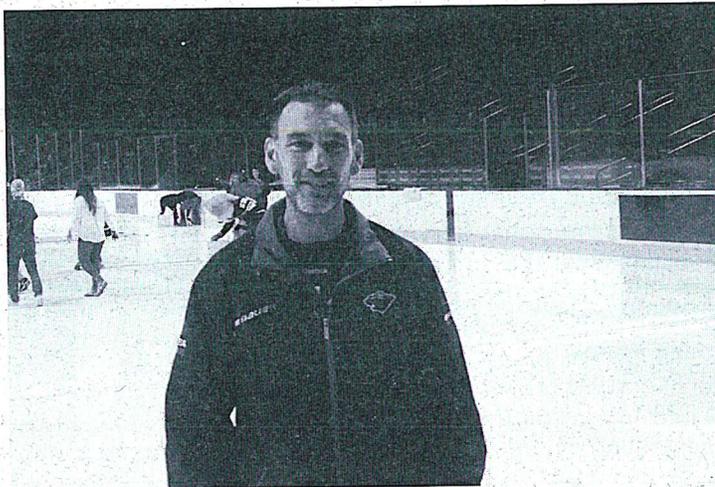
The cartridges are capable of filtering 20 gallons per minute, more than enough to fill the 190-gallon tanks on the two Zambonis that shave the ice and put down a new layer between periods. (Each Zamboni uses only about half its capacity for each resurfacing.)

### The Process

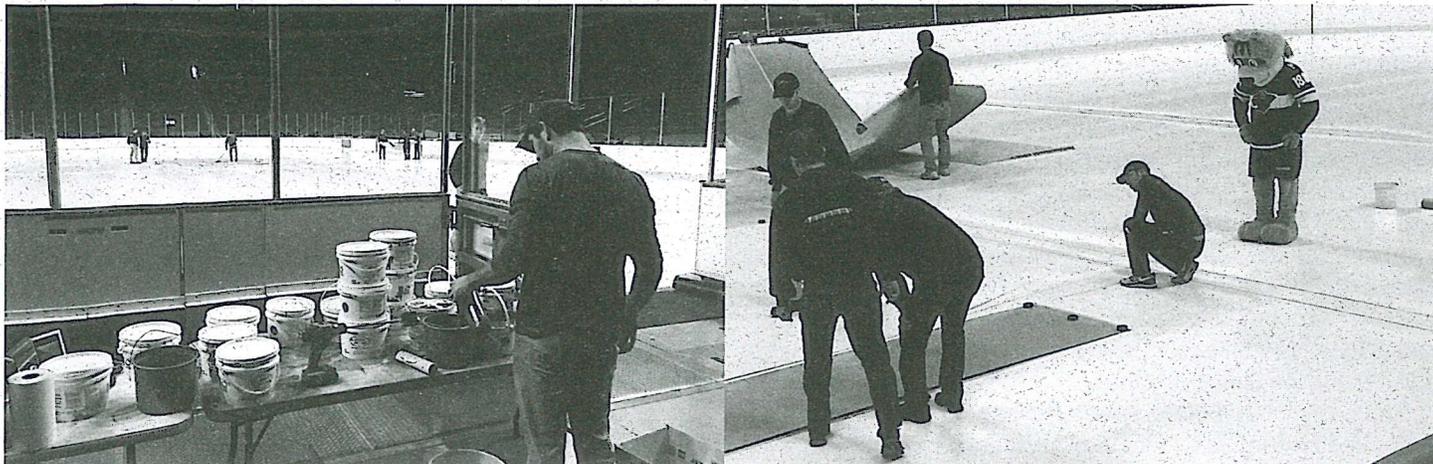
On Wednesday, August 28, the preparations began with reducing the temperature of the concrete base to about 16 degrees Fahrenheit with a network of cooling pipes beneath the floor. A skim coat of water binds the ice sheet to the concrete. Next, a whitewash consisting of biodegradable powder mixed with water was applied. After another skim coat, that evening the familiar design of the red line, blue lines, faceoff circles, and primary logos went on.

Season-ticket holders supplemented the regular Wild crew in applying the paint (a special type of paint provided by Jet Ice). In Tom Sawyer-like fashion, some lucky fans had been picked to do some of the painting, under the supervision of Larson, Aase, and others, including Nordy, the team mascot. A yarn line was placed to help the fans keep crisp red and blue lines. As important as those lines are, Larson said the critical line is the two-inch delineation between the goal

**Continued on next page**



Larson on the ice and Aase by the insulated panels.



posts. Often, video replay is needed to determine if the puck crossed the goal line. “That has to be perfect,” said Larson. “There is no room for anything to be off.”

The next morning, the rest of the ice was applied in a thin mist from a cart containing a 250-gallon plastic tank, a gas-engine pump, and spray booms. Aase drove the cart back and forth across the rink, taking the same path used by the Zambonis during games. Each full pass creates a layer 1/16 of an inch thick, and he can make two passes with one tankful. “It’s two passes, refill the tank, and repeat,” he said. The skating level of the ice is 1¼ inches thick and contains approximately 10,000 gallons of water.

### The Changeovers

The Xcel Energy Center hosts other ice events, including hockey tournaments for the Minnesota State High School League and college conferences. The lines and circles remain, but the usual logos have to be covered.

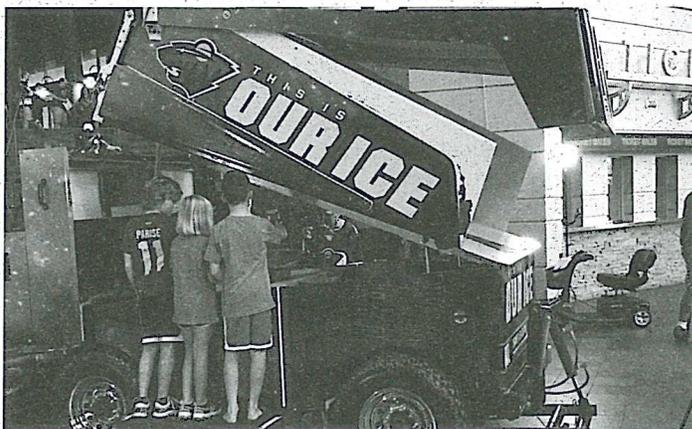
The ice over the logos is dry shaved to 5/8 of an inch, and whitewash is applied to cover them. New logos go on top, and these areas are refilled. “The dry shaving creates a ‘natural bathtub,’” explained Larson. Water seeks its own level and refills the area of the dry shave. We just build that natural bathtub and flood it in.”

For dry events—such as concerts, basketball games, professional wrestling, and rodeos—the ice is covered with inch-thick insulated panels, each 4 x 8 feet. The panels can be installed, and removed, in a matter of hours. Aase said each Zamboni has a 77-inch long blade that removes ice, and

a new layer does not have to be put on. Aase said he will do this the day after a concert to remove any beer that has seeped through the cracks of the panels.

Xcel Energy Center has hosted figure skating championships, and Aase said they used a thicker ice base for them. “Figure skaters use the depth of the ice for landing and take-offs,” he explained, adding that events such as Disney on Ice have the same thickness that is used for hockey.

In addition to having selected fans participate in the pre-season painting the last few years, the Wild also introduced “This Is Our Ice,” in 2017, allowing fans to bring water from their hometowns—from taps, wells, ponds, lakes, and streams. The contributed water is filtered, disinfected, and mixed with St. Paul water before going onto the ice.



Fans pour water into Zamboni for This Is Our Ice promotion.

Unlike in baseball stadiums, where grounds crews have been known to doctor the field to the benefit of the home team, nothing like this is done in hockey. Aase said, “It’s all about fair play and safety.”

Larson echoed what Aase said, emphasizing the safety part “for every person who skates out here.”



The filters above the Zamboni.



The finished product.

## Randall Gets Award from the Environmental Protection Agency

The city of Randall received a U. S. Environmental Protection Agency Aquarius award for exceptional focus on sustainability and protection of public health. The award is part of the Drinking Water State Revolving Fund (DWSRF), a \$38 billion federal-state partnership dedicated to maintaining compliance with the federal Safe Drinking Water Act through grants and below-market-rate loans.

Randall, a city of 650 in central Minnesota, received the award for its construction of a new 125-gallon-per-minute water treatment plant designed to remove iron, manganese, and arsenic as well as for the construction of a new well with a lower nitrate concentration.

Since the early 2000s, nitrate in one of the two Randall wells had continued to increase. In February of 2015, Well No. 1 exceeded the maximum contaminant level for nitrate and was taken off-line, leaving only one remaining well. To assure a reliable water supply for its residents, in May 2015 Randall applied for funding through the DWSRF. The proposed project was to drill a low-nitrate well to replace Well No. 1. A location for it was found, but the analysis of the water from the test well showed higher concentrations of arsenic, iron, and manganese. The project was modified to include a treatment plant designed to remove those contaminants. Treatment for arsenic, iron, and manganese was more cost effective than treating for nitrate, and it provided better overall water quality to the customers.



“The project demonstrated leadership in both affordability and innovative financing,” said Chad Kolstad of the Minnesota Department of Health, the administrator for the revolving fund in the state. The new plant went on-line in 2018, and, according to Kolstad, “Recent sample results for arsenic and nitrate leaving the treatment plant in Randall are below detection limits, and the city has been returned to compliance.”

More information: [epa.gov/dwsrf/drinking-water-state-revolving-fund-aquarius-recognition-program](http://epa.gov/dwsrf/drinking-water-state-revolving-fund-aquarius-recognition-program).

## Water-Wastewater Utilities Treatment and Technology Program Update

By Carol Kaszynski

Minnesota American Water Works Association (AWWA) STEM Committee Chair

The Minnesota AWWA STEM (Science, Technology, Engineering, Mathematics) Committee is working with a local college to provide a utility-focused program in which students of all ages, backgrounds, ethnicities, etc., can enroll and become certified service operators.

After St. Cloud Technical College abruptly closed the Eden Prairie satellite campus after almost 20 years, metro-area utilities became anxious and concerned over the ability to find competent and knowledgeable candidates to fill the voids caused by the Baby Boomer’s retirement vacancies.

The STEM Committee sprang to action with a subcommittee that included a cross-representation of agencies. Members included small, medium, and large cities as well as state agencies (Department of Health and Pollution Control Agency) and rural utility service organizations.

The Committee focused on the needs this new program could fill:

- Train people on basic water distribution, water treatment, wastewater collection, and wastewater treatment.
- Provide the training in a facility that is centrally located. The college is located on the bus line, near light rail, and has convenient parking.
- Offer an improved set of options in the course schedule. Adjust the schedule to allow more flexibility, such as on-line, nights, weekends.
- Ensure the location of the college and the marketing is aimed at all potential students. This campaign includes people of all backgrounds, genders, economic statuses. Working with the college provides a partnership with local county agencies for recruitment opportunities.
- Allow hands-on experience in the laboratory and in the field. A central location in the metro area provides greater access to partnering agencies, such as St. Paul Regional Water Services, Minneapolis Water Works, and others.
- Provide a college program, with curriculum, that meets the needs of cities and other agencies for their continuous and critical hiring needs.

The program development is underway. The committee has provided updates to the cities, and they are eager for us to begin. A date for rollout will be announced within the next couple of months.

If you are interested in more details or would like to contribute to the planning, please contact me at [carol.kaszynski@metc.state.mn.us](mailto:carol.kaszynski@metc.state.mn.us).

## Lewis & Clark Project to Benefit from Increase in Rural Water Funding

Congress's approval of the fiscal-year 2020 budget included an additional \$117.4 million for the Bureau of Reclamation's Rural Water Program, \$18.6 million more than last year. Troy Larson, executive director of the Lewis & Clark Rural Water System, anticipates Lewis & Clark receiving the same percentage of the increased funding as last year, approximately \$18 million compared to \$15 million in fiscal year 2019.

Conceived in 1988 as a way of serving water-challenged areas in South Dakota, Iowa, and Minne-



sota, the Lewis & Clark project takes water from a series of wells that tap into an aquifer adjacent to the Missouri River near Vermillion, South Dakota. The water is delivered to communities as far away as 125 miles. Although the portion of the project in Minnesota was completed in 2018, additional construction remains.

"A big thank you to the tri-state congressional delegation for their continued strong support and leadership!" said Larson. "We would not be where we are today without them."

## Metro School to Have Special Day for Superintendents and Supervisors

The 2020 Metro District Water Operators School—which will be held at the Earle Brown Heritage Center in Brooklyn Center from Tuesday, March 31 to Thursday, April 2—will feature a special day for water superintendents, who are invited to attend at the special price of \$25 on April 2. The registration will cover the product exposition, lunch, and the one-hour Superintendent/Supervisor Forum led by Joe Dusek of Eden Prairie.

Registration for the one-day forum and the three-day Metro School, as well as other district operators schools, is available at [https://www.mnawwa.org/events/event\\_list.asp](https://www.mnawwa.org/events/event_list.asp).

## MDH to Reduce Printed Copies of *Waterline*

The Minnesota Department of Health will be reducing the number of printed copies of the *Waterline*. In addition to the printed copies, the *Waterline* is on-line at <https://www.health.state.mn.us/communities/environment/water/waterline/index.html>.

The archives on this site include links to newsletters from the previous three years.

Many subscribers have opted out of print versions and read it on-line after getting an email notification when a new one is issued along with a link to it.

If you would like to receive the *Waterline* in this manner, sign up here: <https://tinyurl.com/y6a9rzwj>. (A link to subscribe is also on the link for the page in the first paragraph.)

To be removed from the mailing list for paper copies, contact Stew Thornley, [stew.thornley@state.mn.us](mailto:stew.thornley@state.mn.us), 651-492-5410. To make sure we have the information needed to do this, please include all information (name, organization, address) from your mailing label.

## Past *Waterlines* Archived at [wateroperator.org](http://wateroperator.org)

The Minnesota Department of Health is archiving past issues of the *Waterline* for only the previous three years at <http://www.health.state.mn.us/divs/eh/water/com/waterline/index.html>. However, [wateroperator.org](http://wateroperator.org) is hosting past issues back to 1997. To access these, go to <http://wateroperator.org/documents>. Select the following filter criteria: HOST – Minnesota Department of Health; TYPE – Newsletters/Magazines; STATE – Minnesota. Click the "Retrieve Documents" button.

## Surface-Water Optimization Training in Minnesota

The Minnesota Department of Health will continue to provide surface-water optimization training through a series of three events in the spring and summer of 2020. This training, which uses concepts similar to both the U.S. Environmental Protection Agency (EPA) Area-Wide Optimization Program (AWOP) and American Water Works Association (AWWA) Partnership for Safe Water (PSW), is being performed in conjunction with Process Applications, Inc.

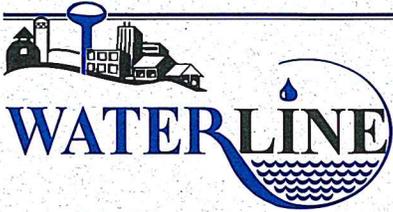
Attendees will learn about optimization goals, data development, special studies, and performance assessment. A new intermediate-level workshop will be introduced this year. These workshops, which include homework assignments, will be held May 19-21 in Moorhead, July 8-10 in Two Harbors, and August 18-20 in Fairmont.

## Grants Awarded for Bottle-Filling Stations

The Minnesota Department of Health awarded grants to the following communities and organizations to install drinking fountains with bottle-filling stations:

- St. Charles Elementary School
- Dover-Eyota Elementary School
- Dover-Eyota High School
- International Falls High School
- Stewartville-Bonner Elementary School
- Arrowhead Economic Opportunity – Grand Rapids Service Center

The fountains provide an alternative to bottled water, retain fluoride from the water supply, and promote healthy behaviors by providing an alternative to sugar-sweetened beverages. Though none of the awardees had been found to have high levels of lead in their drinking water, the filling stations also protect people from exposure to lead in older water fountains.



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## CALENDAR

### Minnesota Section, American Water Works Association

\*March 11-13, Southeast Water Operators School, Rochester Event Center. Contact Doug Klamerus, 507-280-1508.  
\*March 31-April 2, Metro Water Operators School, Earle Brown Heritage Center, Brooklyn Center. Contact Jeanette Boothe, 651-201-4697, or Stew Thornley, 651-201-4655.

\*April 15, Southwest Water Operators School, Redwood Area Community Center, Redwood Falls. Contact Reed Andries, 507-929-5993.  
\*April 22-24, Northeast Water Operators School, Timberlake Lodge, Grand Rapids. Contact Corey Lubovich, 218-262-7725.

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

#### Building Resilience to Extreme Weather Events - Planning and Adaptation Training for Water and Wastewater Utilities

Contact Mark Wettlaufer, 320-223-7342.  
April 16, Holiday Inn, St. Cloud

#### Minnesota Rural Water Association (MRWA)

Contact Bob Klug, 800-367-6792.  
\*March 3-5, Technical Conference, St. Cloud  
\*May 6, Water Operation & Maintenance, Spicer  
\*June 25, Water Operation & Maintenance, Wahkon

#### Surface Water Treatment Optimization Workshops

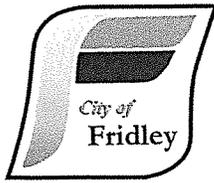
Contact David Rindal, 651-201-4660.  
May 19-21, Moorhead  
July 8-10, Two Harbors  
August 18-20, Fairmont

#### Surface Water Treatment Workshop

Contact Lisa Vollbrecht, 320-650-2834.  
April 28-30, Radisson Hotel, Fargo

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

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



# Fridley

COMMUNITY CONNECTION

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Councilmember at Large – David Ostwald  
Councilmember 1st Ward – Tom Tillberry  
Councilmember 2nd Ward – Steve Egger  
Councilmember 3rd Ward – Ann Bolkom  
City Manager – Wally Wysopal

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### Stay Connected!



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Watch City Programming: Search Fridley Municipal TV



Sign up for email notifications on FridleyMN.gov



## 2020 Winterfest Celebration held at Springbrook

Our annual Winterfest celebration was held at Springbrook Nature Center this year on Saturday, January 18. We received a fresh blanket of snow the evening before, which provided the event with a beautiful backdrop!

Families explored the Nature Center grounds by snowshoe to hunt for the medallion, which was ultimately found by a team of three – Jason, Kyla and Kenley. Attendees also walked along the Anoka County Library storywalk and tried out a snowball launcher.

Approximately 350-400 people attended the event. There was a meet 'n greet with a dogsled team, s'mores around a bonfire, carnival games, a sledding hill and a medallion

Thank you to everyone who attended this event and celebrated our great Minnesota winter!

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### Save the Date: 2020 Town Hall Meeting

Saturday, April 25 at 10 a.m.  
Fridley Civic Campus – City Hall



Join us for our annual town hall meeting at the Fridley Civic Campus! You will hear from City leaders about updates on projects, developments and other initiatives. This will also be a great opportunity to provide community input through a question and answer session.

More information will become available on our website at FridleyMN.gov.

## 2020 Elections Reminder

### Presidential Nominating Primary (PNP)

In 2016 legislation was passed establishing the PNP. The PNP will include all four major political parties in Minnesota: Democratic-Farmer-Labor Party, Grassroots-Legalize Cannabis Party, Legal Marijuana Now Party and the Republican Party. It will be held on Tuesday, March 3.

On election day, voters will be required to declare their political party when checking in to vote. Each of Minnesota's two major political parties will have separate ballots. The ballot choice of each voter will become a part of their official voting record; however, the candidate the voter chooses does not. A voter's political preference will be considered nonpublic data under the Minnesota Government Data Practices Act, except that the voter's party preference will be made available to the four major political party chairs.

### Early Voting

If voters are unable to vote on any of the three election days, they may want to vote by Absentee Ballot. Fridley residents are welcome to vote early at the Fridley Civic Campus (7071 University Avenue) or vote at the Anoka County Courthouse (2100 - 3rd Avenue, Anoka, MN 55303).

In addition, voters may request that ballots be mailed to their home. To apply for a mailed Absentee Ballot, visit the Minnesota Secretary of State's website: [www.sos.state.mn.us](http://www.sos.state.mn.us), or call 1-877-600-VOTE (8683).

### Important Dates

- **Early Voting for the PNP** begins January 17 - March 2, 2020
- **March 3** - Presidential Nominating Primary (PNP)
- **Candidate Filing** for Fridley offices begins May 19, 2020 and ends June 2 at 5:00 p.m.
- **Early Voting for the Regular Primary** begins June 26 - August 10, 2020
- **Regular Primary** - August 11, 2020
- **Early Voting for the General Election** begins September 18 - November 2, 2020
- **General Election** - November 3, 2020

## Annual Block Captains Meeting

Wednesday, April 15 from 6-7 p.m.  
Fridley Civic Center, Council Chambers  
(for current block captains)



### What is a block captain?

Our block captains are the key people in our Neighborhood Watch groups. They keep the neighborhood actively involved in crime prevention efforts, as well as assisting with information exchange between neighbors.

Interested in joining the Neighborhood Watch program? Contact Crime Prevention Specialist Courtney Miller at [Courtney.Miller@FridleyMN.gov](mailto:Courtney.Miller@FridleyMN.gov).

## Water Rebates Available to Residents

For a limited time, Fridley residents and businesses can qualify for rebates of up to 75 percent off the cost of water efficient appliances and irrigation system components. Rebates are available on a first-come, first served basis. Learn more at [FridleyMN.gov/WaterGrant](http://FridleyMN.gov/WaterGrant) or by calling 763-572-3554.

### Rebate Amounts

Fridley residents and businesses can receive rebates for the following water-saving devices:



Item	Specifications	Maximum Rebate Amount*	Est. Water Savings
Washing Machine	Energy Star Labeled	\$250	2,000 gallons per year
Toilet	WaterSense Labeled	\$150	13,000 gallons per year
Irrigation System Controller	WaterSense Labeled	\$250	7,600 gallons per year
Irrigation System Audit	Conducted by WaterSense-Certified Irrigation Professional	\$250	Dependent on findings
Spray Sprinkler Body	WaterSense Labeled	\$5 per head	N/A
Rainbarrel	N/A	\$50	N/A

\*Rebate amounts capped at listed amount or 75 percent of purchase price, whichever is less.

### Why should I participate?

Funding for this rebate program is provided by the Metropolitan Council's Water Efficiency Grant program to encourage water savings in Fridley. All of the City's water comes from groundwater sources, which take many, many years to recharge, so it is important that we conserve our water. Pumping water from the ground also uses considerable energy, which costs money and contributes to greenhouse gases. Many homes in Fridley have older appliances. Switching to newer, more efficient appliances will save you and the City money and help conserve resources.

### Who qualifies for the rebate?

All property owners in the City of Fridley qualify. Renters are encouraged to work with the property owner to participate. Rebates for toilets and washing machines can only be used for replacement items, not for new construction. The product must have been purchased after January 13, 2020.

### Why should I update my irrigation system?

Irrigation systems can use a lot of water, especially if they are not properly calibrated. A smart irrigation controller automatically adjusts watering frequency

and amounts based on weather and site conditions, which keeps your yard from getting over-watered. Even if you already have soil sensors, a smart irrigation controller is important, especially in yards with slopes or patches of shade. If every home in the US with an irrigation system used a smart irrigation controller, we could save 100 billions gallons of water per year (equal to the household water needs of 1.2 million Americans). Smart irrigation controllers also allow you to control your irrigation system from your phone and chart water usage over time.

### How will I get my rebate?

Your rebate will be applied to your utility bill. Depending on when you submit your receipts, it may take a full billing cycle for your rebate to process. If your rebate is more than your water bill, the rest of the rebate will be applied to the second billing cycle.

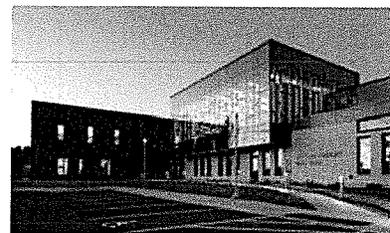
### What other rebate programs does the City offer?

The City of Fridley offers discounts on the Home Energy Squad program as well as a competitive loan program. Learn more by visiting our website at [FridleyMN.gov/HomeImprovements](http://FridleyMN.gov/HomeImprovements).

## McGough Construction Wins Award for Fridley Civic Campus

Andy Rasmussen and Bruce Baillargeon of McGough Construction accepted the *Project of the Year Award* as nominated by the Minnesota Subcontractor's Association. The award recipient is selected by subcontractors who nominate the construction managers they had worked with on a given project that year.

Our Civic Campus Project was the place where this great collaboration happened between the McGough Construction management team and their subcontractors. "As someone who attended the weekly jobsite meetings through the 18-month project, I can



tell you that this award comes as no surprise," Scott Hickok stated. "There was a great deal of respect and cooperation that was ever present. Also, things like heavy safety emphasis, 6-week look-out charts, and a process for defining short-term hurdles, to avoid any project slow-downs, made the McGough interaction process and project run smoothly."

**Congratulations to our entire McGough Team for this prestigious victory!**



## Minnesota Severe Weather Awareness Week is April 13-17

Are you prepared for when severe weather strikes? Homeland Security and Emergency Management collaborates with the National Weather Service and other local agencies/organizations to sponsor a Severe Weather Awareness Week each year in Minnesota. The week is designed to remind and educate everyone about seasonal severe weather and how to prepare for them.

Each day of the week focuses on a different weather topic:

**Monday – Alerts and Warnings:** The National Weather Service uses “advisory,” “watch” and “warning” to alert you of severe weather. An **advisory** is for less serious conditions but is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. If caution is not exercised, it could lead to dangerous situations. A **watch** means weather conditions are favorable for dangerous weather to occur and residents should “watch out” for what the weather could do. A **warning** means the weather event is imminent or occurring somewhere in the warning area and you should take shelter as soon as possible.

**Tuesday – Severe Weather, Lightning and Hail:** Severe thunderstorms should be treated like tornadoes, and you should seek shelter immediately. Hail is most often pea-sized, but can reach up to grapefruit size. Every thunderstorm has lightning, and if you hear thunder, the lightning is close enough to strike, and you should seek shelter.

**Wednesday – Flooding:** Spring and summer rainfalls can produce flash floods in a matter of hours. There are a few steps everyone can take to prepare: assemble an emergency supply kit, make an emergency plan, get a NOAA weather radio, elevate appliances, consider installing “check valves,” construct barriers and get flood insurance.

**Thursday – Tornadoes:** Homeland Security and Emergency Management offers instructions on what to do for a tornado depending on where you are located – an apartment, house, school, mobile home, etc. Some tips include having a NOAA weather radio, having a Communications Plan, signing up for weather notifications and more.

A statewide tornado drill will occur on Thursday, April 16 at 1:45 p.m. and 6:45 p.m. Outdoor warning sirens and NOAA weather radios will sound in a simulated tornado warning. Schools and businesses will practice emergency plans during these times.

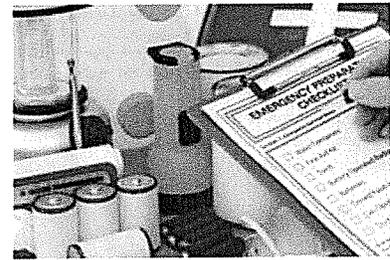
**Friday – Extreme Heat:** The National Weather Service issues Excessive Heat Outlooks, Watches and Warning/Advisories. A **heat outlook** is issued when potential exists for an excessive heat event in the next 3-7 days. **Heat watches** are issued when conditions are favorable for excessive heat in the next 24 to 72 hours. A **heat warning or advisory** is issued when excessive heat is expected in the next 36 hours.

Find a full description of information and tips online at [dps.mn.gov/divisions/hsem](https://dps.mn.gov/divisions/hsem).

## Build a Home Emergency Kit

Do you have enough supplies on hand that can last you a few days in case of an emergency? Here are some items you should include:

- Bottled water – a gallon per person is recommended
- Non-perishable food – soups, stews, canned pasta, and things that do not require refrigeration
- Flashlight and spare batteries
- Whistle – in the event that you become trapped, a small whistle signal can help
- Basic set of household tools
- First aid kit
- Dust masks
- Plastic garbage bags – good number of uses including waterproof covers
- Battery-powered radio



## WeCount Fridley, MN 2020 Census Census Day—April 1, 2020

The Census begins soon! You will be receiving an invitation in the mail to respond to the Census online in the second or third week of March.

The 2020 Census counts the population in all 50 states, the District of Columbia, and five U.S. territories. The count is taken every 10 years and is mandated by the Constitution. Data collected from the Census helps determine government representation and federal funding, including more than \$15 billion distributed to Minnesota.

Every household will have the option of responding to the 2020 Census online, by mail, or by phone. Mailings will be sent in March and April. The majority of addresses will receive their first census invitation in the mail anytime between March 12-20, 2020. Individuals are encouraged to respond to the Census right away. Additional reminders will be sent in the mail to households that have not responded and, if needed, with an in-person.

Learn more by visiting [FridleyMN.gov/2020Census](https://FridleyMN.gov/2020Census) or [2020Census.gov](https://2020Census.gov). Reach out to Alyssa Kruzal, Community Engagement Specialist, by emailing her at [Alyssa.Kruzal@FridleyMN.gov](mailto:Alyssa.Kruzal@FridleyMN.gov) or by phone at



763-572-3579 with any questions or concerns regarding the 2020 Census.

### 2020 Census Timeline

On or Between	You Will Receive
March 12 - 20	An invitation to respond online to the 2020 Census
March 16 - 24	A reminder postcard
<b>If you have not responded:</b>	
March 26 - April 3	A reminder postcard
April 8 - 16	A reminder letter and paper questionnaire
April 20 - 27	A final reminder postcard
After April 27	In-person follow-up by Census worker

## Organics Recycling

In 2019, the average participant in the curbside organics recycling program kept 450 pounds of organics out of the trash each year. If all eligible Fridley households participated, we would reduce our landfill amount by 3,597,3000 pounds each year. Organics recycling allows you to recycle all of your food waste, paper towels, pizza boxes, and more. Learn more and sign up at [FridleyMN.gov/Organics](https://FridleyMN.gov/Organics). Limited time offer: Receive 3 free months of organics recycling if you sign up in March.





## Vibrant neighborhoods and places

*Financial Stability and Commercial Prosperity*

*Organizational Excellence*

*Community Identity and Relationship Building*

*Public Safety and Environmental Stewardship*

## Focus on Fridley: Vibrant Neighborhoods and Places

We are continuing to cover each of the five focus areas identified in the Focus on Fridley initiative. In our January/February edition of the newsletter, we discussed the area of Public Safety and Environmental Stewardship, and what that looked like for our city. In this edition we will be exploring another focus area that everyone in our community values: Vibrant Neighborhoods and Places.

Vibrant Neighborhoods and Places focuses on the need to create or better utilize local places for gathering and activities. This includes looking at new ideas within existing spaces, and any possible enhancements to better accommodate programming. "While Fridley does not have a true 'downtown' that creates a natural gathering place for community celebrations and programming, we have a lot of great spaces in our new Civic Campus and beautiful parks. We are looking for locations around our city and at new or existing programming that better connects our community," explained Mayor Scott Lund.

The new Fridley Civic Campus has numerous opportunities for public engagement activities inside the buildings, on the plaza and in the outdoor amphitheater. Activities could range from movies, live music, seasonal celebrations, wellness sessions and public art displays with the ability to also house food

and beverage options provided by local food trucks or distributors.

Fridley is also home to many beautiful parks and nature spaces. Locke Regional Park contains part of the regional trail system and the winding Rice Creek that distributes into Locke Lake. This park currently serves for more passive activities with its walking/biking trail and off-leash dog activities. Community Park is a 21-acre park that features athletic fields, playground equipment and a park building. It is located right across the street from the Fridley Civic Campus.

To connect these vibrant spaces and neighborhoods, we are reviewing our Active Transportation Plan to evaluate connectivity opportunities through walking/biking trails and lanes. The plan helps guide development so that all residents can travel throughout the community with ease. You can read the full plan online at [FridleyMN.gov/ActiveTransportation](http://FridleyMN.gov/ActiveTransportation). The City is currently researching funding opportunities to improve the east/west access in the city through the extension of the 57th Avenue trail. The trail addition would create more connections to surrounding communities and give access to commercial areas.

With opportunities in both our city and county parks, the City has been working on a parks master plan through our *Finding Your Fun in Fridley* initiative. In 2019, we gained resident feedback by:

- Hosting four community workshops that welcomed residents to come and share their thoughts on the future of our parks and trails system
- Creating an online interactive map where residents could drop comment pins on specific points of the city map

The feedback process was meant to get a clearer picture of the design or enhancements of future parks as well as the opportunity for programming within them. After reviewing public input and receiving preliminary quotes for suggested enhancements to the parks, the City is putting together a draft master plan that will be opened for public comments and consideration. You can find more information about the *Finding Your Fun in Fridley* initiative by visiting [FridleyMN.gov/FindingYourFun](http://FridleyMN.gov/FindingYourFun).

Provide us your thoughts on vibrant neighborhoods and places in our city by visiting [www.Polco.us/Fridley](http://www.Polco.us/Fridley) and taking a short survey.

## Fridley Community Calendar

### March

- 2 Parks & Recreation Commission Meeting
- 5 Housing & Redevelopment Authority Meeting
- 9 Charter Commission & City Council Meetings
- 10 Environmental Quality & Energy Commission Meeting
- 18 Planning Commission Meeting
- 23 City Council Meeting

### April

- 2 Housing & Redevelopment Authority Meeting
- 6 Charter Commission and Parks & Recreation Commission Meeting
- 13 City Council Meeting
- 14 Environmental Quality & Energy Commission Meeting
- 15 Planning Commission Meeting
- 25 Town Hall Meeting
- 27 City Council Meeting

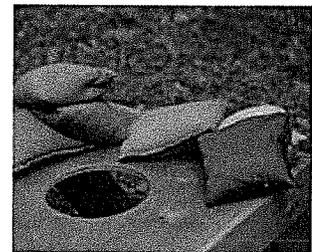
**NOTE:** City Council and Commission meetings start at 7:00 p.m. Meetings are held at the Fridley Civic Campus, 7071 University Avenue NE. The public is welcome.

Hearing impaired persons who need an interpreter or other persons with disabilities who require auxiliary aids and would like to attend a meeting, should contact Roberta Collins at 763-572-3500 at least one week in advance.

## Mark your calendars: Connecting Fridley Events

Join us this summer at Fridley parks for "Connecting Fridley", an event series all about community outreach! Enjoy lawn games, recreation activities, bounce house, arts and crafts from Banfill-Locke, story time with the Anoka County Library Mississippi Branch, and light refreshments. Connect with your neighbors and city staff! There will also be an opportunity to learn more about city services and programs.

- Wednesday, June 24 from 6 - 8 p.m. at Sylvan Park
- Wednesday, July 22 from 6 - 8 p.m. at Madsen Park
- Wednesday, August 12 from 6 - 8 p.m. at Meadowlands Park



## FRIDLEY HISTORICAL SOCIETY EVENTS

### Open House

**Saturday, March 14 - 11:00 a.m. - 3:00 p.m.**  
Special Invitation to all Unity Auxiliary Volunteers to come to the Fridley History Center to enjoy getting back together; have a cup of tea (or coffee) and look back at the display of the 53 Years of memories.

### Upcoming Open Houses

**Saturday, March 28 - 11:00 p.m. - 3:00 p.m.**  
**Saturday, April 11 - 11:00 p.m. - 3:00 p.m.**

### Lasagna Dinner/Fundraiser

**Saturday, April 25, doors open at 4:15 p.m.**  
- Dinner at 5:00 p.m.  
Fridley American Legion  
Lasagna, Salad, Italian Bread,  
Cake and Beverages

For tickets or other information,  
call 763-571-0120.

# New things in Town: Development Updates

## Lennar Townhomes

The shape and style of the two distinct townhome types are clear as residents pass the new Preserve at Locke Pointe Development on University Avenue, adjacent to Civic Center Campus. The developer is on track for having model units available by April 15, 2020. The Carriage Collection, row home-style units are closest to the new Locke Parkway and offer 3 floors of interior living space. The Colonial Patriot, two-story units generally back to the water feature across from the Civic Campus and the trail that will surround the pond.



For additional information on the development contact: [www.lennar.homes](http://www.lennar.homes) and search for Preserve at Locke Pointe.



## Former Midas at 8094 University

The former Midas site on University Avenue was purchased by Mark Krogh, Java Development. Demolition on a portion of the building has been completed, which removed the westernmost 16 feet from the original building. The building has been redesigned and will be repurposed as a professional office building. Where overhead doors once existed, storefront glass will fill those voids.

Sharing the site will be a new concept in coffee vending, which will be a Caribou Coffee cabin. No interior seating will exist in the coffee cabins, but a drive-up and a walk-up window will be used to serve guests. An outdoor patio with tables will also be featured on the site to encourage patrons to stay and take in the new landscaped environment. A spring completion for both buildings is anticipated.

## Fridley Station Village

Two buildings are under construction at Fridley Station Village. The Metro Transit parking and bus loop for the Northstar Station was reconstructed and was back open for commuters in December. Thank you commuters for your patience as that work was completed.

Under construction currently is a market-rate building that will contain 96 units. It is the building closest to the intersection of 61st Avenue and Main Street. Also being constructed is a 100-unit senior building on the western edge of the site, running parallel with the rail line.



## Boot Barn – Fridley Market

The Boot Barn in the Fridley Market site has received a Certificate of Occupancy from the Fridley Building Official and opened for business in February. The Boot Barn will enjoy its new location next to Duluth Trading and other great Fridley retailers and will bring a new retail shopping experience to the City.



## TreeHouse Foods

TreeHouse Foods, Inc., a Fridley manufacturer of food and beverages (private label) has agreed to sell its in-store baking facilities to Rich Products Corporation. Rich's is a multi-national food corporation that started with its production of Rich's frozen non-dairy whipped topping and later expanded into an enormous variety of food products. Rich's is a 75-year-old company whose trajectory is rising and sees the TreeHouse bakery as a compliment to its existing product lines.



## Mosquitos

This spring, be on the lookout for standing water that can serve as mosquito breeding sites. Common areas in your yard where water may pool include old tires, bird baths, tarps, containers, and clogged rain gutters. Mosquitos lay their eggs in or on the edge of standing water, and after hatching, need at least 7 days to transition from larvae to adults. The Metropolitan Mosquito Control District (MMCD) is the regional agency tasked with controlling the mosquito population. In 2019, the MMCD inspected 494 sites in Fridley, treated 211.15 acres for larval mosquitos and 3.51 acres for adult mosquitos. To see when MMCD was last in your area or to find out about upcoming treatments, request service, or learn more, visit [MMCD.Org](http://MMCD.Org).

### Frequently asked questions:

- **What conditions lead to more mosquitos?**

A lot of rain in a short period of time, plus warm weather usually lead to more mosquitos. Some mosquitos lay their eggs in the fall and they hatch during the spring thaw.

- **How does the MMCD treat for mosquitos?**

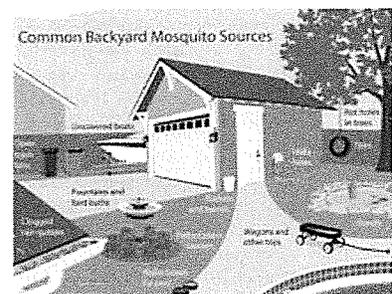
Most of the MMCD's work is treating for mosquito larvae using Bti (a natural soil bacteria applied to corn granules that disrupts the digestion of mosquitos and biting gnats) and methoprene (an insect growth regulator that inhibits mosquito growth). Larvae control is often applied by helicopter. The MMCD also performs a limited amount of adult control using approved insecticides. Adult control is applied by a trained, professional applicator using a backpack.

- **What can I do to reduce mosquitos?**

The best way to reduce mosquitos is to get rid of their breeding habitats; the MMCD has found mosquito larva in sources as small as a bottle cap. Avoid going out when mosquitos are most active, including dusk and early morning. Wear loose, light-colored clothing.

- **How do I get rid of old tires?**

MMCD offers free disposal of off-rim tires as funding allows. Call MMCD at 651-645-9149 or visit them or to learn more. The City of Fridley also accepts tires at our recycling drop-offs.



## Free and Reduced Services for Your Pets on May 16

Join us for our Mobile Pet Clinic on Saturday, May 16, from 2-4 p.m. at Fire Station 1 (7071 University Avenue NE). No appointments needed. Stop by for free wellness exams and discounted, onsite services by local and licensed business MetroPet Animal Hospital.

Dog licenses will be offered at a reduced rate of \$15 during the event (normally \$25).

*Note: Please bring dogs leashed and cats in carriers.*

### Pet clinic vaccinations include:

Canines: Rabies (3-year), DAPPv, DAPPv + Lepto, Lyme, Lepto and Bordetella.



Felines: Rabies (3-year), FVRCP, Leukemia. Lab tests: Canine 4DX, Feline Felv/FIV/Heartworm, Fecal, Thyroid, Geriatric Blood Screen. \*Microchip with free registration also available.

For questions about these services, please contact MetroPet directly at 612-374-4414. For questions about the event, contact Crime Prevention Specialist Courtney Miller at 762-572-3626.



## City of Fridley's Fifth Annual Tree Sale

The City of Fridley is offering reduced-cost trees to help enhance our urban forest in anticipation of the loss of ash trees due to emerald ash borer. Help our urban forest become more resilient by planting a tree in your yard. Trees improve air and water quality, increase property values, lower energy bills and provide valuable wildlife habitat.

To purchase, submit your order by April 6 online at [FridleyMN.gov/TreeSale](http://FridleyMN.gov/TreeSale) or by calling 763-572-3594. Trees will be available for pick-up on May 9 from 9:00 - 11:00 a.m. at the Fridley Civic Campus. Limited quantities available. Limit two trees per household. For Fridley residents only.

	Purchase Height (approximate)	Full Grown Height	Shade Preference	Wildlife value	Cost
Hackberry	6'	60-75'	Full sun	Fruit for birds, nesting sites	\$25
Northern Red Oak	6'	60-75'	Full sun	Pollen favored by pollinators, fruit for birds, nesting sites	\$25
Kentucky Coffee Tree	6'	60-75'	Full sun	Nesting Sites	\$25
Prairiefire Crabapple	5'	15-25'	Full sun	Flowers for pollinators, Fruit for birds; Nesting sites	\$25
Ironwood	5'	20-50'	Full or partial sun	Fruit for birds and small mammals	\$25
Black Hills Spruce (Evergreen)	2.5'	30-60'	Full or partial sun	Seeds for song birds and small mammals, nesting sites	\$15
Arbor Rain Watering Bag	20 gallon bag that delivers a slow release of water directly to the root zone of tree				\$15



## Spring Cleaning: Streets Style

Spring will (hopefully) be arriving soon! Our street sweepers are eager to get all the salt and sand off of the roads. Due to the unpredictable personality of Minnesota weather, we are not able to provide an exact date for street sweeping. Our Public Works team tries to clear the streets after the last snowfall, but before the "April showers." Typically, streets are cleaned in late March or early April.

Street sweeping is essential to remove winter debris buildup before the rainy season arrives to avoid washing salt and other materials into the City's storm sewer system. We do this to reduce stormwater pollution and maintain the water quality. Ways you can help include: picking up dog poop, sweeping near your storm drains, installing a raingarden on your property, or adopting a drain at [Adopt-A-Drain.org](http://Adopt-A-Drain.org).

### Hydrant Flushing

After we finish street sweeping, we move onto hydrant flushing in April. Hydrant flushing occurs twice a year, in the spring and fall, when the City flushes its water mains through the fire hydrants. This helps clear the water of small amounts of sediment like iron or manganese that settle over time, and it verifies that the hydrants are in good working order.

During hydrant flushing, deposits from the water lines may create yellowish-brownish discoloration of water in homes near the flushing area. While this water is safe for drinking, it may discolor laundry. Run your water regularly to clear discoloration. If it lasts longer than two days, or for updated information, call us at 763-572-3566.

## Do You have Ice Dams?

If you had or have ice dams this winter, take the time to get your insulation and air sealing looked at to prevent long-term roof damage. The Home Energy Squad is one option to evaluate your insulation and get connected to contractors: [FridleyMN.gov/Energy](http://FridleyMN.gov/Energy).

A customized Home Energy Squad visit is the best way to get started saving energy and money at home. Fridley residents are eligible for an enhanced Home Energy Squad visit at a reduced price through the Fridley HRA. For only \$50, a team of energy consultants will come to your home, evaluate your energy savings opportunities, and offer services such as (\$600 value):

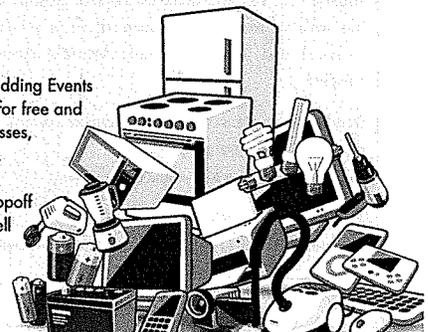
- Installation of free materials such as LED bulbs, a programmable thermostat, door and attic hatch, weather stripping, high-efficiency showerhead and faucet aerators
- Inspection of your attic and wall insulation
- Blower door and thermal image testing
- A combustion safety test and carbon monoxide check
- A customized report with additional recommendations
- Access to energy advisors to assist you following through with recommendations
- You only pay one flat price for the testing and for everything they install – everything is included.



## March 14 and May 9 Recycling Drop-Off Dates

Join us for our 2020 Recycling Drop-off and Paper Shredding Events at Green Lights Recycling (1525 99th Ln NE in Blaine) for free and reduced cost disposal of electronics, appliances, mattresses, carpet and more. All events will be from 8 a.m. – noon.

View accepted items and pricing at [FridleyMN.gov/Dropoff](http://FridleyMN.gov/Dropoff) or call 763-572-3594. Receive \$15 off your total as well as recycle one appliance and one mattress for free with proof of Fridley residency (license, water bill, etc.).





### Coffee with Cops - March 12

We invite you to chat with us! Share your concerns, brainstorm crime prevention ideas, or just get to know your Public Safety Department better. Bring your neighbors and let's partner for a safe and vibrant community.

When: Thursday, March 12 from 3-5 p.m.  
Where: Fridley Civic Campus (7071 University Avenue NE) – Fireside Room

### Safety Camp 2020 – June 24!

We invite 3rd, 4th and 5th graders (2019-2020 school year) to join us on a day-long adventure of learning, experimenting, laughter and fun! Wednesday, June 19 8:00 a.m. - 4:00 p.m. Commons Park (rain or shine). \$25 includes hat, t-shirt, bike helmet, snacks, lunch, tote bag, supplies, leadership and safety lessons!

Join Fridley Fire, Police and Recreation for this popular program designed for kids to have fun while learning good safety practices. Kids will learn and

experience safety related to a variety of topics including fire, seat belts, animals, electrical, bicycle, first aid, swimming & water, weather and 9-1-1!

Registration includes leadership, supplies, bike helmet, T-shirt, tote bag, hat, snacks and lunch.

This camp is only \$25 and the experience is priceless!

Register online at [FridleyMN.gov/Recreation](http://FridleyMN.gov/Recreation) or call 763-572-3570.



## DISCOVERY DINNERS

The perfect night out.

Springbrook Discovery Dinners pair lively educational programs with a catered meal for the perfect night out. Leave the kids at home and enjoy the night with friends or someone special. Registration is required and space is limited. For more details or to sign up, visit our website or call Springbrook at 763-572-3588.

**Canids of Minnesota** \$25 per person  
Saturday, March 21, 5:30 - 8:30 p.m.  
with Peggy Callahan, Founder and Executive Director of the Wildlife Science Center

**Biomimicry: Taking Inspiration from Nature** \$25 per person  
Saturday, April 4, 5:30 - 8:30 p.m.  
with Sue Okerstrom, President of Lichen Labs





### Looking for a Summer Job?

We will have several part-time and full-time opportunities with the City of Fridley! Positions include working with our Recreation and Public Works Departments. There are various opportunities for adults and kids ages 16+.

Are you interested in learning more? Visit [FridleyMN.gov/Jobs](http://FridleyMN.gov/Jobs) to find open positions and sign up for job notifications.

### Recent promotions: Fire Division



Mike Spencer was promoted to Deputy Director – Fire Division/Fire Chief. He previously served as Fridley's Fire Marshal. Mike officially took over for outgoing Fire Chief John Berg on Friday, June 28. Congratulations Mike!



James Lange was named Fridley's new Fire Marshal, effective September 14. James previously held the position of Fire Inspector with Fridley. Congratulations James!



Brian Williams has been appointed as our new Fire Inspector in December! Brian has served as a Paid On-Call Firefighter since February 2013. Congratulations Brian!



### 2020 Bike Helmet Clinic

Tuesday, May 19 – 4 – 7 p.m.  
Fridley Civic Campus – Fireside Room

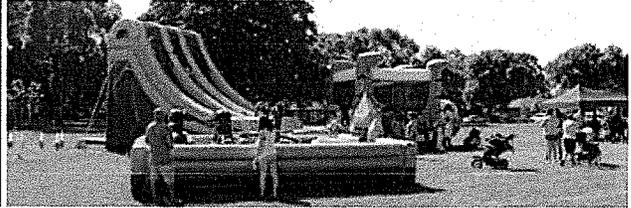
May is National Bike Month! Get prepared to hit the road with the proper safety gear for the whole family. In partnership with Safe Kids Anoka County, Fridley Public Safety will have Bell bike helmets for sale – only \$10 per helmet.

A trained technician will help you choose a helmet that suits your style and fits properly. Already have a helmet? Bring it in and we can help you make sure it fits properly (for free!)

# Fridley '49er Days

We would like to invite you to our festival — Fridley '49er Days, to carry out our family-friendly community tradition of celebrating the year Fridley was incorporated as a city!

PARADE | JUNE 18  
 CAR SHOW, CLASS REUNION, SOFTBALL TOURNAMENT & ENTERTAINMENT | JUNE 19  
 SOFTBALL TOURNAMENT (CONTINUED) | JUNE 20

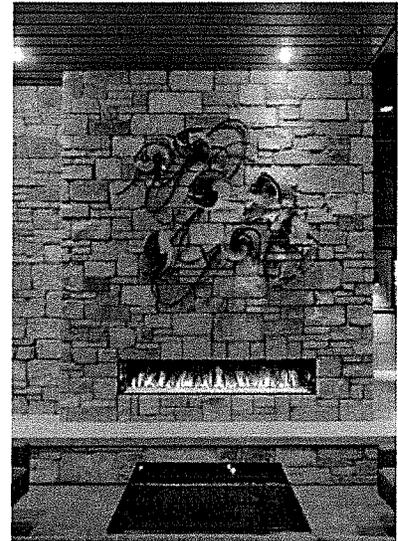


## ENVIRONMENTAL FUN FAIR MAY 2

Kick off Arbor Month with the 4th Annual Environmental Fun Fair at Springbrook Nature Center on May 2nd from 10 a.m. - 2 p.m. with Anoka County 4H, City of Fridley, and Springbrook Nature Center.

- Fun Nature Activities
- Environmental Arts and Crafts
- Live Animals
- Electric vehicles and the Recycling Truck

Learn more at [FridleyMN.gov/FunFair](http://FridleyMN.gov/FunFair).



## Record-breaking Year at Fridley Liquor

For the second year in a row, Fridley Liquor had a record-breaking year in 2019 with over \$6,200,000 in sales. In 2018, they had \$6 million in sales for the first time in history. 2019 sales will account for over \$330,000 invested back into the community.

As a "thank you" for supporting our municipal liquor store, and ultimately our community, we'd like to offer you 100 free points at Fridley Liquor. See below for more details!



### Get rewarded! 100 free points at Fridley Liquor

Redeem this coupon to receive 100 free rewards points, which earns you a \$.55 credit for your liquor purchases. Current Rewards Card holders — bring your card to the cashier and they will add the points to your account. Don't have a rewards card? — stop into either location and a cashier will help you set one up. Valid driver's license and email address required.

The 100 free points can be used on future or same-day purchases. Original coupon must be provided — no copies may be redeemed. Limit one coupon per rewards account.

Offers not valid for prior purchases and is not redeemable for cash or gift cards.

Offer valid at either location. Expiration date: May 1, 2020.

[FridleyLiquor.com](http://FridleyLiquor.com)

Fridley Market (University Avenue & I-694)  
 264 57th Avenue, NE, Fridley, MN 55432  
 Phone: 763-571-1994

Fridley Liquor: Moore Lake  
 6289 Highway 65, Fridley, MN 55432  
 Phone: 763-571-8365

## Artist Feature: Bonnie Hinz

Like most people in Fridley, Bonnie Hinz watched the new government building being built with fascination and anticipation. She did not realize that one day her artwork would be hanging in the beautiful new building.

Bonnie has been a resident of Fridley for 25 years, enjoying her quiet, friendly neighborhood near Locke Lake and the Mississippi River. She has also been an artist for 15 years. She works with metal and glass, creating artwork for residences, healthcare settings, and corporate environments around the country.

She was contacted by an art consulting firm that she often works with to see if she was interested in creating artwork for the new Fridley Civic Campus, specifically for the Fireside Room. Bonnie readily agreed to sketch up a proposal and was excited for the opportunity to have her artwork displayed in her own city. Her proposal was accepted and she happily went to work on the project. The resulting artwork is available for all to see in the Fireside Room above the fireplace. Her flowing design is inspired by the nearby water of the Mississippi River and Rice Creek, and the colors of the Fridley logo.



Date: 3/10/20

Zoning Administrator  
City of Spring Lake Park

1301 81st Ave. N.E.  
Spring Lake Park, MN 55432

Re: Zoning notification for increased license capacity for Department of Human Services program.  
Child care center licensed under Minnesota Rules, part 9503.0005 to 9503.0170.

Issuance of this license is subject to compliance with the provisions of Minnesota Statutes, Chapter 245A.

<b>Center Information:</b>		<b>License #:</b> 1035840		
Center Name/Address: Little Bees Childcare Center 1630 NE County Hwy 10 Spring Lake Park, MN 55432	Center Contact Person:  Yelena Marantsman	Center Phone Number:  651-780-0187		
Licensors Name:  Vicky Douglas	Licensors Contact Number:  651-431-6765	Change in Capacity		
		83	To	107

If you do not contact the Division of Licensing within 30 days of receipt of this letter, we will consider this facility to be in compliance with your local zoning code.

If you have any questions regarding this letter, contact the licensor listed above or fax information to 651-431-7673.

Sincerely,

Donna Gainor, Unit Supervisor  
Licensing Division  
Office of Inspector General



# VALUATION Viewpoint

Winter/Spring 2020  
Vol 25 No 1



**SHENEHON**  
BUSINESS & REAL ESTATE VALUATIONS

## State of the Real Estate Market Highlights

by Robert Strachota

For the past 10 years or so, the U.S. and Minnesota economies have experienced record-breaking expansion. At the same time, debt is up but the delinquency rate on debt is low. For Minnesota, unemployment is low, wages and income are strong, and the job market is diverse.



These are all good signs, and there are other signs as well.

It's hard to drive any distance in this area without seeing construction cranes. Some people have

speculated that we may be building too much, too fast, but so far, the market seems to be absorbing all the new construction and local architects report they are still busy with new projects.

What's different than ten years ago? There is less clueless lending and gross overbuilding than we saw in the past. Developers can't just wildly leap into the market now; they have to have financial backers with some skin in the game, some credibility. Lenders aren't throwing money around either; there is much stricter underwriting. Lenders aren't the only ones showing some restraint. People in the real estate industry also learned a lot from the economic crisis of ten years ago, and they are on guard not to make the same mistakes again. There is more self-discipline, more thoughtfulness.

**"Instead, values will likely be somewhat static – not declining, but also not enjoying the steady increases of the past several years."**

I anticipate the real estate market will soften in the next two years for the Twin Cities and the region. Soften does not mean crash. This will not be like the great real estate recession of 10 years ago. Instead, values will likely be somewhat static – not declining, but also not

*continued on page 2*

### Market Trends & Value Indicators:

	Value $\Delta$ Over Past 12 Mo.
Office Buildings - Downtown	3%
Mall Retail	-15%
Strip Retail	1%
Industrial	13%
Apartment	6%

	YoY Change
New Housing Starts - Midwest	0.0%
Productivity	1.90%
U.S. Unemployment	-11%
Consumer Confidence Index	8%

### More in this Issue:

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# State of the Real Estate Markets Highlights

continued from page 1

enjoying the steady increases of the past several years.

The marketplace is experiencing a balanced discipline unlike what I have seen in the past 40 years. Yes, even in the apartment market, which seems to keep expanding at what some people see as a questionable pace.

So, my overall message today is: relax! Real estate values are not going to fall off a cliff like they did in 2009 or 2010. For most real estate executives, it is

business as usual. We are just being careful not to "buy on the come." The cash flow numbers must make sense today, not three to five years from now.

**"We are just being careful not to 'buy on the come.' The cash flow numbers must make sense today, not three to five years from now."**

## Market Insights

### Apartment Market

by H. Ellis Beck

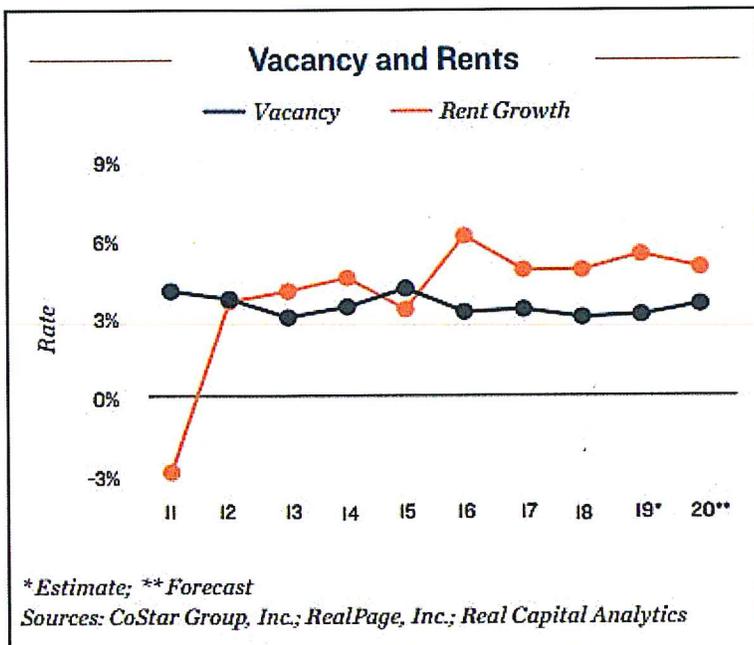
Usually, holidays don't have much impact on the health of a market, but when analyzing the Twin Cities apartment market, my thoughts turn to Groundhog Day. Yet again, the local apartment market had an extremely solid year, adding inventory and successfully leasing up that new space while rental rates grew. However, as in recent years, signs suggest that this run of growth in the market may be nearing its end point, as local employment growth and rental rate growth slow. Once again, the local apartment market had an extremely solid year, adding inventory and successfully leasing up that new space while rental rates grew. However, as in recent years, signs suggest that this run

of growth in the market may be nearing its end point, as local employment growth and rental rate growth slow.

The Minneapolis-St. Paul apartment market has been consistently strong over the past decade, with vacancy rates remaining below 5% in the market over the past nine years. This has spurred a period of significant development that has continued through 2019. This should span into 2020, with more than 10,000 units expected to be delivered. This rise in apartment stock has not been spread throughout the metro, but has been concentrated in a few key areas, namely Downtown Minneapolis, in and around the University of Minnesota campus, and several clusters of suburban areas, primarily located near major highway intersections.

Through all this, capitalization rates have continued to compress, as out-of-state buyers look to get into an extremely tight market. At the same time, average prices have risen to over \$130,000 per unit. With the large amount of inventory expected to come online in 2020, this is a trend we anticipate continuing.

Stop me if you have heard this, but it seems like we are headed for another year of a growing apartment market. Still, this can not and will not last forever, so keep an eye on key indicators such as local employment growth and rental rate growth to predict when this will finally end.



# Market Insights

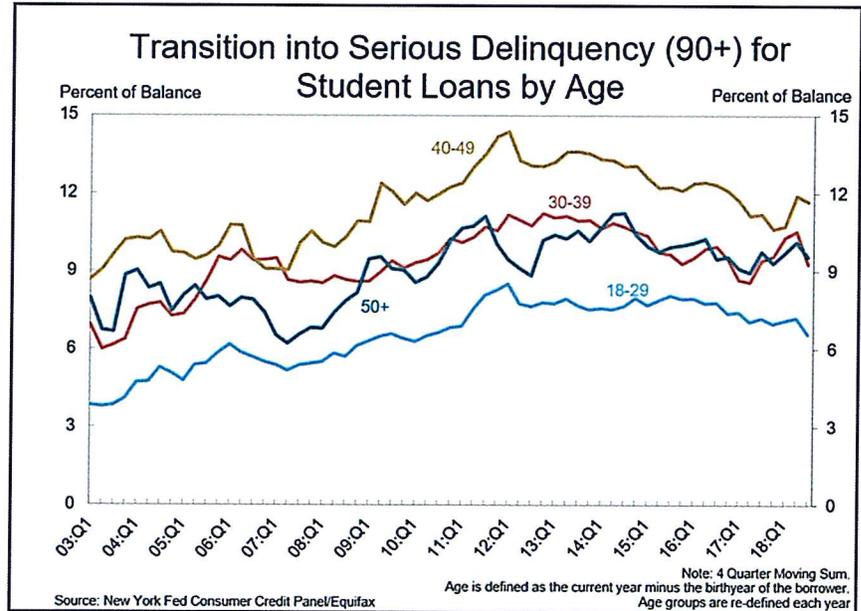
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## Household Debt

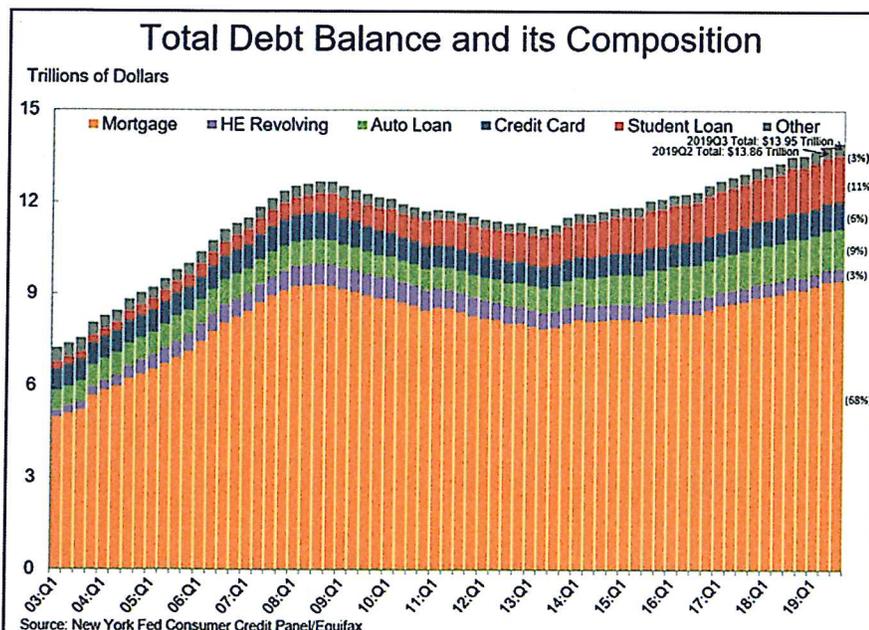
by Cody Lindman

Over the past year, all forms of U.S. household debt have increased, with aggregate U.S. household debt reaching \$13.95 trillion for the third quarter of 2019, an increase of \$440 billion compared to a year prior. However, delinquency rates have held relatively constant over the past year. People between the ages of 40 and 49 now hold 25.1% of the total debt outstanding, the most of any age group. However, people between the ages of 18 and 29 were the most likely to be 90+ days delinquent. Unsurprisingly, mortgage debt accounts for the lion's share of U.S. household debt, comprising approximately 67.6% of total debt outstanding. As of September 30, 2019, 4.8% of outstanding debt is in some stage of delinquency, a 0.1% increase compared to a year ago. Additionally, more than 63.5% of delinquent debt is considered 90+ days delinquent. However, on a per capita basis, household debt is still below the peak reached during the 2008 recession.

Student loan debt balances reached \$1.50 trillion during the third quarter of 2019, up from \$1.44 trillion a year prior. As of September 30, 2019,



10.9% of student debt balances were 90+ days delinquent or in default, a decrease of 0.6% compared to a year prior. People between the ages of 30 and 39 carry the most student debt at \$490 billion or 32.8% of total student loan balances. Surprisingly, people between the ages of 40 and 49 were the most likely to be 90+ days delinquent on their student loans. One reason for this may be because this age group carries the largest amount of debt in aggregate and is prioritizing repaying mortgage debt and auto loan debt rather than student loan debt. This would be logical because there are more immediate negative consequences if one fails to repay mortgage debt (foreclosure) and auto loan debt (repossession) as compared to student loan debt.



## Market Insights

continued from page 3

### Opportunity Zones

by Brock Boatman

The Opportunity Zone program has not seemed to set the world on fire like some predicted. Yet. Most developers and investors appear to have the same sentiment – the tax break is nice, but really, it is just gravy; a deal still has to work on its own. But even with the release of a second round of guidance as to how the program is implemented as well as the December 31, 2019 deadline for receiving the maximum benefit, the program has not appeared to drive activity, just juicing deals that happen to qualify. 🏠

### Condominiums

by Brock Boatman

They are kind of happening! So far in 2019 we have heard the announcements of some interesting and exciting new projects. TMBR, in the North Loop, would be the Twin Cities' first high-rise timber-construction residential building, following the T3 Building's innovative construction technique. Additionally, the top of the luxury market is being updated, with the Ryan Company's Eleven on the River and the Gateway project's Four Seasons-branded residences competing for the \$1 million plus crowd. However, the on-again, off-again Alia project appears to have finally been shelved, showing that balancing costs, pricing, and timing with the depth of the market means that no project is a given success. 🏠

## Economic Forecast 2020

by Madeline Strachota

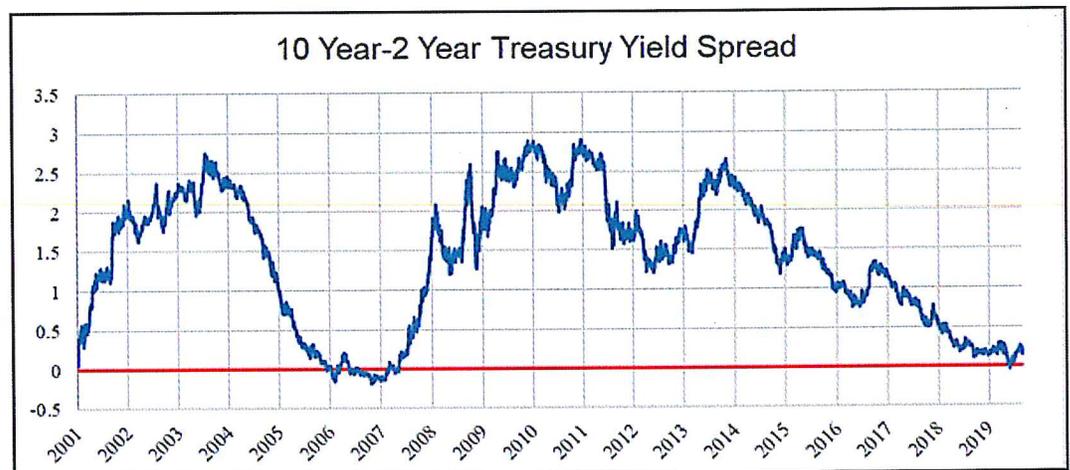
### A Bet on the Economy

Just like the outcome of the World Series, if a person could predict the future of the economy, they would be a very wealthy individual. In the same way that player statistics and game record narrow down the contenders for the World Series, especially as each season progresses, it isn't until several games into the Series, itself, that that the outcome is clear. The economy has different, albeit important, statistical indicators as to where its outcome will be in the years ahead. As with baseball, it becomes more challenging to predict outcomes many years out. And of course, in the same way that 86 years of data predicted the Red Sox would lose the World Series in 2004, there are upsets like the financial crisis in 2008 and 2009 that are difficult to predict.

However, trusted financial indicators deserve methodical analysis to narrow down the list of possible economic outcomes. One such indicator of the behavior of the U.S. Treasuries yield curve.

### The Yield Curve

An inverted yield curve, when the yields on U.S. Treasuries with longer maturities are lower than the yields on U.S. Treasuries with shorter maturities, has preceded every recession since 1950. The spread between the yield on the 10-Year Treasury Note and the 2-Year Treasury Note is the most common threshold for determining an inversion. When the spread between the 10-Year Treasury and



The red line indicates an inversion. Data source: <https://www.treasury.gov/resource-center/data-chart-center/>

## Economic Forecast

continued from page 4

the 2-Year Treasury goes negative, the yield curve is considered inverted. In August 2019, the yield curve, according to the 10-Year less the 2-Year yields, inverted for the first time since the Great Recession.

**"...it is important to consider that not every yield curve inversion has been immediately succeeded by a recession."**



However, it is important to consider that not every yield curve inversion has been immediately succeeded by a recession. In fact, it is not accurate to expect, with certainty, a recession within the next two years, which is often the conclusion drawn after an inversion.

For example, the spread went negative in June 1998 and a recession did not occur until January 2001. Moreover, when different measures of a yield curve inversion are considered, like the 10-year Treasury to 3-month Treasury spread or the 10-year Treasury to 1-year Treasury spread, it becomes even harder to

**"While economic cycles are an almost certainty, it is difficult to draw conclusions that the yield curve can predict these cycles with certainty."**

determine the timing of recessions relative to an inversion. Since June 1976, there have been five recessions, which have followed yield curve inversions within 10 to 33 months. While economic cycles are an almost certainty, it is difficult to draw

conclusions that the yield curve can predict these cycles with certainty. Analysis of the data also illustrates that the extent of an inversion is not strongly correlated to the size of the recession. Lastly, with the benefit of hindsight, the Federal Reserve is taking different actions to maintain economic stability. Compared to the Federal Reserve's response to the inversion that preceded the



Great Recession, the Federal Reserve has taken more preemptive action in lowering the Federal Funds rate in 2019. The Federal Reserve lowered rates several times in 2019, whereas the yield curve inverted in early 2006, and the Federal Reserve did not start cutting the Federal Funds Rate until August 2007.

### A Recession of Our Own Making

The yield curve is a beneficial economic indicator, but it is important not to overstate its meaning. Many other indicators in the economy are strong right now: Unemployment in the U.S. is the lowest it has been since 1969. S&P 500 corporate earnings are strong. Trade negotiations between the U.S. and China are positively progressing. U.S. economic participants have control of our destiny: learn from the past and make disciplined investing, borrowing, and spending decisions, and perhaps we can avoid a recession of our own making. 📊

# Market Transaction

## Real Estate

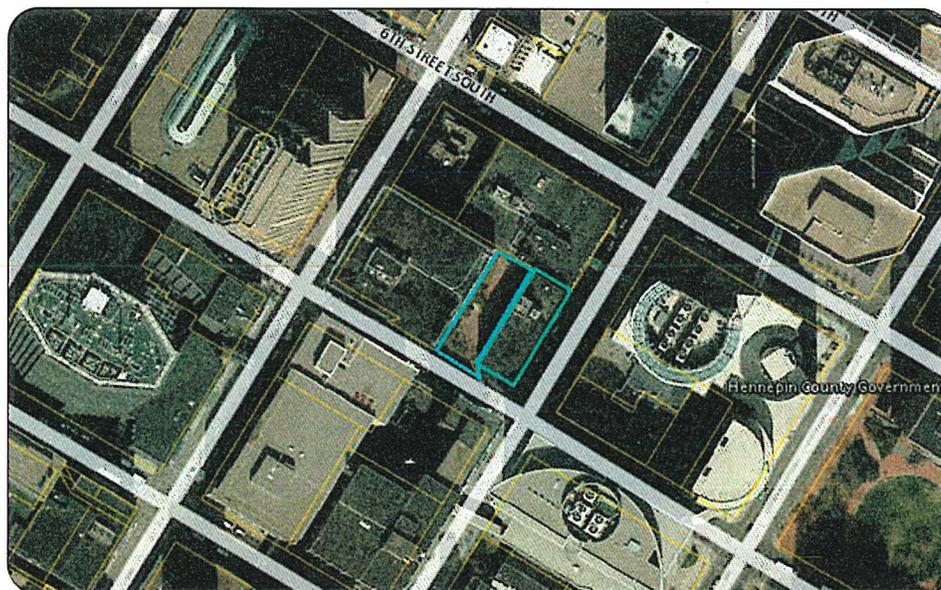
<b>Buyer:</b>	Taconic Capital and Somera Road Inc.
<b>Seller:</b>	PCCP
<b>Property:</b>	Land Beneath Northstar Center
<b>Sale Price:</b>	\$20.9 million

### Sale of Land Beneath Northstar Center

In November 2019, Taconic Capital and Somera Road Inc. purchased 23,725 square feet of land in downtown Minneapolis for \$20,900,000. The property (the Northstar land) is located at 618½ Second Avenue South, Minneapolis, underneath the 17-story Northstar West building, 13-story Northstar East Building, and the 13-story Minneapolis Crowne Plaza hotel, along with a 955-space parking garage. The land sale can be calculated at \$881 per square foot, which is considerably higher than typical land sales in the downtown central business district. Today, typical land sales per square foot in downtown Minneapolis are in the range of \$250 to \$350. Unlike many vacant land sales, this property was encumbered by a 100-year lease. However, it is important to note that the buyer of the land is also the owner of the leasehold in place.

The lease was initially negotiated between The 614 Company (landowner) and the original improvements developer in 1960. Later, Northstar Center West was built in 1962; Northstar East was built in 1918, and the Crowne Plaza Hotel was built in 1967. Based on our records, the ground lease was extended to then tenant BRE/TZ Properties LLC, by 100 years from January 1, 2007 through December 31, 2106, with no extension options. Rent started at \$850,000 per year on January 1, 2007 and was to increase 2% per year for the first 25 years with revaluations in 2032, 2057, and 2082.

However, since then, the land and improvements have changed hands several times. The 614 Company transferred its interest in the Northstar land to Steven Greenberg in May 2017 for just over \$15 million. The overlying improvements and leasehold have changed hands several times, with the most recent transaction occurring in March 2018 when Taconic Capital and Somera Road Inc. purchased the improvements for \$62.78 million from PCCP, which had defaulted on its mortgage in late 2017. Upon purchasing the Northstar East and West buildings, and the Crowne Plaza, out of foreclosure, Taconic Capital and Somera Road Inc. announced plans to resell the buildings. However, Taconic Capital and Somera Road Inc.'s purchase of the Northstar land demonstrates a change in strategy as it consolidates ownership of the land and improvements, eliminating the need for a ground lease. This provides the New York City-based commercial real estate team with more flexibility in ensuring entitlements and financing to potentially redevelop the improvements, and it eliminates escalating land lease costs. 🏢

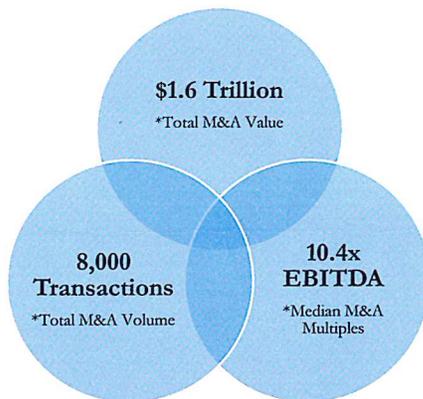


# Market Transaction Business

by Gary O'Brien, Managing Director, Hennepin Partners

## Continued Bull Market In North American M&A

North American M&A activity continues to be strong. During the first three quarters of 2019, more than 8,000 deals were completed with an aggregate value approaching \$1.6 trillion. Looking to year-end, the market was tracking toward the \$2 trillion mark that was posted in 2018. Slowdowns in transportation and manufacturing have been offset by continued vibrancy in healthcare, technology, and other sectors. Valuations are being pushed higher by buyers competing over a limited supply of

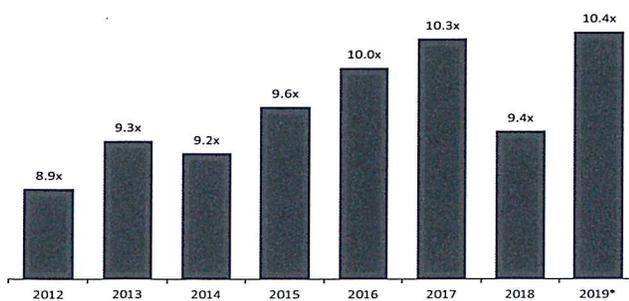


Source: Pitchbook

\*Values as of September 30, 2019

growing, profitable businesses. In the year-to-date period ending September 30, 2019, the median EBITDA multiple was 10.4x, up from 9.4x in 2018 and 10.3x in 2017.

## Business Valuations



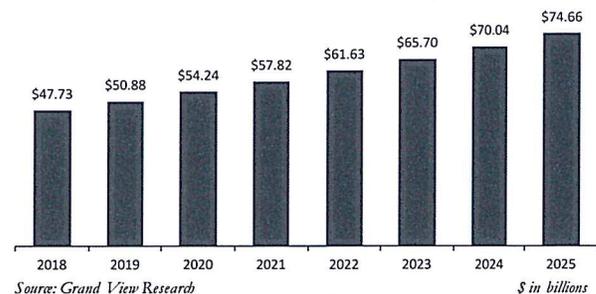
Source: Pitchbook

## Industry Focus: Personal Protective Equipment

The Personal Protective Equipment (PPE) industry encompasses makers and distributors of protective

clothing, respiratory protection, fall protection, hearing protection, head protection, and hand protection. Demand for PPE is largely non-discretionary because its use is mandated by government regulations, insurance providers, and corporate safety rules. Long-term industry growth is expected to come from technological innovations that make PPE more effective, comfortable, and user-friendly.

## PPE Industry Growth Trends



## Hennepin Partners Transaction Spotlight: Recapitalization of Diversified Fall Protection

Diversified Fall Protection (DFP) is a provider of engineered systems that protect people working "at height" from falling to the surface below.

In the years leading up to the transaction, DFP posted strong revenue growth and profit margins. The owner wanted to keep working and driving growth, but he felt the need to de-risk his ownership position.

Hennepin recommended a "cash-out recapitalization" and was retained by DFP to arrange the transaction. At closing, the owner received significant cash proceeds that he later used to diversify his net worth. In addition, he retained a minority equity stake in the business alongside company managers who became shareholders in DFP for the first time. Funding for the deal came from North Branch Capital, a private equity firm that was identified by Hennepin Partners. North Branch was attracted by the strength of DFP's management team and the fundamentals of the safety industry. 🏢

Hennepin Partners LLC is a boutique investment bank that provides M&A advisory services and strategic advice to entrepreneurs, private equity firms, and corporations. Member FINRA/SIPC. For more information, visit [www.hennepinpartners.com](http://www.hennepinpartners.com)



**SHENEHON**  
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## VALUATION VIEWPOINT NEWSLETTER INSIDE

SHENEHON COMPANY IS A REAL ESTATE AND BUSINESS VALUATION FIRM, serving both the private and public sectors throughout the United States. Our unique combination of real estate and business valuation expertise allows us to provide a wide range of services to offer innovative solutions to difficult valuation issues. Shenehon Company is committed to equipping its clients with the tools necessary to make informed and knowledgeable decisions regarding their capital investments.

- Allocation of purchase price
- Asset depreciation studies
- Bankruptcy proceedings
- Charitable donations
- Commercial properties
- Condemnation
- Contamination impact studies
- ESOP/ESOT
- Estate planning
- Feasibility analyses
- General limited partnership interests
- Gift tax evaluations
- Going public or private
- Highest and best use studies
- Industrial properties
- Insurance indemnifications
- Intangible asset valuation
- Internal management decisions
- Investment counseling
- Land development cost studies
- Lease and rental analyses
- Lost profit analyses
- Marriage dissolution
- Mortgage financing
- Multifamily residential properties
- Municipal redevelopment studies
- Potential sales and purchases
- Railroad right-of-ways
- Special assessment appeals
- Special purpose real estate
- Tax abatement proceedings
- Tax increment financing
- Utility and communication easements

Contributors: Robert Strachota, President  
Gary O'Brien, Managing Director, Hennepin Partners  
H. Ellis Beck, Valuation Analyst  
Cody Lindman, Senior Valuation Analyst  
Brock Boatman, Senior Valuation Analyst  
Madeline Strachota, Senior Valuation Analyst  
Victoria Mercer, Communications Coordinator



**SHENEHON**  
BUSINESS & REAL ESTATE VALUATIONS

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**Judicare**  
**of Anoka County, Inc.**

1201 - 89th Avenue NE, Suite 310  
Blaine, MN 55434  
(763) 783-4970  
Fax (763) 783-4959

FLOYD A. PNEWSKI  
Executive Director

SHELLEY D. JENSEN  
Attorney

CHRISTINE A. HAUGEN  
Paralegal

CHRISTINE L. OTIS  
Paralegal

TERRI SUTLIFF  
Legal Secretary / Bookkeeper

March 27, 2020

Mayor Robert Nelson  
Spring Lake Park City Hall  
1301 – 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

**RE: JUDICARE OF ANOKA COUNTY, INC. REMAINS OPEN  
PROVIDING LEGAL SERVICES TO CLIENTS**

Dear Mayor Nelson,

We appreciate the services that County, City and Municipal governments provide to Judicare clients.

As you know, Governor Tim Walz issued Emergency Executive Order 20-20 *Directing Minnesotans to Stay at Home*. Workers in critical sectors are exempted from the Order. Legal services, including Judicare, are exempted from Governor Walz' Stay at Home Order.

Therefore, Judicare remains open to provide legal services to Anoka County residents. We are accepting applications and communicating with clients by telephone and electronically. Anoka County residents with civil legal problems may call Judicare at 763-783-4970 or apply on-line at Judicare's website: [www.anokajudicare.org](http://www.anokajudicare.org).

Judicare is unable to accept walk-in clients at this time. Our location is locked to the public.

Thank you for your work and service especially during this public emergency.

Sincerely yours,

A handwritten signature in cursive script that reads "Shelley D. Jensen".

Shelley D. Jensen  
Attorney at Law

SDJ:cah