



CITY COUNCIL REGULAR AGENDA
MONDAY, DECEMBER 21, 2020
VIRTUAL MEETING AT 7:00 PM

To follow or join the meeting please call:

Phone Number: (312) 626-6799

Meeting ID: 704 833 4213

- 1. CALL TO ORDER**
- 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 - December 7, 2020 City Council Meeting
 - B. General Operations Disbursements 20-21 \$1,346,958.04
 - C. Resolution 20-40, Electing Not to Waive Tort Liability Limits for 2021
 - D. Contractor's Request for Payment No. 2 - 2020 Sanitary Sewer Lining Project
 - E. Contractor's Licenses
 - F. Business Licenses - Off Sale, Massage Therapy, Dance License
 - G. Sign Permit
- 7. DEPARTMENT REPORTS**
 - A. Police Report
 - B. Parks and Recreation Department Report
- 8. PUBLIC HEARING**
 - A. Public Hearing on 2021 Fee Schedule
- 9. ORDINANCES AND/OR RESOLUTIONS**
 - A. Ordinance 470, Adopting 2021 Fee Schedule
 - B. Resolution 20-41, Adopting Final 2020 Taxes Collectable in 2021
 - C. Resolution 20-42, Adopting 2021 General Fund Budget
- 10. NEW BUSINESS**
 - A. Award Classification and Compensation Study Contract
 - B. Award Proposal for Parks Master Plan
- 11. REPORTS**
 - A. Attorney's Report
 - B. Engineer's Report
 - C. Administrator Report

**SEE NEXT PAGE 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 81st Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.

12. OTHER

A. Correspondence

13. ADJOURN

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS – see next page

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.

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on December 07, 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
Councilmember Ken Wendling
Councilmember Brad Delfs
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks

STAFF PRESENT

Public Works Director Randall, Police Chief Ebeltoft, Planner Carlson, Building Official Baker, Attorney Thames, Parks and Recreation Director Okey and Administrator Buchholtz

VISITORS

Shawn Webb, 8220 6th Street NE
Becky Wegschied, SPAAR
Corey Englund, Reprise Design

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Mayor Nelson requested that a Parks and Recreation Commission Appointment Application for Shawn Webb be added as Item 10C.

Mayor Nelson requested a moment of silence for observation of Pearl Harbor Day.

5. DISCUSSION FROM THE FLOOR – None

6. CONSENT AGENDA

- A. Approval of Minutes - November 12, 2020 Special City Council Meeting
- B. Approval of Minutes - November 16, 2020 City Council Meeting
- C. Resolution 20-37, Amending 2020 General Fund Budget
- D. Authorize Purchase of Registration Software for Recreation Department
- E. Fourth Quarter Billing for 2021 Payable 2022 Property Tax Assessment
- F. Contractor's Request for Payment #2 - 2020 Utility Improvements for 525 Osborne Road NE

- G. Contractor's Request for Payment #4 (Final) - 2019 Sanitary Sewer Lining Project
- H. Contractor's Request for Payment #2 - Arthur Street Water Treatment Plant Repairs
- I. Contractor Licenses
- J. Business Licenses
- K. Sign Permit

Motion made by Councilmember Wendling to Approve Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Public Works Report

Public Works Randall reported that the Public Works Department continues to collect garbage and recycling from the parks. He reported that the lights at the tennis court at Terrace Park have been repaired and are now working after 10 years of not functioning. He reported that new playground equipment has been installed at Sanburnol Park and all the city streets have been swept.

Mr. Randall reported that the sidewalk, curb and patching has been completed on 81st Avenue and Monroe Street. He reported that there were two water main breaks in November and the 2020 sewer lining project is near completion.

Mr. Randall reported that the Department set up and took down election equipment at Emmanuel Christian Center; have been repairing signs damaged from the snow and received the new 2020 Mack Dump truck. He stated that three employees were out of the office due to COVID in November.

Mayor Nelson reminded residents to not park their vehicles in the street during plowing season and thanked the Department for their excellent work they do with the plowing of snow.

Mayor Nelson inquired if the no littering signs have been installed on Manor Drive. Mr. Randall stated that the signs will be installed within the next few days.

Councilmember Wendling inquired on the condition of the paving on Osborne Road. He inquired if Mr. Randall feels the pavement will deteriorate faster due to the late finishing of the project. Mr. Randall stated that he did not think the pavement is as smooth as it should be [due to the late finish date of the County project] however, he feels it will not deteriorate any faster than normal.

B. Code Enforcement Report

Building Official Baker reviewed the monthly permits, inspections and administrative citation statistics. He reported that he passed his Building Official exam on November 4, 2020. He thanked the Council for their patience and allowing him the time prepare and take the exam.

Mr. Baker reported that the Hy-Vee building permit has been issued and work has started at the site. He reported that the sign will be installed in the spring.

Mr. Baker thanked the Police Department, especially the night shift, for their assistance with code enforcement after hours and keeping him informed of violations and checking on sites after hours.

Mayor Nelson congratulated Mr. Baker on successfully passing his Building Official exam.

8. PUBLIC HEARINGS**A. Truth in Taxation Public Hearing**

Mayor Nelson opened the public hearing to discuss the 2021 proposed Budget and Tax Levy at 7:15 PM.

Administrator Buchholtz reviewed the following visuals:

Administrator Buchholtz stated the proposed levy increase is 2.2%, of which the General Government levy will increase by 2.50%. He stated that overall General Fund spending is set to increase by 2.4%. He stated that the City's tax rate will decrease from 48.497% in 2020 to 45.019% in 2021. He reported that the City will be receiving Local Government Aid (LGA) and outlined how these funds will be used as follows: 1.) Fund general fund expenditures; 2.) Buy down debt service levy; 3.) Purchase capital equipment; 4.) Fund State/Federal storm water mandates; 5.) Radio Replacement Fund; 6.) Reduce severance liability; 7.) Contingency Account; 8.) 2022 Election expenses.

Administrator Buchholtz reported that cost drivers for the 2021 budget included increases in wages and benefits for City staff, health insurance program increases and increase in I.T. infrastructure costs for the City.

Mayor Nelson inquired if there were any comments from the floor, hearing none, Mayor Nelson closed the Public Hearing at 7:35 PM.

B. Extension of Moratorium on the Conversion of Residential Property to Rental Property

Administrator Buchholtz reported that the City Council approved a six-month moratorium on the conversion of residential property to rental housing at its June 5, 2020 Council meeting. He reported that the six-month moratorium is set to expire on December 15, 2020. He reported that staff is seeking a six-month extension to the moratorium to provide the City Planner with additional time to complete the rental housing study.

Administrator Buchholtz reported that while the extension would end on June 21, 2021, the City will likely complete the work on the study long before that time. He stated that the City Planner is anticipating having the study completed for review by the Planning Commission and the City Council in January. He reported that when the City Council accepts the study and approves any Code language that comes from the study, the City Council can approve another ordinance that will terminate the moratorium.

Mayor Nelson opened the Public Hearing at 7:36 PM. Hearing no discussion from the floor, Mayor Nelson closed the Public Hearing at 7:38 PM.

9. ORDINANCES AND/OR RESOLUTIONS

A. Ordinance 469, Extending a Moratorium on the Conversion of Residential Property to Rental Property in the City of Spring Lake Park

Administrator Buchholtz reviewed the staff memo regarding a request to extend the moratorium on Residential Conversions to Rental Housing. He stated that the current six month moratorium is set to expired on December 15, 2020. He reported that additional time is needed to complete the rental housing study being conducted by the City Planner.

Motion made by Councilmember Delfs to Approve Ordinance No. 469 Extending a Moratorium on the Conversion of the Residential Property to Rental Property in the City of Spring Lake Park.

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

B. Resolution 20-36, Approving Expenditures Related to the Coronavirus Relief Fund

Administrator Buchholtz reviewed the staff memo regarding the CARES Act Expenditures for the City. He reported that all the costs presented are considered eligible expenses under the federal guidelines and will result in the City retaining all the allocated funds distributed to the City.

Motion made by Councilmember Dircks to approve Resolution 20-26 Approving Expenditures Related to the Coronavirus Relief Fund.

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

C. Resolution 20-38, Approving Conditional Use Permit for an Auto Repair Business at 8370 Pierce Street NE

Administrator Buchholtz reported that the City received an application for a variance for a side setback at 8370 Pierce Street NE. He stated that the business wants to expand by constructing an addition to the rear of the building in the northwest corner of the site

Administrator Buchholtz reported that auto repair uses are a conditional use in the C-2 district. He stated that during the variance application review process it was discovered that a Conditional Use Permit (CUP) would be needed. He stated that the Planning Commission reviewed the application for the CUP and the variance application at their November 23, 2020 Planning Commission meeting and recommended approval of the CUP and variance application with conditions.

Corey Englund, Reprise Design, stated that the addition will add functionality and provide more screening on the site. He stated that the owner is aware of the conditions set in the CUP and the variance and intends to follow the conditions. He stated that the owner is aware of the total 20 car limit in the front and back of the business. He stated that the owner intends to be a good neighbor and is aware of previous owners and the issues.

Councilmember Goodboe-Bischoff inquired if parking restrictions could be placed on the street and if it could be noted that no tow vehicles can load or unload vehicles in or onto the street. Administrator Buchholtz stated that a condition could be added to the resolution.

Councilmember Goodboe- Bisschoff inquired on the depth of the retention pond being only 18 inches. Administrator Buchholtz reported that it is not designed for large storm events however; it will hold back water that could accumulate from storms. He stated that much of the impervious area is decreasing. He stated that any possible chemicals from the business will slope towards the swale and will seep into the asphalt being caught before moving into the water system.

Councilmember Goodboe-Bisschoff inquired if any selling of vehicles would take place at the business. Administrator Buchholtz stated that selling of vehicles is not a permitted use and it can be added as a condition to the resolution.

Councilmember Wendling stated that the total amount of vehicles in the front and back of the business is 20 and they must be licensed and insured.

Councilmember Dircks inquired if the screening and landscaping is known at this time. Mr. Englund stated that plantings and various vegetation will be used for screening.

Councilmember Delfs inquired on the hours of operation and stated that he thought the hours seemed reasonable. He stated that the business will be watched carefully to assure that the specific hours are being followed. Planner Carlson stated that the hours of operation seem very reasonable for this type of business and its location.

Motion made by Councilmember Wendling to approve Resolution 20-38 Approving Conditional Use Permit for an Auto Repair Business at 8370 Pierce Street with the following conditions:

1. The Conditional Use Permit applies to the use of the property assuming all setbacks and other Zoning Code standards are met, including the required 15-foot side setback to the north side, without a variance. If a variance is approved as requested for the north side setback of the building addition, that would be in addition to the conditions in the Conditional Use Permit.
2. Additional screening and landscaping on the west and south sides of the lot will be provided as depicted on the Concept Plan in the Planner's Report of November 23, 2020, to screen headlights and activity on site, such landscaping to be reviewed and approved by the City Planner and City Engineer before a building permit is granted.
3. The new proposed asphalt parking area in the rear of the site will provide a 12-foot rear setback and a 14-foot south side setback as depicted on the Concept Plan in the Planner's 11-23-2020 report, recognizing that there has been an existing legal non-conforming gravel parking area in the rear of the property.
4. All work will be done within the building.
5. Vehicles stored on site must display current license.
6. Damaged or inoperable vehicles, as well as parts and equipment, must be stored within the building or completely screened from the street and neighboring properties.
7. Additional lighting on the new building addition over the garage door and man door will be downcast, fully shielded fixtures allowing no more than 0.5-foot candle of light beyond the property line.
8. Handling of odors, gas and fumes will be reviewed and approved by the City Engineer and Building Official before a building permit is issued.
9. A stormwater drainage feature approximately 18 inches deep will be provided in the southeast corner of the site to be reviewed and approved by the City Engineer before a building permit is granted.
10. All other grading, drainage, stormwater, utility and engineering issues will be reviewed and approved by the City Engineer before a building permit is granted.
11. No more than twenty (20) vehicles may be stored outdoors on the site.
12. No parking or unloading/loading of vehicles from tow truck [on the street].
13. No auto sales allowed on site.

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

D. Resolution 20-39, Approving a Variance to Allow Construction of a Building Addition at 8370 Pierce Street NE

City Planner Carlson reported that the variance request is needed for the addition to the property at 8370 Pierce Street NE. He reviewed the conditions suggested by the Planning Commission and explained that the variance will allow the addition to line up with the existing building.

Motion made by Councilmember Delfs to approve Resolution 20-39 Approving a Variance to Allow Construction of a Building Addition at 8370 Pierce Street NE.

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

10. NEW BUSINESS

A. Approval of 2021 Public Utilities Budget

Administrator Buchholtz presented staff memo and the proposed 2021 Public Utilities for City Council for review and approval. He reviewed the anticipated revenues and reported that the City experienced increased water usage across the City in 2020 which generated additional revenues for the Public Utility fund. He stated that interest rates have declined significantly due the Federal Reserve Board's actions to stimulate the economy due to COVID-19. He stated that the decline in interest revenue offset the growth in water revenues.

Administrator Buchholtz stated that staff is not proposing a utility rate increase for 2021. He stated that it has been four years since the City's last water and sanitary sewer utility rate increase.

Councilmember Delfs thanked Public Woks Director Randall and the Engineering staff for being proactive on the sanitary sewer lining projects that have been done over the years to save the City money.

Motion made by Councilmember Delfs to Approve the 2021 Public Utilities Budget.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. motion carried.

B. Approval of 2021 Recycling Budget

Administrator Buchholtz presented the 2020 projected and actual revenues and expenditures. He stated that the 2020 revenues appear significantly under projections until the City submits the July – December 2020 SCORE report and the reimbursement form to Xcel

Energy for the recycling of fluorescent bulbs which will be submitted in January 2021. He stated that a shortage is projected to the end of the year.

Administrator Buchholtz stated that the shortage is a result of two factors. He stated that the first shortage is that not all the revenue was collected due to COVID. He stated that the amount normally collected as penalties was waived for the last three quarters of 2020, resulting in a shortfall of \$1,600.00. He explained that the second factor for the shortage is a result in the process and structure of the special collection events 2020. He stated that the cities in Anoka County decided to reduce the number of recycling events held while increasing the number of free items residents could recycle.

Administrator Buchholtz stated that there are adequate reserves in the Recycling Fund to cover the projected shortfall for 2020. He stated that the 2021 projected revenues and expenditures are based off of the revenues and expenditures from 2020. He stated that staff is recommending a balanced budget for 2021 and there will not be a recycling rate increase for 2021.

Motion made by Councilmember Wendling to Approve 2021 Recycling Budget.

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

C. Appointment to Parks and Recreation Commission - Neme Al-Sarraj and Shawn Webb

Mayor Nelson requested that Neme Al-Sarraj and Shawn Webb be appointed to the Parks and Recreation Commission.

Motion made by Councilmember Dircks to approve Ms. Al-Sarraj and Mr. Webb to the Parks and Recreation Commission.

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

11. REPORTS

A. Engineer's Report

Mr. Gravel provided his report in the Council packet.

B. Attorney's Report – None

C. Administrator's Report

Administrator Buchholtz stated his report was in the Council packet. He thanked the election judges, Special Projects Coordinator Brown, Executive Assistant Gooden and staff for their assistance with the General Election. He reported that the Santa parade will take place on December 10, 2020 at 6:30 PM.

12. OTHER

A. Correspondence

Mayor Nelson stated that the Beyond the Yellow Ribbon Committee has purchased gift cards to be provided to Family Services to be hand out to military families in need of assistance this holiday season.

13. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting adjourned at 8:24 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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

Date: Nov 2020
Page: 1
Claim Res.#20-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69113	AMERITAS	PAYROLL	37.42
69114	CENTRAL PENSION FUND	PAYROLL	1,040.04
69115	DEARBORN LIFE INSURANCE CO	PAYROLL	329.74
69116	DELTA DENTAL	PAYROLL	1,341.26
69117	L.E.L.S	PAYROLL	310.00
69118	LOCAL 49	PAYROLL	105.00
69119	MINNESOTA CHILD SUPPORT PAY. CTR	PAYROLL	223.00
69120	NCPERS GROUP LIFE INS	PAYROLL	56.00
69121	PREFERREDONE INSURANCE CO	PAYROLL	15,021.06
69122	ANTONETTE MORTENSEN	ELECTION JUDGE	292.13
69123	BILL CLEMENT	ELECTION JUDGE	238.69
69124	BRYNN JURANEK	ELECTION JUDGE	240.00
69125	CAROLYN LOHMAN	ELECTION JUDGE	263.63
69126	DAVID NOVAK	ELECTION JUDGE	206.63
69127	KELLY DELFS	ELECTION JUDGE	235.13
69128	MATHURA DEONAUTH	ELECTION JUDGE	263.63
69129	ELEANOR JEPPSON	ELECTION JUDGE	238.69
69130	CHERYL ENSENBACH	ELECTION JUDGE	225.00
69131	ROSEMARY ESLER	ELECTION JUDGE	206.63
69132	JOAN HAGEDORN	ELECTION JUDGE	238.69
69133	KAREN HOKENSON	ELECTION JUDGE	213.75
69134	HERB HOPPENSTEDT	ELECTION JUDGE	255.00
69135	JOANN HYDEMAN	ELECTION JUDGE	270.75
69136	JERRIS WATKINS	ELECTION JUDGE	210.19
69137	JUDY FRIIS	ELECTION	183.75
69138	JULIUS CONSTANZA	ELECTION JUDGE	210.19
69139	NORM KELZENBERG	ELECTION JUDGE	210.19
69140	DELORES KOTHMAN	ELECTION JUDGE	300.00
69141	LINDA HANSEN	ELECTION JUDGE	235.13
69142	LYNN SONTAG	ELECTION JUDGE	242.25
69143	MICHAEL SETTERLUND	ELECTION JUDGE	206.63
69144	MICHELE DOOLEY	ELECTION JUDGE	238.69
69145	LISA MONSON-HOKENSON	ELECTION JUDGE	225.00
69146	MARY KAY PLITZ	ELECTION JUDGE	210.19
69147	ELEANOR PUUMALA	ELECTION JUDGE	300.00
69148	JUDY ANN ROGGE	ELECTION JUDGE	210.19
69149	KATHY ROTHAM	ELECTION JUDGE	285.00
69150	NANCY ROSE-BALAMUT	ELECTION JUDGE	255.00
69151	SARAH MCNIFF	ELECTION JUDGE	267.19
69152	SHARON DEINKEN	ELECTION JUDGE	210.19
69153	STEPHANIE NERVEGNA	ELECTION JUDGE	238.69
69154	SHIRLEY STEVERMER	ELECTION JUDGE	242.25

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

Date: Nov 2020
Page: 2
Claim Res.#20-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69155	ERNA THOMLEY	ELECTION JUDGE	235.13
69156	MARILYN TROOP	ELECTION JUDGE	213.75
69157	DEAN WALDVOGEL	ELECTION JUDGE	210.19
69158	AMERICAN MESSAGING	PAGER	18.48
69159	ANCOM TECHNICAL CENTER	RADIO REPAIR	400.00
69160	JOSH ANTOINE	REIMBURSEMENT	189.67
69161	ASPEN MILLS	UNIFORM ALLOWANCE	104.45
69162	BERKLEY ADMINISTRATORS	WORKMAN'S COMP PAYMENT	417.24
69163	CARSON, CLELLAND & SCHREDER	ATTORNEY FEES	9,742.55
69164	CENTERPOINT ENERGY	MONTHLY UTILITIES	540.80
69165	CINTAS	RUG SERVICE	196.11
69166	CITY OF ROSEVILLE	DATA SERVICES	194.00
69167	CITY PAGES	OCTOBER RECYCLING AD	150.00
69168	COMM-WORKS, LLC	MONTHLY CAMERA MONITORING	125.00
69169	COON RAPIDS CHRYSLER	AUTO SERVICES/REPAIR	522.55
69170	COTTENS INC	AUTO SERVICES/REPAIR	195.01
69171	CRYTEEL DIST INC	CUTTING EDGE KIT	442.17
69172	DALA 1, INC	BUSINESS GRANT	10,000.00
69173	DAVE PERKINS CONTRACTING	WATER MAIN REPAIR	3,234.00
69174	DIVITO, LORI	RECREATION REFUND	39.00
69175	ECM PUBLISHERS, INC	ELECTION NOTICES	247.25
69176	EMIL & SHELLY ZANTER	REFUND - UTILITY OVERPAYMENT	154.45
69177	FERGUSON WATERWORKS	CLAMPS	365.19
69178	KAREN FISKE	REIMBURSEMENT - UNIFORM ALLOW	109.99
69179	FLEETPRIDE	AUTO SERVICE PARTS	195.42
69180	GAMETIME	PARK EQUIPMENT	10,808.52
69181	GJW GROUP	REFUND - PERMIT	240.00
69182	GLORIA NOEZELMAN	REFUND - UTILITY OVERPAYMENT	159.09
69183	GRAINGER, INC	HEATERS	468.28
69184	GREEN LIGHTS RECYCLING INC	SEPT. & OCT. RECYCLING EVENTS	16,719.14
69185	HYDRAULIC SPECIALTY, INC	AUTO SERVICES/REPAIR	234.17
69186	INSTRUMENTAL RESEARCH, INC	OCT. WATER TESTING	63.00
69187	JACON, LLC	GARFIELD POND PAYMENT #4	25,735.27
69188	JESSE & AMY BUMALA	REFUND - UTILITY OVERPAYMENT	20.83
69189	KATH FUEL OIL SERVICE	OIL DRUM	516.35
69190	KAHTLEEN & MICHAEL HARASYN	REFUND - UTILITY OVERPAYMENT	150.00
69191	LASSEN, RICH & BOBBI	REFUND - UTILITY OVERPAYMENT	31.76
69192	MICHAEL LEDMAN	YOGA INSTURCTOR	582.75
69193	LEE'S HEATING & AIR	FURNACE CLEANING	1,200.00
69194	LINDQUIST, JERI	RECREATION REFUND	45.00
69195	MANSFIELD OIL COMPANY	FUEL PAYMENT	774.33
69196	MIKE LONG	REIMBURSEMENT	1,058.48

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

Date: Nov 2020
Page: 3
Claim Res.#20-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69197	MINNESOTA PLAYGROUND	MESSAGE CENTER	5,583.65
69198	NEW LOOK CONTRACTING	525 OSBORNE RD PAYMENT #1	195,595.50
69199	NICHOLAS JOHNSON	REFUND - UTILITY OVERPAYMENT	212.88
69200	NORTHLAND TRUST SERVICES	G.O. BOND PAYMENTS	559,916.25
69201	PRO INSTITUTIONAL	ELECTROSTATIC HAND SPRAYER	3,215.46
69202	RS PROPERTIES, INC	BUSINESS GRANT	10,000.00
69203	SLP FIRE DEPARTMENT	NOVEMBER FIRE PROTECTION	19,225.00
69204	STORM TRAINING CROUP	CONFERENCE	799.00
69205	STREICHER'S	FIRST RESPONDER EQUIPMENT	7,529.89
69206	ESTATE OF KATHLEEN MARIE OLSEN	REFUND - UTILITY OVERPAYMENT	54.06
69207	THE HOME DEPOT CREDIT SERVICES	CREDIT CARD PAYMENT	288.59
69208	THERESA LINDLEY	REFUND - UTILITY OVERPAYMENT	113.88
69209	TOWMASTER	TRUCK PARTS INSTALLATION	103,978.99
69210	TRI STATE BOBCAT INC	AUTO SERVICE/REPAIRS	132.10
69211	TRUST IN US, LLC	TRAINING/TESTING	615.00
69212	COMPUTER INTERGRATION TECH	COMPUTER SERVICES/PARTS	26,406.00
69213	COTTENS INC	BUSINESS GRANT	10,000.00
69214	HERRID & ASSOCIATES	CONSULTING SERVICES	8,897.44
69215	METROPOLITAN COUNCIL	SAC FEES	2,485.00
69216	ABLE HOSE & RUBBER INC	AUTO SERVICE/REPAIRS	65.28
69217	ALLISON CURTIS	INSTRUCTOR PAYMENT	300.00
69218	JOSH ANTOINE	REIMBURSEMENT - UNIFORM	19.96
69219	ASPEN MILLS	UNIFORM ALLOWANCE	79.65
69220	AT & T MOBILITY	MONTHLY PHONE SERVICE	197.86
69221	AT & T MOBILITY	MONTHLY PHONE SERVICE	339.27
69222	BAKER, JUDY	REFUND - RECREATION	10.00
69223	BLAKE DRILLING CO, INC	WATER MAIN REPAIR	4,392.00
69224	CARRIGAN, CHERYL	REFUND - RECREATION	36.00
69225	CENTERPOINT	MONTHLY UTILITIES	369.04
69226	COMCAST	MONTHLY UTILITIES	105.92
69227	COMM-WORKS, LLC	MONTHLY PARK MONITORING	125.00
69228	CONNEXUS ENERGY	MONTHLY UTILITIES	315.97
69229	CORE & MAIN LP	WATER METER SUPPLIES	3,273.68
69230	COTTENS INC	AUTO SERVICE/REPAIRS	151.67
69231	CROW WING TRANSPORT	AUTO SERVICE/REPAIRS	752.18
69232	DAVE PERKINS CONTRACTING INC	EQUIPMENT RENTAL	635.00
69233	DEARBORN LIFE INSURANCE CO	COBRA PAYMENT	3.50
69234	DELTA DENTAL	COBRA PAYMENT	161.54
69235	ECM PUBLISHERS, INC	LEAF DROP-OFF/PUBLIC HEARING	463.38
69236	EMERGENCY AUTOMOTIVE TECHN.	AUTO SERVICE/REPAIRS	160.00
69237	ESS BROTHERS, INC	SUPPLIES	609.60
69238	HAWKINS WATER TREATMENT	WATER CHEMICALS	2,371.08

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

Date: Nov 2020
Page: 4
Claim Res.#20-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69239	HYDRAULIC SPECIALITY INC	AUTO SERVICE/REPAIRS	113.46
69240	INNOVATIVE OFFICE SOLUTIONS	OFFICE SUPPLIES	207.29
69241	KOSTUCH, MYRNA	REFUND - RECREATION	10.00
69242	LU ANN LARSON	REIMBURSEMENT - UNIFORM	135.85
69243	LEADSONLINE	APS RENEWAL	2,192.00
69244	LEE'S HEATING & AIR	HEATER CHECK	150.00
69245	MANSFIELD OIL COMPANY	FUEL	1,347.74
69246	JILL MASON	RECREATION INSTURCTOR	25.00
69247	MENARDS-CAPITAL ONE COMMERCIAL	CREDIT CARD PAYMENT	65.36
69248	METROPOLITAN COUNCIL	WASTE WATER SERVICE CHARGE	48,743.25
69249	MIKE MCPHILLIPS INC	STREET SWEEPING	7,120.75
69250	M-R SIGNS	PARK HOUR SIGNS	382.75
69251	NORTHERN	SPRAYERS/GLOVES	76.32
69252	OFFICE OF MN.IT SERVICES	MONTHLY FIBER CHARGE	40.60
69253	PREFERREDONE INSURANCE COMPANY	COBRA PAYMENT	962.57
69254	REGIS TITLE LLC	REFUND - UTILITY OVERPAYMENT	36.45
69255	RODEWALD, PAULINE	REFUND - RECREATION	16.00
69256	RODEWALD, PAULINE	REFUND - RECREATION	4.00
69257	JEFF SANDINO	INSTRUCTOR RECREATION	60.00
69258	SCHMIDT CURB COMPANY, INC	CURB REPAIR	5,055.00
69259	SHORT ELLIOTT HENDRICKSON	ARTHUR ST REHAB	193.20
69260	SIEDLECKI, DOREEN	REFUND - RECREATION	36.00
69261	STANTEC	ENGINERRING FEES	63,444.07
69262	STANTEC	OVERFILL CHECK	
69263	SWENSON, DORIS	REFUND - RECREATION	20.00
69264	TOPWASH.COM	AUTO SERVICE/REPAIR	48.00
69265	USS MINNESOTA ONE MT LLC	MONTHLY UTILITY - SOLAR	8,169.12
69266	VISU-SEWER, INC	2020 SEWER LINING - PAYMENT #1	80,289.25
69267	WALTERS RECYCLING REFUSE SERV	OCT. LEAF EVENT/GARBAGE/ORGANICS	1,478.74
69268	WASTE MANAGEMENT OF WI-MN	MONTHLY RECYCLING/CONTAMINATIO	7,903.49
69269	WATER CONSERVATION SERVICEINC	WATER LEAK DETECTION	309.14
69270	XCEL ENERGY	MONTHLY UTILITY	3,115.51
69271	AMERITAS	PAYROLL	37.42
69272	CENTRAL PENSION FUND	PAYROLL	1,040.04
69273	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	329.74
69274	DELTA DENTAL	PAYROLL	1,341.26
69275	L.E.L.S.	PAYROLL	310.00
69276	LOCAL 49	PAYROLL	105.00
69277	MINNESOTA CHILD SUPPORT PAY. CTR	PAYROLL	223.00
69278	NCPERS GROUOP LIFE INS	PAYROLL	56.00
69279	PREFERREDONE INSURANCE COPMANY	PAYROLL	15,021.06
69280	AID ELECTRIC SERVICE, INC	LIGHTING CHANGE	835.03

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

Date: Nov 2020
Page: 5
Claim Res.#20-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69281	AMSLER, AMY	REFUND - RECREATION	15.00
69282	BARTON SAND & GRAVEL CO	SAND & GRAVEL	150.00
69283	GLENN BAUER	HEALTH CLUB REIMBURSEMENT	213.06
69284	COMPUTER INTERGRATION TECHN.	COMPUTER SERVICES	3,453.00
69285	COTTENS INC	AUTO SERVICE/REPAIR	27.49
69286	GREEN LIGHTS RECYCLING INC	NOVEMBER RECYCLING EVENT	5,781.70
69287	MANSFIELD OIL COMPANY	FUEL	580.52
69288	MINNESOTA SAFETY COUNCIL	MATURE DRIVING CLASS	432.00
69289	CITY OF MOUNDVIEW	JPA - BUILDING OFFICIAL	455.00
69290	M-R SIGNS	POSTS	753.32
69291	MUNICIPAL PAVING PLANT	ASPHALT MIX	200.79
69292	QC DANCE	INSTRUCTOR RECREATION	322.00
69293	SCOTT, JESSICA	REFUND - RECREATION	19.00
69294	SHRED-IT USA	MONTHLY SHREDDING	107.39
69295	TASC	ADMINISTRATIVE FEE - COBRA	30.08
		TOTAL DISBURSEMENTS	1,346,958.04

WHEREAS,

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

WHEREAS,

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

are proper.

NOW, THEREFORE BE IT RESOLVED:

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

Signed: _____
Mayor

Councilmembers:

ATTEST:

Daniel Buchholtz, Admin/Clerk-Treasurer

CITY OF SPRING LAKE PARK

RESOLUTION NO. 20-40

**A RESOLUTION OF THE CITY OF SPRING LAKE PARK, REGARDING
MAKING A SELECTION NOT TO WAIVE THE STATUTORY LIMITS FOR
LIABILITY INSURANCE PURPOSES**

WHEREAS, Minnesota Statutes 466.04 has established tort liability for municipalities; and

WHEREAS, the League of Minnesota Cities Insurance Trust has asked the City to make an election with regard to waiving or not waiving its tort liability; and

WHEREAS, the choices available are as follows: to not waive the statutory municipal liability tort limit; or to waive the tort monetary limit to the limit of liability insurance coverage obtained from the LMCIT;

NOW THEREFORE BE IT RESOLVED that the City Council does hereby elect not to waive the statutory tort liability established by Minnesota Statutes 466.04.

The foregoing resolution was moved for adoption by.

Upon roll call, the following voted aye:

And the following voted nay: .

Whereupon the Mayor declared said resolution duly passed and adopted this 21st day of December, 2020.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member’s effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member’s governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member’s liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member’s governing body meeting: _____

Signature: _____ Position: _____



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

December 14, 2020

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

Re: 2020 Sanitary Sewer Lining Project
Project No. 193804980
Contractor's Request for Payment No. 2

Dear Dan:

Attached for city approval is Contractor's Request for Payment No. 2 for the 2020 Sanitary Sewer Lining Project. The prime Contractor on this project is Visu-Sewer Inc.

This request includes payment for most of the sanitary sewer lining.

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 Visu-sewer Inc. in the amount of \$174,145.93.**

Please execute the payment request documents. Keep one copy for your records, forward a copy to Visu-Sewer Inc., and return one copy to me.

Feel free to contact me if you have any questions.

Regards,
STANTEC

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

Phil Gravel, City Engineer

Enclosures

cc: Terry Randall, Public Works Director



Owner: City of Spring Lake Park, 1301 81st Ave. NE, Spring Lake Park, MN 55432	Date: December 14, 2020
For Period: 11/12/2020 to 12/14/2020	Request No: 2
Contractor: Visu-Sewer, Inc., W230 N4855 Betker Dr., Pewaukee, WI 53072	

CONTRACTOR'S REQUEST FOR PAYMENT
 2020 SANIARY SEWER LINING PROJECT
 STANTEC PROJECT NO. 193804980

SUMMARY

1	Original Contract Amount		\$	355,464.50
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	0.00	
4	Revised Contract Amount		\$	355,464.50
5	Value Completed to Date		\$	267,826.50
6	Material on Hand		\$	0.00
7	Amount Earned		\$	267,826.50
8	Less Retainage 5%		\$	13,391.32
9	Subtotal		\$	254,435.18
10	Less Amount Paid Previously		\$	80,289.25
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>2</u>		\$	<u>174,145.93</u>

Recommended for Approval by:
STANTEC

Phil Gravel 12/14/20

Approved by Contractor:
VISU-SEWER, INC.

Per Invoice 32123

Approved by Owner:
CITY OF SPRING LAKE PARK

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
BASE BID:							
1	MOBILIZATION	LS	1	500.00	0.5	0.5	\$250.00
2	TRAFFIC CONTROL	LS	1	2500.00	0.5	0.5	\$1,250.00
3	SEWER REHABILITATION, 8 or 9-INCH CIPP	LF	9919	20.50	8503	8503	\$174,311.50
4	HYDROPHILIC END SEAL	EA	56	150.00	50	50	\$7,500.00
5	CLEAN AND INSPECT SERVICE LATERAL CONNECTION	EA	10	540.00			\$0.00
6	GROUT SERVICE LATERAL CONNECTION	EA	166	285.00			\$0.00
	TOTAL BASE BID						<u>\$183,311.50</u>
ALTERNATE NO. 1 - MONROE ST. 36-INCH DIAMETER RCP STORM SEWER							
7	MOBILIZATION FOR ALTERNATE 1	LS	1	650.00		1	\$650.00
8	TRAFFIC CONTROL FOR ALTERNATE 1	LS	1	2500.00		1	\$2,500.00
9	STREET REMOVAL AND REPAIR FOR ALTERNATE 1	LS	1	12000.00		0.7083334	\$8,500.00
10	SEWER REHABILITATION, 36-INCH CIPP	EA	590	123.50		590	<u>\$72,865.00</u>
	TOTAL ALTERNATE NO. 1 - MONROE ST. 36-INCH DIAMETER RCP STORM SEWER						\$84,515.00
	TOTAL BASE BID						\$183,311.50
	TOTAL ALTERNATE NO. 1 - MONROE ST. 36-INCH DIAMETER RCP STORM SEWER						<u>\$84,515.00</u>
	WORK COMPLETED TO DATE:						<u>\$267,826.50</u>

PROJECT PAYMENT STATUS

OWNER CITY OF SPRING LAKE PARK
STANTEC PROJECT NO. 193804980
CONTRACTOR VISU-SEWER, INC.

CHANGE ORDERS

No.	Date	Description	Amount
Total Change Orders			

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	10/01/2020	11/11/2020	80,289.25	4,225.75	84,515.00
2	11/12/2020	12/14/2020	174,145.93	13,391.32	267,826.50

Material on Hand

Total Payment to Date		\$174,145.93	Original Contract	\$355,464.50
Retainage Pay No. 2		13,391.32	Change Orders	
Total Amount Earned		\$187,537.25	Revised Contract	\$355,464.50

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

Contractor's Licenses

December 21, 2020

General Contractor

Hammer Works, LLC.

Lakes Gas, Co.

Montgomery Brinkman, LLC.

Mechanical Contractor

Cheyenne Plumbing & Heating, Inc. Pierce Refrigeration

Plumbing Contractor

Cheyenne Plumbing & Heating, Inc. Chris Burkhardt Plumbing

Loddery Plumbing

Sign Contractor

Fast Eddy's Flags & Signs

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

Business Licenses - Off-Sale

December 21, 2020

Off-Sale Liquor

Hy-Vee, Inc. dba Hy-Vee

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

Business Licenses - Massage Therapy

December 21, 2020

Enterprise License

Chong Li Tang **

Spring Lake Spa

7777 Hwy 65 NE

Individual Massage Therapists

Xiao Xin Gu **

Lirong Yang **

Spring Lake Spa

7777 Hwy 65 NE

**Approval Contingent on Background Approval

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

Business Licenses - Dance

December 21, 2020

Dance License

RS Properties, Inc. dba The Sunset Grill

Dala1, Inc. dba Dala

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

Sign Permit

December 21, 2020

Sign Permit

Montes Sports Bar
8299 University Ave



CITY OF SPRING LAKE PARK
1301 81st Avenue N E
Spring Lake Park, MN 55432
763-784-6491

Sign Permit Application

DATE: 12-1-20
NAME OF APPLICANT: Dan Fresh
ADDRESS OF APPLICANT: 26649 Fremont Dr. Zimmerman MN 55398
TELEPHONE NUMBER OF APPLICANT: 612-290-5163
NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected Mounts - 8299 University Ave NE

New Construction: _____ Remodel: _____ Word Change Only: X

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

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

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

Name of person, firm or corporation erecting the structure: Dan Fresh

Address: 26649 Fremont Dr

Is an Electrical Permit required? NO

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

Dan R. Fresh
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:*****
FEE: _____ RECEIPT NUMBER: _____

DATE OF APPROVAL: _____ DATE OF ISSUE: _____

REASON FOR DENIAL: _____

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: 10,000

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 521 sq

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 100 sq + 200 sq = 300 sq pylon

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

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

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

DRAWING:

Keys

96 sq x 2 = 192 sq pylon

37 sq canopy

Monks

96 sq x 2 = 192 sq pylon

Message boards

5' x 10' x 2 = 100 sq (pylon)

proposed

Histakes

50 x 2 = 100 sq pylon

100 x 2 = 200 sq pylon

3,000 - 30%
521 - existing
300 - proposed

2179 sq Remaining



MONTES

Keys
Cafe
The Food You Grow Up With

Hi-Stakes Cafe & Bar
FULL MENU

Hi-Stakes
Cafe & Bar

12' x 8' x 2'

5' x 20' x 2'

5' x 20'
x 2



12'x8'
x2

MONTES



**Keys
Cafe**
"The Food You Grew Up With"

Hi-Stakes Cafe & Bar

**Hi-Stakes
Cafe & Bar**







Police Report

November 2020

Submitted for Council Meeting December 21, 2020

The Spring Lake Park Police Department responded to six hundred and twenty-five calls for service for the month of November 2020. This is compared to responding to six hundred and forty-eight calls for service for November 2019.

Investigator Bennek reports handling seven cases for the month of November. Five of these cases are felony in nature and two of these cases are misdemeanor in nature. Investigator Bennek also reports monitoring five forfeiture cases, along with his normal monthly case load and is attempting to bring all these cases to a conclusion as soon as possible. Investigator Bennek has noted an up tick in fraud cases this month and wishes to remind everyone to be cautious when receiving phone calls, mail or email correspondence when it is asking for personal information or for assistance for family members. For further details, see Investigator Bennek's attached report.

Our School Resource Officer, Officer Kramer reports handling eleven calls for service for the month of November at our local schools, as well as handling one student contact, eighteen escorts and six follow up investigations into school related incidents. Officer Kramer also reports attending one local high school football game and meeting with High School Principal to work on COVID-19 school protocol's and SRO duties in the wake of distant learning and students being on and off campus. For further details, see School Resource Officer Kramer's attached report.

The Spring Lake Park Police Department Administrative Office Staff continue to remain steadfast in their duties, typing and imaging reports, filing, answering and dispensing phone calls for service and information, along with other duties that may be assigned on a daily basis. The police department administrative staff also continue on a daily basis to address the ongoing concerns of COVID-19 by providing daily sanitary cleaning within our department.

The month of November has been a busy month for myself as well, besides handling the day to day operations of the police department, I continue to attend meetings in person and virtually on a daily basis, representing the City of Spring Lake Park and the Police Department.

This will conclude my report for the month of November 2020.

Are there any questions?



Investigator
Tony Bennek

Spring Lake Park Police Department Investigations Monthly Report

November 2020

Total Case Load

Case Load by Level of Offense: 7

Felony	5
Gross Misdemeanor	0
Misdemeanor	2

Case Dispositions:

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

Forfeitures:

Active Forfeitures	5
Forfeitures Closed	0

Spring Lake Park Police / School Resource Officer Report

November 2020

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	1	1	16	4
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School				
District Office	1			
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations	9		2	2
Totals:	11	1	18	6

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	
Students charged with Assault or Disorderly Conduct	
Students charged with other crimes	
Non-students Charged	2
Warrant Arrests	
Miscellaneous reports	9



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: December 16, 2020
Subject: 2021 Fee Schedule

A public hearing has been set for the December 21, 2020 City Council meeting to hear public comment on the proposed 2021 City fee schedule.

The fee schedule is generally unchanged from 2020. However, staff is proposing a couple of amendments to the fee schedule for City Council consideration.

Administrative Offenses: Chief Ebeltoft has reviewed the code and noted that there were a several Administrative offenses that were not included on the penalty schedule portion of the fee schedule. He asked that the following offenses be added to the list:

- Dog running at large \$75.00
- Dog/Cat Must be Vaccinated \$75.00
- Dog/Cat Must be Licensed \$75.00
- Inoperable Vehicles Parked on Street \$50.00
- No Parking in Park After Park Hours \$50.00
- Bicycle Violation \$25.00
- Road Restriction Violation \$100.00

Other Fees: Staff also added language to Section 14 notifying residents/organizations that sales tax will be collected on those rentals that State Law requires us to collect.

Staff is recommending increasing the Water Availability Charge (WAC) from \$1,260/unit to \$1,288/unit to match an increase in the Construction Cost Index. The same is done with the City's Sewer Availability Charge (SAC) Administrative Fee, increasing from \$250/unit to \$260/unit.

At the conclusion of the rental housing study, there may be recommendations made that could impact City fees regarding rental units and code enforcement. Additional changes may be proposed to the City Council for its consideration at that time.

Staff recommends approval of the 2021 Fee Schedule. If you have any questions regarding the fee schedule, please don't hesitate to contact me at 763-784-6491.

ORDINANCE NO. 470

**AN ORDINANCE ADOPTING THE FEE SCHEDULE FOR THE
CITY OF SPRING LAKE PARK**

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

Section 1. Adoption of Fee Schedule. The 2021 City Fee Schedule, as attached to this ordinance, is hereby adopted.

Section 2. Effective Date of Ordinance. This ordinance shall be effective January 1, 2021 after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 21st day of December, 2020.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator/Clerk

CITY OF SPRING LAKE PARK

2021 FEE SCHEDULE

1. PERMIT FEE - VALUATION TABLE

Valuation	Permit Fee
\$1 to \$25,000	\$79.44 for the first \$2,000 plus \$16.34 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$445.38 for the first \$25,000 plus \$12.18 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$731.80 for the first \$50,000 plus \$8.80 for each additional \$1,000 or fraction thereof
\$101,001 to \$500,000	\$1,128.64 for the first \$100,000 plus \$7.24 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,671.86 for the first \$500,000 plus \$6.20 for each additional \$1,000 or fraction thereof.
\$1,000,001 and up	\$6,368.06 for the first \$1,000,000 plus \$5.16 for each additional \$1,000 or fraction thereof.

Pursuant to MN Rules Chapter 1300.0160, subpart 3, building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

2. ELECTRICAL

As established in the Minnesota State Board of Electricians, March 1, 1972 Edition of Laws and Regulations Licensing Electricians and Inspections of Electrical Installations as Amended.

3. RESIDENTIAL PERMIT FEES

Item	Fee
Maintenance Permit Fees (re-roof, re-side, re-door/garage door, re-window, if replacing existing opening)	Valuation based permit
Plumbing Permit Fees:	
Per Fixture Fee	\$75.00 plus \$9.00 per fixture after five (5) fixtures (includes each of any of the following: floor drains, toilets, bidets, sinks, hose bibs, laundry, dishwasher and/or refrigerator connections, water heater, whole-house humidifier, water softener, lawn irrigation system, shower, tub, sump pump, future rough-in fixture and water supply pipe replacement)
Lawn Irrigation System	\$60.00
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00
Fire Suppression	Valuation based permit
Mechanical Permit Fees	

AC (only); Furnace (only); Air Exchanger; Sheet Metal/Duct Work; Gas Appliance (inc. Fireplace Insert) Gas, oil piping; Steam, hot water heating	\$40.00/unit; minimum fee \$75.00
Fire Place Masonry	Valuation based; building permit required
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00

4. COMMERCIAL PERMIT FEES

Item	Fee
Plumbing	Valuation based; minimum fee \$95.00
Mechanical	Valuation based; minimum fee \$95.00
Gas line minimum (unless included with other mechanical work)	\$95.00
Irrigation system	Valuation based; minimum fee \$95.00
Fire Sprinkler Systems	Valuation based; building permit required
Fire Alarm Systems	Valuation based

5. MISCELLANEOUS PERMIT FEES

Item	Fee	Reference
Billboards	\$250 per billboard side	§16.24.020
Temporary Signs	\$35.00 per side per 14 day period Maximum of 3 permits or six weeks per year	§16.24.020
Permanent Signs	\$75.00 for the first 40 square feet plus \$1.25 for each additional square feet thereafter	§16.24.020
Fire Alarm Systems	\$100.00	§9.08
Tank Installation (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Tank Removal (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Temporary Structures (Tents < 200 sq. ft.)	\$50.00	§12.12
Moving Principal Structure	\$175.00 per building (plus \$1.00 surcharge)	§12.24
Moving Accessory Structure (400 sq. ft. or less)	\$25.00	§12.24
Moving Accessory Structure (< than 400 sq. ft.)	\$50.00 per building (plus \$1.00 surcharge)	§12.24

6. SURCHARGES

Building Surcharge: Unless otherwise stated, where the fee for the permit is based upon valuation, the surcharge is as follows:

Valuation of Work	Surcharge Computation
\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1,200 + .0002 x (Value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1,400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (Value - \$5,000,000)
For fixed-fee permits	\$1.00 per permit (or .0005 of the permit fee if fee exceeds \$1,000).

7. BUILDING PERMIT RELATED FEES (COMMERCIAL AND RESIDENTIAL)

Item	Fee	Reference
Contractor Licenses	\$65.00 per Year State License	§12.08
Contractor's License Verification Fee	\$5.00 per Permit	§12.08
Investigation Fee	Equivalent to permit fee (when work commences without an approved permit)	§12.04
Plan Review Fee	65% of permit fee for residential and commercial projects	§12.04
Master Plan	When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of normal building permit fee established and charged for same structure. Original structure plan review fee is 65% of permit fee	§12.04
Review of State Approved Plans	25% of the Plan Review required by the adopted fee schedule (for orientation to the plans)	§12.04
Plumbing Plan Review	State Fee Schedule	§12.04
Residential Site Inspection (required for all new construction -- new homes, detached garages, accessory structures)	\$60.00	§12.04
Commercial Site Inspection (required for all new construction – new buildings and accessory structures)	\$90.00	§12.04
Fire Inspection Fee	\$75.00/hr.	§9.16
Certificate of Occupancy fee	\$200.00 Commercial/Industrial Business \$150.00 Residential	§12.12
Temporary Certificate of Occupancy – Escrow	\$500 – Residential \$1,000 – Commercial	§12.12
Demolition –Commercial	Based on valuation; minimum \$250.00	§16.60
Demolition -- Residential	Based on valuation; minimum \$150.00	§16.60

Exterior Structures:		
Driveway	\$60.00	§12.52.040
Retaining Wall (under 4' in height)	\$60.00	§16.28.030
Retaining Wall (over 4' in height)	Based on valuation	§12.04
Fence (under 7' in height)	\$60.00	§16.28.030
Fence (over 7' in height)	Based on valuation	§12.04
Shed (under 200 square feet)	\$60.00	§16.20.070
Shed (over 200 square feet)	Based on valuation	§12.04
Seasonal Swimming Pools (over 24" and 5,000 gallons, installed entirely above grade and located in the same place in yard year after year)	\$80.00 (one time fee)	§12.04
Permanent and In-ground Swimming Pools	Based on valuation	§12.04
Pre-moved in single family dwelling	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Pre-moved in accessory structure	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Connection fee – moved in structure (does not include foundation/interior remodel)	\$200.00	§12.04
Connection fee – plumbing	\$50.00	§12.04
Connection fee – mechanical	\$50.00	§12.04
Manufactured home installation (does not include foundation/interior remodel)	\$200.00 plus connection fees (if applicable)	§12.04
Site work for manufactured, prefab or moved in home (foundation, basement, etc)	Based on valuation	§12.04

8. OTHER INSPECTIONS AND FEES

Re-inspection Fee	\$60.00	§12.04
Inspections outside of normal business hours (will include travel time both ways – 2 hour min.)	\$60.00/hour	§12.04
Inspections for which no fee is indicated; Miscellaneous and Special Services (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Additional Plan Review required by changes, additions, or revisions to approved plans (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Special Investigation Fee (work started without a permit)	100% of the permit fee	§12.04
Duplicate permit card fee	\$25.00 – short card (8½ x 7) \$50.00 – long card (8½ x 14)	§12.04
Lead Certification (for eligible construction) (contractor Lead Certification verification)	\$5.00	§12.04
Permit Renewal (within 6 months of expiration)	50% of fee	§12.04
Permit Renewal (> 6 months after expiration)	Valuation of remaining work; new permit required	§12.04
Pre-Final inspection (new home/structure)	\$60.00	§12.04

No Show Fee	\$60.00	§12.04
Refunds		
Plan Review (if plan review has not begun)	100%	§12.04
Plan Review (if plan review has started)	50%	§12.04
Plan review (if plan review has been completed)	0%	§12.04
Permit fee (if work not started) within 6 months of permit issuance	80%	§12.04
Permit fee (if work has started)	0%	§12.04
Maintenance permits	0%	§12.04

9. ZONING / DEVELOPMENT

Item	Fee	Reference
Comprehensive Plan Amendment	\$750.00/amendment plus \$1,000.00 escrow	
Conditional Use Permit (CUP) R-1	\$100.00 plus \$250.00 Escrow	§16.56
Conditional Use Permit (CUP) All other Districts	\$500.00 plus \$1,500.00 Escrow	§16.56
Conditional Use Permit (CUP) Amendment	Same as CUP Fee	§16.56
Site Plan/Concept Plan Review Fee	\$400.00 plus \$1,000.00 Escrow	§16.20.060
Park Dedication Fee – Commercial/Industrial	3% fair market of improved/unimproved land value or monetary fund by discretion of City.	§14.12.050
Park Dedication Fee - Residential	\$2,200.00 per unit	§14.12.050
Planned Unit Development (PUD)	\$750.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Amendment	\$375.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Refund Policy	All but \$40.00 of the permit fee can be refunded within 100 days of application if no work done.	§16.48
Rezoning / Text Amendment	\$500.00 plus \$1,000.00 Escrow	§16.60.050
Minor Subdivision & Lot Combination Fee	\$200.00 plus \$250.00 Escrow	§14.28
Major Subdivision – Preliminary Plat	\$400.00 plus \$5,000.00 Escrow	§14.08
Major Subdivision – Final Plat	\$400.00 plus \$1,000.00 Escrow	§14.08
R-1 Variance	\$150.00 plus \$300.00 Escrow	§16.60.040
All Other Districts Variance	\$375.00 plus \$1,000.00 Escrow	§16.60.040
Street or Easement Vacation	\$250.00 per property	§16.20.160
Zoning Letter	\$100.00	

Applicants are responsible for all costs incurred associated with the filing, review and processing of development applications. Such fees are to be paid in escrow up front or upon receipt of statement from the City of Spring Lake Park. Fees may include but are not limited to costs for consultants retained by the City, consultant planning services, attorney, and engineer fees. A deposit may also be required to cover costs of public notices, materials and staff time spent in the review, research or preparation of materials associated with this application. The applicant shall be responsible for all reasonable incurred costs in excess of the initial deposit amount. Payment of park dedication fees is required with subdivision applications. Application fees are not refundable.

10. MISCELLANEOUS FEES

Item	Fee	Reference
Copy of City Code & Comp. Plan	\$150.00	
Annual Financial Report	\$25.00	
Adopted Annual Budget	\$25.00	
Copy of any Code Chapter	\$10.00	
Zoning Code Photocopy	\$50.00	
Capital Improvement Plan	\$10.00	
Assessment Search Fee	\$25.00	
Administrative Fee for Certification to Tax Roll	\$125.00	
Photocopies per Page	\$.25 per sheet (8½ x 11; b/w) \$.50 per sheet (11 x 17; b/w) \$1.00 per sheet (8½ x 11; color) \$2.00 per sheet (11 x 17; color) \$4.00 per sheet (large plan sheet)	
Certified Copies	\$5.00 plus photocopy fee	
Non-Resident Notary Fee	\$2.00	
Video/DVD Copy Fee	\$20.00	
Filing Fee for Public Office	\$15.00 (no sales tax)	M.S. 205.13
Insufficient Funds (NSF) checks/Credit Card Chargebacks	\$35.00	
Mailed City Council Agendas	\$60.00/year	
Mailed Planning Commission Agendas	\$30.00/year	
Mailed City Council Minutes	\$150.00/year	
Mailed Planning Commission Minutes	\$75.00/year	
Mailed City Council Meeting Packets	\$250.00/year	
Mailed Planning Commission Meeting Packets	\$200.00/year	
Residential Address Labels	\$100.00	
Map Copies	Small - \$1.00 Large - \$15.00 Zoning (Ledger) - \$5.00	
City Mowing	Cost plus \$75.00/mo. Administration fee	
Credit Card Transaction Fees Utility E-Billing with Online Payment (USTI) E-checks (ACH) All other Transactions	\$0.35 + 3.00% of utility bill balance \$1.50 per Transaction \$3.00 or 2.95% of transaction, whichever is greater	
Scanning Fee	\$100.00 per building permit/zoning application if full size plans are not provided in electronic format	

11. Police Administration

Item	Fee	Reference
Excess Alarm Fee – Police Calls/year	1 st – 3 rd No Charge; 4 th + - \$75.00 for each	§9.08
Excess Alarm Fee – Fire Calls/year	1 st – 2 nd No Charge 3 rd - \$75.00 Each after doubles the previous charge	§9.08
Finger Printing – Residents Only	\$25.00/set	
Digital Photos	\$30.00 plus costs	
Digital Recordings	\$30.00	
Electronic copies to Digital Media	\$50.00 per disc	

12. Administrative Offenses (Chapter 34)

Item	Fee	Reference
Abandoned, Wrecked or Inoperable Vehicle	\$50.00	§9.04
Animals	\$75.00	§9.12
Dog running at large	\$75.00	§9.12.010
Dog/Cat Must be Vaccinated	\$75.00	§9.12.010
Dog/Cat Must be Licensed	\$75.00	§9.12.010
ATV Violation	\$50.00	§7.04.030
Blocking Driveways	\$50.00	§7.08.020
Building Code Violations	\$100.00	§12.04
Critical Water Deficiency Declaration Ordinance Violation	warning letter - 1 st offense \$100.00 - 2 nd offense \$200.00 - 3 rd offense \$300.00 - 4 th and subsequent offense	§5.04.05
Deposit Debris onto Roadway	\$50.00 for 1 st offense, \$75.00 for 2 nd offense \$100.00 for 3 rd + offense	§9.04.010
Expired License Plates – Motorized Vehicle	\$50.00	§16.20.120
Fire Code Violations	\$100.00	§9.16
Fire Hydrant	\$50.00	§9.16
Fire Lane	\$50.00	§9.16
Fire Prevention Violations	\$50.00	§9.16
Fireworks Violations	\$100.00	§9.20.020
Flammable Products	\$100.00	§9.16
Garage Sale Violations	\$50.00	§11.04.02
General Municipal Water and Water Violations	\$50.00	§1.04.200
Handicap Parking Violation	\$200.00	§7.04.010
Housing Code Violations	\$100.00	§12

Illegal Garbage Dumping	\$100.00	§9.20.020
Inoperable Vehicles Parked on Street	\$50.00	§9.04.010
Intoxicating Beverages in Parks and Other Public Areas	\$50.00	§11.08.010
Junk or Debris	\$50.00	§9.20.020
Keys in Ignition	\$50.00	§7.01
License and Permit Violations	\$100.00	§1.04.200
License Plat/Tabs Missing – Motorized Vehicle	\$50.00	§16.20.120
Load Limit Violation	\$100.00	§7.04.020
Loud Parties/Noise (City Noise Codes)	\$50.00	§9.20.020
Missing Address Numbers	\$50.00	§12.20
Other Illegal Parking	\$50.00	§7.08
Outdoor Storage of Wood	\$50.00	§9.20.020
Park Hours Violation	\$50.00	§9.28.010
Parking at Park After Park Hours	\$50.00	§9.28.010
Public Nuisances	\$50.00	§9.20.020
Regulated Business Activity	\$100.00	§1.04.200
Rental Code Violations	\$50.00/Unit	§12.16
Seasonal Parking Violation	\$50.00	§7.08.020
Sign Code Violations	\$100.00	§16.24
Snowmobile Violation	\$50.00	§7.04.040
Bicycle Violation	\$25.00	§7.04.050
Subdivision Regulation	\$100.00	§14
Trespass	\$100.00	§11.04.010
Trucks Parking on Restricted Route	\$50.00	§7.08.020
Road Restriction Violation	\$100.00	§7.04.020
Waste Disposal Violations	\$50.00	§5.08
Water Ban Violations	\$50.00	§5.04
Weeds and Grass	\$50.00	§9.20.030
Zoning Code Violations	\$100.00	§16

13. Licenses (All licenses subject to a 10% late fee where applicable.)

A. General Business Licenses

Item	Fee	Reference
Administrative Application Fee	\$50.00	
Amusement Devices and Centers	\$15.00 per location plus \$15.00 per machine	§11.24
Automobile Sales, New and Used	\$300.00/year	§11.20
Amusement Rides, Carnivals, Circuses	\$130.00 for first day plus \$20.00 for each additional day	§9.36
Boxing and Wrestling Processing Fee	Regulated by the State of Minnesota	
Cigarette and Tobacco License Fee	\$150.00/year	§11.12

Dance	\$100.00/year	
Food Sales & Service Application Fee	\$100.00/Application	§11.32
Garbage and Rubbish Hauler	\$50.00/1 st Truck & \$15.00 additional	§5.08
Pawn Shops		
Non-Refundable Application Fee (includes cost of investigation)	New - \$500.00 Renewal - \$100.00	§11.16
New Manager Investigation Fee	\$150.00	§11.16
Annual License	\$6,250.00	§11.16
Billable Transaction Fee	\$2,192/year	§11.16
Performance Bond	\$5,000.00	§11.16
Peddlers / Transient Merchants		
Permits	Transient - \$100.00 SUP + \$150.00 Escrow Peddlers - \$60.00/day, \$200.00/month, \$500.00/year	§11.04
Investigation fee	\$10.00 investigation fee for each new peddler	§11.04
I.D. Card	\$5.00/person	§11.04
Therapeutic Massage		
Partnership/Corporation License	\$350.00 + \$200.00 - Background Check	§11.40
Technician License	\$100.00 + \$100.00 - Background Check	§11.40

B. Liquor Licenses

Item	Fee	Reference
On-Sale Intoxicating	Class A - \$6,200/yr & Class B - \$9,300/yr	§11.08.010
On-Sale Wine	\$500.00/yr	§11.08.010
On-Sale Malt Liquor/3.2 Beer	\$300.00/yr	§11.08.010
Off-Sale Intoxicating	\$310.00/yr	§11.08.010
Off-Sale 3.2% Malt Liquor	\$100.00/yr	§11.08.010
Brewer Tap Room	\$400.00/yr	§11.08.010
On-Sale Brewer Pub License	\$400.00/yr	§11.08.010
Off-Sale Brewer Pub License	\$100.00/yr	§11.08.010
Cocktail Room License	\$400.00/yr	§11.08.010
Culinary Class Ltd. On-Sale Malt Liquor/Wine	\$300.00/yr	§11.08.010
Consumption and Display – City Fee	\$250.00/yr	§11.08.010
Club	\$300.00/yr	§11.08.010
Sunday On Sale	\$200.00	§11.08.010
Two A.M. Closing Permit	\$100.00	§11.08.010
Investigation Fee: Preliminary Background and Financial Application	\$750.00 + \$500.00 Escrow	§11.08.010
Investigation Fee: Comprehensive Background and Financial Information (<i>if required after preliminary background</i>)	\$750.00 + \$500.00 Escrow (in state) \$750.00 + \$10,000 Escrow (out of state)	§11.08.010
Investigation Fee: Corporation	\$750.00 + \$250.00 Escrow	§11.08.010
Temporary 3.2% Liquor License Fee	\$25.00/Event	§11.08.010

Temporary Intoxicating Liquor License Fee	\$50.00/Event	§11.08.010
---	---------------	------------

C. Animal Licenses

Item	Fee	Reference
Spayed or neutered – Cats and Dogs	\$6.00/yr	§9.12
Unsprayed or Unneutered – Cats and Dogs	\$10.00/yr	§9.12
Duplicate tags	\$2.00 per	§9.12
Kennel – Residential	\$50.00/year	§9.12
Kennel – Commercial	\$100.00/year	§9.12
Impound Fee	1 st offense - \$50.00 plus Animal Hospital fees as outlined in Animal Control agreement 2 nd offense - \$100.00 plus Animal Hospital fees as outlined in Animal Control agreement 3 rd offense - \$150.00 plus Animal Hospital fees as outlined in Animal Control agreement 4 th and subsequent offense - \$300.00 plus Animal Hospital Fees as outlined in Animal Control agreement	§9.12

D. Rental Housing Licenses

Item	Fee	Reference
Single Family	\$150.00	§12.16
Duplex	\$200.00	§12.16
Apartment	\$250.00 per Building plus \$25.00 per Unit	§12.16
Reinspection Fee	\$50.00 each after 3 rd Inspection	§12.16
Excessive Consumption Fee: rental/non-rental	\$50.00 per incident	§12.16
Conversion Fee	\$750.00 includes 1 st year registration fee	§12.16
Late Conversion Fee	\$1,000.00	§12.16

E. Vacant Property Licenses

Item	Fee	Reference
Residential Unit	\$200.00	§12.28
Monitoring Fee	\$20.00 per visit	§12.28

14. SPRING LAKE PARK ATHLETIC FIELDS

Item	Fee	Reference
Picnic Shelter Reservation Fees:		
Under 50 People - Resident	\$25.00	
Under 50 People – Non-Resident	\$50.00	
Over 50 People - Resident	\$50.00	
Over 50 People – Non-Resident	\$100.00	
Field/Court Reservation Fee	\$50.00	
Special Event (Multiple Faculties)	\$100.00	
Triangle Park (Special Event) - Resident	\$25.00 plus \$100.00 Deposit	

Triangle Park (Special Event) – Non-Resident	\$50.00 plus \$100.00 Deposit	
Athletic Field/Rink Lighting Fee	\$40.00 per Hour	
Athletic Field Use by Youth Sports Teams	\$10 per rostered player per sports season	
Note: Sales tax will be charged on rentals in accordance with State Law and will be in addition to the rate stated above.		

15. WATER, SEWER, STREET AND OTHER FEES

A. Water

Item	Fee	Reference
Water Availability Charge (WAC)	\$1,288.00/Unit (City determines # of units)	§5.04
Water Connection/Disconnect and/or Demo Inspection Fee	Residential - \$50.00 Commercial – \$75.00	§5.04
Water Connection Inspection Fee – New Residential Connection	\$50.00 (plus WAC)	§5.04
Water Connection Inspection Fee – New Commercial Connection	\$75.00 (plus WAC)	§5.04
Connection and Reconnection Fee	\$125.00/Hour (\$187.50/Hour after Business Hours)	§5.04
Water Meter Installation Fee	5/8" meter - \$50.00 3/4" – 1" meter - \$75.00 Over 1" meter - \$100.00	§5.04
Water Meters and Parts	Cost plus 2%	§5.04
Water General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04
Estimated Water Meter Reading	1 st est. – \$25.00, 2 nd est. - \$50.00, 3 rd and subsequent est. - \$75.00	
Disconnect Tag Fee	\$25.00	

B. Sewer

Item	Fee	Reference
Sewer Access Charge (SAC)	\$2,485.00/Unit (M.C. determines no. of units)	§5.04
SAC Administrative Fee	\$260.00/Unit	§5.04
Sewer Connection/Disconnection and/or Demo Inspection Fee	\$50.00 – Residential \$75.00 - Commercial	§5.04
Sewer Hook-up Fee – New Only	\$145.00 (plus SAC)	§5.04
Sewer General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04

C. Street

Item	Fee	Reference
Load Limits Permit Fee	\$25.00/entry/truck	§7.04.020
Street Opening Permit	\$150.00 permit fee plus \$1,000 Security Fee	
Right of Way Permit (ROW) - Excavation Permit	\$150.00	§12.48
ROW - Obstruction Permit	\$50.00	§12.48
ROW - Permit Extension	\$25.00	§12.48
ROW Security Fee	Subject to the Discretion of the Public Works Director	§12.48

D. Miscellaneous

Item	Fee	Reference
Municipal Street Light	\$17.20/year per water connection	§9.32.010
Recycling Fee	\$11.21/quarter per residential unit	§5.08



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: November 9, 2020
Subject: 2020/2021 Property Tax Levy

Resolution 20-40 will adopt the 2020 property tax levy, collectible in 2021. The proposed tax levy for 2020/2021 is 2.2% higher than the current 2019/2020 property tax levy.

The tax levy will be allocated as follows:

General Government	\$3,366,932
Debt Service Levy	<u>\$ 264,485</u>
TOTAL	\$3,631,417

The property tax levy will fund the City's operations for the 2021 fiscal year.

The annual Truth in Taxation public hearing was conducted on December 7, 2020. No one wished to speak on the proposed property tax levy and 2021 annual budget.

City staff recommends approval of the Resolution. The property tax levy must be certified to Anoka and Ramsey Counties no later than December 28, 2020.

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

RESOLUTION NO. 20-40

RESOLUTION ADOPTING FINAL 2020 TAXES COLLECTABLE IN 2021

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the following sums of money be levied for the current year, collectable in 2020, upon the taxable property in said City of Spring Lake Park, Minnesota:

General Revenue	\$3,366,932
2018A G.O. Equipment Certificate	\$ 174,485
2014A G.O. Improvement Bonds	<u>\$ 90,000</u>
TOTAL LEVY:	\$3,631,417

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

The foregoing resolution was moved for adoption by .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 21st day of December, 2020.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 20-40, A Resolution Adopting Final 2020 Taxes Collectable in 2021, adopted by the Spring Lake Park City Council at their regular meeting on the 21st day of December 2020.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: December 16, 2020
Subject: 2021 Budget

Included in the packet is the 2021 General Fund Budget.

Projected revenues for the General Fund are \$4,631,755. Proposed expenditures are \$4,582,318. This results in an anticipated surplus of \$49,427, which will be used to address any revenue shortfalls that occur in 2021 as a result of the COVID-19 pandemic.

Staff recommends approval of the 2021 General Fund budget.

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

RESOLUTION NO. 20-42

RESOLUTION ADOPTING 2021 GENERAL FUND BUDGET

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the City Council adopts the 2021 General Fund budget and establishes revenues and appropriates the following amounts for each Department:

Revenues

Tax Levy	\$3,366,932
Intergovernmental Revenue	\$ 689,048
Permit and Licenses	\$ 160,562
Charges for Current Services	\$ 156,783
Miscellaneous Revenues	\$ 112,784
Interfund Transfers	\$ 145,666
TOTAL	\$4,631,755

Expenditures

City Council	\$ 70,740
Administration	\$ 435,118
Assessor	\$ 37,040
Auditor	\$ 11,300
I.T.	\$ 61,305
Legal Fees	\$ 122,500
Engineer	\$ 7,500
P&Z	\$ 1,025
Government Buildings	\$ 128,571
Fire Protection	\$ 291,710
Code Enforcement	\$ 191,404
Street Department	\$ 275,616
Recreation	\$ 343,498
Police Department	\$1,990,890
Parks Department	\$ 343,601
Miscellaneous	\$ 270,500
TOTAL	\$4,582,318

BE IT FURTHER RESOLVED that the Administrator, Clerk/Treasurer is hereby authorized to implement the budget as approved by the City Council.

The foregoing resolution was moved for adoption by .

Upon roll call, the following voted aye:

And the following voted nay: .

Whereupon the Mayor declared said resolution duly passed and adopted this 21st day of December, 2020.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 19-45, A Resolution Adopting 2020 General Fund Budget, adopted by the Spring Lake Park City Council at their regular meeting on the 16th day of December 2019.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____

CITY OF SPRING LAKE PARK

2021 BUDGET BREAKDOWN OF REVENUES:

<u>TAX LEVY:</u>	2019 ACTUAL	2020 BUDGET	2021 BUDGET
31010 Current Taxes (Includes Fiscal Disparities) Anoka & Ramsey Counties	\$ 3,119,424.41	\$ 3,285,402	\$ 3,366,932
31020 Delinquent Taxes Received	\$ 41,800.49		
31910 Penalties & Interest	\$ 10,072.62		

INTERGOVERNMENTAL REVENUE:

STATE:

33401 Local Government Aid	\$ 396,715.00	\$ 504,788	\$ 546,048
33404 PERA Increase Aid (phased out 6/30/20)	\$ 5,775.00	\$ -	
33416 Police Training Reimbursement	\$ 10,935.95	\$ 5,000	\$ 8,000
33421 Insurance Premium-Police (Based on the portion we pay into PERA benefits)	\$ 100,754.90	\$ 90,000	\$ 95,000
35101 Court Fines (Anoka Co-State disburses funds)	\$ 39,868.61	\$ 45,000	\$ 40,000

PERMIT AND LICENSES:

32110 Liquor,Wine,Non-Intox & Club Lic	\$ 32,659.69	\$ 29,500	\$ 29,500
32111 Off-Sale Liquor	\$ 310.00	\$ -	\$ 310
32179 Pawn Shop Licenses & Investigation Fee	\$ 6,352.00	\$ 6,252	\$ 6,252
32180 Cigarette,Dance,Used Car & Misc	\$ 6,103.68	\$ 6,000	\$ 6,000
32181 Sign Permits	\$ 13,117.50	\$ 5,000	\$ 8,000
32208 Contractors Licenses	\$ 11,320.00	\$ 8,000	\$ 8,500
32210 Building Permits	\$ 141,590.87	\$ 75,000	\$ 75,000
32211 Building Permit Surcharges	\$ 5,560.71	\$ 5,000	\$ 5,000
32215 Demolition Permit	\$ 150.00	\$ -	\$ -
32230 Plumbing Permits	\$ 10,196.92	\$ 5,000	\$ 5,000
32231 Plumbing Permit Surcharges	\$ 150.14	\$ 1,000	\$ 1,000
32232 Heating & A/C Permits	\$ 30,979.66	\$ 10,000	\$ 10,000
32233 Heating & A/C Surcharges	\$ 936.06	\$ 1,000	\$ 1,000
32240 Dog and Cat Registrations	\$ 670.00	\$ 400	\$ 400
32260 Certificates of Occupancy	\$ 3,400.00	\$ 2,600	\$ 2,600
32261 Vacant Property Registration	\$ 2,400.00	\$ 2,000	\$ 2,000
32262 Solicitors Licenses	\$ 100.00	\$ -	\$ -

2021 BUDGET BREAKDOWN OF REVENUES:

<u>CHARGES FOR CURRENT SERVICES:</u>		2019 ACTUAL	2020 BUDGET	2021 BUDGET
34102	Zoning Letters	\$ 100.00	\$ 200	\$ 200
34103	SUP, Zoning, Var. & Subd.	\$ 7,760.00	\$ 3,500	\$ 3,500
34104	Plan Review Fees	\$ 79,463.44	\$ 40,000	\$ 40,000
34105	Sale of Maps, Documents, Copies	\$ 900.25	\$ 300	\$ 300
34107	Assessment Searches	\$ 50.00	\$ 100	\$ 100
34108	Admin. SAC Charges	\$ 975.00	\$ 100	\$ 100
34109	Filing Fees	\$ -	\$ -	\$ -
34111	Adm. Gambling Fees	\$ 62,653.45	\$ 36,106	\$ 37,188
34115	Gun Range Facility Use	\$ 390.00	\$ 375	\$ 375
34117	Facility Room Rental	\$ 450.00	\$ 500	\$ 500
34201	Police & Fire Alarms	\$ 3,975.00	\$ 2,000	\$ 2,000
34204	Rental Housing Registration	\$ 65,120.00	\$ 70,000	\$ 70,000
34205	Right Of Way Applications	\$ 2,888.30	\$ 3,000	\$ 2,500

MISCELLANEOUS REVENUES:

34801	Insurance Dividends	\$ 3,332.00	\$ 3,500	\$ 3,500
34949	Restitution	\$ 217.84	\$ -	\$ -
34950	Refund and Reim	\$ 9,751.82	\$ 5,000	\$ 5,000
35102	Adm. Offense Fines	\$ 10,701.27	\$ 3,500	\$ 3,500
35347	Traffic Education Program-GF share	\$ -	\$ -	\$ -
35348	Property Room Revenue	\$ -	\$ 500	\$ 500
35349	MN Driving Diversion Program	\$ 1,100.00	\$ 500	\$ 500
35350	Detox Transportation Reim	\$ 120.00	\$ 200	\$ 200
36200	Misc Revenues	\$ -	\$ -	\$ -
36210	Interest Earned	\$ 78,833.89	\$ 15,000	\$ 15,000
36901	ISD 16 - Liaison Officer	\$ 79,728.00	\$ 82,120	\$ 84,584
39100	Reimbursement for Admin Services	\$ 8,100.00	\$ -	\$ -
39101	Recycle Park Program	\$ 2,166.76	\$ -	\$ -

INTERFUND TRANSFERS:

39201	Transfer from Other Funds	\$ -	\$ -	\$ -
39202	Transfer from Public Utilities	\$ 49,172.00	\$ 50,647	\$ 52,166
39203	Transfer from Liquor Fund	\$ 75,000.00	\$ 50,000	\$ 25,000
39205	Transfer from TIF #6-1 (begin taxes payable 2020)	\$ -	\$ 3,000	\$ 3,000
39206	Transfer from Recycling Fund	\$ 2,500.00	\$ 3,000	\$ 3,000
39207	Transfer from Recreation	\$ 62,500.00	\$ 62,500	\$ 62,500

TOTAL 2021 REVENUES

\$ 4,599,293.23	\$ 4,522,590	\$ 4,631,755
-----------------	--------------	--------------

CITY OF SPRING LAKE PARK

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>CITY COUNCIL-41110</u>		2019 ACTUAL	2020 BUDGET	2021 BUDGET
1030	SALARIES	\$ 29,955.53	\$ 36,756	\$ 31,296
	a) Mayor	\$ 7,453		
	b) Councilmembers	\$ 23,843		
1211	PERA	\$ 1,198.53	\$ 1,565	\$ 1,565
	a) Defined Contribution Plan			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 2,291.56	\$ 2,395	\$ 2,395
	a) FICA (6.2% x \$31,296)	\$ 1,941		
	b) Medicare (1.45% x \$31,296)	\$ 454		
1510	WORKER'S COMPENSATION	\$ -	\$ 60	\$ 77
2100	OPERATING SUPPLIES	\$ 580.43	\$ 400	\$ 550
	a) Budget Notebooks & Dividers	\$ 300		
	b) Business Cards & I.D. Badges	\$ 150		
	c) Miscellaneous	\$ 100		
3310	TRAVEL EXPENSE	\$ 278.28	\$ 700	\$ 700
3500	PRINTING & PUBLISHING	\$ 532.15	\$ 1,250	\$ 1,100
	a) Ordinances & Resolutions	\$ 750		
	b) Special Meetings, etc.	\$ 100		
	c) Assessment Notices	\$ 100		
	d) Legal Notices	\$ 150		
4300	CONFERENCES & SCHOOLS	\$ 425.00	\$ 2,805	\$ 2,805
	a) LMC Annual Conference	\$ 1,200		
	b) Conference for Newly Elected Officials	\$ 400		
	c) Conference for Experienced Officials	\$ 650		
	d) Municipals Banquets	\$ 60		
	e) LMC Legislative Conference	\$ 125		
	f) MN Mayor's Association Conference	\$ 250		
	g) Anoka County Local Officials Meeting	\$ 120		
4330	DUES & SUBSCRIPTIONS	\$ 13,106.00	\$ 13,146	\$ 13,242
	a) LMC Dues (0% increase)	\$ 7,200		
	b) North Metro Mayors	\$ 2,888		
	c) MN Mayors Assn	\$ 30		
	d) Metro Cities	\$ 2,774		
	e) Anoka Co. Econ Dev. Initiative	\$ 350		

2021 BUDGET BREAKDOWN OF EXPENDITURES:

CITY COUNCIL-41110 (CON'T)

		2019 ACTUAL	2020 BUDGET	2021 BUDGET
4500 CONTRACTUAL SERVICES		\$ -	\$ -	\$ 5,460
a) Board/Commission Stipends (\$30/mtg)				
4955 DISCRETIONARY FUNDS		\$ 1,189.61	\$ 13,550	\$ 11,550
a) Memorials	\$ 250			
b) Retreat/Workshop Expenses	\$ 500			
c) Parade Candy/Parade Banner	\$ 800			
d) Council Discretionary	\$ 10,000			
<u>TOTAL CITY COUNCIL</u>		\$ 49,557.09	\$ 72,627	\$ 70,740

2021 BUDGET BREAKDOWN OF EXPENDITURES:

		2019	2020	2021
		ACTUAL	BUDGET	BUDGET
ADMINISTRATION-41400				
1010	SALARIES	\$ 317,153.41	\$ 323,025	\$ 297,505
	a) Full time Salaries			\$ 296,305
	b) Administrator's Deferred Comp. Contrib.			\$ 1,200
1050	VACATION BUY BACK	\$ 2,881.24	\$ 6,250	\$ 5,000
1210	PERA EMPLOYER CONTRIBUTION	\$ 24,062.96	\$ 24,227	\$ 22,313
	a) Coordinated 7.5%			\$ 297,505
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 24,449.50	\$ 25,191	\$ 23,143
	a) FICA 6.2%			\$ 302,505
	b) Medicare 1.45%			\$ 302,505
				\$ 18,756
				\$ 4,387
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 56,449.24	\$ 63,193	\$ 49,408
1313	PRUDENTIAL LIFE INSURANCE	\$ 228.24	\$ 230	\$ 199
1510	WORKER'S COMPENSATION	\$ 1,000.00	\$ 2,300	\$ 2,844
	a) Premium			\$ 1,844
	b) Deductible			\$ 1,000
2000	OFFICE SUPPLIES	\$ 4,398.60	\$ 3,375	\$ 3,125
	a) Copy/Computer/FAX Paper			\$ 625
	b) Office Supplies			\$ 525
	c) Ink Cartridges (B&W, Color)			\$ 650
	d) Labels			\$ 75
	e) Data Cartridges			\$ 125
	f) Storage Boxes			\$ 75
	g) Toner (B&W, Color)			\$ 850
	h) Calendars			\$ 100
	i) Cash Register Tape/Kroy Tape			\$ 100
2030	PRINTED FORMS	\$ 926.07	\$ 1,794	\$ 1,625
	a) Checks/Envelopes			\$ 400
	b) Minute Books (2)			\$ 225
	c) Stationery/Envelopes			\$ 400
	d) Stationery/Envelope Shells			\$ 300
	e) Business Cards			\$ 100
	f) Misc. Printing			\$ 200
2100	OPERATING SUPPLIES	\$ 577.57	\$ 640	\$ 640
	a) Dog/Cat Receipt Books & Tags			\$ 90
	b) Reverse Directory			\$ 500
	c) Miscellaneous			\$ 50

2021 BUDGET BREAKDOWN OF EXPENDITURES:

			2019	2020	2021
			ACTUAL	BUDGET	BUDGET
ADMINISTRATION-41400 (CONT')					
2220	POSTAGE		\$ 2,002.82	\$ 2,716	\$ 2,516
	a) Postage	\$ 2,050			
	b) Monthly Postage Software Fee (\$17.99 x 12)	\$ 216			
	c) Labels	\$ 250			
3210	CELL PHONE		\$ 595.48	\$ 650	\$ 650
3310	TRAVEL EXPENSE		\$ 3,403.21	\$ 3,300	\$ 3,400
	a) Staff Mileage	\$ 400			
	b) Administrator's Car Allowance \$250/mo	\$ 3,000			
3410	EMPLOYMENT ADVERTISING		\$ 267.00	\$ -	
3500	PRINTING & PUBLISHING		\$ -	\$ 300	\$ 300
3550	COUNTY FEE FOR SERVICE		\$ 17.43	\$ 2,050	\$ 1,550
	a) Special Assessment & TNT Charges				
	1) Anoka County	\$ 1,500			
	2) Ramsey County	\$ 50			
4050	MAINTENANCE AGREEMENTS		\$ 9,084.17	\$ 7,664	\$ 9,000
	a) Copy Machine Maintenance	\$ 4,550			
	b) USTI - Software Support	\$ 1,050			
	c) Document Imaging (Laser Fiche)	\$ 2,600			
	d) Annual charge for color copies-overage	\$ 800			
4300	CONFERENCES & SCHOOLS		\$ 6,606.60	\$ 6,175	\$ 5,825
	a) MCMA Annual Conf.	\$ 600			
	b) MCFOA Annual Conf./Meetings	\$ 600			
	c) ICMA Training	\$ 2,000			
	d) LMC Annual Conference	\$ 700			
	e) MCFOA Advanced Institute	\$ 500			
	f) Municipals Banquets (1 per year)	\$ 250			
	g) LMC Loss Control Workshop	\$ 75			
	h) MN GFOA Conference	\$ 600			
	i) Miscellaneous	\$ 500			

2021 BUDGET BREAKDOWN OF EXPENDITURES:

		2019	2020	2021
<u>ADMINISTRATION-41400 (CON'T)</u>		ACTUAL	BUDGET	BUDGET
4330	DUES & SUBSCRIPTIONS	\$ 1,448.10	\$ 1,520	\$ 1,520
	a) ICMA	\$ 900		
	b) Municipals	\$ 25		
	c) Sam's Club	\$ 45		
	d) MCFOA	\$ 90		
	e) MN GFOA	\$ 50		
	f) Zip 4 Directories	\$ 50		
	g) LMC City Official Directory	\$ 65		
	h) Wells Fargo Credit Card	\$ 10		
	i) MCMA	\$ 145		
	j) Notary Renewal	\$ 140		
4390	US BANK CREDIT CARD REBATE	\$ (3,272.82)	\$ -	
4500	CONTRACTUAL SERVICES	\$ 3,369.72	\$ 5,350	\$ 4,555
	a) Shredding Service	\$ 710		
	b) Northland Securities	\$ 645		
	Continuing Disclosure Reports			
	c) Codification of City Code Supplements	\$ 2,200		
	e) Contingency	\$ 1,000		
5000	CAPITAL OUTLAY	\$ -	\$ -	
<u>TOTAL ADMINISTRATION</u>		\$ 455,648.54	\$479,950	\$ 435,118

2021 BUDGET BREAKDOWN OF EXPENDITURES:**ASSESSOR-41500**

4000 CONTRACTUAL SERVICES
a) Kenneth A. Tolzmann Contract

	2019 ACTUAL	2020 BUDGET	2021 BUDGET
	\$ 37,042.40	\$ 37,040	\$ 37,040

2021 BUDGET BREAKDOWN OF EXPENDITURES:

AUDIT & FINANCIAL-41540

	2019 ACTUAL	2020 BUDGET	2021 BUDGET
3010 AUDIT EXPENSE	\$ 12,012.50	\$ 11,013	\$ 11,300

a) Expense breakdown

General Fund - 50%

Public Utilities - 50%

2021 BUDGET BREAKDOWN OF EXPENDITURES:**IT DEPARTMENT-41600**

	2019 ACTUAL	2020 BUDGET	2021 BUDGET
	\$ 49,079.16	\$ 64,145	\$ 61,305

4000 CONTRACTUAL SERVICES

a) IT Services (Computer Integration Technologies)	\$29,760
b) High Speed Internet (\$234/month)	\$2,800
c) Constant Contact (\$45/month)	\$540
d) Website Hosting/Domains	\$2,000
e) Exchange Subscription (\$10/mo/user @ 40 users)	\$4,800
f) Zix encrypted e-mail (\$89/yr/user @ 29 users)	\$2,465
g) Off-site backup (City)	\$600
h) Datto off-site backup (PD)	\$8,640
i) Agenda Management System	\$3,800
j) Website Update	\$3,500
k) Anoka County Connect (\$75/month)	\$900
k) Miscellaneous	\$1,500

2021 BUDGET BREAKDOWN OF EXPENDITURES:**LEGAL FEES-41610****3040 ATTORNEY FEES**

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

2019	2020	2021
ACTUAL	BUDGET	BUDGET
\$ 99,962.43	\$ 122,500	\$ 122,500

2021 BUDGET BREAKDOWN OF EXPENDITURES:**ENGINEERING FEES-41710****3030 ENGINEERING FEES**

	2019 ACTUAL	2020 BUDGET	2021 BUDGET
	\$ 2,500.81	\$ 7,500	\$ 7,500

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>PLANNING & ZONING-41720</u>		2020 ACTUAL	2020 BUDGET	2021 BUDGET
2100	OPERATING SUPPLIES	\$ 18.29	\$ 125	\$ 125
	a) Name Plates			
	b) Letterhead/Envelopes			
2220	POSTAGE	\$ (8.92)	\$ 100	\$ 100
3500	PRINTING & PUBLISHING	\$ 139.76	\$ 300	\$ 300
	a) Public Notices (Property Owners)			
	b) Official Notices (Newspapers)			
4000	PLANNER FEES	\$ 469.65	\$ 500	\$ 500
<u>TOTAL PLANNING & ZONING</u>		\$ 618.78	\$ 1,025	\$ 1,025

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>GOVERNMENT BUILDINGS-41940</u>		2019 ACTUAL	2020 BUDGET	2021 BUDGET
1010	SALARIES *2019 Salaries	\$ 16,934.67	\$ 15,675	\$ 16,690
	a) 1 - 25%			
1050	VACATION BUY BACK	\$ 150.64	\$ 400	\$ 400
1210	PERA EMPLOYER CONTRIBUTION	\$ 1,269.92	\$ 1,176	\$ 1,252
	a) Coordinated 7.5% \$ 16,690			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 1,280.46	\$ 1,231	\$ 1,308
	a) FICA 6.2% \$ 17,090 \$ 1,060			
	b) Medicare 1.45% \$ 17,090 \$ 248			
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 2,598.16	\$ 2,852	\$ 2,799
1313	PRUDENTIAL LIFE INSURANCE	\$ 12.48	\$ 13	\$ 13
1510	WORKER'S COMPENSATION	\$ -	\$ 700	\$ 991
	a) Premium \$ 991			
	b) Deductible \$ -			
2100	OPERATING SUPPLIES	\$ 10,012.48	\$ 9,500	\$ 9,500
	a) Paper Products			
	b) Cleaning Supplies			
	c) Biohazard Clean Up Kits			
	d) Mat Cleaning Service			
2200	REPAIR & MAINTENANCE	\$ 14,129.89	\$ 7,500	\$ 10,000
	a) Irrigation System \$ 538			
	b) Plbg./Electrical \$ 2,322			
	c) General Bldg. Repair/Maint. \$ 4,890			
	d) Annual Fire Ext. Maint. \$ 750			
	e) Test Fire Sprinklers in North Garage \$ 500			
	f) Gun Range-Service Calls (furnace etc) \$ 1,000			
2225	LANDSCAPE MATERIALS	\$ -	\$ -	
2280	UNIFORMS	\$ 125.00	\$ 750	\$ 750
	a) Uniforms Allowance per contract \$ 700			
	b) T-Shirts \$ 50			
3210	LANDLINE TELEPHONE	\$ 6,372.22	\$ 6,465	\$ 6,465
	a) T1 Service,Phone System,Long Distance \$ 5,465			
	b) Service Calls \$ 1,000			

2021 BUDGET BREAKDOWN OF EXPENDITURES:**GOVERNMENT BUILDING-41940 (CON'T)**

		2019 ACTUAL	2020 BUDGET	2021 BUDGET
3810 ELECTRIC SERVICE		\$ 29,979.51	\$ 23,000	\$ 23,000
a) Bulletin Board				
b) Security Lighting				
c) City Offices				
d) Public Works Building				
3830 GAS UTILITIES		\$ 16,277.57	\$ 16,000	\$ 16,000
a) Public Works Building				
b) City Hall				
3841 RUBBISH REMOVAL		\$ 3,485.81	\$ 4,300	\$ 4,300
a) Rubbish Removal	\$ 3,450			
b) Anoka County Solid Waste Mgmt Fee	\$ 850			
4000 CONTRACTUAL SERVICES		\$ 4,987.71	\$ 4,715	\$ 23,415
a) Pest Control	\$ 535			
b) Safety Consultant	\$ 640			
c) Security Camera Maintenance	\$ 3,540			
d) Custodial Services	\$ 18,700			
5000 CAPITAL OUTLAY		\$ -	\$ -	
7000 GOVERNMENT BUILDING REPLACEMENT FUND		\$ 9,264.00	\$ 9,428	\$ 11,688
	\$ 116,883			
<u>TOTAL GOVERNMENT BUILDINGS</u>		\$ 116,880.52	\$ 103,705	\$ 128,571

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>POLICE PROTECTION-42100</u>		2019 ACTUAL	2020 BUDGET	2021 BUDGET
1010	SALARIES	\$ 1,119,092.69	\$ 1,100,740	\$ 1,177,148
	a) Officers, Chief & Sergeants	\$ 987,595		
	b) Record Management Technicians	\$ 188,113		
	c) Terminal Agency Coord (TAC)	\$ 1,440		
	Special Pay - \$120/month			
1013	OVERTIME	\$ 81,582.70	\$ 97,000	\$ 97,000
	a) Officers	\$ 82,000		
	b) Record Management Technicians	\$ 6,000		
	c) City SITE	\$ 9,000		
	<i>(Holiday Pay, **Revenue Generating: Safe & Sober Grant, SITE; Non Generating Revenue: Night to Unite)</i>			
1050	VACATION BUY BACK	\$ 14,183.96	\$ 7,500	\$ 10,000
1210	PERA EMPLOYER CONTRIBUTION	\$ 187,485.93	\$ 193,392	\$ 205,579
	a) PNF 17.70%	\$ 1,078,595	\$ 190,912	
	b) Coordinated 7.5%	\$ 195,553	\$ 14,667	
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 28,324.18	\$ 29,253	\$ 31,366
	a) FICA 6.2%	\$ 205,553	\$ 12,745	
	b) Medicare 1.45%	\$ 1,284,148	\$ 18,621	
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 178,793.65	\$ 188,046	\$ 192,153
1313	PRUDENTIAL LIFE INSURANCE	\$ 767.40	\$ 725	\$ 725
1510	WORKER'S COMPENSATION	\$ 45,195.29	\$ 41,000	\$ 51,017
	a) Premium	\$ 48,017		
	b) Deductible	\$ 3,000		
2000	OFFICE SUPPLIES	\$ 2,355.83	\$ 3,600	\$ 3,600
	a) Ticket Writer Paper			
	b) Ink Cartridges			
	c) Printer Paper			
2030	PRINTED FORMS	\$ 1,166.01	\$ 1,200	\$ 1,200
	a) Mandate Property Receipts			
	b) Notice of Seizure/Intent to Forfeit			
	c) Business Cards & Letterhead			

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>POLICE PROTECTION-42100 (CON'T)</u>		2019	2021	2021
		ACTUAL	BUDGET	BUDGET
2040	RANGE EQUIPMENT & SUPPLIES	\$ 7,364.42	\$ 8,000	\$ 8,000
	a) Taser Cartridges	\$ 1,250		
	b) Ammo (Mandated to use duty ammo)	\$ 3,800		
	c) Targets	\$ 300		
	d) Range Filter	\$ 600		
	e) Gun Cleaning Supplies	\$ 150		
	f) Range Cleaning-Contractor	\$ 1,300		
	g) Range Service Calls-routine maintenance	\$ 600		
2100	OPERATING SUPPLIES	\$ 627.25	\$ 5,382	\$ 5,382
	a) First Aid Supplies	\$ 200		
	b) Tobacco compliance checks	\$ 100		
	c) Vehicle Registrations	\$ 200		
	d) Vehicle Title Transfers	\$ 60		
	e) Mouth Pieces	\$ 350		
	f) Defib Electrodes \$170x10	\$ 1,700		
	g) Biohazard Clean-Up Kits	\$ 250		
	h) DVD-DVR	\$ 47		
	i) Eyeglasses (Contractual)	\$ 600		
	j) Annual Fire Ext Inspections	\$ 425		
	k) Narcan	\$ 1,050		
	l) Miscellaneous	\$ 400		
2120	MOTOR FUELS & LUBRICANTS	\$ 17,738.99	\$ 25,700	\$ 25,700
2220	POSTAGE	\$ 404.73	\$ 1,900	\$ 1,900
3050	MEDICAL EXPENSES	\$ 1,020.57	\$ 2,000	\$ 2,000
	a) Hiring Process-Employee Physical & Psych Evaluation			
3210	CELL PHONES & AIR CARDS	\$ 2,562.88	\$ 3,900	\$ 3,900
	(Aircards-Laptops-Unlimited Data. No throttle down \$5 more x7x12)			
3211	DATA SERVICES	\$ 29,060.21	\$ 29,261	\$ 29,261
	a) Mobile Data Quarterly Fee \$450x4	\$ 1,800		
	b) Monthly Mobile Access \$266x12	\$ 3,192		
	c) CJDN Quarterly Fee \$390x4	\$ 1,560		
	d) Netmotion Mobility	\$ 2,500		
	e) Evidence.com/Officer Safety (BWL/Tasers)	\$ 13,081		
	f) Evidence.com/Squad Video Fleet System	\$ 7,128		

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>POLICE PROTECTION-42100 (CON'T)</u>		2019 ACTUAL	2020 BUDGET	2021 BUDGET
3300	CLOTHING & PERSONAL EQUIPMENT	\$ 10,431.51	\$ 10,550	\$ 10,960
	a) \$850x11	\$ 9,760		
	b) Office Staff \$350x3	\$ 1,050		
	c) Service Awards	\$ 150		
3310	TRAVEL EXPENSE	\$ 1,045.15	\$ 1,200	\$ 1,200
3421	800 MHZ RADIO	\$ 2,006.00	\$ 2,006	\$ 2,006
	a) Annual MESB Fee	\$ 1,000		
	b) Radio Extended Warranty	\$ 1,006		
4000	CONTRACTUAL SERVICE	\$ 14,810.53	\$ 23,385	\$ 23,385
	a) Shredding Service	\$ 600		
	b) Radar Calibration	\$ 400		
	c) Public Safety Data System (PSDS)	\$ 18,200		
	d) Detox transportation	\$ 335		
	e) MN IT	\$ 600		
	f) VCS (P.D. Work Schedule Software-Annual)	\$ 1,750		
	g) Interpretative Services	\$ 1,500		
4050	MAINTENANCE AGREEMENTS	\$ 4,926.82	\$ 6,950	\$ 7,300
	a) Copier & Overages	\$ 3,700		
	b) Imaging, Scanner Service Plan & Support (Marco/OPG-3)	\$ 1,450		
	c) Taser Extended Warranties	\$ 200		
	d) Speed Trailer-Annual Traffic Suite	\$ 1,950		
4060	AUTO EQUIPMENT & REPAIR	\$ 18,923.04	\$ 20,000	\$ 20,000
4070	OTHER EQUIPMENT REPAIR	\$ 685.97	\$ 2,500	\$ 2,500
4300	CONFERENCES & SCHOOLS	\$ 10,539.31	\$ 20,800	\$ 21,805
	a) Law Enforcement Training	\$ 12,300		
	b) IACP Conference	\$ 3,000		
	c) Training per Contract (\$500x11)	\$ 5,500		
	d) BCA PTT	\$ 1,005		

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>POLICE PROTECTION-42100 (CON'T)</u>		2019 ACTUAL	2020 BUDGET	2021 BUDGET
4330	DUES & SUBSCRIPTIONS	\$ 1,498.00	\$ 1,235	\$ 1,175
	a) Anoka County Chiefs	\$ 45		
	b) MN Chiefs of Police	\$ 300		
	c) IACP	\$ 190		
	d) Post Board Renewals (\$90x1)	\$ 90		
	e) MN Crime Prevention	\$ 60		
	f) Assn. Of Training Officers	\$ 15		
	g) Sam's Club	\$ 35		
	h) Tri Co Investigation Assoc.	\$ 85		
	i) MOCIC	\$ 250		
	j) PLEAA - Police Tech Membership	\$ 105		
5000	CAPITAL OUTLAY	\$ 28,937.14	\$ 37,471	\$ 37,471
	a) 2021 Squad	\$ 32,646		
	b) Tear Down & Rebuild 2021	\$ 4,200		
	c) Squad Graphic's Stripping	\$ 625		
7000	TRANSFER OUT	\$ 23,055.97	\$ 17,157	\$ 17,157
	a) Radio Replacement (Fund 243)	\$ 10,000		
	b) Emergency Management (Fund 249)	\$ 3,157		
	1) Repair & Maintenance	\$ 1,450.00		
	2) Electric	\$ 100.00		
	3) Maintenace Agreement	\$ 1,107.00		
	4) Capital Outlay	\$ 500.00		
	i) Masks Gloves			
	ii) Storage Bins			
	iii) Barrier Tape			
	c) Animal Control (Fund 250)	\$ 1,000		
	d) Reserves (Fund 103)	\$ 2,500		
	e) Chaplain Program (Fund 103)	\$ 500		
<u>TOTAL POLICE PROTECTION</u>		\$ 1,834,586.13	\$ 1,881,853	\$ 1,990,890

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>FIRE PROTECTION-42200</u>		2019 ACTUAL	2020 BUDGET	2021 BUDGET
4000	FIRE DEPARTMENT CONTRACT	\$ 220,368.00	\$ 230,696	\$ 246,253
5000	CAPITAL OUTLAY - LGA	\$ 68,748.60	\$ 63,146	\$ 45,457
	a) 2020 Capital Budget	\$ 4,080		
	b) Ladder 1 Payment	\$ 20,285		
	c) Ladder 3 Payment	\$ 21,092		
<u>TOTAL FIRE PROTECTION</u>		\$ 289,116.60	\$ 293,842	\$ 291,710

Fire Department Formula Distribution

	2021 (est)	2020	2019	2018
Spring Lake Park	8.500%	7.963%	7.994%	8.692%
Mounds View	15.500%	15.998%	16.373%	16.158%
Blaine	76.000%	76.039%	75.633%	75.150%

	2017	2016	2015
Spring Lake Park	8.655%	8.608%	8.613%
Mounds View	15.819%	16.099%	16.424%
Blaine	75.526%	75.293%	74.963%

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>CODE ENFORCEMENT-42300</u>		2019 ACTUAL	2020 BUDGET	2021 BUDGET
1010	SALARIES	\$ 69,555.63	\$ 97,575	\$ 102,976
	a) 100% Building Inspector	\$ 77,640		
	b) 50% Receptionist	\$ 25,336		
1040	TEMPORARY SALARY	\$ 6,324.00	\$ 24,960	\$ 25,056
	Seasonal - 1044 hrs @ \$24.00	\$ 24,960		
1050	VACATION BUY BACK	\$ -	\$ 3,300	\$ 3,300
1210	PERA EMPLOYER CONTRIBUTION	\$ 4,118.45	\$ 9,191	\$ 9,603
	a) Coordinated 7.5% \$ 128,032	\$ 9,603		
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 5,465.34	\$ 9,627	\$ 10,048
	a) FICA 6.2% \$ 131,332	\$ 8,143		
	b) Medicare 1.45% \$ 131,332	\$ 1,905		
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 17,179.13	\$ 22,392	\$ 23,130
1313	PRUDENTIAL LIFE INSURANCE	\$ 59.72	\$ 78	\$ 77
1510	WORKER'S COMPENSATION	\$ -	\$ 1,450	\$ 1,713
	a) Premium	\$ 713		
	b) Deductible	\$ 1,000		
2000	OFFICE SUPPLIES	\$ 523.24	\$ 600	\$ 600
2100	OPERATING SUPPLIES	\$ 550.27	\$ 1,600	\$ 1,600
	a) Printed Forms - Permits	\$ 300		
	b) Business Cards	\$ 200		
	c) Identification Attire	\$ 400		
	d) Code Books & Publications	\$ 400		
	e) Annual Charge for Color Copies	\$ 300		
2120	MOTOR FUELS	\$ 1,180.29	\$ 1,400	\$ 1,400
2200	REPAIR & MAINTENANCE	\$ 370.43	\$ 1,000	\$ 1,000
	a) Vehicle Repair & Maint.			
3210	CELL PHONE	\$ 706.10	\$ 1,000	\$ 1,000
3310	TRAVEL EXPENSES	\$ 30.28	\$ 300	\$ 300
4000	CONTRACTUAL SERVICES	\$ 122,834.26	\$ 15,000	\$ 3,000
	a) City of Mounds View			

2021 BUDGET BREAKDOWN OF EXPENDITURES:**CODE ENFORCEMENT-42300 (CON'T)**

		2019	2020	2021
		ACTUAL	BUDGET	BUDGET
4300	CONFERENCES & SCHOOLS	\$ 2,236.36	\$ 1,600	\$ 1,600
	a) Annual Bldg. Offical State Conference	\$ 1,200		
	b) Fire Marshall Training	\$ 100		
	c) M.A.H.C.O.	\$ 100		
	d) M.B.P.T.A.	\$ 200		
4330	DUES & SUBSCRIPTIONS	\$ 3,058.46	\$ 2,840	\$ 5,000
	a) ICC Membership	\$ 160		
	b) 10,000 Lakes Membership	\$ 150		
	c) Fire Marshalls Assn	\$ 80		
	d) M.A.H.C.O.	\$ 100		
	e) Permit Works Annual Subscription	\$ 4,300		
	f) M.B.P.T.A.	\$ 150		
<u>TOTAL CODE ENFORCEMENT</u>		\$ 234,191.96	\$ 193,913	\$ 191,404

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>STREETS-43000</u>		2019 ACTUAL	2020 BUDGET	2021 BUDGET
1010	SALARIES *2019 Salaries	\$ 138,617.20	\$ 141,200	\$ 151,662
	a) 1 - 100%	\$ 66,760		
	b) 3 - 25%	\$ 50,070		
	c) 33% of Director	\$ 34,832		
1013	OVERTIME	\$ 4,858.29	\$ 7,912	\$ 8,393
	a) 175 hrs @ \$47.96			
1020	ON-CALL SALARIES	\$ 934.04	\$ 2,261	\$ 2,398
	a) 50 hrs @ \$47.96			
1050	VACATION BUY BACK	\$ 1,408.61	\$ 1,900	\$ 1,900
1210	PERA EMPLOYER CONTRIBUTION	\$ 11,050.47	\$ 11,353	\$ 12,184
	a) Coordinated 7.5% \$ 162,453			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 11,149.13	\$ 11,726	\$ 12,574
	a) FICA 6.2% \$ 164,353	\$ 10,190		
	b) Medicare 1.45% \$ 164,353	\$ 2,383		
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 22,909.74	\$ 24,000	\$ 23,406
1313	PRUDENTIAL LIFE INSURANCE	\$ 106.35	\$ 107	\$ 107
1510	WORKER'S COMPENSATION	\$ 14,857.50	\$ 14,000	\$ 14,862
	a) Premium	\$ 12,769		
	b) Deductible	\$ 1,000		
2120	MOTOR FUELS & LUBRICANTS	\$ 16,047.47	\$ 15,000	\$ 15,000
2150	SHOP MATERIALS	\$ 3,672.28	\$ 3,000	\$ 3,000
2200	REPAIR, MAINTENANCE & SUPPLIES	\$ 9,174.48	\$ 7,000	\$ 7,000
2210	EQUIPMENT PARTS	\$ 12,193.76	\$ 7,000	\$ 8,000
2221	TIRES	\$ -	\$ 1,000	\$ 1,000
2224	STREET MAINTENANCE MATERIALS	\$ -	\$ 2,000	\$ 2,000
	a) Asphalt			
2226	SIGNS & STRIPING	\$ 6,092.80	\$ 6,500	\$ 6,500
	a) Crosswalks			
	b) Curbs			

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>STREETS-43000 (CON'T)</u>		2019 ACTUAL	2020 BUDGET	2021 BUDGET
2280	UNIFORMS	\$ 1,113.40	\$ 1,000	\$ 1,200
	a) Uniforms Allowance per contract	\$ 1,100		
	b) T-Shirts	\$ 100		
3210	CELL PHONE	\$ 198.47	\$ 370	\$ 370
4000	CONTRACTUAL SERVICES	\$ 738.95	\$ 1,040	\$ 1,040
	a) Safety Consultant	\$ 640		
	b) Random Drug Testing & Annual Fee	\$ 400		
	c) Street Sweeping (<i>\$9,000 - Storm Water Fund</i>)	\$ -		
4300	CONFERENCES & SCHOOLS	\$ 607.70	\$ 800	\$ 800
	a) Safety Training	\$ 500		
	b) A.P.W.A. St. Cloud	\$ 300		
4330	DUES & SUBSCRIPTIONS	\$ 103.13	\$ 100	\$ 220
	a) American Public Works Assn.	\$ 200		
	b) Regional Mutual Aid Dues	\$ 10		
	c) Wells Fargo Credit Card	\$ 10		
5000	CAPITAL OUTLAY	\$ -	\$ -	\$ -
7000	TRANSFER OUT	\$ 1,600.00	\$ 2,000	\$ 2,000
	a) Forestry (Fund 251)	\$ 2,000		
<u>TOTAL STREETS DEPARTMENT</u>		\$ 257,433.77	\$ 261,269	\$ 275,616

2021 BUDGET BREAKDOWN OF EXPENDITURES:

			2019	2020	2021
			ACTUAL	BUDGET	BUDGET
1010	SALARIES		\$ 210,793.38	\$ 195,500	\$ 218,881
1040	TEMPORARY SALARIES	<i>(Salary Range \$13-\$15)</i>	\$ 23,276.37	\$ 17,010	\$ 17,760
	a) 3 Playground Leaders	\$15 x 320 hrs x 3 = \$14,400			
	b) Rink Attendants	\$10.50 x 320 hrs = \$3,360			
1050	VACATION BUY BACK		\$ 2,366.40	\$ 3,000	\$ 3,000
1210	PERA EMPLOYER CONTRIBUTION		\$ 15,809.60	\$ 14,663	\$ 16,417
	a) Coordinated 7.5%	\$ 218,881		\$ 16,416	
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION		\$ 17,690.89	\$ 16,487	\$ 18,333
	a) FICA 6.2%	\$ 239,641		\$ 14,858	
	b) Medicare 1.45%	\$ 239,641		\$ 3,475	
1300	HEALTH & DENTAL INSURANCE/H.S.A		\$ 36,095.54	\$ 44,831	\$ 33,586
1313	PRUDENTIAL LIFE INSURANCE		\$ 172.62	\$ 176	\$ 154
1510	WORKER'S COMPENSATION		\$ -	\$ 1,900	\$ 3,778
	a) Premium	\$ 2,778			
	b) Deductible	\$ 1,000			
2000	OFFICE SUPPLIES		\$ 2,504.45	\$ 2,161	\$ 2,161
	a) Office Supplies	\$ 789			
	b) Woven Envelopes/Stationary Shells	\$ 372			
	c) Ink Cartridges, Toner	\$ 1,000			
2220	POSTAGE		\$ 10,825.76	\$ 9,626	\$ 9,521
	a) Recreation Brochure Mailing (2,300x3)	\$ 6,900			
	b) Miscellaneous Mailings	\$ 2,621			
2290	EQUIPMENT SUPPLIES		\$ 3,441.55	\$ 2,500	\$ 2,900
	a) Playground Supplies (Bats,Balls,Games)	\$ 464			
	b) Youth Program Supplies	\$ 836			
	c) Seniors Program	\$ 1,200			
3310	TRAVEL EXPENSE		\$ 323.52	\$ 1,400	\$ 1,000
3410	EMPLOYMENT ADVERTISING		\$ -	\$ -	\$ -
3500	PRINTING & PUBLISHING		\$ 12,663.96	\$ 14,607	\$ 13,677
	a) Winter Program Brochure	\$ 4,035			
	b) Fall Program Brochure	\$ 4,035			
	c) Spring/Summer Brochure	\$ 3,750			
	d) Paper, ink & stencils for all flyers	\$ 1,857			

2021 BUDGET BREAKDOWN OF EXPENDITURES:**RECREATION-45100 (CON'T)**

		2019	2020	2021
		ACTUAL	BUDGET	BUDGET
4300	CONFERENCES & SCHOOLS	\$ 825.00	\$ 1,400	\$ 1,400
	a) M.R.P.A. Annual Conference	\$ 1,300		
	b) Municipals Banquet	\$ -		
	c) M.R.P.A., LMC Workshops	\$ 100		
4330	DUES & SUBSCRIPTIONS	\$ 890.00	\$ 645	\$ 930
	a) M.R.P.A.	\$ 600		
	b) Sam's Club	\$ 120		
	c) Wells Fargo Credit Card	\$ 20		
	d) M.A.S.S.	\$ 15		
	e) National P.P.A.	\$ 175		
5000	CAPITAL OUTLAY	\$ -	\$ -	\$ -
<u>TOTAL RECREATION DEPARTMENT</u>		\$ 337,679.04	\$ 325,906	\$ 343,498

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>PARKS-45200</u>		2019 ACTUAL	2020 BUDGET	2021 BUDGET
1010	SALARIES *2020 Salaries	\$ 149,935.95	\$ 148,100	\$ 158,918
	a) 1 - 100% (Lead Worker)	\$ 74,016		
	b) 3 - 25%	\$ 50,070		
	c) 33% of Director	\$ 34,832		
1013	OVERTIME	\$ 7,658.23	\$ 7,912	\$ 8,393
	a) 175 hrs @ \$47.96			
1020	ON-CALL SALARIES	\$ 497.16	\$ 2,261	\$ 2,398
	a) 50 hrs @ \$47.96			
1040	TEMPORARY SALARIES (Salary range \$11-13)	\$ 32,545.63	\$ 30,000	\$ 35,000
1050	VACATION BUY BACK	\$ 2,686.51	\$ 3,000	\$ 3,000
1210	PERA EMPLOYER CONTRIBUTION	\$ 11,739.64	\$ 11,871	\$ 12,729
	a) Coordinated 7.5% \$ 169,709			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 14,496.68	\$ 14,633	\$ 15,890
	a) FICA 6.2% \$ 207,709	\$ 12,878		
	b) Medicare 1.45% \$ 207,709	\$ 3,012		
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 24,221.84	\$ 28,166	\$ 23,891
1313	PRUDENTIAL LIFE INSURANCE	\$ 107.03	\$ 108	\$ 107
1510	WORKER'S COMPENSATION	\$ 7,895.00	\$ 14,000	\$ 10,781
	a) Premium	\$ 9,781		
	b) Deductible	\$ 1,000		
2100	OPERATING SUPPLIES	\$ 1,237.14	\$ 1,000	\$ 1,000
	a) Park Building Supplies			
	1) Rags			
	2) Cleaning Supplies			
	3) Paper Products			
	4) Shovels/Rakes			
2120	MOTOR FUELS & LUBRICANTS	\$ 15,168.57	\$ 13,500	\$ 13,500

2021 BUDGET BREAKDOWN OF EXPENDITURES:

2019 ACTUAL	2020 BUDGET	2021 BUDGET
----------------	----------------	----------------

PARKS-45200 (CON'T)

2200	REPAIRS & MAINTENANCE		\$ 5,041.42	\$ 8,000	\$ 14,400
	a) Paint	\$ 800			
	b) Hardware	\$ 1,300			
	c) Lumber	\$ 1,300			
	d) Electrical	\$ 700			
	e) Irrigation System	\$ 1,800			
	f) Triangle Park Fountain	\$ 800			
	g) Auto Repairs	\$ 1,000			
	h) Terrace Park Court Rehab	\$ 6,400			
	i) Miscellaneous	\$ 300			
2210	EQUIPMENT PARTS		\$ 2,808.24	\$ 5,500	\$ 5,500
2221	TIRES		\$ 229.68	\$ 800	\$ 800
2225	LANDSCAPE MATERIALS		\$ 7,427.84	\$ 9,354	\$ 9,450
	a) Fertilizer & Seed	\$ 4,500			
	b) Agriculture Lime	\$ 850			
	c) Line White Field Marking Paint	\$ 440			
	d) Safe Line for Lining Fields	\$ 460			
	e) Fibre for Playgrounds	\$ 1,800			
	f) Broadleaf Control	\$ 1,400			
2280	UNIFORMS				
	a) Uniform Allowance per contract	\$ 1,000	\$ 1,113.40	\$ 1,000	\$ 1,200
	b) T-Shirts	\$ 200			
2290	RECREATION EQUIPMENT SUPPLIES				
	a) Replacement parts for Bleachers/ Benches/Tables	\$ 250	\$ 844.08	\$ 2,000	\$ 2,000
	b) Volleyball, Hockey & Tennis Nets	\$ 250			
	c) Backstop Fencing	\$ 600			
	d) Playground Parts	\$ 900			
3210	LEAD WORKER'S CELL PHONE		\$ 510.09	\$ 500	\$ 500
3810	ELECTRIC SERVICE				
	a) Warming House (Able Park) Skating Lights		\$ 4,455.08	\$ 4,500	\$ 4,500
	b) Tennis & Ballfield Lights at Terrace Park				
	c) Triangle Park Water Fountain				
	d) 8463 Terrace Road				

PARKS-45200 (CON'T)

		2019	2020	2021
		ACTUAL	BUDGET	BUDGET
3830	GAS SERVICE			
	a) Able Park Building	\$ 3,208.13	\$ 3,500	\$ 3,500
	b) Terrace Park Building			
	c) Sanburnol Building (heat left on low to prevent damage)			
	d) 8463 Terrace Road			
3841	RUBBISH REMOVAL			
	a) Removal	\$ 300	\$ 263.87	\$ 400
	b) Solid Waste Mgmt Charge-Anoka Co	\$ 100		
4190	SATELLITE RENTAL			
	a) 2 units @ \$67 = \$134 x 4/mo.	\$ 536	\$ 1,511.28	\$ 1,470
	b) 2 units @ \$67 = \$134 x 6/mo.	\$ 804		
	c) 3 units @ \$50 = \$150	\$ 150		
4300	CONFERENCES & SCHOOLS			
	a) Public Works Annual Conference	\$ 325	\$ 450.00	\$ 1,875
	b) Ballfield Maintenance	\$ 100		
	c) Playground School (\$675x2)	\$ 1,350		
	d) Minnesota Green Conference	\$ 100		
4330	DUES & SUBSCRIPTIONS			
		\$ 63.12	\$ -	
4500	CONTRACTUAL SERVICES			
	a) Safety Consultant	\$ 640	\$ 724.45	\$ 880
	b) Random Drug Testing	\$ 240		
4901	LAKESIDE PARK EXPENSE			
		\$ 11,500.00	\$ 11,500	\$ 11,500
5000	CAPITAL OUTLAY			
		\$ -	\$ -	
		\$ -		
<u>TOTAL PARKS DEPARTMENT</u>				
		\$ 308,340.06	\$ 325,830	\$ 343,601

2021 BUDGET BREAKDOWN OF EXPENDITURES:**101.45200.4901 LAKESIDE PARK**

	2020 BUDGET	2021 BUDGET
Salaries:	\$ 3,680	\$ 3,680
a) Maintenance Person: 4 hrs/day x 80 days x \$11.50/hr	\$ 3,680	
FICA/Medicare (.0765 x \$3,680)	\$ 282	\$ 282
Worker's Compensation	\$ 243	\$ 253
Operating Supplies:	\$ 2,500	\$ 2,500
a) Soap, toilet paper, garbage bags	\$ 240	
b) Ag lime for ballfield	\$ 200	
c) Aeration notice	\$ 60	
d) Volleyball net	\$ 90	
e) Broadleaf/Veg Control	\$ 500	
f) Fertilizer (50 bags) & seed	\$ 560	
g) Playground surface	\$ 850	
Electricity (Vandal lights, irrigation system & buildings)	\$ 1,300	\$ 1,300
Water/Sewer Service	\$ 2,400	\$ 2,400
Refuse Collection	\$ 75	\$ 75
Portable Restrooms	\$ 700	\$ 550
Maintenance Equipment Rental/Usage	\$ 4,800	\$ 5,276
Insurance	\$ 4,800	\$ 5,504
Equipment Repairs	\$ 2,920	\$ 1,705
a) Sprinkler system-expansion	\$ 600	
b) Drinking fountain	\$ 250	
c) Fencing	\$ 100	
d) Playground equipment	\$ 300	
e) Signs repairs	\$ 100	
f) Electricial	\$ 300	
g) Building and sidewalks	\$ 1,270	
<u>TOTAL LAKESIDE PARK BUDGET</u>	<u>\$ 23,700</u>	<u>\$ 23,525</u>
<i>Less Park Rental Income & Investment Income</i>	\$ (700)	\$ (710)
	\$ 23,000	\$ 22,815
<u>Spring Lake Park Share</u>	<u>\$ 11,500</u>	<u>\$ 11,408</u>

2021 BUDGET BREAKDOWN OF EXPENDITURES:

<u>MISCELLANEOUS-49000</u>		2019 ACTUAL	2020 BUDGET	2021 BUDGET
1300	HEALTH INSURANCE	\$ 1,604.54	\$ 1,000	\$ 1,500
1313	COBRA & H.S.A. ACCOUNT MANAGEMENT COST a) \$688/month	\$ -	\$ 8,400	\$ 8,400
3600	INSURANCE a) General Liability b) Accident c) Boards & Commissions d) Auto	\$ 49,195.00	\$ 45,000	\$ 50,000
4000	CONTRACTUAL SERVICE	\$ 1,650.00	\$ 30,000	\$ 10,000
4389	CONTINGENCY	\$ -	\$ 88,472	\$ 30,000
4390	MISCELLANEOUS	\$ 898.16	\$ 15,000	\$ 10,000
4420	PLUMBING SURCHARGE	\$ 122.99	\$ 200	\$ 200
4430	HEATING & AIR CONDITIONING SURCHARGES	\$ 466.47	\$ 400	\$ 400
4440	BUILDING SURCHARGES	\$ 6,133.73	\$ 2,000	\$ 5,000
7000	PERMANENT TRANSFERS	\$ 425,000.00	\$ 150,000	\$ 155,000
	a) Election Fund transfer	\$ 15,000		
	b) Severence Liability	\$ 25,000		
		(2017-\$15,000)		
		(2018-\$15,000)		
		(2019-\$15,000)		
		(2019-\$20,000)		
		(2020-\$20,000)		
	c) Transfer from LGA (FD Debt - Station #3)	\$ 50,000		
	d) Transfer from LGA (PW Debt Service Fund)	\$ 40,000	(remainder 50%-PU)	
	e) Transfer from LGA (Storm Water Fund)	\$ 25,000		
<u>TOTAL MISCELLANEOUS</u>		\$ 485,071	\$ 340,472	\$ 270,500
<u>TOTAL 2021 EXPENDITURES</u>		\$ 4,569,720.68	\$ 4,522,590	\$ 4,582,318



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 15, 2020

Subject: Award Classification and Compensation Study to Baker Tilly

In August 2020, the City issued a Request for Proposals to qualified firms to do a classification and compensation study for the City of Spring Lake Park. The City received 10 proposals from qualified firms from across the country. Below is a list of the responders, along with the cost of each proposal:

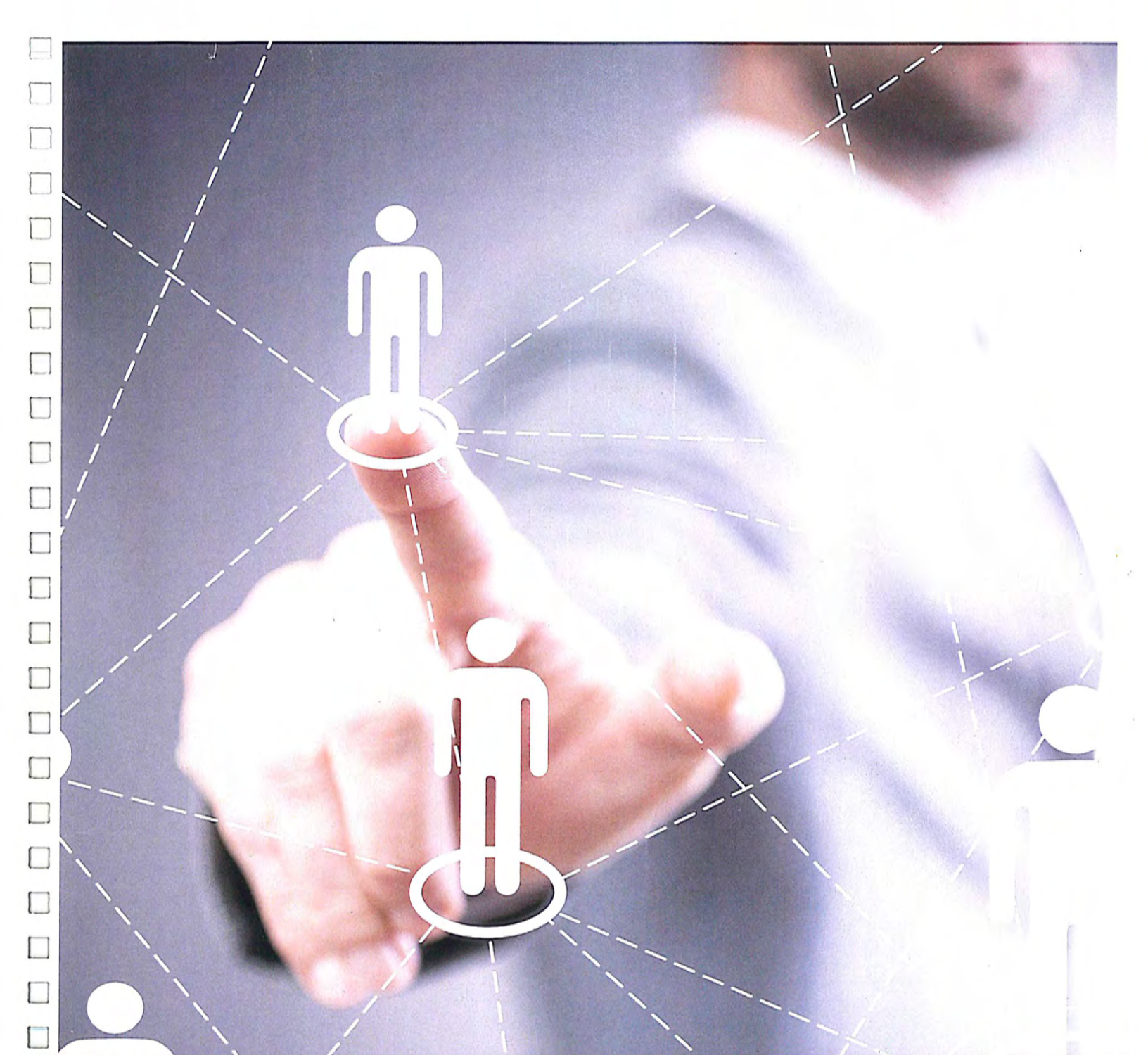
Proposal	Location	Cost
Abdo Eick & Meyers, LLP	Edina, MN/ Mankato, MN	\$22,400 Additional services - \$250/hour
Baker Tilly	St. Paul	\$10,500 Additional work at standard hourly rates Additional implementation plans - \$500/plan
Evergreen Solutions, LLC	Tallahassee, FL	\$21,500 - in person \$17,500 - onsite work done virtually Other services at additional cost
Flaherty & Hood	St. Paul, MN	\$15,250 There would be additional costs of \$750 for employee orientation and \$3,500 for position questionnaires.
Gallagher	Minneapolis, MN	\$25,000 Additional cost for services beyond proposal - to be negotiated
McGrath	Wonder Lake, IL	\$18,985 Additional cost of full rewrite & update of job descriptions - \$4,750
Paypoint HR	Davidsonville, MD	\$18,750 Additional work is at a rate of \$125/hour

Ponifex	Blaine, MN	\$12,650 Additional work: market analysis - \$100/job Job description creation - \$200/job Hourly consulting rate - \$200/hour
Randi Frank Consulting, LLC	Louisville, KY	\$9,500 Travel costs - \$3,000
Universal Personnel Services	San Bernardino, CA	\$64,000

Staff is recommending awarding the Classification and Compensation Study project to Baker Tilly. Baker Tilly (formerly Springsted) has broad based experience completing Classification and Compensation Studies for cities ranging from population 747 to 10 million. They have worked extensively with Minnesota's unique Local Government Pay Equity Act and have experience with implementing the outcome of the study in a union environment. They believe that employee engagement at the beginning of the project is critical to its success and conduct an employee orientation meeting that explains all aspects of the process so everyone understands the process and the City's goals/objectives.

I have attached a copy of the Baker Tilly proposal for your review. Funds for the Classification and Compensation Study are included in the 2020 budget.

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



bakertilly

now, for tomorrow.

City of Spring Lake Park

Classification and compensation study

August 28, 2020

Contents

A. COVER LETTER	1
B. FIRM BACKGROUND	2
FIRM INTRODUCTION.....	2
NEGOTIATIONS.....	4
PROJECT TEAM	4
EXPERIENCE.....	6
C. PROPOSED WORK PLAN	14
OUR UNDERSTANDING OF SPRING LAKE PARK'S NEEDS	14
PROPOSED SOLUTION TO MEET SPRING LAKE PARK'S NEEDS.....	14
PROJECT APPROACH.....	15
PROJECT TIMELINE.....	21
D. REFERENCES	22
E. COST PROPOSAL	23
PROFESSIONAL FEE.....	23
ADDITIONAL WORK	23
F. INSURANCE	24
APPENDIX I: PROJECT TEAM RESUMES	i
APPENDIX II: SAMPLE PAQ	vi

A. Cover letter

August 28, 2020

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

Dear Mr. Buchholtz:

In accordance with the City of Spring Lake Park's (the "City") request for proposals, Baker Tilly US, LLP (Baker Tilly) is pleased to submit our qualifications to conduct a classification and compensation study to update the current compensation plan for the City's employees covered by its classification and compensation program.

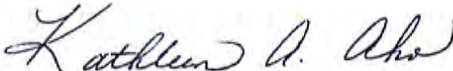
Our firm has assisted numerous jurisdictions throughout the United States in addressing human resources and compensation issues, as well as performing specialized management studies. We have created an extensive consulting service that provides in-depth study and analysis on a variety of management topics. In addition, Baker Tilly ensures that we have the staff, capabilities and experience required for the study the City has outlined.

Baker Tilly has developed specialized expertise in performing personnel and compensation studies and currently serves as the ongoing position classification consultant for several cities throughout Minnesota, the Midwest region and the country. We feel that this experience, coupled with our technical and human resources specialties, will bring extensive expertise to your study in the areas of human resources administration.

Included in this proposal are the qualifications of our firm, a detailed scope of services, our study methodology and a list of client references. The project's time frame is also provided, along with the resumes of the consulting team.

Very truly yours,

BAKER TILLY US, LLP



Kathleen Aho
Principal
T: +1 (651) 223 3048
E: kathy.aho@bakertilly.com



Ann Antonsen
Director
P: +1 (651) 223 3057
Email: ann.antonsen@bakertilly.com

B. Firm background

Firm introduction

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country — and internationally. As a member of Baker Tilly International, the world's 10th largest accountancy and business advisory network, we are able to extend our reach through trusted relationships with firms located across the country and throughout the world.

Baker Tilly was founded in 1931 with one central objective: to use our industry specialization to help our clients improve their businesses. For more than 85 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with Spring Lake Park as we seek to become your Valued Business Advisor.

Key facts about Baker Tilly:

- Headquartered in Chicago and employing more than 1,400 throughout the Midwest
- Provides a wide range of accounting, tax, assurance and consulting services by more than 4,000 total staff members, including 375 partners
- Ranked among the 15 largest accounting firms in the U.S.
- Serving clients with industry-focused teams

Baker Tilly has provided high quality, independent financial and management advisory services to public and not-for-profit organizations for more than 60 years. Baker Tilly's staff has been advising their clients in organizational development for more than 30 years. Baker Tilly's human capital practice group is comprised of a knowledgeable, experienced staff with direct experience in managing and leading local city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities.

Our compensation consulting team is focused on position classification, compensation and performance evaluation. Our work is competitive, current, court tested and copyrighted to deliver pragmatic outcomes. Our organizational management focus ranges from human resource consulting, executive recruitment, group facilitation, strategic planning, budget analysis, resource sharing and building collaborations to organizational improvement and efficiency studies.

12th
Largest
accounting and
advisory firm in
the U.S.



50+
Offices



4,000+
Team
members



\$789.6M
FY20 revenue



Public entities are under a great amount of pressure to deliver high quality services in a fiscally constrained environment. Traditional methods and means do not necessarily work anymore and this scenario is not likely to change at any time in the future. To that end, elected officials and public administrators are under pressure to employ new and innovative solutions that require progressive leadership, creative collaboration, cautious risk taking and an investment in their personnel and organizational foundation. Success in the public sector is hard to define, but those public entities that enhance and enrich their people, their process and their systems are more likely to deliver more value by maximizing the use of public resources, thus achieving more success in the marketplace of public opinion.

Since our firm's beginning, we have emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch, which drive our internal standard for delivering only outstanding services and leading-edge products.

Project contact and location

Ann Antonsen, Director

380 Jackson Street, Suite 300
Saint Paul, MN 55101

Office: +1 (651) 223 3057

Fax: +1 (651) 223 3046

Email: ann.antonsen@bakertilly.com

Why Baker Tilly is ideally suited to serve Spring Lake Park

- **Our team has successfully performed hundreds of similar studies nationwide, having been successfully implemented in governments large and small.**

Baker Tilly has been performing compensation and classification studies for more than 30 years. We have successfully implemented hundreds of studies in public organizations across the country. Our clients range from those who have as few as three employees to those who have over 3,000 employees. Our focus is on the public sector and our personnel have extensive experience in public sector pay and classification.

- **With Baker Tilly, you do not just get a study, you get a system. We train you in the system and leave you prepared to utilize it, as needed, as your workforce needs evolve.**

Upon completion of the study, Spring Lake Park will have the necessary tools to manage the classification and compensation system moving forward. As the City changes and evolves, the SAFE® job evaluation system provides the City with a tool to evaluate positions as they change or as they are created.

- **Our SAFE® classification system is solid, tested and is proven as a methodology for fairly and appropriately distinguishing and evaluating classifications**

In today's environment, organization's need to know that their methods are proven and sound. SAFE® gives you a tested methodology that works to properly differentiate between job classes in your organization.

- **We know that quality studies rest on quality data.**

To achieve this goal, we carefully identify benchmark positions for use in the study process and ensure that we collect data on a comparative basis. When the study is completed, we support our work with regression analysis to document your proposed payroll to your benchmarked competition.

B. Firm background

Overall, we pride ourselves in doing high-quality work that is defensible, transparent and fair to both the organization and its employees, as we realize that a pay and classification study is critical to your ability to maintain and grow the quality of workforce that you need to perform at the level expected by your citizenry. We proudly stand by our work and will defend and support it through adoption.

Negotiations

If selected, we will provide the City of Spring Lake Park with our standard engagement terms. Should the City wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Project team

The Baker Tilly project team is designed specifically for the City of Spring Lake Park.

Your project team represents experienced professionals who will be working on this project. The project team is selected to meet four very specific objectives for the City: 1) It represents the staff who will be directly responsible for your projects; 2) It provides a range of expertise to cover the range of service requirements; 3) It provides a national perspective of experience and institutional knowledge to achieve your future objectives; and 4) It represents the commitment to take personal and professional responsibility for the services and outcomes for the City.

Organizational chart



B. Firm background

Project team bios

Director	Ann Antonsen
	<p>Qualifications: Ann is a consultant with a strong background in organizational management and human resources that she uses effectively in developing position analyses, classification and compensation studies, performance management and evaluation system development and staff training for the public sector. She also specializes in performing organizational studies, revising and developing personnel policies and manuals and in conducting organizational management training sessions and providing general human resources assistance. Ann has been with the firm since 2005 and earned a Bachelor of Arts in Psychology from the University of Minnesota.</p>
Manager	Jada Kent
	<p>Qualifications: Jada is a manager with a background in human capital consulting, including classification & compensation, organization management and executive recruitment. Jada has earned a master's degree in Public Administration (MPA), is a member of the North Texas Compensation Association (NTCA) and is in the process of obtaining her Certified Compensation Professional (CCP) designation. She has been with Baker Tilly since 2015.</p>
Project Manager	Brenda Turner, CCP
	<p>Qualifications: Brenda is a human capital senior associate with a background serving in compensation and human resources. Prior to joining Baker Tilly, Brenda served most recently as the senior director of global compensation for a global technology company. She has also served in varying compensation, finance and accounting roles in the hospitality, travel and technology industries. Brenda is a Certified Compensation Professional (CCP) through World at Work and is also a member of the Society for Human Resources Development (SHRM). She earned a Master of Business Administration from the University of Texas and joined Baker Tilly in February of 2020.</p>
Consultant	Jama McClung
	<p>Qualifications: Jama joined the executive recruitment team supporting Mid-Atlantic executive recruitment work in 2010. Now her specialty focus is classification and compensation studies, performance evaluations and benefits review. Jama has performed prior consulting support work as a capital project assistant for healthcare IT financial system conversions and IT infrastructure upgrades and has served as a public finance assistant, supporting senior living and healthcare public finance bankers. She attended Glenville State College and is currently completing coursework toward a bachelor's degree in Business Administration.</p>

Full Project Team Resumes can be found in [Appendix I](#).

Experience

There are a number of factors that set Baker Tilly apart from other consulting firms performing studies such as the proposed engagement for the City of Spring Lake Park.

Although we have included a lengthy list of organizations for whom Baker Tilly has provided classification and compensation services, to simplify Spring Lake Park's evaluation process, we have augmented this list by including a brief narrative of select experience our staff provides, as well as a generalized list of outcomes consistent to our many custom compensation engagements.

- **Evaluating the appropriateness of (and potentially consolidating) job titles:** The assignment of job titles (including the potential for consolidation where warranted) is an integral part of each comprehensive classification and compensation study that Baker Tilly conducts. Baker Tilly provides a consistent, easy to explain and understand rationale for the assignment of job titles, which would be vital to Spring Lake Park's success in this project given the diversity of jobs included in the scope of work.
- **Analyzing extensive total compensation survey data:** Baker Tilly has assigned to the Spring Lake Park project a consulting team with diverse public and private sector experience gathering and analyzing survey data. This group has extensive experience in customized classification and compensation studies for numerous organizations.
- **Providing detailed implementation cost estimates:** Although discussed in greater detail below, Baker Tilly has the experience and capability to guide Spring Lake Park in effective implementation costing scenarios and to prepare highly complex financial models leveraging our staff's Microsoft Excel skillset.
- **Presenting compensation results:** Baker Tilly's staff has broad experience interacting with employees at all levels in our client organizations. From executives primarily in office working environments to individual contributors in the field, we have successfully engaged employees to establish credibility in our methodology and results. Likewise, our staff has a distinct ability to present the results of compensation studies in such a way that elected officials from all walks of life can understand.



Although each engagement is different, the following are the general results Baker Tilly has achieved on behalf of our public sector clients:

- Established fair and equitable relationships among positions throughout organization (internal equity)
- Identified relevant market conditions to strategically select benchmark organizations
- Included employee input and participation to promote transparency and consistency in the job classification and compensation processes
- Developed pay structures that reflect the defensible, quantifiable alignment of positions and market competitiveness
- Maintained compliance with state and federal laws (FLSA, pay equity, for example)
- Implemented modified job classification and compensation systems within our client's defined budget parameters

B. Firm background

Following is a partial list of Baker Tilly's previous Human Capital studies.

List of relevant projects: 2015 – present

Year	Client	State	Project	Population
2015	Amherst	VA	Pay & Class Study	2,219
2015	Appomattox River Water Authority	VA	Comp Study	
2015	Bloomington	MN	SAFE Database	86,319
2015	Bluffton	SC	Class & Comp Study	15,199
2015	Cass Lake	MN	Comp Study	747
2015	Chesapeake Bay Bridge Tunnel Dist Com	VA	Salary Update Study	
2015	Clarkfield	MN	Class & Comp Study	832
2015	Coweta County	GA	Class & Comp Study	133,180
2015	Dinwiddie County	VA	Comp Study	27,904
2015	Emporia	VA	Comp & Class Study	5,588
2015	Franklin County	VA	External Comp Study	56,335
2015	Harris County	GA	Class & Comp Study	32,663
2015	Hutchinson Utilities Commission	MN	Job Eval and Comp Syst	13,871
2015	Independent School District No. 0206	MN	Salary Study	11,580
2015	Kannapolis	NC	Class & Comp Study	44,359
2015	La Crosse Public Library	WI	Class & Comp Study	51,522
2015	Lake Geneva	WI	Comp Study	7,710
2015	Lake Worth	FL	Class & Comp Study	36,000
2015	Le Sueur	MN	Comp Study	4,041
2015	Lee County	NC	External Comp Study	60,266
2015	Lexington	NC	SAFE Training	18,993
2015	Little Falls	MN	Class Study	8,232
2015	Luray	VA	Comp Study	4,860
2015	Maple Lake	MN	Class & Comp Study	2,093
2015	Maryville	TN	Class & Comp Study	27,992
2015	Midlands Auth for Conv, Sports & Tourism	SC	Class & Comp Study	
2015	Monroe	NC	Class & Comp Study	33,975
2015	Mukwonago	WI	Comp Study	7,494
2015	New Ulm	MN	Comp Study	13,210
2015	Newnan	GA	Comp & Class Study	34,847
2015	Newport	MN	Class & Comp Study	3,461
2015	NC Assn of County Commissioners	NC	Comp & Class Study	9,944,000
2015	Orange Water and Sewer Authority	NC	Comp Study	140,352
2015	Otsego	MN	Class & Comp Study	14,254
2015	Pine County	MN	Class & Comp Study	29,104
2015	Plymouth	MN	Class Study	73,987
2015	Quin Rivers Inc.	VA	Comp Study	
2015	Red Lake Falls	MN	Comp Study	1,410

B. Firm background

List of relevant projects: 2015 – present

Year	Client	State	Project	Population
2015	Rivanna Water and Sewer Authority	VA	Class & Comp Study	
2015	Rockbridge County	VA	Class, Comp & Perf Eval	22,307
2015	Rockingham County	NC	Class & Comp Study	91,898
2015	Rowan County	NC	Comp Plan Study	138,323
2015	Scott County Community Development Agency	MN	Class & Comp Study	137,232
2015	Sherburne County	MN	Class & Comp Study	90,158
2015	Shorewood School District	WI	Comp Study	13,337
2015	Siler City	NC	Class & Comp Study	8,169
2015	South Boston	VA	Comp Study	7,989
2015	Southampton County	VA	Class & Comp Study	18,128
2015	Warrenton	VA	Class & Comp Study	9,862
2015	Washington Housing Auth & Mid-East Reg. Housing Auth	NC	Class & Comp Study	
2015	Whitewater	WI	Class & Comp Study	14,732
2015	Wilson	NC	Comp Study	49,628
2015	Wythe County	VA	Class & Comp Study	29,344
2016	Altavista	VA	Class & Comp Study	3,490
2016	Ankeny	IA	Class & Comp Study	51,567
2016	Belle Plaine	MN	Comp Plan	6,838
2016	Bertie County	NC	Comp Study	20,344
2016	Blacksburg	VA	Comp Study	43,609
2016	Branson	MO	Class & Comp Study	11,064
2016	Cabarrus County	NC	Comp Study	187,226
2016	Cannon Falls	MN	Class & Comp Study	4,078
2016	Chapel Hill	NC	Class & Comp Study	59,635
2016	Cleveland County Water	NC	Pay & Class Study	97,047
2016	Cologne	MN	Comp Study	1,564
2016	Crosslake	MN	Class & Comp Study	2,193
2016	Dallas Area Rapid Transit Authority	TX	Comp Services	1,318,000
2016	Daniel Boone Regional Library	MO	Class & Comp Study	
2016	Dare County	NC	Class & Comp Study	35,019
2016	Eagan	MN	Class & Comp Study	65,453
2016	Eastern Shore of Virginia 911 Commission	VA	Comp Update	
2016	El Paso	TX	Class & Comp Study	674,433
2016	Gastonia	NC	Class & Comp Study	73,209
2016	Grant County	MN	Class & Comp Study	5,989
2016	Greenville Housing Authority	NC	Class & Comp Study	89,130
2016	Hibbing Housing and Redevelopment Authority	MN	Class & Comp Study	16,301
2016	Hoboken Housing Authority	NJ	Comp Study	52,575
2016	Independent School District No. 0206	MN	SAFE System	11,580
2016	Kenosha Joint Services	WI	Wage & Comp Study	99,889

B. Firm background

List of relevant projects: 2015 – present

Year	Client	State	Project	Population
2016	Lake Zurich	IL	Class & Comp Study	19,984
2016	Lawrence Public Library	KS	SAFE Database	
2016	League of Wisconsin Municipalities	WI	Market Survey	5,779,000
2016	Louisa County Public Schools	VA	Comp Study	33,945
2016	Manassas	VA	Class & Comp Consult	41,705
2016	Moorhead Public Housing Agency	MN	Salary Study	39,398
2016	Newport News Redevelopment & Housing Authority	VA	Comp Study	182,385
2016	Nisswa	MN	Class & Comp Study	2,004
2016	Port of Corpus Christi Authority	TX	Comp & Ben Struc	316,381
2016	Rappahannock Juvenile Facility	VA	Class & Comp Study	
2016	Richmond Behavioral Health Authority	VA	Comp Update	
2016	Richmond Heights	MO	Comp & Class Study	8,508
2016	Roanoke Valley Juvenile Detention Center	VA	Salary Study	
2016	Selma	NC	Class & Comp Update	6,237
2016	Shenandoah County	VA	Salary Survey	42,684
2016	Spring Hill	TN	Class & Comp Study	32,576
2016	St. Charles City-County Library District	MO	Comp & Benes Analysis	
2016	St. Cloud Housing and Redevelopment Authority	MN	Comp Study	66,297
2016	Stevens Point	WI	Comp Study	26,670
2016	Stevens Point Area Public School District	WI	Comp Study	26,670
2016	Sumter County	FL	Comp Study	105,056
2016	Washington County Community Development Agency	MN	Class & Comp Update	251,597
2016	Willmar	MN	Comp Study	19,680
2016	Wilmington	NC	Comp Practices and Market Pay Study	112,067
2016	Winston Salem	NC	Class & Comp Study	236,441
2017	Aitkin	MN	Class & Comp Study	2,087
2017	Appalachian Regional Library	NC	Class & Comp	
2017	Association County Commissioners of Georgia	GA	Class & Comp	10,100,000
2017	Bath County Public Schools	VA	Pay & Class	
2017	Baudette	MN	Market Survey	1,073
2017	Baxter	MN	Comp Study	7,781
2017	Cabarrus County	NC	Class & Comp Study	187,226
2017	Cabarrus Health Alliance	NC	Comp Benefit Study	
2017	Caroline County	VA	Pay & Class Study	29,298
2017	Chapel Hill	NC	Comp Study & FLSA Rev	59,635
2017	Chincoteague	VA	Comp Study	2,929
2017	Cleveland County	NC	Comp & Benes Study	97,047
2017	Craven County	NC	Comp Study	103,451
2017	Dunn County	WI	Market Survey	44,122
2017	Florida Municipal Power Agency	FL	Comp Study	

B. Firm background

List of relevant projects: 2015 – present

Year	Client	State	Project	Population
2017	Fort Wayne City Utilities	IN	Class and Comp	
2017	Harnett County	NC	Comp Study	124,987
2017	Harrisburg	PA	Class & Comp Study	49,188
2017	Hopewell	VA	Class & Comp Consult	22,163
2017	Independent School District No. 0013	MN	Job Desc/Pointing Agree	19,674
2017	Le Sueur County	MN	Market Survey	27,810
2017	Lee's Summit	MO	Comp & Benefit Study	93,184
2017	Lufkin	TX	Comp Study	36,085
2017	Meeker McLeod Sibley Community Health Services	MN	Class & Comp Study	
2017	Mendota Heights	MN	Class & Comp Study	11,222
2017	Middlesex County	VA	Comp & Class Study	10,762
2017	New Brighton	MN	Market Survey	21,867
2017	New Hope	MN	Market Survey	20,877
2017	North Mankato	MN	Anal of Comp Syst Structure	13,439
2017	Osseo	MN	Class & Comp Study	2,476
2017	Person County	NC	Phase II Implementation	39,276
2017	Pine Island	MN	Class & Comp Study	3,318
2017	Piqua	OH	Comp Study	20,906
2017	Pleasant Hill	IA	Class & Comp Study	9,082
2017	Polk County	MN	Market Survey	31,569
2017	Pulaski	VA	Class & Comp Plan	8,948
2017	RC Hospital and Clinics	MN	Class & Comp Study	
2017	Richland	WA	Class & Comp Study	53,019
2017	Roanoke County	VA	Benefits Survey	93,524
2017	Robbinsdale	MN	Comp Study	14,302
2017	Saginaw County	MI	Class & Comp	195,012
2017	Salem	VA	Class & Comp	25,483
2017	Sammamish	WA	Class & Comp Study	50,169
2017	Santa Fe	NM	Class & Comp Study	83,875
2017	Shelby	NC	Class & Comp Study	20,325
2017	Stacy	MN	Comp Plan	1,426
2017	Story County	IA	Class & Comp Study	92,406
2017	Topeka and Shawnee County Public Library	KS	Comp Study	
2017	Upper Trinity Regional Water District	TX	Comp & Class Study	
2017	Vienna	VA	Class & Comp Study	16,370
2017	Watauga County	NC	Class & Comp Study	52,372
2017	West Point Public Schools	VA	Class & Comp Study	
2017	Wyoming	MN	Market Survey	7,750
2017	Yellow Medicine County	MN	Market Survey	9,875
2018	Battle Creek	MI	Comp Study	51,833

B. Firm background

List of relevant projects: 2015 – present

Year	Client	State	Project	Population
2018	Bemidji	MN	Comp Study	14,435
2018	Blue Springs	MO	Pay Plan Design	53,294
2018	Bonner Springs	KS	Comp and Class Study	7,665
2018	Broad River Water Authority	NC	Class and Comp Study	
2018	Burnsville	MN	Class and Comp Study	61,290
2018	Carver	MN	Comp Study	4,628
2018	Cleveland County	NC	SAFE Database	97,047
2018	Cloquet	MN	Comp Plan Update	12,050
2018	Craven County Schools	NC	Comp Study	
2018	Dallas Area Rapid Transit Authority	TX	Comp Study	
2018	Dayton	VA	Class and Comp Study	1,609
2018	DeSoto	TX	Class and Comp Study	52,599
2018	Dinwiddie County Schools	VA	Review of Compensation Study	
2018	Elko New Market	MN	Pay Equity Report	4,513
2018	Eudora	KS	Class and Comp Study	6,211
2018	Grain Valley	MO	Class, Comp & Benes Study	13,125
2018	Harris County Housing Authority	TX	Salary/Wage Comparability Study	
2018	Housing Authority of the Durham	NC	Salary Comparability Study	263,016
2018	Ingleside	TX	Class & Comp Study	10,488
2018	Intermediate School District No. 917	MN	Job Description Updates/Training	
2018	Johnson County	IA	Comp and Class Study	144,251
2018	Lakeville	MN	Class & Comp Study	58,562
2018	Laurinburg	NC	Class & Comp Study	15,774
2018	Leavenworth	KS	Comp Study	35,891
2018	Mansfield	CT	Class & Comp Study	25,959
2018	Minnehaha Creek Watershed District	MN	Class and Comp	
2018	Minnehaha Creek Watershed District	MN	Class and Comp Study	
2018	Minnehaha Creek Watershed District	MN	Pay Equity Report	1,124,000
2018	Minnnetonka	MN	Class & Comp Study	51,638
2018	Northwest Regional Library	NC	Class & Comp Study	
2018	Person County	NC	Phase III C&C Implementation services	39,276
2018	Rappahannock Regional Jail	VA	Comp Study	
2018	Scott County Community Development Agency	MN	Pay Equity Report	137,232
2018	Thibodaux	LA	Market Study	14,566
2018	Verona	WI	Market Survey	10,632
2018	Wabasha Soil and Water Conservation District	MN	Class Study	
2018	Willmar	MN	Comp Study	19,680
2018	Winston Salem	NC	Class & Comp Study-Phase II	236,441
2018	Wright Soil & Water Conservation District	MN	Class and Comp Study	
2019	Adams County	WI	Class & Comp Study	19,973

B. Firm background

List of relevant projects: 2015 – present

Year	Client	State	Project	Population
2019	AppalCART	NC	Class & Comp Study	
2019	Bellingham	WA	Comp Market Study	89,045
2019	Brooklyn Center	MN	Comp Study	30,712
2019	Capital Region Water	PA	Class & Comp Study	
2019	Circle Pines	MN	Comp & Class Study	4,978
2019	Council Bluffs	IA	Class & Comp Study	62,316
2019	Dallas Housing Authority	TX	Comp Study	
2019	Fillmore Soil & Water Conservation District	MN	Class & Comp Study	
2019	Gastonia	NC	Class & Comp Study	75,536
2019	Gatesville	TX	Class & Comp Study	12,387
2019	Independent School District No. 2769	MN	Job Desc/Pay Equity Review	
2019	Intermediate District 0287	MN	Pay and Class	
2019	Iowa League of Cities, Des Moines	IA	Comp Study	3,146,000
2019	King County Housing Authority	WA	HR Management Consulting	
2019	Local Government Information Systems	MN	Comp & Benefit Study	
2019	McFarland	WI	Market Survey	
2019	Montgomery	MN	Class & Comp Study	2,907
2019	Morehead City	NC	Class & Comp Study - Maintenance	9,203
2019	North Central Regional Library	WA	Comp & Benefits Study	
2019	Payson	AZ	Class & Comp Study	15,476
2019	Pittsylvania County	VA	Comp Study	62,426
2019	River Falls	WI	Class & Comp Study	15,510
2019	Rocky Mount	VA	Comp Study	4,798
2019	Saginaw County	MI	Class & Comp Phase II	195,012
2019	Saginaw County	MI	Class & Comp Phase III	195,012
2019	Salem	VA	Class & Comp	25,483
2019	Sartell	MN	Class & Comp Study	13,917
2019	Scandia	MN	Class & Comp Study	4,120
2019	St. Charles City-County Library District	MO	Market Study	
2019	Stutsman County	ND	Comp Study	
2019	Tyler	TX	Class & Comp Study	104,991
2019	Wheaton	IL	Market Survey	53,373
2019	Wright County	MN	Class & Comp Study	131,311
2019	Zimmerman	MN	Comp Study	5,499
2020	Rappahannock County	VA	Comp & Class Study	7,321
Current	Crystal	MN	Comp Study	22,463
Current	Elko New Market	MN	Pay Plan Update	4,760
Current	Fertile	MN	Class & Comp Study	833
Current	Fosston	MN	Class & Comp Study	1,481
Current	Horicon	WI	Class & Comp Study	3,595

B. Firm background

List of relevant projects: 2015 – present

Year	Client	State	Project	Population
Current	Independent School District No. 0625	MN	Principal Wage Study	
Current	Onalaska	WI	Class & Comp Study	18,712
Current	Otsego	MN	Comp Study	17,357
Current	Richmond	IN	Comp Study	35,353
Current	Traverse County	MN	Class & Comp Study	3,308
Current	Waite Park	MN	Comp Study	7,718
Current	Windsor	VA	Class & Comp Study	2,626

C. Proposed work plan

Baker Tilly is uniquely positioned to assist the City of Spring Lake Park to ensure an equitable, competitive classification/compensation system is in place that supports its mission of competent, expeditious, courteous and cost-effective services.

Our understanding of Spring Lake Park's needs

Baker Tilly will conduct a comprehensive classification and compensation study and analysis for the City's approximately 20 positions (approximately 31 full-time and two part-time employees). Baker Tilly will assist the City in the review and analysis of the current job classification and compensation system, conducting a comprehensive market survey, evaluating internal equity and recommendations for improvements to the existing system or development of a new system which meets the goals established by the City of Spring Lake Park. The proposed system will be understandable and explainable to administration, elected officials, employees and citizens and can be maintained by the City. The system will allow the City of Spring Lake Park to recruit and retain quality, qualified employees and will be competitive with comparable organizations. The system Baker Tilly will develop will:

- Establish fair and equitable compensation relationships between positions within the City
- Reflect relevant market conditions outside the organization
- Apply to all City positions professionally, consistently and objectively
- Include employee input and participation as an integral part of the study process
- Provide a strategic plan for implementation and ongoing maintenance in accordance with best practices

Proposed solution to meet Spring Lake Park's needs

Baker Tilly would value the opportunity to assist the City of Spring Lake Park with its classification and compensation study. Our experience working with other comparable government entities in Minnesota and around the Twin Cities metro area gives us a thorough understanding of the scope of the study that the City is seeking.

The services to be provided by Baker Tilly include:

- Meetings conducted with administration, department heads and other relevant staff to gain an understanding of the needs and expectations of the City, and to collect information on the City and department structure, operations and staffing
- Conduct employee orientation meetings; employees and supervisors complete Position Analysis Questionnaires (PAQs)
- Analyze and update job descriptions
- Evaluate positions to determine internal comparability of City positions
- Determine FLSA status of City positions

C. Proposed work plan

- Develop and conduct a comprehensive salary and benefits survey of comparable organizations selected in conjunction with the City. Survey information is requested directly from the selected participants. Baker Tilly does not rely on published survey information for public sector participants; this information is used to supplement information collected directly from the selected survey participants. We will use a variety of resources to collect relevant private sector information. Summaries of City positions are included in the survey instrument to ensure comparability of positions.
- Provide recommendations for revisions to the City's current compensation plan, including options for implementation based on the City's financial resources that will enable the City to recruit and retain qualified employees, is competitive in the established market, eliminates compression and ensures fair and equitable internal compensation of City positions
- Provide a manual and training of key City employees on maintaining the classification and job evaluation system and the compensation plan, how to place new positions within the classification, evaluation and compensation system and how to ensure the system remains internally equitable and competitive with the City's established market
- Presentation of study findings and final report to the City

The manner in which we approach a project takes into consideration two key variables: *process credibility* and *outcome credibility*. Process credibility is the realization to all involved, in particular City staff, that the methodology used is credible, reasonable and fair to all concerned. In addition, the information and communication must be transparent, honest and timely. Outcome credibility is the realization that the information and data used to develop the findings and conclusions is comprehensive, complete and applied consistently and appropriately without bias or preference to any particular person, persons or individual agenda. If these two objectives are realized, the recommendations, outcomes and future implementation are based on a solid foundation. This distinction is unique in our business and is a contributing factor to the benefits and strengths of the Baker Tilly team.

In summary, extensive expertise, human capital consulting experience and a collaborative approach positions Baker Tilly as the logical choice to serve your City's needs.

We are confident that you will find our assertions substantiated by the information presented in this proposal and the comments provided by our references. We look forward to a successful and lasting relationship.

As described in this proposal and outlined below, Baker Tilly is an ideal candidate for meeting your needs. Choose Baker Tilly and you will be joining forces with a strategic ally with vast experience in collaboration with clients. We offer the requisite depth of experience, knowledge and skills to effectively meet the City's needs. Spring Lake Park will receive a solution tailored to your needs and objectives from our collaborative process.

Project approach

Baker Tilly is pleased to submit this proposal to conduct an analysis of the City of Spring Lake Park's classification and compensation system. A compensation study was conducted in 1999. Adjustments for the City's positions have been made from time to time. Baker Tilly will conduct a comprehensive classification and compensation study for the City's 20 full and part-time positions, including both union and non-union positions.

C. Proposed work plan

Facilitating union and non-union involvement is one of the most important components in the development of a compensation system. This is a seamless practice for us and we have this issue – almost universally – in every project we are involved with in Minnesota. As discussed in this proposal, our approach emphasizes process credibility and outcome credibility. When these two variables are achieved, potential union and non-union conflicts are minimized and essentially eliminated.

In our study approach, input is obtained from both union and non-union employees equally, without bias or preference to any individual, classification or bargaining unit. Also, union representatives are invited to attend the employee orientation meeting to obtain information regarding the study. In our experience, we have consistently and successfully managed union and non-union issues and received buy-in from all employees. We treat each individual respectfully and equally. We will work to build trust with everyone we work with in Spring Lake Park.

The proposed project approach and study methodology are outlined below. The scope of services, tasks and staffing necessary to successfully complete this project are discussed in subsequent sections of this proposal. The project approach was developed to include employee and management involvement and communication as requested by the City of Spring Lake Park. Baker Tilly is willing to adjust any aspect of this study to respond to the City's needs.

Project initiation

The Baker Tilly project director will meet with the designated City staff and appropriate officials to establish working relationships and to finalize a comprehensive work plan and timetable. At these meetings we will request that the designated project manager provide us with the background materials necessary to conduct this study, including current job descriptions, classification and compensation documents, a copy of each labor agreement currently in effect, the City's personnel policies, fringe benefit information and other relevant data. This information will be evaluated to determine the status of existing human resource management programs and to identify apparent issues and opportunities. The purpose of the meeting(s) is to:

- Introduce the project director and the consulting team
- Discuss the background and experience of Baker Tilly and the consulting team
- Discuss, in detail, the methodology to be used in conducting the study, the role of the consulting team, management and the employees, and the amount and type of employee participation
- Ascertain the major issues the City wants the study to address
- Review the project schedule and determine significant milestones
- Determine the frequency and content of status reports
- Discuss methods of communicating the status of the study to employees

Baker Tilly will also meet individually with department heads to become familiar with department structure and service levels, hiring and retention issues, any concerns with the current compensation plan and any other issues that may need to be addressed during the study

Data collection

Employees play a major role in providing the data needed for this study. Therefore, it is imperative that employees receive information about the study and why it is being conducted, be given opportunities for employee involvement throughout the process, learn the expected outcomes, as well as have an opportunity to ask questions and express concerns.

Baker Tilly will conduct employee informational meetings to introduce the study, explain study procedures and answer any questions employees may have about the process. These meetings will be scheduled and conducted to ensure that all employees have an opportunity to attend and so as not to disrupt the operations of the City.

Employees will be introduced to our Position Analysis Questionnaire (PAQ) at this time. The questionnaire provides an opportunity for each employee to provide input on education, training, certifications, licenses and experience requirements of the position and provide input on the various job factors which apply to their position. Employees will also identify the specific physical requirements and working conditions of their position to assist in the consultant's review for compliance with the Americans with Disabilities Act (ADA). Employees will also be asked to review the current job description for their position and provide information for any required changes in essential functions or required knowledge, skills and abilities. Baker Tilly will spend time at the meeting reviewing the PAQ and responding to employee questions. The information gathered from the PAQs will provide the information to be used during the job evaluation process and, along with the City's updated job descriptions, to assist in gathering wage data from comparable organizations. Baker Tilly will also review each position's designation under the Federal Fair Labor Standards Act (FLSA). During the informational meeting(s), we will also explain the supervisors' roles in completing and signing off on the PAQs and reviewing and providing input for changes to current job descriptions. The questionnaire is designed to allow supervisors to comment on employee responses without altering employee responses. This allows the consultant to review complete, unedited responses from employees and supervisors. In instances where the employee and supervisor view the position requirements differently, Baker Tilly will conduct job audits (as necessary) to obtain more information. Audits will be scheduled to minimize disruption to City operations. If necessary, meetings can be scheduled at the beginning or end of a shift to facilitate employee attendance.

A sample PAQ is provided in [Appendix II](#).

Market Survey

In order to determine appropriate salary levels of positions in the workforce and address the issue of comparable compensation, Baker Tilly will conduct an extensive salary and benefits survey to compare City positions with analogous positions in other comparable agencies in the area labor market. By gathering and analyzing information on wages, wage equivalents and benefits, a comparison of total compensation can be reviewed in comparison to the City's established market area. External market comparisons for positions will be based on similar organizational structure, population, geographic location, job responsibilities, scope of authority, financial, socio-economic, growth and other relevant factors. The study team will consult with the City management and designated staff in identifying the appropriate sources of survey data, which will include public and private sector organizations. Baker Tilly will develop the salary survey in conjunction with the City.

It is recommended that potential survey data pertain to organizations comparable to the City, relate to those organizations with which the City is competing for employees and represent the appropriate labor market.

C. Proposed work plan

There are different labor markets for positions. Some positions are recruited from the local area, while others are recruited regionally and/or nationally. The consulting team will work closely with the staff in determining the appropriate labor market for positions.

Job evaluation and development of pay plan

While salary survey data will assist the City in establishing its position in the competitive market, job evaluation is the mechanism that ensures that internal relationships are equitable. Baker Tilly has developed and copyrighted a job evaluation system known as *Systematic Analysis and Factor Evaluation* (SAFE®) system. The SAFE® system is a unique job evaluation method designed to measure job factors which apply specifically to local government. This system has been successfully used for many years throughout the country and has been reviewed by the United States District Court in conjunction with an Equal Employment Opportunity (EEO) suit and found acceptable to the Court.

The system rates and ranks jobs based on various skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating positions to the compensation plan. The system facilitates proper and equitable comparisons between and among positions and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.

The elements considered in determining the relative value of classifications are:

- Training and ability
- Level of work
- Physical demands
- Independence of actions
- Supervision exercised
- Experience required
- Human relations skills
- Working conditions/hazards
- Impact on end results

This system can be maintained by the City. Baker Tilly provides training to individuals assigned by the City to this task on utilizing the SAFE® system to evaluate newly created positions and re-evaluate revised positions.

Based on the wage and benefits data analysis and the job evaluation system, Baker Tilly will develop a recommended compensation plan. The plan will be developed in accordance with information obtained from the City regarding its pay philosophy as well as goals and objectives established for its compensation program, including the option for a performance based component. In the development of the proposed compensation plan, Baker Tilly will attempt to equal the market rate for all positions and identify any deviations from the market rate in writing in the Final Report prepared for the City. Baker Tilly will review options with the City to address compensation plan structure, the spread for pay ranges, the relationship between ranges and adjustments needed to ensure that the City remains competitive with the labor market.

Development of Spring Lake Park's compensation policy

A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long-term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and retain skilled employees (in other words, eliminate higher pay as the reason employees leave the organization) with the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to positions with comparable duties and responsibilities.

A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Therefore, we emphasize references to performance in the pay philosophy discussion. As part of the study, it is recommended that the City consider these concepts in the adoption of a formal pay philosophy:

- Providing fair and equitable rates of pay to employees
- Defining the City's market area
- Developing a system that establishes a "market rate" for each position and states the minimum wage and maximum rates that the City will pay individuals within a position
- Establishing rates of pay that allows the City to compete successfully for new employees within its market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Developing a compensation system that allows employees to progress through the pay range as long as their performance consistently meets expectations
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, supervisors, managers, the City officials and the public

Employee communications

Baker Tilly will develop a communications strategy to inform employees of job evaluation and pay grade assignments. Employee communications will be developed explaining the study methodology, employee input opportunities, study recommendations and the process used for reviewing requests for reconsideration by employees who do not agree with the assigned classification. The consultant will participate in the review of employee requests for reconsideration.

Implementation strategy

At the conclusion of the study, Baker Tilly will work with the staff in developing a plan for implementing the study recommendations. The plan will coincide with the needs of the City and the employees while maintaining the City's financial integrity. An estimate of the cost of implementation will be provided.

Staff training

At the conclusion of the study, Baker Tilly will train members of the staff in the methodology used to develop, maintain and update all aspects of the classification and compensation plan and how to determine the validity of requests for reclassification. The training program will include the rating, ranking and salary grade assignments of positions. Instruction manuals pertaining to the job evaluation system will be prepared and presented. The Baker Tilly team will remain available to the staff for additional consultation after the study has been completed.

Final report

The final report will be a document that contains the following:

- Detailed study methodology
- Discussion of the consulting team's findings, conclusions and recommendations regarding employee classification, salary structure, compensation philosophy, fringe benefits, compensation plan, estimated cost and implementation plan
- List of positions and the assignment of each to the compensation plan
- FLSA Status recommendations for all positions
- Salary and benefits survey results
- Job evaluation factor analysis for each position

Post contract maintenance

Baker Tilly Incorporated can provide ongoing assistance to clients after completion of a classification and compensation study. Post-contract maintenance services include assisting Spring Lake Park with assignment of positions to the classification plan, determining the FLSA status of a new or revised position and conducting job evaluations for reclassification requests and new positions created by the City.

Project timeline

Baker Tilly takes pride in meeting its time commitments.

The schedule to commence this project coincides with Baker Tilly's completion of other studies. This will ensure that the proposed staff members will be available to concentrate on this study. Baker Tilly is prepared to initiate the study within three weeks after receiving the official notice to proceed and will complete the study within six months. It is anticipated that Baker Tilly team members will spend approximately 50 hours on the project during the various phases. A detailed project timeline is provided below.

There are factors that impact upon meeting the schedule that are beyond the consulting team's control. The proposed time frame is contingent upon a timely decision, the receipt of requested data, and the timely receipt of feedback and comments on the submitted preliminary data.

**City of Spring Lake Park
Classification and Compensation Study**

Activity	Target Date
- Authorization to proceed	September 8, 2020
- County completes initial data request	September 15, 2020
- Initial planning meetings and employee communications	Week of September 21, 2020
- Electronic PAQ distributed	Week of September 21, 2020
- PAQ due to next-level supervisor for review	October 2, 2020
- PAQ due to Baker Tilly	October 9 2020
- Baker Tilly distributes salary, benefits and pay practices survey to benchmark organizations	Week of October 26, 2020
- Market survey due date	November 13, 2020
- Baker Tilly prepares draft salary structures and compiled salary survey results	November 30, 2020
- Baker Tilly prepares modified salary structures (as necessary, based on City feedback) and approximate implementation costs	December 14, 2020
- Baker Tilly submits final report and works with City to schedule final report presentation	January 6, 2021

D. References

The following references are for projects that Ann Antonsen, proposed project director for the City of Spring Lake Park engagement, recently completed.

The following references will attest to Baker Tilly's ability to leverage our proven classification and compensation methodologies, tailor them to fit specific needs and concerns, and provide actionable implementation plans that consider the current and future situation of our clients.

City of Burnsville, Minnesota

Name	Jill Hansen	Title	Human Resources Director
Phone	(952) 895 4471	Email	jhansen@burnsvillemn.gov
Address	100 Civic Center Parkway, Burnsville, MN 55337		
Services	Comprehensive classification and compensation study		

Town of Farragut, Tennessee

Name	Janet Curry	Title	Human Resources Manager
Phone	(865) 966 7057	Email	jcurry@townoffarragut.org
Address	11408 Municipal Center Drive, Farragut, TN 37934		
Services	Comprehensive classification and compensation study; market survey; on-going support; and compensation plan update (current)		

City of Waite Park, Minnesota

Name	Shaunna Johnson	Title	City Administrator
Phone	(320) 252 6822	Email	shaunna.johnson@ci.waitepark.mn.us
Address	19 13 th Avenue North, Waite Park, MN 56340		
Services	Comprehensive classification and compensation study; market survey; on-going support; and compensation plan update (current)		

E. Cost proposal

Professional fee

Baker Tilly will perform all the tasks delineated as described in this proposal for a professional fee of **\$10,500**, including expenses. This fee is based on 20 positions, one employee orientation session as well as required meetings with administration, three implementation options and associated work outlined in this proposal. This proposal includes up to three on-site visits by the project manager subject to the City and/or Baker Tilly precautionary travel and personal contact measures in place due to COVID-19, for the safety of all employees. Baker Tilly maintains systems to facilitate virtual meetings for all study phases.

Baker Tilly would invoice the City for work completed based on the following schedule:

Time of Invoice	Percentage Invoiced	Cumulative Percentage
Completion of project initiation (or employee orientation)	25%	25%
Completion of Position Analysis Questionnaires	25%	50%
Distribution of Comprehensive Market Survey	20%	70%
Completion of draft pay structure(s) or pay structure updates	20%	90%
Completion of final report	10%	100%

Additional work

Should the City of Spring Lake Park request and authorize additional work, we would invoice the City at an agreed upon fee or our standard hourly fees. Additional Implementation Plans will be billed at a cost of \$500/plan. In addition, we would charge, at cost, for any related out-of-pocket expenses.

Title	Hourly Rate
Principal, Partner, Firm Director	\$300
Senior Manager, Director	\$260
Manager, Senior Staff	\$215
Staff	\$160
Support	\$75

Additional work would include work outside the scope of services as agreed to including, but not limited to:

- Additional position descriptions
- Additional reports
- Additional job audits
- Work related to a special request
- Additional on-site meetings

F. Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. One Liberty Plaza, 165 Broadway, Suite 3201 New York, N.Y. 10006	CONTACT NAME:	
	PHONE (A/C, No., Ext):	312-381-1000
	FAX (A/C, No.):	312-381-7007
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	Columbia Casualty Company
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED Baker Tilly Virchow Krause, LLP
Ten Terrace Court
Madison, WI 53718

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Insurance			ABF-188122608	01-Oct-19	01-Oct-20	Not less than US\$5,000,000 per claim and in the annual aggregate.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Baker Tilly Virchow Krause, LLP Ten Terrace Court Madison, WI 53718	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast, Inc.</i>
---	---

Appendix I: project team resumes

Ann Antonsen

Ann Antonsen, a director with Baker Tilly, has been with the firm since 2005.



Baker Tilly US, LLP
Director
 380 Jackson Street
 Suite 300
 Saint Paul, MN 55101
 United States

T +1 (651) 223 3057
M + 1 (612) 382 4491
ann.antonsen@bakertilly.com
bakertilly.com

Education
 Bachelor of Arts, Psychology
 University of Minnesota – Minneapolis

Ann is a consultant with a strong background in organizational management and human resources which she uses effectively in developing position analyses, classification and compensation studies, performance management, evaluation system development and staff training for the public sector. She is dedicated to using her well-honed abilities to assist governmental agencies in developing and growing meaningful legacies

Specific experience

- Performs organizational assessments and studies, revises and develops personnel policies and manuals and conducts organizational management training and provides general human resources assistance
- Strong background in organizational management and human resources
- Experience serving government organizations
- Provides human resources management services for large suburban communities and regional centers
- Human resources experience in both public associations and private corporations

Industry involvement

- International Public Management Association in Human Resources (IPMA)

Jada Kent

Jada Kent, a manager at Baker Tilly, has been with the firm since 2015.



Baker Tilly US, LLP
Manager
 2500 Dallas Parkway
 Suite 300
 Plano, TX 75093
 United States

M +1 (940) 368 3033
jada.kent@bakertilly.com
 bakertilly.com

Education
 Master of Public Administration (MPA)
 University of Texas – Dallas

 Bachelor of Arts, U.S. History
 University of North Texas (Denton, TX)

Jada is a Human Capital Manager, experienced in providing comprehensive classification and compensation services to public sector organizations. Prior to this role, she provided other human capital consulting services within Baker Tilly such as organization management and executive recruitment. Before joining Baker Tilly, Jada served in the United States Army and the Texas Air National Guard, respectively, as a Public Affairs Specialist.

Specific experience

- Point factor job evaluation, job classification, FLSA review, market pricing and analysis, base pay structure design, job description development and project implementation
- Experience working with clients in Connecticut, Florida, Iowa, Indiana, Michigan, Missouri, Minnesota, New Hampshire, New Mexico, North Carolina, Ohio, Oregon, Pennsylvania, Texas and Washington
- Experience working with the following types of organizations: City, County, Judicial Branch, Power Agency, State Legislature, State Municipal Association, Transportation Authority and Water/Wastewater Authority

Industry involvement

- North Texas Compensation Association (NTCA)

Continuing professional education

- Certified Compensation Professional (CCP) – *in progress*

Brenda Turner, CCP

Brenda Turner, a project manager with Baker Tilly, recently joined the firm in 2020.



Baker Tilly US, LLP
Project Manager
2500 Dallas Parkway
Suite 300
Plano, TX 75093
United States

M +1 (214) 543 3383
brenda.turner@bakertilly.com
bakertilly.com

Education

Master of Business Administration
University of Texas (Dallas, Texas)

Bachelor of Business Administration
Dallas Baptist University (Dallas, Texas)

Brenda is a project manager on the human capital team. She is experienced in providing compensation design, implementation and program management services in a variety of industries. Before joining Baker Tilly, Brenda served in compensation leadership and analyst roles in the airline and technology industries. She has also served in finance and accounting roles in the hospitality and technology industries.

Specific experience

- Compensation structure design and implementation, including market-based and point factor approaches
- FLSA and internal pay equity analysis and implementation
- Job documentation and job description development and publication
- Base salary, short term and long term incentive design and program management
- Executive compensation VP to C-Suite to CEO program design and management
- Organization transactions (M&A, IPO, Private Equity)
- Compensation management technology design, implementation and administration

Industry involvement

- World at Work (WAW)
- Society for Human Resource Management (SHRM)

Continuing professional education

- Certified Compensation Professional (CCP)

Jama McClung

Jama McClung, a consultant with Baker Tilly, has been with the firm since 2010.



Baker Tilly US, LLP
Consultant
9097 Atlee Station Road
Suite 200
Mechanicsville, VA 23116
United States

T +1 (804) 622 6991
jama.mcclungl@bakertilly.com
bakertilly.com

Education

Coursework completed
Glennville State College (Glennville, West Virginia)

Currently completing coursework toward a bachelor's degree in Business Administration

Jama joined Baker Tilly as part of the executive recruitment team. She now works as a consultant with the human capital team specializing in classification and compensation studies, performance evaluations and benefits review.

Specific experience

- Specialty focus is classification and compensation studies, performance evaluations and benefits review
- Performed prior consulting support work as a capital project assistant for healthcare IT financial system conversions and IT infrastructure upgrades
- Served as a public finance assistant supporting senior living and healthcare public finance bankers

Appendix II: sample PAQ



now joined with
Springsted and Umbaugh

Baker Tilly Virchow Krause, LLP
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000

Fax: 651-223-3002

www.bakertilly.com

Instructions for Completing Your Position Analysis Questionnaire

Please read these instructions before completing your Position Analysis Questionnaire (PAQ). This form is used to obtain information about your position. The questionnaire consists of multiple-choice and fill-in-the-blank questions; please be clear, accurate and complete. For multiple-choice questions, please check only the appropriate box on the left-hand side of the document; the right-hand box is for your supervisor or department/division head to complete; **check only one box per question, except for question 20 and the American with Disabilities Act section. Please complete and return the PAQ to your supervisor.**

Tips for Completing Your PAQ

- Spell out acronyms – acronyms may be exclusive to your department and mean something else nationally or to another part of the organization
- Minimum Requirements – Answer the questions based on the minimum requirements needed to perform the duties of the position (you may have 10 years of experience, but would a new hire need that to do the job?).

TO: Supervisors and/or Division/Department Heads

SUBJECT: **Instructions for Completing Position Analysis Questionnaire**

After the employee or group of employees under your day-to-day supervision has completed a PAQ, they should return them to you for your review and verification. You will want to check the appropriate boxes on the right-hand side of every page, either agreeing or disagreeing with the boxes the employee has checked on the left-hand side. There is a section on Page 5 where you can comment on the accuracy and completeness of the employee's response. Please note any comments in this section and do not make any changes to employee responses.

Position Analysis Questionnaire

1. Name(s) <i>(Last, First)</i>	2. Current Position Title	3. Current Annual Salary																										
4. Immediate Supervisor's Title	5. Department/Division	6. Date of Hire with Agency																										
7. How many hours are you scheduled to work in a week? <input type="checkbox"/> 35 <input type="checkbox"/> 37.5 <input type="checkbox"/> 40 <input type="checkbox"/> 43 <input type="checkbox"/> 56 <input type="checkbox"/> Other	Explain shift rotation, stand-by, call back, etc.	8. Date of Hire in Position																										
<p>9. Education and Experience - Please indicate the <u>minimum</u> education and <u>minimum</u> experience level needed to complete the normal, day-to-day tasks:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><i>Employee (check one)</i></td> <td style="width: 40%; text-align: right;"><i>Supervisor (check one)</i></td> </tr> <tr> <td><input type="checkbox"/> Less than High School Diploma or GED.....</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> High School Diploma or GED.....</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Associates Degree.....</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Bachelors Degree.....</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Masters Degree.....</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> PhD.....</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Other.....</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table> <p>Major/Coursework: _____</p> <p>Type of Experience _____</p> <p>Years of Experience</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> No experience.....</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Less than one year (minimal).....</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> One to three years (moderate).....</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Three through five years (considerable).....</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Six or more years (extensive).....</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>			<i>Employee (check one)</i>	<i>Supervisor (check one)</i>	<input type="checkbox"/> Less than High School Diploma or GED.....	<input type="checkbox"/>	<input type="checkbox"/> High School Diploma or GED.....	<input type="checkbox"/>	<input type="checkbox"/> Associates Degree.....	<input type="checkbox"/>	<input type="checkbox"/> Bachelors Degree.....	<input type="checkbox"/>	<input type="checkbox"/> Masters Degree.....	<input type="checkbox"/>	<input type="checkbox"/> PhD.....	<input type="checkbox"/>	<input type="checkbox"/> Other.....	<input type="checkbox"/>	<input type="checkbox"/> No experience.....	<input type="checkbox"/>	<input type="checkbox"/> Less than one year (minimal).....	<input type="checkbox"/>	<input type="checkbox"/> One to three years (moderate).....	<input type="checkbox"/>	<input type="checkbox"/> Three through five years (considerable).....	<input type="checkbox"/>	<input type="checkbox"/> Six or more years (extensive).....	<input type="checkbox"/>
<i>Employee (check one)</i>	<i>Supervisor (check one)</i>																											
<input type="checkbox"/> Less than High School Diploma or GED.....	<input type="checkbox"/>																											
<input type="checkbox"/> High School Diploma or GED.....	<input type="checkbox"/>																											
<input type="checkbox"/> Associates Degree.....	<input type="checkbox"/>																											
<input type="checkbox"/> Bachelors Degree.....	<input type="checkbox"/>																											
<input type="checkbox"/> Masters Degree.....	<input type="checkbox"/>																											
<input type="checkbox"/> PhD.....	<input type="checkbox"/>																											
<input type="checkbox"/> Other.....	<input type="checkbox"/>																											
<input type="checkbox"/> No experience.....	<input type="checkbox"/>																											
<input type="checkbox"/> Less than one year (minimal).....	<input type="checkbox"/>																											
<input type="checkbox"/> One to three years (moderate).....	<input type="checkbox"/>																											
<input type="checkbox"/> Three through five years (considerable).....	<input type="checkbox"/>																											
<input type="checkbox"/> Six or more years (extensive).....	<input type="checkbox"/>																											
<p>10. Licenses, Certificates and Registrations - Please indicate if there are any licenses, certificates and/or registrations required to perform your job (e.g. driver's license) (<i>Supervisor's comments regarding this information may be provided in the Supervisor's Comments section</i>)</p> <p>_____</p> <p>_____</p> <p>Are these required: <input type="checkbox"/> Upon Hire <input type="checkbox"/> Within 6 months <input type="checkbox"/> Within 1 year <input type="checkbox"/> Within 2 years</p> <p><i>If requirement is specific to the license, certification or registration, please indicate timeframe by each one individually.</i></p>																												
<p>11. Special Training - Please indicate if there is any special training required to perform your job. (<i>Supervisor's comments regarding this information may be provided in the Supervisor's Comments section</i>)</p> <p>_____</p> <p>_____</p> <p>Are these required: <input type="checkbox"/> Upon Hire <input type="checkbox"/> Within 6 months <input type="checkbox"/> Within 1 year <input type="checkbox"/> Within 2 years</p> <p><i>If requirement is specific to the training, please indicate timeframe by each one individually.</i></p>																												

Position Analysis Questionnaire

12.	Work Level - Level of work required to complete your normal, day-to-day duties satisfactorily.	
	<input type="checkbox"/> Handles everyday, reoccurring basic assignments and problems (basic)	<input type="checkbox"/>
	<input type="checkbox"/> Handles a variety of typical assignments and problems independently (intermediate).....	<input type="checkbox"/>
	<input type="checkbox"/> Senior or supervisory level; handles all advanced assignments and problems except those requiring policy or procedural change (difficult).....	<input type="checkbox"/>
	<input type="checkbox"/> Managerial in nature; directs all assignments and deals with all problems (complex).....	<input type="checkbox"/>
13.	Work Complexity - Complexity and difficulty level associated with the tasks necessary to complete your work. Consider the level of judgment, analytical ability and creativity required and whether there are standards, policies and procedures that guide your actions.	
	<input type="checkbox"/> Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures	<input type="checkbox"/>
	<input type="checkbox"/> Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions.	<input type="checkbox"/>
	<input type="checkbox"/> Requires the application of a variety of procedures, policies and/or precedents and moderate analytic ability in adapting standard methods to fit facts and conditions.....	<input type="checkbox"/>
	<input type="checkbox"/> Considerable analytical ability is needed to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.	<input type="checkbox"/>
	<input type="checkbox"/> Widely varied and involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations.....	<input type="checkbox"/>
14.	Working Conditions - Conditions you are subjected to during your day-to-day duties:	
	<input type="checkbox"/> Absence of disagreeable conditions (excellent).....	<input type="checkbox"/>
	<input type="checkbox"/> Involves occasional exposure to some disagreeable elements (<i>dust, heat, fumes, cold, noise, vibration or wetness</i>) and accidents are improbable other than minor injuries (good).....	<input type="checkbox"/>
	<input type="checkbox"/> One or more elements above; involves frequent exposure to hazards where lost-time accidents are definitely possible (somewhat disagreeable)	<input type="checkbox"/>
	<input type="checkbox"/> Several elements above are occasionally present to the extent of being objectionable or regular exposure to work situations that could result in incapacitating accidents or, on occasion, loss of life (disagreeable).	<input type="checkbox"/>
	<input type="checkbox"/> One or more of the above elements are regularly present and objectionable, or continuing exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness or loss of life (hazardous).....	<input type="checkbox"/>
	<input type="checkbox"/> Continuous exposure to work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures (very hazardous).	<input type="checkbox"/>
15.	Mental Stress and/or Effort - Conditions you are subjected to during your day-to-day duties:	
	<input type="checkbox"/> Limited mental effort and/or stress.....	<input type="checkbox"/>
	<input type="checkbox"/> Some mental effort and stress involved resulting in inconvenience and frustration.	<input type="checkbox"/>
	<input type="checkbox"/> Considerable mental effort and stress	<input type="checkbox"/>
	<input type="checkbox"/> Serious mental stress involved that could, over a period of time, result in temporary nervous disorder and severe mental anguish.	<input type="checkbox"/>
	<input type="checkbox"/> Severe mental stress involved that could result in permanent nervous disorder/mental instability	<input type="checkbox"/>
16.	Interpersonal Skills and Communication Skills - Skills required during your day-to-day duties:	
	<input type="checkbox"/> Little or no contact required except with immediate associates and direct supervisor (limited).....	<input type="checkbox"/>
	<input type="checkbox"/> Regular contact within the department and periodic contacts with other departments, outside agencies and the general public (general).....	<input type="checkbox"/>
	<input type="checkbox"/> Regular contact within the department and other departments, outside agencies and general public (supplying or seeking information) on specialized matters (reactive).....	<input type="checkbox"/>
	<input type="checkbox"/> Outside and inside contacts to carry out organization programs or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, or work requiring enforcement of laws, ordinances, policies and procedures (proactive)	<input type="checkbox"/>
	<input type="checkbox"/> Regular contact with persons of importance and influence involving considerable tact, discretion and persuasion (influential).	<input type="checkbox"/>
	<input type="checkbox"/> Continuing contact involving difficult negotiations calling for well-developed sense of timing and strategy; representing department or organization in policy settings (managerial).....	<input type="checkbox"/>
Please list people or groups with whom you must interact and/or communicate in the performance of your job. (e.g.: citizens, customers, clients, elected officials, supervisors, subordinates, consultants, engineers, etc.)		
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>		

Position Analysis Questionnaire

17. **Level of Responsibility** - How much freedom or independence is required or allowed in the performance of your normal duties:
- Close supervision, or tasks are so routine and standardized that they do not require supervision (prescribed).....
 - Moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work (standardized).....
 - Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives (directed).....
 - General direction, based on broad goals and policies (broad).....
 - Involves setting policies and goals for the department or organization operation (strategic).....

18. **Organizational Impact and Consequences** - How your daily duties impact the organization and the consequences of those duties:
- Supportive, informational, recording or other services to assist others in producing correct and effective results; minor consequences (incidental).....
 - Assisting and supporting others or individually providing data or facilitating services for use by others; minor to moderate consequences (advisory).....
 - Daily actions or services affect individual clients/citizens; activity has moderate impact on specific cases in service area (operational).....
 - Participating with others (within and/or outside of community/agency) in program development, service delivery and supervision of subordinate staff; moderate to serious impact (contributory).....
 - Major individual impact on and accountability for end results affecting organizational unit or total community/agency (primary).....

19. **Financial** - Please indicate the dollar amount over which you have accountability, approval and/or authority. *(Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)*
- | | | |
|---|--|---|
| <input type="checkbox"/> \$0 (N/A) | <input type="checkbox"/> \$20,000 - \$49,000 | <input type="checkbox"/> \$1,000,000 - \$4,999,999 |
| <input type="checkbox"/> \$1 - \$999 | <input type="checkbox"/> \$50,000 - \$99,999 | <input type="checkbox"/> \$5,000,000 - \$19,999,999 |
| <input type="checkbox"/> \$1,000 - \$4,999 | <input type="checkbox"/> \$100,000 - \$499,999 | <input type="checkbox"/> \$20,000,000 - 49,999,999 |
| <input type="checkbox"/> \$5,000 - \$19,999 | <input type="checkbox"/> \$500,000 - \$999,999 | <input type="checkbox"/> \$50,000,000 + |

20. **Supervision and/or Oversight** - The scope and type of responsibility that you exercise as a supervisor or lead worker of other employees. *(Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)*

Do you supervise or have oversight of other positions: Yes, continue in this box No, continue to next section

Please check all that apply:

N/A Work Group/Team Unit/Section Department Division Organization

List the positions by title, along with number of individuals within the position, that you have responsibility for:

For the positions listed above, do you effectively recommend or take action on the following:

Effectively Recommend	Take Action		Effectively Recommend	Take Action	
<input type="checkbox"/>	<input type="checkbox"/>	Hire	<input type="checkbox"/>	<input type="checkbox"/>	Suspend
<input type="checkbox"/>	<input type="checkbox"/>	Assign Work	<input type="checkbox"/>	<input type="checkbox"/>	Terminate
<input type="checkbox"/>	<input type="checkbox"/>	Direct Work	<input type="checkbox"/>	<input type="checkbox"/>	Discipline (Oral Reprimand)
<input type="checkbox"/>	<input type="checkbox"/>	Reward	<input type="checkbox"/>	<input type="checkbox"/>	Discipline (Written Reprimand)
<input type="checkbox"/>	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate Performance
<input type="checkbox"/>	<input type="checkbox"/>	Promote	<input type="checkbox"/>	<input type="checkbox"/>	Demote
<input type="checkbox"/>	<input type="checkbox"/>	Adjust Grievances	<input type="checkbox"/>	<input type="checkbox"/>	Coach and/or Counsel
<input type="checkbox"/>	<input type="checkbox"/>	Train	<input type="checkbox"/>	<input type="checkbox"/>	Develop Staff Schedules
<input type="checkbox"/>	<input type="checkbox"/>	Inspect Work	<input type="checkbox"/>	<input type="checkbox"/>	Other

Americans with Disabilities Act Supplemental Information Form

In order to assist in developing class descriptions which recognize and accommodate the requirements of the Act, each employee is requested to complete the attached ADA supplemental information form. Please check only those physical requirements or activities and sensory requirements that are **absolutely necessary** to perform the essential functions of your job and those environmental conditions which apply. **If options provided are not applicable, please do not check the corresponding box.**

The employee should check the appropriate box on the left side of the form. Supervisors should review information provided by the employee and verify the requirements of the position by checking the appropriate box on the right side of the form.

1. The physical requirements of this position.

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In excess of 100 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is being lifted: _____

2. The physical activity of this position.

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speak or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push or pull	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Motions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. The sensory requirements of the position are:

Visual Acuity

- Standard vision requirements.....
- Close vision.....
- Distance vision.....
- Ability to adjust focus.....
- Depth perception.....
- Color perception.....
- Night vision.....
- Peripheral vision.....

Vocal Communication

- Expressing or exchanging ideas by means of the spoken word.....
- Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly.....

Hearing Perception

- Ability to recognize information at normal spoken word levels.....
- Ability to receive detailed information through oral communications and/or to make fine distinctions in sound.....

Employee (check all that apply)

Supervisor (verify job requirement)

Sensory Utilization

- Preparing and analyzing written or computer data.....
- Visual inspection involving small defects and/or small parts.....
- Use of measuring devices.....
- Assembly or fabrication of parts within arms length.....
- Operating machines.....
- Operating motor vehicles or equipment.....
- Observing general surroundings and activities.....

4. The environmental conditions the worker will be subject to in this position.

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Wet, humid conditions (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breathing apparatus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to blood borne pathogens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Typical Noise Level

Employee (check only one)

Supervisor (verify job requirement)

- Very Quiet (e.g. park trail, storage or file room).....
- Quiet (e.g. library, private offices).....
- Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic).....
- Loud Noise (e.g. heavy traffic, large earth-moving equipment).....
- Very Loud Noise (e.g. jack hammer work, garbage recycle plant).....

Memorandum



To: Mayor and City Council
From: Kay Okey, Parks & Recreation Director
Date: December 21, 2020
Subject: Award Park Master Plan

Summary

The Parks and Recreation Department, posted on October 20, 2020 the Request for Proposals for the Park Master Plan. Evaluated were four proposals submitted by the deadline of November 19th. Evaluators from the Parks and Recreation Commission, the City Administrator Dan Buchholz and the Recreation Director rated the proposals, in accordance with the criteria outlined in the RFP, and would like to award the contract to WSB design team.

WSB design team has been specifically focused on park and recreation projects for the past 25 years. They are familiar with the area, having recently completed Park System plans in Blaine, New Brighton and are developing a master plan for Fridley. Their plan for Spring Lake Park will efficiently gather information from the community using a variety of methods and identify the needs of the community.

Request

I am asking for the Mayor and City Council's approval of funding for the Park Master Plan expected to not exceed \$25,000. This amount is over WSB's fee proposal however there are some optional services we may wish to explore after we have begun the process.

Attachments:

WSB submitted proposal
Request for Proposal

Respectfully submitted by

Kay Okey
Parks and Recreation Director



A PROPOSAL FOR

Parks Master Plan

FOR SPRING LAKE PARK



A PROPOSAL FOR

Parks Master Plan

FOR SPRING LAKE PARK

November 19, 2020

Kay Okey, Parks and Recreation Director
1301 81st Ave. NE
Spring Lake Park, MN 55432



Re: Proposal for Parks Master Plan

Dear Kay,

On behalf of WSB, thank you for the opportunity to submit our qualifications for the Parks Master Plan project. We are truly excited about the prospect of working with the City of Spring Lake Park. Our Landscape Architecture team will be led by Jeff Feulner, a Senior Landscape Architect and supported by Candace Amberg, Senior Associate. The design team will include additional team members with varying backgrounds and areas of expertise for a well-rounded planning team to provide you with a successful project:

Responsive & Creative Solutions: WSB has extensive experience in the development of creative and unique designs that strengthen the sense of place by highlighting local characteristics, features and details to shape the design. We will work collaboratively with Spring Lake Park staff and stakeholders to develop a plan that reflects their priorities and meets the changing needs of the community, potential budget limitations and equitable balance of facilities.

Local Knowledge & Park Expertise: The WSB design team has been specifically focused on park and recreation projects for the past 25 years. We are passionate about every project we undertake, and stay attuned to current recreational trends in order to make improvements that are relevant and meaningful to users. We are highly familiar with the area, having recently completed Park System plans in Blaine, New Brighton, and currently developing a master plan for Fridley. Our team also includes HCM Architects, who have evaluated, designed and built numerous park building facilities for local municipalities. Our design team has the knowledge, dedication and resources to save you time and effort. From initial visioning to final designs, we will be there every step of the way for consistent communication and a broad set of tools and services to inform the decisions that will have the greatest positive impacts.

Effective & Efficient: Our track record of developing successful master plans allow us to efficiently key into issues in your community and develop solutions that take transform initial feedback into an effective vision. Our plans meet the needs of the community, fit within reasonable budgets and reduce overall maintenance and replacement costs. We utilize technology to streamline the inventory process, engage with the public and identify grant opportunities. WSB can provide a practical and feasible solution to guide the Spring Lake Park parks system into the future.

Again, thank you for this opportunity. We are excited to build a relationship with the City of Spring Lake Park. If you have any questions, please contact Jeff Feulner at jfeulner@wsbeng.com or 612.328.6682.

Sincerely, WSB

A handwritten signature in black ink that reads "Jeff A. Feulner".

Jeff Feulner, PLA | Project Manager

A handwritten signature in black ink that reads "Brian J. Bourassa".

Brian Bourassa, PE | Principal



TABLE OF CONTENTS

Firm Overview.....	1
Project Understanding	2
Project Approach.....	4
Team & Experience.....	15
Schedule.....	26
Fee.....	27



Forge ahead.



WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Our staff of over 450 improve the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services in over 25 complementary areas that seamlessly integrate planning, design and implementation. Our coast-to-coast client base is served from 14 offices in four states.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

450+
STAFF

25+
SERVICE AREAS

14
OFFICES

4
STATES

Alternative Project Delivery | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Survey | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind



Project Understanding

The City of Spring Lake Park is an established residential community, located in the counties of Anoka and Ramsey, which is approximately 2.1 square miles in size. The City's Parks and Recreation Department serves the community with six community parks, ranging in size from 1.8 acres to 10.8 acres.

The parks currently include recreational amenities such as basketball courts, sand volleyball, picnic shelters, skating and hockey rinks, several playgrounds, softball fields, fishing pier, skate park, tennis courts, and warming house. Park properties also include passive areas with ponds and trails, as well as a community garden area.

Spring Lake Park also partners with nearby communities including Mounds View, Blaine, and Fridley, as well as school districts, youth organizations and private businesses to share facilities and provide recreation and leisure services to the community.

The Parks and Recreation Department of Spring Lake Park is looking to create the City's first Parks Master Plan, which will guide park improvements over the next 10 years or more. This plan will provide guidance for the Parks and Recreation Department by integrating community input and recreation standards to develop a comprehensive plan for improvements and expansions over the next 10 years.



WSB has carefully reviewed the RFP, visited various parks in the City of Spring Lake Park, and put together a team of professionals to prepare a master plan which will:



Create an inventory of existing parks and amenities, and evaluates condition of existing facilities.



Develop and execute a public engagement strategy which will gather input and priorities from the community and facility users.



Review community user and demographic information as it relates to planning for the future of the park system.



Identify current and future needs for the system, locations of, and scope and budgets for recommended improvements. Improvements may include shelters, skate park, playgrounds, fields/courts, restrooms, shelters, parking areas or other assets.



Prioritize recommended improvements and system expansions.



Identify funding needs and strategies for staffing, reducing maintenance costs, as well as recognize potential grant funding or partnership opportunities.

Final document will be in a format that can be adopted by the City Spring Lake Park and will be able to be revised as needed in the future. Common goals and design principles for the system plan may include:

- Accessibility
- Sustainability
- Safety and security
- Beautification and uniqueness
- Capacity versus demand
- Environmental stewardship
- Economic/fiscal responsibility
- Healthy lifestyle
- Connectivity
- Sense of community



Project Approach

The following detailed work plan provides comprehensive services to meet the goals of the City of Spring Lake Park. The overall approach of the WSB design team is to improve the quality of life for communities while protecting the natural environment in creative ways. We strongly believe in the value of investing in public infrastructures for the common good if those investments are well reasoned and justified, to ensure that public dollars are wisely spent.

We are confident we can meet or exceed your expectations to provide you with a plan and strategy that will be comprehensive and successful.



TASK 1:

Develop Inventory and Conditions Report

KICK-OFF MEETING

At the start of the project, the WSB design team will meet with the City of Spring Lake Park to review and identify the key contacts throughout the design process, as well as develop a very clear understanding of the intended project outcome and the expectations of the project. This will include reviewing the overall project approach, process and deliverables, and general discussion about the project goals. At this time the WSB design team will also collect any relevant data from the City of Spring Lake Park.



REVIEW AND ANALYSIS

WSB will review all the data collected including all previous planning initiatives and projects in recent years, recent needs and demands, and funding mechanisms and policies, in order to gain a broader understanding of the comprehensive park and recreation system within the City.

The team will then undertake site visits of the parks and open spaces. WSB has developed a site evaluation app for iPad/iPhone, which will be used to gather information about each site, amenity, and facility. The tool allows for individual assessments of each location as well as the ability to organize clear and effective note taking, photo documentation and both evaluation and ranking of the existing features, the overall development, condition, design, and characteristics. WSB has found that the tool streamlines the information gathering process, allowing us to gain a personal understanding of the system and identify various opportunities and constraints that will help influence decision making as it relates to the park system master plan goals. This includes ensuring safety, accessibility and athletic needs are adequately being met while balancing the demands of other types of recreation.

Additional data collection will include reviewing updated demographics, recreational trends, general land cover classifications as they relate to the parks, trails, open spaces, and parks facilities.



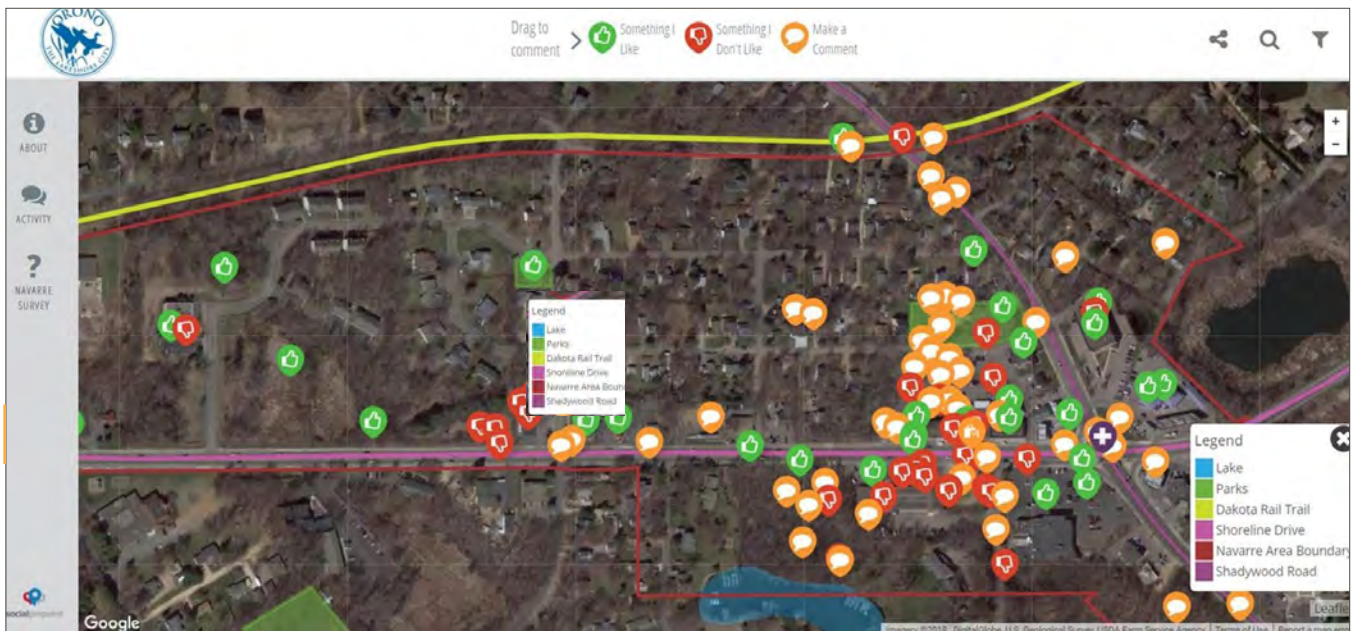
TASK 2:

Public Involvement

WSB has a strong commitment to using the public outreach process as a means to understand the needs of the constituents and gain confidence that the planning objectives and recommendations are in line with community sentiment. This will be particularly important in terms of reviewing concept plans, developing strategic prioritization and confirming an implementation plan that is favored by the community. We anticipate using outreach to gain feedback and approval of the concept plans and overall approach to prioritization for implementation.

WSB uses varying community engagement techniques that encourage involvement in a fun and meaningful manner and allow us to reach a broader audience, resulting in a more equity-based plan. WSB is suggesting the following engagement plan, but will work with the City to confirm the various methods, which we know may sometimes need to be adjusted as the project progresses or depending on current recommendations for meetings or gatherings. While the onset of COVID-19 has altered some of the approaches to public outreach, WSB has been using a variety of alternative methods for public outreach with great success for many years, and we can still provide in-person events following recommended guidelines.

We understand that a more traditional public involvement process creates barriers to community participation. Many residents do not have the time, transportation, or child care arrangements to attend an evening open house meeting. Members of some cultural groups may not feel comfortable in this format or are not able to participate due to language barriers. Our community engagement approach will find alternative methods to reaching our target audience effectively and can include language interpretation at public meetings at an additional cost, if requested by the City.



SOCIAL PINPOINT

This interactive mapping tool is an excellent way to engage community members in a virtual dialogue. The software allows people to “pin” ideas, questions and concerns to a map of the project area, as well as host surveys, images, GIS information, maps, plans, aerial images and photos to articulate issues and questions to the community. Communities find that sharing the map link on their social media channels can drive robust engagement with the project. Additionally, digital tools like Social Pinpoint help reach a broad and diverse section of the community; a recent Pew Research poll found that 77% of Americans own smartphones – a figure that varies minimally across diverse groups.

The Social Pinpoint program allows for customization with a drag-and-drop interface that can be easily shared through various forms of social media platforms. It can be used to:

- Generate ideas.
- Show photo images.
- Collect feedback to specific questions.
- Illustrate alternative design ideas.
- Collect comments regarding planning and design preferences.

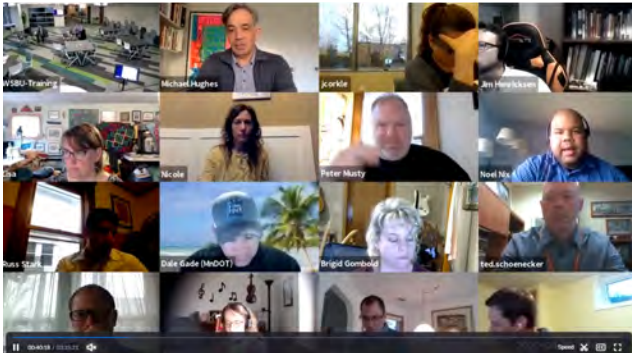
Information gathered on the Social Pinpoint project page can then be exported into graphs and excel spreadsheets and can even be integrated into the City’s GIS maps.



VIRTUAL ENGAGEMENT

Thoughtful, inclusive, and intentional public engagement can be challenging especially when we cannot meet in-person. Virtual engagement through live webinars or recorded videos and interactive websites create opportunities to continue public engagement.

In communities where internet access is not a barrier to participation, we've seen an increase in public participation using virtual engagement tools. Through boosted social media, stakeholder notifications, and postcard mail 3500+ people visited an interactive project website and provided 550+ comments over two fourteen-day engagement events in May and July 2020.



Live webinars can be implemented across a number of platforms with their reach extended through streaming to the clients YouTube or Facebook accounts. Presentations, facilitated discussions, Q&A, survey/ polling are all available to gather community input and maintain interest in the webinar. Our team plans to host a live webinar event early in the process to inform and gather community input for the project.

OPEN HOUSE

For some community members, a traditional open house is still the best way to engage meaningful conversation and gather comments. Our team wants to ensure that every community voice is heard, and will facilitate an in-person meeting which will follow current social distancing guidelines.



OPTIONAL ADDITIONAL SERVICES



STAKEHOLDER INTERVIEW SESSIONS

The WSB design team, in coordination with City staff, will meet with stakeholder groups for one-on-one interviews and discussion. This allows us the opportunity to reach those who may have very specific and detailed information that will contribute to the overall park and recreation master plan who may not participate otherwise. Our design team will dedicate specific times to meet with athletic associations, school district representatives or special users groups.



LANGUAGE TRANSLATION

Residents with limited proficiency are often not aware of a traditional public involvement process and many times are excluded from participation due to the lack of effective communication. WSB has a network of translators and interpreters that can be utilized as an additional service to translate key project documents, surveys, and meeting notices and schedule translation services at community meetings, if requested by the City.



TASK 3:

Gap Analysis / Needs Assessment

Many facilities may need updates or replacement due to their age and condition, so it is important to consider variety of opportunities in the context of potential overlaps or gaps within park service areas. WSB will develop a city-wide needs assessment that examines both the needs in the existing parks as well as the need for additional parks, facilities and amenities.

The system plan will be created on the premise of being responsive to the needs and desires of the community set forth by a shared project vision. A strong project vision will account for varying age groups, abilities, and perspectives; therefore, the system plan needs to respond to those needs accordingly to strengthen the community through common goals. The overall importance of the park system goes beyond providing recreation. It also serves to provide the “sense of place” within a community. A high-quality park and trail system will attract and keep residents and even businesses.

This analysis will include recommendations for system-wide improvements, improving existing parks and potential opportunities to provide additional needs for the community. The analysis will come primarily from existing data including:

- The inventory and conditions report
- Projections of population growth, demographic characteristics
- Recreation participation trends
- National Level of Service (LOS) standards
- Geographic distribution within the city
- Identified unmet needs of residents
- Identification of areas of non-existent recreational opportunities

TASK 4:

Priority Recommendations for Park Improvement and Development

From the conditions report and needs assessment, WSB will develop prioritized recommendations to meet needs through improvements and maintenance of parks facilities, development of additional recreational amenities and potential land acquisition.

Our team will develop estimates of the capital and operational cost for renovation and maintenance, development of additional recreational features and acquiring additional land as needed.

A few key improvements in the system can dramatically raise the overall perception of the system and encourage support for future improvements and development. WSB has extensive experience in comprehensive park system planning and we can provide recommendations for strategic and balanced implementation based on priorities that will have the greatest positive impact for the community while building community “champions” and future support for funding the improvements.



WSB will create a 10-year Capital Improvement Plan (CIP) for park and trail improvements in Excel format that will guide long-term investment and rehabilitations in the park and trail system, to include the following:

- Identification of current yearly revenue and funding sources
- Identification of potential partnerships and funding opportunities
- Identification of priority projects across a 10-year period to include proposed replacements, repairs, development, redevelopment, and anticipated design fees

Chris Petree has extensive experience with multiple communities drafting and executing CIP's and has spent his entire career advancing strategic initiatives for the communities he has served. The City of Spring Lake Park will benefit from his knowledge and ability to work with the staff, City Council, Parks and Recreation Commission and other stakeholders to create a CIP that is unique to the community.

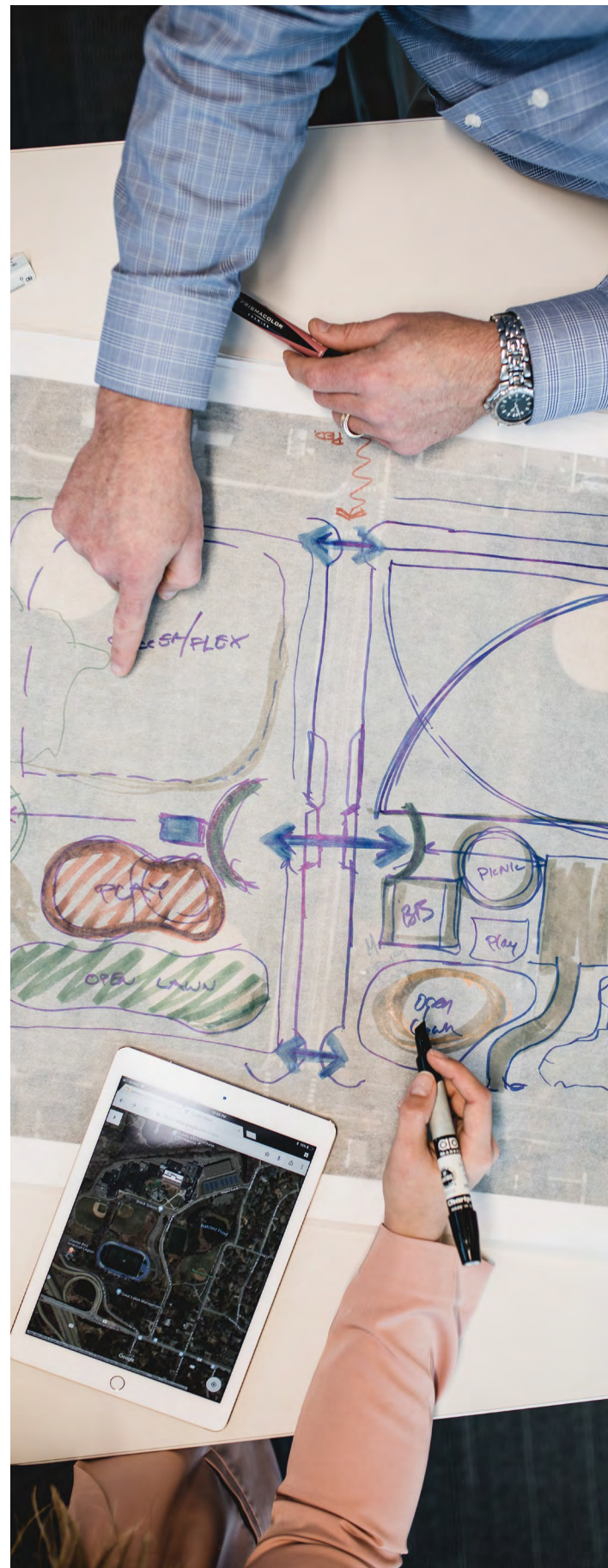
DRAFT IMPLEMENTATION PLAN

Based on the review and analysis of the existing system, WSB will identify methods to increase flexibility and balanced recreation opportunities across the park system. Balanced development will be key to meet the varying needs and abilities for a broader range of demographics while ensuring the recommendations for the changes are sensible and will not detrimentally affect or eliminate another user group.

It is our goal to work with the City of Spring Lake Park to identify preliminary recommendations for implementation related to the overall park system that will raise the service level of the parks. This may include identification of more sustainable methods or approaches to reduce ongoing operation, maintenance and replacement needs as well as identification of locations to implement more challenging or engaging features to encourage activity. Improved designs and unique experiences can help create greater satisfaction and encourage exploration across the system.

WSB will develop conceptual sketches for each site to illustrate overall site layouts and potential recreational features at a conceptual level. This may include up to two (2) conceptual design options for some of the park sites and will take into consideration the existing uses, but may also include alternative approaches based on our experience in park and recreation design and recreational trends.

WSB will outline the draft implementation plan and will develop corresponding estimate of probable costs. WSB has a strong track record of estimates that are in line with actual construction costs and can identify best construction methods for longevity and sustainability, cost-saving techniques, funding opportunities, and potential partnerships that may be applicable. Cost estimates will also include construction contingency, professional design fees and other cost considerations.





TASK 5:

Identify Staffing and Funding Needs

Our design team members have prepared numerous park and trail system plans and can provide not only the recreational expertise but also identify accurate implementation, staffing and future maintenance considerations. Our past system plans are highly regarded by our clients as both visionary and realistic given the budget constraints faced today. Many of our past system plans have gained community-wide support and proven instrumental to our clients through successful bond referendums, tax levies, and/or grant funding to implement the vision established in the plan

As part of the Capital improvement Plan development in the previous task, our process will examine the City's organizational structure, including staffing and funding levels compared with cities of similar size and in relation to national averages to provide a budget and staffing analysis needed for levels of service ranging from adequate to desirable, and determining where current service levels fall on that spectrum. The analysis will include funding and staffing requirements for future growth and operation corresponding to the proposed recommendations .

GRANT APPLICATIONS:

Our team can identify potential grant and funding opportunities that could be pursued to assist the community with funding:

- **Extensive Database:** We have developed an extensive database that not only houses examples of successful grant and funding applications, but that also notifies key WSB representatives and our clients of any upcoming grants.
- **Opportunities:** Grants fund ideas. Our dedicated grant and funding committee focuses on the cities we serve to discover new funding opportunities and prepare the appropriate applications.



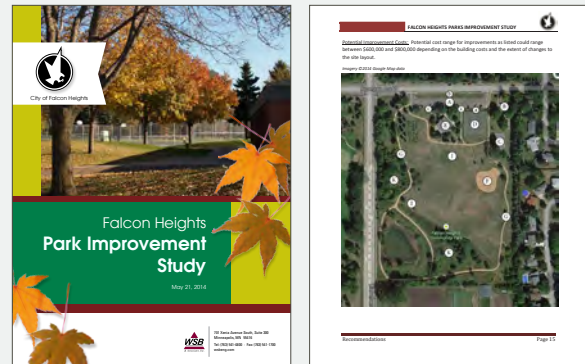
TASK 6:

Prepare Final Document

Based on the input from the City of Spring Lake Park and the feedback collected from community feedback, WSB will develop a preferred master plan document which will outline options for implementation within a corresponding timeline and budget. We have found that trying to spread numerous but smaller improvements across a system can go unnoticed or even result in lower overall satisfaction. The preferred implementation strategy will outline an approach to guide the development, redevelopment and improvements that will have the greatest positive impacts to the community and foster support for subsequent improvements.

The preferred implementation strategy will include the preferred concept plans for the parks and trails, overall priorities and will identify the following:

- Identification of amenities and park elements to be retained, restored, or replaced
- Identification of new equipment and park elements to be provided
- Identification of new parks or park land to be acquired
- Priority projects and phasing plan
- Estimates of Probable Costs



The Final document will include the use of diagrams, plans and figures to clearly illustrate the intended result of the improvements. The plan will be formatted in away that can be easily updated in the future, as master plans tend to be a “living document”, which will be able to adjust with changes to economic conditions, population shifts and unpredictable circumstances.

TASK 7:

Meetings, Presentations, and Public Involvement

Throughout the entire master planning process, continuous communication with City staff, stakeholders, the public and other professionals is key to identifying issues and developing an effective plan for the future. The WSB team has established the following formal meeting and check-in points throughout the process, in addition to informal correspondence with City staff on a regular basis. The collaborative design approach that our staff brings to each project has helped identify varying perspectives from park users, which has resulted in creative and effective design solutions.

MEETINGS:

Task 1: While developing the Inventory and Conditions Report, the following meetings will be held:

- Kick-off Meeting with City Staff and stakeholders
- Background Information Review meeting with Staff and Stakeholders

Task 2: Facilitating the Public Involvement tasks for this project will include several meetings:

- Public Engagement Webinar / Virtual Meeting
- Public Engagement Open House Meeting
- Engagement Summary Meeting with staff and stakeholders

Task 3: During the Gap Analysis and Needs Assessment task, the following meetings will take place:

- Discussion of identified gaps and elements needs with City Staff

Task 4: While developing Recommendations for Park Improvement and Development, the following meetings will be coordinated:

- Review of recommendations and initial plan draft meeting with City Staff and stakeholders to review the conceptual design options and draft implementation plan.
- Presentation of Draft plan at City Council Work session.

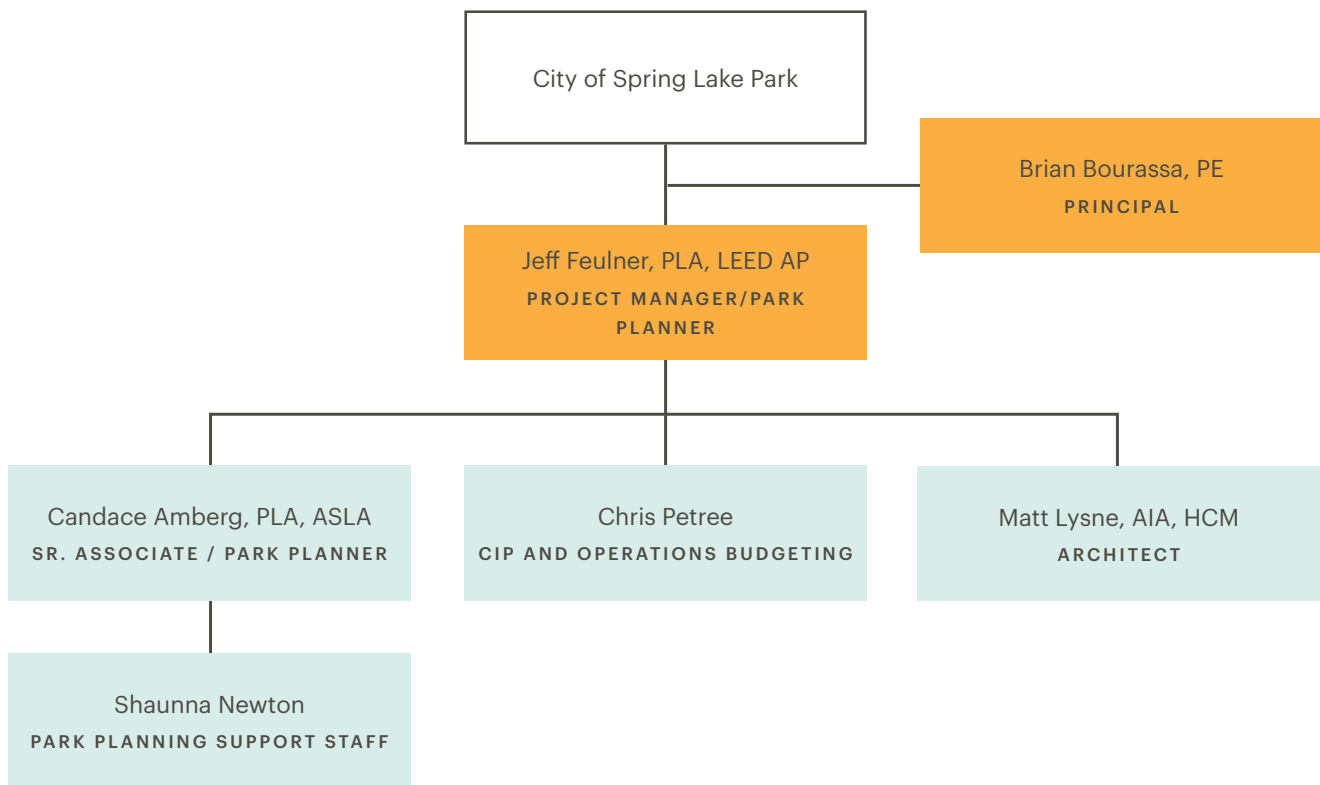
Task 5: The process to Identify staffing and funding needs will include one review meeting with City Staff.

Task 6: As part preparing the final document, the following meetings will be held:

- Review of recommendations and final plan meeting with City Staff and stakeholders.
- Presentation of master plan to City Council for adoption



Team & Experience





Jeff Feulner, PLA, LEED AP



PROJECT MANAGER

Jeff is a Landscape Architect with over 19 years of professional experience. He has worked on projects of various scales and scope both in the private and public sector. His attention to detail and analytical approach to problem solving has allowed him to become an integral part of WSB's design team. His responsibilities include site inventory and analysis, master planning and developing design solutions, detailing, cost and budget preparations, development of construction documents, and construction administration. Jeff has significant experience as a project manager in the field directing installations and performing construction observation. He embraces the collaboration between the client, designer, and contractor that takes place as a project is constructed, to ensure a superior product.

SERVICE GROUP:

Landscape Architecture

REGISTRATION:

Landscape Architect Minnesota #42976

LEED Accredited Professional

US Green Building Council GBCI #10359911

EDUCATION:

Bachelor of Landscape Architecture, North Dakota State University, 2000

Bachelor of Science in Environmental Design, North Dakota State University, 2000

River Park | Brooklyn Park, MN

CLIENT: CITY OF BROOKLYN PARK

PROJECT DURATION: MAR 2018 - SEP 2020

As Project Manager, Jeff worked with the City of Brooklyn Park to develop a refined Master Plan and construction plans for improvements to River Park. The park improvements include new trails, an overlook area, dedicated canoe / kayak launch on the Mississippi River, a new restroom building, and large stormwater pond connected to the City storm sewer system, which slows and treats runoff from a 300-acre area of Brooklyn Park. Since the project lies on the banks of the Mississippi River, agency stakeholders were identified early in the process to develop design solutions that meet the expectations and criteria of the DNR, Corps of Engineers, watershed district and National Park Service. Jeff also assisted the City in obtaining grant funding for the project through several agencies.

Mississippi Gateway Regional Park | Brooklyn Park, MN

CLIENT: THREE RIVERS PARK DISTRICT

PROJECT DURATION: DEC 2015 - MAY 2017

Jeff worked closely with Three Rivers Park District to create a master plan for this regional park. The plan respects the natural setting of the site and offers nature-based recreation and educational opportunities, combining the elements in this regional park with the features of the city park to the west. The masterplan includes a multi-use visitors center, a network of paved and natural trails, a canoe / kayak launch, nature observation points, fishing opportunities, a series of picnic areas, as well as pedestrian and vehicular circulation and connections between the park, regional trails and the city park to the west.

Pedestrian and Bicycle Master Plan | Savage, MN

CLIENT: CITY OF SAVAGE

PROJECT DURATION: OCT 2017 - JUN 2018

Acting as Co-Project manager, Jeff assisted the City of Savage in preparing its first ever Pedestrian and Bicycle Master Plan, to address the ongoing evolution of non-motorized transportation facilities and increased walking and biking trends nationwide. The Pedestrian and Bicycle Master Plan provides a framework for future implementation and maintenance of the city's sidewalk and trail system by: prioritizing sidewalk and trail projects that maximize connectivity within Savage and link to adjacent communities; incorporating policies and practices to enhance the sidewalk and trail system; and recognizing best practices and approaches for maintaining the sidewalk and trail system.



Brian Bourassa, PE



PRINCIPAL

Brian is a registered professional engineer with over 30 years of experience in many types of municipal and general civil engineering projects, including streets, parking lots, storm sewers and drainage, water distribution systems, sanitary sewer systems, site grading, park improvements, and infrastructure reconstruction. Brian’s experience includes all phases of the project including feasibility study, design documents, bidding process and construction administration. Brian is an experienced leader and is passionate about delivering successful projects for the clients that he serves. Whether the project involves construction, facilitation, coordination, or simply organizational collaboration, he is willing to invest the time and energy required to get the job done.

SERVICE GROUP:

Business Services

REGISTRATION:

Professional Engineer
Minnesota #21816

Wisconsin #27995

EDUCATION:

Bachelor of Science in Civil
Engineering, University of
Minnesota, 1987

Experience

PROJECT LEADERSHIP

Brian has planned, designed, and managed the planning, engineering, and construction for numerous projects, including; parks, roadway and utility improvements and land development/sitework projects. He has also represented both public and private entities. His broad range of experiences provides the framework for visionary and straight-forward project solutions and win-win collaborations.

ADVOCACY

Having participated in negotiations from varying perspectives, Brian has developed a strong sense of how to best get to “yes” in stakeholder interactions. Experience has taught him to provide a clear project vision that elevates dialogue and delivers transparent communication. This transparency promotes trust in the collaborative process which sets the stage for successful community improvement projects and plans.

SITE DEVELOPMENT

Brian has completed several site development projects in both the public and private sector. His experience, attention to detail, and strong personality make certain that his clients receive quality projects and value. His ability to present findings to owners and respond to their agency questions has proven critical effective project delivery and bottom line project success.

PUBLIC INVOLVEMENT

Brian has led and participated in many public involvement meetings and has presented to councils, commissions, boards, neighborhood and other groups. His ability to adapt to the situation and understand issues from the has been invaluable in developing trust and confidence from the public.



Candace Amberg, PLA, ASLA



SR. ASSOCIATE/PARK PLANNER

Candace is a registered Professional Landscape Architect in the states of Minnesota, North Dakota and Texas. She has been directly involved in a variety of landscape architectural projects including parks and public use spaces, trails, and streetscaping since 1996 and is highly skilled at community engagement methods to ensure all stakeholders are heard. She understands the guiding themes and finer design details that will create meaningful spaces for the users and strives to provide innovate design solutions that improve communities. She has shared her expertise through various presentations at professional organizations, such as the MRPA and APA-Minnesota, and enjoys the creative process that comes from working directly with project stakeholders to implement visionary projects. Candace has worked on various Trail System Plans including New Brighton, Prior Lake, Lino Lakes, Mahtomedi, and Coon Rapids

SERVICE GROUP:

Landscape Architecture

REGISTRATION:

Landscape Architect
Minnesota #40646

North Dakota #76

Texas #3283

EDUCATION:

Bachelor of Landscape
Architecture, North Dakota
State University, 1995

Bachelor of Science in
Environmental Design,
North Dakota State
University, 1995

MEMBERSHIPS +

RECOGNITIONS:

ASLA-MN Executive
Committee Member

Minnesota Recreation and
Park Association

North Dakota Recreation
and Park Association

APA-MN 2016 Equity
Planning Award (MLK Park)

ACEC-MN 2019 Honor
Award (Hwy 22 Victory
Memorial Drive) & 2018
Excellence Award (Afton
Revitalization Project)

New Brighton Park & Trail System Plan | New Brighton, MN

CLIENT: CITY OF NEW BRIGHTON

PROJECT DURATION: 2018 - 2020

Candace was the project manager and primary planner for the development of an updated Park & Trail System Plan for the City of New Brighton. Candace and the WSB design team worked with the numerous stakeholders and city to develop a visionary plan for making strategic improvements to parks and trails that was focused on providing better connectivity between the north and south areas of the city currently separated by a major highway, planning for a comprehensive civic center campus and providing more balanced recreation opportunities for a broader user base.

Legacy Park | Lakeville, MN

CLIENT: CITY OF LAKEVILLE

PROJECT DURATION: JUN 2017 - DEC 2018

Candace was the project manager and landscape architect for the creation of a master plan and eventual development of Legacy Park, a neighborhood park located within a park site containing a variety of natural resources. Working with the residents, a master plan was created that improved pedestrian access to the natural amenities, and developed recreational amenities for a broad range of users and age groups. The new park development was blended into the natural surroundings with a multi-use lawn space, picnic shelter, a series of loop trails, exercise stations, and included both standard playgrounds, as well as natural play elements.

Lake Waconia Regional Park | Carver County, MN

CLIENT: CARVER COUNTY PARKS

PROJECT DURATION: 2015 - PRESENT

Candace was the project manager and lead designer for this regional park that includes the main park located on the shores of Lake Waconia and Coney Island of the West, which is on the National Register of Historic Places. The project included improvements to open the island for public recreational use while highlighting and protecting its historical and cultural features and implementing the initial phases of construction for the main park. This project included extensive coordination with Carver County Parks, the Minnesota DNR, City of Waconia, Metropolitan Council, SHPO, and local developers.



Chris Petree



OPERATIONS

Chris has served as a Director of Public Works in three communities and in public works profession for over 24 years. Chris joined WSB in December 2019 and brings a unique perspective to WSB clients as his years of experience as an owner and client are apparent. Currently, Chris serves as the Director of Rochester Operations for WSB and leads a team of talented individuals in that office. Prior to working at WSB, Chris served as Director of Public Works for the City of Rochester from 2018-2019, the City of Lakeville from 2008-2018, the City of Hugo from 1999-2008 and worked for the City of Apple Valley prior to 1999. Chris holds a Class A Water Supply System Operators License from the MDH and a Class A Collection System Operators License from the MPCA.

SERVICE GROUP:

Municipal

REGISTRATIONS:

Class A Water Operator

SA Wastewater Treatment Facility

Certified Tree Inspector

EDUCATION:

Bachelors in Business Management, College of St. Scholastica

MEMBERSHIPS +

RECOGNITIONS:

APWA: Chapter President (2017) & Current Alternate Delegate

AWWA: 20-year member

MSSA

Director of Public Works | Rochester, MN

CLIENT: CITY OF ROCHESTER | **DURATION:** JUN 2018 - DEC 2019

As the 3rd largest city in Minnesota, Chris was responsible for the supervision, management, planning and coordination of all activities of the physical development (traffic, transit, parking, engineering, GIS, land development), environmental services (wastewater, storm water), infrastructure maintenance, facilities and fleet divisions of the Public Works Department including a staff of approximately 160 FTE's. Budget responsibilities in this position include an annual operating budget of over \$35 million and an annual significant capital budget that ranged from \$50-\$100 million. Chris directed and planned all operations for the department.

Director of Public Works and Parks & Recreation Director | Hugo, MN

CLIENT: CITY OF HUGO | **DURATION:** JUN 1999 - AUG 2008

During Chris' time in Hugo, the City expanded considerably as did its infrastructure. Chris' group was responsible for the supervision, management, planning and coordination of all activities of the parks, utilities, streets, parks, engineering, environmental, facilities and fleet divisions of the Public Works & Parks Department including a staff of 15 FTE's. Budget responsibilities in this position included an annual operating budget of approximately \$5 million and an annual capital budget in excess of \$8 million. During this time, Chris was the staff liaison to the Parks Commission and successfully developed 10 neighborhood parks and 2 community parks.

Director of Public Works | Lakeville, MN

CLIENT: CITY OF LAKEVILLE | **DURATION:** AUG 2008 - JUN 2018

Lakeville was the fastest growing suburb in the Minneapolis/St. Paul area during Chris' tenure. Chris was responsible for the supervision, management, planning and coordination of all activities of the utilities, streets, construction services, forestry, engineering, environmental resources, GIS, facilities and fleet divisions of the Public Works Department including a staff of 58 FTE's. Budget responsibilities in this position include an annual operating budget of approximately \$15 million and an annual capital budget in excess of \$30 million. While at Lakeville, Chris implemented the City's first asset management program and a comprehensive street reconstruction program for the City's 350 miles of roadway. Chris also worked closely with the parks department on maintaining the City's infrastructure.



Shaunna Newton



LANDSCAPE DESIGNER

Shaunna is a landscape architect-in-training and has worked on a variety of projects such as streetscape design, public park design, playgrounds, and trail corridors. Her responsibilities range from assisting with preliminary design and master planning to preparing technical documents. As a designer, Shaunna brings strong plant knowledge and creative skills to the team.

SERVICE GROUP:
Landscape Architecture

EDUCATION:
Master of Landscape Architecture, University of Minnesota, May 2019

Bachelor of Science in Environmental Horticulture, Emphasis in Professional Landscape Management, Minor in Art, University of Wisconsin – Platteville, May 2016

Ohuta Beach | Lake City, MN

CLIENT: CITY OF LAKE CITY
PROJECT DURATION: JUN 2019 - DEC 2019

The master plan for Ohuta Beach focuses on the community and tourism draw to the area. The design brings flexible programmatic space to accommodate various seasonal events. Shaunna worked with a team to create a special area master plan, grading plan, material palette, phasing diagram, seasonal home relocation assessments, and a cost estimate for the client.

Parks and Trails Master Plan | New Brighton, MN

CLIENT: CITY OF NEW BRIGHTON
PROJECT DURATION: MAY 2019 - JAN 2020

To provide the city with a master plan document that includes public park assessment, vision planning, a park systems plan, and a trail systems plan. Supporting data and graphics accompanied this document to illustrate the City of New Brighton's needs and goals.



Matt Lynse, AIA

ARCHITECT



As one of the Partners at HCM Architects, Matt has over 25 years of professional experience working in many facets of the profession from assessments, to programming and design to construction administration. His design experience has included many programming and master planning efforts for clients. Matt has focused on providing site / location specific design solutions based on client needs. His planning experience helps him not only consolidate the owner's needs and wants, but also allows him to know what questions to ask in order to provide an all-inclusive design that works with Civil Engineering and Landscape Architecture / Planning components of a Parks Master Plan.

COMPANY:
HCM

EDUCATION:
Masters of Architecture and
Urban Design, Syracuse
University

Bachelor of Architecture,
North Dakota State
University

Bachelor of Environmental
Design, North Dakota State
University

AFFILIATIONS:
American Institute of
Architects/AIA Minnesota
Chapter

NCARB Certified

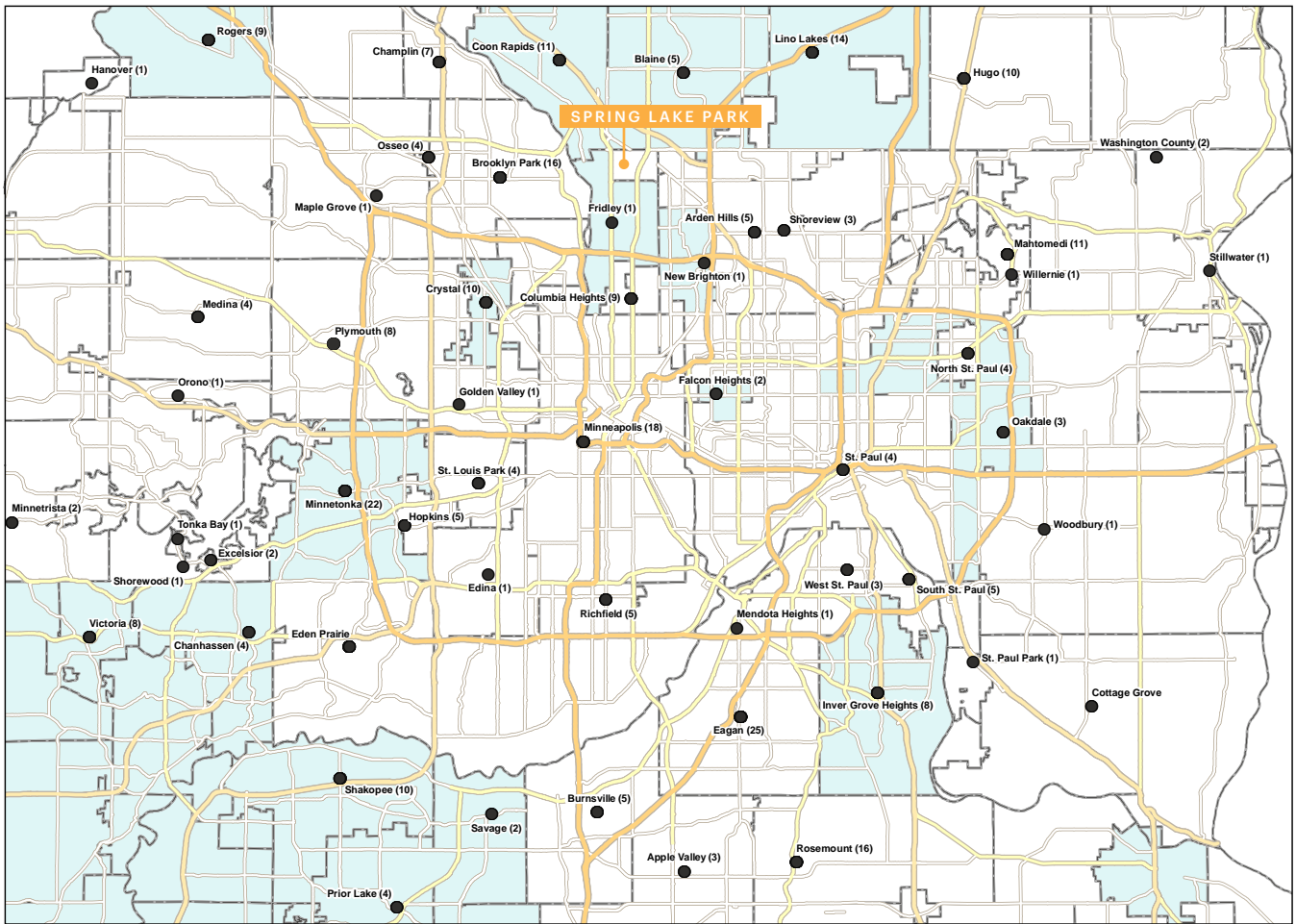
Recent Project Experience:

- Comprehensive Facilities Assessment & Planning | MPRB | Minneapolis, MN
- Hiawatha Service Center Master Plan | Minneapolis, MN
- CARAG Neighborhood Master Plan | MPRB | Minneapolis, MN
- River Park Community & Classroom Building | Brooklyn Park Recreation & Parks Department | Brooklyn Park, MN
- Audit, Assessment, Programming & Master Plan | New Brighton Parks | New Brighton, MN
- Quarry Park Community & Visitor Building | Shakopee, MN
- Assessment & Master Plan | Prior Lakes Park | Prior Lake, MN
- Lyndale Farmstead Rec. Center Renovation & Expansion | MPRB | Minneapolis, MN
- Painter Park Rec. Center Renovation | MPRB | Minneapolis, MN

Experience

WSB has extensive experience in Park and Recreation planning in the Twin Cities and greater Minnesota. The map below highlights communities in the metro area that we have collaborated with on System Plans and other Park and Recreation based projects. We are passionate about Park and Recreation projects and will bring this experience to Spring Lake Park to help shape the future of your park system.

● - Park Projects (#) - Number of projects □ - Park and/or Trail System Plans



System Plan Experience

- Fridley
- Crystal
- Coon Rapids
- New Brighton
- Blaine
- Owatonna
- Bemidji
- Lino Lakes
- Minnetonka
- Carver County
- Northfield, MN
- Hastings
- Rogers
- Scott County
- Maplewood
- Inver Grove Heights
- Falcon Heights
- Oakdale
- LeSueur



2040 Parks and Trails System

CLIENT: CITY OF NEW BRIGHTON, MN
DURATION: NOV 2019 - CURRENT
(COMPLETION EXPECTED MAY 2020)

WSB worked with the City of New Brighton to complete an updated system wide comprehensive plan for their parks, trails and recreation. This strategic planning document will provide guidance and recommendations for improvements, developments and redevelopment over the next 20 years. The scope of services for this project included data collection, assessment of the park system, evaluation of the existing and proposed trail and pedestrian-way system, and significant community engagement to better understand the needs of the community.

WSB developed estimates of probable costs and concept site plans for several key parks. The plan guides improvement priorities, focuses on higher quality, and greater flexibility and resiliency. It also identifies methods for improved revenue generation, partnership opportunities and additional funding.

KEY WSB STAFF: CANDACE AMBERG

SUBCONSULTANT: HCM ARCHITECTS

PROJECT COST : \$133K (\$103K - WSB FEE, \$30K HCM FEE)

REFERENCE: JENNIFER FINK | DIRECTOR OF PARKS AND RECREATION | 400 10TH STREET NW | NEW BRIGHTON, MN 55112 | 651.638.2126 | JENNIFER.FINK@NEWBRIGHTONMN.GOV



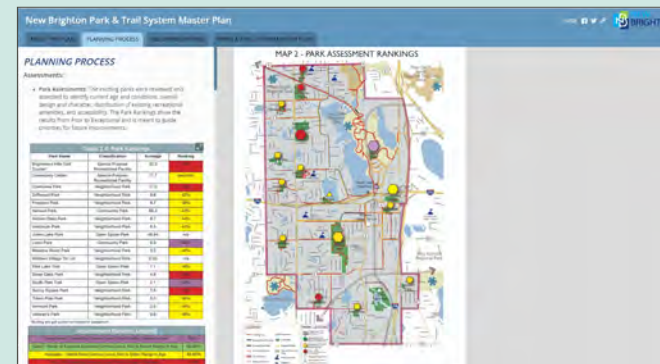
Sunny Square - Concept Plan

New Brighton, Minnesota
February 24, 2020 | WSB Project number: 013154-000

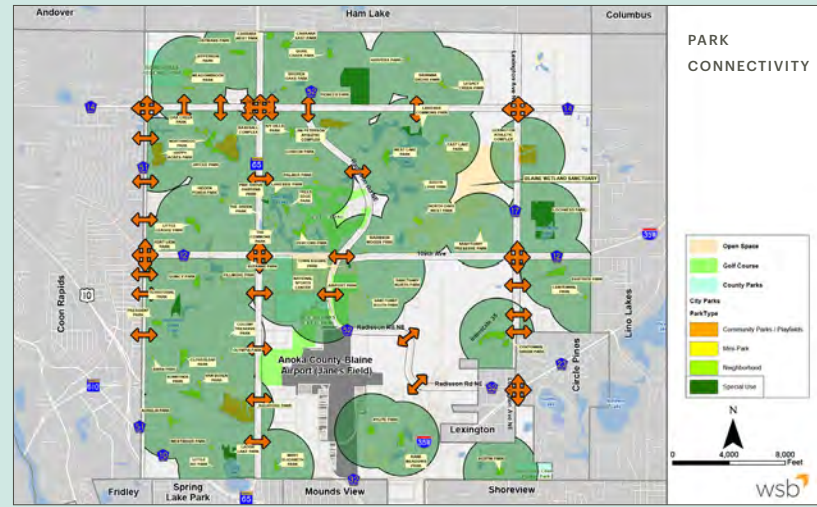


Community Center - Concept Plan Enlargement

New Brighton, Minnesota
December 18, 2019 | WSB Project number: 013154-000



The community helped shape the vision, goals and priorities of the system plan by using Storymap, seen in the screenshots above.



THE PROJECT INCLUDED:

- Landscape Architecture / Planning
- Regional Trail Planning
- Concept Planning
- Community Engagement & Facilitation of Public Process Environmental & Natural Resource Planning
- Implementation Strategies



Public Engagement at Blaine's 2017 Family Fun Night

Park and Recreation System Master Plan

CLIENT: CITY OF BLAINE, MN
COMPLETION: APR 2018 - JUL 2019

WSB was chosen by the City of Blaine to facilitate and prepare their first park and trail system master plan. The City currently maintains over 1,100 acres of parkland including 65 parks. This project was a continuation of the city's recent Comp. Plan Update and the need to have a clear "Vision" and budget for the next 10-15 years. Many of the city's parks and trails had been developed in the 80's and 90's and were hitting the end of their life cycle. WSB, along with City Staff, Park and Recreation Commission, City Council, and stakeholder groups worked together to throughout the public engagement process to understand the wants and needs of the community.

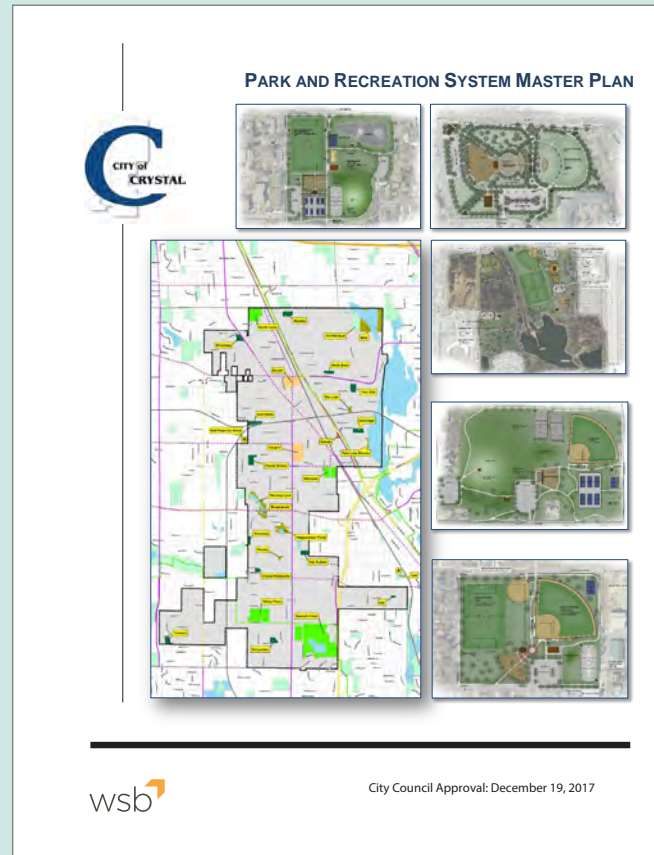
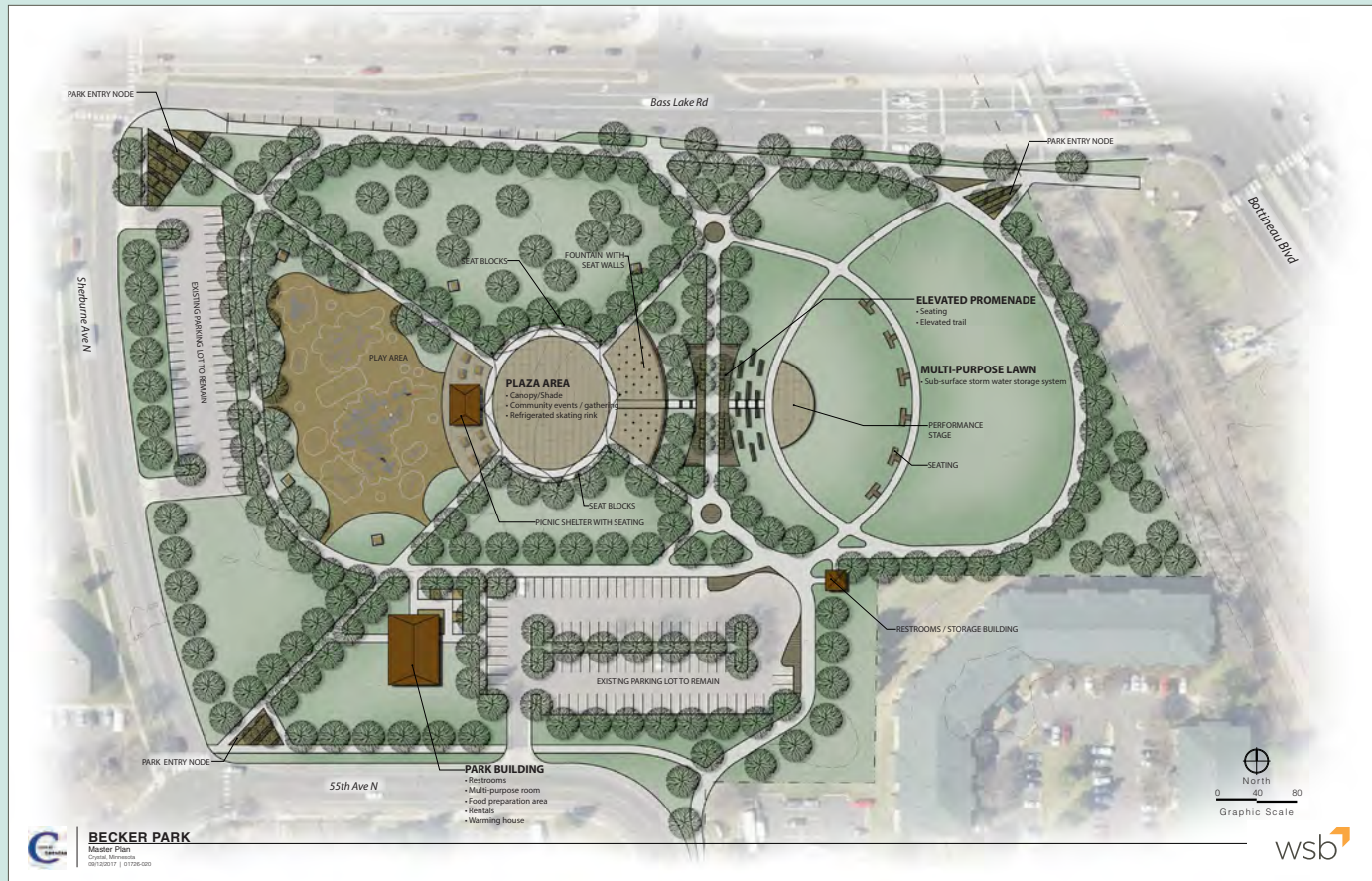
Though the city contains many parks within its community, areas of the community are under-served or lacking adequate open space and/or trail connections to the city-wide trail system. In addition, understanding the opportunities of private amenities within the city like the National Sports Center, Schwann's Arena, and Fogerty Arena were key. The final "Vision" included a prioritized list of needs and associated costs for taking the master plan to an implementation stage.

KEY WSB STAFF: BOB SLIPKA, JORDAN GEDROSE

SUBCONSULTANT: BIERSCHIED CONSULTING

PROJECT COST: \$85K

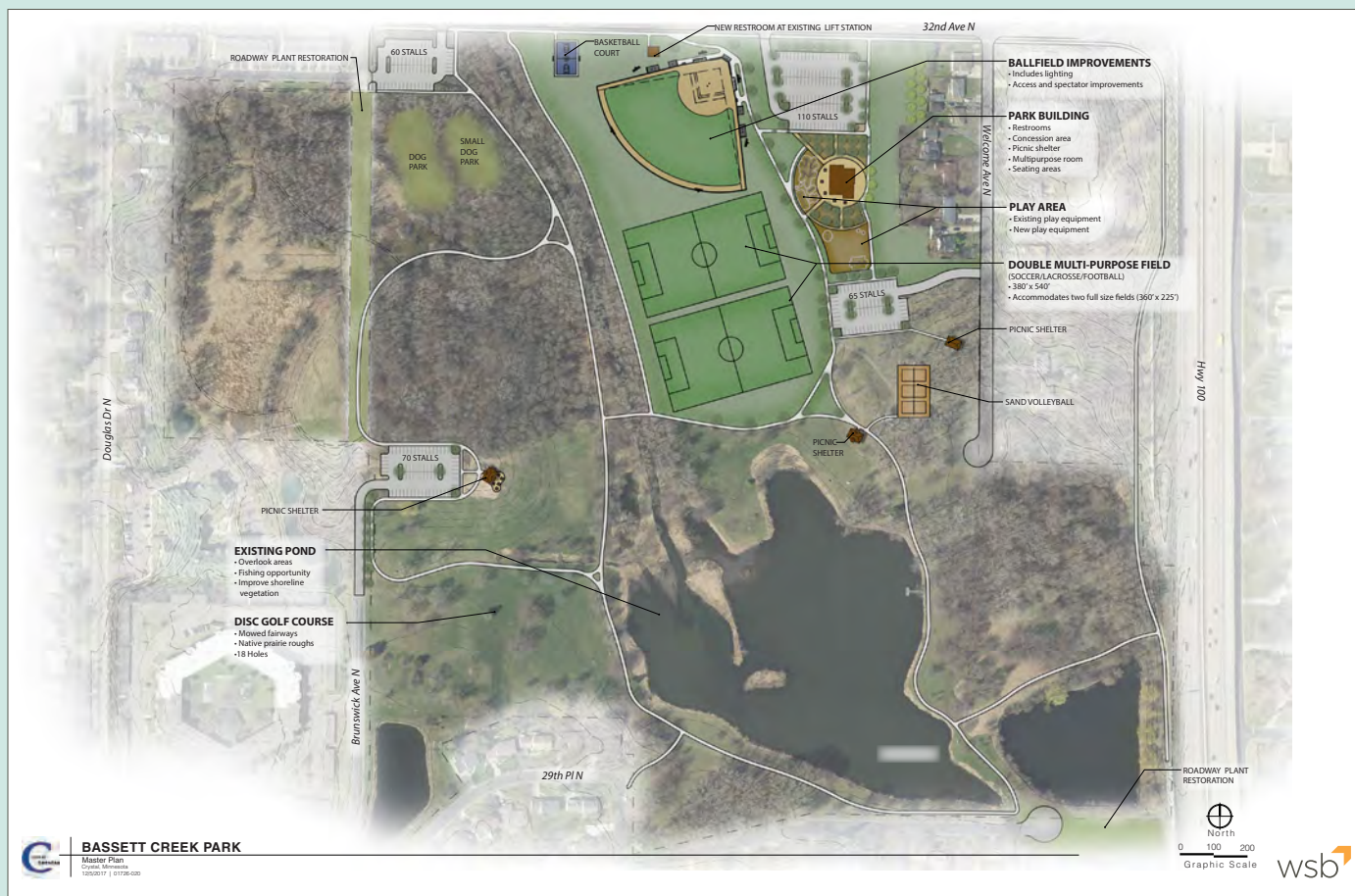
REFERENCE: NATE MONAHAN | RECREATION MANAGER
 | 763.785.6151 | NMONAHAN@BLAINEMN.GOV



Park and Recreation System Master Plan

CLIENT: CITY OF CRYSTAL, MN
COMPLETION: 2018

In late 2016, the City of Crystal retained WSB to work with the Parks and Recreation Commission, City Council, City Staff, and various community groups to complete the city's first Park and Recreation System Master Plan. The public engagement process and open communication with the community was vital in developing a 20-year vision for the city's parks, open spaces, and trails that will serve the needs of Crystal and neighboring communities. WSB also developed individual master plans for the Crystal's four community parks and one destination park implementing recommendations of the system plan.



WSB SERVICES INCLUDED:

- Inventory and survey program uses within each of the city's parks
- Community engagement with community groups, stakeholders, and public to gather information
- Preparation of a park and trail system master plan
- Developing a phased implementation plan and 20-year CIP for the park system
- Preparation of key individual park master plans and cost estimates from conceptual designs to final master plans

KEY WSB STAFF: BOB SLIPKA, JASON AMBERG

PROJECT COST: \$80,000

REFERENCE: JOHN ELHOLM, RECREATION DIRECTOR
| CITY OF CRYSTAL | 4800 DOUGLAS DRIVE NORTH |
CRYSTAL, MINNESOTA 55429 | 763.531.1150





Schedule

TASK / DESCRIPTION	'20	2021						
	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
TASK 1: INVENTORY AND CONDITIONS REPORT								
PROJECT START-UP MEETING WITH CITY STAFF								
REVIEW EXISTING SITE INFORMATION								
SITE VISITS								
REVIEW EXISTING SITE INFORMATION								
REVIEW DEMOGRAPHICS, TRENDS & OTHER INFLUENCING INFO								
REVIEW MEETING: SUMMARY OF INVENTORY AND CONDITIONS INFORMATION								
TASK 2: PUBLIC INVOLVEMENT								
DEVELOP PUBLIC OUTREACH PLAN								
LAUNCH SOCIAL PINPOINT ENGAGEMENT WEBSITE								
PUBLIC ENGAGEMENT WEBINAR MEETING								
PUBLIC ENGAGEMENT OPEN HOUSE								
REVIEW MEETING: SUMMARY OF PUBLIC INVOLVEMENT								
TASK 3: GAP ANALYSIS / NEEDS ASSESSMENT								
ANALYZE GAPS IN PARKS SYSTEM								
DEVELOP ASSESSMENT OF NEEDS								
TASK 4: PRIORITY RECOMMENDATIONS FOR PARK IMPROVEMENT AND DEVELOPMENT								
PARK CONCEPT SKETCHES AND PREFERRED PLANS								
DEVELOP CIP / ESTIMATING								
PREPARE DRAFT MASTER PLAN								
REVIEW MEETING: DRAFT MASTER PLAN								
MEETING: COUNCIL WORK SESSION OR PARKS COMMISSION								
TASK 5: IDENTIFY STAFFING AND FUNDING NEEDS AND STRATEGIES								
EVALUATE CURRENT STAFFING								
DETERMINE ADDITIONAL STAFFING NEEDS								
IDENTIFY STRATEGIES FOR FUNDING								
TASK 6: PREPARE FINAL DOCUMENT								
DEVELOP FINAL PLAN								
UPDATE ESTIMATES								
REVIEW MEETING: FINAL PLAN								
MEETING: FINAL PLAN PRESENTATION TO COUNCIL								



Fee

The following fee proposal is based on our current understanding of the City of Spring Lake Park’s expectations and our recommended approach to the project as defined in our proposal. Any qualifications or limitations defined in this proposal are also used as a basis for preparing our fee proposal. Note that WSB is comfortable with a good-faith negotiation on the final scope of work once we have an opportunity to meet with city staff representatives to review the work tasks and ensure a common understanding of all intended project outcomes. WSB takes pride in providing quality work for a fair price and we are willing to adjust the scope as necessary to best fit your needs.

TASK NO. AND DESCRIPTION	FEE
TASK 1: INVENTORY AND CONDITIONS REPORT	\$2,100
TASK 2: PUBLIC INVOLVEMENT	\$2,800
TASK 3: GAP ANALYSIS / NEEDS ASSESSMENT	\$875
TASK 4: PRIORITY RECOMMENDATIONS FOR PARK IMPROVEMENT AND DEVELOPMENT	\$6,900
TASK 5: IDENTIFY STAFFING AND FUNDING NEEDS AND STRATEGIES	\$875
TASK 6: PREPARE FINAL DOCUMENT	\$2,350
TASK 7: MEETINGS, PRESENTATIONS AND PUBLIC INVOLVEMENT	\$3,800
TOTAL FEE	\$19,700



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 12.21.20 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2020 MS4 Permit (193802936). Annual Report and Public Meeting due by June 30th. (Annual Report was submitted to MPCA on June 26, 2020). Pond, structural BMP, and outfall inspections due by July 31st. City held Public Meeting on July 20th. *Annual Training has been completed. Program analysis due in December. New MS4 Permit application due by April 2021.*

Garfield Pond Improvements Project (193804750). Construction started in March and is complete. July 24, 2020 punch-list work has been completed. Final contractor payment will be processed when claim issue has been addressed. Remaining 50% of RCWD reimbursement can be processed after final contractor payment. Contractor placed dormant overseed on native seed area the week of Thanksgiving.

Fillmore & 83rd Pond Improvements Project (193805029). This was a possible project to expand an existing pond and adding treatment features. *A small maintenance project will be considered this spring.*

2020 Sewer Lining Plan (193804980). Sewer lining in western portion of city and lining 36-inch diameter storm sewer on Monroe south of 81st Ave. Contractor is Visu-Sewer Inc. Monroe Street storm sewer lining has been completed. *Sanitary sewer lining is mostly complete. Sewer service lateral grout work has started. Terry Randall is watching this project.*

Anoka County Osborn Road Project. *Per county: This project is sustainably complete, minor punch list items to be completed in the spring of 2021. <https://www.anokacounty.us/1578/Construction-Weekly>*

Utilities for 525 Osborn Road Project (193805012). This city project is for off-site utilities for 525 Osborne Rd. (water main looping and storm sewer). Construction started on October 5th and is essentially complete. *A punch-list inspection will be completed in the spring of 2021. The adjacent property owners on this one were very cooperative.*

Manor Drive Sidewalk Project: *A field walk was completed on December 9th. An updated sketch and will be prepared and construction quotes will be obtained.*

Street CIP Planning: *Staff is working on a 10-year Capital Improvement Plan for future street maintenance.*

Hy-Vee Project: Waiting to hear from Hy-Vee before scheduling follow-up inspection. Final documents for the Hwy 65 traffic signal and 81st Avenue have been submitted to MnDOT.

JP Brooks Housing Project (on Monroe): Site work stated on August 10th. Work is substantially complete. Developer is preparing Record Plans.

2021 Street Seal Coat and Crack Repair Plan (19380####). *The 2021 street maintenance area will be the area south of 81st Avenue and west of Monroe Street. .*

2021 Sewer Lining Plan (19380####). *Terry has identified an area for lining in 2021 and will have a firm complete preliminary televising.*

Feel free to contact Harlan Olson, Phil Carlson, Jim Engfer, Peter Allen, or me if you have questions or require additional information.





Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 16, 2020

Subject: Administrator Report

1. Governor Walz issued Executive Order 20-103. Bars and restaurants will remain closed for indoor seating, though there are provisions for outdoor seating. Youth and adult sports will be able to begin practicing again on January 4. Gyms and fitness centers are able to reopen to 25% capacity (max. 100 patrons) with additional parameters. The Spring Lake Park Police Department will continue to respond to suspected violations by informing/educating the resident/business, ask for voluntary compliance and documenting the incident to be forwarded to the appropriate agency, if needed. Enforcement actions will be taken by the appropriate State Department, whether it be the Attorney General, MDH, Alcohol and Gambling Enforcement, etc).
2. In light of the Governor's new Executive Order and COVID-19 case rates in Anoka County, Staff is recommending keeping City Hall closed, except by appointment, through Friday, January 8, 2021. Administration staff will continue to work the hybrid in-person/remote schedule through that date.
3. The Cultural Assessment Study has been completed. The consultant, Susan Herreid, met with the Department Heads and staff who participated to share the results. Dr. Herreid and I will share the report and an action plan with the City Council at a work session on January 11 at 5:30pm.
4. Northland Securities continues to look at the possible refinance of the 2014A GO Improvement Bond. We have seen a drop in interest rates that will bring the savings up to the City Council's goal of \$50,000. The Mayor and I will inform you if we decide to sell the bond in accordance with the sale resolution the City Council passed last month.
5. The PERA Board adopted the apportionment of fire aid for fire relief plans in the State PERA Plan as part of their 2021 legislative package. This is good news as it will allow the City and the SBM Relief Association to come to an agreement to share the aid between funding the volunteer pensions and the PERA costs for the career firefighters at SBM, which will have a positive impact on our fire contract. The package should be non-controversial. I will keep you informed on this as the 2021 Legislative Session begins.

6. The switches, firewalls and access points have been installed. This has greatly facilitated remote work by the City staff.
7. The LMC has announced the dates for the 2021 Elected Leaders Institute, both the Foundational Program (for newly elected officials) and the Advanced Program (for experienced officials). An e-mail was sent to you previously. If you are interested in participating, please let me know.
8. The new playground structure has been installed by Public Works at Terrace Park. Thanks to Brett Deboer and Ben Turbitt for their work in installing the new structure.

Have a wonderful holiday season and a Happy New Year!

CORRESPONDENCE



DIVIDEND ANNOUNCEMENT December 2, 2020

Enclosed is a check for your share of the \$5.7 million dividend being returned to members of the League of Minnesota Cities Insurance Trust's property/casualty program. Also enclosed is your dividend history and an information sheet showing the data used to calculate your dividend. Your agent will also receive this information, and we encourage you to share it with your city council or other governing body.

Dividend Amount

This year's dividend is based on losses experienced by members, actuarial projections, investment results, legislative and coverage changes, reinsurance costs, and the Trust's long-term strategic direction. Reductions in actuarial projections on old property/casualty claims and unrealized capital gains in our investment portfolio helped build our fund balance. This, along with increasing our property and liability reinsurance retentions, allowed us to keep overall property/casualty premium rates flat this year. At the same time, we've been able to maintain a fund balance strong enough to hedge against the uncertainty associated with COVID-19, cyber, police liability, property, and other variables we expect to see from year to year.

Dividend Formula

Dividends are calculated based on a formula that recognizes members with a longer history of coverage with the Trust and greater success in avoiding and controlling claims. Your share was determined based on the calculations shown on the enclosed information sheet.

Thank you for your continued membership with the Trust. We appreciate your confidence and the chance to partner with you to serve your community. Feel free to contact either of the following individuals if you have any questions, comments, or need additional information.

Dan Greensweig, Trust Administrator
dgreensweig@lmc.org
(651) 281-1291

Laura Honeck, Trust Operations Manager
lhoneck@lmc.org
(651) 281-1280

The League of Minnesota Cities Insurance Trust Board of Trustees

Jake Benson, Councilmember, Proctor
Dave Callister, City Manager, Plymouth
Clint Gridley, City Administrator, Woodbury
Anna Gruber, City Administrator, Sartell

D. Love, Councilmember, Centerville
Dave Unmacht, Executive Director, LMC
Alison Zelms, Deputy City Manager, Mankato

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2020 DIVIDEND CALCULATION
AT MAY 31, 2020**

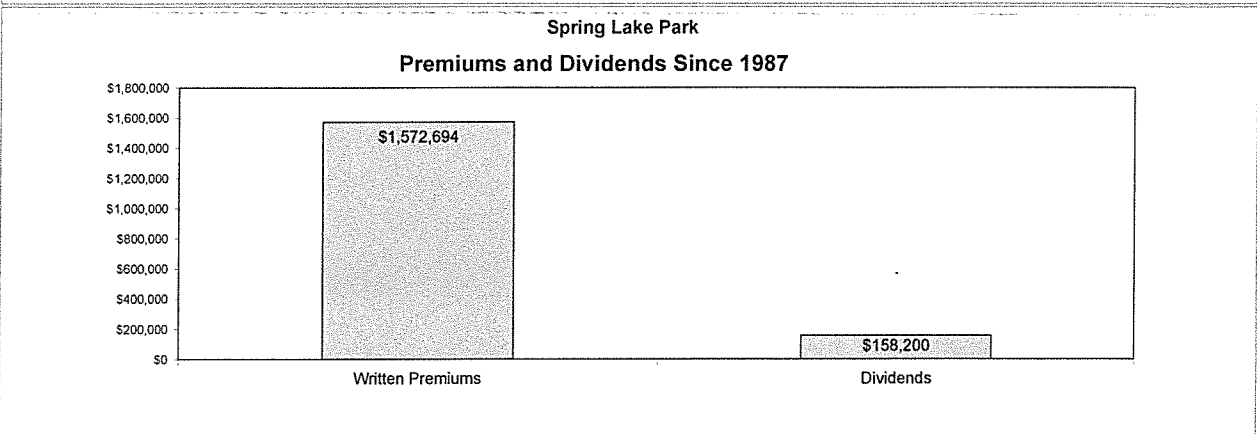
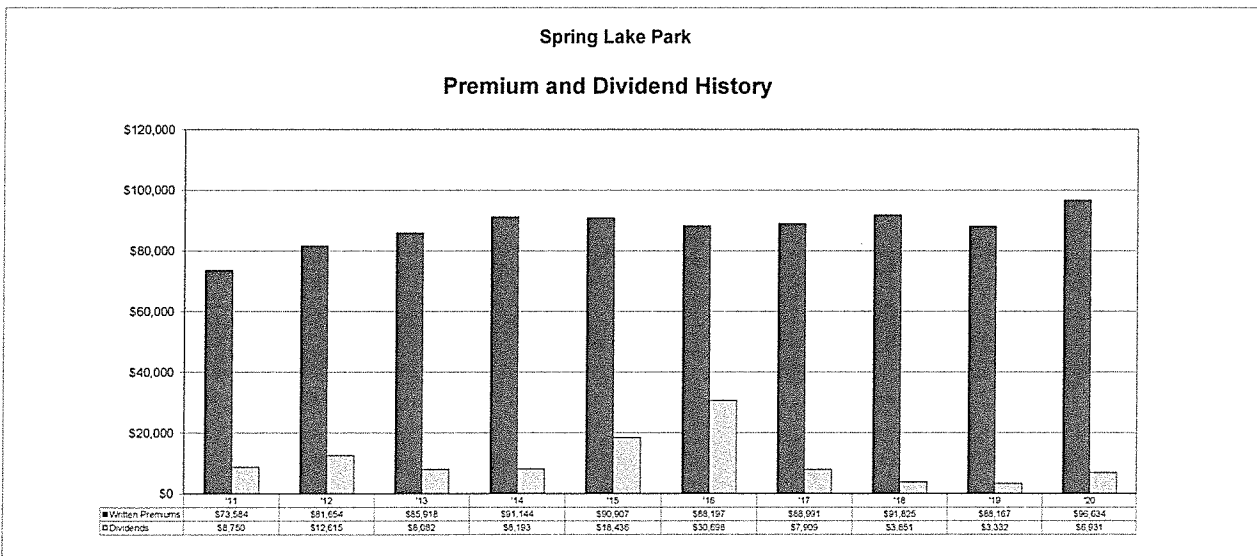
NCI-BIB LLC

Po Box 9396

Minneapolis MN 55440-9396

Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432-2116

GROSS EARNED PREMIUM \$1,461,020
ADJUSTED LOSSES \$600,306
MEMBERS DIVIDEND PERCENTAGE 0.00121601000
DIVIDEND AMOUNT \$6,931



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2020 for the past 20 years. This is the premium figure that's used in the dividend calculation.
The "2020 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2020 (for most members, only a portion of that 2020 written premium would be earned as of May 31, 2020).

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

84987 18498

184987 184987 NO. 184987

LMC
LEAGUE of
MINNESOTA
CITIES

145 UNIVERSITY AVE. WEST
ST. PAUL, MN 55103-2044
(651) 281-1200
WWW.LMC.ORG

usbank

DATE | **AMOUNT**

December 1, 2020 | \$6,931.00

PAY

*** Six Thousand Nine Hundred Thirty One and 00/100

US Dollar

TO THE
ORDER
OF

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



Check 184987 Date of check 12/1/2020

Vendor : 100709, City of Spring Lake Park

Invoice number	Invoice date	Payment amount
2020 PC Dividen	12/1/2020	6,931.00
Total		6,931.00

6,931.00

Correspondence received from the Police Department

We all would like to say a big "Thank you" to the officers that come to help our granddaughter when she fell out of her wheelchair. Very much appreciated!

Wishing you a Christmas
warm with joy
and a new year
bright with promise.

Happy Holidays!

Eric & Cathy Sanders
Emily Gottwald