



**CITY COUNCIL REGULAR AGENDA  
MONDAY, JANUARY 06, 2025**

**ABLE PARK BUILDING, 8200 ABLE STREET NE at 7:00 PM**

- 1. CALL TO ORDER**
- 2. OATH OF OFFICE**
  - [A.](#) Councilmember Barbara Goodboe-Bisschoff
  - [B.](#) Lisa Dircks
- 3. ROLL CALL**
- 4. PLEDGE OF ALLEGIANCE**
- 5. ADDITIONS OR CORRECTIONS TO AGENDA**
- 6. DISCUSSION FROM THE FLOOR**
- 7. CONSENT AGENDA**
  - [A.](#) Approval of Minutes - December 16, 2024 City Council Meeting
  - [B.](#) Approval of Change Order #4 - City Hall Renovation/Expansion Project
  - [C.](#) Contractor's Request for Payment #11 - City Hall Renovation/Expansion Project - \$119,453
  - [D.](#) Accept Resignation Letter for Code Enforcement Inspector Walter Morris
  - [E.](#) Authorize Closure of City Hall on the Friday after Juneteenth and Christmas 2025
  - [F.](#) Approval of Public Right of Way Applications - Xcel Energy (7 applications)
  - [G.](#) Contractor's Licenses
- 8. DEPARTMENT REPORTS**
  - [A.](#) Public Works Report
  - [B.](#) Code Enforcement Report
  - [C.](#) Parks and Recreation Report
- 9. ORDINANCES AND/OR RESOLUTIONS**
  - [A.](#) Resolution 2025-01, Approval of Appointments
- 10. NEW BUSINESS**
  - [A.](#) Appointment of Parks and Recreation Director
  - [B.](#) Authorize Hiring Process for Recreation Program Supervisor Position
  - [C.](#) Authorize Hiring Process for Fire Inspector/Code Enforcement Officer
- 11. REPORTS**
  - [A.](#) Attorney Report
  - [B.](#) Engineer Report
  - [C.](#) Administrator Report
- 12. OTHER**
  - [A.](#) Correspondence
- 13. ADJOURN**

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

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

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

### **DISCUSSION FROM THE FLOOR**

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

### **PUBLIC HEARINGS**

The purpose of a public hearing is to allow the City Council to receive citizen input on a proposed project. This is not a time to debate the issue.

The following format will be used to conduct the hearing:

- The presenter will have a maximum of 10 minutes to explain the project as proposed.
- Councilmembers will have the opportunity to ask questions or comment on the proposal.
- Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing the comment are asked to limit their comments to 3 minutes.

In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.

- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.



# OATH OF OFFICE

State of Minnesota )  
 ) SS  
 Counties of Anoka and Ramsey )

*I, **Barbara Goodboe-Bisschoff**, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will discharge faithfully the duties of the office of **Councilmember** of the City of Spring Lake Park in the Counties of Anoka and Ramsey, the State of Minnesota, to the best of my judgment and ability.*

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Signature

*Subscribed and sworn to before me this 6th day of January, 2025.*

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*Daniel R. Buchholtz, ICMA-CM  
 Administrator, Clerk/Treasurer*



# OATH OF OFFICE

State of Minnesota )  
 ) SS  
Counties of Anoka and Ramsey )

*I, **Lisa Dircks**, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will discharge faithfully the duties of the office of **Councilmember** of the City of Spring Lake Park in the Counties of Anoka and Ramsey, the State of Minnesota, to the best of my judgment and ability.*

\_\_\_\_\_  
Signature

*Subscribed and sworn to before me this 6th day of January, 2025.*

\_\_\_\_\_  
*Daniel R. Buchholtz, ICMA-CM  
Administrator, Clerk/Treasurer*



## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on December 16, 2024 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

#### MEMBERS PRESENT

Councilmember Ken Wendling  
Councilmember Goodboe-Bisschoff  
Councilmember Lisa Dircks  
Mayor Robert Nelson

#### MEMBERS ABSENT

Councilmember April Moran

#### STAFF PRESENT

Police Chief Josh Antoine, Recreation Director Kay Okey, Public Works Director George Linngren, Building Official Jeff Baker, Attorney Thames, Engineer Phil Gravel, Administrator Daniel Buchholtz

#### VISITORS

Ashlyn Haste	1301 81 <sup>st</sup> Ave NE	Spring Lake Park MN
Alisha & Mike Haste	913 Blackoaks Ln	Anoka MN
Justin Haste	913 Blackoaks Ln	Anoka MN
Karen & Gordy Fiske	1301 81 <sup>st</sup> Ave NE	Spring Lake Park MN

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the following change be made to the agenda: 1) that authorization to purchase a new ventilation system for the range be added to the agenda as item 11C.

### 5. PRESENTATION

#### A. Ceremonial Swearing in of Police Officer Ashlyn Haste

Chief Antoine introduced Officer Ashlyn Haste.

Administrator Buchholtz administered the Oath of Office to Ashlyn Haste. Officer Haste badge was pinned on by her father, Mr. Mike Haste.

**6. DISCUSSION FROM THE FLOOR**

None

**7. CONSENT AGENDA**

- A. Approval of Minutes – December 2, 2024 City Council Meeting
- B. Approval of Claims List – General Disbursement #24-21 - \$1,036,094.71
- C. Revenue and Expenditure Report – November 2024
- D. Statement of Fund Balance – November 2024
- E. Resolution 2024-71 – Accepting Donation from Barbara Yawn
- F. Resolution 2024-74 – Authorizing Application for Community Development Block Grant (CDBG)
- G. Approval of SafeAssure Annual Contract
- H. Full and Final Release between Stantec and City of Spring Lake Park
- I. Contractor’s Licenses
- J. Business Licenses
- K. Kennel License

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

**8. DEPARTMENT REPORTS****A. Police Report**

Chief Antoine reported that the Police Department responded to 792 service calls in November 2024, compared to 745 service calls in November 2023. Chief Antoine stated that School Resource Officer Imig handled 7 school-related calls, 12 student contacts, 22 escorts, and 8 follow-up investigations. He said that Investigator Bennett managed 33 cases, including 30 felonies and 3 misdemeanors, while monitoring 5 forfeiture cases.

Chief Antoine gave an update on his activities for the month of November. He stated that he was appointed as chair of the Hennepin Tech Advisory Committee.

**B. Recreation Report**

Recreation Director Okey gave an overview of staff activities for the month of November. She thanked Recreation Commissioner Barbara Yawn for her three years of service on the Commission and for her donation to the Parks Department.

Director Okey updated the City Council on the Earth Day Cleanup planned for April 26, 2025 at Able Park. She stated that the event would take place from 9:00 am – 11:00 am with key activities being litter collection and sorting for recycling and public education on waste reduction and recycling.

## 9. PUBLIC HEARING

### A. Municipal Separate Storm Sewer System (MS4) Annual Report

Mayor Nelson opened the Public Hearing at 7:16 pm. Phil Gravel, City Engineer, gave an overview of the City's compliance activities for the Municipal Separate Storm Sewer System (MS4).

Mayor Nelson asked for comments from the public. Hearing none, Mayor Nelson closed the Public Hearing at 7:21 pm.

## 10. ORDINANCES AND/OR RESOLUTIONS

### A. Ordinance 498, Adopting the 2025 Fee Schedule for the City of Spring Lake Park

Administrator Buchholtz noted that the proposed fee schedule was tabled at the previous meeting and that the content of the schedule has remained unchanged.

Administrator Buchholtz noted that the key updates to note include minor adjustments to fees, particularly for adult-use cannabis, and revisions to facility rental fees. He said the change in facility rental fees is based on recommendations from the Recreation Department, especially in light of City Hall renovations. Administrator Buchholtz stated routine increases to development fees were proposed to account for inflation, ensuring that new developments would contribute adequate impact fees to cover the costs of infrastructure and services required to support them.

Motion made by Mayor Nelson to approve Ordinance 498, Adopting the 2025 Fee Schedule for the City of Spring Lake Park.

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

### B. Resolution 2024-66, Authorizing Summary Publication of Ordinance 498, An Ordinance Adopting the 2025 Fee Schedule for the City of Spring Lake Park

Motion made by Mayor Nelson to approve Resolution 2024-66, Authorizing Summary Publication of Ordinance 498, An Ordinance Adopting the 2025 Fee Schedule for the City of Spring Lake Park.

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

C. Resolution 2024-72, Adopting Final 2024 Taxes Collectable in 2025

Administrator Buchholtz presented the proposed tax levy for 2025. He noted that the resolution established the general levy of \$4,721,272.

Administrator Buchholtz stated that from the General Revenue, \$4,029,435 will be used to fund the general operations of the City, \$24,078 will support the 2022 Street Improvement Project, \$28,421 will support the 2024 Street Improvement Project, \$194,591 will support the Capital Improvement Plan and \$444,747 covers the repayment of the 2024A G.O. Improvement Bond.

Administrator Buchholtz stated that he recommends the City Council approve Resolution 2024-72 to adopt the final property tax levy for 2024, collectible in 2025.

Motion made by Councilmember Wendling to approve Resolution 2024-72, Adopting Final 2024 Taxes Collectable in 2025.

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

D. Resolution 2024-73, Adopting 2025 General Fund Budget

Administrator Buchholtz presented the final proposed 2025 General Fund Budget, with revenues and expenditures set at \$5,668,758. He stated that the proposed budget is balanced, therefore, preserving the City's fund balance to effectively address any unforeseen challenges.

Administrator Buchholtz recommended approval of the 2025 General Fund Budget.

Motion made by Councilmember Goodboe-Bisschoff to approve Resolution 2024-73, Adopting 2025 General Fund.

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

## 11. NEW BUSINESS

A. Approve City Hall Custodial Services Contract with Tegrete

Administrator Buchholtz said staff recommends approval of the custodial managed service agreement with Tegrete Corporation. He stated that the proposal is part of a strategic approach to address the Public Works Department's request for additional staff.

Administrator Buchholtz noted rather than hiring a new Public Works employee, staff would be reallocating a current employee from City Hall to field operations, in order to utilize their skills to meet the department's growing needs.

Administrator Buchholtz noted the professional custodial services would cost at monthly \$3,100.00. He said the service is cost-effective and the City avoids the long-term financial commitment of hiring an additional full-time employee. He recommended that City Council approve the service agreement with Tegrete Corporation, effective January 6, 2025.

Administrator Buchholtz stated that the contract was approved by the City Attorney with minor revisions.

Motion made by Councilmember Wendling to Approve City Hall Custodial Services Contract with Tegrete with City Attorney Changes.

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

B. Authorize Preparation of Plans and Bidding – 2025 Seal Coat and Crack Repair Project

Engineer Gravel gave an overview of the area to be seal coated. He stated that the area to be worked on is bordered by Able Street NE, 81<sup>st</sup> Avenue NE, Highway 65 NE and Osborne Road NE. He stated that the streets that will be milled and overlaid will not be included in this project.

Councilmember Goodboe-Bisschoff inquired about the timing of the project and the reconstruction of 79<sup>th</sup> Avenue NE. Engineer Gravel stated that the project will be done in the summer of 2025. He stated the work will begin after the Tower Days parade.

Motion made by Councilmember Wendling to Authorize Preparation of Plans and Bidding – 2025 Seal Coat and Crack Repair Project.

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

C. Authorization to Purchase a New Ventilation System for the Gun Range

Chief Antoine stated that he and Administrator Buchholtz had been working on a plan to upgrade the range as part of the building project. He stated that it includes electrical upgrades and future plans for replacing the shooting lanes. He said that the ventilation system, installed in 1987, had become increasingly unreliable despite ongoing repairs over the years. Chief Antoine said that the ventilation system, including its heating and air conditioning components, was currently nonfunctional, affecting its ability to properly ventilate the range. He noted that it is hard to get repair companies to service the outdated system due to its age, and temporary fixes were no longer a viable solution.

Chief Antoine said he is requesting the Council's approval for an expenditure not to exceed \$50,000 for the replacement of the ventilation system. He stated that three companies had been contacted for quotes, though final figures were still pending. He did state that Administrator Buchholtz said funds were available from the furniture, fixture, and equipment building remodeling fund to cover this expenditure.

Chief Antoine stated he is requesting the Council authorize up to \$50,000 for the replacement of the system.

Motion made by Mayor Nelson to approve Authorization to Purchase a New Ventilation System for the Gun Range not to Exceeding \$50,000.00 to be paid from the City Hall Renovation/Expansion project fund.

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

## 12. REPORTS

### A. Attorney's Report

None

### B. Engineer's Report

Report accepted as presented.

### C. Administrator Report

Administrator Buchholtz stated staff will be interviewing three top candidates for the Parks and Recreation Director position. He stated that at the January 6 Council Meeting that there will be a request to appoint a new Director for Parks and Recreation position. Administrator Buchholtz gave an update on the City Hall Renovation/Expansion project.

## 13. OTHER

### A. Correspondence

None

## 14. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:53 PM

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



# AIA®

# Document G701® – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Spring Lake Park City Hall Renovation/Expansion 1301 81st Avenue NE Spring Lake Park, MN 55432	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: February 5, 2024	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 004  Date: December 17, 2024
<b>OWNER:</b> <i>(Name and address)</i> City of Spring Lake Park 1301 81st Avenue NE Spring Lake Park, MN 55432	<b>ARCHITECT:</b> <i>(Name and address)</i> Stantec Architecture Inc. 733 Marquette Avenue Suite 1000 Minneapolis, MN 55402	<b>CONTRACTOR:</b> <i>(Name and address)</i> Construction Results Corporation 14170 23rd Avenue North Plymouth, MN 55447

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

COR #123 (PR #11): Add receptacle and piping for owner-supplied air compressor = \$3,430.41

COR #131 (PR #18): Add wayfinding signage = \$3,823.70 (includes \$10,000.00 allowance in base bid)

COR #132 (RFI 68): Additional demolition and finishes = \$4,569.55

COR #133: Additional door hardware for the sallyport gates and North Garage service doors as requested by the Owner = \$2,366.12

COR #134 (PR #20): Add audible notification in Rooms 105 and 107 = \$975.93

COR #135 (PR #19): Additional in-wall blocking at Storage 111 and Parks Storage 136 as requested by the Owner = \$1,287.91

COR #136: Re-arrange the metal wall panels above South Vestibule 101 so lighter color panel is in the center to allow the signage to be legible = \$2,518.97

COR #137 (PR #20): Add panic buttons and card access door release electrical/low voltage in rooms 104 and 105. Add additional electrical receptacles in rooms 120 and 136 as requested by Owner = \$7,571.12


The original Contract Sum was	\$ 5,955,690.00
The net change by previously authorized Change Orders	\$ 266,601.48
The Contract Sum prior to this Change Order was	\$ 6,222,291.48
The Contract Sum will be increased by this Change Order in the amount of	\$ 26,543.71
The new Contract Sum including this Change Order will be	\$ 6,248,835.19

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Stantec Architecture Inc. <b>ARCHITECT</b> <i>(Firm name)</i>  <b>SIGNATURE</b>	Construction Results Corporation <b>CONTRACTOR</b> <i>(Firm name)</i>  <b>SIGNATURE</b>	City of Spring Lake Park <b>OWNER</b> <i>(Firm name)</i>  <b>SIGNATURE</b>
Bruce P. Paulson, PM <b>PRINTED NAME AND TITLE</b>	 <b>PRINTED NAME AND TITLE</b>	 <b>PRINTED NAME AND TITLE</b>
December 17, 2024 <b>DATE</b>	 <b>DATE</b>	 <b>DATE</b>





**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 123

DATE: 11/4/2024

DESCRIPTION : PR #11 Add Receptacle & Piping for Owner Supplied Air Compressor

PROJECT : Spring Lake Park City Hall Renovation / Expansion

C.R.C. PROJECT : 7088

	Supervision and Project Management	PR #11 Add Receptacle & Piping for Owner Supplied Air Compressor	Supply Additional Air Piping & fittings	Add Receptacle per Plan				TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>										
LABORER								0.000	\$98.00	\$0.00
LABORER - OVERTIME								0.000	\$147.00	\$0.00
CARPENTER								0.000	\$105.00	\$0.00
CARPENTER - OVERTIME								0.000	\$157.50	\$0.00
SUPERINTENDENT								0.000	\$150.00	\$0.00
PROJECT MANAGER	1.00							1.000	\$150.00	\$150.00
<b>MATERIALS &amp; EQUIPMENT :</b>										
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>SUBCONTRACTORS :</b>										
	REFER TO ATTACHED COMMENTS									\$0.00
Precise Plumbing & Heating			\$ 1,577.00							\$1,577.00
Retrofit Electric				\$ 1,472.00						\$1,472.00
										\$0.00
										\$0.00
										\$0.00

<b>SUBTOTAL =</b>	<b>\$3,199.00</b>
10% OVERHEAD & FEE =	\$15.00
5% OVERHEAD & FEE =	\$152.45
BOND COST =	\$63.96
<b>TOTAL =</b>	<b>\$3,430.41</b>



# Proposal Request

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PROJECT: Spring Lake Park City Hall Renovation/  
Expansion Project  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

PROPOSAL REQUEST NO: 11  
DATE: 8/5/2024  
PROJECT NO: 193806049  
CONTRACT FOR: Building Construction

OWNER: City of Spring Lake Park, MN

TO: Jason Haraldson  
Construction Results Corporation  
5465 Hwy 169 North  
Plymouth, MN 55442

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Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. Your quotation shall be provided to this office at the earliest possible date but no later than 10 days after date listed above to allow for review without impacting the project construction schedule. The quotation and supporting documents can be mailed to my attention at Stantec Consulting Services, Inc., 733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402, or emailed to me at [bruce.paulson@stantec.com](mailto:bruce.paulson@stantec.com) . Please contact me with any questions at (612) 712-2108.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

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## Written Description of the Work

### **ITEM NO. 1: Add breaker and receptacle for Owner-provided air compressor**

#### **Sheet E305 (ISSUED):**

1. Revise floor plan to add receptacle and associated circuit breaker and conduit/wire to the existing panelboard G to feed owner-provided air compressor as indicated.

### **ITEM NO. 2: Revise compressed air piping routing and delete specified air compressor**

#### **Sheet P203 (ISSUED):**

1. Revise compressed air piping routing as indicated.
2. Delete new air compressor in City Garage 137 as indicated.

#### **Sheet P204 (ISSUED):**

1. Revise floor plan to show owner-furnished air compressor.
2. Add compressed air piping and hose reel as indicated.

#### Attachments:

1. Sheet P203
2. Sheet P204
3. Sheet E305

**END OF PROPOSAL REQUEST**

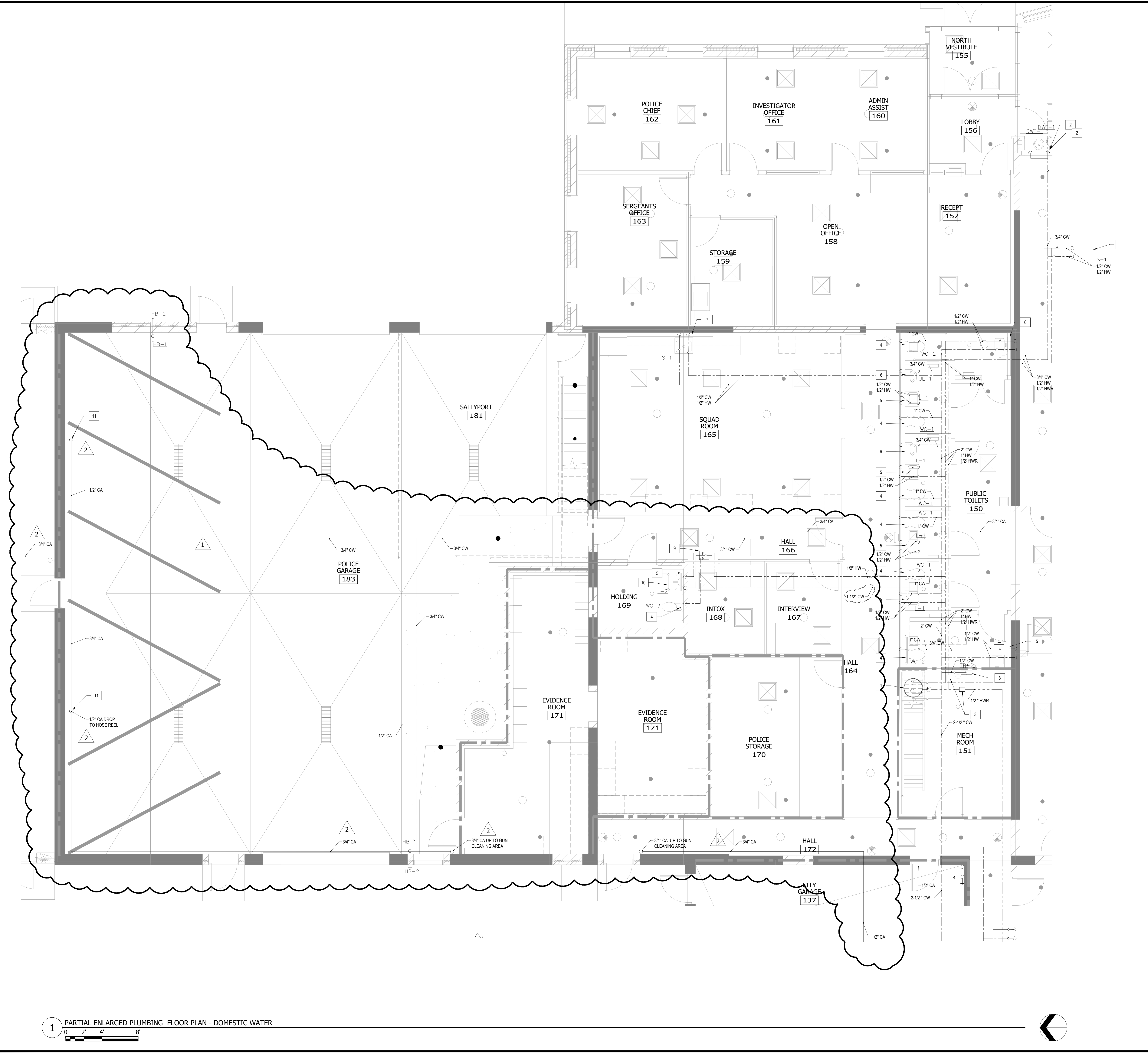
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ARCHITECT: BRUCE P. PAULSON

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THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND DRAWINGS ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

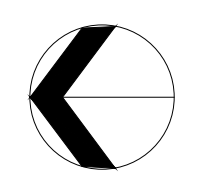
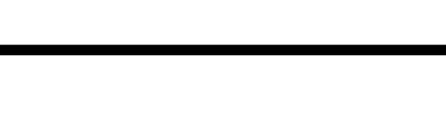
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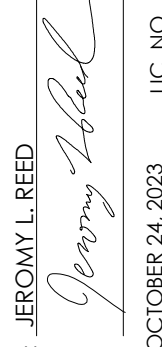


**KEY NOTES**

1. GAS FIRED WATER HEATER, DROP 1" CW DOWN TO WATER HEATER, PROVIDE WITH EXPANSION TANK AND HOT WATER RECIRCULATING PUMP, REFER TO SCHEDULE FOR MORE INFORMATIONS. SEE DETAIL 9/P401.
2. HIGH-LOW FOUNTAIN 'DWF-1', PROVIDE 1/2" CW DOWN TO HIGH-LOW FOUNTAIN 'DWF-1', PROVIDE WITH SHUT-OFF VALVE.
3. BALANCE VALVE, SET TO 1.0 GPM.
4. WATER CLOSET 'WC-1', PROVIDE 3/4" CW DOWN TO WC-1.
5. LAVATORY 'L-1', PROVIDE 1/2" CW & 1/2" HW DOWN TO L-1
6. URINAL 'UL-1', PROVIDE 3/4" CW DOWN TO UL-1
7. SINK 'S-1', PROVIDE 1/2" CW AND 1/2" HW DOWN TO SINK.
8. TRAP PRIMER 'TP-X', 3/4" CW DOWN TO TRAP PRIMER 'TP-X'.
9. LOCATE SHUTOFF VALVES FOR HOLDING CELL ACCESSIBLE ABOVE HALL.
10. LOCATE LAV MIXING VALVE ACCESSIBLE ABOVE HALL.
11. AIR COMPRESSOR.
12. COMPRESSED AIR HOSE REEL

1 PARTIAL ENLARGED PLUMBING FLOOR PLAN - DOMESTIC WATER



I HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER  
 AND THAT I AM A DULY LICENSED ENGINEER  
 UNDER THE LAWS OF THE STATE OF MINNESOTA  
 PRINT NAME: JEROME L. REED  
 SIGNATURE:   
 DATE: 08/21/2024 11:27:26am LIC. NO.: 58866

CITY OF SPRING LAKE PARK, MINNESOTA  
 CITY HALL RENOVATION/EXPANSION  
 PARTIAL ENLARGED PLUMBING FLOOR PLAN - DOMESTIC WATER

NO	REVISION	DATE
1	ADDENDUM	11/6/23
2	PR 11	8/5/24

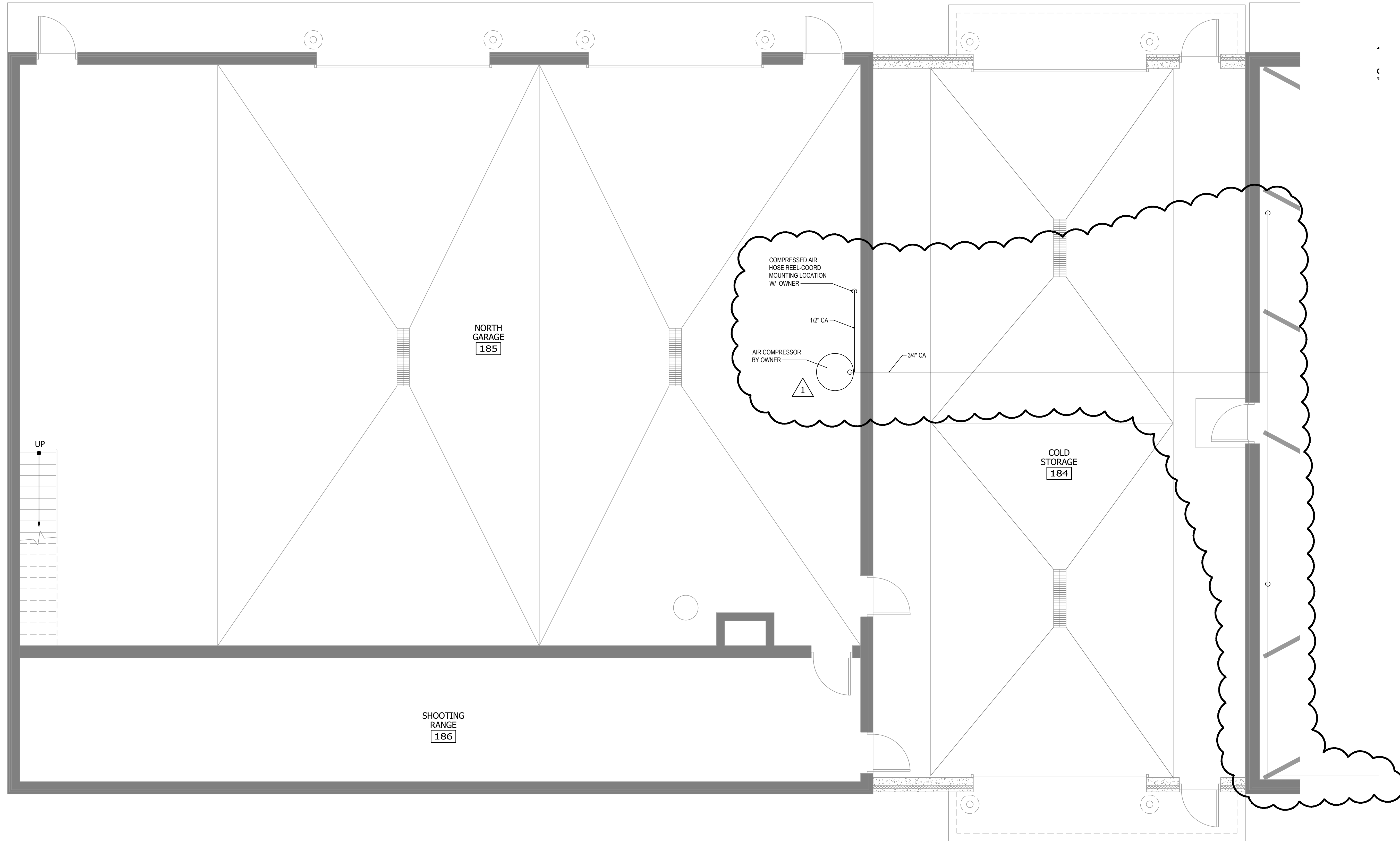
SURVEY	
DRAWN	NNG
DESIGNED	NNG
CHECKED	JLR
APPROVED	

PROJ. NO.: 193806049  
 SHEET NUMBER  
**P203**

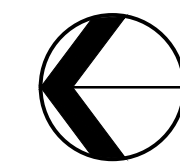
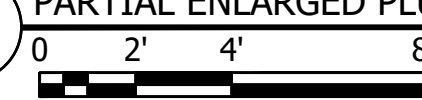
THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ALL DIMENSIONS SHALL BE TO FACE UNLESS NOTED OTHERWISE. REPRODUCTION OF THIS DRAWING FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

SHEET NOTES

1. EXISTING PLUMBING TO REMAIN.



1 PARTIAL ENLARGED PLUMBING FLOOR PLAN - DOMESTIC WATER



WE HEREBY CERTIFY THAT I AM AN ACTIVE LICENSED ENGINEER OR ARCHITECT WHOSE LICENSE IS CURRENT AND VALID AND THAT I AM A DULY LICENSED ENGINEER OR ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 PRINT NAME: JERRY BEED  
 SIGNATURE: Jerry Beed  
 DATE: 06/05/2024 LIC. NO.: 38364

CITY OF SPRING LAKE PARK, MINNESOTA  
 CITY HALL RENOVATION/EXPANSION  
 PARTIAL ENLARGED PLUMBING FLOOR PLAN - DOMESTIC WATER

NO.	REVISION	DATE
1	PR 11	8/5/24

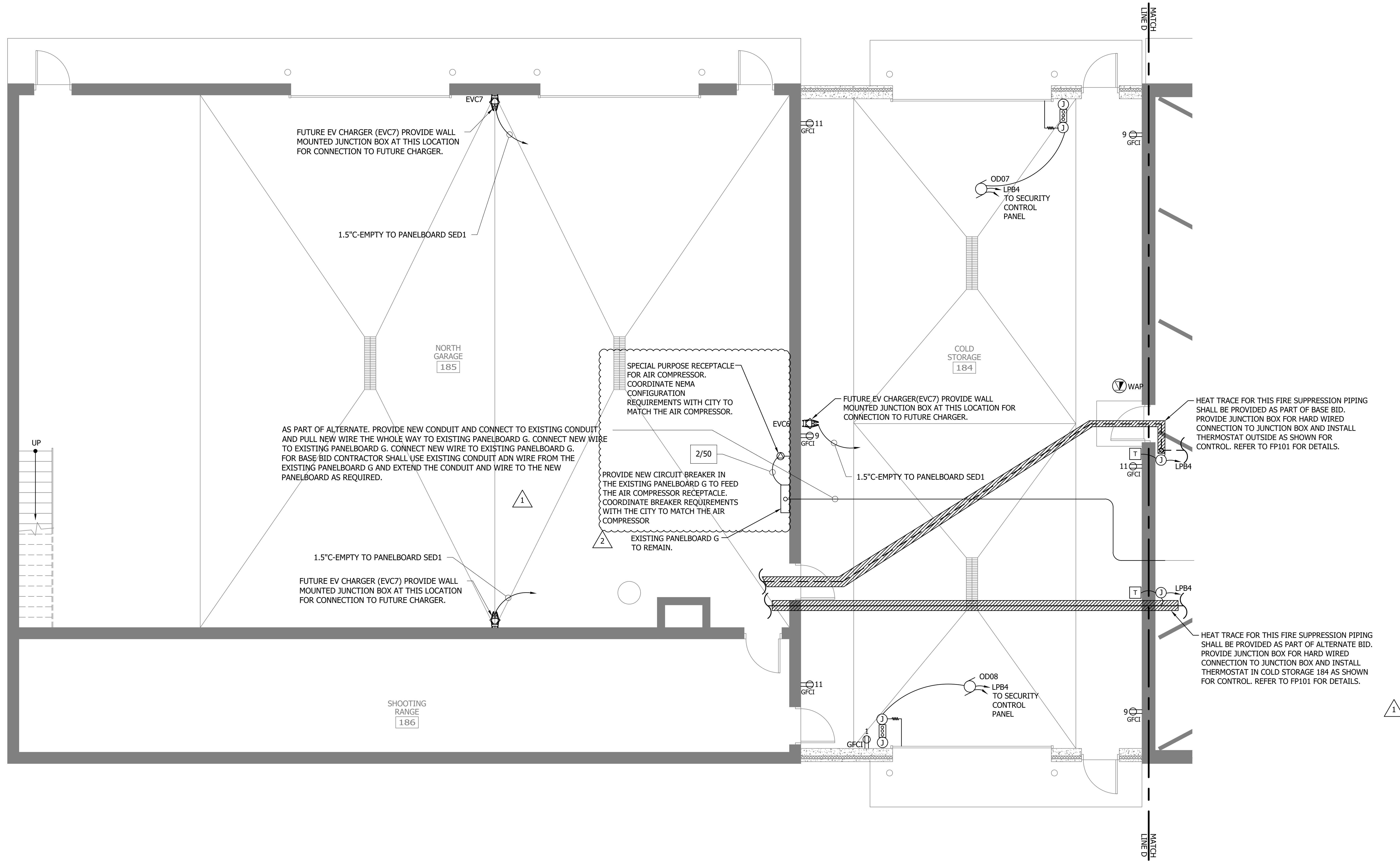
SURVEY	
DRAWN	NNG
DESIGNED	NNG
CHECKED	JJR
APPROVED	

PROJ. NO. 193806049  
 SHEET NUMBER  
 P204

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND DRAWINGS ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

**GENERAL NOTES**

1. RECEPTACLES AND FLOOR BOXES SHALL BE WIRED TO PANEL 'LPB4' UNLESS OTHERWISE NOTED.
2. SEE SCHEDULES AND SPECIFICATIONS FOR MORE INFORMATION.
3. ALL CONDUIT SHALL BE CONCEALED.
4. EF4 DISCONNECT FURNISHED WITH EXHAUST FAN AND INSTALLED BY ELECTRICAL. EF4 CONTROLLED BY LIGHTING CONTROLS IN THE GARAGE AND CONTROLLED BY THE CO DETECTOR. DAMPER MOTOR SHALL BE INTERLOCKED WITH EF4 AND SHALL OPEN THE LOUVER WHEN THE FAN STARTS.
5. VOICE/DATA JACKS AND WIRELESS ACCESS LOCATIONS ARE SHOWN ON THE PLANS. THE CONTRACTOR SHALL PROVIDE EMPTY CONDUIT AS NOTED INCLUDING CONDUIT SLEEVES AS REQUIRED. THE CABLES AND JACKS SHALL NOT BE PART OF THIS CONTRACT AND ARE N.L.C. COORDINATE INSTALLATION OF THE WIRING AND JACKS WITH CITY VENDOR AS REQUIRED.



Plot Date: 08/05/2024 4:28PM  
 User: C:\Users\jacob\OneDrive\Documents\193806049\193806049.dwg  
 XREF: 193806049.dwg, 193806049.dwg

**A MAIN LEVEL PARTIAL ENLARGED POWER PLAN**  
 0 2' 4' 8'

DESIGNED BY: MICHAEL L. REIDENBERG  
 CHECKED BY: MICHAEL L. REIDENBERG  
 DATE: 08/05/2024 4:28PM  
 PROJECT NO.: 193806049  
 SHEET NO.: 25023

CITY OF SPRING LAKE PARK, MINNESOTA  
 CITY HALL RENOVATION/EXPANSION  
 MAIN LEVEL PARTIAL ENLARGED POWER PLAN

NO	REVISION	DATE
1	ADDENDUM 2	11/15/23
2	PK11	08/05/24

SURVEY	
DRAWN	KEL
DESIGNED	KEL
CHECKED	MTF
APPROVED	MTF
PROJECT NO.	193806049
SHEET NUMBER	E305



*“Precise...Because We Care”*

628 19<sup>th</sup> Ave NE  
St. Joseph, MN 56374  
Telephone (320) 363-7401  
Fax (320) 363-7402  
[www.precisemn.com](http://www.precisemn.com)

November 4, 2024

Construction Results Corporation  
5465 Highway 169 North  
Plymouth, MN 55442

Attn: Jason Haraldson

The following change order is for PR#11 at the City Hall Renovation & Expansion in Spring Lake Park, MN.

Price includes:

1. Steel pipe and fittings for compressed air piping as shown on plans.
2. Deduct air compressor.
3. Freight and sales tax.

Total Material Price: \$3,376.00.

Total Equipment Price: ~~(\$1,799.00)~~

Total Price: \$1,577.00.

Notes:

1. Not included is any of the following:
  - Electrical or control wiring
  - Concrete cut & patch
  - Block cut & patch
  - Wall cut or patch
  - Overtime or premium wages.
  - Bid bond or performance bond
2. The pricing is valid for 14 days.

Thank you for allowing me to quote this project. If you have any questions or concerns, please contact me at 363-7401 or email [tory@precisemn.com](mailto:tory@precisemn.com).

Sincerely,  
Precise Heating, A/C, Plumbing, Refrigeration

Tory Zamzow

**Prepared For**  
Construction Results

## SLP City Hall- PR#11



RETROFIT  
ELECTRIC

Dan Knutson  
612-756-2307-  
dknutson@retrofitcompanies.com

8/28/2024

### Description:

- PR#11 Scope of Work

<b>Materials</b>	<b>589.00</b>
<b>Quotes</b>	<b>0.00</b>
<b>Labor 7.1hrs</b>	<b>710.00</b>
<b>Tax</b>	<b>43.00</b>
<b>O&amp;P</b>	<b>130.00</b>
<b>Total</b>	<b><u>1,472.00</u></b>





**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 131

DATE: 10/31/2024

DESCRIPTION : PR #18 Add Wayfinding Signage

PROJECT : Spring Lake Park City Hall Renovation / Expansion

C.R.C. PROJECT : 7088

	Supervision and Project Management	PR #18 Add Wayfinding Signage	PR #18 Add Wayfinding Signage - Supply, Install	PR #18 Add Wayfinding Signage - Supply, Install - Base Bid Allowance				TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>										
LABORER								0.000	\$98.00	\$0.00
LABORER - OVERTIME								0.000	\$147.00	\$0.00
CARPENTER								0.000	\$105.00	\$0.00
CARPENTER - OVERTIME								0.000	\$157.50	\$0.00
SUPERINTENDENT	2.00							2.000	\$150.00	\$300.00
PROJECT MANAGER	3.00							3.000	\$150.00	\$450.00
<b>MATERIALS &amp; EQUIPMENT :</b>										
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>SUBCONTRACTORS :</b>										
										\$0.00
										\$0.00
Niche Visual			\$ 12,788.00							\$12,788.00
CRC Base Bid Allowance				\$ (10,000.00)						(\$10,000.00)
										\$0.00
										\$0.00
										\$0.00

<b>SUBTOTAL =</b>	<b>\$3,538.00</b>
10% OVERHEAD & FEE =	\$75.00
5% OVERHEAD & FEE =	\$139.40
BOND COST =	\$71.30
<b>TOTAL =</b>	<b>\$3,823.70</b>

# Proposal Request

---

PROJECT: Spring Lake Park City Hall Renovation/  
Expansion Project  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

PROPOSAL REQUEST NO: 18  
DATE: 10/17/2024  
PROJECT NO: 193806049  
CONTRACT FOR: Building Construction

OWNER: City of Spring Lake Park, MN

TO: Jason Haraldson  
Construction Results Corporation  
5465 Hwy 169 North  
Plymouth, MN 55442

---

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. Your quotation shall be provided to this office at the earliest possible date but no later than 10 days after date listed above to allow for review without impacting the project construction schedule. The quotation and supporting documents can be mailed to my attention at Stantec Consulting Services, Inc., 733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402, or emailed to me at [bruce.paulson@stantec.com](mailto:bruce.paulson@stantec.com) . Please contact me with any questions at (612) 712-2108.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

---

## Written Description of the Work

### **ITEM NO. 1: Add wayfinding signage**

#### **Section 10 14 00 – Signs**

1. Add the following Room Identification Signs per paragraph 2.02:  
**AUTHORIZED PERSONNEL ONLY** (Quantity – 11 One at Door 105-1, One at Door 114-1, One at Door 119-1, One at Door 133-1, One at Door 137-1, One at Door 143-3, One at Door 144-2, One at Door 147-1, One at Door 147-2, One at Door 149-2, One at Door 157-1)
2. Add the following Exterior Room Signs per paragraph 2.03:  
**AUTHORIZED PERSONNEL ONLY** (Quantity – 11 One at Door 130-1, One at Door 137-2, One at Door 166-1, One at Door 172-1, One at Door 183-1, One at Door 183-2, One at Door 183-6, One at Door 184-1, One at Door 184-3, One at Door 185-1, One at Door 185-4, One at Door 185-5)

#### **Section 10 14 16 – Plaques**

1. Add new Section as attached to this Proposal Request.

#### **Sheet A202 (Issued):**

1. Partial Enlarged East Elevation 1: Add notes for sign letters as indicated.

**Sheet A401 (Issued):**

1. Add new elevation reference bubbles 4A/A405, 4B/A405, and 12/A407 as indicated.

**Sheet A405 (Issued):**

1. Waiting 102 South Wall 2: Add signage as indicated.
2. Lobby 103 South Wall 4: Add signage as indicated.
3. Hall 113, Lobby 103, and Waiting 102 North Wall 6: Add signage as indicated.
4. Lobby 103 West Wall 4A: Add new elevation with signage as indicated.
5. Lobby 103 South Wall 4B: Add new elevation with signage as indicated.

**Sheet A407 (Issued):**

1. Link 140 South Wall 1: Add signage as indicated.
2. Link 140 North Wall 2: Add signage as indicated.
3. Hallway 142 North Wall 12: Add new elevation with signage as indicated.

**Sheet A408 (Issued):**

1. Lobby 156 West Wall 16: Add signage as indicated.

**Sheet A901 (Issued):**

1. Add new sheet for Dedication Plaque Elevation as indicated.

Attachments:

1. Section 10 14 16 – Plaques
2. Sheet A202
3. Sheet A401
4. Sheet A405
5. Sheet A407
6. Sheet A408
7. Sheet A901

**END OF PROPOSAL REQUEST**

---

ARCHITECT: BRUCE P. PAULSON

---

## SECTION 10 14 16

### PLAQUES

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Cast Aluminum Building Dedication Plaque.

##### 1.02 SCOPE

- A. Furnish plaque and hardware necessary to install as shown on drawings and herein specified.

##### 1.03 SUBMITTALS

- A. Manufacturer's descriptive literature and specifications.
- B. Submit manufacturer's shop drawings, indicating materials, typography, artwork, and mounting.

##### 1.04 QUALITY ASSURANCE

- A. Manufacturer to have a minimum of 20 years' experience in manufacturing plaques.

#### PART 2 PRODUCTS

##### 2.01 ACCEPTABLE MANUFACTURER

- A. Advantage Signs & Graphics, Inc.  
75 S. Owasso Blvd. W  
St. Paul, MN 55117  
(651) 636-9998
- B. Substitutes: Substitutions that comply with this specification and the Drawings will be considered.

##### 2.02 PRODUCT INFORMATION CAST PLAQUES

- A. Material: Cast Aluminum
- B. Size: 24 inches tall x 18 inches wide.
- C. Border Options:
  - 1. Standard Border: Straight Edge (no border).
- D. Finishes:
  - 1. Background Texture: Sand
  - 2. Surface Finish: Satin Aluminum.
  - 3. Painted Background Color: Dark Grey.

- E. Mounting Methods:
  - 1. Standard Mounting Methods: Stud Mount (for masonry).
  
- F. Typestyle: Normal and condensed as noted.
  - 1. Letter style: Gill Sans MT
  - 2. Letter size: Exactly as noted.
  
- G. Layout and Copy: As indicated.

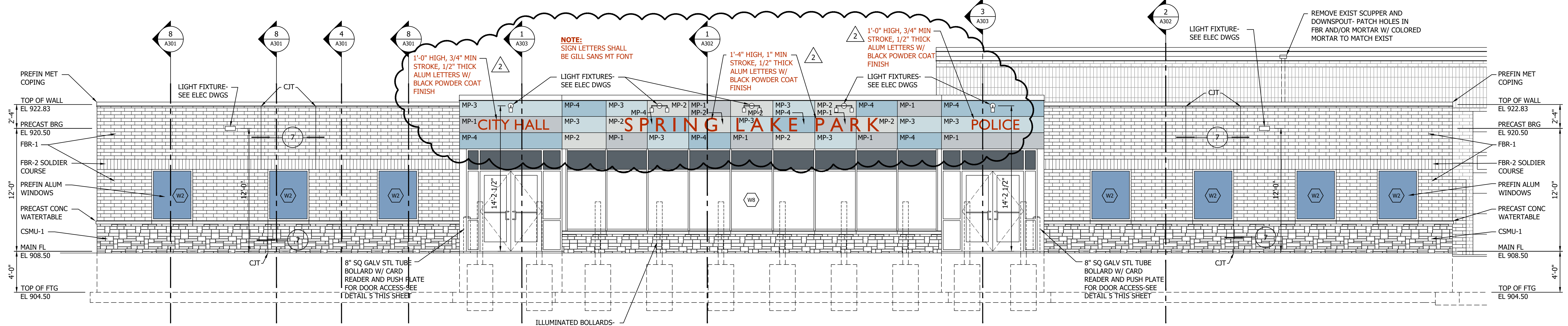
### **PART 3 EXECUTION**

#### 3.01 INSTALLATION

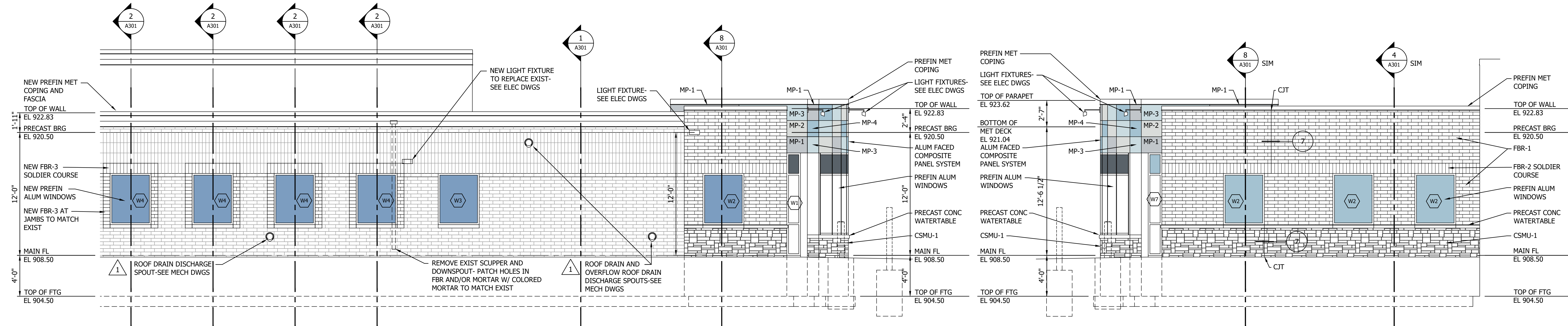
- A. Install plaque level, plumb, and at the height indicated with sign surfaces free from distortion or other defects in appearance.

**END OF SECTION**

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY THE DIMENSIONS AND DRAWINGS ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

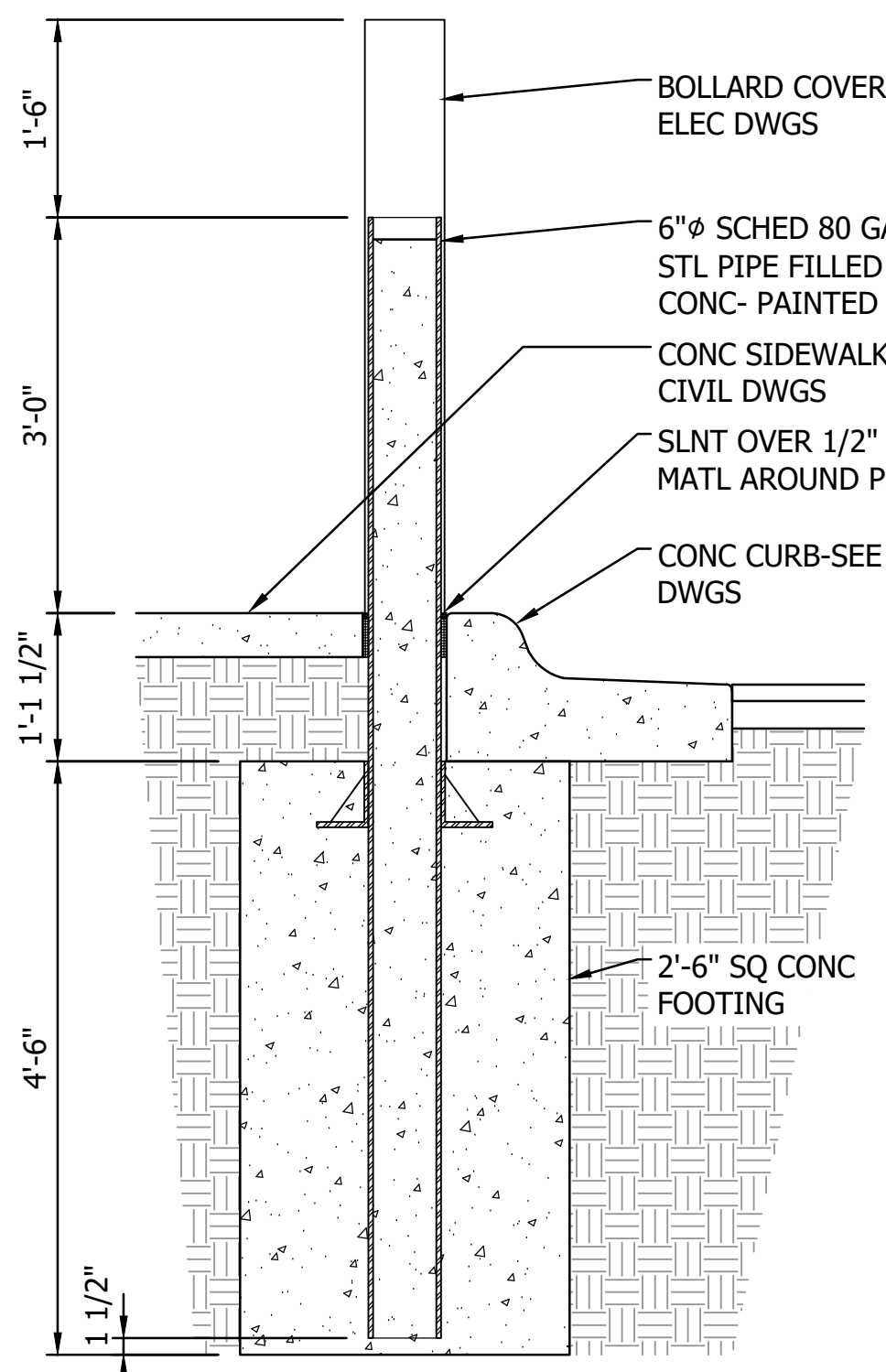


1 PARTIAL ENLARGED EAST ELEVATION  
0 2' 4' 8'

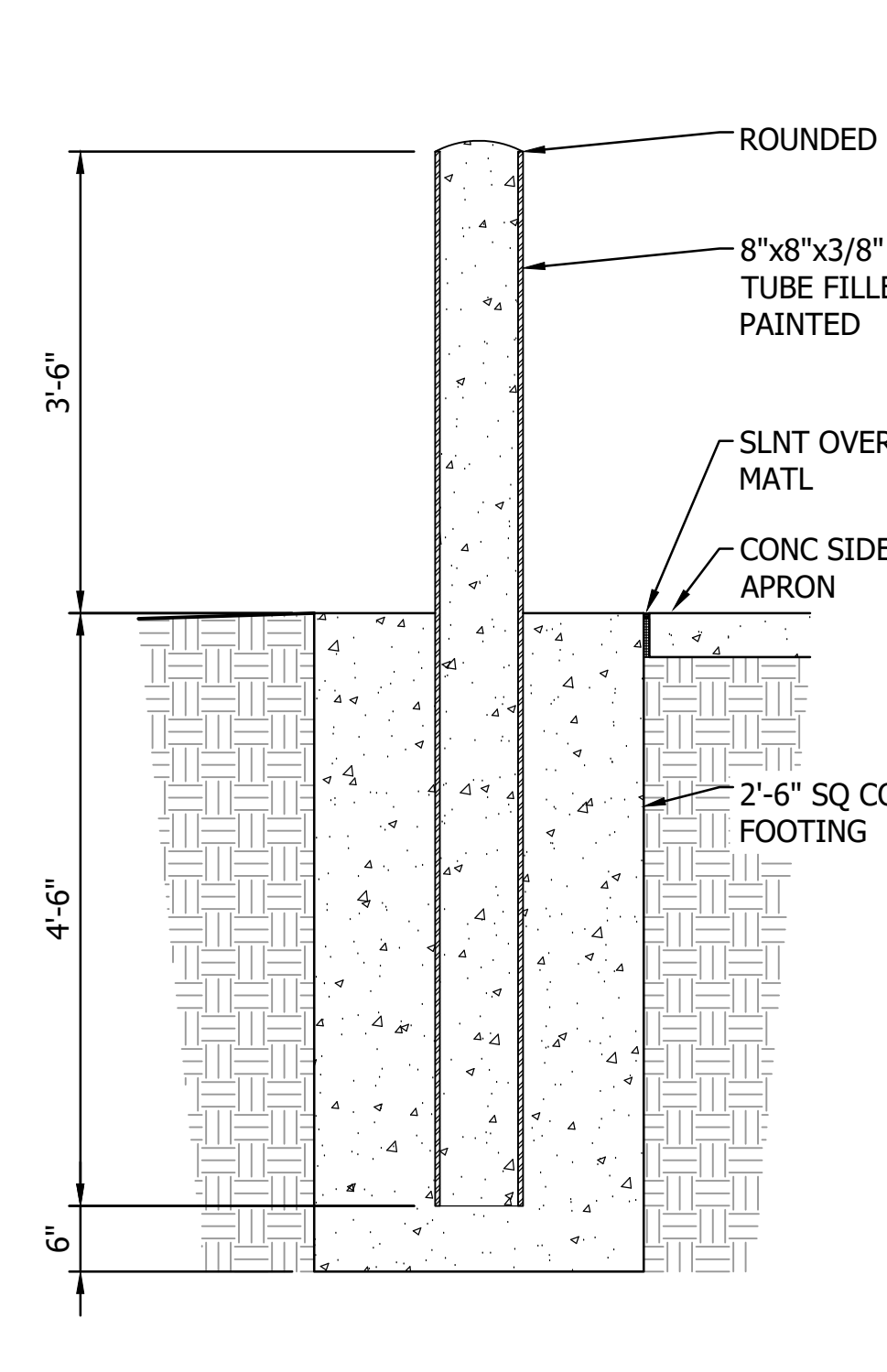


2 PARTIAL ENLARGED SOUTH ELEVATION  
0 2' 4' 8'

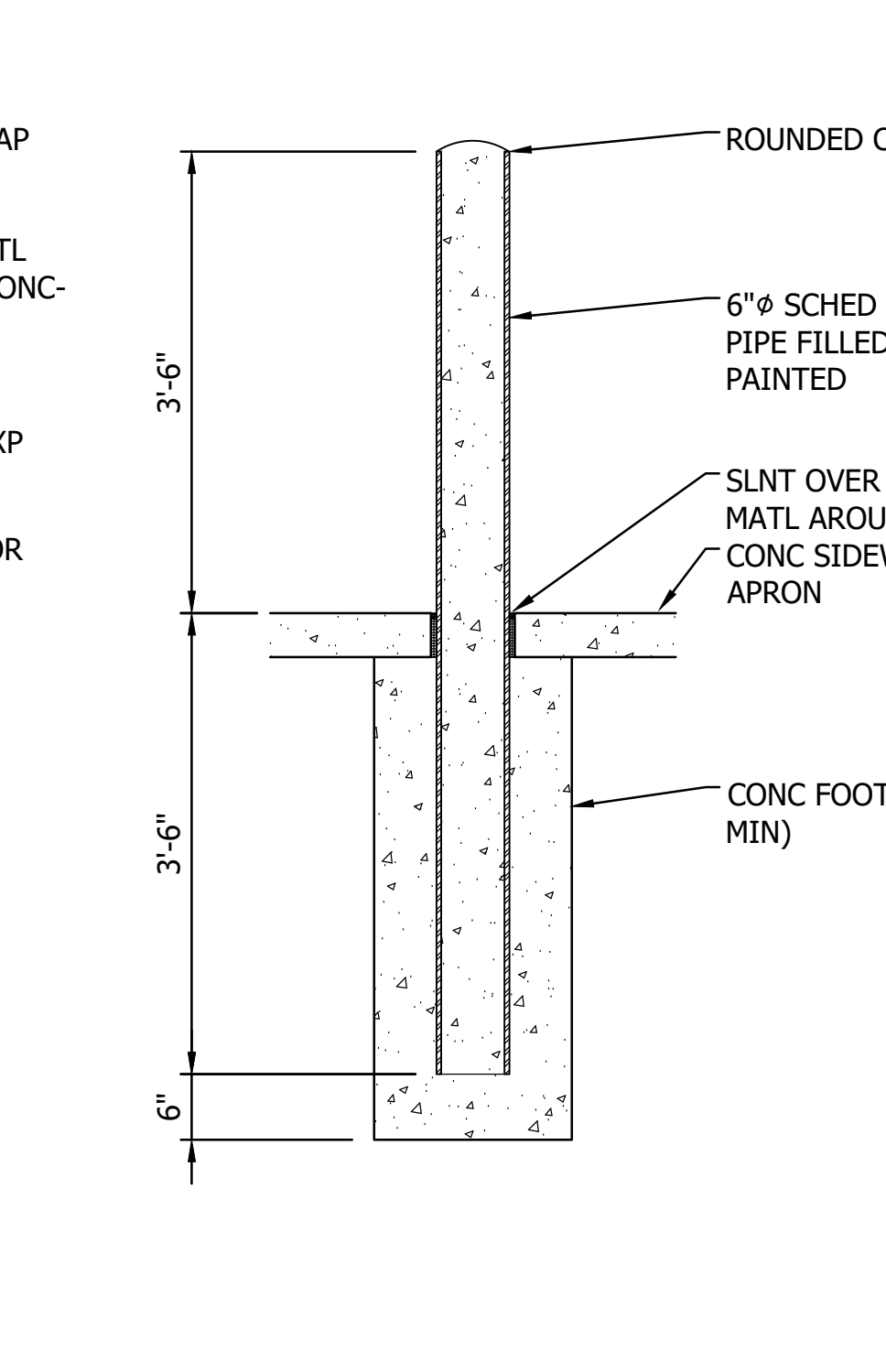
3 PARTIAL ENLARGED NORTH ELEVATION  
0 2' 4' 8'



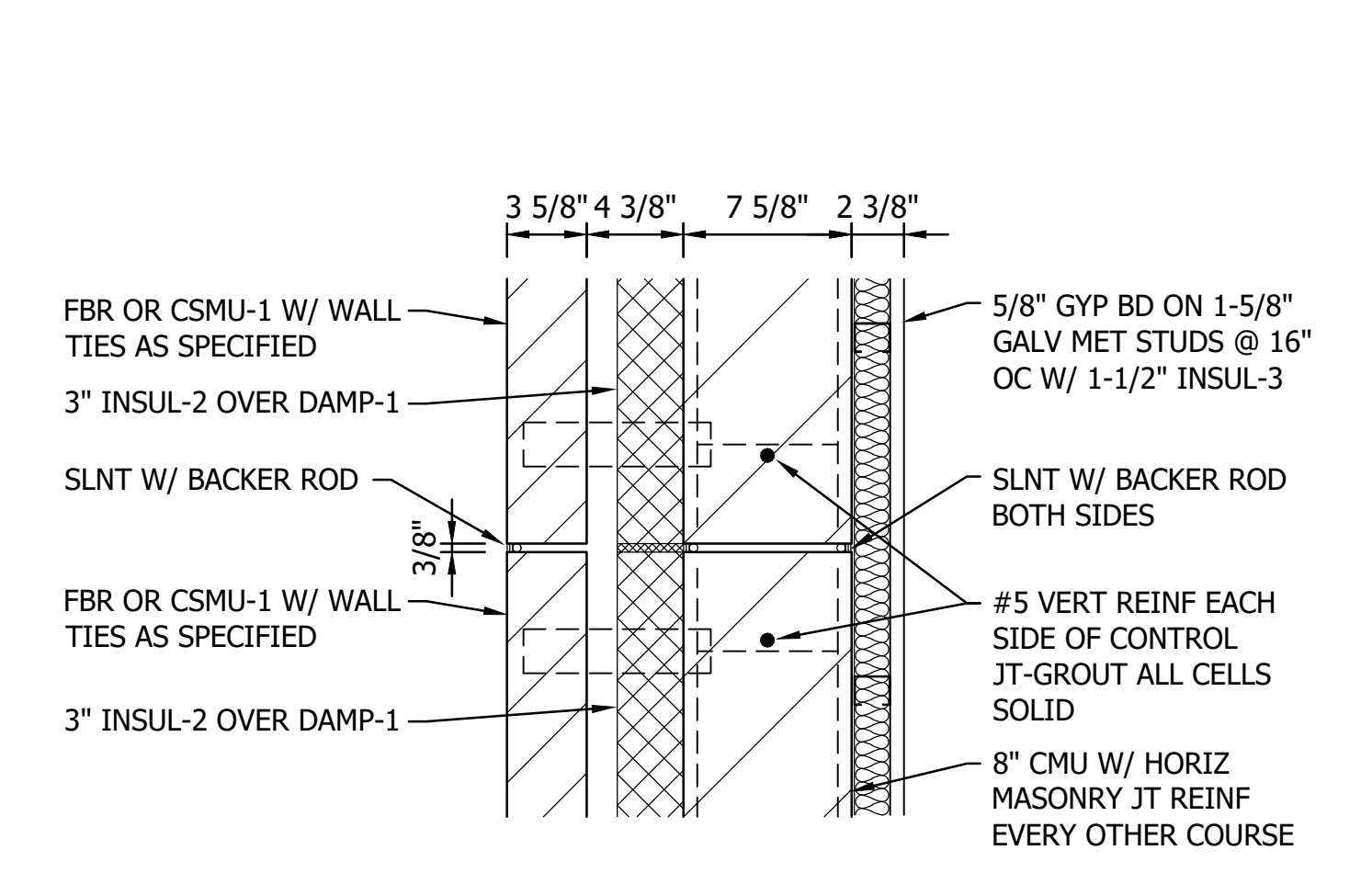
4 ILLUMINATED BOLLARD DETAIL  
0 8" 1'-4" 2'-8"



5 STEEL TUBE BOLLARD DETAIL  
0 8" 1'-4" 2'-8"



6 PIPE BOLLARD DETAIL  
0 8" 1'-4" 2'-8"

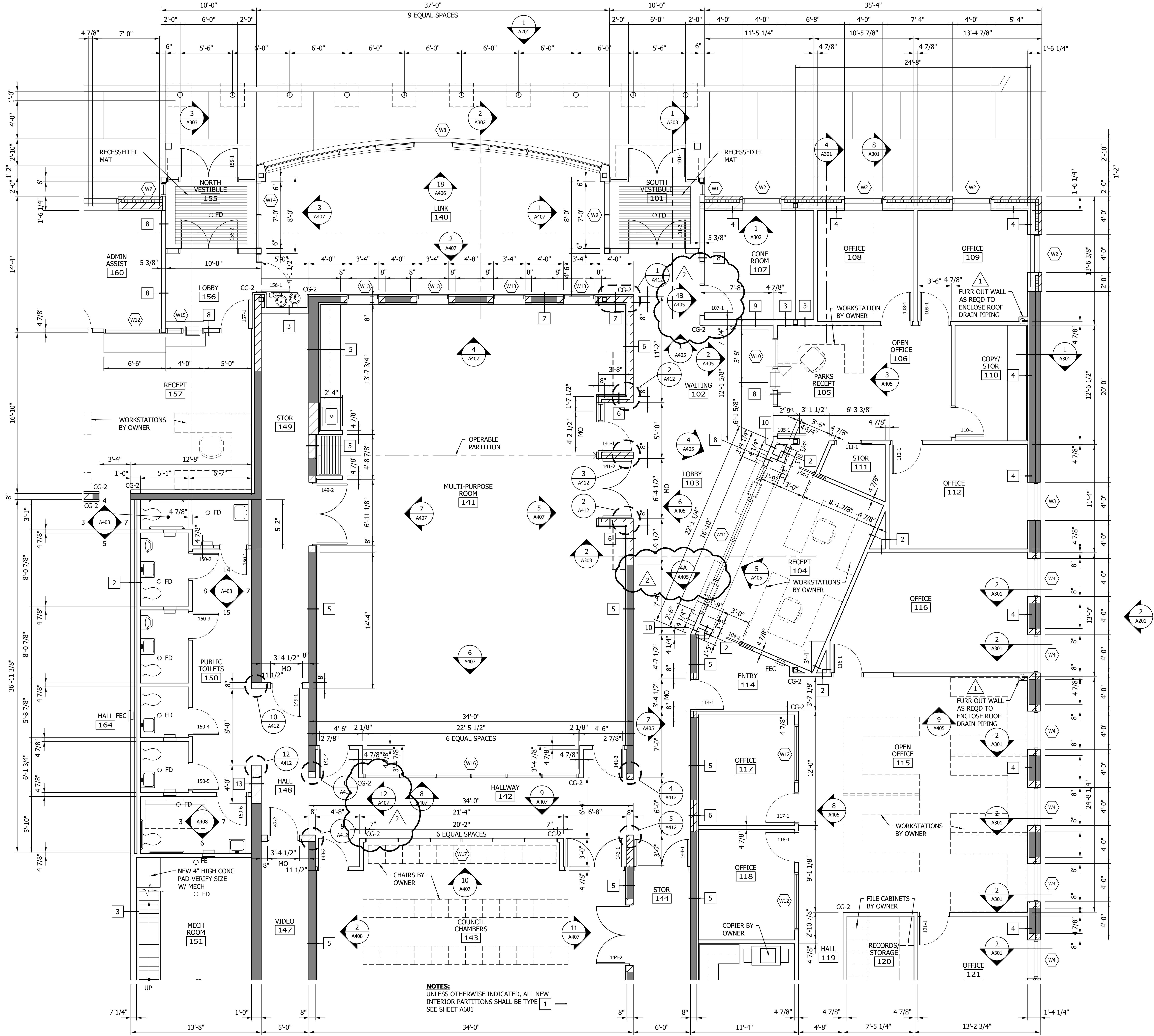


7 CONTROL JOINT DETAIL  
0 4" 8" 1'-4"

NO.	REVISION	DATE
1	ADD 1	11/26/23
2	PR 18	10/17/24



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1 PARTIAL ENLARGED FLOOR PLAN  
 0 2' 4' 8'

**NOTES:**  
 UNLESS OTHERWISE INDICATED, ALL NEW INTERIOR PARTITIONS SHALL BE TYPE 1  
 SEE SHEET A601

Plot Date: 10/17/2024 3:38PM  
 Project: 19386049 - City Hall Renovation/Expansion  
 Drawing: 19386049-01-01 - Partial Enlarged Floor Plan  
 User: jstancic

WE HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ARCHITECT IN THE STATE OF MINNESOTA.  
 PRINT NAME: Bruce E. Larson  
 SIGNATURE: *Bruce E. Larson*  
 DATE: 10/17/2024  
 TITLE: Principal

**CITY OF SPRING LAKE PARK, MINNESOTA**  
 CITY HALL RENOVATION/EXPANSION  
 PARTIAL ENLARGED FLOOR PLAN

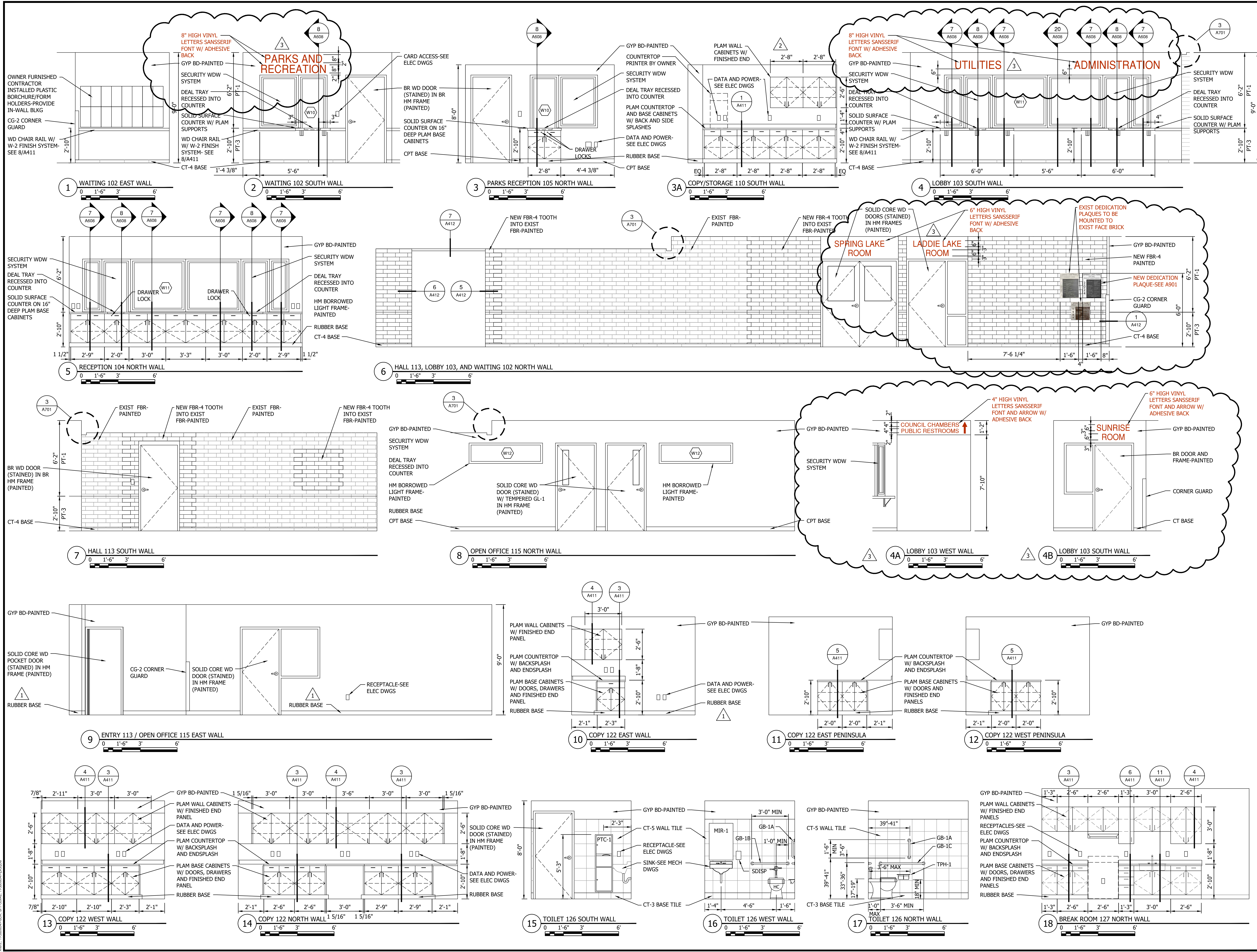
NO	REVISION	DATE
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2	PR 18	10/17/24

SURVEY	BPP
DRAWN	BPP
DESIGNED	BPP
CHECKED	
APPROVED	
PROJECT NO.	19386049
SHEET NUMBER	A401

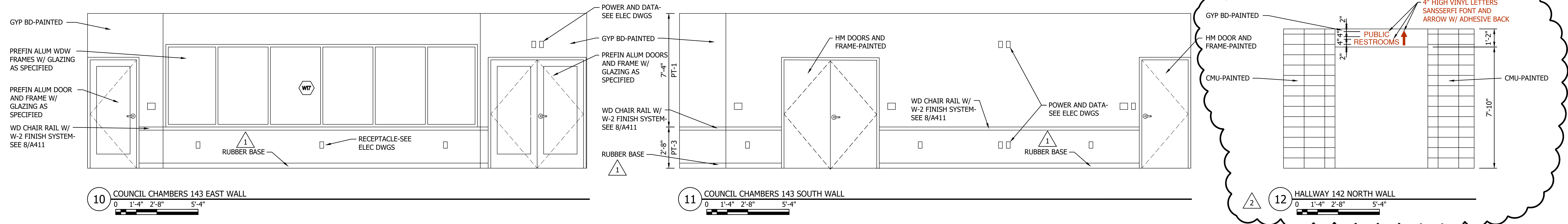
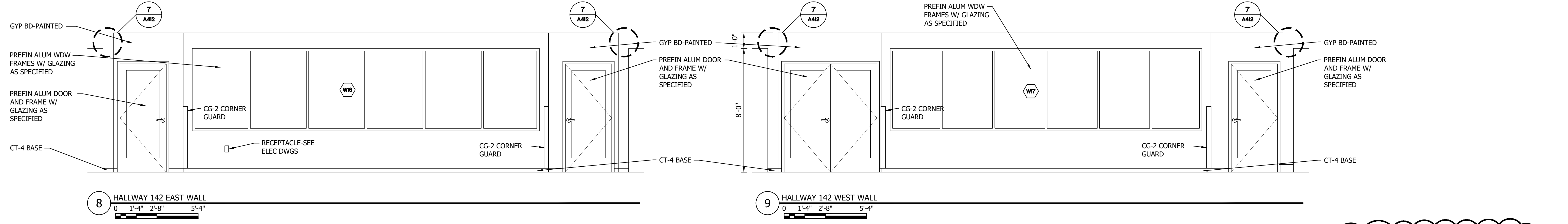
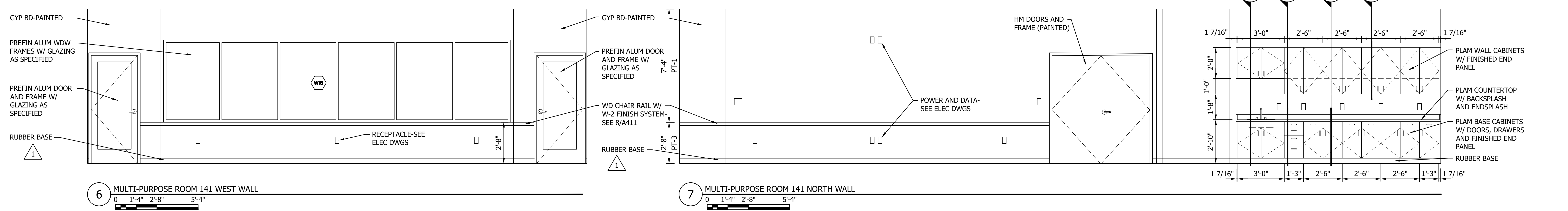
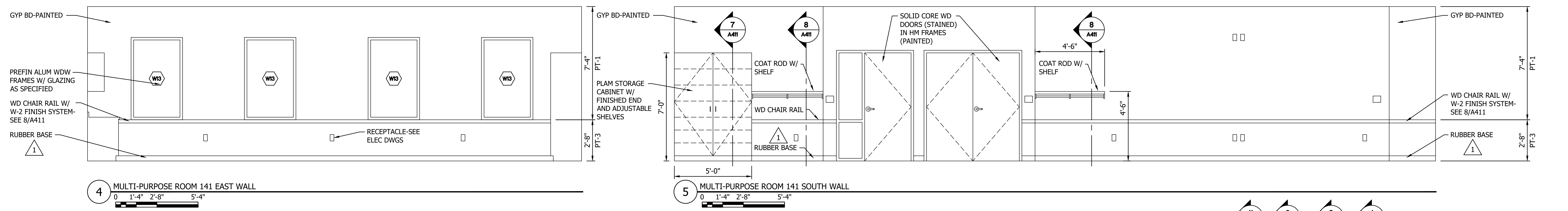
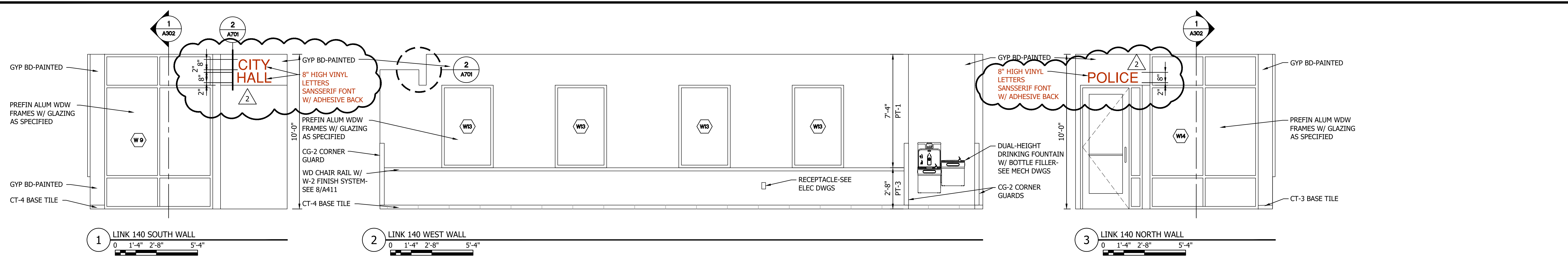


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NO	REVISION	DATE
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2	PR 18	10/17/24

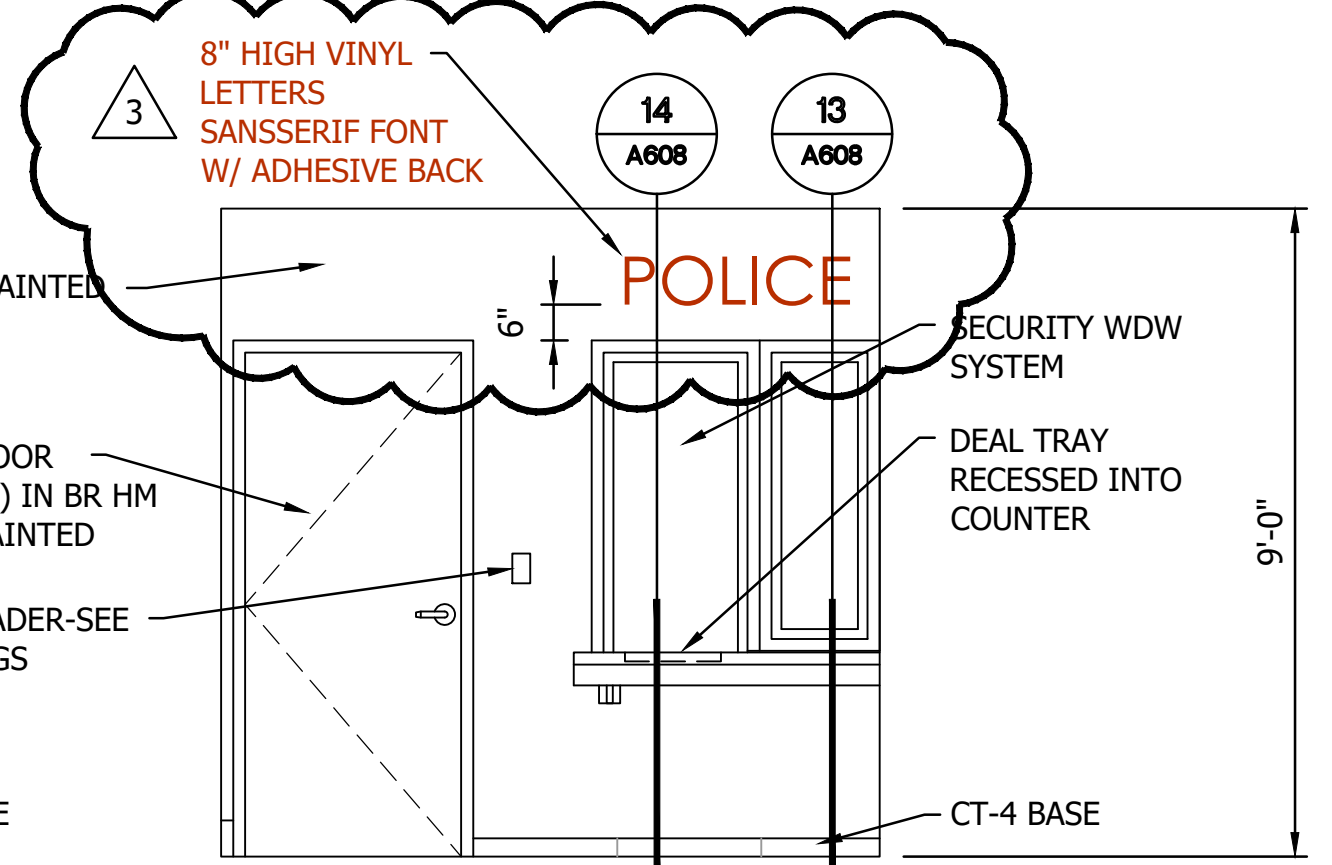
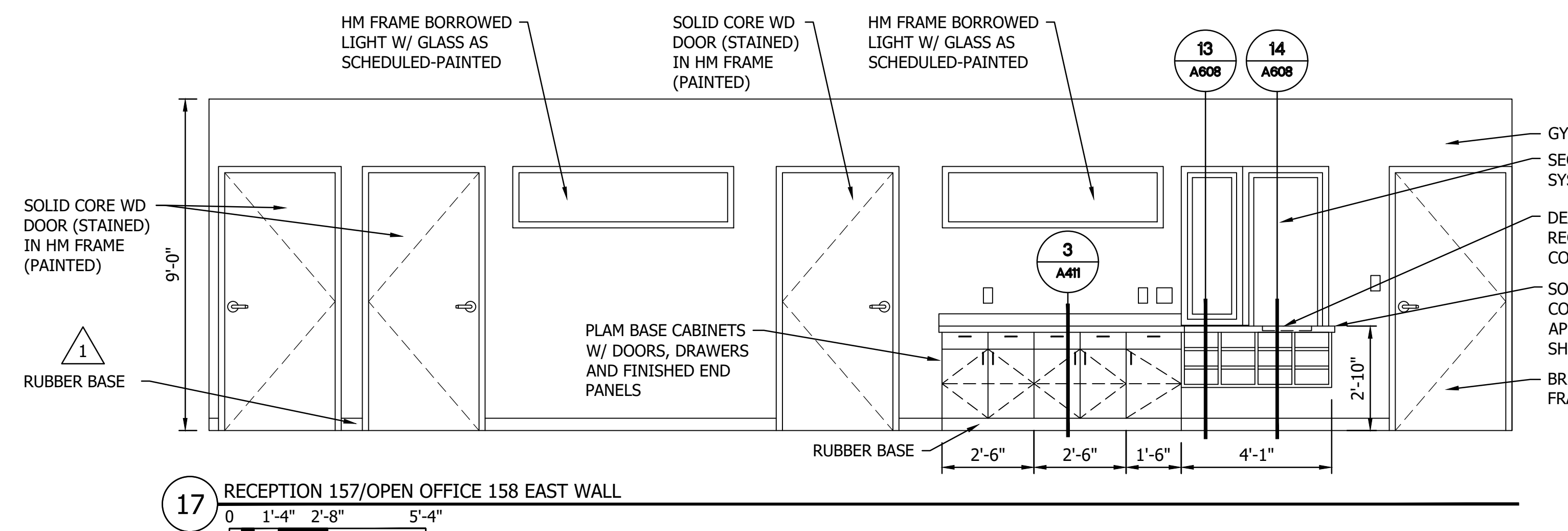
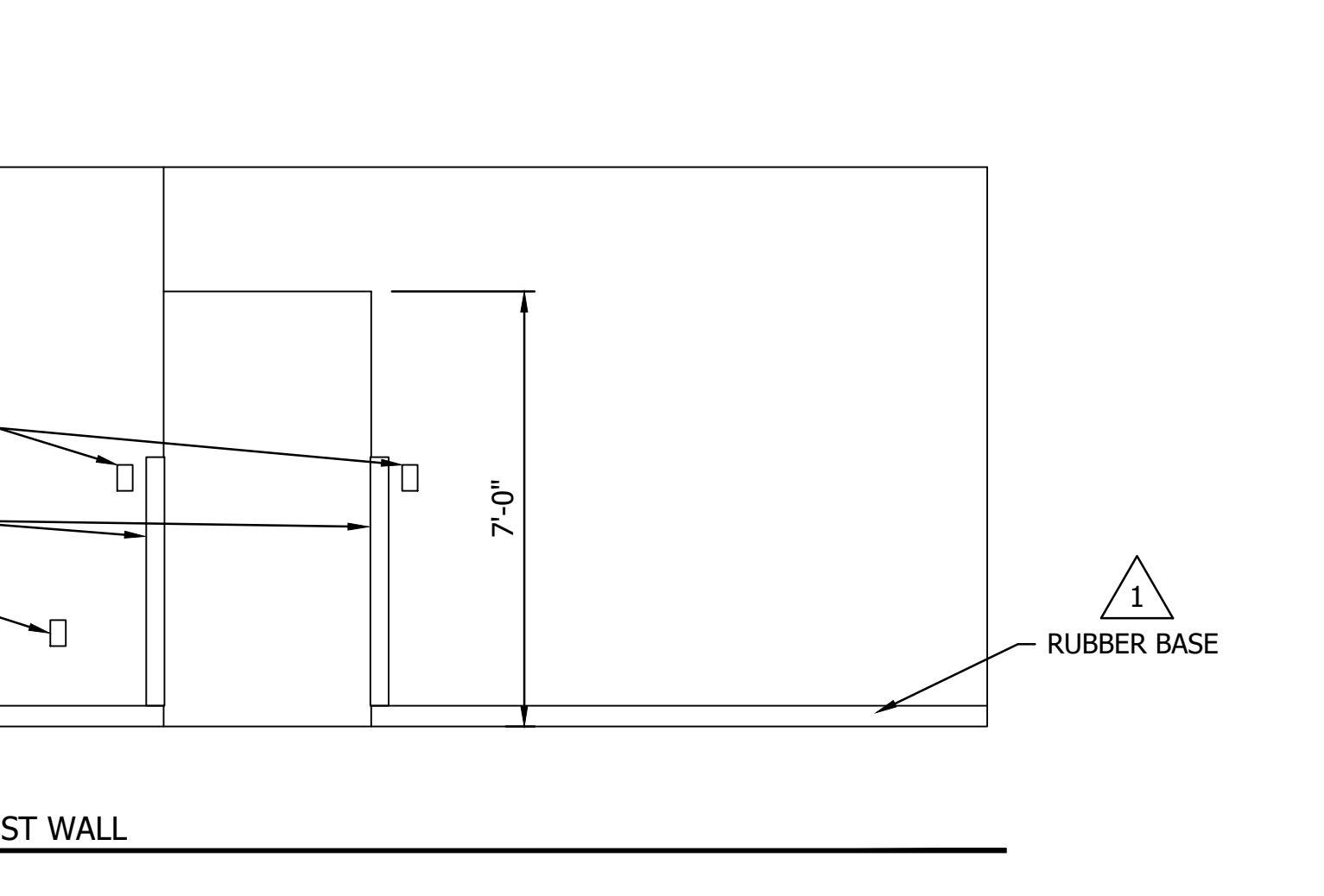
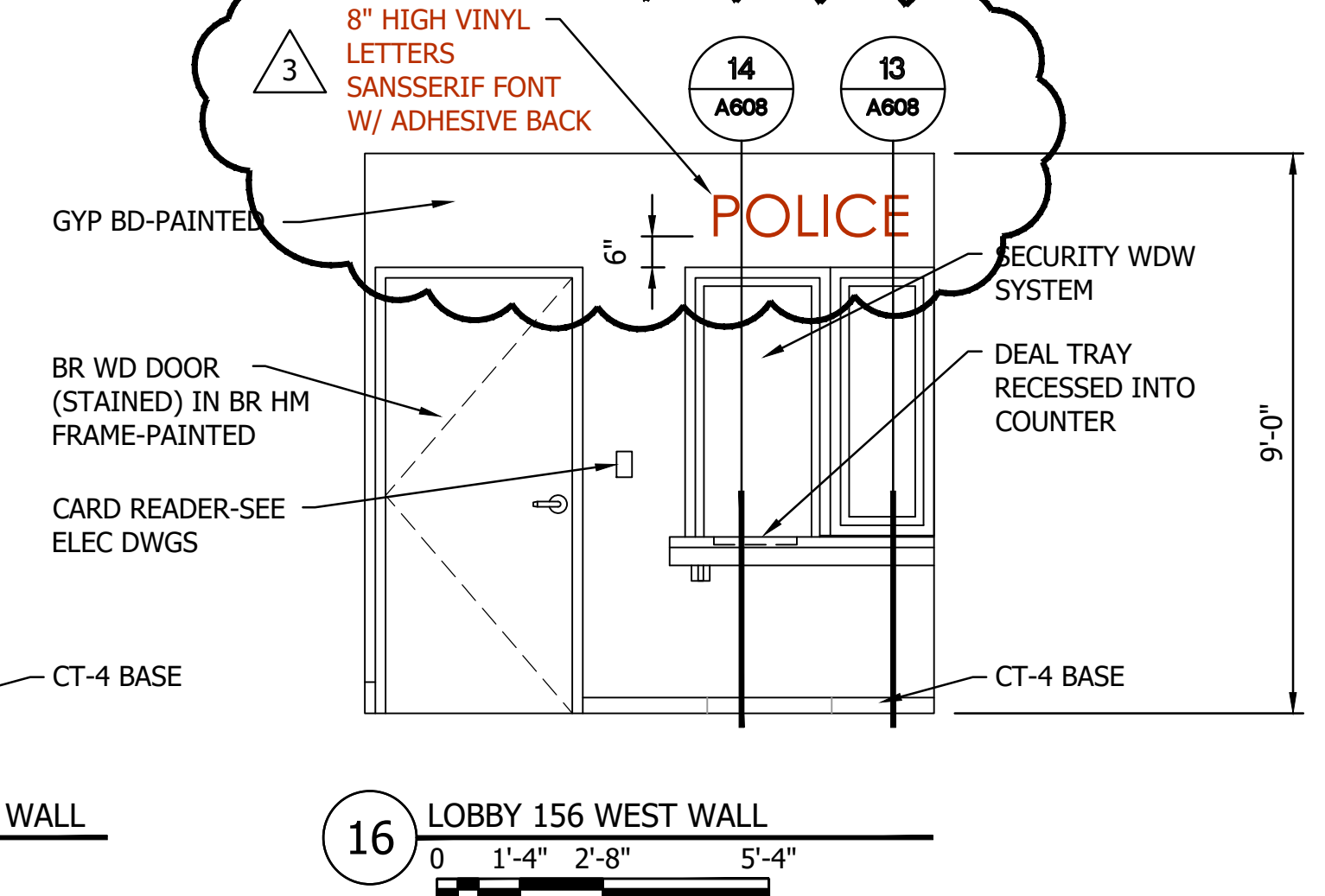
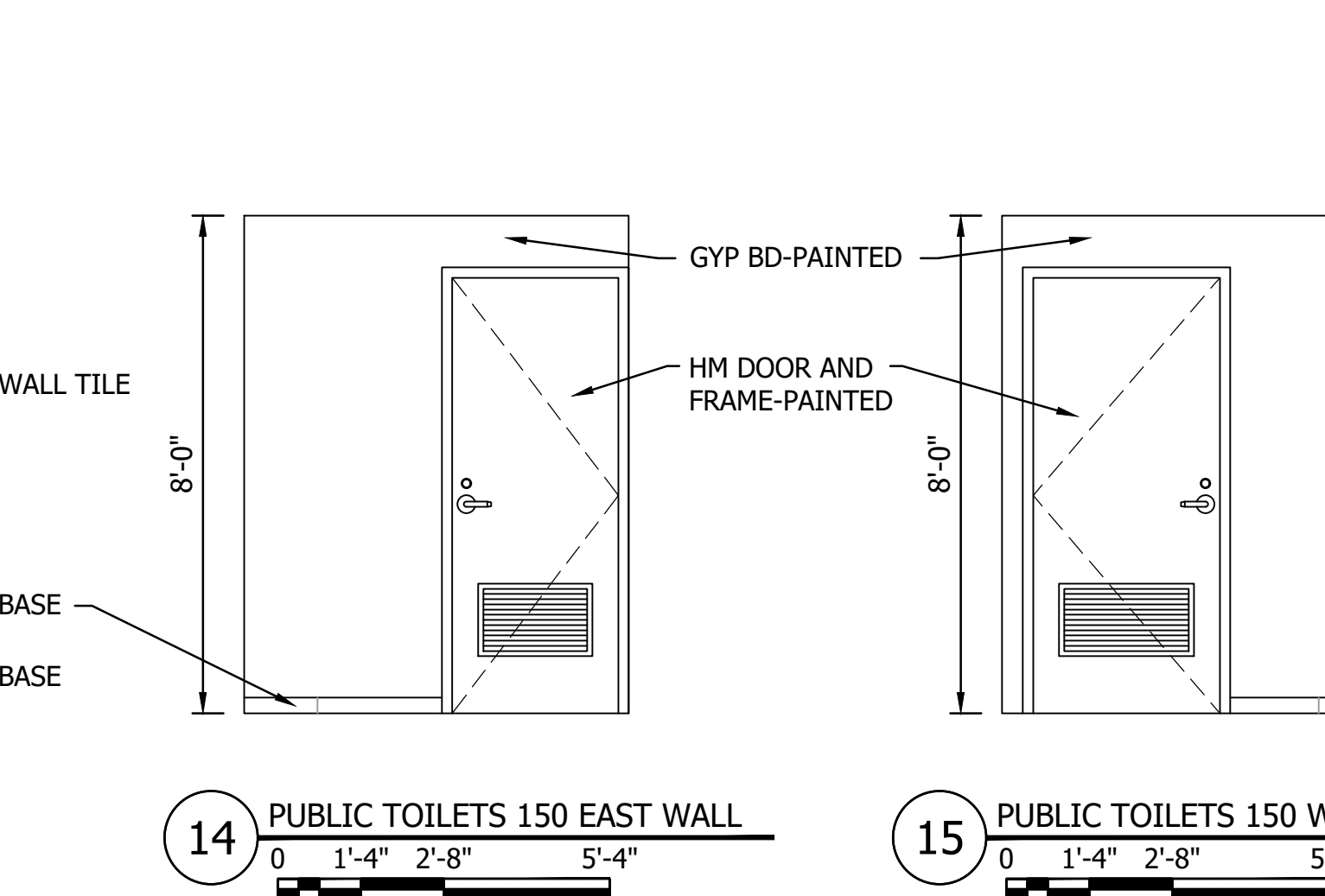
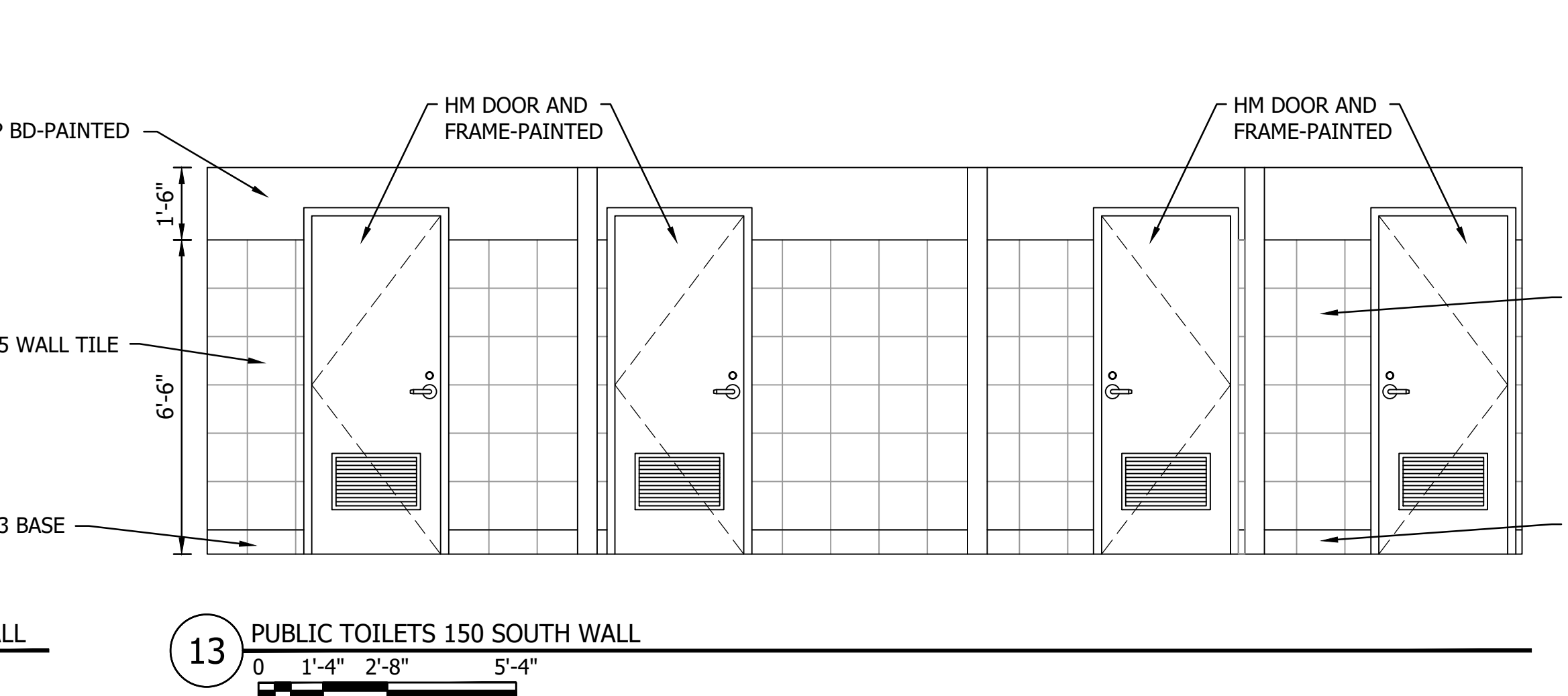
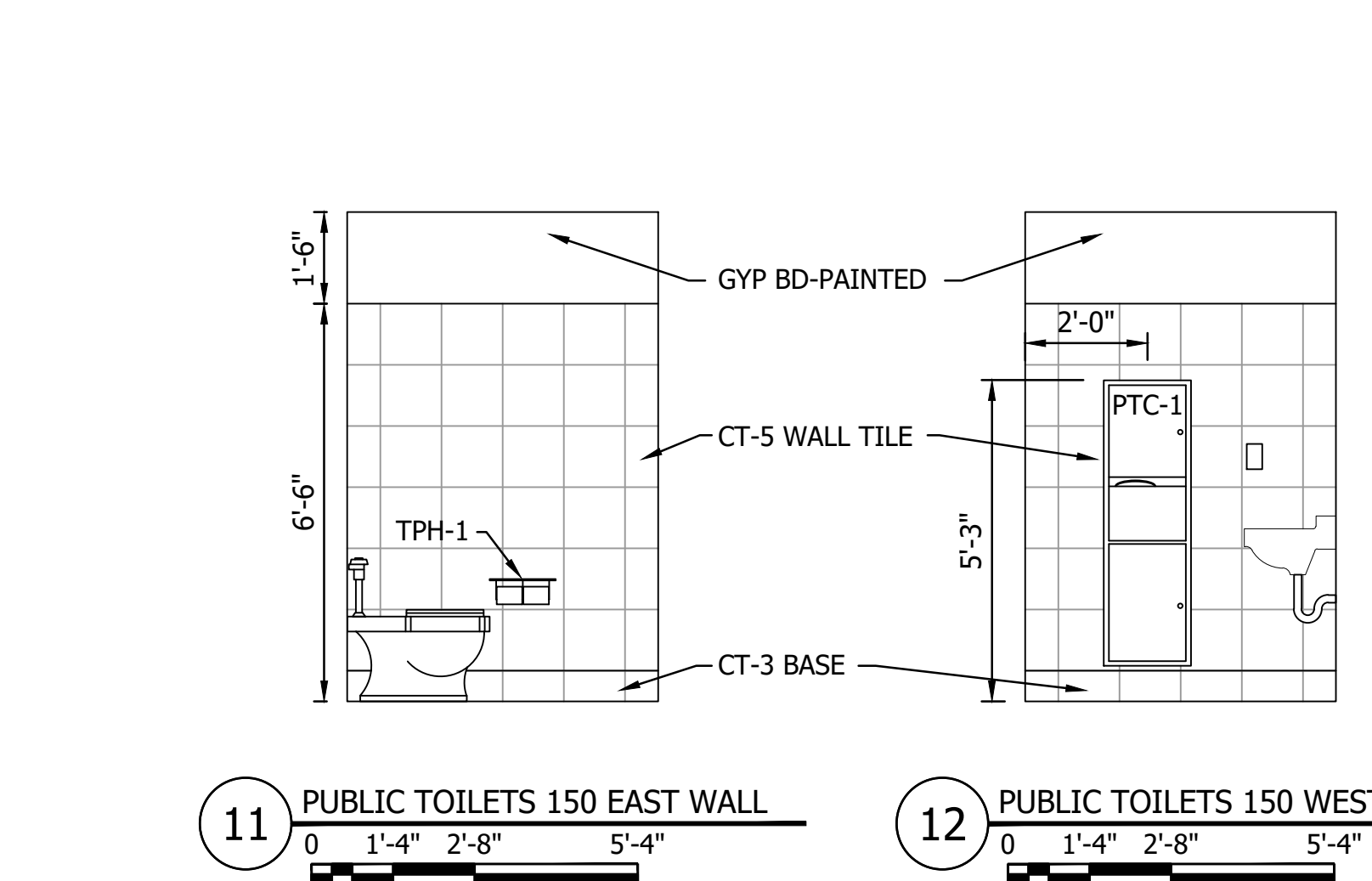
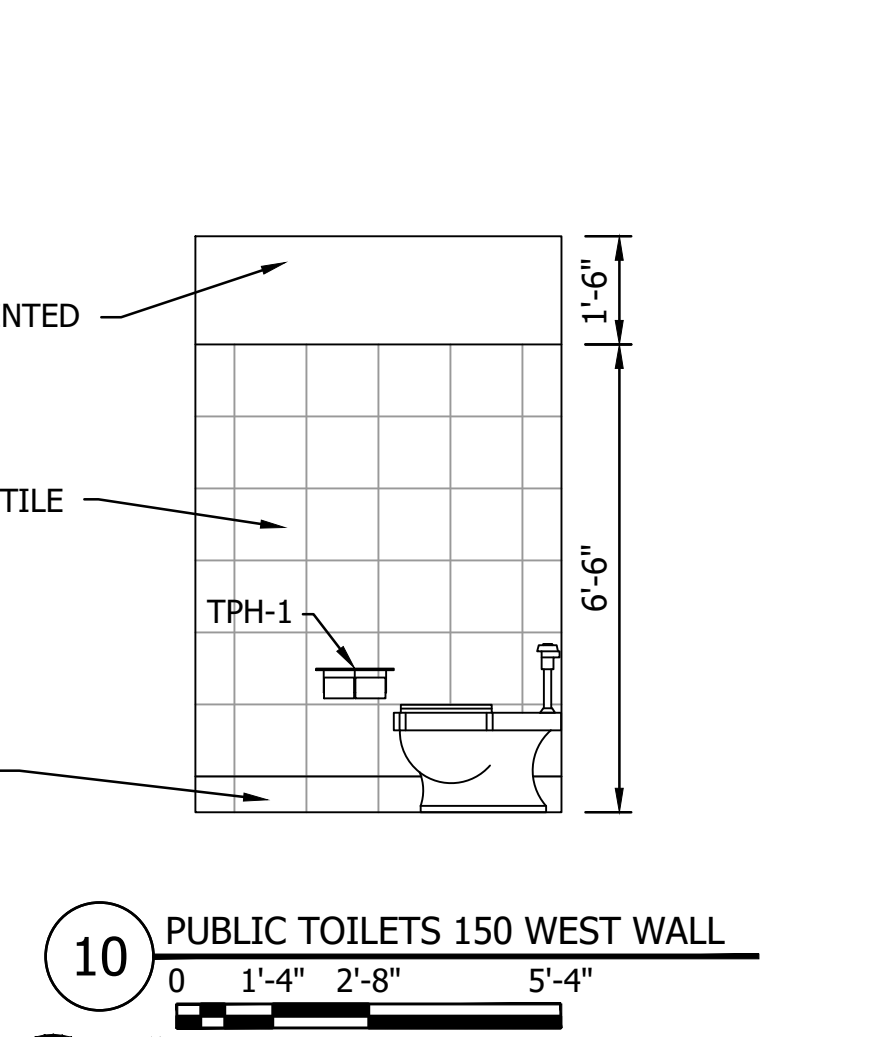
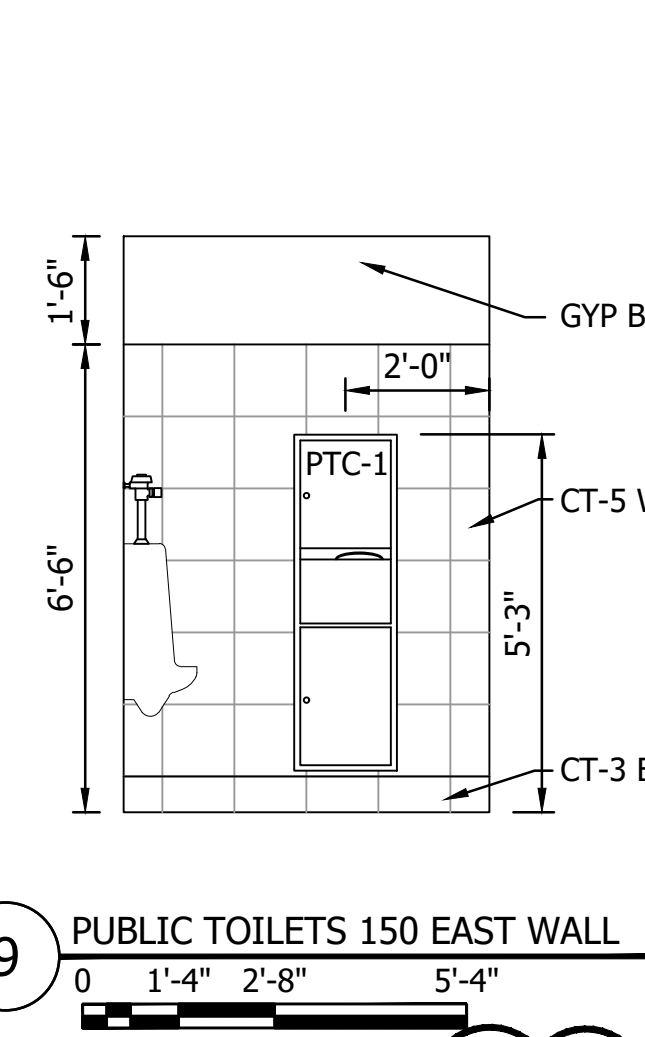
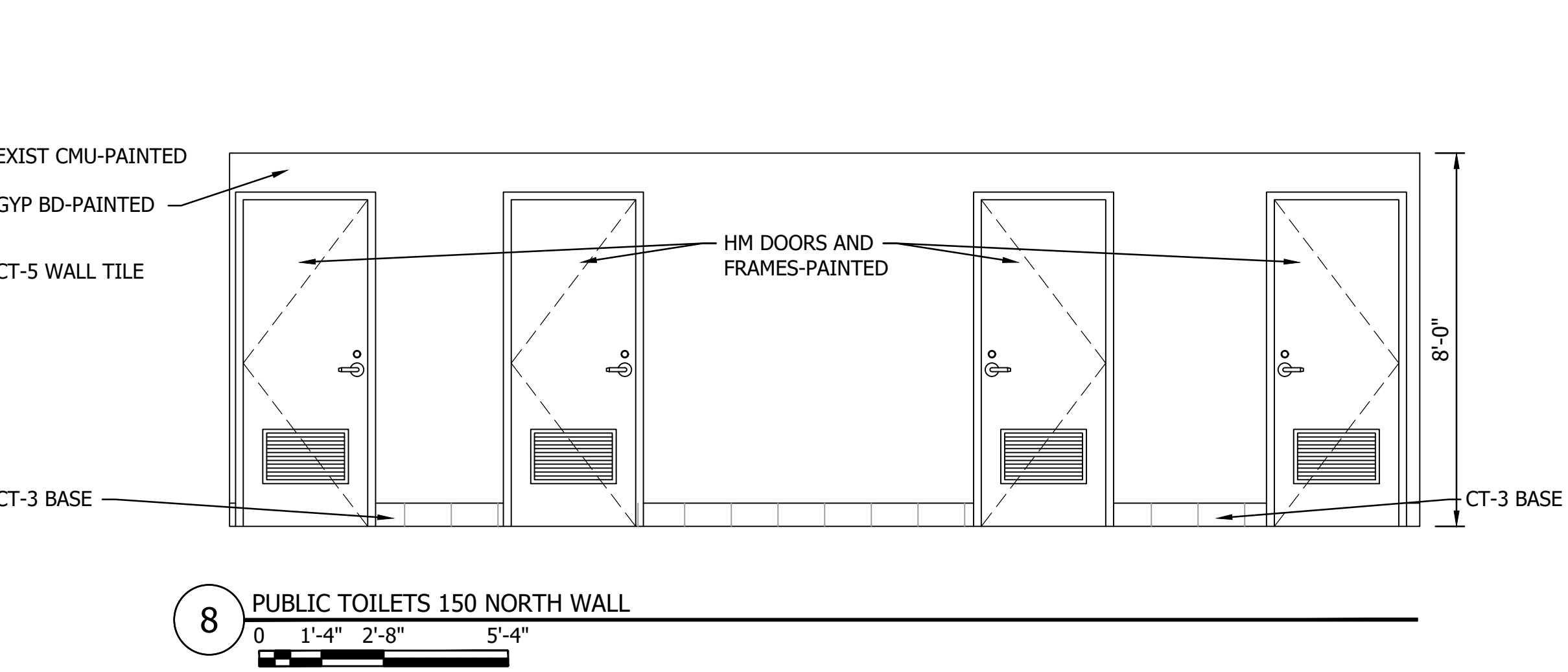
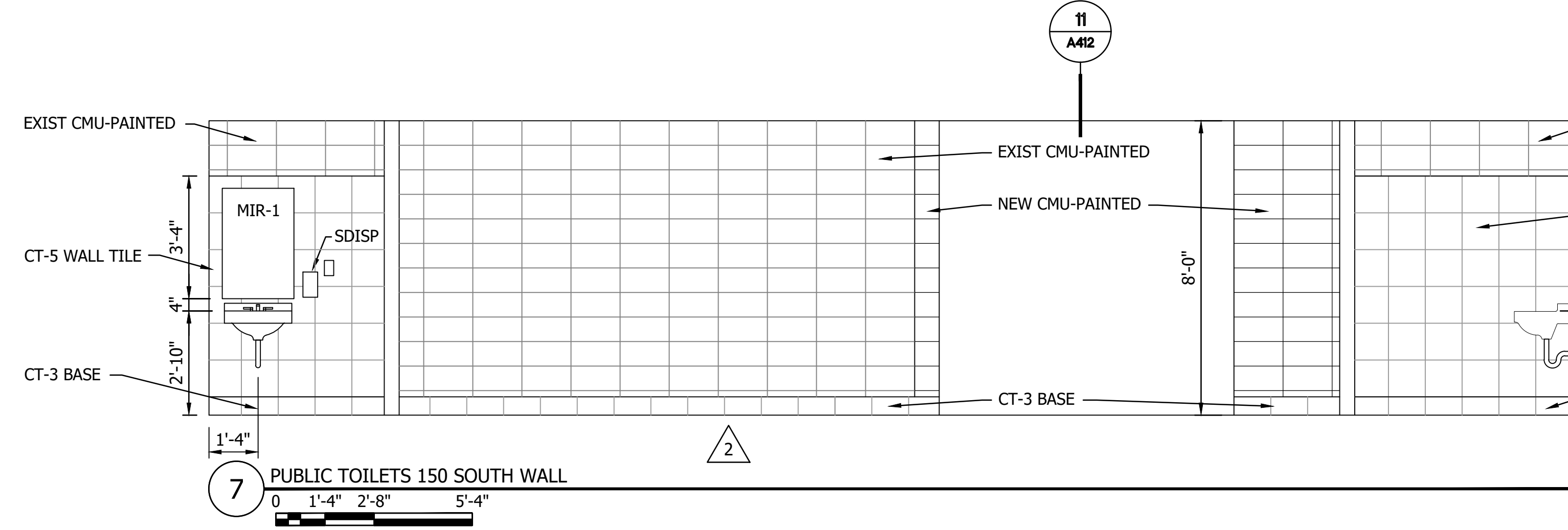
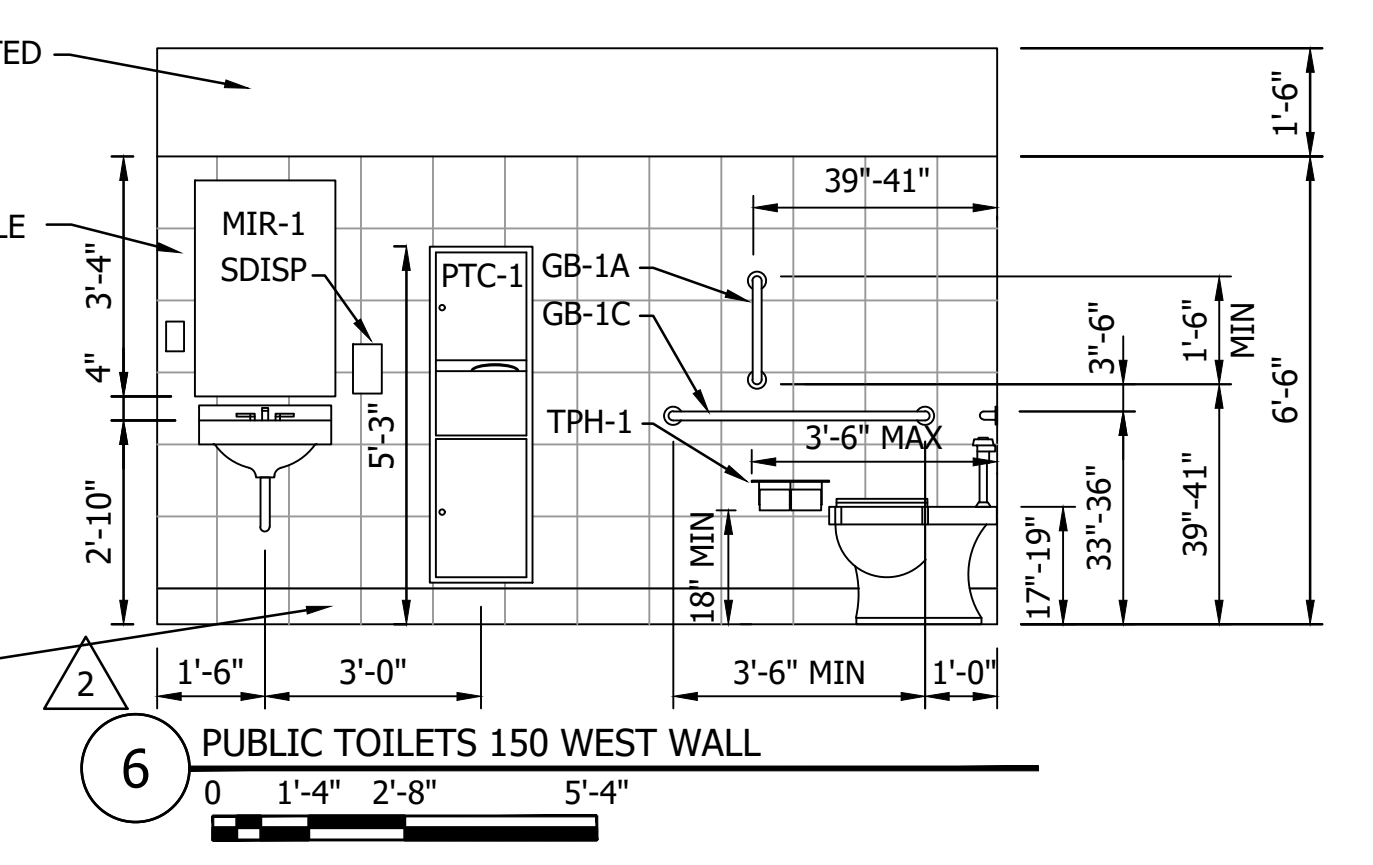
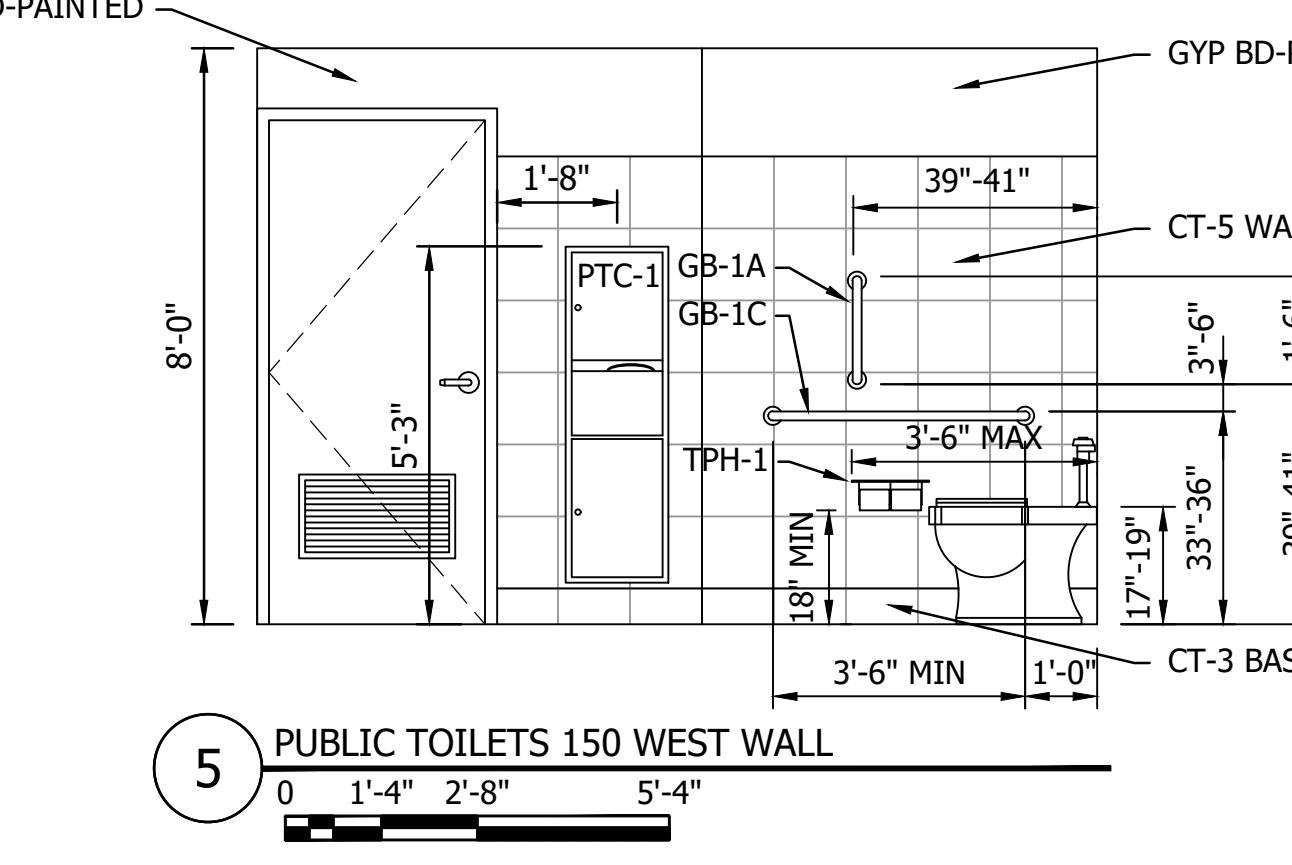
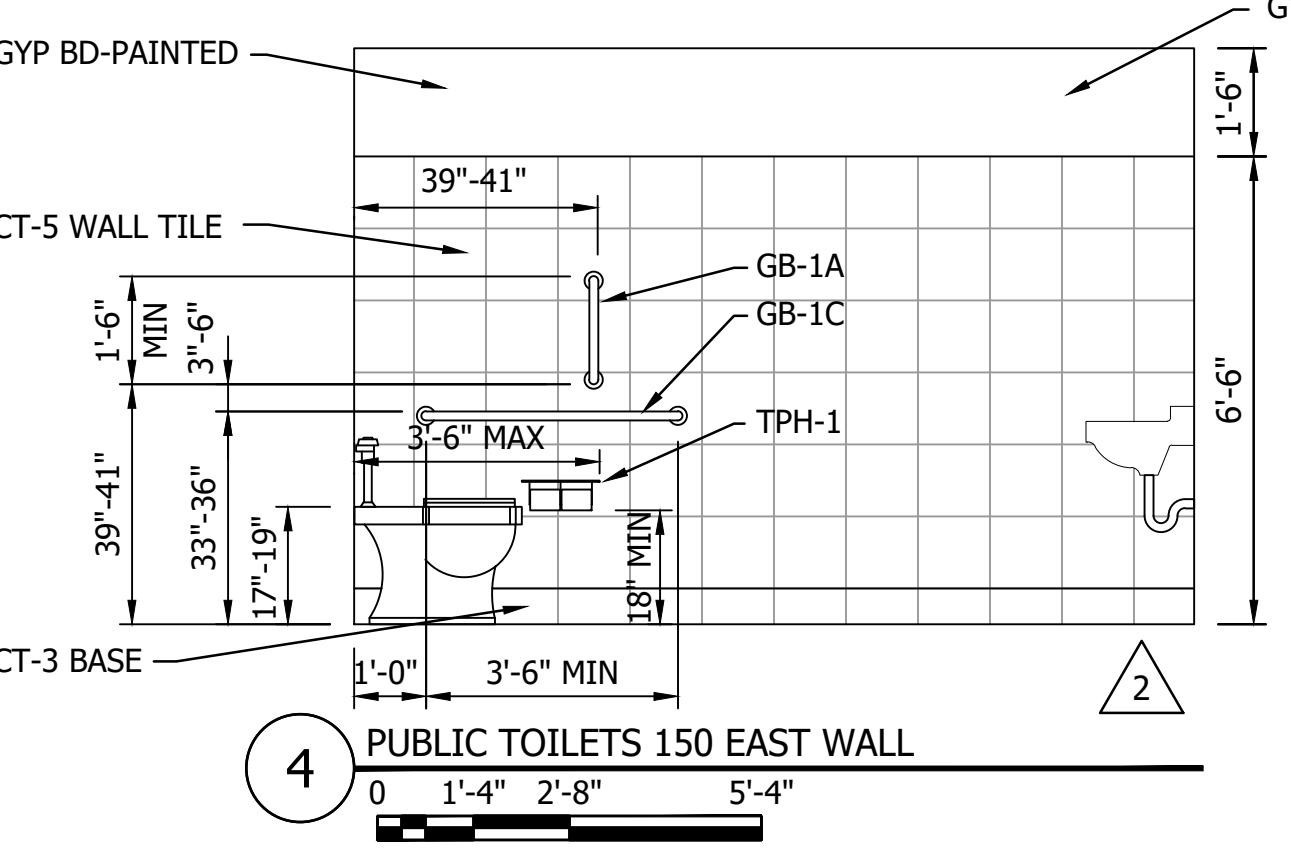
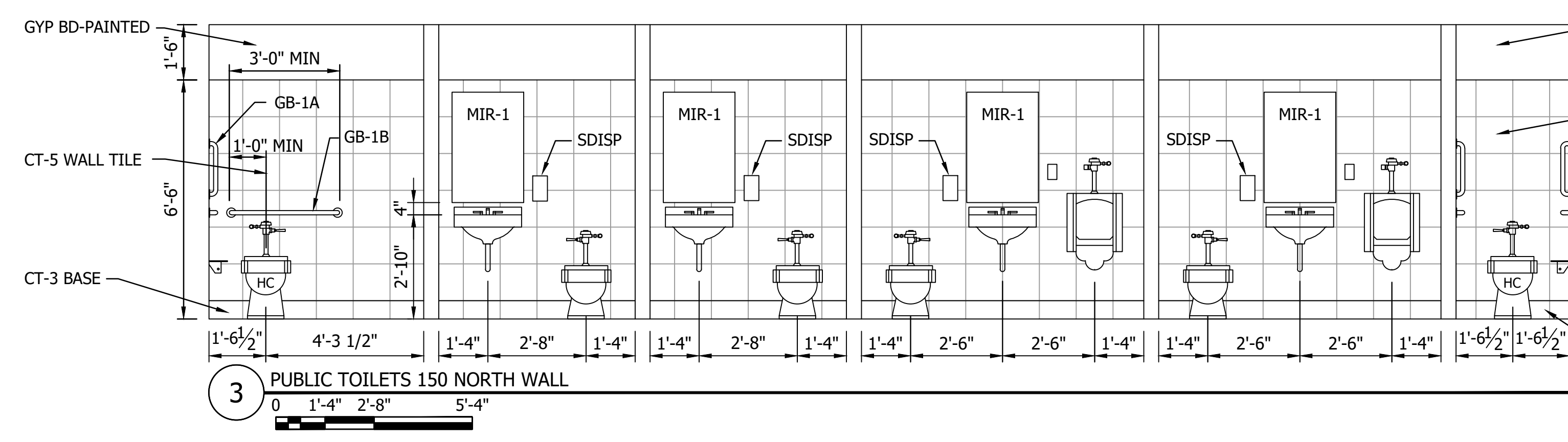
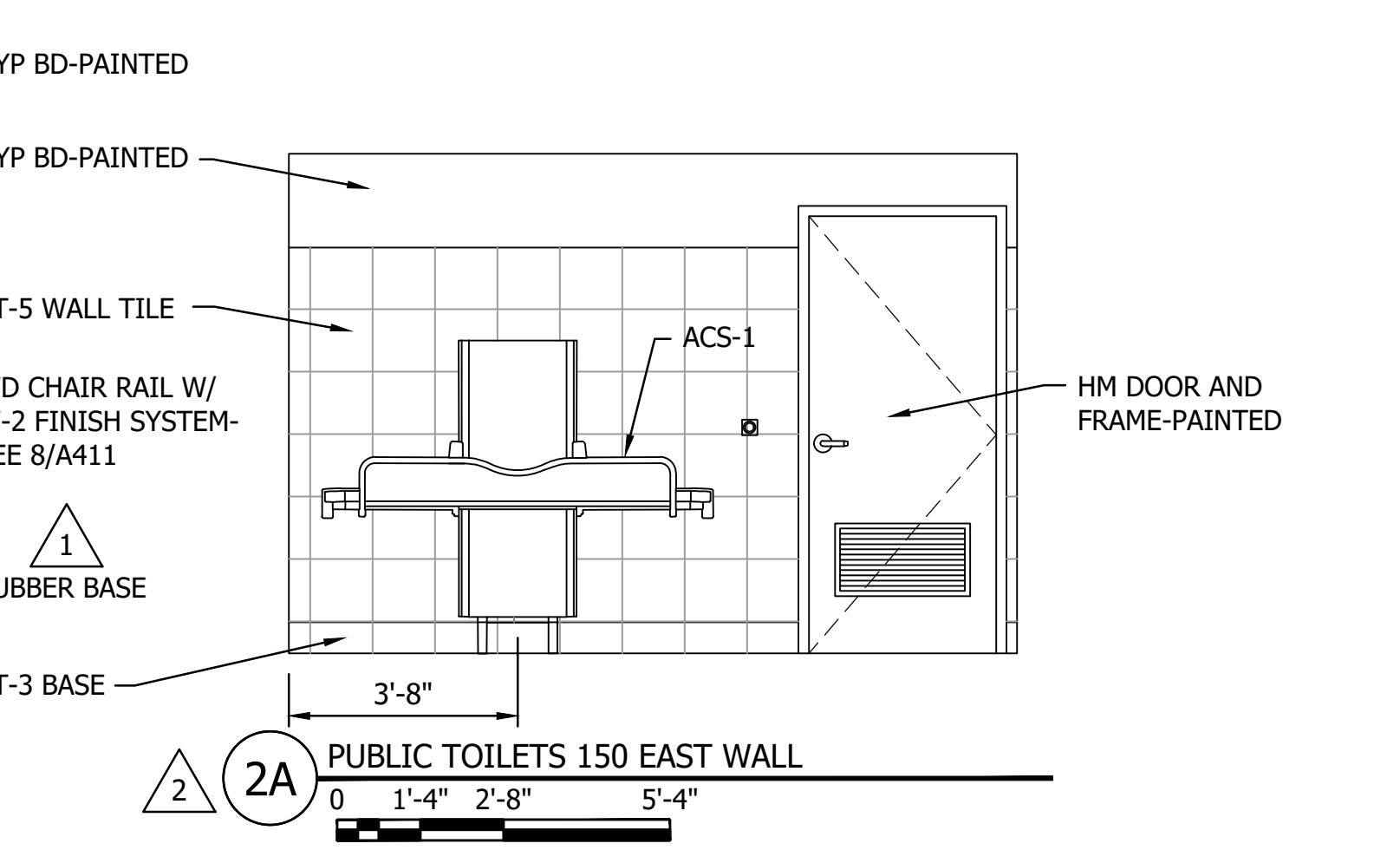
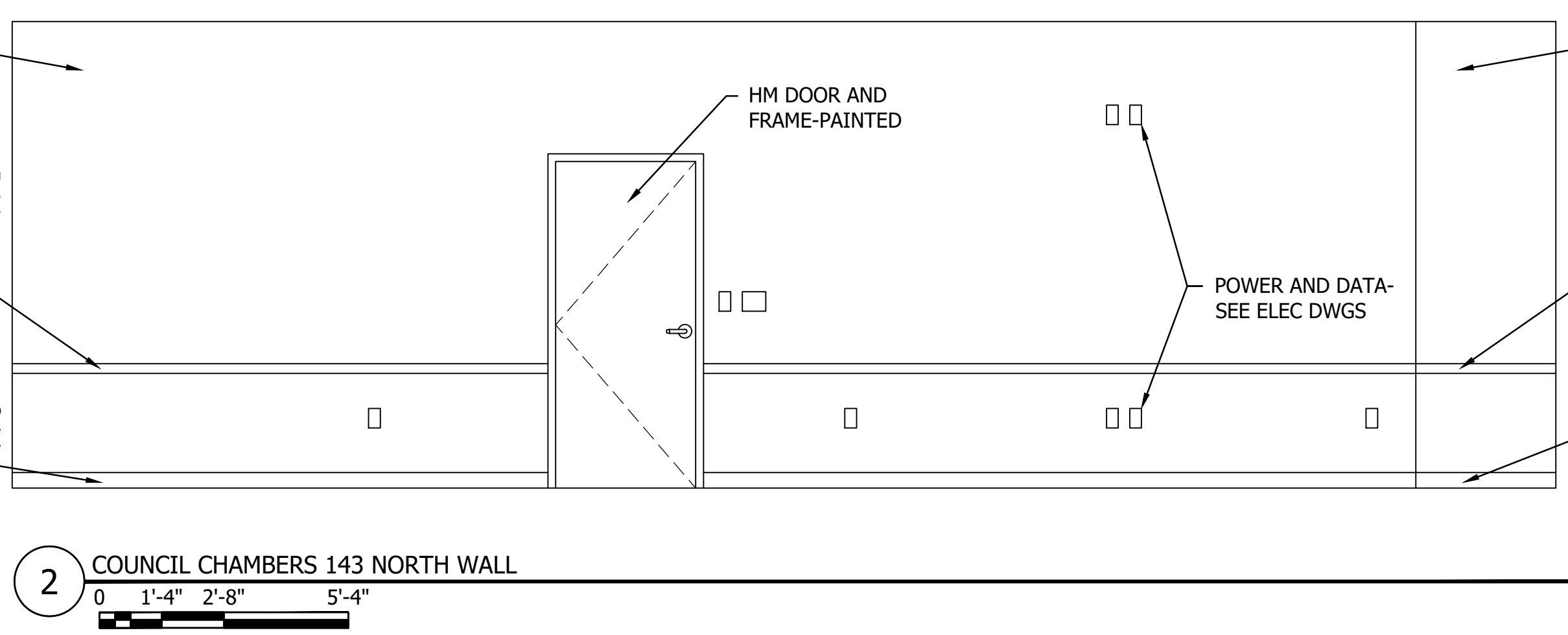
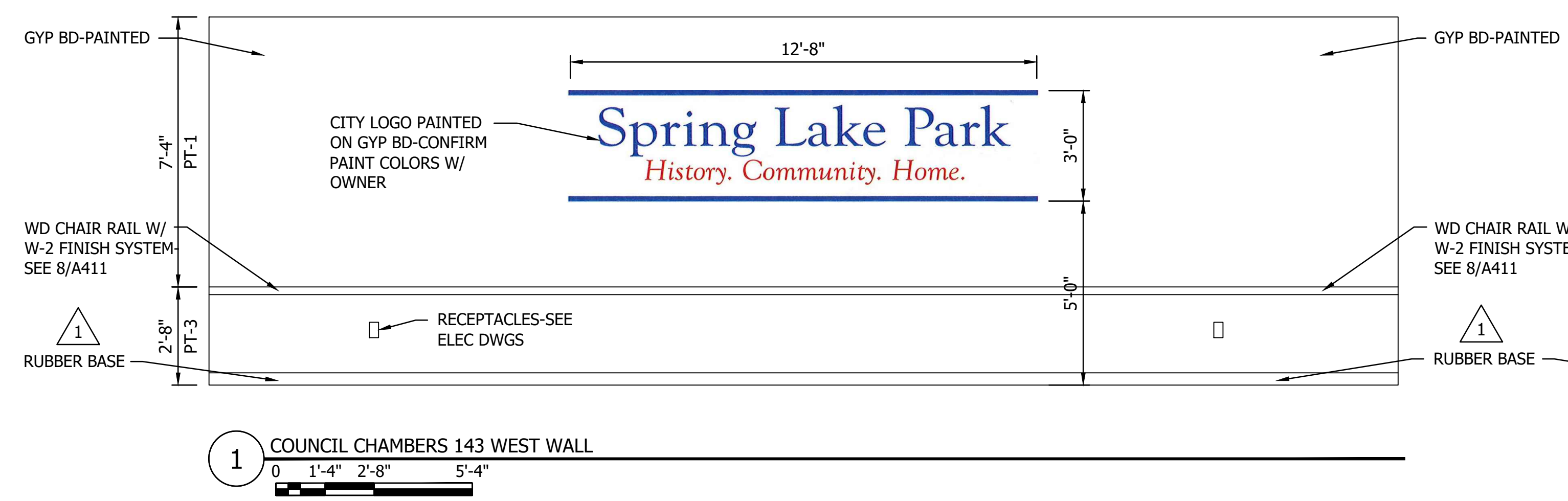
SURVEY	DESIGNED	CHECKED	APPROVED
	BFP	BFP	

PROJ. NO. 193806049  
 SHEET NUMBER  
**A407**

Plot Date: 10/17/2024 1:34PM  
 User: bpl  
 XREF: 193806049.dwg  
 Project: 193806049.dwg  
 User: bpl



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Per Date: 10/17/2024, 3:34 PM  
Project: 19386049 - City of Spring Lake Park, Minnesota  
Drawing: 19386049-INT-01-01





Niche Visual

1561 Suzanne Drive NE

Longville, MN 56655

Date: 10/21/2024

Estimate: 13877

Qty	Part	Description	Unit Price	Total
		Spring Lake Park City Hall Renovation-Expansion		
		1301 81st Avenue North		
		Spring Lake Park, MN		
		PR #18 Estimate		
1	SUB	Shop drawings, submittals and samples.	\$500.00	\$500.00
1	DIM	12"/16"/12" Cast aluminum numbers with black painted finish and flush stud mounting. "CITY HALL" "SPRING LAKE PARK" "POLICE"	\$5,300.00	\$5,300.00
1	INST	Installation of cast aluminum letters.	\$1,750.00	\$1,750.00
1	VNL	8" Pressure sensitive vinyl copy. "PARKS AND RECREATION" "UTILITIES" "ADMINISTRATION" "POLICE" "CITY HALL" "POLICE"	\$350.00	\$350.00
1	VNL	6" Pressure sensitive vinyl copy. "SPRING LAKE ROOM" "LADDIE LAKE ROOM" "SUNRISE ROOM"	\$300.00	\$300.00
1	VNL	4" Pressure sensitive vinyl copy. "COUNCIL CHAMBERS" "PUBLIC RESTROOMS ^" "PUBLIC RESTROOMS ^"	\$275.00	\$275.00
1	INST	Installation of vinyl copy.	\$325.00	\$325.00
1	PLQ	24" x 18" Cast aluminum plaque per specifications. Blind stud mount	\$1,490.00	\$1,490.00
1	INST	Installation of plaque.	\$250.00	\$250.00
11	ADA	4-3/4" X 6" ADA interior Room ID sign.	\$45.00	\$495.00
11	ADA	4-3/4" X 6" ADA exterior Room ID sign.	\$45.00	\$495.00
22	INST		\$15.00	\$330.00
			Materials	9,205.00
			Labor	2,820.00
			8.38% MN Sales Tax	763.00
			Total	12,788.00

Pricing is Valid for 30 Days



**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 132

DATE: 12/1/2024

DESCRIPTION : RFI #68 Additional Demolition & Finishes - REVISION #1

PROJECT : Spring Lake Park City Hall Renovation / Expansion

C.R.C. PROJECT : 7088

	Supervision and Project Management	RFI #68 Demolition of Drywall & Framing in Hall #133	Prep & Vertical Patch of Hallway #133 CMU	Drywall Finish Parks Storage #136	RFI #68 Demolition of Existing Ceramic Tile in Toilet #175 & Toilet Shower #179	RFI #68 Supply & Install New Ceramic Tile in Toilet #175 & Toilet Shower #179	TOTALS	RATE	COST
LABORER		4.00			2.00		6.000	\$98.00	\$588.00
LABORER - OVERTIME							0.000	\$147.00	\$0.00
CARPENTER			8.00				8.000	\$105.00	\$840.00
CARPENTER - OVERTIME							0.000	\$157.50	\$0.00
SUPERINTENDENT	1.00						1.000	\$150.00	\$150.00
PROJECT MANAGER	1.00						1.000	\$150.00	\$150.00
<b>MATERIALS &amp; EQUIPMENT :</b>									
Demo Equipment		\$ 75.00							\$75.00
CMU Patch Material			\$ 125.00						\$125.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
<b>SUBCONTRACTORS :</b>									
	REFER TO ATTACHED COMMENTS								
RTL Construction, Inc.				\$ 505.00					\$505.00
ATR Commercial Flooring						\$ 1,746.00			\$1,746.00
									\$0.00
									\$0.00
									\$0.00

<b>SUBTOTAL =</b>	<b>\$4,179.00</b>
10% OVERHEAD & FEE =	\$192.80
5% OVERHEAD & FEE =	\$112.55
BOND COST =	\$85.20
<b>TOTAL =</b>	<b>\$4,569.55</b>



**Construction Results  
Corporation**

*Trusted Commercial & Industrial Contractor*

5465 HWY 169 NORTH  
PLYMOUTH, MN 55442  
PHONE : 763-559-1100  
FAX : 763-553-0494  
[www.ConstructionResults.com](http://www.ConstructionResults.com)

**REQUEST FOR INFORMATION**

**Spring Lake Park City Hall Renovation/Expansion**

**RFI # 68**

**DATE: 10/22/2024**

**SUBJECT:**

**Phase II Additional Wall Demolition-  
Construction Details**

**REQUEST:** Please see the attached plan sheet with noted comments and pictures as discussed on site at the 10/22/2024 construction meeting as a submission and add to RFI #67.

Please confirm as discussed the noted plan scope is correct and pricing to make the noted scope adjustments should be submitted asap?

**RESPONSE:**

Hall 133

North wall: Install 1/2" gypsum board over existing gypsum board from floor to 4" above ceiling. Infill wall opening at new CMU at Toilets 175 with new 1-5/8" metal studs @ 16" on center with one layer of 5/8" gypsum board to align with existing gypsum board prior to installing new 1/2" gypsum board. Extend new gypsum board to cover steel tube column at the south end of this existing wall and return to new concrete block wall at Toilet/Shower 179.

Parks Storage 136

Remove/cap existing plumbing piping in north wall. Remove existing receptacles in north wall. Install new 1/2" gypsum board over existing gypsum board from floor to 4" above ceiling.

Toilets 175

Remove existing ceramic tile on the west wall of this room. Clean grout/mastic on concrete block as necessary to allow new ceramic tile to be installed full height on this wall (toilet stall NW corner to sink SW corner).

Toilet/Shower 179

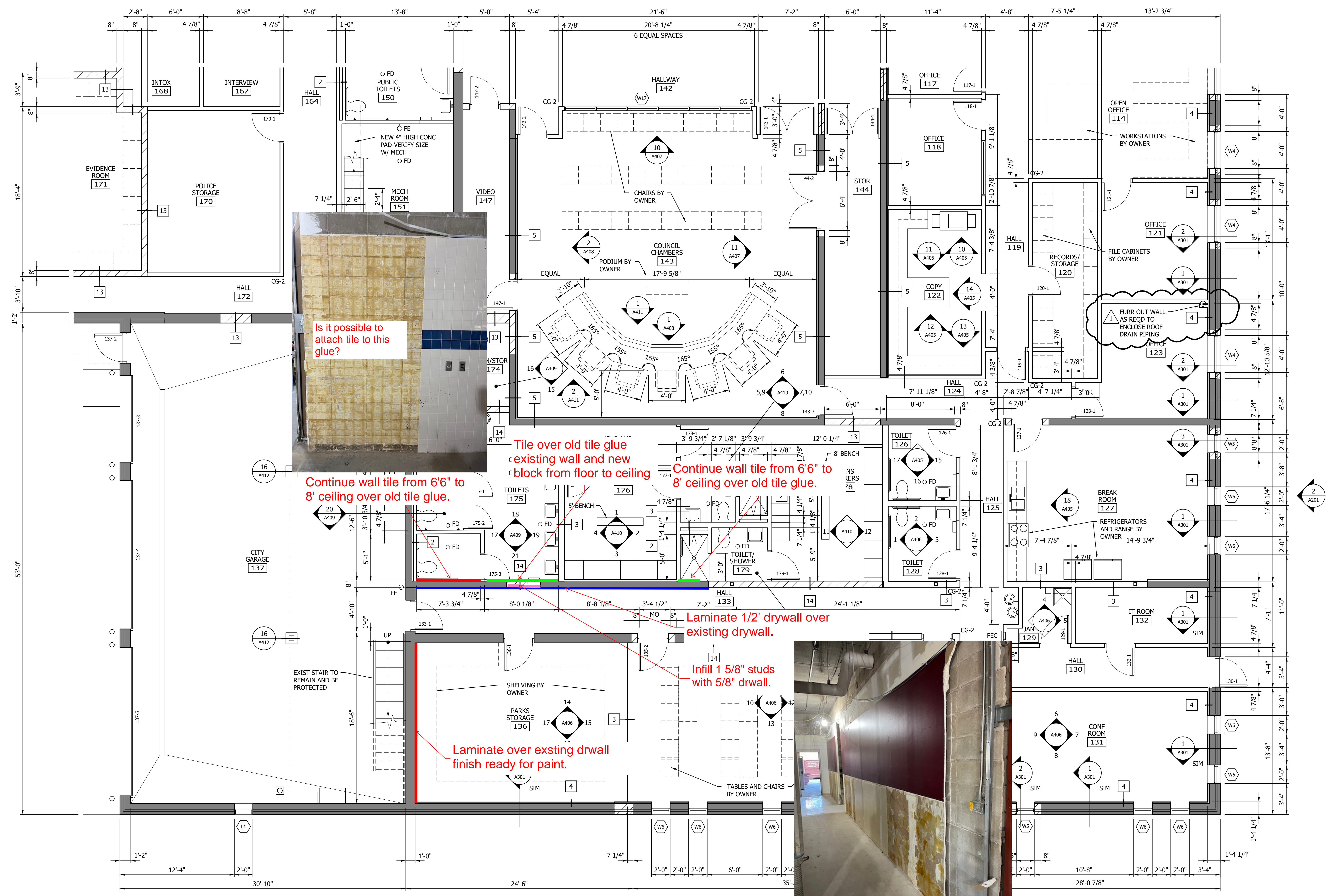
Remove existing ceramic wall tile on the west wall at the shower and clean grout/mastic on concrete block as necessary to allow new ceramic tile to be installed full height in the shower.

Bruce Paulson  
Stantec  
October 22, 2024



THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. DIMENSIONS SHALL BE TO THE CENTERLINE UNLESS OTHERWISE NOTED. REPRODUCTION OF THIS DRAWING FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

Per Date: 11/04/2023 11:53 AM  
 User: 193856049-1114  
 Project: 193856049-1114  
 File: 193856049-1114\_193856049-1114\_193856049-1114.dwg



Is it possible to attach tile to this glue?

Continue wall tile from 6'6" to 8' ceiling over old tile glue.

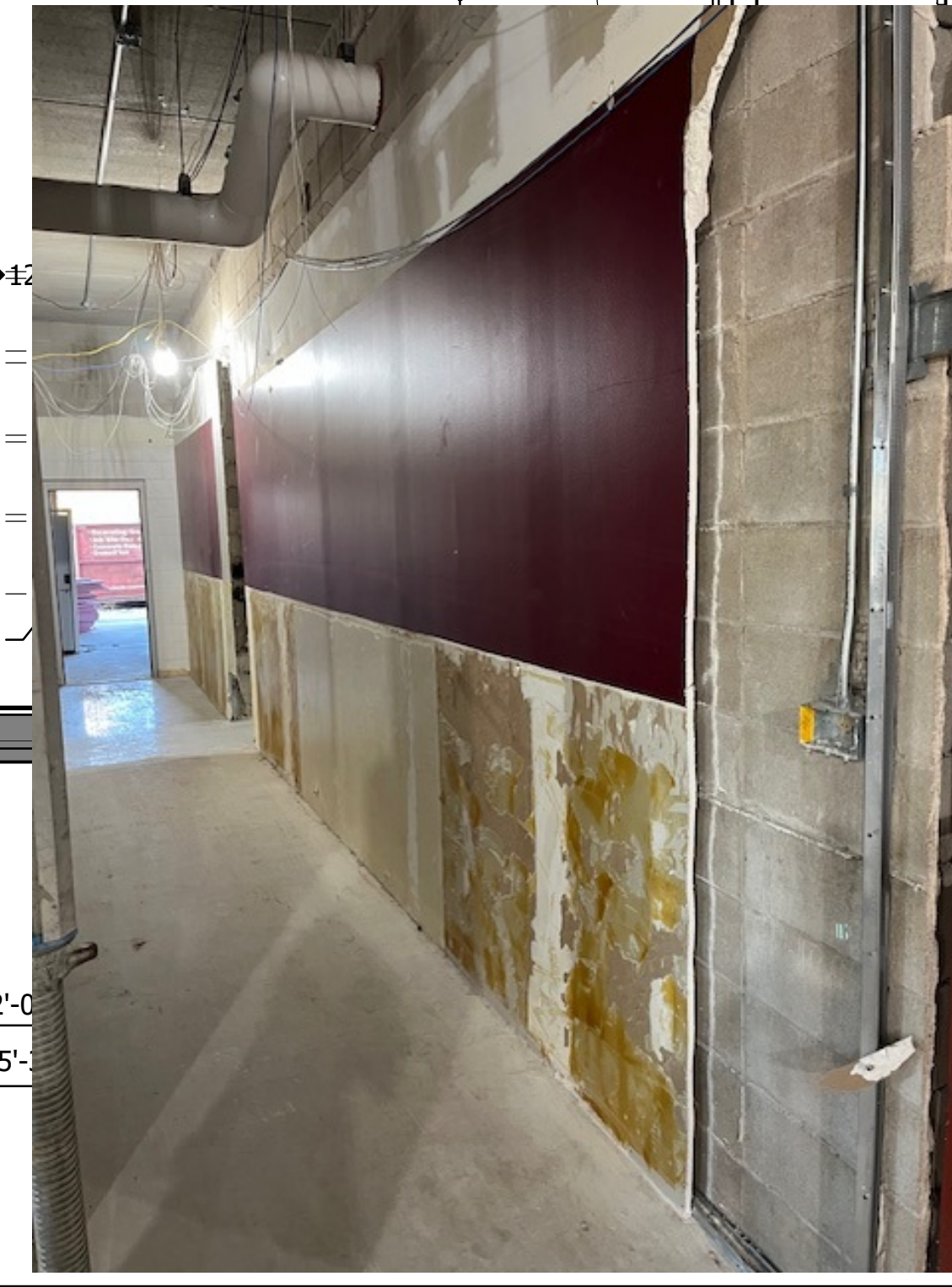
Tile over old tile glue existing wall and new block from floor to ceiling

Continue wall tile from 6'6" to 8' ceiling over old tile glue.

Laminate 1/2' drywall over existing drywall.

Infill 1 5/8" studs with 5/8" drwall.

Laminate over existing drwall finish ready for paint.



1 PARTIAL ENLARGED FLOOR PLAN  
 0 2' 4' 8'

NOTES:  
 UNLESS OTHERWISE INDICATED, ALL NEW INTERIOR PARTITIONS SHALL BE TYPE 1

WE HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 PRINT NAME: BRUCE E. PETERSON  
 SIGNATURE: [Signature]  
 DATE: 11/04/2023 11:53 AM  
 TEL: 612.221.2021

NO	REVISION	DATE
1	ADD 1	11/06/23

SURVEY	
DRAWN	BFP
DESIGNED	BFP
CHECKED	
APPROVED	
PROJ. NO.	193856049
SHEET NUMBER	A402





**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 133

DATE: 11/18/2024

DESCRIPTION : Owner Requested Additional Hardware

PROJECT : Spring Lake Park City Hall Renovation / Expansion

C.R.C. PROJECT : 7088

	Supervision and Project Management	Supply Additional Hardware for Sallyport Mesh Gate Doors	Supply Additional Hardware for North Building Doors	Install additional Door Hardware				TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>										
LABORER								0.000	\$98.00	\$0.00
LABORER - OVERTIME								0.000	\$147.00	\$0.00
CARPENTER				6.00				6.000	\$105.00	\$630.00
CARPENTER - OVERTIME								0.000	\$157.50	\$0.00
SUPERINTENDENT	1.00							1.000	\$150.00	\$150.00
PROJECT MANAGER	2.00							2.000	\$150.00	\$300.00
<b>MATERIALS &amp; EQUIPMENT :</b>										
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>SUBCONTRACTORS :</b>										
	REFER TO ATTACHED COMMENTS									\$0.00
Twin City Hardware		\$ 280.00	\$ 800.00							\$1,080.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00

<b>SUBTOTAL =</b>	<b>\$2,160.00</b>
10% OVERHEAD & FEE =	\$108.00
5% OVERHEAD & FEE =	\$54.00
BOND COST =	\$44.12
<b>TOTAL =</b>	<b>\$2,366.12</b>



## Spring Lake Park City Hall Renovation/Expansion Project

Stantec Project No. 193806049

Date/Time: November 12, 2024 / 8:00 a.m.

Place: Police Conference Room

Next Meeting: **November 19, 2024 / 8:00 a.m.**

Attendees:

<input checked="" type="checkbox"/> Dan Buchholtz	<input checked="" type="checkbox"/> Jeff Baker	<input checked="" type="checkbox"/> Josh Antoine
<input checked="" type="checkbox"/> Kay Okey	<input type="checkbox"/> Wanda Brown	<input checked="" type="checkbox"/> George Linngrén
<input checked="" type="checkbox"/> Jason Haraldson	<input checked="" type="checkbox"/> Gary Swift	<input type="checkbox"/> Kevin Crandall
<input checked="" type="checkbox"/> Bruce Paulson	<input checked="" type="checkbox"/> Phil Gravel	<input type="checkbox"/> Ann Scanlon

No:	Item:	Action:	Date Completed
3-3.	CRC has the updated project schedule in Procore	<b>July 23, 2024, Update:</b> CRC will post updated schedule.	

24-2.	Superfund reimbursement	<p>Jason to check into the status of this refund to the City</p> <p><b>August 13, 2024, Update:</b> Jason indicated the MPCA will provide the final determination letter this week. Reimbursement could take up to 3 months</p> <p><b>August 20, 2024, Update:</b> Jason indicated he has some paperwork to submit to Carlson-McCain showing invoices for the remediation work have been paid which will be included in the paperwork submitted to the MPCA for reimbursement</p> <p><b>August 27, 2024, Update:</b> Jason to send reminder to Carlson-McCain to send documents to Dan that require notarization</p> <p><b>September 3, 2024, Update:</b> Email received last week from Marina. Dan is waiting for the documents to arrive that require signatures and notarizations</p> <p><b>September 10, 2024, Update:</b> Dan returned the paperwork to Marina last week.</p> <p><b>September 17, 2024, Update:</b> Dan indicated the paperwork he submitted has been accepted by the State along with a reply they are short-staffed and reimbursement may be delayed.</p> <p><b>September 24, 2024, Update:</b> No change.</p> <p><b>October 1, 2024, Update:</b> No change.</p> <p><b>October 8, 2024, Update:</b> No change.</p> <p><b>October 16, 2024, Update:</b> No change.</p> <p><b>October 22, 2024, Update:</b> No change.</p> <p><b>October 29, 2024, Update:</b> No change.</p>	
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No:	Item:	Action:	Date Completed
		<p><b>November 5, 2024, Update:</b> Dan indicated he received a letter requiring more information. He is working on the response.</p> <p><b>November 12, 2024, Update:</b> No change.</p>	
26-1.	Council Chambers and Multi-Purpose Room carpet	The carpet for these two areas will not be installed until City staff move into their renovated work areas at the end of Phase 2.	
27-3.	Rainwater discharge at south wall	<p>Water is discharging out the overflow drain. It appears two of the roof drains have the drainage rings switched above the Multi-Purpose Room. This needs to be corrected as soon as possible.</p> <p><b>September 3, 2024, Update:</b> Still needs to be corrected.</p> <p><b>September 10, 2024, Update:</b> Still needs to be corrected.</p> <p><b>September 24, 2024, Update:</b> Gary to confirm this has been done.</p> <p><b>October 1, 2024, Update:</b> No change.</p> <p><b>October 8, 2024, Update:</b> Roofing work to be completed this week.</p> <p><b>October 16, 2024, Update:</b> Roofing work is complete. Sheet metal work has not been completed.</p> <p><b>October 22, 2024, Update:</b> No change.</p> <p><b>October 29, 2024, Update:</b> No change.</p> <p><b>November 5, 2024, Update:</b> No change.</p> <p><b>November 12, 2024, Update:</b> No change.</p>	
28-1.	Garage door remote openers	<p>Gary to check to see if the garage door supplier can provide 3-button remote openers for the Police Garage overhead doors. Josh indicated 10 will be of these will be all that is needed, if the 3-button remotes are available.</p> <p><b>September 17, 2024, Update:</b> Gary indicated the remote openers for the new overhead doors will be delivered on Friday.</p> <p><b>September 24, 2024, Update:</b> Gary is waiting for the openers to be programmed to the remotes before he distributes the remotes.</p>	

No:	Item:	Action:	Date Completed
		<p><b>October 1, 2024, Update:</b> Police Garage door operators have been programmed and remotes have been distributed. Cold Storage and North Garage door operators have not yet been re-programmed.</p> <p><b>October 8, 2024, Update:</b> Overhead door operators having issues. Jason worked with sub yesterday to get OH door to open to 11'</p> <p><b>October 16, 2024, Update:</b> No change.</p> <p><b>October 22, 2024, Update:</b> Need confirmation all remotes have been re-programmed.</p> <p><b>October 29, 2024, Update:</b> Still 6-7 remotes to be re-programmed.</p> <p><b>November 5, 2024, Update:</b> Overhead doors were serviced again last night to get them operational, and the remotes were re-programmed. The 6-7 remotes still need to be re-programmed.</p> <p><b>November 12, 2024, Update:</b> Josh has the remotes. They may need to be reprogrammed. This will be confirmed at overhead door meeting after this meeting.</p>	
28-3.	Clean site	<p>Reminder to make sure the site is clean at the end of each day.</p> <p><b>November 5, 2024, Update:</b> George indicated he and other staff are finding screws and nails dropped in the east parking lot around where workers have parked their vehicles.</p> <p><b>November 12, 2024, Update:</b> Need to cleanup at south side of building.</p>	
29-3.	Holding cell plumbing fixtures	<p>Jason indicated the plumbing fixtures for the Holding Cell are 4-5 week delay. He will check for a reason for this delay.</p> <p><b>September 24, 2024, Update:</b> No update yet.</p> <p><b>October 1, 2024, Update:</b> No change.</p> <p><b>October 8, 2024, Update:</b> No change.</p> <p><b>October 16, 2024, Update:</b> Mid-November delivery date.</p> <p><b>October 22, 2024, Update:</b> Toilet fixture delivery day now mid-December. Jason is checking other sources.</p>	

No:	Item:	Action:	Date Completed
		<p><b>October 29, 2024, Update:</b> No change.</p> <p><b>November 5, 2024, Update:</b> No change.</p> <p><b>November 12, 2024, Update:</b> Bench and grab bars have been installed. No change on delivery date for plumbing fixtures.</p>	
29-8.	Building cameras	<p>Josh indicated the existing building cameras will be offline starting September 24 and will not be brought back online until October 4</p> <p><b>October 1, 2024, Update:</b> Camera installation begins tomorrow.</p> <p><b>October 8, 2024, Update:</b> 10 cameras are currently operational. Remaining cameras will be operational by October 17.</p> <p><b>October 16, 2024, Update:</b> No change.</p> <p><b>October 22, 2024, Update:</b> No change.</p> <p><b>October 29, 2024, Update:</b> Cameras being installed today.</p> <p><b>November 5, 2024, Update:</b> Josh indicated camera installation will be continued this Thursday.</p> <p><b>November 12, 2024, Update:</b> No change.</p>	
30-4.	Sallyport	<p>Josh asked when the sallyport will be installed. Jason to confirm.</p> <p><b>October 1, 2024, Update:</b> Jason to confirm installation date.</p> <p><b>October 8, 2024, Update:</b> No change.</p> <p><b>October 16, 2024, Update:</b> Shipping date is set at October 25.</p> <p><b>October 22, 2024, Update:</b> No change.</p> <p><b>October 29, 2024, Update:</b> Supposed to be here this week. They will be installed as soon as they are on site.</p> <p><b>November 5, 2024, Update:</b> Sallyport fence being installed today.</p>	11-12-24
30-10.	Card access	<p>Card access will be operational on October 10.</p> <p><b>October 1, 2024, Update:</b> Operational date revised to October 4.</p> <p><b>October 8, 2024, Update:</b> Operational date revised to October 17.</p> <p><b>October 16, 2024, Update:</b> No change.</p>	

No:	Item:	Action:	Date Completed
		<p><b>October 22, 2024, Update:</b> Card access is not working at front entrance doors. Need to relocate a card reader so door 166-1 has card access from both sides.</p> <p><b>October 29, 2024, Update:</b> No change.</p> <p><b>November 5, 2024, Update:</b> Josh indicated the card access will be completed this Thursday.</p> <p><b>November 12, 2024, Update:</b> Still being worked on. This past Saturday night the doors were not locking.</p>	
31-1.	Admin security buzzer	<p>Stantec to add by Proposal Request a push button above the counter in Reception 104 that will sound an audible alarm in Reception 156 in the event of an unruly visitor.</p> <p><b>October 8, 2024, Update:</b> This work included in Proposal Request No. 17 sent to Jason on October 1.</p> <p><b>October 22, 2024, Update:</b> Josh requested a door bell be added adjacent to the front window for visitors to ring if there is no one in the front office.</p> <p><b>October 29, 2024, Update:</b> No change.</p> <p><b>November 5, 2024, Update:</b> Jason indicated they are working on a cost to provide an audible alarm that can be heard in the offices.</p> <p><b>November 12, 2024, Update:</b> No change.</p>	
31-3.	Multi-Purpose Room light levels	<p>Currently can only be set to 100% or 10%. Jason to request lighting controller be on site as soon as possible to get all new lights currently installed completely programmed so the dimming capabilities are operational.</p> <p><b>October 8, 2024, Update:</b> Jason working with Retrofit to schedule the lighting programming.</p> <p><b>October 16, 2024, Update:</b> Lighting programmer is coming from Georgia. He/she is currently scheduled to be on site October 31.</p> <p><b>October 22, 2024, Update:</b> Programming pushed to November 5. Retrofit to set the lights to 100%.</p> <p><b>October 29, 2024, Update:</b> No change.</p>	11-12-24

No:	Item:	Action:	Date Completed
		<b>November 5, 2024, Update:</b> Programming is underway today.	
31-4.	Parks Department light controls	<p>Most of the lighting controls in the Parks Department are not working correctly. The emergency light fixture in Room 110 is not wired correctly. It stays on all the time.</p> <p><b>October 8, 2024, Update:</b> Jason working with Retrofit to schedule the lighting programming.</p> <p><b>October 16, 2024, Update:</b> Lighting programmer is coming from Georgia. He/she is currently scheduled to be on site October 31.</p> <p><b>October 22, 2024, Update:</b> Programming pushed to November 5.</p> <p><b>October 29, 2024, Update:</b> No change.</p> <p><b>November 5, 2024, Update:</b> Programming is underway today..</p>	11-12-24

33-4.	Overhead door springs	<p>George indicated the overhead door springs are not currently tight enough to balance the door when disengaged from the operator track. The springs need to be tightened.</p> <p><b>October 22, 2024, Update:</b> Jason indicated the overhead door service manager will be on site this week and he will discuss the spring tension. George indicated a spring cover is missing.</p> <p><b>October 29, 2024, Update:</b> Gary to discuss the spring tension with overhead door installer this week.</p> <p><b>November 5, 2024, Update:</b> Jason to schedule a training session for the overhead door operators for November 12, 2024, at 8:30 am.</p> <p><b>November 12, 2024, Update:</b> Will be reviewed at 8:30 am meeting today.</p>	
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34-1.	North Garage service doors	<p>Dan requested the cores in these two doors be replaced to work with the new keying system. Recommend core AA-1.</p> <p><b>October 29, 2024, Update:</b> Gary indicated the south door in the east wall is scheduled for a new core. Will need to add one new core for the north door in the east wall.</p>	
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No:	Item:	Action:	Date Completed
		<p><b>November 5, 2024, Update:</b> No change.</p> <p><b>November 12, 2024, Update:</b> No change.</p>	
34-2.	Sallyport gate locks	<p>Need to confirm the locks for the two gates can receive the same cores as the rest of the doors.</p> <p><b>October 29, 2024, Update:</b> Gary will coordinate these locks with Kevin keyed to be AA-13.</p> <p><b>November 5, 2024, Update:</b> No change.</p> <p><b>November 12, 2024, Update:</b> No change.</p>	
34-7.	North Garage unit heaters	George asked Stantec to provide unit heater model numbers to replace the existing unit heaters in the North Garage	11-12-24
34-8.	Server relocation	<p>This will be done November 1 starting at 10:00 pm</p> <p><b>October 29, 2024, Update:</b> No change.</p>	11-12-24
35-2.	Damaged ceramic floor tile	<p>There are two chipped floor tile in Hallway 142 and one cracked floor tile in Vestibule 101.</p> <p><b>November 12, 2024, Update:</b> Tiles will be replaced during the phase 2 ceramic tile installation.</p>	
36-1.	Existing transformer removal	<p>The new switchgear needs a replacement part before the existing transformer can be disconnected and removed from the site</p> <p><b>November 12, 2024, Update:</b> Waiting for replacement switchgear parts before existing transformer can be removed. This requires a factory technician to perform the parts replacement.</p>	
36-2.	Door closers adjustment	Josh indicated there are a couple of doors that need the closers adjusted to close completely.	11-12-24
37-1.	Planting beds	George indicated topsoil to be used is ready for placement. Jason to provide wood mulch color samples to the City.	
37-2.	Police Garage sewer odor	Sewer odor in the Police Garage. Stantec recommended removing the flammable waste trap cover to check on the water level in the tank to make sure it is above the outlet pipe to stop sewer gases from coming into the building.	

No:	Item:	Action:	Date Completed
37-3.	Parks Department	Kay requested the addition of a push button at the work station to release the card access door into this space and connect to a buzzer like what is being provided for the Police front office	
37-4.	Council Chambers occupancy sensor	Jeff indicated the south occupancy sensor is not working	
37-5.	Police showers	2x2 ceramic tile samples are coming for color selection	
37-6.	Building interior temperatures	The building occupied spaces are cool. CRC to provide space heaters until the switchgear has been repaired and the new transformer is fully operational	

The meeting adjourned at 8:25 a.m.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Architecture Inc.



Bruce P. Paulson, RA  
 Senior Project Manager/Architect  
 Phone: (612) 712-2108  
 Cell: (651) 492-9089  
 Bruce.Paulson@stantec.com

c. Attendee List



## Jason Haraldson

---

**From:** Tom Dvorak <tdvorak@tchco.com>  
**Sent:** Friday, November 15, 2024 8:17 AM  
**To:** Gary Swift  
**Cc:** Jason Haraldson  
**Subject:** Re: Spring lake door 185-1

Also looking at this further the core that is SILVER is SMALL FORMAT. We would have to swap out the lever handles to accept the new core for the new keying

Thanks Tom

---

**Tom Dvorak**  
Project Manager/Contract Sales



Direct: 701-566-9101  
Cell: 701-371-1285  
<http://www.tchco.com>

*This message is for the use of the addressed and is intended to be confidential.  
Please consider the environment before printing this e-mail.*

On Fri, Nov 15, 2024 at 7:07 AM Gary Swift <[gary.swift@constructionresults.com](mailto:gary.swift@constructionresults.com)> wrote:

Tom,

The new core for door 185-1 does not fit the existing door handle. See photos below. Can you get us a core that will fit this existing door handle? Or do we need a new door handle?



**Construction Results  
Corporation**

*Trusted Commercial & Industrial Contractor*

**Gary Swift**  
Superintendent

5465 Highway 169 North  
Plymouth, MN 55442

C: 612-282-5658  
O: 763-559-1100

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

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**Twin  
City  
Hardware**

**723 Hadley Ave N  
Oakdale, MN 55128  
Phone 651-735-2200  
Fax 651-735-1800**

## Change Order Request #05

**TO:** Construction Results  
5465 Hwy 169 North  
Plymouth, MN 55442

**DATE:** November 5, 2024

**ATTN:** Jason Haraldson

**TCH CONTRACT NO.:** CN108040

**PROJECT NAME:** Spring Lake Park City Hall Reno. & Exp.

**Phone:** 612-919-0234

**PROJECT LOCATION:** 1301 81st Avenue NE

**Email:** jason.haraldson@constructionresults.com

Spring Lake Park, MN 55432

The current lead time for product on this change order is: **xxx** working days upon written acceptance, which is required, to maintain quoted price, otherwise price and/or delivery date will be affected. The acceptance of this change order may or may not cause delays in your project timeline, depending on the type of change involved\*\*

**MEZZ CYLINDERS**

**ADD \$280.00**

- 2 - MORTISE HOUSINGS
- 2 - IC CORES
- LABOR TO PIN CORES
- 1 - MORTISE LOCK FACE PLATE

**Amount This Change Order... \$280.00** Includes Tax of 8.125%

**Notes and Exclusions:**

**Alternates:**

If you have any questions, please call me direct at [651-731-7145](tel:651-731-7145) or email a [njungbauer@tchco.com](mailto:njungbauer@tchco.com)

This Change Order must be signed by a representative of said company & returned to TCH via fax or email before additional material will be shipped or labor performed. This protects both parties and, in most cases, is required by the contract or your home office. This quotation is subject to revision if not accepted within 60 days.

**Accepted by** \_\_\_\_\_  
(COMPANY NAME)

Respectfully submitted,

**TWIN CITY HARDWARE**

**Signed** \_\_\_\_\_  
**Printed Name** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Date** \_\_\_\_\_

**By** \_\_\_\_\_  
Nicole Jungbauer, DHC  
Project Manager

The person signing above acknowledges they are a certified representative of the above listed company with full authority to execute this change order. By signing this change order the above listed company agrees to payment of said Change Order per TCH's credit terms. The person also acknowledges that changes to scope may delay delivery dates as lead times vary based on product availability. All order information, as well as this Change Order Form, must be given to Twin City Hardware with enough time to adhere to lead time requirements, order entry time, shipping time, and workload. Failure to do so absolves Twin City Hardware of any additional costs incurred due to shipment delays. By accepting this correspondence of change, the person also accepts all terms noted on this form, or on any form related to this change, including form of said company accepting the change.

\*\*All prices are confidential and are the property of TCH. Freight F.O.B. destination. Any changes to project documents may affect the price. All changes will be required to have an executed change order signed by all parties prior to any material being released to jobsite. Back charges for work performed without prior written authorization from TCH will not be accepted. This quotation is subject to change if not accepted in writing within 30 days. TCH is a material supplier, no retainage will be accepted.

\*\*Payment Terms are net 30 days from date of invoice. Your FINANCE CHARGE is computed by a single periodic rate of 1.5% which is an ANNUAL PERCENTAGE RATE of 18% applied to your "previous balance without deducting current payments and/or credits appearing on the face of the statement." Buyer expressly agrees to pay all of Seller's costs, expenses, and attorneys' fees incurred for enforcement of collection of any amount due Seller under this agreement. Venue is Washington County, MN.



**Twin  
City  
Hardware**

**723 Hadley Ave N  
Oakdale, MN 55128  
Phone 651-735-2200  
Fax 651-735-1800**

## Change Order Request #06

**TO:** Construction Results  
5465 Hwy 169 North  
Plymouth, MN 55442

**DATE:** November 18, 2024

**ATTN:** Jason Haraldson

**TCH CONTRACT NO.:** CN108040

**PROJECT NAME:** Spring Lake Park City Hall Reno. & Exp.

**Phone:** 612-919-0234

**PROJECT LOCATION:** 1301 81st Avenue NE

**Email:** jason.haraldson@constructionresults.com

Spring Lake Park, MN 55432

The current lead time for product on this change order is: **xxx** working days upon written acceptance, which is required, to maintain quoted price, otherwise price and/or delivery date will be affected. The acceptance of this change order may or may not cause delays in your project timeline, depending on the type of change involved\*\*

**ADD. HARDWARE**

**ADD \$800.00**

2 - MORTISE HOUSINGS  
2 - IC CORES  
LABOR TO PIN CORES

1 - ND96.J.RHO - STOREROOM FUNCTION LOCK

**Amount This Change Order... \$800.00** Includes Tax of 8.125%

**Notes and Exclusions:**

**Alternates:**

If you have any questions, please call me direct at [651-731-7145](tel:651-731-7145) or email a [njungbauer@tchco.com](mailto:njungbauer@tchco.com)

This Change Order must be signed by a representative of said company & returned to TCH via fax or email before additional material will be shipped or labor performed. This protects both parties and, in most cases, is required by the contract or your home office. This quotation is subject to revision if not accepted within 60 days.

**Accepted by** \_\_\_\_\_  
(COMPANY NAME)

Respectfully submitted,

**TWIN CITY HARDWARE**

**Signed** \_\_\_\_\_  
**Printed Name** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Date** \_\_\_\_\_

**By** \_\_\_\_\_  
Nicole Jungbauer, DHC  
Project Manager

The person signing above acknowledges they are a certified representative of the above listed company with full authority to execute this change order. By signing this change order the above listed company agrees to payment of said Change Order per TCH's credit terms. The person also acknowledges that changes to scope may delay delivery dates as lead times vary based on product availability. All order information, as well as this Change Order Form, must be given to Twin City Hardware with enough time to adhere to lead time requirements, order entry time, shipping time, and workload. Failure to do so absolves Twin City Hardware of any additional costs incurred due to shipment delays. By accepting this correspondence of change, the person also accepts all terms noted on this form, or on any form related to this change, including form of said company accepting the change.

\*\*All prices are confidential and are the property of TCH. Freight F.O.B. destination. Any changes to project documents may affect the price. All changes will be required to have an executed change order signed by all parties prior to any material being released to jobsite. Back charges for work performed without prior written authorization from TCH will not be accepted. This quotation is subject to change if not accepted in writing within 30 days. TCH is a material supplier, no retainage will be accepted.

\*\*Payment Terms are net 30 days from date of invoice. Your FINANCE CHARGE is computed by a single periodic rate of 1.5% which is an ANNUAL PERCENTAGE RATE of 18% applied to your "previous balance without deducting current payments and/or credits appearing on the face of the statement." Buyer expressly agrees to pay all of Seller's costs, expenses, and attorneys' fees incurred for enforcement of collection of any amount due Seller under this agreement. Venue is Washington County, MN.



**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 134

DATE: 11/18/2024

DESCRIPTION : Requested Audible Notifications in Rooms #105 & #107

PROJECT : Spring Lake Park City Hall Renovation / Expansion

C.R.C. PROJECT : 7088

	Supervision and Project Management	Add wireless Notification Devices and set up / program				TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>								
LABORER						0.000	\$98.00	\$0.00
LABORER - OVERTIME						0.000	\$147.00	\$0.00
CARPENTER		2.00				2.000	\$105.00	\$210.00
CARPENTER - OVERTIME						0.000	\$157.50	\$0.00
SUPERINTENDENT	2.00					2.000	\$150.00	\$300.00
PROJECT MANAGER	2.00					2.000	\$150.00	\$300.00
<b>MATERIALS &amp; EQUIPMENT :</b>								
Heath Zenith Wireless Audible Devices (2 ea.)		\$ 60.67						\$60.67
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
<b>SUBCONTRACTORS :</b>								
	REFER TO ATTACHED COMMENTS							\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00

<b>SUBTOTAL =</b>	<b>\$870.67</b>
10% OVERHEAD & FEE =	\$87.07
5% OVERHEAD & FEE =	\$0.00
BOND COST =	\$18.20
<b>TOTAL =</b>	<b>\$975.93</b>

**MENARDS - FRST LAKE  
22800 EVERTON AVE. N  
FOREST LAKE, MN 55025**

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for items on this receipt will be in the form of an in store credit voucher if the return is done after 02/14/25

If you have questions regarding the charges on your receipt, please email us at:  
FOREfrontend@menards.com



Sale Transaction

LOCTITE PWG ULTIMATE		
5202604	2 @10.99	21.98
8-32X1 RH STOVE BOLT		
2338563		1.28
5MM NKL.ANGLE SHELF CLIP		
2117553	2 @1.89	3.78
PLUG-IN CHIME-RR-WH		
3573066	2 @27.99	55.98
TOOLBOX 1PK BLUE TOWELS		
2751117		2.39
3/4"X23-1/4"X8' WHITE		
2115860		32.99
TOTAL		118.40
TAX WASHINGTON-MN 8.375%	\$4.68	9.92
TOTAL SALE		128.32
Mastercard 8141		128.32
PO # 7088		
Auth Code:674062		
Chip Inserted		
a0000000041010		
TC - a5223bce810ce3d5		

TOTAL NUMBER OF ITEMS = 9

THE FOLLOWING REBATE RECEIPTS WERE  
PRINTED FOR THIS TRANSACTION **ENTERED**  
3052

NOV 18 2024

GUEST COPY

The Cardholder acknowledges receipt of goods/services in the total amount shown hereon and agrees to pay the card issuer according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP  
PLEASE RETAIN FOR YOUR RECORDS.

THANK YOU, YOUR CASHIER, Drew

## Spring Lake Park City Hall Renovation/Expansion Project

Stantec Project No. 193806049

Date/Time: November 12, 2024 / 8:00 a.m.

Place: Police Conference Room

Next Meeting: **November 19, 2024 / 8:00 a.m.**

Attendees:

<input checked="" type="checkbox"/> Dan Buchholtz	<input checked="" type="checkbox"/> Jeff Baker	<input checked="" type="checkbox"/> Josh Antoine
<input checked="" type="checkbox"/> Kay Okey	<input type="checkbox"/> Wanda Brown	<input checked="" type="checkbox"/> George Linngren
<input checked="" type="checkbox"/> Jason Haraldson	<input checked="" type="checkbox"/> Gary Swift	<input type="checkbox"/> Kevin Crandall
<input checked="" type="checkbox"/> Bruce Paulson	<input checked="" type="checkbox"/> Phil Gravel	<input type="checkbox"/> Ann Scanlon

No:	Item:	Action:	Date Completed
3-3.	CRC has the updated project schedule in Procore	<b>July 23, 2024, Update:</b> CRC will post updated schedule.	

24-2.	Superfund reimbursement	<p>Jason to check into the status of this refund to the City</p> <p><b>August 13, 2024, Update:</b> Jason indicated the MPCA will provide the final determination letter this week. Reimbursement could take up to 3 months</p> <p><b>August 20, 2024, Update:</b> Jason indicated he has some paperwork to submit to Carlson-McCain showing invoices for the remediation work have been paid which will be included in the paperwork submitted to the MPCA for reimbursement</p> <p><b>August 27, 2024, Update:</b> Jason to send reminder to Carlson-McCain to send documents to Dan that require notarization</p> <p><b>September 3, 2024, Update:</b> Email received last week from Marina. Dan is waiting for the documents to arrive that require signatures and notarizations</p> <p><b>September 10, 2024, Update:</b> Dan returned the paperwork to Marina last week.</p> <p><b>September 17, 2024, Update:</b> Dan indicated the paperwork he submitted has been accepted by the State along with a reply they are short-staffed and reimbursement may be delayed.</p> <p><b>September 24, 2024, Update:</b> No change.</p> <p><b>October 1, 2024, Update:</b> No change.</p> <p><b>October 8, 2024, Update:</b> No change.</p> <p><b>October 16, 2024, Update:</b> No change.</p> <p><b>October 22, 2024, Update:</b> No change.</p> <p><b>October 29, 2024, Update:</b> No change.</p>	
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No:	Item:	Action:	Date Completed
		<p><b>November 5, 2024, Update:</b> Dan indicated he received a letter requiring more information. He is working on the response.</p> <p><b>November 12, 2024, Update:</b> No change.</p>	
26-1.	Council Chambers and Multi-Purpose Room carpet	The carpet for these two areas will not be installed until City staff move into their renovated work areas at the end of Phase 2.	
27-3.	Rainwater discharge at south wall	<p>Water is discharging out the overflow drain. It appears two of the roof drains have the drainage rings switched above the Multi-Purpose Room. This needs to be corrected as soon as possible.</p> <p><b>September 3, 2024, Update:</b> Still needs to be corrected.</p> <p><b>September 10, 2024, Update:</b> Still needs to be corrected.</p> <p><b>September 24, 2024, Update:</b> Gary to confirm this has been done.</p> <p><b>October 1, 2024, Update:</b> No change.</p> <p><b>October 8, 2024, Update:</b> Roofing work to be completed this week.</p> <p><b>October 16, 2024, Update:</b> Roofing work is complete. Sheet metal work has not been completed.</p> <p><b>October 22, 2024, Update:</b> No change.</p> <p><b>October 29, 2024, Update:</b> No change.</p> <p><b>November 5, 2024, Update:</b> No change.</p> <p><b>November 12, 2024, Update:</b> No change.</p>	
28-1.	Garage door remote openers	<p>Gary to check to see if the garage door supplier can provide 3-button remote openers for the Police Garage overhead doors. Josh indicated 10 will be of these will be all that is needed, if the 3-button remotes are available.</p> <p><b>September 17, 2024, Update:</b> Gary indicated the remote openers for the new overhead doors will be delivered on Friday.</p> <p><b>September 24, 2024, Update:</b> Gary is waiting for the openers to be programmed to the remotes before he distributes the remotes.</p>	



No:	Item:	Action:	Date Completed
		<p><b>October 1, 2024, Update:</b> Police Garage door operators have been programmed and remotes have been distributed. Cold Storage and North Garage door operators have not yet been re-programmed.</p> <p><b>October 8, 2024, Update:</b> Overhead door operators having issues. Jason worked with sub yesterday to get OH door to open to 11'</p> <p><b>October 16, 2024, Update:</b> No change.</p> <p><b>October 22, 2024, Update:</b> Need confirmation all remotes have been re-programmed.</p> <p><b>October 29, 2024, Update:</b> Still 6-7 remotes to be re-programmed.</p> <p><b>November 5, 2024, Update:</b> Overhead doors were serviced again last night to get them operational, and the remotes were re-programmed. The 6-7 remotes still need to be re-programmed.</p> <p><b>November 12, 2024, Update:</b> Josh has the remotes. They may need to be reprogrammed. This will be confirmed at overhead door meeting after this meeting.</p>	
28-3.	Clean site	<p>Reminder to make sure the site is clean at the end of each day.</p> <p><b>November 5, 2024, Update:</b> George indicated he and other staff are finding screws and nails dropped in the east parking lot around where workers have parked their vehicles.</p> <p><b>November 12, 2024, Update:</b> Need to cleanup at south side of building.</p>	
29-3.	Holding cell plumbing fixtures	<p>Jason indicated the plumbing fixtures for the Holding Cell are 4-5 week delay. He will check for a reason for this delay.</p> <p><b>September 24, 2024, Update:</b> No update yet.</p> <p><b>October 1, 2024, Update:</b> No change.</p> <p><b>October 8, 2024, Update:</b> No change.</p> <p><b>October 16, 2024, Update:</b> Mid-November delivery date.</p> <p><b>October 22, 2024, Update:</b> Toilet fixture delivery day now mid-December. Jason is checking other sources.</p>	

No:	Item:	Action:	Date Completed
		<p><b>October 29, 2024, Update:</b> No change.</p> <p><b>November 5, 2024, Update:</b> No change.</p> <p><b>November 12, 2024, Update:</b> Bench and grab bars have been installed. No change on delivery date for plumbing fixtures.</p>	
29-8.	Building cameras	<p>Josh indicated the existing building cameras will be offline starting September 24 and will not be brought back online until October 4</p> <p><b>October 1, 2024, Update:</b> Camera installation begins tomorrow.</p> <p><b>October 8, 2024, Update:</b> 10 cameras are currently operational. Remaining cameras will be operational by October 17.</p> <p><b>October 16, 2024, Update:</b> No change.</p> <p><b>October 22, 2024, Update:</b> No change.</p> <p><b>October 29, 2024, Update:</b> Cameras being installed today.</p> <p><b>November 5, 2024, Update:</b> Josh indicated camera installation will be continued this Thursday.</p> <p><b>November 12, 2024, Update:</b> No change.</p>	
30-4.	Sallyport	<p>Josh asked when the sallyport will be installed. Jason to confirm.</p> <p><b>October 1, 2024, Update:</b> Jason to confirm installation date.</p> <p><b>October 8, 2024, Update:</b> No change.</p> <p><b>October 16, 2024, Update:</b> Shipping date is set at October 25.</p> <p><b>October 22, 2024, Update:</b> No change.</p> <p><b>October 29, 2024, Update:</b> Supposed to be here this week. They will be installed as soon as they are on site.</p> <p><b>November 5, 2024, Update:</b> Sallyport fence being installed today.</p>	11-12-24
30-10.	Card access	<p>Card access will be operational on October 10.</p> <p><b>October 1, 2024, Update:</b> Operational date revised to October 4.</p> <p><b>October 8, 2024, Update:</b> Operational date revised to October 17.</p> <p><b>October 16, 2024, Update:</b> No change.</p>	

No:	Item:	Action:	Date Completed
		<p><b>October 22, 2024, Update:</b> Card access is not working at front entrance doors. Need to relocate a card reader so door 166-1 has card access from both sides.</p> <p><b>October 29, 2024, Update:</b> No change.</p> <p><b>November 5, 2024, Update:</b> Josh indicated the card access will be completed this Thursday.</p> <p><b>November 12, 2024, Update:</b> Still being worked on. This past Saturday night the doors were not locking.</p>	
31-1.	Admin security buzzer	<p>Stantec to add by Proposal Request a push button above the counter in Reception 104 that will sound an audible alarm in Reception 156 in the event of an unruly visitor.</p> <p><b>October 8, 2024, Update:</b> This work included in Proposal Request No. 17 sent to Jason on October 1.</p> <p><b>October 22, 2024, Update:</b> Josh requested a door bell be added adjacent to the front window for visitors to ring if there is no one in the front office.</p> <p><b>October 29, 2024, Update:</b> No change.</p> <p><b>November 5, 2024, Update:</b> Jason indicated they are working on a cost to provide an audible alarm that can be heard in the offices.</p> <p><b>November 12, 2024, Update:</b> No change.</p>	
31-3.	Multi-Purpose Room light levels	<p>Currently can only be set to 100% or 10%. Jason to request lighting controller be on site as soon as possible to get all new lights currently installed completely programmed so the dimming capabilities are operational.</p> <p><b>October 8, 2024, Update:</b> Jason working with Retrofit to schedule the lighting programming.</p> <p><b>October 16, 2024, Update:</b> Lighting programmer is coming from Georgia. He/she is currently scheduled to be on site October 31.</p> <p><b>October 22, 2024, Update:</b> Programming pushed to November 5. Retrofit to set the lights to 100%.</p> <p><b>October 29, 2024, Update:</b> No change.</p>	11-12-24

No:	Item:	Action:	Date Completed
		<p><b>November 5, 2024, Update:</b> Programming is underway today.</p>	
31-4.	Parks Department light controls	<p>Most of the lighting controls in the Parks Department are not working correctly. The emergency light fixture in Room 110 is not wired correctly. It stays on all the time.</p> <p><b>October 8, 2024, Update:</b> Jason working with Retrofit to schedule the lighting programming.</p> <p><b>October 16, 2024, Update:</b> Lighting programmer is coming from Georgia. He/she is currently scheduled to be on site October 31.</p> <p><b>October 22, 2024, Update:</b> Programming pushed to November 5.</p> <p><b>October 29, 2024, Update:</b> No change.</p> <p><b>November 5, 2024, Update:</b> Programming is underway today..</p>	11-12-24
33-4.	Overhead door springs	<p>George indicated the overhead door springs are not currently tight enough to balance the door when disengaged from the operator track. The springs need to be tightened.</p> <p><b>October 22, 2024, Update:</b> Jason indicated the overhead door service manager will be on site this week and he will discuss the spring tension. George indicated a spring cover is missing.</p> <p><b>October 29, 2024, Update:</b> Gary to discuss the spring tension with overhead door installer this week.</p> <p><b>November 5, 2024, Update:</b> Jason to schedule a training session for the overhead door operators for November 12, 2024, at 8:30 am.</p> <p><b>November 12, 2024, Update:</b> Will be reviewed at 8:30 am meeting today.</p>	
34-1.	North Garage service doors	<p>Dan requested the cores in these two doors be replaced to work with the new keying system. Recommend core AA-1.</p> <p><b>October 29, 2024, Update:</b> Gary indicated the south door in the east wall is scheduled for a new core. Will need to add one new core for the north door in the east wall.</p>	

No:	Item:	Action:	Date Completed
		<p><b>November 5, 2024, Update:</b> No change.</p> <p><b>November 12, 2024, Update:</b> No change.</p>	
34-2.	Sallyport gate locks	<p>Need to confirm the locks for the two gates can receive the same cores as the rest of the doors.</p> <p><b>October 29, 2024, Update:</b> Gary will coordinate these locks with Kevin keyed to be AA-13.</p> <p><b>November 5, 2024, Update:</b> No change.</p> <p><b>November 12, 2024, Update:</b> No change.</p>	
34-7.	North Garage unit heaters	George asked Stantec to provide unit heater model numbers to replace the existing unit heaters in the North Garage	11-12-24
34-8.	Server relocation	<p>This will be done November 1 starting at 10:00 pm</p> <p><b>October 29, 2024, Update:</b> No change.</p>	11-12-24
35-2.	Damaged ceramic floor tile	<p>There are two chipped floor tile in Hallway 142 and one cracked floor tile in Vestibule 101.</p> <p><b>November 12, 2024, Update:</b> Tiles will be replaced during the phase 2 ceramic tile installation.</p>	
36-1.	Existing transformer removal	<p>The new switchgear needs a replacement part before the existing transformer can be disconnected and removed from the site</p> <p><b>November 12, 2024, Update:</b> Waiting for replacement switchgear parts before existing transformer can be removed. This requires a factory technician to perform the parts replacement.</p>	
36-2.	Door closers adjustment	Josh indicated there are a couple of doors that need the closers adjusted to close completely.	11-12-24
37-1.	Planting beds	George indicated topsoil to be used is ready for placement. Jason to provide wood mulch color samples to the City.	
37-2.	Police Garage sewer odor	Sewer odor in the Police Garage. Stantec recommended removing the flammable waste trap cover to check on the water level in the tank to make sure it is above the outlet pipe to stop sewer gases from coming into the building.	

No:	Item:	Action:	Date Completed
37-3.	Parks Department	Kay requested the addition of a push button at the work station to release the card access door into this space and connect to a buzzer like what is being provided for the Police front office	
37-4.	Council Chambers occupancy sensor	Jeff indicated the south occupancy sensor is not working	
37-5.	Police showers	2x2 ceramic tile samples are coming for color selection	
37-6.	Building interior temperatures	The building occupied spaces are cool. CRC to provide space heaters until the switchgear has been repaired and the new transformer is fully operational	

The meeting adjourned at 8:25 a.m.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Architecture Inc.



Bruce P. Paulson, RA  
 Senior Project Manager/Architect  
 Phone: (612) 712-2108  
 Cell: (651) 492-9089  
 Bruce.Paulson@stantec.com

c. Attendee List



**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 135

DATE: 11/29/2024

DESCRIPTION : PR #19 Add Owner Requested Additional In Wall Backing

PROJECT : Spring Lake Park City Hall Renovation / Expansion

C.R.C. PROJECT : 7088

	Supervision and Project Management	PR #19 Add Additional In Wall Backing	PR #19 Add Additional In Wall Backing Rooms #111, #136, #115 & #116				TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>									
LABORER							0.000	\$98.00	\$0.00
LABORER - OVERTIME							0.000	\$147.00	\$0.00
CARPENTER			5.00				5.000	\$105.00	\$525.00
CARPENTER - OVERTIME							0.000	\$157.50	\$0.00
SUPERINTENDENT	1.00						1.000	\$150.00	\$150.00
PROJECT MANAGER	2.00						2.000	\$150.00	\$300.00
<b>MATERIALS &amp; EQUIPMENT :</b>									
5/8 Fire Treated Plywood			\$ 174.00						\$174.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
<b>SUBCONTRACTORS :</b>									
	REFER TO ATTACHED COMMENTS								\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00

<b>SUBTOTAL =</b>	<b>\$1,149.00</b>
10% OVERHEAD & FEE =	\$114.90
5% OVERHEAD & FEE =	\$0.00
BOND COST =	\$24.01
<b>TOTAL =</b>	<b>\$1,287.91</b>

# Proposal Request



---

PROJECT: Spring Lake Park City Hall Renovation/  
Expansion Project  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

PROPOSAL REQUEST NO: 19  
DATE: 11/23/2024  
PROJECT NO: 193806049  
CONTRACT FOR: Building Construction

OWNER: City of Spring Lake Park, MN

TO: Jason Haraldson  
Construction Results Corporation  
5465 Hwy 169 North  
Plymouth, MN 55442

---

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. Your quotation shall be provided to this office at the earliest possible date but no later than 10 days after date listed above to allow for review without impacting the project construction schedule. The quotation and supporting documents can be mailed to my attention at Stantec Consulting Services, Inc., 733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402, or emailed to me at [bruce.paulson@stantec.com](mailto:bruce.paulson@stantec.com). Please contact me with any questions at (612) 712-2108.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

---

## Written Description of the Work

### **ITEM NO. 1: Add in-wall blocking**

#### **Sheet A401 (Not Issued):**

1. Storage 111: Add in-wall blocking at 5'-0" and 7'-6" to top of the blocking in the west wall from the south stud at the pocket door to the southwest corner. This blocking to match that installed in Copy 122.

#### **Sheet A402 (Not Issued):**

1. Parks Storage 136: Add in-wall blocking at 5'-0" and 7'-6" to top of the blocking in the south wall full width of the wall. This blocking to match that installed in Copy 122.

#### **Sheet A406 (Issued):**

1. Parks Storage 136 South Wall 15: Add in-wall blocking as indicated.

#### Attachments:

1. Sheet A406

**END OF PROPOSAL REQUEST**

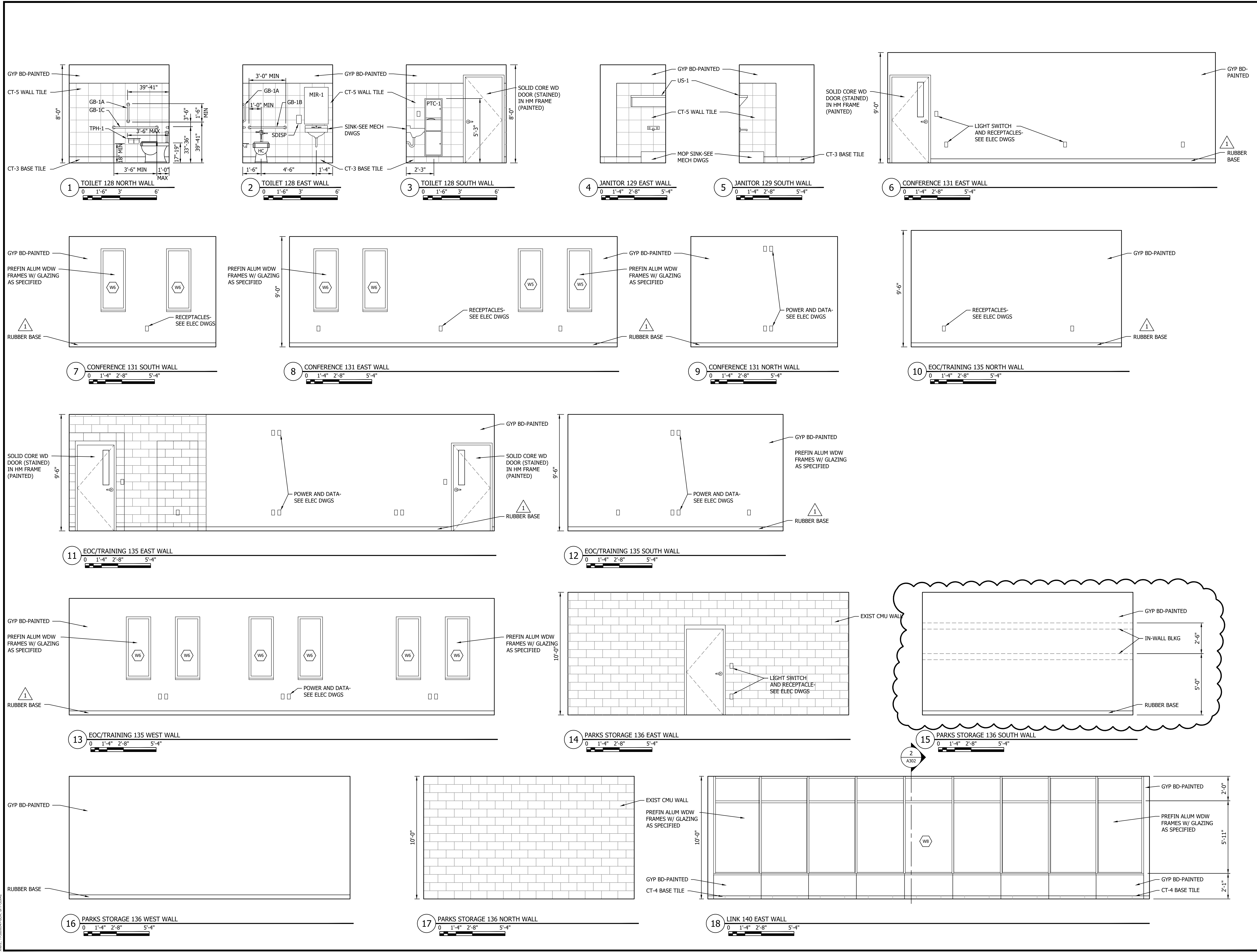
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ARCHITECT: BRUCE P. PAULSON

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THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND DRAWINGS ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.



I hereby certify that I am a duly Licensed Architect in the State of Minnesota.  
 PRINT NAME: Bruce E. LaScola  
 SIGNATURE: *Bruce E. LaScola*  
 DATE: 11/23/23  
 TEL: 612.222.2000

NO	REVISION	DATE
1	ADD 2	11/15/23
2	PR 19	11/23/24

SURVEY	
DRAWN	BFP
DESIGNED	BFP
CHECKED	
APPROVED	
PROJ. NO.	19386049
SHEET NUMBER	A406

Plot Date: 11/24/2024 11:01:30am  
 User: bml  
 XREF: 19386049-2024-BFP-3042



**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 136

DATE: 12/5/2024

DESCRIPTION : Requested Metal Removal & Reinstall for Signage

PROJECT : Spring Lake Park City Hall Renovation / Expansion

C.R.C. PROJECT : 7088

	Supervision and Project Management	Requested Metal Panel Removal & Reinstall for Signage	Remove & Reconfigure / Reinstall Metal Panels with on stie lift equipment					TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>										
LABORER								0.000	\$98.00	\$0.00
LABORER - OVERTIME								0.000	\$147.00	\$0.00
CARPENTER								0.000	\$105.00	\$0.00
CARPENTER - OVERTIME								0.000	\$157.50	\$0.00
SUPERINTENDENT	1.00							1.000	\$150.00	\$150.00
PROJECT MANAGER	1.00							1.000	\$150.00	\$150.00
<b>MATERIALS &amp; EQUIPMENT :</b>										
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>SUBCONTRACTORS :</b>										
	REFER TO ATTACHED COMMENTS									\$0.00
PBS			\$ 2,040.00							\$2,040.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00

<b>SUBTOTAL =</b>	<b>\$2,340.00</b>
10% OVERHEAD & FEE =	\$30.00
5% OVERHEAD & FEE =	\$102.00
BOND COST =	\$46.97
<b>TOTAL =</b>	<b>\$2,518.97</b>

## Jason Haraldson

---

**From:** Dan Weber <danw@pbsmetals.com>  
**Sent:** Thursday, December 5, 2024 1:56 PM  
**To:** Jason Haraldson  
**Subject:** Spring Lake Park Pannel switch

Jason,

This would be 2 guys 1 day using onsite lift  
Total - \$2,040.00

*Thank you,  
Daniel Weber*

*Estimator*

6551 Jansen Ave NE, Suite 201

Albertville, MN 55301

Direct: 763.334-6650

Office: 763.497.6044

Fax: 763.497.6045

[DanW@pbsmetals.com](mailto:DanW@pbsmetals.com)

[www.pbsmetals.com](http://www.pbsmetals.com)



## Jason Haraldson

---

**From:** Dan Weber <danw@pbsmetals.com>  
**Sent:** Wednesday, November 20, 2024 6:27 AM  
**To:** Jason Haraldson  
**Subject:** RE: Spring Lake Park Pannel switch

~~Jason,~~

~~This would be 2 guys 1 day in a lift  
Total - \$3,422.00~~

**DECLINED**  
**11/20/2024**

*Thank you,  
Daniel Weber  
Estimator*

6551 Jansen Ave NE, Suite 201  
Albertville, MN 55301  
Direct: 763.334-6650  
Office: 763.497.6044  
Fax: 763.497.6045  
[DanW@pbsmetals.com](mailto:DanW@pbsmetals.com)  
[www.pbsmetals.com](http://www.pbsmetals.com)



---

**From:** Jason Haraldson <Jason.Haraldson@constructionresults.com>  
**Sent:** Tuesday, November 19, 2024 11:29 AM  
**To:** Dan Weber <danw@pbsmetals.com>; Gary Swift <gary.swift@constructionresults.com>; Ian Damjanovich <ian@pbsmetals.com>  
**Subject:** RE: Spring Lake Park Pannel switch

Thank you please send me the cost once you have it figured.

Jason



*Trusted Commercial & Industrial Contractor*

**Jason Haraldson**  
Project Manager / Estimator  
5465 Highway 169 North  
Plymouth, MN 55442  
C: 612-919-0234  
O: 763-559-1100x117  
[ConstructionResults.com](http://ConstructionResults.com)

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**From:** Dan Weber <[danw@pbsmetals.com](mailto:danw@pbsmetals.com)>  
**Sent:** Tuesday, November 19, 2024 11:21 AM  
**To:** Gary Swift <[gary.swift@constructionresults.com](mailto:gary.swift@constructionresults.com)>; Ian Damjanovich <[ian@pbsmetals.com](mailto:ian@pbsmetals.com)>

**Cc:** Jason Haraldson <[Jason.Haraldson@constructionresults.com](mailto:Jason.Haraldson@constructionresults.com)>

**Subject:** RE: Spring Lake Park Pannel switch

Gary / Jason,

We can swap these  
I will put together the cost for this and send it to you

*Thank you,  
Daniel Weber*

*Estimator*

6551 Jansen Ave NE, Suite 201

Albertville, MN 55301

Direct: 763.334-6650

Office: 763.497.6044

Fax: 763.497.6045

[DanW@pbsmetals.com](mailto:DanW@pbsmetals.com)

[www.pbsmetals.com](http://www.pbsmetals.com)



---

**From:** Gary Swift <[gary.swift@constructionresults.com](mailto:gary.swift@constructionresults.com)>

**Sent:** Tuesday, November 19, 2024 10:12 AM

**To:** Dan Weber <[danw@pbsmetals.com](mailto:danw@pbsmetals.com)>; Ian Damjanovich <[ian@pbsmetals.com](mailto:ian@pbsmetals.com)>

**Cc:** Jason Haraldson <[Jason.Haraldson@constructionresults.com](mailto:Jason.Haraldson@constructionresults.com)>

**Subject:** Spring Lake Park Pannel switch

Dan, Ian,

See attached drawing for location they would like 2 panels swapped. Let me know if this can be done.



**Gary Swift**  
Superintendent

5465 Highway 169 North  
Plymouth, MN 55442

C: 612-282-5658  
O: 763-559-1100

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

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**CHANGE ORDER REQUEST SUMMARY**

CHANGE ORDER REQUEST #: 137

DATE: 12/10/2024

DESCRIPTION : PR #20 Add Electrical / Low Voltage Scope rooms #104,105, 120 & 136

PROJECT : Spring Lake Park City Hall Renovation / Expansion

C.R.C. PROJECT : 7088

	Supervision and Project Management	PR #20 Add Electrical / Low Voltage Scope rooms #104, 105, 120 & 136	PR #20 Add Electrical / Low Voltage Scope rooms #104, 105, 120 & 137					TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>										
LABORER								0.000	\$98.00	\$0.00
LABORER - OVERTIME								0.000	\$147.00	\$0.00
CARPENTER								0.000	\$105.00	\$0.00
CARPENTER - OVERTIME								0.000	\$157.50	\$0.00
SUPERINTENDENT								0.000	\$150.00	\$0.00
PROJECT MANAGER		1.00						1.000	\$150.00	\$150.00
<b>MATERIALS &amp; EQUIPMENT :</b>										
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>SUBCONTRACTORS :</b>										
	REFER TO ATTACHED COMMENTS									\$0.00
Retrofit Electric			\$ 6,919.00							\$6,919.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00

<b>SUBTOTAL =</b>	<b>\$7,069.00</b>
10% OVERHEAD & FEE =	\$15.00
5% OVERHEAD & FEE =	\$345.95
BOND COST =	\$141.17
<b>TOTAL =</b>	<b>\$7,571.12</b>

# Proposal Request



---

PROJECT: Spring Lake Park City Hall Renovation/  
Expansion Project  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

PROPOSAL REQUEST NO: 20  
DATE: 11/26/2024  
PROJECT NO: 193806049  
CONTRACT FOR: Building Construction

OWNER: City of Spring Lake Park, MN

TO: Jason Haraldson  
Construction Results Corporation  
5465 Hwy 169 North  
Plymouth, MN 55442

---

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. Your quotation shall be provided to this office at the earliest possible date but no later than 10 days after date listed above to allow for review without impacting the project construction schedule. The quotation and supporting documents can be mailed to my attention at Stantec Consulting Services, Inc., 733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402, or emailed to me at [bruce.paulson@stantec.com](mailto:bruce.paulson@stantec.com) . Please contact me with any questions at (612) 712-2108.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

---

## Written Description of the Work

### **ITEM NO. 1: Add duplex receptacles**

#### **Sheet E303 (Issued):**

1. Add three (3) duplex receptacles to Parks Storage 136 as indicated in the attached.
2. Add two (2) duplex receptacles and relocate one (1) voice/data outlet in office 120 as indicated in the attached.

### **ITEM NO. 2: Add push buttons for card access door control**

#### **Sheet E402 (Issued):**

1. Add one (1) door access push button station in Parks Reception 105 to release door into Parks Reception 105 from Waiting 102. Provide door access push button and conduit and wire as indicated in the attached.
2. Add two (2) door access push button stations in Reception 104 to release door 114-1 into Entry 114 from Lobby 103. Provide door access push button and conduit and wire as indicated in the attached.



**ITEM NO. 3: Add audible notification in Parks Reception 105**

**Sheet E402 (Issued):**

1. Add wireless door button adjacent to door 105-1 and wireless audible notification in Parks Reception 105 as indicated in the attached.

Attachments:

1. Sheet E303
2. Sheet E402

**END OF PROPOSAL REQUEST**

---

ARCHITECT: BRUCE P. PAULSON

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THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES AND THE PROPERTY OF SPACED REPAIRS. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES AND THE PROPERTY OF SPACED REPAIRS. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES AND THE PROPERTY OF SPACED REPAIRS.

DEVICES IN THE COUNCIL DESK  
FOUR DEVICE STATIONS AS SHOWN WITH THE FOLLOWING:  
QUAD RECEPTACLE  
TWO GANG AV JUNCTION BOX, PROVIDE 1" C-EMPTY FROM BOX STUBBED INTO COUNCIL DESK WALL AT ACCESS PANEL.  
VOICE/DATA, PROVIDE 1" C-(2) CAT6 FROM BOX STUBBED INTO COUNCIL DESK WALL AT ACCESS PANEL PULL CAT6 THE ENTIRE WAY.  
EACH SIDE OF THE COUNCIL DESK SHALL INCLUDE THE FOLLOWING CONDUITS:  
CONDUIT FOR POWER AS NOTED IN THE PANELBOARD SCHEDULE TO THE RECEPTABLES.  
1.5" C-(4) CAT6 STUBBED INTO COUNCIL DESK WALL AT ACCESS PANEL TO ACCESSIBLE LOCATION ABOVE CEILING.  
1.5" C-EMPTY STUBBED INTO COUNCIL DESK WALL AT ACCESS PANEL TO ACCESSIBLE LOCATION ABOVE CEILING FOR FUTURE VOICE/DATA.  
TWO (2) 1.5" C-EMPTY STUBBED INTO COUNCIL DESK WALL AT ACCESS PANEL TO ACCESSIBLE LOCATION ABOVE SUSPENDED CEILING FOR FUTURE AV.

TWO JUNCTION BOXES ONE WITH A COILING CORD CONNECTION TO LEADING EDGE STOP AND THE OTHER WITH THE INFRARED SENSOR BEAM, AND THE UP/STOP/DOWN PUSHBUTTON STATION WALL MOUNTED. REFER TO DETAILS E601

RECEPTABLES AND FLOOR BOXES IN THIS AREA SHALL BE WIRED TO PANEL 'LPB3' UNLESS OTHERWISE NOTED.

RECEPTABLE, VOICE/DATA JACK AND J-BOX MOUNTED AT 96" SHALL BE FOR FUTURE TV AND SHALL BE LOCATED BEHIND THE TV AND MOUNTED DIRECTLY OVER THE DOOR. PROVIDE THREE CONDUITS ONE FOR THE RECEPTABLE AS NOTED IN THE PANELBOARD SCHEDULE, 1" C-(2) CAT6 CABLES, AND 1" C-EMPTY FROM THE J-BOXES TO AN ACCESSIBLE LOCATION ABOVE THE SUSPENDED CEILING.

VOICE/DATA JACK: PROVIDE 1" CONDUIT STUBBED TO ACCESSIBLE LOCATION ABOVE CEILING AND PROVIDE TWO (2) CAT6 CABLES FROM NETWORK RACK TO EACH VOICE/DATA JACK UNLESS NOTED OTHERWISE. TYPICAL FOR EACH VOICE/DATA JACK.

RECEPTABLES FOR COMPUTER WORK STATIONS ARE SHOWN AS TWO DUPLEX RECEPTABLES TO CLEARLY SHOW THE STANDARD RECEPTABLE ON ONE CIRCUIT AND AN ISOLATED GROUND RECEPTABLE ON THE OTHER CIRCUIT. THESE TWO RECEPTABLES SHALL BE MOUNTED IN A DOUBLE DUPLEX BOX IN LIEU OF TWO SINGLE DUPLEX BOXES. TYPICAL FOR EACH WHERE AN ISOLATED GROUND RECEPTABLE IS SHOWN.

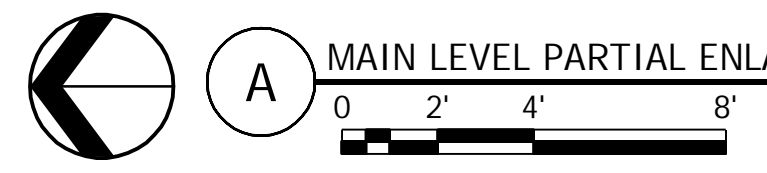
WIRELESS ACCESS POINT (WAP): WAP CEILING MOUNTED. PROVIDE TWO (2) CAT6 CABLES FROM NETWORK RACK TO EACH WAP. PROVIDE 25 FOOT COIL ABOVE CEILING AT WAP LOCATION SO WAP LOCATION CAN BE MODIFIED IN THE FIELD TYPICAL FOR EACH WAP.

RECEPTABLES IN LOCKER SHALL BE PROVIDED WITH LOCKERS. ELECTRICAL CONTRACTOR SHALL CONNECT THE RECEPTABLES WITH THE CONNECTIONS PROVIDED WITH LOCKER. ELECTRICAL CONTRACTOR SHALL INSTALL ALL ELECTRICAL INSIDE THE LOCKERS. TYPICAL OF 14 LOCKERS IN THE MENS AND WOMENS LOCKER ROOMS. REFER TO DETAILS E601.

RECEPTABLE, VOICE/DATA AND J-BOX MOUNTED AT 96" SHALL BE FOR FUTURE TV AND SHALL BE LOCATED BEHIND THE TV AND MOUNTED DIRECTLY OVER THE LOWER RECEPTABLE, VOICE/DATA JACK, AND J-BOX. PROVIDE THREE CONDUITS ONE FOR THE RECEPTABLE AS NOTED IN THE PANELBOARD SCHEDULE, 1" C-(2) CAT6 CABLES (TWO PER VOICE/DATA JACK), AND 1" C-EMPTY FROM THE J-BOXES TO AN ACCESSIBLE LOCATION ABOVE THE SUSPENDED CEILING. THE THREE CONDUITS SHALL BE ROUTED FROM THE LOWER DEVICES TO THE UPPER DEVICES BEHIND THE TV AND THEN TO THE ACCESSIBLE LOCATION ABOVE THE CEILING. TYPICAL FOR THE TV LOCATIONS WITH DEVICES MOUNTED LOW AND DEVICES MOUNTED AT 96" A.F.F.

- GENERAL NOTES**
- RECEPTABLES AND FLOOR BOXES SHALL BE WIRED TO PANEL 'LPB1' UNLESS OTHERWISE NOTED.
  - SEE SCHEDULES AND SPECIFICATIONS FOR MORE INFORMATION.
  - ALL CONDUIT SHALL BE CONCEALED.
  - RTU1, RTU2, RTU3, AND RTU4 ARE LOCATED ON THE ROOF. RTU DISCONNECT FURNISHED WITH EQUIPMENT INSTALLED BY ELECTRICAL CONTRACTOR. STARTER FURNISHED WITH UNIT INSTALLED BY ELECTRICAL CONTRACTOR. RECEPTACLE MOUNTED ON THE RTU FURNISHED WITH RTU INSTALLED BY ELECTRICAL CONTRACTOR AND WIRED TO THE LINE SIDE OF THE DISCONNECT. PROVIDE SMOKE FIRE DAMPER ON RETURN SIDE OF RTU. CONTROLS BY MECHANICAL.
  - VOICE/DATA JACKS AND WIRELESS ACCESS LOCATIONS ARE SHOWN ON THE PLANS. THE CONTRACTOR SHALL PROVIDE EMPTY CONDUIT AS NOTED INCLUDING CONDUIT SLEEVES AS REQUIRED. THE CABLES AND JACKS SHALL NOT BE PART OF THIS CONTRACT AND ARE N.I.C. COORDINATE INSTALLATION OF THE WIRING AND JACKS WITH CITY VENDOR AS REQUIRED.
  - CONTRACTOR SHALL PROVIDE THE PANELBOARD AND RECEPTABLES INCLUDING THE CONDUIT AND WIRE IN IT ROOM 132. THE NETWORK EQUIPMENT INCLUDING THE RACK, CABLE TRAY AND EQUIPMENT IN THE RACK ARE NOT IN THIS CONTRACT AND ARE N.I.C. COORDINATE THE INSTALLATION OF THE NETWORK EQUIPMENT WITH THE CITY'S VENDOR DURING THE INSTALLATION.
  - WATER CLOSET (WC1), WATER CLOSET (WC2), URINALS (UL1), WALL HUNG LAVATORY (L1) WILL BE PROVIDED WITH HARD WIRED SOLENOID OPERATORS, AND INFRARED SENSORS FOR CONTROLS. INSTALL A TRANSFORMER ON A 2-GANG ELECTRICAL BOX. ONE TRANSFORMER CAN FEED UP TO TEN OPERATORS AND SENSORS. ELECTRICAL CONTRACTOR SHALL PROVIDE THE CONDUIT AND WIRING TO THE TRANSFORMER AND PROVIDE THE CONDUIT AND WIRING FROM THE TRANSFORMER TO THE OPERATORS AND SENSORS. ALL OPERATORS, SENSORS, TRANSFORMERS, CONDUIT AND WIRE SHALL BE CONCEALED AND PROTECTED FROM VANDALISM. TRANSFORMERS ARE SHOWN ON THE DRAWINGS TO FEED THE NEARBY OPERATORS AND SENSORS. THE CONDUIT AND WIRE FROM THE TRANSFORMERS TO THE SENSORS ARE NOT SHOWN BUT SHALL BE PROVIDED.

MAIN LEVEL PARTIAL ENLARGED POWER PLAN



Rev Date: 11/24/2014, 1:10pm  
DRAWN BY: JACOB  
CHECKED BY: JACOB  
APPROVED BY: JACOB

Michael J. J. J.  
Professional Engineer  
License No. 15500

NO	REVISION	DATE
1	ADDENDUM 1	11/6/23
2	PR 12	8/23/24
3	PR 20	11/26/24

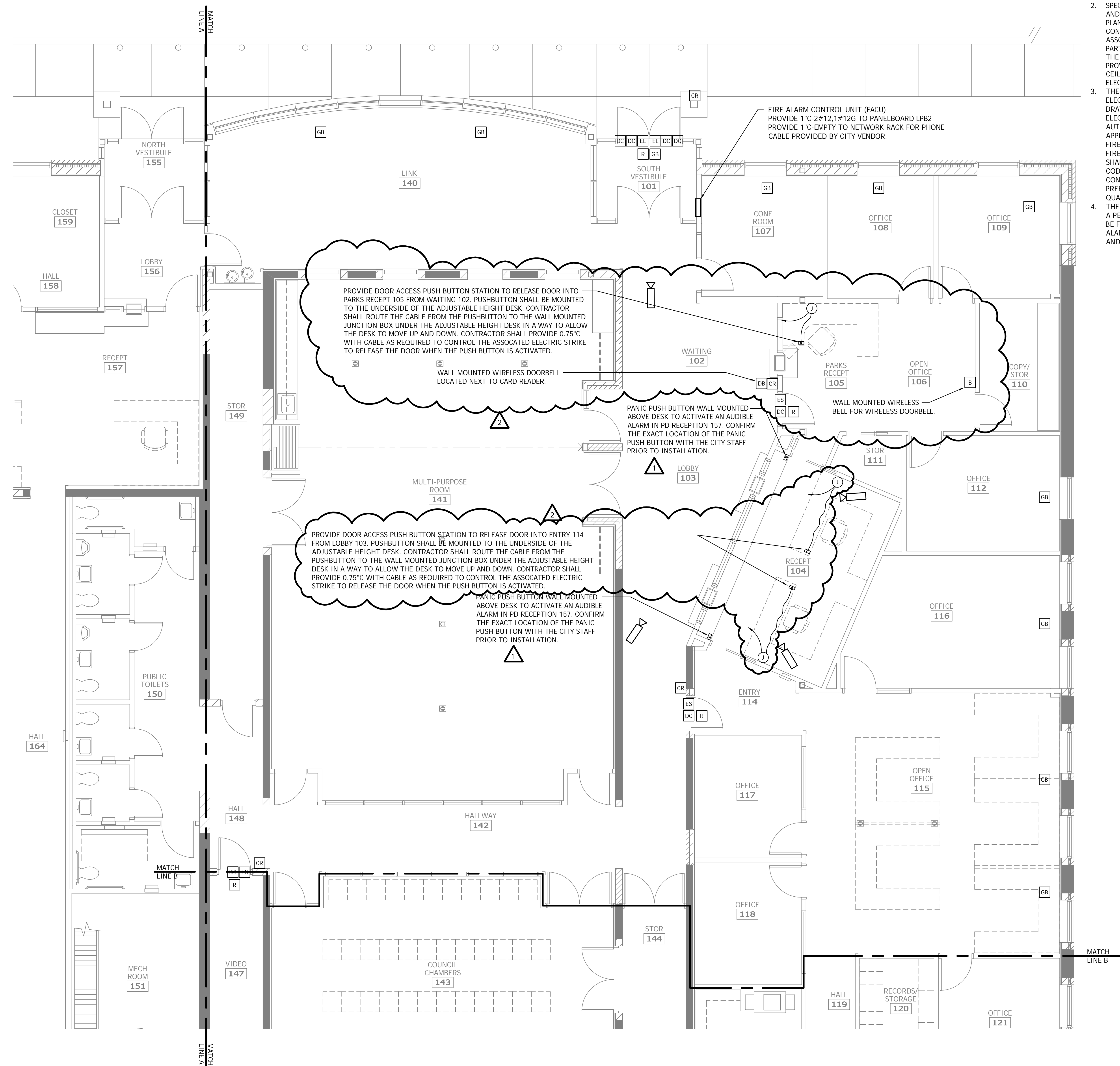
  

DESIGNED	DRAWN
KEL	KEL
MTF	MTF
MTF	MTF

PROJ. NO. 193806049  
SHEET NUMBER  
**E303**

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL DIMENSIONS AND DRAWINGS ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

Plot Date: 11/26/2024, 1:46pm  
 User: C:\Users\cayd\OneDrive\My Computer Files\193806049 E02.dwg  
 Name: 193806049 E02.dwg



- GENERAL NOTES**
- ALL CONDUIT SHALL BE CONCEALED.
  - SPECIAL ELECTRICAL SYSTEMS SUCH AS CCTV CAMERAS, CARD ACCESS, AND INTRUSION DETECTIONS SYSTEM LOCATIONS ARE SHOWN ON THE PLANS. THE CONTRACTOR SHALL PROVIDE EMPTY CONDUIT INCLUDING CONDUIT SLEEVES AS REQUIRED. THE EQUIPMENT, CABLES, AND DEVICES ASSOCIATED WITH THESE SPECIAL ELECTRICAL SYSTEMS SHALL NOT BE PART OF THIS CONTRACT AND ARE N.I.C. COORDINATE INSTALLATION OF THE SPECIAL ELECTRICAL SYSTEMS WITH CITY VENDOR AS REQUIRED. PROVIDE 1" CONDUIT STUBBED TO ACCESSIBLE LOCATION ABOVE CEILING FROM DEVICES SHOWN. PROVIDE POWER TO THE SPECIAL ELECTRICAL SYSTEMS AS REQUIRED.
  - THE LICENSED ELECTRICAL ENGINEER OF RECORD FOR THIS PROJECT ELECTRICAL DESIGN WILL NOT PREPARE FIRE ALARM SYSTEM DRAWINGS NOR SHOW FIRE ALARM SYSTEM DEVICES ON THE ELECTRICAL DRAWINGS. CONTRACTOR SHALL PROVIDE A COMPLETE AUTOMATIC BUILDING FIRE ALARM SYSTEM IN COMPLIANCE WITH THE APPLICABLE CODES AND AMENDMENTS. THE FIRE ALARM SYSTEM, THE FIRE ALARM PLANNER SHALL BE LICENSED BY THE APPLICABLE STATE FIRE MARSHAL'S OFFICE. THE PLANNING OF THE FIRE ALARM SYSTEM SHALL BEET ALL POLICY CRITERIA AS REQUIRED BY THE APPLICABLE CODES AND AMENDMENTS. SUGGESTED LOCATION OF FIRE ALARM CONTROL UNIT ARE SHOWN ON THE PLANS BASED ON OWNER PREFERENCE. CONTRACTOR SHALL CONFIRM EXACT LOCATION AND QUANTITIES WITH THE FIRE MARSHAL.
  - THE DRAWINGS AND SPECIFICATIONS FOR THE FIRE ALARM SYSTEM IS A PERFORMANCE-BASED SPECIFICATION AND THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ENGINEERING AND PROVIDING THE FIRE ALARM SYSTEM NECESSARY TO MEET THE SPECIFIED REQUIREMENTS AND AS REQUIRED BY CODES ASSOCIATED WITH THE BUILDING.

DESIGNED BY: MICHAEL J. STEINBERG, P.E., EIT  
 AND THAT AREA DESIGN PROFESSIONAL ENGINEER UNDER THE LICENSE OF THE STATE OF MINNESOTA  
 PRINT NAME: MICHAEL J. STEINBERG  
 SIGNATURE: *Michael J. Steinberg*  
 DATE: 10/02/2024, 10:00 AM  
 LIC. NO.: 193806

NO	REVISION	DATE
1	PR 17	9/30/24
2	PR 20	11/26/24

SURVEY	
DRAWN	KEL
DESIGNED	KEL
CHECKED	MTF
APPROVED	MTF
PROJ. NO.	193806049
SHEET NUMBER	E402

MAIN LEVEL PARTIAL ENLARGED SYSTEMS PLAN  
 0 2' 4' 8'

**Prepared For**  
Construction Results

## SLP City Hall-PR#20



RETROFIT  
ELECTRIC

Dan Knutson  
612-756-2307-  
dknutson@retrofitcompanies.com

12/62024

### Description:

- PR#20 Scope of Work

<b>Materials</b>	<b>1,667.00</b>
<b>Quotes</b>	<b>0.00</b>
<b>Labor 45hrs</b>	<b>4,500.00</b>
<b>Tax</b>	<b>123.00</b>
<b>O&amp;P</b>	<b>629.00</b>
<b><u>Total</u></b>	<b><u>\$6,919.00</u></b>

Item #	PR#20 Back Up	Quantity	Price		Ext Price	Labor	Ext Labor
					<u>\$1667.70</u>		<u>45.26</u>
Branch Rough					<u>\$1010.15</u>		<u>22.35</u>
373.00	125 JIFFY CLIP MINNERALLAC	14.40	\$9.65	C	\$1.39	0.00	0.00
424.00	ARL SNAP2IT MC CONN	4.00	\$110.50	C	\$4.42	0.10	0.40
453.00	12/2 MC CU CABLE	76.00	\$1018.61	M	\$77.41	26.00	1.98
1,560.00	1/2 EMT CONDUIT	131.76	\$201.92	C	\$266.05	4.50	5.93
1,561.00	3/4 EMT CONDUIT	68.94	\$316.25	C	\$218.03	5.00	3.45
1,729.00	1/2 EMT CONN S/S	4.00	\$0.77	E	\$3.08	0.08	0.32
1,730.00	3/4 EMT CONN S/S	8.00	\$1.23	E	\$9.84	0.10	0.80
1,801.00	1/2 EMT COUP S/S	13.18	\$1.00	E	\$13.18	0.04	0.53
1,802.00	3/4 EMT COUP S/S	6.89	\$1.52	E	\$10.48	0.05	0.34
1,994.00	1/2 EMT 1 HOLE STP/STL	16.47	\$22.66	C	\$3.73	4.00	0.66
1,995.00	3/4 EMT 1 HOLE STP/STL	8.62	\$31.96	C	\$2.75	4.00	0.34
6,144.00	BOX SUPPORT METAL STUD	6.00	\$0.00		\$0.00	0.00	0.00
25,109.00	4/S BOX 2-1/8" DEEP	20.00	\$1514.97	C	\$302.99	30.00	6.00
25,116.00	4/S 5/8" DEEP 1G MUD RING	6.00	\$655.90	C	\$39.35	8.00	0.48
25,129.00	4/S BLANK COVER	14.00	\$410.27	C	\$57.44	8.00	1.12
Branch Wire					<u>\$84.12</u>		<u>2.37</u>
11.00	12 THHN CU STRANDED 25A	395.28	\$212.80	M	\$84.12	6.00	2.37
Communication/Signal					<u>\$74.48</u>		<u>0.00</u>
34,332.00	NON ELEC DOOR CHIME MCV309NWHGL	1.00	\$74.48	E	\$74.48	0.00	0.00
Hangers/Anchors					<u>\$67.64</u>		<u>6.11</u>
5,907.00	1/4 FLAT STEEL WASHER	25.09	\$261.45	C	\$65.59	0.70	0.18
6,043.00	#8-#12 PLASTIC ANCHOR 100# 1 1/4"	37.09	\$5.51	C	\$2.04	16.00	5.93
MCC/Controls					<u>\$295.80</u>		<u>8.00</u>
22,035.00	START BUTTON SS PLATE NO BOX	3.00	\$98.60	E	\$295.80	1.00	3.00
48,815.00	1 HOUR LABOR (CONTROLS.)	5.00	\$0.00	X	\$0.00	1.00	5.00
Misc.					<u>\$0.00</u>		<u>1.00</u>
48,812.00	1 HOUR LABOR (MISC.)	1.00	\$0.00	X	\$0.00	1.00	1.00
Trim Devices/Plates					<u>\$72.93</u>		<u>2.76</u>
24,602.00	1G IV PLAS DUPL RECP PLATE	6.00	\$0.74	E	\$4.44	10.00	0.60
24,887.00	DUPLEX 20A RECP, STANDARD	6.00	\$2.70	E	\$16.20	30.00	1.80
26,549.00	GROUND SCREW/#12 PIGTAIL	6.00	\$871.49	C	\$52.29	0.06	0.36
Video Cable					<u>\$62.59</u>		<u>2.67</u>
28,852.00	18/2 UNSHD ALRM CBL	167.00	\$374.78	M	\$62.59	16.00	2.67
					<u>\$1667.70</u>		<u>\$45.26</u>

**Stantec Architecture Inc.**

733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309  
Phone: (612) 712-2000

---

To:	Dan Buchholtz	From:	Bruce Paulson
Company:	City of Spring Lake Park	<input type="checkbox"/>	For Your Information
Address:	1301 81st Avenue NE Spring Lake Park, MN 55432	<input checked="" type="checkbox"/>	For Your Approval
Phone:	(763) 792-7211	<input checked="" type="checkbox"/>	For Your Review
		<input type="checkbox"/>	As Requested
Date:	December 26, 2024		
File:	193806049		
Delivery:	Email		

---

**Reference: Spring Lake Park City Hall Renovation/Expansion Application and Certificate for Payment**

## Attachment:

Copies	Doc Date	Pages	Description
1	12/26/2023	14	Application and Certificate for Payment No. 11

Hi Dan,

Please have the attached copy signed and then it can be scanned and emailed to Heather Clay at [heather.clay@constructionresults.com](mailto:heather.clay@constructionresults.com) and to me. Thank you.

Respectfully yours,

**Stantec Architecture Inc.**



**Bruce P. Paulson**

Senior Project Manager/Architect  
Phone: (612) 712-2108  
Cell: (651) 492-9089  
[Bruce.Paulson@stantec.com](mailto:Bruce.Paulson@stantec.com)

c. File





Project: Spring Lake Park City Hall Renovation/Expansion	Date: December 26, 2024
For Period: 12/1/2024 to 12/31/2024	Request No 11
Contractor: Construction Results Corp., 5465 Hwy 169 North, Plymouth, MN 55442	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
 SPRING LAKE PARK CITY HALL RENOVATION/EXPANSION PROJECT  
 CITY OF SPRING LAKE PARK  
 SPRING LAKE PARK, MINNESOTA  
 STANTEC FILE NO. 19386049

SUMMARY

1	Original Contract Amount		\$	<u>5,955,690.00</u>
2	Change Order - Addition	\$	<u>293,145.19</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>6,248,835.19</u>
5	Value Completed to Date		\$	<u>6,095,112.48</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>6,095,112.48</u>
8	Less Retainage 5%		\$	<u>304,755.62</u>
9	Subtotal		\$	<u>5,790,356.86</u>
10	Less Amount Paid Previously		\$	<u>5,670,903.86</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>11</u>		\$	<u><u>119,453.00</u></u>

Recommended for Approval by:  
**STANTEC ARCHITECTURE INC.**

See attached for signature

Approved by Contractor:  
**CONSTRUCTION RESULTS CORPORATION**

See attached for signature

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

\_\_\_\_\_

\_\_\_\_\_

Specified Contract Completion Date:  
June 27, 2025

Date:  
 \_\_\_\_\_





# AIA Document G702 - 1992

## Application and Certificate for Payment

**TO OWNER:** City of Spring Lake Park  
1301 81st Avenue Northeast  
Spring Lake Park, MN 55432

**PROJECT:** 7088-Spring Lake Park City Hall  
Renovation - Expansion  
1301 81st Avenue Northeast  
Spring Lake Park, MN 55432

**FROM:** Construction Results Corp  
CONTRACTOR: 5465 Hwy 169 North  
Plymouth, MN 55442

**VIA ARCHITECT:** Stantec Consulting Services Inc.  
13980 Collections Center Dr  
Chicago, IL 60693

**APPLICATION NO:** 011  
**PERIOD TO:** December 31, 2024

**CONTRACT FOR:** General Construction  
**CONTRACT DATE:** February 01, 2024  
**PROJECT NOS:** 7088 /

**Distribution to:**  
OWNER:   
ARCHITECT:   
CONTRACTOR:   
FIELD:   
OTHER:

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703<sup>®</sup>, Continuation Sheet, is attached.

- 1. ORIGINAL CONTRACT SUM ..... \$5,955,690.00
- 2. NET CHANGE BY CHANGE ORDERS ..... \$293,145.19
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$6,248,835.19
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$6,095,112.48
- 5. RETAINAGE:
  - a. 5.00 % of Completed Work (Column D + E on G703) ..... \$304,755.62
  - b. 0 % of Stored Material (Column F on G703) ..... \$0.00
- Total Retainage (Lines 5a + 5b or Total in Column I of G703) ..... \$304,755.62
- 6. TOTAL EARNED LESS RETAINAGE ..... \$5,790,356.86  
(Line 4 Less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$5,670,903.86  
(Line 6 from prior Certificate)
- 8. CURRENT PAYMENT DUE ..... \$119,453.00
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$458,478.33  
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$266,601.48	\$0.00
Total approved this Month	\$26,543.71	\$0.00
<b>TOTALS</b>	<b>\$293,145.19</b>	<b>\$0.00</b>
NET CHANGES by Change Order		\$293,145.19

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** *M. [Signature]* Date: December 26, 2024  
By: \_\_\_\_\_  
State of: Minnesota  
County of: Hennepin  
Subscribed and sworn to before me this 26th day of December 2024  
Notary Public: Cindy Ladyka  
My Commission expires: January 31, 2027



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$119,453.00  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:** *Wesley P. [Signature]* Date: December 26, 2024  
By: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.





# AIA Document G703<sup>®</sup> - 1992

## Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

011  
December 26, 2024  
December 31, 2024  
7088

APPLICATION NO:  
APPLICATION DATE:  
PERIOD TO:  
ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Mobilization	138,000.00	138,000.00	0.00	0.00	0.00	138,000.00	0.00	6,900.00
2	Demobilization	30,000.00	10,500.00	0.00	0.00	0.00	10,500.00	19,500.00	525.00
3	Bonds & Insurance	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00	0.00	4,250.00
4	Procure	15,000.00	14,220.00	780.00	0.00	0.00	15,000.00	0.00	750.00
5	Contracts	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	750.00
6	Project Start up	26,000.00	26,000.00	0.00	0.00	0.00	26,000.00	0.00	1,300.00
7	General Conditions	310,000.00	297,861.00	7,105.00	0.00	0.00	304,966.00	5,034.00	15,248.30
8	Consumables	65,000.00	63,549.00	850.00	0.00	0.00	64,399.00	601.00	3,219.95
9	Site Clean up/ General Clean up	10,000.00	9,763.00	0.00	0.00	0.00	9,763.00	237.00	488.15
10	Equipment	35,550.00	34,907.00	643.00	0.00	0.00	35,550.00	0.00	1,777.50
11	Site Survey / Staking	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	400.00
12	Site Demolition	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.00	800.00
13	Earthwork - Excavation	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.00	800.00
14	Earthwork - Aggregate base Grading	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	650.00
15	Earthwork - Final Grading	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	100.00
16	Earthwork - Equipment	10,256.00	10,256.00	0.00	0.00	0.00	10,256.00	0.00	512.80
17	Bituminous Paving - Labor	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00	0.00	550.00
18	Bituminous Paving - Materials	8,375.00	8,375.00	0.00	0.00	0.00	8,375.00	0.00	418.75
19	Landscaping - Labor	2,481.00	2,010.00	471.00	0.00	0.00	2,481.00	0.00	124.05
20	Landscaping - Materials	1,395.00	1,120.00	275.00	0.00	0.00	1,395.00	0.00	69.75
21	Dust Protection - Labor	13,112.00	12,512.00	400.00	0.00	0.00	12,912.00	200.00	645.60
22	Dust Protection -	7,250.00	7,130.00	120.00	0.00	0.00	7,250.00	0.00	362.50

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
	Material								
23	Demolition - Labor	137,000.00	137,000.00		0.00	0.00	137,000.00	0.00	6,850.00
24	Demolition - Material	1,500.00	1,500.00		0.00	0.00	1,500.00	0.00	75.00
25	Demolition - Equipment	2,500.00	2,500.00		0.00	0.00	2,500.00	0.00	125.00
26	Cast in Place Curb & Gutter - Labor	5,000.00	5,000.00		0.00	0.00	5,000.00	0.00	250.00
27	Cast in Place Curb & Gutter - Material	2,551.00	2,551.00		0.00	0.00	2,551.00	0.00	127.55
28	Cast in Place Exterior Concrete - Labor	12,000.00	12,000.00		0.00	0.00	12,000.00	0.00	600.00
29	Cast in Place Exterior Concrete - Material	5,000.00	5,000.00		0.00	0.00	5,000.00	0.00	250.00
30	Cast in Place Interior Concrete - Mobilization	2,500.00	2,500.00		0.00	0.00	2,500.00	0.00	125.00
31	Cast in Place Interior Concrete - Labor	96,300.00	96,300.00		0.00	0.00	96,300.00	0.00	4,815.00
32	Cast in Place Interior Concrete - Material	53,200.00	53,200.00		0.00	0.00	53,200.00	0.00	2,660.00
33	Concrete Reinforcement - Labor	3,000.00	3,000.00		0.00	0.00	3,000.00	0.00	150.00
34	Concrete Reinforcement - Material	9,174.00	9,174.00		0.00	0.00	9,174.00	0.00	458.70
35	Architectural / Hollow Core Precast Concrete - Engineering	10,380.00	10,380.00		0.00	0.00	10,380.00	0.00	519.00
36	Architectural / Hollow Core Precast Concrete - Labor	31,426.00	31,426.00		0.00	0.00	31,426.00	0.00	1,571.30
37	Architectural / Hollow Core Precast Concrete - Material	41,806.00	41,806.00		0.00	0.00	41,806.00	0.00	2,090.30
38	Architectural / Hollow Core Precast Concrete -	9,296.00	9,296.00		0.00	0.00	9,296.00	0.00	464.80

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User Notes:



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			FROM PREVIOUS APPLICATION (D + E)						
	Logistics								
	Architectural / Hollow Core Precast Concrete - Erection	74,902.00	74,902.00	0.00	0.00	0.00	74,902.00	0.00	3,745.10
	Architectural / Hollow Core Precast Concrete - Caulking	5,190.00	5,190.00	0.00	0.00	0.00	5,190.00	0.00	259.50
41	Masonry - Mobilization	18,500.00	18,500.00	0.00	0.00	0.00	18,500.00	0.00	925.00
42	Masonry - Labor	267,900.00	267,900.00	0.00	0.00	0.00	267,900.00	0.00	13,395.00
43	Masonry - Material	150,916.00	150,916.00	0.00	0.00	0.00	150,916.00	0.00	7,545.80
44	Masonry - Equipment	12,513.00	12,513.00	0.00	0.00	0.00	12,513.00	0.00	625.65
	Structural Steel - Detailing / Submittals	2,880.00	2,880.00	0.00	0.00	0.00	2,880.00	0.00	144.00
46	Structural Steel - Labor	19,000.00	19,000.00	0.00	0.00	0.00	19,000.00	0.00	950.00
	Structural Steel - Material	56,760.00	56,760.00	0.00	0.00	0.00	56,760.00	0.00	2,838.00
	Miscellaneous Metals - Labor	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.00	700.00
49	Miscellaneous Metals - Material	52,680.00	52,680.00	0.00	0.00	0.00	52,680.00	0.00	2,634.00
50	Structural Steel - Delivery	1,580.00	1,580.00	0.00	0.00	0.00	1,580.00	0.00	79.00
	Metal Fabrications / Mesh Guarding System - Labor	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	250.00
52	Metal Fabrications / Mesh Guarding System - Material	21,469.00	21,469.00	0.00	0.00	0.00	21,469.00	0.00	1,073.45
53	Rough Carpentry - Labor	65,000.00	63,597.00	1,403.00	0.00	0.00	65,000.00	0.00	3,250.00
54	Rough Carpentry - Material	8,743.00	8,743.00	0.00	0.00	0.00	8,743.00	0.00	437.15
55	Finish Carpentry -	40,000.00	31,659.00	2,541.00	0.00	0.00	34,200.00	5,800.00	1,710.00

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			FROM PREVIOUS APPLICATION (D + E)						
	Labor								
56	Finish Carpentry - Materials	4,000.00	2,959.00	475.00	0.00	0.00	3,434.00	566.00	171.70
57	Solid Surface Fabrications / Casework - Labor	15,000.00	12,359.00	0.00	0.00	0.00	12,359.00	2,641.00	617.95
58	Solid Surface Fabrications / Casework - Material	56,005.00	51,005.00	5,000.00	0.00	0.00	56,005.00	0.00	2,800.25
59	Bituminous Dampproofing - Labor	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	0.00	187.50
60	Bituminous Dampproofing - Material	4,186.00	4,186.00	0.00	0.00	0.00	4,186.00	0.00	209.30
61	Insulation - Labor	2,000.00	1,459.00	541.00	0.00	0.00	2,000.00	0.00	100.00
62	Insulation - Material	1,200.00	900.00	300.00	0.00	0.00	1,200.00	0.00	60.00
63	Joint Sealants - Labor	9,784.00	8,390.00	0.00	0.00	0.00	8,390.00	1,394.00	419.50
64	Joint Sealants - Material	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.00	110.00
65	Aluminum Composite Panels - Submittals	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	75.00
66	Aluminum Composite Panels - Labor	39,129.00	39,129.00	0.00	0.00	0.00	39,129.00	0.00	1,956.45
67	Aluminum Composite Panels - Material	29,017.00	29,017.00	0.00	0.00	0.00	29,017.00	0.00	1,450.85
68	Thermoplastic Polyolefin Roofing - Submittals	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00	60.00
69	Thermoplastic Polyolefin Roofing - Mobilization	4,150.00	4,150.00	0.00	0.00	0.00	4,150.00	0.00	207.50
70	Thermoplastic Polyolefin Roofing - Labor	95,545.00	95,545.00	0.00	0.00	0.00	95,545.00	0.00	4,777.25
71	Thermoplastic	273,250.00	273,250.00	0.00	0.00	0.00	273,250.00	0.00	13,662.50



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			FROM PREVIOUS APPLICATION (D + E)	% (G÷C)					
	Polyolefin Roofing - Material								
72	Thermoplastic Polyolefin Roofing - Equipment	5,850.00	5,850.00	0.00	0.00	0.00	5,850.00	100.00%	292.50
73	Hollow Metal Frames - Labor	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%	250.00
74	Hollow Metal Frames - Material	62,757.00	62,757.00	0.00	0.00	0.00	62,757.00	100.00%	3,137.85
75	Wood / Hollow Metal Doors - Labor	9,000.00	7,289.00	0.00	0.00	0.00	7,289.00	80.99%	364.45
76	Wood / Hollow Metal Doors - Material	21,759.00	21,759.00	0.00	0.00	0.00	21,759.00	100.00%	1,087.95
77	Finish Hardware - Labor	16,000.00	12,989.00	0.00	0.00	0.00	12,989.00	81.18%	649.45
78	Finish Hardware - Materials	89,093.00	89,093.00	0.00	0.00	0.00	89,093.00	100.00%	4,454.65
79	Detention Doors - Shop Drawings / Submittals	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%	50.00
80	Detention Doors - Labor	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	100.00%	125.00
81	Detention Doors - Material	12,650.00	12,650.00	0.00	0.00	0.00	12,650.00	100.00%	632.50
82	Upward Acting Sectional Doors - Labor	26,425.00	26,425.00	0.00	0.00	0.00	26,425.00	100.00%	1,321.25
83	Upward Acting Sectional Doors - Material	55,227.00	55,227.00	0.00	0.00	0.00	55,227.00	100.00%	2,761.35
84	Aluminum Storefront - Submittals	14,275.00	14,275.00	0.00	0.00	0.00	14,275.00	100.00%	713.75
85	Aluminum Storefront - Shop Drawings	5,259.00	5,259.00	0.00	0.00	0.00	5,259.00	100.00%	262.95
86	Storefront Bullet Resistant & Hardware - Labor	51,388.00	51,388.00	0.00	0.00	0.00	51,388.00	100.00%	2,569.40



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			FROM PREVIOUS APPLICATION (D + E)	% (G+C)					
87	Storefront - Material	109,867.00	109,867.00	0.00	0.00	0.00	109,867.00	0.00	5,493.35
88	Bullet Resistant Framing - Material	42,918.00	42,918.00	0.00	0.00	0.00	42,918.00	0.00	2,145.90
89	Storefront / Door Glazing - Labor	12,113.00	11,113.00	800.00	0.00	0.00	11,913.00	200.00	595.65
90	Storefront / Door Glazing - Material	29,926.00	29,926.00	0.00	0.00	0.00	29,926.00	0.00	1,496.30
91	Bullet Resistant Glazing - Labor	1,686.00	1,686.00	0.00	0.00	0.00	1,686.00	0.00	84.30
92	Bullet Resistant Glazing - Material	1,028.00	1,028.00	0.00	0.00	0.00	1,028.00	0.00	51.40
93	Aluminum Door Hardware / Auto Opener - Material	75,552.00	75,552.00	0.00	0.00	0.00	75,552.00	0.00	3,777.60
94	Aluminum Storefront Equipment	7,566.00	7,566.00	0.00	0.00	0.00	7,566.00	0.00	378.30
95	Metal Wall Louvers - Labor	2,050.00	2,050.00	0.00	0.00	0.00	2,050.00	0.00	102.50
96	Metal Wall Louvers - Material	2,143.00	2,143.00	0.00	0.00	0.00	2,143.00	0.00	107.15
97	Gypsum Board Assemblies - Summittals	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	50.00
98	Cold Formed Metal Framing - Labor	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	500.00
99	Cold Formed Metal Framing - Material	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	500.00
100	Gypsum Drywall - Labor	190,200.00	176,918.00	10,950.00	0.00	0.00	187,868.00	2,332.00	9,393.40
101	Gypsum Drywall - Material	126,700.00	126,700.00	0.00	0.00	0.00	126,700.00	0.00	6,335.00
102	Ceramic Tile - Labor	61,464.00	55,234.00	5,589.00	0.00	0.00	60,823.00	641.00	3,041.15
103	Ceramic Tile - Material	53,870.00	53,870.00	0.00	0.00	0.00	53,870.00	0.00	2,693.50
104	Acoustical Ceilings -	28,990.00	22,108.00	0.00	0.00	0.00	22,108.00	6,882.00	1,105.40

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Labor								
105	Acoustical Ceilings - Material	36,700.00	32,151.00	4,549.00	0.00	36,700.00	0.00	1,835.00	
106	Vinyl Base - Labor	500.00	305.00	0.00	0.00	305.00	195.00	15.25	
107	Vinyl Base - Material	400.00	400.00	0.00	0.00	400.00	0.00	20.00	
108	Carpet - Labor	13,000.00	10,258.00	0.00	0.00	10,258.00	2,742.00	512.90	
109	Carpet - Material	36,100.00	36,100.00	0.00	0.00	36,100.00	0.00	1,805.00	
110	Concrete Floor Sealer - Labor	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00	55.00	
111	Concrete Floor Sealer - Material	5,950.00	5,950.00	0.00	0.00	5,950.00	0.00	297.50	
112	Painting - Labor	57,777.00	46,525.00	9,050.00	0.00	55,575.00	2,202.00	2,778.75	
113	Painting - Materials	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00	400.00	
114	Concrete Floor Coating - Labor	5,840.00	3,740.00	0.00	0.00	3,740.00	2,100.00	187.00	
115	Concrete Floor Coating - Material	3,150.00	2,100.00	0.00	0.00	2,100.00	1,050.00	105.00	
116	Signs - Labor	1,500.00	985.00	0.00	0.00	985.00	515.00	49.25	
117	Signs - Material	4,938.00	4,938.00	0.00	0.00	4,938.00	0.00	246.90	
118	Interior Way Finding Allowance	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	500.00	
119	Operable Partitions - Labor	4,000.00	2,896.00	0.00	0.00	2,896.00	1,104.00	144.80	
120	Operable Partitions - Material	15,950.00	6,592.00	0.00	0.00	6,592.00	9,358.00	329.60	
121	Stainless Steel Corner Guards - Labor	1,188.00	925.00	0.00	0.00	925.00	263.00	46.25	
122	Stainless Steel Corner Guards - Material	3,977.00	3,977.00	0.00	0.00	3,977.00	0.00	198.85	
123	Toilet Accessories - Labor	9,801.00	6,952.00	0.00	0.00	6,952.00	2,849.00	347.60	
124	Toilet Accessories - Material	7,408.00	7,408.00	0.00	0.00	7,408.00	0.00	370.40	



A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
125	Adult Changing Stations - Labor	1,188.00	0.00	0.00	0.00	0.00	0.00	1,188.00	0.00
126	Adult Changing Stations - Material	9,731.00	9,731.00	0.00	0.00	0.00	9,731.00	0.00	486.55
127	Fire Protection Specialties - Labor	2,645.00	1,546.00	1,099.00	0.00	0.00	2,645.00	0.00	132.25
128	Fire Protection Specialties - Material	2,645.00	2,645.00	0.00	0.00	0.00	2,645.00	0.00	132.25
129	Heavy Duty Personnel Lockers - Labor	4,250.00	0.00	0.00	0.00	0.00	0.00	4,250.00	0.00
130	Heavy Duty Personnel Lockers - Material	55,337.00	55,337.00	0.00	0.00	0.00	55,337.00	0.00	2,766.85
131	Entrance Floor Mats & Frames - Submittals	200.00	200.00	0.00	0.00	0.00	200.00	0.00	10.00
132	Entrance Floor Mats & Frames - Labor	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.00	90.00
133	Entrance Floor Mats & Frames - Material	4,773.00	4,773.00	0.00	0.00	0.00	4,773.00	0.00	238.65
134	Fire Suppression - Engineered Design Submittals	13,568.00	13,568.00	0.00	0.00	0.00	13,568.00	0.00	678.40
135	Fire Suppression - Labor	67,840.00	62,121.00	4,503.00	0.00	0.00	66,624.00	1,216.00	3,331.20
136	Fire Suppression - Material	88,192.00	88,192.00	0.00	0.00	0.00	88,192.00	0.00	4,409.60
137	Plumbing Insulation - Labor	31,330.00	28,728.00	2,602.00	0.00	0.00	31,330.00	0.00	1,566.50
138	Plumbing Insulation - Material	17,700.00	17,700.00	0.00	0.00	0.00	17,700.00	0.00	885.00
139	Facility Water Distribution - Labor	32,420.00	27,164.00	0.00	0.00	0.00	27,164.00	5,256.00	1,358.20
140	Facility Water Distribution - Material	36,565.00	36,565.00	0.00	0.00	0.00	36,565.00	0.00	1,828.25

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
141	Facility Sanitary Sewage - Labor	92,260.00	79,705.00	8,509.00	0.00	88,214.00	4,046.00	4,410.70	
142	Facility Sanitary Sewage - Material	99,275.00	99,275.00	0.00	0.00	99,275.00	0.00	4,963.75	
143	Domestic Water Heaters - Labor	2,250.00	895.00	0.00	0.00	895.00	1,355.00	44.75	
144	Domestic Water Heaters - Material	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00	750.00	
145	Plumbing Fixtures - Labor	14,630.00	11,802.00	0.00	0.00	11,802.00	2,828.00	590.10	
146	Plumbing Fixtures - Material	82,550.00	66,016.00	0.00	0.00	66,016.00	16,534.00	3,300.80	
147	HVAC Testing Adjusting & Balancing - Labor	8,900.00	0.00	0.00	0.00	0.00	8,900.00	0.00	
148	Facility Natural Gas Piping - Labor	6,700.00	5,380.00	0.00	0.00	5,380.00	1,320.00	269.00	
149	Facility Natural Gas Piping - Material	6,950.00	5,587.00	0.00	0.00	5,587.00	1,363.00	279.35	
150	HVAC Ducts & Casings - Labor	39,830.00	34,496.00	3,295.00	0.00	37,791.00	2,039.00	1,889.55	
151	HVAC Ducts & Casings - Material	87,525.00	75,293.00	12,232.00	0.00	87,525.00	0.00	4,376.25	
152	HVAC Fans - Labor	3,560.00	3,560.00	0.00	0.00	3,560.00	0.00	178.00	
153	HVAC Fans - Material	18,245.00	18,245.00	0.00	0.00	18,245.00	0.00	912.25	
154	Air Outlets & Inlets - Labor	14,300.00	14,300.00	0.00	0.00	14,300.00	0.00	715.00	
155	Air Outlets & Inlets - Material	19,350.00	19,350.00	0.00	0.00	19,350.00	0.00	967.50	
156	Gas Fired Unit Heaters - Labor	5,125.00	5,125.00	0.00	0.00	5,125.00	0.00	256.25	
157	Gas Fired Unit Heaters - Material	21,270.00	21,270.00	0.00	0.00	21,270.00	0.00	1,063.50	



A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	% (G+C)					
158	Packaged Outdoor HVAC Equipment - Labor	16,450.00	16,450.00	0.00	0.00	0.00	16,450.00	0.00	822.50
159	Packaged Outdoor HVAC Equipment - Material	225,550.00	225,550.00	0.00	0.00	0.00	225,550.00	0.00	11,277.50
160	Electrical Mobilization	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00	1,750.00
161	Electrical Demolition - Labor	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	750.00
162	Electrical Demolition - Material	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.00	375.00
163	Lighting Control - Labor	45,000.00	41,004.00	0.00	0.00	0.00	41,004.00	3,996.00	2,050.20
164	Lighting Control - Labor	25,000.00	21,493.00	3,507.00	0.00	0.00	25,000.00	0.00	1,250.00
165	Light Fixture - Labor	86,000.00	73,110.00	0.00	0.00	0.00	73,110.00	12,890.00	3,655.50
166	Light Fixture - Material	231,000.00	231,000.00	0.00	0.00	0.00	231,000.00	0.00	11,550.00
167	Mechanical Power - Labor	32,750.00	27,323.00	3,695.00	0.00	0.00	31,018.00	1,732.00	1,550.90
168	Mechanical Power - Material	36,000.00	36,000.00	0.00	0.00	0.00	36,000.00	0.00	1,800.00
169	Panels / Feeder - Labor	43,000.00	43,000.00	0.00	0.00	0.00	43,000.00	0.00	2,150.00
170	Panels / Feeder - Material	122,000.00	122,000.00	0.00	0.00	0.00	122,000.00	0.00	6,100.00
171	Branch Circuit Devices - Labor	65,000.00	54,936.00	7,459.00	0.00	0.00	62,395.00	2,605.00	3,119.75
172	Branch Circuit Devices - Material	30,000.00	26,757.00	3,243.00	0.00	0.00	30,000.00	0.00	1,500.00
173	Fire Alarm - Labor	23,000.00	18,783.00	2,105.00	0.00	0.00	20,888.00	2,112.00	1,044.40
174	Fire Alarm - Material	17,000.00	14,930.00	2,070.00	0.00	0.00	17,000.00	0.00	850.00
175	CO #1	64,147.40	64,147.40	0.00	0.00	0.00	64,147.40	0.00	3,207.37
176	CO #2	164,011.69	164,011.69	0.00	0.00	0.00	164,011.69	0.00	8,200.58
177	CO #3	38,442.39	38,442.39	0.00	0.00	0.00	38,442.39	0.00	1,922.12

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)				TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)		
178	CO #4	26,543.71	0.00		19,579.00	0.00	19,579.00	73.76%	6,964.71	978.95
	<b>GRAND TOTAL</b>	<b>\$6,248,835.19</b>	<b>\$5,969,372.48</b>		<b>\$125,740.00</b>	<b>\$0.00</b>	<b>\$6,095,112.48</b>	<b>97.54%</b>	<b>\$153,722.71</b>	<b>\$304,755.62</b>





5465 Hwy 169 North  
Plymouth, MN 55442

763-559-1100 Phone  
763-553-0494 Fax

ConstructionResults.com.

**RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS**

The undersigned will acknowledge, upon receiving the sum of \$ **119,453.00** from City of Spring Lake Park

- 1)   X   as partial payment Invoice for labor, skill and material furnished; or
- 2)        as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

**Spring Lake Park City Hall**  
**1301 81<sup>st</sup> Avenue Northeast, Spring Lake Park, MN 55432**  
**CRC PROJECT #7088-11**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if line 1 above is indicated). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, **EXCEPT:**

The individual executing this Receipt and Waiver on behalf of the undersigned individually represents and certifies that he or she has authority to execute this Receipt and Waiver on behalf of the undersigned and further represents and certifies that previous payments to the undersigned were and this payment will be used to satisfy all payments due the undersigned's subcontractors, sub-subcontractors, suppliers and material persons, and agrees that he or she will personally and on behalf of the undersigned entity indemnify, defend and hold **Childrens Dental Service, 25 West Superior St, Duluth, MN 55802** harmless from all costs, including attorneys' fees due to the breach of this certification.

**THIS WAIVER IS INVALID UNTIL CHECKS CLEAR ALL BANKS.**

The effective date of this Receipt, Waiver and Indemnity is the 26<sup>th</sup> day of December , 2024.

**Note: If this instrument if executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.**

Sworn to and subscribed before me

Construction Results Corporation (Company Name)

This 26<sup>th</sup> day of December 2024

[Signature] (Signature)

Notary Public

Mike Luurtsema (Name)

President (Title)

My Commission Expires:



Dear Jeff Baker,

I am Writing to formally announce my resignation from my position as Fire Inspector at Spring Lake Park, Effective January 3<sup>rd</sup> will be my last day in a full-time capacity as I begin my new position as Fire Captain for the Spring Lake Park, Blaine, Mounds View Fire Department January 4<sup>th</sup>. This decision was not made lightly, as my time here has been rewarding both personally and professionally. I want to offer my sincere gratitude, your guidance, leadership, and support have made a lasting impression on my growth and development throughout my time with the City of Spring Lake Park.

During this transition, I am committed to ensuring a smooth handover of responsibilities. I am more than willing to assist with inspections and provide support in any capacity that will help maintain continuity and efficiency within the Building Department. Please let me know how I can best support during this period.

It has been an honor to be part of Spring Lake Park, and I am grateful for the experiences and relationships I've built throughout my tenure. I look forward to staying in touch and am excited to see the continued success.

Thank you again for the opportunity to be part of such an incredible community.



Best Regards,

Walter Morris



# Memorandum

---

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

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

**Date:** December 31, 2024

**Subject:** Close City Hall on the Friday after Juneteenth and Christmas Holidays

Staff is requesting the ability to close City Hall on Friday, June 20, 2025 and Friday, December 26, 2025. With Juneteenth and Christmas Day falling on a Thursday, many employees are asking to use vacation time the following day, resulting in a skeleton staff. Rather than address this minimal staffing level, we are asking for authority to close City Hall.

The Administrative and Parks and Recreation Departments propose to be closed all day and all employees will use accrued vacation or compensatory time.

The secretarial support staff in the Police Department will be in the office those days. No changes will be made to patrol staffing.

The Public Works Department will be on duty; however, the employees may choose to utilize a vacation day.

**Recommended Motion: MOTION TO AUTHORIZE THE CLOSURE OF CITY HALL ON FRIDAY, JUNE 20 and FRIDAY, DECEMBER 26, 2025.**

Signs will be posted on the door in advance notifying residents that City Hall will be closed. In addition, staff will include the information on the City's website.

If you have any questions, please don't hesitate to contact me at 763-792-7240.



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

# PUBLIC RIGHT-OF-WAY APPLICATION

**NAME/COMPANY:** Xcel Energy

**GOPHER 1-CALL REG. NO.:** \_\_\_\_\_

**ADDRESS:** 825 Rice Street, St. Paul, MN 55117

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** Nayeline.D.Coronilla-Guerrero@xcelenergy.com

**NAME OF REPRESENTATIVE:** Nayeline Coronilla

**REPRESENTATIVE PHONE NO'S.:** 816-468-9099

**DESCRIPTION OF PROPOSED WORK:** including a start date and completion date:  
Replace deteriorated pole and equipment 1652 85<sup>th</sup> Hwy 10

**START DATE:** 11/13/2024 **COMPLETION DATE:** 04/25/2025

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

**EXPLANATION OF RESTORATION:** Will restore any disturbed surfaces to previous conditions

*Nayeline Coronilla*

Authorized Representative Signature

11/27/2024

Date

### FOR OFFICE USE ONLY

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

- PERMIT FEES:**  Excavation Hole - \$150.00  Emergency Hole - \$55.00  
 Trench - \$70.00/100'+Hole fee  Obstruction Fee - \$50.00+.05/Ft.

Receipt No.:

*[Signature]*

Date:

12/18/24

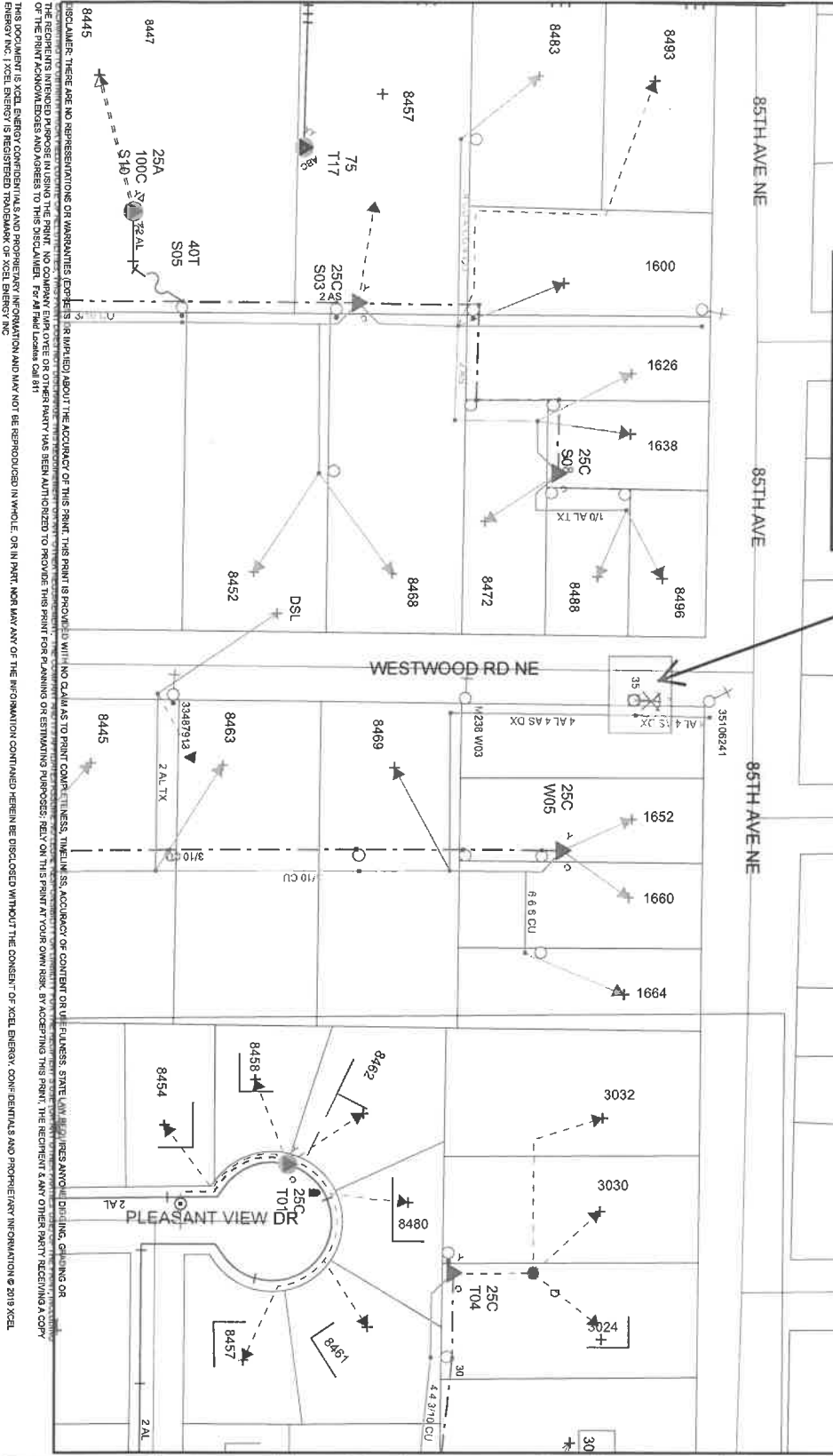
Initials:

*GC*

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

ID: 35255966  
 REPLACE EXISTING POLE WITH 35/5 POLE,  
 SEC HARDWARE (D-15) & DG (B-2)  
 TRANSFER: OH SEC  
 TREE TRIM: YES  
 TRUCK ACCESS: YES  
 SPOT POLE: NO  
 HAND DIG: NO  
 PERMIT REQ'D: CITY OF SPRING LAKE PARK

P1 N#13971529  
 ADDRESS: 1652 85th Ave NE, Spring Lake Park, MN 55432  
 COORDINATES: 45.124283, -93.228697  
 FEEDER: MOL061/C/7.9kV (SEC ONLY)  
 WO#: 110595439



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**DESIGNER:** Sarah Carson  
 (818) 384-2285  
 Sarah.Carson@xcelenergy.com

**Work Order Information**  
 Service Request # : 000013074329  
 Design Number : 000001146466  
 Design/Planner ID : 300548  
 Designer/Planner Name : Sarah Carson  
 Designer/Planner Ph # : (818) 384-2285  
 Manager/Approval :

**Design Location**  
 Division : Minneapolis  
 County : Anoka  
 City : Spring Lake Park  
 Address : SEE CALLOUT  
 T 38N R 24W S 1  
 Map # : M52908  
 Permit : SEE CALLOUT

**Electric**  
 Feeder : Voltage :  
 Phase : Bus Dwr ID:  
 System : Gas  
 Size : Pressure  
 Material : Material

**Work Order #**  
 Date: 10/16/2023  
 Work Order # :  
 Station: 1011 Search Data  
 Scale: 1" equals 100'

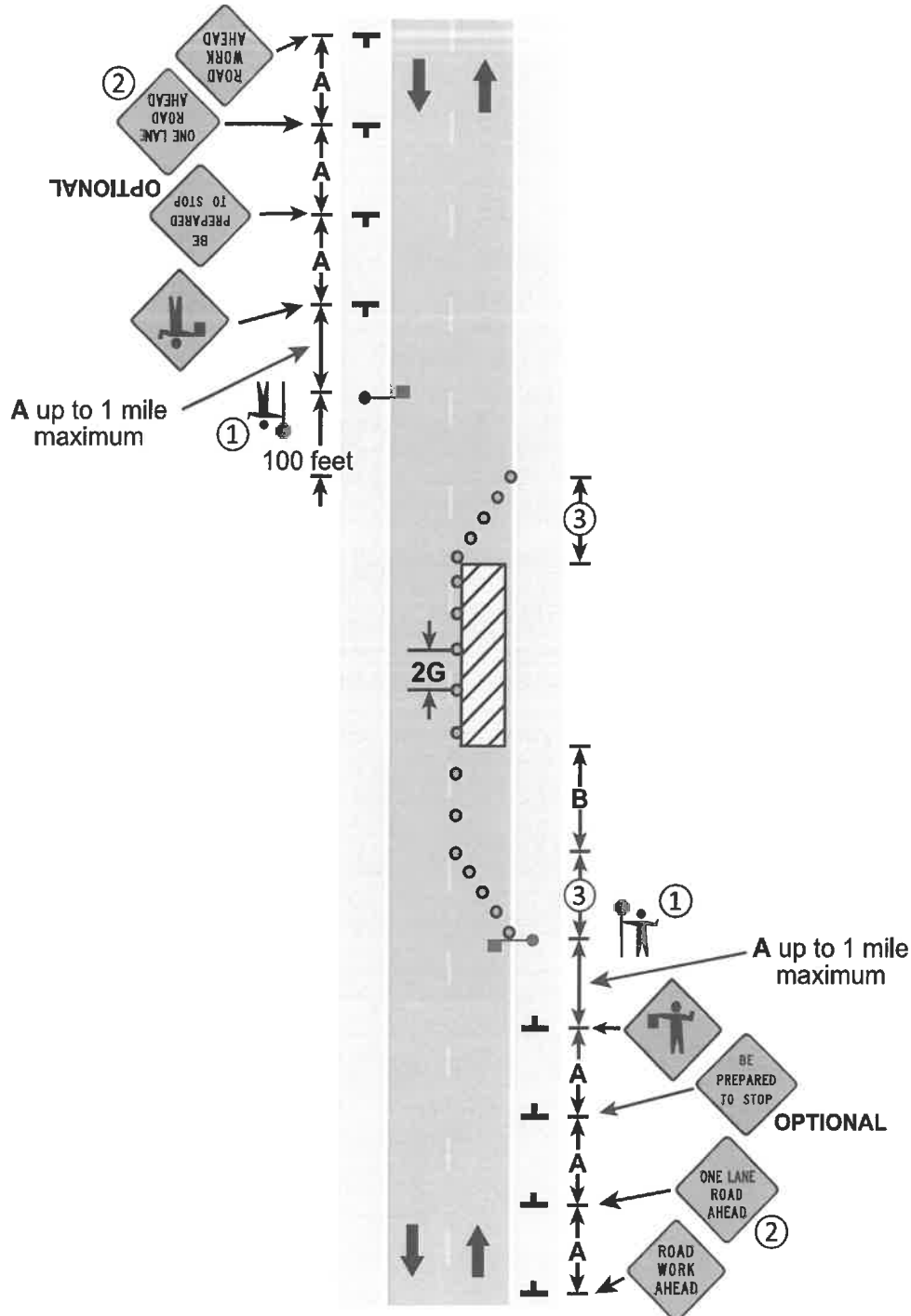
**XcelEnergy**

**CONSTRUCTION USE ONLY**  
 NO CHANGES (BUILT AS DESIGNED)  
 CHANGES MADE AS INDICATED  
 (ALL UPR MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE)

RFD: \_\_\_\_\_ DATE: \_\_\_\_\_  
 FOREMAN: \_\_\_\_\_  
 TEAM LEADER: \_\_\_\_\_

**NOTES:**

- ① The approach sight distance to the flagger shall be at least the Decision Sight Distance (**D**).
- ② The ONE LANE ROAD AHEAD sign may be omitted when the posted speed limit is 40 mph or less.
- ③ The two-way taper should be 50 feet in length using 5 equally spaced channelizing devices.
4. If anticipating operational problems, the use of a Pilot Car (see Layout 18) may improve operations and safety.



**LANE CLOSURE, TWO FLAGGERS  
TWO-LANE, TWO-WAY ROAD**

3 DAYS or LESS

LAYOUT 16







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

# PUBLIC RIGHT-OF-WAY APPLICATION

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**NAME OF REPRESENTATIVE:** Nayeline Coronilla

**REPRESENTATIVE PHONE NO'S.:** 816-468-9099

**DESCRIPTION OF PROPOSED WORK:** including a start date and completion date:  
Replacing deteriorated pole and equipment around 8317 Monroe St NE, Spring Lake Park, MN 55432

**START DATE:** 11/13/2024 **COMPLETION DATE:** 04/25/2025

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

**EXPLANATION OF RESTORATION:** Will restore any disturbed surfaces to previous conditions.

*Nayeline Coronilla*  
 Authorized Representative Signature

11/26/2024  
 Date

**FOR OFFICE USE ONLY**

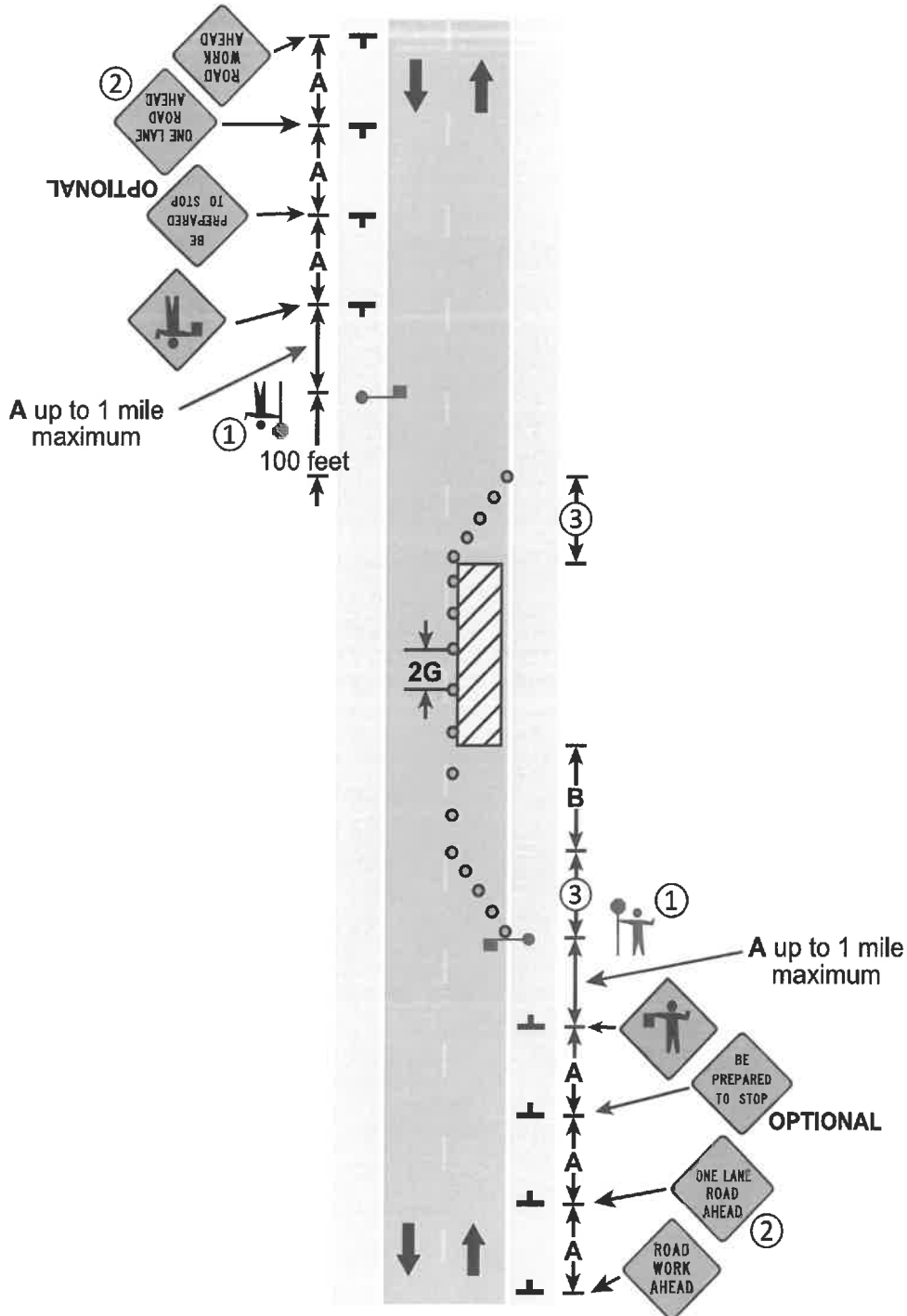
- |  |  |
|--|--|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE:                                      | VERIFICATION DATE: _____   |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION   | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND   |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES<br>(If Corporation; from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY<br>(From M.P.U.C., State, or Federal Agency) |
- PERMIT FEES:**  Excavation Hole - \$150.00  Emergency Hole - \$55.00  
 Trench - \$70.00/100'+Hole fee  Obstruction Fee - \$50.00+.05/Ft.

Receipt No: [Signature] Date: 12/18/28 Initials: CR

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

**NOTES:**

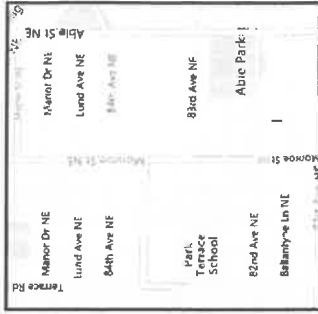
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- ③ The two-way taper should be 50 feet in length using 5 equally spaced channelizing devices.
4. If anticipating operational problems, the use of a Pilot Car (see Layout 18) may improve operations and safety.



**LANE CLOSURE, TWO FLAGGERS  
TWO-LANE, TWO-WAY ROAD**

**3 DAYS or LESS**

**LAYOUT 16**

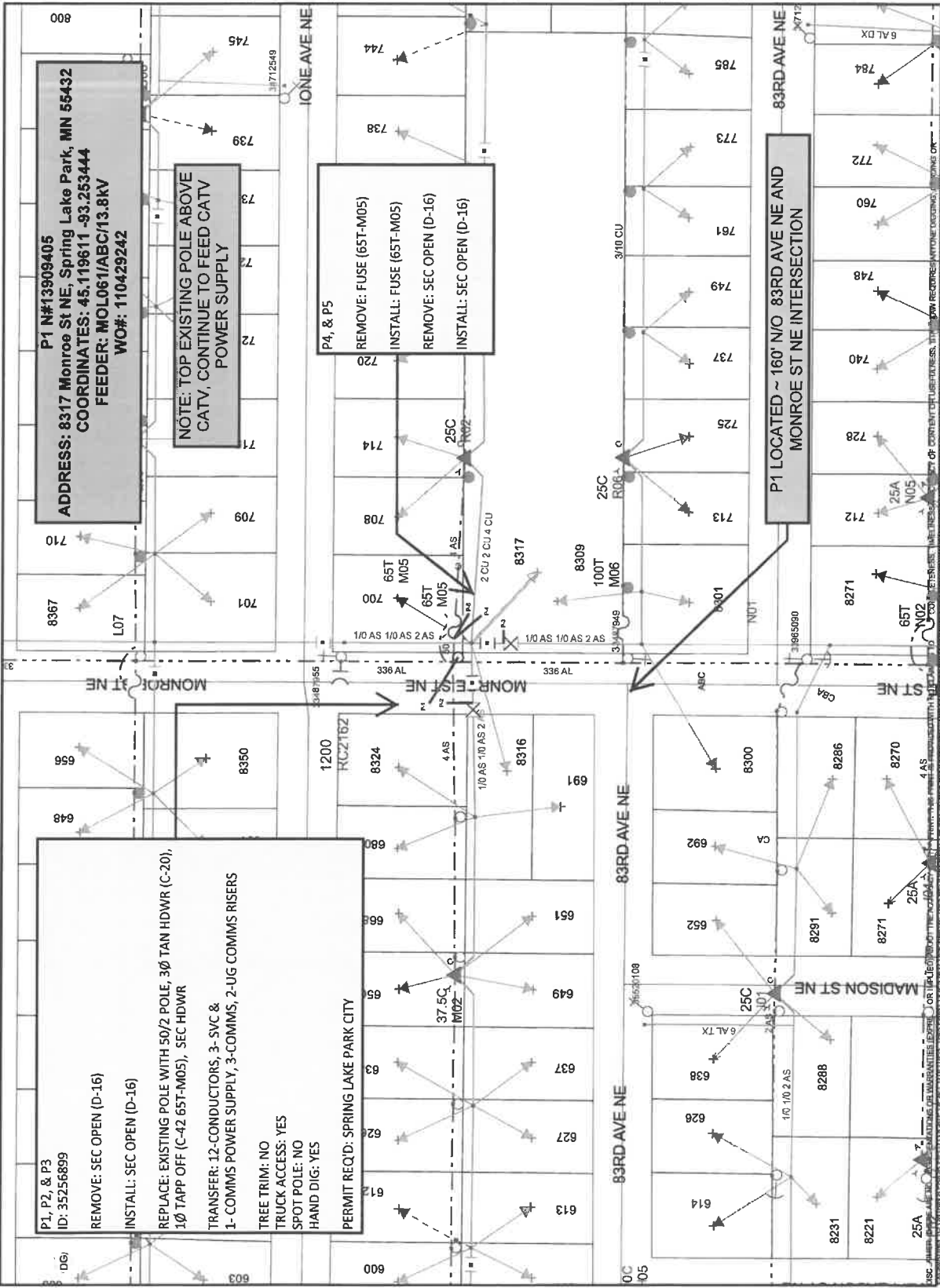


**DESIGNER: Rob MeyerKorth**  
 (816) 414-1185  
 robbie.e.meyerkorth@xcelenergy.com

Work Order Information  
 Service Request #: 0000389405  
 Design Number: 0000014273  
 Designer/Planner ID: 31630  
 Designer/Planner Name: ROB MEYERKORTH  
 Designer/Planner Ph #:   
 Manager Approval:   
 Job Utility:   
 E:   
 T:   
 G:   
 C:   
 Design Location:   
 Division: Minneapolis  
 County: Anoka  
 City: Spring Lake Park  
 Address: SEE CALL OUT  
 T: 30N R: 24W S: 2  
 Map #: M52038 Permit: SEE CALL OUT  
 Electric:   
 Gas:   
 Feeder: SEE CALL OUT Voltage:   
 Phases:   
 Blup Day ID:   
 System:   
 Pressure:   
 Size:   
 Material:   
 Dead End:   
 Work Order #:   
 Date: 08/19/2023  
 Sketch:   
 Scale: 1" equals 100'

CONSTRUCTION USE ONLY  
 NO CHANGES (BUILT AS DESIGNED)  
 CHANGES MADE AS INDICATED  
 (ALL UTD MUST HAVE ACTUAL  
 MEASUREMENTS FROM THE FIELD SITE)

REC:   
 FOREMAN:   
 DME:   
 TEAM LEADER:



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

# PUBLIC RIGHT-OF-WAY APPLICATION

**NAME/COMPANY:** Xcel Energy

**GOPHER 1-CALL REG. NO.:** \_\_\_\_\_

**ADDRESS:** 825 Rice Street, St. Paul, MN 55117

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** Nayeline.D.Coronilla-Guerrero@xcelenergy.com

**NAME OF REPRESENTATIVE:** Nayeline Coronilla

**REPRESENTATIVE PHONE NO'S.:** 816-468-9099

**DESCRIPTION OF PROPOSED WORK:** including a start date and completion date:  
Replacing deteriorated pole and equipment around 637 Reco Ln NE, Minneapolis, MN 55432

**START DATE:** 11/13/2024 **COMPLETION DATE:** 04/25/2025

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

**EXPLANATION OF RESTORATION:** Will restore any disturbed surfaces to previous conditions.

*Nayeline Coronilla*  
 Authorized Representative Signature

11/26/2024  
 Date

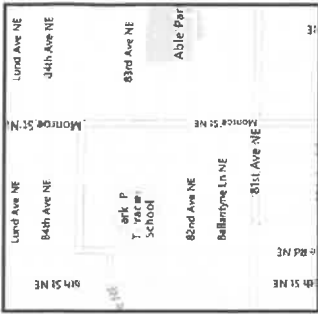
### FOR OFFICE USE ONLY

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

- PERMIT FEES:**
- |   |  |
|---|--|
| <input type="checkbox"/> Excavation Hole - \$150.00     | <input type="checkbox"/> Emergency Hole - \$55.00          |
| <input type="checkbox"/> Trench - \$70.00/100'+Hole fee | <input type="checkbox"/> Obstruction Fee - \$50.00+.05/Ft. |

Receipt No: [Signature] Date: 12/18/24 Initials: [Signature]

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



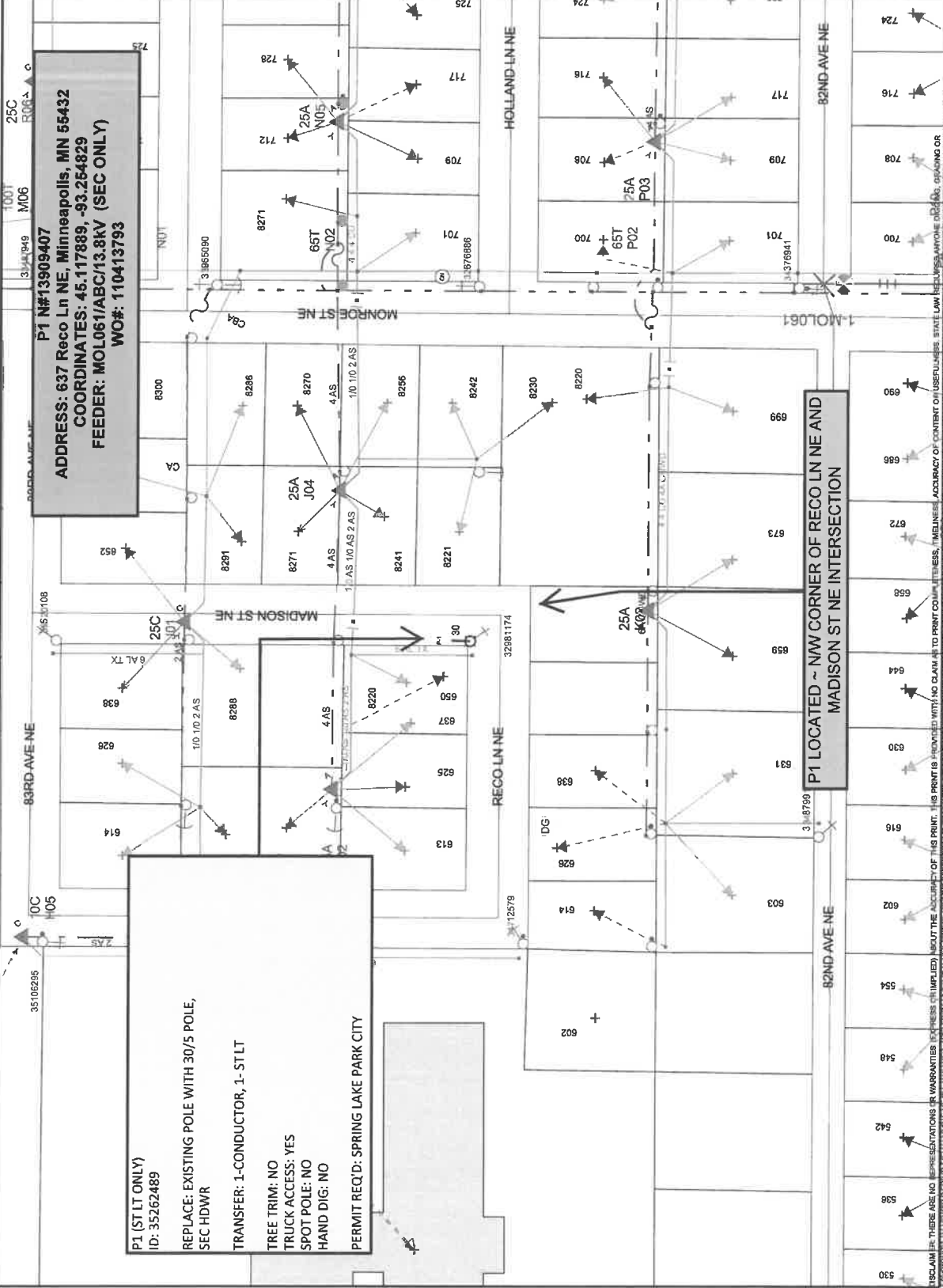
**DESIGNER: Rob MeyerKorth**  
 (816) 414-1185  
 robbie.e.meyerkorth@xcelenergy.com

Work Order Information  
 Service Request # : 000013909407  
 Design Number : 000001142776  
 Designer/Planner ID : 311650  
 Designer/Planner Name : ROB MEYERKORTH  
 Designer/Planner Ph # :  
 Manager Approval :  
 Join Utility :  
 E :  
 T :  
 G :  
 C :  
 Design Location : Minneapolis  
 County : Anoka  
 City : Spring Lake Park  
 Address :  
 T: 30N R: 24W S: 2  
 Map #: M62046 Permit : SEE CALL OUT  
 Feeder: SEE CALL OUT Voltage: Electric  
 Blup Dev ID:  
 Phase:  
 System :  
 Size :  
 Material :  
 Depth End :  
 Work Order # :  
 Date: 09/19/2023  
 Sketch:  
 Scale: 1" equals 100'

**XcelEnergy**

CONSTRUCTION USE ONLY  
 NO CHANGES (BUILT AS DESIGNED)  
 CHANGES MADE AS INDICATED  
 (ALL UTD MUST HAVE ACTUAL  
 MEASUREMENTS FROM THE FIELD SITE)

RFO FOREMAN : DATE :  
 TEAM LEADER : DATE :



**P1 N#13909407**  
**ADDRESS: 637 Reco Ln NE, Minneapolis, MN 55432**  
**COORDINATES: 45.117889, -93.254829**  
**FEEDER: MOL061/ABC/13.8KV (SEC ONLY)**  
**WO#: 110413793**

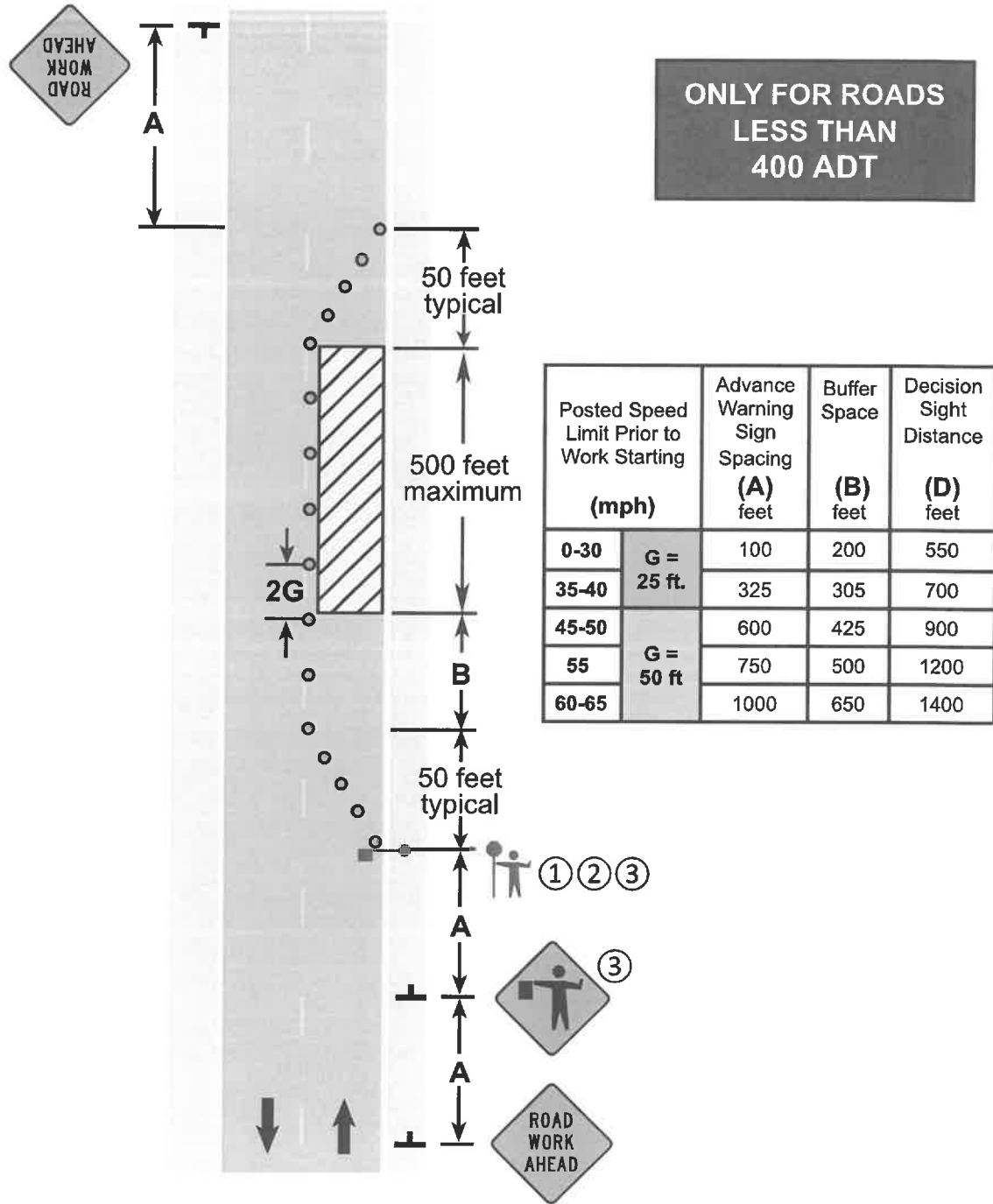
**P1 LOCATED ~ NW CORNER OF RECO LN NE AND MADISON ST NE INTERSECTION**

**P1 (ST LT ONLY)**  
 ID: 35262489  
 REPLACE: EXISTING POLE WITH 30/S POLE, SEC HDWR  
 TRANSFER: 1-CONDUCTOR, 1-ST LT  
 TREE TRIM: NO  
 TRUCK ACCESS: YES  
 SPOT POLE: NO  
 HAND DIG: NO  
 PERMIT REQ'D: SPRING LAKE PARK CITY

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**NOTES:**

- ① The approach sight distance to the flagger shall be at least the Decision Sight Distance (**D**).
- ② If the flagger's ability to see oncoming motorists beyond the work space is less than the Decision Sight Distance (**D**), two flaggers shall be used - See Layout 16.
- ③ The Flagger and Flagger Ahead sign may be omitted if the operation is during daylight hours, 12 hours or less, and traffic is able to self-regulate.
4. If the work space must be left unattended at night use Layout 14.



**LANE CLOSURE, ONE FLAGGER  
TWO-LANE, TWO-WAY ROAD**

**3 DAYS or LESS**

6K-4

**LAYOUT 4**





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

# PUBLIC RIGHT-OF-WAY APPLICATION

**NAME/COMPANY:** Xcel Energy

**GOPHER 1-CALL REG. NO.:** \_\_\_\_\_

**ADDRESS:** 825 Rice Street, St. Paul, MN 55117

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** Nayeline.D.Coronilla-Guerrero@xcelenergy.com

**NAME OF REPRESENTATIVE:** Nayeline Coronilla

**REPRESENTATIVE PHONE NO'S.:** 816-468-9099

**DESCRIPTION OF PROPOSED WORK:** including a start date and completion date:  
Replacing deteriorated pole and equipment around 8455 Plaza Blvd NE, Spring Lake Park, MN 55432

**START DATE:** 11/13/2024 **COMPLETION DATE:** 04/25/2025

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

**EXPLANATION OF RESTORATION:** Will restore any disturbed surfaces to previous conditions.

*Nayeline Coronilla*  
 Authorized Representative Signature

11/26/2024  
 Date

### FOR OFFICE USE ONLY

- |  |  |
|--|--|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE:                                      | VERIFICATION DATE: _____   |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION   | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND   |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES<br>(If Corporation; from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY<br>(From M.P.U.C., State, or Federal Agency) |
- PERMIT FEES:**  Excavation Hole - \$150.00  Emergency Hole - \$55.00  
 Trench - \$70.00/100'+Hole fee  Obstruction Fee - \$50.00+.05/Ft.

Receipt No.: [Signature] Date: 12/18/24 Initials: [Signature]

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



P1 & S2  
ID: 35255843  
POI: M238 J04

REMOVE: 75 KVA BANK (E-62)  
INSTALL: 75 KVA BANK (E-62)

REPLACE: EXISTING POLE WITH 45/2 POLE, 2Ø DE HDWR (C-39),  
SPAN GUY (B-3), SEC HDWR

2 TRANSFER: 6-CONDUCTORS, 1- AREA LT, 1-PRIVATE OWNED UG  
SERVICE RISER

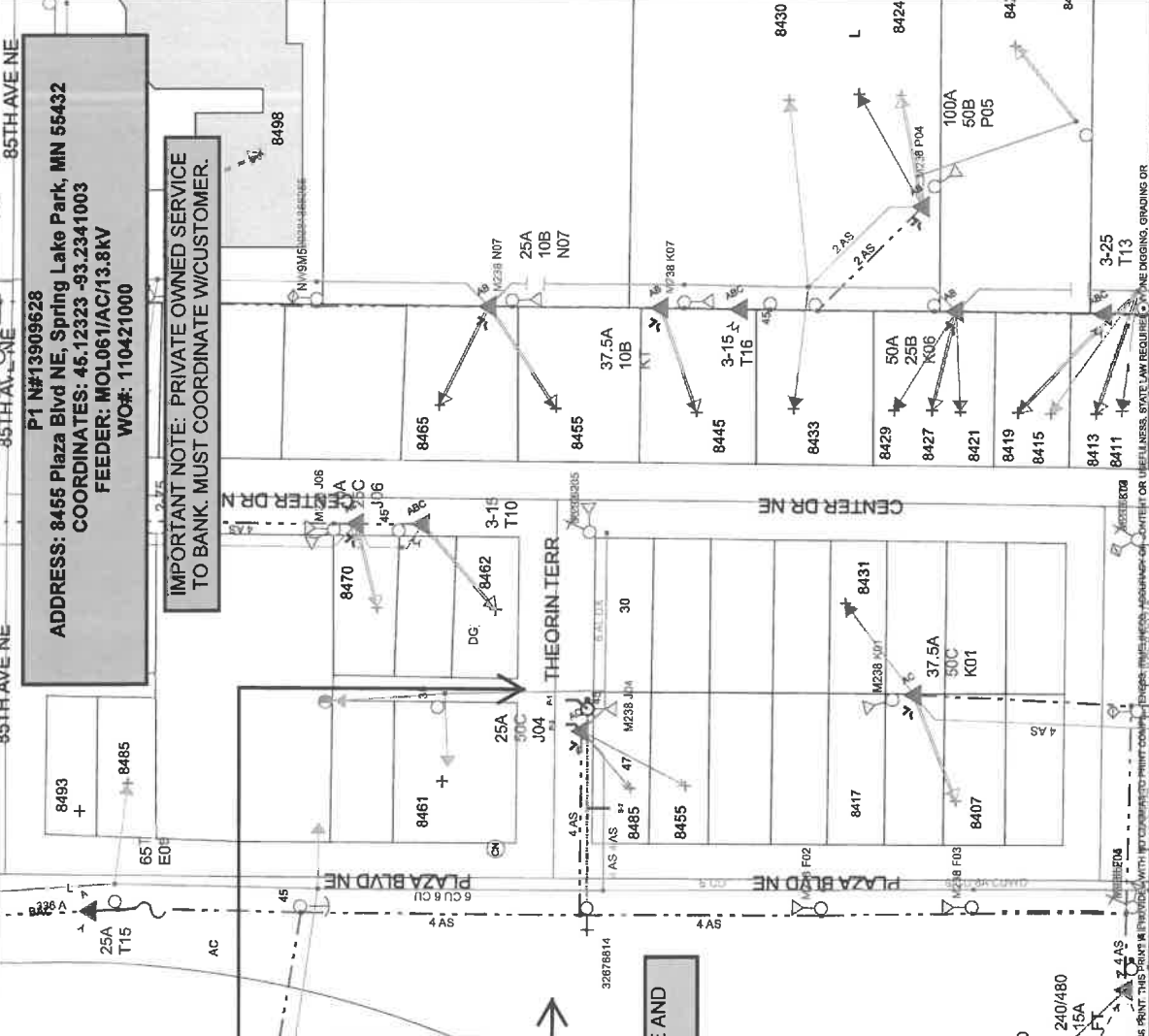
TREE TRIM: NO  
TRUCK ACCESS: YES

SPOT POLE: YES  
HAND DIG: YES

PERMIT REQ'D: SPRING LAKE PARK

NOTE: TELE PED WITHIN 3' POLE BUTT

P1 LOCATED ~ 125' E/O PLAZA BLVD NE AND  
THEORIN TERR



P1 N#13909628  
ADDRESS: 8455 Plaza Blvd NE, Spring Lake Park, MN 55432  
COORDINATES: 45,12323 -93,2341003  
FEEDER: MOL061AC/13.8KV  
WO#: 110421000

IMPORTANT NOTE: PRIVATE OWNED SERVICE  
TO BANK. MUST COORDINATE W/CUSTOMER.



**DESIGNER:** Rob Meyerkorth  
(816) 414-1185  
robble.e.meyerkorth@xcelenergy.com

Work Order Information	
Service Request #	: 000013909628
Design Number	: 000001142614
Designer/Planner ID	: 311930
Designer/Planner Name	: ROB MEYERKORTH
Designer/Planner Ph #	:
Manager Approval	:

Joint Utility	
E:	G:
T:	C:

Design Location	
Division	: Minnesota
County	: Anoka
City	: Spring Lake Park
Address	: SEE CALL OUT
T: 30N	R: 24W
Map #	: M52038
Permit	: S: 1

Electric	
Feeder	: SEE CALL OUT VOLTAGE
Phase	: SEE CALL OUT W/D: D
System	:
Size	:
Material	:
Pressure	:

Date: 09/20/2023  
Sketch:  
Scale: 1" equals 100'

**XcelEnergy**

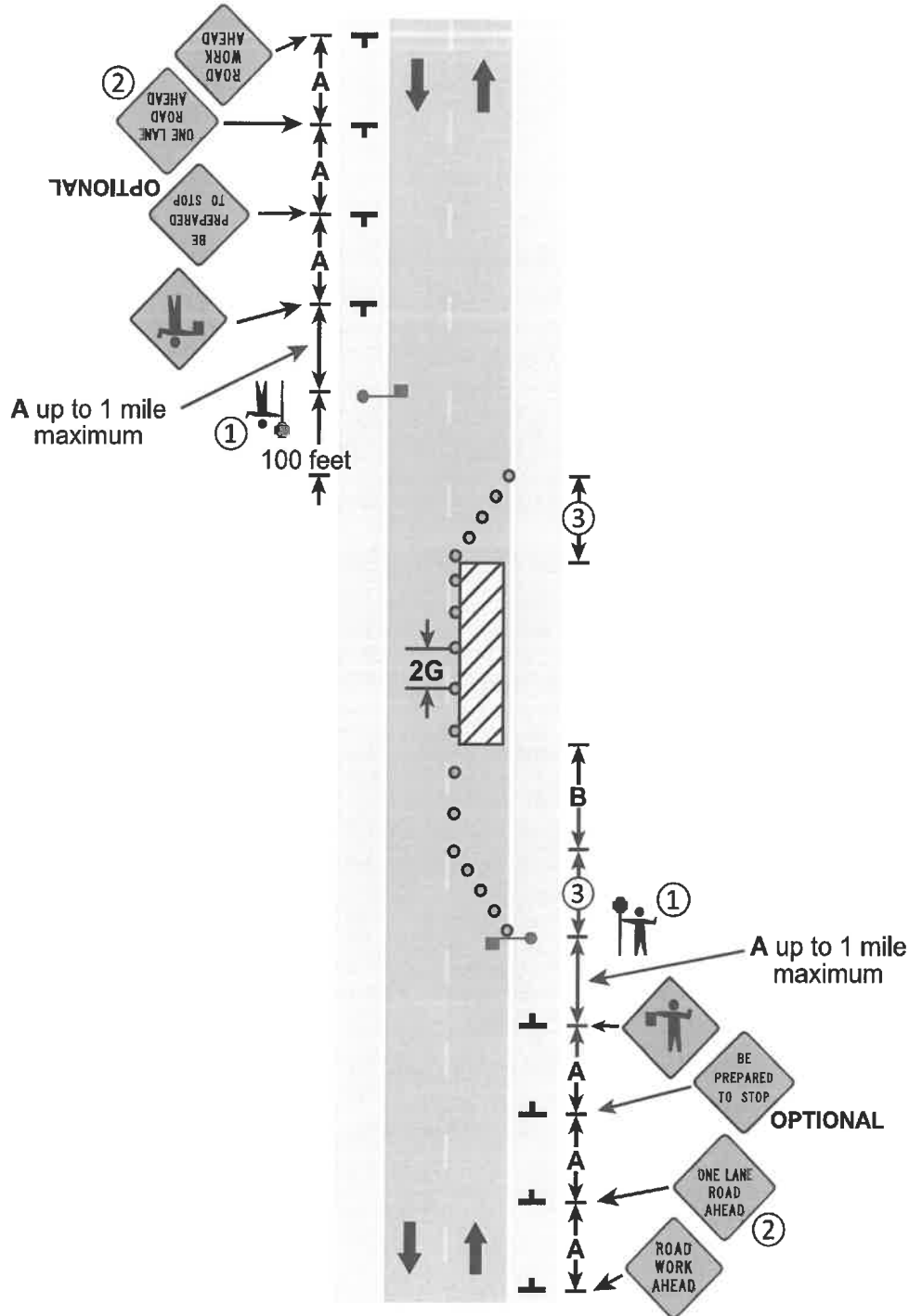
CONSTRUCTION USE ONLY  
1 NO CHANGES (BUILT AS DESIGNED)  
2 CHANGES MADE AS INDICATED  
(ALL MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE)

DATE \_\_\_\_\_  
FOREMAN \_\_\_\_\_  
TEAM LEADER \_\_\_\_\_

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**NOTES:**

- ① The approach sight distance to the flagger shall be at least the Decision Sight Distance (**D**).
- ② The ONE LANE ROAD AHEAD sign may be omitted when the posted speed limit is 40 mph or less.
- ③ The two-way taper should be 50 feet in length using 5 equally spaced channelizing devices.
4. If anticipating operational problems, the use of a Pilot Car (see Layout 18) may improve operations and safety.



**LANE CLOSURE, TWO FLAGGERS  
TWO-LANE, TWO-WAY ROAD**

**3 DAYS or LESS**

**LAYOUT 16**





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

# PUBLIC RIGHT-OF-WAY APPLICATION

**NAME/COMPANY:** Xcel Energy

**GOPHER 1-CALL REG. NO.:** \_\_\_\_\_

**ADDRESS:** 825 Rice Street, St. Paul, MN 55117

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** Nayeline.D.Coronilla-Guerrero@xcelenergy.com

**NAME OF REPRESENTATIVE:** Nayeline Coronilla

**REPRESENTATIVE PHONE NO'S.:** 816-468-9099

**DESCRIPTION OF PROPOSED WORK:** including a start date and completion date:  
Replacing deteriorated pole and equipment around 1595 83rd Ave NE, Minneapolis, MN 55432

**START DATE:** 11/13/2024 **COMPLETION DATE:** 04/25/2025

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

**EXPLANATION OF RESTORATION:** Will restore any disturbed surfaces to previous conditions.

*Nayeline Coronilla*  
 Authorized Representative Signature

11/26/2024  
 Date

**FOR OFFICE USE ONLY**

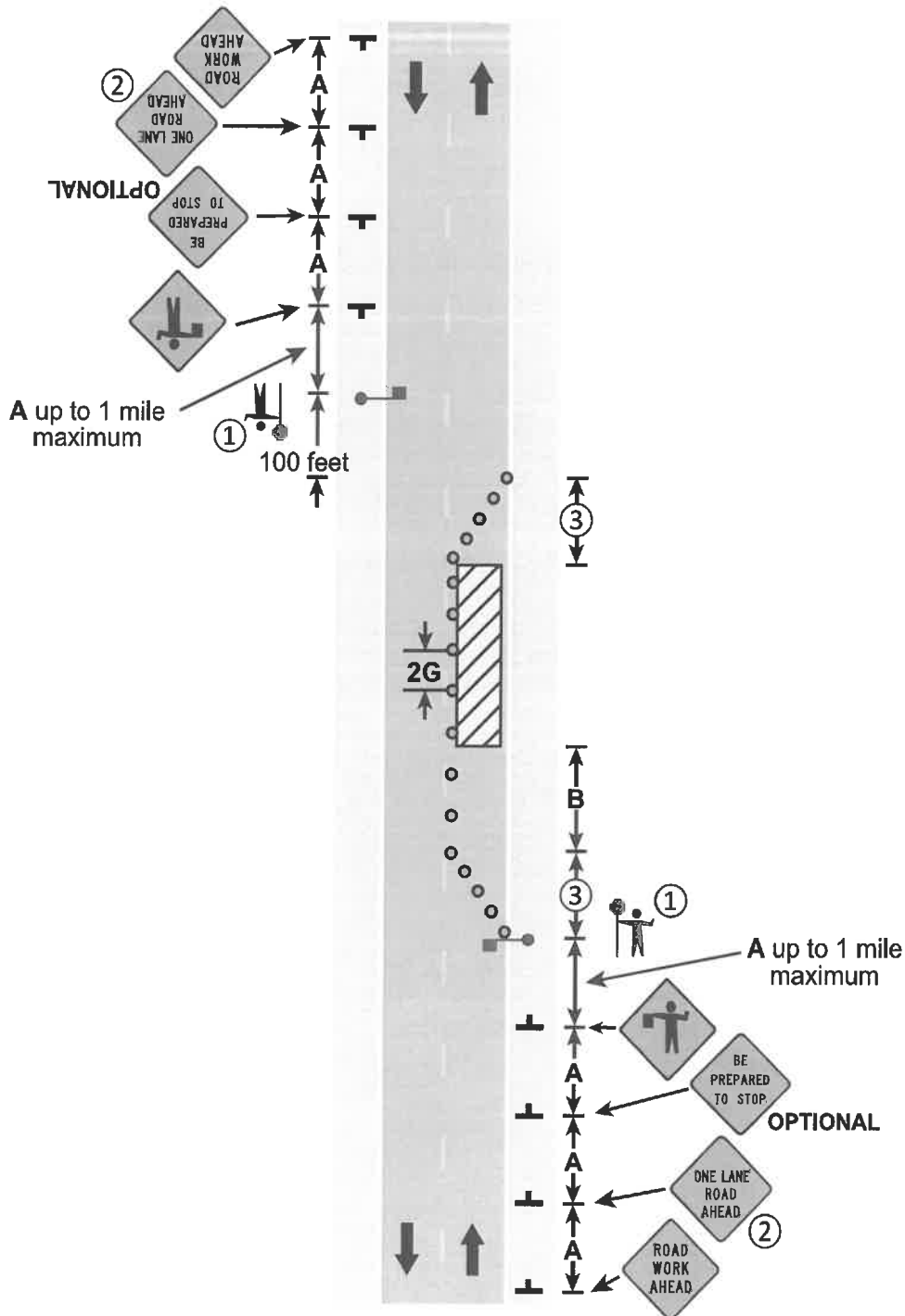
- |  |  |
|--|--|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE:                                      | VERIFICATION DATE: _____   |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION   | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND   |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES<br>(If Corporation; from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY<br>(From M.P.U.C., State, or Federal Agency) |
| <b>PERMIT FEES:</b> <input checked="" type="checkbox"/> Excavation Hole - \$150.00               | <input type="checkbox"/> Emergency Hole - \$55.00  |
| <input type="checkbox"/> Trench - \$70.00/100'+Hole fee  | <input type="checkbox"/> Obstruction Fee - \$50.00+.05/Ft.   |

Receipt No: *[Signature]* Date: 12/18/24 Initials: *[Signature]*

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

**NOTES:**

- ① The approach sight distance to the flagger shall be at least the Decision Sight Distance (**D**).
- ② The ONE LANE ROAD AHEAD sign may be omitted when the posted speed limit is 40 mph or less.
- ③ The two-way taper should be 50 feet in length using 5 equally spaced channelizing devices.
- 4. If anticipating operational problems, the use of a Pilot Car (see Layout 18) may improve operations and safety.



**LANE CLOSURE, TWO FLAGGERS  
TWO-LANE, TWO-WAY ROAD**

**3 DAYS or LESS**

6K-16

**LAYOUT 16**





**DESIGNER: Rob Meyer**  
 (816) 414-1165  
 robble.e.meyer@xcelenergy.com

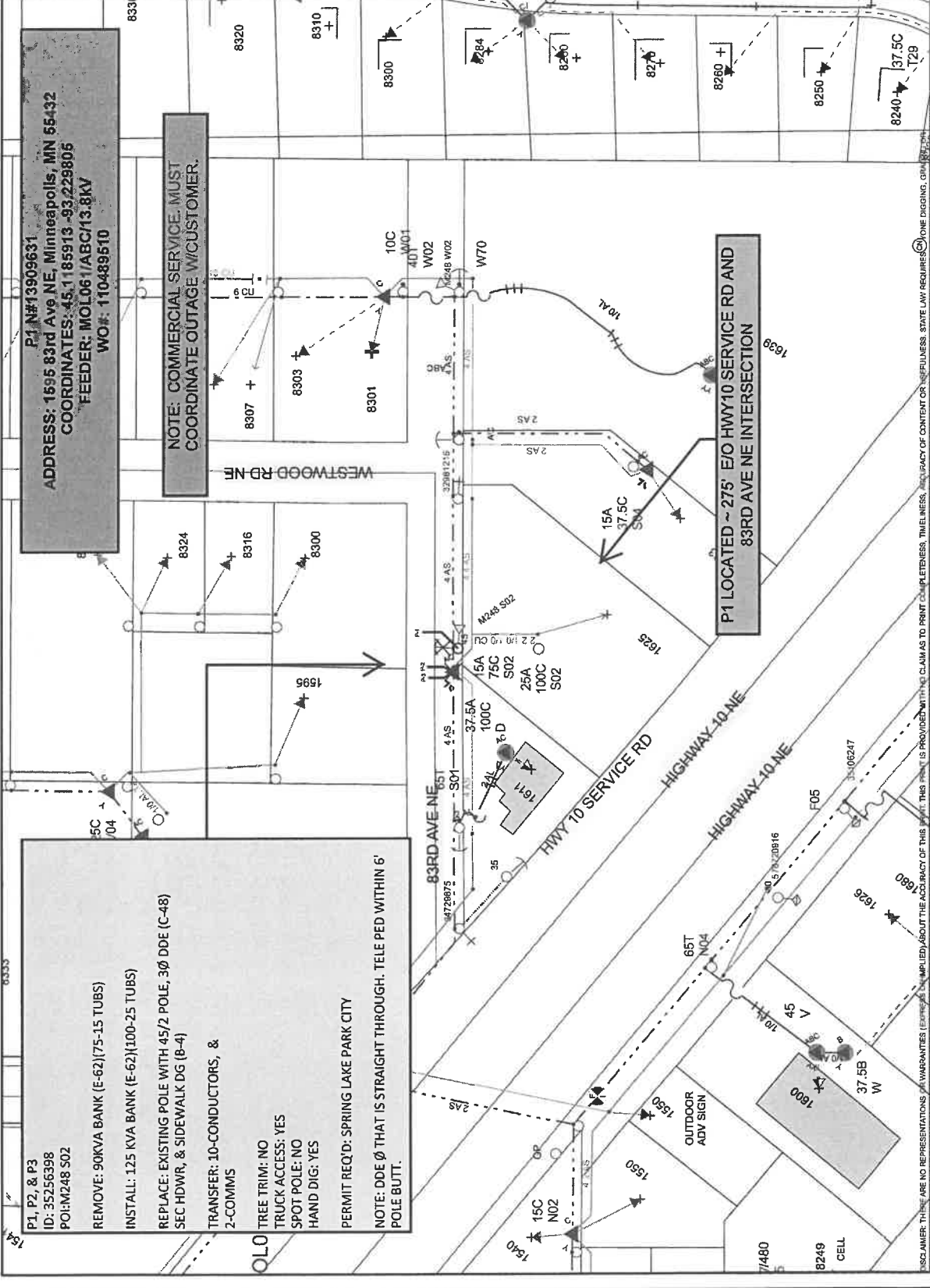
Work Order Information  
 Service Request # : 000013009831  
 Design Number : 000001142819  
 Designer/Planner ID : 311630  
 Designer/Planner Name : ROB MEYER  
 Designer/Planner Ph # :  
 Manager Approval :  
 Join Utility :  
 E: :  
 T: :  
 C: :

Design Location  
 Division : Minneapolis  
 County : Anoka  
 City : Spring Lake Park  
 Address : SEE CALL OUT  
 T: 30N R: 24W S: 1  
 Map # : M22048  
 Permit : SEE CALL OUT

Electric:  
 Feeder: SEE CALL OUT Voltage:  
 Phase: Blup Dev ID:  
 System : Gas  
 Size :  
 Date End :  
 Metered :  
 Work Order # :  
 Date: 08/21/2023  
 Sketch:  
 Scale: 1" equals 100'

**CONSTRUCTION USE ONLY**  
 NO CHANGES (UNLESS AS DESIGNED)  
 CHANGES MADE AS INDICATED  
 ALL UTD MUST HAVE ACTUAL  
 MEASUREMENTS FROM THE FIELD SITE

REF: FOREMAN DNE  
 TEAM LEADER



P1 N#13909631  
 ADDRESS: 1695 83rd Ave NE, Minneapolis, MN 55432  
 COORDINATES: 45.1185913 -93.229805  
 FEEDER: MOL061/ABC/13.8KV  
 WO#: 110489610

NOTE: COMMERCIAL SERVICE. MUST  
 COORDINATE OUTAGE W/CUSTOMER.

P1 LOCATED ~ 275' E/O HWY10 SERVICE RD AND  
 83RD AVE NE INTERSECTION

P1, P2, & P3  
 ID: 35256398  
 POI: M248 S02

REMOVE: 90KVA BANK (E-62)(75-15 TUBS)  
 INSTALL: 125 KVA BANK (E-62)(100-25 TUBS)  
 REPLACE: EXISTING POLE WITH 45/2 POLE, 3Ø DDE (C-48)  
 SEC HDWR, & SIDEWALK DG (B-4)  
 TRANSFER: 10-CONDUCTORS, &  
 2-COMMS  
 TREE TRIM: NO  
 TRUCK ACCESS: YES  
 SPOT POLE: NO  
 HAND DIG: YES  
 PERMIT REQ'D: SPRING LAKE PARK CITY

NOTE: DDE Ø THAT IS STRAIGHT THROUGH. TELE PED WITHIN 6'  
 POLE BUTT.

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

# PUBLIC RIGHT-OF-WAY APPLICATION

**NAME/COMPANY:** Xcel Energy

**GOPHER 1-CALL REG. NO.:** \_\_\_\_\_

**ADDRESS:** 825 Rice Street, St. Paul, MN 55117

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** Nayeline.D.Coronilla-Guerrero@xcelenergy.com

**NAME OF REPRESENTATIVE:** Nayeline Coronilla

**REPRESENTATIVE PHONE NO'S.:** 816-468-9099

**DESCRIPTION OF PROPOSED WORK:** including a start date and completion date:  
Replacing deteriorated pole and equipment around NW OF 1611 County Hwy 10, Spring Lake Park, MN 55432

**START DATE:** 11/13/2024 **COMPLETION DATE:** 04/25/2025

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

**EXPLANATION OF RESTORATION:** Will restore any disturbed surfaces to previous conditions.

*Nayeline Coronilla*  
 Authorized Representative Signature

11/26/2024  
 Date

**FOR OFFICE USE ONLY**

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

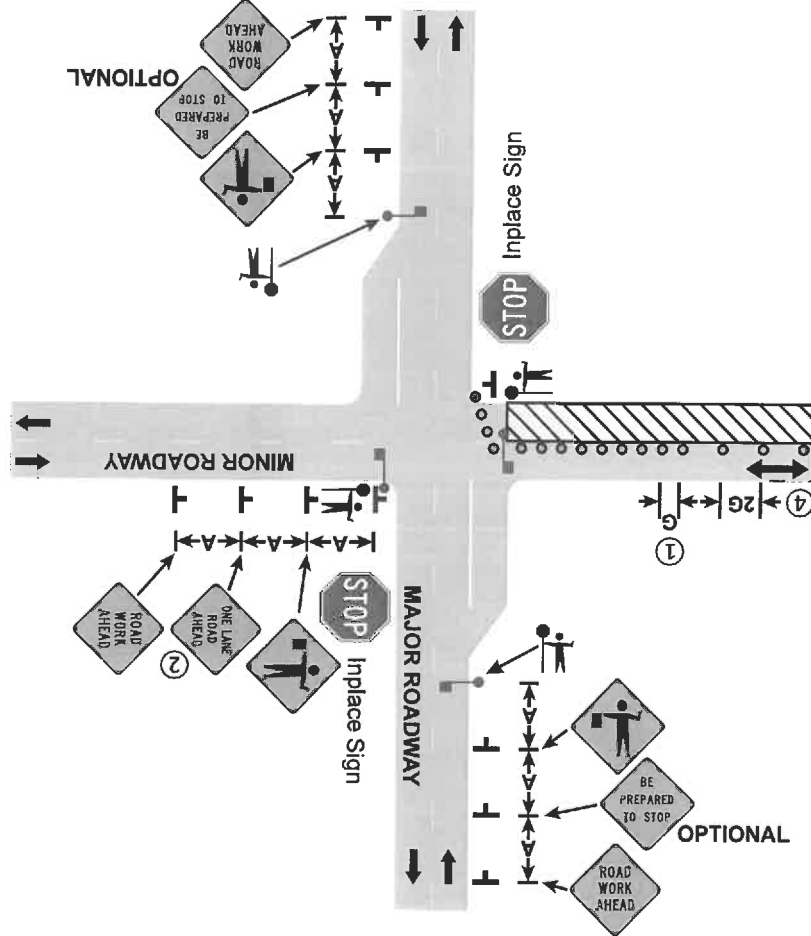
- PERMIT FEES:**
- |   |  |
|---|--|
| <input type="checkbox"/> Excavation Hole - \$150.00     | <input type="checkbox"/> Emergency Hole - \$55.00          |
| <input type="checkbox"/> Trench - \$70.00/100'+Hole fee | <input type="checkbox"/> Obstruction Fee - \$50.00+.05/Ft. |

Receipt No.: [Signature] Date: 12/18/24 Initials: [Signature]

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

**NOTES:**

- ① The spacing between devices should be reduced to **G** or less when the work space is within 300 feet of the intersection. This will help keep motorists from entering into the work space near the intersection.
- ② The ONE LANE ROAD AHEAD sign may be omitted when the posted speed limit is 40 mph or less.
- 3. When the traffic volume of the minor roadway exceeds 1500 ADT or turning movements cause unsafe operations, the following steps should be considered:
  - a. Control traffic at the intersection with a law enforcement officer;
  - b. Restrict vehicle turns from the major roadway with flagging, signing, and/or closing the turn lanes; or
  - c. Completely close a leg of the minor roadway until the work space has left the area near the intersection.
- ④ For other temporary traffic control devices in advance of the work space, see Layouts 4, 15, or 16.



**LANE CLOSURE ON MINOR ROAD  
Before Intersection of Major Road  
TWO-LANE, TWO-WAY ROAD**

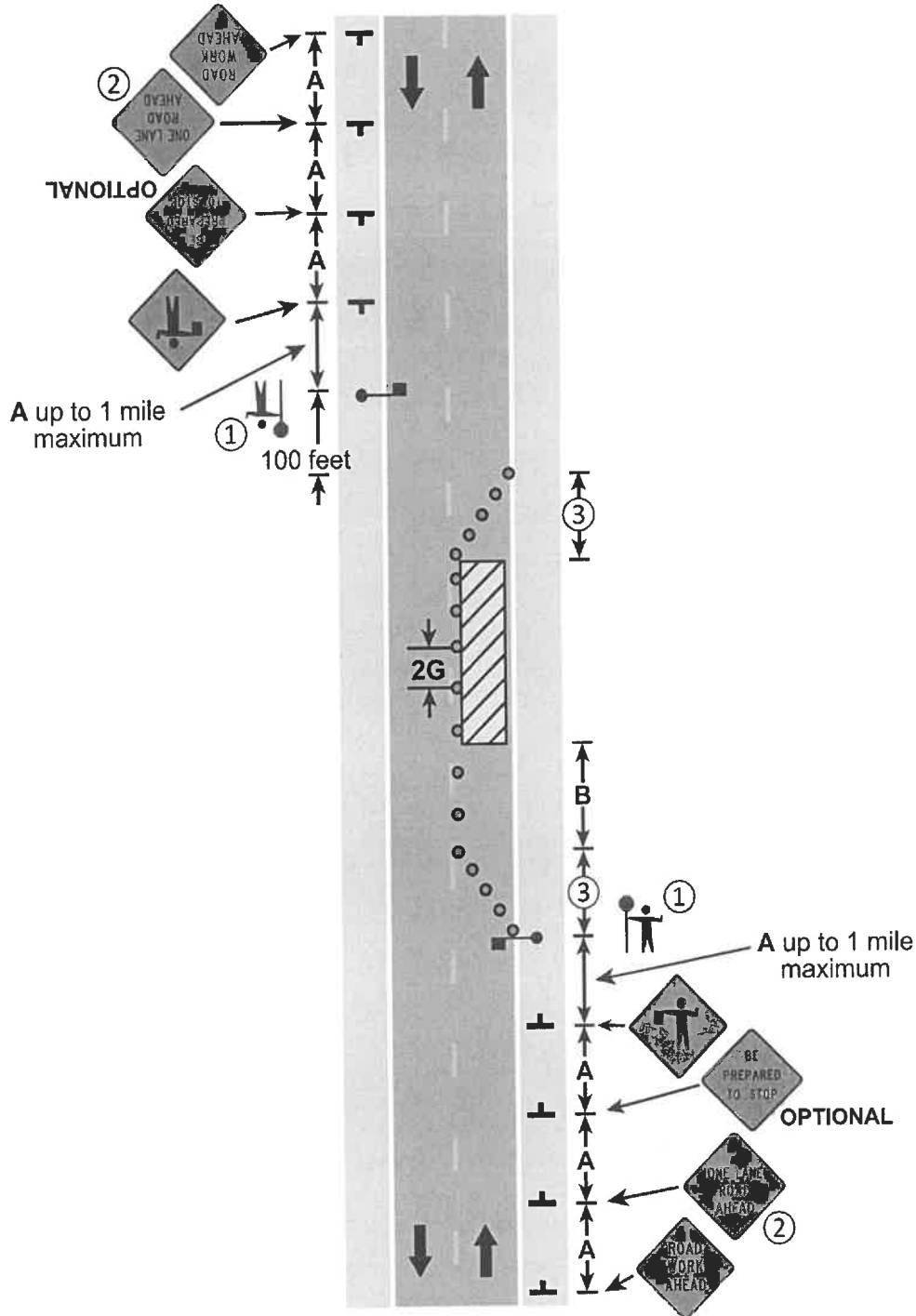
3 DAYS or LESS

6K-20

LAYOUT 20

**NOTES:**

- ① The approach sight distance to the flagger shall be at least the Decision Sight Distance (D).
- ② The ONE LANE ROAD AHEAD sign may be omitted when the posted speed limit is 40 mph or less.
- ③ The two-way taper should be 50 feet in length using 5 equally spaced channelizing devices.
4. If anticipating operational problems, the use of a Pilot Car (see Layout 18) may improve operations and safety.



**LANE CLOSURE, TWO FLAGGERS  
TWO-LANE, TWO-WAY ROAD**

3 DAYS or LESS

LAYOUT 16





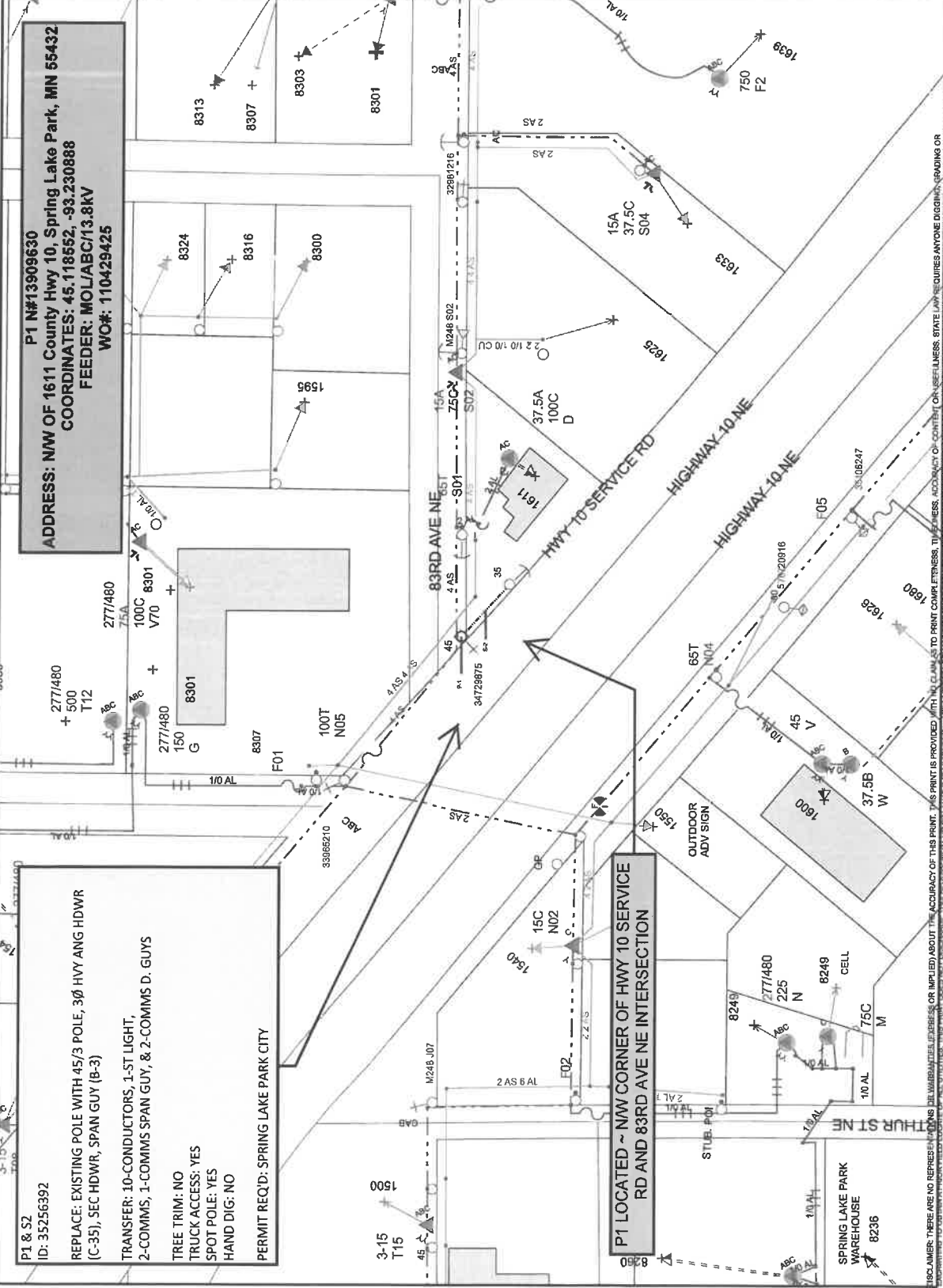
**DESIGNER: Rob Meyerkorth**  
 (816) 414-1185  
 robbie.e.meyerkorth@xcelenergy.com

Work Order Information	
Service Request #	0000399920
Design Number	09001142816
Designer/Planner ID	311830
Designer/Planner Name	ROB MEYERKORTH
Designer/Planner Ph #	
Manager Approval	
Joint Utility	
E:	G:
T:	C:
Design Location	
Division	Minnesota
County	Anoka
City	Spring Lake Park
Address	SEE CALL OUT
Map #	M52048
T: 30N	R: 24W
S: 1	
Permit	SEE CALL OUT
Electric	
Feeder: SEE CALL OUT Voltage:	
Phase:	Blup Dev ID:
System	Pressure
Size	Material
Dead End	Gas
Work Order #	
Date:	09/20/2023
Scale:	1" equals 10'



**CONSTRUCTION USE ONLY**  
 NO CHANGES (BUILT AS DESIGNED)  
 CHANGES MADE AS INDICATED  
 (ALL URD MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE)

RFO FOREMAN DATE  
 TEAM LEADER



**P1 NR13909630**  
**ADDRESS: NW OF 1611 County Hwy 10, Spring Lake Park, MN 55432**  
**COORDINATES: 45.118652, -93.230888**  
**FEEDER: MOLA/ABC/13.8KV**  
**WO#: 110429425**

**P1 & S2**  
 ID: 35256392  
 REPLACE: EXISTING POLE WITH 45/3 POLE, 3Ø HVY ANG HDWR (C-35), SEC HDWR, SPAN GUY (B-3)  
 TRANSFER: 10-CONDUCTORS, 1-ST LIGHT,  
 2-COMMS, 1-COMMS SPAN GUY, & 2-COMMS D. GUYS  
 TREE TRIM: NO  
 TRUCK ACCESS: YES  
 SPOT POLE: YES  
 HAND DIG: NO  
 PERMIT REQ'D: SPRING LAKE PARK CITY

**P1 LOCATED ~ NW CORNER OF HWY 10 SERVICE RD AND 83RD AVE NE INTERSECTION**

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

# PUBLIC RIGHT-OF-WAY APPLICATION

**NAME/COMPANY:** Xcel Energy

**GOPHER 1-CALL REG. NO.:** \_\_\_\_\_

**ADDRESS:** 825 Rice Street, St. Paul, MN 55117

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** Nayeline.D.Coronilla-Guerrero@xcelenergy.com

**NAME OF REPRESENTATIVE:** Nayeline Coronilla

**REPRESENTATIVE PHONE NO'S.:** 816-468-9099

**DESCRIPTION OF PROPOSED WORK:** including a start date and completion date:  
Replacing deteriorated pole and equipment around 8433 Center Dr, Minneapolis, MN 55432

**START DATE:** 11/13/2024 **COMPLETION DATE:** 04/25/2025

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

**EXPLANATION OF RESTORATION:** Will restore any disturbed surfaces to previous conditions.

*Nayeline Coronilla*  
 Authorized Representative Signature

11/26/2024  
 Date

**FOR OFFICE USE ONLY**

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

**PERMIT FEES:**  Excavation Hole - \$150.00  Emergency Hole - \$55.00  
 Trench - \$70.00/100'+Hole fee  Obstruction Fee - \$50.00+.05/Ft.

Receipt No. Cany Longm Date: 12/18/24 Initials: AL

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



**DESIGNER:** Sarah Carson  
 (816) 394-2285  
 Sarah.J.Carson@xcelenergy.com

Work Order Information

Service Request #	: 00001809841
Design Number	: 00001143015
Designer/Planner ID	: 300548
Designer/Planner Name	: Sarah Carson
Designer/Planner Ph #	: (816) 394-2285
Manager Approval	:

E:	G:
T:	C:

Design Location

Division	: Minnesota
County	: Anoka
City	: Spring Lake Park
Address	: SEE CALLOUT
T:30N R:24W S:1	
Map #	: MS2038
Permit	: SEE CALLOUT

Feeder: Electric

Phase: 8400

System: 3-15

Size: 30

Material: 15

Pressure: 15

Dead End: 15

Work Order #:

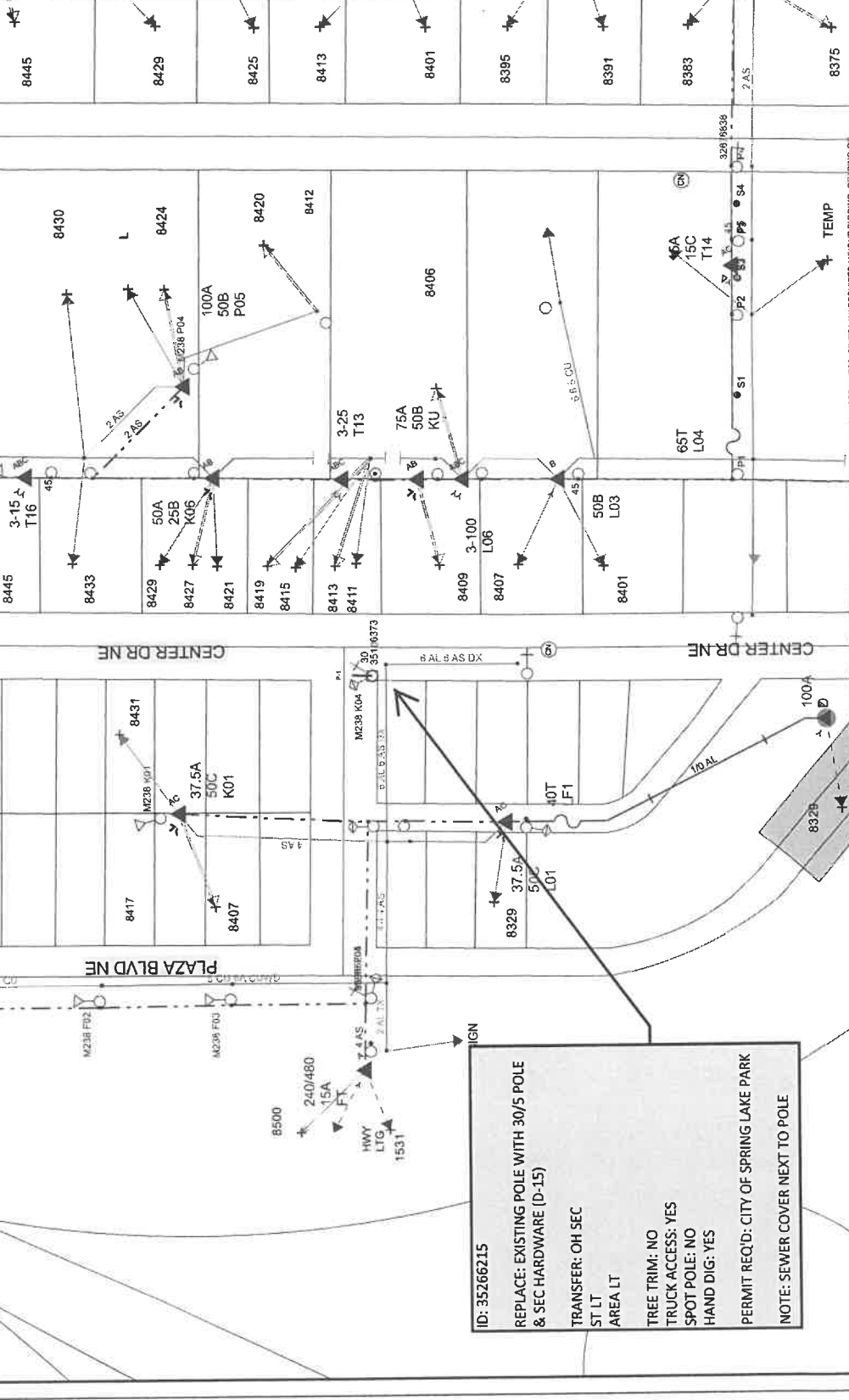
Date: 08/19/2023  
 Sketch: 1 OF 1 Sketch Data  
 Scale: 1" equals 100'



**CONSTRUCTION USE ONLY**  
 NO CHANGES (BUILT AS DESIGNED)  
 CHANGES MADE AS INDICATED  
 (ALL URS MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE)

RFO \_\_\_\_\_ DATE \_\_\_\_\_  
 FOREMAN \_\_\_\_\_  
 TEAM LEADER \_\_\_\_\_

**P1 N#13909641**  
**ADDRESS:** 8433 Center Dr, Minneapolis, MN 55432  
**COORDINATES:** 45.121935, -93.233576  
**FEEDER:** MOL061/AC13.8KV (ST.LT ONLY)  
**WO#:** 110421679



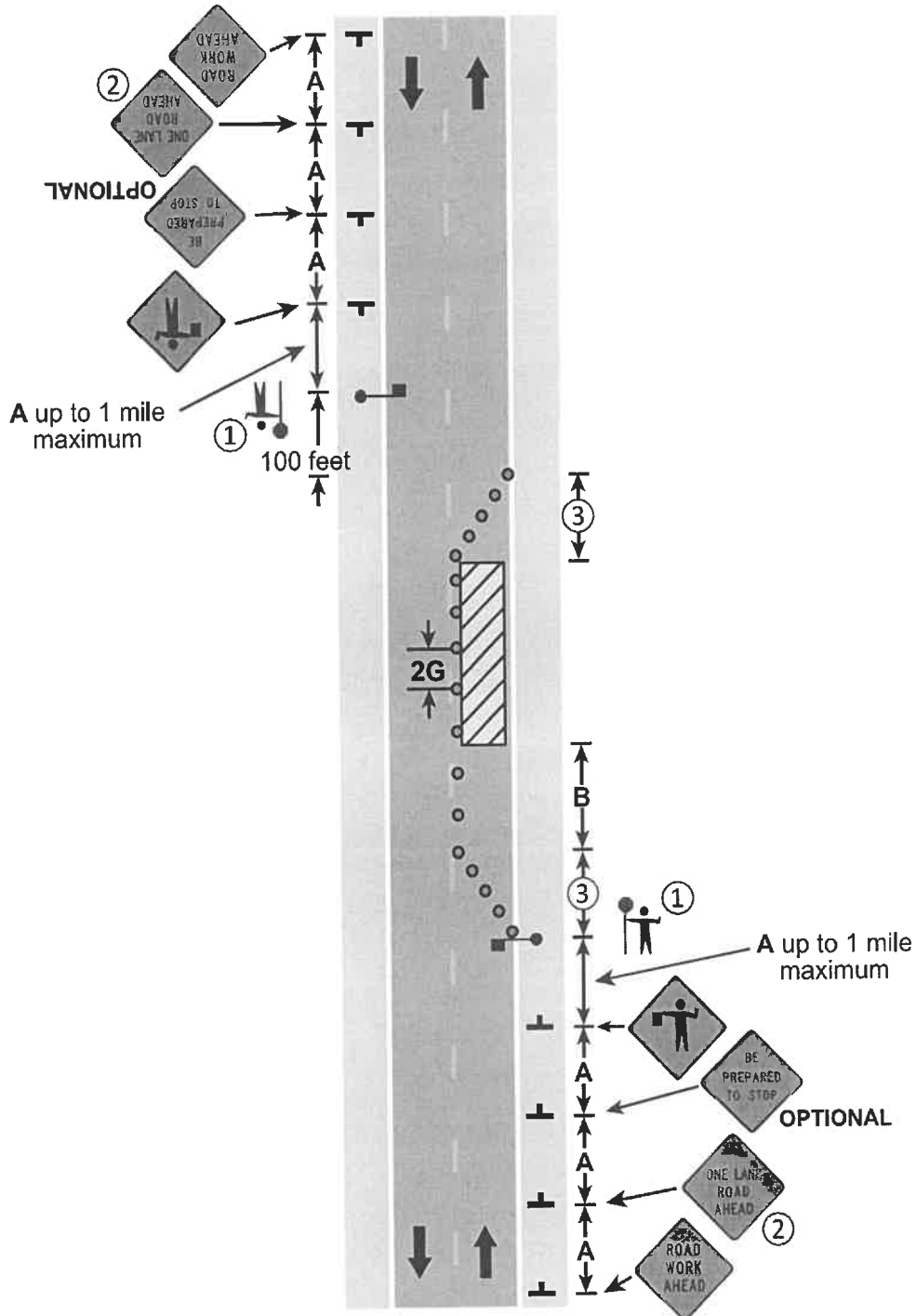
**ID:** 35266215  
**REPLACE: EXISTING POLE WITH 30/5 POLE & SEC HARDWARE (D-15)**  
**TRANSFER: OH SEC ST LT AREA LT**  
**TREE TRIM: NO**  
**TRUCK ACCESS: YES**  
**SPOT POLE: NO**  
**HAND DIG: YES**  
**PERMIT REQ'D: CITY OF SPRING LAKE PARK**  
**NOTE: SEWER COVER NEXT TO POLE**

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**NOTES:**

- ① The approach sight distance to the flagger shall be at least the Decision Sight Distance (**D**).
- ② The ONE LANE ROAD AHEAD sign may be omitted when the posted speed limit is 40 mph or less.
- ③ The two-way taper should be 50 feet in length using 5 equally spaced channelizing devices.
4. If anticipating operational problems, the use of a Pilot Car (see Layout 18) may improve operations and safety.



**LANE CLOSURE, TWO FLAGGERS  
TWO-LANE, TWO-WAY ROAD**

3 DAYS or LESS

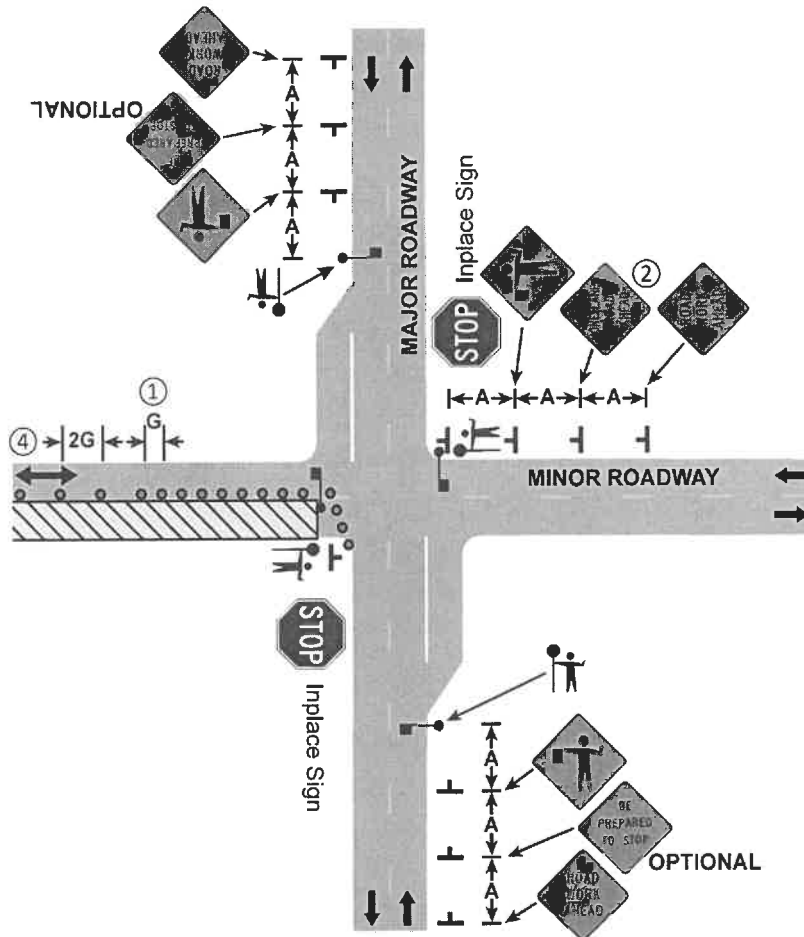
LAYOUT 16

6K-16



**NOTES:**

- ① The spacing between devices should be reduced to **G** or less when the work space is within 300 feet of the intersection. This will help keep motorists from entering into the work space near the intersection.
- ② The ONE LANE ROAD AHEAD sign may be omitted when the posted speed limit is 40 mph or less.
3. When the traffic volume of the minor roadway exceeds 1500 ADT or turning movements cause unsafe operations, the following steps should be considered:
  - a. Control traffic at the intersection with a law enforcement officer;
  - b. Restrict vehicle turns from the major roadway with flagging, signing, and/or closing the turn lanes;
  - c. Completely close a leg of the minor roadway until the work space has left the area near the intersection.
- ④ For other temporary traffic control devices in advance of the work space, see Layouts 4, 15, or 16.



**LANE CLOSURE ON MINOR ROAD**  
 Before Intersection of Major Road  
 TWO-LANE, TWO-WAY ROAD

3 DAYS or LESS

6K-20

LAYOUT 20

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

## Contractor's Licenses

January 6, 2025

### 2025-2026 Garbage Haulers

Allied Waste Services

Aspen Waste Systems of MN, Inc.

LePage & Sons, Inc.



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

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## REPORT

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**TO:** Spring Lake Park City Council  
**FROM:** Jeff Baker, Building Official  
**RE:** Code Enforcement Monthly Report for December 2024  
**DATE:** December 31, 2024

---

In December, a total of 12 building, 1 Certificate of Occupancy, 0 fire alarm, 0 fire suppression, 10 mechanical, 6 plumbing and 0 Zoning for a total of 29 permits issued compared to a total of 18 in 2022. Code Enforcement conducted 92 inspections in the month of December including 36 building, 45 rental, 6 nuisance and 5 fire inspections.

### **2024 Totals:**

In 2024, a total of 262 building, 6 certificate of occupancy, 5 fire alarm, 4 fire suppression, 100 mechanical, 89 plumbing, 23 sign and 37 zoning for a total of 526 permits issued compared to a total of 535 in 2023. Code Enforcement conducted 1,807 inspections in 2024 including 597 building, 329 rental, 614 nuisance and 267 fire inspections.

In December of 2024, the Code Enforcement Department issued 7 administrative offense tickets, pertaining to nuisance violations. The 2024 total for Administrative Citations was 145.

### **Construction Update:**

8457 Sunset Rd – Construction has resumed following a resolved issue with the previous contractor. All rough-in inspections have now been completed, allowing the project to move forward.

651 83<sup>rd</sup> Ave - The property at 651 83rd has been taken off the No Occupancy list. Although the final inspection is still pending, the home is nearly complete and meets all essential life safety requirements, allowing the owner to move back in.

In December of 2024, I also attended the following appointments:

- City Council meeting on December 2<sup>nd</sup>.
- Department head meeting December 3<sup>rd</sup>.
- Park & Rec Director Interviews December 17<sup>th</sup>.
- City Holiday Party December 18<sup>th</sup>.

This concludes the Code Enforcement Department monthly report for December 2024. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.

# Parks and Recreation Department

## December 2024 Report

### Recreation Programs offered during the month

---

Music Together - Demo - 9:45am	WINTER BREAK - Sledding & Hot Chocolate
WINTER BREAK - All About Sports	WINTER BREAK - Movie Party & Popcorn Bar
Music Together - Demo - 4:15pm	Dungeons & Dragons: Tabletop Gaming (Ages 10+)
WINTER BREAK - Maple Grove Pool/Maple Maze Playground	Music Together - Winter Demos (Ages 0-5)
Music Together - Demo - 5:00pm	
WINTER BREAK - Eagles Nest & Edible Activities	

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### Parks

---

- Rental Reservations Form for rentals now available online: <https://slprec.org/parksrec/page/facility-use-permit-application>.
- Able Park Activities Building was rented out 5 times and utilized 11 times for recreation programs. Plus, warming house times.
- Weather did not cooperate for maintaining safe ice rink conditions during December.
- Snowshoe check out is available during warming house hours at Able Park.

### Tower Days -

---

- 2025 Planning Meeting will meet again on January 28, 6:30pm Able Park Building
- The Band *Good for Gary* has been booked for Saturday evening and *Free & Easy* for Sunday evening. Along, with pro wrestling event for Saturday afternoon. Committee working on bags/corn hole tournament.
- Sponsorship information, parade and craft fair applications available on line.

### Parks & Recreation Commission

---

- The Commission met in December and thanked members for year of service.
- Next meeting will be January 7 at 6:00pm at Able Park Building



## Department Activity

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- Staff are busy with day to day operations, program planning, program registrations, facility reservations and checking on room after rentals, room set ups and attending programs.
- Wesley Goldberg attended a sports management clinic held by Minnesota Parks and Recreation Association
- Wesley Goldberg conducted three winter break youth programs. These programs included transporting youth to New Brighton Community Center from Able Park for part of the day.
- Anne Scanlon completed an extended tour to Omaha with 38 participants.
- Wesley Goldberg and Kay Okey completed inputting the City Hall room reservation information into the software system. In January City Hall support staff will be trained on programs. Reservations will be open to the public starting January 15<sup>th</sup>. Rooms will not be available for rent until after March 1.
- Director Okey attended the following meetings and events during the month:
  - City Council
  - CDBG Prep session
  - Construction meetings on City Hall
  - Staff meetings
  - Department Head Meeting
  - Terrace Park Building Design Meetings

## Upcoming Park and Recreation Activities

---

Art Classes: Day Painting - Winter Landscape  
Art Classes: Paint with Me - Winter Fun  
DAY TRIP: Folsom Prison Experience - Johnny Cash  
Dungeons & Dragons: Tabletop Gaming (Ages 10+)  
FREE Class - Medicare 101  
FREE: DIY Antiques Appraisal Workshop  
Hand and Foot Card Club  
Jeff Sandino Cooking Class: Traditional Italian Cuisine  
North Metro Bean Bag Toss League - Winter Season (Ages 18+)  
North Metro Volleyball League - Winter Season (Ages 18+)  
Pickleball Skills & Drills (Ages 18+)  
QC Dance - Weekly Classes Session I (Ages 0-11)  
Rev Sports Volleyball - Session I (Ages 4-12)  
Virtual - FREE Home Buyer Seminar  
VIRTUAL - Introduction to Genealogy  
VIRTUAL - Social Simple: Parents with Littles Toolbox  
VIRTUAL - Social Simple: Practical Chat GPT Training  
VIRTUAL - Social Simple: Tech-Savvy Survival

Virtual Cooking Class: Soups & Bread Bowls  
Virtual Cooking: Escape to the Mediterranean  
Youth Softball Registration open  
Adult Softball Registration open  
Collette Travel Show

Year End Totals

Fall 2024 (tentative)			Summer 2024		Winter 2024	
	715	3,111	1,218	6,704	846	2,466
	<b># of Participants Registered</b>	<b>Participation #s</b>	<b># of Participants Registered</b>	<b>Participation #s</b>	<b># of Participants Registered</b>	<b>Participation #s</b>
Youth	56	205	467	3,245	82	312
Adult	384	2,135	443	2,742	325	1,342
Family/Special Events	90	90	0	451	102	102
Trips (adult and Youth)	185	681	308	266	337	710
<b>Event Type</b>	<b># of Participants Registered</b>	<b>Participation #s</b>	<b># of Participants Registered</b>	<b>Participation #s</b>	<b># of Participants Registered</b>	<b>Participation #s</b>
Youth Activities	8	8	193	1,481	12	12
Youth Dance & Tumbling	11	60	26	90	16	96
Youth Sports & Fitness	37	137	248	1,674	54	204
Youth Field Trips	14	14	123	81	35	35
Adult Enrichment & Clubs	76	94	132	132	162	162
Adult Sport & Fitness	303	2,036	311	2,610	163	1,180
Adult Trips	100	100	185	185	236	236
Adult Extended Trips	71	567	0	0	66	439
Family/Special Events	95	95		451	102	102

Fall 2023			Summer 2023		Winter 2023	
	896	2,119	1,074	4,928	873	2,293
	<b># of Participants Registered</b>	<b>Participation #s</b>	<b># of Participants Registered</b>	<b>Participation #s</b>	<b># of Participants Registered</b>	<b>Participation #s</b>
Youth	79	254	403	3,168	107	412
Adult	288	927	217	639	358	1,346
Family/Special Events	109	108	0	455	208	208
Trips(adult and Youth)	420	830	454	666	200	327
<b>Event Type</b>	<b># of Participants Registered</b>	<b>Participation #s</b>	<b># of Participants Registered</b>	<b>Participation #s</b>	<b># of Participants Registered</b>	<b>Participation #s</b>
Youth Activities	12	12	119	924	18	33
Youth Dance & Tumbling	11	66	15	65	22	121
Youth Sports & Fitness	56	176	269	2,179	67	258
Youth Field Trips	64	64	111	111	0	0
Adult Enrichment & Clubs	163	183	114	134	15	15
Adult Sport & Fitness	125	744	103	505	208	417
Adult Trips	268	268	288	270	150	929
Adult Extended Trips	88	498	55	285	168	168
Family/Special Events	109	108	0	455	17	144

Year End Totals



# Memorandum

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

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

**Date:** December 31, 2024

**Subject:** 2025 Appointments

Included with this memorandum is the Mayor’s recommendations for committee appointments for 2025. Mayor Nelson tried to consider each Councilmember’s strengths and interests when making these appointments, as well as the meeting time for each committee.

Here are the appointments broken down by Councilmember.

<b>Mayor Bob Nelson</b>	
Anoka County Joint Law Enforcement Council	4 <sup>th</sup> Wednesday of January, April, July and October at 2pm - varying locations
Beyond the Yellow Ribbon	2 <sup>nd</sup> Wednesday of each month at 6:00pm - Kraus Hartig VFW
Negotiations - Sergeants	As needed
North Metro Mayor’s Association	Wednesdays at 5:30pm: Jan. 15, March 19, May 21, Sept. 17, Nov. 19 - various locations
<b>Councilmember Ken Wendling</b>	
Parks & Recreation Commission Liaison	1 <sup>st</sup> Tuesday of each month at 6:00pm - City Hall
Planning Commission - Alternate	4 <sup>th</sup> Monday of each month (except December) at 7:00pm - City Hall
Beyond the Yellow Ribbon	2 <sup>nd</sup> Wednesday of each month at 6:00pm - Kraus Hartig VFW
Negotiations - Sergeants	As needed
Negotiations - Public Works	As needed
Non-Bargained Employee Personnel Committee	As needed

<b>Councilmember Lisa Dircks</b>	
Anoka County Fire Protection Council	4 <sup>th</sup> Thursday of January, April, July and October at 7pm - varying locations
Negotiations - Patrol	As needed
Non-Bargained Employee Personnel Committee	As needed
Tower Days Committee Liaison	4 <sup>th</sup> Tuesday of January through June at 6:30pm - SLP City Hall
<b>Councilmember April Moran</b>	
Parks and Recreation Commission Alternate	1 <sup>st</sup> Tuesday of each month at 6:00pm - City Hall
Planning Commission Liaison	4 <sup>th</sup> Monday of each month (except December) at 7:00pm - City Hall
Anoka County Fire Protection Council - Alternate	4 <sup>th</sup> Thursday of January, April, July and October at 7pm - varying locations
SBM Fire Department Liaison	As needed
Negotiations - Public Works	As needed
North Metro Cable Communications Commission - Alternate	Wednesdays at 6:00pm: Feb. 13, June 18, Sept. 17, Dec. 17 - SLP City Hall
Tower Days Committee - Alternate	4 <sup>th</sup> Tuesday of January through June at 6:30pm - SLP City Hall
School Board Liaison	As needed
<b>Councilmember Barbara Goodboe-Bisschoff</b>	
Acting Mayor	
Anoka County Joint Law Enforcement Council - Alternate	4 <sup>th</sup> Wednesday of January, April, July and October at 2pm - varying locations
Coon Creek Watershed District Citizens Advisory Commission	2 <sup>nd</sup> Wednesday of each month at 5:00pm, Coon Creek Watershed District Office
Negotiations - Sergeants	As needed
North Metro Cable Communications Commission	Wednesdays at 6:00pm: Feb. 13, June 18, Sept. 17, Dec. 17 - SLP City Hall
North Metro Mayor's Association - Alternate	Wednesdays at 5:30pm: Jan. 15, March 19, May 21, Sept. 17, Nov. 19 - various locations
Trunk Highway 65 Corridor Coalition	4 <sup>th</sup> Thursday of January, March, May, July, September and November at 7:00pm at Isanti County Government Center



The City received one application for Planning Commission - Hans Hansen. Mayor Nelson is recommending reappointing Rick Cobbs and Eric Julien. We do have a student vacancy on the Planning Commission.

For the Parks and Recreation Commission, Mayor Nelson is recommending reappointment of Mark Hourd.

If you have any questions, please do not hesitate to contact me at 763-784-6491.

**CITY OF SPRING LAKE PARK, MINNESOTA**

**RESOLUTION NO. 2025-01**

**RESOLUTION APPROVING 2025 APPOINTMENTS**

BE IT RESOLVED that the City Council of the City of Spring Lake Park does hereby approve the appointment list as outlined in Exhibit A of this Resolution.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 6th day of January, 2025.

\_\_\_\_\_  
Robert Nelson, Mayor

ATTEST:

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





## CITY OF SPRING LAKE PARK

1301 Eighty First Avenue NE

Spring Lake Park, MN 55432

Ph: 763-784-6491 Fax: 763-792-7257

### 2025 APPOINTMENTS

#### I. ELECTED OFFICIALS

POSITION	TERM	NAME	TERM EXPIRES
Mayor	4 Years	Bob Nelson	1/4/27
Councilmember	4 Years	Lisa Dircks	1/2/29
Councilmember	4 Years	Ken Wendling	1/4/27
Councilmember	4 Years	Barbara Goodboe-Bisschoff	1/2/29
Councilmember	4 Years	April Moran	1/4/27

#### II. ANNUAL APPOINTMENTS AT FIRST MEETING OF THE YEAR

POSITION	TERM	NAME	TERM EXPIRES
Acting Mayor	Annual	Barbara Goodboe-Bisschoff	1/5/26
Official Newspaper	Annual	Blaine/SLP Life	1/5/26
Official Depository	Annual	U.S. Bank	1/5/26
		4M Fund	1/5/26
		Wells Fargo Bank	1/5/26
		RBS Wealth Management	1/5/26
Agent of Record	Annual	Corporate Four Ins. Agency	1/5/26
Attorney	Annual	Carson, Clelland & Schreder	1/5/26
Auditor	Annual	Smith Schafer	1/5/26
Engineer	Annual	Stantec	1/5/26
Bond Counsel	Annual	Jenny Boulton, Kennedy & Graven	1/5/26
Weed Inspector	Annual	Mayor	1/5/26
Asst. Weed Inspector	Annual	George Linngren	1/5/26
Animal Control	Annual	Josh Antoine	1/5/26

#### III. COUNCIL COMMITTEES

COMMITTEE	TERM	NAME	TERM EXPIRES
Parks & Recreation Commission Liaison	Annual	Ken Wendling	1/5/26
Parks & Recreation Commission Alternate	Annual	April Moran	1/5/26
Planning Commission Liaison	Annual	April Moran	1/5/26
Planning Commission Alternate	Annual	Ken Wendling	1/5/26

COMMITTEE	TERM	NAME	TERM EXPIRES
Anoka County Joint Law Enforcement Council	Annual	Bob Nelson	1/5/26
Anoka County Joint Law Enforcement Council – Alternate	Annual	Barbara Goodboe-Bisschoff	1/5/26
Anoka County Fire Protection Council	Annual	Lisa Dircks	1/5/26
Anoka County Fire Protection Council – Alternate	Annual	April Moran	1/5/26
Beyond the Yellow Ribbon	Annual	Bob Nelson	1/5/26
Beyond the Yellow Ribbon	Annual	Ken Wendling	1/5/26
SBM Fire Department Liaison	Annual	April Moran	1/5/26
SBM Administrative Committee	Annual	Daniel Buchholtz	1/5/26
Negotiations – Patrol	Annual	Ken Wendling	1/5/26
Negotiations – Patrol	Annual	Lisa Dircks	1/5/26
Negotiations – Patrol	Annual	Daniel Buchholtz	1/5/26
Negotiations – Sergeants	Annual	Bob Nelson	1/5/26
Negotiations – Sergeants	Annual	Barbara Goodboe-Bisschoff	1/5/26
Negotiations – Sergeants	Annual	Daniel Buchholtz	1/5/26
Negotiations – Public Works	Annual	Ken Wendling	1/5/26
Negotiations – Public Works	Annual	April Moran	1/5/26
Negotiations – Public Works	Annual	Daniel Buchholtz	1/5/26
Non-Bargained Employee Personnel Committee	Annual	Lisa Dircks	1/5/26
Non-Bargained Employee Personnel Committee	Annual	Ken Wendling	1/5/26
Non-Bargained Employee Personnel Committee	Annual	Daniel Buchholtz	1/5/26
N. Metro Cable Communications Commission	Annual	Barbara Goodboe-Bisschoff	1/5/26
N. Metro Cable Communications Commission – Alt.	Annual	April Moran	1/5/26
N. Metro Cable Communications Operations Committee	Annual	Daniel Buchholtz	1/5/26
North Metro Mayor’s Assn Rep.	Annual	Bob Nelson	1/5/26
North Metro Mayor’s Assn. – Alt.	Annual	Barbara Goodboe-Bisschoff	1/5/26
North Metro Mayor’s Assn Operations Committee	Annual	Daniel Buchholtz	1/5/26

COMMITTEE	TERM	NAME	TERM EXPIRES
Tower Days Committee Liaison	Annual	Lisa Dircks	1/5/26
Tower Days Committee Alt.	Annual	April Moran	1/5/26
Trunk Highway 65 Corridor Coalition	Annual	Barbara Goodboe-Bisschoff	1/5/26
School Board Liaison	Annual	April Moran	1/5/26
Suburban Rate Authority	Annual	George Linngren	1/5/26
Suburban Rate Authority – Alt.	Annual	Daniel Buchholtz	1/5/26
Coon Creek Watershed District Citizens Advisory Commission	Annual	Barbara Goodboe-Bisschoff	1/5/26
Coon Creek Watershed District Technical Advisory Committee	Annual	Phil Gravel/ George Linngren	1/5/26

#### IV. ADMINISTRATIVE APPOINTMENTS

POSITION	TERM	NAME
Administrator, Clerk-Treasurer	Indefinite	Daniel Buchholtz
Data Practices Responsible Authority	Indefinite	Daniel Buchholtz
Police Chief/Public Safety Director	Indefinite	Josh Antoine
Parks & Recreation Director	Indefinite	Kay Okey (until 3/3/2025) Anne Scanlon (3/4/2025)
Public Works Director	Indefinite	George Linngren
Building Official	Indefinite	Jeff Baker
Plumbing Inspector	Indefinite	Jeff Baker
Fire Marshal	Indefinite	Jeff Baker



V. PLANNING COMMISSION (Municipal Code Section 16.60 – between 5 and 7 members)

POSITION	TERM	NAME	TERM EXPIRES
Commissioner	3 Years	Hans Hansen	12/31/27
Commissioner	3 Years	Rick Cobbs	12/31/26
Commissioner	3 Years	Eric Julien	12/31/26
Commissioner	3 Years	Brad Delfs	12/31/25
Commissioner	3 Years	Sharon Weighous	12/31/25
Commissioner (student)	1 Year	<i>vacant</i>	

VI. EMERGENCY MANAGEMENT AGENCY (Municipal Code Section 3.12 – Appointed by Mayor)

POSITION	TERM	NAME
Co-Directors	Indefinite	Josh Antoine/Dan Retka
Deputy Directors	Indefinite	Sgts. Fiske and Kramer

VII. PARKS AND RECREATION COMMISSION (Municipal Code Section 3.08)

POSITION	TERM	NAME	TERM EXPIRES
Commissioner	3 Years	Eric Hendrickson	12/31/27
Commissioner	3 Years	Mark Hoard	12/31/27
Commissioner	3 Years	Ryan McLaughlin	12/31/26
Commissioner	3 Years	Wannie-Mae Parsons	12/31/25
Commissioner	3 Years	Erik Olson	12/31/25
Commissioner	3 Years	Barbara Harlan	12/31/25
Commissioner	3 Years	Chris Lammers	12/31/25



# Memorandum

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

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

**Date:** December 23, 2024

**Subject:** Appoint Anne Scanlon to Parks and Recreation Director Position

Following a thorough recruitment and interview process, the City has identified an exceptional candidate for the Parks and Recreation Director position. Anne Scanlon currently serves as Recreation Program Supervisor for the City of Spring Lake Park and has demonstrated extensive experience and expertise in managing recreational programs, leading teams, and fostering community engagement.

Ms. Scanlon brings a wealth of relevant experience, including:

- Over a decade of professional roles in parks and recreation, including leadership positions in Spring Lake Park and Shoreview.
- Proven success in program development, community event coordination, and budget management.
- Strong skills in team leadership, problem-solving, and marketing program initiatives.
- A Bachelor of Science in Recreation and Leisure Studies from Winona State University, with additional certifications in occupational therapy and emergency response.
- Her performance as Recreation Program Supervisor has been exemplary, with notable contributions such as developing innovative trip programs and implementing events like Tower Days and Fall Fest.

Given Ms. Scanlon's qualifications, professional experience, and outstanding service to the City, I recommend that the City Council appoint Anne Scanlon as Parks and Recreation Director at Step 2 of the salary schedule, or \$43.29/hour. The official start date for her new position will be January 13, 2025.

If you have any questions, please do not hesitate to contact me at 763-784-6491.



# Memorandum

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

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

**Date:** December 23, 2024

**Subject:** Authorization to Begin Hiring Process for Recreation Program Supervisor

With the promotion of Anne Scanlon to the position of Parks and Recreation Director, the Recreation Program Supervisor position focused on adult and senior programming, has become vacant. This position is vital for maintaining and expanding program tailored to our adult and senior community members, ensuring engagement, wellness and community connection.

Staff is seeking authority to initiate the hiring process for the Recreation Program Supervisor. The job description is included in the packet. 2025 Salary Range for the position is \$34.02 - \$41.82/hour.

If you have any questions, please do not hesitate to contact me at 763-784-6491.

# Parks & Recreation Supervisor

Dept/Div: Parks & Recreation/N/A

FLSA Status: Exempt

## General Definition of Work

Performs work planning, developing, and implementing a comprehensive recreation programming, supervising a variety of youth through adult programs, developing and maintaining public relations materials, and related work as apparent or assigned.

Work is performed under the supervision of the Parks & Recreation Director.

Oversight is exercised over Contract Instructors and Support Staff.

## Qualification Requirements

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*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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## Essential Functions

- **Sports Programming:**
  - Plans, implements, evaluates, records, youth and adult sports.
  - Plans, implements, evaluates, and leads youth summer programs and field trips and hires staff.
  - Plans, implements, and evaluates individual recreation activities including classes and special events for youth, adults, families, and senior citizens.
  - Monitors and organizes outdoor activities.
  - Develops, creates, and publishes program flyers, department newsletter, department catalog, and other media.
  - Registers participants both in person and on phone for recreation programs.
  - Coordinates special events such as Craft and Business Fair for Tower Days, Easter Egg Hunt, and other community events.
- **Tour Programming:**
  - Plans, implements, evaluates, records, and leads extended tours.
  - Plans, implements, evaluates, and leads day trips.
  - Plans, implements, and evaluates individual recreation activities including classes and special events for youth, adults, families, and senior citizens.
  - Monitors and organizes adult social clubs such as walking, cards, bingo, book
  - Develops, creates, and publishes program flyers, department newsletter, department catalog, and other media.
  - Registers participants both in person and on phone for recreation programs.
  - Coordinates special events such as parades for Tower Days and summer music service.

## Knowledge, Skills and Abilities

Thorough knowledge of the operation of a recreation facility; thorough knowledge of games, indoor and outdoor athletics and related rules and regulations; general knowledge of the principles and practices of recreation planning, programming, and operations.

Ability to maintain order in a public facility; ability to plan and supervise the work of others; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with participants, associates, and the general public.

# Parks & Recreation Supervisor

## Education and Experience

Bachelor's degree with coursework in recreation, tourism management, or related field and moderate experience in programming and provision of recreational activities and events, or equivalent combination of education and experience.

## Physical Requirements

### *Physical Requirements and Activity*

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force.

Work frequently standing, walking, sitting, speaking, or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting.

### *Sensory Requirements*

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

### *Sensory Utilization*

Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.

### *Environmental Conditions*

Work occasionally requires working in high, precarious places, exposure to outdoor weather conditions, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Work is generally in a very quiet location (e.g. park trail, storage or file room).

## Special Requirements

CPR & First Aid certifications upon hire.

Valid driver's license in the State of Minnesota.

Last Revised: 1/12/2021



# Memorandum

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

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

**Date:** December 23, 2024

**Subject:** Authorize Hiring Process for Fire Inspector/Code Enforcement Officer

Walter Morris has announced his departure from the City of Spring Lake Park to join the SBM Fire Department as a shift captain. Walter has served our community with dedication, and his contributions to maintaining compliance and safety standards in our city have been greatly valued. We wish him all the best in his new role.

The Fire Inspector/Code Enforcement Official plays a pivotal role in conducting fire and rental inspections, enforcing zoning and environmental codes, inspecting properties, and educating the public on compliance with city ordinances. The dual focus on fire safety and property maintenance will support our city's commitment to safety, compliance, and quality of life for all residents.

Staff seeks approval to begin the hiring process for the position of Fire Inspector/Code Enforcement Official. The current job description for the position is included with this memorandum. 2025 salary range for the position is \$34.02 - \$41.81/hour.

If you have any questions, please do not hesitate to contact me at 763-784-6491.



# Fire Inspector - Code Enforcement

Dept/Div: Code Enforcement/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs work performing fire and rental inspections, enforcing zoning ordinance and various environmental codes, inspecting properties, maintaining records, preparing reports, and related work as apparent or assigned.

Work is performed under the supervision of the Building Official.

## Qualification Requirements

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*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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## Essential Functions

- Conducts commercial fire inspections as directed.
- Responds to fire alarms and follow-up with corrective actions.
- Inspects rental housing to identify and correct violations of property maintenance, housing, nuisance, licensing, and other city ordinances.
- Monitors, inspects, and enforces residential and commercial properties for compliance with state and city codes and ordinances.
- Investigates reports of code and nuisance violations, issues citations, resolves disputes and conducts follow-up to ensure corrections.
- Participates in legal proceedings, including producing documents/evidence for prosecution of code violations.
- Stays abreast of updated inspection practices and code changes; makes recommendations on department procedures and code modifications.
- Educates contractors, homeowners, business owners, and community members on fire and property maintenance codes and related ordinances, policies, and procedures.
- Maintains a variety of inspection and enforcement logs and records.
- Informs the Building Official of any inspection related activities that require immediate attention or action.

## Knowledge, Skills, and Abilities

General knowledge of practices, principles, and techniques of effective code enforcement principals; general knowledge of Minnesota fire codes; general knowledge of the zoning ordinances and various municipal codes including building and maintenance property codes; general knowledge of legal procedures related to the enforcement of ordinances and codes.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in public speaking and delivering presentations to a wide audience of individual and groups.

Ability to read and interpret permits, site plans and designs and to ensure compliance with appropriate ordinances and codes; ability to communicate effectively both orally and in writing; ability to enforce ordinances and regulations with firmness, tact, and impartiality; ability to establish and maintain effective working relationships with associates, contractors, property owners, and the general public.

# Fire Inspector - Code Enforcement

## Education and Experience

High School diploma or GED and minimal experience in fire and municipal code inspection work, or equivalent combination of education and experience.

## Special Qualifications

Fire Inspector I certification upon hire.  
Valid driver's license in the State of Minnesota

## Physical Requirements

### *Physical Requirements and Activity*

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force.

Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires tasting or smelling.

### *Sensory Requirements*

Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

### *Sensory Utilization*

Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

### *Environmental Conditions*

Work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Work is generally in a moderately noisy location (e.g., business office, light traffic).

## Special Requirements

Minnesota Fire Inspector I certification upon hire.  
Valid driver's license in the State of Minnesota.

Last Revised: 5/5/2021



City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 1.6.25 Meeting**  
File No.: R-18GEN

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

**2024 MS4 Permit and SWPPP Update (193801776 Task 450).** Pond, structural BMP, and outfall inspections are due annually. Program analysis and annual training is due by December. Annual meeting is usually held in June but can be held anytime. Annual Reports to the MPCA are generally due in June (MPCA is not requiring a report in 2024). *City Staff met on October 30<sup>th</sup> to review MS4 requirements for 2024 (training and annual meeting) and 2025. The required Annual Public Meeting was held on December 16, 2024.*

**City Hall Building (193806049).** Design started in January 2023. Plans approved on October 16, 2023. Bids opened on November 20, 2023. Contract awarded on February 5, 2024. *Construction is proceeding ahead of schedule. Furniture to be delivered on January 20<sup>th</sup>.*

**Environmental Assessments at 8478 and 8492 Highway 65 NE (227707092).**

**8478 Hwy 65** – Phase I and II Environmental Site Assessments (ESAs) revealed evidence of a past release likely associated with the north adjoining former dry cleaner. The Site has been enrolled in the Minnesota Pollution Control Agency (MPCA) Voluntary Brownfield Programs, with a request for the No Association Determination letter prior to close. The MPCA has acknowledged the enrollment, and a project manager has been assigned. Typical MPCA response time is 30 to 45 business days.

**8492 Hwy 65** – Phase I ESA on the Site identified an environmental concern related to the former dry cleaner tenant (south side of building). Fieldwork portion of the Phase II ESA was completed in November. To date, we have received the soil gas analytical results which revealed elevated concentrations of the dry-cleaning solvent, perchloroethylene below the existing multi-tenant building. The soil gas findings were conveyed to the City on December 6, 2024. The Phase II ESA report will be completed once the remaining soil and groundwater analyses is complete. *Proceeding with enrollment into the MPCA's Voluntary Brownfield Programs. Vapor mitigation contractor onsite on January 3<sup>rd</sup>.*

**2024 Sanburnol Drive NE, Elm Drive NE, and 83<sup>rd</sup> Avenue NE (193806347).** Construction started on June 10<sup>th</sup>. CenterPoint Energy gas main replacement on Sanburnol caused a delay. The final paving has been completed. A Construction Contract Change Order has been processed to reflect miscellaneous changes that occurred during construction. Project close-out will occur in June 2025.

**2025 Street 79<sup>th</sup> Avenue and Taylor Street NE Mill and Overlay Project (193807275).** The PW Director has identified 79<sup>th</sup> Avenue (between Monroe St. and TH-65) and Taylor Street NE (between 79<sup>th</sup> Ave and Osborne Rd.) as segments for a potential mill and overlay project for 2025. *Public Improvement Hearing was held on December 2, 2024. Plans and specs are being prepared.*

**1-Year Warranty Televising for 2023-2024 Sanitary Sewer Lining Project (193805871).** Council voted to proceed with low quote from Visu-sewer for 1-year warranty televising and a report.

**2025 Seal Coat and Crack Repair Project (19380xxxx).** Project will include streets north of Osborne Rd, east of Monroe St., and west of TH-65. Will also include University Service Dr. and Terrace Road north of 81<sup>st</sup> Ave. *Plans and specs are being prepared.*

Please contact Phil Carlson, Bruce Paulson, Zach Naslund, Eric Stommess, or me if you have questions or require additional information.

Three Week Look Ahead Schedule



11/25 - 12/13

Period:

Spring Lake Park

Job # 7088

PM: Jason H

Contractor	Activity	11/25	11/26	11/27	11/28	11/29	#	#	12/2	12/3	12/4	12/5	12/6	#	##	12/9	12/10	12/11	12/12	12/13	#	Remarks
		9/24	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri	Sa	
Murphy Window & Door	Caulk exterior window Frames	X	X	X																		
	Install interior window frames			X					X	X												
Construction results	Backing in new walls	X	X																			
	Set door frames and doors exterior walls	X	X	X																		
Acoustics door	Install after carpet???? After Phase 2 is done																					
HVAC Precise	Install new duct	X	X	X																		
	Insulate new duct	X	X	X					X	X	X	X										
Summit	Rough-in	X	X	X																		
RTL	Frame walls soffits phase 2	X	X	X																		
	Drywall walls finish walls		X	X					X	X	X	X	X			X	X	X	X	X		
	Wall framing inspection		X																			
	Frame hard ceilings		X	X					X	X												
Linco	Install roof stairs																					Need old electrical equipment n
Brush Masters	Paint new walls drywall and block															X	X	X	X	X		
JSB surveillance	Install cameras/ door opener/ card readers.ect	X	X	X	X	X																
Retrofit Electrical	Finish loose ends phase 1	X	X	X																		
	Rough-in new walls, ceilings	X	X	X	X	X			X	X	X	X	X			X						
	Inwall inspections		X																			
Plumbing Precise	Install toilet sink holding cell																					Late December
	Install air lines Phase 1	x	X																			
	Rough-in overhead all plumbing	x	X	X					X	X	X											
	Plumbing insulation	X	X	X					X	X	X	X	X									
CIT																						
Contractor	Activity	11/18	11/19	11/20	11/21	11/22	#	#	11/25	11/26	11/27	11/28	11/29	#	##	12/2	12/3	12/4	12/5	12/6	#	Remarks
		Mon	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri	Sa	

# **CORRESPONDENCE**







Metro Counties Government Center  
2099 University Avenue West  
Saint Paul, MN 55104-3431

(651) 645-9149 ~ [www.mmcd.org](http://www.mmcd.org)

December 9th, 2024

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

Dear Daniel,

Enclosed is a summary of work completed by the Metropolitan Mosquito Control District (MMCD) in the Spring Lake Park area during the 2024 mosquito control season.

Throughout the year MMCD provides a variety of services to residents of the District including:

- Comprehensive mosquito surveillance and control, primarily in standing water areas where mosquito larvae develop
- Mosquito-borne disease monitoring and alerts
- Black fly (biting gnat) surveillance and larval control in rivers and streams
- Tick monitoring and tick-borne disease education
- Educational outreach including displays at city events, parades, school presentations, county fairs, the Minnesota State Fair, presentations to various groups, and more!
- Weekly mosquito surveillance updates on the MMCD website
- Alerts about helicopter activity and planned adult mosquito control
- Interactive public maps outlining mosquito habitats and displaying control activity
- Quality checks to ensure mosquito control efforts are effective and procedures and products are safe for people, pets, pollinators, and wildlife

On the back of this page, you will find an overview of the mosquito season for 2024 and some of the important highlights that were accomplished this year by MMCD staff. Enclosed with this letter you will find a summary of activity for your community along with a write-up of some of the big stories of 2024.

We would love the opportunity to discuss the services that MMCD provides to your area. If there are any council meetings, advisory boards, or other groups that would be interested in an update from the world of mosquito control, please let us know!

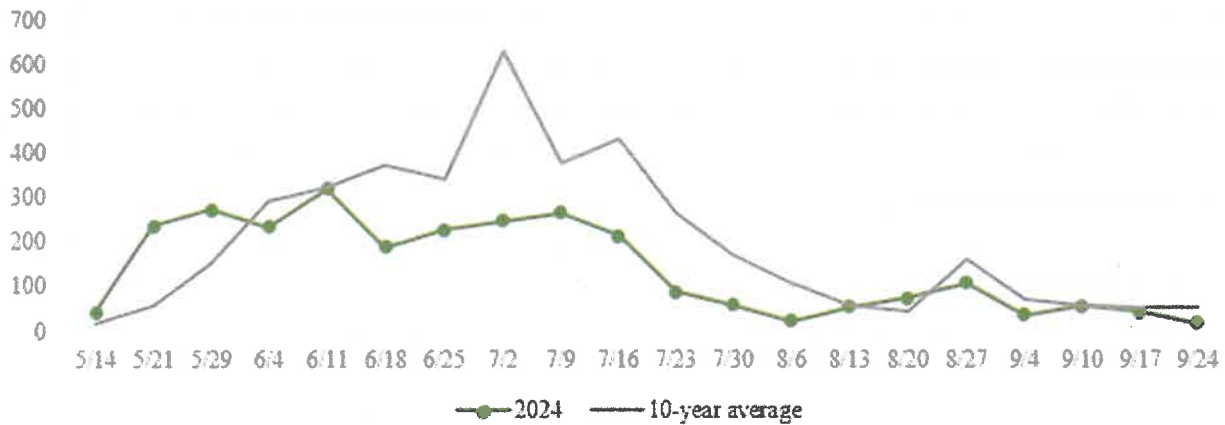
If you have any questions or would like to meet to discuss our agency's activities, please contact us.

Sincerely,

Daniel Huff, Executive Director  
Metropolitan Mosquito Control District

Fran Miron, Washington County Commissioner  
Chair of MMCD Commission

## Weekly Averages of Human Biting Mosquitoes in CO<sub>2</sub> Traps, 2024



*Graph created by Dr. Scott Larson, MMCD Assistant Entomologist*

### District-Wide Numbers from 2024:

<b>82,262</b> Larval mosquito inspections	<b>258,056</b> Acres of larval mosquito treatments	<b>10,101</b> Tires recycled
<b>273,579</b> Catch basin treatments	<b>2,039</b> Acres of adult mosquito treatments	<b>2,929</b> Resident calls

### City and Community Presentations Available

MMCD staff are available to provide an update on mosquito activity, give city specific information, or share resources about mosquito, tick, and black fly reduction measures. Presentations or live questions and answers are great for **City Council Meetings, Township Board Meetings, Sustainability Commissions**, or events for residents. If you would like to schedule a presentation, please contact Alex Carlson:

**Alex Carlson, Public Affairs Manager**

[acarlson@mmcd.org](mailto:acarlson@mmcd.org)

Direct: (651) 643-8342



# 2024 Activity Summary for Fridley and Spring Lake Park

## LARVAL CONTROL

Most control done by MMCD targets mosquitoes during their larval stage. Mosquito larvae develop in standing water and are most common after rain. Products are specific to mosquito larvae and not harmful to people, pets, or wildlife. Materials are applied via helicopter, backpack, drone, or by hand.

Larval Control in Fridley and Spring Lake Park in 2024:  
Sites Inspected: 199 | Acres Treated: 268.25



## ADULT CONTROL

MMCD supplements our larval control program with limited adult mosquito control, mainly when disease cases are present.

Adult Mosquito Control in Fridley and Spring Lake Park in 2024:  
Sites Inspected: 83 | Acres Treated: 0.47

## DISEASE PREVENTION

Controlling the mosquito species that are most likely to spread disease is a top priority for MMCD. Removing containers that could hold stagnant water is critical to reducing the spread.

Disease Prevention Activity in Fridley and Spring Lake Park:  
Tires Removed: 25 | Catch Basins Treated: 2634  
Disease Prevention Property Inspections: 0



## CUSTOMER CALLS

We encourage residents of the district to call MMCD to report mosquito annoyance, employee or helicopter concerns, request waste tire removal, or for anything else.

Customer Calls from Fridley and Spring Lake Park in 2024: 10

For questions about your city's data,  
please contact Alex Carlson –  
[acarlson@mmcd.org](mailto:acarlson@mmcd.org)





# The Big Stories from 2024

## MOSQUITOES

After three consecutive years of drought conditions, 2024 saw above average precipitation during most of the summer months. A warm winter and early spring led to the first deer tick being found by MMCD staff on February 5<sup>th</sup> and the first mosquito larvae found on February 26<sup>th</sup>, both much earlier than normal. Spring flooding and early season rains brought mosquitoes above the 10-year average for the first few weeks of May. Despite continued heavy rains in June and July, mosquito numbers dipped below average largely due to the absence of two of our most common nuisance mosquitoes – *Aedes vexans* (the summer floodwater mosquito) and *Coquillettidia perturbans* (the cattail mosquito). Those species were impacted by the drought in prior years and did not begin to bounce back until the end of the season.



## MOSQUITO-BORNE DISEASE

Mosquito-borne disease was present in the District and throughout Minnesota in 2024. As of November 19<sup>th</sup>, 12 West Nile virus illnesses had been confirmed in Minnesota with seven of those cases in residents of the District (2 Carver, 1 Dakota, 1 Hennepin, 2 Ramsey, 1 Scott). This was lower than 2023 when there were 63 reported cases in Minnesota. In 2024, there were four cases of Jamestown Canyon virus in Minnesota and 1 case of La Crosse encephalitis, but neither disease showed up in residents of the District. For more information about vector-borne disease in 2024 look for the MMCD Technical Advisory Board report coming in the spring of 2025.

## BLACK FLIES



MMCD employees controlled immature black flies (biting gnats) in small streams and large rivers throughout the metropolitan area. In 2024, 95 black fly larvicide treatments were made to the rivers and streams in the District. Heavy rains in May and June produced high-water levels especially on the Minnesota, Crow, and South Fork Crow rivers, causing sampling and treatments to suspend for nearly a month. High adult black fly levels were experienced in certain areas (especially Scott, Carver, and Dakota Counties) in late May and again in July but remained at tolerable levels for the remainder of the season with the number of black fly annoyance calls in 2024 (41), similar to 2023 (46), but higher than 2022 (11).

## TICKS

The warm winter of 2023-24 made ticks more prevalent than usual during certain parts of the year. District staff found our first deer tick of 2024 on February 5<sup>th</sup>, much earlier than normal. The Lone Star Tick is a unique species that can cause alpha gal syndrome which makes the infected host allergic to mammal meat (beef, pork, lamb, etc). Lone Star ticks are rare in Minnesota with only 57 reported to MMCD or the Minnesota Department of Health between 2009 and 2023. However, in 2024 alone there were 31 Lone Star Ticks reported as of August 1<sup>st</sup>. The mild winter is likely the culprit.



Get more of the year's big stories at [MMCD.org](https://www.mmcd.org) and the TAB report coming in February!

# ANOKA COUNTY REAL ESTATE SUMMIT



*Continuing Education has been applied for and 3.0 hours is pending approval from the Minnesota Department of Commerce.*

Wednesday, January 22 | 8:30 AM- 12:00 PM

## TPC Twin Cities

11444 Tournament Players Pkwy, Blaine, MN 55449

**Join fellow CRE leaders for an insightful event!**

Hear about real estate projections for 2025+, transformative projects that created dynamic real estate opportunities, and innovative programs that are creating the next wave of developers to help build our communities!

**This event is offered at no cost - register today!**

**Hosted by:**



**ANOKA COUNTY**  
Regional Economic Development

**MNCAR** | MINNESOTA COMMERCIAL  
ASSOCIATION OF  
REAL ESTATE/REALTORS®



December 12, 2024

Re: League of Minnesota Cities Insurance Trust Dividend Returns

Dear Member,

Enclosed is a check for your share of the \$3 million dividend from the League of Minnesota Cities Insurance Trust's property/casualty program and a check for your share of the \$5 million dividend from the workers' compensation program. If you are part of only one program, you will find a single check for that program. We encourage you to share this news with your governing body.

A document showing your dividend history and calculation are also enclosed, and a copy will be sent to your insurance agent.

### **Distributing Surplus Funds to Members**

Insurance pools like the Trust need to maintain a fund balance to cover unpredictable future claims. Over time, the balance grows through premiums and investment income. This year, the fund balance grew to be larger than necessary to pay current and future claims and expenses. As a result, the LMCIT Board of Trustees decided to return the extra money to our members in the form of a dividend.

### **Dividends and Future Planning**

Dividends are not guaranteed, and members should not count on them when planning annual budgets. The fund balance fluctuates over time due to factors like member claims, investment results, legislative changes, reinsurance costs, and the Trust's long-term strategic goals.

Each year, the Board evaluates the best uses of any excess funds, which may include returning a dividend or investing in other alternatives, such as reducing reinsurance costs, providing new programs and services, or otherwise responding to the needs of our membership. The goal always remains the same - broad, affordable, and stable coverage.

We welcome your feedback on our current approach and suggestions for the future. Please contact Operations Manager Laura Honeck at [lhoneck@lmc.org](mailto:lhoneck@lmc.org) or (651) 281-1280 with any questions, concerns, or suggestions.

### **A Continued Partnership**

Thank you for being an integral part of our self-insured membership cooperative, created by and for Minnesota cities nearly 45 years ago. Together, we will continue to offer comprehensive coverage and innovative risk management programs tailored to meet your unique needs.

Jake Benson, Council Member, Proctor  
Dave Callister, Manager, Plymouth  
Luke Fischer, Executive Director, LMC  
Clint Gridley, Administrator, Woodbury

Anna Gruber, Administrator, Sartell  
Audrey Nelsen, Council Member, Willmar  
Alison Zelms, Administrator, Rochester



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



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



NO. 193146

DATE

AMOUNT

December 12, 2024

\$15,982.00

PAY \*\*\* Fifteen Thousand Nine Hundred Eighty Two 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 193146      Date of check 12/12/2024

Vendor : 100709, City of Spring Lake Park

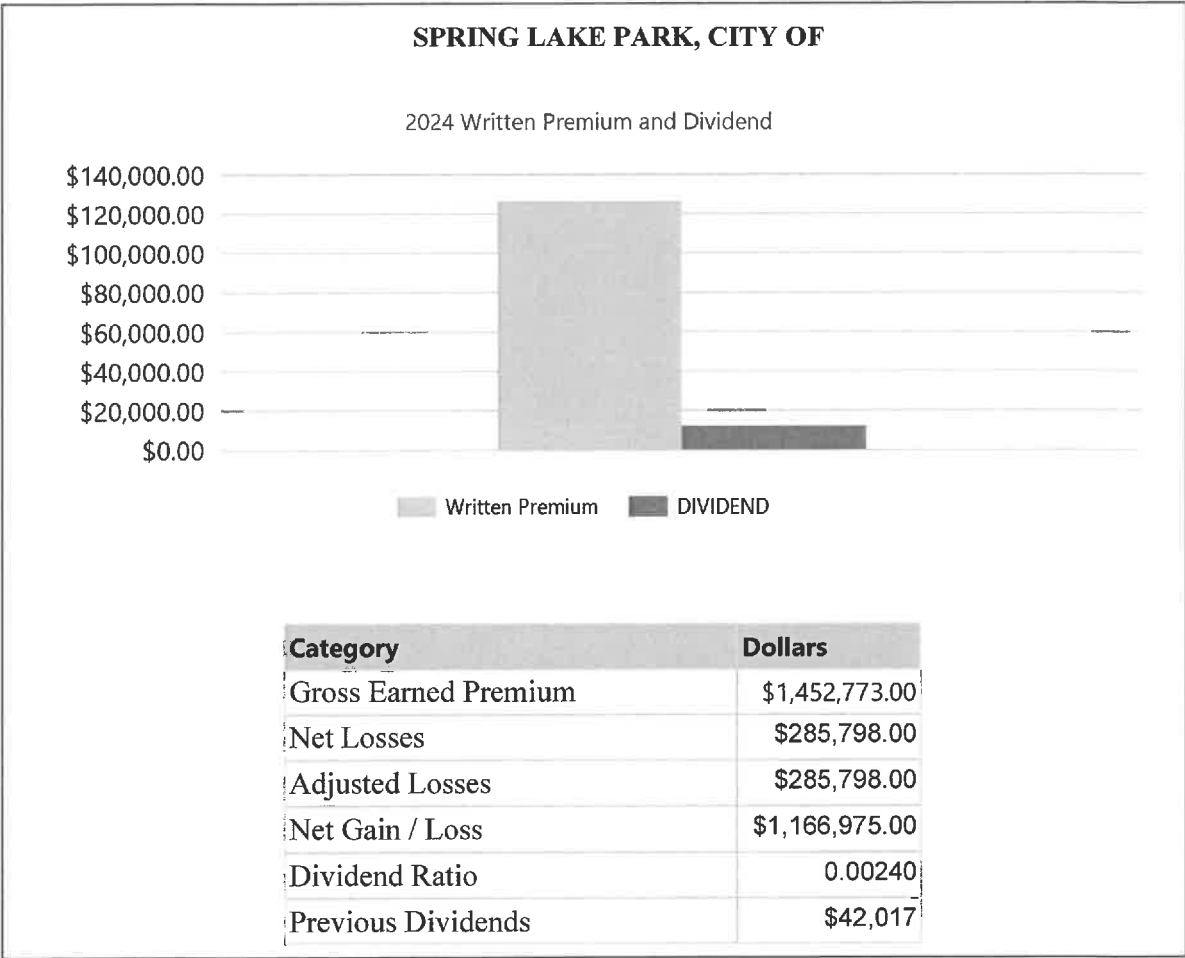
Invoice number	Invoice date	Payment amount
2024 PC Divide	12/1/2024	3,963.00
2024 WC Divide	12/1/2024	12,019.00
<b>Total</b>		<b>15,982.00</b>

101.00000.34801

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST  
 WORKER'S COMPENSATION PROGRAM  
 2024 DIVIDEND CALCULATION  
 AT MAY 31, 2024**

**Corporate 4 Insurance Agency Inc**  
 7220 Metro Blvd,  
 Edina MN 554392128

<b>SPRING LAKE PARK, CITY OF</b>	<b>GROSS EARNED PREMIUM</b>	<b>\$1,452,773</b>
<i>1301 81st Avenue NE</i>	<b>ADJUSTED LOSSES</b>	<b>\$285,798</b>
<i>Spring Lake Park, MN 554322116</i>	<b>MEMBERS DIVIDEND PERCENTAGE</b>	<b>0.00240376000</b>
	<b>DIVIDEND AMOUNT</b>	<b>\$12,019</b>



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2024 for the past 20 years. This is the premium figure that's used in the dividend calculation.

The "2024 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2024 (for most members, only a portion of that 2024 written premium would be earned as of May 31, 2024).

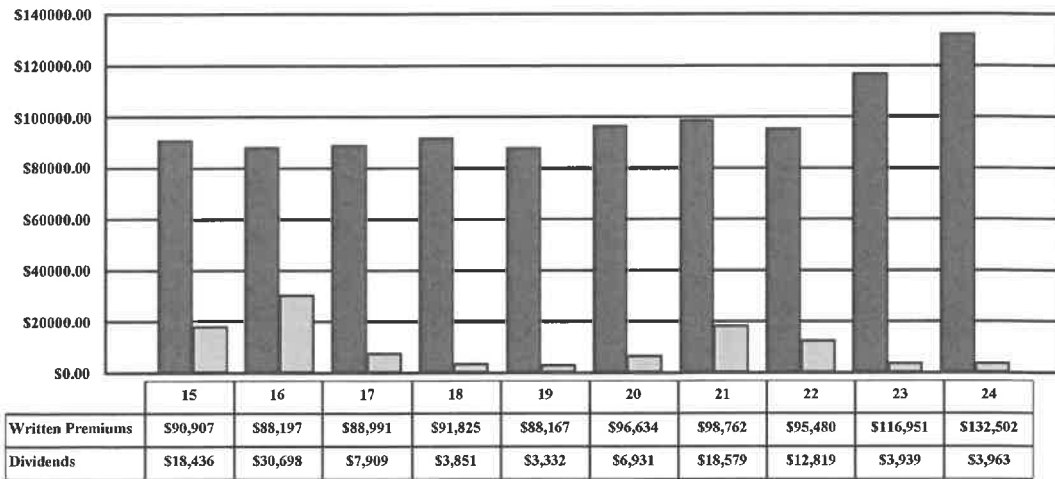
**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST  
PROPERTY/CASUALTY  
2024 DIVIDEND CALCULATION  
AT MAY 31, 2024**

**Corporate 4 Insurance Agency Inc**  
7220 Metro Blvd  
Edina MN 55439-2128

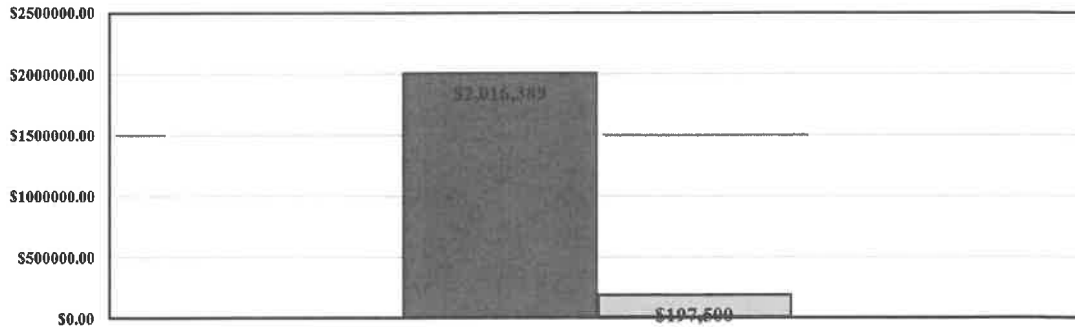
**Spring Lake Park**  
1301 81st Avenue NE  
Spring Lake Park, MN 55432-2116

**GROSS EARNED PREMIUM \$1,833,059**  
**ADJUSTED LOSSES \$614,147**  
**MEMBERS DIVIDEND PERCENTAGE 0.00132094000**  
**DIVIDEND AMOUNT \$3,963**

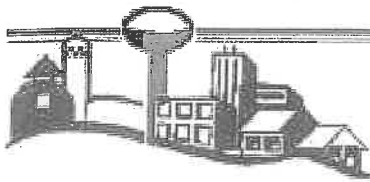
**Premium and Dividend History**



**Premiums and Dividends Since 1987**



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2024 for the past 20 years. This is the premium figure that's used in the dividend calculation.  
The "2024 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2024 (for most members, only a portion of that 2024 written premium would be earned as of May 31, 2024).



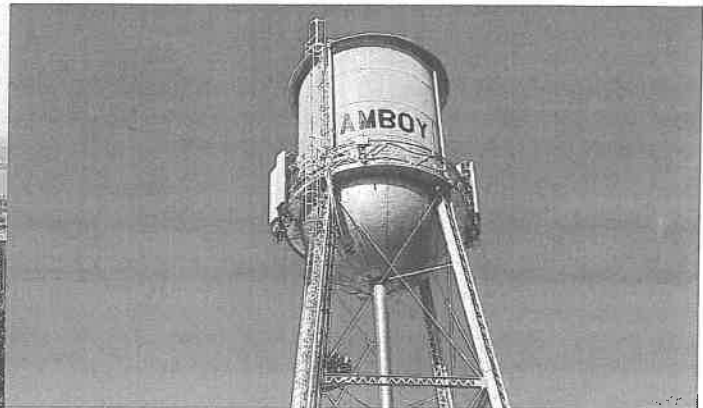
# WATERLINE

**m**  
DEPARTMENT  
OF HEALTH

NEWS AND INFORMATION

FOR PUBLIC WATER SUPPLIERS IN MINNESOTA

## North and South, Minnesota Cities Make the Water Safe



Duluth and Amboy are meeting requirements for the safety of drinking water and wastewater, Duluth by replacing lead service lines and Amboy by installing new equipment for drinking water that reduces chloride discharge at the other end. Read more starting on page 3.

## Safe Drinking Water Act Turns 50

Minnesota Department of Health Commissioner Brooke Cunningham (at right) addressed the media on December 15, the 50th anniversary of the federal Safe Drinking Water Act. "This landmark legislation directed all public water systems to follow federal health-based standards to protect consumers from contaminants that can be found in drinking water," said Cunningham, who added, "Water is abundant in Minnesota, but even here in the Land of 10,000 Lakes, we cannot afford to take our water supplies for granted."

The other speakers included Lori Blair, executive director of the Minnesota Rural Water Association; Racquel Vaske, general manager of St. Paul Regional Water Services; and Annika Bankston, director of Minneapolis Water Treatment and Distribution.

Concluded Cunningham, "Working together, I'm confident, that a future which everyone everywhere in Minnesota has equitable access to safe and sufficient drinking water isn't just a pipe dream."



### *Name that Movie*

Name the movie, often called the greatest documentary ever made, that this quote was from:  
"PC Load Letter? What the . . . ?"

Answer on back page

## Duluth Gets Early Funding for Lead Service Line Replacements



Observed by interested parties from the Minnesota Department of Health, Duluth workers replaced two lead service lines on 103rd Avenue North off Heard Avenue North on September 16.

A multi-year, multi-billion-dollar push to remove lead service lines is underway in states across America and cities throughout Minnesota, and the first funds are flowing into Duluth for such work. Cities and counties have been coordinating the digging to replace the service lines with necessary street repairs to minimize the disruption.

Chad Kolstad, head of the Infrastructure Unit at the Minnesota Department of Health (MDH), noted that these efforts are “prioritizing public health” and explained that grants and loans are available to water systems for lead service line replacements through the Drinking Water Revolving Fund, which receives both state and federal Infrastructure Investment and Jobs Act funds.

The state money came when Governor Tim Walz signed legislation last year to provide \$240 million for a grant program for replacing lead service lines. MDH estimates there are about 100,000 water service lines in the state that have the potential to leach lead into the water flowing through them. In children, lead can also slow development or cause learning, behavior, and hearing problems.

In September 2024, a number of MDH employees—in town for the annual conference of the Minnesota Section of American Water Works Association—visited the Gary/New Duluth neighborhood to see a couple of service lines being replaced.

This area, along the St. Louis River and in the flattest and lowest part of Duluth, had once been small municipalities before being annexed by Duluth. It is somewhat distant from the main area, and Jon Maruska, a senior engineering specialist for the city, explained why he invited MDH staff to this location. “We met here today because we wanted you to drive all across [town] and let you imagine all the lead services that you passed on the way out here.”

Maruska said Duluth has approximately 31,000 water services. In the inventory the city performed, it determined that 6,800 were lead services with another 5,500 of unknown

composition. “We expect roughly half of those [unknown services], if not more than half of them to be lead, when we do the full investigation,” he said. “So we expect a total of 10,000 plus. This summer we’re on track to replace 670.”

At this time, the city was reaching its 500th replacement, which “leaves about 170, so we still have a busy fall ahead.” Maruska said they had three neighborhood replacement projects going on this year. “We’re targeting about 200 [replacements] per project, thinking that’s the amount one local contractor can complete in one season.”

On this day, two lead service lines were being replaced on 103rd Avenue West to the north of W. Heard Street. The general contractor, Veit & Company, Inc. of Rogers, Minnesota, was using directional drilling for the replacements. “I think contractors pretty quickly realized that directional drilling is the way to do these,” Maruska explained, “saving as much of the street as possible, saving all the restoration on the private property. In our early plans, we actually spelled out to use trenchless methods.

“We’re moving away from that and just saying, put the pipe in the ground and use what method works, and they’re going to use directional drilling when it works.” It doesn’t always work. While the Gary/New Duluth area is heavy in clay, parts of Duluth have a lot of rock, which leads to open cuts rather than directional drilling.

In addition to water utility work being done in neighborhood-wide projects, Duluth has a program for high-priority replacements, factors being a leaking service line or other utility work, such as sewers, being done. “It just makes sense to have them do the lead service line at the same time,” said Maruska.

How many years the entire project will encompass will depend on the exact total of lead service lines and continued funding availability. Duluth plans to scale up replacements in 2025 with a goal of replacing all lead services in a decade.

### Quotes of the Quarter

It isn’t what you don’t know that gets you into trouble.  
It’s what you know for sure that just ain’t so.

Education is what you have left over  
after you have forgotten everything you’ve learned.

## Amboy Tackles Wastewater Problem with Drinking Water Solution

A half-hour drive southwest of Mankato in south-central Minnesota, Amboy is laid out in a grid pattern to the north of Minn. Hwy. 30 (Maine Avenue) and east of U. S. Hwy. 169. To the south is a soybean factory, which has its own water supply. Along with some restaurants and businesses in town, the commercial customers are a Casey's gas station and convenience store at the highway junctions, and across the street a Dollar Store is going in, but most of the city's water usage is by its 535 residents.

Like much of the area, Amboy's raw water is hard. Until recently, most of the homeowners had water softeners, and the discharge from the ion-exchange process created high levels of chloride in the effluent from the wastewater plant, located on Maine Avenue about a mile east of Hwy. 169.

Halfway between the wastewater plant and highway is City Hall, which is connected to the city garage and water treatment plant. Amboy's water treatment system is known to go back to the 1930s, and for much of that period, a sand filter removed iron and manganese. The city grappled with radium levels in recent years. However, the real issue wasn't the water coming out of the plant but from individual homes, with the regeneration of the softeners creating the salty discharge that became the focus of the Minnesota Pollution Control Agency (MPCA).

With action needed, longtime city administrator Patty Smith worked with Jeff Urban of public works as well as Karen Cabett of SEH, Inc. to explore options and funding. (Urban and Cabett have since retired and Urban has also died.) Money came from a Point Source Implementation Grant (PSIG). "In general, PSIG provides an 80% grant to wastewater systems components needed to meet a more stringent wastewater effluent limit," said Chad Kolstad, supervisor of the Infrastructure Unit at the Minnesota Department of Health.

Though it was a wastewater grant, the money went into a reverse-osmosis (RO) unit for the water treatment plant. "When addressing chloride discharges, it is more cost effective to address the issue on the drinking water side," Kolstad explained.

The city's water treatment system goes back nearly 100 years, and much of this period consisted of a sand filter to remove iron and manganese. The aging filter was removed and replaced with a two-stage RO system, now operated by Don Wolters and Chris Kruse. In addition to reducing levels of iron, manganese, and radium, the treatment plant now provides softened water to residents.

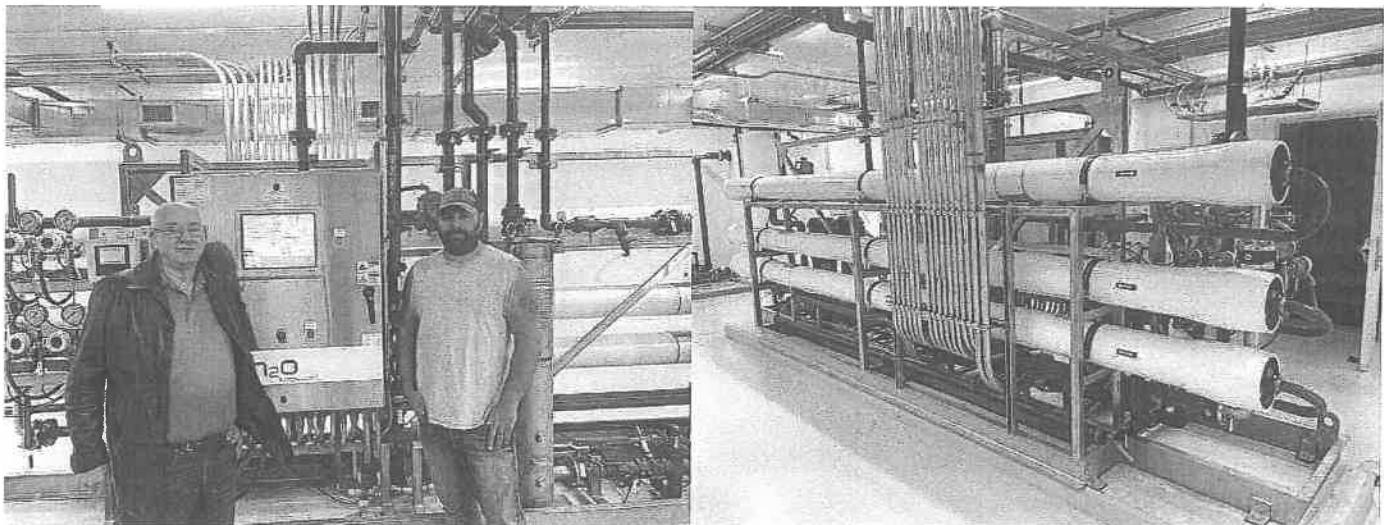
Amboy has two wells within the plant, both around 500 feet deep and drawing from the Jordan-Wonewoc and Tunnel City-Wonewoc aquifers. Kruse explained that they can rotate the wells and even bypass the treatment system temporarily if more water were needed, such as for fire protection.

Incoming water goes through two cylinders for the first stage of treatment and then through the other cylinder, which is the second stage. "It's getting fed at 60 gallons a minute, and it makes 45 a minute," said Kruse, nearly an 80% recovery rate, which is standard for RO treatment.

The city uses a clean-in-place (CIP) system – essentially the equivalent of backwashing in conventional treatment plants – and is initially performing the cleaning every four weeks. Kruse explained the process, pointing to the RO unit as he said, "We run product water into here. We put in 660 gallons of water for the first step. Then we have to heat this water to 90 degrees. Once you get your water temperature up to 90 to a hundred degrees, then we add three pails of solvent and then we'll run it. We do stage two first, run it for an hour, then we switch it to do stage one, and then we drain this and then we turn it on for 15 to 20 minutes to flush with clean water. And then we refill this with product water again."

Kruse said they also use solvent that has a low pH to make the water acidic. For this, stage one is done first. "What I've been doing is run it for an hour and have it sit for a half-hour so that acid can just sit there and eat the stuff," said Kruse. "Then we turn it back on, run it for another 45 minutes and go to stage two. We run that for an hour, shut it all off, run the tank back out, and then we rest it for 15 to 20 minutes. We look at our scum on the screen, check it to make sure it's rinsed well, and then we shut everything down and then put the production water back to the tower."

**Continued on next page**



**John Thom of SEH, Inc., Chris Kruse of Amboy, and the city's new reverse-osmosis water treatment system.**



## Minnesota Leads the Way in Lead Service Line Inventories

Minnesota was recognized for having the highest percentage of lead service line inventories completed on time. In ongoing efforts to remove all lead in water systems, community and noncommunity nontransient systems prepared an inventory of all service lines, including those not in use, that are connected to the distribution system.

The top compliance rate is a testament to the dedication of public water systems in the state as well as the efforts of the Minnesota Rural Water Association and Minnesota Department of Health, whose circuit riders, district engineers, compliance staff, and others helped the systems conduct their inventories.

The results of the inventory are at <https://maps.umn.edu/LSL>, a site that will be updated with additional information.

## Lead and Copper Rule Improvements

On October 8, 2024 the U.S. Environmental Protection Agency (EPA) issued the final Lead and Copper Rule Improvements. The rule sets requirements for identifying and replacing lead pipes and for testing drinking water for lead and copper. It also sets a lower threshold for communities to take action on lead.

For more information, see the EPA webpage, Lead and Copper Rule Improvements, as well as factsheets:

[https://www.epa.gov/system/files/documents/2024-10/final\\_lcrl\\_fact-sheet\\_general\\_public.pdf](https://www.epa.gov/system/files/documents/2024-10/final_lcrl_fact-sheet_general_public.pdf) (<https://tinyurl.com/mwdh7fcb>)

[https://www.epa.gov/system/files/documents/2024-10/final\\_lcrl-one-pager-for-the-public\\_10.7.24-v2.pdf](https://www.epa.gov/system/files/documents/2024-10/final_lcrl-one-pager-for-the-public_10.7.24-v2.pdf) (<https://tinyurl.com/24hvm7n5>)

## Minnesota Water Research Funds Keep Flowing

The Minnesota Water Research Fund, established in 2015 by Bernie Bullert, continues to provide support for water research done by faculty and students in the University of Minnesota's Department of Civil, Environmental, and Geo-Engineering. More than 25 individuals and organizations have joined Bullert in supporting the fund, and awards are being distributed to support research. To learn more about participating in or benefiting from research generated from these efforts, go to <https://cse.umn.edu/cege/minnesota-water-research-fund>.

### Dueling Quotes of the Quarter

"I'd rather have someone who is real stupid but did something – even if it's wrong he did something – than have somebody who'd vacillate and do nothing."

—Curtis LeMay

Tracy Ringolsby on committees: "Members feel they have to take action, even if one is not needed, to justify their existence."

"You'd be surprised how often doing nothing is as good as doing something."

—Wally from *Dilbert*

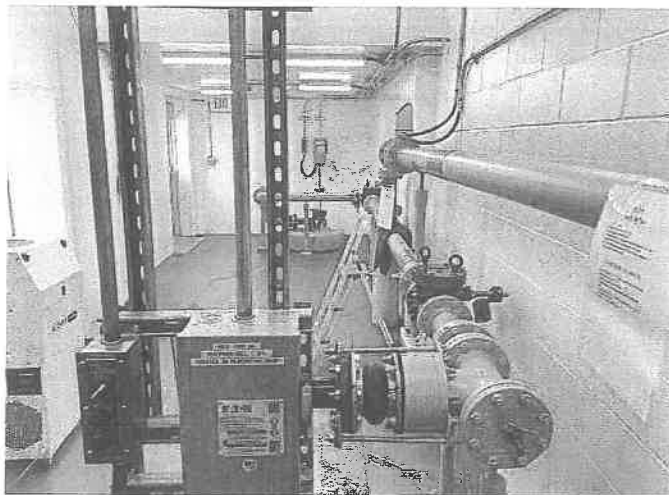
### Amboy—Continued from page 3

Kruse noted that they are probably cleaning more often than necessary as a precaution as they learn more about the operation of the system in its early years. "We're trying to figure out the happiness of everything."

Chemicals, chlorine and fluoride, are added in the post-treatment stage. "You can't have chlorine or anything like that going into the filters," said Kruse. "You destroy those membranes. And we also put filters in place when we're doing the CIP, to catch the particles that are coming out to make sure we're not pushing it back into the membranes."

"The RO unit only deals with the hardness in the water, unlike the home softeners, where they can't really control each discharge clearance because of the softening," said John Thom of SEH, Inc. "So you gain control of that by centralized softening, and you're going to see more and more of that."

The total project, which included a rehabilitation of the garage for the new equipment, came to about \$2 million, with 80% covered by the PSIG grant. The reverse-osmosis system went on-line in early 2023, allowing homeowners to discontinue their softener usage and, with it, their chloride discharge to the wastewater plant.



Amboy's two wells

## Drinking Water Protection (DWP) Doings

**Blake Matti** has joined the DWP Lead in Schools and Child Cares team and helps facilities understand the new requirements for lead sampling reporting. He's from Andover, Minnesota, and went to the University of St. Thomas in St. Paul, majoring in geology and minoring in sustainability. He was a teaching and research assistant for the geology department before becoming a park ranger intern at Minnesota Valley National Wildlife Refuge. After graduating, Blake was an environmental field technician at Barr Engineering for two years.

Recently engaged to Libby, Blake is a huge Timberwolves and Vikings fan and also enjoys movies, hiking, fishing, and anything geology related.

**Zhanna Dunagan** (right) is a Public Health Corps member working with communications for the Drinking Water Protection program. Zhanna grew up in St. Paul and graduated from Minnesota State, Mankato, with a bachelor of science degree in applied health science with an emphasis in public health. She's passionate about any topic in the public and environmental health fields. In her free time, Zanna watches soccer, travels, learns new things, and spends time outdoors.



**Left: Blake and Libby; Right: Just Blake**

**Hannah Mendez** is a compliance engineer for DWP. She is from Utah via Lincoln, Nebraska, where she attended the University of Nebraska. In an obligatory add-on, Hannah says, "Go Huskers!"

She worked for the Nebraska Department of Natural Resources as a water management planner and the North Carolina Department of Environmental Quality on the lead and copper compliance team. She loves exploring the outdoors, playing video games, and listening to music.

Hannah and her wife, Sierra, have two dogs, a Pomeranian-mix named Cinder and a mini-Aussie named Indigo, whom Hannah calls "the most dramatic dog I have ever met."



**Cinder, Hannah, Sierra, and Indigo**

## Training and Education Highlights

### Professional Operator Development

Conducted by the Minnesota Section of American Water Works Association in conjunction with utility partners and the Minnesota Department of Health, the Professional Operator Development program is an instructor-led series of lectures, hands-on lessons, and facility tours to enhance an operator's knowledge of the basic principles needed to operate and manage an advanced public water system.

Open to anyone who has at least a Class C water operator license, the course covers general math, filtration, membrane and ion exchange, disinfection, water quality, regulations, source water, and sampling. The goal of the course is to build competence, confidence, and understanding of public water systems.

The next course will take place on Tuesdays from January 14 to March 11, 2025 (skipping February 4) from 7:30 a.m. to 2:30 p.m. at the Minneapolis Water Works membrane facility in Columbia Heights. The fee for the course is \$300. Each week of attendance earns operators six contact hours toward the renewal of their licenses. An operator certification exam for students will be offered at the conclusion of the course.

Registration is available at <https://www.mnawwa.org/page/POD>.

### Top Speakers Headline Metro School

WCCO-TV sports director Mike Max and Steve "Safari Dude" Fredlund will be the featured speakers at the Metro District Water Operators School at the Eagan Community Center May 6-8, 2025.

Although Max has a long history as a sports reporter, he was assigned to cover the unrest in Minneapolis after the murder of George Floyd in 2020. His presentation, *Inside the 2020 Riots: How It Changed the World*, will explore his on-site experiences on Lake Street as havoc reigned around him.

Fredlund is the founder of The Safari Way, which empowers people to achieve greater success and happiness based on the pillars of clarity, intentionality, courage, and engagement.

Other upcoming schools co-hosted by the Minnesota Section of American Water Works Association and Minnesota Department of Health:

- Southeast District, March 12-14, Rochester International Event Center
- Northeast District: April 15-17, Timberlake Lodge, Grand Rapids

### MRWA Technical Conference

The Minnesota Rural Water Association (MRWA) will hold its annual technical conference March 4-6 at the River's Edge Convention Center in St. Cloud. In advance of that, MRWA will have a certification refresher class January 21-23.

For information and a complete list of training and schools for water operators, go to [https://www.health.state.mn.us/communities/environment/water/wateroperator/wat\\_op\\_sched.html](https://www.health.state.mn.us/communities/environment/water/wateroperator/wat_op_sched.html) (<https://tinyurl.com/2fhw6dvb>).

### WUTT's Up

The Water Utility Treatment & Technology (WUTT) program will begin a module on water distribution operations at St. Paul College on April 14.

WUTT consists of a series of non-credit modules designed to fill a need for recruitment and education for employees for water systems. The need to serve students in the Twin Cities area came about after St. Cloud Technical College ended a satellite program for water environment technologies that had been held at the Eden Prairie water plant for approximately 20 years. The closing brought concerns about how to recruit and educate potential employees for water systems in the metropolitan area. Students who complete the modules will be able to get water operator licenses and jobs with water utilities.

Water systems are encouraged to share news about WUTT with students and other potential recruits.

More information is available at [https://mnscu.rschooldto-day.com/public/getclass/category\\_id/260/program\\_id/43/subcategory\\_id/5997](https://mnscu.rschooldto-day.com/public/getclass/category_id/260/program_id/43/subcategory_id/5997) (<https://tinyurl.com/6yrzacv8>) or by contacting Steve Grossman, [sgrossman@lakevillemn.gov](mailto:sgrossman@lakevillemn.gov), or Carol Kaszynski, [carol.kaszynski@metrotransit.org](mailto:carol.kaszynski@metrotransit.org).

### Drinking Water Institute Teachers Return for Follow-Up in Eden Prairie



Science teachers from the 2024 Drinking Water Institute gathered in December for a follow-up session in Eden Prairie and got a tour of the city's water facility.

The 2024 Institute had been held August July 29-31 in St. Paul. Sponsored by the Minnesota Department of Health, Minnesota Section of American Water Works Association, and the Minnesota Water Well Association, the Institute has been held since 2001. Science teachers from around the state come together and develop action plans to create inquiry-based activities they can integrate into their existing science curriculum. In addition to the tour, teachers presented their action plans for incorporating what they've learned into their existing science curriculum.

The 2025 Institute will be August 4-6 in Eden Prairie. More information is at <https://www.health.state.mn.us/communities/environment/water/institute.htm>—[tinyurl: http://tinyurl.com/yh9ydpdx](http://tinyurl.com/yh9ydpdx).



## CALENDAR

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

### Minnesota Section, American Water Works Association

\*March 12-14, Southeast Water Operators School, Rochester International Event Center. Contact Josh Prokopec, [joshua.prokopec@owatonnautilities.com](mailto:joshua.prokopec@owatonnautilities.com)

\*April 15-17, Northeast Water Operators School, Timberlake Lodge, Grand Rapids. Contact Andrew Ohrt, [aohrt@westyost.com](mailto:aohrt@westyost.com).

\*May 6-8, Metro Water Operators School, Eagan Community Center. Contact Brent Massmann, [bmassmann@american-usa.com](mailto:bmassmann@american-usa.com).

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

Information for all district schools, including agendas:

<https://www.health.state.mn.us/communities/environment/water/wateroperator/schoolagendas.html>

Registration information is available at [https://www.mnawwa.org/events/event\\_list.asp](https://www.mnawwa.org/events/event_list.asp)

### Minnesota Rural Water Association (MRWA)

Contact Bob Klug, 800-367-6792

\*January 21-23, Certification Refresher, St. Cloud

\*March 4-6, Technical Conference, St. Cloud

*Note:* Only the MRWA workshops with water operator certification exams are listed to the left.

For more workshops, go to:

<https://www.mrwa.com/training/trainingcalendar>

## Reminder to All Water Operators

When submitting water samples for analyses, remember to do the following:

- Take coliform samples on the distribution system, not at the wells or entry points.
- Write the Date Collected, Time Collected, and Collector's Name on the laboratory request form.
- Attach the label to each bottle (do not attach labels to the lab form).
- Include laboratory request forms with submitted samples.
- Use something other than a rollerball or gel pen (the ink may run).
- Consult your monitoring plan(s) prior to collecting required compliance samples.

Notify your Minnesota Department of Health district engineer of any changes to your system.

If you have questions, call the Minnesota Department of Health contact on the back of all sample instruction forms.

## Waterline

Published quarterly by the Drinking Water Protection Section, Minnesota Department of Health

*Editor:* Stew Thornley

*Staff:* Noel Hansen, Erin Culver, Bob Smude, David Rindal

Answer to *Name that Movie*

Office Space

**North Metro TV Telecommunications Commission**  
**Meeting Talking Points**  
December 18, 2024

- The North Metro TV News Team recorded 32 candidate interviews for election season. The interview videos were popular on social media, receiving 8,181 views in total.
- The NMTC applied for a Digital Equity Competitive Grant through the National Telecommunications and Information Administration (NTIA). The total ask was \$5,091,04.08 in federal funds and includes equipment upgrades and additional staff for the NMTV station. It also includes nearly \$1.5 million dollars in funds for upgrades to city hall video equipment and assistance with ADA compliance.
- NMTV staff met recently to discuss ways of streamlining city meeting recording procedures. Plans were put in place to create new, more detailed “how to” guides for each city, improve back up recordings and file management, and to create a new system for improved video and audio signal checks before and after meetings.
- Several members of the NMTV staff have attended seminars relating to web content accessibility, with the goal of being able to provide support to city staff in advance of new ADA requirements regarding captioning, subtitles, and audio description for city videos and websites.
- On November 19, the NMTV News team acted quickly to interview Blaine Police following gunfire and arrests near the NMTV studios. The resulting video was very popular, receiving 5,000 online views in its first 24 hours. This was an excellent example of our successful pivot to shortform, web based content.
- The North Metro TV Sports Team taped nine playoff games between October and November, covering all three of our area high schools. Winter coverage is planned for 20 different high school matchups, with all 20 games exclusively featuring our three area high schools playing each other.
- Comcast informed the Franchise Administrator of an increase in subscriber rates beginning January 1, 2025. Cable rates will increase between six percent and 60 percent, depending on the service. We expect to see an impact on Franchise Fees in the first quarter 2025 report, which we should receive by the end of April.
- The Commission received the third quarter gross revenue, franchise, and PEG fee reports and payments from Comcast. PEG fees remained within the expected range, but franchise fees were lower than expected. Overall, though, 2025 budget estimates remain in good shape.
- The NMTC voted to approve and recommend an ordinance extending the current Comcast Cable Franchise by five years. As each city has its own franchise, that ordinance will now be sent to each, individual city council for approval. NMTC staff expects to provide the ordinance to your city manager/administrator in early January 2025. This is an excellent deal for the Commission and member cities as it locks in current franchise provisions, including our favorable \$3.30 per subscriber PEG fee, for an additional five years.