



CITY COUNCIL REGULAR AGENDA
MONDAY, OCTOBER 03, 2022
CITY HALL at 7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - August 15, 2022 Work Session
 - [B.](#) Approval of Minutes - September 6, 2022 City Council Meeting
 - [C.](#) Approval of Minutes - September 19, 2022 City Council Meeting
 - [D.](#) Mayor's Proclamation - Designation of October 2022 as Domestic Violence Awareness Month
 - [E.](#) Public Works Director Salary Step Adjustment
 - [F.](#) Resolution No. 22-47 Appointing Election Judges for 2022 General Election
 - [G.](#) Business License
 - [H.](#) Contractor's Licenses
 - [I.](#) Sign Permits
 - [J.](#) Performance Evaluation Statement - Administrator Buchholtz *(needs to be read aloud)*
- 7. DEPARTMENT REPORTS**
 - [A.](#) Public Works Report
 - [B.](#) Code Enforcement Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Resolution 22-45, Establishing Parking Restrictions Along Manor Drive NE between Able Street and Laddie Road
 - [B.](#) Resolution 22-46, Approving a Variance from the Side Yard Setback to Allow the Construction of a Concrete Slab and Shade Sail at 482 Sanburnol Drive NE
- 9. NEW BUSINESS**
 - [A.](#) Authorize Purchase of Accounting Software
 - [B.](#) Request for Work Session - October 10, 2022
- 10. REPORTS**
 - A. Attorney Report
 - [B.](#) Engineer Report
 - C. Administrator Report
- 11. OTHER**
 - [A.](#) Correspondence
- 12. 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 81st 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.

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Worksession was held on August 15, 2022 at the Spring Lake Park City Hall, 1301 81st Avenue NE, Spring Lake Park, at 6:00 PM.

1. CALL TO ORDER

Mayor Nelson called the meeting to order at 6:00 PM.

MEMBERS PRESENT

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

STAFF PRESENT

Police Chief Josh Antoine and Administrator Daniel Buchholtz

2. DISCUSSION ITEMS

A. Edible Regulation Discussion

Administrator Buchholtz presented the proposed ordinance for City Council review and comment. He stated that he posted the proposed ordinance on the City's website, sent a letter to tobacco licensees informing them of the proposed ordinance, and posted a link to the proposed ordinance on the City's web page. He stated that he received no public comment on the proposed ordinance. He said that staff conducted a survey of all tobacco licensees and found that there were two currently selling edible cannabinoid products.

Councilmembers reviewed the proposed ordinance. A majority of members felt the proposed ordinance struck the correct balance to permit sales of edible cannabinoid products while ensuring that the products were not sold to individuals under the age of 21.

Councilmember Goodboe-Bisschoff expressed her opposition to the ordinance, stating that she did not want to permit sales of edible cannabinoid products in the City. She expressed her frustration with how edible cannabinoids were permitted by the Legislature.

CONSENSUS OF THE COUNCIL was to forward the proposed ordinance to the City Council agenda on September 6, 2022.

3. REPORT

No reports.

4. ADJOURN

The meeting was adjourned at 6:40 pm.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on September 6, 2022 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

Mayor Bob Nelson

Councilmember Ken Wendling

Councilmember Brad Delfs

Councilmember Barbara Goodboe-Bisschoff

Councilmember Lisa Dircks

STAFF PRESENT

Public Works Director Terry Randall, Building Official Jeff Baker, City Attorney John Thames, City Engineer Phil Gravel, Administrator Daniel Buchholtz.

VISITORS

Interim Fire Chief Dan Retka – SBM Fire Department

Adam Evans, 911 Osborne Road NE

Anthony O’Neil, 8200 Fillmore Street NE

Kamaal Seeroo, 8302 Highway 65 NE

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA - None

5. DISCUSSION FROM THE FLOOR

A. SBM Interim Fire Chief Dan Retka

Interim Fire Chief Retka gave an overview of the SBM Fire Department activities highlighting the recruitment and retention process. He discussed that the Department is volunteer and full-time staff. Chief Retka said the volunteers staff the Fire Department from 5:00 PM to 5:00 AM, and that the fulltime crew staffs the department from 5:00 AM – 5:00 PM.

Chief Retka said that due to policy volunteers cannot live more than a 1 – 1 ½ miles from a station for response time. He said staff is proposing to implement strategic staffing. He explained that Strategic Staffing would allow a duty crew, who could pick their own shift and therefore they could be at any station. He noted that the advantage he noted is training could

be done while on duty and the department would be able to recruit throughout the district for any station.

Chief Retka highlighted the Fire Corp, the Box Alarm Tone System and the CAD Interface. He said the Fire Corp is a group of volunteers who work on a team. Either the Rehab, Culinary, Photography or Public Education. He stated that the Box Alarm Tone System is beneficial to the Fire Department because once a tone is set it alerts a set of mutual aid departments that will show up immediately. He highlighted is the development of the CAD-to-CAD Interface. This interface allows all the proper information to be distributed to responding departments.

Councilmember Wendling asked Chief Retka to explain the benefits of being a volunteer. Chief Retka stated that volunteers are not paid, but are part of the pension program. After 10 years volunteers are vested. He also noted that if someone leaves the department they can return within two years without having to be recertified.

Councilmember Goodboe-Bisschoff inquired about the Centennial Fire Department and how things are working out. Chief Retka stated that SBM is the Administrator, basically they are the Management of the Department. He noted that the department still functions independently, but they follow the same training as SBM.

6. CONSENT AGENDA

- A. Approval of Minutes – August 15, 2022 City Council Meeting
- B. Approve Second Half Assessment – Suburban Rate Authority
- C. Third Quarter Billing for 2023 Payable 2024 Property Tax Assessment - Ken Tolzmann
- D. Resolution 22-40, Accepting Donation to the City from Spring Lake Park Lions
- E. Contractor's License
- F. Sign Permits

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Public Works Report

Public Works Director Randall noted that the full report was in the packet. He stated that the Public Works staff was busy painting the crosswalks and stop bars.

B. Code Enforcement Report

Building Official Baker noted that the full report was in the packet. He stated that he is working with the Spring Lake Park High School construction trades program. Building

Official Baker gave an update on the construction at 8299 University Ave NE (Hi-Stakes Café) and on 8457 Sunset Road NE (City Moving and Storage).

8. ORDINANCES AND/OR RESOLUTIONS

A. Ordinance Adopting Licensing Regulations Relating to the Sale of Edible Cannabinoid Products

Administrator Buchholtz noted that on July 1, 2022 a new Minnesota law took effect that allows people 21 and over to purchase and consume food and beverage with no more than 5mg of hemp-derived THC per serving and no more than 50mg per package. He stated that the City has authority to be more restrictive than the state law, but not less restrictive. Staff is recommending a more limited licensing ordinance.

Administrator Buchholtz stated that the proposed licensing ordinance limits the sale of edible cannabinoid products to exclusive tobacco stores. He noted that Council can at a later time expand eligible businesses. Staff did reach out to tobacco licensees to receive feedback and comments on the proposed ordinance. The proposed ordinance was posted on the website, pursuant to M.S. 415.19 and a link to the proposed ordinance was posted on the City Facebook page.

Administrator Buchholtz stated that the Council could take three actions:

1. Adopt the proposed edible cannabinoid ordinance as presented.
2. Table the ordinance and amend it for future consideration.
3. Reject the ordinance and establish a moratorium to further study the issue.

Council asked if the administrative regulations and fines are handled the same as the liquor regulations? Administrator Buchholtz stated that it would follow the same procedure.

Councilmember Goodboe-Bisschoff stated she would like to table the ordinance and host an open meeting or enact a moratorium. Attorney Thames stated that there is an absolute immunity for the city if the licensing is handled the same way as the tobacco licensing along with the monitoring. He noted that the City could enact a moratorium, which is a temporary ban on the licensing, but the Council would need to commit to a study of the issue.

Motion made by Councilmember Wendling Ordinance Adopting Licensing Regulations Relating to the Sale of Edible Cannabinoid Products.

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

B. Resolution 22-42, Authorizing Summary Publication of Ordinance 483, An Ordinance Adopting Licensing Regulations Relating to the Sale of Edible Cannabinoid Products

Administrator Buchholtz stated that the Resolution will allow the City to publish a summary of the Ordinance instead of the full Ordinance. Councilmember Goodboe-Bisschoff asked what is the difference in cost. Administrator Buchholtz noted it would be several hundred dollars difference.

Motion made by Councilmember Wendling accepting Resolution 22-42, Authorizing Summary Publication of Ordinance 483, An Ordinance Adopting Licensing Regulations Relating to the Sale of Edible Cannabinoid Products.

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

C. Resolution 22-38, Adopting Proposed 2022 Taxes Collectable in 2023

Administrator Buchholtz stated that the City Council reviewed the proposed 2023 Administrator's budget proposal on August 8, 2022. He noted that the City is required to submit no later than September 30, 2022 the preliminary levy.

Administrator Buchholtz said that Resolution 22-38 will establish the proposed 2022, pay 2023, tax levy at \$3,965,625.00. He noted that this is an increase of 4.99% from the 2021, pay 2022 tax levy. He noted that the Resolution sets the date of the annual Truth-in-Taxation public hearing for Monday, December 5, 2022 at 7:00 PM at City Hall.

Administrator Buchholtz stated the preliminary tax levy establishes the maximum tax levy for 2022, collected 2023. He informed the Council that the final tax levy, which will be set on December 19, 2022, can be the same or lower than the preliminary tax levy.

Motion made by Mayor Nelson accepting Resolution 22-38, Adopting Proposed 2022 Taxes Collectable in 2023.

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

D. Resolution 22-39, Cancelling Bond Levies 2022/2023

Administrator Buchholtz stated that State Law requires the County Auditor to levy the amount of debt service originally certified unless the City passes a resolution cancelling the levy. He said that Resolution 22-39 would cancel two debt service levies and reduce the third.

Administrator Buchholtz stated the bonds are able to be reduced due to a combination of Local Government Aid, Public Utilities funds, Special Assessments, Municipal State Aid funds, and General Fund budget allocations.

Motion made by Councilmember Dircks accepting Resolution 22-39, Cancelling Bond Levies 2022/2023.

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

E. Resolution 22-41, Granting Approval of Interim Use Permit for American Enterprises LLC (DBA Efficient Auto Sales) to Permit Indoor Auto Sales at 8302 Highway 65 NE

Administrator Buchholtz stated the City received an application from American Enterprises, LLC (d/b/a Efficient Auto Sales), 8302 Highway 65 NE for an interim use permit to permit automobile sales at the property. The property is zoned C-2, Neighborhood and Service Center Commercial.

Administrator Buchholtz said the property is currently operating under a Conditional Use Permit for an auto repair business/transportation company (Resolution 19-21, approved August 5, 2019). He stated that the applicant is seeking an auto dealer's license to be able to purchase vehicles at an auto auction. He noted that automobile sales is an interim use in the C-2 zoning district.

Staff is recommending the approval of the interim use permit based on the following findings of fact:

1. The proposed use is a reasonable use of the property, anticipated as an interim use in the C-2, Neighborhood and Service Center Commercial, District.
2. Applicant is primarily utilizing the dealer's license to purchase vehicles at wholesale or through an auto auction. Such a use will not have a detrimental effect on surrounding properties or lower property values.
3. Automobile sales will occur entirely inside the building and is therefore not expected to have a detrimental effect on surrounding properties or lower property values.
4. Adjacent roadways and the existing parking lot are adequate to handle anticipated traffic and vehicles using the site.
5. No changes are proposed to site grading and drainage and therefore stormwater management should be adequate as it exists now.
6. Unusual odors, fumes, dust, noise or vibration associated with the use will be adequately mitigated by the applicant and work will be conducted indoors.
7. No residential use is proposed on the site; and, therefore incompatible growth in that regard is not an issue with this use.

Administrator Buchholtz noted that staff reviewed the application and recommends approval of the interim use permit with the following conditions:

1. The applicant intends to use the interim use permit to purchase vehicles at wholesale or through auto auctions. Should the applicant choose to sell a vehicle under this license, the applicant must store any vehicles for sale inside the building,

in compliance with SLPC 16.36.010(A). No outdoor storage of vehicles for sale permitted.

2. The interim use permit shall expire either upon the sale or transfer of ownership of the building and/or business, a violation of the conditions of the interim use permit or a change in the City's zoning regulations which renders the use nonconforming, whichever is earlier.

Councilmember Goodboe-Bisschoff inquired if the resolution can specify vans only and not autos. Councilmember Delfs said that the dealer's license allows the buying and selling of vehicles, not specific vehicles.

Administrator Buchholtz noted that there is no way to know what is being bought since the state does not send the City a list of what is bought through the license. He stated that the purpose of the dealer's license is to allow Mr. Seeroo to have access to the wholesale market which cuts the overhead.

Motion made by Councilmember Delfs Resolution 22-41, Granting Approval of Interim Use Permit for American Enterprises LLC (DBA Efficient Auto Sales) to Permit Indoor Auto Sales at 8302 Highway 65 NE.

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

9. NEW BUSINESS

A. Authorize Preparation of Plans and Bidding 2023 Sewer Lining Project

Engineer Phil Gravel gave an overview of the proposed sewer lining project. He noted that Public Works Director Randall has recommended that all remaining unlined clay sewer mains be included in the 2023 Sanitary Sewer Line Project. The proposed 2023 work includes sanitary sewer lines between Terrace Road and Able Street and 81st Avenue. The project also includes segments in the area south of 81st Avenue from Able Street eastward.

Engineer Gravel stated that the length of the sewer to be lined is approximately 30,000 feet. The projected cost for the 2023 project is in the range of \$750,000 to \$850,000. Public Works Director Randall noted that the City did not do a sewer lining project in 2022.

Motion made by Councilmember Dircks to order preparation of plans and specifications and authorize bidding for the 2023 Sanitary Sewer Lining Project.

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

10. REPORTS

A. Attorney Report

No report

B. Engineer Report

Report accepted as is.

A. Administrator Report

He noted the distribution of performance evaluation forms on the dais for his upcoming review.

11. OTHER

A. Correspondence

Mayor Nelson gave an update on the activities of the Beyond the Yellow Ribbon.

12. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 8:36 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on September 19, 2022 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

Mayor Bob Nelson
Councilmember Ken Wendling
Councilmember Brad Delfs
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks

STAFF PRESENT

Public Works Director Terry Randall, Recreation Director Kay Okey, Police Chief Josh Antoine, Building Official Jeff Baker, Attorney John Thames, Engineer Phil Gravel, Administrator Buchholtz

OTHERS PRESENT

Ray McManus, Sunset Grill
Paul Medin, 7930 6th Street NE

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the following additions be made to the agenda: 1) that item 6E be added Mayor's Proclamation for Constitution Week: 2) that item 6F be added Resolution No. 22-43 Cancelling Bond Levy 2005A G.O. Capital Improvement Bond: 3) that item 8F be added Resolution No. 22-44_Resolution Establishing Parking Restrictions Along University Avenue NE Service Drive Between 79th Avenue and Rosedale Road.

5. DISCUSSION FROM THE FLOOR - None

6. CONSENT AGENDA

- A. Approval of Claims – August 2022 General Disbursements - \$413,997.82
- B. Business Licenses
- C. Contractor's License
- D. Sign Permits
- E. Mayor's Proclamation – Constitution Week (September 17-23, 2022)
- F. Resolution No. 22-43 – Cancelling Bond Levy 2005A G.O. Capital Improvement Bond

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Police Report

Chief Antoine reported there were 775 calls for service in the month of August 2022 compared to 705 calls for service in the month of August 2021. He noted that Investigator Bennek handled 32 cases for the month of August: 30 felonies and 2 misdemeanors.

Chief Antoine stated that the Police Department staff participated in Night to Unite on August 2, 2022. He noted that the Department is conducting background checks on the top 3 candidates for patrol officer, and hopes to make a conditional offer to one of the candidates in early October.

B. Recreation Report

Director Okey outlined several Parks and Recreation activities. She noted that the fall schedule of classes and activities are available online. She stated that Anne Scanlon, new Recreation Supervisor has transitioned well and has new programs ready to debut.

Director Okey thanked volunteers who participated in Adopt-A-Flower Program at Terrace and Able Park. She reminded residents, who are participating in the garden program that it is time to clean up their gardens for the season.

8. NEW BUSINESS

A. Zoning Compliance Agreement – 911 Osborne Road NE

Administrator Buchholtz stated that the Code Enforcement Department has been working to bring 911 Osborne Road into compliance. He noted the number of violations and fines on the property. Administrator Buchholtz stated that the property owner wants to transfer the property to his son but with the pending special assessments that is hard to accomplish.

Administrator Buchholtz is recommending that the City enter into a Zoning Compliance Agreement with the owner of the property. The agreement specifies timelines for certain violations to be rectify. If violations are brought into compliance all fines will be waived and if the actions are not completed the fines will be re-instated.

Motion made by Councilmember Dircks to Authorize Zoning Compliance Agreement for 911 Osborne Road NE.

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

B. Authorize Conditional Job Offer for Utility Billing Clerk

Administrator Buchholtz stated that the City received 31 applications for the Utility Billing Clerk position. He stated that he along with Deputy Clerk Brown, Public Works Director Randall and Permit Technician Pearson interviewed 4 applicants and narrowed it down to 2 finalists. He noted that the finalists were interviewed by himself, Deputy Clerk Brown, Accounting Clerk Morrison, Accountant Barker. Administrator Buchholtz recommended Stephanie Brandt.

Staff is recommending that the City Council grant a conditional offer to Stephanie Brandt, based on the condition that she passes her pre-employment drug test. Administrator Buchholtz is recommending that the City Council start her at Step 2 of the Salary Schedule, or \$54,420.36 per year, and grant the City's standard benefits package.

Motion made by Councilmember Delfs to Authorize Conditional Job Offer for Utility Billing Clerk.

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

C. Approve Water Quality Cost Sheet Grant Agreement between City of Spring Lake Park and Coon Creek Watershed District

Administrator Buchholtz stated that the City applied for a Water Quality Cost Share Grant from Coon Creek Watershed District. The grant will be used to fund vegetated swale around the Triangle Park storm water pond. He noted that The City did receive 50% of the cost of the vegetated swale, \$14,204.00. The remaining funding will come funds from City's storm water utility.

Administrator Buchholtz noted that the benefits of the project will be to reduce the nutrient load for storm water flowing into the storm water pond, reduce the number of geese residing in the pond, improve safety by creating a natural barrier around the pond, and provide pollinator friendly habitat. Administrator Buchholtz stated that the project will assist the City in its stormwater treatment goals under the MS4 permit.

Motion made by Councilmember Goodboe-Bisschoff to Approve Water Quality Cost Share Grant.

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

D. Approve Proposal from Prairie Restoration for Native Landscape at Triangle Park Storm Water Pond

Motion made by Councilmember Goodboe-Bisschoff to Approve Proposal from Prairie Restoration for Native Landscape at Triangle Park Storm Water Pond.

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

E. Retaining Wall Repair at 8466 Highway 65 NE

Administrator Buchholtz stated that the retaining wall supporting the rear parking lot at 8466 Central Avenue NE is near collapse. He noted that staff has been studying ways to reinforce the wall.

Administrator Buchholtz noted that Ray McManus, the tenant, has proposed a cost sharing project for the wall repair, which is estimated at \$40,000.00, and he is willing to cover up to \$10,000.00 in cost overruns. The cost sharing would consist of the following:

- Reinforcement of the damaged patio wall
- Build reinforced bulkhead wall to replace the collapsed wall
- Supply fill
- Complete final grade
- Correct drainage issues in damaged area
- Complete asphalt repair at damaged area
- Spot patch the rear parking lot

Administrator Buchholtz is proposing that the City Council approve the lease amendment where the rent would be reduced as follows to compensate for the City’s cost of the project:

October	\$0
November	\$0
December	\$0
January 2023	\$2400

He states that the taxes and insurance would continue to be paid and in February 2023 the rent would resume at the standard rate of \$5,600.00 per month. Staff recommends approval of the cost sharing project.

Motion made by Mayor Nelson to Approve a Lease Amendment to Repair Retaining Wall at 8466 Highway 65 NE (Sunset Grill).

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

F. Resolution 22-44 – Resolution Establishing Parking Restrictions Along University Avenue NE Service Drive Between 79th Avenue and Rosedale Road

Administrator Buchholtz stated that a number of complaints have been received by the City about parking on University Service Drive. He said that people are parking on both sides of the street, making it difficult for emergency vehicles and other vehicles to get through the street. He noted that the City Council and staff invited residents to a meeting at the site to discuss the issue.

Administrator Buchholtz stated that staff is recommending no parking on the west side of University Service Drive NE between 79th Avenue NE and Rosedale Road NE. Staff is also recommending that parking on the east side of University Service Drive NE between 79th Avenue NE and Rosedale Road Ne be by parking permit ONLY.

Motion made by Mayor Nelson to Approve Resolution No. 22-44 Establishing Parking Restrictions Along University Avenue NE Service Drive Between 79th Avenue NE and Rosedale Road NE.

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

9. REPORTS

A. Attorney Report

None

B. Engineer Report

Report accepted as presented

C. Administrator Report

Administrator Buchholtz reported that the SBM Administrator's Committee has been working with the Fire Board to find a new Fire Chief. He noted that the applications period has concluded and they are being evaluated. A new Chief should be on the job by January of 2023

10. OTHER

A. Motion to Close City Council Meeting Pursuant to M.S. 13D.05, subd 3(a) to Conduct the City Administrator's Performance Evolution

Motion made by Councilmember Wendling to close the City Council meeting for the Administrator's annual performance evaluation pursuant to M.S. 13D.05, subd. 3(a).

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

Meeting was closed at 7:47 PM.

Meeting reconvened at 8:27 PM.

Attorney John Thames stated that the City Council adjourned the close session Pursuant to M.S. 13D.05, subd 3(a) to Conduct the City Administrator’s Performance Evolution to discuss the Administrator’s Performance Evaluation and a there will be a synopsis at the next meeting.

B. Beyond the Yellow Ribbon

Mayor Nelson gave an update on the activities of Beyond the Yellow Ribbon Group.

11. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting adjourned at 8:33 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



MAYOR'S PROCLAMATION

DESIGNATION OF OCTOBER 2022 AS DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, the community problem of domestic violence has become a critical public health and welfare concern in Anoka County; and

WHEREAS, domestic violence is a crime, the commission of which will not be tolerated in Anoka County and perpetrators of said crime are subject to prosecution and conviction in accordance with the law; and

WHEREAS, thousands of women, men and children have accessed and will continue to access assistance from Alexandra House, Inc., a domestic violence service provider; and

WHEREAS, domestic violence will be eliminated through community partnerships of concerned individuals and organizations working together to prevent abuse while at the same time effecting social and legal change; and

WHEREAS, October is *National Domestic Violence Awareness Month*; and

WHEREAS, during *National Domestic Violence Awareness Month*, Anoka County organizations will inform area residents about domestic violence, its prevalence, consequences and what we, as a concerned community can do to eliminate its existence.

NOW, THEREFORE, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim October 2022 as

DOMESTIC VIOLENCE AWARENESS MONTH

in the City of Spring Lake Park and do hereby encourage residents of Spring Lake Park to raise awareness about domestic violence in our community, remember those we have lost, and honor the many survivors.

Dated this third day of October, two thousand twenty-two.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Clerk



OCTOBER



is Domestic Violence Awareness Month (DVAM)

Alexandra House invites you to join our efforts to end violence and raise awareness about domestic violence. Awareness months are an effective way to get involved in our work and support your community. DVAM is recognized for the entirety of October; however, it's best to begin planning how you want to participate today!

Why DVAM?



1 in 3 women have been physically abused by an intimate partner



1 in 4 men have been physically abused by an intimate partner



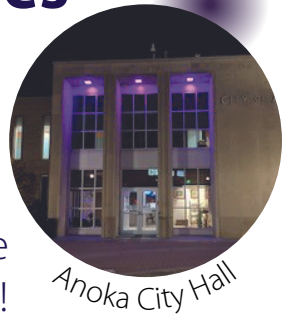
↑ 20%

Alexandra House answered over 4,900 calls on our 24-Hour Emergency Hotline - a 20% increase from 2020

Get Involved with #DVAM Initiatives

Purple Lights

We invite you to shine the symbolic color of domestic violence, purple. Get a purple light bulb from Alexandra House, or find out if your building can display a purple hue throughout October or on October 20th, #PurpleThursday!



Yard Signs

Display a sign in your public space that states "October is Domestic Violence Awareness Month" on one side and "we support and honor victims of domestic violence" on the other. Signs are 18"x24" coroplast and come with a heavy-duty wire stake.

Wear Purple on #PurpleThursday

Show your support and wear purple on Thursday, October 20, 2022, Domestic Violence Awareness Day, also known as #PurpleThursday. AND - Wear a "Ask Me Why I Wear Purple" button with your purple to show your support and open a space for this conversation.



Yard Signs



#DVAM Order Form

Name: _____ City/Org: _____

Address: _____ City: _____ Zip: _____

Contact Email: _____ Phone: _____

Item Request

Yard Sign w/ Stake

Purple Bulb

"Ask Me Why I Wear Purple" Buttons

Contact Community Engagement Coordinator, Amanda Fulk at afulk@alexandrahouse.org with questions



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: September 22, 2022

Subject: Randall step increase

I conducted Public Works Director Terry Randall's performance evaluation. I have been pleased with the dedication, work ethic and initiative he shows each day. He is an asset to the City.

I would like to move Director Randall from Step 5 to Step 7 of the salary schedule, effective upon approval by the City Council. He will move to Step 6 on September 25. This will only have a one-year fiscal impact to the City of \$3,914.00, which I would propose be paid for with ARPA funds.

When the City transitioned to the new salary schedule outlined in the Compensation and Classification Study, Director Randall's market rate adjustment was only 0.25%, the smallest of all City staff. In hindsight, he should have been placed at Step 6. The proposed change would correct that error.

Staff recommends approving this Step increase effective the first pay period after City Council adoption.

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

RESOLUTION NO. 22-47

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE
2022 GENERAL ELECTION**

WHEREAS, the Minnesota Primary will be held on Tuesday, November 8, 2022.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park that the following persons are hereby appointed as Election Judges for the 2022 General Election and they are authorized and directed to perform all duties of the office of Election Judge as provided by law.

Lisa Monson-Hokenson
Antoinette Mortensen
Joann Hydeman
Lauriane Ely
Erna Thomley
Linda Slinde
Mary Kay Piltz

Eleanor Puumala
Delores Kothman
Herb Hoppenstedt
Ronald Nolby
Marilyn Troop
Michael Morehouse
Linda Hansen

Nancy Rose-Balamut
Judy Ann Rogge
Norm Kelzenberg
Karen Hokenson
Kathy Rootham
Kathryn Elliott
Jennifer Walker

BE IT FURTHER RESOLVED that the Administrator-Clerk/Treasurer is hereby authorized to appoint additional election judges to fill any vacancies that may arise prior to or on Election Day.

The foregoing Resolution was moved for adoption by

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

And the following voted against the same: None.

Whereupon the Mayor declared said Resolution duly passed and adopted this 3rd day of October 2022.

Robert Nelson, Mayor

ATTEST: _____
Daniel Buchholtz, City Administrator

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

Liquor License
October 3, 2022

Taco Lindo of Spring Lake Park

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

Contractor's Licenses

October 3, 2022

Concrete Contractor

C Sather Concrete Construction LLC.

Mechanical Contractor

Cool Air Mechanical, Inc.

Legacy Companies, Inc.

Plumbing Contractor

Murray Plumbing, LLC.

Roofing Contractor

Anchor Developments, LLC.

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

Sign Permit

October 3, 2022

Hi Stakes Café & Bar
8299 Universtiy Avenue



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

Sign Permit Application

DATE: 9-15-22
NAME OF APPLICANT: Dan Frech
ADDRESS OF APPLICANT: 26649 Fremont Dr. Zimmerman 55398
TELEPHONE NUMBER OF APPLICANT: 612-290-5163
NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected: Hi stakes Cafe + Bar

New Construction: Remodel: Word Change Only: X

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

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

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

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

Address: Same

Is an Electrical Permit required? NO

I, the undersigned applicant, do further make the following agreement with the City of Spring Lake Park Mn:

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

Handwritten signature of Dan Frech
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:*****

FEE: \$300 RECEIPT NUMBER:

DATE OF APPROVAL: 10/3/22 DATE OF ISSUE:

REASON FOR DENIAL:

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: 10,000

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 582 sq ft

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: Awnings 7.5 sq ft + 7.5 sq ft + 15 sq ft + 15 sq ft
Total 45 sq ft

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

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

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

DRAWING:

Proposed Awnings
7.5 sq ft - \$ 75
7.5 sq ft - \$ 75
15 sq ft - \$ 75
15 sq ft - \$ 75

\$300

3,000 - 3090
582 sq ft - Existing
45 sq ft - proposed

2373 sq ft Remaining

18" x 5'
7.5A

18" x 5'
7.5A

11" x 16'
15A



11" x 16' 15A





Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: September 29, 2022

Subject: City Administrator Performance Evaluation Statement

Here is the public statement that is required to be read the meeting after which a closed session is held to conduct a performance evaluation.

“The City Council went into closed session to conduct a performance evaluation on the City Administrator’s job performance. An evaluation was given by the Council. The evaluation focused on various performance areas. The City Council, as a whole, believes the City Administrator’s job performance meets or exceeds the job requirements of the position and that he is serving the City of Spring Lake Park well.”



Memorandum

To: Mayor Nelson and Members of the City Council
From: Terry Randall, Public Works Director
Date: September 29, 2022
Subject: September 2022 Public Works Report

During the month of August, the Public Works Department was busy doing the following activities:

- Mow grass, weed whip, weed the flower beds, pick garbage and recycling up
- Installed new wood chips at Westwood Park
- Dragged and lined ballfields
- Fertilized and aerated Able Park
- Paint yellow curbs in front of hydrants
- Installed No Parking Signs on University Avenue Service Dr between Rosedale Rd & 79th Ave
- Installed new manhole on Sunset Road
- Sewer cleaning on the westside of Highway 65
- Automatic System working on the new SCADA System
- Oil changes and other mechanical issues on the Police Department Vehicles
- Took part in the big truck event at the high school

September Appointments:

- September 13-16 – Attended the American Water Works Convention
- September 19 – Attended the workshop on parking restrictions at Rosedale Road and University Avenue Service Drive



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

REPORT

TO: Spring Lake Park City Council
FROM: Jeff Baker, Code Enforcement Official
RE: Code Enforcement Monthly Report for September 2022
DATE: September 28, 2022

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

In September 2022, a total of 27 building, 1 C of O, 1 fire, 8 zoning, 7 mechanical, and 11 plumbing for a total of 55 permits issued compared to a total of 57 in 2021.

Code Enforcement conducted 131 inspections in the month of September including 50 building, 21 rental, 51 nuisance and 9 fire inspections.

The Code Enforcement Department met a homeowner at their vacant property. The meeting went well, we were able to discuss the repairs needed for a Certificate of Occupancy to be issued. The owner was eager to get things cleaned up and back on track. They are aware of the homes status and that it is bringing down the value of neighboring properties.

The Code Enforcement Division issued 10 administrative offense tickets. 6 of them are doubled fines, the rest are first time offense'

CONSTRUCTION UPDATE:

Plan review has been completed along with the footing inspection on 82nd Ave. This will be a good-sized home, with the lot being 1/3 of an acre.

In September of 2022, I also attended the following appointments:

- City Council meeting on September 6th and 19th.
- Department Head Meeting September 6th.
- Able Park Document Review September 13th.
- Software Demo September 15th.
- P&Z Meeting September 26th.

This concludes the Code Enforcement Department monthly report for September 2022. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.

RESOLUTION NO. 22-45

**RESOLUTION ESTABLISHING PARKING RESTRICTIONS ALONG MANOR DRIVE
NE BETWEEN ABLE STREET AND LADDIE ROAD**

WHEREAS, Section 7.08.010(A) of the Spring Lake Park Code (“SLPC”) authorizes the City Council to regulate the parking or stopping of vehicles within the city; and

WHEREAS, SLPC 7.08.010(B) requires the Council to adopt a resolution adequately describing and defining the parking zones or restrictions; and

WHEREAS, the City Council finds that parking on both sides of Manor Drive NE between Able Street and Laddie Road creates a hazardous condition.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Spring Lake Park establish the following parking restrictions:

1. No parking on the north side of Manor Drive from Able Street NE to Laddie Road NE

BE IT FURTHER RESOLVED that the Administrator, Clerk/Treasurer is hereby authorized and directed to publish this resolution and purchase and install signs to implement the parking restrictions listed above.

The foregoing resolution was moved for adoption by .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 3rd day of October, 2022.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 22-45, A Resolution Establishing Parking Restrictions Along Manor Drive NE Between Able Street and Laddie Road, adopted by the Spring Lake Park City Council at their regular meeting on the 3rd day of October 2022.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____



Memorandum

October 3, 2022

To: Mayor and City Council

From: Chief Josh Antoine

Re: Resolution 22-45 Parking Restrictions Along Manor Dr. Ne. and Able St Ne.

Mayor and City Council Members,

Over the last few years, we have seen an increase in parking along Manor Drive from Able Street to Laddie Road. The increase in traffic is generally during the daytime business hours, but does also include night parking issues as well. The police department and the city have received numerous parking complaints from local area residents. I, along with Administrator Buchholtz and Public Works Director Randal have observed the parking congestion and believe this parking congestion is creating a public safety hazard. Parking on both sides of the street makes it difficult for two vehicles to be traveling at the same time in opposite directions. It also is very difficult to drive SBM Fire trucks through this parking congestion when cars are parked on both sides of the street. This creates a public safety hazard for the surrounding neighborhoods, The Legends, and surrounding businesses in case of an emergency.

The resolution before you tonight would put into place parking restrictions along the north side of Manor Drive, from Able Street to Laddie Road. These no parking restrictions would be an extension of the parking restrictions on the north side of Manor Drive already in place from Laddie Road to Fillmore Street. This would elevate the parking congestion and public safety hazard that is occurring now. The south side of Manor Drive would remain open for parking as it is now.

Staff is recommending the adoption of resolution NO. 22-45 Establishing Parking Restrictions along Manor Drive between Able Street and Laddie Road.

Sincerely,

Josh Antoine
Chief of Police
Spring Lake Park Police Department

RESOLUTION NO. 21-39

A RESOLUTION APPROVING A VARIANCE FROM THE SIDE YARD SETBACK TO ALLOW THE CONSTRUCTION OF A CONCRETE SLAB AND SHADE SAIL AT 482 SANBURNOL DRIVE NE

WHEREAS, Steward Tingelstad (“Applicant”) has made application for a variance from the side yard setback standard to accommodate a concrete slab and shade sail on the south side of his existing detached garage; and

WHEREAS, the property, 482 Sanburnol Drive NE, is legally described as follows:

Lot 1 Block 1 Cooper-Dalberg Addition, subject to easement of record; and

WHEREAS, mailed and published notice of a public hearing to consider the proposed variance was given; and

WHEREAS, a public hearing to consider the proposed variance was held on September 26, 2022; and

WHEREAS, the request was made for a variance to permit a zero-foot side yard setback; instead of the 5-foot standard; and

WHEREAS, the Planning Commission has considered the application against the practical difficulties test as outlined in Section 16.60.040 of the Spring Lake Park Zoning Code; and

WHEREAS, the Planning Commission, on a 4-1 vote, has recommended approval subject to reasonable conditions, based on the following findings of fact:

1. The proposed setback encroachment will not alter the character of the neighborhood as there are other residential driveway encroachments in the vicinity of the property.
2. There are inherent challenges to developing a corner lot that are outside of the property owner’s control.

WHEREAS, the Spring Lake Park City Council has reviewed the application and hereby accepts the findings and recommendations of the Spring Lake Park Planning Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves the request of Stewart Tingelstad, 482 Sanburnol Drive NE, for a variance to permit a zero foot side yard setback for a driveway and associated shade sail, subject to the following conditions:

1. No additional driveway width will be permitted within the City’s right of way.
2. Property owner understands that any damage to improvements located within the utility easement due to the legal use and/or maintenance of the easement is the sole responsibility of the property owner.

3. Applicant shall direct any drainage from the concrete slab and shade sail west towards the rear of the property. No drainage shall be directed onto the neighboring property.
4. Applicant shall apply for any zoning/building permits required.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 3rd day of October, 2022.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: September 27, 2022
Subject: Variance Request – 482 Sanburnol Drive

Background

Stewart Tingelstad has submitted a variance request to permit a driveway expansion within the five foot side yard setback. The property owner is also seeking ability to install a shade sail within the side yard setback.



The applicant is seeking a variance from the 5 foot front yard setback requirement for driveways, as set forth in Spring Lake Park Code (“SLPC”) 16.40.030.

The property is a corner lot located on the 400 block of Sanburnol Drive, at the southeast corner of Sanburnol Drive and Terrace Road. The property is guided for low density residential in the 2040 Comprehensive Plan. The property is zoned R-1, Single Family Residential – allowed uses include single-family homes. Property records show that the house on the property was constructed in 1958. While the house faces Sanburnol Drive, the garage faces Terrace Road NE.

The City's current yard setback standards for the R-1 zoning district is as follows:

Dwelling, single family – front yard	35 feet
Dwelling, single family – rear yard	40 feet
Dwelling, single family – side yard	10 feet
Dwelling, single family – side yard corner lot	25 feet
Accessory uses, rear yard	5 feet
Accessory uses, side yard	5 feet

SLPC 16.40.030 reads as follows:

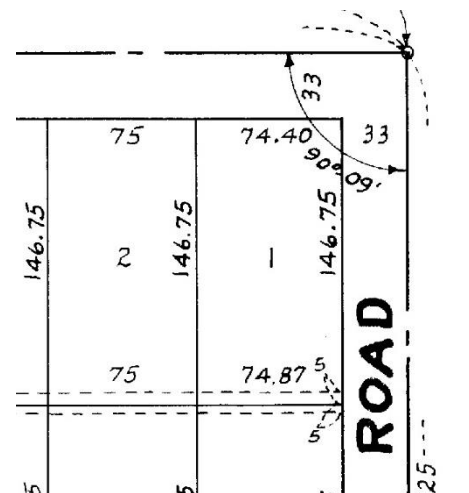
“Off-street parking and loading facilities shall be subject to the front yard, side yard and rear yard regulations for the use district in which the parking is located, with the following exceptions:

In any of the residence districts, no parking or loading space shall be located within 15 feet of any property line. Driveways, garages, and carports in conjunction with any single- or two-family residence shall be exempted from this requirement; *however, they shall not be located less than five feet from the property line, except by variance obtained in the manner provided in this code. Variances in the case of driveways may be allowed down to zero feet setback from the property line. Recreational vehicles parked in conformance with SLPC 16.20.120 Paragraph B,2 are also exempted from the above yard setback regulations.* [Emphasis added]

There is currently a slab on the south side of the garage. The applicant is seeking to expand that into the side yard setback.

There is a 5 foot drainage and utility easement on the south side of the property. The easement is currently utilized for overhead utilities. Any improvements within an easement of this nature are made at the risk of the property owner. Staff and the Planning Commission made this point very clear to the property owner.

Appendix D sets the maximum percentage of lot coverage of all structures in the R-1 district at 35%. The applicant's property is approximately 10,875 square feet, which would accommodate a maximum structure lot coverage of 3,806 square feet. With the addition, the total square footage of all structures on the property is 2,954.7 or 27.1% of the total lot size.



Staff had originally expressed concern about the shade sail interfering with maintenance of the above ground utilities. After the applicant had shared the ease in which the shade sail can be

taken down and that the posts for the shade sail would be in line with the existing fence, staff withdrew its concern.

Previous applications:

- Variance to permit construction of garage (8/18/1969)
- Variance to permit wider driveway (5/3/2010)

Variance

Section §16.60.040 of the City of Spring Lake Park's zoning code outlines the criteria for considering variances:

“The City Council may grant a variance from the strict application of this title and impose conditions and safeguards on the variance so granted only in instances where their strict enforcement would cause practical difficulties in complying with the official control because of circumstances unique to the individual property under consideration, and may grant a variance only when it is demonstrated that such actions will be in harmony with the general purposes and intent of this title and when the variances are consistent with the Comprehensive Plan. “Practical difficulties” as used in connection with granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by an official control, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties also includes, but is not limited to, direct sunlight for solar energy systems. A variance shall not be granted to allow a use that is not allowed in the zoning district involved.”

Recommendation

Staff recommends approval of the variance. Staff's analysis of the application shows that the proposed parking encroachment will not alter the character of the neighborhood as there are other residential driveway encroachments in the vicinity. In addition, there are inherent challenges to a corner lot that make this variance reasonable.

The Planning Commission recommended approval of the variance with the following conditions:

1. No additional driveway width will be permitted in the City's right of way.
2. Property owner understands that any damage to improvements located within a utility easement due to the legal use or maintenance of the easement is the property owner's responsibility.
3. Applicant shall direct any drainage from the new slab west towards the rear of the property. No drainage shall be directed onto neighboring properties.
4. Applicant must apply for a zoning permit as required.

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



City of Spring Lake Park
 1301 81st Avenue NE
 Spring Lake Park, MN 55432
 763-784-6491 (p) 763-792-7257 (f)
info@slpmn.org

For Office Use Only	
Case Number:	
Fee Paid:	
Received by:	Wanda
Date Filed:	8/29/22
Date Complete:	
Base Fee:	150
Escrow:	300

DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)		
<input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text) <input type="checkbox"/> Rezoning <input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Site Plan/Building Plan Review <input type="checkbox"/> Conceptual Plan Review <input type="checkbox"/> Conditional Use Permit <input checked="" type="checkbox"/> Variance <input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Lot Combination <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____
PROPERTY INFORMATION		
Street Address: 482 SANBURNOL DR NE		
Property Identification Number (PIN#):		Current Zoning:
Legal Description (Attach if necessary):		
APPLICANT INFORMATION		
Name: ENES GLUHIC		Business Name: SMC CONSTRUCTION INC
Address: 8465 PLAZA BLVD NE		
City: SPRING LAKE PARK MN	State: MN	Zip Code: 55432
Telephone: 612-245-9255	Fax:	E-mail: ENES@SMCMN.COM
Contact: ENES	Title:	
OWNER INFORMATION (if different from applicant)		
Name: STEWART TINGELSTAD		Business Name:
Address: 482 SANBURNOL DR NE		
City: SPRING LAKE PARK	State: MN	Zip Code: 55432
Telephone: 763-742-4896	Fax:	E-mail:
Contact:	Title:	
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: SINGLE FAMILY HOME, THE LOCATION IS USED FOR OUTSIDE STORAGE		
Nature of Proposed Use: STORAGE OF CAMPER, CONCRETE PAD IN ORDER TO STORE IT ON SOLID SURFACE, AND IN ORDER TO NOT HIT EXISTING GARAGE WE NEED TO HAVE CONCRETE IN EASEMENT		
Reason(s) to Approve Request: CORNER LOT DIFFICULTIES, SIDE YARD/BACK YARD NO OTHER PLACE WHERE THE CAMPER COULD BE PUT WITHOUT BEING IMPACTED. NICELY TUCKED AWAY HERE		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name:		Date of Application:
Nature of Request:		
NOTE: Applications only accepted with ALL required support documents. See City Code		

APPLICATION FEES AND EXPENSES:

The City of Spring Lake Park requires all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

Minnesota Statute § 471.462 requires all cities to provide, upon request, a nonbinding estimate of consulting fees in connection with applications for permits, licenses, or other approvals relating to real estate development or construction. If the applicant requests the estimate, the application shall not be deemed complete until the City has (1) provided an estimate to the applicant; (2) received the required application fees, as specified by the City; (3) received a signed acceptance of the fee estimate from the applicant; and (4) received a signed statement that the applicant has not relied on the estimate of fees in its decision to proceed with the final application from the applicant.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. **All fees and expenses are due whether the application is approved or denied.**

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. **I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.** This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

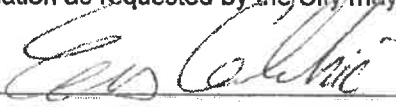
I wish to be notified of additional costs in the following manner (select one):

- E-mail: ENES@SMCMN.COM
- Fax: _____
- USPS – Certified Mail

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application, including all four requirements of Minnesota Statute § 471.462, should I request a written estimate of consultant fees. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant:  Date: 08/19/2022

Owner: _____ Date: _____

**NOTE: Applications only accepted with ALL required support documents.
See City Code**

**City of Spring Lake Park
Variance Application**

A variance cannot be approved unless the Planning Commission and City Council find that the "practical difficulties" standard has been met. Please provide a response as to how/why your project will meet the following criteria. Use additional sheets if necessary and consult with the Zoning Administrator if you need clarification on the intent of any of the standards set below.

1. Applicant Information:

Name: SMC CONSTRUCTION Telephone: _____
Address: 8465 PLAZA BLVD NE Cell Phone: 612-245-9255
City/State/Zip: SPRING LAKE PARK MN, 55432 E-mail: ENES@SMCMN.COM

2. Property Owner Information (if different from above):

Name: Stewart Tinglestad Telephone: 763-742-4896
Address: 482 SANDBURNOL DR NE Cell Phone: _____
City/State/Zip: SPRING LAKE PARK MN, 55432 E-mail: SMTINGO1959@GMAIL.COM

3. Project Location (Address and Legal Description): _____

4. Present Use of Property: SINGLE FAMILY HOME

5. Description of Project: CONCRETE PAD TO ALLOW PARKING OF CAMPER

6. Specify Section of the Ordinance from which variance is sought: EASEMENT ON BACK OF PROPERTY CORNER LOT / SIDE PROPERTY, 5 FT UTILITY EASEMENT

7. Explain how you wish to vary from the applicable provisions of this Ordinance: _____
CONCRETE PAD NEEDS TO BE WIDER TO ALLOW PARKING ON A SOLID SURFACE WHICH WOULD ENCROACH A UTILITY EASEMENT WHICH IS FOR ABOVE GROUND UTILITIES.

8. Please attach a site plan or accurate survey as may be required by Ordinance.

9. **Practical Difficulties Test:** Please answer the following questions as they relate to your specific variance request. **IF WE DON'T PUT CONCRETE INTO EASEMENT THERE IS NOT ENOUGH SPACE FOR PARKING OF THE CAMPER. BEING A CORNER LOT THIS IS ONLY SPOT THAT WOULD FIT**

a. In your opinion, is the variance in harmony with the purposes and intent of the Ordinance?
 Yes No Why or why not?

UTILITY EASEMENT IS FOR ABOVE GROUND UTILITIES. THIS WOULD NOT BE AFFECTING ANY OF IT

b. In your opinion, is the variance consistent with the Comprehensive Plan?

Yes No Why or why not?

c. In your opinion, does the proposal put property to use in a reasonable manner?

Yes No Why or why not?.

OTHER OWNERS CAN PARK BEHIND THEIR HOMES, THIS BEING MY BEHIND AND SIDE LOT

d. In your opinion, are there circumstances unique to the property? (physical characteristics of the property – i.e. sloping topography or other natural features like wetlands or trees)?

Yes No Why or why not?

SIDE LOT OR BACK LOT OF A CORNER PROPERTY DILEMA, LIMITS USE OF MY PROPERTY.

e. In your opinion, will the variance maintain the essential character of the locality?

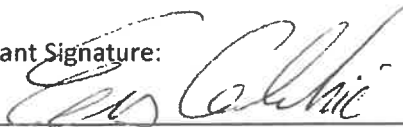
Yes No Why or why not?

THERE IS ALREADY A PARKING SPOT AND GARAGE NEXT TO IT USED FOR PARKING OF VEHICLES

The Planning Commission must make an affirmative finding on all of the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs and also with the procedural requirements of the City Code and other applicable ordinances.

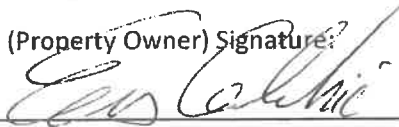
Applicant Signature:



Date:

08/18/2022

Fee Owner's (Property Owner) Signature:



Date:

08/18/2022

Adding a concrete slab behind an existing fence allows utilization of the property better than having to put the camper on the dirt.

Encroaching into easement allows us to be able to park easier without having to cut corner of the garage roof and risk damaging camper as well as the existing garage.

Have a letter from the neighbor that they are ok with us putting up a shade sail to protect camper from sun and weather. Attached below. Relocating fence gate to allow easier parking. Not adding to streetcurb.

Putting up 4 posts to allow stretching of sun shade sails that are removable since we can't make a permanent structure adequate enough in this location. 6x6 posts that are 12 foot tall.





I JEFF PEDERSON RESIDING AT

483 MAPLE ST SPRING LAKE PARK

GIVE MY CONSENT TO PUT NEW POST

ON THE CORNER OF MY EXISTING

FENCE LINE.

Jeff Pederson 8-17-22
JP

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park Planning Commission was held on September 26, 2022 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

Chair Hansen called the meeting to order at 7:00 PM.

2. ROLL CALL

MEMBERS PRESENT

Chair Hans Hansen
Commissioner Jeff Bernhagen
Commissioner Rick Cobbs
Commissioner Kelsey Hollihan
Commissioner Sharon Weighous

MEMBERS ABSENT

Eric Julien

STAFF PRESENT

Administrator Daniel Buchholtz
Building Official Jeff Baker

OTHERS PRESENT

Brad Delfs, City Councilmember
Enes Gluhic, 8465 Plaza Blvd NE
Stewart Tingelstad, 482 Sanburnol Drive NE

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

A. Approval of Minutes – August 22, 2022

Motion made by Commissioner Bernhagen, seconded by Commissioner Cobbs to approve the minutes from the August 22, 2022 Planning Commission Meeting.

Voting Aye: Commissioner Weighous, Commissioner Hollihan, Commissioner Bernhagen, Commissioner Cobbs, Chair Hansen. Motion carried.

5. PUBLIC HEARING

A. Public Hearing – Side Yard Variance for 482 Sanburnol Drive

Administrator Buchholtz stated that the City received an application from Stewart Tingelstad, 482 Sanburnol Drive NE, for a variance to permit a driveway expansion within the required five-foot side yard setback. He said Mr. Tingelstad is also seeking the ability to install a shade sail within the side yard setback.

Administrator Buchholtz said that the applicant is seeking a variance from a five-foot front yard setback requirement for driveways as set forth in Spring Lake Park Code 16.40.030. He stated that the property is a corner lot and is guided for low density residential in the 2040 Comprehensive Plan. The property is zoned R-1, Single Family Residential. R-1 is for single family homes.

Administrator Buchholtz noted that the slab on the south side of the garage is where the applicant is seeking to expand into the side yard setback. He stated that there is a five-foot utility easement on the south side of the property. He said the easement is currently utilized for overhead utilities. He said that a concrete slab could be permitted within the easement so long as it does not interfere with the current or future use of the easement. He stressed that any improvements within the easement of this nature are made at the risk of the property owner.

Administrator Buchholtz said that he would not recommend permitting the shade sail in the easement as it could interfere with the ability of the utility company to access the above ground utilities.

He stated that staff recommends approval of the variance without the shade sail. Staff's analysis of the application shows that the proposed parking encroachment will not alter the character of the neighborhood as there are other residential driveway encroachments in the vicinity.

He noted that If the Planning Commission wishes to recommend approval of the variances, it would be with the following conditions:

1. No additional driveway width will be permitted in the City's right of way.
2. No improvements may be made that interferes with the ability of the owner of the utility to access overhead power lines. Property owner understands that any damage to the portion of the concrete slab located within the utility easement due to the legal use or maintenance of the easement is the property owner's responsibility.
3. Applicant must apply for a zoning permit as required.

Mr. Ghulic and Mr. Tingelstad stated that the object of the request is to extend the current concrete slab to 29' x 16' to park a camper onsite. They noted that, because the property is a corner lot, it is difficult to park it anywhere else. Mr. Tingelstad said the sails are made out of cloth so they are easily removable.

Commissioner Weighous asked if there was a different option for the sails, such as a carport. Mr. Tingelstad noted that the carports are not allowed. Administrator Buchholtz said that the proposed sails could be permitted since they are removable.

Commissioner Hollihan inquired if the existing driveway allows enough room as it is now to get the trailer onto the proposed slab. Mr. Tingelstad stated that he has a 2 ft soffit to clear and that is why it is important to get near the fence and that is why there is a need to get into the easement.

Chair Hansen opened the public hearing at 7:20 PM. Seeing no one in the audience wishing to address the Commission on the issue, Chair Hansen closed the public hearing at 7:21 PM

Motion made by Commissioner Hollihan, seconded by Commissioner Cobbs to recommend the Variance Request from Stewart Tingelstad at 482 Sanburnol Drive NE with the following conditions:

1. No additional driveway width will be permitted within the City's right of way.
2. Property owner understands that any damage to improvements located within the utility easement due to the legal use and/or maintenance of the easement is the sole responsibility of the property owner.
3. Applicant shall direct any drainage from the concrete slab and shade sail west towards the rear of the property. No drainage shall be directed onto the neighboring property.
4. Applicant shall apply for any zoning/building permits required.

Voting Aye: Commissioner Weighous, Commissioner Hollihan, Commissioner Cobbs, Chair Hansen. Voting Nay: Commissioner Bernhagen. Motion carried

6. OTHER

Chair Hansen inquired about the Commission looking at other codes. Administrator Buchholtz replied that he will have something ready to preview at the October meeting.

Commissioner Bernhagen inquired about the shade sails and if staff would be able to look into them. Administrator Buchholtz stated he would inquiry of other cities what their policy is on the shade sails.

7. ADJOURN

Motion made by Commissioner Cobbs, seconded by Commissioner Bernhagen to adjourn.

Voting Aye: Commissioner Weighous, Commissioner Hollihan, Commissioner Bernhagen, Commissioner Cobbs, Commissioner Julien, Chair Hansen. Motion carried.

Meeting adjourned at 7:23 PM.



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: September 26, 2022

Subject: Fund Accounting Software

Staff is requesting authority from the City Council to purchase new accounting software from BS&A in the amount of \$136,735.00.

The City's current accounting software was purchased in 2003. The vendor, Central Square, is providing limited software support for this program along with subpar customer service. Staff is currently utilizing numerous Excel spreadsheets to make up for the lack of functionality within the software.

In addition, the City's building permit tracking software, Permit Works, is rumored to be phasing out of business. Staff has had limited success recently in obtaining support for Permit Works over the past several months, giving credence to those rumors.

Accountant Barker has summarized staff's experience with our current software package in a memo included with the agenda materials.

Staff has inquired with numerous other cities for potential fund accounting and permitting software solutions. Based on their feedback, staff solicited demonstrations from BS&A Software and Civic Systems. Based on those demonstrations, we believe that BS&A Cloud solution is the best fit for the City.

The BS&A software package will provide powerful financial reporting tools that can be accessed by Administration staff and Department Heads in real time from their computer workstation. In addition, the software allows our Accounting Clerk to scan invoices directly into the system and submit those invoices electronically to Department Heads for approval prior to printing checks. The software will also allow us to maintain our fixed asset schedule on site, rather than have it managed by the City Auditor, saving time and money.

The Human Resource Management Suite is much more than payroll. It empowers employees to submit their time cards electronically through the system. This was a suggestion several employees made during the Cultural Assessment Study. In addition, employees will be able to update contact information, W-4 information, and life event changes directly into the system. They will also be

able to obtain historical pay stubs and W-2 information. This self-service option will reduce staff time spent updating payroll and benefit information.

The Utility Billing system will allow customers to review their account information and pay their utility bills online.

The Community Development suite will allow for easier building permit tracking, online inspection scheduling, automatic document production, code enforcement tracking. The suite also allows residents and contractors to apply and pay for building permits online, rather than needing to come into City Hall for permits. In addition, it will allow pictures and inspection reports to be uploaded in real time and prepopulate any correction letters that need to be sent.

Brochures on these products are included in the packet for your review and information.

BS&A clients in the Twin Cities metropolitan area include Columbia Heights, Victoria, Wyoming, Corcoran, Dayton, Plymouth, Robbinsdale, New Brighton, Shoreview, Prior Lake, Forest Lake and Delano.

The quote we have received from BS&A is all-inclusive. The following is a breakdown of the quote:

Applications	\$ 20,250.00
Data Conversions/Setup	\$ 24,085.00
Customizations	\$ 1,500.00
Project Management	\$ 18,250.00
Implementation & Training	\$ 37,000.00
Post-Go Live Assistance	\$ 3,000.00
Travel Fees/Hosting	<u>\$ 32,650.00</u>
TOTAL	\$136,735.00

There are annual service fees of \$20,250. Those have already been included in the 2023 Budget.

Staff is recommending utilizing the following funds to cover the cost of the software package:

Capital Replacement	\$ 68,367.50
Public Utilities Renewal & Replacement	<u>\$ 68,367.50</u>
TOTAL	\$136,735.00

We believe this software will reduce staff time associated with processing accounts payable, maintaining the general ledger, processing payroll and updating human resource records, facilitating building permit scheduling, producing building permit/code enforcement letters, and more. In addition, this will provide the public the ability to pay utility bills online and to submit and pay for building permits online.

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

Proposal for:
City of Spring Lake Park, Anoka County MN
September 9, 2022
Quoted by: Dan J. Burns, CPA

Software and Services for BS&A Cloud



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Cloud Modules

Financial Management

General Ledger	\$1,935
Accounts Payable	\$1,640
Cash Receipting	\$1,640
Fixed Assets	\$1,640
Utility Billing (approximately 2,267 utility accounts)	\$2,040

Personnel Management

Payroll	\$2,670
Human Resources	\$1,935
Timesheets	\$1,190

Community Development

Building Department	\$2,540
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BS&A Online

Public Records Search + Online Bill Pay <i>With use of integrated Credit Card Processor</i>	\$1,500
Community Development <i>Permit Application Feature - Enables contractors and the general public to submit permit applications online (A fee of \$3/application is accumulated and billed to the municipality).</i>	\$1,520

Subtotal **\$20,250**

Data Conversions/Database Setup

Convert existing Asyst (Central Square) data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$2,500
Accounts Payable (Vendors, Up to 10 years invoices and check history)	\$1,900
Payroll (Database setup, employee detail, YTD Values, Up to 10 years check history)	\$4,460
Utility Billing	\$3,900

Convert existing Permit Works data to BS&A format:

Building Department (per database)	\$5,000
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Database Setup:

Cash Receipting (Setup of Receipt Items/Tender Types)	\$1,500
Fixed Assets (Setup of Assets, Entry of Value, Accumulated Depreciation)	\$1,825
Human Resources (Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees)	\$3,000

Subtotal **\$24,085**

No Data Conversion or Database Setup for:
Timesheets

Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	\$1,500
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Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$18,250

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	4		\$4,000
Financial Management Modules	Days:	14		\$14,000
Personnel Management Modules	Days:	10		\$10,000
Community Development Applications	Days:	9		\$9,000
	Total:	37	Subtotal	\$37,000

Post-Go Live Assistance

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Post-Go Live for all modules for which training was performed	Days:	3		\$3,000
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Cost Totals

Not including Annual Service Fees

Modules	\$20,250
Data Conversions/Database Setup	\$24,085
Custom Import	\$1,500
Project Management and Implementation Planning	\$18,250
Implementation and Training	\$37,000
Post-Go Live Assistance	\$3,000
Total Proposed	\$104,085
<i>Travel Expenses</i>	\$29,450
<i>Hosting Fees</i>	\$3,200

Payment Schedule

- 1st Payment: **\$42,335** to be invoiced upon execution of this agreement.
2nd Payment: **\$23,450** to be invoiced at activation of customer's site.
3rd Payment: **\$70,950** to be invoiced upon completion of training.

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	
General Ledger	\$1,935
Accounts Payable	\$1,640
Cash Receipting	\$1,640
Fixed Assets	\$1,640
Utility Billing	\$2,040
Personnel Management	
Payroll	\$2,670
Human Resources	\$1,935
Timesheets	\$1,190
Community Development	
Building Department	\$2,540
BS&A Online	
Public Records Search	\$1,500
Community Development	\$1,520
Total Annual Service Fees	\$20,250

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

\$3,200

Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

		Quantity		Cost
Epson THM-6000V Series Receipt Printer*	\$925	x	_____	= \$_____
APG Series 100Cash Drawer**	\$250	x	_____	= \$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250	x	_____	= \$_____
Credit Card Reader (if using Invoice Cloud)	\$75	x	_____	= \$_____

This will add \$_____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of \$50.00.

Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

___ Classroom training, \$205/person/day

___ On-site training (unlimited attendees), \$1,000/day, travel not included

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsonline/public-records-search/> for information.



Memorandum

To: Daniel Buchholtz, City Administrator

From: Melissa Barker, Accountant

Date: September 26, 2022

Subject: Administrative/Accounting Software Upgrade

The City purchased the Asyst accounting software package, consisting of general ledger, accounts payable, cash receipts, payroll, and utility billing, back in 2003. Although I've only been here about two and a half years, numerous staff members have expressed their dissatisfaction for many years and realized the limitations with the current software. Asyst is currently owned by Central Square. Central Square's focus is on their new software products not their legacy systems. Their software support is less than mediocre. They will only provide support if the City keeps up on the software updates, which has entailed upgrading the computer programs at each station that utilizes the software. The updates and upgrades have to be done by Computer Integrations Technologies, Inc. (CIT), the City's IT consultant. Response time for requesting a call for support from Central Square can be days, sometimes even weeks. Sometimes updates need to be coordinated between Central Square and CIT, which can lead to significant delays. The existing software is outdated and no longer user friendly.

Staff has also heard that Permit Works, the City's current building permit software, is possibly phasing out. Originally the software was installed to assist the Building Department with processing permits and making the permit and inspection process more efficient. Even with Permit Works the process is still manually intensive, with staff having to handle, record and report from and in various software programs.

With these issues, staff has been researching alternatives for financial software such as an enterprise resource planning system, with the expectation for something more reliable, integrated, user friendly for all users, and efficient in all aspects of the software.

After soliciting other Minnesota cities for their reviews on software they used. Staff participated in demonstrations of both BS&A Software and Civic Systems software, after

Staff believes BS&A Software would be the best option for the City of Spring Lake Park. They started selling municipal software to local governments since 1987. Their focus is offering innovative solutions exclusively to local government and providing exceptional customer support. They apply a boutique approach to their customer base, not a big box store.



EXPERIENCE

THE DIFFERENCE

Financial Management
Human Resource Management
Utilities Management
BS&A Online Services



www.bsasoftware.com

SERVICE-SOLUTIONS-SUPPORT-SATISFACTION

At BS&A, our goal is to bring meaningful and sustainable value to our customers. With over thirty years of experience in the public sector, we have learned there are three key factors in delivering value... people, technology, and integration.

OUR HISTORY

BS&A Software has been providing exceptional software to local governments since 1987. Our customer base is 2,100 and counting. Our local government software solutions make it easy to manage and operate all aspects of municipal finance, utilities management, human resources, and community development. Our intuitive and highly-functional Cloud software, unparalleled customer care, and robust solutions continue to exceed our customers' expectations.

EFFICIENT LOCAL GOVERNMENT SOFTWARE WITH EXCEPTIONAL CUSTOMER SUPPORT

BS&A's local government software solutions are built on user feedback. We continue to improve our software by asking our clients what they need. This has allowed us to create software with the capabilities and user-friendliness that actually improves your workday. We support our software solutions with exemplary customer service, enabling us to help you streamline your processes.



UNPARALLELED SUPPORT

BS&A Software has built its foundation on outstanding customer support. We work closely with our customers to not only solve problems, but also incorporate feedback to create a better platform. We are “externally driven,” ensuring that our staff focuses on customer needs first.

If you have a question, BS&A software experts will work with you personally.

WHAT UNPARALLELED SUPPORT MEANS TO US:

Customer-focused attention:

Our support technicians and software developers consistently go the extra mile to solve customer issues. This is built into our company culture, and we give our experts the assistance they need to be at the top of their game.

Fast and responsive:

We regularly add features and improve our software to provide our customers with software solutions that are always improving. Our customer support experts are available by phone and email; and you can easily request assistance from within our software. Remote Assistance allows us to work with you to answer questions. You will never be stuck in an automated phone system or voice mail jail.

Prioritizing customers:

Every six months we conduct detailed customer satisfaction surveys to ensure your software is helping your government improve operations.

Transparency:

When potential customers are interested in talking to our existing users, we don't limit them to 3 or 4 handpicked references. Instead, we provide our entire customer list, including contact names and phone numbers. We are confident in every customer relationship.

Risk-reversal pledge:

We offer a one-year, risk-reversal pledge on all of our software solutions. If up to a year after activation you are not happy with our software and service, you can return the software for a full refund.

“Speaking for the City, the entire process was an amazingly smooth one, and employees, management, and City Council are very pleased with the new software. Working with the BS&A project management folks, IT Team, and each implementation and training specialist was a pleasure. When things didn't work quite right, which was rare, it just provided comic relief!”

– Dahlonega, GA

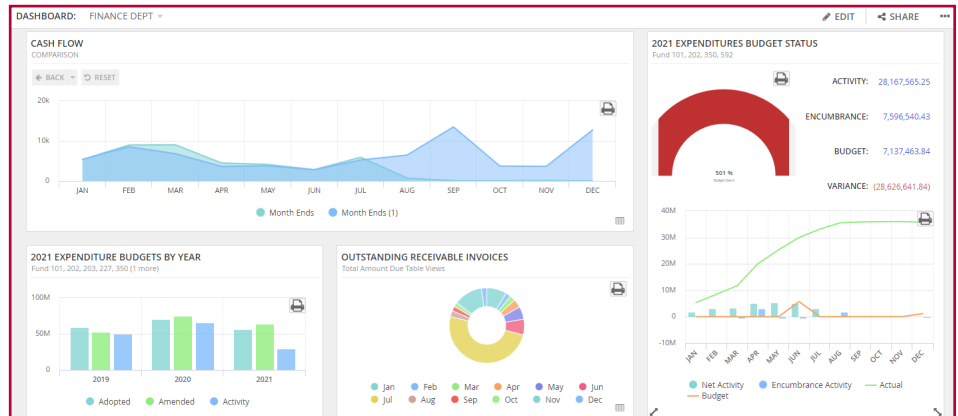
“When you partner with BS&A, you get software that works great now, and helps communities move to the next level. Their software allowed us to easily move into a paperless environment. Now when auditors come, we don't spend hours pulling invoices and journal entries only to re-file them again later. If we want to see the invoice or journal entry support, it's all available in our system. I already got rid of an entire filing cabinet because I just don't have the paper anymore! One of my favorite parts of BS&A is simply the ease of use of the software. Everything is intuitive and easy.”

– Village of Shorewood, WI

FINANCIAL MANAGEMENT SUITE

Built from the ground up to help navigate the ever-changing workforce that local governments face, BS&A Cloud's Financial Management Suite provides access anytime, anywhere.

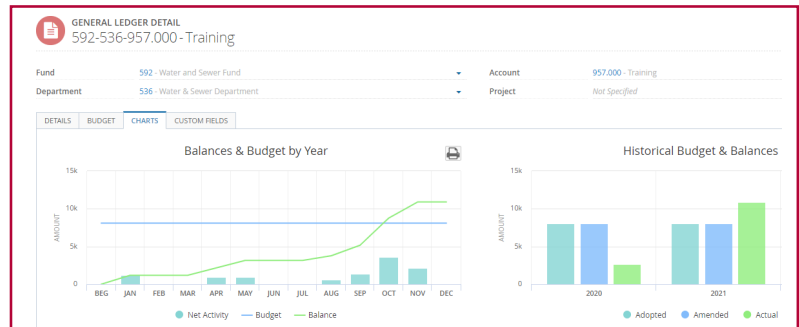
BS&A's comprehensive suite is designed exclusively for local government, and written with the end-user in mind. All data is shared across modules, eliminating the need for duplicate data entry. Clear workflows and custom reports enable you to make strategic, data-driven decisions. Quickly assess your performance through flexible, user-defined dashboards. The suite's wide assortment of modules provides a strong core financial management solution that allows you to increase efficiency and eliminate redundant data entry.



GENERAL LEDGER

BS&A's General Ledger module is the foundation of our Cloud Financial Management Suite. It acts as the central data warehouse for financial entries from other modules in the Suite, while also providing strict security and control.

It is a powerful general ledger system designed using Generally Accepted Accounting Principles (GAAP) for fund accounting, and to address the specific needs of GASB reporting. The flexible chart of accounts structure and sophisticated reporting tools allow you to comply with your state's regulations and meet your specific needs.



Account Central

Tip: Pressing [Backspace] will clear your last selection

Fund - 101 CLEAR Account Classification - 20 CLEAR Department - 000 CLEAR Accounts - Select record to drill down...

CODE	DESCRIPTION	2020 ACTIVITY	2021 ACTIVITY	2021 ENCUMBRANCE	2021 BUDGET	2021 VARIANCE	2021 % OF BUDGET
402.000	AD VALOREM	3,444,073.58	3,563,436.69	0.00	3,513,587.00	49,849.69	101.42 %
412.000	DELINQUENT PERSONAL ...	13,201.66	23,650.56	0.00	5,500.00	18,150.56	430.01 %
414.000	MTT YE ACCRUAL	(12,000.00)	(5,000.00)	0.00	(8,000.00)	3,000.00	62.50 %
415.000	TAX CHARGEBACK	0.00	0.00	0.00	555.00	(555.00)	0.00 %
432.000	PAYMENT IN LIEU OF TAXES	9,637.14	2,126.26	0.00	2,200.00	(73.74)	96.65 %
445.000	PENALTIES AND INTEREST	1,912.64	1,940.69	0.00	1,800.00	140.69	107.82 %
448.000	TAX COLLECTION FEE	834,193.71	304,755.65	0.00	837,880.00	(533,124.35)	96.37 %
660.402	PROPERTY TRANSFER FINES	8,025.00	(800.00)	0.00	10,000.00	(10,800.00)	-8.00 %
		4,299,043.73	3,890,109.85	0.00	4,363,522.00	(473,412.15)	89.15 %

PROJECT & GRANT ACCOUNTING

General Ledger's Project & Grant Accounting feature allows for the tracking of budgets, expenditures, and revenues for complete transparency with your constituents.

Project Accounting empowers you to budget for current projects. With General Ledger's Project Accounting capabilities, you are able to quickly view the budget status for the project in real-time, with comprehensive drilldown functionality to view the transactions that make up your activity.

Grant Accounting and tracking has become critical to local governments. With General Ledger's Grant Accounting capabilities, you are able to budget and report your grant activity in the grant's unique fiscal year, as it can differ from your municipality's Fiscal Year End. You have the versatility of budgeting for the present year as well as future years in which you may be planning large purchases or projects that are grant-funded. Perhaps your grant requires the use of the funding within the next few years; you can easily track items such as lifetime activity, expiration date, and activity relative to the budget within the Grant View, as well as generate detailed grant reports.

Projects » SIDEWALKPR - SIDEWALK IMPROVEMENT PROJECT

CREATE DISCARD SAVE 🔍 🔔 🕒 🗑️ 🖨️ ⚙️ 🏠 📄

INFORMATION COMMENTS 0 ATTACHMENTS 0

PROJECT
SIDEWALKPR - SIDEWALK IMPROVEMENT PROJECT

▼ GENERAL INFORMATION

Project: SIDEWALKPR
 Description: SIDEWALK IMPROVEMENT PROJECT
 Category: 🔍 ▼
 Start Date: 08/01/2009 📅
 Completion Date: 📅

▼ PROJECT GENERAL LEDGER NUMBERS

	GENERAL LEDGER NUMBER ▲	DESCRIPTION	2020 BALANCE DR (CR)	2021 BALANCE DR (CR)	2021 AMND. BDGT.	AVAILABLE	LIFETIME ACTIVITY
▲	Assets						
	101-000-001.000-SIDEWALKPR	Cash	1,653.94	1,953.94	0.00	(1,353.94)	1,953.94
	101-000-002.000-SIDEWALKPR	Cash - Savings	(80.00)	(24.00)	0.00	49.00	(24.00)
	101-101-101.000-SIDEWALKPR	Inventory- Assets	0.00	0.00	0.00	0.00	0.00
	Assets Totals		Total: 1,573.94	Total: 1,929.94	Total: 0.00	Total: (1,304.94)	Total: 1,929.94
▶	Revenues						
▲	Expenditures						
	101-101-942.000-SIDEWALKPR	Equipment Rental	0.00	0.00	0.00	0.00	1,407.00
	101-101-974.000-SIDEWALKPR	Land Improvements	0.00	0.00	0.00	0.00	1,451.00
	101-201-936.000-SIDEWALKPR	Equipment Maintenance	0.00	0.00	0.00	0.00	1,942.25
	101-301-920.000-SIDEWALKPR	Utilities	0.00	0.00	0.00	0.00	146.32
	101-400-703.000-SIDEWALKPR	Salaries	0.00	0.00	0.00	0.00	422,307.88
	101-400-706.000-SIDEWALKPR	Overtime	0.00	0.00	0.00	0.00	0.00
	Expenditures Totals		Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 462,874.27

BANK RECONCILIATION

Many software applications use the term “reconciliation,” when they merely offer the ability to mark checks as cleared. BS&A Cloud’s General Ledger module offers a more comprehensive solution. You can manually identify open and cleared transactions – individually or in groups, or via an import file from your bank. Multiple bank accounts and pooled cash functionality are easily managed with our Bank Reconciliation feature.

General Ledger’s Bank Reconciliation feature also allows for the grouping of cash transactions by deposit, and reconciles other transactions (e.g., manual journal entries) that affect cash. This facilitates a complete reconciliation between your general ledger account balances and your corresponding bank account balances.

RECONCILIATION
000000003-10/31/2020

FINALIZED: No | BANK ACCOUNT: Gen - General Bank | STATEMENT DATE: 10/31/2020

SUMMARY INFORMATION

Bank Rec Start Date: 08/27/2019
Statement Date: 10/31/2020
Balance per Bank: 11,000,000.00

Ending GL Balance: 11,850,233.45
Ending Bank Balance: 11,000,000.00
Add Misc Transactions: (85,640.58)
Add Deposits/Transactions in Transit: (10,640.88)
Less Outstanding Checks: 16,976,396.20
Unreconciled Difference: (17,882,911.11)

COMPUTED DEPOSITS / TRANSACTIONS IN TRANSIT

DEPOSIT/RECONCILIATION	DATE	DESCRIPTION	AMOUNT
000000004	11/12/2020	Deposit Number: 00000000	25.00
000000005	11/12/2020	Deposit Number: 00000000	(11,940.88)
Total:			(11,940.88)

1 - 2 of 2 items

MANUAL DEPOSITS IN TRANSIT

DESCRIPTION	AMOUNT
CC Payments	500.00
Total:	500.00

1 - 1 of 1 items

CASH RECEIPTING

Centralize or decentralize your cashing process with BS&A Cloud’s Cash Receipting module, a robust cashing solution that manages revenue collection from multiple locations and collection points. Easily accept payment for utility bills, property taxes, fees, tickets, fines and more.

Cash Receipting allows you to manage revenue collection with integrated hardware – receipt printers; scanners; barcode readers; credit card readers. You can add user-defined receipt items to handle charges not maintained by any of the BS&A Cloud modules. Receipt items can be set up to link to third-party billing systems by way of an end-of-day procedure that automatically creates an export file. Receipt transactions are easily grouped by deposit, providing quick balancing and easy end-of-month deposit reconciliation.

DEPOSIT
000000007-03/22/2021

DEPOSIT INFORMATION

Bank Account: Gen - General Bank | Amount: 170.00 | Deposit Date: 03/22/2021 | Status: Open | Difference: (98.00)
Activity Start Date: 01/01/2021 | Activity End Date: 03/22/2021 | Statement Date: Not Specified | Reference: UTILITY DEPOSIT

DEPOSITED ITEMS

POST DATE	MODULE	CODE	REFERENCE	NET AMOUNT	JOURNAL DESCRIPTION	LABELS
01/20/2021	Cash Receipting	CR	0000008532	150.00	SUMMARY CR 01/20/2021 ARINV	
01/25/2021	Cash Receipting	CR	0000008539	84.00	SUMMARY CR 01/25/2021 ARINV	
01/25/2021	Cash Receipting	CR	0000008539	235.00	SUMMARY CR 01/25/2021 ARINV	
01/25/2021	Cash Receipting	CR	0000008539	(225.00)	Void	
03/08/2021	Cash Receipting	CR	0000008550	25.00	SUMMARY CR 03/08/2021 CABLE	
03/08/2021	Cash Receipting	CR	0000008551	9.00	SUMMARY CR 03/08/2021 TRAS	

1 - 6 of 6 items

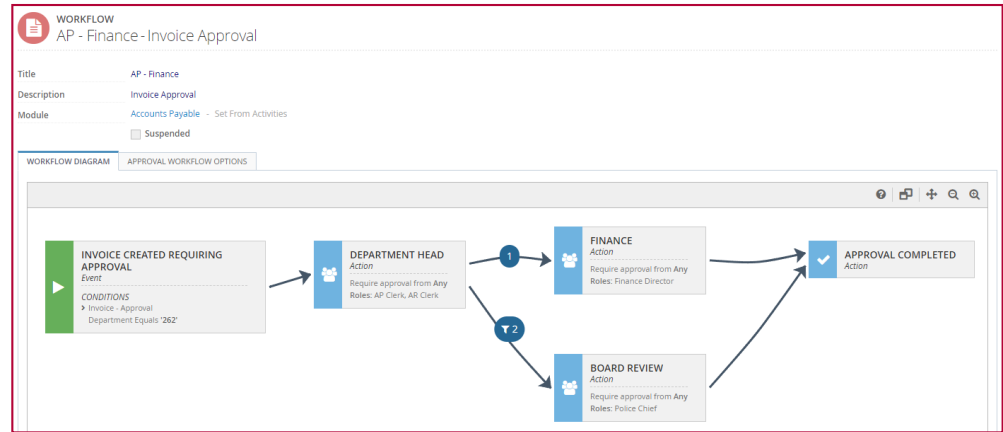
Deposit Status	Not Deposited	Deposited	Total	Selected
Number of Items	1	6	7	0
Total Amount	(25.00)	268.00	243.00	0.00

ACCOUNTS PAYABLE

In addition to its standard invoice entry/check printing functionality, BS&A Cloud's Accounts Payable module offers much more, including communication between modules and data exchange with your bank.

Electronic refund/check requests from other modules are transferred to the AP module with a click, and relevant information is filled in for you. Users can query Accounts Payable for the status of the request without having to consult their colleagues, increasing efficiencies between departments.

As part of your budgeting process, the AP module provides real-time budget verification to prevent overspending.



ACCOUNTS RECEIVABLE

BS&A Cloud's Accounts Receivable module is a powerful, flexible tool for managing customers, billing items, and invoices. Recurring invoices can be set up, eliminating the need to manually create repetitive billings.

Paperless Billing lets you email bills to customers; payment can be received via ACH or online through our citizen self-service portal. Payment detail is easily accessed, and displays the original bill in detail, including all payment and adjustment transactions.

The screenshot shows the account details for 'ACCOUNT 12232021 - ANDREW ROSE'. The account number is 12232021 and the owner is ANDREW ROSE. The property address is 14965 Abbey Ln, Bath, MI 48808. The account balance is \$675.00. The interface includes tabs for GENERAL, ACH, INVOICES, RECURRING INVOICES, RECEIPTS, HISTORY, and OPTIONS. The RECURRING INVOICES tab is active, showing a table of recurring invoices.

RECURRING CODE	AMOUNT
REC-00001	84.00
REC-00004	40.00
REC-00007	25.00

PURCHASE ORDER

BS&A Cloud's Purchase Order module is designed to maximize your control over purchasing decisions, while maintaining flexibility and ease of use. This module allows you to incorporate your purchasing policy into the software by utilizing electronic Workflows and Approvals for requisitions, purchase orders, and bid tracking. BS&A's tools allow for users to accomplish more while accessing fewer screens. The Requisition Approval Manager allows for easy status checks, modifications, and customization.

Always stay up to date on record changes through in-app notifications, emails, text updates, and more.

The screenshot displays the 'Requisition Approval Manager' interface. At the top, it shows 'RECORDS PENDING 8'. Below this are several filter sections: 'Primary Approver Records Only', 'Mass Approval Filter' (set to 'Show all records requiring approval or denial'), 'Filter by Requested Date', 'Filter by Created By User', 'Filter by Approval Department', and 'Approval Level Filter' (set to 'All Approval Levels'). There are also 'Filter by Required Date' and 'Filter By Requested Date' options. Below the filters, there are radio buttons for 'APPROVE SELECTED', 'DENY SELECTED', and 'CLEAR SELECTED ACTION', along with 'SELECT ALL' and 'SELECT NONE' links. The main part of the interface is a table with the following columns: ACTION TO PERFORM, REQUISITION NUMBER, APPROVAL LEVEL, REQUESTED DATE, VENDOR NAME, CREATED BY, DESCRIPTION, REQUIRED DATE, AMOUNT, OVERBUDGET, and two columns for 'APPROVE' and 'DENY' actions. The table contains three rows of data:

ACTION TO PERFORM	REQUISITION NUMBER	APPROVAL LEVEL	REQUESTED DATE	VENDOR NAME	CREATED BY	DESCRIPTION	REQUIRED DATE	AMOUNT	OVERBUDGET	APPROVE	DENY
<input type="checkbox"/> Take No Action	216074	Dept Head	09/15/2021	DEFENSE SOLUTIO...	jmcclaren	Masks	09/15/2021	2,161.29	<input checked="" type="checkbox"/>	APPROVE	DENY
<input type="checkbox"/> Take No Action	216078	Dept Head	11/01/2021	UNITED STATES TR...	rparker	Testing		115,710.00	<input checked="" type="checkbox"/>	APPROVE	DENY
<input type="checkbox"/> Take No Action	216081	Less Than 2,000	12/17/2021	GRAINGER, INC	tbengel	Garbage bins		11,250.00	<input checked="" type="checkbox"/>	APPROVE	DENY

FIXED ASSETS

GASB 34 made the accurate tracking and reporting of fixed assets a necessity. BS&A Cloud's architecture allows for a user-friendly experience when it comes to tracking fixed assets and generating informative reports.

With Flexible Asset Disposal, assets can be partially disposed of based on quantity, dollar amount, or percentage of the total cost. This eliminates the need to record each asset as an individual for disposal purchases – for example, library books can be recorded as a lump sum, and then written off as a percentage of the original cost.

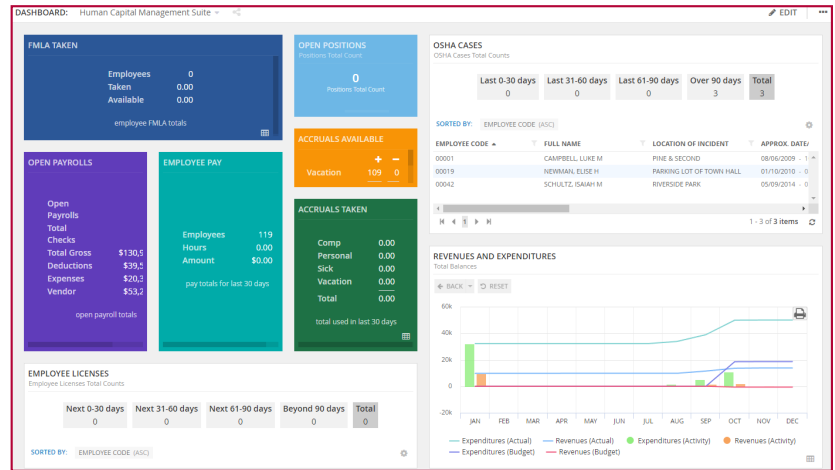
The screenshot displays the 'ASSET TYPES' interface. At the top, it shows 'ASSET TYPES Total Count:'. Below this is a pie chart representing the distribution of asset types. Below the pie chart is a legend with the following categories: BIKE - BIKE PATHS & SIDEWALKS, BUILD - BUILDINGS AND IMPROVEMENTS, COMPU - COMPUTERS AND EQUIPMENT, CONST - CONSTRUCTION IN PROGRESS, FF&E - FURNITURE, FIXTURES AND EQUIPM, LAND - LAND, and VEHIC - VEHICLES AND EQUIPMENT. Below the legend, there are 'SUMMARY' and 'DETAILS' tabs, with 'DETAILS' selected. Below the tabs, there is a 'SORTED BY: ASSET TYPE (ASC)' dropdown. The main part of the interface is a table with the following columns: ASSET TYPE, DESCRIPTION, GENERATE NUMBERS AUTO..., DEPRECIATE THIS TYPE OF..., DEPRECIATION TERM, DEPRECIATION METHOD, LIFE UNITS, and MARKET. The table contains seven rows of data:

ASSET TYPE	DESCRIPTION	GENERATE NUMBERS AUTO...	DEPRECIATE THIS TYPE OF...	DEPRECIATION TERM	DEPRECIATION METHOD	LIFE UNITS	MARKET
BIKE	BIKE PATHS & SIDEWALKS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	Straight Line	Years	<input type="checkbox"/>
BUILD	BUILDINGS AND IMPROVEMENTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	Straight Line	Years	<input type="checkbox"/>
COMPU	COMPUTERS AND EQUIPMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	Straight Line	Years	<input type="checkbox"/>
CONST	CONSTRUCTION IN PROGRESS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annually	Straight Line	Years	<input type="checkbox"/>
FF&E	FURNITURE, FIXTURES AND EQUIP...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	Straight Line	Years	<input type="checkbox"/>
LAND	LAND	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annually	Straight Line	Years	<input type="checkbox"/>
VEHIC	VEHICLES AND EQUIPMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	Straight Line	Years	<input type="checkbox"/>

HUMAN RESOURCE MANAGEMENT SUITE

Human Resource specialists are being asked to work more efficiently, think more strategically, and deliver faster results. Smart software that automates and simplifies daily tasks is critical to maximizing resources – designed specifically for the needs of local government, BS&A Cloud's Human Resource Management Suite is the solution.

Easily manage job postings and applications; review employee information, create payroll checks and generate necessary reports all from an easy to use interface.



PAYROLL

Power, flexibility, and accuracy are the hallmarks of BS&A Cloud's Payroll module. Our software automates complex calculations, including retro-pay, to make compensation and deduction scenarios much easier to navigate.

All required Federal and State reporting is included and available for electronic submission: quarterly 941 reports; ACA; EE04; Unemployment; and Retirement. W-2 processing uses all IRS-supported formats, including the Social Security Administration's EFW2 file.

Rate table updates and step increases can be scheduled for future effective dates, and rates can be split automatically in the middle of a pay period.

The Edit Check interface displays the following details for Employee 00003 - Entry, Time Sheet, Department 751 - Building and Grounds:

PAYMENTS						
PAY CODE	DIST. TYPE	DISTRIBUTION	HOURS	RATE	AMOUNT	PAY
HOURLY	General Ledger Number	101-751-703.000	65.00	10.0000	\$650.00	<input checked="" type="checkbox"/> OT
Longevity	General Ledger Number	101-751-710.000	0.00	---	0.00	<input type="checkbox"/> OT
SICK	General Ledger Number	101-751-703.000	0.00	10.0000	0.00	<input checked="" type="checkbox"/> OT
VACATION	General Ledger Number	101-751-703.000	0.75	10.0000	7.50	<input checked="" type="checkbox"/> OT
COMP	General Ledger Number	101-751-703.000	0.00	10.0000	0.00	<input checked="" type="checkbox"/> OT

DEDUCTIONS		EXPENSES		OTHER	
PAY CODE	AMOUNT	PAY CODE	AMOUNT		
FTW	14.48	SOCSEC_ER	40.77	Gross	657.50
SITH_MH	26.67	MEDICARE_ER	9.53	Net	486.05
SOCSEC_EE	40.77	SUI	9.86	Regular Hours	65.75
MEDICARE_EE	9.53	EXP MERS	19.75	Overtime Hours	0.00
DENTAL	30.00	MERS_RET_EXP	29.59	Supplemental Hours	0.00

Total Hours: 65.75

Bring hours in from BS&A Cloud Timesheets or third-party software. Go paperless with simple direct deposit processing and emailing of check stubs in a password-protected PDF format.

Leave accruals allow for flexibility across a wide-range of policies and labor agreements making the tracking painless, and the process automated. View YTD Information on each employee with the ability to drill-down into individual transactions.

HUMAN RESOURCES

BS&A Cloud's Human Resources module allows you to streamline the new hire process from job posting through placement. User-definable checklists and robust tools allow HR specialists to have easy access to the data they need to make quick and accurate decisions.

After hiring, users can unlock more functionality that allow local governments to manage employees efficiently. From Position Management, Personnel Budgeting, Benefit Plan Management, and Workflow, your staff can spend less time doing administrative tasks and more time tackling the things that matter to your employees and your citizens.

The screenshot displays the 'POSITION ACCOUNTANT-ACCOUNTANT' form in the BS&A Cloud system. The form is organized into several sections:

- GENERAL:** Includes fields for Code (ACCOUNTANT), Description (ACCOUNTANT), Full Time Equip (0.00), and Position Status.
- POSITION MANAGEMENT:** Contains dropdown menus for Employer, Department, and Job Class (ACCOUNTANT). It also shows Total Openings (0), Openings Filled (1), and Available Openings (0).
- BUDGET INFORMATION:** Features fields for Annual Salary (0.00), Hourly Rate (0.00), and Annual Hours (0.00). It includes checkboxes for 'Calculate Salary from Hourly Rate' and 'Include in Budget'.
- EEOC INFORMATION:** Includes dropdown menus for EEOC Position, EEOC Status, and EEOC Function.
- CONTINUING EDUCATION:** Features an 'ADD NEW RECORD' button and a table with a 'CODE' column and a message: 'No items to display'.



TIMESHEETS

Timesheets works hand-in-glove with Payroll to decentralize the data entry of hours worked. Timesheets may be configured to allow employees to enter their time, or to allow for entry by department. Hours can be imported directly into the payroll process, following user-defined Approval rules.

Exception-based options speed data entry time, increasing employee “buy-in.” Projects and Equipment can be tracked in summary or detail, and costs to various funds or departments can be allocated based on usage.

The screenshot shows the BS&A Timesheet software interface. At the top, it displays 'Employees > 00003 - Entry, Time Sheet'. Below this, there are tabs for 'INFORMATION', 'COMMENTS', and 'ATTACHMENTS'. The main area shows the employee's name '00003 - Entry, Time Sheet' and the date range 'Sun, 12/26/2021 - Sat, 01/09/2022'. The department is listed as '751 - Building and Grounds'. The submission status is 'Incomplete' and the timesheet setup group is 'Default'. The interface is divided into two main sections: 'HOURS ENTRY' and 'FLAT AMOUNTS'. The 'HOURS ENTRY' section contains a table with columns for days of the week and rows for different types of hours. The 'FLAT AMOUNTS' section contains a table with columns for days of the week and rows for different types of amounts.

TOTAL	DESCRIPTION	SUN 12/26	MON 12/27	TUE 12/28	WED 12/29	THU 12/30	FRI 12/31	SAT 01/01	SUN 01/02	MON 01/03	TUE 01/04	WED 01/05	THU 01/06	FRI 01/07	SAT 01/08
80.00	SALARY	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
0.00	SICK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	VACATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	COMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80.00	Regular Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
0.00	Overtime Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	Comp Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80.00	Total Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00

TOTAL	DESCRIPTION	SUN 12/26	MON 12/27	TUE 12/28	WED 12/29	THU 12/30	FRI 12/31	SAT 01/01	SUN 01/02	MON 01/03	TUE 01/04	WED 01/05	THU 01/06	FRI 01/07	SAT 01/08
0.00	Comp Time 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	Comp Time 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	Regular Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

EMPLOYEE SELF SERVICE

BS&A's Employee Self-Service (ESS) tool empowers your staff members with much of what is traditionally your HR specialist's responsibility.

Employees can view and request changes to personal data, such as contact information, emergency contacts, W-4 status, and life event changes. Historical payroll and W-2 information, leave balances, and direct deposit are easily located. Employees can complete timesheets and conduct open benefit enrollment.

ESS also offers online job postings and application submittal.

The City of Flagler Beach is extremely pleased with our move to BS&A Software. While our town is a slice of old Florida, we really needed software that would bring us into the 21st Century; BS&A fit the bill. We have been up and running since October of 2012 and our staff cannot say enough about the friendly, helpful support staff of BS&A, they are simply the best”

- City of Flagler Beach, FL

“When it came to training, implementation, and support, I tell others to consider BS&A for their municipal software needs. The service and support we have received have been more than we ever expected.”

– Overland, MS

“Everything about my job was made easier with UB. I find the whole process of calculating and printing the bills to be much easier than our previous program, adjustments are easier, account histories are easier to provide.”

– City of Bad Axe, MI

“Easy to navigate, easy to set up, no accounting degree required. I have been through at least five maybe six full conversion in my career. By far the BS&A experience was seamless and smooth. I have scars to show you from the others.”

– City of Huntington Woods, MI

UTILITIES MANAGEMENT SUITE

BS&A Cloud's Utilities Management Suite helps you manage all aspects of your public works department. Written with the end-user in mind, its powerful functionality and intuitive design is user-friendly, and provides the services, processes, and reporting you need to operate efficiently.

Our Cloud-based solution allows for simple, yet comprehensive billing and account management, and increases productivity by automating the process of creating, assigning, and updating work orders. Its anytime/anywhere access allows workers to access work orders and take action on requests through mobile devices while in the field.

UTILITY BILLING

BS&A Cloud's Utility Billing module allows you to manage and bill for a wide range of items. Process Managers turn complex tasks into efficient step-by-step operations: Final Bills, Meter Changes, and Past Due/Shutoff, to name a few. Customizable Billing Cycles let you tailor tasks to specific needs. Our robust meter tracking works with Sensus, Badger, SLC/Neptune, Itron, Greentree, Hersey, and more.

Flexible billing item setup accommodates both consumption-based and flat rate fees. Our Internal Billing capability simplifies the billing of internal accounts by not requiring bills to be printed/payments processed.

Calculate interest on deposits and choose how to refund them to your customers – apply them to the next bill, or send a refund request to BS&A Cloud's Accounts Payable module and cut a check.

Go paperless by emailing bills to customers and processing ACH payments from customers' bank accounts.

Work Orders can be managed in Utility Billing or in BS&A Cloud's Work Order module.

The screenshot displays the 'Accounts' page for account 0251764189-00 - 14965 ABBEY LANE. The interface includes a top navigation bar with options like 'CREATE', 'DISCARD', 'SAVE', and 'QUICK BILL PRINT'. Below this, there are tabs for 'INFORMATION', 'SERVICES', 'BILLING', 'HISTORY', 'WORK ORDERS', 'DEPOSITS', 'COMMENTS', and 'ATTACHMENTS'. The main content area shows account details such as 'Status: Active', 'Cycle: 01', 'Service Address: 14965 ABBEY LANE', and 'Primary Customer: ABBEY LANE - 14965 ABBEY LANE'. A summary box indicates 'AMOUNT DUE: 306.54', 'DUE DATE: 02/01/2022', and 'PAST DUE: 25.00'. At the bottom, there is a table for 'RESIDENT INFORMATION' with columns for 'PERSON TYPE', 'RESIDENT', 'SEND BILL TO', 'SEND NOTICE TO', 'SEND READ CARD TO', 'PRIMARY', 'ACH PAYER', and 'DETAILS'. The table lists 'Customer' and 'Owner' for 'ABBEY LANE'.

PERSON TYPE	RESIDENT	SEND BILL TO	SEND NOTICE TO	SEND READ CARD TO	PRIMARY	ACH PAYER	DETAILS
Customer	ABBEY LANE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DETAILS
Owner	ABBEY LANE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DETAILS

WORK ORDER

BS&A Cloud's Work Order module streamlines the resources needed to manage inventory, equipment, employees, and vendors. View the work order history of each asset tied to your facilities. Create an unlimited number of work order types, apply scheduling rules and restrictions, and set up the necessary accounting in order to exchange data between Work Order and our Cloud Financial Management Suite.

Use your existing GIS map layers to plot your work orders, assets, and facilities.

BS&A ONLINE BILL PAY AND PUBLIC RECORD SEARCH

BS&A Online Bill Pay offers a convenient portal for residents to view their account information and pay their bills electronically. Accepted payment methods are credit card, debit card, and eCheck.

Online payments are automatically inserted in real-time into BS&A Cloud, allowing for a system that is always up to date.

Title companies, realtors, contractors, vendors, and residents have online access to quickly find information, pay a bill, report a concern, or communicate with key personnel. Our Cloud-based software makes it easy for everyone to connect with their local government to allocate important resources and solve problems quickly.

Our intuitive Online Services solution provides your constituents with round-the-clock access and secure electronic payment processing from any device.

The screenshot displays a web interface for property information and bill payment. At the top, the address is 1234 East Mainstreet, LANSING, MI 48917. The parcel number is 132-000-987-224-54 and the location ID is LANS-000609-2200-05. The customer name is Richardson, Brad. The interface includes a map, a summary of residential building information (Year Built: 1987, Full Baths: 4, Sq. Feet: 1,567, Acres: 0.375, Bedrooms: 4, Half Baths: 1), and assessed value (\$119,600) and taxable value (\$74,600). Below this, there are tabs for Property Information, Tax Information, Special Assessments Information, and Utility Bill Info. The current bill is for 01/12/2022. The amount due is \$331.82, with a due date of 07/15/2021. The bill is from 05/01/2021 and to 06/15/2021. The interface also shows a 'Current Bill' section with a table of billing items and a 'Amount Due' section with a 'Pay Now' button.

Billing Item	Previous Amount	Current Amount	Penalties & Interest	Balance

Amount Due	\$331.82	Bill From	05/01/2021
Due Date	07/15/2021	Bill To	06/15/2021
Amount Due at Closing	\$381.32		




SERVICE-SOLUTIONS-SUPPORT-SATISFACTION

BS&A Software provides a tightly-integrated system of software solutions. Our solutions are designed specifically for local governments that demand leading-edge, feature-rich software at a value price. We are driven to excellence in all areas of our business. We focus 100% of our efforts on solving customers' problems, creating deep and lasting relationships through unparalleled customer care, and tenaciously pursuing continuous improvement in our software through innovation and customer feedback.

"BS&A's customer service and support has been outstanding. When I call the office, someone is available immediately to answer a question. If not available immediately, they respond in a very timely fashion. They are available by e-mail or by phone. The staff is well trained and has been able to answer my questions right away or get back to me with an answer in a very short time period. If there is additional information that I need (like a specific report or program function) the staff works diligently to meet all of my needs right away. They are a pleasure to work with."

– City of Holland, MI

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inquiry@bsasoftware.com
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EXPERIENCE

THE DIFFERENCE

Community Development

www.bsasoftware.com



SERVICE-SOLUTIONS-SUPPORT-SATISFACTION

At BS&A, our goal is to bring meaningful and sustainable value to our customers. With over thirty years of experience in the public sector, we have learned there are three key factors in delivering value... people, technology, and integration.

OUR HISTORY

BS&A Software has been providing exceptional software to local governments since 1987. Our customer base is 2,100 and counting. Our local government software solutions make it easy to manage Permitting, Planning and Zoning, Engineering, Projects, and more. Our intuitive and highly-functional Cloud software, unparalleled customer care, and robust solutions continue to exceed our customers' expectations.

EFFICIENT LOCAL GOVERNMENT SOFTWARE WITH EXCEPTIONAL CUSTOMER SUPPORT

BS&A's local government software solutions are built on user feedback. We continue to improve our software by asking our clients what they need. This has allowed us to create software with the capabilities and user-friendliness that actually improves your workday. We support our software solutions with exemplary customer service, enabling us to help you streamline your processes.



UNPARALLELED SUPPORT

BS&A Software has built its foundation on outstanding customer support. We work closely with our customers to not only solve problems, but also incorporate feedback to create a better platform. We are “externally driven,” ensuring that our staff focuses on customer needs first.

If you have a question, BS&A software experts will work with you personally

WHAT UNPARALLELED SUPPORT MEANS TO US:

Customer-focused attention:

Our support technicians and software developers consistently go the extra mile to solve customer issues. This is built into our company culture, and we give our experts the assistance they need to be at the top of their game.

Fast and responsive:

We regularly add features and improve our software to provide our customers with software solutions that are always improving. Our customer support experts are available by phone and email; and you can easily request assistance from within our software. Remote Assistance allows us to work with you to answer questions. You will never be stuck in an automated phone system or voice mail jail.

Prioritizing customers:

Every six months we conduct detailed customer satisfaction surveys to ensure your software is helping your government improve operations.

Transparency:

When potential customers are interested in talking to our existing users, we don't limit them to 3 or 4 handpicked references. Instead, we provide our entire customer list, including contact names and phone numbers. We are confident in every customer relationship.

Risk-reversal pledge:

We offer a one-year, risk-reversal pledge on all of our software solutions. If up to a year after activation you are not happy with our software and service, you can return the software for a full refund.

“The benefits that BS&A offers will improve your operation tenfold! The software is very cost friendly and is well worth every dollar paid and then some. In most situations you dread software conversions, but BS&A and their staff take the extra time and effort to walk you through every step of the way and will ensure that things are done right. I am more than pleased with how the system is set up and running. We experienced a very smooth conversion even working with the programmers to design reports and features that are specific to the State of Wisconsin. My favorite parts of the software are the budget feature in general ledger and ease of exporting reports into excel. I would recommend BS&A to every community looking for software. The product, support, and sales team is more than I could have ever asked for! “

–Village of Brown Deer, WI

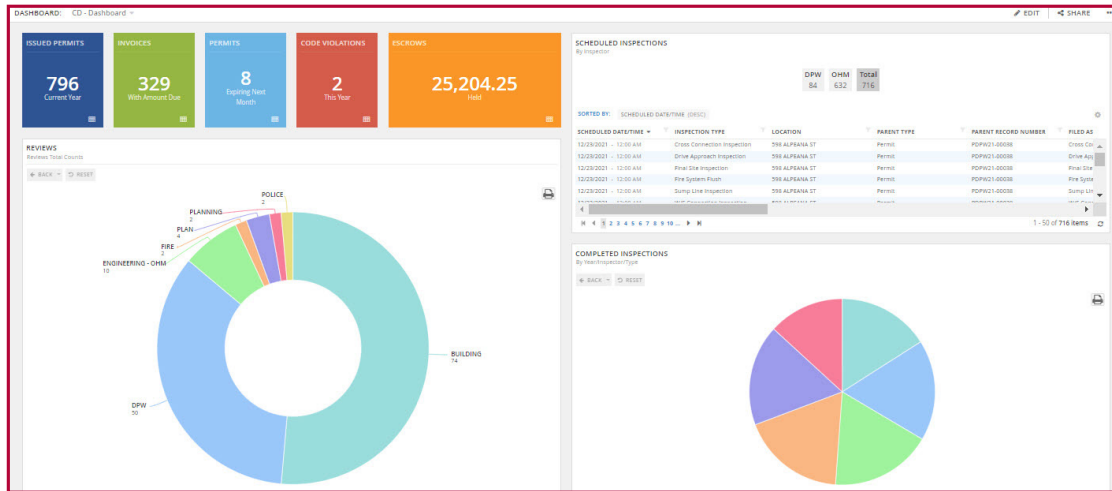
“We selected BS&A Software because the price and satisfaction of the product met our desired specifications. BS&A demonstrated that the applications would provide data sharing across different modules, ease of reporting, menu of reports already in place, and a competitive price for both the purchase and annual maintenance.”

– North Little Rock, AR

COMMUNITY DEVELOPMENT SUITE

BS&A's Cloud-Based Community Development Suite provides comprehensive tools and workflow for modern Community Development Departments. We empower the public sector with flexible software, superior professional services, resident self-service portals, and GIS integration that will have a positive impact on your community.

All Community Development modules work seamlessly with other BS&A Cloud Suites. With a single-database architecture, all staff members can reach the same information in a browser setting with real-time updates.



The permit detail view for PB220001 provides comprehensive information about the permit's status and details:

- Permit Information:**
 - Permit Number: PB220001
 - Permit Type: Building
 - Category: Commercial, Add/Alter/Repair - Building
 - Requested Online: No
 - Status: Finalized
 - Status Last Changed: 01/04/2022
 - Holds: <None>
 - Inspector: Chris Smith
 - Basic Usage: Commercial
 - Code Book: 2015 Michigan Building Code
- Key Dates:**
 - Applied Date: 01/04/2022
 - Issued Date: 01/04/2022
 - Expires Date: 07/03/2022
 - Finalized Date: 01/04/2022
 - Last Inspection: 01/04/2022 11:49 AM
 - Next Inspection: Not Specified
 - Total Inspection Hours: 0.03
 - Temporary Occupancy Certificate: Not Specified
 - Occupancy Certificate: Not Specified
- Financials:**
 - AMOUNT DUE: \$0.00
 - PERMIT TYPE: Building
 - STATUS: Finalized

PROJECTS, PERMITS, AND INSPECTIONS

Track and manage your permits, certificates, enforcements, inspections, and other records in BS&A's Cloud-Based Community Development module. Our Projects feature provides a centralized view of complex construction projects for both Planning and Building Departments. The Projects feature has been designed to be completely customizable, ensuring the software will meet your needs and will evolve with your community. Every aspect of a construction project can be combined into one cohesive record, ensuring that every single step of a construction project is handled properly.

Easily track and maintain contractors as well as licensees in BS&A Cloud. Multiple licensees can be associated with one contractor, and local license numbers can be created (if used). Track permit history, bonds, outstanding balances, and much more. Have confidence in your data with the ability to link permits, contractors, licensees, monies owed, license expiration, and more.

Take advantage of Community Development's powerful Workflows feature. Reminders, documents, emails, and more can be added to different record types automatically, keeping everything in one easy-to-access location. Our flexible workflow engine allows you to automate day-to-day processes by assigning actions to take place when an event occurs, thus allowing staff to focus on more pressing issues.

The screenshot shows the 'Perform Inspection' window with a 'SCHEDULE REINSPECTION' header. Below the header are tabs for 'INSPECTION CHECKLIST', 'PENDING ITEMS', 'EXISTING VIOLATIONS', and 'ATTACHMENTS'. The 'INSPECTION CHECKLIST' tab is active, displaying a table of items to be inspected. The table has columns for 'FAIL', 'PASS', 'Edit', 'TITLE', and 'TEXT'. The 'FAIL' column contains checkboxes, and the 'PASS' column contains checkboxes with 'Edit' links. The 'TITLE' column lists various inspection items, and the 'TEXT' column provides details for each item.

FAIL	PASS	Edit	TITLE	TEXT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Water Heater Clearance	All required clearances regarding the hot water heater shall be...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Minimum Temp requirements	Dwellings shall be provided with heating facilities capable of m...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Hot Water Heater Exhaust	Seal exhaust from hot water heater.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Furnace Heat Exchange	Furnace, clean and check for a cracked heat exchanger (CO lea...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Furnace Exhaust	Seal exhaust from furnace.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Furnace Clearance	All required clearances regarding the furnace shall be maintai...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Dryer Exhaust	Clothes dryer exhaust systems shall be independent of all oth...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Chimney Requirements	Chimney requires tuck pointing - new lining - cleanout - seal at...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Bath Ventilation Requirement	Every bathroom shall comply with ventilation requirements fo...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Appliance Maintenance	All mechanical appliances, cooking appliances and water heati...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	A/C Unit Clearance	A/C units must be at least 3 inches above grade. Repair to mee...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	AC Pipe Covering	Replace exterior A/C pipe covering.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	AC Gas Lines	Protect gas lines from elements. Paint is necessary.

The screenshot shows the 'Inspections - Scheduled' calendar view. The calendar is set for the week of Sunday, January 02, 2022, to Saturday, January 08, 2022. The view is in 'INSPECTOR'S VIEW' and shows appointments for various staff members. The appointments are as follows:

- Monday, January 3, 11:00 AM: Emily Collins - Inspection for
- Tuesday, January 4, 10:00 AM: Chris
- Tuesday, January 4, 2:00 PM: Chris Smith - Inspection -
- Wednesday, January 5, 10:00 AM: Gabe Louis - Inspection for Permit PB210491

The right sidebar shows the 'WORKSPACE' section with 'APPOINTMENT DETAILS' and 'CALENDAR' sections. The 'CALENDAR' section lists the following inspectors:

- Chris Smith
- Emily Collins
- Gabe Louis
- Troy Brooks

PLANNING, ZONING, AND ENGINEERING

Community Development's customizable Planning, Zoning, and Engineering (PZE) feature ensures every single step of a complex construction project is handled properly. From instant messaging to electronic document access, and real-time updates, all staff can work together seamlessly on the same platform.

PZE PROCESS
00000004

AMOUNT DUE: \$8,000.00 | PZE PROCESS TYPE: New Subdivision | STATUS: In Process

02-00-00-000-000 > 14965 ABBEY LN > 00000004

GENERAL | **PROCESS STEPS** | TRANSACTIONS | BONDS/ESCROWS | PREREQUISITES | ADDITIONAL PEOPLE | INSPECTIONS

▼ PROCESS STEPS

STEP NUMBER	TITLE	STATUS	STARTED	COMPLETED	DUE	
1	Subdivision Application - Prelim	Approved	12/29/2021	01/04/2022		DETAILS...
2	Fire Review	Approved	01/04/2022	01/04/2022		DETAILS...
3	Streets Review	Approved	01/04/2022	01/04/2022		DETAILS...
4	Public Utilities Review	In Progress	01/04/2022		01/05/2022	DETAILS...
5	Engineering Review	Not Started			01/07/2022	DETAILS...
6	Pre-construction Meeting	Not Started			01/09/2022	DETAILS...
7	Planning Commission Meeting	Not Started			01/11/2022	DETAILS...
8	Recording of Final Plat	Not Started			01/15/2022	DETAILS...

WORKFLOW
CD - Permit Expiration Notice - Notify when permit has expired

Title: CD - Permit Expiration Notice
Description: Notify when permit has expired
Module: Community Development - Overridden
 Suspended

SCHEDULE WORKFLOW
 Use Recurring Schedule
Next Recurrence Date: Not Specified

WORKFLOW DIAGRAM

```
graph LR; A[PERMIT EXPIRED Event] --> B[SEND EMAIL Action]; B --> C[SHOW YES/NO PROMPT Action]; C --> D[RUN PERMIT LETTER Action];
```

PERMIT EXPIRED Event
Module: Community Development
Record Type: Permits
Event Type: Date Occurrence

SEND EMAIL Action

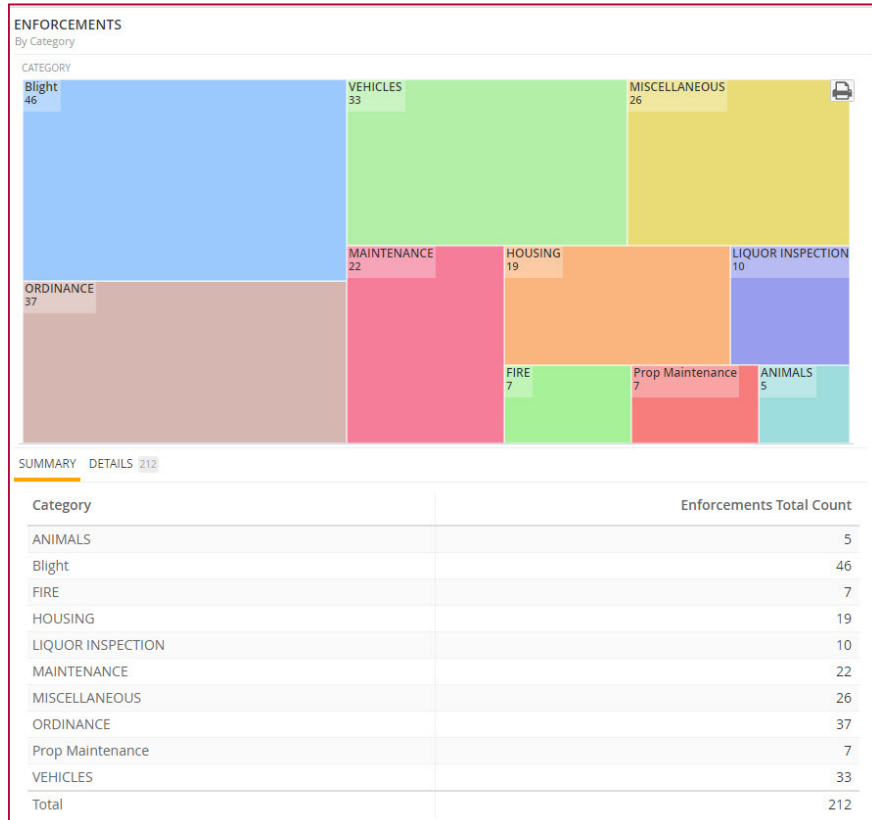
SHOW YES/NO PROMPT Action
Generate Permit Expiration Notice?

RUN PERMIT LETTER Action
Letter Template: Permits -
Module: Community Development

CODE ENFORCEMENT

Track all property maintenance issues such as tall grass and weeds, blight, inoperable vehicles, etc. with Community Development's Code Enforcement feature. Attach documents and images for comprehensive case tracking.

Use Workflow to automate common activities such as: applying fees, scheduling inspections, generating letters, creating reminders, sending emails, and much more.



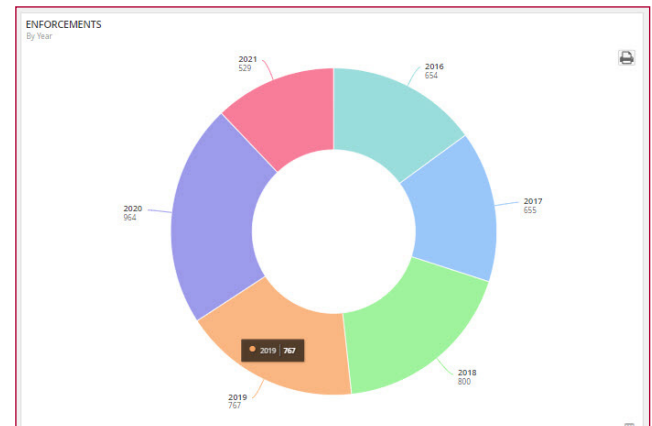
REMINDER: NEW ENFORCEMENT VIOLATION

Enforcement EN220700 has been created, with a status of In Progress

Linked to Record:
[Enforcement: EN220700](#)

10:07 AM

SNOOZE MARK AS READ VIEW REMINDER



BUSINESS LICENSING

BS&A's Cloud-Based Business Licensing module is a comprehensive repository of all businesses within your district. A straightforward licensing process takes you from issuance through renewal quickly and easily.

Configure each license type – business, liquor, hospitality, street vendors, etc. – with its default fees, proration, expiration renewal procedures, and accounting rules. A wide variety of fee types are supported, ranging from simple flat fees to complex fee schedules with unique calculations. Each license type can also be configured with unique approval and/or inspection processes.

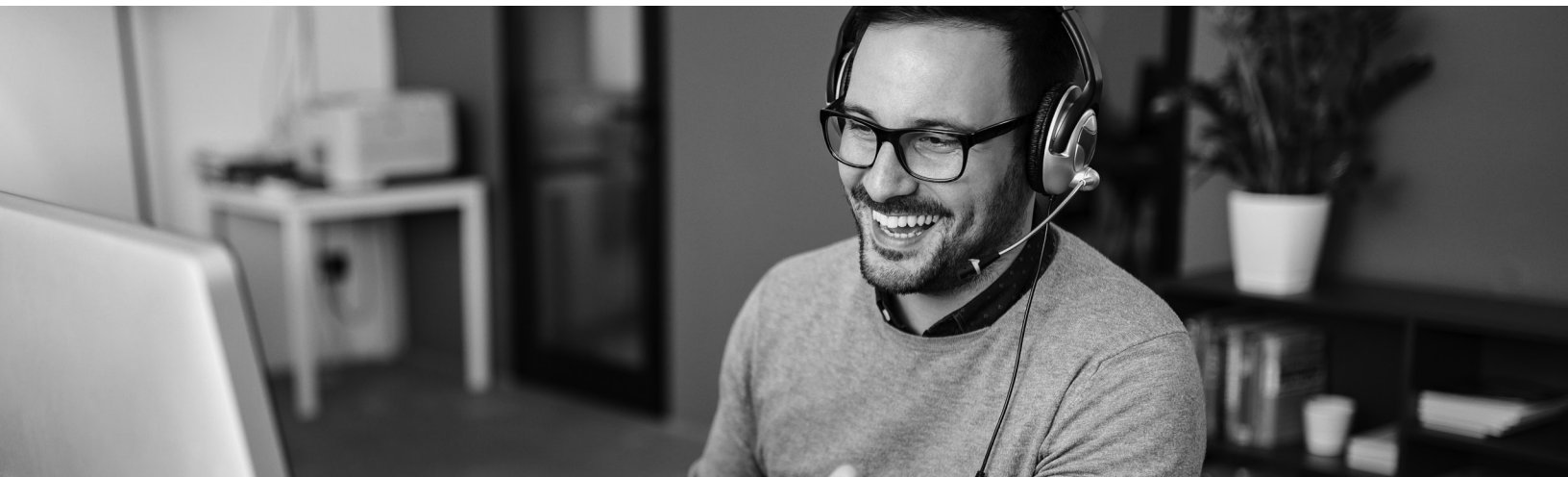
BS&A ONLINE SERVICES

BS&A Online Service's Inspection Scheduling feature lets homeowners and contractors – and staff – submit requests for inspections without having to take time and resources away from your already busy staff. It is compatible with a variety of mobile devices and can be accessed anytime, day or night. Scheduling an inspection is extremely straightforward, and will save your staff from excessive phone calls and scheduling difficulties.

Inspections can be scheduled far in advance, so multiple inspections for a project can be planned. Inspections can be easily rescheduled in the event projects are delayed or expedited.

BS&A Online-Permit Applications feature is designed to save time and resources when applying for Building Department permits. It can be used by homeowners and contractors alike, any time, day or night. Applying for a permit online is extremely straightforward, and will save contractors unnecessary trips to the municipality offices. In addition to online permit applications, this service:

- Allows for the selection of parties that should receive notifications regarding the status of the permit application;
- Allows for the inclusion of required plan documents and other relevant materials for the permit;
- Allows homeowners and contractors to pay for permits online



BETTER SOFTWARE ANSWERS

The combination of customer input and our expertise has led to the development of software solutions based on how you do your job, not how we think you should. Industry-leading applications providing real-world solutions at an exceptionally affordable cost... that's BS&A Software.

TRUSTED BY MORE THAN 2,100 CUSTOMERS

EXPERIENCE THE DIFFERENCE WITH BS&A SOFTWARE




SERVICE, SOLUTIONS, SUPPORT... SATISFACTION.

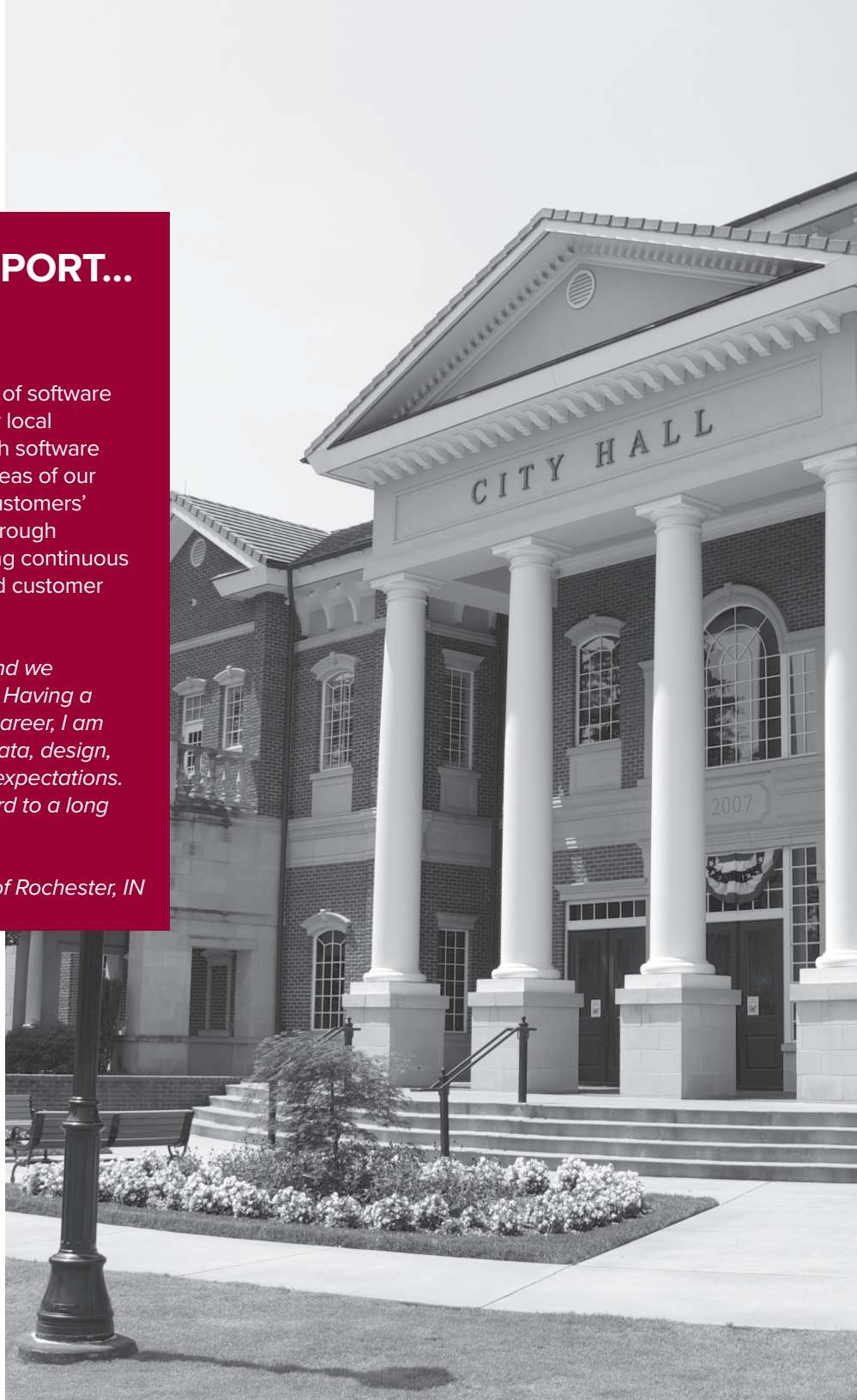
BS&A Software provides a tightly-integrated system of software solutions. Our solutions are designed specifically for local governments that demand leading-edge, feature-rich software at a value price. We are driven to excellence in all areas of our business. We focus 100% of our efforts on solving customers' problems, creating deep and lasting relationships through unparalleled customer care, and tenaciously pursuing continuous improvement in our software through innovation and customer feedback.

"I scheduled an onsite demonstration for my staff and we were quickly sold on its functionality and versatility. Having a background in Information Technology as my past career, I am very critical and knowledgeable when it comes to data, design, and implementation. BS&A met and exceeded my expectations. The customer service is superb! I am looking forward to a long working relationship with the company."

– City of Rochester, IN



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www.bsasoftware.com
inquiry@bsasoftware.com • Follow us on 





Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: September 29, 2022
Subject: October Work Session

Staff is seeking consensus to set a work session for October 10, 2022 at 5:30pm. The topics of discussion for the agenda are City Hall renovation discussion and the 2023-2027 Capital Improvement Plan.

Other topics could be added as needed.

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



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 10.03.22 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2021 Sewer Lining Project (193805204). This project included lining in the general area between Terrace and Monroe and south of 81st Avenue. Terry Randall is watching this project. Lining work has been completed. *Grout work has been delayed until late this fall. Contractor is Visu-Sewer.*

2023 Sewer Lining Project (193805871). Terry Randall has received preliminary televising reports of the remaining sanitary sewers in the city that need to be lined (approximately 30,000-feet). Plans and specs were ordered on 9-6-22. *Bidding will occur this winter.*

2022 Street Seal Coat and Crack Repair Project (193805507). 2022 project area included 81st Ave., Arthur St., Middletown, and the Service Drive southwest of 10 and 65. Project also included striping part of 81st Ave. as a 3-lane road. Crack repair work completed week of June 13th. Seal coat was placed on June 24th. Pavement Markings were placed in late-July. *Final payment will be processed when close-out documents are received from Contractor.*

2022 Street Improvements Project (193805383). Public Hearings were on 10/4/21 and 11/15/21. Bids were received on January 31st. Public Assessment Hearing was on March 21st. Construction Contractor is Northwest Asphalt. Construction started on May 9th. Bituminous base course and sidewalk work were completed in May. Final bituminous wear course was paved on June 6, 2022. *Punch-list work has been completed. Final payment will be processed when close-out documents are received from Contractor.*

City Hall Building (193805580). A process for evaluating possible city hall remodel options has started. A kick-off meeting with city staff was held on 5-31-22. Initial schematic floor plan options as distributed on 7-8-22. Administrator comments were provided on 8-2-22 and 8-17-22. *A staff review meeting was held on 9-15-22. Revised floor plan dated 9-22-22 has been distributed for staff review.*

Take 5 Express Car Wash (8301 Univ. Ave. NE): Revised plans dated 8-24-22 have been submitted that include a sidewalk on 83rd Ave and the tree removal as recommended in the traffic study. *A Preconstruction Conference needs to be held.*

Suite Living Spring Lake Park (Hampton Cos. project at 525 Osborne). Final site work is nearing completion. *A site work inspection will need to be completed – need to coordinate pond work inspection with CCWD.*

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

CORRESPONDENCE

North Metro Telecommunications Commission Meeting Talking Points

September 21, 2022

- ▶ North Metro TV's fall sports schedule is underway. Over the last month sports programming has been viewed over 14,000 times on the NMTV Youtube channel.
- ▶ The news team is busy with election related coverage. Candidate biographies are being posted to the website, candidate interviews for contested city races will be produced, and a live election results program will be produced.
- ▶ A new reporter/host/anchor has been hired to replace Rusty Ray. Rusty left NMTV in August for a full time reporting job at WCCO AM radio. Eric Nelson has years of experience in broadcast news for affiliates in Iowa and for CCX in Brooklyn Park. He has also been a sports announcer for CBS and WCCO radio. He will start on October 4th, just in time for election programming!
- ▶ Closed captioning is now available on all North Metro TV cable and streaming platforms. There were a lot of technical problems that took the entire summer to work out, but the technical staff of Video Engineer, Matt Waldron, and Programming Coordinator, Michele Silvester, made it happen. There hasn't been an announcement yet, as staff wants to be sure it continues to work, and that they are completely comfortable with the process.
- ▶ The second quarter franchise and PEG fees from Comcast were received. PEG fees continue to slowly decrease, as expected, but the franchise fees were slightly higher than last quarter.
- ▶ The results of a metro-wide pay study are being considered by the Operations Committee. According to the data it appears that North Metro salaries are on the low end. The Committee is working on several issues, including exempt vs. non-exempt status for certain jobs, positions that have changed with the addition of new responsibilities, and how best to equitably introduce any step payment plan changes, if necessary. Other considerations include the budget and timing for any changes.
- ▶ The 2021 Commission audit was presented and approved.

PLEASE encourage your council members to call me if they have any questions you can't answer. I would be happy to answer any questions they may have. Heidi Arnson at NMTV. Direct line is 763-231-2801. Email is harnson@northmetrotv.com.



Rhonda Sivarajah
County Administrator

Anoka County

COUNTY ADMINISTRATION

This letter was sent to all
elected officials of the
City of Spring Lake Park

Respectful, Innovative, Fiscally Responsible

September 26, 2022

The Honorable Bob Nelson
Mayor, City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

RE: Rice Creek Watershed District Appointment

Dear Mayor Nelson:

In accordance with the provisions of Minn. Stat. § 103B.227, Anoka County in September 2022 published notice that a term will expire for a manager on the Rice Creek Watershed District Board of Managers. The notice publication requirement applies because Rice Creek Watershed District is considered a watershed management organization. The published notice states that persons interested in being appointed may submit their names to the appointing authority, which is the county board for a watershed district appointment. For your information, a copy of the notice is enclosed.

In appointing a manager to the Rice Creek Watershed District, Minn. Stat. § 103D.311 is also applicable. This statute requires a county board, upon the expiration of a term, to appoint managers for a watershed district from an aggregate list of three or more persons nominated jointly or severally by the towns and municipalities within the district. The list must be submitted 60 days before the manager's term of office expires. The current manager's term of office expires on January 17, 2023. Therefore, in order for the county to accept nominations, they must be received by Friday, November 18, 2022.

Each city may submit one or more nominees for consideration. Cities may also choose to submit a joint list containing one or more nominees. For reference, the affected cities with territory located in the Rice Creek Watershed District are Blaine, Centerville, Circle Pines, Columbia Heights, Columbus, Fridley, Lexington, Lino Lakes, and Spring Lake Park. As nominees are submitted for consideration, they will be added to an aggregate list of nominees.

To be considered a valid list of nominees under the statutory definition, the aggregate list of names must contain at least three nominees eligible to be appointed. To be eligible for an appointment, a nominee must reside within the watershed district boundaries, be eligible to vote in the district, and not be a public officer of the county, state, or federal government (except that a soil and water conservation supervisor can be appointed).

Minn. Stat. § 103D.311 requires the county to appoint a manager to the watershed district from an aggregate list of city-submitted nominees, unless the total number of nominees is less than three or the county finds that none of the nominated persons can fairly represent the various hydrologic areas within the watershed district. Rice Creek Watershed District is divided into five separate planning zones. The manager whose term expires on January 17, 2023, is Patricia Preiner. Ms. Preiner's residence is located in planning zone 3 while the remaining managers each live in planning zones 1, 2, 4, and 5 of the Rice Creek Watershed District. A map with the location of current board members highlighted is being forwarded to the Spring Lake Park city manager/administrator. Although Rice Creek Watershed District has divided itself into five planning areas, the county board may appoint any eligible individual who resides within the watershed district as long as that appointee can fairly represent the various hydrologic areas within the district.

If the county does not receive a valid list of nominees, it may appoint a qualified manager from a town or municipality that failed to submit a list of nominees.

All applicants must submit a completed application form to the appointing authority. Find the application at <https://www.anokacountymn.gov/FormCenter/Administration-21/Anoka-County-Committee-Appointments-Appl-121>.

If you have any questions regarding this appointment process, you may contact me at 763-324-4715.

Sincerely,



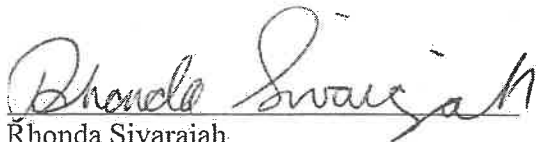
Rhonda Sivarajah
County Administrator
763-324-4715
Rhonda.Sivarajah@co.anoka.mn.us

RS:bv
Enclosure

c: Spring Lake Park City Manager/Administrator
Brenda Vetter, Principal Administrative Assistant

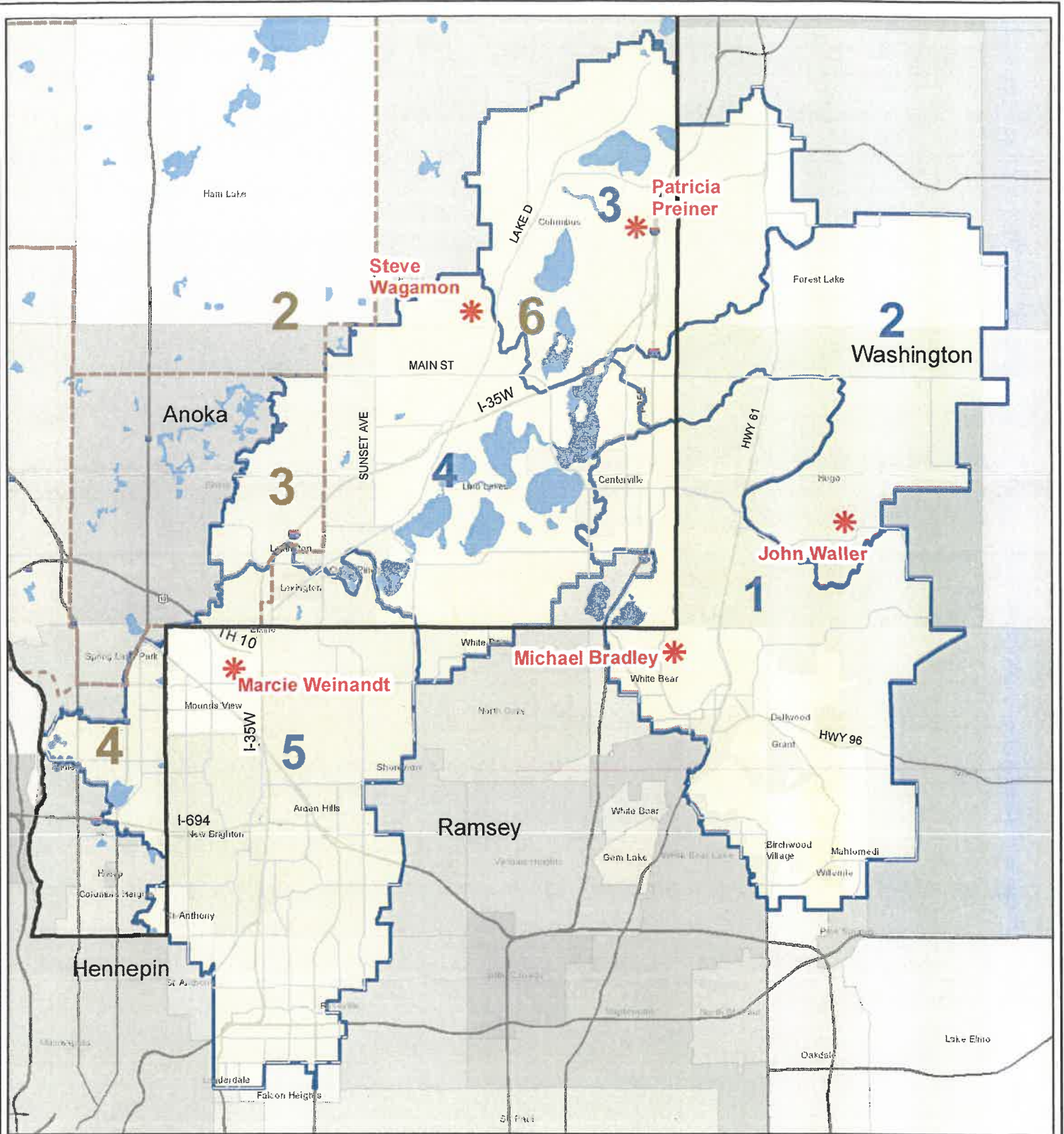
PUBLIC NOTICE OF VACANCY

NOTICE IS HEREBY GIVEN pursuant to Minn. Stat. § 103B.227 and § 103D.311 that a vacancy will occur on the Rice Creek Watershed District Board of Managers due to the expiration on January 17, 2023, of the term of Patricia Preiner, city of Columbus. Term of the appointment is for three years. Managers are eligible to be reappointed. Persons interested in being appointed to serve on the Rice Creek Watershed District Board of Managers may submit their names for consideration to the Anoka County Board of Commissioners, the appointing authority. Minn. Stat. § 103D.311 permits cities in the district to jointly or severally submit nominees to the county board for consideration. As city nominees are submitted for consideration, they are added to an aggregate list of nominees. If the cities submit three or more nominees eligible for a manager's position at least 60 days prior to the expiration of the term or by November 18, 2022, the Anoka County Board of Commissioners shall consider and appoint one of the city nominees unless it concludes none of the city nominees can fairly represent the various hydrologic areas in the watershed district. Since a list may be submitted, persons interested in being considered for appointment may wish to contact their city to request to be included on a list of nominations. In the absence of a valid aggregate list of nominees, the Anoka County Board of Commissioners may appoint any voting resident of the Rice Creek Watershed District who is not a public officer of the county, state, or federal government and who otherwise complies with the requirements and terms of Minn. Stat. § 103D.311.







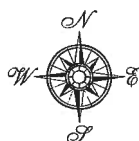
Rhonda Sivarajah
County Administrator

PUBLISH IN: Union, September 23, 2022
 Forest Lake Times, September 29, 2022
 Quad Community Press, September 27, 2022



Rice Creek Watershed District

-  County Boundary
-  Commissioner Districts
-  Lakes
-  RCWD Boundary/Hydrologic Areas



September 21, 2022

Municipal Market Comments

Value Opportunities Loom For The Patient And Resilient Long-Term Muni Investor Who Recognizes That The Asset Class Is Not In Kansas Anymore

Not long ago, we posited that unless we saw outsized inflation prints, the Fed should hold its next tightening move to a 50 basis point increase. Although August CPI came in above consensus, the overall data reflected a retrenchment from peak inflation and, in our view, did not justify the attendant market reaction from both bonds and equities. ***This week's FOMC meeting, like most so far this year, is being billed as consequential and the futures contracts are decisively telegraphing a third consecutive 75 basis point hike in the fed funds rate.*** We expect this week's commentary to be in the hands of our readership prior to the conclusion of the two-day policy session and so any thoughts on post-meeting market reaction will be discussed in our next ***Basis Points*** publication.

In our current environment, it is quite common for bond market volatility to remain engaged ahead of a scheduled Fed meeting with UST yields poised to move higher. As this week opened up, rate concerns sent the 10-year benchmark above 3.5% for the first time since 2011 with 3.6% showing up intraday on Tuesday. Given the inversions on the short end, we are seeing a hard-to-believe 4% yield on the 2-year benchmark. ***Such levels, in our opinion, represent psychological significance given that we had previously viewed a 3.5% yield on the 10-year as the upper range telegraphing the most consequential concerns over inflation.***

Against this backdrop, we can reasonably expect to see an easing of rate pressure post-FOMC as the recession narrative likely returns to the investment thesis and with the next policy meeting not scheduled until November, allowing more data to enter the conversation. Year-to-date, it has been quite common to witness a fixed-income market sell-off leading up to a scheduled policy meeting as there is no way to adequately determine just how much tightening is needed to place inflation on the right course toward the Fed's 2% target.

Although market participants may be spot on with the exact move in the funds rate for this meeting, they are

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eager to dissect every word uttered by Chair Powell during his post-meeting press conference in search of any nuanced guidance that has yet to be scripted or communicated. Of course, ***we do not rule out the possibility that Mr. Powell could assume an even more hawkish posture that could potentially extend the sell-off.*** As we have been saying for some time now, ***the market has been doing much of the heavy lifting for the Fed, and this week has been extremely illustrative of this observation.***

There are those hold outs calling for a full percentage point raise in the funds rate, yet we assign a low probability to what we believe would be an unjustified and likely damaging move of such magnitude that was last applied during the 1980s. ***Given where we are in a tightening cycle that still has legs to run, with accelerating roll-off of the Central Bank's balance sheet, tied in with economic data points and evidence of cooling inflationary expectations, a 50 basis point bump would be our choice.*** Nevertheless, the Fed has done a good job signaling its intent and the markets were prepared for the prior two 75 basis point rate increases, but there is no credible guidance posturing a 1% spike in the funds rate.

Should Chair Powell remain true to his word by considering the "totality" of the data, we do not consider the August CPI print, which admittedly offers a lagging view of price performance, as supportive of the 100 basis point argument. The Fed neither wants to convey panic nor does it want to exacerbate financial market volatility, but as we can observe, such behavior tends to take on a life of its own. While eliminating the inflationary grip is job number one, Central Bankers are mindful of the financial burdens created by rising interest rates with clear implications for the housing and rental markets. Looking at the overall inflation data, ***upward wage pressure is elevating concerns over a wage-price spiral and will likely help keep the Fed on its tightening course through the first quarter of 2023 and perhaps beyond if the data takes us there.***

Fed speak has been keenly absent given the onset of the pre-meeting "blackout period" two Saturdays ago, but not before a unified policy voice telegraphed a commitment to bring 40-year high inflation down even at the expense of compromising a favorable growth trajectory. ***While efforts to slash inflation are being met with outsized resistance, there are reasonable expectations that the Fed's tightening sequence will continue to relieve pricing pressure, with core inflation cooling from stubbornly hot levels. Nevertheless, we remain concerned over persistently high rents and other service costs as well as indications that many food items are crowding out allocations of household resources.***

The visible decline in gas prices at the pumps is providing relief to the headline number, yet geopolitical factors could return oil to higher ground. We anticipate further easing across commodities, particularly as supply chain dislocations demonstrate further resolution. ***Closely watched negotiations between U.S. railroads and labor unions gave way to a deal that would avert a rail strike of crisis proportion and prevent an even greater hardship for global supply chains.***

Easing energy costs contributed to more temperate wholesale prices for August, but again let's not get too comfortable as renewed upward price pressure could derail much of the containment progress made to date. ***We suspect that policymakers will need to see clear and consistent evidence of easing core inflation before they soften their hawkish narrative and move away from their journey into more restrictive territory.***

A shift in consumer sentiment has contributed to a decline in inflation expectations to the lowest level in more than a year, yet we are questioning the resiliency of this course given our outlook for ongoing volatility in consumer behavior with what may be a delivery of conflicting price data. While August retail sales surprisingly advanced following declines in the previous month, activity visibly moderated month-over-month. Eight out of thirteen retail sales categories expanded last month with a noted surge in auto sales, while sales across furniture, health and personal care and non-store retailers declined.

Gas station sales receipts dropped last month given cheaper fuel prices as grocery store sales rose in August due to rising food prices with the cost of food at home surging year-over-year. Sales at restaurants and bars showed the strongest performance since April following a dip in July. While the retail sales data generally focuses on goods, consumer preferences have been displaying pre-pandemic spending patterns with greater allocation of resources toward services such as travel and entertainment.

Away from the headline increase in the funds rate, we will be looking at the accompanying policy statement, which can be expected to identify continued elevated inflation. More importantly, ***we will be paying close attention to Chair Powell's post-meeting press conference for any hints on what necessary conditions have to materialize before the aggressive policy stance can take a break.***

In our view, ***it would be a mistake for Mr. Powell to break away from his hawkish bias, but there can be acknowledgement that existing policy tightening needs time to work through the system. While a pause beyond the September meeting would not necessarily be a bad thing in our view, assuming the incoming data shows support, perhaps a more conventional rate hike, such as 50 or 25 basis points, would make sense at the November and later meetings.***

As much as we prefer not to overly obsess over the futures contracts, it has become increasingly difficult to ignore the projections given that our Central Bank rightfully hardened against runaway inflation. At the conclusion of this week's FOMC meeting, the new target range for the funds rate will likely be between 3% and 3.25%. By year-end, it is quite conceivable to have a 4% rate, with higher targets thereafter, before reaching a possible peak by the end of Q1 of next year, which is now forecasted at 4.5% (subject to change). ***At least through the first quarter of 2023, the funds rate will continue to follow a restrictive path as further accommodation is removed from the system.***

With the release of a revised summary of economic projections coming this week, we anticipate forecasts for slower economic growth and higher unemployment. Inflation expectations are likely to reflect declines over the next few years, with the Fed's 2% target showing up in 2025. Of course, we will wait until we can appropriately assess the Fed's "dot plot" before we offer up more substantive assumptions, ***but restrictive levels may linger for a bit. Over the near term, we would not be surprised to see a degree of renewed divergence among policymakers as they recast their economic outlook based upon fresh data.***

We entered 2022 with expectations of heavy volatility, yet perhaps we are seeing more than we bargained for as the volatility has escorted bond pricing to much lower valuations. The Treasury yield curve remains decisively inverted throughout, indicative of outsized concerns over rate policy and recessionary expectations. The 2s/30s part of the curve has recently posted the steepest inversion in almost 22 years. Since the beginning of the year, the 10 and 30-year UST benchmark yields have advanced by 194 and 158 basis points respectively, while like maturity muni benchmarks have increased by 196 and 219 basis points respectively.

Admittedly, ***all of this volatility does give rise to higher levels of market liquidity concerns, yet we are not anticipating any significant dislocations over the coming months and likely even longer term.*** Let's recall that it took the onset of a pandemic in 2020 to bring about a liquidity freeze, and even then, unprecedented circumstances were met with multiple rounds of both monetary and fiscal stimulus. ***Perhaps one could ascribe the source of liquidity pressure to the Fed, particularly as it ramps up its QT campaign, yet we must recognize that liquidity pressure is being felt on a global scale and it will likely take a stabilizing rate trajectory without all of the violent shifts to create relief.***

Having said this, ***consistent resiliency has provided the underpinnings for a functioning U.S. bond market. Although it is becoming harder and harder to deny the end of a secular bull market for global bonds given the losses revealed by the Bloomberg Global Aggregate Performance Index, we are not likely to return to an era of zero and below-zero interest rates with ultra-accommodative monetary policy and seemingly endless amounts of cheap money any time soon.***

There was a time not all that long ago when it was quite challenging to cultivate interest in the bond market given the low levels of nominal interest rates and the competitive disadvantage offered by the tighter income streams available on fixed income securities. ***Given the current rate-centric environment, the bond market now provides both attractive yields and cash flow relative to risk assets, and can represent a safe haven for risk-off investors seeking to expand portfolio diversification. We expect this dynamic to persist for some time, particularly as inflation and a tight labor market have been resistant to higher interest rates.***

As we consider the value opportunities now offered through fixed income investment given the historic repricing, the muni asset class is poised to deliver defensive attributes as the financial markets navigate their way around onerous inflation and uncertain growth performance. Now is the time to lock in tax-efficiency, strong credit quality in support of capital preservation, and compelling income streams thanks to higher interest rate conditions. Those credits and structures that offer less defensive attributes are more likely to see widening spreads leading into a recession. As Treasury yields have made their way to new historic highs this week, munis have worked hard to outperform the sell-off, particularly on the short-end.

It probably helped that the new-issue calendar was light ahead of the FOMC meeting given that many issuers remain vexed over the outlook for interest rates. Although we do expect to see issuance pick up this month as monetary policy anxiety dissipates somewhat, the scheduled FOMC meetings for November and December will likely influence Q4 supply to the downside.

The long-end of the muni curve would need to rally significantly in the final quarter for issuance to demonstrate significant growth and any meaningful advances in refunding activity would require a material curve flattening bias. While we are still having a difficult time getting our arms around the double-digit losses for YTD muni returns, the asset class is still less "red" than the negative total returns on both UST and corporate bonds.

We often discuss the diversification attributes attached to municipal bond investment as being part of a disciplined and defensive investment strategy and we remind our readership of the near-zero long-term correlated risk to equities and largely uncorrelated risk to other fixed income asset classes.

Diversification has the ability to smooth portfolio returns over time, especially throughout Fed tightening cycles. Diversification in munis, like diversification in corporate bonds, comes in multiple forms. With munis, there are general obligation (G.O.) and revenue bonds. G.O.s are typically backed by an obligor's full faith credit and taxing power with such pledge being either of an unlimited or limited taxing nature.

Revenue bonds are generally backed by a lien on a specific revenue source and are typically structured with secure legal provisions such as a rate covenant, additional bonds test (although we are seeing less of this), and a debt service reserve fund. Technical defaults, such as a rate covenant violation, may require a consultant call-in and the financing documents generally detail the terms of a cure period.

Revenue bonds can help to insulate the portfolio from the vagaries of a state/local government's budgetary process and political trappings. Sector diversification can also help to create different types of revenue streams that are dissociated from one another and that tend to perform at different levels during an economic downturn.

Muni outflows, which are running at about \$85 billion YTD, continue given the existing liquidity needs from mutual fund complexes, albeit at a reduced pace compared to the heavier withdrawals earlier in the year. Much of this money seems to be moving into cash alternatives. In our view, ***once muni yields appear to reach their peak, we can expect to see a meaningful repricing of the asset class with a significant easing in bid-wanted activity and a return to an inflow bias as institutional investors put much of this sidelined cash to work.***

For now, relative value is on display on the long-end of the muni curve with the 30-year benchmark ratio standing at 103% according to Refinitiv. At these levels, we watch for signs of greater crossover buyer interest, and this could come from traditional corporate bond investors.

While it is extremely difficult to call the top of an interest rate cycle, we do feel confident that munis are getting close to their peak and from a yield and income perspective, it makes little sense to ignore the opportunities available from municipal bond investment. Being able to clip larger coupons and book more generous yield is a long time coming and ***portfolio asset allocations should consider a 30%-40% commitment to fixed income as opposed to what was a 20% investment for a protracted period of time. Should the muni tax-exemption offer accretive benefits, it would be reasonable to place most of the fixed income allocation into municipal bonds. Of course, such guidance is predicated upon the longevity of current market dynamics.***

In addition to the yield and income opportunities, keep in mind that there is appreciation potential should interest rates drop as the value of bonds issued at higher/peak rates tends to be greater. This dynamic offers investors the potential to realize capital gains should they sell their positions. Alternatively, older, lower coupon bonds offer value given that they can be purchased at discount prices as compensation for acquiring below-market cash flows.

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Cash Market Indices: ²		
Term	Discount Rate (%)	90 Day Rate Change
ON SOFR	2.26	0.82
1 M LIBOR	3.06	1.44
SOFR 30D AVG	2.28	1.36
3 M LIBOR	3.60	1.41
6 M LIBOR	4.12	1.29
1 Y LIBOR	4.68	1.15
FED FND ACT	2.32	0.76
FED FND TGT	N.A.	N.A.
O/N REPO	2.30	0.83
SIFMA	1.44	0.46

Commercial Paper (A1/P1): ³		
Term	Discount Rate (%)	90 Day Rate Change
7 Day	2.82	1.26
30 Day	3.01	1.37
45 Day	3.05	1.29
60 Day	3.21	1.31
90 Day	3.48	1.32
120 Day	3.74	1.34
180 Day	4.14	1.33
210 Day	4.29	1.30
240 Day	4.41	1.23
270 Day	4.44	1.19



U.S. Treasury Bills: ⁵		
Term	Discount Rate (%)	90 Day Rate Change
30 Days	2.35	1.36
60 Days	2.78	1.51
90 Days	3.11	1.55
120 Days	3.34	1.54
180 Days	3.59	1.43
360 Days	3.94	1.28

U.S. Agency Discount Notes: ⁶		
Term	Discount Rate (%)	90 Day Rate Change
30 Days	2.97	1.57
60 Days	3.21	1.63
90 Days	3.46	1.63
120 Days	3.63	1.57
180 Days	3.82	2.05
360 Days	4.26	N.A.

Institutional Money Market Mutual Funds: ⁷		1 - Day Yield
Prime: Federated Money Mkt Management		2.37
Prime: Dreyfus Cash Mgmt		2.26
Prime: Western Asset Inst Liquid Reserves		2.35
US Govt: Federated Gov't Obligations Fund		2.20
US Govt: Fidelity Government Portfolio		2.17
US Govt: Western Asset Inst Gov't Reserves		2.10

Term Markets: Bloomberg Fair Market Value Curves ⁸									
Taxable Market	1 year	2 Years	3 Years	4 Years	5 Years	10 Years	20 Years	30 Years	
U.S. Treasury Notes & Bonds	3.98	4.06	3.95	3.87	3.80	3.57	3.89	3.58	
US Government Agency	4.05	4.05	3.98	3.93	3.88	3.91	4.23	NA	
US TXBL Municipal G.O. AAA	4.07	4.17	4.23	4.26	4.31	4.48	4.68	4.85	
US TXBL Municipal G.O. AA	4.19	4.23	4.28	4.32	4.39	4.64	4.83	4.92	
USD Corporate Composite A	4.14	4.35	4.44	4.50	4.58	4.92	5.23	5.04	
Tax-Exempt Muni Market	1 year	2 Years	3 Years	4 Years	5 Years	10 Years	20 Years	30 Years	
US General Obligation AAA	2.62	2.65	2.66	2.68	2.71	2.98	3.55	3.75	
US General Obligation AA+	2.65	2.69	2.73	2.77	2.82	3.17	3.90	4.09	

Bloomberg Bond Yield Forecasts (Weighted Average) ⁹							
Index	Q3 22	Q4 22	Q1 23	Q2 23	Q3 23	Q4 23	
Federal Funds Rate	3.25	4.00	4.10	4.05	3.90	3.80	
3 Month Term SOFR	3.04	3.55	3.67	3.62	3.33	3.18	
2 Year US Treasury Yield	3.47	3.51	3.52	3.42	3.20	3.07	
10 Year US Treasury Yield	3.22	3.17	3.19	3.18	3.09	3.02	

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1) Rates quoted are as of the date shown, are subject to change, do not include sales commissions and may include a dealer spread. 2) Source: Bloomberg. FED FND ACT is Fed Funds Effective Rate. FED FND TGT is Fed Funds Target Rate. 3) Source: Bloomberg. Rates are composite of offered levels for A1/P1/F1 US Commercial Paper. 4) Source: Bloomberg. Federal Funds Futures contracts effective rates. 5) Source: Bloomberg. Rates are a composite of offered levels for U.S. Treasury Bills. 6) Source: Bloomberg. Rates are a composite of discount offered levels received from brokers & dealers for US Agency Discount Notes. 7) Source: Bloomberg. Annualized 1-Day Distribution Yield. Yields can change daily when the NYSE is open. Please note that the minimum initial investment amount and minimum balance requirements can vary greatly between money market funds. Please contact us or read the prospectus for current minimums and availability of money market funds in your account. An investment in a money market fund is not guaranteed by the Federal Deposit Insurance Corp or other government agency. 8) Source: Bloomberg. Rates are derived from Bloomberg's option-free Fair Market Curves. 9) Source: Bloomberg. Fed Funds, 3-Month Libor, and 2-Year Treasury Forecasts from Bloomberg. Weighted Average results illustrated.

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U.S. Municipal Bond Market

Another Prime Chance to Swing At—and Connect With—U.S. Municipal Bonds

- Investors should take note again and pounce on appealing investment opportunities in the sector. Municipal bond market credit and technical indicators are again flashing the appropriate constructive signals.
- Municipal to Treasury Ratios are attractive, and over 100%. Municipal yields have risen to levels that deserve to be considered by not only conservative investors but also by those who are considering going a little further out on the investment-grade credit spectrum.
- We still believe that the investment-grade municipal sector is an opportune option for investors to wait-out the economic uncertainty likely ahead.
- The credit landscape encompassing the Golden Age of Public could become even more compelling than we initially expected. Credit quality remains very strong, and could improve.
- Public finance upgrades will outpace downgrades in 2022 and upgrades could outpace downgrades in 2023 but we need to see what happens on the economic front before we too enthusiastically endorse what is likely to happen next year.
- We want investors to continue to consider trading out of credits with substantial pension liabilities. It should be easier now to do this because of market circumstances.

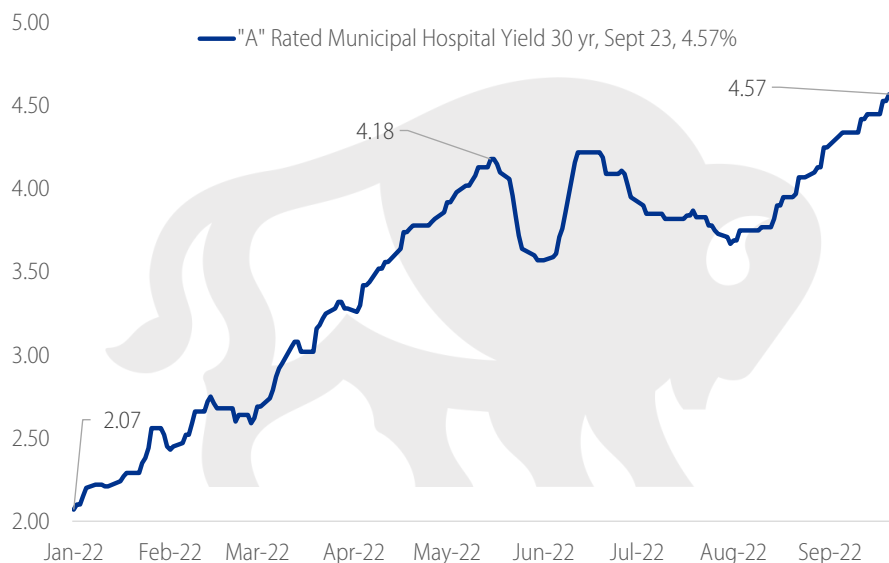
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Head of Municipal Research & Analytics
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Another Favorable Municipal Opportunity for Investors

Municipal bonds were an Exceedingly Appealing Fixed Income Opportunity back in May 2022. We doubled down on this approach a month later, in June, when we wrote Municipals Still Investable in Front of the Fed’s June 2022 Announcement.

We want investors to continue to consider trading out of credits with substantial pension liabilities. It should be easier now to do this because of market circumstances.

“A” Rated Hospital Yields Resumed Their March Higher in September



Source: Refinitiv and HilltopSecurities.

Please see disclosure starting on page 4.

Then in July we reminded investors that municipals would be an effective investment option to wait out the uncertainty, especially if an economic downturn materializes. We advised investors to add to or accumulate positions over time.

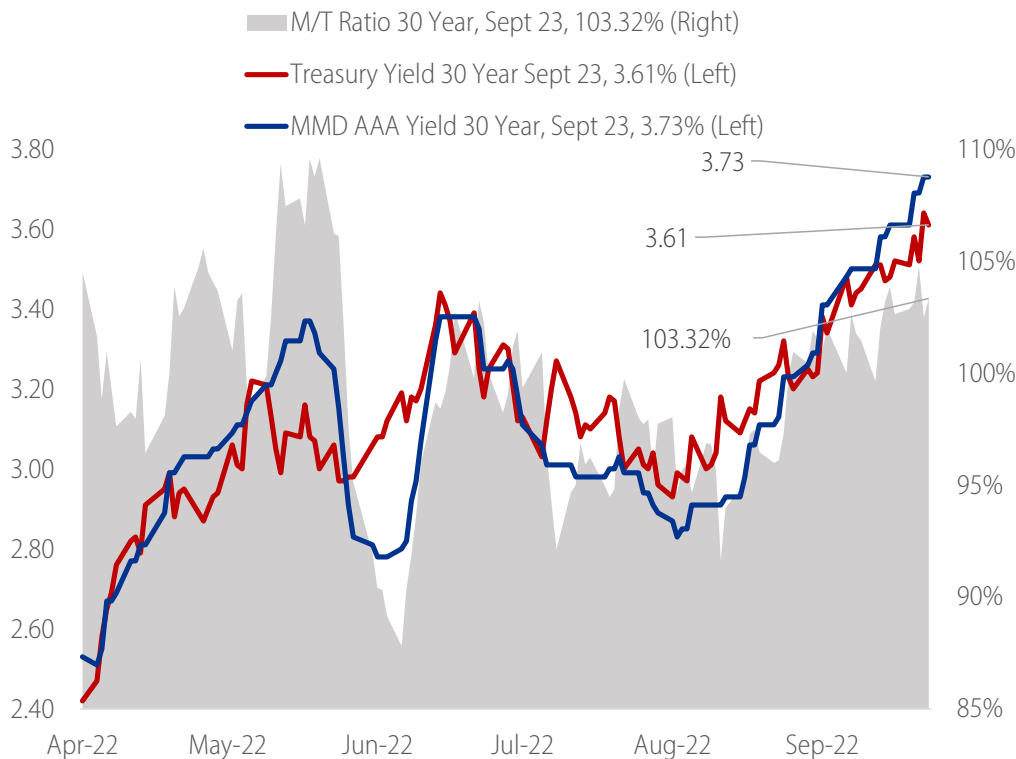
Municipal bond market credit and technical indicators are again flashing the appropriate constructive signals.

Investors should take note again. Municipal bond market credit and technical indicators are again flashing the appropriate constructive signals. This is once more an appealing time to begin to accumulate or to add to municipal positions. For some this may seem like a trade that goes against the grain. Another \$2 billion flowed out of municipal bond mutual funds last week per Lipper data. In fact, investment dollars have flowed out of municipal funds in eight out of the last ten weeks for net outflows of about \$9.3 billion. Frankly, the outflows could continue. We do not see any factors that could meaningfully turn this around in the near term.

But, technical and credit related indicators are back in investors' favor much like they were during the other favorable buying opportunities we pointed out this year. Municipal to Treasury ratios (M/T Ratios) are back over 100%, just over 103% to end last week. And municipal yields across the credit spectrum appear attractive. The 30-year AAA Municipal Market Data (MMD) yield finished last week at a 3.73%. Since the end of the first quarter of this year we have been constructive on "A" rated hospitals as a place where investors can stay in the investment-grade area while also getting an extra bump in tax-exempt yields. Investors who are interested in going a little further out on the credit spectrum will be able to attain yields close to or over 5.00% with "A" rated hospitals. The Refinitiv "A" rated hospital yield is at a 4.57%.

Technical and credit related indicators are back in investors' favor much like they were during the other favorable buying opportunities we pointed out this year.

Relative Value & Technical Municipal Indicators are Attractive Again



Source: Refinitiv and HilltopSecurities.

Investors who are interested in going a little further out on the credit spectrum will be able to attain yields close to or over 5.00% with "A" rated hospitals.

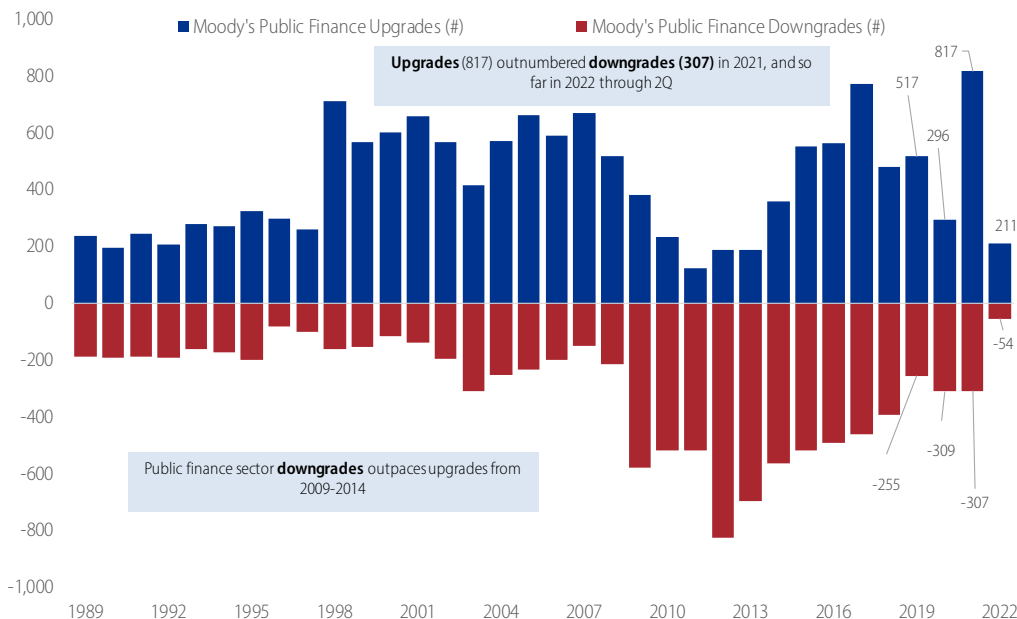
A More Compelling Golden Age of Public Finance – Credit Outlook

U.S. municipal bond sector credit remains strong. It could get stronger. Some have argued that credit quality in the U.S. municipal bond sector has peaked. That is an easy assumption to make. We think saying that U.S. municipal credit quality has peaked here is similar to saying the strength of the U.S. economy peaked in the 1960s.

We think saying that U.S. municipal credit quality has peaked here is similar to saying the strength of the U.S. economy peaked in the 1960s.

It is also very possible that U.S. municipal credit quality has not peaked. [The Golden Age of Public Finance](#) could become even more compelling, believe it or not. Our argument is that the plentiful U.S. fiscal policy transferred to state and local governments and other public finance entities in the 2021 Recovery Act is still being allocated and spent. State and local government revenues are still mostly neutral to slightly positive at the moment. Some are declining. We are seeing that [California is flashing warning signs](#). Revenues in the form of income tax collections are more closely aligned with volatility in security values, they rise and fall much more regularly. Other revenue sources are slower to rise, materialize and then potentially fall. This oftentimes occurs on a multi-year time horizon. It doesn't just take months. These positive financial positions will cushion municipal credit through the Fed's soft landing, or a more-fierce economic downturn.

Public Finance Upgrades Have Outpaced Downgrades in 2021 and 2022 YTD



Our argument is that the plentiful U.S. fiscal policy transferred to state and local governments and other public finance entities in the 2021 recovery Act is still being allocated and spent.

Source: Moody's and HilltopSecurities.

U.S. public finance rating upgrades outpaced downgrades in the midst and in the wake of the COVID-19 epidemic and government-led shutdowns. Through the first two quarters of 2022 we have seen 211 upgrades and 54 downgrades of public finance credits by Moody's Investor Service. This trend is very likely to continue for the rest of 2022. It is very possible that upgrades outpace downgrades in 2023 as well. The timing and severity of a potential economic downturn could weigh heavily on this trend more in 2023. But, we still believe that the investment-grade municipal sector is an opportune option for investors to wait out the economic uncertainty likely ahead.

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Recent HilltopSecurities Municipal Commentary

- [The Financial Data Transparency Act, A Potential Burden & Technological Upgrade for Public Finance if it Becomes Law](#), Sept. 14, 2022
- [The Next Big Risk](#), Sept. 8 2022
- [What the Inflation Reduction Act of 2022 Means for U.S. Public Finance](#), August 12, 2022
- [The Municipal Sector is Where Investors Can Wait Out the Uncertainty, Next Recession](#), July 29, 2022

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