



CITY COUNCIL REGULAR AGENDA
MONDAY, MAY 03, 2021
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 - April 19, 2021 City Council Meeting
 - [B.](#) Mayor's Proclamation - National Police Week - May 9-15, 2021
 - [C.](#) Mayor's Proclamation - Public Works Week - May 16-22, 2021
 - [D.](#) Mayor's Proclamation - Building Safety Month - May 2021
 - [E.](#) Contractor Licenses
 - [F.](#) On Sale Intoxicating License
 - [G.](#) Sign Permit
- 7. DEPARTMENT REPORTS**
 - A. Public Works Report
 - B. Code Enforcement Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Ordinance 473, Amending Chapter 12 of the Spring Lake Park Code of Ordinance Relating to Building Regulations, Construction
 - [B.](#) Resolution 21-17, Authorizing Summary Publication of Ordinance 473, An Ordinance Amending Chapter 12 of the Spring Lake Park Code of Ordinance Relating to Building Regulations; Construction
- 9. NEW BUSINESS**
 - [A.](#) Adoption of Rental Property Enforcement Policy
 - [B.](#) Accept Resignation from Executive Assistant Jenny Gooden
 - [C.](#) Request for Work Session - May 10, 2021
- 10. REPORTS**
 - A. Attorney Report
 - [B.](#) Engineer's Report
 - C. Administrator Report
- 11. OTHER**
 - [A.](#) Redistricting Update
 - [B.](#) 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 Regular was held on April 19, 2021 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT

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

STAFF PRESENT

Public Works Director Randall, Police Chief Ebeltoft, Attorney Thames, Engineer Gravel, Parks and Recreation Director Okey and Administrator Buchholtz

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA - None

5. DISCUSSION FROM THE FLOOR - None

6. CONSENT AGENDA

- A. Approval of Minutes - February 8, 2021 Work Session
- B. Approval of Minutes - March 8, 2021 Work Session
- C. Approval of Minutes - April 5, 2021 City Council Meeting
- D. Approval of Minutes - April 12, 2021 Work Session
- E. General Operations Disbursements #21-05 \$792,511.96
- F. Mayor's Proclamation - Remembrance Day - April 26, 2021
- G. Mayor's Proclamation - Municipal Clerks Week - May 2-8, 2021
- H. Contractor's Licenses
- I. Sign Permit
- J. Approval of Right of Way Applications (2) - CenterPoint and Comcast

Mayor Nelson requested that Administrator Buchholtz read the proclamations. Mayor Nelson thanked the community and staff for their dedication during the pandemic.

Councilmember Goodboe-Bisschoff requested that the City Council discuss the possibility of creating a memorial area near 81st Avenue and Able Street for the remembrance of the year 2020.

She suggested that benches and a plaque be placed in the area. Administrator Buchholtz suggested that Triangle Memorial Park might be a better location since the Council designated that purpose to the park. Attorney Thames reported that he will look into the legality of the property ownership for the 81st Avenue and Able Street location and would provide information at future Council work session.

7. DEPARTMENT REPORTS

A. Police Report

Chief Ebeltoft reviewed his staff report. Mayor Nelson thanked the Police Department for their service and for their work on apprehending individuals with recent catalytic converter thefts in the City.

B. Parks and Recreation Department Report

Parks and Recreation Director Okey reported that the Parks and Recreation Commission met and approved softball field safety upgrades at Terrace Park. She reported that programs continue to be held in person and virtually. She stated that staff has been busy with softball registrations and practices will begin next week. She reported that volunteer assistant coaches are still needed and youth and adult umpires are needed.

Ms. Okey reported that the Tower Days Committee met and finalized activities. She reported that a 5K race has been added and more details on the events will be available soon. She stated that applications are still be taken for the open positions in the Park and Recreation Department.

8. NEW BUSINESS

A. Approval of JPA Between City and Anoka County for the Mill and Overlay of Pleasant View Drive

Administrator Buchholtz reviewed the staff memo. Attorney Thames reported that he has reviewed the Joint Powers Agreement and has some additions to the agreement regarding tort limits and data practices.

Motion made by Councilmember Dircks to approve JPA Between City of Spring Lake Park and Anoka County for the Mill and Overlay/Reclamation of a Portion of CSAH 35 and Pleasant View Drive NE, with the changes suggested by the City Attorney.

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

B. Accept Letter of Retirement from Officer Mark Bonesteel

Mayor Nelson reported that Officer Bonesteel has submitted a letter of retirement effective October 29, 2021. He thanked Officer Bonesteel for his years of service. The Councilmembers all thanked him for his service to the community.

Motion made by Mayor Nelson to accept Officer Bonesteel letter of retirement and to authorize the hiring process for a new Police Officer.

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

9. REPORTS

A. Attorney Report

Attorney Thames wished Officer Bonesteel well with retirement.

B. Engineer's Report

Engineer Gravel reviewed his staff report. He reported that the MS4 Permit has been submitted to the Minnesota Pollution Control Agency. He reported that quotes are still being obtained for the 2021 Sidewalk Project.

C. Administrator Report

Administrator Buchholtz reported that he has received calls regarding the vacant lot on Sunset Road. He reported that the MS4 permit has been submitted and a preconstruction meeting was held for the Hampton properties located at 525 Osborne Road NE.

Administrator Buchholtz reported that the Classification and Compensation Study kick off meeting was held with staff and he attended the kick off meeting with Municode for the city website project.

10. OTHER

A. Correspondence

Mayor Nelson reported that the Beyond the Yellow Ribbon Committee is holding their hamburger and pork chop dinners at the VFW. He reported that a joint meeting with the other Beyond the Yellow Ribbon committees in Anoka County will be held to consider combining them into one committee based in Spring Lake Park. He encouraged residents to help support the Beyond the Yellow Ribbon committee with any donations that they are able to make.

B. Request for Closed Session to Discussion Possible Sale of City Owned Property at Lot 2 Block 1 McKinley Manor Addition

Motion made by Councilmember Delfs to close the meeting to discuss sale of City owned property at Lot 2 Block 1 McKinley Manor Addition.

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

The meeting closed at 7:30 PM.

The City Council reconvened at 7:55 PM.

Attorney Thames reported that the City Council went into closed session to give direction to staff as the possible sale of this property.

11. ADJOURN

Motion made by Councilmember Wendling to adjourn the meeting.

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

The meeting adjourned at 7:58 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**MAYOR'S PROCLAMATION
NATIONAL POLICE WEEK
MAY 9-15, 2021**

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of Spring Lake Park Police Department; and

WHEREAS, nearly 16,000 assaults against law enforcement officers are reported each year, resulting in almost 16,677 injuries; and

WHEREAS, since the first recorded death in 1791, more than 21,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

WHEREAS, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 264 officers killed in 2020; and

WHEREAS, it is most appropriate that we recognize the dedicated service of the Police Department.

NOW, THEREFORE, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim the week of May 9 through May 15, 2021 as National Police Week, and further extend appreciation to Police Chief Ebeltoft, and the Spring Lake Park Police Department for the vital services they perform and their exemplary dedication to the community they represent.

Dated this third day of May, two thousand twenty-one.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator,
Clerk/Treasurer



**MAYOR'S PROCLAMATION
PUBLIC WORKS WEEK
MAY 16-22, 2021**

WHEREAS, Public Works infrastructure, facilities, and services are of vital importance to sustainable communities and to the health, safety, and well-being of the people of Spring Lake Park; and

WHEREAS, Public Works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff the Public Works Department is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Public Works Department.

NOW, THEREFORE, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim the week of May 16 through May 22, 2021 as Public Works Week, and further extend appreciation to our Public Works Director, Terry Randall and the Spring Lake Park Public Works staff for the vital services they perform and their exemplary dedication to our community.

Dated this third day of May, two thousand twenty-one.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator,
Clerk/Treasurer



**MAYOR'S PROCLAMATION
BUILDING SAFETY MONTH
MAY 2021**

WHEREAS, the City of Spring Lake Park is committed to recognizing our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster, and;

WHEREAS, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

WHEREAS, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state and federal officials that are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work, worship, play, and;

WHEREAS, our nation benefits economically and technologically from using the International Codes that are developed by a national, voluntary consensus codes and standards developing organization, our government is able to avoid the high cost and complexity of developing and maintaining these codes, which are the most widely adopted building safety and fire prevention codes in the world; and;

WHEREAS, these modern building codes include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquake; and

WHEREAS, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety – our local code officials – who assure us of safe, sustainable, energy efficient and livable buildings that are essential to America's prosperity; and

WHEREAS, "Prevent, Prepare, Protect. Building Codes Save," the theme for Building Safety Month 2021, encourages all Americans to raise awareness about the importance of safe and resilient construction; fire prevention; disaster mitigation, energy conservation; water safety; training the next generation; and new technologies in the construction industry; and

WHEREAS, each year, in observance of Building Safety Month, Americans are asked to consider the commitment to improve building safety and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property

NOW, THEREFORE, I, Robert Nelson, Mayor, of the City of Spring Lake Park, do hereby proclaim the month of May 2021 as **Building Safety Month**. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

Dated this third day of May, two thousand twenty-one.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

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

Contractor's Licenses

May 3, 2021

Blacktopping Contractor

Alpine Asphalt

General Contractor

Amana Construction

Duramax Asphalt, LLC.

Java Enterprises, LLC.

Aztec Exteriors, LLC.

Great Garage Door Co.

Stone Construction, Inc.

Mechanical Contractor

B & D Plumbing, Heating & AC

Joel Smith Heating and A/C

Michal's HHH, Inc.

Erickson Plumbing, Heating, Air & Electrical

Little Igloo Heating & Air Conditioning, Inc.

Twin City Heating and Air

Plumbing Contractor

B & D Plumbing, Heating & AC

Champion Plumbing

Roofing Contractor

Rayco Construction

Sign Contractor

Vector Sign Solutions

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

Business License

May 3, 2021

On-Sale Intoxicating

Market Grille at Hy-Vee

8155 Hwy 65 NE

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

Sign Permit

May 3, 2021

Sign Permit

Rong Cheng

7777 Hwy 65 NE



CITY OF SPRING LAKE PARK

1301 81st Avenue N E
Spring Lake Park, MN 55432
763-784-6491

Sign Permit Application

DATE: 4/22/21

NAME OF APPLICANT: ROME CHENE

ADDRESS OF APPLICANT: 7777 Hwy 65 NE

TELEPHONE NUMBER OF APPLICANT: 612-898-0002

NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected ROME CHENE 7777 Hwy 65

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

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: REMAIS SIGNS

Address: 410 93RD AVE NW COON RAPIDS MN 55433

Is an Electrical Permit required? _____

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.


SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY: *****

FEE: \$150

RECEIPT NUMBER: _____

DATE OF APPROVAL: _____ DATE OF ISSUE: _____

REASON FOR DENIAL: _____

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: ~~640~~ 4544

SQUARE FOOTAGE OF ALL EXISTING SIGNS: ~~32~~ 921

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: ~~42~~ 42 π + 5.5 π = 47.5 π

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
42 π - \$75
5.5 π - \$75

\$150

1363 - 30%
921 - Existing
47.5 - proposed

394.5 Remaining



410 93rd Ave. NW
Coon Rapids, MN 55433
763.786.5545

DATE: _____

SALESMAN: Scott Maciej _____

LOCATION: _____

NOTES: _____

These plans are the exclusive property of DeMars Signs Inc. and are the result of the original work of its employees. They are submitted to your firm for the sole purpose of your approval, assuming the signage will be manufactured by DeMars Signs Inc. Artwork and design may not be distributed outside your firm without written consent from DeMars Signs Inc. Use of this artwork and/or design without written consent is prohibited; DeMars Signs Inc. reserves the right to pursue legal action in violation of this agreement. This may include, but is not limited to: a) Reimbursement for creating above drawing. b) Any associated legal fees.

CUSTOMER APPROVAL ☒ _____

RE: Rong Cheng

Mike Fisher <mikefisher@premiercommercialproperties.com>

Tue 4/20/2021 10:30 AM

To: Scott Maciej <scott@demars-signs.com>

Cc: Tommy Chen <tommybenjaminchen@gmail.com>

Yes this is good to go. Ownership has approved of it.

Mike Fisher

Realtor / Property Manager

Premier Commercial Properties, LLC

A Real Estate Services Company

763-486-8247 cell

763-862-2005 office

763-862-1925 fax

From: Scott Maciej <scott@demars-signs.com>

Sent: Tuesday, April 20, 2021 10:29 AM

To: Mike Fisher <mikefisher@premiercommercialproperties.com>

Cc: Tommy Chen <tommybenjaminchen@gmail.com>

Subject: Rong Cheng

Mike - attached is the proposed new sign for Rong Cheng. The sign will consist of internally illuminated LED letters affixed to an aluminum wireway. I am having our serviceman check out the storefront to make sure it is not compromised due to water intrusion, as the existing sign pulled away from the storefront, and I want to make certain we do not have that issue reoccur. Assuming this sign meets with your approval, please sign and return it to me at your earliest convenience.

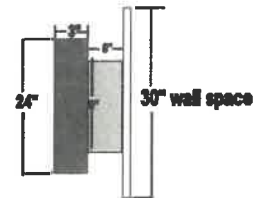
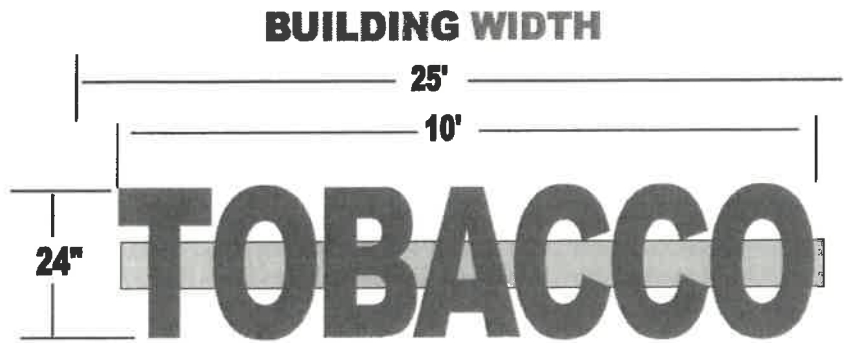
THANKS

Scott Maciej

DeMars Signs

612-867-6159

proposed existing



SPECIFICATIONS

3" DEEP LETTERS W/ 1" RED JEWELITE

3/16" PIGMENTED RED ACRYLIC FACES

RETURNS PRE-FINISHED RED

LETTERS MOUNTED TO 8" RACEWAY

NON CORROSIVE HARDWARE AS REQUIRED PER EXISTING WALL CONDITIONS

RED GE LED ILLUMINATION W/POWER SUPPLIES

COLOR SPECIFICATIONS

 **RETURNS PRE-FINISHED RED**

 **RED ACRYLIC RED**

 **JEWELITE TRIM RED**

 **RACEWAY BEIGE**

50%





Existing

2702 x 2 = 5402

Existing





Gisting



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: April 27, 2021

Subject: Rental Housing Ordinance Adoption

The City Council initiated a study on the impact of single-family rentals on neighborhoods in 2020. The study, completed in early 2021, provided guidance on how to improve shortcomings in the City's rental housing licensing program. Those recommendations were reviewed by the City Council at a work session on February 8, at which time the City Council directed staff to draft an ordinance and inspection policy implementing the recommendations. Staff completed that ordinance and policy work, which was presented to the City Council at its April 12 work session. Upon review, the City Council recommended referring the ordinance and policy to the City Council meeting on May 3 for possible adoption.

Below is a summary of changes resulting from Ordinance 473:

- Removes reference to the R-4, R-5 and R-6 zoning districts from the definition of Residential. These zoning districts were consolidated into the R-3 zoning district with the 2015 zoning ordinance update.
- Updates the licensing procedure to include processes outlined in the Property Maintenance Inspection Policy (to be adopted).
- Adds additional information to the license application to include the person to whom notices of violation should be directed to and require the licensee to provide a list of all rental units owned by the applicant. Also adds a statement stating that an incomplete license application is grounds for denial of the license.
- Updates the suspension and revocation process for rental licenses.
- Adds violations of M.S. 609.71, 609.713 and 609.715, regarding riots, terroristic threats and presence at unlawful assembly as violations of the "Three Strikes" ordinance.
- Requires licensees to obtain a criminal background check on prospective tenants and to make those available to the City upon the City's request.
- Adopts the 2018 edition of the International Property Maintenance Code. The City currently utilizes the 2006 edition.
- Repeals the rental housing moratorium.

Due to the length of the ordinance, staff is recommending the City Council approve Resolution 21-17, allowing for publication of title and summary of the Ordinance.

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

**SPRING LAKE PARK
ORDINANCE 473**

**AN ORDINANCE AMENDING CHAPTER 12 OF THE SPRING LAKE PARK CODE
OF ORDINANCE RELATING TO BUILDING REGULATIONS; CONSTRUCTION**

NOW THEREFORE, be it ordained by the Council of Spring Lake Park, in the State of Minnesota, as follows:

SECTION 1: **AMENDMENT** “12.16.010 Definitions - Housing Maintenance And Occupancy” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

A M E N D M E N T

12.16.010 Definitions - Housing Maintenance And Occupancy

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CONVERSION. Property conversion shall include all existing residential property that has not previously been registered as rental property in Spring Lake Park.

RENTAL PROPERTIES. All residential properties where the owner of record does not reside at the property and is used as a primary residence by a person or persons, related or not, to the owner of record, or when a room or rooms are rented out for a fee.

RESIDENTIAL. All properties located within an R-1, R-2, and R-3, ~~R-4, R-5, and R-6~~ zones.

SECTION 2: **AMENDMENT** “12.16.030 Rental Units; Operating License Required” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

A M E N D M E N T

12.16.030 Rental Units; Operating License Required

No person shall operate a rental dwelling without first obtaining a license to do so from the city as hereinafter provided and outlined in the Housing Maintenance Inspection Policy, as amended from time to time. The license shall be issued for a period of one year. Each operating license shall expire on December 31 of each year. License renewals must be filed by November 1 of each year. A delinquent penalty of 5% of the license fee for each day of operation without a valid license shall be charged to owners of rental dwellings.

SECTION 3: **AMENDMENT** “12.16.050 License Application” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

12.16.050 License Application

- A. License application or renewal shall be made by the owner of rental units or his or her legally constituted agent. Application forms may be acquired from and subsequently filed with the City Administrator, Clerk/Treasurer.
- B. The applicant shall supply:
 - 1. The name, address, and telephone number of the dwelling owner, owning partners if a partnership, or corporate officers if a corporation;
 - 2. The name, address, and telephone number of the designated resident agent, if any;
 - 3. The name, address, and telephone number of the vendee, if the dwelling is being sold through a contract for deed;
 - 4. The legal address of the dwelling; ~~and~~
 - 5. The number of dwelling units within the dwelling;
 - 6. Owner, agent or manager to whom notices of violation should be directed pursuant to this ordinance (the "Licensee's Designee" herein); and
 - 7. A list of all rental units owned by applicant, including address.
- C. Failure to complete, in full, the required license application shall be grounds for denial of the license.
- D. Licensee is deemed to have been notified of any violations the notice of which is provided to the Licensee's Designee.

SECTION 4: **AMENDMENT** “12.16.140 License Suspension Or Revocation” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

12.16.140 License Suspension Or Revocation

- A. A license issued or renewed under this section may be revoked or suspended upon a finding of noncompliance with the provisions of this chapter. Reinstatement of a suspended or revoked license shall be accompanied by a fee in the amount set under SLPC 3.16.030. Issuance of a new license after suspension or revocation shall be made in the manner provided for obtaining an initial license.
- B. The City Council may, for cause, revoke or suspend a license, or take other action restricting the privileges of a license subject to the following requirements:
 - 1. The City, through its Building Official, or designee, provides the licensee with a written statement of reasons or causes for the proposed City Council action together with a notice for public hearing.
 - 2. The City Council shall conduct a public hearing on the proposed action and provide findings of fact and citations to any ordinances or regulations that have been violated, together with a statement of action taken and the conditions of any resulting revocation, suspension or other action restricting the privileges of the licensee.
 - 3. The Building Official, or designee, shall forward the findings and statement of action taken to the license by mailing the same to the mailing address indicated on the license application or to any other address provided by the licensee.
- C. A violation of any provision of this chapter or of state law, prescribing standards of conduct or regulations governing a license, the particular type of business or commercial activity or trade or occupation that is licensed or the premises where the licensed activity is conducted shall be a prima facie showing of cause for revocation, suspension, or other action restricting the privileges of a licensee as the City Council may determine.
- D. Nondisclosure, misrepresentation or misstatement of a material fact in any application for a license under this chapter shall be a prima facie showing of cause for revocation, suspension or other such action restricting the privileges of a licensee as the City Council may determine.
- E. Any person or owner who has an interest in two or more licenses revoked pursuant to this code shall be ineligible to hold or have an interest in an occupancy for a period of five years.

~~Every operating license issued under the direction of this chapter is subject to suspension or revocation by the City Council should the licensed owner or his or her duly authorized resident agent fail to operate or maintain licensed rental dwellings and units therein consistent with the provisions of the ordinances of the city and the laws of the state. In the event that an operating license is suspended or revoked by the City Council for just cause, it shall be unlawful for the owner or his or her duly authorized agent to thereafter permit any new occupancies of vacant or thereafter vacated rental units until such time as a valid operating license may be restored by the City Council.~~

SECTION 5: AMENDMENT “12.16.180 Responsibility For A Licensee Relating To The Conduct Of Occupants Or Guests” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

A M E N D M E N T

12.16.180 Responsibility ~~For~~Of A Licensee Relating To The Conduct Of Occupants Or Guests

- A. *Conduct on licensed premises.* It shall be the responsibility of the licensee to take appropriate action following conduct by occupant(s) or guest(s) of the occupants which is in violation of any of the following statutes or ordinances:
1. M.S. §§ 609.75 through 609.76, as they may be amended from time to time, which prohibit gambling;
 2. M.S. §§ 609.321 through 609.324, as they may be amended from time to time, which prohibit prostitution and acts relating thereto;
 3. M.S. §§ 152.01 through 152.025 and 152.027, subds. 1 and 2, as they may be amended from time to time, which prohibit the unlawful sale or possession of controlled substances;
 4. M.S. § 340A.401, as it may be amended from time to time, which regulates the unlawful sale of alcoholic beverages;
 5. M.S. § 609.33, as it may be amended from time to time, which prohibits owning, leasing, operating, managing, maintaining, or conducting a disorderly house, or inviting or attempting to invite others to visit or remain in a disorderly house;
 6. M.S. §§ 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716, as they may be amended from time to time;
 7. M.S. §§ 609.71, 609.713, and 609.715, as they may be amended from time to time, regarding riots, terroristic threats and presence at unlawful assembly;
 8. M.S. § 609.72, as it may be amended from time to time, which prohibits disorderly conduct;
 9. SLPC 9.20.020 Paragraphs A through F, SLPC 13.04.010 Paragraphs A and B, SLPC 13.04.020 Paragraphs A through F, SLPC 13.04.030 Paragraph A, SLPC 13.04.020 Paragraph G and SLPC 13.08 regulating nuisances, disorderly conduct, prostitution, weapons violations and similar conduct; or
 10. M.S. §§ 609.221, 609.222, 609.223, 609.2231, and 609.224, as they may be amended from time to time, regarding assaults in the first, second, third, fourth and fifth degree.
- B. *Enforcement and administration.*
1. The Chief of Police or his/her designee shall be responsible for enforcement and administration of this section.
 2. Upon determination by the Chief of Police that a licensed premises or dwelling unit was involved in a violation of Paragraph A, the Chief of Police

- shall notify the licensee by first class mail of the violation and direct the licensee to take steps to prevent further violations. A copy of the notice shall be sent by first class mail to the occupant in violation of Paragraph A.
3. Upon a second violation within 12 months of Paragraph A involving the same occupant, or a guest of the same occupant of a dwelling unit, the notice provided under Paragraph B,2 shall require the licensee to submit a written report of the action taken to prevent further violations on the premises. This written report shall be submitted to the Chief of Police within ten business days of request of the report and shall detail all actions taken by the licensee in response to all notices regarding violations to Paragraph A within the preceding 12 months. If the licensee fails to comply with the requirements of this paragraph, the rental dwelling license for the individual rental unit, may be denied, revoked, suspended, or not renewed. An action to deny, revoke, suspend, or not renew a license under this section shall be initiated by the City Council at the request of the Chief of Police in a manner described in this chapter providing that licensees shall have notice requirements and opportunity for hearing as provided under the Administrative Procedures Act.
 4. If a third or subsequent violation of Paragraph A involving the same occupant, or a guest of the same occupant, of a dwelling unit occurs within 12 months after any two previous instances for which notices (pursuant to this section) were sent to the licensee regarding the same dwelling unit, the rental dwelling license for the individual rental unit, may be denied, revoked, suspended, or not renewed. An action to deny, revoke, suspend, or not renew a license under this section shall be initiated by the City Council at the request of the Chief of Police in a manner described in this chapter providing that licensees shall have notice ~~requirements~~ and an opportunity for hearing as provided under the Administrative Procedures Act.
 5. All notices sent by the city to the licensee shall be by first class mail to the address given by the licensee to the city in the license application process or any update thereto provided by the licensee. The city shall retain affidavits of service by first class mail in its file for each violation notice.
 6. No adverse license action shall be imposed if the violation to Paragraph A occurred during the pendency of eviction proceedings (unlawful detainer) or within 30 days of notice given by the licensee to an occupant to vacate the premises, where the violation was related to conduct by that occupant, other occupants, or the occupant's guests. Eviction proceedings shall not be a bar to adverse license action, however, unless they are diligently pursued by the licensee. Further, an action to deny, revoke, suspend, or not renew a license based upon violations of this section may be postponed or discontinued at any time if it appears that the licensee has taken appropriate measures which will prevent further violations to Paragraph A.
 7. A determination that the licensed premises or dwelling unit has been used in violation of Paragraph A shall be made upon substantial evidence to support such a determination. It shall not be necessary that criminal charges be brought to support a determination of violation to Paragraph A, nor shall the fact of

dismissal or acquittal of criminal charges operate as a bar to adverse license action under this section. Further, imposition of other enforcement actions, penalties, administrative offense tickets, criminal charges, or other actions on a license shall not operate as a bar to any other action on a license pursuant to this chapter.

SECTION 6: **ADOPTION** “12.16.190 Background Checks” of the Spring Lake Park Municipal Code is hereby *added* as follows:

ADOPTION

12.16.190 Background Checks(*Added*)

- A. *Criminal Background Check Required.* The City is interested in rental property owners being well informed about a prospective renter's past criminal and rental history, regardless of whether or not the owner decides to enter into a lease with the prospective tenant. Therefore, the licensee shall conduct criminal background checks on all prospective tenants. The criminal background check must include the following:
1. A statewide (Minnesota) criminal history check of all prospective tenants covering at least the last seven years. The checks must be done by utilizing the most recent update of the Minnesota Bureau of Criminal Apprehension's criminal history files;
 2. A statewide criminal history check from the prospective tenant's previous state of residence shall be conducted if the tenant is moving directly from the previous state;
 3. A criminal history check of any prospective tenant in their previous states of residence shall be conducted covering the last seven years if they have not resided in Minnesota for three years or longer;
 4. A statewide (Minnesota) court history check of all prospective tenants covering at least the last seven years. This check, which includes Unlawful Detainer actions, can be done utilizing the most recent update of the Minnesota Judicial Branch Trial Court Public Access database.
- B. Any company that the licensee contracts with to conduct criminal history checks must meet the same standards as established above.
- C. Documentation of the criminal background checks must be kept on file by the property owner for the length of the tenant's lease. The lessor must display documentation of the background check upon request by the Police Department.
- D. If the licensee fails to comply with the requirements of this section, the rental dwelling license for the premises may be denied, revoked, suspended or not renewed. An action to deny, revoke, suspend or not renew a license under this section shall be initiated by the City Council at the request of the Police Department in the manner described in [SLPC 12.16.140](#).

SECTION 7: **AMENDMENT** “12.36.010 Adoption Of International Property Maintenance Code” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

A M E N D M E N T

12.36.010 Adoption Of International Property Maintenance Code

The *International Property Maintenance Code*, ~~2006~~2018 edition, as published by the International Code Council, is hereby adopted by reference as the Property Maintenance Code of the City of Spring Lake Park, in the State of Minnesota for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical features and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Spring Lake Park are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter, with the additions, insertions, deletions and changes, if any, prescribed in SLPC 12.36.020. A copy of the ~~2006~~2018 *International Property Maintenance Code* is on file at the Office of Administration at Spring Lake Park City Hall.

SECTION 8: **REPEALER CLAUSE** Ordinance 468, Enacting a Moratorium on the Conversion of Residential Property to Rental Property in the City of Spring Lake Park, and Ordinance 469, Extending a Moratorium on the Conversion of Residential Property to Rental Property in the City of Spring Lake Park, are hereby repealed.

SECTION 9: **EFFECTIVE DATE** This Ordinance shall be in full force and effect upon its passage and publication.

PASSED AND ADOPTED BY THE SPRING LAKE PARK COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Wendling	_____	_____	_____	_____
Councilmember Delfs	_____	_____	_____	_____
Councilmember Goodboe-Bisschoff	_____	_____	_____	_____
Councilmember Dircks	_____	_____	_____	_____
Mayor Nelson	_____	_____	_____	_____

Presiding Officer

Attest

Robert Nelson, Mayor, Spring Lake
Park

Daniel R. Buchholtz, Administrator,
Clerk/Treasurer Spring Lake Park

To: Dan Buchholtz, City Administrator
City of Spring Lake Park
File: Rental Housing Study

From: Phil Carlson, Lauren Walburg
Stantec
Date: January 29, 2021

Re: Rental Housing Study Update

INTRODUCTION

The Spring Lake Park City Council is exploring the issue of rental housing in single family zoning districts and has asked for Stantec's assistance in a study which focuses on improving Spring Lake Park's current programs and policies for rental properties. The study includes researching and summarizing Spring Lake Park's current policies and regulations, as well as information provided by the City on documented issues with rental properties. This memo summarizes the research conducted to date and provides initial recommendations for next steps.

We have had conversations with City Staff and listened to input from the City Council in initiating this moratorium and study. The summary and recommendations included in this memo focus on the issues from these discussions. City staff also expressed a desire to look at the rental licensing program in the City of Columbia Heights as a model for Spring Lake Park. We suggest using Columbia Heights as a model for rental licensing in Spring Lake Park. This memo responds to the following issues:

- Maintenance issues at rental properties including yard maintenance, trash and parking issues
- Conduct issues at rental properties by residents or their guests including noise complaints and other police calls
- Issues with administering the ordinance, including: follow-through and enforcement of rental inspections, contacting rental managers (especially larger companies) and license renewal process, among others

REVIEW OF NUISANCE/POLICE CALLS

Nuisance Complaints

One of the issues analyzed in this study is maintenance and upkeep of rental vs owner-occupied single-family homes. One indicator of maintenance issues is the record of nuisance complaints and calls per property. The Building Inspector provided Stantec with a summary of nuisance/code enforcement records from 2018-2020 for both owner-occupied and renter-occupied residential properties throughout the City. Stantec reviewed both the number of nuisance calls for each type of property, as well as the type of nuisance complaints received. A few conclusions can be drawn from the information:

- Of all the code enforcement/nuisance complaints throughout the City from 2018-2020, roughly 83% were for owner-occupied properties, while roughly 17% were for renter occupied properties. This correlates with the higher percentage of owner-occupied residential properties in the City.
- Nuisance calls for rental properties included the following categories: Parking (including inoperable and commercial vehicles), rubbish/junk, weeds/grass, driveway repair, garbage cans at street, outdoor storage.
- Of these nuisance calls, few required a second notice. However, this list generally does not capture violations cited during routine rental inspection, which require a follow-up inspection.

Re: Rental Housing Study Update

While these types of nuisance complaints are not unique to rental properties, enforcement can be made more difficult by the absence of an on-site property owner/responsible party. These nuisance issues are exacerbated when a rental manager or property owner is difficult to reach, providing few solutions to the City to address the issue. This memo will suggest several ways in which enforcement/administration may be improved to better respond to nuisance complaints.

Police Calls

City Staff also provided Stantec with a random sampling of police calls in three sections of the City. These police calls were provided for both owner occupied and rental properties. Stantec reviewed this information to assess the extent to which conduct/behavioral issues occur at renter occupied vs. owner-occupied properties. Stantec ensured an equal number of owner-occupied and rental properties to provide an “apples-to-apples” comparison for police calls. The following conclusions can be drawn from the information provided:

- In an equal random sample of owner-occupied and renter-occupied properties, there were 151 police calls from owner-occupied properties and 348 police calls from renter-occupied properties.
- There were several properties (both renter and owner-occupied) that had more than 20 police calls per property. Properties with this many calls are relative outliers compared with the rest of the call data. When these outliers were removed, the number of police calls for owner-occupied and renter-occupied properties were essentially equal (104 calls for owner occupied vs. 105 calls for renter-occupied).
- Police calls for renter-occupied properties included the following general categories: medical, welfare check, noise, domestic/civil dispute, narcotics, 911 hang-up, suspicious activity, animal complaint, child custody. Police calls for owner-occupied properties included the same general categories.

The police call data indicates that for the most part, owner-occupied and renter-occupied properties place a similar number of 911 calls and for similar issues. However, as indicated above, there are a few rental properties that have consistent conduct/behavioral issues. This memo proposes stronger mechanisms for the City to address these properties with consistent and repeated conduct issues.

CURRENT POLICIES AND REGULATIONS

The City currently regulates rental housing through Section 12.16 Housing Maintenance and Occupancy in its municipal code. The City provides all property owners seeking a rental license with an application and a guidance document describing the application, fees and inspection process. Additionally, the City has adopted the International Property Maintenance Code (2006 IPMC) by reference, which applies to all residential properties within the City, and is used as a tool for conducting regular rental inspections. During inspection, the City issues a Rental/C.O. (certificate of occupancy) Inspection Report and Compliance Order, which provides rental property owners with a list of inspection criteria, and a timeframe to correct any issues. All of these documents were reviewed by Stantec as part of this study and are analyzed further in the following sections.

Ordinance

Section 12.16 Housing Maintenance and Occupancy includes several sections pertaining to the following broader topic areas: administration of rental license and application procedure, fees, rental unit inspection, compliance/violation of procedures and conduct on rental property. The following summarizes key points in the rental ordinance, Stantec comments are included in *italics*:

Re: Rental Housing Study Update

License/Application

- Per City code section 12.16.030, a rental license must be obtained, which is valid for a period of **1 year**. Licenses expire on December 31, and license renewals must be filed by November 1. The code sets a delinquency penalty of 5% of the license fee for each day of operation without a valid license.
Rental licenses are renewed every year, while inspections occur every 2 years. At a minimum, these processes should occur at the same time of the year. It could also help with administration if they were done at the same frequency.
- Application must be completed by the owner of the property or their legally constituted agent (see description below).
- Resident agent – must be designated in writing by the owner of the property. This person must reside in the Twin City area, is the person responsible for maintenance and upkeep and can legally receive notice of violation of city ordinance. City must be notified in writing of any change of agent.
This language ensures that the City has a local contact, which was a stated issue. Ensuring that the contact information for the resident agent (address, not a P.O. box, up-to-date phone number and email, etc) is collected in the application and updated at each renewal period could help with administration.
- Application requirements are listed in section 12.16.050 (B).
The City of Columbia Heights has a much longer list of application requirements, including requiring detailed contact information from property owner, rental manager, agent and emergency contact in the case of a maintenance emergency. Collecting more information in the application and requiring information to be verified at each renewal period could ease administration and contact issues with the rental license and inspection processes. The City of Columbia Heights also collects other pertinent information such as number of parking spaces,
- License is non-transferable

Inspection

- A certificate of inspection must be obtained prior to operating a rental dwelling. The certificate is valid for a period of **2 years**. Certificate expires on the anniversary of its issuance and is non-transferable.
The building inspector has stated that the inspection procedures and enforcement could be stronger.
- Property owner must agree to allow inspection

Fees

- A conversion fee is required for converting a single-family home to a rental property and is in addition to the first year registration fee. This is a one-time fee.

Conformance to laws

- City Code Section 12.16.070 says that an operating license may not be issued or renewed if the rental dwelling and its premises fail to follow City and State law.
In addition to complying with all City and State laws, rental property owners could also be required to include crime/drug-free language in their leases and to perform criminal background checks prior rental.

Re: Rental Housing Study Update

Compliance Order

- A compliance order is issued whenever a violation of the ordinance is discovered (typically during inspection). The ordinance states that the compliance order must be in writing, describe the location and nature of violation, provide reasonable time for correction of violation and be served to the property owner or designated agent.
This language could provide more specific guidance to City staff regarding compliance procedures. Specifically, in the event that a property owner does not correct a violation, specific recourse could be included to provide for additional enforcement of the ordinance. This could also be addressed in a separate inspection policy, such as the Columbia Heights example provided in the recommendations.

License Suspension or Revocation

- The City Council has the right to suspend or revoke a rental license should the owner or resident agent fail to comply with city ordinances or state law. Should a license be revoked/suspended, the owner or agent is barred from receiving a rental license for any new occupancies until the license is restored by the City Council.
The revocation language could be clearer about the situations (nuisance/conduct issues) under which a license would be revoked/suspended. The process could also be clearer. Suspension/revocation example language from the City of Columbia Heights is included in the recommendations below.

Responsibility For a Licensee Relating to the Conduct of Occupants or Guests

- The ordinance specifies a list of Minnesota State Statutes and Spring Lake Park city ordinances describing a variety of conduct issues. The ordinance states that it shall “be the responsibility of the licensee to take appropriate action following conduct by occupant(s) or guest(s) of the occupants in violation of the statutes and ordinances. A specific enforcement and administration procedure is described, to be carried out by the Chief of Police, which provides for written notice of violation and revocation or suspension by the City Council after three violations within 12 months, following appropriate notice and opportunity for hearing.
This language provides a mechanism for suspension/revocation of license for conduct issues, the recommendations below give the City Council further options and tools to manage behavioral/conduct issues at rental properties.

Application

Stantec reviewed the application and supplemental information provided to property owners/agents upon request for rental license. The application and supplemental information provides clear guidance on the expectations for rental licensing and inspection within the City, including information on fees. As indicated in the ordinance section above, the information collected in the application could be enhanced to ease administration and enforcement. If not already done, the applicant could also be provided with the inspection checklist so that expectations for maintenance and upkeep are clear from the start and provided in writing. Overall, the application appears to serve the City well, and any updates would likely be minor.

Inspection Checklist

City staff provided Stantec with the inspection checklist used during routine rental inspections. The inspection checklist provides clear guidance to property owners/rental agents on the expectations for maintenance and upkeep. As mentioned above, this checklist could be provided early in the process, prior to the first inspection to ensure that expectations are clear. Stantec does not propose any updates to the inspection checklist itself, as this document appears to be serving the City well.

Re: Rental Housing Study Update

RECOMMENDATIONS

The goal of this study was to provide the City with targeted recommendations for updates to their ordinance/policies/practices for single-family rental properties. The following information provides recommendations for best practices related to rental properties, generally using the City of Columbia Heights as a model. Stantec would propose as a next step to prepare a strikethrough version of the ordinance, providing for specific modifications based on feedback from City staff and the City Council on the proposed recommendations below.

Nuisance

- To address maintenance and nuisance complaints, as well as inspection administration, the City could adopt a similar policy to the Columbia Heights Property Maintenance Inspection Policy (attached). While this policy would not be part of the official ordinance, Stantec would work with the City to update the ordinance with necessary language to correspond with this policy. The Columbia Heights Policy is included as an attachment to this memo and was vetted and recommended by the building official.
- The City of Columbia Heights requires that property owners take responsibility for the inspection process, rather than tenants. This ensures clear communication with property owners and ensures that the responsible party handles all corrections to violations. We recommend that the City adopt language that explicitly requires property owners (or their formally designated agent) to conduct the inspection and reinspection process with the building official. This language could also be listed in bold on the license application to ensure that it is clear to the owner/designated agent that they must be present for inspection and reinspection.
- Columbia Heights also uses abatement as an option for handling nuisance issues at rental properties. The City of Spring Lake Park has an existing abatement policy for specific public nuisances in section 9.20.020 of the municipal code. The City could choose to apply this policy to rental properties for specific nuisance concerns, or after several correction orders are served in writing.

Conduct/Behavioral Issues

- To address behavioral/conduct issues, the City could consider requiring that all single-family rental properties include a crime-free/drug-free addendum in their tenant leases. This is common practice in many cities across the Twin Cities Metro Area, including Columbia Heights. However, several cities have begun to move away from this requirement based on equity issues and a lack of due process for tenants. City staff is doing additional research on cities that have recently removed this language from their ordinances and will share that information with the Council. Sample language from the City of Columbia Heights is included as an example below:

(1) Crime Free/Drug Free.

- a. Resident, any members of the resident's household or a guest or other person affiliated with resident shall not engage in criminal activity, including drug-related criminal activity, on or near the premises.
- b. Resident, any member of the resident's household or a guest or other person affiliated with resident shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near the premises.
- c. Resident or members of the household will not permit the dwelling unit to be used for, or to facilitate criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest.

Re: Rental Housing Study Update

- d. Resident, any member of the resident's household or a guest, or other person affiliated with the resident shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance at any locations, whether on or near the premises or otherwise.
 - e. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.
 - (2) Disorderly Use.
 - a. Resident, members of the resident's household, guests, or other persons under the resident's control shall not engage in the following Disorderly Use activities: violations of state law relating to alcoholic beverages, trespassing or disorderly conduct; and violation of the Columbia Heights City Code relating to prohibited noise.
 - b. THREE DISORDERLY USE VIOLATIONS INVOLVING THE SAME TENANCY WITHIN A CONTINUOUS TWELVE MONTH PERIOD SHALL BE A SUBSTANTIAL AND MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF THE TENANCY.
 - (3) Definitions.
 - a. The term "criminal activity" means prostitution, gambling, maintaining or conducting a disorderly house, unlawful possession, transportation, sale or use of a weapon, domestic assault, delinquency of a minor, criminal street gang activity, threatening, intimidating or assaultive behavior, the unlawful discharge of firearms, or any other criminal activity on or near the premises that jeopardizes the health, safety and welfare of the landlord, his agent, other resident, neighbor or other third party, or involving imminent or actual serious property damage.
 - b. The term "drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance or any substance represented to be drugs (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).
 - (4) Non-Exclusive Remedies. The Crime Free/Drug Free and Disorderly Use provisions are in addition to all other terms of the lease and do not limit or replace any other provisions. The City could also consider requiring rental property owners to conduct criminal background checks on all tenants. This information could be made available to the City upon request. This is also a fairly typical requirement across metro-area cities.
- The City could also consider requiring rental property owners to conduct criminal background checks on all tenants. This information could be made available to the City upon request. This is also a fairly typical requirement across metro-area cities, including the City of Columbia Heights. Similar to the Crime-free/drug-free language, several cities have begun to move away from this requirement based on equity issues. City staff is doing additional research on cities that have recently removed this language from their ordinances and will share that information with the Council. Example language from the City of Columbia Heights is included below:
 - (1) A statewide (Minnesota) criminal history check of all prospective tenants covering at least the last seven years. The checks must be done by utilizing the most recent update of the Minnesota Bureau of Criminal Apprehension's criminal history files;
 - (2) A statewide criminal history check from the prospective tenant's previous state of residence shall be conducted if the tenant is moving directly from the previous state;
 - (3) A criminal history check of any prospective tenant in their previous states of residence shall be conducted covering the last seven years if they have not resided in Minnesota for three years or longer;
 - (4) A statewide (Minnesota) court history check of all prospective tenants covering at least the last seven years. This check, which includes Unlawful Detainer actions, can be done utilizing the most recent update of the Minnesota Judicial Branch Trial Court Public Access database.

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- (5) Any company that the licensee contract with to conduct criminal history checks must meet the same standards as established above.
 - (6) Documentation of the criminal background checks must be kept on file by the property owner for the length of the tenant's lease. The lessor must display documentation of the background check upon request by the Police Department.
 - (7) If the licensee fails to comply with the requirements of this section, the rental dwelling license for the premises may be denied, revoked, suspended, or not renewed. An action to deny, revoke, suspend, or not renew a license under this section shall be initiated by the City Council at the request of the Police Department in the manner described in § [5A.408](#).
- Finally, some cities require landlords (especially those with multiple rental properties within the City) to take a Phase 1 of the Crime Free Multi Housing (CFMH) training. This is an 8-hour class which covers crime prevention/working with police, crime prevention through environmental design principals, lease agreements and evictions, applicant screening and fair housing, terrorism awareness and prevention. Most cities that require this class will offer it at least once per year through their local police department. The City of Columbia Heights does not require this class as part of their rental licensing policy. For more information about the Crime Free Multi Housing training, visit: <https://www.mncpa.net/what-we-do/crime-free-multi-housing>

Administration

- The City could consider targeted improvements to the application requirements to help to alleviate some of the issues with contacting property owners/management companies.
 - The City has a section in their municipal code that addresses revocation of rental licenses. This section should be reviewed, and further guidance provided on the situations in which revocation would be appropriate and to clarify the process. Example suspension/revocation language from the City of Columbia Heights is included below:
- (A) A license issued or renewed under this section may be revoked or suspended upon a finding of noncompliance with the provisions of this chapter. Reinstatement of a suspended or revoked license shall be accompanied by a fee in an amount set by Council Resolution. Issuance of a new license after suspension or revocation shall be made in the manner provided for obtaining an initial license.
 - (B) The Council may, for cause, revoke or suspend a license, or take other action restricting the privileges of a license subject to the following requirements:
 - a. The city, through its Property Maintenance Enforcement Officer, provides the licensee with a written statement or reasons or causes for the proposed Council action together with a notice for public hearing.
 - b. The Council shall conduct a public hearing on the proposed action and provide findings of fact and citations to any ordinances or regulations that have been violated, together with a statement of action taken and the conditions of any resulting revocation, suspension, or other action restricting the privileges of the licensee.
 - c. The Property Maintenance Enforcement Officer shall forward the findings and statement of action taken to the person in whose name said license was issued by mailing the same to the mailing address indicated on the license application.
 - (C) A violation of any provision of this chapter or of state law, prescribing standards of conduct or regulations governing a licensee; the particular type of business or commercial activity or trade or occupation that is licensed; or the premises where the licensed activity is conducted; shall be a prima facie showing of cause for revocation, suspension, or other action restricting the privileges of a licensee as the Council may determine.

January 29, 2021

Dan Buchholtz, City Administrator

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Re: Rental Housing Study Update

- (D) Nondisclosure, misrepresentation or misstatement of a material fact in any application for a license under this chapter shall be a prima facie showing of cause for revocation, suspension, or other such action restricting the privileges of a licensee as the Council may determine.
- (E) Any person or owner who has had an interest in two or more licenses revoked pursuant to this code shall be ineligible to hold or have an interest in an occupancy license for a period of five years.
- If these recommendations are adopted, it will likely increase the staff time required to administer the ordinance and enforce the inspection policy. The Council could consider increasing fees for the rental license program to pay for the additional staff time needed to enforce the ordinance. This could be handled during the regular budget and fee discussions, which would give the City time to assess the increase in staff time needed to enforce the ordinance. For reference, the current fee structure is as follows:
 - Single Family: \$150/year
 - Duplex: \$200/year
 - Apartment: \$250 per building plus \$25 per Unit (per year)
 - Rental Conversion Fee: \$750 (one-time fee)

RESOLUTION NO. 21-17

A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 473, AN ORDINANCE AMENDING CHAPTER 12 OF THE SPRING LAKE PARK CODE OF ORDINANCE RELATING TO BUILDING REGULATIONS; CONSTRUCTION

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 473 will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the following summary of Ordinance No. 473 is approved for publication:

“On May 3, 2021, the Spring Lake Park City Council approved Ordinance No. 473, entitled ‘An Ordinance Amending Chapter 12 of the Spring Lake Park City Code Relating to Building Regulations; Construction.’

The following is a summary of Ordinance No. 473, a copy of which is available in its entirety for review during regular office hours at the City of Spring Lake Park, 1301 81st Avenue NE, Spring Lake Park, MN, or for review on the City’s website, www.slpmn.org.

The Ordinance amends Section 12.16.010 by bringing the Residential definition into conformance with the City’s zoning ordinance. The Ordinance amends Section 12.16.030 requiring compliance with the Property Maintenance Inspection Policy in addition to a license from the City in order to operate a rental dwelling. The Ordinance amends Section 12.16.050 to require the applicant for a rental housing license to list the individual to whom notice of violation should be directed (licensee’s designee), to state that failure to complete the license application in full is grounds for denial of the license, and to state that licensee is deemed to be notified of any violations if a notice is provided to the licensee’s designee. The Ordinance establishes a new process for suspension and revocation of rental housing licenses. The Ordinance adds riots, terroristic threats and presence at unlawful assembly to the list of responsibilities under Section 12.16.180 relating to the conduct of occupants or guests. The Ordinance adds to Section 12.16.180 to state that imposition of other enforcement actions, penalties, administrative offense tickets, criminal charges shall not prohibit additional actions on a license. The Ordinance creates a new Section 12.16.190 to require the licensee to conduct a criminal background check on all prospective tenants. The Ordinance also adopts the 2018 edition of the International Property Maintenance Code.

Ordinance 468, Enacting a Moratorium on the Conversion of Residential Property to Rental Property in the City of Spring Lake Park, and Ordinance 469, Extending a Moratorium on

the Conversion of Residential Property to Rental Property in the City of Spring Lake Park, are hereby repealed.

The Ordinance takes effect upon its passage by the City Council and publication in the City's newspaper of record."

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 May, 2021.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

CITY OF SPRING LAKE PARK CODE ENFORCEMENT



HOUSING MAINTENANCE INSPECTION POLICY

EFFECTIVE - May 10, 2021

PURPOSE:

This policy is intended to guide the administration of all housing maintenance, licensing and inspections.

POLICY:

It shall be the policy of the City of Spring Lake Park to conduct housing maintenance licensing and inspections according to the procedures outlined in this document, City Ordinances, State Fire Code and the State Building Code.

SCOPE:

The provisions of this policy shall apply to all currently existing and later established residential structures and all currently existing and later established premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.

PROCEDURE:

Inspection Hours. Subject only to exceptional circumstances, as determined by the Code Enforcement Division, hours for conducting both scheduled and non-scheduled inspections shall be Monday through Friday, 9:00 am – 3:30 pm. (Exterior inspections will not be scheduled)

The owner or the owner's representative is required to attend all inspections. The tenant is not considered to be the owner's representative.

LICENSING:

Licensing procedure is as follows:

Residential Rental Property. The license shall be issued for a period of one year, with every operating license expiring on December 31 of each year. License renewals must be filed by December 31 of each year.

License applications will be sent out to the owner 45 days prior to the licensing date. Licensing requires that a signed, updated application be returned along with required fees prior to the re-licensing date.

All applications shall be filled out completely and signed to be considered compliant with the licensing requirement. Any incomplete application will be sent back.

A reminder letter will be sent out 15 days prior to the re-licensing date reminding the owner to return the owner's application and fees.

On the first of the year, the re-licensing date, all properties that have not submitted their application and fees will be placed on the 1st City Council meeting agenda in January for revocation of license, or at a regularly scheduled meeting as soon as possible thereafter.

HOUSING MAINTENANCE CODE LICENSING PROCEDURE

	RESIDENTIAL WITH INTERIOR INSPECTION	RESIDENTIAL WITHOUT INTERIOR INSPECTION
Registration	45 days prior to license date, a license application will be mailed out.	45 days prior to license date, a license application will be mailed out.
Registration	After 30 days, if a license application and fees are not received, a reminder letter is sent.	After 30 days, if license application and fees are not received, a reminder letter is sent.
Registration	After 45 days, if the license application and fees are not received the property is scheduled for a revocation hearing at the first City Council meeting in January.	After 45 days, if the license application and fees are not received the property is scheduled for a revocation hearing at the first City Council meeting in January.
Inspection	November 1, a final letter will be mailed out. The initial inspection and all corrections shall be completed by December 31. If all inspections and corrections are not complete the property is scheduled for a revocation hearing.	November 1, a final letter will be mailed out. The initial inspection and all corrections shall be completed by December 31. If all inspections and corrections are not complete the property is scheduled for a revocation hearing.

LICENSE FEES:

All licensed properties will be assessed a license fee. The fee will cover the length of time of the license only. As with the license, the license fee is not transferable.

Proposed licensing fees are as follows:

*See attached fee schedule for current fees. Fees are set by ordinance.

INSPECTIONS:

All licensed properties are required to have periodic inspections as per this chart:

Occupancy Type	Interior Required	Exterior Required
Single Family	Every other year	Annually
Duplex/Triplex	Every other year	Annually
Multi Family (4+ Units)	(Units) Every other year (Common areas) Annually	Annually

*The Code Enforcement Division has the right to make systematic inspections of properties as individuals, blocks, or areas of the City.

Rental properties that require inspections of the individual tenant units are required to schedule an inspection with the Code Enforcement Division. Tenants shall be notified, by the owner, of the inspection at least **24** hours prior to the scheduled inspection. The Code Enforcement Division will not inspect individual units that have not met the minimum 24 hours notice. It is the right of the tenant to refuse to let the Code Enforcement Division conduct an inspection of their individual tenant space. The Code Enforcement Division may acquire an Administrative Search Warrant to conduct the inspection. The Code Enforcement Division reserves the right to inspect a randomly picked sampling of units based on the size of the building and past inspection history.

The owner or owner's representative is required to attend all inspections. The tenant is not considered to be the owner's representative.

All licensed residential properties with three or more units are required to have an inspection of the exterior and common areas every year.

Violation Correction:

When violations are found by inspectors, the owner of rental properties shall be given a reasonable amount of time to correct the violations. The following is the schedule to be used by the Code Enforcement Division:

TYPE OF VIOLATION	TIME TO FIRST REINSPECTION	DISPOSITION
Priority Violations (Significant life safety violations). Trash, Outside Storage, Vegetation, etc.	10 days*	Citation, Abatement or License Revocation**
All Other Violations	30 days*	Citation, Abatement or License Revocation**
<p>*These time frames are used unless a different time is specified in the ordinance or referenced ordinance.</p> <p>**License revocation does not apply to non-licensed properties, i.e. owner-occupied single-family homes.</p>		

If violations are not corrected, the property may be put on the agenda of a City Council meeting for a possible license revocation hearing or an abatement hearing.

COMPLAINT INSPECTION.

The Code Enforcement Division shall respond to all complaints. Complaints will be accepted either verbally or in writing. A written record of the complaint will be made.

Complaints will be included as a scheduled inspection unless it is determined that it is a Priority Inspection. Priority Inspections will be responded to as soon as feasible.

Complaints of individual residential rental units will follow the above policy with some

differences. Complaints must originate from a tenant of the unit. Except for Priority Violations, complaint inspections will not be made for tenants who are under an unlawful detainer, part of an eviction process, or who have already moved out of a property.

If a complaint is in regards to the exterior of a property the inspectors may, based on the type of violations and the condition of neighboring properties, inspect those neighboring properties that have similar violations or are of similar condition.

EXTENSION PROCEDURE:

Extensions to the violation correction schedule above may be granted by the inspection staff, office staff or the Housing Maintenance Inspector subject to the following guidelines.

Extensions will only be granted if requested during the initial 30-day time to the first re-inspection. Extensions will not be granted for 10-day violations.

Requests for extensions received for non-priority violations can be granted routinely by inspection staff or office staff for up to a maximum of 14 days. Any length of time longer than this requires the approval of the Property Maintenance Enforcement Officer.

Seasonal extensions for exterior work, which cannot be completed due to cold weather, may be granted to no later than June 1 of the following year. Examples include: exterior painting, siding replacement, roofing, concrete, or asphalt work, retaining walls, landscaping or other work that cannot be completed with soil that is frozen.

Special extensions may be granted for large projects that require more time or are a financial hardship. Requests for these extensions are to be in writing with an explanation as to the hardship. The request must include a completion date. Only one special extension will be granted for a violation.

Extensions involving heating violations require the approval of the Housing Maintenance Inspector. Generally, the property owner will be granted reasonable extensions provided that significant efforts are being made by the property owner to comply and circumstances beyond the control of the property owner exist.

A re-inspection of extension items will be made to verify compliance. If the violation is not completed the property may be given a citation and/or the property will be put on the agenda of a City Council meeting for a license suspension or revocation hearing or an abatement hearing.

SPECIAL SITUATIONS:

There may be times that deadlines cannot be made due to special situations beyond the control of the City and its staff. An example may be a missed inspection due to an

emergency call. The inspection office has the right to deviate from this policy as long as the intent of the policy is met.

REVOCATION PROCESS:

When the property has not met the above requirements, licensed properties may have their license suspended or revoked. The license can only be suspended or revoked by the City Council as part of a revocation hearing. Property owners and tenants are to be notified of the suspension or revocation hearing by either certified mail or first class mail. The owner's notification will also include the **Statement of Cause**.

The revocation hearing will be set by the City's Executive Assistant. Staff will schedule the hearing to give the owner and tenants at least 14 days notice.

A final pre-revocation inspection will be performed, if needed, prior to the hearing. If violations are corrected and all other requirements are met, the hearing will be cancelled.

At the suspension or revocation hearing, the owner and all tenants will be given an opportunity to be heard by the City Council.

The City Council has the right to revoke or suspend the license, grant an extension, table the motion, or refuse revocation.

If the license is suspended or revoked, the owner and tenants will be notified by regular and certified mail of the suspension or revocation. The property will also be posted. The posting gives 60 days to vacate.

Sixty days after the original posting of the property, an **Unlawful to Occupy** posting will be put on the building. The Code Enforcement Division may write the owner and/or occupants an Administrative Offense Citation or begin the process with Anoka County Courts to have the occupants removed.

To re-license a revoked property, all requirements of this policy and the Housing Maintenance Code ordinance shall be met. This includes payment of all outstanding fees.

ABATEMENT PROCEDURE:

City Ordinance 9.20.020 F 1-5 allows for the abatement of Housing Maintenance violations that the City Council deems a nuisance affecting public safety. The Code Enforcement Division will follow the procedures outlined in the ordinance.

The violation letter sent to property owners/tenants will advise that abatement may be one of the options used if the violations are not completed by the re-inspection date.

If the violations are not completed by the re-inspection date, and the Code Enforcement Division decides to use this option, the property owner/tenant will be scheduled for an abatement hearing at a future City Council Meeting.

ADMINISTRATIVE OFFENSE CITATION:

The Code Enforcement Division is allowed, by City Ordinance, to write Administrative Citations. The Code Enforcement Division will follow the procedures outlined in the ordinance.

The violation letter sent to property owners/tenants will advise that an Administrative Citation may be one of the options used if the violations are not completed by the re-inspection date.

If the violations are not completed by the re-inspection date, and the Code Enforcement Division decides to use this option, the property owner/tenant will be given an Administrative Offense Citation.

Collection and payment of the Administrative Citation will have a date noted on the Citation. Failure to correct violations could result in a double fine. Failure to pay the Administrative Citation will result in the amount due, certified to the property taxes.

REMEDIES NOT EXCLUSIVE:

All enforcement actions contemplated in this policy shall be cumulative. The implementation or imposition of any of the remedies, corrective actions, or license actions set forth in this policy shall not be exclusive and will not prohibit the implementation or imposition of any other remedies, corrective actions, or license actions deemed necessary by the Code Enforcement Division or the City Council.



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: April 27, 2021

Subject: Jennifer Gooden resignation

The City has received a letter of resignation from Jenny Gooden on Monday, April 26. Her resignation is effective on May 7. I am grateful for the contributions Jenny has provided the City over her eight years of employment with the City and I wish her well in her next opportunity.

Staff requests the City Council accept Jenny Gooden's resignation.

Staff is in the process of reevaluating the Executive Assistant position as it relates to the needs of the Administration Department. Once we have put together a new job description, we will present it to the City Council for approval and proceed with recruitment of the position.

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

April 26, 2021

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

Dear Dan,

Please accept this letter as notice of my resignation from my position of Executive Assistant. My last day of employment will be May 7, 2021.

I have received an offer that is too exciting to decline. Thank you to the City of Spring Lake Park and its employees for the opportunities that have been provided to me during my time with the city.

If I can be of any assistance during this transition, please let me know.

Sincerely,



Jenny Gooden



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: April 29, 2021

Subject: Rental Housing Ordinance Adoption

City staff is requesting a work session be scheduled for May 10 at 5:30pm.

The proposed agenda is:

1. Police Chief Interview and Discussion
2. COVID-19 Memorial discussion (Goodboe-Bisschoff)
3. Insurance Limit discussion (Goodboe-Bisschoff)

If you have any additional items, please let me know as soon as you can so we can include them on the agenda.

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 05.03.21 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2021 MS4 Permit and SWPPP Update (193805251). Annual Report and Public Meeting due by June 30th. Pond, structural BMP, and outfall inspections due by July 31st. Program analysis due in December. Coordination with CCWD related to TMDL information will happen as needed. *The application has been submitted to MPCA for their review.*

Risk and Resiliency Assessment (RRA) and Emergency Response Plan (ERP) – Water System (19380xxxx). The city is required to complete an assessment and evaluation of the city's water system based on requirements of the Environmental Protection Agency (EPA) and Department of Homeland Security (DHS). The RRA is due June 30, 2021. The ERP is due December 30, 2021. *We expect to start work on this project next week. The draft RRA is scheduled to be complete by mid-May, with the final version delivered in June.*

Garfield Pond Improvements Project (193804750). Final contractor payment on hold until remaining issues resolved. Final 50% of RCWD reimbursement can be processed after final contractor payment.

Fillmore & 83rd Pond Improvements Project (193805029). *A pond maintenance project has been completed. Minor restoration work remains.*

2020 Sewer Lining Project (193804980). Work has been completed. Terry Randall is watching this project. *One repair needs to be completed before final contractor payment (Visu-Sewer).*

Utilities for 525 Osborn Road Project (193805012). This city project is for off-site utilities for 525 Osborne Rd. Construction was completed in 2020. *A punch-list inspection will be completed in May (need to verify turf establishment and irrigation system repair). An onsite meeting with the contractor is scheduled for May 12th.*

Suite Living Spring Lake Park (Hampton Cos. project at 525 Osborne). A project kick-off meeting was held with the developer and city staff on April 21, 2021. *They plan to start construction sometime near the middle of May. The developer has promised to contact adjacent property owners prior to starting construction.*

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

2021 Sewer Lining Project (193805204). Terry has identified an area for lining in 2021 and has had preliminary televising has been completed. Plans have been prepared. *Bids will be received on May 4, 2021.*

2021 Street Seal Coat and Crack Repair Plan (193805205). The 2021 street maintenance area will be the area south of 81st Avenue and west of Monroe Street. *Bids were received on March 26th and Council awarded the project on April 5th. Construction Contracts are being processed.*

2021 Sidewalk Project: Possible sidewalk improvements in Triangle Park and at City Hall. Quotes are still being obtained. *Terry is looking to get more contractors to submit quotes, but contractors seem reluctant to provide quotes.*

2021 Anoka County CSAH 35 (Central Ave.) and CSAH 32 (85th Ave. NE) Projects. City MSAS # 183-101-012. Anoka Co. will complete paving projects on these two roads in 2021. The County has prepared a Joint Powers Agreement to define the city's share of the costs. *No new info. from County on this project.*

Anoka County Osborn Road Project. This project is sustainably complete, minor punch list items to be completed in the spring of 2021. *The Public Works Director has inspected the bituminous trail and will talk with the County prior to city acceptance.* <https://www.anokacounty.us/1578/Construction-Weekly>

Street CIP Planning: Staff is working on a 10-year Capital Improvement Plan for future street maintenance. *It is anticipated that a paving project will be completed in the Garfield-Hayes neighborhood in 2022.*

Cellular Antenna Installations on Water Towers:

- **2021 T-Mobile/Sprint antennae replacement on Arthur Street tower.** This is a new request based on a 12-30-20 email message from Shane Bagley of Begley Wireless Consultants to Dan Buchholtz. Construction Drawings (CDs) prepared by Fullerton Engineering Design (dated 12/15/20). *These plans have not been reviewed by engineering/public works. Escrow has been received. Messages sent to applicant on 4/16/21 and 4/22/21.*
- **T-Mobile Antenna Maintenance on Able Street Tower (2020 Anchor).** This project includes antennae replacement. The contact person for the design is Tom Jemilo at insite inc. An escrow account has been established. Review of the Construction Drawings (CDs) for this project were approved on 9/29/20. The Second Amendment to T-Mobile Lease Agreement was approved in January 2021. *Preconstruction Conference was held with Premise Electrical on 2/17/21. Construction has started (as of 2/24/21). 4/5/21: The Electrical portion of the work is done. The antenna work is currently being worked on. I texted the Contractor Saturday and confirmed that he did work Saturday. I will check the work this week.*
- **T-Mobile Utility Upgrade/Backup power (generator) - Able Street Tower (Network Hardening).** This project includes installing a permanent generator. The contact person is Tom Jemilo at insite inc. and Jason Bayer from JDR (contractor). Review of the construction drawings was completed in 2020. A Preconstruction Conference was held on 1/13/21. Construction is substantially complete (as of 2/9/21). *Spring 2021 site clean-up will be necessary. 4/5/21 This work is done except for the restoration and the generator start-up. Gas has not been run into the site yet. We don't want them doing and restoration until we see if the gas installation messes anything else up.*
- **2019-2021 Verizon on Arthur Street tower.** This is a new installation. The contact person is Michael Raia of TechScape. Revised Construction Drawings labeled Revision E were submitted in March 2019 and are considered approvable. Final Lease was approved by city council on October 21, 2019. *Construction may not occur until late 2021.*
- **2021 Clearwire equipment removal from Able Street tower (MS52XC144).** This is an equipment removal request based on e-mail messages from Nelson Valenzuela of Qualtek Wireless in the fall of 2020. City Building Permit Number for this project is 2020-00449. Plans have been reviewed by engineering/public works. Public works has decided that all equipment shall be removed (including ground equipment). A Preconstruction Conference was held at the site on March 20, 2021 (minutes sent to Qualtek on 4/2/21). *Construction started on April 28, 2021.*

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



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: April 29, 2021

Subject: Redistricting Update

The US Census Bureau released state-level population data. Minnesota learned that it has kept all 8 of its congressional seats. Had New York State counted just 89 more people, Minnesota would have dropped to 7 congressional seats.

The deadlines for Census data to be transmitted to the State have been delayed due to the COVID-19 pandemic. That data is estimated to arrive by September 30. The Legislature's deadline to complete congressional and legislative redistricting is February 15, 2022. Once we receive that data from the County Auditor, our deadline is March 29, 2022. Candidate filing would open on August 2nd for the November 8 General Election.

That schedule is if everything works perfectly. If redistricting at the State level is delayed, the City's deadline for municipal redistricting would be 28 days after the legislative plan is adopted. If redistricting at the State level is completed early (before January 28, 2022), then the City's deadline for municipal redistricting would be no later than 60 days after the legislative plan is adopted.

Fortunately, we have at-large City Council seats in Spring Lake Park. The redistricting impacts the size and shape of the City's voting precincts. Fortunately, with the City moving all precincts to one location (ECC), disruption to the voter from redistricting should be minimal.

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

Key Redistricting & Election Dates - “Intended Deadline”

Date	Action	Citation
April 1, 2021	Deadline for U.S. Census Bureau to report census data to Governor (DELAYED – estimated by Sept. 30, 2021)	P.L. 94-171
2021 (TBD)	OSS redistricting training for county auditors	M.S. 204B.146, subd. 1
Feb. 1, 2022	Precinct caucuses (using “old” precincts)	M.S. 202A.14, subd. 1
Feb. 15, 2022	Deadline for legislature to complete congressional and legislative redistricting	M.S. 204B.14, subd. 1a
February 2022	OSS provides congressional & legislative district info to county auditors	M.S. 2.91 subd.1
February 2022	County auditor forwards relevant portions to municipal clerks	M.S. 2.91 subd.1
March 29, 2022	Deadline for municipal redistricting	M.S. 204B.14 subd. 3, 204B.135 subd. 1
April 5, 2022	Last day to publish notice of intent to redistrict county commissioner districts (three weeks prior to scheduled meeting)	M.S. 375.025, subd. 1
April 26, 2022	Deadline for redistricting remaining election districts - county, soil/water, and school district	M.S. 204B.135, subd. 2
May 3, 2022	Deadline for county auditor to publish notice illustrating congressional, legislative, county commissioner boundaries	M.S. 204B.14, subd. 4
May 17, 2022	Candidate filing opens (early filing period)	M.S. 204B.09, subd. 1
August 2, 2022	Candidate filing opens (late filing period)	M.S. 205.13, subd. 1a; 205A.06, subd. 1a
August 9, 2022	State Primary (redistricted boundaries take effect)	M.S. 204B.14, subd. 3(d)
Nov. 8, 2022	State General Election	

Alternate Timeline – Early

If legislative redistricting plan is approved ***before January 28, 2022:***

No later than 60 days after legislative plan adopted	Deadline for municipal redistricting	M.S. 204B.14 subd. 3, 204B.135 subd. 1
No later than 80 days after legislative plan is adopted	Deadline for redistricting remaining election districts - county, soil/water, and school district	M.S. 204B.135, subd. 2

Alternate Timeline – Late

If legislative redistricting plan is approved ***after March 29, 2022:***

No later than 28 days after legislative plan adopted	Deadline for municipal redistricting	M.R. 8255.0010
No later than 42 days after legislative plan is adopted	Deadline for redistricting remaining election districts - county, soil/water, and school district	M.R. 8255.0010

CORRESPONDENCE

04/28/2021 14:20:47 [BN] Bloomberg News

Fed Upgrades View of Economy While Keeping Rates Near Zero (3)

- Policy makers signal risks from pandemic have diminished
- Inflation's pickup attributed to 'transitory factors'

By Craig Torres and Catarina Saraiva

(Bloomberg) -- Federal Reserve Chair Jerome Powell and his colleagues upgraded their assessment of the U.S. economy but said they were not yet ready to consider scaling back pandemic support.

"Amid progress on vaccinations and strong policy support, indicators of economic activity and employment have strengthened," the Federal Open Market Committee said in a statement Wednesday after holding its key interest rate near zero and maintaining a \$120 billion monthly pace of asset purchases.



WATCH: Fed Chair Powell says the economic recovery is not complete.

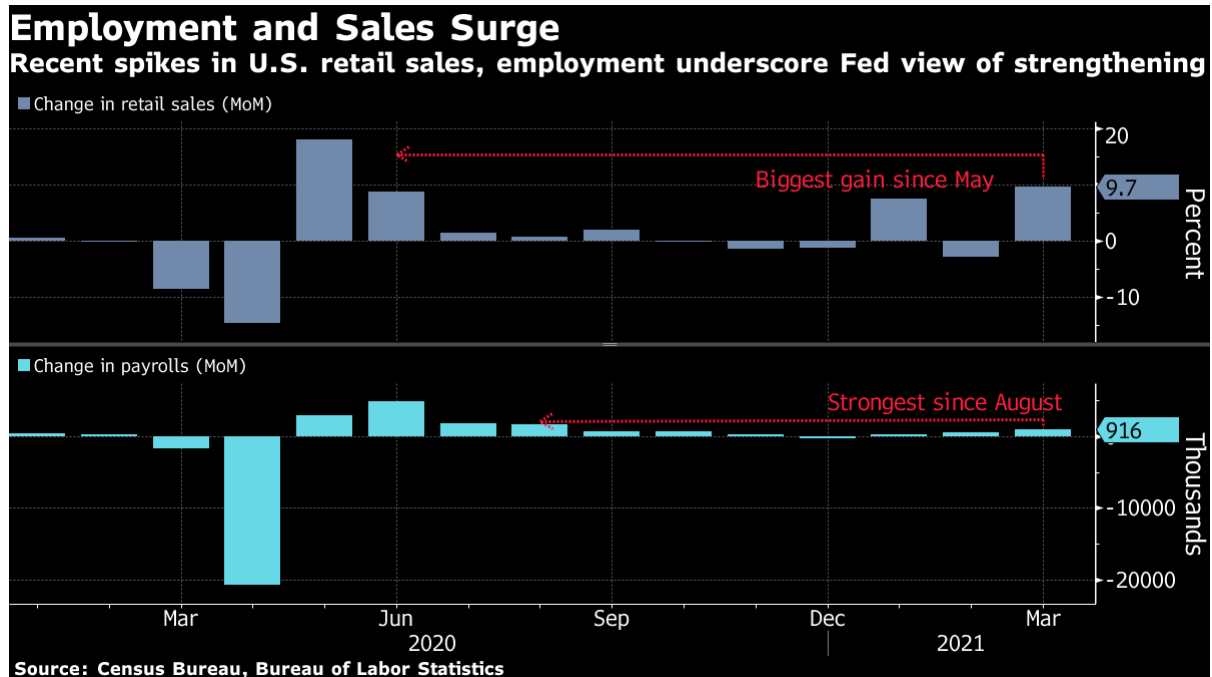
Source: Bloomberg)

Follow reaction in real time here on Bloomberg's TOPLive blog

Marking a clear improvement since Covid-19 took hold more than a year ago, the Fed said that "risks to the economic outlook remain," softening previous language that referred to the virus posing "considerable risks."

The statement also noted that sectors hit hardest by the Covid-19 pandemic had "shown improvement." And on the risk of prices rising, policy makers said: "Inflation has risen, largely reflecting transitory factors."

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The yield on 10-year Treasuries retreated to be slightly lower on the day as Powell spoke to reporters after briefly touching a fresh session high when the decision was announced and the Bloomberg dollar index slipped to a two-month low. The pricing of Fed policy tightening in the coming years was pared slightly, while the S&P 500 Index reversed an earlier gain to trade little changed.

Powell and his colleagues met amid growing optimism for the U.S. recovery, helped by widening vaccinations and aggressive monetary and fiscal support. President Joe Biden will unveil a sweeping \$1.8 trillion plan to expand educational opportunities and child care when he addresses a joint session of Congress later on Wednesday, while highlighting his \$2.25 trillion infrastructure proposal and the \$1.9 trillion pandemic relief package he signed into law last month.

At the same time, a rise in coronavirus cases in some regions around the world casts a shadow over global growth prospects, giving policy makers reason to remain patient on withdrawing support. Fed officials have also been largely dismissive of inflation risks for the time being, saying a jump in consumer prices last month was distorted by a pandemic-related decline in prices in March 2020.

Wednesday's FOMC decision was unanimous.

'Long Way'

Powell told a post-meeting press conference that the recovery has been faster than expected but "it remains uneven and far from complete" and the economy "is a long way from our goals."

U.S. central bankers repeated they would not change the pace of bond buying until "substantial further progress" is made on their employment and inflation goals. The target range of the benchmark federal funds rate was kept at zero to 0.25%, where it's been since March 2020.

Powell said that it was not yet time to discuss scaling back asset purchases and "it will take some time before we

see substantial further progress.”

Economic Growth

Forecasters surveyed by Bloomberg expect the U.S. economy this year to expand at the fastest pace in more than three decades, with the Fed expected to announce in late 2021 that it will start slowing the pace of asset purchases.

U.S. central bankers have backed expansive fiscal policy, noting that millions of Americans are still unemployed and run the risk of remaining jobless for the long-term if they don't find work soon.

Since their March meeting, officials have seen the S&P 500 stock index continue to rally while yields on the government 10-year note, after a sharp move up in the first quarter, have traded in a range around 1.6%. The labor market in March added the most jobs in seven months as improvements across most industries boosted nonfarm payrolls by 916,000.

Officials have also said policy changes will be based on outcomes, not a forecast, meaning a string of powerful monthly labor market gains would be needed to merit “substantial further progress.”

(Recasts lead, updates market reaction)

Related ticker:

GBBEF US (iPath GBP/USD Exchange Rate ETN)

--With assistance from Ana Monteiro, Christopher Condon, Steve Matthews, Matthew Boesler and Vince Golle.

To contact the reporters on this story:

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To contact the editors responsible for this story:

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Alister Bull, Scott Lanman

Community	Map ID Number	Map ID Notes	Community Comments	DNR/FEMA Response (and who if needed)	DNR Action Needed?	By Whom?	Action Complete?
City of Fridley	N/A	N/A	Concerns about council being 'forced' to accept flood maps that people knew were wrong.	DNR to follow up with him about his concerns	Follow up with City of Fridley	SH	Meeting was held on March 24th
MN DNR	N/A	N/A	Suzanne asked Rice Creek WD if they've shown this data that uses Atlas 14 to the communities earlier?	Nick's Reply-The district has utilized Atlas 14 for quite some time, so he doesn't think it would be surprising to their communities.	N/A	N/A	N/A
Rice Creek	N/A	N/A	In 2014 when Atlas 14 came out, they had a number of community meetings. Talked through with city staff at that time how mapping had changed. Also when the Anoka DFIRM came out they also had a lot of meetings. So there has been a lot of engagement on the changes that have occurred since then. One of the largest locations that has changed is in the Blaine area. They didn't accept the districts modeling so they likely have the largest changes.	DNR-City, etc. to follow up with DNR or WD if any questions	N/A	N/A	N/A
Rice Creek	N/A	N/A	Is blue new floodplain and tan the old?	DNR-Yes	N/A	N/A	N/A
N/A	N/A	N/A	The new link for the portal needs a login.	DNR to send out an updated link after meeting as well as meeting notes, presentation, etc.	Send new portal link with meeting notes	SH	The original portal link still works without a login. Spatial data will be 'cleaned up' and remain available using this link.
City of Lino Lakes	1	Clearwater Creek by Hugo	What's happening in this section? Seems like floodplain is more expansive. By 35W. What's driving the increase? It's an AE on the west of 21st ave.	Houston Engineering replied: There is a weird quirk here where a AE and A zone meeting. There is a county boundary there. Small area left that didn't have detailed modeling. Why has the elevation changed? Likely due to modifications to the model, improved hydrology. We would need to dig in further to see the source of the change.	N/A	N/A	N/A
City of Lino Lakes	2, 3, 4	Multiple areas	Our quick review looked like some of the LOMRs have not been incorporated. There are some large changes on the west side and east side of 35E. When 2015 maps were adopted, the mapping incorporated the watershed districts modeling and the elevations jumped significantly. It seems like there is another slight change since then. Are we proposing yet another increase in those chain of lakes. It was very controversial in 2015.	Houston Engineering Replied -Lake level frequency analysis was updated to add more period of record but he didn't believe it should have moved the elevation much. Consultant to make sure LOMRs have been incorporated.	N/A	N/A	N/A
TBD	N/A	N/A	Is Lake Level Analysis being used for Lake flood elevations rather than using XPSWMM models?	Houston Engineering - Generally they used the greater of the 2. If the lake level was higher, they used that. If SWMM was higher, they used that.	N/A	N/A	N/A
City of Columbia Heights	5	N/A	Are we going to learn about Silver Lake today?	Houston Engineering replied: It is mapped by the district. I don't know that there is anything that has changed substantially. Not sure of any issue or concern. It doesn't show up as mapped on the portal because it isn't FEMA mapped, but could be added if there is an interest. Should be in the model though.	N/A	N/A	N/A
City of Lino Lakes	N/A	N/A	What criteria is used to determine if a stormwater pond and/or wetland in is or is not included in a flood zone.	DNR-we are mapping anything that is currently on a FEMA map. If there are areas you want added to the FEMA map, we could possibly consider it.	N/A	N/A	N/A
TBD	N/A	N/A	If a new waterbody is added to the map, would adjacent properties in the floodplain need to enroll in the NFIP program if they aren't already once the FEMA map is updated?	DNR reply-Communities enroll in the NFIP. Gave more information about structures that are in the mapped floodplain. Right now anyone on Silver lake could purchase the cheaper flood insurance, but if it becomes mapped on the FEMA map, then if they have a federally backed loan, they will be required to get flood insurance.	N/A	N/A	N/A
City of Columbia Heights	N/A	N/A	Columbia Heights is mostly in the Mississippi Watershed but borders the Rice Creek Watershed. As the Mayor of Columbia Heights I want to make sure I'm spending my morning effectively and don't mean to pull from the larger	N/A	N/A	N/A	N/A
TBD	N/A	Lake Josephine Area	Following up regarding question on stormwater/wetland areas. If there's an area currently not mapped by FEMA, that is now added as a part of this preliminary map, should those areas be commented on/marked up by the City so they are not added to the FEMA maps? So if there are areas like the stormwater pond north of Lake Josephine, will you need to adjust the model, or just remove it from the mapping?	DNR response-Yes, they should respond. In regards to the new areas, it would depend. The communities need to respond about the storage areas and the model could be updated, which would affect the mapping.	N/A	N/A	N/A
City of Lino Lakes	7	N/A	So you are adding areas if the modeling shows a new area but not removing anything on the existing maps regardless of the modeling?	DNR-If areas are hydraulically connected to an already mapped area, yes. We are not creating brand new areas that are 'islands' unless they are similar to what Suzanne just discussed and we are discussing now. We would remove them if the engineering supports the removal. If the community wants it removed regardless of the model, they would need to work with FEMA to try to do that.	N/A	N/A	N/A
TBD	N/A	N/A	With some of the new developments in Blaine requiring changes to the floodplain maps, how quickly are those changes going to be made?	DNR-2 ways these changes can get on the map. One way is a physical map revision. Requires going through notifications, chance to comment, etc. That would be about 3 years out. A different method is a Letter of Map Revision (LOMR) if these changes are caused by physical changes (culverts/grading, etc). Different types of LOMRs are available. If it's better data the fee for the LOMR is waived. Otherwise it can be \$5-7 thousand. Usually LOMRs take about a year.	N/A	N/A	N/A

TBD	N/A	N/A	As new developments come through in the next two years, will there be potential for RCWD/Houston to update the model and maps before final FEMA update?	DNR-will depend on if it's from a project that involved physical changes or if it is from a better data. Depends what type of LOMR process. There is a time limit on that. Once the model is completed, they are not as agile to do somethings. Once the maps go to prelim, there is an appeal process where you can submit data if there was an error. If there was an error, they would do revised preliminary maps. Once they are preliminary, it is hard	N/A	N/A	N/A
Rice Creek WD	N/A	N/A	This is an exercise for the update of the FEMA maps, there is an effort here for the best information that is available. The WD is a source of a lot of good information. It has the model that is utilized for the FEMA mapping. The model is routinely updated to capture these new developments, etc. So the district is always update, 2 seperate things.	N/A	N/A	N/A	N/A
Rice Creek WD	N/A	N/A	Regulations and if areas are protected-Rice lake does regulate those areas in the WD model.	DNR commented about the differences in the FEMA mapped floodplain and what is being considered storage. So WD rules say you can't fill in the storage area shown in the model. Those may be different than the	N/A	N/A	N/A
FEMA	N/A	N/A	N/A	Here is the website for LOMC: https://www.fema.gov/flood-maps/change-your-flood-zone	N/A	N/A	N/A
DNR	8	N/A	Houston Engineering - could you talk about this Zone A area?	Houston Engineering -This is a backwater mapping.	N/A	N/A	N/A
City of Lino Lakes	N/A	N/A	Will Zone A areas have a Base Flood Elevation that is supported by FEMA for purposes of LOMA's or other project development?	DNR-yes they will. That is one of the benefits of this remapping effort. They will not be on the FEMA maps, they will be available on MN Geo website for download and will be provided to all the communities. The FEMA maps will only have elevations for AE areas, but will still have the floodplain delineations for A zones. For the Zone A's, people can use the data now as best available data since it has undergone QAQC, but with a caveat that the data may change slightly depending on comments from the Flood Risk Review meeting. For AE areas, they will need to still use the current effective FEMA map until there is a LOMR or the new maps have	N/A	N/A	N/A



FEMA

Flood Risk Review Twin Cities HUC8 Watershed Rice Creek Watershed Study

Flood Risk Review Meeting
March 11, 2021 | 9:00 AM CST

RiskMAP
Increasing Resilience Together



Agenda

- 1. Introductions**
- 2. Meeting Goals**
- 3. Milestones in recent FEMA Floodplain Map actions and investments**
- 4. Engineering details – work maps**
- 5. Next Steps & Grant Opportunities**
- 6. Training Options**
- 7. Questions**

Introductions

- **FEMA Project Team**
 - Pam Broviak – FEMA Regional Engineer
 - Frank Shockey – FEMA NFIP Specialist
 - Cadence Peterson – FEMA Planner
- **Minnesota Department of Natural Resources (MN DNR)**
 - Stacy Harwell – Hydrologist, Project Manager
 - Ceil Strauss – State Floodplain Manager
 - Suzanne Jiwani – Floodplain Mapping Engineer
 - Lucas Youngsma – Metro Area Hydrologist
- **Minnesota Department of Public Safety**
 - Jen Davis – State Hazard Mitigation Officer (SHMO)
- **United States Army Corps of Engineers**
 - Terry Zien – Program Manager/Engineer Floodplain Management, Silverjackets
- **Nick Tomczik (Rice Creek) & Chris Otterness (Houston Engineering)**

Meeting Goals

You are getting a first look at DRAFT results of the completed analyses for your review and comment. These results will eventually be used to revise local Flood Insurance Rate Maps (FIRM), and you will have new opportunity to provide comment and/or appeal with release of a future Preliminary FIRM.

Goals for today's meeting

- Overview hydrologic and hydraulic analyses and data
- Review and discuss draft results
- Collect your concerns/feedback/technical data
- View the draft work maps at <https://bit.ly/3bNwvMY>

RCWD Modeling Milestones



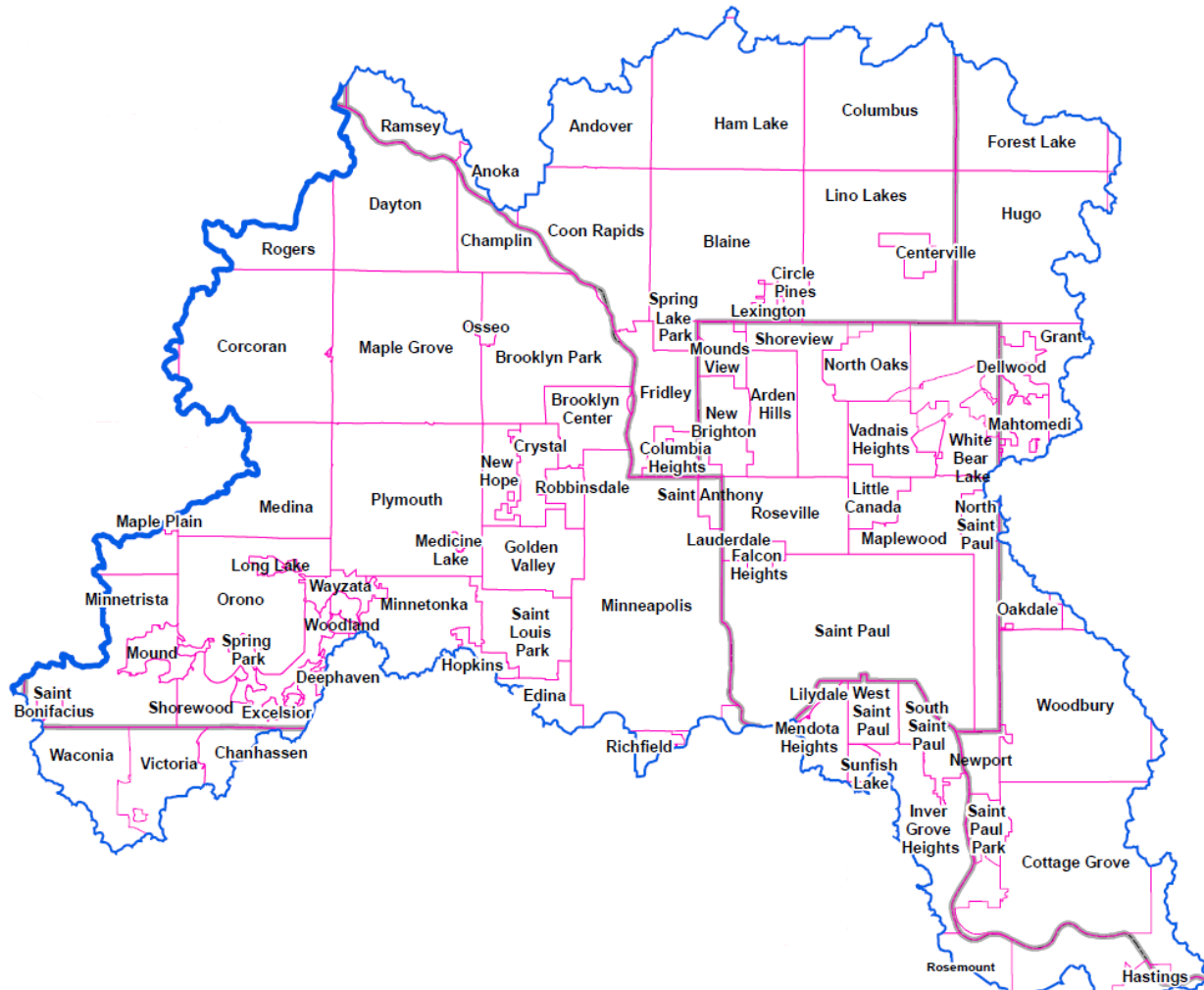
DWMP Updates

- Modifications of *regional* stormwater mgmt. features
- Modifications of subwatershed boundaries
- New survey data
- New lake level monitoring data
- Corrections of known errors
- Detailed modeling created by RCWD partners
- Updated model format

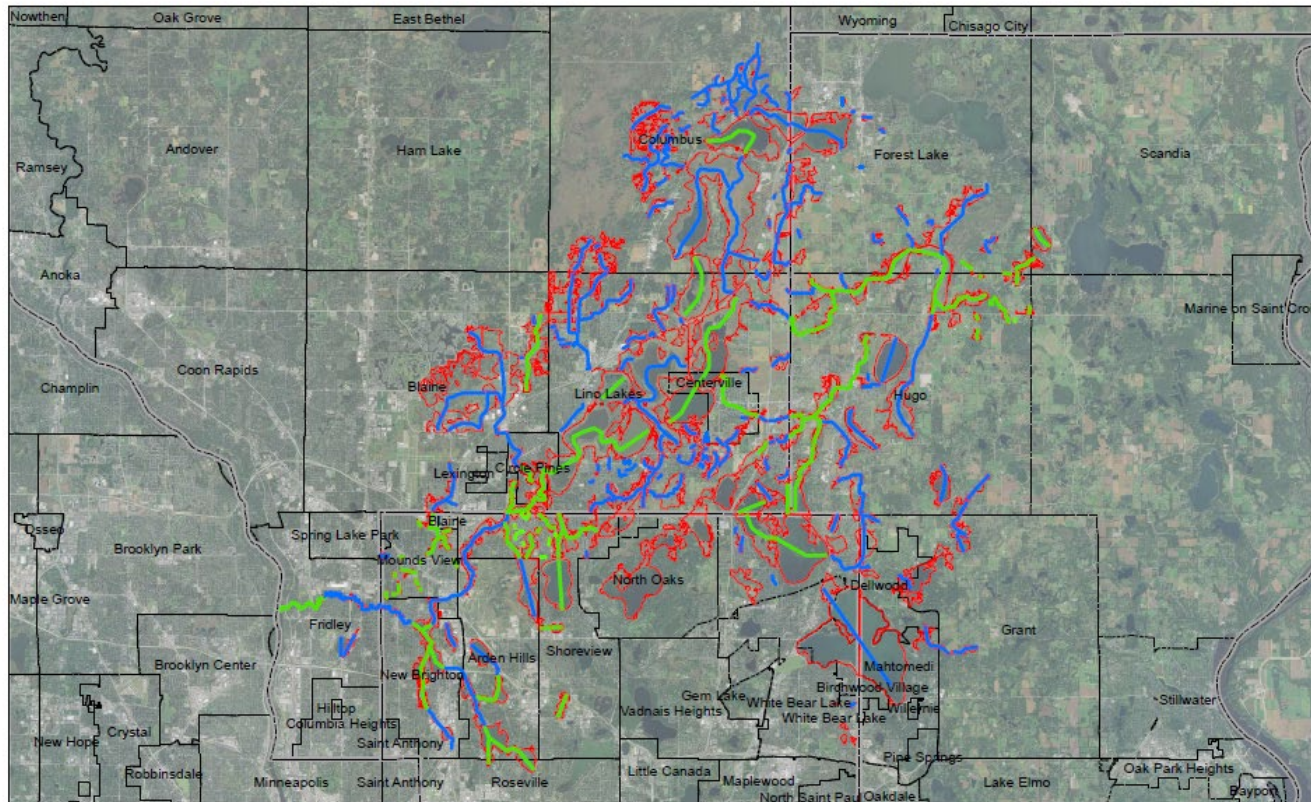


- Flood maps are exported to RCWD GIS viewer when models are updated
- Check for availability of model updates prior to using RCWD models and flood elevations

Twin Cities HUC8 Watershed



FEMA Study Areas in Rice Creek Watershed



Legend

- Zone A - approximate study area
- Zone AE - detailed study area
- Effective Special Flood Hazard Area
- City Boundaries

FEMA Study Areas in the Rice Creek Hydrologic Boundary
Twin Cities HUC 8 Flood Risk Project



Twin Cities HUC8 Mapping Timeline

When will the data be digitally available online?

- The data will be available digitally when we hold the Flood Risk Review meetings now.
<https://bit.ly/3bNwvMY>

When can the new data be used?

- **A Zone** data can be used immediately after the Flood Risk Review meetings for zoning decisions, to apply for FEMA map appeals and flood insurance rating. It's considered "best available data."
- **Zone AE** updated data can only be used once it is on a new official map.
 - New FEMA maps
 - Letter of Map Revision (LOMR)
 - Ordinance amendment will be required

National Flood Insurance Program

NFIP Participating Jurisdictions

Community Rating System

Voluntary Program - Why join?

- Document good community efforts to reduce flood risk for citizens – Bragging rights!
- Landowners with flood insurance policies in higher risk zones get discounts (5% - 25% in MN)
- City of St. Paul would be a good candidate
- Other communities are already using higher standards and would be good candidates, however there aren't many Zone A flood insurance policies.

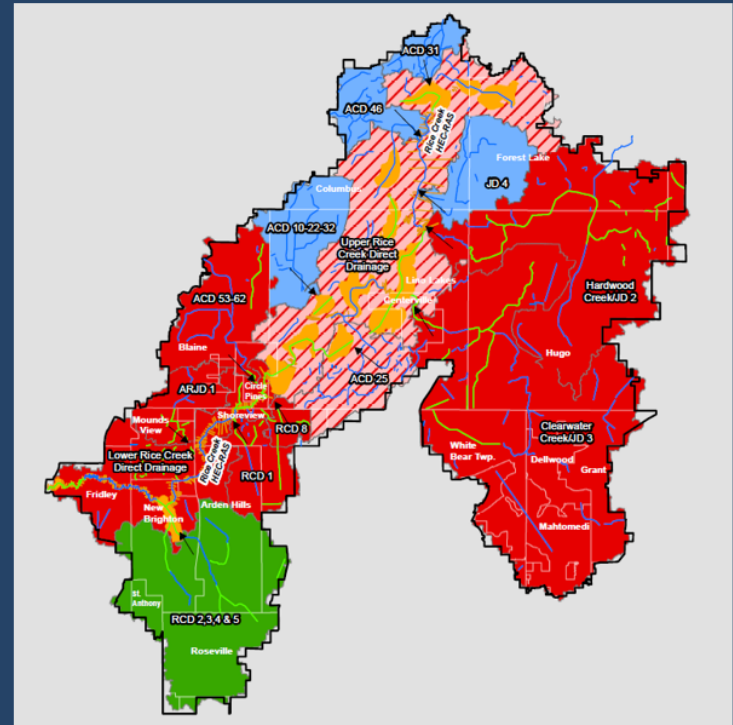
Rice Creek Watershed Model

"District-Wide" Model *More than just a model*

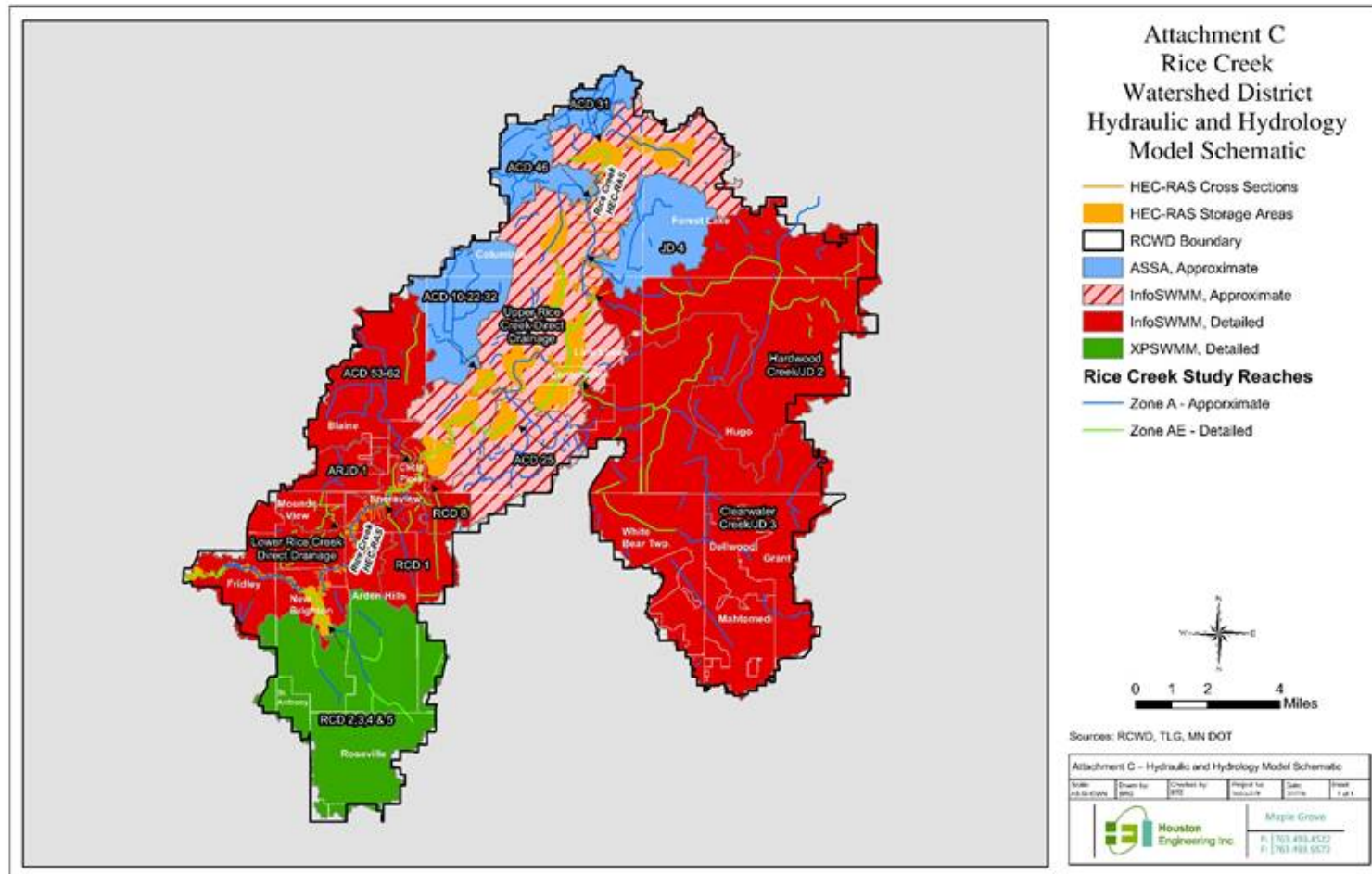


Components

- Existing Conditions SWMM Models (hydrology & hydraulics)
 - Majority of District in XP-SWMM
 - Some remaining ASSA and InfoSWMM models
 - Regional scale: public drainage systems and trunk conveyance systems



Models/Model Connections



Rice Creek Watershed Model

"District-Wide Model"

Components

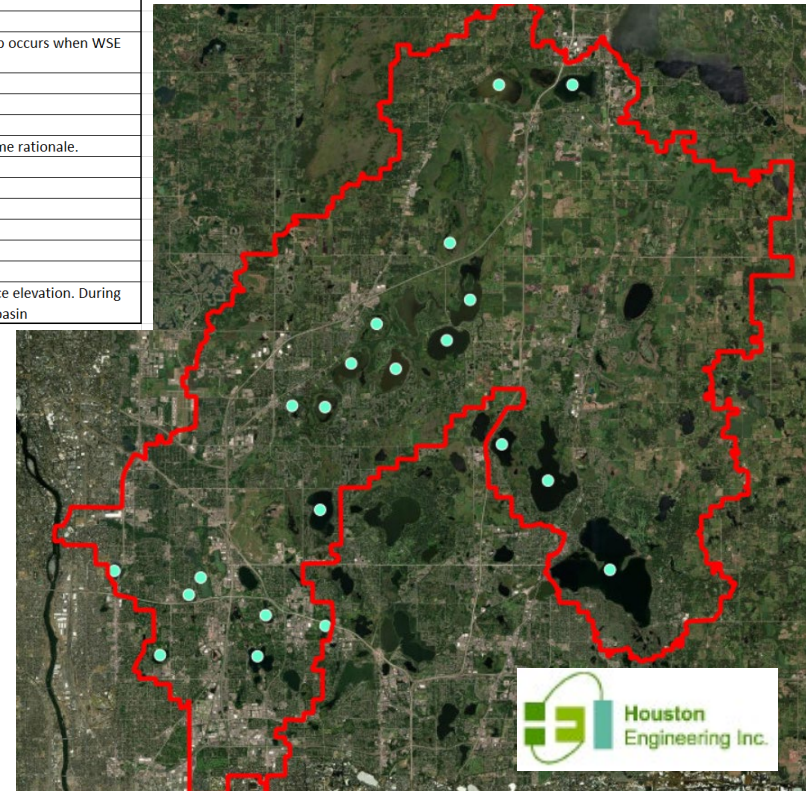
- Rice Creek HEC-RAS Model (river hydraulics)



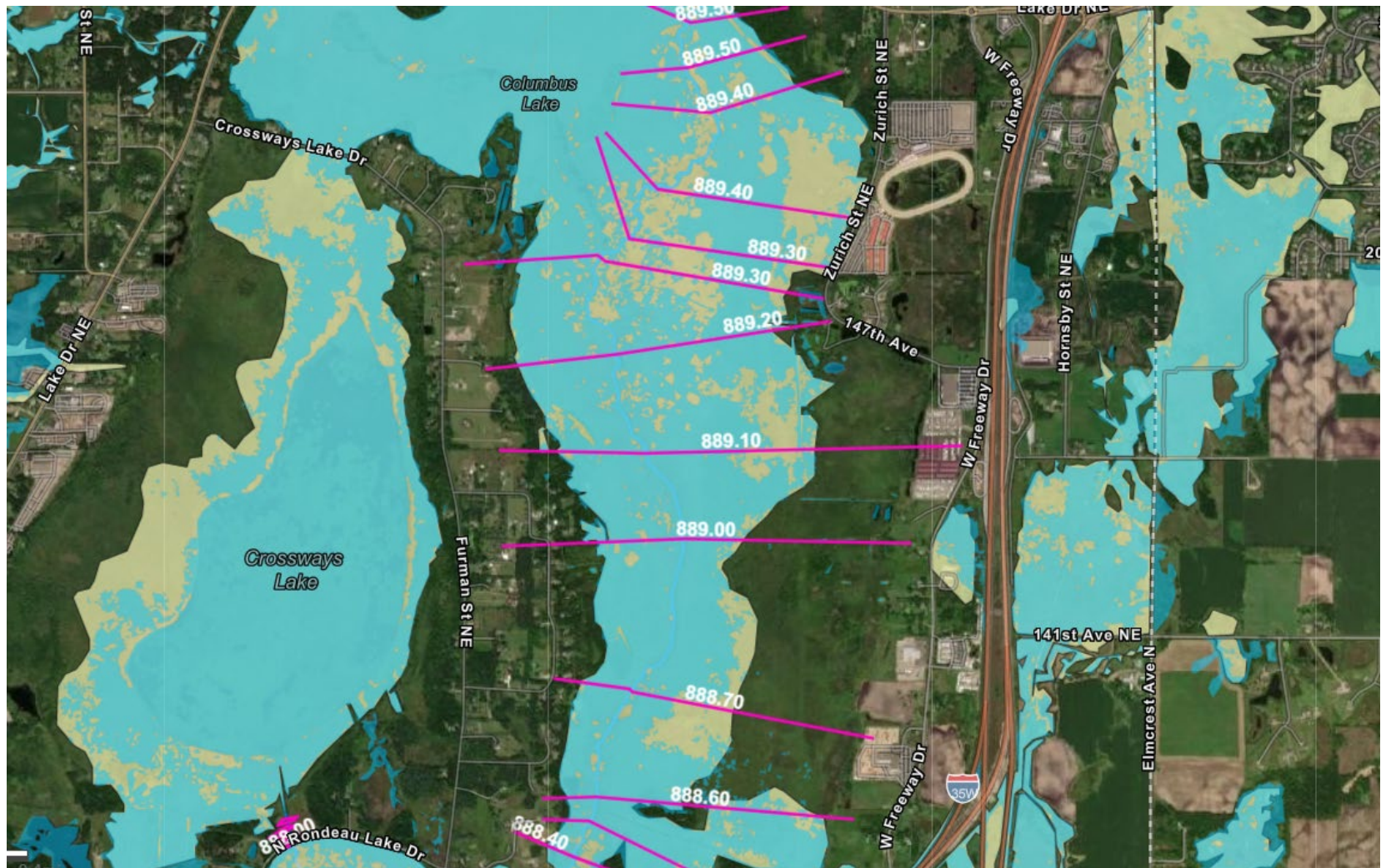
Model Verification

	Lake Level Frequency Analysis	MWSE From Models				Source Model	Node	Rationale
Lake	100-yr (NAVD 88)	100-yr 24- hour Rain	10-day Snowmelt	Critical MWSE	Difference			
Bald Eagle Lake	912.50	911.63	912.05	912.05	-0.46	JD3	K_BELAKE	
Baldwin Lake	887.00	885.60	886.88	886.88	-0.12	HEC-RAS	Baldwin Lake	
Centerville Lake	887.90	886.86	887.30	887.30	-0.60	HEC-RAS	Centerville Lake	
Clear Lake	891.90	891.61	891.70	891.70	-0.20	HEC-RAS	Clear Lake	
Golden Lake	889.60	890.14	890.08	890.14	0.54	LRC	S_FMT006	
Howard Lake	889.60	889.47	889.77	889.77	0.17	HEC-RAS	Howard Lake	
Johanna Lake	881.10	880.91	881.12	881.12	0.02	RCD 2345	K_JOHAN	
Long Lake	868.40	870.25	872.01	872.01	3.61	HEC-RAS	Long Lake	Hydraulic jump occurs due to outlet. Jump occurs when WSE hits the crown of the pipe
Marshan Lake	887.00	885.66	886.98	886.98	-0.02	HEC-RAS	Marshan Lake	
Otter Lake	912.60	911.63	912.05	912.05	-0.55	JD3	K_OTTERL	
Peltier Lake	887.70	887.20	887.54	887.54	-0.16	HEC-RAS	Peltier Lake	
Pike Lake	869.70	871.07	871.89	871.89	2.19	RCD 2345	S_NMT004	Hydraulically connected to Long Lake. Same rationale.
Reshanau Lake	887.00	885.65	886.97	886.97	-0.03	HEC-RAS	Reshanau Lake	
Rice Lake	887.00	885.65	886.97	886.97	-0.03	HEC-RAS	Rice Lake	
Rondeau Lake	887.60	887.47	887.86	887.86	0.26	HEC-RAS	Rondeau Lake	
Silver Lake	934.70	935.59	935.04	935.59	0.89	RCD 2345	K_SILVE	
Moore Lake								
Turtle Lake	892.70	892.45	892.61	892.61	-0.10	LRC	S_LMT521	
White Bear Lake	927.30	923.17	923.77	923.77	-3.53	JD3	K_WBLAKE	Highly dependent on starting water surface elevation. During the modeled events, the lake is a closed basin

Lake level frequency analysis



Effective Map Example



What's Next?

- **Review maps/models**
 - Comment period through until April 7, 2021
- **Draft data, reports, models and work maps available on:**
 - <https://bit.ly/2NqvFNI>
 - Modeling data is available upon request
 - RWMWD Website (rwmwd.org)
- **Work together to coordinate on:**
 - Project scope and scheduling:
 - Pam Broviak pamela.broviak@fema.dhs.gov
 - Suzanne Jiwani suzanne.jiwani@state.mn.us
 - NFIP questions:
 - Ceil Strauss ceil.strauss@state.mn.us
 - Frank Shockey frank.shockey@fema.dhs.gov
 - Work map comments:
 - Stacy Harwell stacy.Harwell@state.mn.us

FRR Meeting Process

What to review on Work maps:

- **Basemap**
 - Political boundary changes
 - Significant transportation features
 - Hydro names (streams, lakes, rivers; should align with GNIS)
- **Floodplain Delineations**
 - Stream channel reconfigurations
 - Significant fill in the floodplain
 - **Floodway**
 - Hydraulic structures (bridges, major culverts) not reflected
 - New approximate study areas that you wish to add
 - LOMRs not captured
 - Flood Zone Label errors

FEMA Hazard Mitigation Grants

- **Building Resilient Infrastructure and Communities (BRIC)**

- FY20 \$500 million

Priorities:

- Incentivize public infrastructure projects
- Incentivize projects that mitigate risk to one or more lifelines
- Incorporate nature-based solutions
- \$ for adoption and enforcement of building codes

Now eligible:

- **Project scoping**
- **Pre-award costs**

- **Flood Mitigation Assistance (FMA)**

- FY20 \$160 million+

Reduce or eliminate the risk of repetitive flood damage to buildings and structures insured under the National Flood Insurance Program (NFIP).

New:

- **Project scoping**
- **Community Flood Mitigation Projects**

- **Interested in FY2021?**

- Email hazard.mitigation@state.mn.us

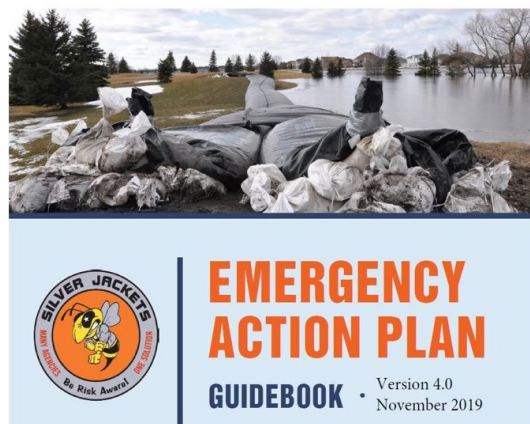
Training Opportunities

- Upcoming Trainings
 - March 8 through May 5
 - Mondays 1:00-2 pm & Wednesdays 9:30-10:30 am
 - Will be virtual WebEx meetings
 - Zoning administrators provided feedback on days/time and topics

- *Stay tuned for more information!*
 - [Floodplain Training and Education | Minnesota DNR \(state.mn.us\)](https://state.mn.us/floodplain-training-and-education)

Emergency Action Plan Guidebook

- **Developed by MN Silver Jackets Team, in association with other State and Federal Agencies**
 - Guide used for small to medium sized communities and tribes
 - Purpose is to develop and document information for safe and effective flood emergency response.
- **A useful counterpart to county and state all-hazard plans**
 - Used to compile any missing critical information for location-specific conditions.



Emergency Action Plan Guidebook

The St. Paul District USACE conducts these local and regional workshops

- Purpose is to develop these community level flood emergency action plans

For More Information Contact:

Terry R. Zien P.E., CFM

U.S. Army Corps of Engineers, St. Paul District

Phone: (651) 290-5714 or e-mail: Terry.R.Zien@usace.army.mil

All documents and fillable forms for the guidebook can be found here:

<https://www.lrh.usace.army.mil/Portals/38/docs/civil%20works/Emergency%20Action%20Plan%20Guidebook.pdf>

Questions?



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Rhonda Sivarajah
County Administrator

Anoka County

COUNTY ADMINISTRATION

Respectful, Innovative, Fiscally Responsible

April 27, 2021

Mr. Kevin Bigalke
Assistant Director for Regional Operations
Minnesota Board of Water and Soil Resources
520 Lafayette Road North
St. Paul, MN 55155

Dear Mr. Bigalke:

At the county board meeting of April 27, 2021, the Anoka County Board of Commissioners reappointed Dwight McCullough to the Coon Creek Watershed District Board of Managers for terms ending May 27, 2024.

If you have any questions regarding the actions taken by the Anoka County board, please do not hesitate to contact me.

Sincerely,

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

RS:bv
By email

c: Pam LeBlanc, Property Records and Taxation Division Manager
Tim Kelly, District Administrator, Coon Creek Watershed District
Mayors and City Managers/Administrators of CCWD

