



CITY COUNCIL REGULAR AGENDA
MONDAY, DECEMBER 06, 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 - November 8, 2021 City Council Work Session
 - [B.](#) Approval of Minutes - November 15, 2021 City Council Meeting
 - [C.](#) Fourth Quarter Billing for 2022 Payable 2023 Property Tax Assessment - Ken Tolzmann
 - [D.](#) Statement of Fund Balance - November 2021
 - [E.](#) Resolution 21-52 Making a Selection Not to Waive the Statutory Limits for Liability Insurance Purposes
 - [F.](#) Resolution 21-53, Accepting the Redistribution of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act
 - [G.](#) Business Licenses
 - [H.](#) Contractor Licenses
- 7. DEPARTMENT REPORTS**
 - [A.](#) Public Works Report
 - [B.](#) Code Enforcement Report
- 8. PUBLIC HEARINGS**
 - [A.](#) Truth in Taxation Hearing
 - [B.](#) Public Hearing on Proposed 2022 Fee Schedule
- 9. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Ordinance 478, Adopting the Fee Schedule for the City of Spring Lake Park
 - [B.](#) Resolution 21-55, Authorizing Summary Publication of Ordinance 478, An Ordinance Adopting the Fee Schedule for the City of Spring Lake Park
 - [C.](#) Resolution 21-54, Approving Plans and Specification and Ordering Advertisement for Bids - 2022 Street Improvement Project
- 10. NEW BUSINESS**
 - [A.](#) Approval of 2022 Public Utilities Budget
 - [B.](#) Approval of 2022 Utility Rates

**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.

[C.](#) Authorize Conditional Offer for Deputy City Clerk Position

[D.](#) Approval of Anoka County Municipal Wellhead Protection Implementation JPA (Amended and Restated)

11. REPORTS

A. Attorney Report

[B.](#) Engineer Report

C. Administrator Report

12. OTHER

A. Beyond the Yellow Ribbon Report

[B.](#) Correspondence

C. Close City Council Meeting to Discuss Union Negotiation Strategies Pursuant to M.S. 13D.03

13. ADJOURN

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

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

PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Worksession was held on November 8, 2021 at the Spring Lake Park City Hall, 1301 81st Avenue NE, at 5:30 PM.

1. CALL TO ORDER

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

MEMBERS PRESENT

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

STAFF PRESENT

City Engineer Phil Gravel, Public Works Director Terry Randall, Recreation Director Kay Okey, Police Chief Josh Antoine, Administrator Daniel Buchholtz

2. DISCUSSION ITEMS

A. Review and Discuss Proposed 2022-2026 Capital Improvement Plan

Administrator Buchholtz provided an overview of the proposed 2022-2026 Capital Improvement Plan (CIP). He stated that the proposed CIP has identified \$15.4 million in projects over the next five years. He noted that over half of the CIP was dedicated to one project – the renovation of the City Hall facility.

Administrator Buchholtz shared the breakdown by Department: Administration - \$8,998,450 (includes City Hall renovation); Parks and Recreation - \$1,436,650; Police Department - \$503,580; Public Utilities - \$2,991,653; Public Works - \$1,144,000 and Storm Water Utility - \$322,500.

Administrator Buchholtz stated that the proposed CIP represents a financial planning document and does not represent approval of any specific project within the plan or finalize a year a particular project will take place. He stated that if the CIP is approved by the City Council, the projects identified in 2022 for implementation will become the 2022 Capital Budget.

City Council discussed various aspects of the proposed Capital Improvement Plan, focusing time on the proposed renovation of City Hall scheduled for 2023 and the five year plan for improvements to Able Park, which include a new park building.

CONSENSUS of the City Council was to direct staff to schedule adoption of the proposed 2022-2026 Capital Improvement Plan for the December 20, 2021 City Council meeting.

B. Proposed 2022 Public Utilities Budget

Administrator Buchholtz and Public Works Director Randall presented the proposed Water, Water Treatment Plant, Sanitary Sewer and Storm Water Utility budgets. Administrator Buchholtz stated that the proposed budget is balanced, with revenues matching expenditures at \$1,623,779. He stated that staff is not requesting a utility rate increase for 2022, noting that 2022 will be five years since the City's last water and sanitary sewer utility rate increase. He stated that the City's water and sanitary sewer utility rates are among the lowest in the Twin Cities metropolitan area, according to the 2021 North Central Utility Rate Service by AE2S Engineering.

Administrator Buchholtz stated that the storm water utility budget is proposed at \$97,500, based on a \$2.00/month per residential equivalency factor utility rate. He stated that the funds are budgeted primarily for repairs and maintenance of the existing system and capital outlay.

The City Council discussed the proposed budget and raised no objection to the utility budgets as presented.

CONSENSUS of the City Council was to direct staff to add the proposed 2022 Public Utilities budgets to the December 20 City Council agenda.

C. Triangle Memorial Park Sidewalk Improvement Discussion

Engineer Gravel stated that engineering staff has reviewed three options for constructing a pedestrian crosswalk across Able Street in the area near Triangle Park: Manor Drive and Able Street, Lund Avenue and Able Street and Dee Place/84th Avenue and Able Street. He identified the crossing at the north side of the intersection of Lund Avenue and Able Street as the safest and most cost-effective option.

City Council discussed the three options in detail. Councilmember Dircks inquired about ADA accessibility at the Lund and Able Street option. Engineer Gravel stated that, with the exception of a small dip in the existing park sidewalk north of the intersection of Lund Avenue and Able Street, the sidewalk and the new crossing would comply with ADA. He stated that the dip could be removed from the existing sidewalk as part of this construction project. Councilmember Goodboe-Bisschoff inquired about adding an additional crossing at Dee Place/84th Avenue and Able Street. Engineer Gravel stated that staff will monitor crossing movements at Lund Avenue and Able Street and if the additional crossing is needed, the City Council construct a second crossing at Dee Place/84th Avenue and Able Street.

CONSENSUS of the City Council was to identify the intersection of Lund Avenue and Able Street as the best location for a pedestrian crosswalk and to direct staff to bid the project as an alternate with the 2022 Street Improvement Project.

D. Animal Control Discussion

Chief Antoine stated that the City entered into an animal control and impound services contract with Dover Kennel in 2018. He stated that animal control services are very limited in the city and are usually reserved for injured or dangerous animals. He said that current policy is to instruct a caller requesting animal control services for an animal not deemed injured or dangerous to release the animal or drop it off at the Humane Society. He stated that there was a situation where an animal that was released under this policy bit another animal and its owner. He said that while there were no serious injuries as a result of that incident, he expressed his belief that the current policy opened the City up to liability. He requested that the City Council authorize the expansion of animal control services to include contained dogs and other miscellaneous animal calls.

City Council discussed the request in detail. CONSENSUS of the City Council was to authorize staff to negotiate changes to the Animal Services Contract with Dover Kennel to expand animal control services in the city.

E. Discuss supporting Joint List for Rice Creek Watershed District Board of Managers (Buchholtz)

Administrator Buchholtz stated that the City received a request to join a jointly submitted list of nominees for the Rice Creek Watershed District Board of Managers to be submitted by the cities of Circle Pines, Lino Lakes, Blaine, Centerville, and Lexington. He said the three nominees were Jess Robertson, Blaine, Jan Kreminski, Circle Pines and Scott Robinson, Lino Lakes. He stated he would like the City to express its support for the joint list.

CONSENSUS of the City Council was to direct Administrator Buchholtz to add a resolution to the November 15 City Council meeting agenda authorizing submittal of a joint list.

3. REPORT

A. Council Reports - No report.

B. Administrator Report - No report.

4. ADJOURN

Mayor Nelson adjourned the meeting at 7:22 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on November 15, 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

MEMBERS PRESENT

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

STAFF PRESENT

Police Chief Josh Antoine, Public Works Director Terry Randall, Recreation Director Kay Okey, Attorney John Thames, Administrator Buchholtz

OTHERS PRESENT

Friends and family of Sam Klimmek
Friends and family of Charlie Bloomer

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA -- None

5. DISCUSSION FROM THE FLOOR -- None

6. PRESENTATION

A. Administer Oath of Office to Officer Sam Klimmek and Charlie Bloomer

Administrator Buchholtz administered the oath of office to Officer Sam Klimmek. Administrator Buchholtz administered the oath of office to Officer Charlie Bloomer. Mayor Nelson congratulated both officers.

7. CONSENT AGENDA

- A. Approval of Minutes - November 1, 2021 City Council Meeting
- B. Approval of Minutes - November 1, 2021 Work Session
- C. Approval of Claims - General Operations Disbursements - \$832,119.53
- D. Approval of Payment to Anoka County for Pleasant View Drive Improvements - \$22,941.14

- E. Resolution 21-49, Submitting a List of Eligible Nominees to Anoka County for the Open Manager Position on Rice Creek Watershed District Board of Managers
- F. Resolution 21-50, Combining Polling Places for Spring Lake Park 1-A and Spring Lake Park 1-R
- G. Resolution 21-51, Establishing Precinct and Polling Locations for 2022 Election Year
- H. Public Right of Way Permit - 1290 81st Avenue NE - Arvig Enterprises
- I. Contractor Licenses

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

8. DEPARTMENT REPORTS

A. Police Report

Chief Antoine reported that there were 731 calls for service in October, which was an increase from October 2020. He reported that Officer Imig reports handling 28 calls for service in October 2021 at our local schools as well as having 21 student contacts, 23 escorts and 20 follow-up investigations. He stated that Investigator Bennek reported handling 24 cases in October, of which 22 were felony in nature. He stated that he has finalized the officer hiring process and has attended a number of Joint Law Enforcement Council meetings.

B. Parks and Recreation Report

Recreation Director Okey stated that WSB is continuing to work to complete the Parks Master Plan. She stated that the annual Turkey Shoot is on Thursday, November 18 at 6pm at Park Terrace Elementary. She stated that the City is accepting applications for ice rink attendants and Parks and Recreation Commission members.

9. PUBLIC HEARINGS

A. Public Hearing - Certify Delinquent Utility, Escrow and Administrative Citations

Administrator Buchholtz provided an overview of the delinquent utility, escrow and administrative citations. He stated that the proposed assessment roll totals \$72,407.54, with \$47,192.46 for outstanding utility bills, \$5,450 for unpaid administrative offense tickets, \$5,015.08 for unpaid planning escrows and \$14,125 in service fees.

Mayor Nelson opened the public hearing at 7:14pm. Hearing no public comment, Mayor Nelson closed the public hearing at 7:19pm.

B. Public Hearing - Improvement Hearing for 2022 Street Improvement Project

Mayor Nelson opened the public hearing at 7:19pm.

Administrator Buchholtz gave an overview of the project. He stated that the estimated total project cost is \$689,000, with street and utility funds covering \$430,655 and special assessments covering the remaining \$258,345 of the project. He reviewed the assessment policy, which splits eligible project costs as follows: 45% to special assessments and 55% to the City. He said the estimated assessment is \$3,400 per parcel, divided on an equal basis over 76 parcels. He provided a project schedule where bids will be let on December 6, 2021 and received on January 27, 2022, with an assessment hearing on March 21, 2022. He anticipated construction would begin in May 2022.

Mayor Nelson asked if anyone wished to be heard. Hearing no public comment, Mayor Nelson closed the public hearing at 7:25pm.

10. ORDINANCES AND/OR RESOLUTIONS**A. Resolution 21-47, Certifying Delinquent Accounts**

Motion made by Councilmember Delfs to approve Resolution 21-47, Certifying Delinquent Accounts.

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

B. Resolution 21-48, Ordering Improvement and Preparation of Plans - 2022 Street Improvement Project

Motion made by Councilmember Wendling to approve Resolution 21-48, Ordering Improvement and Preparation of Plans – 2022 Street Improvement Project.

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

11. NEW BUSINESS**A. Authorize Purchase of New Glock 9mm Duty Weapons**

Chief Antoine stated that he is proposing that the City issue duty handguns to new and existing officers. He stated that after shooting and reviewing different options for duty handguns, he is recommending the purchase of the Glock model 45 9mm handgun. He stated that the 9mm Glock will fit into every officer's hand, rather than the current .45 caliber Glock the City requires officers to currently purchase. He also stated that 9mm ammunition is more available and less expensive than .45 caliber ammunition. He stated the cost of the handguns is \$7,570.50, which

will be funded with a combination of proceeds from the sale of out of date squad weapons and unutilized funds from the 2018 Equipment Certificate.

Motion made by Mayor Nelson to approve the purchase of 13 Glock Model 45 9mm handguns for Department issuance to the officers.

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

12. REPORTS

A. Attorney Report -- None

B. Engineer Report – No additional report

C. Administrator Report

Administrator Buchholtz reported that he met with representatives from the City of Mounds View about cost participation on an extension of the County Road 10 trail from Mounds View into Spring Lake Park. He stated that there are two Planning Commission openings and encouraged residents to apply. He noted that the Truth in Taxation Public Hearing is scheduled for December 6 at 7:00PM.

13. OTHER

A. Correspondence

14. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

Meeting adjourned at 7:37pm.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

Kenneth A. Tolzmann, SAMA

Spring Lake Park City Assessor

November 22, 2021

City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, Mn 55432
Attn: Mr. Daniel Bucholtz, Admin.

Re: Fourth Quarter Billing for 2022 Payable 2023 Property Tax Assessment.

Dear Mr. Bucholtz,

The annual cost for assessment services in accordance with our contract is as follows:

1985 Residential improved parcels @ \$10.00 per parcel -----	\$19,850.00
321 Commercial/Ind/Apt parcels @ \$55.00 per parcel -----	17,655.00
44 Unimproved land parcels @ \$ 2.50 per parcel -----	110.00
89 Exempt parcels	nc

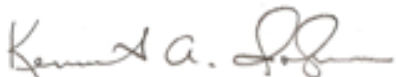
Total Cost for year 2022 assessment payable in 2023: \$37,615.00

Fourth Quarter Amt. Due: \$ 9,403.75

The above figures are in accordance with our contract for services dated December 17, 2018.

If you have any questions, please give me a call at 651 605-5125.

Sincerely,



Kenneth A. Tolzmann, SAMA#1939
Spring Lake Park City Assessor
13921 45th Ave. N
Plymouth, MN. 55446



CITY OF SPRING LAKE PARK
STATEMENT OF FUND BALANCE
NOVEMBER 30, 2021

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE</u>
101	GENERAL	\$ 988,191.87
102	ELECTIONS	\$ 82,892.13
103	POLICE RESERVES	\$ 8,648.76
104	NORTH CENTRAL SUBURBAN CABLE	\$ 25,395.21
108	POLICE FORFEITURES	\$ 19,975.24
112	ESCROW TRUST	\$ 221,451.74
115	COMPREHENSIVE PLAN UPDATE	\$ 5,653.13
<u>SPECIAL REVENUE FUNDS</u>		
224	SMALL EQUIPMENT REPLACEMENT	\$ 18,694.36
225	PARK ACQUISITION & IMPROVEMENTS	\$ 877,626.71
226	PARK EQUIPMENT & IMPROVEMENTS	\$ (3,136.33)
227	HRA EXCESS	\$ 1,043,738.81
229	SANBURNOL PARK IMPROVEMENTS	\$ 21,275.60
230	RECYCLING	\$ 60,440.34
234	STREET LIGHTING	\$ 87,757.36
235	RIGHT-OF-WAY MAINTENANCE	\$ 2,024.36
237	PARK & RECREATION SPECIAL PROJECTS	\$ 6,304.48
238	GRANTS & SPECIAL PROJECTS	\$ 2,895.40
240	TOWER DAYS	\$ 26,691.28
243	PUBLIC SAFETY RADIO REPLACEMENT	\$ 57,481.53
244	RECREATION PROGRAMS	\$ 356,666.92
248	TRAFFIC EDUCATION	\$ 50,155.68
249	EMERGENCY MANAGEMENT	\$ 10,804.57
250	ANIMAL CONTROL	\$ 5,309.30
251	FORESTRY	\$ 1,529.61
<u>DEBT SERVICE FUNDS</u>		
304	2016A NORTH METRO CABLE BOND DEBT SERVICE	\$ 321.64
306	LEGENDS OF SLP-TIF 6.1	\$ 8,955.61
328	2013B PUBLIC WORKS BUILDING-DEBT SERVICE	\$ 3,105.00
329	2013A EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ -
330	2014A G.O. IMPROVEMENT-DEBT SERVICE (2014-15 ST PRJ)	\$ 89,659.88
331	2017A G.O. EQUIPMENT CERTIFICATE-SLP FIRE	\$ 281,520.43
332	2018A G.O. EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ (67,414.04)
333	2018A SLP FIRE DEBT SERVICE (BLAINE)	\$ 50,826.14
334	2021A G. O. IMP BOND	\$ 594,326.37
384	2013A (Refi 2005A) FIRE DEPARTMENT-DEBT SERVICE	\$ (31,631.39)
<u>CAPITAL PROJECTS FUNDS</u>		
400	REVOLVING CONSTRUCTION	\$ 1,175,855.36
	400a) MSA CONSTRUCTION REIMBURSEMENT	\$ 256,775.46
401	CAPITAL INVESTMENT	\$ 1,889,694.74
402	MSA MAINTENANCE	\$ 206,580.35
403	CAPITAL REPLACEMENT	\$ 426,918.79
407	SEALCOATING	\$ 32,816.36
410	LAKESIDE/LIONS PARK IMPROVEMENT	\$ 23,915.93
416	BUILDING MAINTENANCE & RENEWAL	\$ 139,241.38
425	STORM SEWER REHAB	\$ 66,698.63
431	2017A G.O. EQUIPMENT CERTIFICATE-SLP FIRE	\$ 7,270.97
432	2018A G.O. EQUIPMENT CERTIFICATE	\$ 162,458.85
<u>ENTERPRISE FUNDS</u>		
600	PUBLIC UTILITY RENEWAL & REPLACEMENT	\$ 1,601,028.82
601	PUBLIC UTILITY OPERATIONS	\$ 1,074,781.11
602	WATER TREATMENT PLANT	\$ 376,574.52
<u>INTERNAL SERVICE FUNDS</u>		
700	SEVERANCE	\$ (40,654.38)
703	COVID-19 - ARPA 2021	\$ -
703	ARPA (704)	\$ 378,061.91
GRAND TOTAL		\$ 12,686,156.50

CITY OF SPRING LAKE PARK

RESOLUTION NO. 21-52

**A RESOLUTION REGARDING MAKING A SELECTION NOT TO WAIVE THE
STATUTORY LIMITS FOR LIABILITY INSURANCE PURPOSES.**

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

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

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

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

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay: .

Whereupon the Mayor declared said resolution duly passed and adopted this 6th day of December, 2021.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

**CITY OF SPRING LAKE PARK
RESOLUTION NO. 21-53**

**A RESOLUTION TO ACCEPT THE REDISTRIBUTION OF
UNREQUESTED CORONAVIRUS LOCAL FISCAL RECOVERY FUND
ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to non-entitlement units of local government (NEUs).

WHEREAS, NEUs generally have populations below 50,000.

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

WHEREAS, after the deadline of October 11, 2021, passed for NEUs to request ARPA funds, nearly \$12 million of the \$377 million available to Minnesota’s NEUs remained unrequested.

WHEREAS, as allowed by the U.S. Treasury, the State of Minnesota has redistributed these remaining funds amongst eligible local governments who requested ARPA funds.

WHEREAS, the redistribution amount is approximately \$3.47 per capita, capped at 75% of the most recent budget adopted as of January 27, 2020.

WHEREAS, \$23,975.84 has been allocated to the City of Spring Lake Park (“City”) pursuant to the ARPA (Redistribution).

WHEREAS, the Redistribution will be distributed in two tranches with half received in 2021 and the second half in 2022.

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPRING LAKE PARK, MINNESOTA AS FOLLOWS:

1. The City accepts the Redistribution of coronavirus local fiscal recovery fund established under the ARPA to be used in a manner consistent with guidance adopted by the United State Department of Treasury.
2. The Mayor and Administrator, Clerk/Treasurer are authorized to take actions to secure the Redistribution for the City, if necessary.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay: .

Whereupon the Mayor declared said resolution duly passed and adopted this 6th day of December, 2021.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 30, 2021

Subject: American Rescue Plan Act Local Fiscal Recovery Fund Reallocation

As you know, Minnesota was allocated \$377 million for distribution to non-entitled units of local government (NEU); which include cities and townships under 50,000 population. The City's original share was \$732,147.98, with half being received in 2021 and half to be received in 2022.

There was an October 11 deadline for cities and townships to claim their share of the American Rescue Plan Act (ARPA) funds. After that deadline, nearly \$12 million available to NEU's went unclaimed. The State of Minnesota has redistributed these remaining funds amongst eligible local governments who requested ARPA funds. As such, the City of Spring Lake Park has been allocated an additional \$23,975.84, which half will be distributed in 2021 and half in 2022.

Staff is requesting the City Council accept the additional \$23,975.84 in ARPA funds, which can be used for eligible expenses in accordance with US Department of Treasury adopted guidance.

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

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

Business License- Pawn Broker License

December 6, 2021

Lincoln Pawn & Jewelry
8480 Hwy 65 NE

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

Business Licenses- Liquor

December 6, 2021

Intoxicating On-Sale

Monte's of Spring Lake Park, Inc.
8299 University Ave

Hy-Vee Market Grille
8155 Hwy 65 #3

RS Properties Corp dba The Sunset Grill
8466 Hwy 65

Dala 1, Inc.
8407 Plaza Blvd

Club

Kraus Hartig VFW
8100 Pleasant View Dr

Off-Sale

Hy-Vee Wine & Spirits
8155 Hwy 65 #2

Tap Room

Torg Brewery
8421 University Ave

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

Business License - Tobacco License

December 6, 2021

Hy-Vee, Inc.

Hy-Vee, Inc. dba Wine & Spirits

Hy-Vee, Inc. dba Fast N Fresh

Spring Lake Tobacco Plus, Inc.

Holiday Stationstores, LLC.

Speedway #4828

Dick's Vape Shop

Mazaj369

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

Business License - Dance

December 6, 2021

RS Properties dba The Sunset Grill

Dala 1, Inc.

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

Business License - Used Car License

December 6, 2021

Northtown Auto Sales & Service, Inc.

Citi Group Auto, Inc. dba Motomaxx, Inc.

Fridley Motor Company dba Friendly Chevrolet

Central Bargain

Spring Lake Park Auto

Rent N Travel

Perfect 10 Auto, Inc.

Enterprise Leasing Co of MN, LLC.

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

Contractor Licenses

December 6, 2021

General Contractor

KS Concrete and Masonary, LLC.

Plumbing Contractor

M & S Plumbing, Inc.

Swimming Pool Contractor

Sparkle Pool Service, Inc.



Memorandum

To: Mayor Nelson and Members of the City Council

From: Terry Randall, Public Works Director

Date: November 30, 2021

Subject: November Public Works Report

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

- Continued to pick up garbage and recycling throughout the City along with doing general cleaning of all City Properties.
- All of the volleyball courts were dragged to keep the weeds down.
- All the parks have been swept for leaves twice.
- Thin ice signs have been posted around Triangle Park and Lakeside Park.
- Nets have been removed from the volleyball courts and the nets at the tennis courts have been left up so people can continue to play Pickleball.
- The shelter at Terrace Park has been removed due to the legs being rotten.
- Christmas lights have been installed in the parks, at City Hall and the Public Works Building.
- McPhillips and Sons came in and swept the City streets and parking lots.
- Public Works patched potholes around the City.
- All the main water shutoffs approximately 700 of them have been blown out. Checked to make sure they can be shut off during a water main break.
- Oil changes are being done on all the dump trucks, the loader and the sidewalk machine getting they equipment ready for the snow removal.

November Appointments:

- November 2 – Safety training on trenching and working around equipment.



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

REPORT

TO: Spring Lake Park City Council
FROM: Jeff Baker, Code Enforcement Director
RE: Code Enforcement Monthly Report for November 2021
DATE: December 1, 2021

In November, a total of 20 building, 11 mechanical, 2 plumbing, 5 Zoning and 7 Certificate of Occupancy for a total of 45 permits issued compared to a total of 28 in 2020. Code Enforcement conducted 132 inspections in the month of November including 53 building, 8 rental, 4 zoning, 41 nuisance and 26 fire inspections.

Eight Administrative Offense tickets were issued. Four were initially issued and then doubled.

The first round of letters for rental renewals went out on the 15th. So far, we have had mixed reviews on the license fee increase and the new policy. There have been a few rental property owners, eager for the new policy, in hopes that it will hold the owners more accountable for their rental properties.

7927 Buchanan has been removed from the vacant building list. It is currently getting a full interior and exterior remodel.

Construction Update:

- A building permit has been submitted, plan review has been completed on a new home at 7906 McKinley.
- 525 Osborne continues to move along. A very large majority of the framing has been completed.

In November of 2021, I also attended the following appointments:

- City Council meeting on November 1st.
- Interview panel for the Deputy City Clerk November 23rd.
- Meeting in Columbia Heights November 29th.
- Interested new tenant meeting November 30th.

This concludes the Code Enforcement Department monthly report for November 2021. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.



City of Spring Lake Park 2022 Truth in Taxation Hearing

City Council

Bob Nelson, Mayor

Ken Wendling

Brad Delfs

Barbara Goodboe-Bisschoff

Lisa Dircks

December 6, 2021

Purpose of TNT Hearing

- Required under M.S. 275.065
- Provide information on 2022 proposed budget and tax levy
- Provide opportunity for residents to share feedback on the proposed budget and tax levy
- This is not the time to discuss your estimated market value. That occurs during the Open Book Assessment process in April.

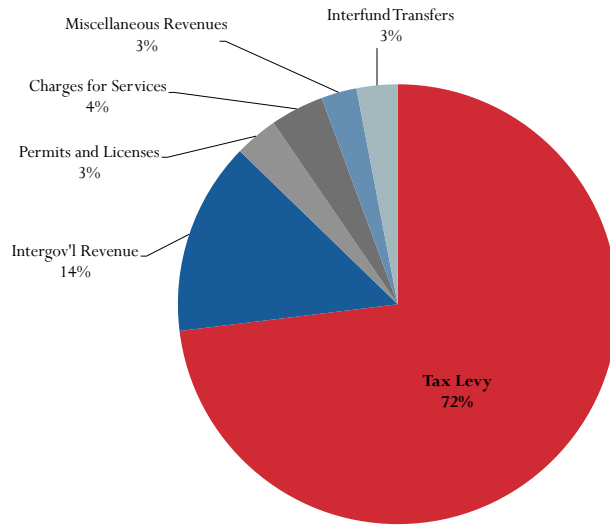
2022 Budget Process

- June 2021 Department Heads Draft Departmental Budgets
- July 2021 Department Heads Present Budgets to Administrator
- August 9, 2021 Administrator Presents Proposed Budget to City Council
- September 7, 2021 Council Approves Preliminary Budget/Tax Levy
- December 6, 2021 TNT Hearing
- December 20, 2021 Council Approves Final Budget/Tax Levy

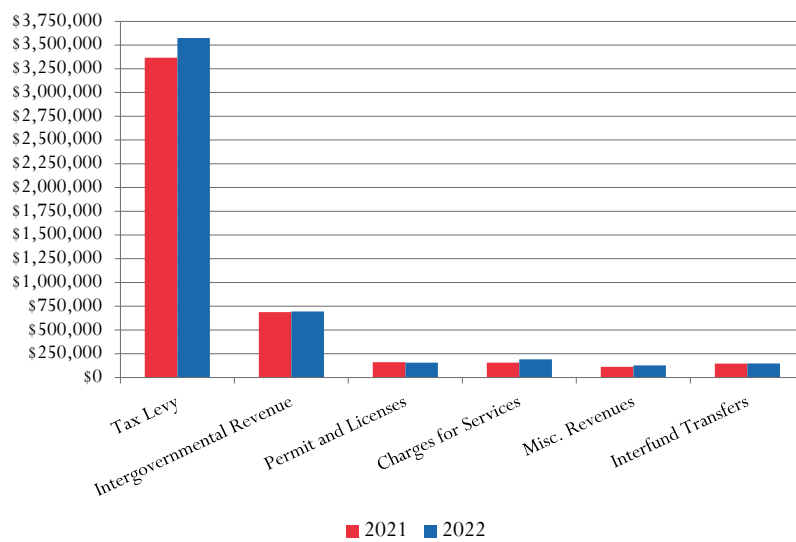
Why Does My Property Tax Bill Vary From Year to Year

- Market Value Changes
- Budgets and Levies of Various Jurisdictions
- Special Assessments
- Change in Property Class
- Voter Approved Referendums
- Changes in Federal and State Mandates
- Changes in Aid and Revenue from State/Federal Government
- State Legislative Changes

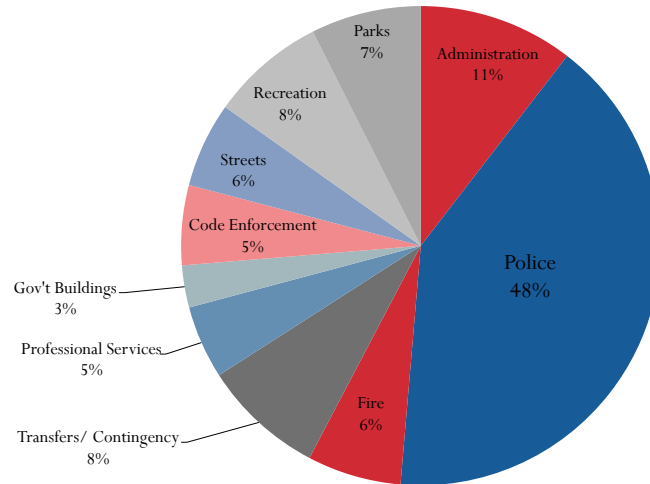
2022 General Fund Revenues



Revenue Comparison

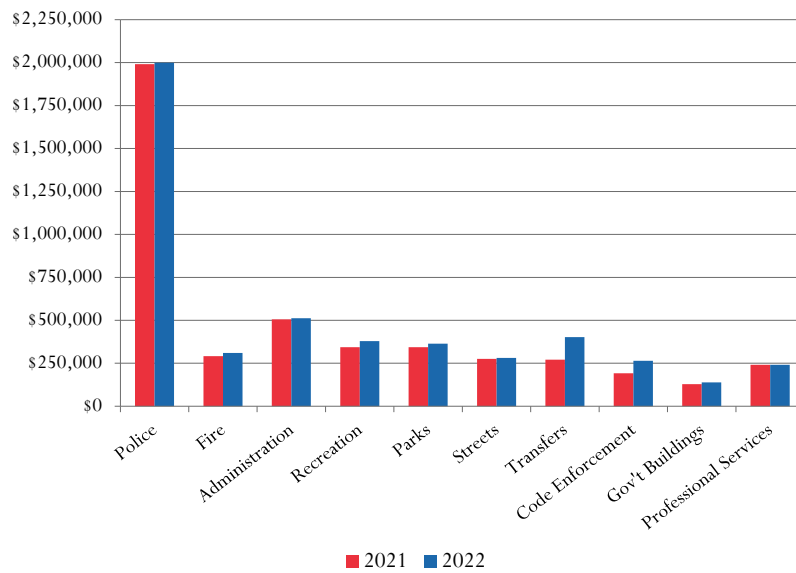


2022 General Fund Expenditures



Notes: Public Safety is Police and Fire; Administration includes City Council expense; Professional Services is Assessor, Auditor, Engineering, I.T., Legal and Planning & Zoning.

Expenditure Comparison



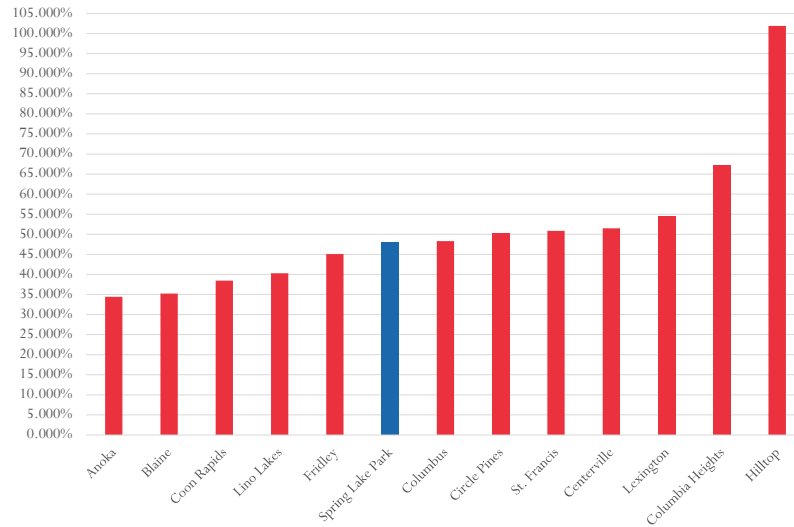
2022 Budget Highlights

- Proposed 2022 Levy is \$3,829,837, an increase of 5.46%
 - General Government levy increase is 6.13%
 - Debt service levy decrease is (3.00%)
- General Fund revenues are anticipated to increase by 5.59%
- Overall General Fund spending is set to increase by 6.73%
- City's tax rate will increase from 44.810% in 2021 to 47.885% in 2022

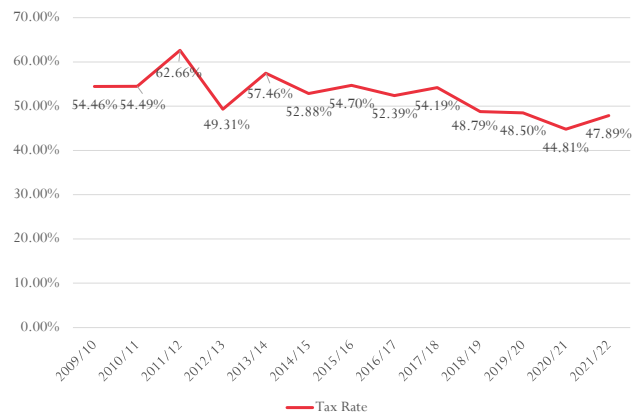
2022 Budget Highlights

- Proposed 2022 Budget adds a new Firefighter/Code Enforcement Inspector position.
 - Serves as a daytime fire responder, improving SBM Fire Department daytime response in Spring Lake Park
 - Conducts rental housing inspections, investigates code and nuisance violations, conducts commercial fire inspections.
- Implementation of Compensation and Classification Study
 - Last compensation and classification study done in 1999
 - Labor market has changed dramatically over the past 20 years
 - City Council recognizes that the City's employees are one of its greatest assets and efforts should be made to retain quality employees to provide the services residents expect.

Proposed 2022 Tax Rates for Select Anoka County Cities



Spring Lake Park Historical Tax Rate



Revenue Detail

Revenue by Category	2021 Budget	2022 Budget	% Chg.
Property Taxes	\$ 3,366,932.00	\$ 3,573,295.00	6.13%
Intergovernmental Revenue (LGA, PERA Aid, Court Fines)	\$ 689,048.00	\$ 694,424.00	0.78%
Permits and Licenses (Liquor, Sign, Bldg, Rental, etc)	\$ 160,562.00	\$ 155,462.00	(3.18%)
Charges for Current Services (Zoning Fees, Gambling Tax, Alarm Calls, Rental Housing)	\$ 156,763.00	\$ 192,220.00	22.62%
Miscellaneous Revenues (Ins. Dividends, Admin Fines, Liaison Officer Contract)	\$ 112,784.00	\$ 128,034.00	13.52%
Interfund Transfers (Liquor, Public Utilities, Recycling)	\$ 145,666.00	\$ 147,230.00	1.07%
TOTAL	\$ 4,631,755.00	\$ 4,890,665.00	5.59%

Expenditure Detail

Expenditure by Department	2021 Budget	2022 Budget	% Chg.
Council	\$ 70,740.00	\$ 71,635.00	1.27%
Administration	\$ 435,118.00	\$ 440,211.00	1.17%
Government Buildings	\$ 128,571.00	\$ 138,747.00	7.91%
Police Department	\$ 1,990,890.00	\$ 1,999,554.00	0.44%
Fire Protection	\$ 291,710.00	\$ 309,995.00	6.27%
Code Enforcement	\$ 191,404.00	\$ 263,963.00	37.91%
Streets	\$ 275,616.00	\$ 280,824.00	1.89%
Recreation	\$ 343,498.00	\$ 378,550.00	10.20%
Parks	\$ 343,601.00	\$ 363,691.00	5.45%
Professional/ Contractual Services (assessor, auditor, legal, engineering, IT, P&Z)	\$ 240,670.00	\$ 241,080.00	0.02%
Miscellaneous (transfers, contingency)	\$ 270,500.00	\$ 402,415.00	48.77%
TOTAL	\$ 4,582,318.00	\$ 4,890,665.00	6.73%

What Do You Get for Your Spring Lake Park Tax Dollar?



A \$180,900 home generates \$765.69 in annual City property taxes: This comes to \$63.80 per month for 2022.

What could you purchase for \$63.80/month?

ONE OF THESE...

- ☒ One month of cable service
- ☐ Dinner for two
- ☐ Movie and snacks for a family of four
- ☐ One month at a gym
- ☐ Cell phone bill

ALL OF THESE...

- ☒ 24 hour Police Protection
- ☒ 24 hour Fire Protection
- ☒ Paved/Maintained City Streets
- ☒ Snow/Ice Removal
- ☒ Tree Trimming
- ☒ Animal Control
- ☒ Stormwater System
- ☒ Code Enforcement
- ☒ Zoning Service
- ☒ Recreation Programs
- ☒ Well Groomed Parks
- ☒ Staffed Skating Rinks
- ☒ Elections
- ☒ And More...

2022 Property Tax Levy

Revenue by Category	2021 Budget	2022 Budget	% Chg.
General Operations	\$3,366,932.00	\$3,573,295.00	6.13%
Debt Service	\$ 264,485.00	\$ 256,542.00	(3.00%)
TOTAL	\$3,631,417.00	\$3,829,837.00	5.46%

Questions?



Thank You For Attending!



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 18, 2021

Subject: 2022 Fee Schedule

Staff is presenting the 2022 Fee Schedule for adoption by the City Council. Staff is proposing several minor changes to the fee schedule.

- **Section 1.** Staff restored two tiers to the building permit fee valuation table. These were deleted from the table when the City entered into a contract with MNSPECT in 2018. This amendment is restoring these fees to the same level they were prior to the MNSPECT contract.
- **Section 9.** The escrow fee for a Conditional Use Permit in the R-1 Zoning District has increased from \$250.00 to \$300.00.
- **Section 9.** The escrow fee for a minor subdivision/lot combination has increased from \$250.00 to \$500.00.
- **Section 9.** The application and escrow fee for variances in all districts except the R-1 zoning district will increase to \$500.00 plus a \$1,500 escrow. This fee is in line with the CUP fee for all districts except the R-1 district. The amount of time invested in the review of each application is similar, which justifies aligning these fees.
- **Section 10.** Credit Card transaction fee percentage was updated to reflect the actual cost of card transactions - 2.65%.
- **Section 11.** Added a fee for a police records check - \$5.00.
- **Section 12.** Moved the fine for water ban violations to match the same penalties as a violation of the Critical Water Deficiency Declaration Ordinance.
- **Section 13.** Added licensing fees for sexually oriented businesses and special event permits. These were inadvertently not included in past versions of the fee schedule.
- **Section 13.** Added criminal investigation fee of \$50.00 for general business licenses and peddler/transient merchant licenses.
- **Section 13.** Aligned liquor licensing investigation fee to M.S. 340A.412. This is what we have been charging applicants.
- **Section 13.** Amended rental housing fees to align with City Council consensus.
- **Section 14.** Updated athletic field reservation/facility fees per Recreation Department recommendations.

- **Section 15.** Increased the Water Availability Charge from \$1,288 to \$1,350 to account for increase in inflation.
- **Section 15.** Increased SAC Administration Fee from \$260.00 to \$300.00 to account for increase in inflation.
- **Section 15.** Added small cell wireless fee to match State Law.
- **Section 15.** Increased recycling fee from \$11.21/quarter to \$12.96/quarter to reflect increased costs for new 5- year recycling contract.
- **Section 15.** Added new storm water utility fee of \$6.00/quarter/REF (residential equivalency factor)

The remaining fees from 2021 will continue into 2022.

A public hearing on the proposed 2022 fee schedule has been properly noticed for 7:00pm (or as soon thereafter) on Monday, December 6, 2021 to obtain public input. After the public hearing, staff asks the City Council to approve the proposed fee schedule ordinance.

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

CITY OF SPRING LAKE PARK

~~2021~~2022 FEE SCHEDULE

1. PERMIT FEE - VALUATION TABLE

Valuation	Permit Fee
<u>\$1 to \$500</u>	<u>\$31.00</u>
<u>\$501 to \$2,000</u>	<u>\$31.00 for the first \$500 plus \$4 for each additional \$100 in value or fraction thereof</u>
\$1 - <u>2,001</u> to \$25,000	\$79.44 for the first \$2,000 plus \$16.34 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$445.38 for the first \$25,000 plus \$12.18 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$731.80 for the first \$50,000 plus \$8.80 for each additional \$1,000 or fraction thereof
\$101,001 to \$500,000	\$1,128.64 for the first \$100,000 plus \$7.24 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,671.86 for the first \$500,000 plus \$6.20 for each additional \$1,000 or fraction thereof.
\$1,000,001 and up	\$6,368.06 for the first \$1,000,000 plus \$5.16 for each additional \$1,000 or fraction thereof.

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

2. ELECTRICAL

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

3. RESIDENTIAL PERMIT FEES

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

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

4. COMMERCIAL PERMIT FEES

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

5. MISCELLANEOUS PERMIT FEES

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

6. SURCHARGES

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

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

7. BUILDING PERMIT RELATED FEES (COMMERCIAL AND RESIDENTIAL)

Item	Fee	Reference
Contractor Licenses	\$65.00 per Year State License	§12.08
Contractor's License Verification Fee	\$5.00 per Permit	§12.08
Investigation Fee	Equivalent to permit fee (when work commences without an approved permit)	§12.04
Plan Review Fee	65% of permit fee for residential and commercial projects	§12.04
Master Plan	When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of normal building permit fee established and charged for same structure. Original structure plan review fee is 65% of permit fee	§12.04
Review of State Approved Plans	25% of the Plan Review required by the adopted fee schedule (for orientation to the plans)	§12.04
Plumbing Plan Review	State Fee Schedule	§12.04
Residential Site Inspection (required for all new construction -- new homes, detached garages, accessory structures)	\$60.00	§12.04
Commercial Site Inspection (required for all new construction -- new buildings and accessory structures)	\$90.00	§12.04
Fire Inspection Fee	\$75.00/hr.	§9.16
Certificate of Occupancy fee	\$200.00 Commercial/Industrial Business \$150.00 Residential	§12.12
Temporary Certificate of Occupancy -- Escrow	\$500.00 -- Residential \$1,000.00 -- Commercial	§12.12
Demolition --Commercial	Based on valuation; minimum \$250.00	§16.60
Demolition -- Residential	Based on valuation; minimum \$150.00	§16.60

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

8. OTHER INSPECTIONS AND FEES

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

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

9. ZONING / DEVELOPMENT

Item	Fee	Reference
Comprehensive Plan Amendment	\$750.00/amendment plus \$1,000.00 escrow	
Conditional Use Permit (CUP): R-1 <u>District</u>	\$100.00 plus \$250.00 300.00 Escrow	§16.56
Conditional Use Permit (CUP) All other Districts	\$500.00 plus \$1,500.00 Escrow	§16.56
Conditional Use Permit (CUP) Amendment	Same as CUP Fee	§16.56
Site Plan/Concept Plan Review Fee	\$400.00 plus \$1,000.00 Escrow	§16.20.060
Park Dedication Fee – Commercial/Industrial	3% fair market of improved/unimproved land value or monetary fund by discretion of City.	§14.12.050
Park Dedication Fee - Residential	\$2,200.00 2,275.00 per unit	§14.12.050
Planned Unit Development (PUD)	\$750.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Amendment	\$375.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Refund Policy	All but \$40.00 of the permit fee can be refunded within 100 days of application if no work done.	§16.48
Rezoning / Text Amendment	\$500.00 plus \$1,000.00 Escrow	§16.60.050
Minor Subdivision & Lot Combination Fee	\$200.00 plus \$250.00 500.00 Escrow	§14.28
Major Subdivision – Preliminary Plat	\$400.00 plus \$5,000.00 Escrow	§14.08
Major Subdivision – Final Plat	\$400.00 plus \$1,000.00 Escrow	§14.08
Variance: <u>-R-1 District</u>	\$150.00 plus \$300.00 Escrow	§16.60.040
Variance: <u>- All Other Districts</u>	\$375.00 500.00 plus \$1,000.00 1,500.00 Escrow	§16.60.040
Street or Easement Vacation	\$250.00 per property	§16.20.160
Zoning Letter	\$100.00	

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

10. MISCELLANEOUS FEES

Item	Fee	Reference
Copy of City Code & Comp. Plan	\$150.00	
Annual Financial Report	\$25.00	
Adopted Annual Budget	\$25.00	
Copy of any Code Chapter	\$10.00	
<u>Copy of</u> Zoning Code- Photocopy	\$50.00	
Capital Improvement Plan	\$10.00	
Assessment Search Fee	\$25.00	
Administrative Fee for Certification to Tax Roll	\$125.00/ <u>parcel</u>	
Photocopies per Page	\$.25 per sheet (8½ x 11; b/w) \$.50 per sheet (11 x 17; b/w) \$1.00 per sheet (8½ x 11; color) \$2.00 per sheet (11 x 17; color) \$4.00 per sheet (large plan sheet)	
Certified Copies	\$5.00 plus photocopy fee	
Non-Resident Notary Fee	\$2.00	
Video/DVD Copy Fee	\$20.00	
Filing Fee for Public Office	\$15.00 (no sales tax)	M.S. 205.13
Insufficient Funds (NSF) checks/Credit Card Chargebacks	\$35.00	
Mailed City Council Agendas	\$60.00/year	
Mailed Planning Commission Agendas	\$30.00/year	
Mailed City Council Minutes	\$150.00/year	
Mailed Planning Commission Minutes	\$75.00/year	
Mailed City Council Meeting Packets	\$250.00/year	
Mailed Planning Commission Meeting Packets	\$200.00/year	
Residential Address Labels	\$100.00	
Map Copies	Small - \$1.00 Large - \$15.00 Zoning (Ledger) - \$5.00	
City Mowing	Cost plus \$75.00/mo. Administration fee	
Credit Card Transaction Fees Utility E-Billing with Online Payment (USTI) E-checks (ACH) All other Transactions	\$0.35 + 3.00% of utility bill balance \$1.50 per Transaction \$3.00 or 2.95% <u>2.65%</u> of transaction, whichever is greater	
Scanning Fee	\$100.00 per building permit/zoning application if full size plans are not provided in electronic format	

11. Police Administration

Item	Fee	Reference
Excess Alarm Fee – Police Calls/year	1 st – 3 rd No Charge; 4 th + - \$75.00 for each	§9.08
Excess Alarm Fee – Fire Calls/year	1 st – 2 nd No Charge 3 rd - \$75.00 Each after doubles the previous charge	§9.08
Finger Printing – Residents Only	\$25.00/set	
Digital Photos	\$30.00 plus costs	
Digital Recordings	\$30.00	
Electronic copies to Digital Media	\$50.00 per disc	
<u>Police Records Check/Clearance Letters/Certified Copies</u>	<u>\$5.00</u>	

12. Administrative Offenses (Chapter 34)

Item	Fee	Reference
Abandoned, Wrecked or Inoperable Vehicle	\$50.00	§9.04
Animals	\$75.00	§9.12
Dog running at large	\$75.00	§9.12.010
Dog/Cat Must be Vaccinated	\$75.00	§9.12.010
Dog/Cat Must be Licensed	\$75.00	§9.12.010
ATV Violation	\$50.00	§7.04.030
Blocking Driveways	\$50.00	§7.08.020
Building Code Violations	\$100.00	§12.04
Critical Water Deficiency Declaration Ordinance <u>or</u> <u>Emergency Conservation Regulations</u> Violation	warning letter - 1 st offense \$100.00 - 2 nd offense \$200.00 - 3 rd offense \$300.00 - 4 th and subsequent offense	§5.04.050/ <u>§5.04.010</u>
Deposit Debris onto Roadway	\$50.00 for 1 st offense, \$75.00 for 2 nd offense \$100.00 for 3 rd + offense	§9.04.010
Expired License Plates – Motorized Vehicle	\$50.00	§16.20.120
Fire Code Violations	\$100.00	§9.16
Fire Hydrant	\$50.00	§9.16
Fire Lane	\$50.00	§9.16
Fire Prevention Violations	\$50.00	§9.16
Fireworks Violations	\$100.00	§9.20.020
Flammable Products	\$100.00	§9.16
Garage Sale Violations	\$50.00	§11.04.02
General Municipal Water and Water Violations	\$50.00	§1.04.200
Handicap Parking Violation	\$200.00	§7.04.010
Housing Code Violations	\$100.00	§12

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

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

A. General Business Licenses

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

Dance	\$100.00/year	
Food Sales & Service Application Fee	\$100.00/Application	§11.32
Garbage and Rubbish Hauler	\$50.00/1 st Truck & \$15.00 additional	§5.08
<u>Criminal Investigation Fee – General Business Licenses (first time applicants)</u>	<u>\$50.00</u>	<u>§11.48</u>
<u>Sexually Oriented Business License Fee</u>	<u>\$10,000.00/yr</u>	<u>§11.44.040</u>
<u>Sexually Oriented Business Initial Investigation Fee</u>	<u>\$1,500.00</u>	<u>§11.44.050</u>
<u>Special Event Permit</u>	<u>\$100.00/event</u>	<u>§9.36.050</u>
<u>Special services fee escrow</u>	<u>125% of estimated cost for required City services/resources</u>	<u>§9.36.080</u>
Pawn Shops		
Non-Refundable Application Fee (includes cost of investigation)	New - \$500.00 Renewal - \$100.00	§11.16
New Manager Investigation Fee	\$150.00	§11.16
Annual License	\$6,250.00	§11.16
Billable Transaction Fee	\$2,192. <u>00</u> /year	§11.16
Performance Bond	\$5,000.00	§11.16
Peddlers / Transient Merchants		
Permits	Transient - \$100.00 SUP + \$150.00 Escrow Peddlers - \$60.00/day, \$200.00/month, \$500.00/year	§11.04
Investigation fee	\$10.00 investigation fee for each new peddler	§11.04
I.D. Card	\$5.00/person	§11.04
<u>Criminal Investigation Fee – Peddler/ Transient Merchant Licenses (first time applicants)</u>	<u>\$50.00</u>	<u>§11.48</u>
Therapeutic Massage		
Partnership/Corporation License	\$350.00 + \$200.00 - Background Check	§11.40
Technician License	\$100.00 + \$100.00 - Background Check	§11.40

B. Liquor Licenses

Item	Fee	Reference
On-Sale Intoxicating	Class A - \$6,200. <u>00</u> /yr & Class B - \$9,300. <u>00</u> /yr	§11.08.010
On-Sale Wine	\$500.00/yr	§11.08.010
On-Sale Malt Liquor/3.2 Beer	\$300.00/yr	§11.08.010
Off-Sale Intoxicating	\$310.00/yr	§11.08.010
Off-Sale 3.2% Malt Liquor	\$100.00/yr	§11.08.010
Brewer Tap Room	\$400.00/yr	§11.08.010
On-Sale Brewer Pub License	\$400.00/yr	§11.08.010
Off-Sale Brewer Pub License	\$100.00/yr	§11.08.010
Cocktail Room License	\$400.00/yr	§11.08.010
Culinary Class Ltd. On-Sale Malt Liquor/Wine	\$300.00/yr	§11.08.010
Consumption and Display – City Fee	\$250.00/yr	§11.08.010

Club	\$300.00/yr	§11.08.010
Sunday On Sale	\$200.00/yr	§11.08.010
Two A.M. Closing Permit	\$100.00/yr	§11.08.010
Investigation Fee: Preliminary Background and Financial Application	\$750.00 + \$500.00 Escrow	§11.08.010
Liquor Licensing Investigation Fee:- Comprehensive Background and Financial Information (if required after preliminary background)	\$750.00 + \$500.00 (in state) Escrow (in state) \$750.00 + Actual cost not to exceed \$10,000 Escrow (out of state)	§11.08.010 M.S. 340A.412
Investigation Fee: Corporation	\$750.00 + \$250.00 Escrow	§11.08.010
Temporary 3.2% Liquor License Fee	\$25.00/Event	§11.08.010
Temporary Intoxicating Liquor License Fee	\$50.00/Event	§11.08.010

C. Animal Licenses

Item	Fee	Reference
Spayed or neutered – Cats and Dogs	\$6.00/yr	§9.12
Unsprayed or Unneutered – Cats and Dogs	\$10.00/yr	§9.12
Duplicate tags	\$2.00 per	§9.12
<u>Dangerous Dog Registration</u>	<u>\$100.00/yr</u>	
Kennel – Residential	\$50.00/year	§9.12
Kennel – Commercial	\$100.00/year	§9.12
<u>Criminal Background Check – Kennel License (first time applicant)</u>	<u>\$50.00</u>	<u>§11.48</u>
Impound Fee	1 st offense - \$50.00 plus Animal Hospital fees as outlined in Animal Control agreement 2 nd offense - \$100.00 plus Animal Hospital fees as outlined in Animal Control agreement 3 rd offense - \$150.00 plus Animal Hospital fees as outlined in Animal Control agreement 4 th and subsequent offense - \$300.00 plus Animal Hospital Fees as outlined in Animal Control agreement	§9.12

D. Rental Housing Licenses

Item	Fee	Reference
Single Family	\$150.00 <u>250.00</u>	§12.16
Duplex	\$200.00 <u>325.00</u>	§12.16
Apartment	\$250.00 <u>500.00</u> per Building plus \$25.00 <u>50.00</u> per Unit	§12.16
Reinspection Fee	\$50.00 each after 3rd inspection <u>\$150.00 after the 2nd inspection</u>	§12.16
<u>Revoked Rental Housing License Reinstatement Fee</u>	<u>Five (5) times the annual licensing fee</u>	<u>§12.16</u>
Excessive Consumption Fee: rental/non-rental	\$50.00 per incident	§12.16
Conversion Fee	\$750.00 <u>1,000.00</u> includes 1 st year registration fee	§12.16
Late Conversion Fee	\$1,000.00 <u>1,500.00</u>	§12.16

E. Vacant Property Licenses

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

14. SPRING LAKE PARK ATHLETIC FIELDS

Item	Fee	Reference
Picnic Shelter Reservation Fees:		
Under 50 People - Resident	\$25.00 <u>(taxable) plus \$100.00 deposit</u>	
Under 50 People – Non-Resident	\$50.00 <u>(taxable) plus \$100.00 deposit</u>	
Over 50 People - Resident	\$50.00 <u>(taxable) plus \$100.00 deposit</u>	
Over 50 People – Non-Resident	\$100.00 <u>(taxable) plus \$100.00 deposit</u>	
Field/Court Reservation Fee	\$50.00 <u>(taxable) plus \$100.00 deposit</u>	
Special Event (Multiple Faculties <u>Facilities</u>)	\$100.00 <u>(taxable) plus \$100.00 deposit</u>	
Triangle Park (Special Event) - Resident	\$25.00 <u>(taxable)</u> plus \$100.00 Deposit	
<u>Triangle Park (Special Event) – Non-Resident</u>	<u>\$50.00 (taxable) plus \$100.00 Deposit</u>	
<u>Athletic Field/Rink Lighting Fee</u>	<u>\$40.00 per Hour (taxable)</u>	
<u>Athletic Field Use by Youth Sports Teams</u>	<u>\$10 per rostered player per sports season (taxable)</u>	

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

15. WATER, SEWER, STREET AND OTHER FEES

A. Water

Item	Fee	Reference
Water Availability Charge (WAC)	\$1,288.00 <u>\$1,350.00</u> /Unit (City determines # of units)	\$5.04
Water Connection/Disconnect and/or Demo Inspection Fee	Residential - \$50.00 Commercial – \$75.00	\$5.04
Water Connection Inspection Fee – New Residential Connection	\$50.00 (plus WAC)	\$5.04
Water Connection Inspection Fee – New Commercial Connection	\$75.00 (plus WAC)	\$5.04
Connection and Reconnection Fee	\$125.00/Hour (\$187.50/Hour after Business Hours)	\$5.04
Water Meter Installation Fee	5/8" meter - \$50.00 3/4" – 1" meter - \$75.00 Over 1" meter - \$100.00	\$5.04
Water Meters and Parts	Cost plus 2%	\$5.04
Water General Repair/Inspection	\$75.00	\$5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	\$5.04
Estimated Water Meter Reading	1 st est. – \$25.00, 2 nd est. - \$50.00, 3 rd and subsequent est. - \$75.00	
Disconnect Tag Fee	\$25.00	

B. Sewer

Item	Fee	Reference
Sewer Access Charge (SAC)	\$2,485.00/Unit (M.C. determines no. of units)	\$5.04
SAC Administrative Fee	\$260.00 <u>\$300.00</u> /Unit <u>(based on M.C. unit count)</u>	\$5.04
Sewer Connection/Disconnection and/or Demo Inspection Fee	\$50.00 – Residential \$75.00 - Commercial	\$5.04
Sewer Hook-up Fee – New Only	\$145.00 (plus SAC)	\$5.04
Sewer General Repair/Inspection	\$75.00	\$5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	\$5.04

C. Street

Item	Fee	Reference
Load Limits Permit Fee	\$25.00/entry/truck	§7.04.020
Street Opening Permit	\$150.00 permit fee plus \$1,000 Security Fee	
Right of Way Permit (ROW) - Excavation Permit	\$150.00	§12.48
ROW - Obstruction Permit	\$50.00	§12.48
ROW - Permit Extension	\$25.00	§12.48
ROW Security Fee	Subject to the Discretion of the Public Works Director	§12.48
<u>Small Cell Wireless Fees</u>	<u>Maximum fee allowed under Statute</u>	<u>M.S. 237.16 3(6)</u>

D. Miscellaneous

Item	Fee	Reference
Municipal Street Light	\$17.20/year per water connection	§9.32.010
Recycling Fee	\$11.24 <u>12.96</u> /quarter per residential unit	§5.08
<u>Storm Water Utility Fee</u>	<u>\$6.00/quarter per REF</u>	<u>§5.16</u>

ORDINANCE NO. 478

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

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

Section 1. Adoption of Fee Schedule. The 2022 City Fee Schedule, as attached to this ordinance, is hereby adopted.

Section 2. Effective Date of Ordinance. This ordinance shall be effective January 1, 2022 after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 6th day of December, 2021.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator/Clerk

CITY OF SPRING LAKE PARK

2022 FEE SCHEDULE

1. PERMIT FEE - VALUATION TABLE

Valuation	Permit Fee
\$1 to \$500	\$31.00
\$501 to \$2,000	\$31.00 for the first \$500 plus \$4 for each additional \$100 in value or fraction thereof
\$2,001 to \$25,000	\$79.44 for the first \$2,000 plus \$16.34 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$445.38 for the first \$25,000 plus \$12.18 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$731.80 for the first \$50,000 plus \$8.80 for each additional \$1,000 or fraction thereof
\$101,001 to \$500,000	\$1,128.64 for the first \$100,000 plus \$7.24 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,671.86 for the first \$500,000 plus \$6.20 for each additional \$1,000 or fraction thereof.
\$1,000,001 and up	\$6,368.06 for the first \$1,000,000 plus \$5.16 for each additional \$1,000 or fraction thereof.

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

2. ELECTRICAL

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

3. RESIDENTIAL PERMIT FEES

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

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

4. COMMERCIAL PERMIT FEES

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

5. MISCELLANEOUS PERMIT FEES

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

6. SURCHARGES

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

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

7. BUILDING PERMIT RELATED FEES (COMMERCIAL AND RESIDENTIAL)

Item	Fee	Reference
Contractor Licenses	\$65.00 per Year State License	§12.08
Contractor's License Verification Fee	\$5.00 per Permit	§12.08
Investigation Fee	Equivalent to permit fee (when work commences without an approved permit)	§12.04
Plan Review Fee	65% of permit fee for residential and commercial projects	§12.04
Master Plan	When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of normal building permit fee established and charged for same structure. Original structure plan review fee is 65% of permit fee	§12.04
Review of State Approved Plans	25% of the Plan Review required by the adopted fee schedule (for orientation to the plans)	§12.04
Plumbing Plan Review	State Fee Schedule	§12.04
Residential Site Inspection (required for all new construction -- new homes, detached garages, accessory structures)	\$60.00	§12.04
Commercial Site Inspection (required for all new construction -- new buildings and accessory structures)	\$90.00	§12.04
Fire Inspection Fee	\$75.00/hr.	§9.16
Certificate of Occupancy fee	\$200.00 Commercial/Industrial Business \$150.00 Residential	§12.12
Temporary Certificate of Occupancy -- Escrow	\$500.00 -- Residential \$1,000.00 -- Commercial	§12.12
Demolition --Commercial	Based on valuation; minimum \$250.00	§16.60
Demolition -- Residential	Based on valuation; minimum \$150.00	§16.60

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

8. OTHER INSPECTIONS AND FEES

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

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

9. ZONING / DEVELOPMENT

Item	Fee	Reference
Comprehensive Plan Amendment	\$750.00/amendment plus \$1,000.00 escrow	
Conditional Use Permit (CUP): R-1 District	\$100.00 plus \$300.00 Escrow	§16.56
Conditional Use Permit (CUP) All other Districts	\$500.00 plus \$1,500.00 Escrow	§16.56
Conditional Use Permit (CUP) Amendment	Same as CUP Fee	§16.56
Site Plan/Concept Plan Review Fee	\$400.00 plus \$1,000.00 Escrow	§16.20.060
Park Dedication Fee – Commercial/Industrial	3% fair market of improved/unimproved land value or monetary fund by discretion of City.	§14.12.050
Park Dedication Fee - Residential	\$2,275.00 per unit	§14.12.050
Planned Unit Development (PUD)	\$750.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Amendment	\$375.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Refund Policy	All but \$40.00 of the permit fee can be refunded within 100 days of application if no work done.	§16.48
Rezoning / Text Amendment	\$500.00 plus \$1,000.00 Escrow	§16.60.050
Minor Subdivision & Lot Combination Fee	\$200.00 plus \$500.00 Escrow	§14.28
Major Subdivision – Preliminary Plat	\$400.00 plus \$5,000.00 Escrow	§14.08
Major Subdivision – Final Plat	\$400.00 plus \$1,000.00 Escrow	§14.08
Variance: R-1 District	\$150.00 plus \$300.00 Escrow	§16.60.040
Variance: All Other Districts	\$500.00 plus \$1,500.00 Escrow	§16.60.040
Street or Easement Vacation	\$250.00 per property	§16.20.160
Zoning Letter	\$100.00	

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

10. MISCELLANEOUS FEES

Item	Fee	Reference
Copy of City Code & Comp. Plan	\$150.00	
Annual Financial Report	\$25.00	
Adopted Annual Budget	\$25.00	
Copy of any Code Chapter	\$10.00	
Copy of Zoning Code	\$50.00	
Capital Improvement Plan	\$10.00	
Assessment Search Fee	\$25.00	
Administrative Fee for Certification to Tax Roll	\$125.00/parcel	
Photocopies per Page	\$.25 per sheet (8½ x 11; b/w) \$.50 per sheet (11 x 17; b/w) \$1.00 per sheet (8½ x 11; color) \$2.00 per sheet (11 x 17; color) \$4.00 per sheet (large plan sheet)	
Certified Copies	\$5.00 plus photocopy fee	
Non-Resident Notary Fee	\$2.00	
Video/DVD Copy Fee	\$20.00	
Filing Fee for Public Office	\$15.00 (no sales tax)	M.S. 205.13
Insufficient Funds (NSF) checks/Credit Card Chargebacks	\$35.00	
Mailed City Council Agendas	\$60.00/year	
Mailed Planning Commission Agendas	\$30.00/year	
Mailed City Council Minutes	\$150.00/year	
Mailed Planning Commission Minutes	\$75.00/year	
Mailed City Council Meeting Packets	\$250.00/year	
Mailed Planning Commission Meeting Packets	\$200.00/year	
Residential Address Labels	\$100.00	
Map Copies	Small - \$1.00 Large - \$15.00 Zoning (Ledger) - \$5.00	
City Mowing	Cost plus \$75.00/mo. Administration fee	
Credit Card Transaction Fees Utility E-Billing with Online Payment (USTI) E-checks (ACH) All other Transactions	\$0.35 + 3.00% of utility bill balance \$1.50 per Transaction \$3.00 or 2.65% of transaction, whichever is greater	
Scanning Fee	\$100.00 per building permit/zoning application if full size plans are not provided in electronic format	

11. Police Administration

Item	Fee	Reference
Excess Alarm Fee – Police Calls/year	1 st – 3 rd No Charge; 4 th + - \$75.00 for each	§9.08
Excess Alarm Fee – Fire Calls/year	1 st – 2 nd No Charge 3 rd - \$75.00 Each after doubles the previous charge	§9.08
Finger Printing – Residents Only	\$25.00/set	
Digital Photos	\$30.00 plus costs	
Digital Recordings	\$30.00	
Electronic copies to Digital Media	\$50.00 per disc	
Police Records Check/Clearance Letters/Certified Copies	\$5.00	

12. Administrative Offenses (Chapter 34)

Item	Fee	Reference
Abandoned, Wrecked or Inoperable Vehicle	\$50.00	§9.04
Animals	\$75.00	§9.12
Dog running at large	\$75.00	§9.12.010
Dog/Cat Must be Vaccinated	\$75.00	§9.12.010
Dog/Cat Must be Licensed	\$75.00	§9.12.010
ATV Violation	\$50.00	§7.04.030
Blocking Driveways	\$50.00	§7.08.020
Building Code Violations	\$100.00	§12.04
Critical Water Deficiency Declaration Ordinance or Emergency Conservation Regulations Violation	warning letter - 1 st offense \$100.00 - 2 nd offense \$200.00 - 3 rd offense \$300.00 - 4 th and subsequent offense	§5.04.050/ §5.04.010
Deposit Debris onto Roadway	\$50.00 for 1 st offense, \$75.00 for 2 nd offense \$100.00 for 3 rd + offense	§9.04.010
Expired License Plates – Motorized Vehicle	\$50.00	§16.20.120
Fire Code Violations	\$100.00	§9.16
Fire Hydrant	\$50.00	§9.16
Fire Lane	\$50.00	§9.16
Fire Prevention Violations	\$50.00	§9.16
Fireworks Violations	\$100.00	§9.20.020
Flammable Products	\$100.00	§9.16
Garage Sale Violations	\$50.00	§11.04.02
General Municipal Water and Water Violations	\$50.00	§1.04.200
Handicap Parking Violation	\$200.00	§7.04.010
Housing Code Violations	\$100.00	§12

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

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

A. General Business Licenses

Item	Fee	Reference
Administrative Application Fee	\$50.00	
Amusement Devices and Centers	\$15.00 per location plus \$15.00 per machine	§11.24
Automobile Sales, New and Used	\$300.00/year	§11.20
Amusement Rides, Carnivals, Circuses	\$130.00 for first day plus \$20.00 for each additional day	§9.36
Boxing and Wrestling Processing Fee	Regulated by the State of Minnesota	
Cigarette and Tobacco License Fee	\$150.00/year	§11.12
Dance	\$100.00/year	

Food Sales & Service Application Fee	\$100.00/Application	§11.32
Garbage and Rubbish Hauler	\$50.00/1 st Truck & \$15.00 additional	§5.08
Criminal Investigation Fee – General Business Licenses (first time applicants)	\$50.00	§11.48
Sexually Oriented Business License Fee	\$10,000.00/yr	§11.44.040
Sexually Oriented Business Initial Investigation Fee	\$1,500.00	§11.44.050
Special Event Permit	\$100.00/event	§9.36.050
Special services fee escrow	125% of estimated cost for required City services/resources	§9.36.080
Pawn Shops		
Non-Refundable Application Fee (includes cost of investigation)	New - \$500.00 Renewal - \$100.00	§11.16
New Manager Investigation Fee	\$150.00	§11.16
Annual License	\$6,250.00	§11.16
Billable Transaction Fee	\$2,192.00/year	§11.16
Performance Bond	\$5,000.00	§11.16
Peddlers / Transient Merchants		
Permits	Transient - \$100.00 SUP + \$150.00 Escrow Peddlers - \$60.00/day, \$200.00/month, \$500.00/year	§11.04
Investigation fee	\$10.00 investigation fee for each new peddler	§11.04
I.D. Card	\$5.00/person	§11.04
Criminal Investigation Fee – Peddler/ Transient Merchant Licenses (first time applicants)	\$50.00	§11.48
Therapeutic Massage		
Partnership/Corporation License	\$350.00 + \$200.00 - Background Check	§11.40
Technician License	\$100.00 + \$100.00 - Background Check	§11.40

B. Liquor Licenses

Item	Fee	Reference
On-Sale Intoxicating	Class A - \$6,200.00/yr & Class B - \$9,300.00/yr	§11.08.010
On-Sale Wine	\$500.00/yr	§11.08.010
On-Sale Malt Liquor/3.2 Beer	\$300.00/yr	§11.08.010
Off-Sale Intoxicating	\$310.00/yr	§11.08.010
Off-Sale 3.2% Malt Liquor	\$100.00/yr	§11.08.010
Brewer Tap Room	\$400.00/yr	§11.08.010
On-Sale Brewer Pub License	\$400.00/yr	§11.08.010
Off-Sale Brewer Pub License	\$100.00/yr	§11.08.010
Cocktail Room License	\$400.00/yr	§11.08.010
Culinary Class Ltd. On-Sale Malt Liquor/Wine	\$300.00/yr	§11.08.010
Consumption and Display – City Fee	\$250.00/yr	§11.08.010
Club	\$300.00/yr	§11.08.010

Sunday On Sale	\$200.00/yr	§11.08.010
Two A.M. Closing Permit	\$100.00/yr	§11.08.010
Liquor Licensing Investigation Fee	\$500.00 (in state) Actual cost not to exceed \$10,000 (out of state)	M.S. 340A.412
Temporary 3.2% Liquor License Fee	\$25.00/Event	§11.08.010
Temporary Intoxicating Liquor License Fee	\$50.00/Event	§11.08.010

C. Animal Licenses

Item	Fee	Reference
Spayed or neutered – Cats and Dogs	\$6.00/yr	§9.12
Unsprayed or Unneutered – Cats and Dogs	\$10.00/yr	§9.12
Duplicate tags	\$2.00 per	§9.12
Dangerous Dog Registration	\$100.00/yr	
Kennel – Residential	\$50.00/yr	§9.12
Kennel – Commercial	\$100.00/yr	§9.12
Criminal Background Check – Kennel License (first time applicant)	\$50.00	§11.48
Impound Fee	1 st offense - \$50.00 plus Animal Hospital fees as outlined in Animal Control agreement 2 nd offense - \$100.00 plus Animal Hospital fees as outlined in Animal Control agreement 3 rd offense - \$150.00 plus Animal Hospital fees as outlined in Animal Control agreement 4 th and subsequent offense - \$300.00 plus Animal Hospital Fees as outlined in Animal Control agreement	§9.12

D. Rental Housing Licenses

Item	Fee	Reference
Single Family	\$250.00	§12.16
Duplex	\$325.00	§12.16
Apartment	\$500.00 per Building plus \$50.00 per Unit	§12.16
Reinspection Fee	\$150.00 after the 2 nd inspection	§12.16
Revoked Rental Housing License Reinstatement Fee	Five (5) times the annual licensing fee	§12.16
Excessive Consumption Fee: rental/non-rental	\$50.00 per incident	§12.16
Conversion Fee	\$1,000.00 includes 1 st year registration fee	§12.16
Late Conversion Fee	\$1,500.00	§12.16

E. Vacant Property Licenses

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

14. SPRING LAKE PARK ATHLETIC FIELDS

Item	Fee	Reference
Picnic Shelter Reservation Fees:		
Under 50 People - Resident	\$25.00 (taxable) plus \$100.00 deposit	
Under 50 People – Non-Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People - Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People – Non-Resident	\$100.00 (taxable) plus \$100.00 deposit	
Field/Court Reservation Fee	\$50.00 (taxable) plus \$100.00 deposit	
Special Event (Multiple Facilities)	\$100.00 (taxable) plus \$100.00 deposit	
Triangle Park (Special Event) - Resident	\$25.00 (taxable) plus \$100.00 Deposit	
Triangle Park (Special Event) – Non-Resident	\$50.00 (taxable) plus \$100.00 Deposit	
Athletic Field/Rink Lighting Fee	\$40.00 per Hour (taxable)	
Athletic Field Use by Youth Sports Teams	\$10 per rostered player per sports season (taxable)	

15. WATER, SEWER, STREET AND OTHER FEES

A. Water

Item	Fee	Reference
Water Availability Charge (WAC)	\$1,350.00/Unit (City determines # of units)	§5.04
Water Connection/Disconnect and/or Demo Inspection Fee	Residential - \$50.00 Commercial – \$75.00	§5.04
Water Connection Inspection Fee – New Residential Connection	\$50.00 (plus WAC)	§5.04
Water Connection Inspection Fee – New Commercial Connection	\$75.00 (plus WAC)	§5.04
Connection and Reconnection Fee	\$125.00/Hour (\$187.50/Hour after Business Hours)	§5.04
Water Meter Installation Fee	5/8" meter - \$50.00 3/4" – 1" meter - \$75.00 Over 1" meter - \$100.00	§5.04
Water Meters and Parts	Cost plus 2%	§5.04
Water General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04
Estimated Water Meter Reading	1 st est. – \$25.00, 2 nd est. - \$50.00, 3 rd and subsequent est. - \$75.00	
Disconnect Tag Fee	\$25.00	

B. Sewer

Item	Fee	Reference
Sewer Access Charge (SAC)	\$2,485.00/Unit (M.C. determines no. of units)	§5.04
SAC Administrative Fee	\$300.00/Unit (based on M.C. unit count)	§5.04
Sewer Connection/Disconnection and/or Demo Inspection Fee	\$50.00 – Residential \$75.00 - Commercial	§5.04
Sewer Hook-up Fee – New Only	\$145.00 (plus SAC)	§5.04
Sewer General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04

C. Street

Item	Fee	Reference
Load Limits Permit Fee	\$25.00/entry/truck	§7.04.020
Street Opening Permit	\$150.00 permit fee plus \$1,000 Security Fee	
Right of Way Permit (ROW) - Excavation Permit	\$150.00	§12.48
ROW - Obstruction Permit	\$50.00	§12.48
ROW - Permit Extension	\$25.00	§12.48
ROW Security Fee	Subject to the Discretion of the Public Works Director	§12.48
Small Cell Wireless Fees	Maximum fee allowed under Statute	M.S. 237.163(6)

D. Miscellaneous

Item	Fee	Reference
Municipal Street Light	\$17.20/year per water connection	§9.32.010
Recycling Fee	\$12.96/quarter per residential unit	§5.08
Storm Water Utility Fee	\$6.00/quarter per REF	§5.16

RESOLUTION NO. 21-55

A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 478, AN ORDINANCE ADOPTING THE FEE SCHEDULE FOR THE CITY OF SPRING LAKE PARK

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 478 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. 478 is approved for publication:

“On December 6, 2021, the Spring Lake Park City Council approved Ordinance No. 478, entitled ‘An Ordinance Adopting the Fee Schedule for the City of Spring Lake Park.’

The following is a summary of Ordinance No. 478, 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 establishes the 2022 official fee schedule for the City of Spring Lake Park.

The Ordinance takes effect on January 1, 2022 after its final 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 6th day of November, 2021.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

CITY OF SPRING LAKE PARK

RESOLUTION NO. 21-54

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a resolution passed by the City Council on November 15, 2021, the City Engineer has prepared plans and specifications for the 2022 Street Improvement Project, the improvement of Garfield Street between the center line of 81st Avenue NE to its terminus at 80th Avenue NE, 80th Avenue NE between the center line of Garfield Street and the centerline of Hayes Street, and Hayes Street NE between the center line of 81st Avenue NE to its terminus at 80th Avenue NE by rehabilitating said streets and performing repairs to the existing public storm sewer system, along with any needed sanitary sewer and water system repairs discovered during the project, and has presented such plans and specifications to the City Council for approval.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF SPRING LAKE PARK, MINNESOTA AS FOLLOWS:**

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The Administrator, Clerk/Treasurer shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, shall state that bids will be received by the Administrator, Clerk/Treasurer until 1:00 p.m. on January 31, 2022, at which time they will be publicly opened in the Council Chambers of the City Hall by the Administrator Clerk/Treasurer and City Engineer, will then be tabulated, and will be considered by the City Council at 7:00 p.m. on March 21, 2022 in the Council Chambers of City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the City Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Administrator, Clerk/Treasurer and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Administrator, Clerk/Treasurer for 5% of the amount of such bid.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay: .

Whereupon the Mayor declared said resolution duly passed and adopted this 6th day of December, 2021.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator



Stantec Consulting Services Inc.
733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

December 1, 2021

File: 193805383

Dan Buchholtz, Administrator
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432-2188

Reference: 2022 Street Improvements Project (Hayes-80th-Garfield)
Approve Plans and Specs – Authorize Bidding

Dear Dan:

Plans and Specifications have been prepared for the 2022 Street Improvements Project (Garfield Street/Hayes Street/80th Avenue). Plans have also been prepared for sidewalk improvements on Able Street (by Triangle Park) and on 81st Avenue NE (by City Hall). A copy of the plans is attached.

At this time, we request approval of the plans and specifications and authorization to obtain bids. Bids will be received for the street project with alternate bids for the two sidewalk projects. The Council can review the bid information in March and determine which improvements (if any) to award. The current Estimate of Probable Construction Costs is the same as presented in the Feasibility Report.

The current proposed timeline for the 2022 Street Improvement Project is:

Council Orders Feasibility Report	July 19, 2021
Council Receives Report and Calls for Public Improvement Hearing	September 7, 2021
Neighborhood Meeting	September 2021
Public Improvement Hearing	October 4, 2021
Council Orders Plans and Specifications – Order Improvements	October 18, 2021
<i>Council Approves Construction Plans and Orders Bids</i>	<i>December 6, 2021</i>
City Receives Bids	January 31, 2022
Council Declares Costs and Orders Final Assessment Roll	February 7, 2022
Council Orders Assessment Hearing	February 22, 2022
Council Holds Final Assessment Hearing	March 21, 2022
Council Awards Project	March 21, 2022
Begin Construction	May 2022

If you have any questions or require any additional information, please feel free to contact me.

Regards,
STANTEC

Phil Gravel

cc: Mr. Terry Randall, Public Works Director
Attachment: Plan Set



733 Marquette Avenue, Suite 1000
Minneapolis, MN 55402
stantec.com

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

PRINT NAME: _____

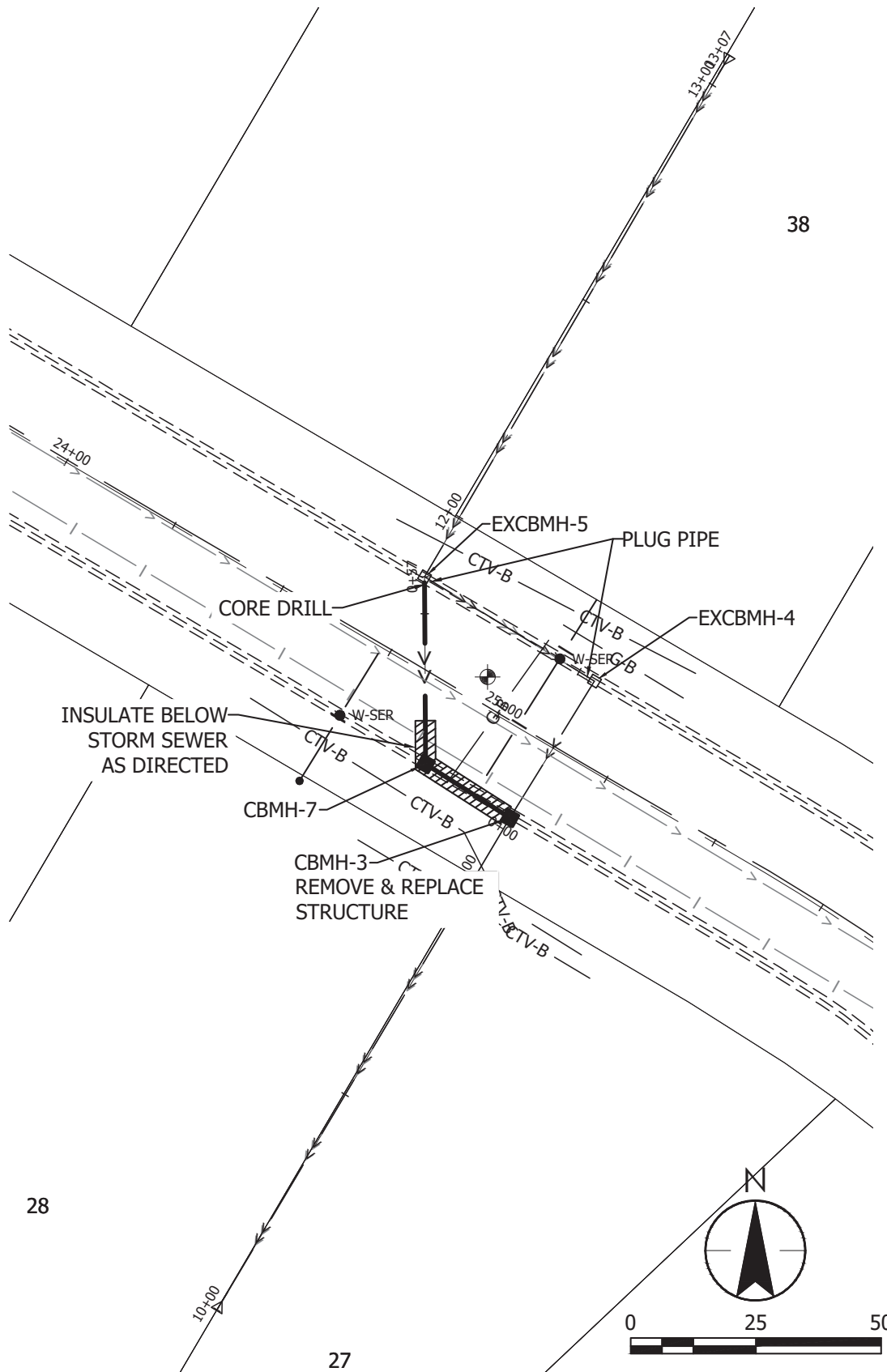
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DATE: _____

LONG LAKE PARK, MN

STREET IMPROVEMENTS

DRM SEWER IMPROVEMENTS



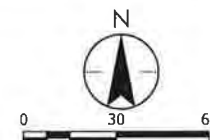
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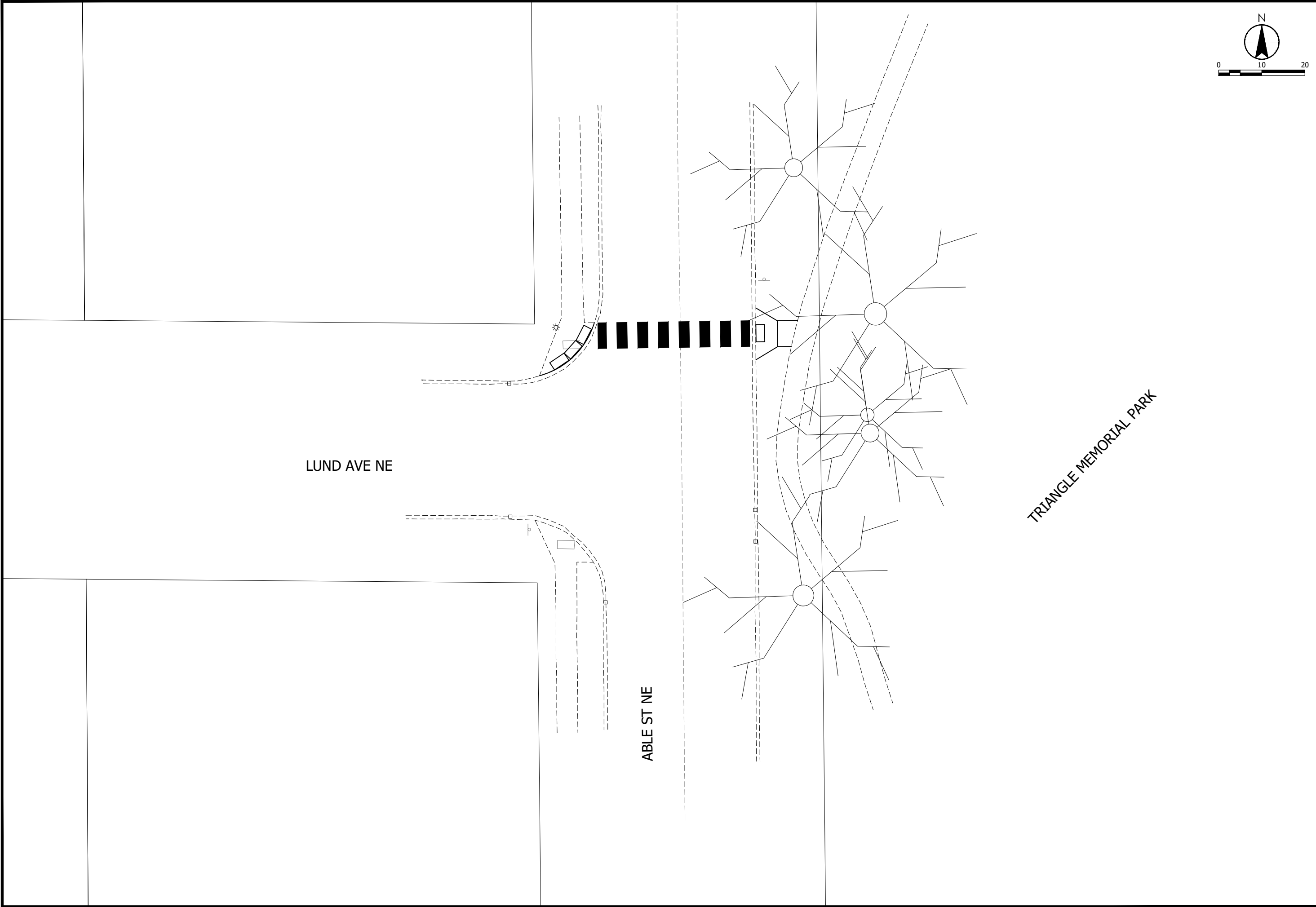
SPRING LAKE PARK, MN
2022 STREET IMPROVEMENTS

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CHECKED	PA	
APPROVED	# # #	
PROJ NO	I93805383	

SHEET NUMBER
C6.02

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PRINT NAME: _____

SIGNATURE: _____

DATE: _____ IJC NO. _____

SPRING LAKE PARK, MN 2022 STREET IMPROVEMENTS

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DESIGNED	PG	
CHECKED	PA	
APPROVED	###	
PROJ. NO.	193805383	

SHEET NUMBER
C6.02

Stantec
733 Marquette Avenue, Suite 1000
Minneapolis, MN 55402
www.stantec.com

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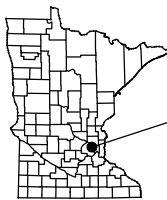
CITY OF SPRING LAKE PARK

2022 STREET IMPROVEMENTS

CONSTRUCTION PLAN FOR: STREET & STORM SEWER

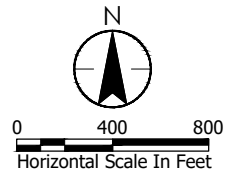


PROJECT LOCATION



CITY: SPRING LAKE PARK
COUNTY: ANOKA
DISTRICT: METRO

THE UTILITY QUALITY LEVELS IN THIS PLAN WERE DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



--- GOVERNING SPECIFICATIONS ---
THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATION FOR CONSTRUCTION" AND THE 2014 EDITION OF THE "MATERIALS LAB SUPPLEMENTAL SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM AND BE INSTALLED IN ACCORDANCE WITH THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MN MUTCD) AND PART VI, "FIELD MANUAL" FOR TEMPORARY TRAFFIC CONTROL DEVICES.

SHEET INDEX	
SHEET NUMBER	SHEET TITLE
G0.01	TITLE SHEET
C0.01	STORM WATER POLLUTION PREVENTION PLAN
C0.02	STORM WATER POLLUTION PREVENTION PLAN
C1.01	CONSTRUCTION NOTES
C5.01	STORM SEWER IMPROVEMENTS
C6.01	STREET IMPROVEMENTS
C8.01	DETAILS
C8.02	DETAILS

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

PRINT NAME: _____

SIGNATURE: _____

DATE: _____ UC. NO. _____

SPRING LAKE PARK, MN 2022 STREET IMPROVEMENTS

TITLE SHEET

NO	REVISION	DATE
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SURVEY
DRAWN
DESIGNED
CHECKED
APPROVED
PROJ. NO. 193805383

SHEET NUMBER
G0.01



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Minneapolis, MN 55402
www.stantec.com

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STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE

PROJECT DESCRIPTION/LOCATION

THE 2022 STREET PROJECT IS ABOUT 2.40 ACRES IN SIZE AND IS LOCATED IN SECTION 1, TOWNSHIP 30 NORTH, RANGE 24 WEST, CITY OF SPRING LAKE PARK, ANOKA COUNTY, MINNESOTA.

THE PLANNED SCOPE OF THE PROJECT INCLUDES:

- BITUMINOUS RECLAMATION
- BITUMINOUS PAVING
- STORM SEWER STRUCTURE REPAIRS
- SPOT CURB REPLACEMNT

SPECIAL AND IMPAIRED WATERS

THESE SPECIAL AND IMPAIRED WATERS ARE LOCATED WITHIN ONE MILE (AERIAL RADIUS) OF THE PROJECT LIMITS AND RECEIVE RUNOFF FROM THE PROJECT SITE. DUE TO THE PROXIMITY OF THESE SPECIAL AND IMPAIRED WATERS, THE BMPS DESCRIBED IN APPENDIX A OF THE NPDES PERMIT WILL APPLY TO ALL AREAS OF THE SITE.

WATERBODY	IMPAIRMENT(S)
MISSISSIPPI RIVER	Hg-F; Hg-W; PCB-F; TSS

AREAS OF ENVIRONMENTAL SENSITIVITY (AES) AND INFESTED WATERS

THERE ARE NO WETLANDS WITHIN THE PROJECT BOUNDARY.

THE FOLLOWING WATER BODIES HAVE BEEN LISTED BY THE DNR AS BEING INFESTED BY INVASIVE SPECIES: MISSISSIPPI RIVER

SOIL TYPES

SOIL TYPES TYPICALLY FOUND ON THIS PROJECT ARE HYDROLOGIC SOIL GROUP (HSG) A

LONG TERM MAINTENANCE AND OPERATION

CITY OF SPRING LAKE PARK IS RESPONSIBLE FOR THE LONG TERM MAINTENANCE AND OPERATION OF THE PERMANENT STORMWATER SYSTEM.

PROJECT PERSONNEL AND TRAINING

THIS SWPPP WAS PREPARED BY PERSONNEL THAT ARE CERTIFIED IN THE DESIGN OF CONSTRUCTION SWPPPS. COPIES OF THE CERTIFICATIONS ARE ON FILE WITH THE PROJECT ENGINEER AND ARE AVAILABLE UPON REQUEST.

PROVIDE A CERTIFIED EROSION CONTROL SUPERVISOR IN GOOD STANDING WHO IS KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES. THE EROSION CONTROL SUPERVISOR WILL WORK WITH THE ENGINEER TO OVERSEE THE IMPLEMENTATION OF THE SWPPP AND THE INSTALLATION, INSPECTION, AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPS BEFORE, DURING AND AFTER CONSTRUCTION UNTIL THE NOTICE OF TERMINATION (NOT) HAS BEEN FILED WITH THE MPCA. PROVIDE PROOF OF CERTIFICATION AT THE PRECONSTRUCTION MEETING. WORK WILL NOT BE ALLOWED TO COMMENCE UNTIL PROOF OF CERTIFICATION HAS BEEN PROVIDED TO THE ENGINEER.

PROVIDE AT LEAST ONE CERTIFIED INSTALLER FOR EACH CONTRACTOR OR SUBCONTRACTOR THAT INSTALLS THE PRODUCTS LISTED IN SPECIFICATION SECTION 01 57 13. PROVIDE PROOF OF CERTIFICATION AT THE PRECONSTRUCTION MEETING. WORK WILL NOT BE ALLOWED TO COMMENCE UNTIL PROOF OF CERTIFICATION HAS BEEN PROVIDED TO THE ENGINEER.

CHAIN OF RESPONSIBILITY

THE OWNER AND THE CONTRACTOR ARE COPERMITEES FOR THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) CONSTRUCTION PERMIT AND SHALL BE OBTAINED PRIOR TO START OF ANY LAND DISTURBING ACTIVITIES. THE CONTRACTOR IS RESPONSIBLE TO COMPLY WITH ALL ASPECTS OF THE NPDES CONSTRUCTION PERMIT AT ALL TIMES UNTIL THE NOTICE OF TERMINATION (NOT) HAS BEEN FILED WITH THE MPCA. THE CONTRACTOR WILL DEVELOP A CHAIN OF COMMAND WITH ALL OPERATORS ON THE SITE TO ENSURE THAT THE SWPPP WILL BE IMPLEMENTED AND STAY IN EFFECT UNTIL THE CONSTRUCTION PROJECT IS COMPLETE, THE ENTIRE SITE HAS UNDERGONE FINAL STABILIZATION, AND A NOTICE OF TERMINATION (NOT) HAS BEEN SUBMITTED TO THE MPCA.

PROJECT CONTACTS

THE ENGINEER AND CONTRACTOR ARE RESPONSIBLE FOR IMPLEMENTATION OF THE SWPPP AND INSTALLATION, INSPECTION, AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPS BEFORE, DURING AND AFTER CONSTRUCTION UNTIL THE NOTICE OF TERMINATION HAS BEEN FILED.

ORGANIZATION	CONTACT NAME	PHONE
CITY OF SPRING LAKE PARK	DAN BUCHHOLTZ	763-784-6491
STANTEC	PHIL GRAVEL	612-712-2053
CONSTRUCTION CONTRACTOR TO BE DETERMINED	??	??

MPCA DUTY OFFICER 24 HOUR EMERGENCY NOTIFICATION:
651-649-5451 OR 800-422-0798

LOCATION OF SWPPP REQUIREMENTS

THE REQUIRED SWPPP ELEMENTS MAY BE LOCATED IN MANY PLACES WITHIN THE PLAN SET AS WELL AS THE SPECIFICATIONS. THE NOTES AND TABLE BELOW ARE INTENDED TO BE A QUICK REFERENCE FOR THE CONTRACTOR AND CAR TO USE IN THE FIELD. THERE MAY BE ADDITIONAL REQUIRED SWPPP ELEMENTS INCLUDED ON THE PROJECT THAT ARE NOT LISTED ON THIS SHEET.

LOCATION OF SWPPP REQUIREMENTS IN PROJECT PLAN

DESCRIPTION	LOCATION
TEMPORARY ND PERMANENT EROSION CONTROL MEASURES	SHEETS NO. C0.01 & C0.02
STORM WATER PLAN	SHEETS NO. C5.01
EROSION AND SEDIMENT CONTROL DETAILS	SHEETS NO. C8.02

STORMWATER CALCULATIONS AND ADDITIONAL HYDRAULIC DESIGN INFORMATION IS STORED AT THE PROJECT ENGINEER'S OFFICE.

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE (CONTINUED)

SITE INSPECTION AND MAINTENANCE

INSPECT THE ENTIRE CONSTRUCTION SITE A MINIMUM OF ONCE EVERY SEVEN DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS. INSPECT ALL TEMPORARY AND PERMANENT WATER QUALITY MANAGEMENT, EROSION PREVENTION AND SEDIMENT CONTROL BMPS UNTIL THE SITE HAS UNDERGONE FINAL STABILIZATION AND THE NOT HAS BEEN SUBMITTED. INSPECT SURFACE WATER INCLUDING DRAINAGE DITCHES FOR SIGNS OF EROSION AND SEDIMENT DEPOSITION. INSPECT CONSTRUCTION SITE VEHICLE EXIT LOCATIONS FOR EVIDENCE OF TRACKING ONTO PAVED SURFACES. INSPECT SURROUNDING PROPERTIES FOR EVIDENCE OF OFF SITE SEDIMENT ACCUMULATION. INSPECT INFILTRATION AREAS FOR SIGNS OF SEDIMENT DEPOSITION AND COMPACTION (TO ENSURE THAT EQUIPMENT IS NOT BEING DRIVEN ACROSS THE AREA).

RECORD ALL INSPECTIONS AND MAINTENANCE ACTIVITIES IN WRITING WITHIN 24 HOURS. SUBMIT INSPECTION REPORTS IN A FORMAT THAT IS ACCEPTABLE TO THE PROJECT ENGINEER.

INCLUDE THE FOLLOWING IN THE RECORDS OF EACH INSPECTION AND MAINTENANCE ACTIVITY:

- A. DATE AND TIME OF INSPECTIONS
- B. NAME OF PERSONS CONDUCTING INSPECTIONS
- C. FINDINGS OF INSPECTIONS, INCLUDING RECOMMENDATIONS FOR CORRECTIVE ACTIONS
- D. CORRECTIVE ACTIONS TAKEN, INCLUDING DATES, TIMES, AND PARTY COMPLETING MAINTENANCE ACTIVITIES
- E. DATE AND AMOUNT OF ALL RAINFALL EVENTS GREATER THAN 0.5 INCH IN 24 HOURS
- F. DOCUMENTS AND CHANGES MADE TO THE SWPPP

REPLACE, REPAIR OR SUPPLEMENT ALL NONFUNCTIONAL BMPS BY THE END OF THE NEXT BUSINESS DAY FOLLOWING DISCOVERY UNLESS LISTED DIFFERENTLY BELOW:

- A. REPAIR, REPLACE, OR SUPPLEMENT PERIMETER CONTROL DEVICES WHEN IT BECOMES NONFUNCTIONAL OR SEDIMENT REACHES 1/2 THE HEIGHT OF THE DEVICE. COMPLETE REPAIRS BY THE END OF THE NEXT BUSINESS DAY FOLLOWING DISCOVERY.
- B. REPAIR OR REPLACE INLET PROTECTION DEVICES WHEN THEY BECOME NONFUNCTIONAL OR SEDIMENT REACHES 1/2 THE HEIGHT AND/OR DEPTH OF THE DEVICE.
- C. DRAIN AND REMOVE SEDIMENT FROM TEMPORARY AND PERMANENT SEDIMENT BASINS ONCE THE SEDIMENT HAS REACHED 1/2 THE STORAGE VOLUME. COMPLETE WORK WITHIN 72 HOURS OF DISCOVERY.
- D. REMOVE ALL DELTAS AND SEDIMENT DEPOSITED IN SURFACE WATERS INCLUDING DRAINAGE WAYS, CATCH BASINS, AND OTHER DRAINAGE SYSTEMS. RESTABILIZE ANY AREAS THAT ARE DISTURBED BY SEDIMENT REMOVAL OPERATIONS. SEDIMENT REMOVAL AND STABILIZATION MUST BE COMPLETED WITHIN 7 DAYS OF DISCOVERY. PREPARE AND SUBMIT A SITE MANAGEMENT PLAN FOR WORKING IN SURFACE WATERS. CONTACT ALL APPROPRIATE AUTHORITIES PRIOR TO WORKING IN SURFACE WATERS.
- E. REMOVE TRACKED SEDIMENT FROM PAVED SURFACES BOTH ON AND OFF SITE WITHIN 24 HOURS OF DISCOVERY. STREET SWEEPING MAY HAVE TO OCCUR MORE OFTEN TO MINIMIZE OFF SITE IMPACTS. LIGHTLY WET THE PAVEMENT PRIOR TO SWEEPING.
- F. MAINTAIN ALL BMPS UNTIL WORK HAS BEEN COMPLETED, SITE HAS GONE UNDER FINAL STABILIZATION, AND THE NOTICE OF TERMINATION (NOT) HAS BEEN SUBMITTED TO THE MPCA.

ENVIRONMENTAL REVIEW

THIS PROJECT IS NOT LOCATED IN A WELL HEAD PROTECTION AREA.

THIS PROJECT IS NOT LOCATED IN A DRINKING WATER SUPPLY MANAGEMENT AREA (DWSMA).

LAND FEATURE CHANGES

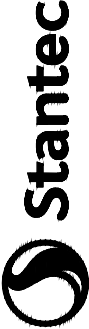
TOTAL DISTURBED AREA	2.40 ACRES
TOTAL EXISTING IMPERVIOUS SURFACE AREA	2.40 ACRES
TOTAL PROPOSED IMPERVIOUS SURFACE AREA	2.40 ACRES
TOTAL PROPOSED NET CHANGE IN IMPERVIOUS SURFACE AREA	0.00 ACRES

STABILIZATION TIME FRAMES

AREA	TIME FRAME	NOTES
LAST 200 LINEAL FEET OF DRAINAGE DITCH OR SWALE	WITHIN 24 HOURS OF CONNECTION TO SURFACE WATER OR PROPERTY EDGE	1, 2, 3
REMAINING PORTIONS OF DRAINAGE DITCH OR SWALE	7 DAYS	1, 3
PIPE AND CULVERT OUTLETS	24 HOURS	
EXPOSED SOILS AND STOCKPILES	7 DAYS	1

- 1. INITIATE STABILIZATION IMMEDIATELY WHEN CONSTRUCTION HAS TEMPORARILY OR PERMANENTLY CEASED ON ANY PORTION OF THE SITE. COMPLETE STABILIZATION WITHIN THE TIME FRAME LISTED. IN MANY INSTANCES THIS WILL REQUIRE STABILIZATION TO OCCUR MORE THAN ONCE DURING THE COURSE OF THE PROJECT. TEMPORARY SOIL STOCKPILES WITHOUT SIGNIFICANT CLAY OR SILT AND STOCKPILED CONSTRUCTED ROAD BASE ARE EXEMPT FROM THE STABILIZATION REQUIREMENT.
- 2. APPLICATION OF MULCH, HYDROMULCH, TACKIFIER AND POLYACRYLAMIDE ARE NOT ACCEPTABLE STABILIZATION METHODS IN THESE AREAS.
- 3. STABILIZE ALL AREAS OF THE SITE PRIOR TO THE ONSET OF WINTER. ANY WORK STILL BEING PERFORMED WILL BE SNOW MULCHED, SEEDED, AND BLANKETED WITHIN THE TIME FRAMES IN THE NPDES PERMIT.
- 4. TOPSOIL BERMS MUST BE STABILIZED IN ORDER TO BE CONSIDERED PERIMETER CONTROL BMPS. USE RAPID STABILIZATION METHOD 2, 3, OR 4 AS DIRECTED BY THE ENGINEER. THE SEED MIX USED IN THE RAPID STABILIZATION MAY BE SUBSTITUTED AS FOLLOWS:
 - A. SINGLE YEAR CONSTRUCTION BETWEEN MAY 1 - AUGUST 1, SEED WITH SEED MIXTURE 21-111
 - B. SINGLE YEAR CONSTRUCTION BETWEEN AUGUST 1 AND OCTOBER 31, SEED WITH SEED MIXTURE 21-112
 - C. MULTI YEAR CONSTRUCTION 22-111
- 5. KEEP DITCHES AND EXPOSED SOILS IN AN EVEN ROUGH GRADED CONDITION IN ORDER TO BE ABLE TO APPLY EROSION CONTROL MULCHES, HYDROMULCHES AND BLANKETS.

Plot Date: 11/10/2021 - 11:11:56am
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User: 193805383_JORDEN



733 Marquette Avenue, Suite 1000
Minneapolis, MN 55402
www.stantec.com

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

SIGNATURE: _____
DATE: _____ UC NO. 19864

SPRING LAKE PARK, MN

2022 STREET IMPROVEMENTS

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

NO. REVISION DATE

SURVEY	PBW
DRAWN	GDS
DESIGNED	PG
CHECKED	
APPROVED	
PROJ. NO.	193805383

SHEET NUMBER

C0.01

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC WITHOUT DELAY. A SEAL AND SIGNATURE ARE REQUIRED FOR ALL STANTEC DRAWINGS. NO REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE (CONTINUED)

GENERAL SWPPP NOTES FOR CONSTRUCTION ACTIVITY

1. AMEND THE SWPPP AND DOCUMENT ANY AND ALL CHANGES TO THE SWPPP AND ASSOCIATED PLAN SHEETS IN A TIMELY MANNER. STORE THE SWPPP AND ALL AMENDMENTS ON SITE AT ALL TIMES.
2. PREPARE AND SUBMIT A SITE MANAGEMENT PLAN FOR THE ENGINEER'S ACCEPTANCE FOR CONCRETE MANAGEMENT INCLUDING CONCRETE WASH OUT AREA, CONCRETE SLURRY APPLICATION AREAS, WORK IN AND NEAR AREAS OF ENVIRONMENTAL SENSITIVITY, AREAS IDENTIFIED IN THE PLANS AS "SITE MANAGEMENT PLAN AREA", ANY WORK THAT WILL REQUIRE DEWATERING, AND AS REQUESTED BY THE ENGINEER. SUBMIT ALL SITE MANAGEMENT PLANS TO THE ENGINEER IN WRITING. ALLOW A MINIMUM OF 7 DAYS FOR ENGINEER TO REVIEW AND ACCEPT SITE MANAGEMENT PLAN SUBMITTALS. WORK WILL NOT BE ALLOWED TO COMMENCE IF A SITE MANAGEMENT PLAN IS REQUIRED UNTIL ACCEPTANCE HAS BEEN GRANTED BY THE ENGINEER. THERE WILL BE NO EXTRA TIME ADDED TO THE CONTRACT DUE TO THE UNTIMELY SUBMITTAL.
3. BURNING OF ANY MATERIAL IS NOT ALLOWED WITHIN PROJECT BOUNDARY.
4. DO NOT DISTURB AREAS OUTSIDE OF THE CONSTRUCTION LIMITS. DELINEATE AREAS NOT TO BE DISTURBED PRIOR TO STARTING GROUND DISTURBING ACTIVITIES. IF IT BECOMES NECESSARY TO DISTURB AREAS OUTSIDE OF THE CONSTRUCTION LIMITS OBTAIN WRITTEN PERMISSION FROM THE ENGINEER PRIOR TO PROCEEDING. PRESERVE ALL NATURAL BUFFERS SHOWN ON THE PLANS.
5. ROUTE STORMWATER AROUND UNSTABILIZED AREAS OF THE SITE WHENEVER FEASIBLE. PROVIDE EROSION CONTROL AND VELOCITY DISSIPATION DEVICES AS NEEDED TO KEEP CHANNELS FROM ERODING AND TO PREVENT NUISANCE CONDITIONS AT THE OUTLET.
6. DIRECT DISCHARGES FROM BMPS TO VEGETATED AREAS WHENEVER FEASIBLE. PROVIDE VELOCITY DISSIPATION DEVICES AS NEEDED TO PREVENT EROSION.
7. THE EROSION PREVENTION AND SEDIMENT CONTROL BMPS SHALL BE PLACED AS NECESSARY TO MINIMIZE EROSION FROM DISTURBED SURFACES AND TO CAPTURE SEDIMENT ON SITE. ALL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO COMMENCEMENT OF ANY REMOVAL WORK AND/OR GROUND DISTURBING ACTIVITIES.
8. ESTABLISH SEDIMENT CONTROL DEVICES ON ALL DOWN GRADIENT PERIMETERS AND UPGRADIENT OF ANY BUFFER ZONES BEFORE ANY UP GRADIENT LAND DISTURBING ACTIVITIES BEGIN. MAINTAIN SEDIMENT CONTROL DEVICES UNTIL CONSTRUCTION IS COMPLETE AND THE SITE IS STABILIZED.
9. LOCATE PERIMETER CONTROL ON THE CONTOUR TO CAPTURE OVERLAND, LOW- VELOCITY SHEET FLOWS DOWN GRADIENT OF ALL EXPOSED SOILS AND PRIOR TO DISCHARGING TO SURFACE WATERS. PLACE J-HOOKS AT A MAXIMUM OF 100 FOOT INTERVALS.
10. PROVIDE PERIMETER CONTROL AROUND ALL STOCKPILES. PLACE BMP A MINIMUM 5 FEET FROM THE TOE OF SLOPE WHERE FEASIBLE. DO NOT PLACE STOCKPILES IN NATURAL BUFFER AREAS, SURFACE WATERS OR STORMWATER CONVEYANCES.
11. DITCH CHECKS WILL BE PLACED AS INDICATED ON THE PLANS DURING ALL PHASES OF CONSTRUCTION.

12. PROTECT STORM SEWER INLETS AT ALL TIMES WITH THE APPROPRIATE INLET PROTECTION FOR EACH SPECIFIC PHASE OF CONSTRUCTION. PROVIDE INLET PROTECTION DEVICES WITH EMERGENCY OVERFLOW CAPABILITIES. SILT FENCE PLACED IN THE INLET GRATE IS NOT AN ACCEPTABLE INLET PROTECTION BMP FOR GRADING OPERATIONS. SILT FENCE PLACED IN THE GRATE IS ONLY ALLOWED FOR SHORT INTERVALS DURING MILLING OR PAVING OPERATIONS. INLET PROTECTION DEVICES MAY NEED TO BE PLACED MULTIPLE TIMES IN THE SAME LOCATION OVER THE LIFE OF THE CONTRACT. KEEP ALL STORM SEWER INLET PROTECTION DEVICES IN GOOD FUNCTIONAL CONDITION AT ALL TIMES. REPLACE INLET PROTECTION DEVICE WITH A SUITABLE ALTERNATIVE IF THE CAR DEEMS AN INLET PROTECTION DEVICE TO BE NONFUNCTIONAL, IN POOR CONDITION, INEFFECTIVE, OR NOT APPROPRIATE FOR THE CURRENT CONSTRUCTION ACTIVITIES. THERE WILL BE NO COST TO METRO TRANSIT FOR REPLACEMENT OF INLET PROTECTION DEVICES.

13. PLACE CONSTRUCTION EXITS, AS NECESSARY, TO PREVENT TRACKING OF SEDIMENT ONTO PAVED SURFACES BOTH ON AND OFF THE PROJECT SITE. PROVIDE CONSTRUCTION EXITS OF SUFFICIENT SIZE TO PREVENT TRACK OUT. MAINTAIN CONSTRUCTION EXITS WHEN EVIDENCE OF TRACKING IS DISCOVERED. REGULAR STREET SWEEPING IS NOT AN ACCEPTABLE ALTERNATIVE TO PROPER CONSTRUCTION EXIT INSTALLATION AND MAINTENANCE.

14. DISCHARGE TURBID OR SEDIMENT LADEN WATER TO TEMPORARY SEDIMENT BASINS WHENEVER FEASIBLE. IN THE EVENT THAT IT IS NOT FEASIBLE TO DISCHARGE THE SEDIMENT LADEN WATER TO A TEMPORARY SEDIMENT BASIN, THE WATER MUST BE TREATED SO THAT IT DOES NOT CAUSE A NUISANCE CONDITION IN THE RECEIVING WATERS OR TO DOWNSTREAM LANDOWNERS. CLEAN OUT ALL PERMANENT STORMWATER BASINS REGARDLESS OF WHETHER USED AS TEMPORARY SEDIMENT BASINS OR TEMPORARY SEDIMENT TRAPS TO THE DESIGN CAPACITY AFTER ALL UPGRADIENT LAND DISTURBING ACTIVITY IS COMPLETED.

15. PROVIDE SCOUR PROTECTION AT ANY OUTFALL OF DEWATERING ACTIVITIES.

16. PROVIDE STABILIZATION IN ANY TRENCHES CUT FOR DEWATERING OR SITE DRAINING PURPOSES.

POLLUTION PREVENTION

1. PROVIDE A SPILL KIT AT EACH WORK LOCATION ON THE SITE.

2. STORE ALL BUILDING MATERIALS THAT HAVE THE POTENTIAL TO LEACH POLLUTANTS, PESTICIDES, HERBICIDES, INSECTICIDES, FERTILIZERS, TREATMENT CHEMICALS, AND LANDSCAPE MATERIALS UNDER COVER AND WITH SECONDARY CONTAINMENT.

3. PROVIDE A SECURE STORAGE AREA WITH RESTRICTED ACCESS FOR ALL HAZARDOUS MATERIALS AND TOXIC WASTE. RETURN ALL HAZARDOUS MATERIALS AND TOXIC WASTE TO THE DESIGNATED STORAGE AREA AT THE END OF THE BUSINESS DAY UNLESS INFEASIBLE. STORE ALL HAZARDOUS MATERIALS AND TOXIC WASTE (INCLUDING BUT NOT LIMITED TO OIL, DIESEL FUEL, GASOLINE, HYDRAULIC FLUIDS, PAINT, PETROLEUM BASED PRODUCTS, WOOD PRESERVATIVES, ADDITIVES, CURING COMPOUNDS, AND ACIDS) IN SEALED CONTAINERS WITH SECONDARY CONTAINMENT. CLEAN UP SPILLS IMMEDIATELY.

4. STORE, COLLECT AND DISPOSE OF ALL SOLID WASTE.

5. POSITION ALL PORTABLE TOILETS SO THAT THEY ARE SECURE AND CANNOT BE TIPPED OR KNOCKED OVER. PROPERLY DISPOSE OF ALL SANITARY WASTE.

6. FUEL AND MAINTAIN VEHICLES IN A DESIGNATED CONTAINED AREA WHENEVER FEASIBLE. USE DRIP PANS OR ABSORBENT MATERIALS TO PREVENT SPILLS OR LEAKED CHEMICALS FROM DISCHARGING TO SURFACE WATER OR STORMWATER CONVEYANCES. PROVIDE A SPILL KIT AT EACH LOCATION THAT VEHICLES AND EQUIPMENT ARE FUELED OR MAINTAINED.

7. LIMIT VEHICLE AND EQUIPMENT WASHING TO A DEFINED AREA OF THE SITE. CONTAIN RUNOFF FROM THE WASHING AREA TO A TEMPORARY SEDIMENT BASIN OR OTHER EFFECTIVE CONTROL. PROPERLY DISPOSE OF ALL WASTE GENERATED BY VEHICLE AND EQUIPMENT WASHING. ENGINE DEGREASING IS NOT ALLOWED ON THE SITE.

8. PROVIDE EFFECTIVE CONTAINMENT FOR ALL LIQUID AND SOLID WASTES GENERATED BY WASHOUT OF CONCRETE, STUCCO, PAINT, FORM RELEASE OILS, CURING COMPOUNDS AND OTHER CONSTRUCTION MATERIALS. LIQUID AND SOLID WASHOUT WASTES MUST NOT CONTACT THE GROUND. DESIGN THE CONTAINMENT SO THAT IT DOES NOT RESULT IN RUNOFF FROM THE WASHOUT OPERATIONS OR CONTAINMENT AREA.

9. CREATE AND FOLLOW A WRITTEN DISPOSAL PLAN FOR ALL WASTE MATERIALS. INCLUDE IN THE PLAN HOW THE MATERIAL WILL BE DISPOSED OF AND THE LOCATION OF THE DISPOSAL SITE. SUBMIT PLAN TO THE ENGINEER.

10. USE METHODS AND OPERATIONAL PROCEDURES THAT PREVENT DISCHARGE OR PLACEMENT OF BITUMINOUS GRINDINGS, CUTTINGS, MILLINGS, AND OTHER BITUMINOUS WASTES FROM AREAS OF EXISTING OR FUTURE VEGETATED SOILS AND FROM ALL WATER CONVEYANCE SYSTEMS, INCLUDING INLETS, DITCHES AND CURB FLOW LINES.

11. USE METHODS AND OPERATIONAL PROCEDURES THAT PREVENT CONCRETE DUST, PARTICLES, CONCRETE WASH OUT, AND OTHER CONCRETE WASTES FROM LEAVING THE PROJECT SITE, DEPOSITING IN EXISTING OR FUTURE VEGETATED AREAS, AND FROM ENTERING STORMWATER CONVEYANCE SYSTEMS, INCLUDING INLETS, DITCHES AND CURB FLOW LINES. USE METHODS AND OPERATIONAL PROCEDURES THAT PREVENT SAW CUT SLURRY AND PLANING WASTE FROM LEAVING THE PROJECT SITE AND FROM ENTERING STORMWATER CONVEYANCE SYSTEMS INCLUDING DITCHES AND CULVERTS.

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE (CONTINUED)

WATER RESOURCES NOTES

THESE NOTES ALONG WITH THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE ARE INTENDED TO GIVE INFORMATION ON CRITICAL DRAINAGE FEATURES, NATURAL RESOURCES AND CONTRACTOR OPERATIONS THAT MAY IMPACT DRAINAGE AND NATURAL RESOURCES.

1. THE SIZE AND ELEVATION OF CULVERTS, STORM SEWER PIPES, CATCH BASINS, PONDS, INFILTRATION/FILTRATION BASINS, PERMEABLE DITCH BLOCKS AND OVERFLOW DEVICES HAVE BEEN SPECIFICALLY DESIGNED TO CONFORM TO MINNESOTA POLLUTION CONTROL AGENCY (MPCA) AND WATERSHED DISTRICT PERMIT REQUIREMENTS. THE DESIGN COMPUTATIONS ARE ON FILE WITH THE PROJECT ENGINEER. CHANGING THESE ITEMS OR THE DIRECTION OF FLOW FROM WHAT IS SHOWN ON THE PLANS MAY CAUSE PROBLEMS OFF THE PROJECT AND COULD MEAN THE PROJECT IS OUT OF COMPLIANCE WITH APPROVED DRAINAGE PERMITS. ANY CHANGES TO THE SIZE, ELEVATION OR DIRECTION OF FLOW OF THE DRAINAGE SYSTEM MUST BE APPROVED BY THE PROJECT ENGINEER.

2. ON-SITE SOILS ARE HYDROLOGIC SOIL GROUP A

3. TOPSOIL ALL DISTURBED GREEN SPACES IN ACCORDANCE WITH THE LANDSCAPE PLANS AND SPECIFICATIONS.

4. PERFORM POST INSTALLATION MANDREL TESTING OF ALL PLASTIC PIPE.

5. ANY SUBSURFACE DRAINAGE TILES DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED, REPLACED OR REROUTED, AND CONNECTED TO THE EXISTING TILE OR DRAINAGE SYSTEM TO ENSURE THAT EXISTING UPLAND DRAINAGE IS PERPETUATED. THIS SHOULD BE DONE TO THE APPROVAL AND SATISFACTION OF THE ENGINEER.

6. THE FOLLOWING WATER RELATED PERMITS APPLY TO THIS PROJECT:

AGENCY	TYPE OF PERMIT
MINNESOTA POLLUTION CONTROL AGENCY (MPCA)	NPDES CONSTRUCTION PERMIT
RICE CREEK WATERSHED DISTRICT	EROSION CONTROL, DRAINAGE SYSTEMS

REVIEW ALL PERMITS FOR ANY SPECIAL CONDITIONS THAT WILL EFFECT CONSTRUCTION OF THE PROJECT.

TEMPORARY DEWATERING ACTIVITIES MAY BE REQUIRED FOR ROADWAY CONSTRUCTION AND UTILITY WORK. THEREFORE IT IS POSSIBLE THAT A PERMIT FOR THE TEMPORARY APPROPRIATION OF WATERS OF THE STATE, NON-IRRIGATION FROM MNDNR WILL BE REQUIRED FOR THIS PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING THIS PERMIT PRIOR TO COMMENCING DEWATERING ACTIVITIES. ALL TEMPORARY DEWATERING SHALL BE DISCHARGED TO AN APPROVED LOCATION FOR TREATMENT PRIOR TO DISCHARGE TO THE RECEIVING WATER. SUBMIT A SITE MANAGEMENT PLAN TO THE ENGINEER FOR APPROVAL PRIOR TO COMMENCING WORK.

INFILTRATION CONSTRUCTION NOTES

1. DO NOT STOCKPILE MATERIALS OR PARK EQUIPMENT OR VEHICLES IN A PROPOSED OR CONSTRUCTED INFILTRATION AREA. STAKE OFF OR OTHERWISE MARK OFF INFILTRATION AREAS TO PREVENT HEAVY CONSTRUCTION VEHICLES AND EQUIPMENT FROM DRIVING THROUGH. WHERE POSSIBLE, EXCAVATION SHOULD BE DONE WITH A BACKHOF AND WORK SHOULD BE DONE FROM THE SIDES AND OUTSIDE THE FOOTPRINT OF THE INFILTRATION AREA TO AVOID SOIL COMPACTION.

2. DO NOT FULLY EXCAVATE INFILTRATION BASINS UNTIL ALL UPGRADIENT LAND DISTURBANCE ACTIVITY HAS BEEN COMPLETED AND THE DRAINAGE AREA HAS BEEN FULLY STABILIZED. PROVIDE RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROL BMPS, INCLUDING MAINTENANCE OF THEM, IF THE INFILTRATION AREA MUST BE COMPLETELY EXCAVATED PRIOR TO COMPLETION OF GROUND DISTURBING ACTIVITIES.

3. INSTALL SEDIMENT CONTROL BMPS AT THE TOE OF THE ADJACENT SLOPE IMMEDIATELY AFTER PLACEMENT OF AMENDED TOPSOIL.

4. SUBMIT A SITE MANAGEMENT PLAN TO THE ENGINEER FOR THE CONSTRUCTION OF INFILTRATION AREAS.

5. STABILIZE SIDE SLOPES PRIOR TO PLACING ANY AMENDED TOPSOIL IN THE BOTTOM OF THE INFILTRATION AREA.

6. DO NOT DRAIN TURBID OR SEDIMENT LADEN WATER TO THE INFILTRATION AREA.

7. USE ONLY LOW GROUND PRESSURE TRACKED VEHICLES WITHIN INFILTRATION AREAS.

8. THE CONTRACTOR MAY NOT DRIVE ANY EQUIPMENT ON FINISHED INFILTRATION AREAS OR ADJACENT SIDE SLOPES. RESTORE DISTURBED INFILTRATION AREAS AND ADJACENT SIDE SLOPES TO PRE DISTURBANCE CONDITIONS WITHIN 24 HOURS. ANY RUTS OR DAMAGED TURF THAT COULD CREATE SEDIMENT DISCHARGE TO INFILTRATION AREAS MUST BE REPAIRED WITHIN 24 HOURS. SUBSOIL THE INFILTRATION AREA TO REMOVE ANY COMPACTION CAUSED BY VEHICLE TRAFFIC.

9. EXCAVATE ANY SEDIMENT THAT WASHES INTO INFILTRATION AREAS. REMOVE AND REPLACE ANY AMENDED TOPSOIL THAT HAS SEDIMENT DEPOSITS VISIBLE AT THE SURFACE.

10. DECOMPACT SUBSOIL WITH A BACKHOE RIPPER ATTACHMENT TO A DEPTH OF 18" BELOW SUBGRADE.

11. REPORT ANY SIGNS OF HIGH WATER TABLE OR COMPACTION OF THE IN PLACE SOILS TO THE ENGINEER.

12. TEST SUBSOIL INFILTRATION RATE PRIOR TO PLACEMENT OF ANY INFILTRATION MEDIA. INFILTRATION RATE MUST BE AT LEAST THE DESIGN INFILTRATION RATE.

13. PLACE INFILTRATION MEDIA IN A MANNER THAT MINIMIZES COMPACTION OF THE SUBGRADE AND INFILTRATION MEDIA.

14. SPREAD INFILTRATION MEDIA WITH BACKHOF. IF THIS IS NOT POSSIBLE FOR THE ENTIRE AREA, ONLY SKID STEERS OR OTHER LOW GROUND PRESSURE EQUIPMENT SHOULD BE USED TO SPREAD OTHER MATERIAL. THIS METHOD SHOULD BE MINIMIZED AS MUCH AS POSSIBLE.

15. NO CONSTRUCTION VEHICLES ARE ALLOWED ON THE INFILTRATION MEDIA AFTER IT HAS BEEN PLACED.

16. SMALL IRREGULARITIES AT THE FINISHED GRADE SHOULD BE CORRECTED WITH HAND TOOLS ONLY.

LANDSCAPE NOTES

1. SEDIMENT CONTROL LOGS SHALL BE PLACED, AS NEEDED, TO TRAP SEDIMENT ON THE LOWER EDGE OF BEDS OR TREE HOLES. SEDIMENT CONTROL LOGS WILL BE LEFT TO PHOTO DEGRADE.

2. TILLING FOR BEDS OR TREE HOLES MUST BE PLANTED AND MULCHED WITH WOOD CHIP WITHIN 7 DAYS OR STRAW MULCHED UNTIL PLANTING OPERATIONS CAN BE COMPLETED.

3. ANY POND CORNERS OPENED DUE TO TILLING FOR SHRUB BEDS OR TREE HOLES MUST BE PLANTED AND MULCHED WITH WOOD CHIP WITHIN 24 HOURS OR STRAW MULCHED UNTIL PLANTING OPERATIONS CAN BE COMPLETED.



723 Marquette Avenue, Suite 1000
Minneapolis, MN 55402
www.stantec.com

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

SIGNATURE: _____
DATE: _____
LIC. NO. _____

SPRING LAKE PARK, MN

2022 STREET IMPROVEMENTS

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

NO. REVISION DATE

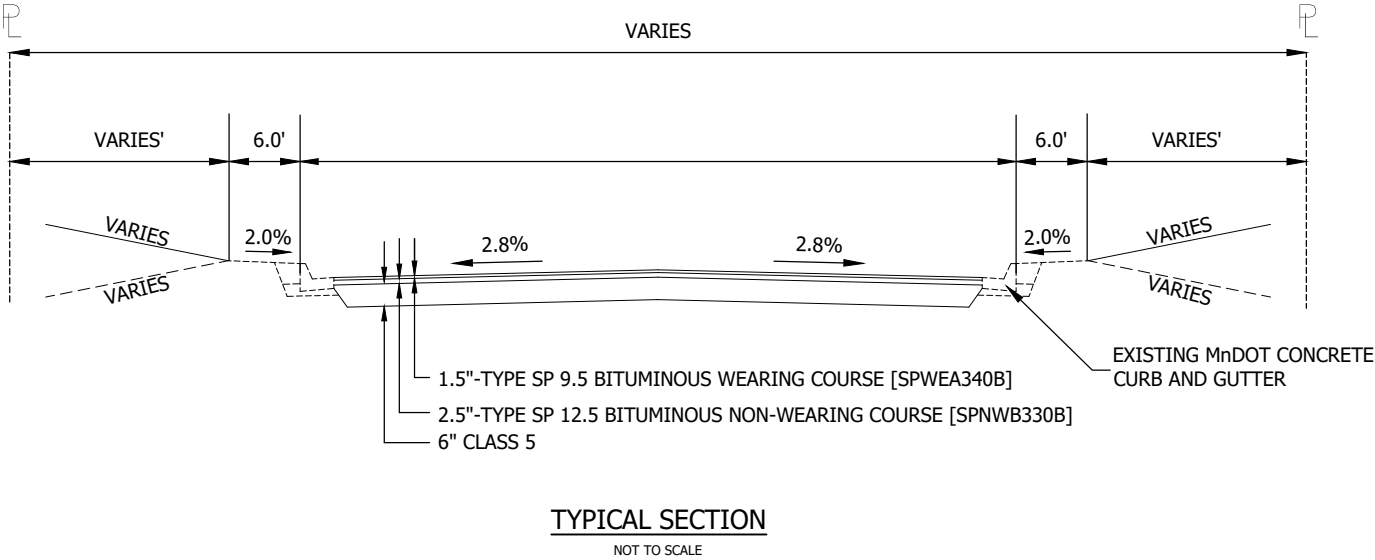
SURVEY	PBW
DRAWN	GDS
DESIGNED	PG
CHECKED	
APPROVED	
PROJ. NO.	193805383

SHEET NUMBER

C0.02

Plot Date: 11/10/2021 - 11:19am
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Xrefs.: 193805383_BORDER

Structure	Location	Notes
EXMH-SS1	HAYES	Salvage Casting. Reset with new rings.
EXCB-2A	HAYES	New 3067V Casting. Reset with new rings (offset back 8-inches).
EXCBMH-2	HAYES	New 3067V Casting. Reset with new rings.
EXCBMH-3	GARFIELD	Remove
New CBMH-3	GARFIELD	New structure, rings and casting.
EXCBMH-4	GARFIELD	New 3067V Casting. Reset with new rings. Plug pipe west.
EXCBMH-5	GARFIELD	New 3067V Casting. Reset with new rings (lower flow line). Core drill opening to SE. Plug pipe east.
New CBMH-7	GARFIELD	New structure, rings and casting.
EXCBMH-6	GARFIELD	New 3067V Casting. Reset with new rings (offset back 10-inches).
EXCBMH-6A	GARFIELD	New 3067V Casting. Reset with new rings.



TYPICAL SECTION

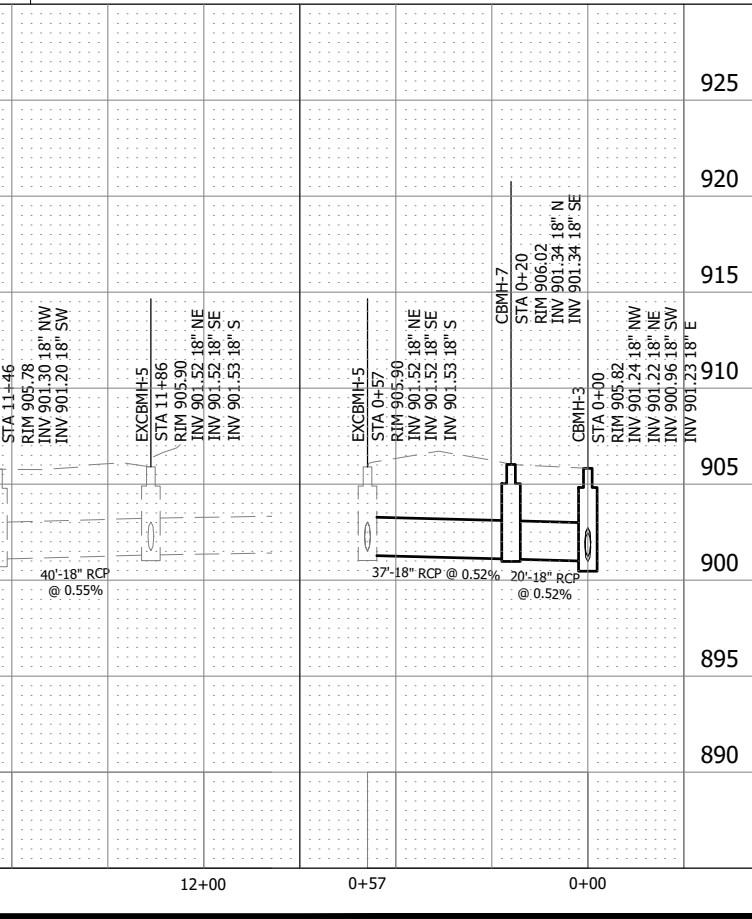
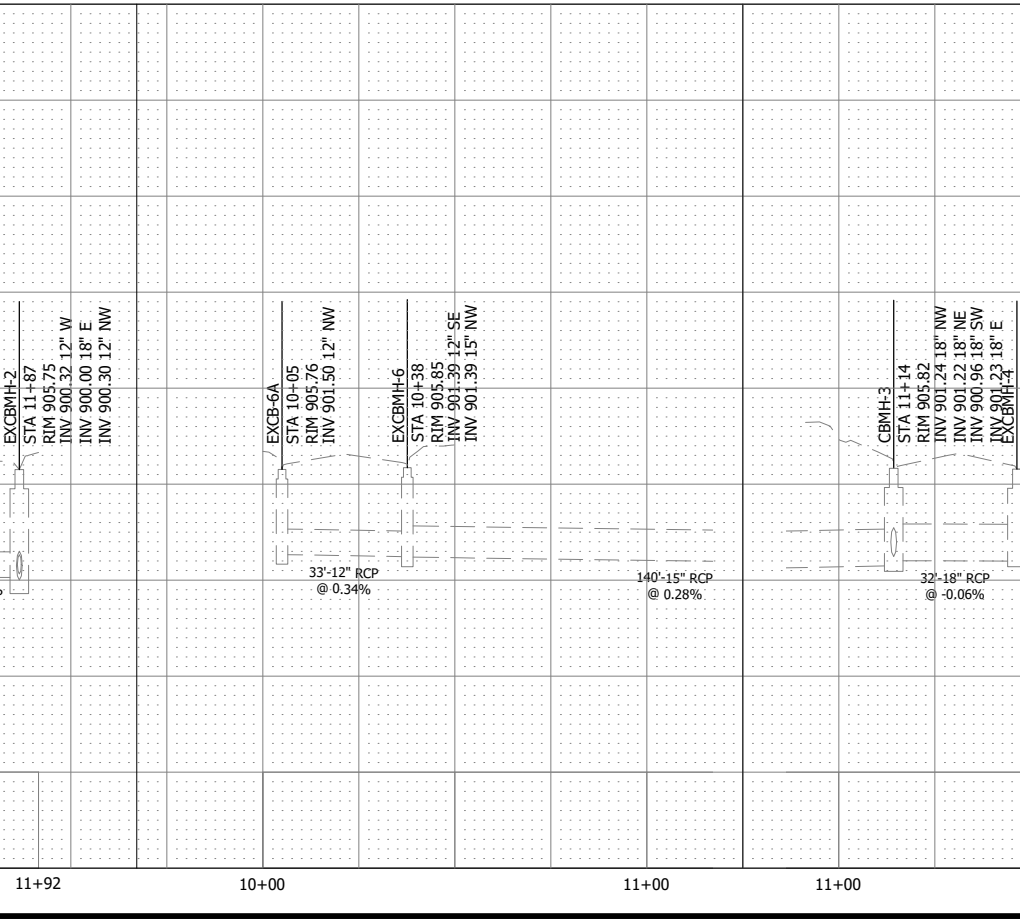
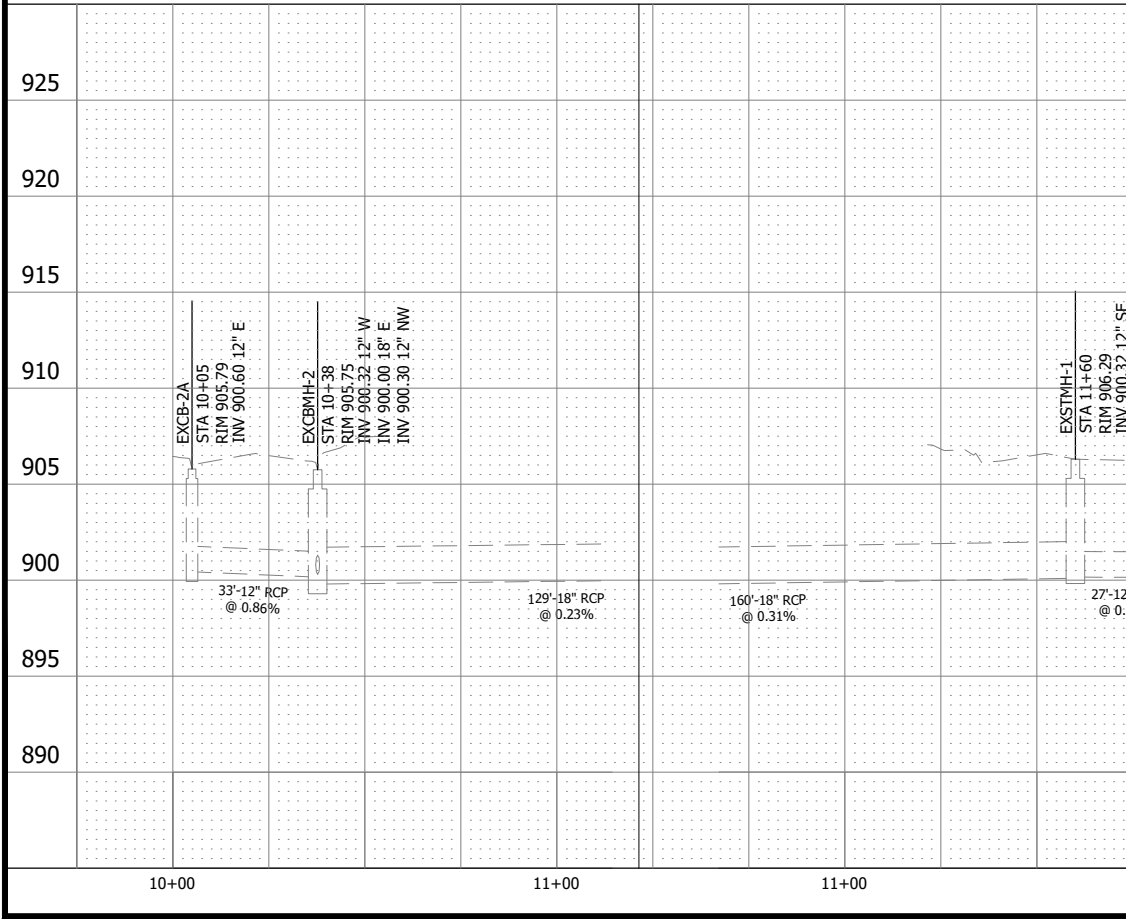
NOT TO SCALE

CONSTRUCTION NOTES:

1. MAINTAIN A MINIMUM OF ONE 10' LANE OF TRAFFIC AT ALL TIMES DURING CONSTRUCTION.
2. CONCRETE CURB AND GUTTER DAMAGED BY THE CONTRACTOR SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
3. SPOT CURB AND GUTTER REPLACEMENTS AS DIRECTED BY THE ENGINEER IN THE FIELD.
4. DRIVEWAY APRON REPLACEMENT AS DIRECTED BY THE ENGINEER IN THE FIELD.
5. ADJUST MANHOLE AND CATCH BASIN CASTINGS. NEW CONCRETE ADJUSTMENT RINGS SHALL BE INCLUDED IN THE BID ITEM.
6. ADJUST EXISTING GATE VALVES.
7. SEEDING AND RESTORATION FOR ALL DISTURBED SOIL AREAS.
 - HYDROMULCH WITH SEED MIX 25-131.
 - INCLUDES 5" COMMON TOPSOIL BORROW.

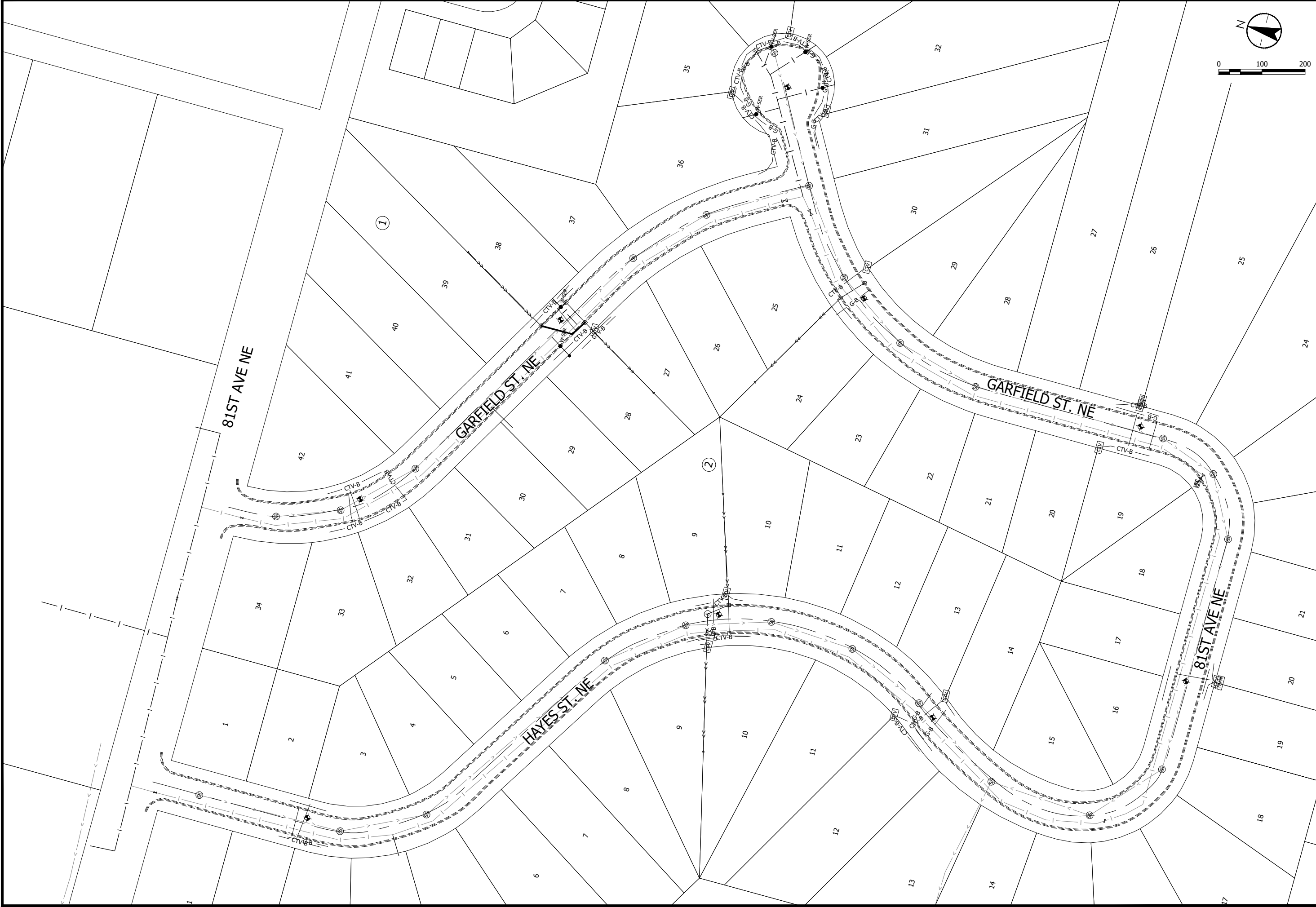
NO	REVISION	DATE
SURVEY		PBW
DRAWN		GDS
DESIGNED		PG
CHECKED		
APPROVED		
PROJ. NO.		193805383

Plot Date: 11/10/2021 - 11:20am
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xrefs: 193805383_BORDER, 193805383_XSY, 193805383_XSAP, 193805383_XSXT



THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE
DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC WITHOUT DELAY.
THIS DRAWING IS THE PROPERTY OF STANTEC. NO REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

Plot Date: 11/10/2021 - 11:20am
Drawing name: \\A\193805383_CAD\DWG\PLAN SHEETS\193805383_C601.dwg
User: 193805383_BORDEK 193805383.XSAP 193805383.XST



SHEET NUMBER									
C6.01									

APPROVED	###
CHECKED	PA
DESIGNED	PG
DRAWN	GDS
SURVEY	PBW

NO	REVISION	DATE

SPRING LAKE PARK, MN
2022 STREET IMPROVEMENTS
STORM SEWER IMPROVEMENTS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT
WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION
AND THAT I AM A DULY LICENSED ENGINEER
UNDER THE LAWS OF THE STATE OF MINNESOTA
PRINT NAME: _____
SIGNATURE: _____
DATE: _____
LIC. NO. _____



Stantec
733 Marquette Avenue, Suite 1000
Minneapolis, MN 55402
www.stantec.com

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC WITHOUT DELAY. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

STEEL FENCE POST (T-POST),
MINIMUM 5' LONG, 6'
MAXIMUM SPACING.

POST NOTCHES
TO FACE AWAY
FROM FABRIC.

DIRECTION OF SURFACE FLOW

ATTACH FABRIC TO POSTS
WITH MINIMUM 3 ZIP TIES
(50 LB. TENSILE) PER POST
IN TOP 8" OF FABRIC.

MONOFILAMENT GEOTEXTILE
FABRIC PER MNDOT TABLE
3886-1 (MACHINE SLICED).

MACHINE SLICE
8"-12" DEPTH (PLUS 6" FLAP)

24" MINIMUM
POST EMBEDMENT

NOTE:
THE MACHINE SLICED METHOD (THIS DETAIL) IS THE STANDARD SILT
FENCE INSTALLATION METHOD. HEAVY-DUTY (ERO-1B) OR STANDARD
(ERO-1C) SILT FENCE INSTALLATION METHODS SHOULD ONLY BE USED
WHEN APPROVED OR DIRECTED BY THE CITY.

Ⓐ **COMPACTION:**
AFTER "SLICING" IN THE FABRIC AND *BEFORE* INSTALLATION
OF STEEL POSTS, DRIVE INSTALLATION EQUIPMENT OVER THE
"SLICE" WHILE FABRIC IS LAYING ON THE GROUND. *THEN*
INSTALL STEEL POSTS AND PULL UP FABRIC TO ATTACH AT
A UNIFORM HEIGHT.

STANDARD DETAILS

SILT FENCE
MACHINE SLICED

Last Revision:
Sept. 2016

PLATE NO.
ERO-1A

WOODEN LATH SHALL BE NAILED
SECURELY TO THE POST MEMBER
TO SECURE FILTER FABRIC.

2" X 4" X 2.5' LONG
WOOD POSTS, 8 REQ'D.

2" X 4" HORIZONTAL MEMBERS
CONTINUOUS AROUND TOP AND
BOTTOM. FASTENED TO EACH POST
USING 2-20D COMMON NAILS

MONOFILAMENT GEOTEXTILE FABRIC
AS PER MNDOT TABLE 3886-1
(MACHINE SLICED). ADDITIONAL
8-10" OF FABRIC FLAP AT BOTTOM
OF BOX

2'-6"

8-10" FABRIC FLAP EXTENDING
BEYOND BOTTOM 2"x4" - BURY
UNDER ROCK TO PREVENT
UNDERWASHING

1 1/2" WASHED ROCK
1' DEEP X 1' WIDE

NOTES:
CONTRACTOR SHALL CONSTRUCT SILT BOX TO FIT AROUND THE
INLET STRUCTURE WITH 6" MINIMUM CLEARANCE TO EDGES OF
STRUCTURE. SILT BOX
TO BE PLACED ON AN EVEN SURFACE 6" BELOW STRUCTURE
OPENING. TOP OF SILT BOX TO
EXTEND 18" MINIMUM ABOVE EXISTING GRADE.

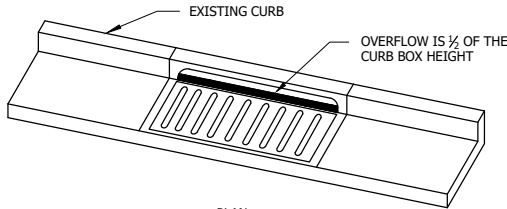
STANDARD DETAILS
INLET PROTECTION
SILT BOX FOR CATCH BASIN
BEFORE ROAD CONSTRUCTION

SPRING LAKE PARK, MINNESOTA

Last Revision:
Jan. 2005

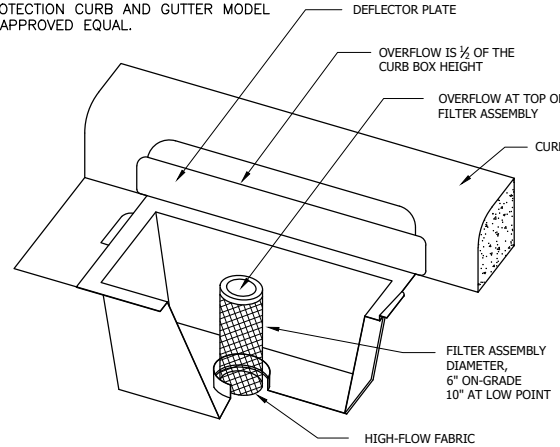
BRA Plate No.

City Plate No.
ERO-4A



PLAN

WIMCO ROAD DRAIN CG-23* HIGH FLOW
INLET PROTECTION CURB AND GUTTER MODEL
OR CITY APPROVED EQUAL.



* FOR THE NEW R-3290-VB STANDARD
CASTING, INSTALL WIMCO ROAD DRAIN
CG-3290 OR CITY APPROVED EQUAL.

STANDARD DETAILS

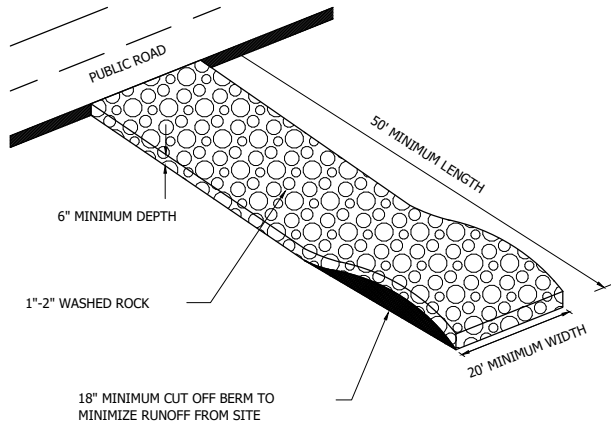
INLET PROTECTION CATCH BASIN
INSERT AFTER CURB & GUTTER

SPRING LAKE PARK, MINNESOTA

Last Revision:
Jan. 2005

BRA Plate No.

City Plate No.
ERO-4C



NOTES:
1. FILTER FABRIC SHALL BE PLACED UNDER ROCK TO STOP MUD MIGRATION THROUGH ROCK.
2. ENTRANCE MUST BE MAINTAINED REGULARLY TO PREVENT SEDIMENTATION ON PUBLIC
ROADWAYS. FUGITIVE ROCK WILL BE REMOVED FROM ADJACENT ROADWAYS DAILY OR MORE
FREQUENTLY AS NECESSARY.

STANDARD DETAILS

ROCK CONSTRUCTION ENTRANCE

SPRING LAKE PARK, MINNESOTA

Last Revision:
May 2005

Drawing No.
118_ERO-07

City Plate No.
ERO-7

18_ERO-07.DWG

Plot Date: 11/10/2021 - 11:20am
Drawing name: \\V:\193805383\CAD\Drawg\PLAN SHEETS\193805383_C01.dwg
User: 193805383_BONDER



Spring Lake Park

History. Community. Home.

2022

Public Utilities Budget



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 4, 2021

Subject: Review 2022 Public Utilities Budget

Staff has included the proposed 2022 Public Utilities Budget for City Council review and approval.

Water, Water Treatment and Sanitary Sewer

Revenues are anticipated at \$1,623,779, which is an increase of \$66,300 or 4.25%. Expenditures are also anticipated at \$1,623,779, resulting in a balanced budget. The City experienced increased water usage in 2021, allowing staff to increase 2022 budgeted revenues for the Public Utility fund.

Cost drivers include increases in wages and benefits, increase in MCES sanitary sewer treatment charges and increases in fuel and chemical costs.

The budget sets aside \$129,033 to be transferred to the Public Utilities Renewal and Replacement fund. This transfer, along with the revenues from our cell phone tower leases, pays for system improvements such as our annual sanitary sewer lining program and various treatment plant improvements. The budget also transfers \$53,731 to the General Fund to help offset general government expenses that support of the public utility operation.

Staff is not proposing a utility rate increase (water or sanitary sewer) for 2022. This will be five years since the City's last water and sanitary sewer utility rate increase. Increased water sales are allowing us to extend the current rate structure into 2022. I am anticipating that the City will need to incorporate some of the water treatment plant rates into base rates for 2023.

The City's water and sanitary sewer rates compare favorably with cities across the Twin Cities metropolitan area. I have included a chart with results from the 2021 North Central Utility Rate Survey. As you can see, of those who responded, we have some of the lowest utility rates in the Twin Cities metropolitan area.

Water Treatment Plant Debt Service

The Water Treatment Plant Fund (602) proposed budget shows a deficit of nearly \$80,000. This is due primarily to a proposed reduction of the Treatment Plant Debt Service Rate. The City Council asked that this rate be reduced to offset the new Storm Water Utility Rate. There is fund balance in the Water Treatment Plant Debt Service Fund to absorb this deficit. The Water Treatment Plant PFA note will be paid off in August 2023.

Storm Water

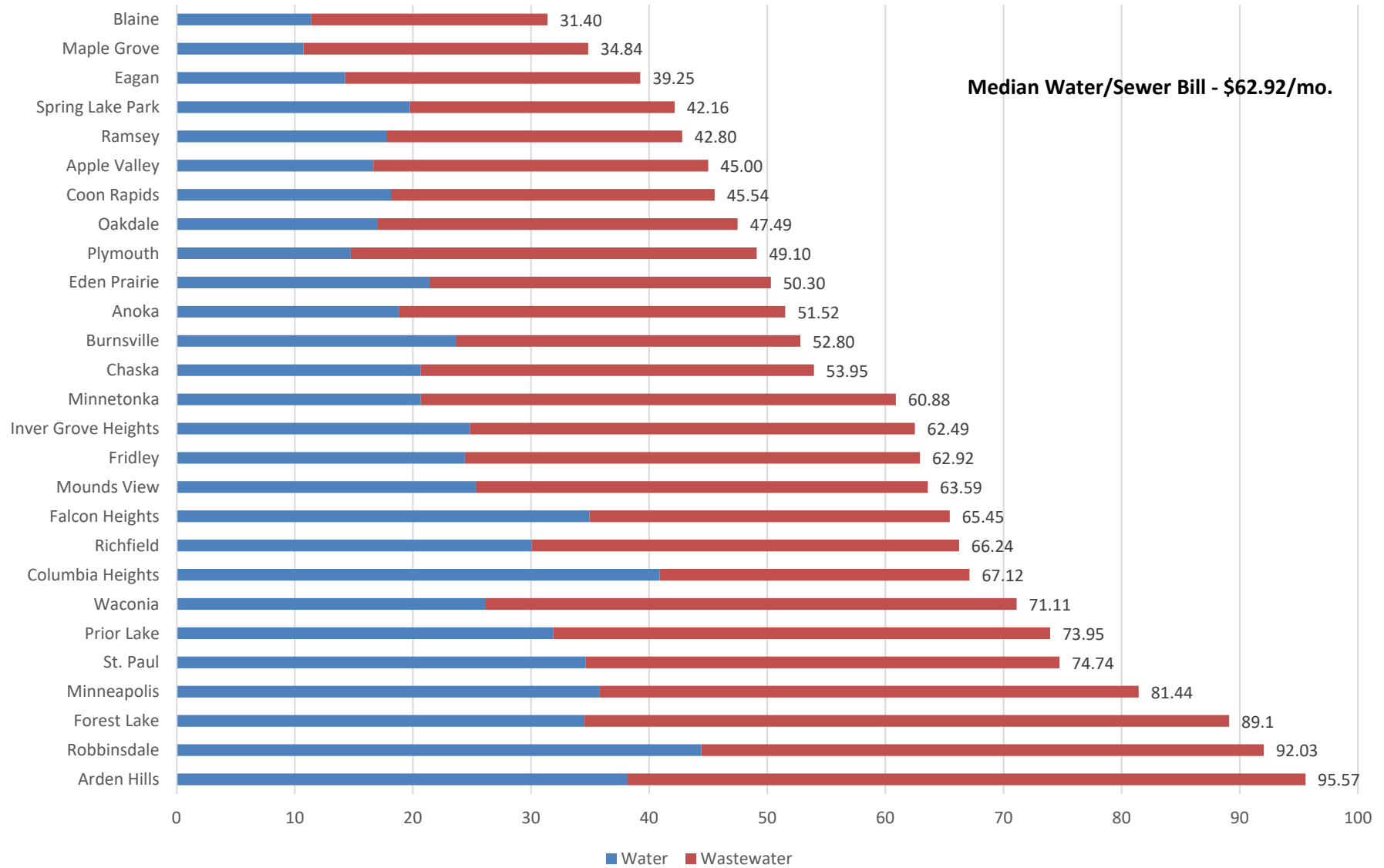
Staff has prepared a budget for the new Storm Water Utility. Staff is anticipating \$97,500 in revenue from the utility, primarily collected from storm water utility fees. As you recall, the storm water utility rate will be \$2.00/month per residential equivalency factor (REF). A single-family home is 1 REF. Commercial, Industrial and Multi-family properties will have their REF calculated in accordance with the following REF's multiplied by the acreage of the parcel:

Medium Density Residential (3-10 units/acre)	5.6 REF/acre
High Density Residential (10+ units/acre)	5.6 REF/acre
Senior Handicapped Residential	5.6 REF/acre
Commercial	7.3 REF/acre
Commercial/Industrial	6.3 REF/acre
Public/Semi Public	0.3 REF/acre

Expenditures are anticipated at \$97,500, with the largest portions spent for repairs and maintenance of the system (\$17,500), Capital Outlay (\$50,000), and Engineering Fees (\$7,500). The budget also absorbs 10% of the salary expense for the Public Works Director, offsetting expense from the General Fund. Over time, staff anticipates some additional Public Works Department salary expense will be charged to this Fund.

Staff recommends approval of the 2022 Public Utilities Budget. If you have any questions, please don't hesitate to contact me at 763-784-6491.

Total Water/Sanitary Sewer Rates - Metro Area 2021 North Central Utility Rate Survey - AE2S



**CITY OF SPRING LAKE PARK
BREAKDOWN OF REVENUES FOR 2022 BUDGET
PUBLIC UTILITIES OPERATING FUND**

		Page R-1		
		2020 Actual	2021 Budget	2022 Budget
34950	MISC REVENUE, REFUNDS & REIMBURSEMENTS	\$ 727.19	\$ -	\$ -
36200	MISCELLANEOUS REVENUES	\$ 1,023.27	\$ -	\$ -
36210	INTEREST EARNED	\$ 16,440.54	\$ 15,000	\$ 15,000
37101	WATER COLLECTIONS	\$ 526,914.73	\$ 550,000	\$ 610,000
37103	SALES TAX COLLECTED	\$ -	\$ 6,200	\$ 6,200
37104	PENALTIES - WATER	\$ 1,014.32	\$ 7,000	\$ 6,000
37109	SAFE DRINKING WATER FEE (Water Test Fee)	\$ 21,397.45	\$ 21,384	\$ 21,384
37111	ADMINISTRATIVE CHARGE	\$ 80,637.79	\$ 82,000	\$ 82,000
37115	ESTIMATE READING CHARGE	\$ 27.50	\$ 50	\$ 50
37149	WATER CONNECTION-INTEREST	\$ 360.28	\$ -	\$ -
37150	WATER CONNECTION-WAC	\$ 7,560.00	\$ 6,300	\$ 6,615
37151	WATER RECONNECTION-CALL OUT FEE	\$ 225.00	\$ 1,000	\$ 625
37170	WATER PERMITS	\$ 100.00	\$ 100	\$ 100
37171	WATER PERMIT SURCHARGES	\$ -	\$ 10	\$ 10
37172	WATER METER SALES & INSTALLATION	\$ 791.60	\$ 1,500	\$ 1,500
37174	INSTALL CHARGES-NEW PERMITS	\$ 288.40	\$ -	\$ 250
37201	SEWER COLLECTIONS	\$ 826,782.15	\$ 835,000	\$ 844,710
37204	PENALTIES - SEWER	\$ 2,440.82	\$ 15,000	\$ 12,500
37250	SEWER CONNECTION CHARGES (SAC)	\$ 76,050.00	\$ 13,675	\$ 13,675
37251	SEWER CONNECTION-INTEREST	\$ -	\$ 1,000	\$ 750
37270	SEWER PERMITS	\$ 100.00	\$ 100	\$ 250
37271	SEWER PERMIT SURCHARGES	\$ -	\$ 10	\$ 10
37273	SEWER HOOK-UP CHARGES	\$ 290.00	\$ 150	\$ 150
39206	TRANSFER FROM RECYCLING FUND	\$ 2,000.00	\$ 2,000	\$ 2,000
TOTAL 2022 PUBLIC UTILITY OPERATING REVENUES		\$ 1,565,171.04	\$ 1,557,479	\$ 1,623,779

**CITY OF SPRING LAKE PARK
BREAKDOWN OF EXPENDITURES FOR 2022 BUDGET**

				Page W-1	
				2020	2021
				Actual	Budget
<u>WATER DEPARTMENT-601.49400</u>					
					2022 Budget
1010	SALARIES			\$ 131,638.84	\$ 121,154
1013	OVERTIME			\$ 3,535.53	\$ 8,393
	a) 175 OT hrs @ \$49.41				\$ 8,647
1020	ON-CALL SALARIES			\$ 1,294.72	\$ 4,797
	a) 60 OT hrs @ \$49.41	\$	2,965		\$ 4,941
	b) 30 DT hrs @ \$65.88	\$	1,976		
1040	TEMPORARY SALARIES (\$10-\$12)			\$ -	\$ -
1050	VACATION BUY BACK			\$ 1,443.33	\$ 2,700
1210	PERA EMPLOYER CONTRIBUTION			\$ (17,825.92)	\$ 9,740
	a) Coordinated 7.5%	\$	139,845		\$ 10,139
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 9,717.93	\$ 10,487
	a) FICA 6.2%	\$	142,845		\$ 10,931
	b) Medicare 1.45%	\$	142,845		
1300	HEALTH & DENTAL INSURANCE			\$ 23,066.54	\$ 23,293
1313	LIFE INSURANCE			\$ 91.06	\$ 95
1510	WORKER'S COMPENSATION			\$ 9,646.00	\$ 8,500
2000	OFFICE SUPPLIES			\$ 478.11	\$ 800
	a) Copy Paper				\$ 800
	b) Miscellaneous				
2030	PRINTED FORMS			\$ 1,435.17	\$ 1,600
	a) Utility Bills & Envelopes	\$	1,400		\$ 1,600
	b) Special Notices, Radio Install Forms	\$	200		
2100	OPERATING SUPPLIES			\$ 208.99	\$ 800
2120	MOTOR FUELS & LUBRICANTS			\$ 2,028.90	\$ 3,000
2200	REPAIR & MAINTENANCE			\$ 44,639.59	\$ 60,000
	a) Hydrant Conversion (5)				\$ 60,000
	b) Water Main Breaks				
	c) Water System Maintenance				
2210	EQUIPMENT PARTS			\$ 585.49	\$ 1,000
	a) Well house maint, paint				\$ 1,000
2220	POSTAGE			\$ 2,025.96	\$ 2,500
	a) Utility Billing				\$ 2,500
	b) Metered Mail				

2022 BUDGET BREAKDOWN OF EXPENDITURES:

Page W-2

WATER DEPARTMENT-601.49400 (CON'T)		2020 Actual	2021 Budget	2022 Budget
2221	TIRES	\$ -	\$ 500	\$ 500
2222	STREET REPAIRS	\$ 53,869.82	\$ 15,000	\$ 15,000
	a) Curb Repairs			
	b) Sod			
	c) Asphalt (water main breaks)			
2261	WATER TESTING	\$ 801.00	\$ 800	\$ 1,000
	a) Bacterial monthly			
	b) Copper & Lead			
2262	WATER METERS & SUPPLIES	\$ 6,883.02	\$ 5,500	\$ 5,500
2264	SAFE DRINKING WATER FEE (Water Test Fee-37109)	\$ 21,356.00	\$ 21,384	\$ 21,384
2280	UNIFORM ALLOWANCE	\$ 744.63	\$ 1,050	\$ 1,050
3010	AUDIT & ACCOUNTING SERVICES	\$ 5,506.25	\$ 5,650	\$ 5,975
3030	ENGINEERING SERVICES	\$ -	\$ 2,500	\$ 2,500
3040	LEGAL SERVICES	\$ -	\$ 300	\$ 300
3210	TELEPHONE	\$ 483.61	\$ 750	\$ 750
	a) Alarm System			
	b) Cell Phone usage			
	c) Pager			
3310	TRAVEL EXPENSE	\$ 1.15	\$ 1,000	\$ 1,000
	a) AWWA Conference			
3500	PRINTING & PUBLISHING	\$ 9,615.89	\$ 8,800	\$ 8,800
	a) Newsletter			
	b) Special Notices			
3600	INSURANCE	\$ 10,828.88	\$ 10,900	\$ 10,900
3870	WATER USAGE - BLAINE ACCOUNTS	\$ 5,033.76	\$ 5,000	\$ -
4000	CONTRACTUAL SERVICES	\$ 8,743.78	\$ 7,511	\$ 7,511
	a) I.T. Services	\$ 5,000		
	b) Safety Consultant	\$ 2,061		
	c) Drug Testing	\$ 450		

2022 BUDGET BREAKDOWN OF EXPENDITURES:

Page W-3

WATER DEPARTMENT-601.49400 (CON'T)				2020 Actual	2021 Budget	2022 Budget
4050	MAINTENANCE AGREEMENTS			\$ 4,705.63	\$ 7,775	\$ 8,545
	a) USTI (software support)	\$ 1,000				
	b) Gopher State One-Call	\$ 2,000				
	c) Cathodic Protection Service	\$ 1,770				
	d) 66% SCADA System	\$ 765				
	e) Software Support for Meter Program	\$ 660				
	f) Meter Reading Equipment Support (handhelds)	\$ 250				
	g) Infraseek GIS	\$ 1,800				
	h) GPS upgrades	\$ 300				
4300	CONFERENCES & SCHOOLS			\$ 500.00	\$ 1,950	\$ 1,950
	a) Munici-pals	\$ 200				
	b) MN Rural Water Conference	\$ 100				
	c) AWWA	\$ 300				
	d) Con-Expo	\$ 500				
	e) Staff Training 1/yr	\$ 150				
	f) U.S.T. I. Conference	\$ 700				
4330	DUES & SUBSCRIPTIONS			\$ 775.67	\$ 650	\$ 650
	a) AWWA					
	b) Rural Water Assoc.					
4370	PERMITS & SALES TAX			\$ 2,577.05	\$ 10,000	\$ 10,000
	a) DNR Fees (Well Permits)	\$ 3,200				
	b) Quarterly Sales Tax (37103)	\$ 6,800				
4470	WATER PERMIT SURCHARGES (37171)			\$ -	\$ -	\$ -
5000	CAPITAL OUTLAY			\$ 340.00	\$ -	\$ -
7000	TRANSFERS OUT			\$ 95,741.00	\$ 69,865	\$ 68,545
	a) Transfer to General Fund	\$ 34,925				
	b) Transfer to Renewal & Replacement	\$ 33,620				
<u>TOTAL 2022 WATER DEPARTMENT EXPENDITURES</u>				\$ 442,517.38	\$ 435,744	\$ 442,098

**CITY OF SPRING LAKE PARK
BREAKDOWN OF EXPENDITURES FOR 2022 BUDGET**

				Page WTP/OP-1
<u>WATER TREATMENT PLANT OPERATIONS-601.49402</u>		2020 Actual	2021 Budget	2022 Budget
2100	OPERATING SUPPLIES	\$ -	\$ 100	\$ 100
2120	MOTOR FUELS & LUBRICANTS	\$ 2,000.00	\$ 2,000	\$ 2,500
	a) Diesel, Generator			
2160	CHEMICALS & CHEMICAL PRODUCTS	\$ 27,048.82	\$ 25,000	\$ 26,000
2200	REPAIR & MAINTENANCE	\$ 14,155.84	\$ 15,000	\$ 15,000
	a) Tools			
	b) RPZ Testing (Backfill testing)			
	c) Load Bank Testing (Generator)			
2210	EQUIPMENT PARTS	\$ 533.56	\$ 4,000	\$ 7,000
3030	ENGINEERING FEES	\$ -	\$ 1,000	\$ 1,000
3500	PRINTING & PUBLISHING	\$ -	\$ -	\$ -
3600	INSURANCE	\$ 13,058.24	\$ 13,058	\$ 14,000
3810	ELECTRIC UTILITIES	\$ 87,899.21	\$ 85,000	\$ 86,000
3830	GAS UTILITIES	\$ 2,695.26	\$ 2,600	\$ 3,000
4000	CONTRACTUAL SERVICE	\$ -	\$ 2,000	\$ 2,000
	a) Filter Evaluation			
	b) Security Camera Maintenance			
	c) Comcast			
4370	PERMITS, DUES & SUBSCRIPTIONS	\$ 1,075.00	\$ 2,550	\$ 2,550
	a) Hazardous Chemical Inventory Fee & Pressure Vessel Permit (State of MN)	\$ 200		
	b) WTP Permit (Metro Council)	\$ 650		
	c) Strength Charge (Metro Council)	\$ 1,700		
5000	CAPITAL OUTLAY	\$ -	\$ -	\$ -
7000	TRANSFERS OUT	\$ 46,293.00	\$ 54,058	\$ 40,915
	a) Transfer to Renewal & Replacement	\$ 15,915		
	b) Transfer to Water Treatment Plant Fund	\$ 25,000		
<u>TOTAL 2022 WTP EXPENDITURES</u>		\$ 194,758.93	\$ 206,366	\$ 200,065

**CITY OF SPRING LAKE PARK
BREAKDOWN OF EXPENDITURES FOR 2022 BUDGET**

				Page S-1	
		2020	2021	2022	
SEWER DEPARTMENT-601.49450		Actual	Budget	Budget	
1010	SALARIES	\$ 131,639.34	\$ 121,154	\$ 126,257	
1013	OVERTIME	\$ 3,535.63	\$ 8,393	\$ 8,647	
	a) 175 OT hrs @ \$49.41				
1020	ON-CALL SALARIES	\$ 1,294.77	\$ 4,797	\$ 4,941	
	a) 60 OT hrs @ \$49.41	\$ 2,965			
	b) 30 DT hrs @ \$65.88	\$ 1,976			
1040	TEMPORARY SALARIES (\$10-\$12)	\$ -	\$ -	\$ -	
1050	VACATION BUY BACK	\$ 1,443.33	\$ 2,700	\$ 3,000	
1210	PERA EMPLOYER CONTRIBUTION	\$ 9,542.00	\$ 9,740	\$ 10,139	
	a) Coordinated 7.5% \$ 139,845				
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 9,718.64	\$ 10,487	\$ 10,931	
	a) FICA 6.2% \$ 142,845	\$ 8,859			
	b) Medicare 1.45% \$ 142,845	\$ 2,071			
1300	HEALTH & DENTAL INSURANCE	\$ 23,066.88	\$ 23,293	\$ 24,428	
1313	LIFE INSURANCE	\$ 91.30	\$ 95	\$ 95	
1510	WORKER'S COMPENSATION	\$ 9,646.00	\$ 8,500	\$ 11,000	
2000	OFFICE SUPPLIES	\$ 258.35	\$ 800	\$ 800	
	a) Copy Paper				
	b) Miscellaneous				
2030	PRINTED FORMS	\$ 1,388.96	\$ 1,600	\$ 1,600	
	a) Utility Bills & Envelopes	\$ 1,400			
	b) Special Notices, Radio Install Forms	\$ 200			
2100	OPERATING SUPPLIES	\$ 363.39	\$ 500	\$ 500	
2120	MOTOR FUELS & LUBRICANTS	\$ 2,028.89	\$ 2,700	\$ 3,200	
2200	REPAIR & MAINTENANCE	\$ 10,544.31	\$ 14,000	\$ 14,000	
	a) Chemicals-Sewer System				
	b) Sewer System Maintenance				
	c) Manhole Covers				
2210	EQUIPMENT PARTS	\$ 597.70	\$ 3,000	\$ 3,000	
2220	POSTAGE	\$ 1,790.94	\$ 2,500	\$ 2,500	
	a) Utility Billing				
	b) Metered Mail				
2221	TIRES	\$ 328.88	\$ 500	\$ 500	

2022 BUDGET BREAKDOWN OF EXPENDITURES:

Page S-2

SEWER DEPARTMENT-601.49450 (CON'T)

		2020 Actual	2021 Budget	2022 Budget
2222	STREET REPAIRS	\$ 5,055.00	\$ 3,000	\$ 3,000
	a) Curb Repairs			
	b) Sod			
	c) Asphalt (sewer breaks)			
2262	WATER METERS & SUPPLIES	\$ 6,883.02	\$ 6,000	\$ 6,000
2280	UNIFORM ALLOWANCE	\$ 744.63	\$ 1,050	\$ 1,050
3010	AUDIT & ACCOUNTING SERVICES	\$ 5,506.25	\$ 5,650	\$ 5,975
3030	ENGINEERING SERVICES	\$ -	\$ 1,500	\$ 1,500
3040	LEGAL SERVICES	\$ -	\$ 300	\$ 300
3210	TELEPHONE	\$ 478.59	\$ 700	\$ 700
	a) Alarm System			
	b) Cell Phone usage			
	c) Pager			
3310	TRAVEL EXPENSE	\$ 1.15	\$ 1,000	\$ 1,000
	a) Sewer Trade Conference			
	b) USTI Conference			
3500	PRINTING & PUBLISHING	\$ -	\$ 300	\$ 300
3600	INSURANCE	\$ 14,724.88	\$ 14,725	\$ 15,000
3810	ELECTRIC UTILITIES	\$ 4,484.28	\$ 5,594	\$ 5,800
3840	METRO WASTE CONTROL	\$ 580,922.58	\$ 531,262	\$ 587,074
	(\$48,743.25/month)			
4000	CONTRACTUAL SERVICES	\$ 9,664.57	\$ 8,511	\$ 8,511
	a) I.T. Services (split 150 hr block)	\$ 5,000		
	b) Safety Consultant	\$ 2,061		
	c) Drug Testing	\$ 450		
	d) Load Bank Testing (Generator)	\$ 1,000		
4050	MAINTENANCE AGREEMENTS	\$ 1,816.72	\$ 6,500	\$ 7,600
	a) USTI (software support)	\$ 1,000		
	b) Gopher State One-Call	\$ 2,040		
	c) 33% SCADA System	\$ 450		
	d) Software Support for Meter Program	\$ 660		
	e) Meter Reading Equipment Support (handhelds)	\$ 250		
	f) Infraseek GIS	\$ 1,800		
	g) GPS/GIS Software Support	\$ 300		

2022 BUDGET BREAKDOWN OF EXPENDITURES:

Page S-3

SEWER DEPARTMENT-601.49450 (CON'T)

				2020 Actual	2021 Budget	2022 Budget
4300	CONFERENCES & SCHOOLS			\$ 390.00	\$ 1,950	\$ 1,200
	a) Munici-pals	\$	100			
	b) MN Rural Water Conference	\$	200			
	c) AWWA	\$	300			
	d) Sewer Trade Conference	\$	450			
	e) Staff Training 1/yr	\$	150			
4330	DUES & SUBSCRIPTIONS			\$ 236.66	\$ 340	\$ 340
	a) Minnesota Rural	\$	123			
	b) American Water Works Assoc.	\$	137			
	c) A.P.W.A.	\$	80			
4390	MISCELLANEOUS			\$ -	\$ -	\$ -
4450	RESERVE CAPACITY CHARGES (SAC-37250)			\$ 19,880.01	\$ 12,425	\$ 12,425
4460	SEWER PERMIT SURCHARGES (37271)			\$ -	\$ -	\$ -
5000	CAPITAL OUTLAY			\$ -	\$ -	\$ -
7000	TRANSFERS OUT			\$ 76,145.00	\$ 99,806	\$ 98,304
	a) Transfer to General Fund	\$	18,806			
	b) Transfer to Renewal & Replacement	\$	79,498			
<u>TOTAL 2022 SEWER DEPARTMENT EXPENDITURES</u>				\$ 934,212.65	\$ 915,372	\$ 981,617
<u>TOTAL 2022 PUBLIC UTILITY OPERATING EXPENDITURES</u>				\$1,571,488.96	\$ 1,557,482	\$ 1,623,779

**CITY OF SPRING LAKE PARK
BREAKDOWN OF REVENUE & EXPENDITURES FOR 2022 BUDGET
WATER TREATMENT PLANT FUND 602**

Page WTP-1

<u>REVENUES:</u>		2020 Actual	2021 Budget	2022 Budget
602.00000.36200	MISC REVENUES	\$ -	\$ -	\$ -
602.00000.36210	INTEREST	\$ 9,445.28	\$ 4,000	\$ 4,000
602.00000.37150	WATER CONNECTION CHARGE	\$ -	\$ -	\$ -
602.00000.37601	WATER TREATMENT PLANT COLLECTIONS	\$ 224,892.05	\$ 205,000	\$ 140,000
602.00000.37604	WATER TREATMENT PLANT PENALTIES	\$ 572.88	\$ 3,000	\$ 3,000
602.00000.39206	TRANSFER FROM WTR TREATMT PLANT	\$ 34,638.00	\$ 39,128	\$ 25,000
<u>TOTAL 2020 WTP BOND FUND REVENUES</u>		\$ 269,548.21	\$ 251,128	\$ 172,000

<u>EXPENDITURES:</u>		2020 Actual	2021 Budget	2022 Budget
602.49402.06010	BOND PRINCIPAL	\$ 225,000.00	\$ 231,000	\$ 238,000
602.49402.06110	BOND INTEREST	\$ 26,471.00	\$ 20,128	\$ 13,616
<u>TOTAL 2022 WTP BOND FUND EXPENDITURES</u>		\$ 251,471.00	\$ 251,128	\$ 251,616

**CITY OF SPRING LAKE PARK
BREAKDOWN OF REVENUE & EXPENDITURES FOR 2022 BUDGET
STORM WATER UTILITY FUND 603**

Page SWU-1

<u>REVENUES:</u>		2020 Actual	2021 Budget	2022 Budget
603.00000.36200	MISC REVENUES	\$ -	\$ -	\$ -
603.00000.36210	INTEREST	\$ -	\$ -	\$ 1,000
603.00000.36504	STORM WATER COLLECTION	\$ -	\$ -	\$ 96,000
603.00000.36505	STORM WATER TRANSFER	\$ -	\$ -	\$ -
602.00000.33203	STORM WATER PENALTIES	\$ -	\$ -	\$ 500
<u>TOTAL 2022 SW UTILITY REVENUES</u>		\$ -	\$ -	\$ 97,500

<u>EXPENDITURES:</u>		2020 Actual	2021 Budget	2022 Budget
603.49785.01010	FULL TIME EMPLOYEES	\$ -	\$ -	\$ 12,103
603.49785.01013	OVERTIME	\$ -	\$ -	\$ -
603.49785.01040	TEMPORARY EMPLOYEES	\$ -	\$ -	\$ -
603.49785.01050	VACATION BUY BACK	\$ -	\$ -	\$ 950
603.49785.01210	PERA CONTRIBUTIONS - EMPLOYER	\$ -	\$ -	\$ 979
603.49785.01220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ -	\$ -	\$ 999
603.49785.01300	HEALTH INSURANCE	\$ -	\$ -	\$ 1,213
603.49785.01313	LIFE INSURANCE	\$ -	\$ -	\$ 6
603.49785.01510	WORKERS COMPENSATION	\$ -	\$ -	\$ 1,200
603.49785.02200	REPAIR & MAINTENANCE	\$ -	\$ -	\$ 17,500
603.49785.03030	ENGINEERING FEES	\$ -	\$ -	\$ 7,500
603.49785.03040	LEGAL FEES	\$ -	\$ -	\$ 500
603.49785.03500	PRINTING & PUBLISHING	\$ -	\$ -	\$ 550
603.49785.04000	CONTRACTUAL SERVICES	\$ -	\$ -	\$ 4,000
603.49785.05000	CAPITAL OUTLAY	\$ -	\$ -	\$ 50,000
603.49785.07000	PERMANENT TRANSFERS OUT	\$ -	\$ -	\$ -
<u>TOTAL 2022 SW UTILITY EXPENDITURES</u>		\$ -	\$ -	\$ 97,500



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: November 30, 2021
Subject: 2022 Utility Rates

Staff is seeking approval of the 2022 Utility Rates.

Water Conservation Rates – All Properties ~ No changes proposed from 2021 rates.

Sewer Rates – All Properties ~ No changes proposed from 2021 rates.

Treatment Plant Debt Service – All Properties – rate has been reduced by \$6.00/quarter from \$14.77/quarter to \$8.77/quarter. The rate per 1,000 gallons for all usage over 18,000 gallons will remain the same.

Other Utility Bill Charges

Recycling Fee ~ increased from \$11.21/quarter per residential unit to \$12.96/quarter per residential unit. This is due to increased costs associated with the new 5-year recycling contract with Walters.

Street Light Fee – no change

Minnesota Water Test Fee – no change

Storm Water Utility Fee – this is a new fee to fund the maintenance and improvement of the City's storm water treatment infrastructure. The fee is \$6.00/quarter per residential equivalency factor. This new fee is offset by the rate reduction in the Treatment Plant Debt Service.

If you have any questions regarding the proposed 2022 Utility Rates, please don't hesitate to contact me at 763-784-6491.



CITY OF SPRING LAKE PARK 2022 UTILITY RATES

WATER CONSERVATION RATES – ALL PROPERTIES

Administrative Base Rate: \$8.87/quarter

Tier 1:	\$1.84/1,000 gallons for 0 – 9,000 gallons/quarter
Tier 2:	\$2.07/1,000 gallons for 9,001 – 18,000 gallons/quarter
Tier 3:	\$2.37/1,000 gallons for 18,001 – 27,000 gallons/quarter
Tier 4:	\$2.73/1,000 gallons for 27,001 – 36,000 gallons/quarter
Tier 5:	\$3.03/1,000 gallons for 36,001 – 45,000 gallons/quarter
Tier 6:	\$3.36/1,000 gallons for 45,001+ gallons/quarter

SEWER RATES – ALL PROPERTIES

Metropolitan Council Environmental Services (MCES), a division of the Metropolitan Council, owns and operates the facilities that process wastewater for the metropolitan area. MCES charges a fee to each city for wastewater treatment based on its share of wastewater treated by MCES. Sewer rates reflect this fee as well as funds required for the repair and maintenance of the City's municipal sanitary sewer infrastructure.

Single Family, Duplex, Townhouse & Similar Residential	\$67.26/unit/quarter
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Apartment, Mobile Home, Institutional, Commercial & Industrial	Minimum \$67.26/quarter for 18,000 gallons and \$3.67/1,000 gallons for usage over 18,000 gallons
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TREATMENT PLANT DEBT SERVICE – ALL PROPERTIES

All Classifications	Minimum \$8.77/quarter for 18,000 gallons and \$0.82/1,000 gallons for all usage over 18,000 gallons
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OTHER UTILITY BILL CHARGES

Recycling Fee	\$12.96/quarter per residential unit
Street Light Fee	\$4.30/quarter per water connection
Minnesota Water Test Fee	\$2.43/quarter per water connection
Storm Water Utility Fee	\$6.00/quarter per residential equivalency factor



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 1, 2021

Subject: Deputy City Clerk conditional offer

The City received 25 applications for the Deputy City Clerk position. Accounting Clerk Wanda Brown and I scored applications and selected 7 candidates for a first round interview held over Zoom with Accounting Clerk Brown and me. After the first-round interview, four candidates were invited to a second interview conducted by Building Official Baker, Permit Technician Pearson, Accounting Clerk Brown and me. While we were impressed with all of the semi-finalists, one individual rose to the top. I am pleased to present Carrie Gerard to the City Council as the finalist for the Deputy City Clerk position.

Carrie has a Bachelor's Degree in Spanish Language and Cultures from the University of Minnesota. For the past fifteen years, Carrie has worked for Hopkins Public Schools, currently holding the position of Marketing Coordinator within its Community Education Department. In that role, she handles event coordination; general office management, bill payment, customer service and HR processes for the Department; manages social media and website updates and content; onboards, trains and supervises marketing staff, interns and others; responds to public requests for information; and preparing marketing materials. Prior to that, she served as a Program Assistant with Hennepin County - NorthPoint Health and Wellness Center.

Staff is recommending the City Council authorize making a conditional offer to Carrie Gerard, contingent upon successful completion of a background check and a pre-employment drug test. I recommend starting Carrie at Step 3 of the 2022 salary schedule (\$63,286.85/year or \$30.42/hour). I am requesting that Carrie, for purposes of vacation calculation only, be given 3 weeks of vacation per year, rather than the 2 weeks as outlined in the personnel policy.

The anticipated start date would be January 3, 2022. This position is subject to a one-year probationary period.

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



Memorandum

To: Mayor Nelson and Members of the City Council

From: Terry Randall, Public Works Director

Date: December 1, 2021

Subject: Authorization to Enter into a Wellhead Protection Joint Powers Agreement

I am seeking authorization to enter into a Joint Powers Agreement with the Anoka County Municipal Wellhead Protection Group. We joined a group in 2004 to come up with plans to protect our wells from contamination which is required by the Minnesota Department of Health. A copy of the JPA is attached for your review.

If you should have any questions please contact me at 763-360-4973.



MEMORANDUM

DATE: June 29, 2021

TO: Anoka County Municipal Wellhead Protection Group Member Cities and Potential New Member Cities

FROM: Abby Shea, Anoka County Environmental Services *AWF*

SUBJECT: Amended and Restated Joint Powers Agreement

Various Anoka County cities that provide drinking water to their communities entered into a Joint Powers Agreement (JPA) in 2011 for the purpose of coming together to implement the common elements of their wellhead protection plans jointly in an efficient and cost-effective manner. The JPA established the Anoka County Municipal Wellhead Protection Group. Over time, additional cities expressed interest in joining the group, so in 2014, the group wrote an addendum. The intent of the addendum was to allow for additional cities to join the JPA without each existing member city needing to return to their city council for a new resolution. However, it is not clear which cities ended up passing their resolutions and if all of the correct documents were signed in the process. This is one of the reasons for the amended and restated Joint Powers Agreement included with this memo. The amended and restated JPA includes a provision that will allow additional cities to join the group without the need for an addendum to the JPA or action from existing cities' city councils. Anoka County will work to ensure all resolutions are received and all necessary documents are signed.

Additionally, the Anoka County Public Health and Environmental Services Department's Assistant County Attorney noticed some incorrect statutory and rule references within the JPA. This is another reason for the amended and restated Joint Powers Agreement. A redlined version of the JPA is also included with this memo to reference the various changes that have been made between the 2011 and 2021 versions.

Please direct any questions regarding the Anoka County Municipal Protection Group to Abby Shea, Environmental Health Specialist at (763) 324-4207. Please direct any legal questions regarding the JPA to Nancy Norman at (763) 324-5411.

Anoka County Municipal Wellhead Protection Implementation

Joint Powers Agreement

(Amended and Restated)

THIS AGREEMENT is made and entered into with the express purpose to amend and restate the Implementation Joint Powers Agreements between some of the parties from 2010 and 2014, and is made by and between the cities of Andover, Anoka, Blaine, Centerville, Circle Pines, Columbus, Coon Rapids, East Bethel, Fridley, Lexington, Lino Lakes, Ramsey, Spring Lake Park, and St. Francis (hereinafter referred to as "Cities") and the County of Anoka (hereinafter referred to as "County"), each acting by and through its governing body, pursuant to MN Stat. §471.59 providing for the joint exercise of powers. The Cities and the County are collectively referred to herein as the "parties". Each of the Cities individually, and separately the County individually, is sometimes referred to herein as a "party".

RECITALS

1. Pursuant to Minnesota Rule subp. 4720.5130 and the Minnesota Department of Health, the Cities, as public water suppliers, are required to prepare wellhead protection plans for their community water supplies. Some of the Cities outlined above entered into a Wellhead Protection Joint Powers Agreement in 1997 for purposes of developing the required plans. The group entered into an Implementation JPA in 2010 and 2014 to allow additional cities to join.
2. The County is committed to enhancing water resources protection and public health and finds it in the County's interest to facilitate and partner with the Cities.
3. The Cities and County desire to continue to coordinate their efforts to protect their well water supply for their communities and to implement the common elements of their wellhead protection plans jointly through efficient and cost effective cooperation among members.

NOW THEREFORE, in consideration of the mutual agreements contained herein, and in exercise of the powers granted by MN Stat. § 471.59, the parties to this Agreement agree as follows:

1. PURPOSE

- 1.1. The Cities and County agree that they have joined together to:
 - 1.1.1. implement common elements of their wellhead protection plans;
 - 1.1.2. establish a joint user group to address activities related to this agreement;

- 1.1.3. authorize the County to act as facilitator and as agent contracting for any consultant services or applying for any grants. Pursuant to § 6.4 County shall be fiscal agent for any pooled funds;
- 1.1.4. allocate costs; and
- 1.1.5. receive and disburse grants.

2. TERM

- 2.1. This agreement shall be effective August 1, 2021 and shall continue until terminated as provided herein.
- 2.2. Additional cities located in Anoka County who are public water suppliers may join this Agreement following the effective date. A city shall become a full member of this Joint Powers Agreement upon receipt of a Resolution by the Governing Board of the City, that authorizes the city's participation in, and decision to be bound by the terms of, this Agreement. No formal Addendum to this Agreement is necessary.
- 2.3. If a city joins after the effective date, that city is responsible for its proportionate share of any expenses incurred in implementing this Agreement for which the city will receive a benefit.

3. ANOKA COUNTY MUNICIPAL WELLHEAD GROUP

- 3.1. The governing body of each of the Cities shall appoint one representative to serve as a member of the Anoka County Municipal Wellhead Protection Group (hereinafter "Group").
- 3.2. One alternate member shall be appointed to the Group by the governing body of the Cities. The alternate may attend any meeting of the Group and, when the regular member is absent, vote on behalf of the City the member represents.
- 3.3. All members of the Group shall serve at the will and pleasure of the appointing authority. The appointing authority shall notify the Anoka County Administrator of the member or alternate member appointed to the Group and shall notify the Anoka County Administrator of any changes to their appointment.
- 3.4. Group members shall not be entitled to compensation or reimbursement for expenses incurred in attending meetings, except to the extent that the appointing authority might determine to compensate or reimburse the expenses of the member it appoints, in which case the obligation to make such payments shall be that of the appointing authority.

- 3.5. The County's Environmental Services Manager or its designee shall be an ex-officio non-voting member of the Group and shall serve as the facilitator to the Group.
- 3.6. The Group shall meet at regular intervals as determined by the Group.
- 3.7. A majority of all Group voting members shall constitute a quorum, but less than a quorum may adjourn a scheduled meeting.

4. GROUP RESPONSIBILITIES

- 4.1. The Group shall be responsible to:
 - 4.1.1. develop and update a work plan to perform joint wellhead protection activities;
 - 4.1.2. develop programs to achieve common wellhead education and protection objectives;
 - 4.1.3. recommend to the governing bodies and seek necessary approval of the Cities and County prior to expenditure of funds, whether to have the County contract with a consultant under the terms of this Agreement;
 - 4.1.4. apply for funds from any source it may identify and utilize the funds for the benefit of participating cities; and
 - 4.1.5. perform the activities as outlined in Section 5. Joint Powers Activities.

5. JOINT POWERS ACTIVITIES

- 5.1. Activities authorized by this agreement are to:
 - 5.1.1. Investigate methods and costs to jointly implement wellhead protection activities.
 - 5.1.2. Determine the process in which joint wellhead protection activities will be implemented.
 - 5.1.3. Request consultant(s) qualifications and proposals to implement part or the entire Group's work plan.
 - 5.1.4. Seek grants and other methods to fund implementation of the Group's wellhead protection activities.
 - 5.1.5. Establish the apportioned costs for each City to jointly implement the common elements indicated in their wellhead protection plans.
 - 5.1.6. Identify a fiscal agent for any joint funds received and to be expended.

- 5.2. The Group has developed a work plan to carry out orderly wellhead protection activities. The Group will periodically review the work plan and update it as necessary to efficiently meet the needs of the parties.
- 5.3. Prior to implementation of each wellhead protection project, the Group Facilitator will send notice to the Cities of the cost identified for the project. Within thirty (30) days of receipt of the notice, each city must either send a letter to the Group Facilitator indicating the city's interest in participation in the project or notify the other parties of its intention to refrain from participation in the project. In the event a city fails to indicate a reply, that city shall be deemed to have declined to participate in the project
- 5.4. If one or more city chooses to refrain from participation following receipt of notice provided in 5.3, the Group Facilitator will recalculate the costs identified with participation in the project and send notice of the recalculated cost to the remaining cities. If identified costs increase by more than 10%, each of the remaining cities will have thirty (30) days to reconsider participation in the project. If a city chooses to withdraw, the city must send the Group Facilitator a letter, within the ten day period, indicating the city will refrain from participation in the project. If an additional city or cities choose to withdraw, the Group will reevaluate the work plan and associated costs before sending a new notice under 5.3.
- 5.5. If the proposed project will benefit a city that desires to refrain from the project and that city cannot be removed from the project, and a majority of the Group affirm moving forward, that city may not refrain from participation.

6. FUNDING

- 6.1. Costs of for the Group's wellhead protection projects shall be allocated to each member city based on the proportion that each city's factors represent the total factor of all participating cities. The factors to be used shall be equally weighted and apportioned relevant to its presence and impact on each member party's wellhead plan goals.
- 6.2. The costs to be allocated to the cities shall be reduced by the amount of any grants received before allocation of the costs.
- 6.3. Each city will make payment of its pro-rata share for authorized activity expense to the County.
- 6.4. Funds paid by the Cities or received from any other source shall be managed by the County as fiscal agent.
- 6.5. Payments from the Cities must be received by the County before the County will incur any fiscal obligation.

- 6.6. All funds disbursed by the County pursuant to this Agreement shall be disbursed in a manner that is consistent with the method provided by law.
- 6.7. A strict accounting shall be made of all funds and a report of all receipts and disbursements shall be made by the County upon request.

7. COUNTY SERVICES

- 7.1. The County shall provide services to facilitate and assist the Group in the conduct of its affairs. The Environmental Services unit of the Anoka County Public Health and Environmental Services Department shall provide these services.
- 7.2. The County shall serve as fiscal agent for the Group for the purpose of receiving and dispersing funds as authorized by the Group and entering into contracts or grant applications on behalf of the Group.
- 7.3. The County shall maintain records and documents relating to matters that are the subject of this agreement. All such records shall be retained for a period of at least three years after termination of this agreement and, upon request of any party, shall be retained for any additional period requested. The records shall be available to inspection, review and audit by the parties and the State Auditor as provided by law during regular business hours.

8. CONTRACTS

- 8.1. Contracts and grant applications made pursuant to this Agreement shall be made by the County and shall conform to the requirements applicable to the County.

9. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

- 9.1. In accordance with the County's Affirmative Action Plan and the County Commissioners' policy against discrimination, no person shall illegally, on the grounds of race, color, religion, sex, marital status, sexual orientation, public assistance status, handicap, age, or national origin, be excluded from full employment rights in, participation in, be denied benefits of, or be otherwise subjected to discrimination under and program, service or activity hereunder in accordance with the provisions of any and all applicable federal and state laws against discrimination.
- 9.2. During the performance of this Agreement, the Group and its agents shall comply with all applicable laws, ordinances, and regulations, including federal, state and local nondiscrimination regulations.

10. WITHDRAWAL

- 10.1. Any party shall have the right to withdraw from this Agreement in the following manner: The governing body of the withdrawing party shall pass a resolution declaring its intention to withdraw effective on a specified date, which date shall not be less than thirty (30) days from the date of the resolution, and shall send a copy of the resolution to each party's governing body not less than thirty (30) days before the effective date of withdrawal.
- 10.2. Withdrawal by a party shall not result in the discharge of any legal or financial liability incurred by that party before the effective date of withdrawal.

11. TERMINATION

- 11.1. This Agreement may be terminated upon mutual agreement of the parties by a joint resolution passed by the parties' governing bodies.
- 11.2. This Agreement shall terminate if, due to the withdrawal of parties, there are less than four remaining parties.

12. DISTRIBUTION OF PROPERTY

- 12.1. Upon termination of this Agreement, any remaining funds or property acquired under the terms of this Agreement shall be distributed to the cities in proportion to the respective contribution of the cities.
- 12.2. Upon termination of this Agreement, any payments due and owing or other unfulfilled financial obligations of a member party shall continue to be a lawful obligation of the party.

13. NOTICE

- 13.1. For purpose of notices to be given under this agreement, notices shall be directed as set forth:

Andover City Council	Anoka City Council 2015 First Ave. N. Anoka, MN 55303	Anoka County Board of Commissioners Anoka County Government Center 2100 Third Avenue Anoka, MN 55303
Blaine City Council	Centerville City Council	Circle Pines City Council

10801 Town Square Drive Blaine, MN 55449	1880 Main Street Centerville, MN 55038-9794	
Columbus Township	Coon Rapids City Council 11155 Robinson Drive Coon Rapids, MN 55433-3761	East Bethel City Council 2241 221 st Ave NE East Bethel, MN 55011
Fridley City Council 6431 University Avenue NE Fridley, MN 55432	Lexington City Council 9180 Lexington Avenue Lexington, MN 55014	Lino Lakes City Council
Ramsey City Council 7550 Sunwood Dr. NW Ramsey, MN 55303	Spring Lake Park City Council 1301 81 st Avenue NE Spring Lake Park, MN 55432	St. Francis City Council

14. LIABILITY

- 14.1. Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for any other party's actions and consequences of those actions. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466, governs the parties' liability. For actions taken on behalf of the Group, for purposes of determining total liability for damages, the participating governmental units and the joint board, if one is established, are considered a single governmental unit and the total liability for the participating governmental units and the joint board, if established, shall not exceed the limits on governmental liability for a single governmental unit.

15. ENTIRE AGREEMENT

- 15.1. This joint powers agreement constitutes the entire agreement of the parties on the matter related hereto.
- 15.2. This agreement shall not be altered or amended, except by agreement in writing signed by the parties hereto.
- 15.3. The Group may recommend amendments to this agreement to the governing bodies of the parties for their consideration.

16. SIGNATURES

- 16.1. All parties to this Agreement need not sign the same copy of the Agreement.

- 16.2. An original Agreement signed by each party to this Agreement shall be maintained in the Office of the Anoka County Attorney.

The remainder of this page intentionally left blank

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

COUNTY OF ANOKA

By: _____
Rhonda Sivarajah
Anoka County Administrator

Dated: _____

Approved as to Form and Execution:

By: _____
Assistant Anoka County Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF ANDOVER

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF ANOKA

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF BLAINE

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF CENTERVILLE

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF CIRCLE PINES

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF COLUMBUS

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF COON RAPIDS

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF EAST BETHEL

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF FRIDLEY

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF LEXINGTON

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF LINO LAKES

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF RAMSEY

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF SPRING LAKE PARK

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated below:

CITY OF ST. FRANCIS

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

Approved as to Form and Execution:

By: _____
City Attorney



City of Spring Lake Park Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 12.6.21 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. Annual Public Meeting was held on July 6, 2021. Ordinance updates have been processed.

Risk and Resiliency Assessment (RRA) and Emergency Response Plan (ERP) – Water System (193805314). This is an assessment and evaluation of the water system based on requirements of the Environmental Protection Agency (EPA) and Department of Homeland Security (DHS). ERP completion by 12/30/21. The RRA was certified by the EPA at the end of June. *The next step is the completion of the ERP.*

Utilities for 525 Osborn Road Project (193805012). This city project was for off-site utilities for 525 Osborne Rd. Construction was completed in 2020. Final Contractor payment has been processed.

Suite Living Spring Lake Park (Hampton Cos. project at 525 Osborne). *Site work (including parking lot) complete for 2021. Finish work in 2022. Developer has completed parking lot restoration at Spring Crest Estates.*

Stormwater Utility Plan (193804944). The city is considering a stormwater utility charge. Ordinance has been processed. *The next step is to work with billing department on implementation set-up.*

2021 Sewer Lining Project (193805204). This project included lining in the general area between Terrace and Monroe and south of 81st Avenue. Terry Randall is watching this project. Construction Contracts have been signed. *Pre-televising begins 12/6/21. Lining begins 12/30/21.*

2022 Street Seal Coat and Crack Repair Project (19380____). 2022 project area will include all of 81st Avenue, Arthur Street, Middletown, and Service Drive southwest of 10 and 65. *Public works director is reviewing the necessary street patch areas.*

Sidewalk Project: Possible sidewalk improvements crossing Able St. at Lund Ave. (near Triangle Park) and along 81st Ave. by City Hall. *Alternate bids will be included with the 2022 Street Project.*

2022 Street Improvements Project (193805383). This project will include pavement replacement in the Garfield-Hayes neighborhood. Feasibility Report was received on Sept. 7th. Public Improvement Hearing was on October 4th. *Construction Plans and Specifications can be approved by the city council on December 6th.*

2021 Storm Pond and Basin Inspections: Staff has inspected storm ponds in the area east of TH65 and north of 81st Ave. in 2021. Repair work on many of the city (public) ponds has been completed. *Letters have been sent to owners of private ponds to inform them of required maintenance.*

12-1-21 Status of Spring Lake Park 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 and updated 5/25/21). A second Construction Documents (CDs) Review memo was sent to applicant on 6/8/2021. *CDs are okay - remaining issues will be resolved at Preconstruction Conference. Lease negotiations complete as of 9/20/21 with approval of Lease Amendment #4. Contractor will need to provide insurance certificate and bond, then schedule precon – email sent on 11/18/21.*
- **T-Mobile Antenna Maintenance on Able Street Tower (2020 Anchor).** Building permit 2021-00048. This project includes antennae replacement. The contact person for the design is Tom Jemilo at insite inc. 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. The Electrical portion of the work was done as of 4/5/21. The antenna work has been completed. *9/20/21 msg to contractor: They need to remove the unused conduit as shown on the drawings and discussed at the pre-con. This project is **not** OK to finalize.*
- **T-Mobile Utility Upgrade/Generator - Able Street Tower (Network Hardening).** Building permit 2019-00229. Contact people for the project are Tom Jemilo at insite inc. and Jason Bayer from JDR (contractor). Review of the drawings was completed in 2020. Precon was held on 1/13/21. Construction was substantially complete as of 2/9/21. Natural gas has been installed. Generator has been startup has been completed. *Restoration is an issue (5/12/21): The turf not acceptable, fence is broken. Photos have been sent to the Contractor. 7/13/21: No Change. Site will be inspected this week. 9/20/21: This project is acceptable from an inspection standpoint. The City and the Contractor can take the next steps to finalizing the project. Building permit has been closed out as of 10-14-21.*
- **2021 Clearwire equipment removal from Able Street tower (MS52XC144).** Equipment removal project (from Qualtek Wireless - fall of 2020). City Building Permit Number for this project is 2020-00449. Precon was on March 20, 2021 (minutes sent on 4/2/21). Construction started on April 28, 2021. Removal work on tank completed June 2021. 7/13/21: Tom Slack has completed his paint touch-up work. 9/20/21: This project is acceptable from an inspection standpoint. 9/27/21: *City and Contractor can take the next steps to finalizing the project. Building permit 2020-00449 has been closed out as of 10-13-21. Cash escrow can be released in January 2022 after final invoice.*
- **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*

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.

CORRESPONDENCE



HOUSING UPDATE

FROM THE SPAAR GOVERNMENT AFFAIRS TEAM

Good Afternoon,

The U.S. housing market remains robust, with strong activity reported across both rental and residential housing fronts. Single-family rent prices are increasing rapidly, as demand for single-family housing and inventory constraints forces some buyers to rent, increasing competition and pushing rents up across the nation. Meanwhile, sales of new construction single-family homes recently hit a six-month high, rising 14% to a seasonally adjusted rate of 800,000, according to the latest data from the U.S. Department of Housing and Urban Development. New Listings in the Twin Cities region decreased 11.5 percent to 6,192. Pending Sales were down 10.2 percent to 5,745. Inventory levels fell 16.2 percent to 7,657 units.

Quick Facts

- 16.2%	+ 7.9%	- 16.2%
One-Year Change in Closed Sales	One-Year Change in Median Sales Price	One-Year Change in Homes for Sale

Prices continued to gain traction. The Median Sales Price increased 7.9 percent to \$340,000. Days on Market was down 22.9 percent to 27 days. Sellers were encouraged as Months Supply of Homes for Sale was down 17.6 percent to 1.4 months. As temperatures drop, existing home sales continue to be plentiful, buoyed by strong demand, low interest rates, and a slight uptick in new listings in recent months, according to the National Association of REALTORS®. With interest rates inching upward,

and experts expecting further rate increases on the horizon, motivated buyers are hoping to lock in their home purchases to take advantage of what are still historically low rates.

Your Local Market Update can be found here:

<https://spaar.stats.showingtime.com/docs/lmu/x/SpringLakePark?src=map>

Best regards,

Becky Wegscheid

Government Affairs Director

Saint Paul Area Association of Realtors®

bwegscheid@spaar.com

Phone: 651-772-6350



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Local Market Update – October 2021

A RESEARCH TOOL PROVIDED BY THE SAINT PAUL AREA ASSOCIATION OF REALTORS®



Spring Lake Park

0.0%

Change in
New Listings

- 31.3%

Change in
Closed Sales

+ 14.2%

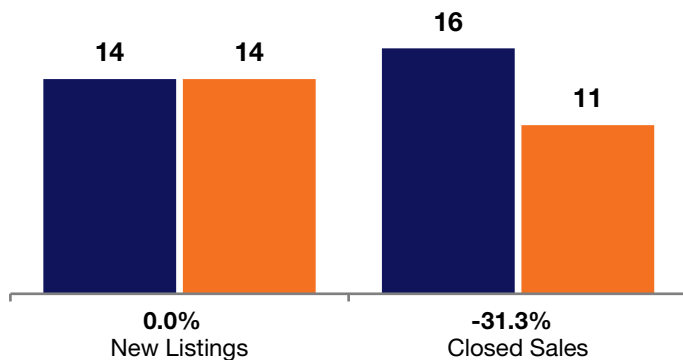
Change in
Median Sales Price

	October			Year to Date		
	2020	2021	+ / -	2020	2021	+ / -
New Listings	14	14	0.0%	88	104	+ 18.2%
Closed Sales	16	11	-31.3%	69	82	+ 18.8%
Median Sales Price*	\$253,000	\$289,000	+ 14.2%	\$248,400	\$283,500	+ 14.1%
Average Sales Price*	\$251,244	\$283,818	+ 13.0%	\$244,713	\$283,598	+ 15.9%
Price Per Square Foot*	\$155	\$147	-4.9%	\$150	\$164	+ 9.3%
Percent of Original List Price Received*	104.3%	97.3%	-6.7%	102.3%	103.9%	+ 1.6%
Days on Market Until Sale	21	24	+ 14.3%	25	13	-48.0%
Inventory of Homes for Sale	13	17	+ 30.8%	--	--	--
Months Supply of Inventory	1.8	2.0	+ 11.1%	--	--	--

* Does not account for seller concessions. | Activity for one month can sometimes look extreme due to small sample size.

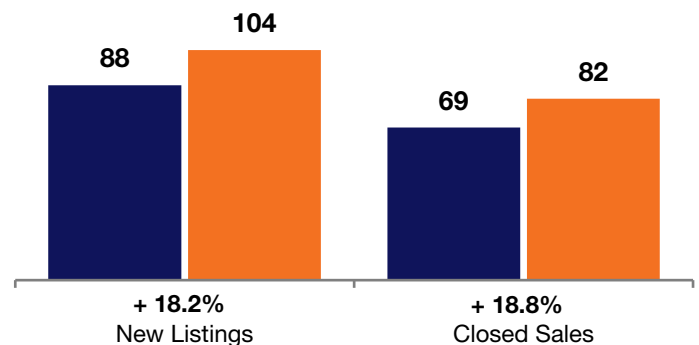
October

■ 2020 ■ 2021



Year to Date

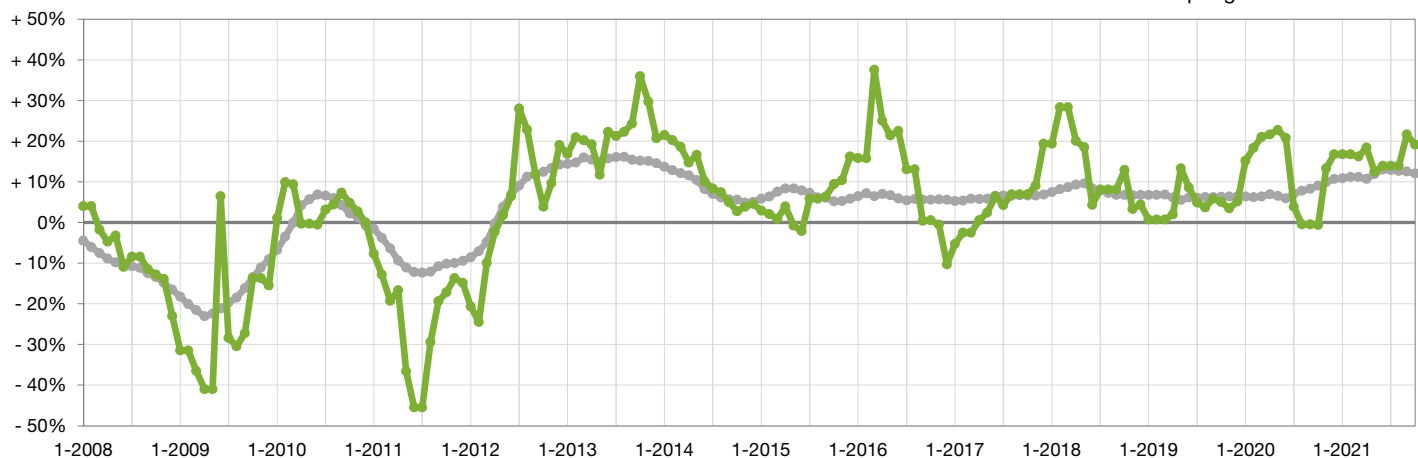
■ 2020 ■ 2021



Change in Median Sales Price from Prior Year (6-Month Average)**

16-County Twin Cities Region

Spring Lake Park



** Each dot represents the change in median sales price from the prior year using a 6-month weighted average. This means that each of the 6 months used in a dot are proportioned according to their share of sales during that period.

Labor Markets and Inflation Concerns Remain Worrisome; Municipal Bond Yield Decline Continues



Market Commentary - November 18, 2021

by Greg Johnson

U.S. Labor Department Reports Record Job Quits

A report released Friday, November 12, by the U.S. Department of Labor noted a record 4.4 million Americans quit their job in September. The total number of jobs available is 10.4 million, well above the 7.68 million people looking for work. The quits rate (number of quits in the month as a percent of total employment) increased to 3% in September, which is also a record dating back to 2000. Quits increased across multiple sectors, most notably in arts/entertainment and education. Leisure, hospitality, manufacturing, and health care sector quits rose to record highs in September. The total hires were 6.4 million in September, generally unchanged from the month prior.

The Atlanta Fed's Wage Growth Tracker, a measure of the nominal wage growth of individuals, indicates workers in the 16 – 24 age group are seeing wage growth accelerating much faster than the rest of American workers, with the median age growth increasing by 9.6% in September. Those in the 24 – 54 age range saw wages grow by 3.7%, comparatively. It is estimated nearly 70% of the workers that have exited the workforce compared to pre-pandemic levels are Baby Boomers, causing a shift towards hiring younger workers to fill the gaps.

The labor market is still in flux and workers have remained mobile, forcing businesses to offer higher pay, bonuses, and other incentives to create more friendly employment conditions. Generally, many workers are less motivated to keep jobs they no longer want. Average hourly earnings are up more than 5% for the year, although when adjusted for inflation, **earnings have decreased 1.1% on the year.**

Meanwhile, Consumer Confidence Takes a Hit

Consumer confidence has plummeted to its lowest levels in 10 years, according to the University of Michigan's Consumer Sentiment Index. The index generally measures how American consumers view prospects for their personal finances and the general economy. The index fell to 66.8 in November compared to 71.7 the previous month.

The economists that worked on the study stated the low consumer sentiment was due to escalating inflation and a growing belief amongst consumers that effective policies have not been put in place to reverse that trend. One in four consumers said inflation has reduced their standard of living. Half of American families anticipated bringing home smaller incomes next year after adjusting for inflation.

Trends in Municipal Bond Yields

Positive news generally continues regarding tax-exempt municipal bond yields. Over the past few weeks, bond yields have continued to decline across the interest rate curve. Monthly new issue municipal bond volume rose during October by 5.6% from the previous month. New issue volume had been declining the previous three months. Municipal bond mutual fund inflows have increased for 36 consecutive weeks, with last week's inflows being the largest since July.

Trends in Municipal Bond Yields October 8, 2021 to November 12, 2021					
				Change Since 10/8	Change Since 10/22
AAA Yields*	Oct. 8, 2021	Oct. 22, 2021	Nov. 12, 2021		
5 Years	0.57%	0.63%	0.62%	0.05%	-0.01%
10 Years	1.17%	1.23%	1.10%	-0.07%	-0.13%
20 Years	1.54%	1.59%	1.41%	-0.13%	-0.18%
30 Years	1.76%	1.81%	1.61%	-0.15%	-0.20%
Bond Buyer 20 Bond Index**	2.27%	2.28%	2.10%	-0.17%	-0.18%

Source:

* Bloomberg Valuation

** The Bond Buyer, average yield on a portfolio of municipal bonds maturing in 20 years, AA/Aa2 average rating

Update on Advance Refundings

Lobbyists working to advance municipal market interests continue to push for the reintroduction of financing tools that could benefit municipal issuers and borrowers, some of which are presently in the Senate version of the Build Back Better legislation, as reported by *The Bond Buyer*.

When discussions began on broader infrastructure legislation earlier this year, it was anticipated it could include several provisions such as reinstatement of tax-exempt advance refundings, increasing the annual limit for bank qualified debt from \$10 million to \$30 million, and restoration of certain forms of direct pay bonds. All three of these tools were eventually eliminated from recently passed legislation on traditional infrastructure.

These current efforts are primarily focused on the restoration of tax-exempt advance refundings. Legislative support appears strongest with the Senate Finance Committee, but the House needs to approve a reconciliation bill before the legislation returns to the Senate.

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Oil change with a side of gratitude

I'm waiting in the lounge at Rapids Honda and the news is on. The headlines are crippling inflation and gas prices at the pump up 50% over a year ago. I'm reminded the only constant is change.

In this season of giving thanks, I tip my hat to mayors, council members, city managers, administrators, legislators, and our valued community partners who show up every day and perform their best. Over and over again. Change is routine and the North Metro Mayors Association is here to help navigate it.

Examples of tackling change were bountiful at the November North Metro Mayors board meeting hosted by Brooklyn Park in newly remodeled city hall space. These gatherings are fertile ground for sharing concerns, celebrating wins, and grabbing a dose of inspiration. Watch for minutes with the next agenda.

Newly elected Brooklyn Park Mayor Lisa Jacobson gave an overview of city growth. This city is hot! Coming soon is a first-in-the-universe Taco Bell Defy, which is a new concept of drive-through service that looks something like a bank. Also in the works is Spero Academy which will serve students with developmental needs. The Mayor shared valuable insights on community perceptions on crime. Most numbers are at 30-year lows, but a concerning percentage of people do not feel safe. The city is being proactive to address the perceptions and realities.



Brooklyn Park Mayor Lisa Jacobson presents. Also pictured are Troy Olsen from Ewald and Spring Lake Park City Councilman Ken Wendling.

The 2022 association budget was passed. Operating Committee Chair Jim Dickinson told the group he reviewed trends and our mindful reductions have put us lower than budgets going back seven years. Requests for 2022 dues, reduced for all cities, will go out now. Community Partners receive invoices in July.

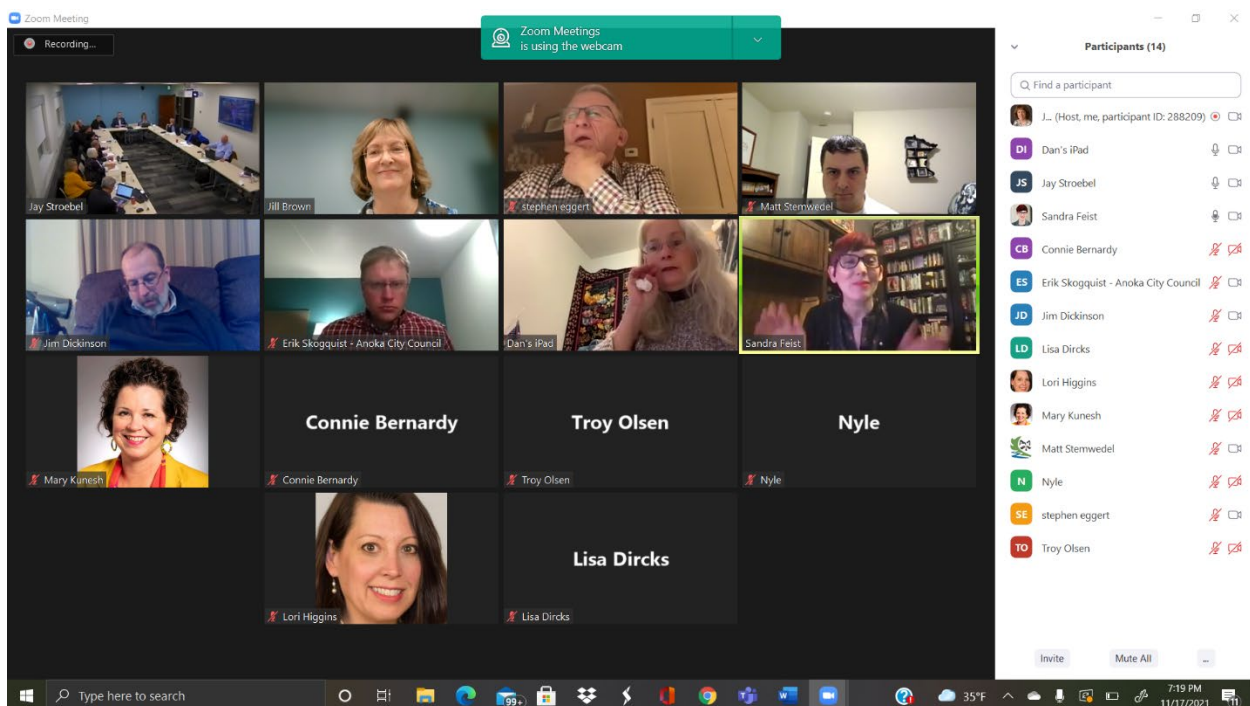
Troy Olsen provided a legislative update. The session begins Jan. 31. Cities are encouraged to get their requests to him for inclusion in the legislative work plan.

2022 Schedule

A 2022 schedule was approved. Mark your calendar for board meetings on the third Wednesday, 5:30-7:30 p.m., Jan. 19, March 16, May 18, Sept. 21, Nov. 16. The Operating Committee for city managers/administrators is the third Wednesday, 11:30 a.m.-1 p.m., Feb. 16, April 20, June 15, Oct. 19, Dec. 21. For the foreseeable future, I expect meetings to be hybrids, Zoom and in person. Locations will be determined at the Dec. 15 Operating Committee meeting in Maple Grove.



Brooklyn Park's Jay Stroebel, Maple Grove's Heidi Nelson, New Hope Mayor Kathi Hemken and Kirk McDonald, New Brighton Mayor Kari Niedfeldt-Thomas New Brighton, and Champlin Mayor Ryan Karasek.



Thank you to cities, legislators, and community partners who participated in the November board meeting.

Reach out anytime with ideas or questions.

Jill Brown, Executive Director

Cell: 612-889-2611

JillCBrown@msn.com

Calendar 30-minute appointments: <https://calendly.com/jillbrownpr/30minutemeeting>

Giving Thanks In A Crisis

Everyone Has A Place To Call Home
Winter 2021

**STEPPING
Stone**
ending homelessness

CELEBRATING TOGETHER

We're thankful for all of you and for your support through the ups and downs of this past year. Despite the recent COVID crisis at the shelter, we are anticipating the holiday season and celebrating with our residents.

The Santa Shoppe will be back this year! The Shoppe provides an opportunity for our residents to treat themselves or their loved ones to something special this holiday season.

"This year for Christmas, I want to thank you all for your hard work and dedication, I am so grateful! I had a better Christmas than the one I had last year!"
Past resident at the Santa Shoppe

How You Can Help During The Holidays

1 Collect new, unwrapped donations of items on our Santa Shoppe Wish List (right) from your friends, colleagues, family, neighbors, or place of worship.

2 Donate A Meal for the holidays. We need lunch and dinner donated every day, but especially Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

3 Join us for Waddle Off Your Gobble, a community-led virtual walk over Thanksgiving, November 25-28. Check our website for upcoming details on this fundraising event.

4 Remember us when you consider your end of year giving.



Questions? Contact Valerie at valerie.jensen@steppingstoneeh.org or 612.325.8343

Help Make Santa Shoppe a Success

Consider collecting donations for our Santa Shoppe. These donations allow our residents to receive or give gifts to others this holiday season. We depend on our community to make this a success!

To see the full list, visit our website. Donations accepted from December 20-22.

Recommended items:

Adult items, please. Unfortunately, we cannot accept children's items.

- Pull-over or hoodie, ¾-zipper, or full-zipper sweatshirt (sizes L to 4XL, primarily larger sizes)
- Pajamas (sizes M to 4XL, primarily larger sizes)
- Slippers (all sizes, primarily larger sizes)
- Camisole/undershirt for women (sizes M to 4XL, primarily larger sizes)
- Gift cards to Walmart and Target, and Visa
- Throw blankets

Stocking Stuffer items:

- Flip Flop / Shower Shoes (M - XL)
- "Fun" feminine/manly item (perfume, cologne, jewelry, watch, wallet, purse etc.)
- Ear buds for phones and electronics
- Fidget spinners are good for anxiety
- Eye masks/ear plugs for sleeping
- Clear water bottles
- Drawing and Coloring Supplies
- Ethnic hair products
- Hair ties/barrettes or Hair brushes
- Crossword/word find/Sudoku puzzle books
- Chapstick/Burt's Bees/lip balm

IT'S BEEN A FALL LIKE NO OTHER

Julie Jeppson, Executive Director

October hit the shelter hard.

This pandemic has stuck around longer than any of us planned. We now navigate in a new "normal" by doing daily health checks, washing our hands frequently, and wearing masks. Because of these checks, it was soon discovered that a resident tested positive.

Initially, quarantining those residents who tested positive and sending home staff who tested positive, seemed like it would be effective. However, with 66 residents, and the small footprint of our shelter, we just couldn't create enough distance between everyone. The virus spread quickly.

It became abundantly clear that greater action was needed to combat the spread and help alleviate the workload for the remaining staff. On October 1, the decision was made to move our male residents into a local hotel. Then on October 11, we moved 100% of our residents to hotels.

This wasn't an easy decision. Why? Because it is a costly choice and prevents us from fully helping our residents.

Moving and being socially isolated adds another huge stress in our residents' lives. Adding to the difficulty, from the residents' perspective, is the fear of this virus and the uncertainty of their housing as they are asked to pack all of their belongings and move to the hotel. The mental toll of this crisis is immense.

Overall, to keep our residents safe and healthy, our costs increased to over \$75,000 per month.

We want to thank everyone that contributed to our online fundraiser. Your donations helped us extend the time that we could keep the residents safely in the hotel. We are still accepting donations. You can use the COVID crisis Hotel Cost Fundraiser button on our homepage at SteppingStoneEH.org.



Stepping Stone Team - from left to right: Jennifer Horton, Program Director; Jeff Conner, Development Officer; Julie Jeppson, Executive Director; Valerie Jensen, Development Coordinator; Lori Schulz, Business Manager

Despite the impact that this crisis has hit the shelter, we're thankful for the following good things that happened this fall:

1. Your support during our fundraising campaign.
2. Our partnership with the Minnesota Department of Health and the amazing certified nurse that monitored our residents.
3. No one was hospitalized.
4. Being able to host ParTee Fore A Purpose in September. It was our most attended golf event to date!
5. Our mission continues - the mission to find stable housing and guiding our resident's toward self-sufficiency.

As I write this, we look forward to a time of relative calm and a reopening of the shelter.

12 Days of Giving Thanks

December 6-17

Intentionally extending gratitude changes your perspective and your attitude even on those days where joy seems out of reach.

We invite you to join us. We will be completing twelve acts of kindness over twelve days this December.

- Twelve days to brighten another's day.
- Twelve days to give thanks.
- Twelve days to show your appreciation.

Follow us on social media for a prompt each day.

12 Days of Giving Thanks

December 6-17

STEPPING STONE ENDING HOMELESSNESS

For each of the
12 days, give thanks
by bringing joy
to others
through acts
of kindness

DAY	DAY	DAY	DAY
1	2	3	4
DAY	DAY	DAY	DAY
5	6	7	8
DAY	DAY	DAY	DAY
9	10	11	12

JUMP IN AND GIVE BACK

Marcia Hauck, Volunteer

Hello, my name is Marcia Hauck. My husband and I live in Andover; we have two married children and three grandchildren. I have been retired from my 38-year nursing career at Unity Hospital for almost four years.

While I was working, I occasionally volunteered at Stepping Stone at their health screening clinic. We also provided a few meals to the residents after the clinic. Once I retired, I knew I wanted to volunteer more at the shelter, so I jumped in!

Every Saturday morning my husband and I transport Costco food donations to the shelter. It is wonderful to see the excess food going to such a great place. And it is an easy way for both of us to give back.

I also volunteer at the annual golf event, ParTee Fore A Purpose, and the Real Stories One Stage event. I love making silent auction baskets and volunteering at the events. I am amazed at the many generous donors. It takes many hands to make these events successful; everyone brings a different skill, and we have fun seeing it all come together.



I often reflect on this quote: "We make a living by what we get. We make a life by what we give."

The residents at Stepping Stone have lost their way to make a living. The shelter gives them the resources to get their life back. Volunteering is an easy way to give back to our community.

**Have you thought about volunteering?
Jump in and give back!**

FAQ ABOUT VOLUNTEERING

1 Which volunteer opportunities are best for individuals or groups?

All Stepping Stone Volunteer needs can be met by individuals or groups. Some of the options that are best suited to groups include: kitchen help, Donate A Dinner, small group activity leader, and handyman, cleaning and decorating teams. Currently, for safety measures, volunteers will not have direct contact with residents, but we have many other opportunities available.

2 What is the volunteer time commitment?

We have a variety of opportunities for short term, long term, or occasional volunteers. We've found that volunteers get the most out of their experience when they volunteer at least once per month, but that is entirely up to each volunteer. Most volunteer shifts range from 1 hour (food pick up) to 4 hours (front office assistant).

3 What kind of training do volunteers receive?

It depends on what kind of volunteer work you choose. For example, we want to make it easy to Donate A Dinner, so Level 1 Volunteers don't require any specific training. On the other hand, Level 4 Volunteers work one-on-one with residents, so they are required to attend training and orientation. Our goal is for you to have a successful and rewarding experience supporting Stepping Stone and our residents, so training requirements are specific to each volunteer role.

4 How do I become a volunteer?

It's easy! APPLY ONLINE at SteppingStoneEH.org/volunteering or contact Jeff Conner at jeff.conner@steppingstoneeh.org.

YOUR IMPACT AT STEPPING STONE

\$130

BASIC LEVEL

You are helping our residents with their most basic needs. Even "smaller" items can become a burden to someone experiencing homelessness and living in unimaginable poverty.

\$390

MOVE-IN READY LEVEL

You help fund a variety of needs above the basic level including the search for an apartment, uniforms for work, and more. This allows our residents to get to the next "stepping stone" on their path.

\$1500

FUND A FUTURE LEVEL

You go beyond the basics and partner with us to help a resident take their final step on the "stepping stone" path and start a new life, including helping with rent and damage deposit.



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Our Guiding Principles

- Empower individuals to change their lives
- Treat each resident with dignity and respect
- Collaborate with partners in providing services
- Ensure strong stewardship in managing resources

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NEWS AND INFORMATION

FOR PUBLIC WATER SUPPLIERS IN MINNESOTA

John Kriesel to be Keynote Speaker for 2022 Metro Water Operators School

The Metro Water Operators School is back after a two-year absence because of COVID-19. It will be at the Earle Brown Heritage Center in Brooklyn Center from Tuesday, April 5 to Thursday, April 7, 2022.

The keynote speaker the opening morning will be John Kriesel (pictured at right), who is a former member of the Minnesota House of Representatives and currently a motivational speaker, author, and part-time personality on KFAN Radio. In 2006 Kriesel lost his legs in Iraq when an improvised explosive device detonated. He was at Walter Reed Army Medical Center for nine months and will share his stories and lessons with the water operators April 5. He is the author of the book, *Still Standing: The Story of SSG John Kriesel*, which will be available to buy at the school.

Half-day sessions will cover distribution, treatment, leadership, regulatory issues, operations, and emerging technologies.



The breakfast and lunch on Wednesday, April 6 will include speakers on the topics of an update on commercial driver's licenses and on diversity and inclusion.

A study class for those taking the exams for Class C and D licenses will be Wednesday with exams for all classes on Thursday morning, April 7.

Special Session for Superintendents

The annual vendor exposition will happen Thursday morning along with mini-sessions and Gimmicks and Gadgets. In addition, all superintendents are invited to attend on Thursday morning at a special price. In addition to admission to the vendor exposition and lunch that day, a special session for supervisors and superintendents will be held.

A tentative agenda for the school, which will be updated as speakers are confirmed, is at <https://www.health.state.mn.us/communities/environment/water/wateroperator/metro.html>.

Registration is available at https://www.mnawwa.org/events/event_list.asp.

Reminder to All Water Operators

When submitting water samples for analyses, remember to do the following:

- Take coliform samples on the distribution system, not at the wells or entry points.
- Write the Date Collected, Time Collected, and Collector's Name on the laboratory request form.
- Attach the label to each bottle (do not attach labels to the lab form).
- Include laboratory request forms with submitted samples.
- Use something other than a rollerball or gel pen (the ink may run).
- Consult your monitoring plan(s) prior to collecting required compliance samples.

Notify your Minnesota Department of Health district engineer of any changes to your system.

If you have questions, call the Minnesota Department of Health contact on the back of all sample instruction forms.

Water-Wastewater Utilities Treatment and Technology (WUTT) Program Update

By Carol Kaszynski, Chair, WUTT Advisory Board

A newly created water and wastewater training and education training program is underway at St Paul College. This program was created, in part, due to the immediate and long-term need to hire qualified and competent water/wastewater professionals. The need for candidates is growing due to the increased number of job openings related to retirements.

Endorsed by the Minnesota Health Department and the Minnesota Pollution Control Agency, the Water-Wastewater-Utility Treatment and Technology (WUTT) program provides students with a water/wastewater-focused education and training opportunity.

Benefits

The WUTT program:

- Provides training on basic water distribution, water treatment, wastewater collection, and wastewater treatment. It also provides supplemental training for working water/wastewater professionals.
- Provides a college training facility that is centrally located. The college is located on the bus line and near light rail, in addition to having convenient vehicle parking.
- Offers an improved set of options in the course schedule. The program schedule provides more flexibility, such as online and nights.
- Offers more diversity. The program is aimed at all potential students. This focus includes people of all backgrounds, genders, and economic statuses. Partnerships between the advisory board, the college, counties, and non-profits allow an expanded network for recruitment opportunities.
- Provides hands-on experience in the laboratory and in the field. Being centrally located in the metro area provides greater access to partnering agencies, such as St. Paul Regional Water Services, the city of Minneapolis, and others.
- Provides a career pathway, with curriculum, that allows cities and other agencies to meet their continuous and critical hiring needs. Students who successfully complete the WUTT program and pass the Class D water and/or Class D wastewater examination will become certified operators. Cities will have their employment needs addressed and fulfilled, once again.

Overall, the WUTT program is an innovative, relevant, and vital career pathway for people new to the water-wastewater industry as well as a training option for current industry professionals.

Students and water/wastewater agencies will benefit greatly from this program.

Next Cohort Begins

Two cohorts (modules) are underway. The goal is to begin another one in March 2022 if eight students register. We hope people will share the information of the WUTT program with friends, family members, peers, etc.



The WUTT Advisory Board (with Pat Shea, Carol Kaszynski, Eric Volk, Rick Whalen, Joe Wokson, and Joe Hansen shown above) received the Andrew Sullivan Outstanding Service Award at the annual conference of the Minnesota Section of American Water Works Association in Duluth. The other advisory board members are Bert Tracy, Bill Schluez, George Kraynick, Paul Coone, Dave Lemke, Dolly Ludden, Dave Stifter, Jim Bode, Steve Grossman, Chris Voeltz, Paul Christensen, Amy Schraeder, Bob Smude, Stew Thornley, Jodi Wallin, Dave Simons, and Bill Spain.

Donation Requests

The WUTT program is always seeking donations of materials, equipment, and parts. If you are able to contribute, please contact Steve Grossman at the city of Lakeville, sgrossman@lakevillemn.gov.

Financial support of the WUTT program is also needed. As a non-profit, the WUTT program seeks funds to support students with conference registration, travel arrangements, and scholarships.

In addition, we are seeking qualified instructors to teach a five-week course. All course materials will be provided, and the pay is \$50 an hour.

If you are interested in attending, spreading the word, donating, and/or instructing and would like additional information or details, please contact me at carol.kaszynski@ci.stpaul.mn.us.

Words to Live By

If I knew I was going to live this long, I'd have taken better care of myself.

—Mickey Mantle

Ego is just an overdressed insecurity.

—Quincy Jones

There is nothing more deceptive than an obvious fact.

—Sherlock Holmes

I don't vote. It just encourages them.

—Maine woman

Do not ruin an apology with an excuse.

—Benjamin Franklin

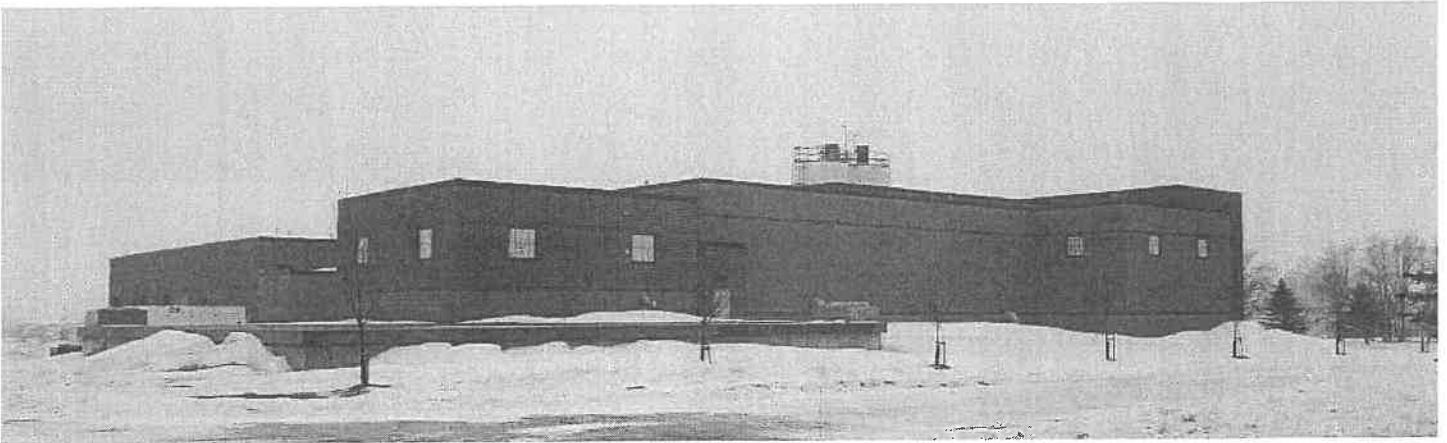
You can't build a reputation on what you're going to do.

—Henry Ford

I love mankind. It's people I can't stand.

—Linus Van Pelt

Pipestone Presented with EPA Aquarius Award



Pipestone's new water treatment facility

Minnesota Department of Health engineer Chad Kolstad presented the city of Pipestone with the Aquarius Award from the U. S. Environmental Protection Agency. The Aquarius Award recognizes exceptional projects for excellence in innovative financing, problem solving, and protection of public health and that serves as an example of the high level of innovation possible with the Drinking Water State Revolving Fund (DWSRF), which provides below-market-rate loans to water systems to achieve and maintain compliance with the federal Safe Drinking Water Act. Pipestone was recognized for its excellence and leadership in the financing and construction of a new water treatment plant to reduce the concentration of gross alpha emitters in its drinking water to protect public health. The new treatment plant was also designed to reduce the hardness of water leaving the plant, eliminating the need for residents to have home water softeners, which contribute to chloride concentrations at the city's wastewater plant. Reducing the chloride concentration protects the environment in surface and groundwater downstream from the wastewater facility.

The Pipestone project was one of the first in Minnesota to deal with a wastewater issue by treating the drinking water supply. As the program coordinator of the Minnesota DWSRF, Kolstad said, "By taking a holistic approach to solving their problem, the city was able to meet both their public health and environmental standards far more cost effectively."

The award presentation was held at the We Are Water exhibit at the Pipestone library and was the culmination of a Clean Water Council tour of drinking water systems in southwest Minnesota. The visits to Nobles, Rock, and Pipestone counties provided a first-hand look at a number of projects to improve water quality with funding from the Clean Water, Land, and Legacy Amendment.

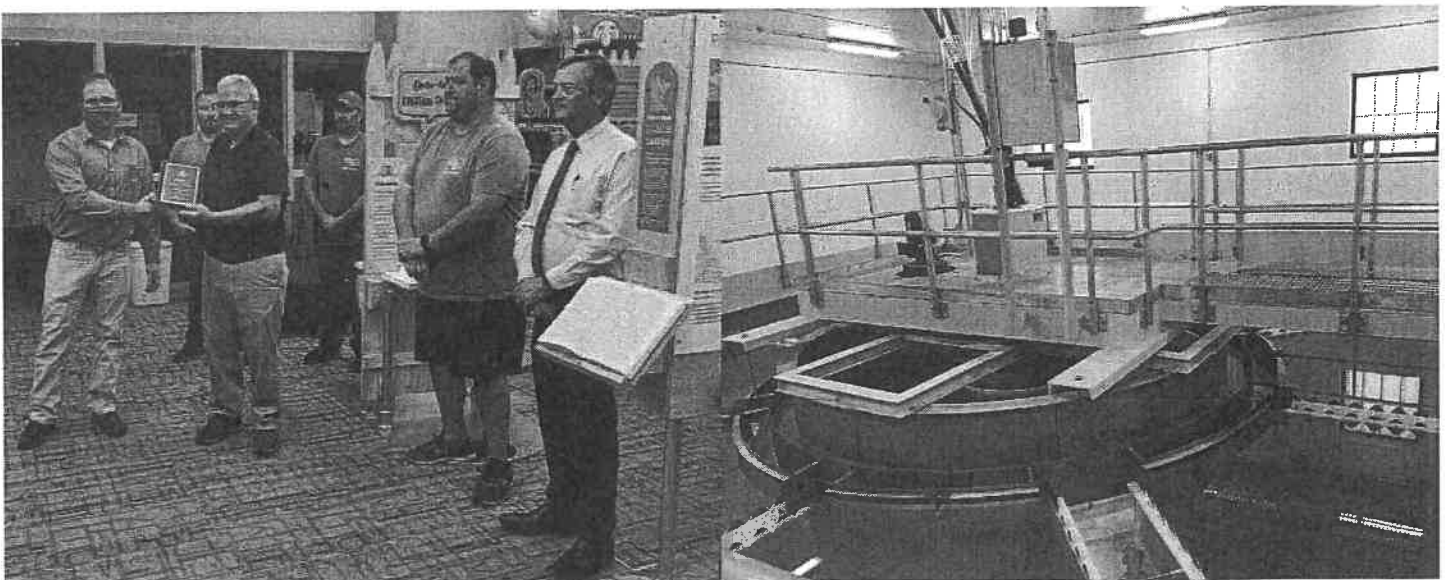
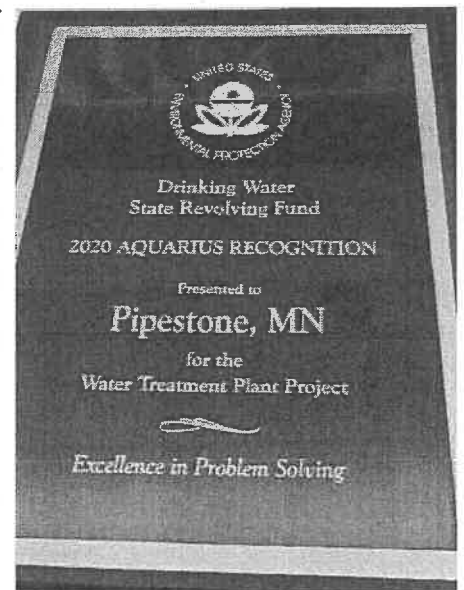
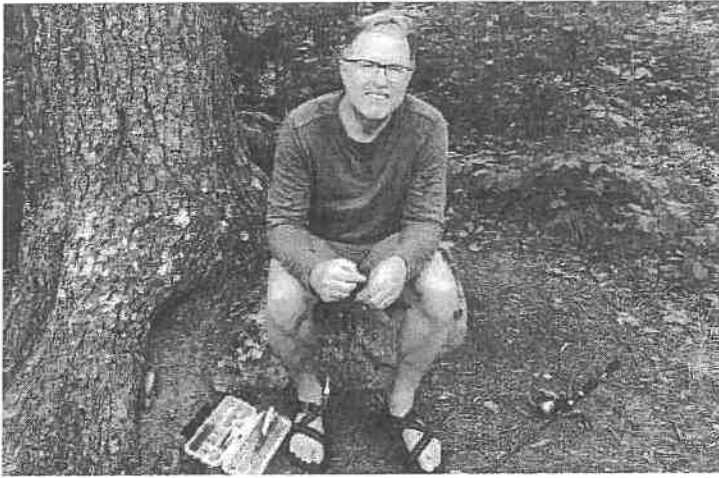


Photo at left: Chad Kolstad (far left) presents the EPA Aquarius Award to Pipestone mayor Myron Koets.

Photo at right: The clarifier at the Pipestone plant.

DWP Profiles: David Vaaler, Stephanie Voeller, and Indran Kamalanathan

The Drinking Water Protection (DWP) Section at the Minnesota Department of Health has welcomed new employees:



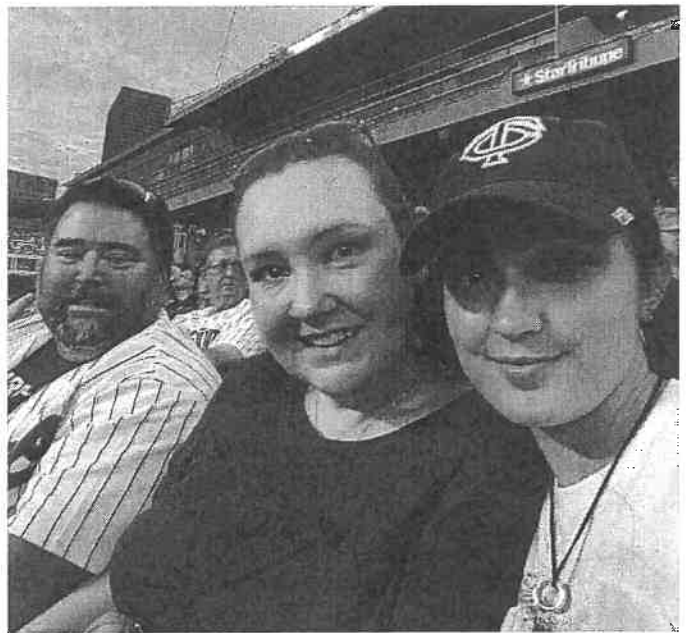
David Vaaler has rejoined the Minnesota Department of Health (MDH) and is now a compliance officer in the Community Public Water Supply Unit. He will be working with water systems on compliance issues related to organic and inorganic chemicals as well as disinfection byproducts. He had worked for MDH before moving to the Minnesota Pollution Control Agency.

David and his wife, Kelly, have several children: son Ethan (age 20), daughters Lauren and Anna (18 and 15), and dog Cooper (11). David made it through the pandemic with a variety of activities, including being the self-appointed chef at his house with one of his dishes getting a family score of 9.8 out of 10. He also did some Tik Tok videos with his youngest (Anna presumably, not Cooper) that generated a small fan base.

Stephanie Voeller has joined the Drinking Water Protection Section as the compliance officer for the Lead and Copper Rule. She has been involved in health-related roles her entire career and had worked for Allina as a provider coordinator and compliance administrative assistant for hospice.

After living in Wyoming and Colorado, her family moved to Minnesota when Stephanie was in elementary school, and she grew up in Coon Rapids. Stephanie and her husband just moved their kiddo, Amanda, into their dorm at the University of Nevada, Las Vegas, where they will be studying psychology. Stephanie volunteers for Wags and Whiskers, an animal rescue organization. They have fostered kittens for many years and have adopted two of them, Crowley and Meowser.

Stephanie's hobbies include knitting and crafts, casual gaming, and travel. She will be going on a Caribbean cruise, one that was rescheduled due to COVID. She also made it back to the Renaissance Festival and State Fair, events that she missed last year because of the pandemic. Stephanie and her family also look forward to rooting for the Twins in person each year. Attending a Twins game on Star Wars Night has been a family tradition.



Indran Kamalanathan has joined the Community Water Supply Unit as a compliance engineer, focusing on the fecal coliform and disinfection byproducts rules.

Indran has a Bachelor's of Science degree in chemical engineering from the University of Arkansas and a Master of Science degree in environmental engineering from the University of Illinois. He previously worked for Strand Associates in Joliet, Illinois, focusing on wastewater treatment.

Indran and his partner, Kaylee Smith, Ph.D., are both chemical engineers from Arkansas who now live in St. Paul. The photo at the left shows them hiking on the Mendenhall Glacier in Juneau, Alaska.

Indran has lived in England, Hong Kong, Arkansas, Illinois, and now Minnesota. Being new to the area, he is excited to explore winter hobbies. Besides hiking, Indran enjoys woodworking, board games, and comics.

Waterline

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Past Waterlines Archived at wateroperator.org

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



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CALENDAR

COVID-19 has created uncertainty about upcoming training and schools.

For an up-to-date list of events, see the training calendar on the MDH web site:

https://www.health.state.mn.us/communities/environment/water/wateroperator/wat_op_sched.html

Minnesota Section, American Water Works Association

*March 9-11, Southeast Water Operators School, Rochester International Event Center. Contact Keven Maxa, kevenm@austinutilities.com.

*April 5-7, Metro Water Operators School, Earle Brown Conference Center, Brooklyn Center. Contact Stew Thornley, 651-201-4655, or Erin Culver, 651-201-4697.

*Northeast Water Operators School, Timberlake Lodge, Grand Rapids. Contact Stew Thornley, 651-201-4655, or Erin Culver, 651-201-4697.

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

Information for all district schools, including agendas:

<http://www.health.state.mn.us/water/wateroperator/trng/schoolagendas.html>

Registration information is available at:

https://www.mnawwa.org/events/event_list.asp

Minnesota Rural Water Association (MRWA)

Contact Bob Klug, 800-367-6792

*March 1-3, St. Cloud

Note: Only the MRWA workshops with water operator certification exams are listed above. For more workshops, go to:

<http://mrwa.com/trainingcalendar.html>