



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, DECEMBER 07, 2020**  
**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 12, 2020 Special City Council Meeting
  - [B.](#) Approval of Minutes - November 16, 2020 City Council Meeting
  - [C.](#) Resolution 20-37, Amending 2020 General Fund Budget
  - [D.](#) Authorize Purchase of Registration Software for Recreation Department
  - [E.](#) Fourth Quarter Billing for 2021 Payable 2022 Property Tax Assessment
  - [F.](#) Contractor's Request for Payment #2 - 2020 Utility Improvements for 525 Osborne Road NE
  - [G.](#) Contractor's Request for Payment #4 (Final) - 2019 Sanitary Sewer Lining Project
  - [H.](#) Contractor's Request for Payment #2 - Arthur Street Water Treatment Plant Repairs
  - [I.](#) Contractor Licenses
  - [J.](#) Business Licenses
  - [K.](#) Sign Permit
- 7. DEPARTMENT REPORTS**
  - [A.](#) Public Works Report
  - [B.](#) Code Enforcement Report
- 8. PUBLIC HEARINGS**
  - [A.](#) Truth in Taxation Public Hearing
  - [B.](#) Extension of Moratorium on the Conversion of Residential Property to Rental Property
- 9. ORDINANCES AND/OR RESOLUTIONS**
  - [A.](#) Ordinance 469, Extending a Moratorium on the Conversion of Residential Property to Rental Property in the City of Spring Lake Park
  - [B.](#) Resolution 20-36, Approving Expenditures Related to the Coronavirus Relief Fund
  - [C.](#) Resolution 20-38, Approving Conditional Use Permit for an Auto Repair Business at 8370 Pierce Street NE
  - [D.](#) Resolution 20-39, Approving a Variance to Allow Construction of a Building Addition at 8370 Pierce Street NE

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

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

**10. NEW BUSINESS**

- [A.](#) Approval of 2021 Public Utilities Budget
- [B.](#) Approval of 2021 Recycling Budget
- [C.](#) Appointment to Parks and Recreation Commission - Nemeh Al-Sarraj

**11. REPORTS**

- [A.](#) Engineer's Report
- B. Attorney's Report
- [C.](#) Administrator's Report

**12. OTHER**

- [A.](#) Correspondence

**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, a special meeting of the Spring Lake Park City Council was held on November 12, 2020 at the Spring Lake Park Community Center, 1301 81<sup>st</sup> Avenue N.E., at 4:30 P.M.

1. Call to Order

Acting Mayor Wendling called the meeting to order at 4:30 P.M.

2. Roll Call

Members Present: Councilmembers Wendling, Dircks and Goodboe-Bisschoff

Members Absent: Councilmember Delfs and Mayor Nelson

Staff Present: Administrator Buchholtz

Visitors: None

Canvass City Election

The Council reviewed the summary of election results for the City election.

MOTION BY COUNCILMEMBER GOODBOE-BISSCHOFF ADOPTING RESOLUTION NO. 20-33, A RESOLUTION CANVASSING RETURNS OF THE REGULAR CITY ELECTION AS FOLLOWS:

SPECIAL ELECTION:

FOR THE OFFICE OF MAYOR (REMAINING TWO YEARS OF TERM):

	<u>P-1R</u>	<u>P-1A</u>	<u>P2</u>	<u>P3</u>	<u>Total</u>	
Bob White	40	447	389	648	1524	
Bob Nelson	38	389	539	916	1882	*
Write-In	0	5	5	8	18	

REGULAR ELECTION

FOR THE OFFICE OF COUNCILMEMBER (FOUR YEAR TERM):

	<u>P-1R</u>	<u>P-1A</u>	<u>P2</u>	<u>P3</u>	<u>Total</u>	
Shawn Webb	28	287	368	719	1402	
Barbara Goodboe-Bisschoff	31	382	430	816	1659	*
Lisa Dircks	45	427	423	754	1649	*
Nemeh Al-Sarraaj	13	174	154	257	598	
Write-In	0	10	13	23	46	

ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

Administrator Buchholtz expressed his appreciation to City staff and election judges for a successful 2020 General Election.

MOTION BY ACTING MAYOR WENDLING TO ADJOURN. VOICE VOTE: ALL AYES.  
MOTION CARRIED.

This meeting was adjourned at 4:35 P.M.

APPROVED BY:

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Ken Wendling, Acting Mayor

ATTEST:

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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 16, 2020 at the City Hall, at 7:00 PM.

### 1. CALL TO ORDER

- A. Administer Oath of Office - Robert Nelson

### 2. ROLL CALL

#### PRESENT

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

#### ABSENT

Councilmember Ken Wendling - arrived at 7:18 PM.

#### STAFF PRESENT

Police Chief Ebeltoft, Parks and Recreation Director Okey and Administrator Buchholtz

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that a Right of Way application from Comcast be added to the agenda at Item 6E.

### 5. DISCUSSION FROM THE FLOOR – None

### 6. CONSENT AGENDA

- A. Approval of Minutes - November 2, 2020 City Council Meeting
- B. Contractor's Licenses
- C. General Operations Disbursements #20-19 \$329,701.84
- D. Contractor's Request for Payment No. 1 - Visu-Sewer Inc.
- E. Right of Way Application – Comcast

Councilmember Goodboe-Bisschoff requested that a correction be made to the November 2, 2020, City Council meeting minutes. She requested that Councilmember Wendling's statement be corrected on page 2 to reflect that the item was discussed and not removed from the agenda.

Motion made by Councilmember Delfs to approve Consent Agenda, including the amendments to the minutes.

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

## **7. DEPARTMENT REPORTS**

### **A. Police Report**

Police Chief Ebeltoft reviewed his monthly staff report.

### **B. Parks and Recreation Report**

Parks and Recreation Director Okey reviewed the monthly program statistics. She reported that the annual Turkey Shoot will not be held due to the current COVID conditions. She stated that the Parks and Recreation Commission will be collecting food for the Panther Food Shelf and Ralph Reed Food Shelf. She reported that a drop off bin is located at City Hall.

Ms. Okey reported that the Mounds View YMCA is closing and the City of Mounds View is in the process of creating their own Parks and Recreation Department. She stated that the Spring Lake Park Parks and Recreation Department will be working with Mounds View on joint recreation programs.

Ms. Okey reported that staff has been reviewing webinars on new registration programs and planning upcoming programs.

## **8. ORDINANCES AND/OR RESOLUTIONS**

### **A. Resolution 20-34 Certifying Delinquent Accounts - Anoka County**

Administrator Buchholtz presented the list of billings for delinquent utilities and administrative citations to the Council for certification. He reported that there were no late fees charged in the months of June or October due to COVID. He stated that residents have until the end of November 2020 to pay the amount due before the final assessment roll will be sent to the county.

Mayor Nelson stated encouraged residents to make payment arrangements if they have not done so already as the City is willing to work with individuals.

Councilmember Goodboe-Bisschoff inquired if one of the properties with a large amount owing was a business. Administrator Buchholtz reported that it was residential home.

Motion made by Councilmember Delfs to approve Resolution 30-44 Certifying Delinquent Accounts - Anoka County.

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

B. Resolution 20-35 Certifying Delinquent Accounts- Ramsey County

Councilmember Dircks inquired if the certified amounts are higher than in years past. Mayor Nelson stated that he felt the amounts are close to the same amount as in years past.

Motion made by Councilmember Dircks to approve Resolution 20-35 Certifying Delinquent Accounts - Ramsey County.

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

**9. NEW BUSINESS**

A. Approve Contact with Xcel Energy for Collection of Fluorescent Lamps

Administrator Buchholtz reviewed the staff memo and reported that Xcel Energy has agreed to work with the City of Spring Lake Park on its fluorescent bulb collection. He presented the contract to the Council.

Councilmember Delfs inquired if the contract and program is the same as it has been in the past. Administrator Buchholtz stated that it is the same procedure and the contract is the same.

Mayor Nelson inquired if Green Lights Recycling will continue to accept the fluorescent bulbs at their location. Ms. Brown stated that Green Lights Recycling will continue to collect the bulbs and then will invoice the City for the charges. She stated that their invoice is paid by the City and Xcel Energy reimburses the City.

Motion made by Councilmember Wendling to approve contract with Xcel Energy for collection of Fluorescent Lamps.

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

B. Approve 2021 Residential Recycling Agreement with Anoka County

Administrator Buchholtz presented a copy of the 2021 Residential Recycling Agreement to the Council. He reported that the 2021 Municipal Reimbursement Funding Allocation calls for the County to pay the City a base of \$10,000 plus \$5.00 per household and option for other recycling opportunities.

Municipal Grant Funding (\$10.00 + \$5 per household):	\$24,480.00
Monthly Drop-off Center:	\$10,000.00
Organics Collections:	\$ 2,896.00
Recycling Enhancement Grant:	<u>\$ 2,896.00</u>
	\$40,272.00

Administrator Buchholtz stated that the City applied for an additional \$20,000.00 and was awarded \$16,800.00. He stated that the base amount combined with the additional grant gives the City of Spring Lake Park's Recycling program a total contract award of \$57,072.00.

Administrator Buchholtz stated that staff recommends of approval of the agreement.

Motion by Councilmember Wendling to Approve 2021 Residential Recycling Agreement with Anoka County.

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

C. Consider Promotion of Jeff Baker to Building Official

Administrator Buchholtz reviewed the staff memo regarding Building Inspector Baker passing his Certified Building Official license examination. He stated that he recommends that the City Council promote Mr. Baker from Building Inspector to Building Official effective November 16, 2020.

Administrator Buchholtz stated that the City of Mounds View has been very beneficial to Building Official Baker and the City with their mentoring and assistance with inspections.

Mayor Nelson stated that he is thankful to City of Mounds View and looks forward to working with the Inspection Department in the future when needed. He stated that he is pleased to see that the building department is back in control with the City of Spring Lake Park for all future inspections.

Councilmember Wendling stated that Mr. Baker did a good job of accomplishing the Building Official exam goal in a short amount of time.

Motion made by Councilmember Dircks to approve promotion of Building Inspector Baker to Building Official.

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

## 10. REPORTS

A. Attorney's Report – None

**B. Engineer's Report**

Engineer Gravel provided his report in the Council packet.

**C. Administrator's Report**

Administrator Buchholtz requested a work session to be scheduled on December 7, 2020 at 5:30 PM to discuss code amendments and the vacant lots on McKinley Street. The consensus of the Council was to meet at the requested date and time.

Administrator Buchholtz inquired if the Council would like to resume the meeting virtually by Zoom for the Council meetings. He reported that the December 7, 2020 Council meeting would require at least one councilmember present for the Truth in Taxation presentation. The Councilmembers stated that they will decide when the day is closer whether to participate in person or via Zoom due to the current COVID conditions. He reported that he has not received any negative feedback from residents or the public regarding holding the meetings virtually.

**11. OTHER**

Mayor Nelson reported that the monthly pork chop dinner at the VFW is scheduled to take place in the month of November. He stated that Toys for Military kids barrels will be placed locally for toy collection this holiday season. He stated he will provide an update on locations once they have been chosen. He wished residents a Happy Thanksgiving.

**12. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

Meeting adjourned at 7:45 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer





**RESOLUTION NO. 20-37**

**RESOLUTION AMENDING 2020 GENERAL FUND BUDGET**

WHEREAS, during the budget process when negotiations are ongoing, the City sets aside dollars for payroll and fringe benefits in a contingency fund; and

WHEREAS, after contracts are settled, said contingency fund is allocated to the City's various departments.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park that the City Council does hereby approve the following budget adjustments:

Acct #	Category	Original Budget	Amended Budget
101-49000-4389	Contingency	\$83,000	\$0
101-41400-1010	Admin-Salaries	\$323,025	\$331,476
101-41400-1210	PERA Employer Contribution	\$24,227	\$24,861
101-41400-1220	FICA & Medicare Employer Contribution	\$25,191	\$25,358
101-41940-1010	Gov't Bldgs - Salaries	\$15,675	\$16,142
101-41940-1210	PERA Employer Contribution	\$1,176	\$1,210
101-41940-1220	FICA & Medicare Employer Contribution	\$1,231	\$1,235
101-42100-1010	Police-Salaries	\$1,100,740	\$1,133,762
101-42100-1210	PERA Employer Contribution	\$193,392	\$197,100
101-42100-1220	FICA & Medicare Employer Contribution	\$29,253	\$29,352
101-42100-3300	Clothing & Personal Equipment	\$10,550	\$10,770
101-42300-1010	Code Enforcement-Salaries	\$97,575	\$112,185
101-42300-1210	PERA Employer Contribution	\$9,191	\$10,286
101-42300-1220	FICA & Medicare Employer Contribution	\$9,627	\$10,492
101-43000-1010	Streets-Salaries	\$141,200	\$146,681
101-43000-1013	Overtime	\$7,912	\$8,149
101-43000-1020	On-Call Salaries	\$2,261	\$2,329
101-43000-2280	Uniforms	\$1,000	\$1,130
101-43000-1210	PERA Employer Contribution	\$9,191	\$12,873
101-43000-1220	FICA & Medicare Employer Contribution	\$9,627	\$13,131
101-45100-1010	Recreation-Salaries	\$195,500	\$201,365
101-45100-1210	PERA Employer Contribution	\$14,663	\$15,102
101-45100-1220	FICA & Medicare Employer Contribution	\$16,487	\$16,706

The foregoing resolution was moved for adoption by

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 7<sup>th</sup> day of December, 2020.

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator

# Memorandum



**To:** Mayor and City Council  
**From:** Kay Okey, Parks & Recreation Director  
**Date:** November 30, 2020  
**Re:** Request for new Registration Software

## Summary

The registration system software provider, Maximum Solutions, has notified us that the application Silverlight will no longer be supported by Microsoft as of October 2021 and thus our software will no longer be supported. Maximum Solutions is not being rebuilt.

During the past couple of months, the Recreation Department has actively reviewed multiple options and has concluded that Active Net, a web-based registration system that owns Maximum Solutions meets our needs.

They have made improvement to their web-based product, that meets the security standards and has easier customer access from mobile devices. As a current customer, they are offering us our same yearly subscription of \$2,160 for the next 3 years with option of an added 3 years plus a one-time set up and training fee of \$7,047.50.

I am requesting to purchase the Active Net online registration system in the total amount of \$9,207.50 to be paid for with funds from the Recreation Program Fund.

## Attachments:

Contract

Respectfully submitted by

Kay Okey  
Parks and Recreation Director



# Schedule

Company Address 717 North Harwood Drive, Suite 2500  
 Dallas, TX 75201  
 US

Created Date 11/4/2020  
 Quote Number 00118043  
 Currency USD

Prepared By Kim Klauer  
 Opportunity Owner Jace Fecht  
 Owner Email [jace.fecht@activenetwork.com](mailto:jace.fecht@activenetwork.com)

Contact Name Kay Okey  
 Phone 7637927201  
 Email kokey@slpmn.org

Bill To Name Spring Lake Park, MN  
 Bill To Contact Kay Okey  
 Bill To Address 1301 81st Avenue NE  
 Spring Lake Park, MN 55432-2188 United States

Ship To Contact Kay Okey  
 Ship To Address 1301 81st Avenue NE  
 Spring Lake Park, MN 55432-2188 United States  
 Total Processing Volume USD 105,850.00

Product	Product Type	Description	Quantity	Sales Price	Fee %	Total Price
ACTIVENet - (credit card refunds - flat fee)	SaaS	#N/A	1	0.10	0.00	
ACTIVENet - ACH Remittance- Every 1 week	Service	#N/A	1		0.00	
ACTIVENet - Annual Subscription Fee	SaaS	#N/A	1	2,160.00		2,160.00
ACTIVENet - Functionality: Activity Registration	SaaS	#N/A	1		0.00	
ACTIVENet - IPP320 Debit Pin Pad	Hardware	#N/A	1	460.00	0.00	460.00
ACTIVENet - Loyalty Discount	Service	#N/A	1	-9,000.00		-9,000.00
ACTIVENet - Public Interface - Online Transaction Fee	SaaS	Rates for organizations under \$1,500,000 in annual revenue through ACTIVE Net.	1		3.00	
ACTIVENet - Public Interface Fee Set up - absorbed by client	SaaS	#N/A	1		0.00	
ACTIVENet - SaaS		#N/A			0.00	
ACTIVENet - Service Package Standard 1	Service	<p>ACTIVE Net Service Package STANDARD 1 consists of the following Services:</p> <ul style="list-style-type: none"> <li>• remote business process review</li> <li>• remote functionality review &amp; data collection preparation</li> <li>• remote data collection review</li> <li>• remote data entry (system inventory and policy controls)</li> <li>• remote user testing</li> <li>• LMS training</li> <li>• remote supplemental training</li> <li>• remote Go Live preparation</li> <li>• remote go live support</li> <li>• remote hardware configuration</li> <li>• remote system optimization training</li> </ul> <p>The scope of Services is contained to the 1 functionality of choice.</p> <p>50% of total Service costs will be billed at</p>	1	6,587.50	0.00	6,587.50



# Schedule

		Service initiation, payable within 30 days of the date of invoice. 50% of total Service costs will be billed at Service completion, payable within 30 days of the date of invoice.				
ACTIVENet - Staff Interface - Payment Processing Fee - Credit Card	SaaS	Rates for organizations under \$1,500,000 in annual revenue through ACTIVE Net.	1		3.00	
ACTIVENet - Staff Interface - Payment Processing Fee - Electronic Cheque/Check Processing	SaaS	#N/A	1		0.50	
ACTIVENet - Support Standard Package	Maintenance	Support package for organizations under \$1,500,000 in annual revenue through ACTIVE Net.	1		0.00	
ACTIVENet - Technical Services: ACH Remittance	Service	ACTIVE Net Technical Services: ACH Remittance consists of the following Services: • remote configuration, testing & training	1		0.00	
ACTIVENet - Technical Services: MaxGalaxy Data Conversion	Service	ACTIVE Net Technical Services: MaxGalaxy Data Conversion consists of the following services: • Remote configuration, testing, & training  Service information • This service enables a one-time import of customer information from MaxGalaxy to ACTIVE Net. • Please refer to the ACTIVE Net Reference Document – MaxGalaxy Data Conversion Guide for further details.	1	9,000.00		9,000.00

Total Price USD 9,207.50

Total Saas USD 2,160.00

Hardware Total 460.00 Annual Projected USD 4,189.00

Service Total 6,587.50 Contract Value

Active reserves the right, and may take additional measures to verify Client's account which may consist of reviewing publicly available data and/ confirmation of Client provided information. Such verification measures will be completed in advance of remittance.

All fees described herein are in consideration of the Software and Services that Active provides. Active and Client acknowledge that certain credit card network rules and laws prohibit imposing a surcharge that is based on the type of payment method used (e.g., having a different fee for the use of a credit card vs. debit card), and therefore, each agree not to impose such a surcharge on any End User.

The payment options we offer may include MasterCard, Visa, American Express and Discover.

If your order includes hardware, please note that all hardware orders have a 30-day return policy, and it is recommended that you inspect your purchases upon delivery.

\*Sales tax and shipping not included in total price. Sales tax and shipping, where applicable, will be added to your invoice.

By signing this Schedule, you agree to the terms and conditions governing your use of the Software and Services as set forth at:

General Terms - <http://www.activenetwork.com/general-terms>

Product Terms - <http://www.activenetwork.com/membership-terms>

Third Party Hardware Product Attachment - <http://www.activenetwork.com/thirdpartyhardware-terms>

## Quote Acceptance Information

Client

Active Network, LLC



# Schedule

Signature:

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Name:

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Title:

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Date:

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PO# (if applicable):

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Signature:

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Name:

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Title:

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Date:

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# Kenneth A. Tolzmann, SAMA

Spring Lake Park City Assessor

December 1, 2020

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

Re: Fourth Quarter Billing for 2021 Payable 2022 Property Tax Assessment.

Dear Mr. Bucholtz,

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

1982 Residential improved parcels @ \$10.00 per parcel -----	\$19,820.00
317 Commercial/Ind/Apt parcels @ \$55.00 per parcel -----	17,435.00
42 Unimproved land parcels @ \$ 2.50 per parcel -----	105.00
94 Exempt parcels	nc

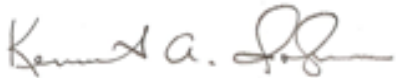
Total Cost for year 2021 assessment payable in 2022: \$37,360.00

Fourth Quarter Amt. Due: \$ 9,340.00

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 464-4862.

Sincerely,



Kenneth A. Tolzmann, SAMA#1939  
Spring Lake Park City Assessor  
24738 Hamlet Ave. N.  
Forest Lake, Mn 55025







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

November 30, 2020

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

Re: 2020 Utility Improvements for 525 Osborne Project  
Project No. 193805012  
**Contractor's Request for Payment No. 2**

Dear Dan:

Attached for city approval is Contractor's Request for Payment No. 2 for the 2020 Utility Improvements for 525 Osborne Project. The prime Contractor on this project is New Look Contracting from Rogers.

This request includes payment for restoration work including pavement restoration and seeding. Note that seeding was substituted (at a reduced cost) in lieu of sod because of the fall conditions. An inspection will be completed in the spring to make sure that the seeding comes up adequately. This payment includes a retainage of \$14,165.40 to be held until final punchlist items are completed and final paperwork is submitted.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to New Look Contracting in the amount of \$73,547.10.**

Please execute the payment request documents. Keep one copy for your records, forward a copy to New Look Contracting and return one copy to me.

Feel free to contact me if you have any questions.

Regards,  
**STANTEC**

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

Phil Gravel  
City Engineer

Enclosures

cc: Terry Randall, Public Works Director



Owner: City of Spring Lake Park, 1301 81st Ave. NE, Spring Lake Park, MN 55432	Date: November 30, 2020
For Period: 10/24/2020 to 11/30/2020	Request No: 2
Contractor: New Look Contracting, 14045 Northdale Blvd., Rogers, MN 55376	

**CONTRACTOR'S REQUEST FOR PAYMENT**

SLP 2020 UTILITY IMPROVEMENTS FOR 525 OSBORNE PROJECT  
STANTEC PROJECT NO. 193805012

SUMMARY

1	Original Contract Amount		\$	<u>302,555.00</u>
2	Change Order - Addition	\$	<u>0.00</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>302,555.00</u>
5	Value Completed to Date		\$	<u>283,308.00</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>283,308.00</u>
8	Less Retainage 5%		\$	<u>14,165.40</u>
9	Subtotal		\$	<u>269,142.60</u>
10	Less Amount Paid Previously		\$	<u>195,595.50</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>2</u>		\$	<u><u>73,547.10</u></u>

Recommended for Approval by:  
**STANTEC**

*Phil Gravel* 11/30/20

Approved by Contractor:  
**NEW LOOK CONTRACTING**

*Chad Hamann* 11/30/2020

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

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
<b>BASE BID</b>							
1	MOBILIZATION	LS	1	55000.00	0.2	1	\$55,000.00
2	TRAFFIC CONTROL	LS	1	2300.00		1	\$2,300.00
3	EROSION AND SEDIMENT CONTROL	LS	1	3500.00	0.5	1	\$3,500.00
4	CLEARING AND GRUBBING - STORM	EA	5	650.00		4	\$2,600.00
5	SALVAGE AND REINSTALL FENCE	LF	30	55.00			\$0.00
6	REMOVE BITUMINOUS PAVEMENT (INCLUDES SAWCUTS)	SF	2130	2.50	580	3080	\$7,700.00
7	REMOVE CONCRETE CURB (INCLUDES SAWCUTS)	LF	120	6.00		130	\$780.00
8	REMOVE CONCRETE SIDEWALK (INCLUDES SAWCUTS)	SF	150	3.00	195	295	\$885.00
9	4' DIAMETER STORM SEWER MH-1, INCL. CSTG AND ADJ RINGS	EA	1	3500.00		1	\$3,500.00
10	4' DIAMETER STORM SEWER CBMH-2, INCL. CSTG AND ADJ RINGS	EA	1	3400.00		1	\$3,400.00
11	4' DIAMETER STORM SEWER MH-3, INCL. CSTG AND ADJ RINGS	EA	1	3400.00		1	\$3,400.00
12	1.5" RC PIPE SEWER DESIGN 3006 CLASS V	LF	374	65.00		370	\$24,050.00
13	TOPSOIL BORROW (LV)	CY	250	35.00			\$0.00
14	SOD - TYPE LAWN	SY	1200	14.00			\$0.00
15	B618 CONCRETE CURB AND GUTTER	LF	120	41.00	130	130	\$5,330.00
16	4" CONCRETE SIDEWALK WITH BASE	SF	150	14.00	295	295	\$4,130.00
17	BITUMINOUS PARKING LOT PATCH (with 4" BIT. & 8" CLASS 5)	SF	1030	6.00	2300	2300	\$13,800.00
18	BITUMINOUS STREET PATCH (with 6" BIT. & 12" CLASS 5)	SF	1100	8.00	780	780	\$6,240.00
19	SEEDING	LS	1	1500.00	1	1	\$1,500.00
	TOTAL BASE BID						<u>\$138,115.00</u>
<b>ALTERNATE B - DIRECTIONAL DRILL WATER MAIN:</b>							
36	CLEARING AND GRUBBING - DRILL WATER MAIN	EA	2	550.00		2	\$1,100.00
37	POTHOLE EXISTING SEWER SERVICE	EA	2	700.00		2	\$1,400.00
38	REMOVE BITUMINOUS PAVEMENT (INCLUDES SAWCUTS)	SF	1700	2.50	1550	2950	\$7,375.00
39	REMOVE CONCRETE CURB (INCLUDES SAWCUTS)	LF	230	6.00	82	216	\$1,296.00
40	MISCELLANEOUS WATER MAIN REMOVAL AND ABANDONMENT	LS	1	760.00		1	\$760.00
41	6" PVC C900 DR 18 WATER MAIN, OPEN CUT	LF	325	30.00		275	\$8,250.00
42	6" PVC C900 DR18 WATER MAIN, DIRECTIONAL DRILLED	LF	725	60.00		750	\$45,000.00
43	6" GATE VALVE & BOX	EA	9	2200.00		9	\$19,800.00
44	5" HYDRANT	EA	4	5000.00		4	\$20,000.00
45	1" WATER SERVICE, TYPE K COPPER	LF	50	31.00		40	\$1,240.00
46	1" CURB STOP & BOX	EA	2	400.00		1	\$400.00
47	1" CORPORATION STOP	EA	4	350.00		2	\$700.00
48	DIP WATER MAIN FITTINGS	LB	900	7.50		500	\$3,750.00
49	CONNECT TO EXISTING WATER MAIN	EA	6	1200.00		5	\$6,000.00
50	CONNECT TO EXISTING WATER SERVICE	EA	4	425.00		2	\$850.00
51	B618 CONCRETE CURB AND GUTTER	LF	230	42.00	216	216	\$9,072.00
52	BITUMINOUS PARKING LOT PATCH (with 4" BIT. & 8" CLASS 5)	SF	1700	6.00	2950	2950	\$17,700.00
53	SOD - TYPE LAWN	SY	500	14.00			\$0.00
54	SEEDING	LS	1	500.00	1	1	\$500.00
	TOTAL ALTERNATE B - DIRECTIONAL DRILL WATER MAIN						<u>\$145,193.00</u>
	TOTAL BASE BID						\$138,115.00
	TOTAL ALTERNATE B - DIRECTIONAL DRILL WATER MAIN						\$145,193.00
	<b>WORK COMPLETED TO DATE:</b>						<u><b>\$283,308.00</b></u>

**PROJECT PAYMENT STATUS**

OWNER CITY OF SPRING LAKE PARK  
STANTEC PROJECT NO. 193805012  
CONTRACTOR NEW LOOK CONTRACTING

**CHANGE ORDERS**

No.	Date	Description	Amount
<b>Total Change Orders</b>			

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	09/01/2020	10/23/2020	195,595.50	10,294.50	205,890.00
2	10/24/2020	11/30/2020	73,547.10	14,165.40	283,308.00

**Material on Hand**

Total Payment to Date		\$269,142.60	Original Contract	\$302,555.00
Retainage Pay No. 2		14,165.40	Change Orders	
Total Amount Earned		\$283,308.00	Revised Contract	\$302,555.00



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

December 2, 2020

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

Re: 2019 Sanitary Sewer Lining Project  
Project No. 193804698  
**Contractor's Request for Payment No. 4-FINAL**

Dear Dan:

Attached for city approval is Contractor's Request for Payment No. 4-Final for the 2019 Sanitary Sewer Lining Project. The prime Contractor on this project is Hydro-Klean LLC from Des Moines Iowa.

This request releases the final project retainage that has been withheld since last January. The retainage was withheld pending completion of remaining punch-list items and agreement on final payment quantities. The Contractor has requested payment for sewer service lateral grout work that was not required. Payment for the unauthorized sewer service grout work is not recommended and is not included with this payment request.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to Hydro-Klean LLC in the amount of \$10,325.94.** This payment will be the final payment for the project in accordance with the project construction contract documents effective July 1, 2019.

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

Feel free to contact me if you have any questions.

Regards,  
**STANTEC**

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

Phil Gravel  
City Engineer

Enclosures

cc: Michelle Barrett, Hydro-Klean  
Terry Randall, Public Works Director



Owner: City of Spring Lake Park, 1301 81 St. Ave. NE, Spring Lake Park, MN 55432	Date: November 10, 2020
For Period: 1/18/2020 to 11/10/2020	Request No: 4/FINAL
Contractor: Hydro-Klean, 333 NW 49th Place, Des Moines, IA 50313	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
 2019 SANITARY SEWER LINING PROJECT  
 STANTEC PROJECT NO. 193804698

SUMMARY

1	Original Contract Amount		\$	220,806.00
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	0.00	
4	Revised Contract Amount		\$	220,806.00
5	Value Completed to Date		\$	206,518.80
6	Material on Hand		\$	0.00
7	Amount Earned		\$	206,518.80
8	Less Retainage 0%		\$	0.00
9	Subtotal		\$	206,518.80
10	Less Amount Paid Previously		\$	196,192.86
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>4/FINAL</u>		\$	<u>10,325.94</u>

Recommended for Approval by:  
**STANTEC**

*Phil Gravel* 12/02/20

Approved by Contractor:  
**HYDRO-KLEAN**

Per modified invoices 071410, 071411, 071412, 071413, & 071414.

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

Specified Contract Completion Date:  
 February 15, 2020

Date:

This is the final payment request for this project. Execution of final payment is in accordance with Contract Documents effective July, 1, 2019

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
<b>GENERAL</b>							
1	MOBILIZATION	LS	1	4326.00		1	\$4,326.00
2	TRAFFIC CONTROL	LS	1	1150.00		1	\$1,150.00
3	SEWER REHABILITATION, 8 or 9-INCH CIPP	LF	8530	20.80		8521	\$177,236.80
4	HYDROPHILIC END SEAL	EA	58	132.00		58	\$7,656.00
5	CLEAN AND INSPECT SERVICE LATERAL CONNECTION	EA					
		EA	10	100.00		25	\$2,500.00
6	GROUT SERVICE LATERAL CONNECTION	EA	90	325.00		42	\$13,650.00
	TOTAL GENERAL						<u>\$206,518.80</u>
	TOTAL GENERAL						\$206,518.80
	<b>WORK COMPLETED TO DATE:</b>						<u><b>\$206,518.80</b></u>

**PROJECT PAYMENT STATUS**

OWNER CITY OF SPRING LAKE PARK  
 STANTEC PROJECT NO. 193804698  
 CONTRACTOR HYDRO-KLEAN

**CHANGE ORDERS**

No.	Date	Description	Amount
<b>Total Change Orders</b>			

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	09/01/2019	09/20/2019	32,386.64	1,704.56	34,091.20
2	09/21/2019	11/11/2019	146,940.30	9,438.26	188,765.20
3	11/12/2019	01/17/2020	16,865.92	10,325.94	206,518.80
4/FINAL	01/18/2020	11/10/2020	10,325.94		206,518.80

**Material on Hand**

Total Payment to Date		\$206,518.80	Original Contract	\$220,806.00
Retainage Pay No. 4/FINAL			Change Orders	
Total Amount Earned		\$206,518.80	Revised Contract	\$220,806.00





December 1, 2020

RE: Application for Payment No. 2  
City of Spring Lake Park  
Arthur Street WTP Repairs  
SEH No. 154852

Daniel Buchholtz, MMC  
Administrator, Clerk/Treasurer  
City of Spring Lake Park  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN 55432

Dear Mr. Buchholtz:

Attached is Application for Payment No. 2 from Magney Construction, Inc. This application for payment is for work on the Arthur Street WTP Repairs project through October 31, 2020. I have reviewed this application for payment and believe it to accurately reflect work completed through the above referenced date. We recommend that the City pay the requested amount of \$26,338.75. Please sign the application for payment and provide a copy to me.

If you have any questions regarding this application for payment, please call me at (651) 765-2961.

Sincerely,

A handwritten signature in blue ink that reads "Chris Larson".

Christopher Larson  
Project Manager

Enclosures



**CONTRACTOR'S REQUEST FOR PAYMENT**  
 ARTHUR STREET WTF REPAIRS  
 CITY OF SPRING LAKE PARK  
 SPRING LAKE PARK, MN  
 SEH FILE NO.

Payment No.: 2	For Period: 11-1-20	Date: November 6, 2020
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**SUMMARY**

1	Original Contract Amount		\$	552,700.00
2	Change Order - Addition	\$		0.00
3	Change Order - Deduction	\$		0.00
4	Revised Contract Amount		\$	552,700.00
5	Work Completed to Date		\$	2,000.00
6	Material on Hand		\$	44,424.26
7	Amount Completed and Stored		\$	46,424.26
8	Less Retainage		\$	2,321.21
9	Subtotal		\$	44,103.05
10	Less Amount Paid Previously		\$	17,764.30
11	Liquidated Damages		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	2	\$	26,338.75

Recommended for Approval by:  
**SEH**

*Chris Larson*

Date:

12/1/2020

Approved by Contractor:  
**MAGNEY CONSTRUCTION**

*Peter Aldritt*

Peter Aldritt - Project Manager

Date:

11/6/2020

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

Date:

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

Date:

Unit Prices																
Item No.	DESCRIPTION OF WORK	SCHEDULED VALUE				WORK COMPLETED				TOTAL		BALANCE TO FINISH	RETAINAGE			
		UNITS	QTY	UNIT PRICE	TOTAL	Previous Application		This Application		STORED MATERIAL	COMPLETED TO DATE			% COMPLETE	QTY	TOTAL
1	Clean and Paint walls, ceilings, pipe, filters	LS	1	25,500.00	25,500.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$25,500.00	\$0.00
2	Replace Chlorine Automatic Shutoff system	LS	1	19,200.00	19,200.00			\$0.00		\$0.00	\$17,000.00	\$17,000.00	88.54%	1.0	\$19,200.00	\$850.00
3	Replace Chlorine Gas Detector	LS	1	12,700.00	12,700.00			\$0.00		\$0.00	\$8,725.00	\$8,725.00	68.70%	1.0	\$12,700.00	\$436.25
4	Replace Sample Taps	LS	1	2,800.00	2,800.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$2,800.00	\$0.00
5	Replace Chlorine Room Window	LS	1	3,500.00	3,500.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$3,500.00	\$0.00
6	Replace Water Heater	LS	1	7,500.00	7,500.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$7,500.00	\$0.00
7	Replace Air Compressor, Air Dryer & Filter	LS	1	17,500.00	17,500.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$17,500.00	\$0.00
8	Replace Faucet and Eyewash	LS	1	1,600.00	1,600.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$1,600.00	\$0.00
9	Replace Filter Pressure Transmitter	LS	1	4,800.00	4,800.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$4,800.00	\$0.00
10	Replace Door Hdwe #101A, 102A, 102B, 103A	LS	1	16,800.00	16,800.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$16,800.00	\$0.00
11	Replace Windows	LS	1	27,600.00	27,600.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$27,600.00	\$0.00
12	Replace Supervisory Control Panel	LS	1	167,500.00	167,500.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$167,500.00	\$0.00
13	Replace MCC	LS	1	96,700.00	96,700.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$96,700.00	\$0.00
14	Replace Fire Alarm Panel	LS	1	8,100.00	8,100.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$8,100.00	\$0.00
15	Replace Emergency Light	LS	1	500.00	500.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$500.00	\$0.00
16	Replace Local Disconnects rooms 101, 102 & 103	LS	1	5,000.00	5,000.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$5,000.00	\$0.00
17	Replace Filter Valve Solenoids (6 total)	LS	1	12,600.00	12,600.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$12,600.00	\$0.00
18	Replace Mixing Valves	LS	1	4,600.00	4,600.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$4,600.00	\$0.00
19	Replace Wiring and receptacles rms 101,102, 103	LS	1	1,800.00	1,800.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$1,800.00	\$0.00
20	Replace RPZ's	LS	1	3,400.00	3,400.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$3,400.00	\$0.00
21	Replace Sprinkler Flow Monitoring sensors and wiring	LS	1	4,300.00	4,300.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$4,300.00	\$0.00
22	Replace unit heaters and thermostats rms 102 & 103	LS	1	11,200.00	11,200.00			\$0.00		\$0.00	\$4,580.42	\$4,580.42	40.90%	1.0	\$11,200.00	\$229.02
23	Wash Building Exterior	LS	1	2,000.00	2,000.00			\$0.00	1.00	\$2,000.00		\$2,000.00	100.00%	0.0	\$0.00	\$100.00
24	Replace Floating Suction Strainer and Hose	LS	1	4,200.00	4,200.00			\$0.00		\$0.00	\$2,327.89	\$2,327.89	55.43%	1.0	\$4,200.00	\$116.39
25	Construct Masonry Partition	LS	1	63,900.00	63,900.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$63,900.00	\$0.00
26	Replace Light Fixtures	LS	1	11,200.00	11,200.00			\$0.00		\$0.00	\$1,935.45	\$1,935.45	17.28%	1.0	\$11,200.00	\$96.77
27	Replace Flow Control Valve	LS	1	13,100.00	13,100.00			\$0.00		\$0.00	\$9,855.50	\$9,855.50	75.23%	1.0	\$13,100.00	\$492.78
28	Replace removable Aluminum Railing Section	LS	1	3,100.00	3,100.00			\$0.00		\$0.00		\$0.00	0.00%	1.0	\$3,100.00	\$0.00
<b>TOTAL SECTION No.2</b>					<b>\$552,700.00</b>			<b>\$0.00</b>		<b>\$2,000.00</b>	<b>\$44,424.26</b>	<b>\$46,424.26</b>	<b>15.93%</b>		<b>\$550,700.00</b>	<b>\$2,321.21</b>

Original

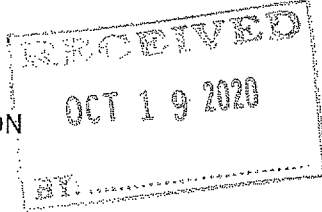


Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

# INVOICE

Total Invoice	\$27,557.91
Invoice Number	4811074
Invoice Date	9/28/20
Sales Order Number/Type	3279746 SK
Branch Plant	56
Shipment Number	3699255

Sold To: 351722  
MAGNEY CONSTRUCTION  
1401 Park Rd  
Chanhassen MN 55317



Ship To: 383590  
MAGNEY CONSTRUCTION  
Arthur Street Water Treatment  
8249 Arthur Street NE  
Spring Lake Park MN 55432

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent #			
11/27/20	Net 60	PPD Origin	SPEE DEE DELIVERY SERVICE	563-11240	Project #2474	033			
Line #	Item Number Cust Item #	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	P000	Project #2474-Spring Lake Park	Y	1.0000	EA	\$25725.000	EA .0 LB		\$25,725.00
		WTP		1.0000	EA		1.0 GW		

### GAS CHLORINATION SYSTEM EQUIPMENT

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

Please contact our Accounts Receivable Department via email at [Credit.Dept@HawkinsInc.com](mailto:Credit.Dept@HawkinsInc.com) or call 612-331-6910 to get it setup on your account.

Job # Pd Date Check #

563

**Dear Valued Customer,**

**We appreciate your business. Attached is a copy of your invoice for your recent purchase. Please provide remittance details when submitting payment to ensure accurate application.**

**Thank you.**

**Credit Team  
Credit.dept@hawkinsinc.com**

Page 1 of 1

Tax Rate Sales Tax  
7.125 % \$1,832.91

Invoice Total \$27,557.91

**No Discounts on Freight or Containers**

IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Containers are to be paid for in full, as invoiced, and full refund will be made promptly, provided containers are returned to original point of shipment. Return freight charges to be prepaid. The containers returned must be the same originally shipped, and show no evidence of abuse, or use for purposes other than the storage of original containers. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose. NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

Please Remit To: **Hawkins, Inc.  
P.O. Box 860263  
Minneapolis, MN 55486-0263**

This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

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

## Contractor's Licenses

December 7, 2020

### General Contractor

Larvinette Services

Open Concept Construction

QualTek Wireless, LLC.

### Mechanical

Masterpiece Mechanical, LLC.

Recher HVAC, LLC.

Timeline Mechanical

### Plumbing

Masterpiece Mechanical, LLC.



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

Business License's -Massage

December 7, 2020

Massage Enterprise and Individual Therapist

Acupressure Massage - Jian Shi

8189 University Ave

Massage Enterprise

Hair by Hughes - Carleen Bayer

913 Manor Dr





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

Business License's - Pawn Shop

December 7, 2020

Lincoln Pawn & Jewelry



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

Business License's - Liquor

December 7, 2020

Club License

Kraus Hartig Post VFW 6587

Tap Room, Off-Sale Brewery and Sunday Sales

Torg Brewery, LLC.

Liquor On-Sale Intoxicating and Sunday Sales

Monte's of Spring Lake Park, Inc.

The Sunset Grill

Dala 1, Inc.



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

Business License's - Cigarette

December 7, 2020

Cigarette License

Holiday Stationstores, LLC.

Spring Lake Tobacco Plus, Inc.

Hy-Vee Fast and Fresh Express

Hy-Vee

Hy-Vee Wine & Spirits

Dick's Vape Shop

Speedway



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

Business License's - Used Cars

December 7, 2020

Used Car Licenses

Spring Lake Park Auto

Enterprise Car Sales

Fridley Motor Co. dba Friendly Chevrolet

Central Bargain

Perfect 10 Auto

Rent N Travel

Northtown Auto Sales & Services, Inc.

Motomaxx, Inc.





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

Sign Permit

December 7, 2020

Sign Permit

Motomaxx, Inc.

7700 Hwy 65 NE





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

**Sign Permit Application**

DATE: 11-10-20  
NAME OF APPLICANT: Motomaxx inc. Yazeed Dawoud  
ADDRESS OF APPLICANT: 7700 Hwy 65 NE  
TELEPHONE NUMBER OF APPLICANT: 612-978-2271  
**NAME OF BUSINESS AND LOCATION** of building structure, or lot to which or upon which the sign is to be attached or erected 7700 Hwy 65 NE. mn 55432

New Construction: \_\_\_\_\_ Remodel:  Word Change Only:   
*Dawoud 2000@yahoo.com*

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

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

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

Name of person, firm or corporation erecting the structure: Eddy Signs

Address: 448 1st Ave. S. St. Paul, MN, 55075

Is an Electrical Permit required? NO

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

*Yazeed Dawoud*  
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:\*\*\*\*\*  
FEE: \$260.00 RECEIPT NUMBER: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_ DATE OF ISSUE: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

SQUARE FOOTAGE OF FRONT OF BUILDING: 1,120

SQUARE FOOTAGE OF ALL EXISTING SIGNS: ~~4' X 18'~~ - Removed

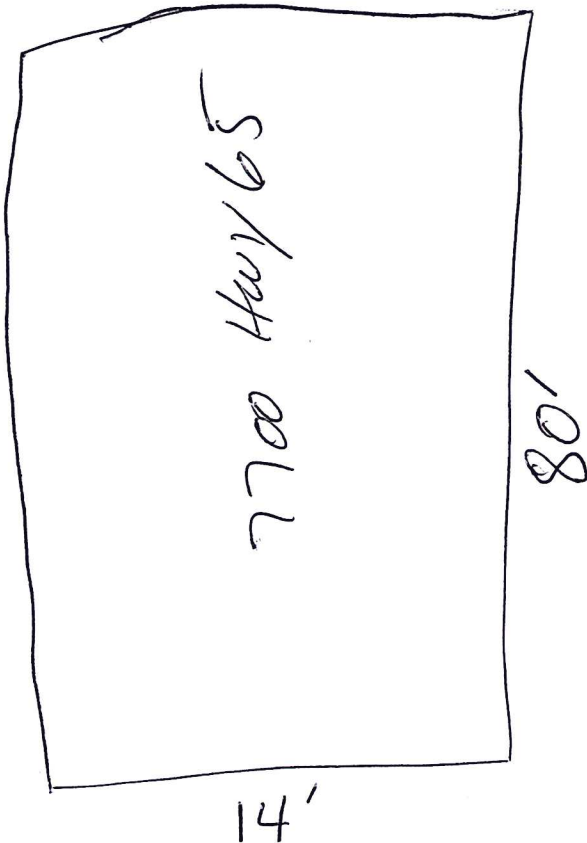
SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 3' X 16', 5 X 10 X 2 = 100' pylon  
148'

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

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

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

DRAWING:



Square footage facing 65  
total = 1,120

~~336~~ - 30%  
~~148~~ - proposed

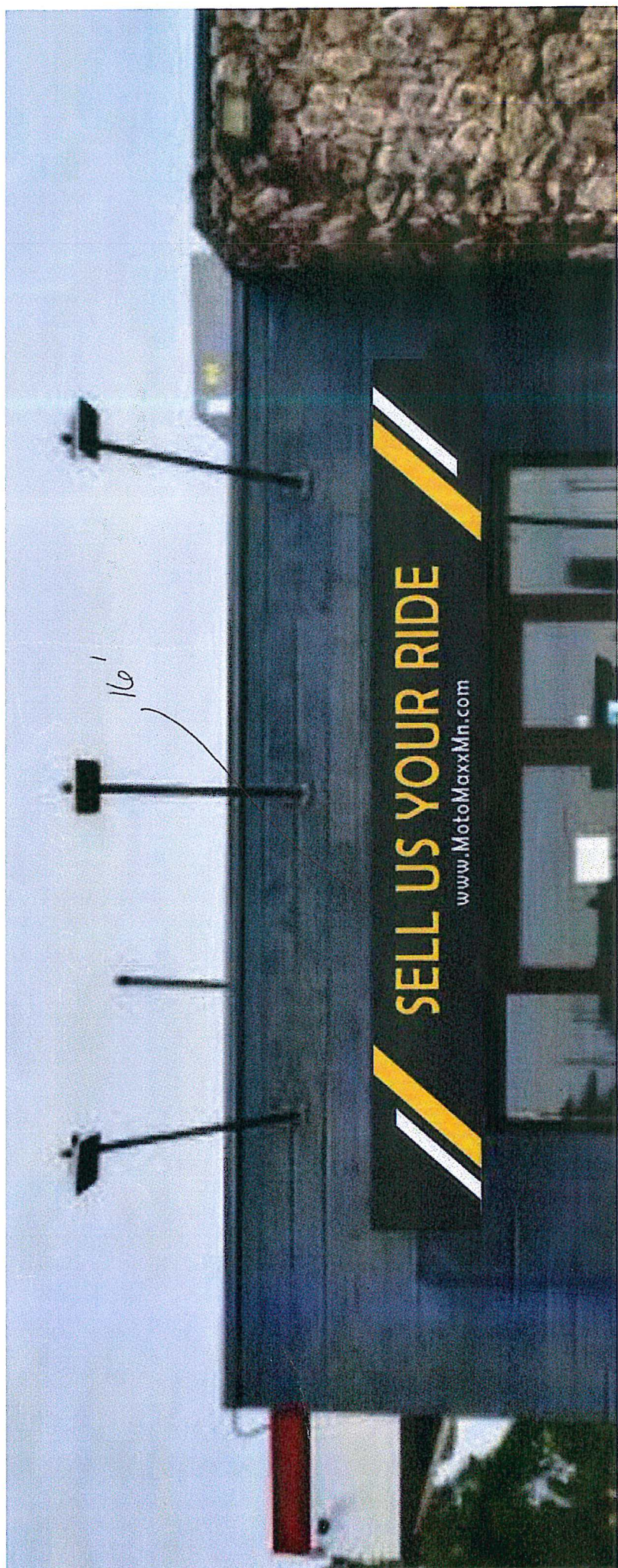
Proposed  
 $50' \times 2 = \$75 + 12.50 = 87.50 \times 2 = \$175$   
 $48' = \$75 + 10 = \$85$   

---

 $260$



487



3





The Code Enforcement Report will be distributed at the meeting.







# City of Spring Lake Park 2020 Truth in Taxation Hearing

## **City Council**

Bob Nelson, Mayor

Ken Wendling

Brad Delfs

Barbara Goodboe-Bisschoff

Lisa Dircks

December 7, 2020

# Purpose of TNT Hearing

- Required under M.S. 275.065
- Provide information on 2021 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.

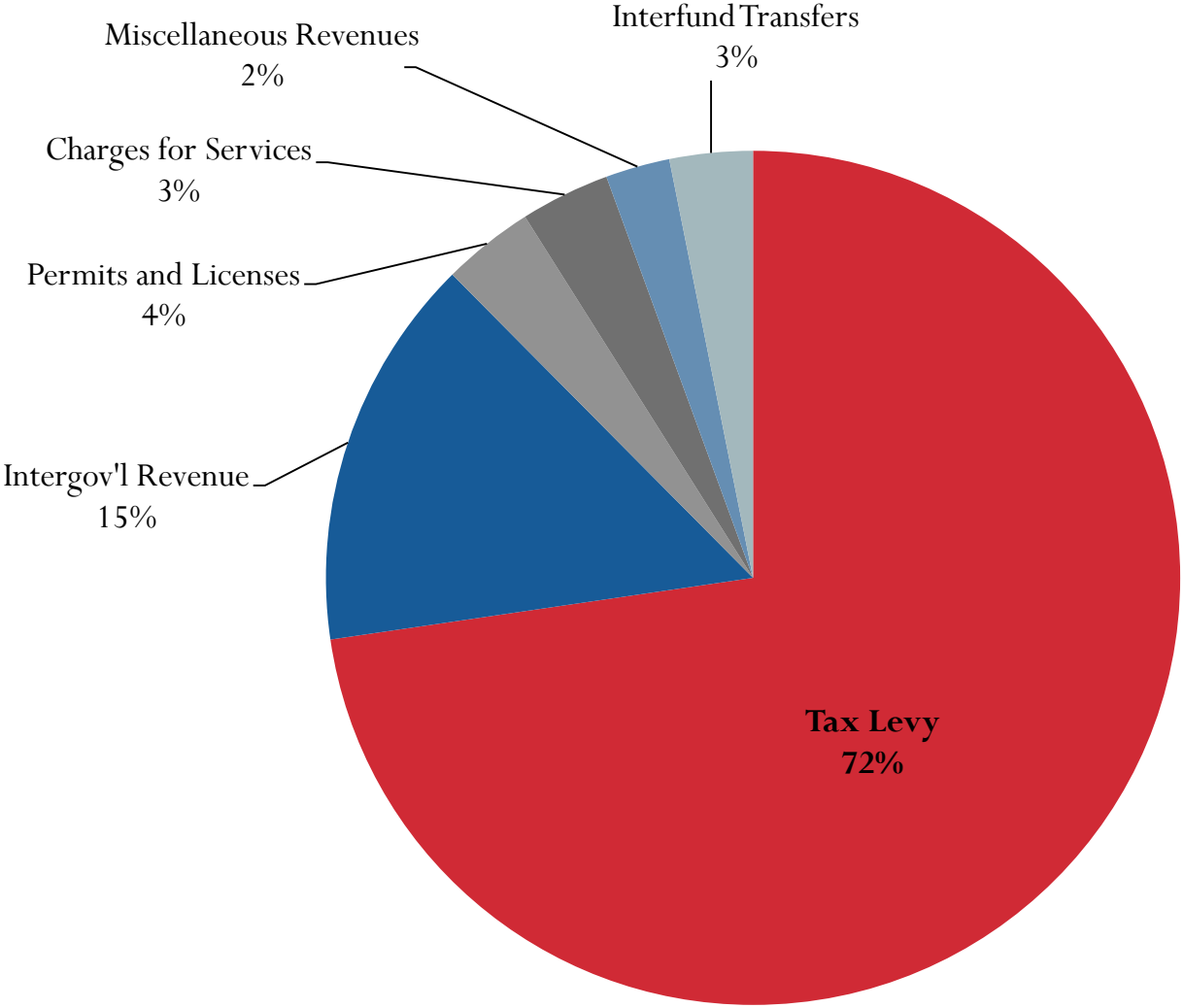
# 2021 Budget Process

- June 2020 Department Heads Draft Departmental Budgets
- July 2020 Department Heads Present Budgets to Administrator
- August 10, 2020 Administrator Presents Proposed Budget to City Council
- September 8, 2020 Council Approves Preliminary Budget/Tax Levy
- December 7, 2020 TNT Hearing
- December 21, 2020 Council Approves Final Budget/Tax Levy

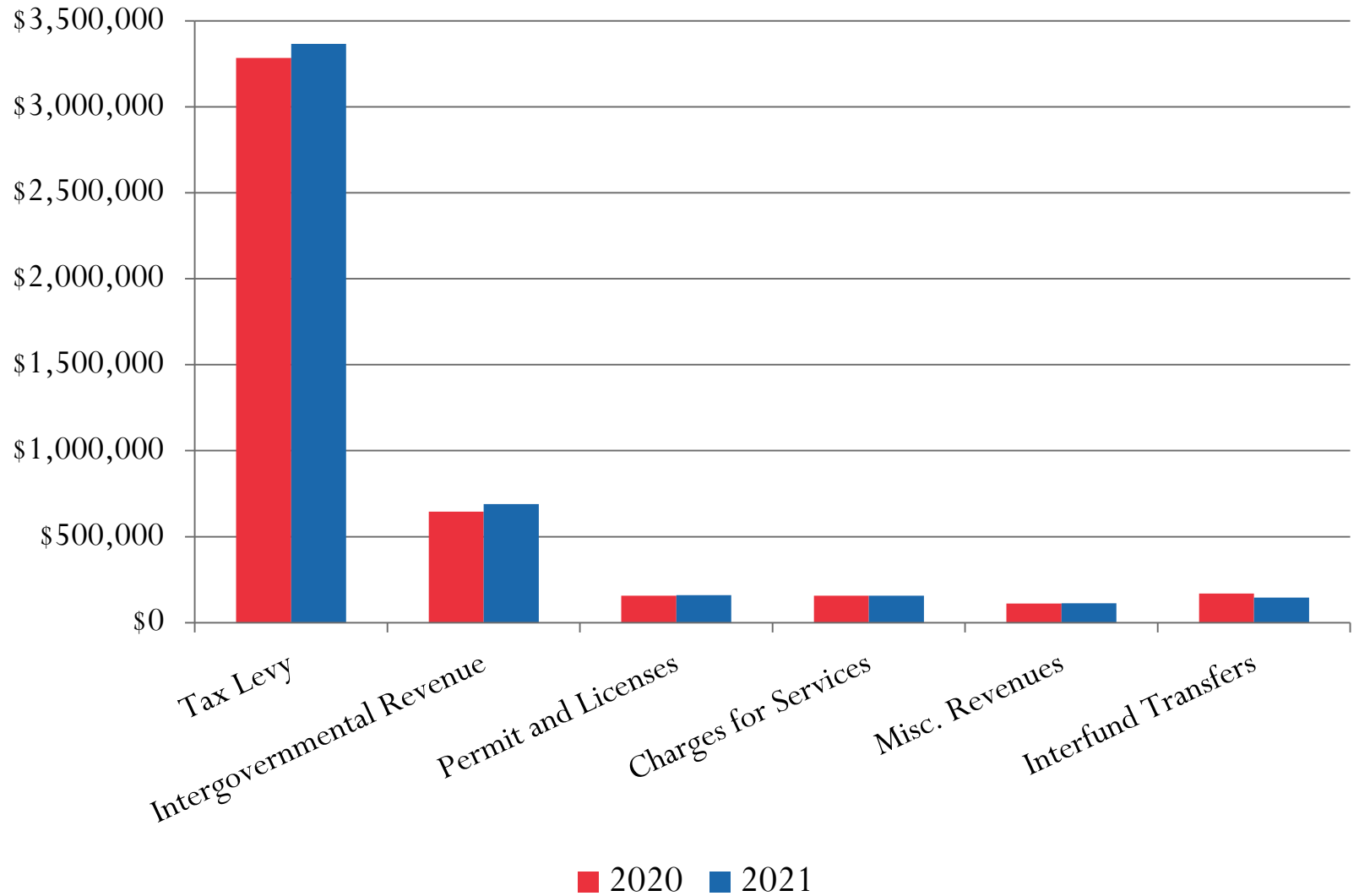
# Why Does My Property Tax Bill Vary From Year to Year

- 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

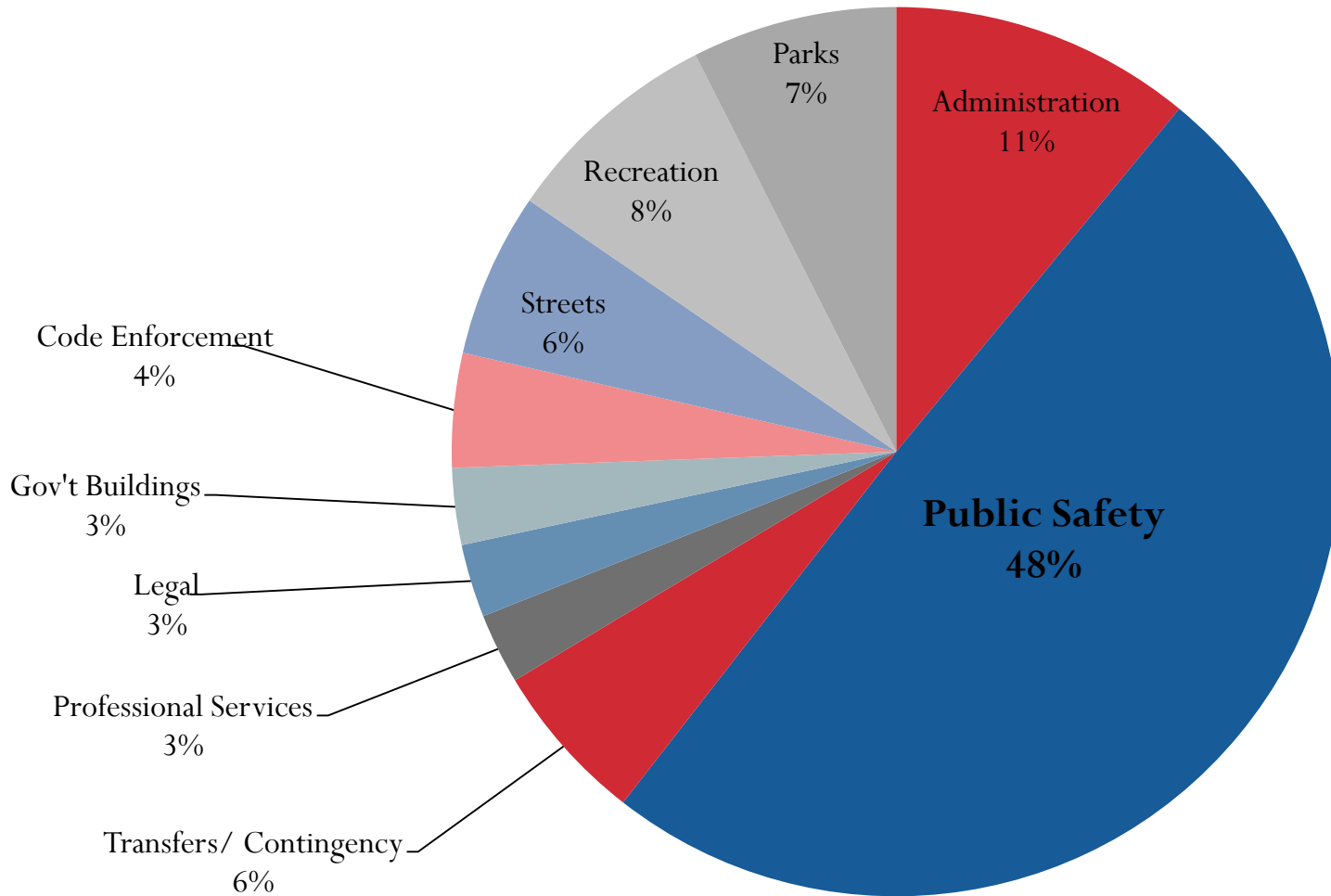
# 2021 General Fund Revenues



# Revenue Comparison

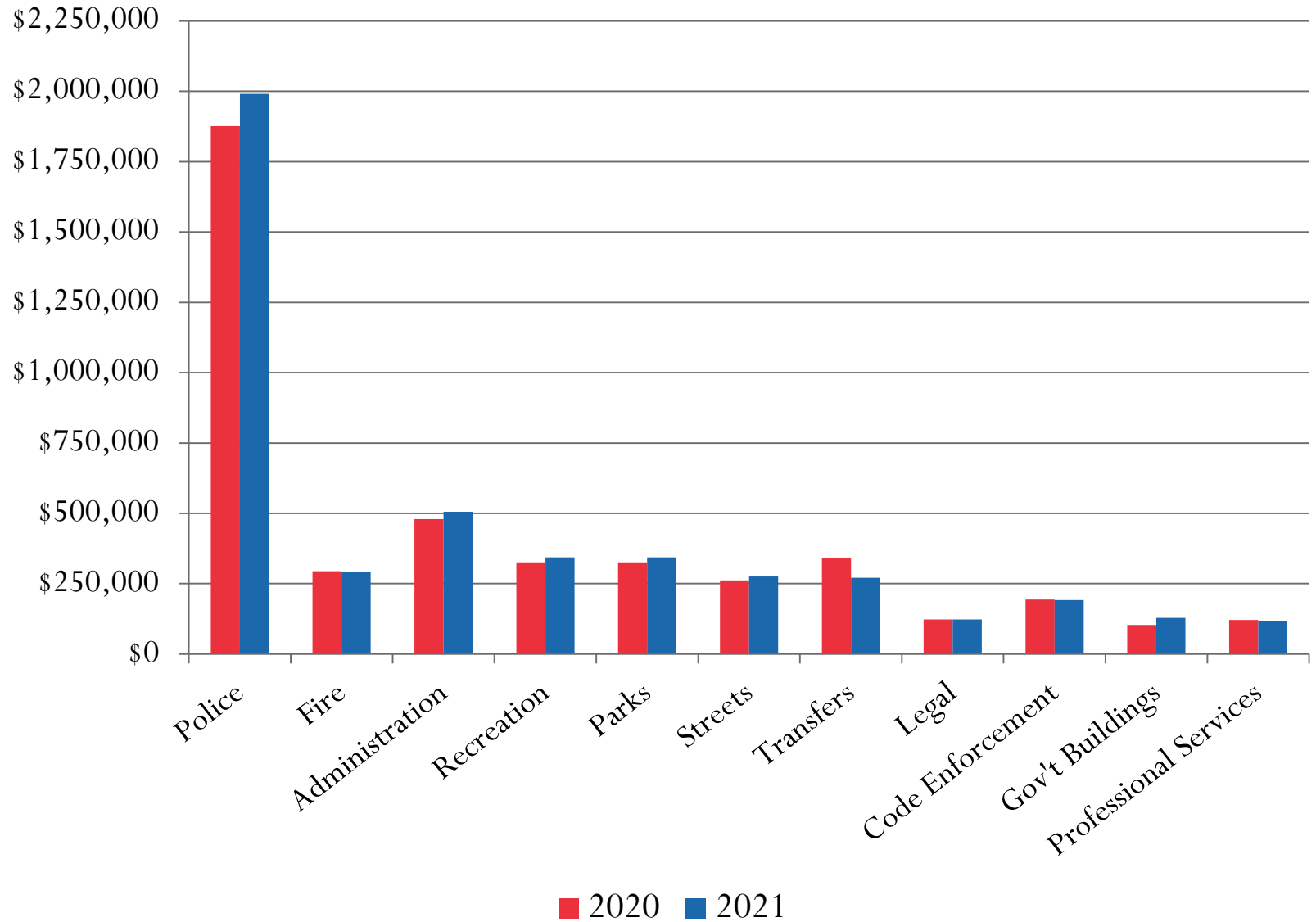


# 2021 General Fund Expenditures



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

# Expenditure Comparison





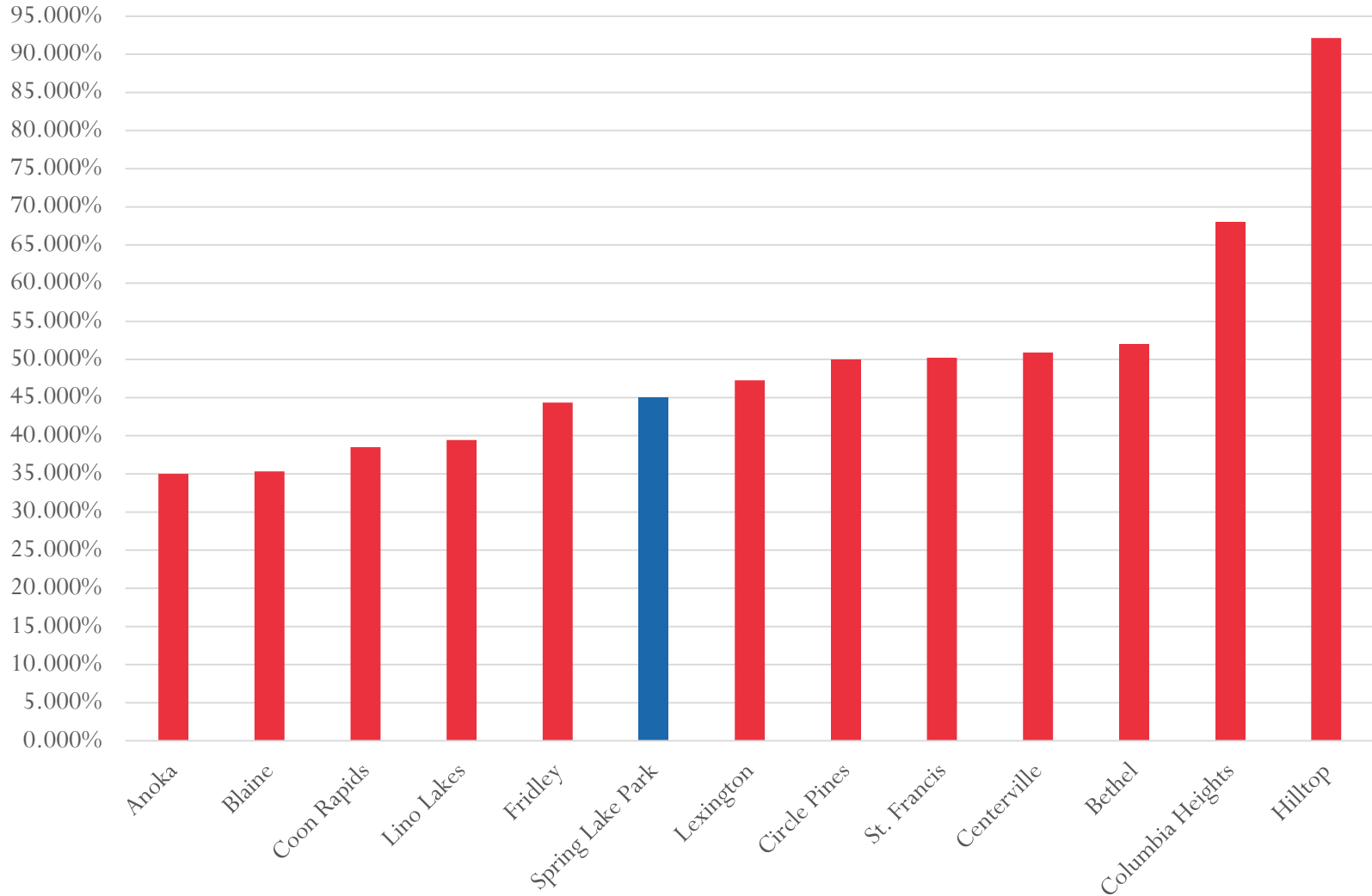
# 2021 Budget Highlights

- Proposed 2021 Levy is \$3,631,417, an increase of 2.2%
  - General Government levy increase is 2.50%
  - Debt service levy decrease is (1.25%)
- General Fund revenues are anticipated to increase by 2.4%
- Overall General Fund spending is set to increase by 1.3%
- City's tax rate will decrease from 48.497% in 2020 to 45.019% in 2021

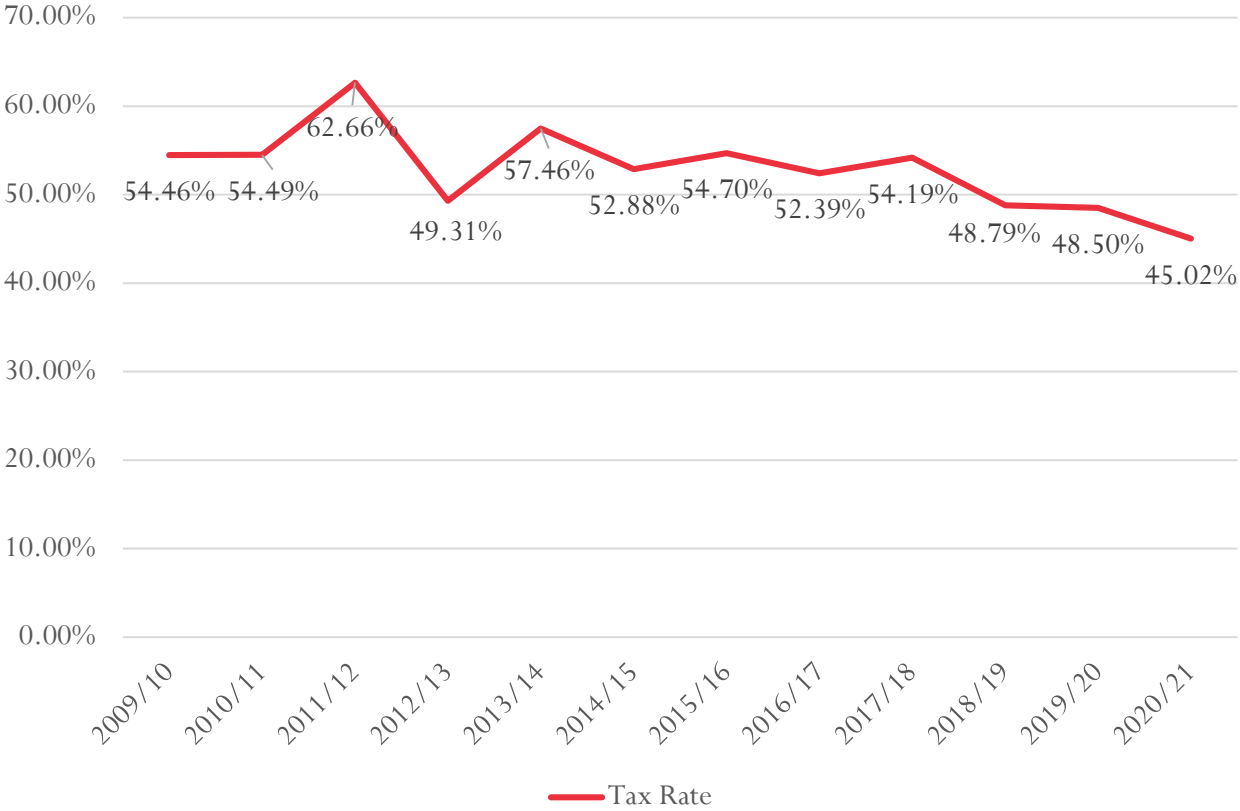
# 2021 Budget Highlights

- Local Government Aid
  - The City is scheduled to receive Local Government Aid (LGA) for fiscal year 2021
  - Local Government Aid is being allocated as follows:
    - Fund general fund expenditures (\$262,527)
    - Buy down debt service levy (\$90,000)
    - Purchase capital equipment (\$88,521)
    - Fund State/Federal storm water mandates (\$25,000)
    - Radio replacement fund (\$10,000)
    - Reduce severance liability (\$25,000)
    - Contingency Account (\$30,000)
    - 2022 Election (\$15,000)
  - Concern about stability of LGA for 2021 and beyond due to forecasted State of Minnesota budget deficit

# Proposed 2021 Tax Rates for Select Anoka County Cities



# Spring Lake Park Historical Tax Rate



# Revenue Detail

Revenue by Category	2020 Budget	2021 Budget	% Chg.
Property Taxes	\$ 3,285,402.00	\$ 3,366,932.00	2.48%
Intergovernmental Revenue (LGA, PERA Aid, Court Fines)	\$ 644,788.00	\$ 689,048.00	6.86%
Permits and Licenses (Liquor, Sign, Bldg, Rental, etc)	\$ 156,752.00	\$ 160,562.00	2.43%
Charges for Current Services (Zoning Fees, Gambling Tax, Alarm Calls, Rental Housing)	\$ 156,181.00	\$ 156,763.00	0.37%
Miscellaneous Revenues (Ins. Dividends, Admin Fines, Liaison Officer Contract)	\$ 110,320.00	\$ 112,784.00	2.23%
Interfund Transfers (Liquor, Public Utilities, Recycling)	\$ 169,147.00	\$ 145,666.00	(13.88%)
<b>TOTAL</b>	<b>\$ 4,522,590.00</b>	<b>\$ 4,631,755.00</b>	<b>2.41%</b>

# Expenditure Detail

Expenditure by Department	2020 Budget	2021 Budget	% Chg.
Council	\$ 72,627.00	\$ 70,740.00	(2.60%)
Administration	\$ 479,950.00	\$ 435,118.00	(9.34%)
Government Buildings	\$ 103,705.00	\$ 128,571.00	23.92%
Police Department	\$ 1,881,853.00	\$ 1,990,890.00	5.79%
Fire Protection	\$ 293,842.00	\$ 291,710.00	(0.73%)
Code Enforcement	\$ 193,913.00	\$ 191,404.00	(1.29%)
Streets	\$ 261,269.00	\$ 275,616.00	5.49%
Recreation	\$ 325,906.00	\$ 343,498.00	5.40%
Parks	\$ 325,830.00	\$ 343,601.00	5.45%
Professional/Contractual Services (assessor, auditor, legal, engineering, IT, P&Z)	\$ 243,223.00	\$ 240,670.00	(1.04%)
Miscellaneous (transfers, contingency)	\$ 340,472.00	\$ 270,500.00	(20.55%)
<b>TOTAL</b>	<b>\$ 4,522,590.00</b>	<b>\$ 4,582,318.00</b>	<b>1.32%</b>

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



A \$176,900 home generates \$700.42 in annual City property taxes: This comes to \$58.37 per month for 2021.

**What could you purchase for \$58.37/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...

# 2021 Property Tax Levy

Revenue by Category	2020 Budget	2021 Budget	% Chg.
General Operations	\$ 3,285,402.00	\$ 3,366,932.00	2.48%
Debt Service	\$ 267,844.00	\$ 264,485.00	(1.25%)
<b>TOTAL</b>	<b>\$ 3,553,246.00</b>	<b>\$ 3,631,417.00</b>	<b>2.20%</b>



Questions?



*Thank You For Attending!*





# Memorandum

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

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

**Date:** December 2, 2020

**Subject:** Extension of Moratorium on Residential Conversions to Rental Housing

The City Council approved a 6 month moratorium on the conversions of residential property to rental housing at its June 15 meeting. That 6 month moratorium is set to expire on December 15, 2020. Staff is seeking a 6 month extension to the moratorium to provide the City Planner with additional time to complete the rental housing study.

While the moratorium extension would end on June 15, 2021, the City will likely complete work on the study long before that. The City Planner is anticipating having the study completed for review by the Planning Commission and City Council in January. When the City Council accepts the study and approves any Code language that comes from the study, the City Council can approve another ordinance that will terminate the moratorium.

As we did with the first moratorium ordinance, the City Council will need to hold a public hearing on the proposed ordinance.

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

**ORDINANCE NO. 469**

**AN ORDINANCE EXTENDING A MORATORIUM ON THE CONVERSION OF RESIDENTIAL PROPERTY TO RENTAL PROPERTY IN THE CITY OF SPRING LAKE PARK**

The Spring Lake Park City Council ordains as follows:

**Section 1. Purpose**

The City adopted Ordinance 468, an Ordinance Enacting a Moratorium on the Conversion of Residential Property to Rental Property in the City of Spring Lake Park. The City Council adopted this Ordinance to review and establish appropriate standards for rental properties in the City of Spring Lake Park. The moratorium established under Ordinance 468 was for a period of 6 months, subject to an extension should the City's review require additional time.

Work on the study has commenced but additional time is needed to complete the study as well as draft and adopt changes to the City's rental housing ordinance.

**Section 2. Extension of Moratorium on Issuance of Permits or Certificates of Occupancy**

The Spring Lake Park City Council hereby declares the moratorium, established pursuant to Ordinance 468 under the authority of Minn. Stat. §462.355, subd. 4, on the issuance of licenses and/or certificates of occupancy for the conversion of residential properties to rental properties within the City be extended for an additional 6 months until June 15, 2021.

**Section 3. Effective Date**

This ordinance shall have full force and effect upon its passage and publication.

Passed by the Council of the City of Spring Lake Park, Anoka County, Minnesota, this 7th day of December, 2020.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel Buchholtz, Administrator, Clerk/Treasurer



# Memorandum

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

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

**Date:** November 20, 2020

**Subject:** Approval of CARES Act Expenditures

The City of Spring Lake Park received \$482,931 in Coronavirus Relief Funds (CRF) from the State of Minnesota. CRF funds could only be used to cover costs that 1) are necessary expenditures incurred due to the public health emergency with respect to COVID-19; 2) were not accounted for in the budget most recently approved as of March 27, 2020 for the City; and 3) were incurred during a period that begins on March 1, 2020 and ends on November 15, 2020.

The City Council authorized the use of \$100,000 to provide assistance to local businesses through its Small Business Assistance grant program. The City distributed these funds to 10 applicants.

Other eligible expenses incurred and identified by the City include administrative expenses, staff time that was diverted to respond to the COVID-19 pandemic, public safety payroll expenses for staff whose duties were substantially dedicated to mitigating or responding to the COVID-19 pandemic, technology upgrades to promote the ability of public employees to telework, the acquisition of personal protective equipment, protective supplies and sanitizing products and staff time to disinfect public facilities; the payment of unemployment benefits for some seasonal employees; and COVID-19 testing expenses.

All of the costs noted above are considered eligible expenses under the federal guidelines and will result in the City retaining all the allocated funds distributed to the City.

Staff is seeking approval of Resolution 20-36 approving the eligible expenses.



**RESOLUTION NO. 20-36**

**A RESOLUTION APPROVING EXPENDITURES RELATED TO THE CORONAVIRUS RELIEF FUND**

**WHEREAS**, the \$2 billion Coronavirus Aid, Relief and Economic Security (CARES) Act was passed by Congress and was signed into law by President Trump on March 27, 2020; and

**WHEREAS**, \$150 billion of federal funding was allocated by the CARES Act to the Coronavirus Relief Fund (CRF), of which the State of Minnesota received \$1.86 billion; and

**WHEREAS**, the State of Minnesota allocated and disbursed \$482,931 of its CRF dollars to the City of Spring Lake Park to help cover costs associated with the City’s response to the COVID-19 pandemic; and

**WHEREAS**, the CARES Act stated that payments from the CRF may only be used to cover costs that 1) are necessary expenditures incurred due to the public health emergency with respect to COVID-19; 2) were not accounted for in the budget most recently approved as of March 27, 2020 for the City; and 3) were incurred during a period that begins on March 1, 2020 and ends on November 15, 2020; and

**WHEREAS**, the US Department of Treasury provided guidance to local governments on eligible uses of the CRF; and

**WHEREAS**, eligible uses of CRF funds include the provision of emergency financial assistance to businesses impacted by the disruption caused by the COVID-19 pandemic, the improvement of telework capabilities for public employees to enhance compliance with COVID-19 public health precautions, the reimbursement of payroll expenses for administrative personnel and public safety personnel for those positions that were substantially dedicated to mitigating or responding to the COVID-19 pandemic; the acquisition of protective supplies, sanitizing products, personal protective equipment, and the disinfection of public facilities to combat the COVID-19 pandemic; and any other COVID-19 related expenses reasonably necessary to the function of government that satisfy the CRF’s eligibility criteria; and

**WHEREAS**, the City has utilized its CRF allocation in the following ways:

Administrative Expenses – Attorney Fees	\$ 2,280.06
Budgeted Personnel and Services Diverted to a Substantially Different Use	\$ 57,454.23
COVID-19 Testing and Contact Tracing	\$ 873.08
Improve Telework Capabilities of Public Employees	\$ 37,799.77
Payroll for Public Health and Safety Employees (law enforcement)	\$245,714.69
Personal Protective Equipment	\$ 11,731.39
Small Business Assistance	\$100,000.00
Unemployment Benefits	\$ 4,035.20
Items Not Listed Above (sanitizing products and PPE for Administration; grant to government agency (NMTV); P&R signage, message boards, sanitizing products and PPE; staff cultural assessment	\$ 23,042.58
<b>TOTAL</b>	<b>\$482,931.00</b>

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the City Council does hereby approve the above Coronavirus Relief Fund expenditures, finding that the expenditures meet the tests required under the CARES Act.

**BE IT FURTHER RESOLVED** that the City Council does hereby accept the final CRF report as submitted to the Minnesota Department of Revenue.

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 7<sup>th</sup> day of December, 2020.

APPROVED BY:

---

Robert Nelson, Acting Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator





Please save your report based on the following example:  
 RochesterCity\_August2020  
 Submit in Excel format to [CRAOffice.mmb@state.mn.us](mailto:CRAOffice.mmb@state.mn.us) seven  
 business days after the end of each reporting period.

Local Government Expenditure Report		
Name of Local Government (this will auto populate based on your SWIFT Supplier ID)	10 digit SWIFT Supplier ID # (begins with 0000) Select this link for SWIFT ID list	Date Submitted (Enter in MM/DD/YYYY Format)
SPRING LAKE PARK CITY	0000197719	11/6/2020
Name and Title of Person Filling Out Form	DUNS Number (Select this link for more information)	Phone Number (enter 10 digits without spaces or dashes)
Melissa Barker, Accountant	050387117	7637846491
Email Address	Amount of CRF Received from the Department of Revenue	Total Spent to Date (this amount will autofill)
mbarker@slpmn.org	\$ 482,931	\$ 482,931.00
Use the drop down in cell D14 to select "Interim" if your agency has any unspent funds and "Final" in the box if all available CRF funds have been spent and this will be your final report.	<b>Final</b>	
Please submit this report no later than 7 business days after the end of each month to provide the spend status of allotted Coronavirus Relief Funds (CRF), CFDA Number 21.019 awarded by the State of Minnesota.	<b>Amount of CRF Remaining (this amount will autofill)</b>	
	\$ (0.00)	

The covered period for these expenses is March 1, 2020 through November 15 (cities and towns) /December 1, 2020 (counties).

**DO NOT USE CRF FUNDS FOR ANY COST INCURRED OUTSIDE THIS COVERED PERIOD.**

Coronavirus Relief Fund (CRF) Categories		Total	July, 2020	August, 2020	September, 2020	October, 2020	November, 2020	December, 2020
Describe expenses (links to expenditure category examples are in the green category boxes to the left)		Treasury Guidance	FAQs					
Administrative Expenses	Attorney fees	2280.06	0.00	475.02	1045.03	760.01	0.00	0.00



<b>Small Business Assistance</b>		100000.00	0.00	0.00	0.00	70000.00	30000.00	0.00
<b>Unemployment Benefits</b>	2020 2nd quarter unemployment benefits payment	4035.20	0.00	4035.20	0.00	0.00	0.00	0.00
<b>Workers' Compensation</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Items Not Listed Above - to include other eligible expenses that are not captured in the available expenditure categories</b>	Aug: Sanitizing products and personal protective equipment for city hall, administration office, parks and recreation office, public works and elections. Sept: Grant to govt agency Oct: Park & recreation signs for parks; sanitizing products & PPE. Nov: Park & recreation message boards & city staff cultural assessment.	23042.58	0.00	2524.53	3830.40	2206.56	14481.09	0.00
<b>Total Spent</b>		482931.00	0.00	9137.69	10513.28	343668.59	119611.44	0.00

Cities and Towns	
Enter the Amount of unspent funds distributed to home county	0.00
Enter the name of the home county	Anoka
Enter the date funds were returned	

Cities and Towns in Hennepin and Ramsey Counties	
Enter the amount of unspent funds granted to hospitals	0.00
Enter the name(s) of hospitals receiving grants of unspent funds	

Counties	
Enter the amount of unspent funds received from cities and towns	0.00
Enter the amount of unspent funds returned to the State of Minnesota	0.00
Enter the date unspent funds were returned to the State of Minnesota	

	Total	July, 2020	August, 2020	September, 2020	October, 2020	November, 2020	December, 2020
Enter the amount distributed to cities and towns with a population under 200	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**CRF Fund Spending Confirmations**

X

Use the dropdown menu to place an "X" in the cell B78 to confirm that your CRF funding request meets federal guidance:

- (1) as a necessary expenditure to respond to the COVID-19 public health emergency,
- (2) is not accounted for in the current budget,
- (3) expenses were incurred during the covered period. See box C18 for explanation, and
- (4) does not include any ineligible expenses as defined in federal guidance.

**RESOLUTION NO. 20-38**

**A RESOLUTION APPROVING CONDITIONAL USE PERMIT FOR AN AUTO REPAIR BUSINESS AT 8370 PIERCE STREET NE**

**WHEREAS**, Olmedo Alvarado has made application for a conditional use permit to allow for an auto repair use at 8370 Pierce Street; and

**WHEREAS**, the property is zoned C-2, Neighborhood & Service Center Commercial, and is legally described as follows:

That part of Lot Six (6), Auditor's Subdivision No. 152, described as follows, to wit: the North 130 feet, front and rear, of the South 690, front and rear of the East 180 feet of the West 401.5 feet of Government Lot 2, Section 1, Township 30, Range 24, according to the recorded plat thereof, Anoka County Minnesota; and

**WHEREAS**, mailed and published notice of a public hearing to consider the proposed conditional use permit was given; and

**WHEREAS**, a public hearing to consider the proposed conditional use permit was held by the Planning Commission on November 23, 2020; and

**WHEREAS**, the Planning Commission has recommended approval of the conditional use permit amendment, subject to conditions.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves an amendment to the conditional use permit at 8370 Pierce Street NE to permit an auto repair business, subject to the following conditions:

1. The Conditional Use Permit applies to the use of the property assuming all setbacks and other Zoning Code standards are met, including the required 15 foot side setback to the north side, without a variance. If a variance is approved as requested for the north side setback of the building addition, that would be in addition to the conditions in the Conditional Use Permit.
2. Additional screening and landscaping on the west and south sides of the lot will be provided as depicted on the Concept Plan in the Planner's Report of November 23, 2020, to screen headlights and activity on site, such landscaping to be reviewed and approved by the City Planner and City Engineer before a building permit is granted.
3. The new proposed asphalt parking area in the rear of the site will provide a 12 foot rear setback and a 14 foot south side setback as depicted on the Concept Plan in the Planner's 11-23-2020 report, recognizing that there has been an existing legal non-conforming gravel parking area in the rear of the property.
4. All work will be done within the building.
5. Vehicles stored on site must display current license.

6. Damaged or inoperable vehicles, as well as parts and equipment, must be stored within the building or completely screened from the street and neighboring properties.
7. Additional lighting on the new building addition over the garage door and man door will be downcast, fully shielded fixtures allowing no more than 0.5 foot candle of light beyond the property line.
8. Handling of odors, gas and fumes will be reviewed and approved by the City Engineer and Building Official before a building permit is issued.
9. A stormwater drainage feature approximately 18 inches deep will be provided in the southeast corner of the site to be reviewed and approved by the City Engineer before a building permit is granted.
10. All other grading, drainage, stormwater, utility and engineering issues will be reviewed and approved by the City Engineer before a building permit is granted.
11. No more than twenty (20) vehicles may be stored outdoors on the site.

**BE IT FURTHER RESOLVED** that the findings outlined in the City Planner's memo dated November 23, 2020 are adopted by reference.

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 7<sup>th</sup> day of December, 2020.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

<p>To: Spring Lake Park Planning &amp; Zoning Commission City of Spring Lake Park</p> <p>File: Collision Doctor, Auto Repair 8370 Pierce Street NE Applicant: Charles Schatz, Reprise Design Owner: Olmedo Alvarado</p>	<p>From: Phil Carlson, Stantec</p> <p>Date: November 23, 2020</p>
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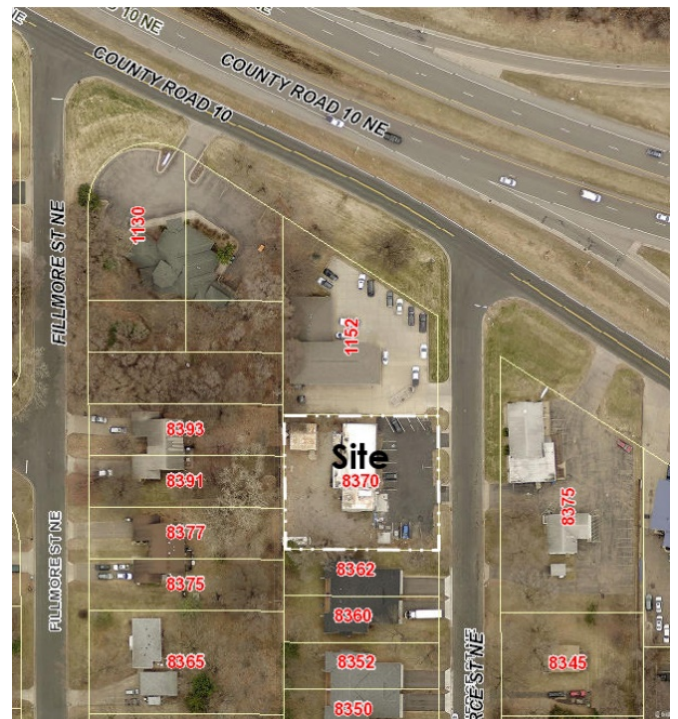
**Re: Variance, Side Setback, 8370 Pierce Street NE**

## INTRODUCTION

The Collision Doctor auto repair business occupies the lot at 8370 Pierce Street NE on a block that also includes single family residences behind it to the west, twin homes to the south, commercial to the north, and a church and church residence to the east across the street. The property is less than a block from the County Road 10 service road to the north.

The business wants to expand by constructing an addition to the rear of the building in the northwest corner of the site. The proposed addition would line up with the existing building edge, which is 10 ft from the north lot line, whereas a 15-ft side setback is required by code. A variance is requested to construct the addition with a 5-ft variance to the side setback.

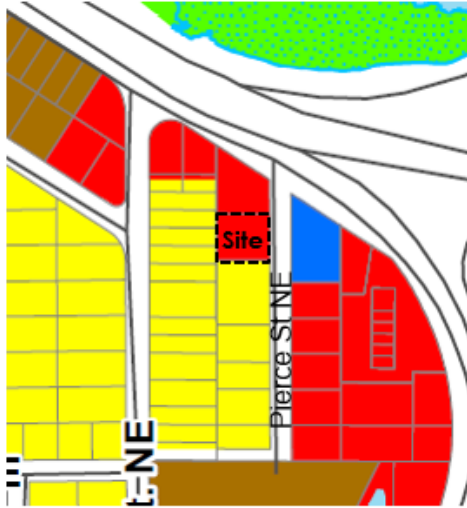
Auto repair uses are a conditional use in the C-2 district. In the course of reviewing the variance application within the 15-day review period we informed the applicant that the project would also require a Conditional Use Permit (CUP), which was not applied for nor was it noticed for a public hearing for the October 26 Planning Commission meeting. At the applicant's request the Planning Commission continued the variance request from the October 26 meeting to the November 23 meeting. The applicant has now applied for a CUP and that request is on this November 23 Planning Commission meeting agenda, together with the variance.



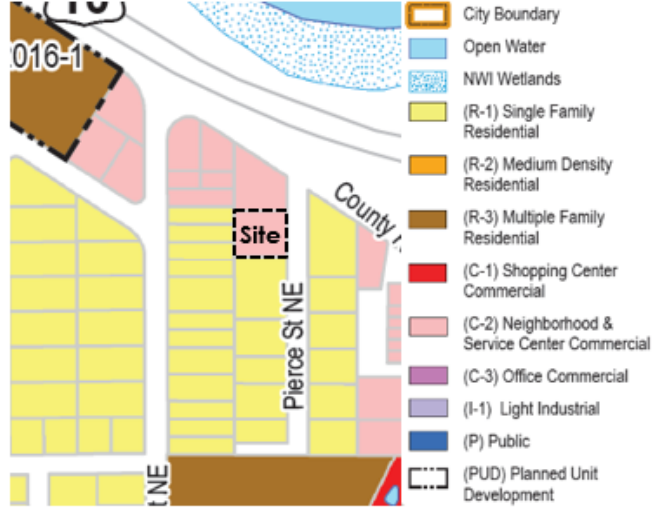
The current Land Use Plan map and Zoning Map are excerpted on the next page, as well an aerial photo of the vicinity with surrounding uses noted.

**Re: Variance, Side Setback, 8370 Pierce Street NE**

**2040 Land Use Plan**



**Zoning**



**Surrounding Uses**





**Re: Variance, Side Setback, 8370 Pierce Street NE**

## SITE ISSUES – CONDITIONAL USE PERMIT

The Zoning Code standards that apply to auto service uses are included at the end of this report as are the criteria for approval of a Conditional Use Permit. The pertinent issues are discussed below.

### Setbacks

	<i>Required Bldg</i>	<i>Required Parking</i>	<i>Requested</i>
• Front (east)	40' bldg	25' parking	
• Rear (west) to R	30' bldg	20' parking	12' parking recommended
• Side (north) to C	15' bldg	10' parking	10' bldg requested
• Side* (south) to R	40' bldg	20' parking	14' parking recommended

\* Different setback applies if adjacent to residential district

- The proposed building addition is setback 10 ft from the north side lot line, encroaching 5 ft into the required 15-ft north side setback (as does the existing building, which may remain as a legal non-conforming structure).
- The proposed new rear asphalt parking area encroaches into the required 20-ft rear setback and the required 20-ft side setback to the residential use to the south.

### Lot Coverage

	<i>Maximum Bldg</i>	<i>Maximum Impervious</i>
• Code Requirement	35% max	75% max
• Total Site:	19,505 sq ft	
• Existing buildings:	3,501 sq ft (18%)	
• Existing Impervious:	16,708 sq ft (86%)	
• Proposed buildings:	4,248 sq ft (22%)	
• Proposed Impervious:	14,538 sq ft (75%)	
• If the stie is developed as recommended in this report, with less paving that the applicant's plan but not the full required side and rear parking setbacks, approximately 780 sq ft of asphalt would be subtracted from the numbers on the applicant's proposed plan, leaving the following:		
• Proposed buildings:	4,248 sq ft (22%)	
• Proposed Impervious:	13,748 sq ft (71%)	

### Screening

Screening or buffering between commercial uses and residential uses is required by the Zoning Code, in the form of landscaping or a fence or wall. With this request for a variance and a CUP we recommend that significant landscape screening be added on the west (rear) and south side setback areas to screen headlights, parking, and activity.

### Lighting

Two new lights will be added on site over the garage door and the man door of the new addition. The applicant indicates these will be downcast, fully shielded light fixtures and will comply with the Code standard of adding less than 0.5 foot-candle of light at the property line.

**Re: Variance, Side Setback, 8370 Pierce Street NE**

### *Stormwater Management*

The City engineer recommends adding an 18-inch deep storage area in the SE corner of the lot as indicated on the Concept Plan and that the new parking area have curb to direct drainage east to Pierce Street.

### *Parking & Traffic*

The site has 13 parking spaces in the front of the lot and space for at least 6 more in the rear parking area as recommended on the Concept Plan. Parking for the use should be adequate, but it is understood that damaged vehicles must be stored within the building or completely screened from the street and neighboring properties.

The existing site has gravel in the rear part of the site to within 3-4 ft of the south side and rear/west lot lines. The applicant's site plan shows new asphalt at 5-6 ft from those same lot lines. Required parking setback is 20 ft to both the south side and rear, but there is existing gravel parking area within the setbacks which could remain or be replaced and improved as a legal non-conforming use. It is being improved with asphalt but is proposed much closer to the residential properties than Code allows. There are typical dimensions for parking areas that could be applied here – a 25-ft-wide drive aisle, a 42-ft-deep parking bay with drive aisle, and 18-ft-deep parking spaces. We propose a compromise to allow these dimensions for the new rear parking area – greater setbacks than what the applicant proposed, but not the full setbacks required by Code. These proposed dimensions are shown on the Concept Plan.

### *Signage*

No additional signage has been requested. Any new signage on site will need a permit per Zoning Code standards.

### *Vehicles on Site; Odors, Gas and Fumes*

The following standards in Section 16.36.010 will be followed:

1. All vehicles waiting for repair or pick-up shall be stored within an enclosed building or in designated off-street parking spaces.
2. All work shall be performed within a completely enclosed building.
3. All vehicles parked or stored on site shall display a current license plate with a current license tab. Outside storage of automobile parts or storage of inoperable or salvage vehicles shall be prohibited.
4. The sale of vehicles shall be prohibited, unless permitted by this title or allowed by conditional use

*Sale of vehicles is not requested or approved with this Conditional Use Permit*

5. The use shall employ best management practices regarding the venting of odors, gas and fumes. Such vents shall be located a minimum of ten feet above grade and shall be directed away from residential uses. All storage tanks shall be equipped with vapor tight fittings to eliminate the escape of gas vapors.

*No specific information on venting the facility has been provided. This will be reviewed and approved by the City Engineer and Building Official before a building permit is granted.*

Re: **Variance, Side Setback, 8370 Pierce Street NE**

## VARIANCE

Section §153.224 of the Zoning Code has the following criteria for approving a variance:

- (a) **Is the variance in harmony with the purposes and intent of the Ordinance?** – Among the purposes of the City’s zoning code is providing an orderly and compatible arrangement of buildings, preventing overcrowdings and supporting healthy living conditions. The variance for this project would allow the north side of the building addition to be aligned with the existing building edge. Adhering to the west and south side setback and screening requirements will support those purposes.
- (b) **Is the variance consistent with the comprehensive plan?** – The use is consistent with the intended land use for the property. Otherwise, there are no significant issues connected to the comprehensive plan.
- (c) **Does the proposal put property to use in a reasonable manner?** – The proposed building addition for the business is a reasonable use of the property; matching the existing building edge is also reasonable.
- (d) **Are there circumstances unique to the property? (physical characteristics of the property – i.e. sloping topography or other natural features like wetlands or trees)?** – The location of the existing building within 10 ft of the north side lot line might be considered an existing physical characteristic of the property which could be taken into account in the review of the variance.
- (e) **Will the variance maintain the essential character of the locality?** The neighboring use to the north is commercial, and the existing building is 10 ft from the lot line. The proposed addition would be in character with that side of the lot. The west and south side neighbors are residential, so adhering to the required setbacks and adding screening would be appropriate to maintain the residential character on those two sides. The addition would not be seen from the east across Pierce Street.

## CONCLUSION & RECOMMENDATION

The Conditional Use Permit and variance are closely tied together in this application, since the variance is for a use that is only allowed by CUP, and a variance can have conditions attached like a CUP. I suggest that the CUP be acted upon first, since a CUP could be granted for a building addition and conditions applied without approval of a setback variance for the addition. Then the variance request would follow, but only if the CUP is recommended for approval. The Concept Plan that we prepared and referenced here is attached at the end of this report.

### *Conditional Use Permit*

I recommend that the Planning Commission recommend approval of the Conditional Use Permit for a building addition and site improvements at 8370 Pierce Street as described in this report, with the following conditions:

- 1) The Conditional Use Permit applies to the use of the property assuming all setbacks and other Zoning Code standards are met, including the required 15-ft side setback to the north side, without a variance. If a variance is approved as requested for the north side setback of the building addition, that would be in addition to the conditions in the Conditional Use Permit.
- 2) Additional screening and landscaping on the west and south sides of the lot will be provided as depicted on the Concept Plan in the Planner’s report of 11-23-2020, to screen headlights and activity on site, such landscaping to be reviewed and approved by the City Planner and City Engineer before a building permit is granted.

**Re: Variance, Side Setback, 8370 Pierce Street NE**

- 3) The new proposed asphalt parking area in the rear of the site will provide a 12-ft rear setback and a 14-ft south side setback as depicted on the Concept Plan in the Planner's 11-23-2020 report, recognizing that there has been an existing legal non-conforming gravel parking area in the rear of the property.
- 4) All work will be done within the building.
- 5) Vehicles stored on site must display current license.
- 6) Damaged or inoperable vehicles, as well as parts and equipment, must be stored within the building or completely screened from the street and neighboring properties.
- 7) Additional lighting on the new building addition over the garage door and man door will be downcast, fully shielded fixtures allowing no more than 0.5 foot-candle of light beyond the property line.
- 8) Handling of odors, gas, and fumes will be reviewed and approved by the City Engineer and Building Official before a building permit is issued.
- 9) A stormwater drainage feature approximately 18 inches deep will be provided in the southeast corner of the site to be reviewed and approved by the City Engineer before a building permit is granted.
- 10) All other grading, drainage, stormwater, utility, and engineering issues will be reviewed and approved by the City Engineer before a building permit is granted.

*Findings of Fact for Approval of the CUP*

- 1) Regulation of setbacks and screening for commercial uses adjacent to residential uses is a reasonable and necessary part of the City's Zoning Code standards.
- 2) Proper design and shielding of lighting on commercial properties to prevent light spillage and glare to adjacent properties is a reasonable standard within the Zoning Code.
- 3) Adequate provision for handling of stormwater is necessary to protect neighboring properties and the larger watershed.
- 4) Limiting odors, gas, and fumes from commercial auto service uses is a reasonable protection of health, safety and welfare.
- 5) The proposed building site development as modified with these conditions meets the criteria for approval of a Conditional Use Permit in the City Zoning Code.

*Variance*

I recommend that the Planning Commission recommend approval of the variance for a building addition at 8370 Pierce Street as depicted on the applicants plans with the following conditions:

- 1) The variance is conditioned on approval of a Conditional Use Permit for the site as described in this report and the applicant's supporting materials.
- 2) The building addition will be constructed to be similar and compatible in appearance to the original building.

**Re: Variance, Side Setback, 8370 Pierce Street NE**

- 3) Screening and setbacks shall be provided on the west and south sides of the site as stipulated in the Conditional Use Permit.
- 4) Lighting on the building shall be as described by the applicant and approved in the Conditional Use Permit with downcast shielded fixtures allowing no more than 0.5 foot-candle beyond the property line.
- 5) Grading, drainage, stormwater, utility and other engineering issues will be reviewed and approved by the City Engineer before issuing a building permit.
- 6) Handling of odors, gas, and fumes will be reviewed and approved by the City Engineer and Building Official before a building permit is issued.

*Findings of Fact for Approval of the CUP*

- 1) A building addition for the existing auto service business is a reasonable use of the property.
- 2) Aligning the new building addition with the edge of the existing building is reasonable and practical in making efficient use of the site.
- 3) Regulation of setbacks and screening for commercial uses adjacent to residential uses is a reasonable and necessary part of the City's Zoning Code standards.
- 4) Proper design and shielding of lighting on commercial properties to prevent light spillage and glare to adjacent properties is a reasonable standard within the Zoning Code.
- 5) Adequate provision for handling of stormwater is necessary to protect neighboring properties and the larger watershed.
- 6) Limiting odors, gas, and fumes from commercial auto service uses is a reasonable protection of health, safety and welfare.
- 7) The proposed building addition as modified with these conditions meets the criteria for approval of a variance in the City Zoning Code.

**OPTIONS**

The Planning Commission should make separate motions on the CUP and variance. Options:

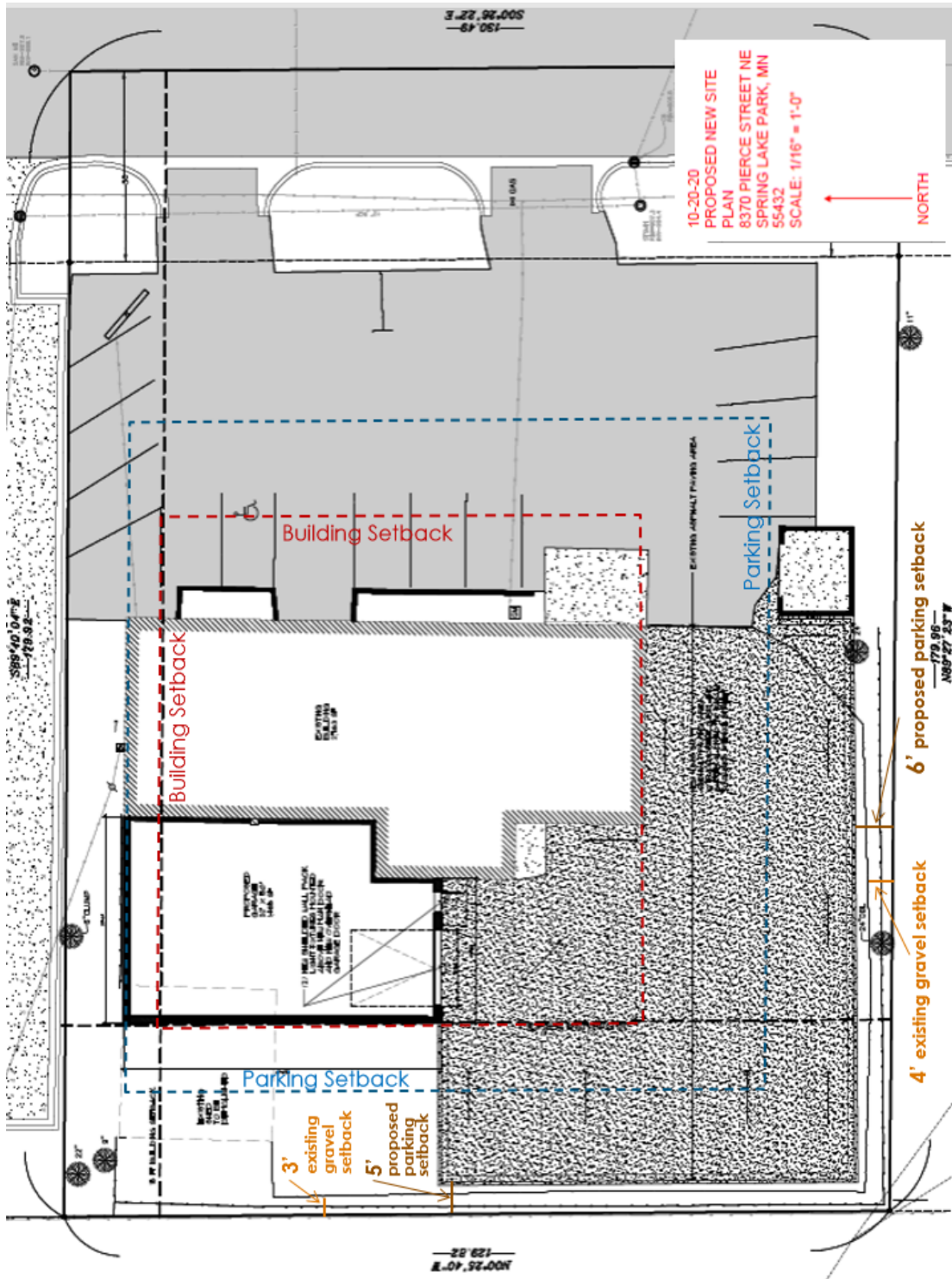
- 1) Recommend approval of the CUP and the variance as submitted with the recommended conditions and findings, or as modified by the Planning Commission.
- 2) Recommend denial of the CUP and variance, with findings for denial for each.
- 3) Continue the items to a future meeting to gather more information or for more discussion.

**60-DAY RULE**

The variance application was considered complete on October 20, 2020 with the receipt of requested additional information. The Conditional Use Permit application was received November 4, 2020. The 60-day deadline for final action by the City Council on the variance is December 19, 2020; for the CUP, January 3, 2021.

Re: Variance, Side Setback, 8370 Pierce Street NE

APPLICANT'S SITE PLAN





Re: Variance, Side Setback, 8370 Pierce Street NE

**RECOMMENDED CONCEPT PLAN** (Stantec)



**Re: Variance, Side Setback, 8370 Pierce Street NE**

**SPECIFIC DEVELOPMENT STANDARDS – SECTION 16.36.010.B:**

- B. Auto and marine; service and repair.
  - 6. All vehicles waiting for repair or pick-up shall be stored within an enclosed building or in designated off-street parking spaces.
  - 7. All work shall be performed within a completely enclosed building.
  - 8. All vehicles parked or stored on site shall display a current license plate with a current license tab. Outside storage of automobile parts or storage of inoperable or salvage vehicles shall be prohibited.
  - 9. The sale of vehicles shall be prohibited, unless permitted by this title or allowed by conditional use.
  - 10. The use shall employ best management practices regarding the venting of odors, gas and fumes. Such vents shall be located a minimum of ten feet above grade and shall be directed away from residential uses. All storage tanks shall be equipped with vapor tight fittings to eliminate the escape of gas vapors.
  - 11. Any automobile service station activities shall be subject to the applicable standards for automobile convenience facilities.

**CONDITIONAL USE CRITERIA – SPRING LAKE PARK ZONING CODE SECTION 16.56.030.E:**

- 1. The City Council may then authorize the conditional use permit, provided the applicant has provided evidence establishing the following:
  - a. The proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community;
  - b. The use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity;
  - c. The proposed use will comply with the regulations specified in this title for the district in which the proposed use is to be located;
  - d. The use is one of the conditional uses specifically listed for the district in which it is to be located;
  - e. The proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity;
  - f. The use will not lower property values or impact scenic views in the surrounding area;
  - g. Existing streets and highways and proposed access roads will be adequate to accommodate anticipated traffic;
  - h. Sufficient off-street parking and loading space will be provided to serve the proposed use;
  - i. The use includes adequate protection for the natural drainage system and natural topography;
  - j. The proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise, or vibration so that none of these will constitute a nuisance; and
  - k. The proposed use will not stimulate growth incompatible with prevailing density standards.



## City of Spring Lake Park Conditional Use Permit Worksheet

A conditional use permit cannot be approved unless the Planning and Zoning Commission and the City Council make certain findings and recommendations. Please provide a response on how/why your project meets the below stated criteria. Use additional sheets if necessary. If some items are not applicable for your project, write N/A. Contact the Zoning Administrator with any questions.

1. That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community. This site has already been operated for 13 years by the previous owner as an automobile repair shop, but a conditional use permit is not on file. This is a valuable and convenient business to have in the neighborhood, and we are seeking a conditional use permit to continue operation of this business while being able to improve the building and surrounding site.
  
2. That the use will not be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity of the use or injurious to property values/improvements within the vicinity of the use. We are proposing to continue use of the site as an auto repair shop, which is a beneficial use to the neighborhood. We are also proposing improvements to the property such as renovation of the existing building, removal of an unsightly shed building, and additional landscaping for screening from the adjacent residential districts.
  
3. That the proposed use will comply with the regulations specified in Chapter 153 of the Zoning Code. Per 16.64.040, C-2 zoning allows for auto service/repair as a conditional use, and this site has been used for this purpose by the previous owner for many years. Our plans will continue use of the site as an auto repair shop, and it will comply with the specific development standards outlined in 16.36.010.
  
4. That the proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity. This site will continue to offer the same business with numerous improvements (outlined in #2) that will visually enhance the neighborhood.

5. That the use will not lower property values or impact scenic views in the surrounding area. \_\_\_\_\_  
The proposed improvements to the site (outlined in #2) will positively impact the views and property values of the surrounding area.

6. That existing utilities, streets, highways and proposed access roads will be adequate to accommodate anticipated traffic. This site is easily accessible by the County Hwy 10 Service Road. The existing roads accommodate the current traffic levels, and we are proposing to continue to use this site with the same type of business.

7. That the use includes adequate protection for the natural drainage system and natural topography. We are proposing a reduction in the existing impervious area on the site, which will improve site drainage.

8. That the proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise or vibration so that none of these will constitute a nuisance. \_\_\_\_\_  
The new addition to the building will comply with the specific development standards for auto repair shops outlined in 16.36.010. All work will occur in an enclosed garage to minimize noise, and odors will be vented a minimum of ten feet above grade and directed away from residences.

9. That the proposed use will not stimulate growth incompatible with prevailing density standards. The proposed addition is a single story and will not alter the density of the neighborhood.

**City of Spring Lake Park  
Variance Application**

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

1. Applicant Information:

Name: Charles Schatz - Reprise Design Telephone: 952 362-3732  
Address: 12400 Portland Av. S. #100 Cell Phone: 612 669 4729  
City/State/Zip: Burnsville, MN 55337 E-mail: cschatz@reprise  
design.com

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

Name: Olmedo Alvarado Telephone: \_\_\_\_\_  
Address: 8370 Pierce St. NE Cell Phone: 612 251-7590  
City/State/Zip: Spring Lake Park, MN E-mail: metropolitn@yahoo.com

3. Project Location (Address and Legal Description): 8370 Pierce St. NE

4. Present Use of Property: Auto Repair garage

5. Description of Project: 1,495 SF addition to the  
existing building.

6. Specify Section of the Ordinance from which variance is sought: 10.04.050 Appendix  
Section B - Minimum non-residential dimensional requirements

7. Explain how you wish to vary from the applicable provisions of this Ordinance: We are  
requesting a five foot variance from the  
15 ft side yard setback requirement.

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

9. **Practical Difficulties Test:** Please answer the following questions as they relate to your specific variance request.

a. In your opinion, is the variance in harmony with the purposes and intent of the Ordinance?

Yes  No Why or why not?

The existing building is 10 feet from the  
required setback and we are aligning  
with it which maintains the existing  
building configuration and is in harmony  
with the purposes & intent of the Ordinance



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

Yes  No Why or why not?

Because the adjacent property from which we are requesting the 5ft. variance is zoned C-2 and not residential we believe it is consistent with the Comp Plan.

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

Yes  No Why or why not?

Because it will align with the exist'g building it puts the property to use in the most reasonable manner possible

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

Yes  No Why or why not?

The property is unique because it is a grandfathered use in a residentially zoned district.

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

Yes  No Why or why not?

The variance will not affect the essential character of the locality whatsoever.

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

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

Applicant Signature:

Chuck Blunts

Date:

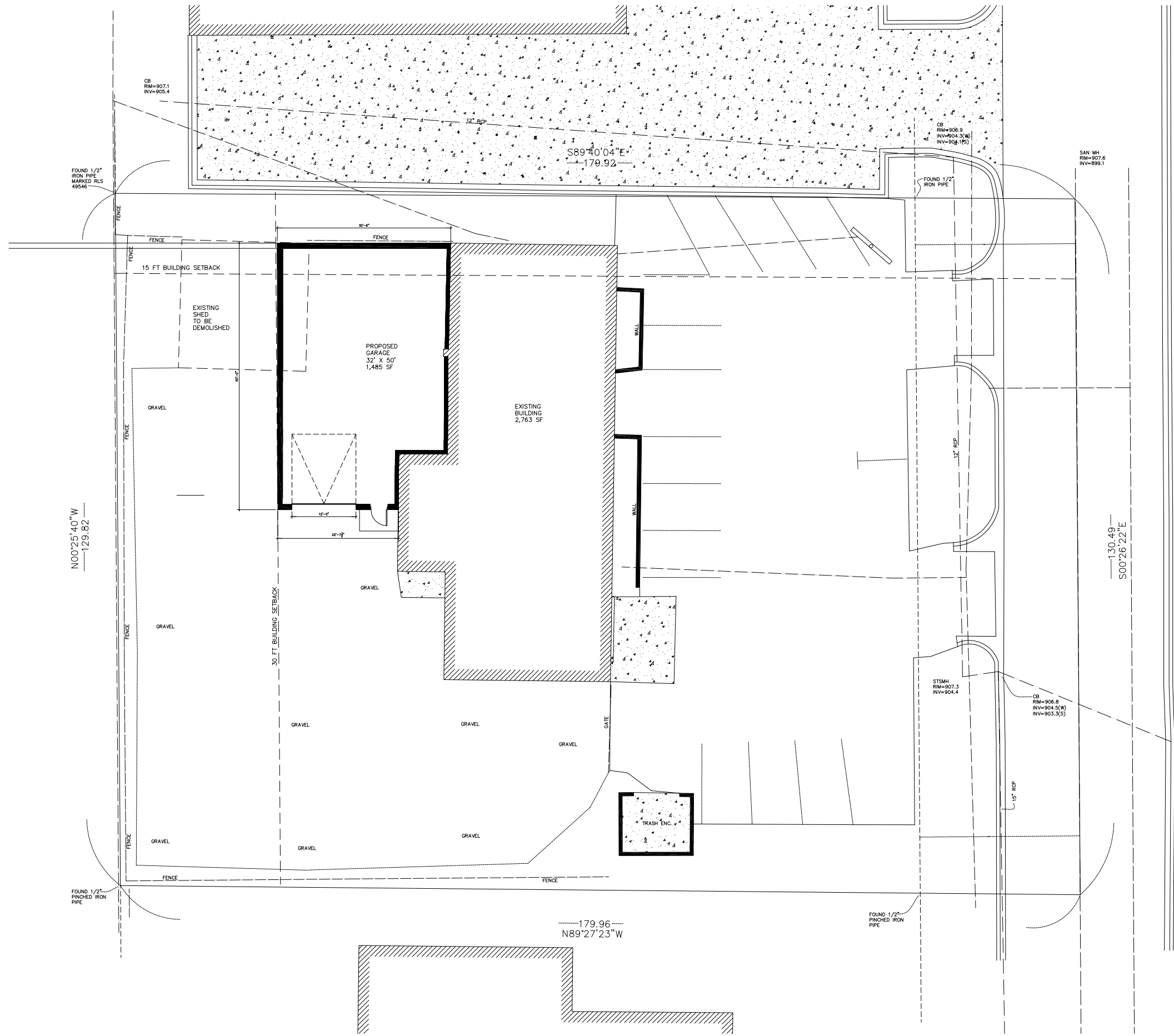
10/5/2020

Fee Owner's (Property Owner) Signature:

[Signature]

Date:

10/5/2020



## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park Planning Commission was held on November 23, 2020 at the City Hall, at 7:00 PM.

### 1. CALL TO ORDER

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

### 2. ROLL CALL

#### PRESENT

Chairperson Hans Hansen  
Commissioner Jeff Bernhagen  
Commissioner Rick Cobbs  
Commissioner Doug Eischens  
Commissioner Eric Julien

#### ABSENT

Commissioner Aisha Ali

#### STAFF PRESENT

Administrator Buchholtz

#### VISITORS

Corey England, Reprise Design  
Olmedo Alvarado, 8370 Pierce Street NE

### 3. PLEDGE OF ALLEGIANCE

### 4. APPROVAL OF MINUTES

#### A. Approval of Minutes - September 28, 2020

Motion made by Commissioner Bernhagen, Seconded by Commissioner Julien to approve September 28, 2020 meeting minutes.

Voting Yea: Chairperson Hansen, Commissioner Bernhagen, Commissioner Cobbs, Commissioner Eischens, Commissioner Julien. Motion carried.

### 5. PUBLIC HEARING

#### A. Public Hearing for Conditional Use Permit and Variance at 8370 Pierce Street NE, Permitting an Auto Services Use in the C-2 Zoning District and Granting a Side Setback Variance for a Building Addition

Administrator Buchholtz reviewed the staff memo from City Planner Carlson. He reported that the City received applications for a Variance to construct an addition with a 5-foot variance to the side setback at 8370 Pierce Street NE. He reported that upon further view of the variance application a Conditional Use Permit would be required as well.

Corey England, Reprise Design, reported that the conditions that have been outlined with Planner's memo are very clear and the applicant will follow the conditions. He stated that the existing shed on the property will be demolished and will allow for a better opportunity for screening and stormwater management. He stated that the variance will allow for the building addition to be in line with the exiting building.

Commissioner Eischens inquired as what the hours of operation will be and how many employees there will be. Mr. Alvarado stated that the business will be open Monday through Friday, 8:00 AM – 6:00 PM, Saturday 8:00 AM – 1:00 PM, closed Sunday and have three employees.

Commissioner Cobbs inquired if the addition will take away space from the property as there are already numerous cars parked on the property, many of them unlicensed. He inquired if the vehicles will be worked on inside the building. Mr. Alvarado stated that many of the existing vehicles are ones that have not been picked up because of the pandemic and many are being stored for that reason. He estimated that eight cars per week will be repaired and worked on inside the building.

Commissioner Julien inquired if any of the employee vehicles are currently being parked on the street or if they will be in the future. Mr. Alvarado stated that none of the employee's park on the street and no vehicles will be parked in the street while they are in for repair.

Commissioner Cobbs inquired on the landscaping plans for the fence and whether it will be replaced or repaired. Mr. England stated that the landscaping plan has not been developed yet and the fence repairs or replacing will determined after investigating the project.

Administrator Buchholtz stated that the property has been a challenge in the neighborhood and expansion may bring much apprehension to the longtime residents. Mr. England stated that he feels with the removal of the shed on the west end of the property and the setback and screening of the building will make the property be appealing.

Commissioner Bernhagen inquired if Police Chief Ebeltoft had reviewed the application for security or lighting concerns. Administrator Buchholtz stated that he had not, however; if Chief Ebeltoft has concerns or conditions, they could be added at the Council meeting.

Administrator Buchholtz inquired if a security system is in place currently. Mr. Alvarado stated that there is one in place.

Commissioner Eischens inquired how many vehicles should be parked on the property. The consensus of the Commission was that 20 cars would be allowed including employee vehicles and drop off/pick up vehicles.

Administrator Buchholtz inquired if clients are dealership or private individuals. Mr. Alvarado stated that he accepts vehicles for both dealerships and private individuals, but he does a lot of dealership work.

Commissioner Eischens inquired if the stormwater runoff that previously ran towards the east will be corrected with this new plan. Administrator Buchholtz stated that he feels that there will be more green space and the swale will help deter that water flow.

Chairperson Hansen opened the Public Hearing at 7:30 PM. Hearing no discussion from the floor, Chairperson Hansen closed the Public Hearing at 7:30 PM.

Motion made by Commissioner Eischens, Seconded by Commissioner Cobbs to approve the Conditional Use Permit for building addition and site improvements at 8370 Pierce Street with the following conditions: 1.) The Conditional Use Permit applies to the use of the property assuming all setbacks and other Zoning Code standards are met, including the required 15 -ft side setback to the north side, without a variance. If a variance is approved for the north side setback of the building addition, that would be in addition to the conditions in the Conditional Use Permit; 2.) additional screening and landscaping on the west and south sides of the lot will be provided as depicted on the Concept Plan in the Planners report of 11-23-2020, to screen headlights and activity on site, such landscaping can be reviewed and approved by the City Planner and City Engineer before a building permit is granted; 3.) the new proposed asphalt parking area in the rear of the site will provide a 12 ft rear setback and a 14 ft south side setback as depicted on the Concept Plan in the Planners 11-23-2020 report, recognizing that there has been an existing legal non-conforming gravel parking area in the rear of the property; 4.) all work will be done within the building ; 5.) vehicles stored on site must display current license; 6.) damaged or inoperable vehicles, as well as parts and equipment, must be stored within the building or completely screened from the street and neighboring properties; 7.) additional lighting on the new building addition over the garage door and man door will be downcast, fully shielded fixtures allowing no more than 0.5 foot-candle of light beyond the property line; 8.) handling of odors, gas, and fumes will be reviewed and approved by the City Engineer and Building Official before a building permit can be issued; 9.) a stormwater drainage feature approximately 18 inches deep will be provided in the southeast corner of the site to be reviewed and approved by the City Engineer before a building permit is granted; 10.) all other grading, drainage, stormwater, utility, and engineering issues will be reviewed and approved by the City Engineer before a building permit is granted; 11.) a maximum of 20 cars, including employee cars, will be allowed to be parked on the property.

Voting Yea: Chairperson Hansen, Commissioner Bernhagen, Commissioner Cobbs, Commissioner Eischens, Commissioner Julien. Motion carried.



Motion made by Commissioner Cobbs, seconded by Commissioner Julien to approve a variance for a building addition at 8370 Pierce Street as depicted on the applicant's plans with the following conditions: 1.) the variance is conditioned on approval of a Conditional Use Permit for the site as described in the City Planner 11-23-2020 report and the applicant's supporting materials; 2.) the building addition will be constructed to be similar and compatible in appearance to the original building; 3.) screening and setbacks shall be provided on the west and south sides of the site as stipulated in the Conditional Use Permit; 4.) lighting on the building shall be as described by the applicant and approved in the Conditional Use Permit with the downcast shielded fixtures allowing no more than .05 foot-candle beyond the property line; 5.) grading, drainage, stormwater, utility and other engineering issues will be reviewed and approved by the City Engineer and Building Official before a building permit is issued; 6.) handling of odors, gas, and fumes will be reviewed and approved by the City Engineer and Building Official before a building permit is issued.

Voting Yea: Chairperson Hansen, Commissioner Bernhagen, Commissioner Cobbs, Commissioner Eischens, Commissioner Julien. Motion carried.

## **6. OTHER**

Administrator Buchholtz reported that Hy-Vee has submitted interior plans for the store. He stated that the plans have been approved and the building permit has been issued. He reported that interior work has started and the Department of Agriculture has approved underground work. He stated that the opening date is unknown however opening could be late Spring of 2021.

Administrator Buchholtz reported that Building Inspector Baker has passed his Building Official test and the City Council has approved his promotion to Building Official.

Administrator Buchholtz reported that the utility project near the 525 Osborne Road property is completed and stated that it went well. He reported that JP Brooks has started construction on two of the six proposed homes on Monroe Street.

Chairperson Hansen inquired if the Planning Commission has received a compliance report on projects that have been approved in the past. Administrator Buchholtz stated that a report has not been provided as there have not been any issues of non-compliance.

## **7. ADJOURN**

Motion made by Commissioner Julien, Seconded by Commissioner Bernhagen to adjourn the meeting.

Voting Yea: Chairperson Hansen, Commissioner Bernhagen, Commissioner Cobbs, Commissioner Eischens, Commissioner Julien.

The meeting adjourned at 7:45 PM.



**RESOLUTION NO. 20-39**

**A RESOLUTION APPROVING A VARIANCE TO ALLOW CONSTRUCTION OF A BUILDING ADDITION AT 8370 PIERCE STREET NE**

**WHEREAS**, Olmedo Alvarado, owner of a commercial building at 8370 Pierce Street NE, has made application for a variance from Appendix D, Chapter 153 of the Zoning Code to allow a building addition to be constructed within the required side yard setback; and

**WHEREAS**, the property is legally described as follows:

That part of Lot Six (6), Auditor's Subdivision No. 152, described as follows, to wit: the North 130 feet, front and rear, of the South 690, front and rear of the East 180 feet of the West 401.5 feet of Government Lot 2, Section 1, Township 30, Range 24, according to the recorded plat thereof, Anoka County Minnesota; and

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

**WHEREAS**, a public hearing to consider the proposed variance was held on November 23, 2020; and

**WHEREAS**, the request was made for construction of a building addition to be located ten feet from the side lot line; and

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

**WHEREAS**, the Planning Commission has recommended approval finding that 1) a building addition for the existing auto service business is a reasonable use of the property; 2) aligning the new building addition with the edge of the existing building is reasonable and practical in making efficient use of the site; 3) regulation of setbacks and screening for commercial uses adjacent to residential uses is a reasonable and necessary part of the City's Zoning Code standards; 4) proper design and shielding of lighting on commercial properties to prevent light spillage and glare to adjacent properties is a reasonable standard within the Zoning Code; 5) adequate provision for handling of stormwater is necessary to protect neighboring properties and the larger watershed; 6) limiting odors, gas and fumes from commercial auto service uses is a reasonable protection of health, safety and welfare; and 7) the proposed building addition as modified with conditions outlined in this resolution meets the criteria for approval of a variance in the Zoning Code; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves the request of Olmedo Alvarado for

a variance from the strict interpretation of Appendix D, Chapter 153 of the Zoning Code for a building expansion at 8370 Pierce Street, subject to the following conditions:

1. Variance is conditioned on approval of a Conditional Use Permit for the site.
2. The building addition will be constructed to be similar and compatible in appearance to the original building.
3. Screening and setbacks shall be provided on the west and south sides of the site as stipulated in the Conditional Use Permit (Resolution 20-38).
4. Lighting on the building shall be as described by the applicant and approved in the Conditional Use Permit with downcast shielded fixtures allowing no more than 0.5 foot candle beyond the property line.
5. Grading, drainage, stormwater, utility and other engineering issues will be reviewed and approved by the City Engineer before issuance of a building permit.
6. Handling of odors, gas and fumes will be reviewed and approved by the City Engineer and Building Official before a building permit is issued.

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 7th day of December, 2020.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



# Memorandum

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

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

**Date:** November 18, 2020

**Subject:** Approval of 2021 Public Utilities Budget

Staff has included the proposed 2021 Public Utilities Budget for City Council review and approval.

Revenues are anticipated at \$1,557,479, which is a slight decrease of \$1,466 or 0.01%. Expenditures are also anticipated at \$1,557,479, resulting in a balanced budget. The City experienced increased water usage across the City in 2020 which generated additional revenues for the Public Utility fund. However, interest rates have declined significantly due to the Federal Reserve Board's actions to stimulate the economy due to COVID-19. The decline in interest revenue offset the growth in water revenues.

The City's efforts to contain I&I through its sanitary sewer lining program appear to be paying off. The City experienced a \$8,659 reduction in the Metro Waste Control line item for 2020 and will experience a \$53,658 decline in 2021. These are the fees the City pays to Metropolitan Council Environmental Services (MCES) for the treatment of the City's wastewater.

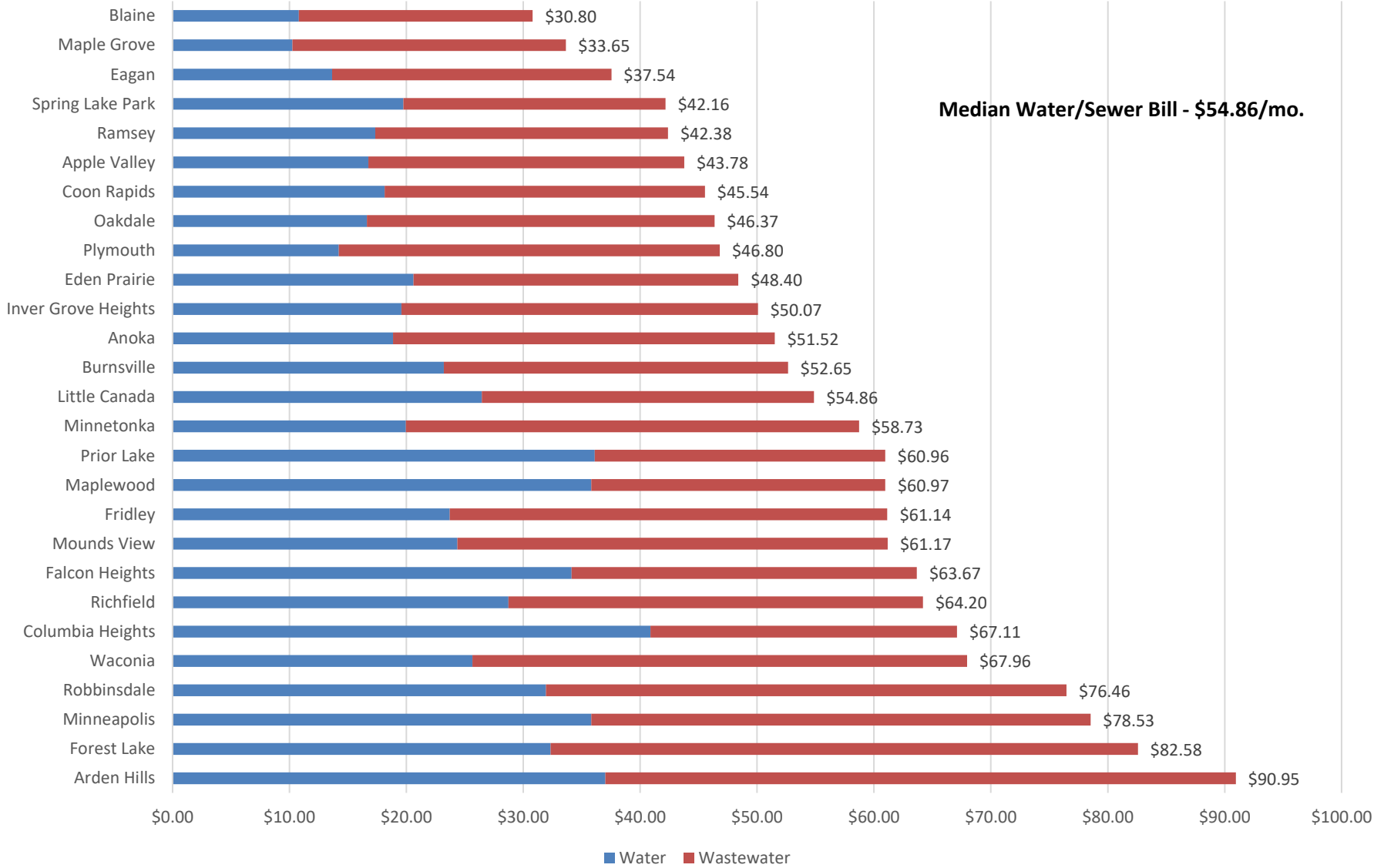
Cost drivers include increases in wages and benefits, increases in utility maintenance costs (water main breaks, etc) and increases in insurance premiums. The budget also sets aside \$132,000 to be transferred to the Public Utilities Renewal and Replacement fund. These transfers, along with the revenues from our cell phone tower leases pays for system improvements such as our annual sanitary sewer lining program and various treatment plant improvements.

Staff is not proposing a utility rate increase (water or sanitary sewer) for 2021. It has been four years since the City's last water and sanitary sewer utility rate increase. Increased water sales and reduced MCES treatment fees are allowing us to extend the current rate structure into 2021.

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 2020 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.

Staff recommends approval of the 2021 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 2020 North Central Utility Rate Survey - AE2S



**CITY OF SPRING LAKE PARK  
BREAKDOWN OF REVENUES FOR 2021 BUDGET  
PUBLIC UTILITIES OPERATING FUND**

Page R-1

		2019 Actual	2020 Budget	2021 Budget
34950	MISC REVENUE, REFUNDS & REIMBURSEMENTS	\$ 1,245.52	\$ -	\$ -
36200	MISCELLANEOUS REVENUES	\$ 457.39	\$ -	\$ -
36210	INTEREST EARNED	\$ 28,119.05	\$ 30,000	\$ 15,000
37101	WATER COLLECTIONS	\$ 453,734.11	\$ 518,470	\$ 550,000
37103	SALES TAX COLLECTED	\$ -	\$ 6,200	\$ 6,200
37104	PENALTIES - WATER	\$ 5,717.18	\$ 7,000	\$ 7,000
37109	SAFE DRINKING WATER FEE (Water Test Fee)	\$ 13,924.47	\$ 21,335	\$ 21,384
37111	ADMINISTRATIVE CHARGE	\$ 81,288.11	\$ 82,000	\$ 82,000
37115	ESTIMATE READING CHARGE	\$ 50.00	\$ 50	\$ 50
37149	WATER CONNECTION-INTEREST	\$ 402.05	\$ -	\$ -
37150	WATER CONNECTION-WAC	\$ -	\$ 2,400	\$ 6,300
37151	WATER RECONNECTION-CALL OUT FEE	\$ 2,636.63	\$ 1,000	\$ 1,000
37170	WATER PERMITS	\$ 100.00	\$ 100	\$ 100
37171	WATER PERMIT SURCHARGES	\$ -	\$ 10	\$ 10
37172	WATER METER SALES & INSTALLATION	\$ 13,057.32	\$ 1,500	\$ 1,500
37174	INSTALL CHARGES-NEW PERMITS	\$ 824.76	\$ -	\$ -
37201	SEWER COLLECTIONS	\$ 818,885.18	\$ 865,450	\$ 835,000
37204	PENALTIES - SEWER	\$ 13,926.97	\$ 15,000	\$ 15,000
37250	SEWER CONNECTION CHARGES (SAC)	\$ 59,640.00	\$ 5,170	\$ 13,675
37251	SEWER CONNECTION-INTEREST	\$ -	\$ 1,000	\$ 1,000
37270	SEWER PERMITS	\$ 100.00	\$ 100	\$ 100
37271	SEWER PERMIT SURCHARGES	\$ -	\$ 10	\$ 10
37273	SEWER HOOK-UP CHARGES	\$ 290.00	\$ 150	\$ 150
39206	TRANSFER FROM RECYCLING FUND	\$ 1,500.00	\$ 2,000	\$ 2,000
<b>TOTAL 2020 PUBLIC UTILITY OPERATING REVENUES</b>		<b>\$ 1,495,898.74</b>	<b>\$ 1,558,945</b>	<b>\$ 1,557,479</b>

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF EXPENDITURES FOR 2021 BUDGET**

				Page W-1
<u>WATER DEPARTMENT-601.49400</u>		2019 Actual	2020 Budget	2021 Budget
<b>1010</b>	<b>SALARIES</b>	\$ 116,180.94	\$ 112,300	\$ 121,154
<b>1013</b>	<b>OVERTIME</b>	\$ 6,963.64	\$ 8,150	\$ 8,393
	a) 175 OT hrs @ \$47.96			
<b>1020</b>	<b>ON-CALL SALARIES</b>	\$ 836.13	\$ 4,660	\$ 4,797
	a) 60 OT hrs @ \$47.96	\$ 2,878		
	b) 30 DT hrs @ \$63.95	\$ 1,919		
<b>1040</b>	<b>TEMPORARY SALARIES (\$10-\$12)</b>	\$ -	\$ -	\$ -
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 1,657.96	\$ 2,700	\$ 2,700
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 5,440.62	\$ 9,071	\$ 9,740
	a) Coordinated 7.5% \$ 134,344			
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 9,229.13	\$ 9,781	\$ 10,487
	a) FICA 6.2% \$ 137,044	\$ 8,500		
	b) Medicare 1.45% \$ 137,044	\$ 1,987		
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE</b>	\$ 20,884.79	\$ 21,385	\$ 23,293
<b>1313</b>	<b>LIFE INSURANCE</b>	\$ 92.15	\$ 95	\$ 95
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 8,357.50	\$ 8,500	\$ 8,500
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 754.29	\$ 800	\$ 800
	a) Copy Paper			
	b) Miscellaneous			
<b>2030</b>	<b>PRINTED FORMS</b>	\$ 1,490.16	\$ 1,600	\$ 1,600
	a) Utility Bills & Envelopes	\$ 1,400		
	b) Special Notices, Radio Install Forms	\$ 200		
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 380.74	\$ 800	\$ 800
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b>	\$ 2,685.78	\$ 3,000	\$ 3,000
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b>	\$ 62,491.35	\$ 65,000	\$ 60,000
	a) Hydrant Conversion (5)			
	b) Water Main Breaks			
	c) Water System Maintenance			
<b>2210</b>	<b>EQUIPMENT PARTS</b>	\$ 104.41	\$ 1,000	\$ 1,000
	a) Well house maint, paint			
<b>2220</b>	<b>POSTAGE</b>	\$ 2,184.29	\$ 2,500	\$ 2,500
	a) Utility Billing			
	b) Metered Mail			



**2020 BUDGET BREAKDOWN OF EXPENDITURES:**

<b>WATER DEPARTMENT-601.49400 (CON'T)</b>		2019 Actual	2020 Budget	2021 Budget
<b>2221</b>	<b>TIRES</b>	\$ -	\$ 500	\$ 500
<b>2222</b>	<b>STREET REPAIRS</b>	\$ 15,288.13	\$ 10,000	\$ 15,000
	a) Curb Repairs			
	b) Sod			
	c) Asphalt (water main breaks)			
<b>2261</b>	<b>WATER TESTING</b>	\$ 1,162.50	\$ 1,000	\$ 800
	a) Bacterial monthly			
	b) Copper & Lead			
<b>2262</b>	<b>WATER METERS &amp; SUPPLIES</b>	\$ 18,704.95	\$ 5,500	\$ 5,500
<b>2264</b>	<b>SAFE DRINKING WATER FEE (Water Test Fee-37109)</b>	\$ 13,956.00	\$ 21,335	\$ 21,384
<b>2280</b>	<b>UNIFORM ALLOWANCE</b>	\$ 734.10	\$ 1,050	\$ 1,050
<b>3010</b>	<b>AUDIT &amp; ACCOUNTING SERVICES</b>	\$ 5,368.75	\$ 5,510	\$ 5,650
<b>3030</b>	<b>ENGINEERING SERVICES</b>	\$ -	\$ 2,500	\$ 2,500
<b>3040</b>	<b>LEGAL SERVICES</b>	\$ -	\$ 300	\$ 300
<b>3210</b>	<b>TELEPHONE</b>	\$ 549.76	\$ 750	\$ 750
	a) Alarm System			
	b) Cell Phone usage			
	c) Pager			
<b>3310</b>	<b>TRAVEL EXPENSE</b>	\$ 994.67	\$ 1,000	\$ 1,000
	a) AWWA Conference			
	b) USTI Conference			
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ 9,737.78	\$ 9,000	\$ 8,800
	a) Newsletter			
	b) Special Notices			
<b>3600</b>	<b>INSURANCE</b>	\$ 7,801.32	\$ 8,000	\$ 10,900
<b>3870</b>	<b>WATER USAGE - BLAINE ACCOUNTS</b>	\$ 4,441.10	\$ 4,200	\$ 5,000
<b>4000</b>	<b>CONTRACTUAL SERVICES</b>	\$ 3,662.07	\$ 7,511	\$ 7,511
	a) I.T. Services	\$ 5,000		
	b) Safety Consultant	\$ 2,061		
	c) Drug Testing	\$ 450		

**2020 BUDGET BREAKDOWN OF EXPENDITURES:**

<b>WATER DEPARTMENT-601.49400 (CON'T)</b>		2019 Actual	2020 Budget	2021 Budget
<b>4050</b>	<b>MAINTENANCE AGREEMENTS</b>	\$ 3,937.77	\$ 13,775	\$ 7,775
	a) USTI (software support)	\$ 1,000		
	b) Gopher State One-Call	\$ 1,000		
	c) Cathodic Protection Service	\$ 2,000		
	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		
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 409.42	\$ 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		
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 271.12	\$ 560	\$ 650
	a) AWWA			
	b) Rural Water Assoc.			
<b>4370</b>	<b>PERMITS &amp; SALES TAX</b>	\$ 2,583.56	\$ 8,400	\$ 10,000
	a) DNR Fees (Well Permits)	\$ 3,200		
	b) Quarterly Sales Tax (37103)	\$ 6,800		
<b>4470</b>	<b>WATER PERMIT SURCHARGES (37171)</b>	\$ -	\$ 10	
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -	\$ -	\$ -
<b>7000</b>	<b>TRANSFERS OUT</b>	\$ 94,253.00	\$ 95,741	\$ 69,865
	a) Transfer to General Fund	\$ 33,908		
	b) Transfer to Renewal & Replacement	\$ 35,957		
<b>TOTAL 2020 WATER DEPARTMENT EXPENDITURES</b>		\$ 423,589.88	\$ 449,934	\$ 435,743

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF EXPENDITURES FOR 2021 BUDGET**

<u>WATER TREATMENT PLANT OPERATIONS-601.49402</u>		2019 Actual	2020 Budget	2021 Budget
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ -	\$ 100	\$ 100
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b> a) Diesel, Generator	\$ 2,000.00	\$ 2,000	\$ 2,000
<b>2160</b>	<b>CHEMICALS &amp; CHEMICAL PRODUCTS</b>	\$ 15,383.94	\$ 20,000	\$ 25,000
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b> a) Tools b) RPZ Testing (Backfill testing) c) Load Bank Testing (Generator)	\$ 14,749.03	\$ 15,000	\$ 15,000
<b>2210</b>	<b>EQUIPMENT PARTS</b>	\$ 1,598.82	\$ 4,000	\$ 4,000
<b>3030</b>	<b>ENGINEERING FEES</b>	\$ 3,911.75	\$ 1,000	\$ 1,000
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ -	\$ -	\$ -
<b>3600</b>	<b>INSURANCE</b>	\$ 11,931.36	\$ 12,000	\$ 13,058
<b>3810</b>	<b>ELECTRIC UTILITIES</b>	\$ 88,139.17	\$ 82,000	\$ 85,000
<b>3830</b>	<b>GAS UTILITIES</b>	\$ 2,452.81	\$ 2,600	\$ 2,600
<b>4000</b>	<b>CONTRACTUAL SERVICE</b> a) Filter Evaluation b) Security Camera Maintenance c) Comcast	\$ -	\$ 2,000	\$ 2,000
<b>4370</b>	<b>PERMITS, DUES &amp; SUBSCRIPTIONS</b> 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	\$ 600.00	\$ 2,550	\$ 2,550
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ 501.04	\$ -	\$ -
<b>7000</b>	<b>TRANSFERS OUT</b> a) Transfer to Renewal & Replacement \$ 14,930 b) Transfer to Water Treatment Plant Fund \$ 39,128	\$ 44,945.00	\$ 46,293	\$ 54,058
<b><u>TOTAL 2020 WTP EXPENDITURES</u></b>		<b>\$ 186,212.92</b>	<b>\$ 189,543</b>	<b>\$ 206,366</b>

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF EXPENDITURES FOR 2021 BUDGET**

<b>SEWER DEPARTMENT-601.49450</b>		2019 Actual	2020 Budget	2021 Budget
<b>1010</b>	<b>SALARIES</b>	\$ 116,181.38	\$ 112,300	\$ 121,154
<b>1013</b>	<b>OVERTIME</b>	\$ 6,963.78	\$ 8,150	\$ 8,393
	a) 175 OT hrs @ \$47.96			
<b>1020</b>	<b>ON-CALL SALARIES</b>	\$ 836.14	\$ 4,660	\$ 4,797
	a) 60 OT hrs @ \$47.96	\$ 2,878		
	b) 30 DT hrs @ \$63.95	\$ 1,919		
<b>1040</b>	<b>TEMPORARY SALARIES (\$10-\$12)</b>	\$ -	\$ -	\$ -
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 1,657.97	\$ 2,700	\$ 2,700
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 9,077.47	\$ 9,071	\$ 9,740
	a) Coordinated 7.5% \$ 134,344			
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 9,229.93	\$ 9,781	\$ 10,487
	a) FICA 6.2% \$ 137,044	\$ 8,500		
	b) Medicare 1.45% \$ 137,044	\$ 1,987		
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE</b>	\$ 20,884.83	\$ 21,385	\$ 23,293
<b>1313</b>	<b>LIFE INSURANCE</b>	\$ 92.39	\$ 95	\$ 95
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 8,357.50	\$ 8,500	\$ 8,500
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 390.76	\$ 800	\$ 800
	a) Copy Paper			
	b) Miscellaneous			
<b>2030</b>	<b>PRINTED FORMS</b>	\$ 1,490.16	\$ 1,600	\$ 1,600
	a) Utility Bills & Envelopes	\$ 1,400		
	b) Special Notices, Radio Install Forms	\$ 200		
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 241.00	\$ 500	\$ 500
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b>	\$ 2,685.72	\$ 2,700	\$ 2,700
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b>	\$ 13,995.86	\$ 14,000	\$ 14,000
	a) Chemicals-Sewer System			
	b) Sewer System Maintenance			
	c) Manhole Covers			
<b>2210</b>	<b>EQUIPMENT PARTS</b>	\$ 995.01	\$ 3,000	\$ 3,000
<b>2220</b>	<b>POSTAGE</b>	\$ 1,959.22	\$ 2,500	\$ 2,500
	a) Utility Billing			
	b) Metered Mail			
<b>2221</b>	<b>TIRES</b>	\$ -	\$ 500	\$ 500

**2020 BUDGET BREAKDOWN OF EXPENDITURES:**

<b>SEWER DEPARTMENT-601.49450 (CON'T)</b>		2019 Actual	2020 Budget	2021 Budget
<b>2222</b>	<b>STREET REPAIRS</b>	\$ 3,040.00	\$ 3,000	\$ 3,000
	a) Curb Repairs			
	b) Sod			
	c) Asphalt (sewer breaks)			
<b>2262</b>	<b>WATER METERS &amp; SUPPLIES</b>	\$ 11,725.64	\$ 6,000	\$ 6,000
<b>2280</b>	<b>UNIFORM ALLOWANCE</b>	\$ 734.10	\$ 1,050	\$ 1,050
<b>3010</b>	<b>AUDIT &amp; ACCOUNTING SERVICES</b>	\$ 5,368.75	\$ 5,510	\$ 5,650
<b>3030</b>	<b>ENGINEERING SERVICES</b>	\$ -	\$ 2,500	\$ 1,500
<b>3040</b>	<b>LEGAL SERVICES</b>	\$ -	\$ 300	\$ 300
<b>3210</b>	<b>TELEPHONE</b>	\$ 499.68	\$ 700	\$ 700
	a) Alarm System			
	b) Cell Phone usage			
	c) Pager			
<b>3310</b>	<b>TRAVEL EXPENSE</b>	\$ 350.44	\$ 1,000	\$ 1,000
	a) Sewer Trade Conference			
	b) USTI Conference			
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ -	\$ 300	\$ 300
<b>3600</b>	<b>INSURANCE</b>	\$ 12,453.32	\$ 13,000	\$ 14,725
<b>3810</b>	<b>ELECTRIC UTILITIES</b>	\$ 5,532.85	\$ 5,500	\$ 5,594
<b>3840</b>	<b>METRO WASTE CONTROL</b> (\$48,743.25/month)	\$ 592,856.49	\$ 584,920	\$ 531,262
<b>4000</b>	<b>CONTRACTUAL SERVICES</b>	\$ 4,617.07	\$ 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		
<b>4050</b>	<b>MAINTENANCE AGREEMENTS</b>	\$ 2,226.44	\$ 6,500	\$ 6,500
	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		

**2020 BUDGET BREAKDOWN OF EXPENDITURES:****SEWER DEPARTMENT-601.49450 (CON'T)**

		2019 Actual	2020 Budget	2021 Budget
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 119.42	\$ 1,950	\$ 1,950
	a) Municipals	\$ 100		
	b) MN Rural Water Conference	\$ 200		
	c) AWWA	\$ 300		
	d) Sewer Trade Conference	\$ 450		
	e) Staff Training 1/yr	\$ 150		
	f) U.S.T.I. Conference	\$ 750		
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 63.13	\$ 340	\$ 340
	a) Minnesota Rural	\$ 123		
	b) American Water Works Assoc.	\$ 137		
	c) A.P.W.A.	\$ 80		
<b>4390</b>	<b>MISCELLANEOUS</b>	\$ -	\$ -	\$ -
<b>4450</b>	<b>RESERVE CAPACITY CHARGES (SAC-37250)</b>	\$ 59,847.69	\$ -	\$ 12,425
<b>4460</b>	<b>SEWER PERMIT SURCHARGES (37271)</b>	\$ -	\$ -	\$ -
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -	\$ -	\$ -
<b>7000</b>	<b>TRANSFERS OUT</b>	\$ 75,228.00	\$ 76,145	\$ 99,805
	a) Transfer to General Fund	\$ 18,258		
	b) Transfer to Renewal & Replacement	\$ 81,547		
<b><u>TOTAL 2020 SEWER DEPARTMENT EXPENDITURES</u></b>		<b>\$ 969,702.14</b>	<b>\$ 919,468</b>	<b>\$ 915,370</b>
<b><u>TOTAL 2020 PUBLIC UTILITY OPERATING EXPENDITURES</u></b>		<b>\$1,579,504.94</b>	<b>\$ 1,558,945</b>	<b>\$ 1,557,479</b>

**CITY OF SPRING LAKE PARK  
 BREAKDOWN OF REVENUE & EXPENDITURES FOR 2021 BUDGET  
 WATER TREATMENT PLANT FUND 602**

<u>REVENUES:</u>	2019 Actual	2020 Budget	2021 Budget
602.00000.36200 MISC REVENUES	\$ -	\$ -	\$ -
602.00000.36210 INTEREST	\$ 14,612.30	\$ 3,817	\$ 4,000
602.00000.37150 WATER CONNECTION CHARGE	\$ -	\$ -	\$ -
602.00000.37601 WATER TREATMENT PLANT COLLECTIONS	\$ 204,812.41	\$ 210,000	\$ 205,000
602.00000.37604 WATER TREATMENT PLANT PENALTIES	\$ 2,918.28	\$ 3,016	\$ 3,000
602.00000.39206 TRANSFER FROM WTR TREATMT PLANT	\$ 33,629.00	\$ 34,638	\$ 39,128
<u>TOTAL 2020 WTP BOND FUND REVENUES</u>	<u>\$ 255,971.99</u>	<u>\$ 251,471</u>	<u>\$ 251,128</u>

<u>EXPENDITURES:</u>	2019 Actual	2020 Budget	2021 Budget
602.49402.06010 BOND PRINCIPAL	\$ 219,000.00	\$ 225,000	\$ 231,000
602.49402.06110 BOND INTEREST	\$ 32,644.02	\$ 26,471	\$ 20,128
<u>TOTAL 2020 WTP BOND FUND EXPENDITURES</u>	<u>\$ 251,644.02</u>	<u>\$ 251,471</u>	<u>\$ 251,128</u>







# Memorandum

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**To:** Mayor Nelson and Members of the City Council  
**Cc:** Daniel Buchholtz, MMC, Administrator, Clerk/Treasurer  
**From:** Wanda Brown, Accounting Clerk/Special Projects Coordinator  
**Date:** November 30, 2020  
**Subject:** Proposed Recycling Budget 2021

Attached you will find the 2020 projected revenues and expenditure, along with the actual revenues and expenditures from the year as of November 30, 2020. 2020 revenues will appear to be below budget until after we submit our July - December 2020 SCORE Report and our reimbursement form to Xcel Energy for the recycling of fluorescent bulbs. which will be submitted in January 2021. Overall, we are projecting a shortage to end the year.

The shortage is a result of two factors. The first is that not all revenue were collected due to COVID. The amount we normally collect as penalties was waved for the last three quarters of 2020, resulting in a projected shortfall of \$1,600.00. The second factor is the way the special events were structured this year. The cities in Anoka County decided to reduce the number of recycling events held while increasing the number of free items residents could recycle per event. While this idea sounded good in theory, the COVID-19 pandemic resulted in residents having more free time to clean out their basements and garages to dispose of long forgotten items. While this was beneficial to the residents, it had a negative impact on the City's bottom line.

There are adequate reserves in the Recycling Fund to cover the projected shortfall for 2020.

The 2021 projected revenues and expenditures are based off of the revenues and expenditures from 2020. We are recommending a balanced budget for 2021, which will be accomplished through returning the number of free items back to two (2) items per event, reducing mailing costs by sending out information with the utility bills rather than through separate mailings and reinstating penalties for late payments. We are not requesting a recycling rate increase for 2021.

If you have any questions I would be more than willing to answer them. I can be contacted at 763-792-7219, Monday - Friday from 8:00 am - 4:30 pm.

Thank you.

# PROPOSED 2021 RECYCLING BUDGET

	PROJECTED BUDGET 2019	ACTUAL BUDGET 2019	PROJECTED BUDGET 2020	BDUGET TO DATE 2020	PROPOSED FINAL 2020	PROJECTED BUDGET 2021
<b>REVENUES</b>						
ANOKA CTY LANDFILL		58,185.59	59,145.00	24,610.64	59,145.00	57,072.00
INTEREST		1,779.42				
REFUND & REIMBURSEMENT	830.00	812.77	1,500.00	1,502.37	1,502.37	1,500.00
CLEAN UP/YARD WASTE	65,205.00	7,139.46	4,000.00	2,749.66	5,089.51	3,000.00
RECYCLING COLLECTION*	129,000.00	131,718.96	129,000.00	126,057.90	126,057.90	129,914.00
RECYCLING PENALTIES	1,762.96	1,949.35	1,900.00	371.11	371.11	1,229.00
RECYCLING GRANT						
<b>TOTAL</b>	<b>196,797.96</b>	<b>201,585.55</b>	<b>195,545.00</b>	<b>155,291.68</b>	<b>192,165.89</b>	<b>192,715.00</b>
<b>EXPENDITURES</b>						
SALARY	24,094.00	24,093.77	24,816.82	21,892.63	23,718.57	24,544.00
VAC BUY BACK	721.00	720.18	750.00		785.59	800.00
PERA	1,727.08	1,727.08	1,780.29	1,641.88	1,778.82	1,841.00
FICA/MEDICARE	1,811.00	1,810.13	1,865.00	1,615.14	1,749.70	1,878.00
HEALTH INSURANCE	5,280.00	5,279.34	5,515.11	4,936.02	5,405.93	5,426.00
LIFE INSURANCE	25.00	22.08	25.00	20.24	22.08	22.00
MEDICARE						
WORKERS COMPENSATION	150.00	-	150.00			150.00
OFFICE SUPPLIES	75.00	16.14	75.00	40.70	40.70	75.00
OPERATING SUPPLIES	125.00	86.50	125.00			125.00
POSTAGE	4,000.00	3,925.50	3,500.00	2,220.92	2,220.92	2,500.00
LEGAL FEES						
TRAVEL EXPENSES	310.00	309.45	300.00	34.50	34.50	150.00
PRINTING & PUBLISHING	4,825.00	4,820.46	4,600.00	3,332.45	3,332.45	3,000.00
CONTRACTUAL SERVICES**	88,404.48	88,428.04	93,401.88	77,954.90	93,521.88	96,204.00
PARK RECYCLING	2,294.40	2,752.30	2,294.00			
CLEAN UP/YARD WASTE	45,640.00	45,638.30	45,000.00	56,806.22	56,806.22	45,000.00
COMMUNITY EVENT/PARK	14,050.00	14,039.57	9,000.00	6,105.43	6,455.43	6,000.00
CONFERENCE & SCHOOL	-	-	-			
DUES & SUBSCRIPTIONS	-	-	-			
MISC.						
CAPITAL OUTLAY						
PERMANENT TRANSFERS	4,000.00	4,000.00	5,000.00	5,000.00	5,000.00	5,000.00
<b>RECYCLING FUND TOTAL</b>	<b>197,531.96</b>	<b>197,668.84</b>	<b>198,198.10</b>	<b>181,601.03</b>	<b>200,872.79</b>	<b>192,715.00</b>
<b>NET</b>	<b>(734.00)</b>	<b>3,916.71</b>	<b>(2,653.10)</b>	<b>(26,309.35)</b>	<b>(8,706.90)</b>	<b>-</b>



**APPLICATION  
BOARD/COMMISSION MEMBER**

These questions are designed to obtain information about your experience and interest in civic activities. You may return your application by mail, email or fax. **Mail to:** Administrator, Clerk/Treasurer's Office, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432; **E-Mail to:** [jgooden@slpmn.org](mailto:jgooden@slpmn.org); or **Fax to** (763) 792-7257. Your application will remain on file for six months. If you have questions, please call the Administrator, Clerk/Treasurer's Office at (763) 784-6491. **Thank you for your interest!**

**Name:** Nemeh Al-Sarraj  Adult (18+)  Student (under 18)  
**Address:** 8025 McKinley St. NE, Spring Lake Park, MN **Zip:** 55432  
**Home #:** N/A **Cell #:** 7635166065  
**Email:** nmj.srrj@hotmail.com **Work #:** N/A

Length of residence in Spring Lake Park (in years) 20.5 May we call you at work?  Yes  No

**I am interested in serving on the following commission:**

(If you have an interest in more than one commission, you may rank your choices)

- Planning and Zoning Commission
- Parks and Recreation Commission

**Community, Civic or Volunteer Experience:**

Autism Advocate 2011-2019: Consisted of giving presentations on autism and disability rights, organizing events for families of children with disabilities and organizing community events on autism and disability rights

Teachers Volunteer at Various Schools 2011-March 2020

**Interests and Hobbies:** \_\_\_\_\_  
I am very passionate about disability rights. I enjoy walking in park trails. I am passionate about building strong community relations.,  
\_\_\_\_\_  
\_\_\_\_\_

**Occupation and Work Experience (you may attach a resume if desired):** \_\_\_\_\_  
I have worked as a personal care assistant (PCA) for 11 years and counting.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please complete other side of application*

Educational Background/Training: \_\_\_\_\_  
Bachelor of Human Services in Disabilities Studies from Metropolitan State University. I have also  
completed Adult Mental Health First Aid and Youth Mental Health First Aid Trainings  
\_\_\_\_\_  
\_\_\_\_\_

What skills or personal qualities do you possess that would make you valuable as a board or  
commission member? \_\_\_\_\_  
I am a hard worker who values strong community relations. I am also able to hear different perspectives  
on a particular topic and see the bigger picture instead of focusing on small details.  
\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in volunteering? \_\_\_\_\_  
It is important for all backgrounds and groups to be represented in city committees and government. I  
would be a representativ  
~~e of those with disabilities and the Muslim residents in our city. Having lived in this city for 20 years (21 in~~  
~~January), I ha~~  
ve a strong connection to this city and would like to keep it one that all residents can be proud of


**Conflicts of Interest**

No commissioner shall: (1) Enter into any contract with the city unless otherwise authorized by  
law. (2) Use their position to secure any special privilege or exemption for themselves or others.  
(3) Use their office or otherwise act in any manner which would give the appearance of or result  
in any impropriety or conflict of interest.

**IMPORTANT INFORMATION CONCERNING YOUR APPLICATION**

DATA PRIVACY NOTICE: Minnesota law requires that you be informed of the purposes and  
intended uses of the information you are providing on this application. Pursuant to Minnesota  
Statutes Section 13.601, your name, city of residence, employment history, volunteer work,  
awards and honors are public data and is available to anyone who requests the information. The  
data that you give us about yourself is also needed to identify you and assist in determining your  
suitability for the commission(s) for which you are applying. This data is not legally required,  
but refusal to supply the information requested may affect the City Council's ability to evaluate  
your application. Should you be appointed to serve on a board or commission, pursuant to  
Minnesota Statutes Section 13.601, your residential address and either a telephone number or  
electronic mail address (or both) where you can be reached also become public information.

*I have read and understand the data privacy information given above and authorize  
investigation of all statements contained in this application as may be necessary to arrive at an  
appointment decision. I certify that all answers given here are true, and I understand that any  
false information on or omission of information from this application will be cause for rejection  
of this application.*

  
\_\_\_\_\_  
*Applicant signature (electronic)* 11/14/2020  
\_\_\_\_\_  
*Date*



City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 12.07.20 Meeting**  
File No.: R-18GEN

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

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

**2019 Sanitary Sewer Lining Project (193804547).** This project included lining in the area near TH65 and Osborne Rd. *Need close-out information from contractor – final payment w/o documents is proposed.*

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

**Fillmore & 83<sup>rd</sup> Pond Improvements Project (193805029).** This was a possible project to expand an existing pond and adding treatment features. CCWD partial funding was available. Preliminary design concluded that CCWD water quality goals could not be met due to high groundwater elevations. Staff has contacted CCWD to turn down possible funding. *A small maintenance project will be considered this spring.*

**2020 Sewer Lining Plan (193804980).** Sewer lining in western portion of city, also includes lining the 36-inch diameter storm sewer on Monroe south of 81<sup>st</sup> Ave. Contractor is Visu-Sewer Inc. *Monroe Street storm sewer lining was completed the week of October 26<sup>th</sup>. Sanitary sewer lining started in November and is mostly complete. Sewer service lateral grout work will start in late December. Residents have been notified with information left at their doors.*

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

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

**Manor Drive Sidewalk Project:** *Updated sketch and cost estimate will be prepared for possible sidewalk along the south side of Manor Drive.*

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

**Hy-Vee Project:** Initial inspection lists for the building site, 81<sup>st</sup> Avenue/Highway 65, and CSAH 35 work have been prepared and sent to Hy-Vee. Waiting to hear from Hy-Vee before scheduling follow-up inspection. Final documents for the Hwy 65 traffic signal and 81<sup>st</sup> Avenue have been submitted to MnDOT.

**JP Brooks Housing Project (on Monroe):** Site work started on August 10<sup>th</sup>. Work is substantially complete. Two homes are under construction.

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





# Memorandum

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

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

**Date:** December 1, 2020

**Subject:** Administrator Reports

I would like to share the following updates regarding the operations of the City.

1. The Federal CARES Act funds have been spent and final reports were submitted to the State of Minnesota. City Council has been asked to certify the CARES Act expenditures that they met the tests outlined in Federal Law. That is on the City Council agenda for December 7, 2020.
2. The annual Truth in Taxation Public Hearing will be held on December 7, 2020 to provide the public with an opportunity to review the City's budget and tax levy for 2021. The PowerPoint presentation is included in the packet for City Council review.
3. The State's budget forecast for both the remainder of the current biennium and next biennium was released today. The November forecast now shows a projected \$800 million surplus for the current biennium and a \$1.3 billion deficit for the 2021-23 biennium. This is a significant improvement from the May interim forecast, which projected a \$2.4 billion deficit for the current biennium. This new budget forecast will mean that the City will not have to worry about a December LGA unallotment.
4. I spoke with the commercial realtor listing the former Biff's location for lease. The owner of the building is planning to subdivide the building into smaller suites, rather than lease it to another restaurant use.
5. City staff continues to review the responses from the Compensation Study RFP. We plan to present a recommendation to the City Council for the RFP at the December 21 meeting.
6. Hy-Vee construction continues to move forward. We anticipate that Hy-Vee Construction will be pouring a portion of the floor next week. They have indicated that they will be seeking a temporary certificate of occupancy in early March to allow them to occupy the building to set up the store and train employees.

Have a great weekend.





# **CORRESPONDENCE**





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

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

November 9<sup>th</sup>, 2020

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

Dear Daniel Buchholtz,

Enclosed is a summary of work done by the Metropolitan Mosquito Control District (MMCD) in the Spring Lake Park area during the 2020 mosquito control season.

2020 was dominated by the COVID-19 pandemic and the various challenges it has caused to state and local agencies like MMCD. We have been able to adapt our operations to allow for social distancing and other CDC recommendations and were able to maintain our inspections and mosquito control work with limited interruption. Throughout the season District Staff inspected almost 75,000 breeding sites for mosquito larvae and applied 198,678 acres worth of treatments which is less than the 213,800 in 2019, but more than the 183,000 acres treated in 2018. We also treated 290,126 catch basins in the seven-county metro, which is more than any previous year.

Fortunately, there were few mosquito-borne disease cases reported in 2020 in Minnesota. The Minnesota Department of Health (MDH) reported zero cases of West Nile virus as of November 3<sup>rd</sup>, which would make 2020 the first year with no human cases since the disease was first discovered in the state in 2002. Eastern Equine encephalitis (EEE) is a growing concern in Minnesota with two positive cases found in deceased horses in Aitkin and Benton counties. There were no human cases of EEE in Minnesota. In addition to monitoring and controlling vector mosquitoes, MMCD staff also monitor the distribution of ticks capable of transmitting disease, and work with MDH to provide information designed to reduce the risk of tick transmitted diseases.

MMCD employees controlled immature black flies (biting gnats) in small streams and large rivers throughout the metropolitan area. In 2020, 101 black fly larvicide treatments were made to the rivers and streams in the District, more than the 68 treatments completed in 2019. Unlike in 2019, when high river flows delayed treatments significantly, river flows in 2020 remained at normal levels allowing for treatments to be made throughout the season. In May, high adult black fly populations of a small stream species occurred resulting in increased customer calls from certain areas of the District. Adult black fly abundance returned to more tolerable levels after May. We plan to investigate the source of these high adult black fly populations and work towards a solution for 2021.

Educating the public is a key objective of MMCD and with limitations placed on us by the COVID-19 pandemic, we adapted by producing several informational videos on our website and social media channels. We encourage you to tell your residents to check them out at [MMCD.org](http://MMCD.org). We hope to be back at parades, county fairs, and other community events in 2021!

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

Sincerely,

Stephen A. Manweiler, Executive Director  
Phone: (651) 643-8365 // Email: [mmcd\\_sam@mmcd.org](mailto:mmcd_sam@mmcd.org)



# 2020 Activity Summary for Fridley and Spring Lake Park

## LARVAL CONTROL

The majority of control done by MMCD targets mosquitoes during their larval stage. Mosquito larvae usually develop in standing water and are most common after a rainfall. Larval control materials are applied via helicopter, backpack, or by hand.

Larval Control in Fridley and Spring Lake Park in 2020:  
Sites Inspected: 479 | Acres Treated: 177.02



## ADULT CONTROL

MMCD supplements our larval control program with limited adult mosquito control. Adult control materials are applied via backpack during the day or truck-mounted cold fogger in the evening.

Adult Mosquito Control in Fridley and Spring Lake Park in 2020:  
Sites Inspected: 125 | Acres Treated: 0.00

## DISEASE PREVENTION

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

Disease Prevention Activity in Fridley and Spring Lake Park:  
Tires Removed: 29 | Catch Basins Treated: 3495  
Disease Prevention Property Inspections: 19



## CUSTOMER CALLS

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

Customer Calls from Fridley and Spring Lake Park in 2020: 6

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





*Protecting, Maintaining and Improving the Health of All Minnesotans*

November 17, 2020

Spring Lake Park City Council  
c/o Mr. Dan Buchholtz, Administrator  
Spring Lake Park City Hall  
1301 81st Avenue NE  
Spring Lake Park, Minnesota 55432

Dear Council Members:

**SUBJECT:** Sanitary Survey Report for Spring Lake Park Public Water System (PWS), Anoka County, PWSID 1020029

Enclosed is a copy of the sanitary survey report summarizing an on-site inspection of your Community Public Water System. This report includes a review of the system's water source, facilities, equipment, operation, maintenance, and monitoring compliance for the purpose of evaluating the adequacy of the facilities for producing and distributing safe drinking water. Technical and management information regarding the operation of the system may also be provided. Conducting sanitary surveys on a regular basis is an important element in preventing contamination of drinking water supplies and in maintaining compliance with the National Primary Drinking Water Standards. Ken Prokott was present during this inspection.

Please take appropriate action to address any deficiencies or recommendations identified within this report. A deficiency may lead to a contamination of the water supply or failure of the system to be in compliance with the Safe Drinking Water Act. The enclosed report must be kept on file and made available for public review for not less than ten (10) years.

The Minnesota Department of Health (MDH) continues to monitor your PWS for contaminants identified by state and federal drinking water regulations. The results of such monitoring are not part of this report. They are sent to you under separate cover as they become available.

If you have questions concerning the information contained in the report, please contact me at 651/201-4683.

Sincerely,

Brian A. Noma, P.E.  
Public Health Engineer  
Section of Drinking Water Protection  
P.O. Box 64975  
St. Paul, Minnesota 55164-0975

BAN  
Enclosures  
cc: Water Superintendent





**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



System Name: **Spring Lake Park**  
PWSID: **1020029**  
System Contact: **Terry Randall, Public Works Director**

Survey Date: **11/05/2020**  
Surveyor: **Brian A. Noma, P.E.**  
PWS Type: **Community**

**Requirements and Recommendations**

**Water Source**

As a reminder, it is required that a well for a community public water supply be located according to distances specified in Minn.Rules 4725.4450, including not less than 50 feet from a source of contamination including buried sewers (except as specified in Minn. Rules 4725.5850).

**Pumps/Pump Facilities and Controls**

No deficiencies observed.

**Treatment**

The exhaust fan in the gas chlorine room shall be activated when either the light switch near the door is switched to the "on" position, or when the door switch is activated. The exhaust fan in the gas chlorine storage room at the Arthur Street treatment plant was not operational during the inspection. This must be corrected immediately.

**Water Storage**

No deficiencies observed.

**Distribution**

It is recommended that dead ends in the distribution system be minimized by looping. If looping is not feasible, a fire hydrant, approved flushing hydrant or blow off for flushing purposes must be used at the dead ends to maintain water quality and/or chlorine residual. [Recommended Standards for Water Works 8.0]

**Monitoring/Reporting Data Verification**

The following applicable records are required to be maintained by the water supply system:

- a. Coliform bacteria results - 5 years
  - b. Chlorine residual results - 5 years
  - c. Chemical results - 10 years
  - d. Sanitary survey reports - 10 years
  - e. All lead and copper materials - 12 years
  - f. Consumer confidence reports - 3 years
  - g. Public Notices - 3 years
  - h. Fluoride quarterly results and monthly reports - 1 year
  - i. Turbidity results - 3 years
- [Minn. Rules 4720.0350]



**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



System Name: **Spring Lake Park**  
PWSID: **1020029**  
System Contact: **Terry Randall, Public Works Director**

Survey Date: **11/05/2020**  
Surveyor: **Brian A. Noma, P.E.**  
PWS Type: **Community**

**Requirements and Recommendations**

**Water System Management/Operation**

As a reminder, engineering plans for new, modifications to, or additions to the water supply system, including watermains, are required to be properly submitted to the Minnesota Department of Health for review. All plans must be approved prior to the start of construction. [Minn. Rules 4720.0010]

It is required that all testable backflow prevention devices be tested annually. The device must be tagged with the date of inspection and signed by the certified inspector. This shall include the reduced pressure zone type backflow preventers to the backwash tank wash down systems and to the chemical mixing systems at both treatment plants, and the pressure vacuum breakers serving the irrigation systems at well houses #4 & #5. The current tags indicate that the devices were last tested in 2018.

To ensure security, it is recommended that a daily check of critical system components be conducted, including confirmation that all doors and access hatches are locked.

**Operator Compliance with State Requirements**

The certified operators are required to qualify themselves by attending waterworks operators training seminars offered throughout the state. Continuing education is valuable experience for anyone engaged in this field. The required contact hours in the previous 3 years for certification renewal are:

- Class A 32 contact hours
  - Class B 24 contact hours
  - Class C 16 contact hours
  - Class D 8 contact hours
  - Class E 4 contact hours
- [Minn. Rules 9400.1200]



**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



System Name: **Spring Lake Park**

PWSID: **1020029**

System Contact: **Terry Randall, Public Works Director**

Survey Date: **11/05/2020**

Surveyor: **Brian A. Noma, P.E.**

PWS Type: **Community**

**Bacteriological Results and Chlorine Residuals**

<u>Date</u>	<u>Sampling Location</u>	<u>Chlorine Residual</u> <u>Free / Total</u>	<u>Coliform</u> <u>Bacteria</u>	<u>E.Coli</u>
11/05/2020	WELL 5	/	Absent	
11/05/2020	WELL 1	/	Absent	
11/05/2020	HOLIDAY	/ 0.80	Absent	
11/05/2020	LYONS DEN	/ 0.32	Absent	
11/05/2020	CITY HALL	/ 0.35	Absent	





**MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report**



System Name: <b>Spring Lake Park</b>	Survey Date: <b>11/05/2020</b>
PWSID: <b>1020029</b>	Surveyor: <b>Brian A. Noma, P.E.</b>
System Contact: <b>Terry Randall, Public Works Director</b>	PWS Type: <b>Community</b>

**Contact Information**

<u>Name</u>	<u>Address</u>	<u>Phone/Email</u>
-------------	----------------	--------------------

**Contact**

Terry Randall, Public Works Director		Business Phone 1 763/784-6491
		Business Phone 2 763/792-7227
		Email trandall@slpmn.org

**Owner/Responsible Party**

Spring Lake Park City Council	c/o Mr. Dan Buchholtz, Administrator Spring Lake Park City Hall 1301 81st Avenue NE Spring Lake Park, MN 55432	Business Fax 763/792-7257
		Business Phone 1 763/784-6491
		Email dbuchholtz@slpmn.org

**Financial**

Spring Lake Park City Council	c/o Ms. Dena Brunette, Utility Billing Spring Lake Park City Hall 1301 81st Avenue N.E. Spring Lake Park, MN 55432	Business Phone 1 763/792-7213
		Email Dbrunette@slpmn.org

**Sample Bottles/General Correspondence**

Spring Lake Park Water Superintendent	1301 81st Avenue NE Spring Lake Park, MN 55432	Business Phone 1 763/784-6491
		Email TRandall@slpmn.org

**Emergency Workday**

Terry Randall - Public Works Director		Business Fax 763/792-7257
		Cell Phone 763/360-4973
		Email trandall@slpmn.org
		Pager 612/526-0303
Ken Prokott		Business Phone 1 763/784-6491
		Cell Phone 763/360-4974

**Emergency After-Hours**

Anoka County Dispatch		Business Phone 1 763/427-1212
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**Consumer Confidence Report**

Terry Randall		Business Phone 1 763/784-6491
		Email trandall@slpmn.org

**Classification Information**

Owner Type: Municipal	Population: 6900
System Class: C	Service Connections: 2199
Service Area Characteristics: Municipal	Class Points: 46

**Certified Operators**

<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>	<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>
Randall, Terry P.	C	06/30/2022	Turbitt, Benjamin M.	C	04/30/2023



**MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report**



System Name: <b>Spring Lake Park</b>	Survey Date: <b>11/05/2020</b>
PWSID: <b>1020029</b>	Surveyor: <b>Brian A. Noma, P.E.</b>
System Contact: <b>Terry Randall, Public Works Director</b>	PWS Type: <b>Community</b>

**Certified Operators**

<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>	<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>
Prokott, Kenneth M.	D	05/31/2023			

**Production Totals**

Design Capacity:		Emergency Capacity:	1,440,000 Gallons per Day
Average Daily:	708,079 Gallons	Storage Capacity:	750,000 Gallons
Highest Daily:	1,240,000 Gallons		

**Source Information**

Well #1

Unique Well No.: 00206638	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 1000
Status: Active	Pumping Rate (gpm): 1000
Availability: Primary	Emergency Capacity: 1000 Gallons per Minute
Year Constructed: 1961	Static Depth (ft): 115
Well Depth (ft): 741	Drawdown (ft): 102
Casing Depth (ft): 350	Pump Type: Vertical Turbine
Casing Diameter (in): 16	Vulnerable: No
Screen Length (ft):	Last Rehabilitated: 2015
Aquifer: Tunnel City-Mt.Simon	

Well #2

Unique Well No.: 00223294	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 1000
Status: Active	Pumping Rate (gpm): 1000
Availability: Primary	Emergency Capacity: 1000 Gallons per Minute
Year Constructed: 1965	Static Depth (ft): 115
Well Depth (ft): 694	Drawdown (ft):
Casing Depth (ft): 329	Pump Type: Submersible
Casing Diameter (in): 16	Vulnerable: No
Screen Length (ft):	Last Rehabilitated: 2013
Aquifer: Tunnel City-Mt.Simon	



**MINNESOTA DEPARTMENT OF HEALTH**  
**SECTION OF DRINKING WATER PROTECTION**  
**Public Water Supply Inventory Report**



System Name: <b>Spring Lake Park</b>	Survey Date: <b>11/05/2020</b>
PWSID: <b>1020029</b>	Surveyor: <b>Brian A. Noma, P.E.</b>
System Contact: <b>Terry Randall, Public Works Director</b>	PWS Type: <b>Community</b>

Well #4

Unique Well No.: 00180920	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 1000
Status: Active	Pumping Rate (gpm): 1000
Availability: Primary	Emergency Capacity:
Year Constructed: 1982	Static Depth (ft): 182
Well Depth (ft): 726	Drawdown (ft): 42
Casing Depth (ft): 533	Pump Type: Vertical Turbine
Casing Diameter (in): 16	Vulnerable: No
Screen Length (ft):	Last Rehabilitated: 2018
Aquifer: Mt. Simon	

Well #5

Unique Well No.: 00563006	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 1000
Status: Active	Pumping Rate (gpm): 1000
Availability: Primary	Emergency Capacity:
Year Constructed: 1998	Static Depth (ft): 213
Well Depth (ft): 783	Drawdown (ft): 45
Casing Depth (ft): 650	Pump Type: Vertical Turbine
Casing Diameter (in): 18	Vulnerable: No
Screen Length (ft):	Last Rehabilitated: 2019
Aquifer: Mt. Simon-Hinckley	

Interconnect - Blaine

Type: Consecutive Connection	Source Type: Purchased Groundwater
Status: Active	Design Capacity:
Availability: Emergency	Emergency Capacity:
	Pump: <input type="checkbox"/>
Purchases From: 1020006 Blaine	

Interconnect - Mounds View

Type: Consecutive Connection	Source Type: Purchased Groundwater
Status: Active	Design Capacity:
Availability: Emergency	Emergency Capacity:
	Pump: <input type="checkbox"/>
Purchases From: 1620008 Mounds View	



**MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report**



System Name: <b>Spring Lake Park</b>	Survey Date: <b>11/05/2020</b>
PWSID: <b>1020029</b>	Surveyor: <b>Brian A. Noma, P.E.</b>
System Contact: <b>Terry Randall, Public Works Director</b>	PWS Type: <b>Community</b>

**Treatment Information**

Arthur Street Treatment Plant

Type: Treatment Plant  
Status: Active  
Availability: Primary

Source Water: Groundwater  
Design Capacity: 1,000 Gallons per Minute  
Emergency Capacity:

Treatment Objective

- Disinfection
- Fluoridation
- Iron Removal
  
- Manganese Removal
  
- Other
- Radionuclides Removal

Treatment Process Mechanism

- Chlorine/Gas
- Fluoridation/Hydrofluosilicic acid
- Filtration (Pressure)/Patented sand
- Oxidation - chemical/Potassium permanganate
- Filtration (Pressure)/Patented sand
- Oxidation - chemical/Potassium permanganate
- Backwash recycle
- Filtration (Pressure)/Patented sand
- Oxidation - chemical/Manganese sulfate
- Oxidation - chemical/Potassium permanganate

Terrace Park Treatment Plant

Type: Treatment Plant  
Status: Active  
Availability: Primary

Source Water: Groundwater  
Design Capacity: 2,000 Gallons per Minute  
Emergency Capacity: 1,000 Gallons per Minute

Treatment Objective

- Disinfection
- Fluoridation
- Iron Removal
  
- Manganese Removal
  
- Other
- Radionuclides Removal

Treatment Process Mechanism

- Chlorine/Gas
- Fluoridation/Hydrofluosilicic acid
- Filtration (Pressure)/Patented sand
- Oxidation - chemical/Potassium permanganate
- Filtration (Pressure)/Patented sand
- Oxidation - chemical/Potassium permanganate
- Backwash recycle
- Filtration (Pressure)/Patented sand
- Oxidation - chemical/Manganese sulfate
- Oxidation - chemical/Potassium permanganate

**Storage Information**

East Tower

Type: Storage-Elevated  
Status: Active

Capacity: 500,000 Gallons  
Availability: Primary  
Chlorination:

West Tower

Type: Storage-Elevated  
Status: Active

Capacity: 250,000 Gallons  
Availability: Primary  
Chlorination:



**MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report**



System Name: <b>Spring Lake Park</b>	Survey Date: <b>11/05/2020</b>
PWSID: <b>1020029</b>	Surveyor: <b>Brian A. Noma, P.E.</b>
System Contact: <b>Terry Randall, Public Works Director</b>	PWS Type: <b>Community</b>

**Bacteriological Sample Site Plan**

**Distribution**

<u>Sample Site ID</u>	<u>Sample Location</u>	<u>Status</u>	<u>Notes</u>
01	City Hall	Active	1301 81st Ave. N.E.
02	Emmanuel Christian Center	Active	7777 University Ave.
03	McDonald's	Active	
04	Spring Lake Park Baptist Church	Active	8498 Sunset
05	8437 University Ave.	Active	
06	8000 Central Ave.	Active	
07	8101 University Ave.	Active	
08	892 Highway 10	Active	
09	Old Hardee's Building	Active	
10	Prince of Peace Church	Active	
11	Champion Auto	Active	
12	Go Gas	Active	7701 Highway 65
13	Povlitskies	Active	
14	8035 Spring Lake Park Road	Active	
15	Brew & Grow	Active	
16	Trucking Company	Active	
17	Lion's Den (Warming House)	Active	520 Sanburnol
18	Fire Station No. 1	Active	1710 Highway 10
19	Harsted Building	Active	1625 Highway 10
20	8329 Central Ave.	Active	
21	Key's Cafe	Active	8299 University Ave.
22	Collin Realty	Active	7766 Highway 65
23	Mudd Springgers	Active	
24	Spring Lake Park Lumber	Active	
25	Morgan Building	Active	8463 Terrace





November 18, 2020

Spring Lake Park City Council  
c/o Mr. Dan Buchholtz, Administrator  
Spring Lake Park City Hall  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

Dear Council Members:

SUBJECT: Increase in Monthly Bacteriological Sampling Requirements,  
Spring Lake Park, Anoka County, PWSID 1020029

The Safe Drinking Water Act's Revised Total Coliform Rule requires public water systems to collect a specified number of bacteriological samples from representative locations in the distribution system. The specific number of samples to be collected is determined by the population served by the system.

Previously your system was required to collect 7 total coliform samples each month. Based on a recent review of the population served by your public water system, your population is **6,900**. Your system is now required to collect at least **8** total coliform samples per month. The new requirement is effective **January 1, 2021**. **[Now that you are required to take more than 5 samples per month, you are no longer allowed to take all your samples on the same day. Samples must be taken at least on two different days and on two different weeks.]**

The change in your population also affects total chlorine residual reporting requirements. If you use chlorine to disinfect your system, you are required to record a total chlorine residual reading at the same frequency at which you do total coliform sampling.

If you have any questions, if you feel there is an error in the population served, or if you would like to receive an updated annual monitoring schedule, please contact Bonnie Shafer at 651/201-4672.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Peterson'.

Karla R. Peterson, P.E., Supervisor  
Community Public Water Supply Unit  
Environmental Health Division  
P.O. Box 64975  
St. Paul, Minnesota 55164-0975

KRP:bs

cc: Water Superintendent  
Brian Noma, MDH District Engineer, St. Paul Office





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21



*History 21 (in honor of the 21 cities in Anoka County) is published by the Anoka County Historical Society six times yearly as a member benefit. The ACHS is a 501(c)(3) nonprofit organization. Contributions are tax-deductible within the allowable limits of the law.*

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*Front Cover: A pile of sawed lumber in the yard of the Washburn Sawmill, Anoka. This picture was used in their advertising. Undated.  
Object ID: 2057.6.86*



## From the President

I recently read an African Proverb: “When an Elder dies, it is as if a Library has burnt down”. When I read this, I thought a couple of things... 1) Darn I guess I could be considered an Elder and 2) I think of the stories of my family that are forever lost because I never heard them. We have been talking about how vital it is to capture the stories of the people and families who have called Anoka County “Home”. How important it is to gather them ALL.

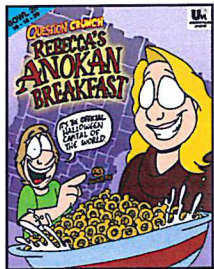


The Holidays are approaching and even though for now it’s often virtually, it’s a good time to gather family anecdotes. We developed an oral history questionnaire you can use as a talking guide. Look for old letters and diaries and photos. Share them and talk about them to find out more while those that remember are still here. Oh! How I wish I had paid more attention at family holiday dinners when the toddies and conversation flowed with the memories!

This year make it a family project to decorate your Holidays by documenting the stories! Take the time to wrap yourself in your Family’s History.

A handwritten signature in black ink that reads "Lotus Hubbard".

Lotus Hubbard, ACHS President



## From the Director

I’m excited for 2021.

We have an amazing opportunity to explore the world of digital programming, video editing, and podcasting. Never before have the stars aligned such that technology, a #HistoryHappensToday mentality, and the public platforms of social media allow organizations like ACHS to self-publish, promote, and survive.

(Google “Question Crunch podcast” or “The Big Scary Show podcast” and see who you find!)

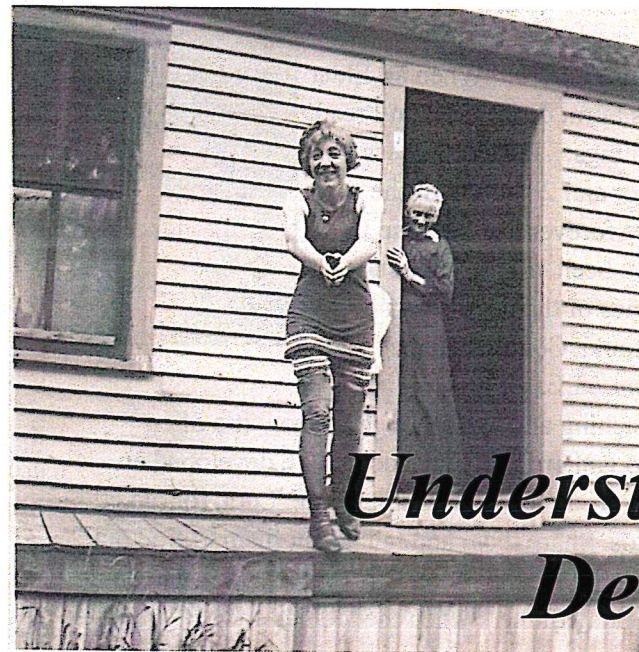
We can do this. We can flourish. Now, more than ever, Anoka County needs local history to document a legacy—the one we’re living every day. What role will you play?

A handwritten signature in black ink that reads "Rebecca Ebnet-Desens".

Rebecca Ebnet-Desens, Executive Director

Coon Rapids, East Bethel, Fridley, Ham Lake, Hilltop, Lexington, Lino Lakes, Linwood, Nowthen, Oak Grove, Ramsey, Spring Lake Park, St. Francis

Andover, Anoka, Bethel, Blaine, Centerville, Circle Pines, Columbia Heights, Columbus,



# *Understanding Delia*

*By Daryl Lawrence, ACHS Board of Directors*

*“Down, down, down. Would the fall never come to an end! ‘I wonder how many miles I’ve fallen by this time?’ she said aloud. ‘I must be getting somewhere near the center of the earth.’” -Lewis Carroll, Alice’s Adventures in Wonderland*

When was the last time you fell down a historical rabbit hole? It’s always been easy for me to do. Back before the internet, I would reach for a nearby encyclopedia or visit my school library to find a book on something that piqued my interest while reading about something else. Now it’s easier than ever to truly lose yourself in history; I can spend hours clicking through related Wikipedia pages, only to forget how I originally started.

Another corner of the internet that is highly dangerous to a historian’s preconceived notions of time management is Ancestry’s website. Like many, since COVID swept the nation and back to our homes, I found myself with more time to pursue passion projects. One of mine was rounding out my family tree with details I had on paper, but hadn’t been translated to an electronic medium. As with most genealogists, I pay the closest attention to my immediate ancestors; after all, I wouldn’t be here without them. However, I take extra

care to tend to those whose line has died out. My stance is there is no one else to

*Above: Delia practicing her diving form. Photo Courtesy Daryl Lawrence*



take care of documenting their stories, so I need to do it before the details are lost and no more than bland statistics on paper or in a database. Name, date of birth, date of death. It seems so cold and impersonal for people who lived full lives and I take it as a personal mission to help round out their personal histories as much as possible.

It was while I was tending one of the records of this type of ancestor that I saw something odd—a picture. I generally don't upload pictures to Ancestry, as I would rather take a more personal approach and share pictures with those who contact me and are interested, so I knew it wasn't I who had added this picture. In fact, I hadn't seen this picture ever before. For the person in question, I considered myself lucky to have a couple dozen or so pictures of her; she died in 1928, so the fact that more than two dozen snapshots of a person who died so long ago was surprising. I was definitely curious about this, so I clicked and found the user who had uploaded the picture.

*“I am doing some work on my family tree (aren't we all?), and I am doing some work on Elmer Olson,” read my message, “I haven't really touched his record at all, but wanted to make sure Delia was marked as his wife. Anyway, that's when I ran across the photo you had uploaded of the two of them and it took me by surprise- as I wasn't aware of anyone else having pictures of them! I'm just reaching out to see how you may be connected and how you have photo of the couple.”*

Elmer Olson, my great-great uncle, had outlived his wife by 20 years. Delia had died young, leaving behind Elmer and a seven year old son, Jack. My grandma was born a few years after Delia died, so never met her. She knew Delia well enough to identify



*Delia with the students of Glen Carey School, District 57 in Ham Lake. Photo Courtesy Daryl Lawrence*

her in pictures, but knew little else aside from that. As I looked at the pictures of Delia, I could feel positive, warm, caring energy emanating from her through the decades. Delia had been a schoolteacher for a local district in Ham Lake and had loved her time with the children; one of the pictures I have of her outside the schoolhouse with students showed her clearly

enjoying being around them. The pictures of her with her husband and son showed her to be affectionate and happy. She's definitely someone I wanted to know more about, but had concluded that I probably just wouldn't.

Months went by and I didn't hear anything from the person I had messaged; not unusual, as Ancestry has a clunky messaging system and one typically doesn't even go on the site unless they are actively engaged in working on research. In the midst of a humid, hot week in July, I was surprised to receive a message back. The mysterious photo uploader was named Nora, and she was Delia's great-niece. Delia was her mother's aunt and while growing up, she heard a lot about Delia from her grandmother, who was Delia's older sister. "*Delia was the most loved of the Sorenson sisters,*" wrote Nora in her first message to me. That was enough for me to be highly interested in what else Nora had available, including some letters and additional pictures.

I felt so fortunate to have a new-found distant cousin (by marriage) who was in the same position as me—the family historian. Both of us had pieces of Elmer, Delia, and Jack's story, and together we were able to piece together what had happened with the family so long ago. Delia suffered from cancer and had battled it for a couple years before succumbing to it in 1928. In her last months, she received treatment at the University of Minnesota; despite fading quickly, she remained upbeat and positive while writing one of her last letters to her mother, dated less than a month before she passed away. The letter was written the day of the 1928 election and Delia pondered not voting that day, as well as asking if her parents had voted. Even as she could no longer hold down food, Delia focused on the positives, "*I will never forget the lovely care I have had here, and for such a long time, too.*" I never knew this side of Delia, or had even seen her handwriting, before Nora scanned and shared it with me. It was a remarkable thing!

Delia and her family, the Sorenson's of Anoka, worked with my family, the Olson's, to ensure young Jack would be taken care of after her death. Nora and I spent quite a few lines of correspondence putting together the



*Delia and Elmer.*

*Photo Courtesy Daryl Lawrence*





*Delia and her son Jack.*

*Photo Courtesy Daryl Lawrence*

sequence of events, with a little supplemental help from my grandmother, thanks to a phone call I made to her on the subject. Delia and the two families knew Elmer to have a drinking problem, so they landed on a plan whereby Jack would be taken in by Alfred and Minnie Olson, his paternal uncle and aunt, to be raised. Nora translated a letter Delia's mother, Ernestine, had written to her sister in Danish:

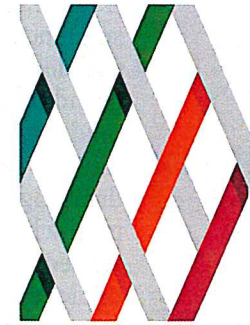
*"You asked if Delia knew what illness she had. Yes, she knew that for 2 years and knew there was no hope for recovery, but she was always in good spirits. The first year she had to leave her little boy, but she knew that they [Alfred and Minnie] would be good to him, and they promised her that he would go to school and go to high school when he is old enough to go and that is a good thing. We are really happy those people have him and his father can't take him from them."*

From my part, I knew that Jack had received his primary schooling in Ham Lake, and then had gone to live with another aunt and uncle, Emma (Olson) and Melvin Moore in northeast Minneapolis; there was no transportation in Ham Lake to get Jack to Anoka High School in the late 30s, but the Olson's made sure he got the education they promised Delia he would get while she was dying.

By putting together our resources, Nora and I were able to reconstruct what happened as an outcome of two families losing a much-loved member, and how they came together to ensure the protection and education of her only child. Almost a century after she died, Delia's love and care were again known. Although there is no one left who knew her in person, Nora and I know just a bit more about her than anyone has in decades. So jump down that rabbit hole, folks- you never know where you'll end up!

*Daryl Lawrence has served on the ACHS Board of Directors for a year. Prior to his election, Daryl worked with the Gather Committee and staff as a volunteer helping to preserve the collections.*

**ACHS Board of Directors announces refreshed mission statement and new values statement**



**Facing Change:**  
Advancing Museum Board  
Diversity & Inclusion

For the last two years, ACHS has participated in an initiative called “Facing Change” led by the American Alliance of Museums (AAM). This program selected 50 museums from five cities across America ready to concentrate on Diversity, Equity, Accessibility, and Inclusion (DEAI) conversations at a governance level.

After attending retreats, meeting with our consultant monthly—then every other week—having discussions off-line with each other, reading, thinking, and analyzing every last word, the Board of Directors unanimously voted to accept new defining language to guide the future of ACHS.

**Our mission is to gather, preserve, and share the stories of all the people and communities that are part of Anoka County.**

The Anoka County Historical Society is an inclusive organization. We are accountable to the community for presenting and celebrating the stories of Anoka County, as well as those which still need to be told. We invite people to join us on a journey to ignite curiosity about our past and understanding of our present.



COVID-19 caught us all off-guard and will continue to change our lives in ways we can't even anticipate yet. At the History Center, we took advantage of the systems we had already moved to the cloud to allow staff to seamlessly work from home. Well, with no printer, it was a little clunky, but nothing we couldn't work around!



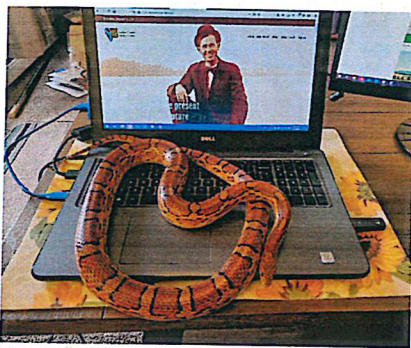
We worked with people remotely, digitized research requests, and created online programming. We applied for grants, received grants, and presented in online conventions. We experimented with new ways to use social media, video editing, and storytelling. We digitized our Ghosts of Anoka Walking Tour. We held an online fundraiser.

*Now, more than ever, #HistoryHappensToday.*

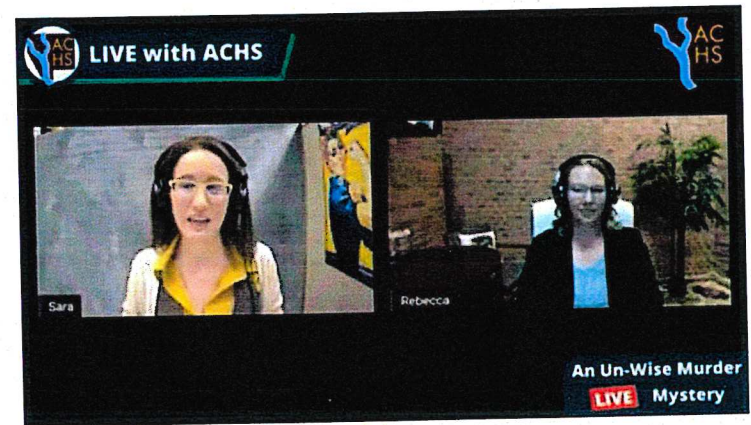
What ACHS can accomplish in the middle of a historic pandemic, economic crisis, and reimagining of our social system can't be understated. With the right people, tools, and resources, we can document the ongoing story of our changing communities for future generations. We can make the collections more accessible to people of all geographies, age, calendar schedules, and economic means. We can use the internet to gather, curate, and disseminate information in ways not possible even 20 years ago. We can provide some much-needed distraction to the increasingly divisive nature of our society.

Please join in giving the staff of ACHS a standing ovation for the exemplary work they have accomplished recently. We will continue to work hard for you to not only protect the legacy of Anoka County already in our archives, but also the stories yet to come.

**By making a financial gift toward our 2020 annual appeal, you will help ACHS close the gap in lost programming revenue from this year. A pledge of any size for 2021 would help the Board of Directors prepare an accurate expenditure budget.**



*(Above) Staff zoom call Meeting in March. (Below, left) Audra's home office vs Sara's home office (Below, right) with "borrowed" ACHS microfilm machine.*



### WE WENT LIVE!

Our fundraiser, An Un-Wise Murder, on September 19 streamed LIVE with success. We were proud to share the program with nearly 90 viewers. It was a first foray into a large-scale digital program and we loved the accessibility of being able to share in the fun no matter where you lived. Unlike a traditional event, we can offer the program for On Demand viewing, just like a movie rental on Amazon.

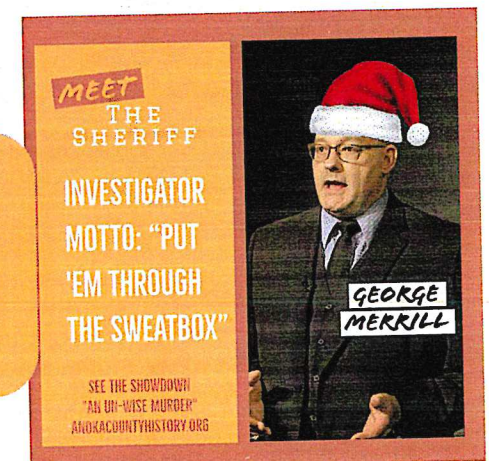
Since COVID-19 cancelled the Annual Meeting on its originally scheduled date in March, we will combine this essential gathering with our annual Holiday party on December 8 at 7 p.m. Join us for an encore viewing of “An Un-Wise Murder”, celebrate ACHS as an organization, and gather with other members virtually via Zoom.

Members will receive an email link on December 1 to attend this event.

**WHEN:** Tuesday, December 8

**TIME:** 7 p.m.

**WHERE:** Zoom—watch for an email with link details Dec. 1





The Korean war broke out in June of 1950 and by July, U.S. troops had entered the war on South Korea's behalf. The war must have been on the minds of Louis LeTendre, Jr. and three of his buddies when, after a night of celebrating at the Apple Inn near Lino Lakes, they decided to join the Navy. The next day they went to Wold-Chamberlain Field (now MSP International Airport) and enlisted. However, after the "celebrating" wore off, they decided they didn't want to be in the Navy. Before they resolved this with the Navy, Louis received a draft notice from the Army in May, 1951 and was soon off to basic training at Camp Gordon, Georgia. Days later the Navy shore patrol arrived at his parent's house looking for him. This was eventually settled, allowing Louis to stay in the Army.



Louis and his fiancée, Mara Lou, had been planning to get married in June of 1951, but now there had to be a change in plans. After Louis completed his basic training, Mara Lou travelled to Georgia and they got married on July 7, 1951 at the No. 10 Chapel at Camp Gordon. Mara Lou had hoped to find work in Georgia until Louis shipped overseas but she couldn't find any so she returned to Minnesota. Louis left for Korea in November of 1951.

While in Korea, Louis sent Mara Lou white silk pajamas with a matching robe and slippers. The pajamas are embroidered with dragons. Mara Lou generously donated this set to the Anoka County Historical Society in 2002.

Although Louis was in the Army, he served with the 440th Signal Battalion attached to the Fifth Air Force, probably part of the SCARWAF (Special Category Army Personnel With The Air Force). Louis has the unusual distinction of having enlisted in the Navy, being drafted by the Army, and serving with the Air Force. He was sent home after a year in Korea in November, 1952.

Louis saved

many articles of clothing from his time in Korea and donated them to ACHS in 2002. Most donations of military clothing are limited to the uniforms, but in this case, we also got his socks, belt, garters, knitted gloves, hats, and boots. Also, most unusually, we also received four tank tops in olive drab and two pairs of boxer shorts, one pair in olive drab and the other white. Most people would not have saved such a complete assemblage of clothing, but without people like this we would not have half the items we have in our collections.

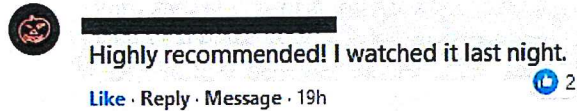




**A (Mostly) Virtual Anoka Halloween**

The need to make our *Ghosts of Anoka Tour* and Halloween exhibits digital this year came with both victories and challenges. In the victory category, we were able to provide digital alternatives of both! Students and faculty of the Hennepin Technical College helped create a fully digital, watch on-demand Ghost Tour, while ACHS staff created virtual galleries of Halloween collectibles hosted on our website.

In the video, seven guides take the viewer on a digital tour of all the familiar places you would go on the traditional walking tour. With the new format, we can share additional information, photographs, and even stories from one of the business owners herself.



On the challenge side, digital and limited in person options were not enough to match what the Historical Society was expecting the tours to raise in funds for the museum. The Ghost Tours are the biggest fundraising event of the year, bringing in nearly \$15,000 last year. As we write this, with 11 days to go until Halloween, we have raised only 18% of last year's revenue.

2019	VS	2020
1,655		171
\$14,975		\$2,685

This very visible example of the year no one expected makes our 2021 budgeting exceptionally difficult. ACHS, will rely on the generosity of the public, members, and established donors for funds while we reinvent what it means to preserve history in a post-COVID world. Together, we can succeed!





We're getting the hang of this!

As volunteers start to come in more regularly to the museum to work on projects again, we are figuring out our new systems together. Jane, upper right, comes in on Thursday's to help tackle research requests we receive through our website, but also people who come to visit the building in (masked) person. Dave, upper left, has resumed wading through photographs or slides from potential donations to the museum. In this set are images of St. Francis High School homecoming from the early 1960s. After Dave scans them, he will create records in our database and they will be available for others to search and view. Expect to see our favorites on your go-to social media. 😊

Each volunteer organized their schedule with me, for a 2 or 4 hour shift, and have a dedicated work station while at the museum that is separated and distanced from any other work space. While they work hard, Cindy oversees the front desk and makes her rounds at the top of every hour to sanitize work stations and bathrooms as needed. After volunteer shifts of work, we reset, give it a spritz and wipe down and do it all over again. It may be hard to see in the photographs, but I have assurances that all three are smiling behind their masks.

Right now our volunteer program is set at trickle—and that's ok. We don't have the capacity to handle drop-ins, or play like we have in the past. But I keep thinking about all those rocks that have been worn away and moved with just a trickle of water. The key is to concentrate our efforts.

So that's what we're doing—becoming the OJ Concentrate of volunteering. We'll get back to being juice when we have room in the fridge.

Sara Given  
Volunteer Coordinator  
Sara@AnokaCountyHistory.org

**General Donations**

American Legion Edward B. Cutter  
Post 102  
Dick & Helen Bennett  
Richard Bergling  
Karen Davis  
Alan Hansen  
Lynne Hansen  
Veronica Johnson  
Karen & Don Johnson  
Alison Marzolf  
Janet Meyer  
Mary & Scott Nolan  
Stephen & Marilyn Perry  
Thomas & Kristi Sullivan  
Patricia H. Theobald  
Wesley & Cheryl Volkenant

**Artifact Donors**

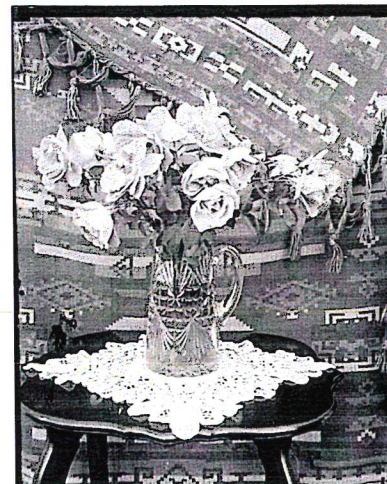
Abiding Savior Lutheran Church  
Dick Bennett  
Tony Bolander  
Diane Grinde  
John Jost  
David Larson  
Barbara Reichel

**ACHS Sustaining Members**

Northeast Bank  
Robyn West  
Roof Medics, LLC  
Brian & Allison Schmitt  
Terry Overacker Plumbing

**ACHS Business Members**

Anoka Dental  
Anoka Knights of Columbus Council  
2018  
City of Coon Rapids  
Fifth Avenue Dental  
Hammerheart Brewing  
Hawaii Nail Spa  
Nowthen Historical Power  
Association  
Peterson Shoes  
Pierce Refrigeration  
Plants & Things  
Rum River Restoration



**NOTE FROM ACHS:**

We would like to extend our most heartfelt and sincere condolences to the Pearson family of Ramsey who are members and volunteers at ACHS. They recently suffered a personal loss in a very public search for a missing relative.

As the holiday season approaches and 2020 draws to a close, we take this space to offer you and your community strength and healing for the next challenge.



## PROGRAMS & EVENTS

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### History Center Hours.

Open Tuesday, Thursday, Friday 10 a.m.—2 p.m.

### ACHS Board Meetings

Second Thursday of each month. 6 p.m. via Zoom

Open to membership and the public. Find link to attend digitally at [AnokaCountyHistory.org](http://AnokaCountyHistory.org) on the calendar

### ACHS Holiday Party Annual Meeting

**WHEN:** Tuesday Dec. 8

**TIME:** 7 p.m.

**WHERE:** Zoom program. Link sent to members via email Dec. 1 or upon request.

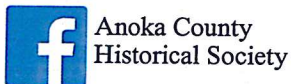
### We're hiring!

While saying goodbye to Audra as our Archivist, Curator, and Collections Manager still doesn't feel real, we want to welcome a new face to the position soon. Please spread the word that we're hiring, directing anyone interested to our website or Zip Recruiter to discover the job posting.

**The Anoka County Historical Society will close the first week in November to recognize the dedication of staff during the first six months of COVID-19.**

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Keep up with the  
Fun at ACHS!



AnokaCoHistory

For more information on our programs, check out the Events section on the ACHS Facebook page or our website calendar.



Anoka County  
Historical Society  
2135 Third Avenue North  
Anoka, MN 55303  
(763) 421-0600  
AnokaCountyHistory.org

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