



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, APRIL 19, 2021**  
**CITY HALL at 7:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
  - [A.](#) Approval of Minutes - February 8, 2021 Work Session
  - [B.](#) Approval of Minutes - March 8, 2021 Work Session
  - [C.](#) Approval of Minutes - April 5, 2021 City Council Meeting
  - [D.](#) Approval of Minutes - April 12, 2021 Work Session
  - [E.](#) General Operations Disbursements #21-05 \$792,511.96
  - [F.](#) Mayor's Proclamation - Remembrance Day - April 26, 2021
  - [G.](#) Mayor's Proclamation - Municipal Clerks Week - May 2-8, 2021
  - [H.](#) Contractor's Licenses
  - [I.](#) Sign Permit
  - [J.](#) Approval of Right of Way Applications (2) - CenterPoint and Comcast
- 7. DEPARTMENT REPORTS**
  - [A.](#) Police Report
  - B. Parks and Recreation Report
- 8. NEW BUSINESS**
  - [A.](#) Approval of JPA Between City and Anoka County for the Mill and Overlay of Pleasant View Drive
  - [B.](#) Accept Letter of Retirement from Officer Mark Bonesteel
- 9. REPORTS**
  - A. Attorney Report
  - [B.](#) Engineer's Report
  - C. Administrator Report
- 10. OTHER**
  - [A.](#) Correspondence
  - B. Request for Closed Session to Discussion Possible Sale of City Owned Property at Lot 2 Block 1 McKinley Manor Addition
- 11. ADJOURN**

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

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

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

### **DISCUSSION FROM THE FLOOR**

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

### **PUBLIC HEARINGS**

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

The following format will be used to conduct the hearing:

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

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

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

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Work Session was held on February 08, 2021 at the City Hall, 1301 81st Avenue NE, Spring Lake Park, at 5:30 PM

### 1. CALL TO ORDER

Mayor Nelson called the City Council work session to order at 5:30pm.

Present: Councilmembers Wendling, Delfs, Goodboe-Bisschoff, Dircks, Mayor Nelson

Absent: None

Staff Present: Police Chief Ebeltoft, Building Official Baker, City Planner Lauren Walburg (Stantec), and Administrator Buchholtz

### 2. DISCUSSION ITEMS

#### A. Rental Housing Study Presentation and Discussion

City Planner Carlson presented the results of the rental housing study. He noted that the study reviewed maintenance issues at rental properties, including yard maintenance, trash and parking issues; conduct issues at rental properties by residents or their guests including noise complaints and other police calls; and issues with administering the rental ordinance, including: follow-through and enforcement of rental inspections, contacting rental managers (especially larger companies) and license renewal process.

City Planner Carlson provided the following recommendations: 1) adopt a property maintenance inspection process; adopt language that explicitly requires property owners (or their formally designated agent) to conduct the inspection and reinspection process with the building official; utilize abatement as an option for handling nuisance issues at rental properties; consider single-family rental properties include a crime-free/drug-free addendum in their tenant leases; require rental property owners to conduct criminal background checks on all tenants; consider targeted improvements to application requirements to alleviate issues with contacting property owners/management companies; update the municipal code to strengthen language addressing revocation of rental licenses; and consider increasing fees for the rental housing license program to pay additional staff time needed to enforce the ordinance.

The City Council discussed the recommendations in depth. **CONSENSUS OF THE COUNCIL** was to authorize the Administrator and Building Official to draft an ordinance amendment implementing the City Planner's recommendations with the exception of the crime free/drug free addendum language to single-family leases.

B. Targeted Residential Picketing Ordinance (*Nelson*)

Mayor Nelson stated that he would like the City to adopt an ordinance regulated targeted picketing in residential neighborhoods. He stated that the protest that took place in a residential neighborhood in Hugo brought this to the forefront of his mind. He stated that the a number of north metro cities have adopted the ordinance, including Hugo, Lino Lakes, Centerville and Blaine. He noted that M.S. 609.748 already outlaws targeted residential picketing, it requires the picketing to happen more than once. He stated that a City ordinance would outlaw it on the first offense.

City Council reviewed the draft ordinance language. CONSENSUS OF THE COUNCIL was to direct staff to add the proposed ordinance to a future City Council meeting for adoption.

C. Discussion of Resolution of Support for SF 82/HF 185 (*Nelson*)

Mayor Nelson requested the City Council provide a resolution of support for SF 82/HF 185, which would increase the penalty for certain attempts to commit murder the first degree to life incarceration with a minimum of 30 years served in prison before being eligible for release.

CONSENSUS OF THE CITY COUNCIL was to add the proposed resolution of support to a future City Council agenda.

D. Median Safety Ordinance (*Nelson*)

Mayor Nelson requested the City Council discuss an ordinance prohibiting the extended occupation of high traffic intersection, noting that there has been an increase in the number of pedestrians occupying the medians of our busiest roadways for significant periods of time which creates a dangerous situation for both the pedestrian and the driver. He stated that the ordinance would apply to the City's seven signalized intersections along University Avenue, Highway 65 and County Road 10 corridors. He noted the ordinance prohibits an individual from staying the median through two consecutive opportunities to cross the roadway and also prohibits the operator of a motor vehicle from responding to a person violating the median safety ordinance. He stated that there are limited exceptions in the ordinance. He noted the law enforcement would first education pedestrians on the ordinance prior to enforcement.

City Councilmembers discussed the ordinance in depth. CONSENSUS OF THE COUNCIL is to schedule the proposed median safety ordinance on a future City Council meeting for approval.

E. 1628 County Highway 10 Discussion (*Buchholtz*)

Administrator Buchholtz stated that he received a call from the owner of 1628 County Highway 10 about prospective tenants for a vacant commercial space. City Council reviewed the potential options and provided staff with direction. No further action was taken on the item.

F. Tower Days Funding Request (*Buchholtz/Okey*)

Administrator Buchholtz noted that the Spring Lake Park Lions would not be donating their usual sponsorship to the City for Tower Days. He noted that this was due to reduced charitable gaming proceeds as a result of the restaurant and bar shutdowns ordered by Governor Walz in response to the COVID-19 pandemic. He stated that City staff is requesting the City Council authorize a transfer of \$15,000 from the General Fund to the Tower Days Fund to provide the Recreation Department with the funding necessary to schedule events for the 2021 Tower Days Festival.

City Councilmembers were supportive of the request. CONSENSUS OF THE COUNCIL was to direct the Administrator to schedule the fund transfer for a future City Council meeting agenda.

A. Administrator Reports

No reports were given.

**4. ADJOURN**

Mayor Nelson adjourned the work session meeting.

Meeting adjourned at 7:35pm.

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Robert Nelson, 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 Work Session was held on March 08, 2021 at the 1301 81st Ave NE, Spring Lake Park, MN, at 5:30 PM

### 1. CALL TO ORDER

Mayor Nelson called the City Council work session to order at 5;30pm.

Present: Councilmembers Wendling, Delfs, Goodboe-Bisschoff, Dircks, Mayor Nelson

Absent: None

Staff Present: Police Chief Ebeltoft, Public Works Director Randall, Assistant Fire Chief Retka (SBM Fire Department), Administrator Buchholtz

Others Present: None

### 2. DISCUSSION ITEMS

#### A. Police Chief Search Discussion

Administrator Buchholtz inquired how the City Council wished to proceed with the Police Chief selection process. City Council asked if there were viable internal candidates. Chief Ebeltoft responded affirmatively.

Administrator Buchholtz provided an selection process outline including application period, promotional psychological evaluation, interviews with City's Management Team and City Council, and criminal background check. Administrator Buchholtz reviewed the job description with the City Council. CONSENSUS OF THE CITY COUNCIL was to proceed with an internal selection process following the guidance outlined by Staff.

#### B. Discussion of Joint Powers Agreement with Anoka County Regarding Mill and Overlay of CSAH 35

Administrator Buchholtz reported that Anoka County would be completing a mill and overlay project for CSAH 35 (Old Central) from 81st Avenue NE to Pleasant View Drive NE. He stated that Anoka County is willing to add a city mill and overlay projects to the scope of work, to be paid for at City cost. He requested City Council authority to proceed with a mill and overlay of a section of Pleasant View Drive, between CSAH 35 and 81st Avenue NE and a section of the County Road 10 Service Drive north of the intersection of Pleasant View Drive and CSAH 10. He stated that there will be significant savings doing these sections at the same time as the CSAH 35 mill and overlay project due to the economies of scale associated with the County's bid. He stated that staff would seek reimbursement from MnDOT for the MSA eligible portion of this project.

CONSENSUS OF THE CITY COUNCIL was to authorize staff to request Anoka County include these two street segments in their 2021 mill and overlay project.

C. Free Pet Licensing (*Goodboe-Bisschoff*)

Councilmember Goodboe-Bisschoff asked if there was any interest in providing free pet licensing to boost the number of residents who license their pets. There was significant Council discussion on this item. CONSENSUS OF THE COUNCIL was to keep pet licensing fees at their current levels.

D. Low Cost Vaccinations/Spay & Neuter Pet Mobile Clinic Discussion (*Goodboe-Bisschoff*)

Councilmember Goodboe-Bisschoff inquired about the City working with a veterinary clinic to provide low cost vaccinations for pets. CONSENSUS OF THE CITY COUNCIL was to not authorize the expenditure of City funds to subsidize vaccinations for pets as pet vaccinations are a fundamental part of responsible pet ownership.

E. Discussion of Bills Regulating Sale of Used Catalytic Convertors (*Goodboe-Bisschoff*)

Councilmember Goodboe-Bisschoff requested the City Council express support for legislation regulating the sale of used catalytic convertors, due to the significant increase in catalytic convertor thefts in Minnesota.

Councilmembers expressed support for the bill while expressing displeasure discussing resolutions establishing positions on pending business before the Legislature that does not have a direct impact on the operations of the City.

CONSENSUS of the City Council was to direct Administrator Buchholtz to draft a resolution of support for bills regulating the sale of use catalytic convertors and to discourage Councilmembers from submitting requests for resolutions of support for legislation before the Legislature.

A. SBM Update - Centennial Fire District Study

Assistant Chief Dan Retka, SBM Fire Department, provided an overview of a proposal submitted to Centennial Fire District for SBM Fire Department to provide administrative and training services to their Department.

No action was taken on the item.

B. COVID-19 Pandemic Rescue Plan Update

Administrator Buchholtz stated that the American Rescue Plan approved by Congress will provide the City with over \$750,000 in federal funding over two years to help the City



recover from the COVID-19 pandemic. He stated that he is waiting for guidance from the Department of Treasury on how the federal funds could be spent.

No action was taken on the item.

C. Administrator Report (*if any*)

There were no Administrator reports.

**4. ADJOURN**

Mayor Nelson adjourned the work session meeting.

Meeting adjourned at 7:32pm.

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Robert Nelson, 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 April 05, 2021 at the City Hall, at 7:00 PM.

### 1. CALL TO ORDER

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

### 2. ROLL CALL

#### PRESENT

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

#### STAFF PRESENT

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

#### VISITORS

Matt Nelson, Fish-Lectronics  
Ebrima Jallow, Cargreen LLC  
Joseph Biegler, Home Pro America

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA – None

### 5. DISCUSSION FROM THE FLOOR – None

### 6. CONSENT AGENDA

- A. Approval of Minutes - March 15, 2021 City Council Meeting
- B. Mayor's Proclamation - Administrative Professionals Day - April 21, 2021
- C. Right of Way Permit Applications - Centerpoint Energy (3)
- D. Contractor's Licenses

Mayor Nelson read Item 6B, Mayor's Proclamation - Administrative Professional's Day - April 21, 2021. He thanked the Administrative staff for their contributions to the City.

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

## 7. DEPARTMENT REPORTS

### A. Public Works Report

Public Works Director Randall reported that the Public Works Department has been trimming trees along the streets and storm water ponds. He reported that the tennis court nets and basketball hoops are installed at the parks as well as new slide at Able Park. He reported that the wet wells at the lift stations were cleaned and water meters were read.

Mr. Randall reported that the Public Works Department plowed one time in March and they continue to collect garbage and recycling from the parks. He stated that signs are currently being fixed throughout the City from winter damage.

Mayor Nelson thanked Mr. Randall for installing the no littering signs along Manor Drive and stated that he has noticed less on street parking on Manor Drive.

### B. Code Enforcement Report

Building Official Baker reviewed his staff memo.

## 8. ORDINANCES AND/OR RESOLUTIONS

### A. Resolution No. 21-13, Authorizing Execution of Amendment to Funding Loan Agreement in Connection with the Multifamily Housing Revenue Funding Note, Series 2017A and Taxable Multifamily Housing Revenue Funding Note, Series 2017B (Legends of Spring Lake Park Project)

Administrator Buchholtz reviewed the staff memo. He reported that the process of the selling shares in a loan portfolio to other investors, Citibank frees up some of their cash that can then be used to originate new affordable multi-family housing loans. He compared this process to when a home mortgage is sold to another mortgage company once the loan has been established.

Administrator Buchholtz stated that there is no obligation placed on the City and this amendment is a financial amendment only. He stated that this process is becoming a popular practice with lenders.

Motion made by Councilmember Delfs to approve Resolution 21-13, Authorizing Execution of Amendment to Funding Loan Agreement in Connection with the Multifamily Housing Revenue Funding Note, Series 2017B (Legends of Spring Lake Park Project).

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

B. Resolution 21-14, Approving a Rear Yard Variance to Allow Construction of a Deck at 7768 Lakeview Lane NE

Administrator Buchholtz reviewed the staff memo and reviewed the Planning Commission recommendations. He reported that there were no public comments received from neighboring properties.

Motion made by Councilmember Wendling to approve Resolution 21-14, Approving a Rear Yard Variance to Allow Construction of a Deck at 7768 Lakeview Lane NE.

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

C. Resolution 21-15, Granting Approval of Conditional Use Permit for Cargreen LLC at 1103 County Highway 10 NE

Administrator Buchholtz reviewed the staff memo and reviewed the recommendations from the Planning Commission for the approval of a Conditional Use Permit for Cargreen LLC.

Mayor Nelson inquired if the business owner is comfortable with the recommendations made by the Planning Commission and if he was aware of the signage requirements and knew that another new tenant will be moving into the same building. Mr. Jallow stated that he is aware of the conditions and the new tenant.

Councilmember Delfs inquired if there would any servicing of vehicles would be done on site and if there would be any hazardous waste. Mr. Jallow reported that any servicing of vehicles would be completed off site.

Councilmember Goodboe-Bisschof inquired if all the vehicles will be rentals and asked that no vehicles will be sold on the property. She asked that a condition be added to the motion to include that there be no selling of vehicles on the property. Mr. Jallow stated that no vehicles would be sold.

Motion made by Councilmember Goodboe-Bisschoff to approve Resolution 21-15, Granting Approval of a Conditional Use Permit for Cargreen LLC with the following conditions:

- 1.) The applicant shall apply for and receive all applicable building permits prior to beginning work.
- 2.) The applicant shall conduct all vehicle cleaning inside the building, with the garage door shut.
- 3.) The applicant shall ensure that rental, customer and staff cars are parked only in spots designated for use by Cargreen LLC.
- 4.) The number of rental cars at this site is limited to ten (10) vehicles.
- 5.) No vehicle sales will take place on site.

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

D. Resolution 21-16, Granting Approval of Conditional Use Permit for DPG Inc, dba Fish-lectronics, at 1109 County Highway 10 NE

Administrator Buchholtz reviewed the staff memo and reviewed the recommendations from the Planning Commission for the approval of a Conditional Use Permit for Fish-lectronics.

Mayor Nelson stated that he is concerned with the possible theft of boats and trailers or equipment from the boats. Matt Nelson, Fish-lectronics, stated that he is fully insured and he will assure that the boats are locked and equipment is removed to prevent thefts. He stated that he will look into additional lighting and security measures at the site.

Councilmember Delfs inquired if there was enough room for large boats such as a pontoon to be worked on outside the building. Mr. Nelson stated that large boats could not be stored outside but there is room inside the building. He stated that boats will not be on site for long periods of time as repairs will be done quickly and the turnaround time for drop off and pick up will be quick.

Councilmember Goodboe-Bisschoff inquired if any boats would be stored over the winter. Mr. Nelson stated that will be no boat storage.

Motion made by Councilmember Wendling to approve Resolution 21-15, Granting Approval of Conditional Use Permit for DPG Inc, dba Fish-lectronics, at 1109 County Highway 10 NE with the following conditions:

- 1.) The applicant shall apply for and receive all applicable building permits prior to beginning work.
- 2.) The applicant shall conduct marine installation and repair work inside the building, with the garage door shut.
- 3.) The applicant shall ensure that customer cars, boats and employee cars are parked only in spots designated for use by Fish-Lectronics.
- 4.) No more than ten (10) boats can be parked overnight outside.

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

**9. NEW BUSINESS**

A. Authorize Hiring Process for Recreation Program Supervisor

Parks and Recreation Director Okey reported that the City received Recreation Program Supervisor Jessica Abt letter of resignation effective April 9, 2021. Ms. Okey requested authorization to begin the hiring process to fill the vacant position.

Motion made by Councilmember Delfs to authorize hiring process for Recreation Program Supervisor.

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

B. Authorize Hiring Process for Recreation Registration Specialist

Parks and Recreation Director Okey reported that she is seeking authorization to hire a Part-time Registration Specialist. She stated that this position will provide customer service, registration and clerical support to the Recreation Department staff.

Motion made by Councilmember Wendling to authorize the hiring process for Recreation Registration Specialist.

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

C. Award Bid for 2021 Seal Coat Project

Engineer Gravel reported that bids were opened on March 26, 2021. He reported that two bids were received. The following summarizes the results of the Bids received:

	<b>Contractor</b>	<b>Total Base Bid</b>
Low	Allied Blacktop Company	\$95,190.00
#2	Pearson Bros., Inc.	\$104,345.00

Mr. Gravel reported that the low bidder on the project was Allied Blacktop Company. He reported that the bids have been reviewed and are found to be in order. He stated that staff recommends the project be awarded to Allied Blacktop Company.

Mr. Gravel stated that the bid included the annual street markings for all streets in the City. He reported that the Public Works Department will be completing approximately \$25,000 in spot patching in the project area prior to the placement of the seal coat.

Motion made by Councilmember Dircks to award 2021 Seal Coat Project bid in the amount of \$95,190.00 to Allied Blacktop Company.

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

D. Approve Proposal for Risk and Resiliency Assessment and Emergency Response Plan Preparation

Public Works Director Randall reviewed the staff memo. He reported that staff recommends approval to request Stantec to prepare a Risk and Resiliency Assessment and Emergency Plan as required.

Mayor Nelson stated that he is not in favor unfunded mandates such as this plan.

Councilmember Delfs stated that he views the plan as part of a continuation plan to keep the city running smoothly and it is good that a plan is in place.

Motion made by Councilmember Dircks to approve preparation of a Risk and Resiliency Assessment and Emergency Plan by Stantec in an amount not to exceed \$17,500.

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

E. Approval to Excavate Pond at 83rd Avenue and Fillmore Street NE

Public Works Director Randall reviewed the staff memo. He reported that staff recommends the second option to complete the project. He stated that only one pipe from the pond has been able to be located and believes that over time the second pipe has been buried by debris and plant growth.

Councilmember Goodboe-Bisschoff stated that she is in favor of first option with dredging the pond to restore to the original footprint. She stated that she would like the neighboring properties to be fully aware of the improvements being done to the pond and suggested that the additional proposed 25 feet be marked with spray paint so that the residents can visualize the new footprint.

Mr. Randall stated that communication to the adjacent neighbors will be sent and he will mark the proposed area around the pond. He stated that the City owns the pond and it is required maintenance that needs to be done. He stated that by increasing the pond the flooding that takes place in the area should subside. He stated that he would like to get the project started soon. He noted the pond needs to be excavated and the contractor wants to temporarily store the sediment on the property to give the sediment time to dry. He stated that the increased pond size is within 30 feet of the Right of Way. He stated that no trees will be removed with the project.

Councilmember Dircks inquired on how many gallons of storage would be gained by increasing the pond. Engineer Gravel was unsure. Mr. Randall stated that he feels the pond has not functioned properly in the past 10 years as flooding has been a problem in the area.

Motion made by Mayor Nelson to approve excavating the pond at 83rd Avenue and Fillmore Street NE and to notify residents of the improvements.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Dircks.

Voting Nay: Councilmember Goodboe-Bisschoff. Motion carried.

F. Request to Schedule Council Work Session

Administrator Buchholtz requested a City Council work session on April 12, 2021 at 5:30 PM. He stated that the Rental Housing Ordinance and a meeting with the Hy-Vee general manager will be on the agenda. The consensus of the Council was to meet on April 12, 2021.

**10. REPORTS**

A. Attorney's Report

Attorney Thames had no report.

B. Engineer's Report

Engineer Gravel provided his report in the Council packet.

C. Administrator Report

Administrator Buchholtz reminded residents that the Recycling Day at City Hall is April 24, 2021 from 8:00 AM – Noon. He provided an update regarding the 2022 Anoka County assessments and reported that Assessor Tolzmann will be giving the Assessor Report at a May City Council meeting.

**11. OTHER**

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

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

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



The meeting closed at 8:15 PM.

The City Council reconvened at 8:30 PM.

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

## **12. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

The meeting adjourned at 8:32 PM.

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Robert Nelson, 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 Worksession was held on April 12, 2021 at the 1301 81st Avenue NE, Spring Lake Park, at 5:30 PM

### 1. CALL TO ORDER

Mayor Nelson called the City Council work session to order at 5:30pm.

Present: Councilmembers Wendling, Delfs, Goodboe-Bisschoff, Dircks, Mayor Nelson

Absent: None

Staff Present: Police Chief Ebeltoft, Recreation Director Okey, Building Official Baker, Administrator Buchholtz

Others Present: Representatives from Hy-Vee, Representatives from Twin North Chamber of Commerce, Representatives of MetroNorth Chamber of Commerce

### 2. DISCUSSION ITEMS

#### A. Hy-Vee Store Tour

City Council convened at the new Hy-Vee store, 8155 Highway 65 NE.

City Council received a behind the scenes tour of the new Hy-Vee store by Store Manager Gerad Curry.

After the tour, Mayor Nelson recessed the meeting at 5:55pm to allow members to return to City Hall to conduct the remainder of the meeting.

#### B. Rental Housing Ordinance/Policy Discussion (City Council will return to City Hall after Hy-Vee tour to discuss this item)

Mayor Nelson reconvened the meeting at 6:05pm.

Administrator Buchholtz and Building Official Baker presented the proposed Rental Housing Ordinance and Housing Maintenance Inspection Policy. The City Council expressed its satisfaction with the proposed documents. Councilmember Dircks requested that the draft ordinance be reviewed by the City Attorney to ensure that the City is accepting additional liability, particularly with the addition of a tenant background check requirement.

Councilmember Delfs inquired when the rental housing moratorium would end. Administrator Buchholtz stated that the moratorium would end with the adoption of the proposed ordinance. He stated that he would add language to the ordinance specifically repealing the ordinance establishing the moratorium.

CONSENSUS OF THE CITY COUNCIL is to direct the Administrator to send the draft ordinance and policy to the City Attorney for review and schedule the item for possible adoption at the May 3, 2021 City Council meeting.

A. Administrator Report

Administrator Buchholtz provided an update on the Police Chief selection process.

Chief Ebeltoft provided the City Council with perspective on the officer-involved shooting in Brooklyn Center on April 11, 2021 as it relates to training to help an officer differentiate between a Taser and their firearm.

Councilmember Goodboe-Bisschoff informed the City Council of a complaint she received from a resident on Lakeview Lane about youth disturbing the wildlife along the shoreline of Spring Lake that is now accessible by a woodchip trail. She requested a fence and signage be installed. CONSENSUS OF THE COUNCIL was to authorize staff to order and install signage at the point directing individuals to not disturb the wildlife.

**4. ADJOURN**

Mayor Nelson adjourned the work session meeting.

Meeting adjourned at 7:35pm.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

CITY OF SPRING LAKE PARK  
CLAIMS LIST APPROVED AND PAID  
GENERAL OPERATIONS

Date: March 2021  
Page: 1  
Claim Res.#21-05

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69734	ANOKA COUNTY TREASURY	CONTRACTUAL SERVICES	22.66
69735	ASPEN MILLS	UNIFORM ALLOWANCE	613.55
69736	AXON ENTERPRISE, INC	DATA SERVICES	13,068.00
69737	BATTERIES PLUS BULBS	BATTERIES	240.95
69738	CARSON, CLELLAND & SCHREDER	ATTORNEY FEES	10,086.90
69739	CENTERPOINT ENERGY	MONTHLY UTILITY	2,176.77
69740	CINTAS	OPERATING SUPPLIES - RUGS	229.74
69741	COMM-WORKS, LLC	CAMERA MONITORING	125.00
69742	COMPUTER INTERGRATION TECH	COMPUTER SERVICES	4,685.00
69743	CONNEXUS ENERGY	MONTHLY UTILITY	9.94
69744	COON RAPIDS CHRYSLER	AUTO SERVICES/REPAIR	4,203.41
69745	CTW GROUP	REFUND - UTILITY OVERPAYMENT	8.50
69746	DARLENE RONO	TRIP REFUND	100.00
69747	DIANE HEROFF	TRIP REFUND	100.00
69748	ECM PUBLISHERS INC	ORDINANCE NOTICE	419.26
69749	EMERGENCY AUTOMOTIVE TECH	AUTO SERVICES/REPAIR	437.96
69750	ERIK DAHLMAN	REFUND - UTILITY OVERPAYMENT	53.03
69751	EYHAB FARAG	REFUND - UTILITY OVERPAYMENT	100.00
69752	FARMER, KELSEY	RECREATION CALSS REFUND	48.00
69753	GOPHER STATE ONE-CALL INC	LOCATES	12.15
69754	MANSFIELD OIL COMPANY	FUEL	2,530.52
69755	METROPOLITAN COUNCIL	STRENGTH CHARGE	100.58
69756	MINNESOTA SAFETY COUNCIL	DRIVING CLASS	90.00
69757	MRPA	TRAINING COURSE	430.00
69758	NORTHLAND TRUST SERVICES, INC	FISCAL AGENT FEES	750.00
69759	PATRICIA BEBERG	PLANNING ESCROW REFUND	233.50
69760	PAUL SCHULTZ	CONFERENCE TRAINER	750.00
69761	SHORT ELLIOTT HENDRICKSON	ARTHUR STREET WTP REHAB	356.55
69762	SHREDIT USA	MONTHLY SHREDDING	109.35
69763	SLP FIRE DEPARTMENT	MONTHLY FIRE PROTECTION	20,521.00
69764	SUBURBAN RATE AUTHORITY	2021 MEMBERSHIP	461.00
69765	TASC	COBRA PAYMENT	30.08
69766	THE HOME DEPOT CREDIT SERVICES	CREDIT CARD PAYMENT	319.72
69767	KENNETH A. TOLZMANN, SAMA	FIRST QTR ASSESSMENT SERVICES	9,403.75
69768	VISU-SEWER INC	SANITARY SEWER LINING PAYMENT	61,341.50
69769	WATER CONSERVATION SERVICE INC	LEEK LOCATE	463.92
69770	ALL TRAFFIC SOLUTIONS	MAINTENANCE AGREEMENT	1,500.00
69771	ALLIED MEDICAL TRAINING	SCHOOL/CONFERENCE	195.00
69772	ALLISON CURTIS	RECREATIONS INSTRUCTOR	420.00
69773	ANOKA COUNTY TREASURY	SAFETY DATA SYSTEM FEE	15,132.00
69774	AT & T MOBILITY	PHONE SERVICE	345.00

CITY OF SPRING LAKE PARK  
CLAIMS LIST APPROVED AND PAID  
GENERAL OPERATIONS

Date: March 2021  
Page: 2  
Claim Res.#21-05

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69775	AT & T MOBILITY	PHONE SERVICE	567.04
69776	BARBARA KODLITEK	TRIP REFUND	300.00
69777	BAUER BUILT TIRE CENTER	AUTO REPAIR/SERVICE	10,548.96
69778	BOO MILLS	TRIP REFUND	100.00
69779	CAROLINE MENSINK	TRIP REFUND	100.00
69780	CINDY ERICKOSN	TRIP REFUND	100.00
69781	CINTAS	OPERATING SUPPLIES - RUGS	76.58
69782	CITY OF ROSEVILLE	DATA SERVICIS	144.96
69783	DOREEN SIEDLECKI	TRIP REFUND	100.00
69784	ECM PUBLISHERS	2020 SEAL COAT PROJECT	118.25
69785	EV STREIT	TRIP REFUND	100.00
69786	GERALD & JANICE DUNCAN	TRIP REFUND	200.00
69787	GRAINGER INC	FLUROSCENT BULBS	46.12
69788	BARBARA HARLAN	TRIP REFUND	100.00
69789	HAWKINS WATER TREATMENT	WATER CHECMICALS	3,432.09
69790	HOUSE OF PRINT	SPRING BROCHURE	2,368.85
69791	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	294.79
69792	INSTUREMENTAL RESEARCH INC	FEBRUARY WATER TESTING	72.00
69793	J.P. COOKE CO	PET TAGS	76.10
69794	JAYNE & MIKE GILLITZER	REFUND - UTILITY OVERPAYMENT	58.12
69795	JEANNINE COYNE	CLASS REFUND	45.00
69796	JUDY TURNQUIST	TRIP REFUND	100.00
69797	KAREN KAMPS	TRIP REFUND	100.00
69798	KATHY ZANOR	TRIP REFUND	100.00
69799	LINDA POISSANT	TRIP REFUND	100.00
69800	LOIS TREBESCH	TRIP REFUND	100.00
69801	MAGNEY CONSTRUCTION	ATHRUR ST WTP REPAIRS	182,389.19
69802	MANSFIELD OIL COMPANY	FUEL	584.11
69803	MARIE RIDGEWAY LISS LLC	THERAPY SESSION	175.00
69804	MARLENE NICKEL	TRIP REFUND	100.00
69805	MARY ANN KAISER	TRIP REFUND	100.00
69806	MARY HAINES	TRIP REFUND	100.00
69807	MARY MISKO	TRIP REFUND	100.00
69808	METROPOLITAN COUNCIL	WASTE WATER SERVICES	44,271.83
69809	MINNESOTA SAFETY COUNCIL	DRIVING CLASS	90.00
69810	MN RECREATION & PARK ASSOC.	MEMBERSHIP RENEWAL	300.00
69811	MUNICIPAL CODE CORPORATION	SOFTWARE LICENSE	2,200.00
69812	PEGGY DANIELS	TRIP REFUND	100.00
69813	PERMIT WORKS	SOFTWARE SUPPORT	2,090.00
69814	RENEE FEARING	TRIP REFUND	100.00
69815	TOLL GAS & WELDING SUPPLY	SUPPLIES	1,435.09

CITY OF SPRING LAKE PARK  
CLAIMS LIST APPROVED AND PAID  
GENERAL OPERATIONS

Date: March 2021  
Page: 3  
Claim Res.#21-05

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69816	TRISH JAMES	TRIP REFUND	100.00
69817	USS MINNESOTA ONE MT LLC	SOLAR PAYMENT	4,269.15
69818	VALARIE YIONEN	TRIP REFUND	100.00
69819	VALLEY-RICH CO., INC.	STREET REPAIR	4,612.78
69820	WARGO NATURE CENTER	FAMILY SNOWSHOEING	100.00
69821	WASTE MANAGEMENT OF WI-MN	MONTHLY RECYCLING SERVICE	7,861.02
69822	AMERITAS	PAYROLL	35.20
69823	CENTRAL PENSION FUND	PAYROLL	1,040.04
69824	DEARBORN LIFE INSURANCE CO.	PAYROLL	329.74
69825	DELTA DENTAL	PAYROLL	1,281.97
69827	L.E.L.S.	PAYROLL	317.50
69828	LOCAL 49	PAYROLL	105.00
69829	MINNESOTA CHILD SUPPORT PYMT	PAYROLL	267.60
69830	NCPERS GROUP LIFE INS	PAYROLL	56.00
69831	PREFERREDONE INSURANCE CO	PAYROLL	13,432.93
69832	CINTAS	OPERATING SUPPLIES - MATS	76.58
69833	COMMUNITY WIRELESS CONSULTANT	ENGINEERING FEES	3,120.00
69834	COMPUTER INTERGRATION TECH	SERVICE AGREEMENT	720.00
69835	DODGE OF BURNSVILLE	202 DODGE CHARGER	27,472.00
69836	FINANCE AND COMMERCE	BID PUBLICATION	101.35
69837	JOSE CANELA	REFUND - UTILITY OVERPAYMENT	87.15
69838	MINNESOTA DEPT. OF HEALTH	1ST QTR WATER CONNECT FEE	5,349.00
69839	ROLAINE WRIGHT	TRIP REFUND	100.00
69840	SHEILA SWENSON	TRIP REFUND	200.00
69841	TWIN CITIES BMEU WEST	POSTAGE	800.00
69842	XCEL ENERGY	MONTHLY UTILITY	2,627.57
69843	ACTIVE NETWORK LLC	SOFTWARE DOWNPAYMENT	4,603.75
69844	ASPEN MILLS	UNIFORM ALLOWANCE	70.35
69845	BRIDGET COMPTON	RECREATION REFUND	26.00
69846	CENTERPOINT ENERGY	MONTHLY UTILITY	2,412.45
69847	CINDY DRAWERT	TRIP REFUND	100.00
69848	CINTAS	OPERATING SUPPLIES - MATS	76.58
69849	COMCAST	MONTHLY UTILITY	105.92
69850	CONNEXUS ENERGY	MONTHLY UTILITY	353.34
69851	COORDINATED BUSINESS SYSTEMS	MAINTENANCE AGREEMENT	4,448.43
69852	COTTENS INC	AUTO REPAIR/SERVICE	49.49
69853	DELTA DENTAL	COBRA PAYMENT	161.54
69854	ECM PUBLISHERS INC	PUBLIC HEARING NOTICES	129.00
69855	FASTENAL COMPANY	BOLTS	142.27
69856	GORDON LARSON	ESCROW REFUND	573.50
69857	KATRINA BASSETT	REFUND - UTILITY OVERPAYMENT	125.00

CITY OF SPRING LAKE PARK  
CLAIMS LIST APPROVED AND PAID  
GENERAL OPERATIONS

Date: March 2021  
Page: 4  
Claim Res.#21-05

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69858	KILLMER ELECTRIC CO INC	REPAIR FIELD LIGHTS	2,833.60
69859	LISA MURPHY	REBATE - UNIFORM ALLOWANCE	36.99
69860	MAGNEY CONSTRUCTION INC	ARTHUR ST WTP REPAIRS	188,745.60
69861	MINNEAPOLIS SAW	OPERATING SUPPLIES	127.73
69862	OFFICE OF MN.IT SERVICES	FIBER OPTICS	40.60
69863	OPG-3 INC	YEARLY SERVICE AGREEMENT	2,114.00
69864	PREFERREDONE INSURANCE CO	PAYROLL	468.40
69865	QUINN & JOLENE HOFFMAN	ESCROW REFUND	235.00
69866	ROB STENGER	ESCROW REFUND	925.00
69867	WALTERS RECYCLING REFUSE SERV	MONTHLY UTILITY - GARBAGE	498.32
69868	WELLS FARGO CREDIT CARD	CREDIT CARD PAYMENT	82.36
69869	XCEL ENERGY	MONTHLY UTILITY	604.20
69870	DVS	TITLE REGISTRATION	25.00
69872	ADVANCED GRAPHIX INC	SQUAD DECALS	785.00
69873	CINTAS	OPERATING SUPPLIES - MATS	76.58
69874	COMPUTER INTERGRATION TECH	SERVICE AGREEMENTS	3,558.00
69875	COTTENS	AUTO REPAIR/SERVICE	222.83
69876	DAVE WALSH	REFUND - UTILITY OVERPAYMENT	155.06
69877	MANSFIELD OIL COMPANY	FUEL	938.38
69878	MARCO	COPIER PURCHASE	10,168.86
69879	MUNICIPAL CODE CORPORATION	SUBSCRIPTION RENEWAL	6,800.00
69880	NEW LOOK CONTRACTING	2020 UTILITY IMPROVEMENT PYMT	9,303.66
69881	NICKIE WELSH	RECREATION INSTRUCTOR	75.00
69882	SHORT ELLIOTT HENDRICKSON	ARTHUR ST WTP REPAIRS	856.11
69883	SHREDOIT USA	MONTHLY SHREDDING	109.84
69884	SPECIALITY SOLUTIONS LLC	CHEMICALS	1,360.40
69885	TASC	MONTHLY FEE	30.08
69886	TOPWASH.COM	AUTO REPAIR/SERVICE	96.00
69887	USS MINNESOTA ONE MN LLC	SOLAR SUBSCRIPTION	6,731.95
69888	WARGO NATURE CENTER	SNOWSHOE COURSE	70.00
69889	AMERITAS	PAYROLL	21.88
69890	CENTRAL PENSION	PAYROLL	1,040.04
69891	DEARBORN LIFE INSURANCE CO	PAYROLL	265.24
69892	DELTA DENTAL	PAYROLL	1,281.97
69893	L.E.L.S.	PAYROLL	317.50
69894	LOCAL 49	PAYROLL	105.00
69895	MINNESOTA CHILD SUPPORT PYMT	PAYROLL	267.60
69896	NCPERS GOUP LIFE INS	PAYROLL	56.00
69897	PREFERREDONE INSURANCE CO	PAYROLL	13,901.33
69898	AIR MECHANICAL	REFUND- PERMIT CANCELLATION	60.00
69899	ALLEGRA PRINT & IMAGING	ENVELOPES	2,065.68

CITY OF SPRING LAKE PARK  
CLAIMS LIST APPROVED AND PAID  
GENERAL OPERATIONS

Date: March 2021  
Page: 5  
Claim Res.#21-05

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69900	ANOKA COUNTY ATTORNEY'S OFFICE	FORFEITURE REVENUE	2,331.90
69901	BETHANY BINMANAHFOOZ	CLASS REFUND	19.00
69902	BILL'S GUN SHOP	UNIFORM ALLOWANCE	112.15
69903	CADY BUSINESS TECHNOLOGIES	PHONE REPAIR	1,125.00
69904	CINTAS	OPERATING SUPPLIES - MATS	76.58
69905	CORA MAELEA TAN	TOWER DAYS BUTTON WINNER	25.00
69906	COTTENS INC	AUTO REPAIR/SERVICE	53.96
69907	HEARTLAND TIRE INC	AUTO REPAIR/SERVICE	302.00
69908	GARY KING	FIREARMS INSTRUCTOR	1,180.00
69909	MICHAEL LEDMAN	RECREATION INSTRUCTOR	397.80
69910	MANSFIELD OIL COMPANY	FUEL	1,154.55
69911	MENARDS-CAPITAL ONE TRADE CREDIT	CREDIT CARD PAYMENT	404.03
69912	MICHAEL DOMINO	SETTLEMENT AGREEMENT	4,600.00
69913	OFFICE DEPOT	OFFICE SUPPLIES	142.69
69914	PARK CONSTRUCTION CO	RUBBLE DUMP FEE	75.00
69915	RITTER & RITTER SEWER SERVICE	2020 SEWER LINING PROJECT	8,531.20
69916	STANTEC	ENGINEERING FEES	19,622.64
69917	SYMBOL ARTS	UNIFORM ALLOWANCE	60.00
69918	THE HOME DEPOT CREDIT CARD	CREDIT CARD PAYMENT	45.80
69919	WARNING LITES OF MN	BARRIER RENTAL	356.80
69920	WSB & ASSOCIATES	PARK IMPROVEMENTS	690.50
		<b>TOTAL DISBURSEMENTS</b>	<b>792,511.96</b>



WHEREAS,

the City Council of the City of Spring Lake Park has considered the foregoing itemized list of disbursements; and

WHEREAS,

the City Council has determined that all disbursements, as listed, with the following exceptions:

\_\_\_\_\_  
\_\_\_\_\_

are proper.

NOW, THEREFORE BE IT RESOLVED:

that the City Council directs and approves the payment of the aforementioned disbursements this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_  
Mayor

Councilmembers:

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, Admin/Clerk-Treasurer



**MAYOR'S PROCLAMATION**  
**REMEMBRANCE DAY**  
**APRIL 26, 2021**

**WHEREAS**, every citizen in Spring Lake Park has been severely impacted since the first case of COVID-19 was diagnosed in Ramsey County on March 5, 2020 and in Anoka County on March 10, 2020, as together we have dealt valiantly with the death of loved ones, sickness, uncertainty, social isolation, economic upheaval, unemployment and other challenges of every kind and scale; and

**WHEREAS**, none have been impacted more by COVID-19 than those who have succumbed to the disease and their spouses, children, parents, siblings, close friends and other loved ones, who have our deepest and most sincere sympathy during this difficult time; and

**WHEREAS**, over the last twelve months our hearts were broken by the loss of each of the 821 Ramsey County and 413 Anoka County residents who died from COVID-19, each of whom continues to be missed by their loved ones, friends, neighbors, co-workers and communities, and

**WHEREAS**, we pause to remember all 6,962 individuals who have died from the disease across our state, as well as their families and family; and

**WHEREAS**, we deeply appreciate the ongoing work and sacrifice over the last twelve months of each of our police officers, firefighters, public health and private healthcare workers, senior care facility workers, public works employees, emergency management staff, teachers and other government professionals who have selflessly dedicated themselves to the local, state and national response to the COVID-19 pandemic; and

**WHEREAS**, we appreciate and remember the family members and friends who have cared for and supported their sick loved ones when they were ill or who have worked long hours in the service of others, as well as the citizens and guests of our community who have done their part to slow the spread of COVID-19 by wearing a mask, social distancing, washing hands, limiting trips outside the home, and following CDC guidelines to protect those around us.

**NOW, THEREFORE**, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim April 26, 2021, the 12-month anniversary of the first COVID-19 case diagnosed in Spring Lake Park, as

**REMEMBRANCE DAY**

in the City of Spring Lake Park and encourage everyone in our community to support and protect one another as we enter what we all hope and pray will be the final chapter of the coronavirus pandemic in our community.

Dated this 19<sup>th</sup> day of April, two thousand twenty-one.

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Clerk





**MAYOR'S PROCLAMATION  
MUNICIPAL CLERKS WEEK  
MAY 2-8, 2021**

**WHEREAS**, the Office of the Municipal Clerk, a time honored and vital part of local government, exists throughout the world; and

**WHEREAS**, the Office of the Municipal Clerk is the oldest among public servants; and,

**WHEREAS**, the Office of the Municipal Clerk provides the professional link between residents, the City Council, and other local, state and federal units of government; and

**WHEREAS**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

**WHEREAS**, the Municipal Clerk serves as the information center on functions of local government and community; and

**WHEREAS**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in educational programs, seminars, workshops and professional association meetings; and

**WHEREAS**, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

**NOW, THEREFORE**, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim the week of May 2 through May 8, 2021 as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Daniel Buchholtz, MMC, Executive Assistant Jennifer Gooden, MCMC, Spring Lake Park Administrative staff, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this nineteenth day of April, two thousand twenty one.

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, Administrator,  
Clerk/Treasurer

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

Contractor's Licenses

April 19, 2021

Blacktopping Contractor

Asphalt Concrete Solutions

Concrete Contractor

Cornerstone Concrete, LLC.

Excavating Contractor

H & T Trucking, LLC.

General Contractor

Hy-Vee, Inc.

Mechanical Contractor

Action Heating & Air

Airic's Heating & Air Conditioning, Inc.

Anderson's Residential Heating and A/C

CenterPoint Energy

Galaxy Mechanical, Inc.

Hearth and Home Technologies, LLC. dba Fireside Hearth & Home

Horwitz, Inc.

Majestic Custom Heating & Air Conditioning

Major Mechanical, Inc.

Standard Heating & Air Conditioning

Plumbing Contractor

Airics Heating and Air, Inc.

Engberg Plumbing

Hearth and Home Technologies, LLC. dba Fireside Hearth & Home

Horwitz, Inc.

Major Mechanical, Inc.

Signature Mechanical, Inc.

Walsh Plumbing, Inc.

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

## Contractor's Licenses

April 19, 2021

### Sign Contractor

Indigo Signs

### Tree Contractor

Living Water Tree Service

Pioneer Tree Service, Inc.

Northeast Tree, Inc.

The Davey Tree Expert Company

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

Sign Permit

April 19, 2021

Sign Permit

Tribes Barber Studios  
8187 University Ave



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: 3/16/21  
NAME OF APPLICANT: Vector Sign Solutions - Dave Feltner  
ADDRESS OF APPLICANT: 1387 ClipperShip Alcove Woodbury, MN 55125  
TELEPHONE NUMBER OF APPLICANT: 651-775-6745 dave@vectorsignmn.com

NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected Tribes Barber Studios  
8187 University Ave NE suite B Spring Lake Park, MN 55432  
New Construction:  Remodel:  Word Change Only:

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

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

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

Name of person, firm or corporation erecting the structure: Vector Sign Solutions  
Dave Feltner  
Address: 1387 ClipperShip Alcove Woodbury, MN 55125  
Is an Electrical Permit required? Yes, by others

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

SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:\*\*\*\*\*

FEE: \$93.75

RECEIPT NUMBER: \_\_\_\_\_

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

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



**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

SQUARE FOOTAGE OF FRONT OF BUILDING: 21,852 sq ft

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 1917

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 55 sq ft

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

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

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

DRAWING:

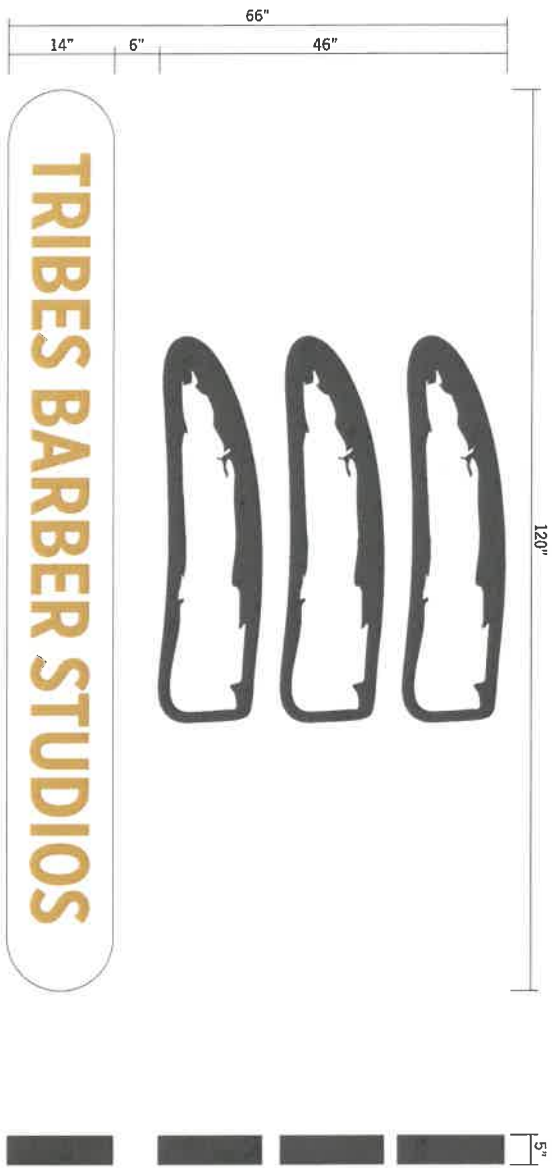
Proposed  
 $55 \text{ sq ft} - \$75 + (1.25)15 = 93.75$

6556 sq ft - 30%  
1917 sq ft - Existing  
55 sq ft - Proposed  

---

4584 sq ft Remaining

557



1 ILLUMINATED CHANNEL LETTERS ON BACKER PAN  
SCALE: 3/4"=1'-0"

**DESCRIPTION**

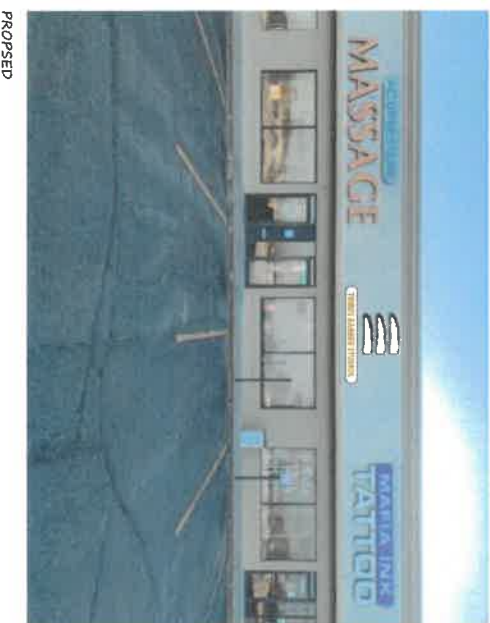
- A CHANNEL LETTERS**
  - 5" DEEP PRE-FINISHED BLACK RETURNS
  - 1" PRE-FINISHED BLACK TRIM CAP
  - 3/16" WHITE ACRYLIC FACES
  - INTERNALLY LIT WITH WHITE LEDS
  - MOUNTED FLUSH TO ALUM. PAN
  - BLACK VINYL APPLIED TO FACE V1
- B CHANNEL CAPSULE**
  - 5" DEEP PRE-FINISHED BLACK RETURNS
  - 1" PRE-FINISHED BLACK TRIM CAP
  - 3/16" WHITE ACRYLIC FACES
  - INTERNALLY LIT WITH WHITE LEDS
  - MOUNTED FLUSH TO ALUM. PAN
  - GOLD VINYL APPLIED TO FACE V1

**FINISH SCHEDULE**

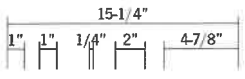
- 1 MATTHEWS BRUSHED ALUMINUM
- 2 3M MATTE BLACK VINYL
- 3 3M 3838-143 - GOLD NUGGET

**CUSTOMER APPROVAL**

NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_



These plans are the exclusive property of Vector Sign Solutions and are the result of the original work of its employees. They are submitted to you for your review and approval with the consideration of whether to purchase these plans or to purchase from Vector Sign Solutions. A sign manufactured according to these plans, distribution or exhibition of these plans, or use of these plans to construct a sign similar to the one embodied herein, is expressly prohibited and will render the user liable for damages.



**1** WINDOW VINYL  
SCALE: 1-1/2"=1'-0"



PROPOSED

**DESCRIPTION**

- A** WINDOW VINYL
- VINYL GRAPHICS APPLIED 2ND SURFACE
- DIGITALLY PRINTED VINYL APPLIED 2ND SURFACE

**FINISH SCHEDULE**

- V1** 3M MATTE WHITE VINYL



**CUSTOMER APPROVAL**

NAME: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REV: \_\_\_\_\_  
 REV: \_\_\_\_\_  
 REV: \_\_\_\_\_  
 REV: \_\_\_\_\_  
 REV: \_\_\_\_\_  
 REV: \_\_\_\_\_

SALES: PR:  
 DESIGN: \_\_\_\_\_  
 DATE: 03/05/22  
 DWG: \_\_\_\_\_

These plans are the exclusive property of Vector Sign Solutions and are the result of the original work of its employees. They are hereby provided to you for the sole purpose of your consideration of whether to purchase these plans or to purchase from Vector Sign Solutions. A sign manufactured according to these plans, distributed or exhibited on these plans, or used in any way without the express written consent of Vector Sign Solutions, or use of these plans to construct a sign similar to the one embodied herein, is expressly prohibited and will render the user liable for damages.





Via Email: [davep@vectorsignmn.com](mailto:davep@vectorsignmn.com)

Via Email: [henryamoloja@gmail.com](mailto:henryamoloja@gmail.com)

March 31, 2021

Mr. David Peltier  
Vector Sign Solutions  
1387 Clippership Alcove  
Woodbury, MN 55125

Mr. Henry Amoloja  
Tribes Barber Studio  
8187 University Ave NE  
Spring Lake Park, MN 55432

**RE: FASCIA SIGNAGE APPROVAL  
UNIVERSITY IV SHOPPING CENTER – SPRING LAKE PARK, MN**

Dear Mr. Peltier and Mr. Amoloja:

This letter shall serve as Landlord's written approval and authorization for Vector Sign Solutions to install internally illuminated individual channel letters per the attached drawing under and the following terms and conditions:

This approval is granted under the condition that Vector Sign Solutions will obtain the appropriate permits and approvals required by the local governing authority prior to installation at Tenant's sole expense, the sign conforms with any and all uniform sign plan ordinances in effect; the sign is centered over the Tenant's storefront, and does not interfere with any other tenants' signage or storefront.

The tax folio number University IV Shopping Center is 45-4299073 and the ownership entity for the property is Gator University, LLLP. Attached is the legal description.

In addition, Tenant's signage must be continuously maintained in good condition at Tenant's cost and expense. Should the sign become faded or damaged in any way, Tenant shall repair or replace immediately. Should Tenant fail to do so, the Landlord shall have the right to repair Tenant's sign which shall be at Tenant's expense and shall be considered additional rent under the Lease. The cost of repairs or any damage occurring while the signage is being installed will be Tenant's responsibility.

If you should have any questions, please do not hesitate to contact the property manager, Chris Kolbe. He may be reached at 1-612-231-0130.

Sincerely,

A handwritten signature in black ink that reads "Lisha K. Miller". The signature is fluid and cursive, with the first name being the most prominent.

Lisha K. Miller  
Senior Vice President  
Gator University, LLLP  
By: Gator Coon Investors, Inc.  
Its: General Partner

cc: LC, CMc, Tenant File

Tel: 305.949.9049  
Fax: 305.948.6478  
7850 NW 146<sup>th</sup> Street, 4<sup>th</sup> Floor  
Miami Lakes, FL 33016  
[www.gatorinvestments.com](http://www.gatorinvestments.com)

**SCHEDULE "B"**

**LEGAL DESCRIPTION**

ATTACHED TO LEASE BY AND BETWEEN Gator University, LLLP, a Florida limited liability limited partnership as "Landlord" and Tribes Barber Studios LLC, a Minnesota limited liability company as "Tenant", dated 02-01, 2018, annexed thereto and made a part thereof.

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF ANOKA, STATE OF MINNESOTA AND IS DESCRIBED AS FOLLOWS:

Outlot 12, except the South 150 feet thereof, Terrace Manor 4<sup>th</sup> Addition, Anoka County, Minnesota.

Abstract Property



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

# PUBLIC RIGHT-OF-WAY APPLICATION

SAP# 97082336

MGC# 21-1543

**NAME/COMPANY:** CENTERPOINT ENERGY

**GOPHER 1-CALL REG. NO.:** 0029

**ADDRESS:** 700 LINDEN AVE W, MINNEAPOLIS, MN 55403

**PHONE:** 612-910-1397 (KEVIN ANDERSON)

**FAX:**

**E-MAIL ADDRESS:** jodell.cox@centerpointenergy.com

**NAME OF REPRESENTATIVE:** JODY COX

**REPRESENTATIVE PHONE NO'S.:** 612-321-5532

**DESCRIPTION OF PROPOSED WORK:** including a start date and completion date:

INSTALL 8 ANODES

ON - JEFFERSON ST NE, MONROE ST NE, 81 AVE NE, BALLANTYNE LN NE, 82ND AVE NE

& 83RD AVE NE

**START DATE:** 4/26/2021

**COMPLETION DATE:** 12/31/2021

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

**EXPLANATION OF RESTORATION:**

OK 4-12-21  
TR

FOR KEVIN  
ANDERSON

Authorized Representative Signature

Please waive permit  
fees per franchise  
agreement

4/10/2021

Date

### FOR OFFICE USE ONLY

- PROOF OF CERTIFICATE OF INSURANCE:
- SCALED DRAWING SHOWING LOCATION
- COPY OF INSURANCE POLICIES  
(If Corporation; from Secretary of State)

VERIFICATION DATE:

- LETTER OF CREDIT OR CONST. BOND
- COPY OF CERTIFICATE OF AUTHORITY  
(From M.P.U.C., State, or Federal Agency)

**PERMIT FEES:**  Excavation Hole - \$150.00  
 Trench - \$70.00/100'+Hole fee

Emergency Hole - \$55.00  
 Obstruction Fee - \$50.00+.05/Ft.

Receipt No.:

Date:

Initials:

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



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

# PUBLIC RIGHT-OF-WAY APPLICATION

**NAME/COMPANY:** Kim Rakotz / Comcast (Job # JB-608748)

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

**ADDRESS:** 4255 Lexington Ave. N. (Suite 100) Arden Hills, MN 55126

**PHONE:** 651-269-6712 **FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** kimberly\_rakotz3@comcast.com

**NAME OF REPRESENTATIVE:** Kim Rakotz

**REPRESENTATIVE PHONE NO'S.:** 651-269-6712

**DESCRIPTION OF PROPOSED WORK:** including a start date and completion date:

Aerial & underground fiber installation: Directional boring for placement of new conduit for fiber.  
Overhead fiber installation on existing line / existing pole attachments.  
8282 Arthur St. NE

**START DATE:** 4/22/21 **COMPLETION DATE:** 10/22/21

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

**EXPLANATION OF RESTORATION:** \_\_\_\_\_

*OK 4-8-21*

Kimberly Rakotz 4/8/2021  
 Authorized Representative Signature Date

**FOR OFFICE USE ONLY**

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

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

Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

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



## Police Report

March 2021

Submitted for Council Meeting: April 19, 2021

The Spring Lake Park Police Department responded to five hundred and ninety-four calls for service for the month of March 2021. This is compared to responding to six hundred and seventy-one calls for service in March 2020.

Officer Kramer our School Resource Officer reports handling sixteen calls for service for the month of March 2021, along with conducting sixteen student contacts, twenty-four escorts and fourteen follow up investigations in to school related incidents. Officer Kramer also noted attending four staff meetings, three basketball games and Spring Break was March 12<sup>th</sup> thru March 22<sup>nd</sup>. For further details see Officer Kramer's attached report.

Investigator Bennek reports handling nine new cases for the month of March 2021, eight of these cases were felony in nature and one of these cases were misdemeanor in nature. Investigator Bennek also continues to monitor four forfeiture cases along with his monthly case load, attempting to bring all his cases to a conclusion as soon as possible. For further detail, see Investigator Bennek's attached report.

The Spring Lake Park Police Department Administrative Office Staff continue to remain steadfast in their duties, typing and imaging reports, filing, answering and dispensing phone calls for service and information, along with other duties that may be assigned on a daily basis.

The month of March 2021 has been a busy month for myself as well, besides handling the day to day operations of the police department, I continue to attend meetings on a daily basis representing the City of Spring Lake Park and the Police Department.

This conclude my report for the month of March 2021.

Are there any questions?





Investigator  
Tony Bennek

# Spring Lake Park Police Department Investigations Monthly Report

## March 2021

### Total Case Load

#### Case Load by Level of Offense: 9

<b>Felony</b>	<b>8</b>
<b>Gross Misdemeanor</b>	<b>0</b>
<b>Misdemeanor</b>	<b>1</b>

#### Case Dispositions:

<b>County Attorney</b>	<b>7</b>
<b>Juvenile County Attorney</b>	<b>0</b>
<b>City Attorney</b>	<b>2</b>
<b>Forward to Other Agency</b>	<b>0</b>
<b>SLP Liaison</b>	<b>0</b>
<b>Carried Over</b>	<b>0</b>
<b>Unfounded</b>	<b>0</b>
<b>Exceptionally Cleared</b>	<b>0</b>
<b>Closed/Inactive</b>	<b>0</b>

#### Forfeitures:

<b>Active Forfeitures</b>	<b>4</b>
<b>Forfeitures Closed</b>	<b>1</b>

# Spring Lake Park Police / School Resource Officer Report

March 2021

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	8	16	23	14
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School	1		1	
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations	7			
Totals:	16	16	24	14

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	1
Students charged with Assault or Disorderly Conduct	4
Students charged with other crimes	1
Non-students Charged	
Warrant Arrests	
Miscellaneous reports	10





# Memorandum

---

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

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

**Date:** January 13, 2021

**Subject:** Anoka County JPA

Attached is the proposed agreement between Anoka County and the City of Spring Lake Park related to the Mill and Overlay project for Pleasant View Drive between CSAH 35 and 81<sup>st</sup> Avenue.

The cost of the project is estimated at \$28,915.05. This portion of the project is eligible for MSA funding and will be submitted for reimbursement to MnDOT.

The agreement allows the City to add additional segments to the project. Staff has requested Anoka County perform a mill and overlay on a portion of the County Road 10 Service Drive north of the intersection of CSAH 10 and Pleasant View Drive. This will be an additional charge, though it is far less expensive than it would be otherwise if the City performs this work on its own.

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



**JOINT POWERS AGREEMENT  
FOR THE MILL AND OVERLAY/RECLAMATION OF A PORTION OF  
CSAH 35 (OLD CENTRAL AVENUE / 83<sup>RD</sup> AVENUE NE)  
AND PLEASANT VIEW DRIVE NE  
IN THE CITY OF SPRING LAKE PARK, MN  
(ANOKA COUNTY SAP 002-635-013)**

THIS AGREEMENT is made by the parties on the last date executed below, by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as "County", and the City of Spring Lake Park, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432, hereinafter referred to as "City".

WITNESSETH:

WHEREAS, the parties to this Agreement agree it is in the best interest of the traveling public to mill and overlay CSAH 35 (Central Avenue/83<sup>rd</sup> Avenue NE) from 81<sup>st</sup> Avenue NE to County Road 10 NE and Pleasant View Drive NE from 83<sup>rd</sup> Avenue NE to 81<sup>st</sup> Avenue NE (hereinafter the "Project") as this portion of roadway is in need of resurfacing; and,

WHEREAS, the County has prepared preliminary design plans for the Project in accordance with Anoka County and Minnesota Department of Transportation (MnDOT) standards, to a staff-approved layout condition; and,

WHEREAS, Anoka County has jurisdiction over CSAH 35 (Central Avenue/83<sup>rd</sup> Avenue NE) from 81<sup>st</sup> Avenue NE to County Road 10 NE, and the City has jurisdiction over Pleasant View Drive NE from 83<sup>rd</sup> Avenue NE to 81<sup>st</sup> Avenue NE; and,

WHEREAS, the parties agree that it is in their best interest that the cost of said Project be shared as set forth herein; and,

WHEREAS, Minn. Stat. § 471.59 authorizes political subdivisions of the state to enter into Joint Powers Agreements for the joint exercise of powers common to each.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties to this Agreement agree in principle that construction of the Project is in the best interest of the traveling public and that the Preliminary Layout as shown in Exhibit "A" defines the preliminary design of the Project. The County project number for the mill and overlay is SAP 002-635-013 and the City project number is SAP 183-101-012. Said engineering plans are filed in the office of the Anoka County Highway Department and are incorporated herein by reference.

It is agreed that the Exhibit "A" Layout, dated with the last revision of March 2, 2021, has been reviewed and accepted by the parties and is suitable for preparation of final construction documents. Any significant changes made hereafter to the design as presented in the Exhibit "A" Layout will require written approval by the parties as an amendment to this Agreement. These same changes will require a change in the cost share to include any additional design engineering costs that may occur.

## II. METHOD

The County shall cause the construction of the Project, with responsibilities and costs allocated as described in this Agreement. All exhibits referenced are incorporated and made part of this Agreement.

### IMPROVEMENTS:

It is agreed by the parties that in 2021, the County will perform surface improvements to the Project. Such improvements will include a bituminous mill and overlay on 83rd Avenue, as well as striping and pavement markings throughout the project limits. The County will also perform a bituminous mill and overlay on Pleasant View Drive NE for the City from 83<sup>rd</sup> Avenue NE to 81<sup>st</sup> Avenue NE.

### TRAFFIC SIGNALS:

The existing left turn lane loop detectors on 81<sup>st</sup> Avenue will be replaced at County Road 10 NE with 100% of the replacement cost borne by Anoka County.

### MILLING AND PAVING:

The County shall be responsible for 100% of the costs associated with bituminous milling and paving on CSAH 35 (Central Avenue/83<sup>rd</sup> Avenue NE) from 81<sup>st</sup> Avenue NE to County Road 10 NE.

The City shall be responsible for 100% of the costs associated with bituminous milling and paving on Pleasant View Drive NE from 83<sup>rd</sup> Avenue NE to 81<sup>st</sup> Avenue NE (hereinafter the "City Project")

### MOBILIZATION:

The parties agree and understand that the cost share for mobilization for the City shall be a prorated share, based on the City Project cost divided by the total Project cost.

### TRAFFIC CONTROL:

The parties understand and agree the Project will not be closed to thru traffic during construction. Access for local traffic will be maintained during construction. The parties agree and understand that the cost share for traffic control for the City shall be a prorated share, based on the City Project cost divided by the total Project cost.

### COSTS

The contract costs of the work or, if the work is not contracted, the cost of all labor, materials, normal engineering costs and equipment rental required to complete the work shall constitute the "actual construction costs" and shall be so referred to herein. "Estimated construction costs" are good faith projections of the costs which will be incurred for this project. Actual costs will vary and those will be the costs for which the relevant parties will be responsible.

The estimated construction cost of the total project is \$523,805.09

The Cost Distribution Worksheet is attached as Exhibit B.

The total estimated construction cost to the City is \$26,773.19. The City's participation in construction engineering will be at a rate of eight percent (8%) of their designated construction share of \$26,773.19; therefore, the estimated cost to the City for construction engineering is \$2,141.86. In summary, the total City share of this project is \$28,915.05 (includes construction and construction engineering costs).

Upon award of the contract, the City shall pay to the County, upon written demand by the County, ninety five percent (95%) of its portion of the cost of the Project estimated at \$27,469.29. Prior to billing, this estimate will be updated by the County to reflect the actual bid prices as awarded. An updated cost estimate shall be provided to the City at the time of billing. The City's share of the cost of the project shall include only construction and construction engineering expense and does not include engineering design and administrative expenses incurred by the County.

After final completion of the Project, the City's share of the construction cost will be based upon actual construction costs. Also, the remaining five percent (5%) of the City's portion of the construction costs shall be paid. If necessary, adjustments to the City's remaining cost obligation will be made in the form of a credit or additional charges, depending upon the final actual construction costs.

The County agrees to submit final quantities and costs to the City for review within one year of substantial completion of the Project.

#### IV. TERM / TERMINATION

This Agreement shall become effective immediately upon execution by all parties, and will remain in effect until the Project and all restoration activities are completed, *with exception* of the ownership and maintenance provisions within this Agreement which shall continue indefinitely.

#### V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed by each entity pursuant to the method provided by law.

#### VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County or City in conformance with the State laws.

#### VII. STRICT ACCOUNTABILITY

A strict accounting shall be made of all funds and report of all receipts and shall be made upon request by either party. Prior to the City's final payment to the County, the County shall provide the City with a copy of all cost participation documents submitted to MnDOT State Aid to assist the City in their application for MSA funding.



X. NOTICE

For the purpose of delivery of any notices herein, the notice shall be effective if delivered to the County Administrator of Anoka County, 2100 Third Avenue, Anoka, Minnesota 55303, on behalf of the County, and to the City Administrator of Spring Lake Park, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432, on behalf of the City.

XI. INDEMNIFICATION

The City and County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XII. ENTIRE AGREEMENT REQUIREMENT OF A WRITING

It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous Agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

XIII. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

(The remainder of this page is intentionally left blank)

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

**COUNTY OF ANOKA**

**CITY OF SPRING LAKE PARK**

By: \_\_\_\_\_  
Rhonda Sivarajah  
County Administrator

By: \_\_\_\_\_  
Bob Nelson  
Mayor

Dated: \_\_\_\_\_

RECOMMENDED FOR APPROVAL:

RECOMMENDED FOR APPROVAL:

By: \_\_\_\_\_  
Joseph J. MacPherson, P.E.  
Transportation Division Manager

By: \_\_\_\_\_  
Daniel Buchholtz  
City Administrator

Dated: \_\_\_\_\_

APPROVED AS TO FORM AND EXECUTION:

By: \_\_\_\_\_  
Christine V. Carney  
Assistant County Attorney

By: \_\_\_\_\_  
John Thames  
City Attorney

Dated: \_\_\_\_\_

**EXHIBIT "A"**

*Layout*

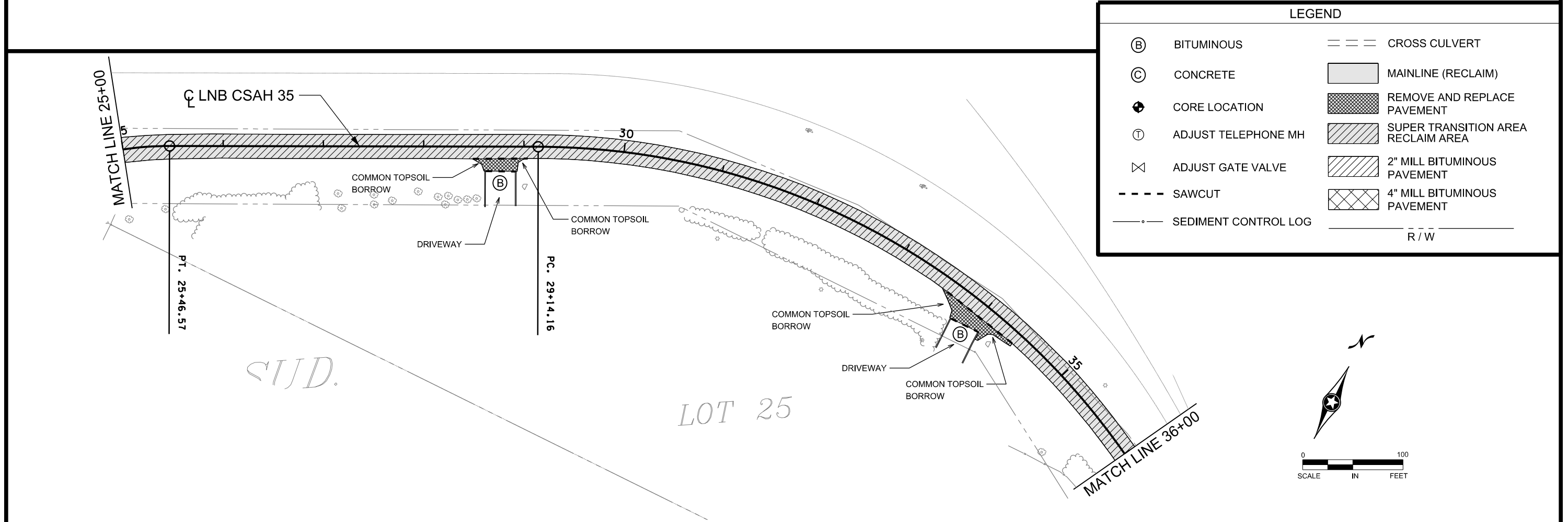
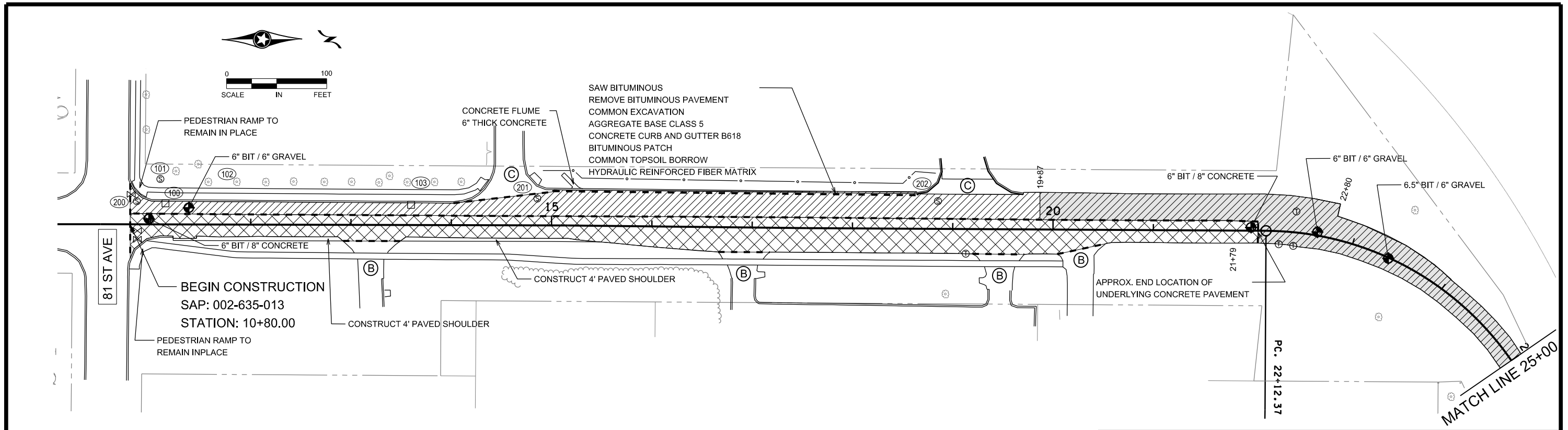
**EXHIBIT "B"**

*Cost Distribution Spreadsheet*

STATEMENT OF ESTIMATED QUANTITIES					PROJECT ESTIMATE		ANOKA COUNTY SAP 002-635-013 EST QTYS	ANOKA COUNTY SAP 002-635-013 COST	SPRING LAKE PARK SAP 183-101-012 EST QTYS	SPRING LAKE PARK SAP 183-101-012 COST
ITEM NUMBER	CODE	ITEM DESCRIPTION	UNIT	TOTAL PROJECT QUANTITIES ESTIMATED	UNIT PRICE	COST EST.				
2021.501	00010	MOBILIZATION	LUMP SUM	1	\$12,775.73	\$12,775.73	1	\$12,775.73		
2104.503	00195	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	44	\$6.95	\$305.80	44	\$305.80		
2104.503	00205	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	1855	\$3.20	\$5,936.00	1855	\$5,936.00		
2104.503	00315	REMOVE CURB & GUTTER	LIN FT	60	\$6.25	\$375.00	60	\$375.00		
2104.504	00110	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	153	\$9.60	\$1,468.80	153	\$1,468.80		
2104.504	00120	REMOVE BITUMINOUS PAVEMENT	SQ YD	177	\$9.60	\$1,699.20	177	\$1,699.20		
2105.507	00015	COMMON EXCAVATION	CU YD	671	\$45.00	\$30,195.00	546	\$24,570.00	125	\$5,625.00
2123.510	00020	MOTOR GRADER	HOURL	32	\$165.00	\$5,280.00	32	\$5,280.00		
2130.523	00010	WATER	M GALLON	289	\$33.00	\$9,537.00	289	\$9,537.00		
2211.509	00070	AGGREGATE BASE CLASS 5	TON	44	\$59.00	\$2,596.00	44	\$2,596.00		
2215.504	00010	FULL DEPTH RECLAMATION	SQ YD	13893	\$1.85	\$25,702.05	12764	\$23,613.40	1129	\$2,088.65
2215.507	00010	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	339	\$14.00	\$4,746.00	339	\$4,746.00		
2221.509	00080	SHOULDER BASE AGGREGATE CLASS 5	TON	190	\$23.00	\$4,370.00	190	\$4,370.00		
2232.504	00060	MILL BITUMINOUS SURFACE (2.0")	SQ YD	2060	\$3.20	\$6,592.00	2060	\$6,592.00		
2232.504	00150	MILL BITUMINOUS SURFACE (4.0")	SQ YD	3442	\$4.00	\$13,768.00	3442	\$13,768.00		
2232.604	00470	MILL BITUMINOUS PAVEMENT (SPECIAL)	SQ YD	106	\$4.00	\$424.00	106	\$424.00		
2357.506	00010	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1153	\$1.91	\$2,202.23	1097	\$2,095.27	56	\$106.96
2360.509	13200	TYPE SP 9.5 WEARING COURSE MIX (3:B)	TON	18	\$144.00	\$2,592.00	18	\$2,592.00		
2360.509	20100	TYPE SP 12.5 BIT MIXTURE FOR PATCHING	TON	31	\$150.00	\$4,650.00	31	\$4,650.00		
2360.509	24300	TYPE SP 12.5 WEARING COURSE MIX (4:C)	TON	19	\$144.00	\$2,736.00	19	\$2,736.00		
2360.509	24300	TYPE SP 12.5 WEARING COURSE MIX (4:C)	TON	4400	\$65.74	\$289,256.00	4133	\$271,703.42	267	\$17,552.58
2504.602	00033	ADJUST GATE VALVE	EACH	6	\$700.00	\$4,200.00	4	\$2,800.00	2	\$1,400.00
2506.502	06000	CASTING ASSEMBLY	EACH	4	\$1,000.00	\$4,000.00	4	\$4,000.00		
2506.602	06040	GROUT CATCH BASIN OR MANHOLE	EACH	19	\$500.00	\$9,500.00	19	\$9,500.00		
2511.504	00014	GEOTEXTILE FILTER TYPE 4	SQ YD	13	\$10.00	\$130.00	13	\$130.00		
2511.507	00014	RANDOM RIPRAP CLASS III	CU YD	4	\$100.00	\$400.00	4	\$400.00		
2531.503	02315	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	418	\$30.00	\$12,540.00	418	\$12,540.00		
2531.604	00110	CONCRETE DRAINAGE FLUME	SQ YD	9	\$150.00	\$1,350.00	9	\$1,350.00		
2540.602	00150	MAIL BOX SUPPORT	EACH	1	\$200.00	\$200.00	1	\$200.00		
2550.602	10000	LOOP DETECTOR DESIGN NMC	EACH	7	\$1,500.00	\$10,500.00	7	\$10,500.00		
2563.601	00001	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	1	\$2,700.00	\$2,700.00	1	\$2,700.00		
2563.601	00010	TRAFFIC CONTROL	LUMP SUM	1	\$5,382.58	\$5,382.58	1	\$5,382.58		
2563.610	00020	POLICE OFFICER	HOURL	48	\$140.00	\$6,720.00	48	\$6,720.00		
2563.613	01100	PORTABLE CHANGEABLE MESSAGE SIGN	UNIT DAY	20	\$120.00	\$2,400.00	20	\$2,400.00		
2573.501	00030	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$4,500.00	\$4,500.00	1	\$4,500.00		
2573.501	00035	CULVERT END CONTROLS	LUMP SUM	1	\$1,000.00	\$1,000.00	1	\$1,000.00		
2573.502	00110	STORM DRAIN INLET PROTECTION	EACH	25	\$110.00	\$2,750.00	25	\$2,750.00		
2573.503	00061	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	400	\$4.00	\$1,600.00	400	\$1,600.00		
2574.507	00100	COMMON TOPSOIL BORROW	CU YD	59	\$32.00	\$1,888.00	59	\$1,888.00		
2575.508	40003	HYDRAULIC REINFORCED FIBER MATRIX	POUND	128	\$16.00	\$2,048.00	128	\$2,048.00		
2581.503	00010	REMOVABLE PREFORM PAVEMENT MARKING TAPE	LIN FT	397	\$3.30	\$1,310.10	397	\$1,310.10		
2582.503	30104	4" SOLID LINE MULTI COMP	LIN FT	12266	\$0.30	\$3,679.80	12266	\$3,679.80		
2582.503	30204	4" BROKEN LINE MULTI COMP	LIN FT	276	\$0.30	\$82.80	276	\$82.80		
2582.503	30404	4" DBLE SOLID LINE MULTI COMP	LIN FT	4195	\$0.60	\$2,517.00	4195	\$2,517.00		
2582.518	04000	PAVT MSSG PREF THERMO	SQ FT	156	\$20.00	\$3,120.00	156	\$3,120.00		
2582.518	08000	CROSSWALK PREF THERMO	SQ FT	360	\$20.00	\$7,200.00	360	\$7,200.00		
2582.603	79000	PAVEMENT MARKING SPECIAL	LIN FT	122	\$40.00	\$4,880.00	122	\$4,880.00		
							<b>\$523,805.09</b>	<b>\$497,031.90</b>		<b>\$26,773.19</b>

# EXHIBIT A

APAnders



LEGEND			
(B)	BITUMINOUS	--- --	CROSS CULVERT
(C)	CONCRETE	[Solid Grey Box]	MAINLINE (RECLAIM)
⊙	CORE LOCATION	[Cross-hatched Box]	REMOVE AND REPLACE PAVEMENT
Ⓢ	ADJUST TELEPHONE MH	[Diagonal Hatched Box]	SUPER TRANSITION AREA RECLAIM AREA
⊗	ADJUST GATE VALVE	[Diagonal Hatched Box]	2" MILL BITUMINOUS PAVEMENT
- - -	SAWCUT	[Cross-hatched Box]	4" MILL BITUMINOUS PAVEMENT
—○—	SEDIMENT CONTROL LOG		R / W

NO	DATE	BY	CKD	APPR	REVISION	03/02/2021	12:41:43 PM
NAME: P:\21-01-00\CSAH_35_(81ST-TH10)\Base\Proposed\CSAH35_CP1.dgn							

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 PRINT NAME: GERALD J. AUGER JR.  
 SIGNATURE: *[Signature]*  
 DATE: 02-24-2021 LICENSE NO. 26511

DRAWN BY: KPR DATE: 12/11/2020  
 DESIGN BY: KPR DATE: 12/11/2020  
 CHECKED BY: CSO DATE: 01/28/2021

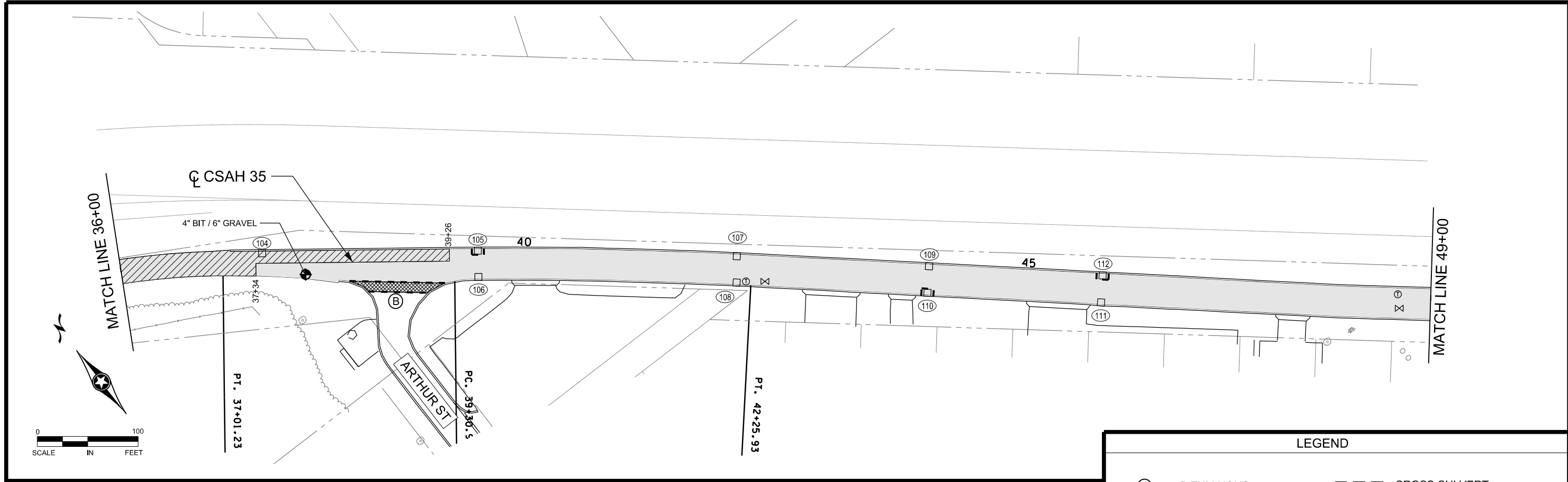
**ANOKA COUNTY**  
**HIGHWAY DEPT.**

STATE AID PROJECT 002-635-013  
 STATE AID PROJECT 183-101-012

CONSTRUCTION PLAN  
 STA 10+80 TO 36+00  
 Sheet 10 of 21 Sheets

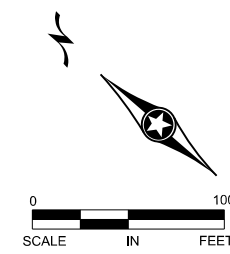
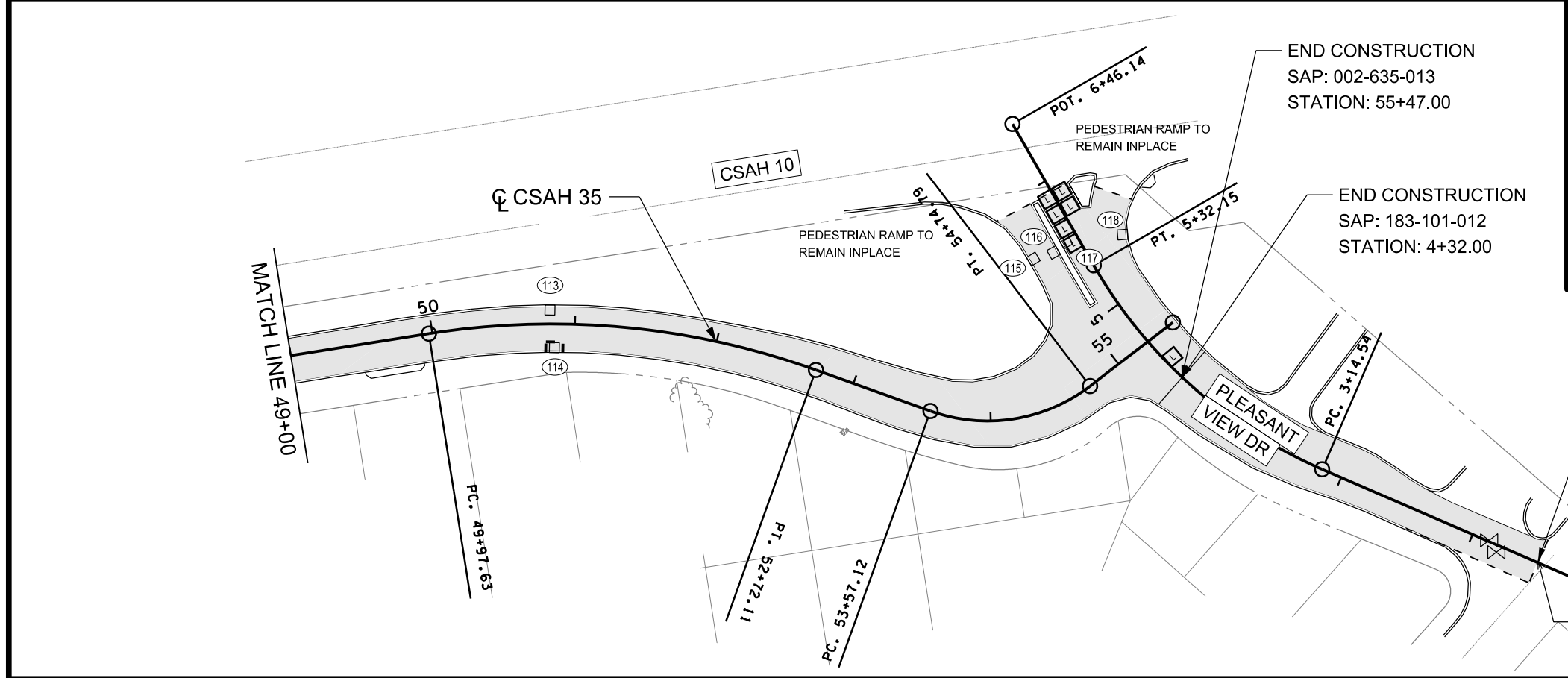
# EXHIBIT A

APAnders



**LEGEND**

(B)	BITUMINOUS	---	CROSS CULVERT
(C)	CONCRETE	[Solid Grey Box]	MAINLINE (RECLAIM)
◆	CORE LOCATION	[Cross-hatched Box]	REMOVE AND REPLACE PAVEMENT
Ⓢ	ADJUST TELEPHONE MH	[Diagonal Hatched Box]	SUPER TRANSITION AREA
⊗	ADJUST GATE VALVE	---	R/W
- - -	SAWCUT		
[L]	APRX. LOOP LOCATION		



NO	DATE	BY	CKD	APPR	REVISION	
	03/02/2021					12:41:45 PM

NAME: P:\21-01-00\CSAH\_35\_(81ST-TH10)\Base\Proposed\CSAH35\_CP2.dgn

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

PRINT NAME: GERALD J. AUGER JR.

SIGNATURE:

DATE: 02-24-2021 LICENSE NO. 26511

DRAWN BY KPR DATE 12/11/2020

DESIGN BY KPR DATE 12/11/2020

CHECKED BY CSO DATE 01/28/2021

**ANOKA COUNTY**  
**HIGHWAY DEPT.**

STATE AID PROJECT 002-635-013

STATE AID PROJECT 183-101-012

**CONSTRUCTION PLAN**

STA 36+00 TO 55+47

Sheet 11 of 21 Sheets



# Memorandum

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

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

**Date:** January 13, 2021

**Subject:** Retirement Letter – Officer Bonesteel

Included with this memorandum is a letter the City received from Officer Mark Bonesteel announcing his retirement from the City of Spring Lake Park, effective October 29, 2021.

Officer Bonesteel has served the citizens of Spring Lake Park with integrity for over 25 years. He is a valuable member of our Police Department and he will be missed.

Staff recommends acceptance of the Officer Bonesteel's notice. Staff recommends authorizing staff to begin a search process for a Patrol Officer

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



**To: Chief Doug Ebeltoft**

**From: Officer Mark Bonesteel #207**

**Subject: Retirement Notice**

**Date: April 13, 2021**

**This letter is to formally advise you and the City of Spring Lake Park of my intention to retire effective October 29, 2021. My last scheduled work shift will be A shift on October 14, 2021. Having started with the City of Spring Lake Park on October 1, 1996, this will give me just over 25 years of service.**

**I have worked in Law Enforcement in Anoka County continuously since my first employment with the City of Blaine as a Reserve Officer in 1986. In 1988 I joined the Fridley Police as a Community Service Officer and worked there until 1996. In 1993 I joined the Anoka County Sheriff's Office as a Deputy Sheriff assigned to the Court Security Unit. I ended my career with Anoka County in 1998. I have also worked as a Police Officer in the cities of Amboy and Vernon Center Minnesota from 1993 to 1996.**

**I am grateful to the City for providing me a fair wage, good benefits, and opportunities to do more than just work the street as a Patrol Officer. I feel that my time in the School as the School Liaison Officer was very beneficial in learning to deal with our youth. I am proud to have been on the Radio User's Committee since 1999. I am also proud to have run all of our Departments Traffic Safety Programs since 2000 which includes Safe & Sober, Night Cap, Toward Zero Deaths and our S.I.T.E Program. We have received equipment and grant enforcement money by participating in these projects. It has also been my pleasure to work on preserving the history of our department as well as all Anoka County agencies. This work will continue!**

**It has been my honor and pleasure to serve the citizens of Spring Lake Park over the years. The Law Enforcement occupation has changed significantly since 1986 and I am finding it more and more difficult to keep up with the ever changing laws, policies, technology, and changes that have been on going. The enthusiasm that I once had for this job has diminished over the years and now it is time to move on and spend more time with family and friends.**

**Thank you,**



**Mark A. Bonesteel #207**



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

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

**2021 MS4 Permit and SWPPP Update (193805251).** Annual Report and Public Meeting due by June 30<sup>th</sup>. Pond, structural BMP, and outfall inspections due by July 31<sup>st</sup>. Program analysis due in December. *Coordination with CCWD related to TMDL information will happen as needed. Staff met to review a draft of the new MS4 Permit application on April 12, 2021. The application has been submitted to MPCA for their review.*

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

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

**Fillmore & 83<sup>rd</sup> Pond Improvements Project (193805029).** *A small maintenance project will be completed this spring. The Public Works Director has received prices for completing the work and has met with the adjacent property owners.*

**2020 Sewer Lining Plan (193804980).** Work has been completed. *Terry Randall is watching this project and will review final follow-up testing before final contractor (Visu-Sewer) payment.*

**Utilities for 525 Osborn Road Project (193805012).** This city project is for off-site utilities for 525 Osborne Rd. Construction was completed in 2020. *A punch-list inspection will be completed in the spring of 2021 (need to verify turf establishment and irrigation system repair).*

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

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

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

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

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

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

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

#### **Cellular Antenna Installations on Water Towers:**

- **2021 T-Mobile/Sprint antennae replacement on Arthur Street tower.** *This is a new request based on a 12-30-20 email message from Shane Bagley of Begley Wireless Consultants to Dan Buchholtz. Construction Drawings (CDs) prepared by Fullerton Engineering Design (dated 12/15/20). These plans have not been reviewed by engineering/public works (waiting for submittal of escrow – escrow request message sent on 3-16-21).*
- **T-Mobile Antenna Maintenance on Able Street Tower (2020 Anchor).** This project includes antennae replacement. The contact person for the design is Tom Jemilo at insite inc. An escrow account has been established. Review of the Construction Drawings (CDs) for this project were approved on 9/29/20. The Second Amendment to T-Mobile Lease Agreement was approved in January 2021. *Preconstruction Conference was held with Premise Electrical on 2/17/21. Construction has started (as of 2/24/21). 4/5/21: The Electrical portion of the work is done. The antenna work is currently being worked on. I texted the Contractor Saturday and confirmed that he did work Saturday. I will check the work this week.*
- **T-Mobile Utility Upgrade/Backup power (generator) - Able Street Tower (Network Hardening).** This project includes installing a permanent generator. The contact person is Tom Jemilo at insite inc. and Jason Bayer from JDR (contractor). Review of the construction drawings was completed in 2020. A Preconstruction Conference was held on 1/13/21. Construction is substantially complete (as of 2/9/21). *Spring 2021 site clean-up will be necessary. 4/5/21 This work is done except for the restoration and the generator start-up. Gas has not been run into the site yet. We don't want them doing and restoration until we see if the gas installation messes anything else up.*
- **2019-2021 Verizon on Arthur Street tower.** This is a new installation. The contact person is Michael Raia of TechScape. Revised Construction Drawings labeled Revision E were submitted in March 2019 and are considered approvable. Final Lease was approved by city council on October 21, 2019. *Construction may not occur until late 2021.*
- **2021 Clearwire equipment removal from Able Street tower.** This is an equipment removal request based on e-mail messages from Nelson Valenzuela of Qualtek Wireless in the fall of 2020. City Building Permit Number for this project is 2020-00449. *Plans have not been reviewed by engineering/public works. Public works has decided that all equipment shall be removed (including ground equipment). A Preconstruction Conference was held at the site on March 20, 2021 (minutes sent to Qualtek on 4/2/21).*

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

# **CORRESPONDENCE**



# Spring Lake Park 2020 Drinking Water Report

## Making Safe Drinking Water

Your drinking water comes from a groundwater source: four wells ranging from 694 to 783 feet deep, that draw water from the Mt. Simon, Tunnel City-Mt.Simon and Mt. Simon-Hinckley aquifers.

Spring Lake Park works hard to provide you with safe and reliable drinking water that meets federal and state water quality requirements. The purpose of this report is to provide you with information on your drinking water and how to protect our precious water resources.

Contact Terry Randall, Public Works Director, at 763-784-6491 or [trandall@slpmn.org](mailto:trandall@slpmn.org) if you have questions about Spring Lake Park's drinking water. You can also ask for information about how you can take part in decisions that may affect water quality.

The U.S. Environmental Protection Agency sets safe drinking water standards. These standards limit the amounts of specific contaminants allowed in drinking water. This ensures that tap water is safe to drink for most people. The U.S. Food and Drug Administration regulates the amount of certain contaminants in bottled water. Bottled water must provide the same public health protection as public tap water.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

## Spring Lake Park Monitoring Results

This report contains our monitoring results from January 1 to December 31, 2020.

We work with the Minnesota Department of Health to test drinking water for more than 100 contaminants. It is not unusual to detect contaminants in small amounts. No water supply is ever completely free of contaminants. Drinking water standards protect Minnesotans from substances that may be harmful to their health.

Learn more by visiting the Minnesota Department of Health's webpage [Basics of Monitoring and testing of Drinking Water in Minnesota](https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html) (<https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html>).

## How to Read the Water Quality Data Tables

The tables below show the contaminants we found last year or the most recent time we sampled for that contaminant. They also show the levels of those contaminants and the Environmental Protection Agency's limits. Substances that we tested for but did not find are not included in the tables.

We sample for some contaminants less than once a year because their levels in water are not expected to change from year to year. If we found any of these contaminants the last time we sampled for them, we included them in the tables below with the detection date.

We may have done additional monitoring for contaminants that are not included in the Safe Drinking Water Act. To request a copy of these results, call the Minnesota Department of Health at 651-201-4700 or 1-800-818-9318 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Some contaminants are monitored regularly throughout the year, and rolling (or moving) annual averages are used to manage compliance. Because of this averaging, there are times where the Range of Detected Test Results for the calendar year is lower than the Highest Average or Highest Single Test Result, because it occurred in the previous calendar year.

## Definitions

- **AL (Action Level):** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
- **EPA:** Environmental Protection Agency
- **MCL (Maximum contaminant level):** The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **MCLG (Maximum contaminant level goal):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **MRDL (Maximum residual disinfectant level):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **MRDLG (Maximum residual disinfectant level goal):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **N/A (Not applicable):** Does not apply.
- **pCi/l (picocuries per liter):** A measure of radioactivity.
- **ppb (parts per billion):** One part per billion in water is like one drop in one billion drops of water, or about one drop in a swimming pool. ppb is the same as micrograms per liter ( $\mu\text{g}/\text{l}$ ).
- **ppm (parts per million):** One part per million is like one drop in one million drops of water, or about one cup in a swimming pool. ppm is the same as milligrams per liter ( $\text{mg}/\text{l}$ ).
- **PWSID:** Public water system identification.

**Monitoring Results – Regulated Substances**

**LEAD AND COPPER – Tested at customer taps.**

Contaminant (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Action Level	90% of Results Were Less Than	Number of Homes with High Levels	Violation	Typical Sources
<b>Lead (08/23/19)</b>	0 ppb	90% of homes less than 15 ppb	6.4 ppb	1 out of 20	NO	Corrosion of household plumbing.
<b>Copper (08/23/19)</b>	0 ppm	90% of homes less than 1.3 ppm	0.16 ppm	0 out of 20	NO	Corrosion of household plumbing.

**INORGANIC & ORGANIC CONTAMINANTS – Tested in drinking water.**

Contaminant (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Limit (MCL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
<b>Combined Radium</b>	0 pCi/l	5.4 pCi/l	6 pCi/l	2.6 - 10.2 pCi/l	NO	Erosion of natural deposits.
<b>Barium</b>	2 ppm	2 ppm	0.13 ppm	N/A	NO	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposit.
<b>Gross Alpha</b>	0 pCi/l	15.4 pCi/l	9.6 pCi/l	4.2 - 12.0 pCi/l	NO	Erosion of natural deposits.

**Potential Health Effects and Corrective Actions (If Applicable)**

Combined Radium: During the year, our system had a combined radium level that was greater than the MCL. We are currently in compliance, however, due to the elevated combined radium level that was reported, we will continue to monitor our system quarterly. Some people who drink water containing radium-226 or -228 in excess of the MCL over many years may have an increased risk of getting cancer.



**CONTAMINANTS RELATED TO DISINFECTION – Tested in drinking water.**

Substance (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG or MRDLG)	EPA's Limit (MCL or MRDL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
<b>Total Trihalomethanes (TTHMs)</b>	N/A	80 ppb	1 ppb	N/A	NO	By-product of drinking water disinfection.
<b>Total Haloacetic Acids (HAA)</b>	N/A	60 ppb	1.1 ppb	N/A	NO	By-product of drinking water disinfection.
<b>Total Chlorine</b>	4.0 ppm	4.0 ppm	0.87 ppm	0.61 - 0.92 ppm	NO	Water additive used to control microbes.

Total HAA refers to HAA5

**OTHER SUBSTANCES – Tested in drinking water.**

Substance (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Limit (MCL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
<b>Fluoride</b>	4.0 ppm	4.0 ppm	0.88 ppm	0.58 - 1.40 ppm	NO	Erosion of natural deposits; Water additive to promote strong teeth.

## Monitoring Results – Unregulated Substances

In addition to testing drinking water for contaminants regulated under the Safe Drinking Water Act, we sometimes also monitor for contaminants that are not regulated. Unregulated contaminants do not have legal limits for drinking water.

Detection alone of a regulated or unregulated contaminant should not cause concern. The meaning of a detection should be determined considering current health effects information. We are often still learning about the health effects, so this information can change over time.

The following table shows the unregulated contaminants we detected last year, as well as human-health based guidance values for comparison, where available. The comparison values are based only on potential health impacts and do not consider our ability to measure contaminants at very low concentrations or the cost and technology of prevention and/or treatment. They may be set at levels that are costly, challenging, or impossible for water systems to meet (for example, large-scale treatment technology may not exist for a given contaminant).

A person drinking water with a contaminant at or below the comparison value would be at little or no risk for harmful health effects. If the level of a contaminant is above the comparison value, people of a certain age or with special health conditions - like a fetus, infants, children, elderly, and people with impaired immunity – may need to take extra precautions. Because these contaminants are unregulated, EPA and MDH require no particular action based on detection of an unregulated contaminant. We are notifying you of the unregulated contaminants we have detected as a public education opportunity.

- More information is available on MDH’s [A-Z List of Contaminants in Water](https://www.health.state.mn.us/communities/environment/water/contaminants/index.html) (<https://www.health.state.mn.us/communities/environment/water/contaminants/index.html>) and Fourth [Unregulated Contaminant Monitoring Rule \(UCMR 4\)](https://www.health.state.mn.us/communities/environment/water/com/ucmr4.html) (<https://www.health.state.mn.us/communities/environment/water/com/ucmr4.html>).

### UNREGULATED CONTAMINANTS – Tested in drinking water.

Contaminant	Comparison Value	Highest Average Result or Highest Single Test Result	Range of Detected Test Results
Sodium*	20 ppm	9.07 ppm	N/A
Sulfate	500 ppm	0.86 ppm	N/A

\*Note that home water softening can increase the level of sodium in your water.

## Some People Are More Vulnerable to Contaminants in Drinking Water

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. The developing fetus and therefore pregnant women may also be more vulnerable to contaminants in drinking water. These people or their caregivers should

seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.

## Learn More about Your Drinking Water

### Drinking Water Sources

Minnesota's primary drinking water sources are groundwater and surface water. Groundwater is the water found in aquifers beneath the surface of the land. Groundwater supplies 75 percent of Minnesota's drinking water. Surface water is the water in lakes, rivers, and streams above the surface of the land. Surface water supplies 25 percent of Minnesota's drinking water.

Contaminants can get in drinking water sources from the natural environment and from people's daily activities. There are five main types of contaminants in drinking water sources.

- **Microbial contaminants**, such as viruses, bacteria, and parasites. Sources include sewage treatment plants, septic systems, agricultural livestock operations, pets, and wildlife.
- **Inorganic contaminants** include salts and metals from natural sources (e.g. rock and soil), oil and gas production, mining and farming operations, urban stormwater runoff, and wastewater discharges.
- **Pesticides and herbicides** are chemicals used to reduce or kill unwanted plants and pests. Sources include agriculture, urban stormwater runoff, and commercial and residential properties.
- **Organic chemical contaminants** include synthetic and volatile organic compounds. Sources include industrial processes and petroleum production, gas stations, urban stormwater runoff, and septic systems.
- **Radioactive contaminants** such as radium, thorium, and uranium isotopes come from natural sources (e.g. radon gas from soils and rock), mining operations, and oil and gas production.

The Minnesota Department of Health provides information about your drinking water source(s) in a source water assessment, including:

- How Spring Lake Park is protecting your drinking water source(s);
- Nearby threats to your drinking water sources;
- How easily water and pollution can move from the surface of the land into drinking water sources, based on natural geology and the way wells are constructed.

Find your source water assessment at [Source Water Assessments](https://www.health.state.mn.us/communities/environment/water/swp/swa) (<https://www.health.state.mn.us/communities/environment/water/swp/swa>) or call 651-201-4700 or 1-800-818-9318 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

### Lead in Drinking Water

You may be in contact with lead through paint, water, dust, soil, food, hobbies, or your job. Coming in contact with lead can cause serious health problems for everyone. There is no safe level of lead. Babies, children under six years, and pregnant women are at the highest risk.

Lead is rarely in a drinking water source, but it can get in your drinking water as it passes through lead service lines and your household plumbing system. Spring Lake Park is responsible for providing high quality drinking water, but it cannot control the plumbing materials used in private buildings.

Read below to learn how you can protect yourself from lead in drinking water.

1. **Let the water run** for 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours. If you have a lead service line, you may need to let the water run longer. A service line is the underground pipe that brings water from the main water pipe under the street to your home.
  - You can find out if you have a lead service line by contacting your public water system, or you can check by following the steps at: <https://www.mprnews.org/story/2016/06/24/npr-find-lead-pipes-in-your-home>
  - The only way to know if lead has been reduced by letting it run is to check with a test. If letting the water run does not reduce lead, consider other options to reduce your exposure.
2. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more lead from pipes than cold water.
3. **Test your water.** In most cases, letting the water run and using cold water for drinking and cooking should keep lead levels low in your drinking water. If you are still concerned about lead, arrange with a laboratory to test your tap water. Testing your water is important if young children or pregnant women drink your tap water.
  - Contact a Minnesota Department of Health accredited laboratory to get a sample container and instructions on how to submit a sample:  
[Environmental Laboratory Accreditation Program \(https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam\)](https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam)  
 The Minnesota Department of Health can help you understand your test results.
4. **Treat your water** if a test shows your water has high levels of lead after you let the water run.
  - Read about water treatment units:  
[Point-of-Use Water Treatment Units for Lead Reduction \(https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html\)](https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html)

Learn more:

- Visit [Lead in Drinking Water \(https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html\)](https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html)
- Visit [Basic Information about Lead in Drinking Water \(http://www.epa.gov/safewater/lead\)](http://www.epa.gov/safewater/lead)
- Call the EPA Safe Drinking Water Hotline at 1-800-426-4791. To learn about how to reduce your contact with lead from sources other than your drinking water, visit [Lead Poisoning Prevention: Common Sources \(https://www.health.state.mn.us/communities/environment/lead/sources.html\)](https://www.health.state.mn.us/communities/environment/lead/sources.html).

### Program Production

In March, a total of 132 **new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **80:45:00 hours of new programming**.

- 27 programs were produced by the public
- 99 programs were produced by NMTV staff
- 6 programs were produced by City staff



### Van Shoots

The HD production truck was utilized for 67:30:00 hours of production in March. The following events were produced live and recorded for additional playback:

- Boys Hockey: Blaine vs. Centennial
- Boys Hockey: Totino-Grace vs. Centennial
- Girls Hockey: Blaine vs. Centennial
- Gymnastics: Blaine vs. Centennial
- Boys Basketball: Spring Lake Park vs. Blaine
- Girls Hockey: 5AA Quarter Final: Anoka/Spring Lake Park vs. Centennial
- Boys Hockey: 5AA Quarter Final: Osseo vs. Blaine
- Girls Hockey: 5AA Semi-Final: Centennial vs. Blaine
- Girls Basketball: 5AAAA Quarter Final: Mounds View vs. Spring Lake Park
- Boys Basketball: 5AAAA Quarter Final: Osseo vs. Spring Lake Park
- Girls Basketball: 5AAAA Semi-Final: Champlin Park vs. Centennial
- Girls Basketball: 5AAAA Semi-Final: Spring Lake Park vs. Centennial



### vMix Live Streaming Shoots

The vMix single camera production system was utilized to record/transmit live nine high school sporting events. The vMix system requires significantly fewer staff members, than the production truck, who are spread out over multiple locations, connected via the internet.

- Boys Swim & Dive: Centennial vs. Blaine
- Boys Hockey: Anoka vs. Spring Lake Park
- Girls Basketball: Park Center vs. Centennial
- Boys Hockey: Centennial vs. Blaine
- Girls Basketball: Blaine vs. Spring Lake Park
- Boys Hockey: Andover vs. Centennial
- Boys Hockey: 5AA Quarter Final: Spring Lake Park vs. Centennial
- Girls Basketball: 5AAAA Quarter Final: Osseo vs. Centennial
- Boys Hockey: 5AA Semi-Final: Blaine vs. Centennial





## Most Viewed YouTube Sporting Event

Boys Hockey: 5AA Semi-Final:  
Blaine vs. Centennial  
2,024 Views

## Live Workshops

Workshop	Instructor	Organization	Students
<b>Live Lecture</b> - James Bond: 50 Years of 007	Eric Houston	Robbinsdale Community Education via Zoom (Fee Paid)	8
<b>Live Lecture</b> - Back to the Eighties: The Decade's Biggest Blockbusters	Eric Houston	General Public via Youtube	21
<b>2 Live Workshops</b>			<b>29 Students</b>

## VOD Workshop Views

Workshop	Type	# of Views	Hours Viewed
Back to the Eighties: The Decade's Biggest...	Full	43	13 hrs
James Bond: 50 Years of 007	Full	53	16 hrs
Eurovision: A Celebration	Mini	23	1.5 hrs
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	512	57.5 hrs
Superman: The Man of Steel on the Silver Screen	Full	19	8 hrs
The Fantastic Four on the Silver Screen	Mini	5	.25 hrs
Christmas in Hollywood	Full	5	2 hrs
TV's Greatest Christmas Specials	Full	26	4 hrs
Chicago Christmas Classics	Mini	110	6.5 hrs
Let's Go Ghostbusters: Filmmation's Haunted Heroes	Mini	8	.5 hrs
Monster Movies of the 40s and 50s	Full	152	43 hrs
Monster Movies of the 20s and 30s	Full	648	162 hrs
The Presidency on Film JQA to JFK	Full	9	1 hr
Monstervision: The Legend of Joe Bob Briggs	Mini	17	1 hr
The Cult of Caroline Munro	Mini	1867	78 hrs
The Marilyn Monroe Story	Full	15	1.25 hrs
Nick at Nite: A TV Viewer's Dream	Mini	44	1.5 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	7	.75 hrs
Hollywood Goes to War: World War II	Full	39	23 hrs
Come on Down: Game Shows of the 70s and 80s	Full	36	4 hrs
The Quiz Show Scandals and Other Game Shows...	Full	100	17.5 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	6	1 hr
The Marx Brothers: Groucho, Harpo, Chico...	Full	146	16 hrs
Mary Pickford: The World's First Movie Star	Full	8	.5 hrs
Hollywood Goes to the Dogs: Lassie, Benji...	Full	2	.25 hrs
<b>25 VOD Workshops</b>		<b>3,900 Total Views</b>	<b>460.00 Hours Viewed</b>





## Most Viewed YouTube Workshop

The Cult of Caroline Munro  
1,867 Views

## YouTube Stats

Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	23,800	38,487	3,620.2	132	532,400
February	21,198	34,307	3,201	103	507,655
March	26,738	46,359	5,147	145	668,404
<b>TOTAL:</b>	<b>71,736</b>	<b>119,153</b>	<b>11,968.20</b>	<b>380</b>	<b>1,708,459</b>

## NMTV Website Stats

Month	Number of Users	Number of Views	Live Stream Views
January	6,103	20,923	1,324
February	5,860	16,285	1,692
March	5,347	14,476	2,182
<b>TOTAL:</b>	<b>17,310</b>	<b>51,684</b>	<b>5,198</b>

## Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos themselves for free, or pay NMTV to do it. NMTV can also transfer film, slides, and photos for a fee.

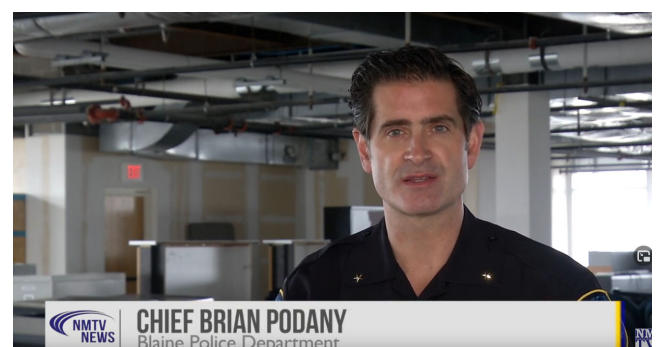
Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	387	74	136	3	516	\$1,927.20
February	358	77	101	15	1,097	\$688.06
March	587.50	153	76	73	850	\$3,007.08
<b>TOTAL:</b>	<b>1,332.50</b>	<b>304</b>	<b>313</b>	<b>91</b>	<b>2,463</b>	<b>\$5,622.34</b>

## Production Highlights

### NMTV News Highlights

Each week Danika Peterson and Rusty Ray create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some March highlights include:

- Anoka Conservation District Urges Property Owners to Seal Old Wells to Preserve Water Quality
- Anoka Hennepin Schools Leaders Push for



- Regular COVID Testing for Families
- Birch Street Reconfiguration Means Delays, Better Safety in Future
- Boating Boom Keeps North Metro Dealers Busy
- Lino Lakes Leaders Continue to Study Possibilities for Former YMCA Building
- Anoka County Library Gets New Ebook App
- Lino Lakes Fire Department Faces Shortage of Firefighters During Daytime Hours
- Conceal & Carry Permits Skyrocket in Anoka County
- Centennial Food Shelf Gets Upgrades
- Centennial Ready to Offer More Normal Summer Community Education Programs
- State Continues to Try to Stop Speeders as Deadly Crashes Rise
- Less Strict COVID 19 Restrictions Mean Churches, Worshippers Can Adjust
- Law Enforcement, Elected Leaders Support Efforts to Curb Catalytic Converter Thefts
- Blaine Planning City Hall Upgrades to Better Serve City Residents, Employees
- Non-Profit Want to Build House to Help Support Community of Single Mothers in North Metro
- Connexus Energy has Millions it Wants to Return to Customers
- Lino Lakes Customers Can Use New Device to Help Conserve Water
- Birch Street Reconstruction Will Have Major Safety Impact at Rice Lake Elementary in Lino Lakes

In addition to daily playbacks of North Metro TV News on the cable systems, there are 826 local stories archived for viewers on the NMTV YouTube channel. The channel can be accessed through the northmetrotv.com website.



## Most Viewed YouTube News Story

Birch Street Reconfiguration Means Delays  
318 Views

### Spring Lake Park Career Expo

NMTV was invited by Lori Higgins, of the Metro North Chamber of Commerce, to participate in a virtual career fair for Spring Lake Park High School. Studio Manager and Instructor, Eric Houston, designed a virtual booth via their web platform including graphics and written descriptions. On March 31<sup>st</sup> he manned the booth for two hours, participating in a video introduction and discussion with students regarding careers in television.

### Blaine High School Concert Series

Special Events Coordinator, T.J. Tronson, is working with Bruce Olson at Blaine High School, along with the Choir and Orchestra teachers, to organize and record three live streaming events for the school. T.J. will be live streaming the concerts utilizing NMTV's Sling Studio hardware and software across platforms of the school's choosing. This will make the concerts available for

### Crazy Month for the Sports Department

The Sports Department came back with a bang in March. For the first time in months, the HD production truck was put back into service. Twelve events were covered live with the five-camera, full-service production experience that includes announcers, interviews, instant re-play, and motion graphics. An additional nine games were covered with the single camera vMix live-streaming package. All games were streamed live on YouTube, Facebook, and the NMTV website. Most games were also sent out live on the cable and streaming channels. Not only do we cover full games, a team of shooters is also sent to other games to gather highlights for Sports Den. In March 24 games were covered for highlights, in addition to the 21 games that were covered in full. The Sports team also produced highlight reels of 43 games and five episodes of Sports Den, the live, weekly sport highlight show.





student's families to watch live. He will also set up a download link for those interested in purchasing copies of the events.

### **Spring Lake Park Community Education**

Instructor, Eric Houston, is working with John Angell from Spring Lake Park Community Education regarding remote classes. We have offered to teach classes remotely, with the willingness to transition to in-person classes when that becomes possible. The classes would be provided free of charge. Before the pandemic, Eric was regularly teaching classes at various venues including senior centers, community education programs, the History Center, and senior living facilities. Venues within NMTV Member Cities are done at no cost. However, word has gotten out regarding the classes and we receive many requests from other locations. Eric teaches these classes for a fee. He is currently working with Robbinsdale Community Education and the Waters of Minnetonka senior living facility to provide classes.

### **Mayor's Minutes**

Municipal Producer, Trevor Scholl, produced two episodes of Mayor's Minutes in March. The program gives Mayors an opportunity to update residents on all the important issues and events taking place in the city. All Member City mayors are invited to participate. This month, Mayor Love of Centerville and Mayor Nelson from Spring Lake Park were able to participate.



### **Other Duties as Assigned**

An older gentleman walked into the NMTV studio wondering if someone could help him. He needed advice about how to participate in a Zoom meeting. He had never done it before and was unsure what to do. He thought maybe we could rent him a webcam and a microphone. Instructor Eric Houston talked with him and found out that he had a smartphone. He showed the gentleman how to connect to a zoom meeting, with the added advice that he connect the phone to power so he could use it for the entire meeting. He seemed very satisfied.

### **City Productions**

In March, Municipal Producer, Trevor Scholl, completed five productions. The shows included two episodes of Mayor's Minutes, a Centerstage Centerville business profile, and an introduction to Ham Lake's new Fire Chief. Programs completed include:

- Centerville Spring Mayor's Minutes
- Spring Lake Park Spring Mayor's Minutes
- Centerstage Centerville: 180 Kettlebells
- Animal Humane Society's Walk for Animals
- Ham Lake Welcomes New Fire Chief



New and ongoing projects include:

- Property marker video for Blaine
- Blaine STEM Academy profile
- Blaine PD hearing impaired relations
- Lino Lakes public works profile
- Wetland Sanctuary series
- Lino Lakes fire recruitment updates
- More Centerstage Centerville business profiles
- Circle Pines virtual tour
- Business profiles for all member cities

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him whenever they have an idea for a new show.

## Public Access Programs

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Title	Producer	Runtime
Chit Chat With Nolan West	Sharon Carlson	00:54:48
Legislative Evaluation Association on MN 2021 Banquet	Christian Reick	01:27:22
NMTV's Untitled, Socially Distant Game Show (4 Episodes)	Eric Houston	01:49:24
A Fresh New Day	Anita Wardlaw	00:18:00
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	02:50:41
Christ Lutheran Church (5 episodes)	Chance Amundson	04:54:21
Lovepower (4 episodes)	Rick Larson	04:00:00
The Power of Love (4 episodes)	Rick Larson	02:00:00
Oak Park Community Church (5 episodes)	David Turnidge	03:12:31
<b>27 New Programs</b>		<b>21:29:07 New Hours</b>

## NMTV Staff Programs

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Title	Producer	Runtime
Anoka County Board Meeting (3/9/21)	T.J. Tronson	00:31:19
Anoka County Board Meeting (3/23/21)	T.J. Tronson	02:03:05
NMTC Meeting (3/17/21)	T.J. Tronson	00:14:17
NMTV News (4 episodes)	Danika Peterson/Rusty Ray	01:17:32
Centerville Mayor's Minutes: Spring 2021	Trevor Scholl	00:05:08
Spring Lake Park Mayor's Minutes: Spring 2021	Trevor Scholl	00:05:02
Centerstage Centerville: 180 Kettlebell Gym	Trevor Scholl	00:01:30
Walk for Animals	Trevor Scholl	00:03:12
Ham Lake Welcomes New Fire Chief	Trevor Scholl	00:04:30
Boys Swim & Dive: Centennial/Blaine	Kenton Kipp/J. Millington	01:35:08
Boys Hockey: Anoka/Spring Lake Park	Kenton Kipp/J. Millington	01:13:30
Girls Basketball: Park Center/Centennial	Kenton Kipp/J. Millington	01:17:36
Boys Hockey: Centennial/Blaine	Kenton Kipp/J. Millington	01:33:36
Girls Basketball: Blaine/Spring Lake Park	Kenton Kipp/J. Millington	01:07:00
Boys Hockey: Andover/Centennial	Kenton Kipp/J. Millington	01:21:56
Boys Hockey: 5AA QF: Spring Lake Park/Centennial	Kenton Kipp/J. Millington	01:18:12
Girls Basketball: 5AAAA QF: Osseo/Centennial	Kenton Kipp/J. Millington	01:06:01
Boys Hockey: 5AA SF: Blaine/Centennial	Kenton Kipp/J. Millington	01:26:49
Boys Hockey: Blaine/Centennial	Kenton Kipp/J. Millington	01:35:44
Boys Hockey: Totino Grace/Centennial	Kenton Kipp/J. Millington	01:25:33
Girls Hockey: Blaine/Centennial	Kenton Kipp/J. Millington	01:18:28
Gymnastics: Blaine/Centennial	Kenton Kipp/J. Millington	01:35:56
Boys Basketball: Spring Lake Park/Blaine	Kenton Kipp/J. Millington	01:17:35
Girls Hockey: 5AA QF: Anoka/Spring Lake Park/Centennial	Kenton Kipp/J. Millington	01:20:33
Boys Hockey: 5AA QF: Osseo/Blaine	Kenton Kipp/J. Millington	01:35:42
Girls Hockey: 5AA SF: Centennial/Blaine	Kenton Kipp/J. Millington	01:31:07
Girls Basketball: 5AAAA QF: Mounds View/Spring Lake Park	Kenton Kipp/J. Millington	01:04:59
Boys Basketball: 5AAAA QF: Osseo/Blaine	Kenton Kipp/J. Millington	01:24:44
Girls Basketball: 5AAAA SF: Champlin Park/Centennial	Kenton Kipp/J. Millington	01:13:14
Girls Basketball: 5AAAA SF: Spring Lake	Kenton Kipp/J. Millington	01:26:54

Park/Centennial		
Game Highlights (43 Episodes)	Kenton Kipp/J. Millington	01:47:32
Cat Clash Promo	Kenton Kipp/J. Millington	00:00:25
Sports Den (5 episodes)	Kenton Kipp/J. Millington	02:13:09
<b>82 New Programs</b>		<b>37:16:58 New Hours</b>

## City Meetings

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<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Blaine City Council Meeting (3/1/21)	T.J. Tronson	02:40:03
Blaine Traffic Commission Meeting (3/2/21)	T.J. Tronson	00:36:59
Blaine Planning Commission Meeting (3/9/21)	T.J. Tronson	01:30:00
Blaine City Council Meeting (3/15/21)	Trevor Scholl	02:26:09
Centerville Planning & Zoning Meeting (3/2/21)	Centerville Staff	01:32:35
Centerville City Council Meeting (3/10/21)	Centerville Staff	00:55:12
Centerville EDA Meeting (3/17/21)	Centerville Staff	02:13:16
Centerville City Council Meeting (3/24/21)	Centerville Staff	01:03:16
Circle Pines City Council Meeting (3/9/21)	Patrick Willson	00:34:18
Circle Pines Utility Commission Meeting (3/17/21)	Patrick Willson	00:43:15
Circle Pines City Council Meeting (3/23/21)	Patrick Willson	00:35:38
Ham Lake City Council Meeting (3/1/21)	Patrick Willson	00:08:36
Ham Lake Planning Commission Meeting (3/8/21)	Patrick Wilson	00:05:53
Ham Lake City Council Meeting (3/15/21)	Patrick Willson	00:07:52
Ham Lake Planning Commission Meeting (3/22/21)	Patrick Wilson	00:35:25
Lexington City Council Meeting (3/4/21)	Lexington Staff	00:13:09
Lexington City Council Meeting (3/18/21)	Lexington Staff	00:15:32
Lino Lakes City Council Meeting (3/8/21)	Anne Serwe	00:45:06
Lino Lakes Planning & Zoning Meeting (3/10/21)	Anne Serwe	02:17:16
Lino Lakes City Council Meeting (3/22/21)	Anne Serwe	00:26:52
Spring Lake Park City Council Meeting (3/1/21)	Isaac Quick	00:54:20
Spring Lake Park City Council Meeting (3/15/21)	Isaac Quick	00:30:37
Spring Lake Park Planning Commission Meeting (3/22/21)	Danika Peterson	00:36:11
<b>23 New Programs</b>		<b>21:45:30 New Hours</b>

If you have any questions or comments regarding this monthly report please contact

Heidi Arnson at 763.231.2801 or harnson@northmetrotv.com.

## Video Production



Municipal Producer, Trevor Scholl, completed five productions in March. The shows included two episodes of Mayor’s Minutes, a Centerstage Centerville business profile, and an introduction to Ham Lake’s new Fire Chief. Programs were also produced by T.J. Tronson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with any ideas or requests for programming.

▪ **March Completed Videos/Playing on City Cable Channels & Streaming**

Title	Producer	Runtime
Centerville Mayor’s Minutes: Spring 2021	Trevor Scholl	00:05:08
Spring Lake Park Mayor’s Minutes: Spring 2021	Trevor Scholl	00:05:02
Centerstage Centerville: 180 Kettlebell Gym	Trevor Scholl	00:01:30
Walk for Animals	Trevor Scholl	00:03:12
Ham Lake Welcomes New Fire Chief	Trevor Scholl	00:04:30
NMTC Meeting (3/17/21)	T.J. Tronson	00:14:17
Anoka County Board Meeting (3/9/21)	T.J. Tronson	00:31:19
Anoka County Board Meeting (3/23/21)	T.J. Tronson	02:03:05

Some projects that Trevor is working on or is scheduled to produce include:

- Property marker video for Blaine
- Blaine STEM Academy profile
- Blaine PD hearing impaired relations
- Lino Lakes public works profile
- Wetland Sanctuary series
- Lino Lakes fire recruitment updates
- More Centerstage Centerville business profiles
- Circle Pines virtual tour
- Business profiles for all member cities

# Equipment Consulting/Technical Support

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## **Blaine**

- 3.9.21: Was notified of a bad mic in the chamber. Learned features of mic. Different than other ones in chamber, offering user more advanced features. Explained functions on mic and offered to change out with on/off only mic if desired.
- 3.12.21: Reprogrammed advanced mic to remove options. Now works like all the rest of the mics in the chamber.

## **Centerville**

- No assistance required.

## **Circle Pines**

- 3.1.21: Set up chamber for zoom hybrid broadcasts of meetings. Made SDI cable. Ran it out of mini-SDI to HDMI converter on record deck. Used the loop-through SDI connector that has audio embedded with the signal and ran that around the chamber to the dais and plugged it into the Magewell SDI Capture Device. Tested. Checked output of computer to verify video into the LCS and audio into the DSP and audio over the chamber speakers. Audio problems. Noticed loose wires on back of the DSP. Tightened. Noticed in the Symetrix SDP software problems with an input. Switched mic inputs around and got the system working.
- 3.9.21: Attended Council meeting to monitor system. No problems.

## **Ham Lake**

- 3.23.21: Went to City Hall to check out issues from previous night. Makito X was functioning well. Found problem with LCS master data file. It was corrupted. Went through lines of code to determine problem. Tweaked code, file opened up.

## **Lexington**

- No assistance required.

## **Lino Lakes**

- 3.23.21: Went to City Hall to check into transmission issues from previous night. Talked with recording staff so they know how to cycle power if it happens again. Also checked on camera issue regarding control when the system boots up. Put a shortcut for the Cambot program in a folder that is easy to access if problem recurs.

## **Spring Lake Park**

- 3.2.21: Freelancer Isaac had trouble turning off audio remotely for closed session of city council. Called Wanda. She said the remote function for turning off mics has never worked. Will check into.

## **All Cities**

- No assistance required.

## Channel Management



Programming Coordinator, Michele Silvester, along with help from Eric Houston, and Trevor Scholl, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files. As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and

then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in March:

<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Blaine City Council Meeting (3/1/21)	T.J. Tronson	02:40:03
Blaine Traffic Commission Meeting (3/2/21)	T.J. Tronson	00:36:59
Blaine Planning Commission Meeting (3/9/21)	T.J. Tronson	01:30:00
Blaine City Council Meeting (3/15/21)	Trevor Scholl	02:26:09
Centerville Planning & Zoning Meeting (3/2/21)	Centerville Staff	01:32:35
Centerville City Council Meeting (3/10/21)	Centerville Staff	00:55:12
Centerville EDA Meeting (3/17/21)	Centerville Staff	02:13:16
Centerville City Council Meeting (3/24/21)	Centerville Staff	01:03:16
Circle Pines City Council Meeting (3/9/21)	Patrick Willson	00:34:18
Circle Pines Utility Commission Meeting (3/17/21)	Patrick Willson	00:43:15
Circle Pines City Council Meeting (3/23/21)	Patrick Willson	00:35:38
Ham Lake City Council Meeting (3/1/21)	Patrick Willson	00:08:36
Ham Lake Planning Commission Meeting (3/8/21)	Patrick Wilson	00:05:53
Ham Lake City Council Meeting (3/15/21)	Patrick Willson	00:07:52
Ham Lake Planning Commission Meeting (3/22/21)	Patrick Wilson	00:35:25
Lexington City Council Meeting (3/4/21)	Lexington Staff	00:13:09
Lexington City Council Meeting (3/18/21)	Lexington Staff	00:15:32
Lino Lakes City Council Meeting (3/8/21)	Anne Serwe	00:45:06
Lino Lakes Planning & Zoning Meeting (3/10/21)	Anne Serwe	02:17:16
Lino Lakes City Council Meeting (3/22/21)	Anne Serwe	00:26:52
Spring Lake Park City Council Meeting (3/1/21)	Isaac Quick	00:54:20
Spring Lake Park City Council Meeting (3/15/21)	Isaac Quick	00:30:37
Spring Lake Park Planning Commission Meeting (3/22/21)	Danika Peterson	00:36:11
<b>23 New Programs</b>		<b>21:45:30 New Hours</b>

Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming, produced by NMTV staff, is also scheduled on the channels. With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being scheduled as separate playbacks. The short videos cycle through, with graphics pages, and play on the channels whenever a scheduled program is not playing. Depending on whether a City selected the split screen or full screen Carousel option, the shorter videos are cycling 24 hours a day. The table



below outlines how many times a longer-length video program was entered into the Tightrope system, and played back on each City channel.

<b>City</b>	<b>Number of Times Programs Played</b>	<b>Hours Programmed on Channel</b>
Blaine	181	346:28:49
Centerville	58	87:16:25
Circle Pines	150	107:35:05
Ham Lake	69	43:16:16
Lexington	105	52:30:19
Lino Lakes	77	63:40:59
Spring Lake Park	119	94:40:02
<b>Totals:</b>	<b>759 Program Playbacks</b>	<b>795:27:55 Hours of Video Programming on Channels</b>

The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to citizens. With the installation of the Carousel units, Eric Houston has assumed responsibility for updating the information on all seven channels. He works closely with each City's representative to ensure that all requested data slides are created and posted to the satisfaction of the City. Even though Eric is doing the work of creating the data pages, the Cities maintain editorial control. In addition to the graphics pages, the Carousel units play video. Trevor Scholl is responsible for encoding any short videos that are displayed. The following work was done for City Carousel units in March:

**Blaine**

- Transcoded and uploaded 1 video to Carousel.

**Centerville**

- Transcoded and uploaded 3 videos to Carousel.

**Circle Pines**

- Transcoded and uploaded 1 video to Carousel.

**Ham Lake**

- Transcoded and uploaded 2 videos to Carousel.

**Lexington**

- Transcoded and uploaded 1 video to Carousel.
- Emailed copies of all slides currently running on Lexington Carousel.

**Lino Lakes**

- Transcoded and uploaded 1 video to Carousel.

**Spring Lake Park**

- Transcoded and uploaded 2 videos to Carousel.
- Created 2 new data pages for Carousel.

## Meetings on Demand



NMTV has created a video on demand service, with line-item bookmarking, for our Cities' meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and enter the corresponding line-item information. Next, the meeting is linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in March:

- **Blaine**
  - 4 meetings bookmarked and placed on VOD.
- **Centerville**
  - 4 meetings bookmarked and placed on VOD.
- **Circle Pines**
  - 3 meetings bookmarked and placed on VOD.
- **Ham Lake**
  - 4 meetings bookmarked and placed on VOD.
- **Lexington**
  - 2 meeting placed on VOD.
- **Lino Lakes**
  - 3 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
  - 3 meetings bookmarked and placed on VOD

## Administrative



The issues dealt with in March included research into possible closed captioning solutions, activity regarding the FCC's 621 Order, and general housekeeping activities.

- **FCC 621 Order**
  - The FCC filed a Motion for Abeyance requesting that the Sixth Circuit put the appeal of the FCC's 621 Order regarding franchise fees on hold. Read motion.
  - The FCC wanted time to reconsider its position. It recognized that the makeup of the FCC Commissioners has changed and that a majority of the current Commissioners actually dissented from the report and order in question.
  - The FCC wanted time to allow a fifth Commissioner to be appointed and to determine its legal position on the report and order, under the new leadership.
  - The NCTA, representing cable companies, opposed the request. Read opposition.
  - We supported the request. Read comments
  - The Sixth Circuit Court denied the request. Read denial.
  - Oral arguments are still scheduled for April 15, 2021.
- **Closed Captioning**
  - Researched ways to introduce closed captioning to the system.
  - Worked with programming staff to determine possible options for hardware, software, and live captioning.
  - Considered costs related to capital expenditures for closed captioning, annual fees, and amount of staff involvement required per option.



**Miscellaneous**

- Checked with Operations Committee on how NMTV staff recording city meetings is going.
- Talked with News Team regarding adding Centerville meetings.
- Provided documents and information for annual audit of the Commission.
- Answered questions from Blaine Council Member Chris Massoglia regarding duties of Commission alternates.
- Set-up electronic signature with Julie Jeppson.
- Coordinated resolution of Blaine resident issue with Comcast. Forwarded resolution information to City of Blaine.
- Calculated COVID related expenses incurred since the CARES grant.
- Read industry articles.