



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, OCTOBER 16, 2023**  
**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 - October 2, 2023 City Council Meeting
  - [B.](#) Approval of Claims List - General Disbursement No. 23-17 - \$355,396.08
  - [C.](#) Resolution 2023-38, Accepting Monetary Donation from RCX Sports League, LLC
  - [D.](#) Approval of 2024 Agreement for Residential Recycling Program
  - [E.](#) Contractor's Licenses
- 7. DEPARTMENT REPORTS**
  - [A.](#) Police Report
  - [B.](#) Recreation Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
  - [A.](#) Resolution 2023-37, Approving Plans and Specifications and Authorizing the Advertisement for Bids for the 2024 City Hall Renovation/Expansion Project
  - [B.](#) Resolution 2023-39, For Counting Write-In Votes for Local Elective Office
- 9. NEW BUSINESS**
  - [A.](#) Proposal to Update City's Geographic Information System
  - [B.](#) CIT City Hall IT Closet Relocation Proposal
  - [C.](#) Municipal Agreement - Voting Operations, Technology & Election Resources (VOTER) Account
  - [D.](#) Request to Schedule Work Session for November 6, 2023 at 5:30pm
- 10. REPORTS**
  - A. Attorney Report
  - [B.](#) Engineer's Report
  - C. Administrator Report
- 11. OTHER**
  - [A.](#) Correspondence
  - B. Motion to Close Meeting Pursuant to M.S. 13D.05, subd 3(a) to Conduct the City Administrator's Performance Evaluation
- 12. ADJOURN**

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

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 1301 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 Regular was held on October 2, 2023 at the City Hall, at 7:00 PM.

### 1. CALL TO ORDER

Acting Mayor Goodboe-Bisschoff called the meeting to order at 7:00 PM.

### 2. ROLL CALL

#### MEMBERS PRESENT

Councilmember Ken Wendling  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember Lisa Dircks

#### MEMBERS ABSENT

Councilmember April Moran  
Mayor Bob Nelson

#### STAFF PRESENT

Police Chief Josh Antoine, Public Works Director Randall, Public Works Director George Linngren, Building Official Jeff Baker, Engineer Phil Gravel, Administrator Daniel Buchholtz

#### VISITORS

Jordan Korus	350 Sanburnol Drive NE	Spring Lake Park
Forrest Hering	640 Sanburnol Drive NE	Spring Lake Park
Kathy Rootham	401 83 <sup>rd</sup> Avenue NE	Spring Lake Park
Darla Norgaard	308 Sanburnol Drive NE	Spring Lake Park
Ron & Cheri Lotz	300 Sanburnol Drive NE	Spring Lake Park
Stephen MacDonald	374 Sanburnol Drive NE	Spring Lake Park

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that Item 11. A be removed from the Agenda.

### 5. DISCUSSION FROM THE FLOOR

#### A. Anoka County Sheriff Brad Wise

Sheriff Wise gave an overview of his career experience and what the Sheriff's Office does for the County. He stated that the Sheriff supports the Police Departments by providing a jail, a crime lab, specialized investigations and civil actions. Acting Mayor Goodboe-Bisschoff inquired about the jail. Sheriff Wise stated that the jail will be a new building to

accommodate the growing population. He gave an overview of the issues facing the current building and why a new facility is needed. There was a discussion of where the jail needed to be housed. Sheriff Wise stated by statute law the jails and courts need to be placed in the County Seat.

There was discussion on how many inmates are housed or projected to be housed. He stated the jail currently holds 220 inmates. The object is to build a jail that can house more inmates as the county grows.

Administrator Buchholtz inquired about how the Sheriff Wise is approaching the issue of legalized cannabis. He expressed his opinion that it be treated like tobacco and alcohol: if tobacco and alcohol are prohibited in parks and cars, then cannabis should be prohibited parks and cars.

B. Other

Councilmember Wendling presented a flag to the City of Spring Lake Park for City Hall.

**6. CONSENT AGENDA**

- A. Approval of Minutes – September 11, 2023 City Council Work Session
- B. Approval of Minutes – September 18, 2023 City Council Meeting
- C. Contractor's Licenses

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

**7. DEPARTMENT REPORTS**

A. Public Works Report

Public Works Director Randall stated that staff is working on patching Sanburnol Drive NE, along with grinding stumps from EAB tree removal and filling the area with black dirt and seed. Director Randall commented that the hydrant on 79<sup>th</sup> Avenue NE and Terrace Road NE was replaced. He stated that staff is preparing the equipment for winter.

B. Code Enforcement

Building Official Baker reported that Inspector Morris attended the MN State Fire Marshal's conference. He said Inspector Morris passed the written portion of the MN State Fire Inspector II exam. He stated all that is left for Inspector Morris to complete is the practical portion, which will happen later this year.



Building Official Baker thanked the Public Works and Police Department for their assistance on abating the nuisance at 8064 Garfield Street.

## 8. PUBLIC HEARING

### A. Improvement Hearing – 2023 Street Improvement Project

Engineer Gravel gave an overview of the Improvement Project. He stated that the project area includes Sanburnol Drive NE, Elm Drive NE and the portion of 83<sup>rd</sup> Avenue NE between University Avenue NE and Terrace Road NE. He discussed the conditions of the streets and what improvements are being recommended. He said the improvements include rehabilitation and some repairs to the existing storm sewer system.

Engineer Gravel discussed how the project will be financed. He explained that the financing would be allocated through a number of funds, which include the City of Blaine, Spring Lake Park Municipal State Aid, Spring Lake Park Street and Utility Fund and Spring Lake Park Assessments.

Acting Mayor Goodboe-Bisschoff opened the Public Hearing at 7:03 PM.

Mr. Jordan Korus, 350 Sanburnol Drive NE, asked if there has been discussion for adding a sidewalk to the stretch on Sanburnol without one, or adding speed bumps to slow down the traffic that diverts from Northtown Mall area. Engineer Gravel stated that there had been discussion on the sidewalk but at this time the City staff did not include the sidewalk in this project.

Ms. Kathy Rootham, 401 83<sup>rd</sup> Avenue NE, she inquired if the sidewalk on 83<sup>rd</sup> Avenue was evaluated for ADA Compliance, and if the grass on the boulevard will be redone. She asked if there was another option besides seeds. Engineer Gravel stated that because the curb and gutter are not being touched, it does not warrant the sidewalk and the boulevard to be enhanced.

Mr. Stephen MacDonald, 374 Sanburnol Drive NE, stated that the assessment was less than what he anticipated.

Hearing no further comment, Acting Mayor Goodboe-Bisschoff closed the Public Hearing at 7:20 PM.

## 9. ORDINANCES AND/OR RESOLUTIONS

### A. Resolution 2023-36, Ordering Improvement and Preparation of Plans – 2024 Street Improvement Plan

Motion made by Councilmember Dircks to Approve Resolution 2023-36, Ordering Improvement and Preparation of Plans – 2024 Street Improvement Plan.

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

## 10. REPORTS

### A. Attorney Report

None

### B. Engineer's Report

Report accepted as presented.

### C. Administrator Report

Administrator Buchholtz introduced George Linngren. He informed the City Council that staff held a meeting with residents about the upcoming Hayes Storm Water Pond Project. He explained the scope of the project.

## 11. OTHER

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

Removed

### B. Correspondence

None

## 12. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:45 PM.

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Barbara Goodboe-Bisschoff, Acting 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: September 2023  
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Claim Res. #23-17

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
74508	AMAZON CAPITAL SERVICES	SUPPLIES / EQUIPMENT	\$ 253.88
74509	AMERICAN MESSAGING	PW PAGER	\$ 5.26
74510	AMERIFORMS	AP BLANK CHECKS	\$ 345.00
74511	AT & T MOBILITY	CELL PHONE SERVICES	\$ 1,103.21
74512	AXON ENTERPRISE, INC	OUTSTANDING BAL FROM 2022 INV PER JA	\$ 1,779.73
74513	BATTERIES PLUS BULBS	BATTERIES	\$ 18.35
74514	BIG TIME PRODUCTIONS, LLC	OAK RIDGE BOYS DEPOSIT 11.15.23	\$ 100.00
74515	BUSINESS ESSENTIALS	SUPPLIES / EQUIPMENT	\$ 1,524.70
74516	CARSON, CLELLAND & SCHREDER	ATTORNEY SERVICES	\$ 11,027.50
74517	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$ 133.15
74518	CINTAS	FLOOR MATS	\$ 126.79
74519	CLARICE WILSON	MUSIC TOGETHER CLASS 2023 SUMMER	\$ 359.60
74520	COTTENS INC	PARTS	\$ 70.44
74521	GOPHER STATE ONE-CALL INC	LOCATES	\$ 102.60
74522	GRAND COUNTRY SQUARE	COMEDY JAMBOREE DEPOSIT 11.15.23	\$ 100.00
74523	HAYGOOD FAMILY ENTERPRISE, INC	HAYGOODS PERFORMANCE DEPOSIT 11.16.23	\$ 100.00
74524	JOSH ANTOINE	CELL PHONE REIMBURSEMENT	\$ 50.00
74525	KELSEY SMITH	CONF & SCHOOLS REIMB-ALLIED MED TRAIN	\$ 195.00
74526	KING'S CASTLE THEATRE	BRANSON CHRISTMAS WNDRLND DEP 11.17.23	\$ 100.00
74527	LANGUAGE LINE SERVICES	INTERPRETATION SERVICES	\$ 6.18
74528	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$ 894.42
74529	MARIE RIDGEWAY LISS, LLC	SLP POWER PROGRAM	\$ 400.00
74530	METROPOLITAN COUNCIL	WASTE WATER SERVICES DEF REV	\$ 48,236.75
74531	MHSRC/RANGE	MATURE DRIVER COURSE 08.23.23	\$ 360.00
74532	MN RECREATION AND PARK ASSOCIATION	2023 FALL SOFTBALL TEAM REGISTRATIONS	\$ 50.00
74533	ON SITE SANITATION INC	STD CONSTRUCTION RESTROOMS	\$ 234.00
74534	QC DANCE	2023 SUMMER CLASSES	\$ 819.00
74535	SILVER DOLLAR CITY ATTRACTIONS	SHOWBOAT BELLE BRANSON DEPOSIT 11.16.23	\$ 200.00
74536	STANTEC	CONSULTING SERVICES	\$ 87,211.49
74537	STREICHER'S	NITRO KEVLAR TACTICAL GLOVES	\$ 85.98
74538	SUNSET LAW ENFORCEMENT	RANGE EQUIPMENT & SUPPLIES	\$ 943.80
74539	TWIN CITIES BMEU WEST	10.01.23 UTILITY BILL POSTAGE	\$ 700.00
74540	VALLEY-RICH CO., INC.	8338 HWY 65 WATER CONSERVATION SERVICES	\$ 440.02
74541	AMERITAS	PAYROLL	\$ 37.42
74542	CENTRAL PENSION FUND	PAYROLL	\$ 1,040.04
74543	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$ 235.63
74544	HEALTH PARTNERS	PAYROLL	\$ 14,989.51
74545	L.E.L.S.	PAYROLL	\$ 337.50
74546	LOCAL 49	PAYROLL	\$ 105.00
74547	METLIFE	PAYROLL	\$ 927.22
74548	MN CHILD SUPPORT PAYMENT CENTER	PAYROLL	\$ 235.50
74549	NCPERS GROUP LIFE INS	PAYROLL	\$ 16.00
74550	CADY BUSINESS TECHNOLOGIES	PHONE SYSTEM	\$ 821.65
74551	CAROUSEL MOTOR GROUP	AUTO SERVICES & REPAIRS	\$ 1,942.83
74552	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$ 204.18
74553	CINTAS	FLOR	\$ 126.79
74554	CITYWIDE SERVICE CORP	8064 GARFIELD VEHICLE IMPOUND X2	\$ 438.62
74555	CORE & MAIN LP	SOFTWARE UPDATE	\$ 2,620.00

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

Date: September 2023  
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Claim Res. #23-17

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
74556	DESOTA HOUSE HOTEL	GIRLFRIENDS GETAWAY LUNCH 09.29.23	\$	1,034.15
74557	DO-GOOD.BIZ INC	09.11.23 MAY NEW JOURNEYS	\$	1,273.72
74558	CITY OF FRIDLEY	WNTR/SPRNG/SMMR '23 PICKLEBALL LEAGUE	\$	775.27
74559	CITY OF FRIDLEY	WNTR/SPRNG/SMMR '23 PICKLEBALL CLASSES	\$	1,640.00
74560	GALENA LIONS CLUB	GIRLFRIENDS GETAWAY ADMISSION TICKETS	\$	360.00
74561	GALENA-JO DAVIESS COUNTY HISTORICAL SOC	GFG GUIDE, BLKSMTH, GRANT MUSEUMS	\$	700.00
74562	GENERATOR POWER SYSTEMS	GENERATOR REPAIRS LS #1 & #2	\$	3,770.00
74563	HAUNTED GALENA TOUR COMPANY	GFG GALENA HAUNTED HIKE	\$	735.00
74564	HOOF IT GOAT TREKS	GFG GALENA GOAT HIKE	\$	732.53
74565	INSTRUMENTAL RESEARCH INC	AUGUST WATER TESTING	\$	88.00
74566	LEAGUE OF MINNESOTA CITIES	MEMBERSHIP DUES	\$	8,438.00
74567	MAC QUEEN EQUIPMENT, INC.	PARTS FOR TRACKLESS	\$	720.80
74568	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$	745.21
74569	MINNESOTA MAYORS ASSOCIATION	MEMBERSHIP DUES R.NELSON	\$	30.00
74570	NORSAN	SUPPLIES / EQUIPMENT	\$	16.68
74571	OPG-3, INC.	LASERFICHE TRAINING	\$	410.00
74572	RDO EQUIPMENT CO.	PARTS	\$	31.89
74573	STEINKRAUS PLUMBING INC	ABLE PARK SILLCOCK PROJECT	\$	1,950.00
74574	WALTERS RECYCLING REFUSE SERV	MONTHLY RECYCLING SERVICES	\$	10,137.27
74575	XCEL ENERGY	MONTHLY UTILITIES	\$	216.37
74576	MN FALL EXPO	MN FALL MAINT EXPO-ALL PW 10.04-10.05	\$	210.00
74577	ALLEGRA PRINT & IMAGING	UB / PD CARDS & ENV/ CE COMPL NOTICE	\$	2,441.34
74578	ALLIED BLACKTOP	FINAL PMNT 2023 SEAL COAT & CRACK REPAIR	\$	4,192.56
74579	ASPEN MILLS	UNIFORMA ALLOWANCE--BENNEK/ KILEY	\$	124.45
74580	BRADY LOHSE-JOHNSON	MILEAGE REIMB--TRAUMA MED COURSE	\$	63.50
74581	CAR WASH PARTNERS INC (dba: MISTER CAR W	CAR WASHES	\$	120.00
74582	CINTAS	FLOOR MATS	\$	126.79
74583	COMCAST	8251 ARTHUR ST	\$	112.92
74584	COMM-WORKS, LLC	PARK CAMERA MONITORING	\$	125.00
74585	COMPUTER INTERGRATION TECHNOLOGIES	AGREEMENT MANAGED SERVICES	\$	5,526.80
74586	CONNEXUS ENERGY	MONTHLY UTILITIES	\$	296.62
74587	COTTENS INC	PARTS	\$	64.93
74588	DARY MASON	BRANSON REFUND FOR MARY & DARY	\$	200.00
74589	DIAMOND VOGEL PAINTS	WHITE FIELD STRIPE PAINT	\$	390.60
74590	DNR	GFG MYSTERY CAVE/ FORESTVILLE TOUR	\$	432.00
74591	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$	140.00
74592	KAREN FISKE	MILEAGE REIMB--IA& PROF STANDARDS	\$	60.00
74593	KIESLER POLICE SUPPLY	RANGE EQUIPMENT & SUPPLIES	\$	476.00
74594	LORENZ BUS SERVICE	GFG FINAL BUS PMNT	\$	4,993.50
74595	MAC QUEEN EQUIPMENT, INC.	PARTS FOR MOWER	\$	1,416.00
74596	MANSFIELD OIL COMPANY	UNLEADED & DIESEL FUEL	\$	2,064.89
74597	METLIFE	COBRA PMNT	\$	152.96
74598	METROPOLITAN COUNCIL	AUGUST 2023 SAC	\$	2,460.15
74599	MINNESOTA-WIS PLAYGROUND INC	HARDWARE	\$	801.00
74600	MN DEPT OF PUBLIC SAFETY	DANGEROUS DOG WARNING TAGS	\$	21.00
74601	NORTHLAND TRUST SERVICES, INC.	UTILITY STUDY	\$	2,250.00
74602	PLUNKETT'S INC	PEST CONTROL SERVICES	\$	183.61
74603	RICHARD KRAMER	MILEAGE REIMB--IA& PROF STANDARDS	\$	60.00

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

Date: September 2023  
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Claim Res. #23-17

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
74604	RICK'S DEMOLITION & CONCRETE REMOVAL	8064 GRAFIELD ST	\$	22,364.29
74605	SCHMITTY & SONS TRANSPORTATION	JERSEY BOYS BUS 09.13.23	\$	1,098.63
74606	SLP FIRE DEPARTMENT	FIRE PROTECTION SERVICES AUGUST / SEPT 202	\$	44,024.00
74607	STREICHER'S	UNIFORM ALLOWANCE--DEPT TEST ON EQUIP	\$	118.98
74608	TASC	COBRA ADMIN FEE	\$	33.28
74609	TAYLORS FALLS SCENIC BOAT TOUR	FINAL PMNT--TAYLORS FALLS BOAT & LUNCH 10	\$	1,207.52
74610	USS MINNESOTA ONE MT LLC	SOLAR	\$	14,379.65
74611	WALTERS RECYCLING REFUSE SERV	2YD ORGANICS & 6YD TRASH SERVICES	\$	587.03
74612	AMERITAS	PAYROLL	\$	37.42
74613	CENTRAL PENSION FUND	PAYROLL	\$	1,040.04
74614	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$	184.55
74615	HEALTH PARTNERS	PAYROLL	\$	14,989.51
74616	L.E.L.S.	PAYROLL	\$	337.50
74617	LOCAL 49	PAYROLL	\$	105.00
74618	METLIFE	PAYROLL	\$	997.40
74619	MN CHILD SUPPORT PAYMENT CENTER	PAYROLL	\$	235.50
74620	NCPERS GROUP LIFE INS	PAYROLL	\$	16.00
74621	CENTRAL RENTAL CO	BOBCAT RENTAL	\$	451.98
74622	CENTRAL TURF & IRRIGATION SUPPLY	SUPPLIES / STRAW BLANKETS FOR ABLE PARK	\$	899.62
74623	CINTAS	FLOOR MATS	\$	126.79
74624	COMPUTER INTERGRATION TECHNOLOGIES	O365	\$	426.80
74625	CORE & MAIN LP	PARTS	\$	1,338.21
74626	EMERGENCY AUTOMOTIVE TECHNOLOGIES	PARTS FOR RESERVE VEHICLE	\$	865.28
74627	EVIDENT CRIME SCENE PRODUCTS	OPERATING SUPPLIES	\$	80.98
74628	CITY OF FRIDLEY	WINTER BREAK 2023/ SUMMER 2023 OUTINGS	\$	2,200.09
74629	CITY OF FRIDLEY	SUMMER 2023 SAND VOLLEYBALL LEAGUE	\$	453.26
74630	HAUGO GEO TECHNICAL SERVICES, LLC	HAYES POND SAMPLING	\$	2,710.00
74631	JOEY D'S TREE SERVICE	CUT DOWN & HAUL 1 DEAD ASH TREE	\$	1,200.00
74632	KAY OKEY	MILEAGE REIMB. 07/23-09/23	\$	143.90
74633	LANDS' END	UNIFORM ALLOWANCE--KILEY	\$	121.85
74634	LEAGUE OF MN CITIES INS TRUST	CLAIMS 00487473/00490102 LOHSE-JOHNSON	\$	1,270.64
74635	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$	398.83
74636	MENARDS-CAPITAL ONE TRADE CREDIT	CC PMNT	\$	74.93
74637	MICHAEL LEDMAN	ADULT YOGA SEPTEMBER SESSION	\$	243.00
74638	MINNESOTA EQUIPMENT	OIL FILTERS	\$	330.10
74639	MINNESOTA TRANSPORTATION MUSEUM	OSCEOLA FALL TRAIN & PIZZA	\$	1,500.00
74640	MOUNDS VIEW PARKS & RECREATION	SUMMER 2023 NM BEAN BAG TOSS LEAGUE	\$	13.08
74641	M-R SIGN CO INC	STREET SIGNS	\$	1,131.43
74642	MUNICIPAL PAVING PLANT	HOT MIX 08/23	\$	1,196.50
74643	NEW BRIGHTON PARKS & RECREATION	SUMMER 2023 NM SAND VOLLEYBALL LEAGUE	\$	238.87
74644	OFFICE OF MN.IT SERVICES	FIBER OPTICS	\$	44.60
74645	OLD LOG THEATRE	MILLION DOLLAR QUARTET DEPOSIT	\$	1,318.00
74646	PQT COMPANY INC	SPRUCE TIP BUNDLES	\$	220.00
74647	TERRY RANDALL	MILEAGE REIMB. 2023 AWWA CONFERENCE	\$	167.68
74648	RECYCLE TECHNOLOGIES	09/09 RECYCLING EVENT	\$	2,598.15
74649	REVOLUTIONARY SPORTS, LLC	SUMMER SESSION III CLASSES	\$	997.50
74650	SHRED-IT USA	SHREDDING SERVICES	\$	134.20
74651	SOCIAL CLUB SIMPLE	UBER FOR TRANSPORTATION CLASS	\$	150.00

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

Date: September 2023  
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Claim Res. #23-17

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
74652	THE GOOD YEAR TIRE & RUBBER COMPANY	TIRES	\$	1,362.20
74653	THE HOME DEPOT CREDIT SERVICES	CC PMNT	\$	423.64
74654	WILLIAM K MARSELLA	LEGACY LETTERS CLASS	\$	100.00
74655	WILLIE MCCRAY	ADULT SOFTBALL UMPIRE	\$	1,360.00
74656	XCEL ENERGY	MONTHLY UTILITIES	\$	3,545.71
74657	TWIN CITIES BMEU WEST	10.01.23 UB BILLS POSTAGE	\$	700.00
		<b>TOTAL DISBURSEMENTS</b>	<b>\$</b>	<b>355,396.08</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



**CITY OF SPRING LAKE PARK, MINNESOTA**

**RESOLUTION NO. 2023-38**

**RESOLUTION ACCEPTING MONETARY DONATION**

**WHEREAS**, RCX Sports Leagues, LLC graciously made a monetary donation of \$250.00 to the Spring Lake Park Parks and Recreation Department

**WHEREAS**, the donation will be placed in the Recreation Program Fund for use by the Parks and Recreation Department for giveaways, decorations and music

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Spring Lake Park expresses the gratitude of the members of the Parks and Recreation Department and citizens of Spring Lake Park to RCX Sports Leagues, LLC for their generous donation.

The foregoing Resolution was moved for adoption by

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

And the following voted against the same:

Whereupon the Mayor declared said Resolution duly passed and adopted this the 16th day October, 2023.

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator



# Memorandum

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**To:** Mayor Nelson and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** October 10, 2023  
**Subject:** Anoka County Agreement for Residential Recycling Program 2024 - Select Committee on Recycling and the Environment (SCORE)

Enclosed is the copy of the 2024 Residential Recycling Agreement. The agreement must be signed and returned to Anoka County by November 10, 2023, in order to receive the funding for 2024.

The 2024 Municipal Reimbursement Funding Allocation allows us to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities to the project maximum, which shall not exceed \$61,350.00.

Base Funding Allocation (Includes Labor & Staffing):	\$16,650.00
Drop-off Grant:	\$17,500.00
General Enhancement Grant:	\$ 5,100.00
Organics Grant:	\$ 2,100.00
Additional Grant:	<u>\$20,000.00</u>
Total Contract Award:	\$61,350.00

Staff recommends approval of the agreement.

If you have any questions, please do not hesitate to contact me at 763-784-6491

## 2024 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

**THIS AGREEMENT** made and entered into on the 1st day of January 2024, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the “COUNTY”, and the CITY OF SPRING LAKE PARK, hereinafter referred to as the “MUNICIPALITY”.

### WITNESSETH:

**WHEREAS**, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557, the Select Committee on Recycling and the Environment (hereinafter “SCORE funds”) during 2024 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source -separated compostable materials; and

**WHEREAS**, the County will also receive funding pursuant to Minn. Stat. § 473.8441, Local Recycling Development Grants (hereinafter “LRDG funds”) during 2024; and

**WHEREAS**, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,611,188.00; and

**WHEREAS**, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and the Minnesota Pollution Control Agency (hereinafter “MPCA”) Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled, or composted, will be processed to the extent that processing capacity is available; and

**WHEREAS**, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).; and

**WHEREAS**, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Anoka County Municipal Waste Abatement Grant Program (hereinafter “Grant Program”) Contract Documents include: the **Anoka County Municipal Waste**

**Abatement Grant Funding Application** submitted by the Municipality for the current contract year, and the **Grant Funding Award** issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program**; 2) **Grant Funding Award**; and 3) **Anoka County Municipal Waste Abatement Grant Funding Application**.

2. **TERM.** The term of this Agreement is from January 1, 2024, through December 31, 2024, unless earlier terminated as provided herein.
3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. § 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. Additionally:
  - a. “Full-Service Recycling Drop-off Center” means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.
  - b. “Multi-family dwellings” means households within apartment complexes, condominiums, townhomes, mobile homes, and senior housing complexes.
  - c. “Community Partner” means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by a municipality or an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** Per Minn. Stat. § 115A.557, Subd. 1, funding eligibility is based primarily on population, with a minimum funding floor. For 2024, the County has determined that funding will be determined by the Grant Program funding application. The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$61,350.00. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the approved 2024 Grant Program Funding Application.

The County reserves the right to assess reimbursement reporting status for each municipality mid-year and recommend funding adjustments as determined by the County Program Specialist managing the Grant Program.

The County also reserves the right to withdraw reimbursement of approved expenses if the requirements noted in section 6. of this contract are not met.

**The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available.** The Municipality shall be provided documentation of the Grant Program funding award determination and rationale as indicated by the 2024 Grant Program Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 749 tons of recyclable and source-separated compostable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling or composting.
- a. The Municipal recycling program shall include the following components:
    - i. Per Minn. Stat. § 115A.552, each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, and metal.
    - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations.
    - iii. The Municipality shall implement a public information program that contains at least one of the following components:
      - (1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;
      - (2) One promotional advertisement detailing recycling and source-separated compostable materials opportunities available for residents included in the Municipality's newsletter or local newspaper; or
      - (3) Two community outreach activities at Municipal or Community Partner events to inform residents about recycling and source-separated compostable materials opportunities.
    - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.
    - v. The Municipality shall offer a minimum of one spring or fall recycling drop-off event where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
  - b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

- i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
  - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Community Partner events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding source-separated compostable material collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.
  - iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Community Partner facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
  - iv. Organize and manage a Full-Service Recycling Drop-off Center.
  - v. Implement enhanced recycling promotion and assistance for Multi-family dwellings.
  - vi. Develop additional opportunities for source-separated compostable materials collection.
  - vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g., appliances, batteries, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
  - d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
  - e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151.
  - f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.

- g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.

6. **REPORTING.** The Municipality shall submit the following forms via Re-TRAC: application, reimbursement, and tonnage report forms to the County on the schedule noted below:

- a. June 3, 2024 – Deadline for submitting via Re-TRAC the 2025 Anoka County Municipal Waste Abatement Grant Funding Application and all required attachments
- b. July 12, 2024 – Deadline for submitting via Re-TRAC the 2024 January – June Anoka County Municipal Reimbursement Report Form and all required attachments
- c. July 31, 2024 – Deadline for submitting via Re-TRAC the 2024 January – June Anoka County Municipal Tonnage Report Form and all required attachments
- d. November 15, 2024 – Deadline for submitting via DocuSign the signed 2025 Agreement for Residential Recycling Program
- e. January 10, 2025 – Deadline for submitting via Re-TRAC the 2024 July – December Anoka County Municipal Reimbursement Report Form and all required attachments
- f. January 31, 2025 – Deadline for submitting via Re-TRAC the 2024 July – December Anoka County Municipal Tonnage Report Form and all required attachments
- g. For the Anoka County **Municipal Waste Abatement Grant Funding Application, using set categories in Re-TRAC**, the:
- Municipality is required to follow application instructions
  - Municipality must refer to list of eligible expenses when completing the application
  - Municipality is required to upload in Re-TRAC a complete and accurate 2024 Staffing Metric and Drop-off Calculator
  - Municipality is required to upload in Re-TRAC a complete and accurate .pdf file of up-to-date promotions listing collection opportunities at curbside, permanent drop-off centers or other special events
- h. For the Anoka County **Municipal Reimbursement Report Form, using set categories in Re-TRAC**, the:
- Municipality is required to follow reimbursement form instructions

- Municipality must refer to list of eligible expenses when completing the reimbursement form
  - If the Municipality is being audited, the Municipality must provide a full accounting of the expenses incurred that have been approved in the 2024 Municipal Waste Abatement Grant Funding Application
  - Municipality is required to upload in Re-TRAC a complete and accurate Reimbursement Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Reimbursement Report Form
  - Information regarding any revenue received from sources other than the County, for the Municipality's recycling and source-separated organics programs, i.e., revenue taken in from the sale of recyclables and fees collected from residents, shall be reported
  - Copies of all promotional materials that have been prepared by the Municipality during each reporting period shall be uploaded in the Re-TRAC Reimbursement Report Form
- i. For the **Municipal Tonnage Report Form, using set categories in Re-TRAC**, the:
- Municipality is required to follow tonnage report form instructions
  - Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement
  - When calculating all tonnage categories, weight slips from haulers and end markets are required. If weight slips cannot be obtained, written documentation of the quantity and type of material being reused, recycled, or composted must be provided
  - Using quantity and type of material, the Municipality shall use the conversion factors provided by the County to determine the tonnage
  - If County conversion factors do not apply to any given materials, a description of the methodology used for calculations must be provided to the County
  - If the Municipality is being audited, the Municipality must provide a full accounting of the amount of waste which has been reused, recycled, and composted due to the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers
  - Municipality is required to upload in Re-TRAC a complete and accurate Tonnage Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Tonnage Report Form
  - For waste abatement programs run by other persons or entities, the Municipality shall provide documentation of materials recycled by the Municipality's residents through these other programs
- j. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
- k. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.



7. **REIMBURSEMENT PAYMENT PROCEDURE.** Approved grant reimbursement payments shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners. Payments will not be made until the set contract deadlines are met.

8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds." The Municipality shall provide to the County copies of all promotional materials funded by this grant.

The County shall provide to the Municipalities printed public information pieces about County programs and topics developed by the Recycling Education Committee (REC). The Municipality shall not modify County provided publications and promotional materials.

Information about all County programs and drop-off sites that a Municipality plans to publish in a Municipal communication, printed, electronic, or on social media platforms shall be provided to the County for review and approved by the County prior to publication. This includes all information related to County waste prevention, reduction, recycling programs, County household hazardous waste operations and the County compost sites.

To ensure content accuracy and message consistency throughout the region, any technical information about waste prevention, reduction, recycling, composting and household hazardous waste should be provided to the County for review, before it is printed, to verify that it is correct information for Anoka County. Information copied from the Internet may not be accurate for the twin cities metro area.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state, or local laws, ordinances, rules, regulations, or

standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.

- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
- e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
- f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents, or representatives be considered employees, agents, or representatives of the County for any purpose.
- g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
- h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the

Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

- i. The County reserves the right to withdraw reimbursement of approved expenses if the Municipality does not comply with state law or the County's Solid Waste Ordinance.

11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

***(SIGNATURE PAGE TO FOLLOW)***

**IN WITNESS WHEREOF**, the parties hereunto set their hands.

**CITY OF SPRING LAKE PARK**

**COUNTY OF ANOKA**

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

By: \_\_\_\_\_  
Cindy Cesare, Chief Officer  
Anoka County Human Services

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form and legality:

Approved as to form and legality:

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

By: \_\_\_\_\_  
Kurt Deile  
Assistant County Attorney

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment A

# Minnesota Statutes Referenced in Agreement for Residential Recycling Program

## Chapter 115A WASTE MANAGEMENT

### Minn. Stat. §115A.03 Definitions

#### Subdivision 1. **Applicability.**

For the purposes of this chapter, the terms defined in this section have the meanings given them, unless the context requires otherwise.

#### Subd. 2. **Agency.**

"Agency" means the Pollution Control Agency.

#### Subd. 3.

[Repealed, [1989 c 335 art 1 s 270](#)]

#### Subd. 3a. **Arrange for management.**

"Arrange for management" means an activity undertaken by a person that determines the ultimate disposition of solid waste that is under the control of the person, including delivery of the waste to a transfer station for transport to another solid waste management facility. Knowledge of the destination of waste by a generator is by itself insufficient for arranging for management unless the generator knows that the destination is an environmentally inferior facility as defined in this section, has the ability to redirect the waste to an environmentally superior facility and ensure its delivery to that facility, and chooses not to redirect the waste.

#### Subd. 4. **Cities.**

"Cities" means statutory and home rule charter cities and towns authorized to plan under sections [462.351](#) to [462.364](#).

#### Subd. 5. **Collection.**

"Collection" means the aggregation of waste from the place at which it is generated and includes all activities up to the time the waste is delivered to a waste facility.

#### Subd. 6. **Commercial waste facility.**

"Commercial waste facility" means a waste facility established and permitted to sell waste processing or disposal services to generators other than the owner and operator of the facility.

#### Subd. 6a. **Commissioner.**

"Commissioner" means the commissioner of the Pollution Control Agency.

**Subd. 7. Construction debris.**

"Construction debris" means waste building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings and roads.

**Subd. 7a. Containment.**

"Containment" means isolating, controlling, and monitoring waste in a waste facility in order to prevent a release of waste from the facility that would have an adverse impact upon human health and the environment.

**Subd. 8. Development region.**

"Development region" means a region designated pursuant to sections [462.381](#) to [462.397](#).

Subd. 8a.

[Repealed, [1Sp2005 c 1 art 2 s 162](#)]

**Subd. 9. Disposal or dispose.**

"Disposal" or "dispose" means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any waste into or on any land or water so that the waste or any constituent thereof may enter the environment or be emitted into the air, or discharged into any waters, including groundwaters.

**Subd. 10. Disposal facility.**

"Disposal facility" means a waste facility permitted by the agency that is designed or operated for the purpose of disposing of waste on or in the land, together with any appurtenant facilities needed to process waste for disposal or transfer to another waste facility.

**Subd. 10a. Environmentally inferior.**

"Environmentally inferior" means a solid waste management method that is lower on the list of preferred waste management methods in section [115A.02](#) than a solid waste management method chosen by a county or, as applied to a facility, means a waste management facility that utilizes a waste management method that is lower on the list of preferred waste management methods than the waste management method chosen by a county. In addition, as applied to disposal facilities, a facility that does not meet the standards for new facilities in Code of Federal Regulations, title 40, chapters 257 and 258, is environmentally inferior to a facility that does meet these standards.

**Subd. 11. Generation.**

"Generation" means the act or process of producing waste.

**Subd. 12. Generator.**

"Generator" means any person who generates waste.

**Subd. 13. Hazardous waste.**

"Hazardous waste" has the meaning given it in section [116.06, subdivision 11](#).

**Subd. 13a. Industrial waste.**

"Industrial waste" means solid waste resulting from an industrial, manufacturing, service, or commercial activity that is managed as a separate waste stream.

**Subd. 14. Intrinsic hazard.**

"Intrinsic hazard" of a waste means the propensity of the waste to migrate in the environment, and thereby to become exposed to the public, and the significance of the harm or damage likely to result from exposure of natural resources or the public to the waste, as a result of such inherent or induced attributes of the waste as its chemical and physical stability, solubility, bioconcentratability, toxicity, flammability, and corrosivity.

**Subd. 15. Intrinsic suitability.**

(a) "Intrinsic suitability" of a land area or site means that, based on existing data on the inherent and natural attributes, physical features, and location of the land area or site, there is no known reason why the waste facility proposed to be located in the area or site cannot reasonably be expected to qualify for permits in accordance with agency rules. Agency certification of intrinsic suitability shall be based on data submitted to the agency by the proposing entity and data included by the administrative law judge in the record of any public hearing on recommended certification, and applied against criteria in agency rules and any additional criteria developed by the agency in effect at the time the proposing entity submits the site for certification.

(b) In the event that all candidate sites selected by the board before May 3, 1984, are eliminated from further consideration and a new search for candidate sites is commenced, "intrinsic suitability" of a land area or site shall mean that, because of the inherent and natural attributes, physical features, and location of the land area or site, the waste facility proposed to be located in the area or site would not be likely to result in material harm to the public health and safety and natural resources and that therefore the proposed facility can reasonably be expected to qualify for permits in accordance with agency rules.

**Subd. 16.**

[Repealed, [1997 c 7 art 1 s 26](#)]

**Subd. 17. Local government unit.**

"Local government unit" means cities, towns, and counties.

**Subd. 17a. Major appliances.**

"Major appliances" means clothes washers and dryers, dishwashers, hot water heaters, heat pumps, furnaces, garbage disposals, trash compactors, conventional and microwave ovens, ranges and stoves, air conditioners, dehumidifiers, refrigerators, and freezers.

**Subd. 18. Metropolitan area.**

"Metropolitan area" has the meaning given it in section [473.121](#).

**Subd. 19. Metropolitan Council.**

"Metropolitan Council" means the council established in chapter 473.

Subd. 20.

[Repealed, [1994 c 628 art 3 s 209](#)]

Subd. 21. **Mixed municipal solid waste.**

(a) "Mixed municipal solid waste" means garbage, refuse, and other solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, except as provided in paragraph (b).

(b) Mixed municipal solid waste does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.

Subd. 22. **Natural resources.**

"Natural resources" has the meaning given it in chapter 116B.

Subd. 22a.

[Repealed, [1Sp2005 c 1 art 2 s 162](#)]

Subd. 22b. **Packaging.**

"Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product. "Packaging" includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.

Subd. 23. **Person.**

"Person" has the meaning given it in section [116.06](#), but does not include the Pollution Control Agency.

Subd. 24. **Political subdivision.**

"Political subdivision" means any municipal corporation, governmental subdivision of the state, local government unit, special district, or local or regional board, commission, or authority authorized by law to plan or provide for waste management.

Subd. 24a. **Problem material.**

"Problem material" means a material that, when it is processed or disposed of with mixed municipal solid waste, contributes to one or more of the following results:

(1) the release of a hazardous substance, or pollutant or contaminant, as defined in section [115B.02, subdivisions 8, 13, and 15](#);

(2) pollution of water as defined in section [115.01, subdivision 13](#);

(3) air pollution as defined in section [116.06, subdivision 4](#); or

(4) a significant threat to the safe or efficient operation of a solid waste facility.



**Subd. 24b. Postconsumer material.**

"Postconsumer material" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

**Subd. 25. Processing.**

"Processing" means the treatment of waste after collection and before disposal. Processing includes but is not limited to reduction, storage, separation, exchange, resource recovery, physical, chemical, or biological modification, and transfer from one waste facility to another.

**Subd. 25a. Recyclable materials.**

"Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

**Subd. 25b. Recycling.**

"Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

**Subd. 25c. Recycling facility.**

"Recycling facility" means a facility at which materials are prepared for reuse in their original form or for use in manufacturing processes that do not cause the destruction of the materials in a manner that precludes further use.

**Subd. 25d. Refuse-derived fuel.**

"Refuse-derived fuel" means a product resulting from the processing of mixed municipal solid waste in a manner that reduces the quantity of noncombustible material present in the waste, reduces the size of waste components through shredding or other mechanical means, and produces a fuel suitable for combustion in existing or new solid fuel-fired boilers.

**Subd. 26. Regional development commission.**

"Regional development commission" means a commission established pursuant to sections [462.381](#) to [462.397](#).

**Subd. 26a. Resource conservation.**

"Resource conservation" means the reduction in the use of water, energy, and raw materials.

**Subd. 27. Resource recovery.**

"Resource recovery" means the reclamation for sale, use, or reuse of materials, substances, energy, or other products contained within or derived from waste.

**Subd. 28. Resource recovery facility.**

"Resource recovery facility" means a waste facility established and used primarily for resource recovery, including related and appurtenant facilities such as transmission facilities and transfer stations primarily serving the resource recovery facility.

**Subd. 28a. Retrievable storage.**

"Retrievable storage" means a method of disposal whereby wastes are placed in a facility established pursuant to sections [115A.18](#) to [115A.30](#) for an indeterminate period in a manner designed to allow the removal of the waste at a later time.

**Subd. 28b. Sanitary district.**

"Sanitary district" means a sanitary district with the authority to regulate solid waste.

**Subd. 29. Sewage sludge.**

"Sewage sludge" means solid, semisolid, or liquid residue generated during the treatment of domestic sewage in a treatment works. It includes, but is not limited to, scum or solids removed in primary, secondary, or advanced wastewater treatment processes and a material derived from sewage sludge. Sewage sludge does not include ash generated during the firing of sewage sludge in a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment works. Sewage sludge that is acceptable and beneficial for recycling on land as a soil conditioner and nutrient source is also known as biosolids.

**Subd. 30. Sewage sludge disposal facility.**

"Sewage sludge disposal facility" means property owned or leased by a political subdivision and used for interim or final disposal or land spreading of sewage sludge.

**Subd. 31. Solid waste.**

"Solid waste" has the meaning given it in section [116.06, subdivision 22](#).

**Subd. 32. Solid waste management district or waste district.**

"Solid waste management district" or "waste district" means a geographic area extending into two or more counties in which the management of solid waste is vested in a special district established pursuant to sections [115A.62](#) to [115A.72](#).

**Subd. 32a.**

MS 1994 [Renumbered subd 32c]

**Subd. 32a. Source-separated compostable materials.**

"Source-separated compostable materials" means materials that:

(1) are separated at the source by waste generators for the purpose of preparing them for use as compost;

(2) are collected separately from mixed municipal solid waste, and are governed by the licensing provisions of section [115A.93](#);

(3) are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the commissioner has determined that no other person is willing to accept the paper for recycling;

(4) are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the agency's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and

(5) may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the commissioner determines that no other person is willing to accept the materials.

Subd. 32b.

MS 1994 [Renumbered subd 32d]

**Subd. 32b. Source-separated recyclable materials.**

"Source-separated recyclable materials" means recyclable materials, including commingled recyclable materials, that are separated by the generator.

**Subd. 32c. Stabilization.**

"Stabilization" means a chemical or thermal process in which materials or energy are added to waste in order to reduce the possibility of migration of any hazardous constituents of the resulting stabilized waste in preparation for placement of the waste in a stabilization and containment facility.

**Subd. 32d. Stabilization and containment facility.**

"Stabilization and containment facility" means a waste facility that is designed for stabilization and containment of waste, together with other appurtenant facilities needed to process waste for stabilization, containment, or transfer to another facility.

**Subd. 33. Transfer station.**

"Transfer station" means an intermediate waste facility in which waste collected from any source is temporarily deposited to await transportation to another waste facility.

**Subd. 34. Waste.**

"Waste" means solid waste, sewage sludge, and hazardous waste.

**Subd. 35. Waste facility.**

"Waste facility" means all property, real or personal, including negative and positive easements and water and air rights, which is or may be needed or useful for the processing or disposal of waste, except property for the collection of the waste and property used primarily for the manufacture of scrap metal or paper. Waste facility includes but is not limited to transfer stations, processing facilities, and disposal sites and facilities.

**Subd. 36. Waste management.**

"Waste management" means activities which are intended to affect or control the generation of waste and activities which provide for or control the collection, processing and disposal of waste.

**Subd. 36a. Waste management method chosen by a county.**

"Waste management method chosen by a county" means:

(1) a waste management method that is mandated for waste generated in the county by section [115A.415](#), [473.848](#), [473.849](#), or other state law, or by county ordinance based on the county solid waste management plan developed, adopted, and approved under section [115A.46](#) or [458D.05](#) or the county solid waste management master plan developed, adopted, and approved under section [473.803](#); or

(2) a waste management facility or facilities, developed under the county solid waste management plan or master plan, to which solid waste generated in a county is directed by an ordinance developed, adopted, and approved under sections [115A.80](#) to [115A.893](#).

**Subd. 36b. Waste reduction or source reduction.**

"Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

- (1) reusing a product in its original form;
- (2) increasing the life span of a product;
- (3) reducing material or the toxicity of material used in production or packaging; or
- (4) changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

**Subd. 37. Waste rendered nonhazardous.**

"Waste rendered nonhazardous" means (1) waste excluded from regulation as a hazardous waste under the delisting requirements of United States Code, title 42, section 6921 and any federal and state delisting rules, and (2) other nonhazardous residual waste from the processing of hazardous waste.

**Subd. 38. Yard waste.**

"Yard waste" means garden wastes, leaves, lawn cuttings, weeds, shrub and tree waste, and prunings.

**History:**

[1980 c 564 art 1 s 3](#); [1981 c 352 s 1,2](#); [1983 c 373 s 5,6](#); [1984 c 640 s 32](#); [1984 c 644 s 1,2](#); [1985 c 274 s 1-3](#); [1986 c 425 s 12-17](#); [1987 c 348 s 1,2](#); [1988 c 524 s 1](#); [1988 c 685 s 3,4,21](#); [1989 c 325 s 3](#); [1989 c 335 art 1 s 128,129,269](#); [1Sp1989 c 1 art 18 s 3](#); [art 20 s 1,2](#); [1991 c 303 s 1](#); [1991 c 337 s 6,7,44](#); [1992 c 593 art 1 s 5-7,28](#); [1993 c 249 s 7,8,61](#); [1994 c 548 s 1](#); [1994 c 585 s 3](#); [1994 c 639 art 5 s 3](#); [1995 c 220 s 96](#); [1995 c 247 art 1 s 66](#); [1996 c 470 s 2-5](#); [1Sp2005 c 1 art 2 s 161](#); [2008 c 357 s 32,33](#); [2011 c 107 s 81](#); [2014 c 248 s 14](#); [1Sp2015 c 4 art 4 s 104,105](#)

## **Minn. Stat. § 115A.151 RECYCLING REQUIREMENTS; PUBLIC ENTITIES; COMMERCIAL BUILDINGS; SPORTS FACILITIES.**

(a) A public entity, the owner of a sports facility, and an owner of a commercial building shall:

(1) ensure that facilities under its control, from which mixed municipal solid waste is collected, also collect at least three recyclable materials, such as, but not limited to, paper, glass, plastic, and metal; and

(2) transfer all recyclable materials collected to a recycler.

(b) For the purposes of this section:

(1) "public entity" means the state, an office, agency, or institution of the state, the Metropolitan Council, a metropolitan agency, the Metropolitan Mosquito Control Commission, the legislature, the courts, a county, a statutory or home rule charter city, a town, a school district, a special taxing district, or any entity that receives an appropriation from the state for a capital improvement project after August 1, 2002;

(2) "metropolitan agency" and "Metropolitan Council" have the meanings given them in section [473.121](#);

(3) "Metropolitan Mosquito Control Commission" means the commission created in section [473.702](#);

(4) "commercial building" means a building that:

(i) is located in a metropolitan county, as defined in section [473.121](#);

(ii) contains a business classified in sectors 42 to 81 under the North American Industrial Classification System; and

(iii) contracts for four cubic yards or more per week of solid waste collection; and

(5) "sports facility" means a professional or collegiate sports facility at which competitions take place before a public audience.

**History:** [1Sp1989 c 1 art 18 s 9](#); [1991 c 337 s 12](#); [1996 c 457 s 10](#); [2002 c 312 s 2](#); [2014 c 225 s 4](#); [2014 c 312 art 13 s 24](#)

## **Minn. Stat. §115A.46 REGIONAL AND LOCAL SOLID WASTE MANAGEMENT PLAN; REQUIREMENTS.**

Subdivision 1. **General.**

(a) Plans shall address the state policies and purposes expressed in section [115A.02](#) and may not be inconsistent with state law.

(b) Plans for the location, establishment, operation, maintenance, and postclosure use of facilities and facility sites, for ordinances, and for licensing, permit, and enforcement activities shall be consistent with the rules adopted by the agency pursuant to chapter 116.

(c) Plans shall address:

(1) the resolution of conflicting, duplicative, or overlapping local management efforts;

(2) the establishment of joint powers management programs or waste management districts where appropriate; and

(3) other matters as the rules of the agency may require consistent with the purposes of sections [115A.42](#) to [115A.46](#).

(d) Political subdivisions preparing plans under sections [115A.42](#) to [115A.46](#) shall consult with persons presently providing solid waste collection, processing, and disposal services.

(e) Plans must be submitted to the commissioner for approval. When a county board is ready to have a final plan approved, the county board shall submit a resolution requesting review and approval by the commissioner. After receiving the resolution, the commissioner shall notify the county within 45 days whether the plan as submitted is complete and, if not complete, the specific items that need to be submitted to make the plan complete. Within 90 days after a complete plan has been submitted, the commissioner shall approve or disapprove the plan. If the plan is disapproved, reasons for the disapproval must be provided.

(f) After initial approval, each plan must be updated and submitted for approval at least every ten years. The plan must be revised as necessary so that it is not inconsistent with state law.

(g) Rules that regulate plan content under subdivision 2 must reflect demographic, geographic, regional, and solid waste system differences that exist among the counties.

**Subd. 2. Contents.**

(a) The plans shall describe existing collection, processing, and disposal systems, including schedules of rates and charges, financing methods, environmental acceptability, and opportunities for improvements in the systems.

(b) The plans shall include an estimate of the land disposal capacity in acre-feet which will be needed through the year 2000, on the basis of current and projected waste generation practices. In assessing the need for additional capacity for resource recovery or land disposal, the plans shall take into account the characteristics of waste stream components and shall give priority to waste reduction, separation, and recycling.

(c) The plans shall require the most feasible and prudent reduction of the need for and practice of land disposal of mixed municipal solid waste.

(d) The plans shall address at least waste reduction, separation, recycling, and other resource recovery options, and shall include specific and quantifiable objectives, immediately and over specified time periods, for reducing the land disposal of mixed municipal solid waste and for the implementation of feasible and prudent reduction, separation, recycling, and other resource recovery options. These objectives shall be consistent with statewide objectives as identified in statute. The plans shall describe methods for identifying the portions of the waste stream such as leaves, grass, clippings, tree and plant residue, and paper for application and mixing into the soil and use in agricultural practices. The plans shall describe specific functions to be performed and activities to be undertaken to achieve the abatement, reduction, separation, recycling, and other resource recovery objectives and shall describe the estimated cost, proposed manner of financing, and timing of the functions and activities. The plans shall describe proposed mechanisms for complying with the recycling requirements of section [115A.551](#), and the household hazardous waste management requirements of section [115A.96, subdivision 6](#).

(e) The plans shall include a comparison of the costs of the activities to be undertaken, including capital and operating costs, and the effects of the activities on the cost to generators and on persons currently providing solid waste collection, processing, and disposal services. The plans shall include alternatives which could be used to achieve the abatement objectives if the proposed functions and activities are not established.

(f) The plans shall designate how public education shall be accomplished. The plans shall, to the extent practicable and consistent with the achievement of other public policies and purposes, encourage ownership and operation of solid waste facilities by private industry. For solid waste facilities owned or operated by public agencies or supported primarily by public funds or obligations issued by a public

agency, the plans shall include criteria and standards to protect comparable private and public facilities already existing in the area from displacement unless the displacement is required in order to achieve the waste management objectives identified in the plan.

(g) The plans shall establish a siting procedure and development program to assure the orderly location, development, and financing of new or expanded solid waste facilities and services sufficient for a prospective ten-year period, including estimated costs and implementation schedules, proposed procedures for operation and maintenance, estimated annual costs and gross revenues, and proposals for the use of facilities after they are no longer needed or usable.

(h) The plans shall describe existing and proposed county and municipal ordinances and license and permit requirements relating to solid waste management and shall describe existing and proposed regulation and enforcement procedures.

Subd. 3.

[Repealed, [1984 c 644 s 82](#)]

**Subd. 4. Delegating solid waste responsibilities.**

A county or a solid waste management district established under sections [115A.62](#) to [115A.72](#) may not delegate to another governmental unit or other person any portion of its responsibility for solid waste management unless it establishes a funding mechanism to assure the ability of the entity to which it delegates responsibility to adequately carry out the responsibility delegated.

**Subd. 5. Jurisdiction of plan.**

(a) After a county plan has been submitted for approval under subdivision 1, a public entity, as defined in section [16C.073, subdivision 1](#), within the county may not enter into a binding agreement governing a solid waste management activity that is inconsistent with the county plan without the consent of the county.

(b) After a county plan has been approved under subdivision 1, the plan governs all solid waste management in the county and a public entity, as defined in section [16C.073, subdivision 1](#), within the county may not develop or implement a solid waste management activity, other than an activity to reduce waste generation or reuse waste materials, that is inconsistent with the county plan that the county is actively implementing without the consent of the county.

**History:**

[1980 c 564 art 5 s 5](#); [1982 c 569 s 13](#); [1984 c 644 s 32,33](#); [1987 c 404 s 140](#); [1989 c 131 s 3](#); [1989 c 325 s 6](#); [1989 c 335 art 1 s 269](#); [1Sp1989 c 1 art 20 s 3,4](#); [1991 c 337 s 15,16](#); [1995 c 247 art 1 s 8](#); [art 2 s 12](#); [2003 c 13 s 1](#); [1Sp2005 c 1 art 2 s 161](#); [2014 c 196 art 1 s 5](#)

**Minn. Stat. §115A.471 PUBLIC ENTITIES; MANAGING SOLID WASTE.**

**Subdivision 1. Definitions.**

(a) Prior to entering into or approving a contract for the management of mixed municipal solid waste which would manage the waste using a waste management practice that is ranked lower on the list of preferred waste management practices in section [115A.02, paragraph \(b\)](#), than the waste management practice selected for such waste in the county plan for the county in which the waste was generated, a public entity must:

(1) determine the potential liability to the public entity and its taxpayers for managing the waste in this manner;

(2) develop and implement a plan for managing the potential liability; and

(3) submit the information from clauses (1) and (2) to the agency.

(b) For the purpose of this subdivision, "public entity" means the state; an office, agency, or institution of the state; the Metropolitan Council; a metropolitan agency; the Metropolitan Mosquito Control District; the legislature; the courts; a county; a statutory or home rule charter city; a town; a school district; another special taxing district; or any other general or special purpose unit of government in the state.

**History:** [1995 c 247 art 1 s 9](#)

## **Minn Stat. §115A.551 RECYCLING.**

### **Subdivision 1. Definitions.**

(a) For the purposes of this section, "recycling" means, in addition to the meaning given in section [115A.03, subdivision 25b](#), yard waste and source-separated compostable materials composting and recycling that occurs through mechanical or hand separation of materials that are then delivered for use in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

(b) For the purposes of this section, "total solid waste generation" means the total by weight of:

(1) materials separated for recycling;

(2) materials separated for yard waste and source-separated compostable materials composting;

(3) mixed municipal solid waste plus motor and vehicle fluids and filters, tires, lead acid batteries, and major appliances; and

(4) residential waste materials that would be mixed municipal solid waste but for the fact that they are not collected as such.

Subd. 2

[Repealed, [2014 c 312 art 13 s 48](#)]

### **Subd. 2a. County recycling goals.**

(a) By December 31, 2030, each county will have as a goal to recycle the following amounts:

(1) for a county outside of the metropolitan area, 35 percent by weight of total solid waste generation; and

(2) for a metropolitan county, 75 percent by weight of total solid waste generation.

(b) Each county will develop and implement or require political subdivisions within the county to develop and implement programs, practices, or methods designed to meet its recycling goal. Nothing in this section or in any other law may be construed to prohibit a county from establishing a higher recycling goal.

(c) Any quantified recyclable materials that meet the definition in subdivision 1, paragraph (a), or section [115A.03, subdivision 25a](#), are eligible to be counted toward a county's recycling goal under this subdivision.



**Subd. 3. Interim goals; nonmetropolitan counties.**

The commissioner shall establish interim recycling goals for the nonmetropolitan counties to assist them in meeting the goals established in subdivision 2a.

**Subd. 4. Interim monitoring.**

The commissioner shall monitor the progress of each county toward meeting the recycling goals in subdivision 2a. The commissioner shall report to the senate and house of representatives committees having jurisdiction over environment and natural resources as part of the report required under section [115A.411](#). If the commissioner finds that a county is not progressing toward the goals in subdivision 2a, the commissioner shall negotiate with the county to develop and implement solid waste management techniques designed to assist the county in meeting the goals, such as organized collection, curbside collection of source-separated materials, and volume-based pricing.

**Subd. 5. Failure to meet goal.**

(a) A county failing to meet the interim goals in subdivision 3 shall, as a minimum:

- (1) notify county residents of the failure to achieve the goal and why the goal was not achieved; and
- (2) provide county residents with information on recycling programs offered by the county.

(b) If, based on the recycling monitoring described in subdivision 4, the commissioner finds that a county will be unable to meet the recycling goals established in subdivision 2a, the commissioner shall, after consideration of the reasons for the county's inability to meet the goals, recommend legislation for consideration by the senate and house of representatives committees having jurisdiction over environment and natural resources and environment and natural resources finance to establish mandatory recycling standards and to authorize the commissioner to mandate appropriate solid waste management techniques designed to meet the standards in those counties that are unable to meet the goals.

**Subd. 6. County solid waste plans.**

Each county shall include in its solid waste management plan described in section [115A.46](#), or its solid waste master plan described in section [473.803](#), a recycling implementation strategy for meeting the recycling goal established in subdivision 2a along with mechanisms for providing financial incentives to solid waste generators to reduce the amount of waste generated and to separate recyclable materials from the waste stream.

**Subd. 7. Recycling implementation strategy.**

Each county shall submit to the commissioner for approval the recycling implementation strategy required in subdivision 6. The recycling implementation strategy must be submitted by October 31, 1995, and must:

- (1) be consistent with the approved county solid waste management plan;
- (2) identify the materials that are being and will be recycled in the county to meet the goals under this section and the parties responsible and methods for recycling the material;
- (3) provide a budget to ensure adequate funding for needed county and local programs and demonstrate an ongoing commitment to spending the money on recycling programs; and
- (4) include a schedule for implementing recycling activities needed to meet the goals in subdivision 2a.

**History:**

[1Sp1989 c 1 art 18 s 12](#); [1991 c 337 s 19-21](#); [1992 c 593 art 1 s 14-16,54](#); [1993 c 249 s 13,14,61](#); [1994 c 639 art 5 s 3](#); [1995 c 247 art 1 s 14-17](#); [art 2 s 15](#); [1996 c 470 s 27](#); [1999 c 73 s 4](#); [1Sp2005 c 1 art 2 s 161](#); [2012 c 272 s 67,68](#); [2014 c 312 art 13 s 26,27](#); [1Sp2015 c 4 art 4 s 108](#); [2016 c 158 art 1 s 26-28](#)

**Minn. Stat. §115A.552 OPPORTUNITY TO RECYCLE.**

**Subdivision 1. County requirement.**

Counties shall ensure that residents, including residents of single and multifamily dwellings, have an opportunity to recycle. At least one recycling center shall be available in each county. Opportunity to recycle means availability of recycling and curbside pickup or collection centers for recyclable materials at sites that are convenient for persons to use. Counties shall also provide for the recycling of problem materials and major appliances. Counties shall assess the operation of existing and proposed recycling centers and shall give due consideration to those centers in ensuring the opportunity to recycle. To the extent practicable, the costs incurred by a county for collection, storage, transportation, and recycling of major appliances must be collected from persons who discard the major appliances.

**Subd. 2. Recycling opportunities.**

An opportunity to recycle must include:

- (1) a local recycling center in the county and sites for collecting recyclable materials that are located in areas convenient for persons to use them;
- (2) curbside pickup, centralized drop-off, or a local recycling center for at least four broad types of recyclable materials in cities with a population of 5,000 or more persons; and
- (3) monthly pickup of at least four broad types of recyclable materials in cities of the first and second class and cities with 5,000 or more population in the metropolitan area.

**Subd. 3. Recycling information, education, and promotion.**

(a) Each county shall provide information on how, when, and where materials may be recycled, including a promotional program that publishes notices at least once every three months and encourages source separation of residential, commercial, industrial, and institutional materials.

(b) The commissioner shall develop materials for counties to use in providing information on and promotion of recycling.

(c) The commissioner shall provide technical assistance to counties to help counties implement recycling programs.

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**Subd. 4. Nonresidential recycling.**

Each county shall encourage building owners and managers, business owners and managers, and collectors of commercial mixed municipal solid waste to provide appropriate recycling services and opportunities to generators of commercial, industrial, and institutional solid waste in the county.

**History:** [1Sp1989 c 1 art 18 s 13](#); [1991 c 337 s 22-24](#); [1994 c 639 art 5 s 3](#); [1Sp2005 c 1 art 2 s 161](#)

## **Minn. Stat. §115A.557 COUNTY WASTE REDUCTION AND RECYCLING FUNDING.**

### **Subdivision 1. Distribution; formula.**

Any funds appropriated to the commissioner for the purpose of distribution to counties under this section must be distributed each fiscal year by the commissioner based on population, except a county may not receive less than \$55,000 in a fiscal year. If the amount available for distribution under this section is less or more than the amount available in fiscal year 2001, the minimum county payment under this section is reduced or increased proportionately. For purposes of this subdivision, "population" has the definition given in section [477A.011, subdivision 3](#). A county that participates in a multicounty district that manages solid waste and that has responsibility for recycling programs as authorized in section [115A.552](#), must pass through to the districts funds received by the county in excess of the minimum county payment under this section in proportion to the population of the county served by that district.

### **Subd. 2. Permissible expenditures.**

(a) A county receiving money distributed by the commissioner under this section may use the money only for the development and implementation of programs to:

- (1) reduce the amount of solid waste generated;
- (2) recycle the maximum amount of solid waste technically feasible;
- (3) create and support markets for recycled products;
- (4) remove problem materials from the solid waste stream and develop proper disposal options for them;
- (5) inform and educate all sectors of the public about proper solid waste management procedures;
- (6) provide technical assistance to public and private entities to ensure proper solid waste management;
- (7) provide educational, technical, and financial assistance for litter prevention;
- (8) process mixed municipal solid waste generated in the county at a resource recovery facility located in Minnesota;
- (9) compost source-separated compostable materials, including the provision of receptacles for residential composting;
- (10) prevent food waste or collect and transport food donated to humans or to be fed to animals; and
- (11) process source-separated compostable materials that are to be used to produce class I or class II compost, as defined in Minnesota Rules, part [7035.2836](#), after being processed in an anaerobic digester, but not to construct buildings or acquire equipment.

(b) Beginning in fiscal year 2015 and continuing thereafter, of any money distributed by the commissioner under this section to a metropolitan county, as defined in section [473.121, subdivision 4](#), that exceeds the amount the county was eligible to receive under this section in fiscal year 2014: (1) at least 50 percent must be expended on activities in paragraph (a), clauses (9) to (11); and (2) the remainder must be expended on activities in paragraph (a), clauses (1) to (7) and (9) to (11), that advance the county toward achieving its recycling goal under section [115A.551](#).

**Subd. 3. Eligibility.**

(a) To be eligible to receive money distributed by the commissioner under this section, a county shall within one year of October 4, 1989:

- (1) create a separate account in its general fund to credit the money; and
- (2) set up accounting procedures to ensure that money in the separate account is spent only for the purposes in subdivision 2.

(b) In each following year, each county shall also:

(1) have in place an approved solid waste management plan or master plan including a recycling implementation strategy under section [115A.551, subdivision 7](#), and a household hazardous waste management plan under section [115A.96, subdivision 6](#), by the dates specified in those provisions;

(2) submit a report by April 1 of each year to the commissioner, which may be submitted electronically and must be posted on the agency's website, detailing for the previous calendar year:

(i) how the money was spent including, but not limited to, specific recycling and composting activities undertaken to increase the county's proportion of solid waste recycled in order to achieve its recycling goal established in section [115A.551](#); specific information on the number of employees performing SCORE planning, oversight, and administration; the percentage of those employees' total work time allocated to SCORE planning, oversight, and administration; the specific duties and responsibilities of those employees; and the amount of staff salary for these SCORE duties and responsibilities of the employees; and

(ii) the resulting gains achieved in solid waste management practices; and

(3) provide evidence to the commissioner that local revenue equal to 25 percent of the money sought for distribution under this section will be spent for the purposes in subdivision 2.

(c) The commissioner shall withhold all or part of the funds to be distributed to a county under this section if the county fails to comply with this subdivision and subdivision 2.

**Subd. 4. Report.**

The commissioner shall report on how the money was spent and the resulting statewide improvements in solid waste management to the senate and house of representatives committees having jurisdiction over ways and means, finance, environment and natural resources, and environment and natural resources finance. The report shall be included in the report required under section [115A.411](#).

**History:**

[1Sp1989 c 1 art 19 s 1](#); [1991 c 337 s 26](#); [1992 c 593 art 1 s 17,54](#); [1994 c 585 s 13](#); [1994 c 639 art 5 s 3](#); [1995 c 247 art 1 s 19,20](#); [1996 c 470 s 27](#); [2000 c 490 art 10 s 1](#); [1Sp2001 c 2 s 125](#); [2002 c 374 art 6 s 2](#); [2004 c 284 art 2 s 11](#); [1Sp2005 c 1 art 2 s 161](#); [2009 c 37 art 1 s 42](#); [2012 c 272 s 69](#); [2014 c 312 art 13 s 28,29](#); [1Sp2015 c 4 art 4 s 109](#)

## Chapter 473 METROPOLITAN GOVERNMENT

### Minn. Stat. §473.8441 LOCAL RECYCLING DEVELOPMENT PROGRAM.

#### Subdivision 1. Definitions.

"Number of households" has the meaning given in Minnesota Statutes 1992, section [477A.011, subdivision 3a](#).

#### Subd. 2. Program.

The commissioner shall encourage the development of permanent local recycling programs throughout the metropolitan area. The commissioner shall make grants to qualifying metropolitan counties as provided in this section.

#### Subd. 3. Grants; eligible costs.

Grants may be used to pay for planning, developing, and operating yard waste composting and recycling programs.

#### Subd. 4. Grant conditions.

The commissioner shall administer grants so that the following conditions are met:

- (a) A county must apply for a grant in the manner determined by the commissioner. The application must describe the activities for which the grant will be used.
- (b) The activities funded must be consistent with the metropolitan policy plan and the county master plan.
- (c) A grant must be matched by equal local expenditures for the activities for which the grant is made. A local expenditure may include, but is not limited to, an expenditure by a local unit of government, tribal government, or private sector or nonprofit organization.
- (d) All grant funds must be used for new activities or to enhance or increase the effectiveness of existing activities in the county. Grant funds shall not be used for research or development of a product that would be patented, copyrighted, or a subject of trade secrets.
- (e) Counties shall provide support to maintain effective municipal recycling where it is already established.

#### Subd. 5. Grant allocation procedure.

- (a) The commissioner shall distribute the funds annually so that each qualifying county receives an equal share of 50 percent of the allocation to the program described in this section, plus a proportionate share of the remaining funds available for the program. A county's proportionate share is an amount that has the same proportion to the total remaining funds as the number of households in the county has to the total number of households in all metropolitan counties.
- (b) To qualify for distribution of funds, a county, by April 1 of each year, must submit to the commissioner for approval a report on expenditures and activities under the program during the preceding fiscal year and any proposed changes in its recycling implementation strategy or performance funding system. The report shall be included in the county report required by section [473.803, subdivision 3](#).

**History:** [1987 c 348 s 46](#); [1989 c 325 s 63](#); [1993 c 249 s 41](#); [1995 c 247 art 2 s 47-49](#); [1Sp2005 c 1 art 2 s 161](#); [2016 c 158 art 1 s 194](#); [2018 c 134 s 1](#)

## **Minn. Stat. § 473.848 RESTRICTION ON DISPOSAL.**

### **Subdivision 1. Restriction.**

(a) For the purposes of implementing the waste management policies in section [115A.02](#) and metropolitan area goals related to landfill abatement established under this chapter, a person may not dispose of unprocessed mixed municipal solid waste generated in the metropolitan area at a waste disposal facility unless the waste disposal facility meets the standards in section [473.849](#) and:

- (1) the waste has been certified as unprocessable by a county under subdivision 2; or
- (2)(i) the waste has been transferred to the disposal facility from a resource recovery facility;
- (ii) no other resource recovery facility serving the metropolitan area is capable of processing the waste; and
- (iii) the waste has been certified as unprocessable by the operator of the resource recovery facility under subdivision 3.

(b) For purposes of this section, mixed municipal solid waste does not include street sweepings, construction debris, mining waste, foundry sand, and other materials, if they are not capable of being processed by resource recovery as determined by the council.

### **Subd. 2. County certification; office approval.**

(a) By April 1 of each year, each county shall submit an annual certification report to the office detailing:

- (1) the quantity of waste generated in the county that was not processed prior to transfer to a disposal facility during the year preceding the report;
- (2) the reasons the waste was not processed;
- (3) a strategy for development of techniques to ensure processing of waste including a specific timeline for implementation of those techniques; and
- (4) any progress made by the county in reducing the amount of unprocessed waste.

The report shall be included in the county report required by section [473.803, subdivision 3](#).

(b) The Pollution Control Agency shall approve a county's certification report if it determines that the county is reducing and will continue to reduce the amount of unprocessed waste, based on the report and the county's progress in development and implementation of techniques to reduce the amount of unprocessed waste transferred to disposal facilities. If the Pollution Control Agency does not approve a county's report, it shall negotiate with the county to develop and implement specific techniques to reduce unprocessed waste. If the Pollution Control Agency does not approve two or more consecutive reports from any one county, the Pollution Control Agency shall develop specific reduction techniques that are designed for the particular needs of the county. The county shall implement those techniques by specific dates to be determined by the Pollution Control Agency.

### **Subd. 3. Facility certification.**

The operator of each resource recovery facility that receives waste from counties in the metropolitan area shall certify as unprocessable each load of mixed municipal solid waste it does not process. Certification must be made to each county that sends its waste to the facility at intervals specified by the county. Certification must include at least the number and size of loads certified as unprocessable and the reasons the waste is unprocessable. Loads certified as unprocessable must include the loads that would otherwise have been processed but were not processed because the facility was not in operation,

but nothing in this section relieves the operator of its contractual obligations to process mixed municipal solid waste.

**Subd. 4. Pollution Control Agency report.**

The Pollution Control Agency shall include, as part of its report to the Environment and Natural Resources Committees of the senate and house of representatives, the Finance Division of the senate Committee on Environment and Natural Resources, and the house of representatives Committee on Environment and Natural Resources Finance required under section [473.149](#), an accounting of the quantity of unprocessed waste transferred to disposal facilities, the reasons the waste was not processed, a strategy for reducing the amount of unprocessed waste, and progress made by counties to reduce the amount of unprocessed waste. The Pollution Control Agency may adopt standards for determining when waste is unprocessable and procedures for expediting certification and reporting of unprocessed waste.

**Subd. 5. Definition.**

For the purpose of this section, waste is "unprocessed" if it has not, after collection and before disposal, undergone separation of materials for resource recovery through recycling, incineration for energy production, production and use of refuse-derived fuel, composting, or any combination of these processes so that the weight of the waste remaining that must be disposed of in a mixed municipal solid waste disposal facility is not more than 35 percent of the weight before processing, on an annual average.

**History:**

[1985 c 274 s 35](#); [1989 c 325 s 66](#); [1991 c 337 s 81,82](#); [1993 c 249 s 43,44](#); [1994 c 585 s 49,50](#); [1995 c 247 art 2 s 51,52](#); [1996 c 470 s 27](#); [1Sp2005 c 1 art 2 s 161](#)



## CHAPTER 16C. STATE PROCUREMENT

### **Minn. Stat. § 16C.05 CONTRACT MANAGEMENT; VALIDITY AND REVIEW.**

#### **Subdivision 1. Agency cooperation and delegation.**

Agencies shall fully cooperate with the commissioner in the creation, management, and oversight of state contracts. Authority delegated to agencies shall be exercised in the name of the commissioner and under the commissioner's direct supervision and control. A delegation of duties may include, but is not limited to, allowing individuals within agencies to acquire goods, services, construction, and utilities within dollar limitations and for designated types of acquisitions. Delegation of contract management and review functions must be filed with the secretary of state. The commissioner may withdraw any delegation at the commissioner's sole discretion. The commissioner may require an agency head or subordinate to accept delegated responsibility to procure goods, services, or construction intended for the exclusive use of the agency receiving the delegation.

#### **Subd. 2. Creation and validity of contracts.**

(a) A contract and amendments are not valid and the state is not bound by them and no agency, without the prior written approval of the commissioner granted pursuant to subdivision 2a, may authorize work to begin on them unless:

(1) they have first been executed by the head of the agency or a delegate who is a party to the contract;

(2) they have been approved by the commissioner; and

(3) the accounting system shows an encumbrance for the amount of the contract liability, except as allowed by policy approved by the commissioner and commissioner of management and budget for routine, low-dollar procurements and section 16B.98, subdivision 11.

(b) Grants, interagency agreements, purchase orders, work orders, and annual plans need not, in the discretion of the commissioner and attorney general, require the signature of the commissioner and/or the attorney general. A signature is not required for work orders and amendments to work orders related to Department of Transportation contracts. Bond purchase agreements by the Minnesota Public Facilities Authority do not require the approval of the commissioner.

(c) Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section [16C.03, subdivision 16](#), must determine that an amendment would serve the interest of the state better than a new contract and would cost no more.

(d) A record must be kept of all responses to solicitations, including names of bidders and amounts of bids or proposals. A fully executed copy of every contract, amendments to the contract, and performance evaluations relating to the contract must be kept on file at the contracting agency for a time equal to that specified for contract vendors and other parties in subdivision 5. These records are open to public inspection, subject to section [13.591](#) and other applicable law.

(e) The attorney general must periodically review and evaluate a sample of state agency contracts to ensure compliance with laws.



(f) Before executing a contract or license agreement involving intellectual property developed or acquired by the state, a state agency shall seek review and comment from the attorney general on the terms and conditions of the contract or agreement.

**Subd. 2a. Emergency authorization.**

The commissioner may grant an agency approval to authorize work to begin on a contract prior to the full execution of the contract in the event of an emergency as defined in section [16C.10, subdivision 2](#).

**Subd. 3.**

[Repealed by amendment, [2014 c 196 art 2 s 4](#)]

**Subd. 4. Contract administration.**

A contracting agency shall diligently administer and monitor any contract it has entered into. The commissioner may require an agency to report to the commissioner at any time on the status of any contracts to which the agency is a party.

**Subd. 5. Subject to audit.**

A contract or any pass-through disbursement of public funds to a vendor of goods or services or a grantee made by or under the supervision of the commissioner or any county or unit of local government must include, expressed or implied, an audit clause that provides that the books, records, documents, and accounting procedures and practices of the vendor or other party, that are relevant to the contract or transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. If the contracting agency is a local unit of government, and the governing body of the local unit of government requests that the state auditor examine the books, records, documents, and accounting procedures and practices of the vendor or other party pursuant to this subdivision, the contracting agency shall be liable for the cost of the examination. If the contracting agency is a local unit of government, and the grantee, vendor, or other party requests that the state auditor examine all books, records, documents, and accounting procedures and practices related to the contract, the grantee, vendor, or other party that requested the examination shall be liable for the cost of the examination. An agency contract made for purchase, lease, or license of software and data from the state is not required to contain this audit clause.

**Subd. 6. Authority of attorney general.**

The attorney general may pursue remedies available by law to avoid the obligation of an agency to pay under a contract or to recover payments made if services performed or goods received under the contract are so unsatisfactory, incomplete, or inconsistent that payment would involve unjust enrichment. The contrary opinion of the contracting agency does not affect the power of the attorney general under this subdivision.

**Subd. 7. Contracts with Indian tribes and bands.**

Notwithstanding any other law, an agency may not require an Indian tribe or band to deny its sovereignty as a requirement or condition of a contract with an agency.

**History:**

[1994 c 632 art 3 s 33](#); [1998 c 386 art 1 s 6](#); [1999 c 86 art 1 s 11](#); [1999 c 230 s 1](#); [2000 c 488 art 2 s 1](#); [1Sp2001 c 8 art 2 s 10](#); [1Sp2001 c 10 art 2 s 37](#); [2003 c 130 s 12](#); [1Sp2003 c 1 art 2 s 48,49](#); [2004 c 206 s 7](#); [2007 c 148 art 2 s 35,36](#); [2009 c 101 art 2 s 109](#); [2014 c 187 s 3](#); [2014 c 196 art 1 s 5](#); [art 2 s 4](#)

## 2024 Anoka County Municipal Waste Abatement Grant Funding Award Letter

**Contract number: C0010121**

The Municipality of Spring Lake Park is eligible for a total of \$41,350.00 for their Municipal program abatement efforts in 2024, plus if awarded upon request up to an additional \$20,000.00.

The total funding for the 2024 Residential Recycling Program is based on the budgeted amounts stated in the Municipal Waste Abatement Grant Funding Application.

The Grant Funding Award for Spring Lake Park is as follows:

	Amount Eligible	Amount Requested	Amount Awarded
Base Funding Allocation	\$ 25,250.00	\$ 16,650.00	\$ 16,650.00

	Amount Eligible	Amount Requested	Amount Awarded
Drop-off Grant	\$ 10,000.00	\$ 17,500.00	\$ 17,500.00
General Enhancement Grant	\$ 3,050.00	\$ 5,100.00	\$ 5,100.00
Organics Grant	\$ 3,050.00	\$ 2,100.00	\$ 2,100.00
Labor & Staffing	\$ -	\$ -	\$ -

<b>Total (Base + Enhancement Funding + Labor &amp; Staffing)</b>	<b>\$ 41,350.00</b>	<b>\$ 41,350.00</b>	<b>\$ 41,350.00</b>
--	---------------------	---------------------	---------------------

<b>Supplemental Funding</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>	<b>\$ 20,000.00</b>
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<b>Total Funding Award (Base + Enhancement + Labor &amp; Staffing and Supplemental)</b>			<b>\$ 61,350.00</b>
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To the extent that the Municipality requested funds in excess of the total eligible amount, the excess amount in any category is denied.

The annual tonnage goal for Spring Lake Park is: 749 tons

Reviewed by: Jill Curran

Dated: 09/08/23

Approved by: Alison Peterson

Dated: 09/08/2023



# Anoka County Municipal Waste Abatement Grant Funding Application

Cycle: *Annual* | Year: *2023* | Status: *Verified*

Member Name: *City of Spring Lake Park*

## 2024 Applications are due June 2, 2023.

### City of Spring Lake Park is requesting the following funding for their 2024 Anoka County municipal waste abatement program efforts.

#### General Instructions

This application is provided to each municipality in Anoka County for funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2024, 2021 Met Council data has been used to determine the number of households for this application.

There are three sections in this funding application:

- Base Funding
- Enhancement Funding
- Supplemental Funding

The Enhancement Funding section of the application also has three parts:

- Drop-off
- General Enhancement
- Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero. **If a completed funding application isn't submitted by June 2, 2023, the municipality will not be eligible for funding.**

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

#### USER TIPS

**To contact support from within this form:** Click "Support" at the top of the screen or "Program Support Request" in the green bar at the top of the form.

**To print this form:** Click the "Export" button found on upper top right corner of the form. You must save the form before you can export it.

**To see eligible expenses within each section:** Click "view eligible expense" in each section.

Click [here](#) to download the full Eligible Expenses document.

**To save this form while working on it:** Click "Save" at the bottom of the form and select "Save as Draft".

**To submit this form:** Click “Save” at the bottom of the form and if there are no errors, click the “Mark as Complete” option. Note that once you mark the form as complete, you cannot make changes to it.

## Eligible Expenses

**The following items are examples of eligible expenses allowed for reimbursement.**

**Collection Expenses:** If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

**Equipment:** The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

**Containers:** The cost for recycling or organics containers.

**Promotion:** The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

**Staffing:** Labor and staffing directly related to recycling program administration and implementation may be funded up to 75% of total funding allocation. See Labor & Staffing section below for more information.

## Ineligible Expenses

**The following general operating expenses should NOT be submitted for reimbursement.**

**Standard Operational Expenses/Building Overhead:** Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

**Project Expenses:** Specific to transportation, energy or ground water protection.

**Collection Costs:** The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

**General Municipal Staff:** Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement. If municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

Click here to view previous years application:

Click [here](#) to download the full Eligible Expenses document.

## 2024 Total Funding Allocation

 MANAGE ONLY

Your Community has access to the following funds for 2024:

\$ 41,350.00

(An additional \$20,000 in discretionary funds may be available through the Supplemental Funding section.)

## 2024 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and
- percentage of time the recycling coordinator spends on waste abatement activities.

**Base Funding is \$10,000.00 base, plus \$5.00/household (household counts are based on 2021 Met Council estimates)**

Municipality Name:

City of Spring Lake Park

 **MANAGE ONLY**

# of households

3,050

Base Funding

\$ 10,000.00

Base Funding Additional (based on \$5/household)

\$ 15,250.00

Total Base Funding Allocation

\$ 25,250.00

## Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Click [here](#) to download the Curbside Collection Eligible Expenses document.

Collection Service Provider Expenses \*

\$ 128,946.07

Contamination Fees \*

\$ 0.00

Additional Expenses \*

\$ 0.00

Curbside Collection Expense Subtotal

\$

128,946.07

Estimated Revenue \*

\$ 166,137.94

Curbside Collection Expenses

\$

-37,191.87

*Negative values here will not carry forward to other sections.*

### General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Click [here](#) to download the General Operations of a Drop-off Center/Spring or Fall Recycling Days Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

**DO NOT include any expenses for tires, oil, antifreeze & oil filters. These expenses should be listed in the Problem Materials section.**

Collection Service Provider Expenses \*

\$ 5,504.00

Equipment \*

\$ 0.00

Facility Expenses \*

\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

General Operations of a Drop-off Expense Subtotal

\$

5,504.00

Estimated Revenue \*

\$ 0.00

General Operations of a Drop-off Expenses

\$

5,504.00

*Negative values here will not carry forward to other sections.*

### Promotion -- Base Funding

Click [here](#) to download the Promotion Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Printing \*

\$ 3,000.00

Postage \*

\$ 3,000.00

Advertising \*

\$ 0.00

Volunteer Incentives \*

\$ 0.00

Educational Entertainment \*

\$ 1,400.00

Promotion -- Base Funding Expenses \$

7,400.00

## Yard Waste/Tree Waste

Click [here](#) to download the Yard/Tree Waste Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 2,500.00

Equipment \* \$ 0.00

Yard Waste/Tree Waste Expenses Subtotal \$

2,500.00

Estimated Revenue \* \$ 0.00

Yard Waste/Tree Waste Expenses \$

2,500.00

*Negative values here will not carry forward to other sections.*

## Problem Materials (Tires, Oil, Antifreeze, and Oil Filters)

Click [here](#) to download the Problem Materials Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses \* \$ 846.00

Estimated Revenue \* \$ 0.00

Problem Material Expenses \$

846.00

*Negative values here will not carry forward to other sections.*

## Program Administration -- Base Funding

Click [here](#) to download the Program Administration Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies \* \$ 200.00

Training \* \$ 100.00

Mileage \* \$ 100.00

Membership Dues, Periodicals \* \$ 0.00

Professional Services \* \$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses \$  
400.00

**Total BASE Funding Requested** \$ 16,650.00

**Funding Remaining** \$ 24,700.00

## 2024 ENHANCEMENT Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

### Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

**The grant for this section is \$10,000.00 for municipalities with up to 4,999 households and \$15,000.00 for municipalities with household counts 5,000 and over.**

Below are examples of materials that can be collected for reuse or recycling. Only list organics expenses in the organics section.

Additional Reusable or Recyclable Materials Collected at Permanent Drop-off Centers or Special Events:

Appliances, Electronics, Mattresses\*, Confidential Document Destruction, Fluorescent Bulbs, Household Batteries, Fire Extinguishers, Propane Tanks, Bicycles\*\*, and Clothing\*\*.

Additional Items:

Block and Shape Polystyrene, Cell Phones, Film Plastic/Bags, Furniture\*\*\*, Household Goods\*\*, String Lights/Extension Cords, Printer Cartridges

\* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash

\*\* Items that should be evaluated for reuse prior to recycling

 **MANAGE ONLY**

**Drop-off Grant Amount Available** \$  
10,000.00

Click [here](#) to download the Drop-off Eligible Expenses document.



## Permanent Drop-off Center Enhancements

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 0.00

New Equipment & Supplies \* \$ 0.00

New Construction \* \$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Enhancement Expenses Subtotal \$  
0.00

Estimated Revenue \* \$ 0.00

Permanent Drop-off Center Enhancement Expenses \$  
0.00 *Negative values here will not carry forward to other sections.*

## Monthly or Quarterly Drop-off Events

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 10,000.00

New Equipment & Supplies \* \$ 0.00

User Coupon Incentives \* \$ 7,500.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense Subtotal \$  
17,500.00

Estimated Revenue \* \$ 0.00

Monthly or Quarterly Drop-off Event Expenses \$  
17,500.00 *Negative values here will not carry forward to other sections.*

**Total Drop-off Grant Requested** \$  
17,500.00

## General Enhancement Grant

The grant amount available for this section is calculated using \$1.00/household.

**General Enhancement Grant Amount Available** \$

3,050.00

Click [here](#) to download the General Enhancement Eligible Expenses document.

### Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

**Collection Service Provider Expenses \*** \$ 0.00

**Recycling Containers \*** \$ 0.00

**Recycling Bags \*** \$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

**Park Recycling Expenses** \$

0.00

### Special Municipal Programs or Events - Please list any organics expenses in the organics section.

Complete ALL required fields below, if value is zero, enter "0.00".

**Service Provider Expenses \*** \$ 0.00

**Supplies & Containers \*** \$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

**Special Municipal Program or Event Expenses Subtotal** \$

0.00

**Estimated Revenue \*** \$ 0.00

**Special Municipal Program or Event Expenses** \$

0.00

*Negative values here will not carry forward to other sections.*

### Special Curbside Recycling Collection

Complete ALL required fields below, if value is zero, enter "0.00".

**Collection Service Provider Expenses \*** \$ 900.00

**Subsidy to Resident \*** \$ 2,000.00

Special Curbside Recycling Collection Expenses Subtotal \$

2,900.00

Estimated Revenue \*

\$ 0.00

Special Curbside Recycling Collection Expenses \$

2,900.00

*Negative values here will not carry forward to other sections.***Multi-Family Recycling Outreach**

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies &amp; Containers \*

\$ 0.00

Please enter Labor &amp; Staffing expenses in Labor &amp; Staffing section below.

Multi-Family Recycling Outreach Expenses \$

0.00

**Promotion -- Enhancement Funding**

Complete ALL required fields below, if value is zero, enter "0.00".

Printing \*

\$ 1,000.00

Postage \*

\$ 1,200.00

Advertising \*

\$ 0.00

Volunteer Incentives \*

\$ 0.00

Educational Entertainment \*

\$ 0.00

Promotion -- Enhancement Funding Expenses \$

2,200.00

**Total General Enhancement Grant Requested \$**

5,100.00

**Organics Program Grant****The grant amount for this section is \$0.50/household if additional curbside or drop-off grant programs are not offered to residents or \$1.00/household if curbside or drop-off organics programs are offered to residents.**

Does your municipality offer curbside or drop-off organics programs to your residents? \*

- Yes
- No

Amount Available

\$ 3,050.00

Click [here](#) to download the Organics Eligible Expenses document.

### Organics Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \*

\$ 2,100.00

Organics Equipment \*

\$ 0.00

Organics Only - Promotion \*

\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

**Organics Program Expenses Subtotal**

\$

2,100.00

Estimated Revenue \*

0.00

**Organics Program Expenses**

\$

2,100.00

*Negative values here will not carry forward to other sections.*

**Total ENHANCEMENT Funding Requested**

\$ 24,700.00

### Labor & Staffing (All Programs)

Salary and labor expenses must be directly related to recycling program operations and administration. These expenses may be funded up to 75% of funding allocation (not including supplemental funding). The final % and expense amount for salary and labor will be determined after Anoka County approves the submitted staffing and labor metric.

**Upload 2024 Staffing Metric and Drop-off Calculator \***

2024 Staffing Metric and Drop-off Calculator 05.18.23.xlsx

**Upload a scanned pdf of recent promotion for your current curbside or drop-off opportunities. It can be from a brochure, newsletter or from your website, for how your special curbside collection program works, and/or what is accepted at your city or town offices (during business hours), spring recycling event, permanent drop-off centers or other drop-off events. \***

Promotional Materials for 2024 Grant Funding App. 05.23.23.pdf

Click [here](#) to download the Curbside Collection Eligible Expenses document.

 **MANAGE ONLY**

Admin only: The approved Labor and Staffing % from your 2023 Staffing Metric has been inserted to provide an estimate of typical Labor and Staffing costs for your community. In general, this percentage has not changed much over the last two years. If your 2024 Staffing Metric % increases due to program changes, this will be taken into consideration to raise the %.

75 %

 **MANAGE ONLY**

Labor & Staffing Maximum Funds Available \$

31,012.500

General Program Administration \*

\$ 0.00

Program Implementation \*

\$ 0.00

Total Labor & Staffing Expenses Requested:

\$ 0.00

## Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

**Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.**

**The maximum supplemental grant available may be up to \$20,000.00 per municipality.**

Supplemental Funding – may include:

- Collection service provider expenses for additional materials
- Additional expenses from construction and paving projects
- Large equipment purchases
- New program expenses

Do you need additional funds to grow existing waste abatement programs? \*

Yes  No

In the box below, please include the following information:

- Identify need for supplemental funding;
- Describe project scope and design;
- Describe how the project may benefit multiple municipalities or the County as a whole;
- Note key stakeholders participating in project activities, including project collaborators;
- Quantify and list expected outcomes, such as, new materials to be collected, projected amount to be collected, percentage increase of currently collected materials if supplemental grant funding is approved. \*

We would use supplemental funding to help cover the costs of enlisting help from Anoka County 4H for our spring/fall recycling days in addition of helping with Tower Days organics monitoring. Since we will be getting a new Public Works director in 2024 we have come up with the idea to work with Walter's to have seasonal dumpsters available at City Hall during

the warmer months for yard waste disposal. The supplemental funding would help to cover the extra cost to have these dumpsters available to us for this.

## Project Budget

List all project elements that require funding. Use the ADD button to add elements to the chart.

PROJECT ELEMENT *	EXPENSE *
Seasonal containers for yard waste drop-off	15,000.00
4H Staffing for Spring/Fall recycling events	5,000.00

**Total Supplemental Funding Requested** \$ 20,000.00

## Summary of Funding Requested

**Base Funding Requested** \$ 16,650.00

### Enhancement Funding Requested

Drop-off Grant Requested \$ 17,500.00

General Enhancement Grant Requested \$ 5,100.00

Organics Program Grant Requested \$ 2,100.00

**Total Enhancement Funding Requested** \$

24,700.00

**Labor & Staffing Funding Requested** \$ 0.00

**Supplemental Funding Requested** \$ 20,000.00

**Total Funding Requested** \$

61,350.00

Date: \*

05/25/2023

Name: \*

Haley Morrison

Title: \*

Special Projects Coordinator

## Total Funding Granted

 MANAGE ONLY

Base Funding Granted

16,650.00

 MANAGE ONLY

Drop-off Funding Granted

17,500.00

 MANAGE ONLY

General Enhancement Funding Granted

5,100.00

 MANAGE ONLY

Organics Program Funding Granted

2,100.00

 MANAGE ONLY

Labor & Staffing Funding Granted

 MANAGE ONLY

Supplemental Funding Granted

20,000.00

**Total Funding Granted**

\$ 61,350.00

 MANAGE ONLY

### \*\*\* Office Use Only\*\*\*

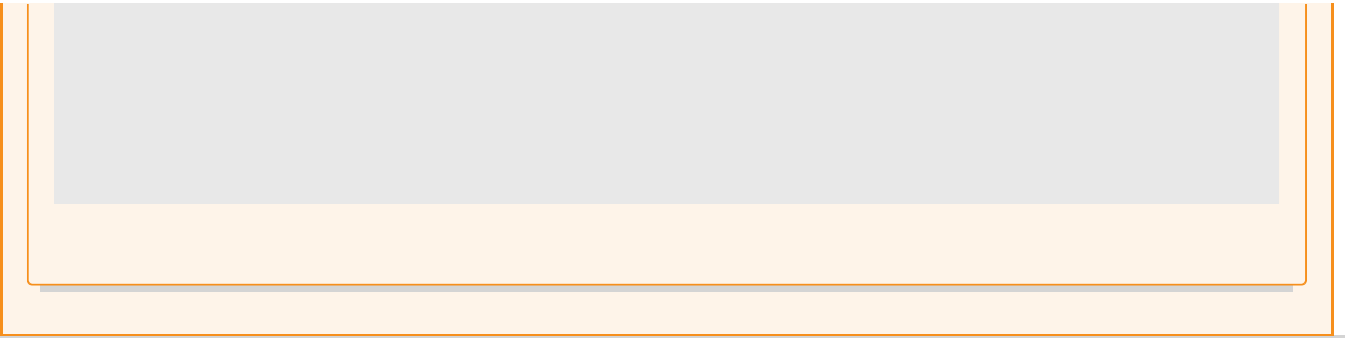
Received By:

Sue Doll

Date:

05/26/2023

Manager Notes for Reporters:



**Created:** Apr 28, 2023 at 03:47 PM CDT

**Created by:** Robin WodziakRobin.Wodziak@co.anoka.mn.us

**Last Updated:** Jun 29, 2023 at 08:01 PM CDT

**Last Updated by:** Sue DollSue.Doll@co.anoka.mn.us



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

## Contractor's Licenses

October 16, 2023

### Concrete Contractor

Alvarado Concrete, LLC.

### General Contractor

Sertec MN, LLC.

SOS Cleaning and Restoration

### Mechanical Contractor

Climate Tech

### Sewer & Water Contractor

3 Sisters Underground, LLC. dba

Brothers Underground

### Tree Contractor

A Tree Service, Inc.

Romero Landscape & Tree Service, LLC.



## Police Report

September 2023

Submitted for Council Meeting October 16, 2023

The Spring Lake Park Police Department responded to seven hundred nineteen calls for service for the month of September 2023. This is compared to responding to eight hundred and seven calls for service in September of 2022.

As we all know this has been a unique start to the 2023-2024 school year. School Resource Officer Imig did provide a report for the month of September 2023 for the few weeks that he was in the school fulfilling the remaining time on the SRO contract. Officer Imig reports handling six calls for service, twenty student contacts, twenty-four escorts and three follow up investigations. Officer Imig reported that he had his yearly student meet and greets at the beginning of the year and worked several of the football games. Please see Officer Imig's report for further details.

Investigator Bennek reports handling a total of thirty-five cases for the month of September 2023. Twenty-eight of these cases were felonies and seven were misdemeanor cases. Investigator Bennek also continues to monitor five forfeiture cases. Investigator Bennek reported participating in a joint law enforcement auto theft/ retail crimes detail in the Northtown Mall/ Blaine area. Please see Investigator Bennek's report for further details.

The month of September has been a busy month for myself as well, besides handling the day to day operations of the police department, I attended the below trainings and meetings throughout the month of September:

- Building Remodel meeting with CIT for technology cabling
- CIT IT review
- Rifle qualifications at Anoka PD's range
- Employee appreciation picnic
- City council meetings
- Hennepin Technical College advisory board meeting
- Mobile Field Force committee meeting
- Anoka County Chiefs of Police monthly meeting
- Department meeting

- Anoka County Emergency Management meeting
- Records Management committee meeting

This will conclude my report for the month of September 2023.

Chief Josh Antoine



## Spring Lake Park Police Department

Investigator

Tony Bennek

### Monthly Report

September 2022

### Total Case Load

#### Case Load by Level of Offense: 35

<b>Felony</b>	<b>28</b>
<b>Gross Misdemeanor</b>	<b>0</b>
<b>Misdemeanor</b>	<b>7</b>

#### Case Dispositions:

<b>County Attorney</b>	<b>26</b>
<b>Juvenile County Attorney</b>	<b>0</b>
<b>City Attorney</b>	<b>9</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>5</b>
<b>Forfeitures Closed</b>	<b>1</b>



## September 2022 School Resource Officer Report

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	5	20	22	3
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School			2	
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations	1			
Totals:	6	20	24	3

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	2
Students charged with Assault or Disorderly Conduct	
Students charged with other crimes	
Non-students Charged	4
Warrant Arrests	
Miscellaneous reports	

# Parks and Recreation Department

## September 2023 Report

### Recreation Programs

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Chair Yoga with Dawn	QC Dance - One Day Dance Camp Offerings
Yoga - September Session	Kayaking Day Trip
Classes by Life Legacies	Uber for Transportation & Independence
Music Together - Demo (Ages 0 - 5)	Prepare Wisely: Estate Strategy Essentials
North Metro Ultimate Frisbee League (Ages 18+)	Knitting & Crocheting Classes
Jersey Boys - Chanhassen Dinner Theater	Grandparent & Me "You are my Sunshine"
Nordic Walking	Music Together (Ages 0 - 5)
Pickleball Live Play Coaching (Ages 18+)	North Metro Volleyball League - Fall Season (Ages 18+)
North Metro Kickball League (Ages 18+)	Art Classes with Jill
RevSports Flag Football - Fall Session (Ages 3-9)	Medicare 101
RevSports Soccer - Fall Session (Ages 3-9)	Online Cooking Classes with Chef Tess
North Metro Soccer League (Ages 18+)	Adult Fall Softball Tournament
Step Trek to Door County with Mounds View	North Metro Volleyball Leagues: 8 Co rec Teams 6 Competitive Teams, 8 women's
Intro to Pickleball Clinic (Ages 18+)	Adult Pickleball Ladder League
Nordic Walking	Extended tour to Galena, IL

### Parks

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- Lakeside – sand layer added to Volleyball Courts, Memorial Tree planted at Triangle, Grass seeded at Able Park
- Rental Reservations Form for rentals located at <https://slprec.org/parksrec/page/facility-use-permit-application>
- Adopt-a-flower Garden- Lakeside Park – Sierra Steiner, Able Park – Sandy Tykeson, Sanburnol Park – Nancy Lee Litt and Garden Club
- Adopt-a-drain Program-register at [www.slprec.org](http://www.slprec.org)

### Tower Days - 2024

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- If interested in joining the committee please contact the Recreation Office.

## Parks & Recreation Commission

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- The Commission next meeting will be on December 5th at 6:00pm. Commission not meeting in November due to Election Day.

## Department Activity

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- Recreation Fall Catalog for November – December Programs planned and entered into registration software system
- November – December program offerings will be mailed mid-October
- Program Coordinator Wesley Goldberg met with cities of New Brighton, Fridley, and Mounds View on coordination of youth break activities, adult sports and youth sports
- Program Coordinator Anne Scanlon met with local 55 and older apartment buildings to coordinate on site art classes.
- Director Okey attended the following meetings and events during the month:
  - City Council session
  - Music in the Park
  - Park and Recreation Commission Meeting
  - MN Parks and Recreation Conference in Plymouth
  - City Hall Interior Finishes Meeting

## Upcoming Activities

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Travel Show- Tuesday Nov. 9 10:00am

Fall Family Fest- Saturday, October 28 1:00-4:00pm at Able Park

Family Hayride at Bunker Park Stable – Sat. October 28 5:00pm Pre-registration required

Intro to Online Genealogy

Mature Drivers - 8 Hour - Oct 17 & 25 - In person

MEA OUTINGS & EVENTS (Ages 6-12)

The Marvelous Wonderettes - Sidekick Theater



# Memorandum

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**To:** Department Heads  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** October 11, 2023  
**Subject:** Resolution 2023-37, Approving Plans and Specifications and Authorizing Bids

The Plans and Specifications for the City Hall Renovation/Expansion Project are complete. I have attached the plans for your review. The specification manual is available at City Hall if you wish to review it.

The anticipated project schedule is as follows:

October 16, 2023	Approve Plans/Specification and Authorize Bids
November 20, 2023	Bid Opening at 2:00pm at City Hall
November 28, 2023	Notice sent to Blaine/SLP Life for Public Hearing (published in 12/1 & 12/8 editions)
December 18, 2023	Public Hearing on Capital Improvement Plan
January 17, 2024	Petition Period Ends
January 22, 2024	Special City Council Meeting to Award Bids
March 2024	Anticipation Construction Start
March, April or May 2024	Sell Bonds

I would like to express my appreciation to Architect Bruce Paulson for drafting a concept that meets the City's present and future needs in an economical way and to the Department Heads for their work in refining the plans to ensure that this plan will meet each Department's needs. I would also like to express appreciation to the City Council for their continued leadership on this project.

Staff is recommending the City Council approve Resolution 2023-37.

If you have any questions regarding the City Hall project, please do not hesitate to contact me at 763-784-6491.



**RESOLUTION NO. 2023-37**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING  
THE ADVERTISEMENT FOR BIDS FOR THE 2024 CITY HALL  
RENOVATION/EXPANSION PROJECT**

WHEREAS, Spring Lake Park City Hall, opened in 1977, was built to serve as both the central administrative facility for the city and as a community center for the public; and

WHEREAS, in 1994, an addition to City Hall was constructed to accommodate the police department, enhancing the building's utility and function; and

WHEREAS, over the years, the building has begun to show signs of wear and is faced with several deficiencies; and

WHEREAS, the 2024 City Hall Renovation/Expansion Project aims to address these pressing issues by improving the building's energy efficiency, adding public meeting spaces for community use, creating a separate front entrance for the Police Department, enhancing building security, increasing the functionality of the building, and adding public and staff restrooms;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park:

1. **Approval of Plans and Specifications:** The plans and specifications for the 2024 City Hall Renovation/Expansion Project, as presented to this Council and of record at City Hall, are hereby approved.
2. **Advertisement for Bids:** The Administrator, Clerk/Treasurer is hereby authorized and directed to advertise for sealed bids for the 2024 City Hall Renovation/Expansion Project in accordance with the approved plans and specifications. The advertisement for bids shall be published in the official city newspaper, the Construction Bulletin and on the city's official website.
3. **Bid Opening:** Sealed bids shall be received by the Administrator, Clerk/Treasurer no later than 1:00 PM on November 20, 2023. Bids shall be publicly opened and read aloud at the City Council Chambers, Spring Lake Park City Hall, 1301 81<sup>st</sup> Avenue NE immediately thereafter. No bids will be considered unless sealed and filed with the Administrator, Clerk/Treasurer, and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City for 5% of the amount of such bid.
4. **Reserve Rights:** The City Council reserves the right to reject any and all bids, to waive any irregularities or informalities in any bid or in the bidding process, and to accept the bid that is in the best interest of the City of Spring Lake Park.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 16th day of October, 2023.

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator







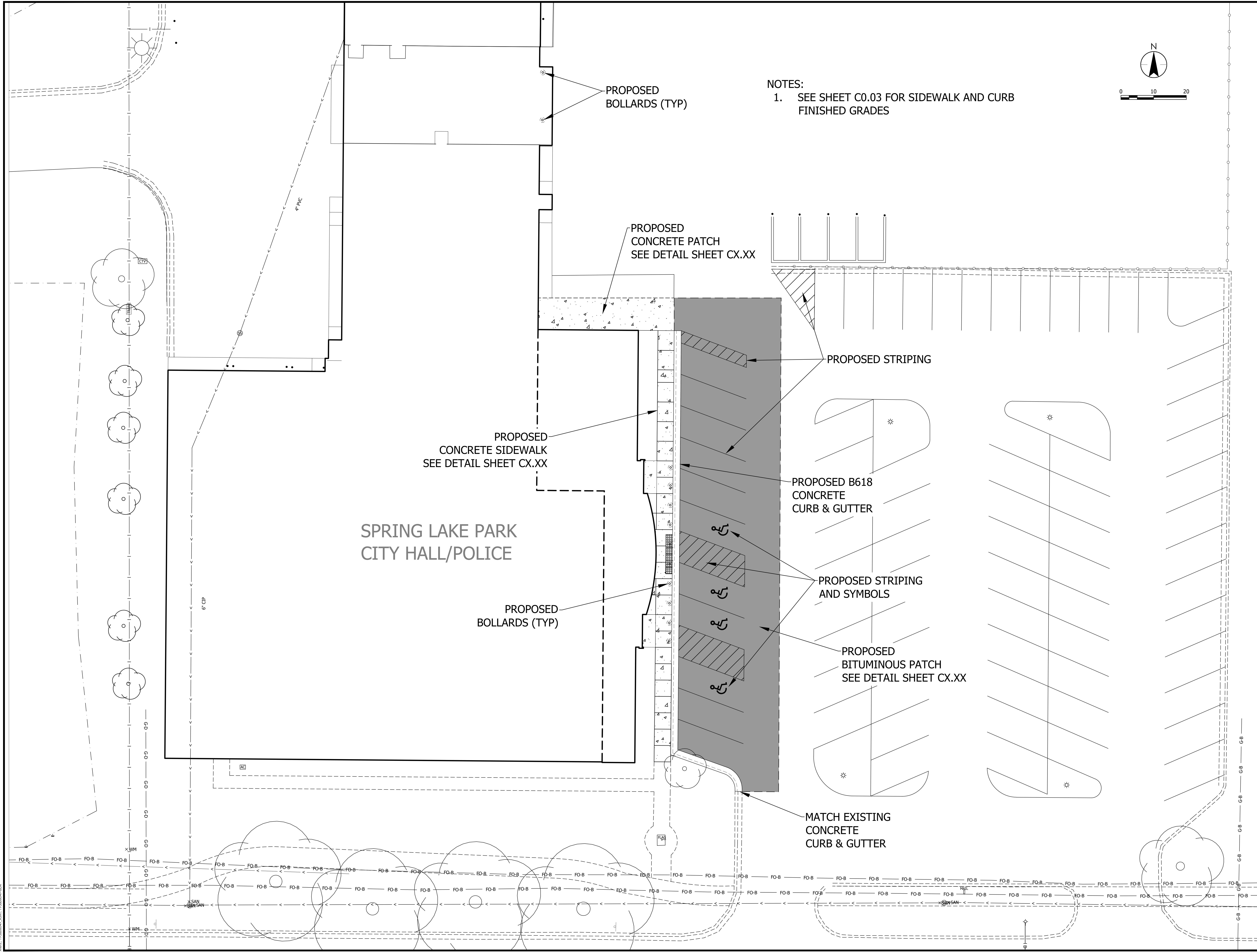








THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND DRAWINGS ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

















































































































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**STRUCTURAL NOTES:**

**GOVERNING CODES:**

- |             |                                     |
|-------------|-------------------------------------|
| 1. GENERAL  | MN STATE BLDG CODE 2020<br>IBC 2018 |
| 2. LOADS    | ASCE 7-16                           |
| 3. CONCRETE | ACI 318-14                          |
| 4. STEEL    | AISC 360-16                         |
| 5. MASONRY  | TMS 402/602-16                      |

**DESIGN LOADS:**

- |  |                         |
|--|-------------------------|
| RISK CATEGORY                          | II                      |
| 1. DEAD LOADS                          |                         |
| CONCRETE                               | 150 PSF                 |
| 8" PRECAST PLANK                       | 62 PSF                  |
| 12" CMU GROUTED @ 32" OC               | 66 PSF                  |
| 8" CMU @ GROUTED 32" OC                | 48 PSF                  |
| EXTERIOR STUD WALL                     | 12 PSF                  |
| ROOF                                   | 15 PSF                  |
| MECHANICAL/ELECTRICAL                  | 5 PSF                   |
| AIR HANDLING UNIT                      | 1.7 KIPS EA             |
| 2. LIVE LOADS                          |                         |
| FLOOR                                  | 60 PSF                  |
| STORAGE (MEZZANINE/GUN CLEANING)       | 250 PSF                 |
| ROOF                                   | 20 PSF                  |
| 3. SNOW LOAD (S)                       |                         |
| P <sub>s</sub>                         | 50 PSF                  |
| P <sub>f</sub> (POLICE/LINK/PARKS)     | 35 PSF                  |
| P <sub>f</sub> (COLD STORAGE)          | 45.5 PSF                |
| C <sub>e</sub>                         | 1.0                     |
| I                                      | 1.1                     |
| C <sub>c</sub> (CITY HALL /POLICE)     | 1.0                     |
| C <sub>c</sub> (COLD STORAGE)          | 1.3                     |
| DRIFTING                               | SEE DRAWINGS            |
| 4. WIND LOAD (W)                       |                         |
| BASIC WIND SPEED, V                    | 109 MPH (3 SECOND GUST) |
| I                                      | 1.0                     |
| EXPOSURE                               | C                       |
| K <sub>zt</sub>                        | 1.0                     |
| 5. NET ALLOWABLE SOIL BEARING PRESSURE | 2,000 PSF               |

**MATERIALS:**

- |                           |  |
|---------------------------|--|
| 1. CONCRETE               | 4,000 PSI AT 28 DAYS, TYPE I                           |
| 2. REINFORCEMENT BARS     | ASTM A615, GRADE 60                                    |
| 3. MASONRY                |  |
| CONCRETE MASONRY UNITS    | ASTM C90<br>2,000 PSI COMP. STRENGTH                   |
| JOINT REINFORCEMENT       | LADDER TYPE, NO. 9 WIRE<br>ASTM A153, CLASS B2 GALV.   |
| MORTAR                    | ASTM C270, TYPE S                                      |
| GROUT                     | ASTM C476, 3,000 PSI<br>COMPREHENSIVE STRENGTH         |
| 4. PRECAST CONCRETE PLANK | MIN 5,000 PSI AT 28 DAYS                               |
| 5. STRUCTURAL STEEL       |  |
| BEAMS                     | ASTM A992, GRADE 50                                    |
| OTHER SHAPES              | ASTM A36   |
| 6. RETAINED FILL          | CLEAN AGGREGATE, NO ORGANICS,<br>100% PASSING 2" SIEVE |
| 7. STRUCTURAL FILL        | MEETS GRADATION REQUIREMENTS<br>OF MNDOT 3149.2.D      |

**CONSTRUCTION NOTES:**

- EXCAVATION
  - CONTRACTOR SHALL PROVIDE AND MAINTAIN ALL TEMPORARY SHORING AND BRACING NECESSARY TO PROTECT PERSONNEL AND PROPERTY FROM INJURY OR DAMAGE DURING CONSTRUCTION OPERATION.
- CONCRETE
  - LAP SPLICES AND 90 DEGREE END HOOKS SHALL BE AS SHOWN IN THE FOLLOWING TABLE UNLESS NOTED.
 

REINF BAR SIZE	SLAB, WALL, COLUMN		BEAMS		90 DEG END HOOK
	BAR LAP	TOP BAR *	BAR LAP	TOP BAR *	
#3	19 IN	24 IN	28 IN	36 IN	6 IN
#4	25 IN	32 IN	37 IN	48 IN	8 IN
#5	31 IN	40 IN	46 IN	60 IN	10 IN
#6	37 IN	48 IN	56 IN	72 IN	12 IN
#7	54 IN	70 IN	81 IN	105 IN	14 IN
#8	62 IN	80 IN	93 IN	120 IN	16 IN
#9	70 IN	90 IN	104 IN	135 IN	19 IN

\* TOP BAR LAP SPLICES ARE HORIZONTAL REINFORCEMENT PLACED SUCH THAT MORE THAN 12 IN. OF CONCRETE IS CAST IN THE MEMBER BELOW THE SPLICE.

- REINFORCING BARS SHALL HAVE THE FOLLOWING CONC. COVER UNLESS NOTED.
  - CONCRETE CAST AGAINST EARTH 3"
  - TIPPING FLOOR, DRIVE LANES, DEMO, MSW AREA 2"
  - WALLS, PIERS AND ALL OTHER CONCRETE EXPOSED TO WEATHER OR WATER 3/4"
- CONCRETE SHALL BE PLACED WITHOUT CONSTRUCTION JOINTS EXCEPT WHERE SPECIFICALLY SHOWN ON THE DRAWINGS OR AS APPROVED BY THE ENGINEER.
- BEVEL ALL EXPOSED CORNERS OF CONCRETE 3/4" x 3/4".
- VERIFY SIZE AND LOCATION OF ALL NEW EQUIPMENT BASES AND OPENINGS.
- PROVIDE EMBED PLATE ARMORING WHERE INDICATED.
- PROVIDE STANDARD CONCRETE DETAILS SHOWN ON THE DRAWING UNLESS NOTED.

**SLAB CONSTRUCTION NOTES:**

- TOOL AND CAULK CONTROL JOINTS IN ALL INTERIOR SLABS ON GRADE AT 12 FEET MAXIMUM SPACING. SEE DETAILS IN
- JOINTED SLAB PANEL LENGTH TO WIDTH RATIOS SHALL NOT EXCEED 1.5 : 1.0.

**FOUNDATION NOTES:**

- FIELD VERIFY SIZE, LOCATION AND ELEVATION OF EXISTING FOOTINGS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES.
- ALL TOPSOIL, FILL, ORGANIC AND/OR BLACK CLAYEY SOIL SHALL BE REMOVED BELOW THE FOOTINGS AND/OR BUILDING AREA TO THE DEPTHS INDICATED IN THE GEOTECHNICAL REPORT. EXTENT OF REMOVAL SHALL BE VERIFIED BY THE GEOTECHNICAL ENGINEER.
- COMPACT ACCEPTABLE SUBGRADE SOILS TO A MINIMUM 100% STANDARD PROCTOR DENSITY ±3% MOISTURE CONTENT PRIOR TO PLACEMENT OF STRUCTURAL FILL.
- PLACE AND COMPACT 1'-0" THICK IMPORTED STRUCTURAL FILL OR SUITABLE ONSITE MATERIAL UNDER ALL NEW FOUNDATIONS, INTERIOR SLABS, AND TRUCK SCALE BASE SLABS AND RAMPS. PLACE IN MAX 8" HIGH LIFTS AND COMPACT TO MIN 100% PROCTOR DENSITY, ±2% MOISTURE CONTENT.
- PROVIDE EMBEDDED DOWELS IN FOOTINGS TO MATCH ALL VERTICAL WALL REINFORCING U.N.O. SECURELY TIE DOWELS PRIOR TO PLACING CONCRETE.
- ELEVATIONS OF TOPS OF FOOTINGS VARIES. SEE PLAN.
- DROP FOOTING BELOW ALL UNDER FLOOR PIPES.
- VERIFY ASSUMED EQUIPMENT LOADS, DIMENSIONS AND FOUNDATION CONFIGURATION WITH EQUIPMENT MANUFACTURER.

**PRECAST CONCRETE PLANK NOTES:**

- PRECAST PLANK BEARING ELEVATION VARIES, SEE PLAN.
- BRACE TOPS OF ALL NON-LOAD BEARING MASONRY WALLS AT PRECAST PLANK LOCATIONS PER DETAIL. FILL THIS IN
- PRECAST CONCRETE PLANK SHALL HAVE 1-HOUR FIRE RATING UNLESS NOTED.
- VERIFY PLANK PENETRATIONS SIZES AND LOCATIONS WITH ARCHITECTURAL AND MECHANICAL DRAWINGS. PROVIDE SUPPLEMENTAL REINFORCEMENT AT OPENINGS GREATER THAN 12" IN ANY DIRECTION.

**PRECAST CONCRETE WALL NOTES:**

- WALL SHALL BE DESIGNED PER THE APPLICABLE LOADS SHOWN ON THE DRAWINGS AND IN THE SPECIFICATIONS.
- PROVIDE PRECAST PLANK BEARING ANGLE AND SLIP CONNECTION EMBEDS AS NECESSARY.
- VERIFY ALL WALL OPENINGS AND PENETRATIONS WITH MECHANICAL, ELECTRICAL, PROCESS, AND ARCHITECTURAL DRAWINGS.
- FOR WALL FINISH AND COLOR, SEE ARCHITECTURAL DRAWINGS.

**MASONRY WALL CONSTRUCTION NOTES:**

- CONCRETE BLOCK SHALL BE LAID IN RUNNING BOND UNLESS NOTED.
- PROVIDE OPEN-CORE STYLE CMU FOR ALL MASONRY WALLS.
- PROVIDE BULLNOSED CMU FOR ALL EXPOSED MASONRY WALL CORNERS.
- PROVIDE VERTICAL #5 @ 32" SPACING IN ALL MASONRY WALLS UNLESS NOTED.
- GROUT FULL ALL CMU CORES CONTAINING VERTICAL REINFORCEMENT.
- INSTALL HORIZONTAL JOINT REINFORCING IN EVERY OTHER COURSE.
- PROVIDE MASONRY EXPANSION JOINT FILL THIS IN WHERE INDICATED THUS.
- PROVIDE MASONRY CONTROL JOINT DETAIL FILL THIS IN WHERE INDICATED THUS, OR AT A SPACING OF NO GREATER THAN 20 FEET.
- TOOL ALL MASONRY JOINTS CONCAVE.
- SEE DETAILS FILL THIS IN FOR MASONRY LINTEL INFORMATION.
- PROVIDE STEEL BEARING PLATES, 3/8" x 8" x 10" W/ (2)-1/2" Ø x 4" HEADED STUDS FOR ALL STEEL BEARING ON MASONRY. GROUT CORE BELOW BEARING FULL.

**STRUCTURAL STEEL:**

- REFERENCES: AWS D1.1 - STRUCTURAL WELDING CODE - STEEL.
- WELD METAL SHALL BE 70 KSI.
- ALL WELDING SHALL BE PERFORMED BY AWS QUALIFIED OPERATORS.
- ALL BOLTS SHALL BE ASTM F3125, GRADE A 325-N WITH ASTM A563 HEAVY HEX NUTS AND ASTM F436 WASHERS.
- ALL CAST IN PLACE HEADED ANCHOR RODS SHALL BE ASTM F1554 GRADE 36, GALVANIZED UNO, W/ LEVELING NUTS
- ALL EXPOSED STEEL MEMBERS AND FABRICATION SHALL BE SHOP PRIMED AND PAINTED. ALL OTHER STEEL MEMBERS SHALL BE SHOP PRIMED.
- AFTER INSTALLATION, SLEAN AND TOUCH-UP ALL FIELD WELDS, BOLTED CONNECTIONS, AND SCRATCHED AND DAMAGED PAINTED OR COATED SURFACES

**OPEN WEB STEEL JOIST NOTES:**

- ALL JOISTS SHALL BE DESIGNED, FABRICATED, AND ERECTED IN ACCORDANCE WITH THE LATEST EDITION OF THE STANDARD SPECIFICATIONS OF THE STEEL JOIST INSTITUTE. ALL WELDING PER AMERICAN WELDING SOCIETY (AWS) STANDARDS. COMPLIANCE WITH AWS STANDARDS MAY BE WAIVED IF ALL WELDS ARE INSPECTED BY AN INDEPENDENT TESTING LABORATORY.
- HORIZONTAL & DIAGONAL BRIDGING SHALL BE PROVIDED BY JOIST MANUFACTURER IN ACCORDANCE WITH SJI STANDARDS. LOCATION AND TYPE OF BRIDGING SHALL BE CLEARLY INDICATED ON THE SHOP DRAWING, AND SHALL NOT CONFLICT W/OPENING LOCATIONS.
- WHERE AIR DUCTS OR OTHER EQUIPMENT INTERRUPTS HORIZONTAL BRIDGING, SUPPLY DIAGONAL BRIDGING IN BAYS ADJACENT TO INTERRUPTED BAY. CONTRACTOR TO COORDINATE LOCATIONS WITH MECHANICAL PRIOR TO FABRICATION.
- JOIST GIRDERS ARE TO CONFORM TO THE LATEST AISC-SJI SPECIFICATIONS. BOTTOM CHORDS OF JOIST GIRDERS ARE TO BE STABILIZED DURING ERECTION TO PREVENT OVERTURNING PER MANUFACTURER'S RECOMMENDATION OR METHOD RECOMMENDED BY THE ARCHITECT/ENGINEER.
- BOTTOM CHORDS OF JOISTS IN LINE WITH COLUMNS ARE TO BE EXTENDED AS DETAILED.
- JOIST MANUFACTURER SHALL DESIGN JOISTS FOR THE "DESIGN LOADS" IN THE GENERAL NOTES, AND FOR ANY ADDITIONAL LOADS AT LOCATIONS AS SHOWN ON THE PLANS, INCLUDING A NET UNFACTORED WIND UPLIFT LOAD NORMAL TO THE SURFACE OF THE ROOF PER THE LOAD DIAGRAMS.
- JOIST MANUFACTURER SHALL DESIGN AND SUBMIT CALCULATIONS BY A CIVIL OR STRUCTURAL ENGINEER REGISTERED IN THE STATE IN WHICH THE PROJECT IS LOCATED FOR ALL JOISTS AND JOIST GIRDERS. CALCULATIONS SHALL INCLUDE DEFLECTION AND CAMBER REQUIREMENTS. JOISTS SHALL BE DESIGNED TO RESIST THE LOAD COMBINATIONS SPECIFIED IN IBC, SECTION 1605. LIVE LOAD DEFLECTIONS SHALL BE LIMITED TO SPAN/360 AT SIMPLE SPAN FLOOR MEMBERS, 2X SPAN/360 AT CANTILEVER FLOOR MEMBERS, SPAN/240 AT SIMPLE SPAN ROOF MEMBERS AND 2X SPAN /240 AT CANTILEVER ROOF MEMBERS. ALL JOIST AND JOIST GIRDERS SHALL BE CAMBERED FOR THE DESIGN DEAD LOAD. TO ACCOUNT FOR ADDITIONAL CONTRACTED LOADS, MANUFACTURER SHALL ADD ADDITIONAL WEB MEMBERS AS REQUIRED AND ADJUST CHORD AND WEB SIZE ACCORDINGLY, BUT SHALL NOT ALTER DEPTH OF JOISTS. MANUFACTURER SHALL DESIGN AND SUBMIT CALCULATIONS FOR ALL JOIST SHOES WHERE BEARING LENGTH IS LESS THAN 4" AT LH SERIES JOISTS OR 2 1/2" FOR K SERIES JOISTS.
- JOISTS ADJACENT TO STRUCTURAL STEEL MEMBERS SHALL BE DESIGNED TO HAVE ZERO CAMBER.
- ALL CONCENTRATED LOADS TO STEEL JOISTS SHALL OCCUR WITHIN 6" OF PANEL POINT.
- DO NOT PLACE LOADS ON JOISTS OR GIRDERS UNTIL BRIDGING IS INSTALLED AND BEARING CONNECTIONS HAVE BEEN INSTALLED.
- STEEL JOIST AND GIRDER SHOES SHALL BE FABRICATED IN COORDINATION WITH THE ROOF SLOPE.

**STEEL ROOF DECK NOTES:**

- THE STEEL DECK SHALL BE OF DEPTH AND GAUGE SHOWN ON THE STRUCTURAL DRAWINGS. STEEL DECK SIZE HAS BEEN SPECIFIED BASED ON 3-SPAN DESIGN VALUES, CONTRACTOR SHALL REVIEW ACTUAL SPAN CONDITIONS FOR ALL DECK LAYOUTS WHEN DESIGNING SHORING. ALL ROOF DECK AND ACCESSORIES SHALL BE GALVANIZED CONFORMING TO ASTM A653 WITH A MINIMUM YIELD STRENGTH OF 38 ksi. GALVANIZED DECK SHALL BE ZINC COATED ASTM A653-660. FOR DECK EXPOSED TO WEATHER USE G90. ALL WELDING SHALL BE IN ACCORDANCE WITH AWS D1.3.
- MINIMUM BEARING ON STEEL DECK ON SUPPORTS SHALL BE 2". ALL 3" STEEL DECK SHALL HAVE MINIMUM BEARING OF 3". NONCOMPOSITE UNITS SHALL BE FASTENED AS NOTED ON THE PLANS, AT MINIMUM CONNECT THE STEEL SUPPORTS AT THE ENDS OF THE UNITS AND AT INTERMEDIATE SUPPORTS BY A MINIMUM OF FOUR CONNECTIONS PER 3'-0" OF WIDTH. WHERE TWO UNITS ABUT, EACH UNIT SHALL BE SO FASTENED TO THE STEEL FRAMING. THE SIDE LAPS OF ADJACENT UNITS SHALL BE FASTENED BETWEEN SUPPORTS BY CONNECTIONS AT A MAXIMUM SPACING OF 1'-0" ON CENTER UNLESS NOTED OTHERWISE. DECK UNITS SHALL BE CONNECTED TO THE STEEL SUPPORTS AT THE SIDE BOUNDARIES AT A MAXIMUM SPACING OF 1'-0" ON CENTER.
- ALL DECKING SHALL BE SECURED TO SUPPORTS WITH POWDER ACTUATED PIN FASTENERS. NO WELDING OF STEEL DECK IS ALLOWED. FASTENER LAYOUT SHALL BE 36/4.
- STEEL DECK SIDE LAPS SHALL BE NO. 10 SCREWS AT 12" OC MAXIMUM.
- WHERE STEEL MEMBERS ARE PARALLEL TO THE DECK FLUTES AND AT THE SAME ELEVATION OF THE BOTTOM OF THE DECK, ADJUST DECK LAYOUT AND WELD DECK TO STEEL WITH SAME WELDING AS REQUIRED FOR SIDE BOUNDARIES.
- HANGERS SUPPORTED BY METAL DECKING ONLY OR METAL DECKING WITH INSULATED FILL SHALL BE ATTACHED TO STEEL BARS, 3/8" ROUND x 12" OR 1 1/2" SQUARE x 12" FLAT, PLACED PERPENDICULAR TO FLUTES. ONLY LIGHT DUCTWORK (12"x16" MAX), PIPING (1 1/2" ROUND PIPING MAX) OR CEILINGS MAY BE HUNG FROM SUCH INSTALLATIONS. HANGERS MUST BE TWO FLUTES APART WHERE THEY OCCUR ON THE SAME DECK SPAN.
- STEEL DECK TYPES SHALL BE AS FOLLOWS: ROOF DECK - VERCO TYPE HSB-36, VULCRAFT 1.5B, OR APPROVED EQUAL.
- SEE ARCHITECTURAL, MECHANICAL, ELECTRICAL, ETC. FOR SIZES AND LOCATIONS OF OPENINGS NOT SHOWN ON THE STRUCTURAL DRAWINGS. SEE TYPICAL DETAILS FOR FRAMING SUPPORT AT DECK OPENINGS.
- THE STEEL DECK FABRICATOR SHALL FURNISH SHOP DRAWINGS OF ALL STEEL DECK FOR ARCHITECT'S REVIEW PRIOR TO FABRICATION.

REQUIRED SPECIAL INSPECTIONS						
DESCRIPTION OF WORK IBC SECTION 1704	INSPECTION		TESTING		N/A	REMARKS
	YES	NO	YES	NO		
1. CONCRETE	●		●			
2. BOLTS INSTALLED IN CONCRETE	●			●		
3. DUCTILE MOMENT-RES CONCRETE FRAME					●	
4. REINF STEEL AND PRESTRESSING STEEL	●			●		
5. WELDING	●					
6. HIGH-STRENGTH BOLTING					●	
7. STRUCTURAL MASONRY	●		●			
8. REINFORCED GYPSUM CONC					●	
9. INSULATING-CONCRETE FILL					●	
10. SPRAY-APPLIED FIREPROOFING					●	
11. PILING, DRILLED PIERS AND CAISSONS					●	
12. SHOTCRETE					●	
13. SPECIAL GRADING EXC AND FILLING	●		●			
14. WOOD	●			●		
15. SPECIAL CASES					●	

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

CITY OF SPRING LAKE PARK, MINNESOTA  
 CITY HALL RENOVATION/EXPANSION  
 STRUCTURAL NOTES

SHEET NO. 19386049  
 SHEET NUMBER  
**5001**

Plot Date: 10/11/2023 11:10:46am  
 User: T:\33806049\33806049.dwg  
 Project: 19386049





































































































































# Memorandum

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

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

**Date:** October 12, 2023

**Subject:** Write-In Ballot Counting Resolution

In previous elections, the City was required to count the votes of all write-in candidates for local elections. This is a time consuming process that has no impact on the election results. Many times, these votes will be for a fictional character (Donald Duck, Mickey Mouse, etc) or a random resident.

The proposed resolution allows the City to take advantage of a change in State Law that allows the City to conform its process to match write-in votes for Federal, State and County elections. A candidate who is running a write-in campaign can file a request with the Administrator, Clerk/Treasurer that he/she wishes to have their votes counted. That request must be filed seven days before the election. Upon receiving that request, staff will only count write-in ballots with that candidate's name on it. If the City does not receive a request from a candidate, staff will only document the total number of write-in votes.

Staff recommends approval of the proposed resolution.

If you have any questions, please do not hesitate to contact me at 763-784-6491.

**RESOLUTION NO. 2023-39**

**RESOLUTION FOR COUNTING WRITE-IN VOTES FOR LOCAL ELECTIVE OFFICE**

WHEREAS, Minnesota Statute 204B.09, subdivision 3 allows for the governing body of a statutory or home rule charter city to adopt a resolution governing the counting of write-in votes for local elective office; and

WHEREAS, the current write-in vote counting process is overly time consuming and unnecessary. Counting only registered write-in candidates aligns with the write-in recording process with Federal, State and County offices.

NOW, THEREFORE, BE IT RESOLVED that the City of Spring Lake Park hereby requires candidates for city office to file a written request with the chief election official no later than the seventh day before the city election if the candidate wants to have the candidate's write-in votes individually recorded.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 16th day of October, 2023.

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, Administrator



# Memorandum

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

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

**Date:** October 9, 2023

**Subject:** GIS Software Update

The City's current GIS software, Infraseek, is no longer being supported. Stantec has put together a quote to transition our GIS system to ArcGIS Online. I have attached that proposal for your review.

City Engineer Gravel will discuss the proposal and answer any questions you may have.





September 14, 2023  
File: 193801776

**Mr. Dan Buchholtz, Administrator**  
City of Spring Lake Park

**Reference: City of Spring Lake Park, GIS and Mapping Updates – Scope of Work**

Dear Dan,

This letter is a follow-up to our meeting this summer regarding the need to update the city's Geographic Information (GIS) and mapping. We have prepared the following proposed scope of work and fee estimate for establishing an Organizational ArcGIS Online ("AGO") account for the City of Spring Lake Park.

Please review this work plan at your convenience. We welcome the opportunity to further discuss our understanding of the project and the necessary tasks we see as part of this process.

### **Project Understanding**

The City of Spring Lake Park has existing GIS data in Infraseek related to their utility systems and planning purposes that they would like to upload into a cloud-based GIS system for reference and utilization from office and mobile environments. The City has past information that the City would like to have populated/transferred to a GIS system and webmap for utilization by City staff.

### **Scope of Work**

#### **Task 1 Setting up and ArcGIS online mapping GIS System**

Stantec will assist with establishing an AGO account for the Owner. ArcGIS online is a collaborative cloud-based GIS that allows you to use, create, and share maps, apps, layers and data. With ArcGIS online you can create web maps for your organization to share internally and externally. These maps can be used through web browsers or by field staff to collect or update data using ESRI application on tablets or smart phones. Stantec staff will publish the existing Infraseek GIS data that we currently have access to (see below for datasets). These layers have current attributes associated with each, and Stantec will publish each dataset with these attributes. In addition, we will include additional attributes for each of the storm, sanitary and water layers. These attributes will be determined by discussions with city staff. We will include up to 5 attributes for each layer with dropdown options. Record plan information that is stored in Infraseek will be brought into the GIS system as well, record plans will be stored as attachments to the features. These published datasets will be used to create an overall web map as well as individual web maps for water, sanitary sewer, storm sewer, electrical and planning.

Reference: City of Spring Lake Park, GIS and Mapping Updates – Scope of Work

<b><u>Feature</u></b>	<b><u>Information Uploaded</u></b>
Base Features	Municipal boundary, tax parcels, subdivisions, roads, easements, aerial photos, topographic maps
Planning	Zoning, Land use
Natural Features	Wetlands, streams, lakes, flood hazard zones, soils, contours
Sanitary Sewer	Pipes, services, manholes, lift stations
Storm Sewer	Pipes, drain tiles, catch basins, culverts, manholes, flared ends
Water	Pipes, services, valves, wells, hydrants, curb stops

### Basic Assumptions/Exclusions

Stantec has based the Scope of Services contained in this proposal on the following assumptions:

- City of Spring Lake Park will need to purchase ArcGIS licensing to gain access to their ArcGIS online system. Based on our discussions, you can assume a budget amount of \$1,500 to \$2,000 for the licensing (purchased directly by the City).
  - Stantec will assist the City with the ArcGIS license procurement.
- The City will also have to purchase a license through Environmental Systems Research Institute (ESRI) to utilize the webmap. You can assume a budget amount of \$2,000 for the ESRI licensing (purchased directly by the City).
  - Stantec will assist the City with ESRI license procurement.
- For GPS accurate data the City of Spring Lake Park will also need to purchase GPS unit. Assume a budgeting cost for one unit of approximately \$3,500.
- Information published to the webmap will be information that Stantec currently has from past City GIS work.

**Reference:** City of Spring Lake Park, GIS and Mapping Updates – Scope of Work

- The work plan does not include any new data collection or attribution of data.
- Future projects or additional information that the City wants uploaded into the webmap can be completed on an hourly basis at that time.
- We have assumed 5 hours of time for training for City staff for utilizing the GIS webmap. Any necessary additional training can be provided on an hourly basis.


## Fee Estimate and Schedule

### Task 1

Stantec's estimated fee is \$19,500, this will be billed on a time and materials basis. The work outlined herein will be completed in 90-120 days after authorization. In addition to the \$19,500 estimated Stantec fee, you will also want to budget \$3,500 for a new GPS unit and \$3,500 to \$4,000 for the ArcGIS and ESRI licensing.

Regards,

**Stantec Consulting Services Inc.**



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**Jordan Shuck**  
Associate, Senior GIS Specialist  
Direct: 763 479-4275  
[jordan.shuck@stantec.com](mailto:jordan.shuck@stantec.com)



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**Phil Gravel**  
Principal  
612-712-2000  
[phil.gravel@stantec.com](mailto:phil.gravel@stantec.com)

# Building Remodel Close Move Project

City of Spring Lake Park



**WE MAKE TECHNOLOGY  
WORK FOR BUSINESS.**

Presented by:

Colton Jesse, Sr. Account Executive • (651) 255-5732 • [colton.jesse@cit-net.com](mailto:colton.jesse@cit-net.com)

Thursday, September 28, 2023





## Service Descriptions

### Executive Summary

CIT will provide services for the closet relocation during the remodel. CIT will procure new switches needed for the stack and config and deploy everything into a clean rack setup. CIT will also procure more wireless access points for the adequate coverage of wireless in the building post remodel.

### Scope of Work

#### Rack/Switch Reconfiguration (Phase 1)

- Remove any Legacy Hardware No Longer Needed from Both Full Height and Half Height Racks
- Remove all other remaining hardware and place into Full Height Rack
- 2930F Temporary IT Closet Switches
  - Remove 2 X 2930F Switches from Full Height Rack and Place into Half Height Racks
  - Reconfigure 2930F switches to provide connectivity Needed for the Patch Panels that will remain in the Temporary IT Space Closet
  - Install Latest Firmware on 2930F switches and ensure proper VLANs and Port Configurations are in place
  - Configure 1 X Uplinks Port Between 2930F Switches
  - Configure 2 X Uplink Ports Between 2930F Switches and New 6200F Stack (1 Port per Switch)
- 6200F New Closet Switches
  - Remove 2 X 6200F Switches from Half Height Rack and Install into Full Height Rack
  - Install 2 X 6200F New Switches into Full Height Rack
  - Connect DAC Cables between 4 X 6200F Switches and configure into Stack
  - Verify Latest Firmware and Configuration Loaded onto Switch
  - Configure VLANs and Port Configurations as Needed for Equipment installed in Full Height Rack
- Move Full Height Rack to New Closet Space
- Connect Power as Needed for Rack and UPS Units
- Work with Cabling Team/Vendor to install new Patch Panels into Full Height Rack and then cable accordingly
- Configure New 6200F Core Switch Ports with Proper VLANs accordingly

#### Core Switch Configuration (Phase 2)

- Configure Switch Ports as Needed and Patch into Core Switch from newly run Patch Panels
- Test Connectivity of Devices as Needed

#### Core Switch Configuration and Decommission (Phase 3)

- Configure Switch Port as Needed and Patch into Core Switch from newly run Patch Panels
- Test Connectivity of Devices as Needed
- Remove 2 X 2930F switches from Temporary IT Closet and disconnect any remaining patch panel cables
- Assist with Removal of Half Height Rack which now should not have any remaining connections within it

#### Access Point Configuration (6 APs)

- Unbox Hardware and Install Latest Firmware
- Add to Existing Aruba Controller
- Verify AP Responding and Working Correctly

#### Assumptions/Notes

- Customer is looking at a 3 phase approach for the remodel, which will mean there will need to be a temporary IDF where

## ▶ Service Descriptions

the existing IT Infrastructure is located

- Phase 1 will include the movement of the remaining IT hardware from its current location to the new IT Closet
- All New Wiring will be getting run to the new IT Closet and will patch in from that location
- Additional Phases will replace the wiring in those areas of the building and will be patching directly to the new IT Closet
- Final Phase will allow the removal of the half height rack and the temporary switches still operating in that location
- Moving of Cabling and Connections will require downtime

### Hardware/Software

Description	Qty	Price	Ext. Price
HPE ANW 6200F 48G CL4 4SFP+ PERP 740W SW PL-WB	2	\$5,947.91	\$11,895.82
ARUBA 1Y FOUNDATION CARE NBD SVCS EXCH 6200F 48GPOE+740SVC PL-LS	2	\$676.74	\$1,353.48
ARUBA 10G SFP+ TO SFP+ 1M DAC CABL CABLE PL-I6	3	\$78.22	\$234.66
ARUBA 10G SFP+ TO SFP+ 3M DAC CABL CABLE PL-I6	1	\$102.39	\$102.39
ARUBA AP-505 US UNIFIED AP WRLS PL-VL	6	\$495.62	\$2,973.72
1YR ARUBA FOUNDATION CARE NBD SVCS EXCH AP-505 SVC PL-VR	6	\$37.98	\$227.88
AP-MNT-B AP MOUNT BRACKET RMKT INDIVIDUAL B PL-VL	6	\$16.80	\$100.80

**Subtotal: \$16,888.75**

### 2023 Services (T&M)

*This is NOT a fixed bid. Services will be billed on a time and materials basis. We will work closely with you and give you as much advance notice as possible if the project is likely to exceed this estimate.*

Description	Qty.	Std. Rate	Discount	Price	Ext. Price
CIT Sr. Network Engineer	40	\$250.00	10.00 %	\$225.00	\$9,000.00
CIT Project Management	5	\$155.00	9.68 %	\$140.00	\$700.00

**Subtotal: \$9,700.00**

# Building Remodel Close Move Project



## Prepared by:

**Computer Integration Technologies, Inc.**

Colton Jesse  
(651) 255-5732  
Fax 651.450.0300  
colton.jesse@cit-net.com

## Prepared for:

**City of Spring Lake Park**

1301 81st Ave NE  
Spring Lake Park, MN 55432  
Josh Antoine  
(763) 792-7219  
jantoine@slpmn.org

## Quote Information:

**Quote #: 025462**

Version: 1  
Delivery Date: 09/28/2023  
Expiration Date: 10/06/2023

## Quote Summary

Description	Amount
Hardware/Software	\$16,888.75
2023 Services (T&M)	\$9,700.00
<b>Total:</b>	<b>\$26,588.75</b>

By signing this quote, it is assumed that CIT will proceed with placing orders for the recommended products and services. Quoted prices are based upon market pricing at the time of the quote. Due to fluctuating market conditions, pricing for third-party hardware, services, and related products are subject to change due to the market pricing in effect at the time of delivery. CIT will make commercially reasonable efforts to communicate with the customer for material price increases prior to delivery.

Beyond the standard configuration and deployment of the tool/service, additional configuration, tuning will be billed T&M.

Quotes are subject to customer credit terms and conditions. CIT requires 50% down payment upon acceptance on all orders over \$10,000 unless prior approval has been given. Additional down payment may be required if customer credit line is insufficient.

Each of the parties hereto has caused this Schedule to be duly executed by their authorized representatives on the date expressed below. The terms of this project proposal ("Schedule") by and between Computer Integration Technologies, Inc., ("CIT") and Customer are part of, and are hereby incorporated into, the Master Service Agreement executed by CIT and Customer.

Please do not pay from quote; taxes, shipping, handling and other fees may apply. Not all items are available for refund or exchange and must be approved by CIT prior to product return. Customers may need to work directly with manufacturers for item returns.

**Computer Integration Technologies, Inc.**

**City of Spring Lake Park**

Signature: Colton Jesse  
Name: Colton Jesse  
Title: Sr. Account Executive  
Date: 09/28/2023

Signature: \_\_\_\_\_  
Name: Josh Antoine  
Date: \_\_\_\_\_



# Memorandum

---

**To:** Mayor Nelson and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** October 9, 2023  
**Subject:** IT Needs - City Hall Renovation

Staff is seeking authority to work with Computer Integrated Technologies (CIT) to prepare for the City Hall renovation.

The new IT room will require additional switches and hardware to accommodate the new CAT 5e wiring throughout the building. In addition, the building will need additional wireless access points to provide Wi-Fi throughout the building.

There is a 9 month lead time on the switches, requiring us to order those hardware components today.

The labor component of the quote will cover the technology transition for staff moving around the building during the phased construction.

Staff is recommending the City Council approve the quotation and allow staff to order the hardware components.

If you have any questions, please do not hesitate to contact me at 763-784-6491.





# Memorandum

---

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

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

**Date:** October 9, 2023

**Subject:** Voting Operations, Technology and Election Resources Account Agreement

The State of Minnesota has appropriated funds to counties and municipalities across the State to assist with election administration.

The City is scheduled to receive \$607.00 from the State, passed through from Anoka County.

The City has a joint powers agreement (JPA) with Anoka County to share costs associated with facilitating elections in the City. Rather than receive a payment from Anoka County and turning around and sending the money back to cover the City's JPA expenses, staff is recommending entering into this Voting Operations, Technology and Election Resources (VOTER) agreement with the County. The agreement allows the County to apply the City's state aid towards its JPA fees. For Spring Lake Park, this would lower the City's fees from \$1,463.22 to \$856.21.

Staff recommends approval of the agreement.

If you have any questions, please do not hesitate to contact me at 763-784-6491.

**STATE OF MINNESOTA  
VOTING OPERATIONS, TECHNOLOGY & ELECTION RESOURCES (VOTER) ACCOUNT  
COUNTY – MUNICIPALITY AGREEMENT**

This Agreement (hereinafter “Agreement”) is made between Anoka County ("County"),  
and **xxx** (“Municipality”).

**Recitals**

1. Under Minnesota Laws 2023, Chapter 62, Article 4, section 6, the Voting Operations, Technology, and Election Resources (VOTER) Account was established requiring the Office of the Secretary of State, hereinafter the OSS, to distribute funds to each county as prescribed.
2. Total allocation to County is approximately \$67,239.04 annually.
3. Upon receipt of funds, County and Municipality must agree on a distribution plan for allocating funds from the account which must be used for expenditures directly related to election administration.
4. County is responsible for elections within its county and Municipality operates polling places within its jurisdiction.

**Agreement**

**1. Effectiveness of Agreement**

- 1.1. **Effective date.** October 30, 2023, or the date all required signatures have been affixed to the agreement by County and Municipality, whichever is later.
- 1.2. **Annual Renewal.** This agreement shall remain in effect and renew annually until such time that the County or the Municipality notifies the other party in writing of its desire to terminate the Agreement. The termination will be effective December 31 of the year of notice, for the following year’s allocation.
- 1.3. **Application of terms.** Municipality agrees to be subject to the obligations applicable to County in the Agreement set forth in said agreement.

**2. Allocation of VOTER Account Funds**

- 2.1. **Allocation determination.** The Municipality agrees to receive no direct allocation under this agreement. The Municipality’s default allocation amount as provided by the OSS will instead be retained by the County for qualifying expenditures of the County and the Municipality as referenced in this Agreement.
- 2.2. **Allocation methodology.** The County will utilize the provided OSS default allocation as a consistent and equitable distribution of VOTER account funds for qualifying expenditures for all municipalities.
- 2.3. **Maximum available amount.** Based on the OSS default allocation, Municipality is allocated no more than **\$xx** for qualifying expenditures described in the Agreement and in accordance with all federal and state laws authorizing these expenditures.

**3. Use and Maintenance of VOTER Account Funds**

- 3.1. **Municipality authorization.** Municipality agrees to authorize County to expend the allocated amount for authorized purposes on behalf of Municipality.
- 3.2. **Segregation of funds.** County must segregate all funds in an election funding account.
- 3.3. **Maintenance of funds.** County must maintain the funds in the segregated account until spent for any authorized purposes described in the Agreement.

- 3.4. **Authorized purposes.** County may use the funds provided under the Agreement for expenditures directly related to election administration as defined in Minnesota Statutes section 5.305.
- 3.5. **Reporting requirements.** County agrees to provide any required information to OSS to meet reporting requirements outlined in statute for all funds expended for each calendar year by December 31 annually.

**4. Authorized Representatives**

County’s Authorized Representative is:

Name: Tom Hunt  
 Title: Election’s Manager  
 Address: 2100 3<sup>rd</sup> Ave, Anoka, MN 55303  
 Phone: 763-324-1304  
 Email: tom.hunt@anokacountymn.gov

Municipality’s Authorized Representative is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

If either Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, parties must notify each other of the change.

**5. Signatures and Certification**

*County and Municipality certify that the appropriate person(s) have executed the Agreement on behalf of County and Municipality as required by applicable resolutions or ordinances.*

**COUNTY**

**MUNICIPALITY**

By: \_\_\_\_\_  
 Signed: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Signed: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Municipality	Registered Voters	% of County	State Funds	2024 Estimated JPA Fees	JPA Fees After State Funds
Andover	22455	9.79%	\$3,290.74	\$6,831.21	\$3,540.46
Anoka	10564	4.60%	\$1,548.14	\$3,755.16	\$2,207.02
Bethel	308	0.13%	\$45.14	\$99.74	\$54.60
Blaine	43301	18.88%	\$6,345.69	\$14,714.30	\$8,368.61
Centerville	2709	1.18%	\$397.00	\$816.37	\$419.37
Circle Pines	3354	1.46%	\$491.52	\$1,052.94	\$561.41
Columbia Heights	12227	5.33%	\$1,791.85	\$4,604.22	\$2,812.37
Columbus	2996	1.31%	\$439.06	\$871.48	\$432.42
Coon Rapids	39007	17.00%	\$5,716.41	\$13,326.52	\$7,610.11
Est Bethel	7935	3.46%	\$1,162.86	\$2,469.64	\$1,306.77
Fridley	16662	7.26%	\$2,441.79	\$6,200.28	\$3,758.49
Ham Lake	11469	5.00%	\$1,680.76	\$3,449.86	\$1,769.10
Hilltop	282	0.12%	\$41.33	\$200.74	\$159.41
Lexington	1330	0.58%	\$194.91	\$471.05	\$276.14
Lino Lakes	14429	6.29%	\$2,114.55	\$4,483.94	\$2,369.39
Linwood	3780	1.65%	\$553.95	\$1,117.69	\$563.73
Nowthen	3192	1.39%	\$467.78	\$950.47	\$482.69
Oak Grove	6380	2.78%	\$934.98	\$1,870.98	\$936.00
Ramsey	17884	7.80%	\$2,620.87	\$5,792.94	\$3,172.06
Saint Francis	5003	2.18%	\$733.18	\$1,706.07	\$972.89
Spring Lake Park	4142	1.81%	\$607.00	\$1,463.22	\$856.21
Total	229409	100%	\$33,619.52	\$76,248.79	



# Memorandum

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

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

**Date:** October 6, 2023

**Subject:** Work Session

Staff is requesting the City Council schedule a work session for 5:30pm on Monday, November 6, 2023.

The purpose of the work session is to review the results of the Public Utilities Rate Study. Tammy Omdal, Senior VP of Public Finance, Northland Securities, will attend to present the outcome of the study and her recommendations.

We will also have a work session on November 13, 2023 at 5:30pm. Agenda will be shared with the City Council at the November 6 City Council meeting. If you have any potential agenda items for this work session, please let me know so staff can prepare agenda materials. Likely topics include review of the 2024-2028 Capital Improvement Plan and an update on the SRO issue.

If you have any questions, please do not hesitate to contact me at 763-784-6491.





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

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

**2023 MS4 Permit and SWPPP Update (193805251).** Pond, structural BMP, and outfall inspections due by July 31<sup>st</sup>. Program analysis and annual training is due in December. The next Annual Report is due by June 30, 2024. Per 5-15-23 message: MPCA has put their requested review/audit of the city's 2022 information on hold until further notice.

**2023 Sewer Lining Project (193805871).** This project includes lining the remaining sanitary sewers in the city that have not been previously lined (approximately 35,710-feet). Terry Randall will watch this project. The Contractor is Visu-Sewer Inc with a low bid amount of \$1,047,746. Construction Contracts have been signed. *A preconstruction Conference with contractor was held on September 28, 2023. Construction is scheduled to begin in December.*

**City Hall Building (193806049).** Design Phase started in January 2023. Construction could begin in 2024. City Council has been updated at workshops (including *September 11<sup>th</sup>*). Public Open House was held on May 8<sup>th</sup>. *Plan approval by Council scheduled for October 16, 2023. Bids will be opened on November 20, 2023. Construction Contract award to be considered in January 2024.*

**Geographic Information System (GIS) and Mapping (19380----).** The city has a need to update the mapping and records system for public works documents. Staff has been discussing implementing an online AcrGIS system maintain documents and mapping of infrastructure.

**Suite Living Spring Lake Park (Hampton Cos. project at 525 Osborne).** A site work and landscaping inspection needs to be completed in 2023. *The remaining financial surety will be held until a final landscaping has been completed (not done as of 9-6-23).*

**Take 5 Express Car Wash (8301 Univ. Ave. NE):** Revised site plans dated 8-24-22 include a sidewalk on 83<sup>rd</sup> Ave. *A site inspection needs to be completed this fall.*

**2024 Sanburnol Drive NE, Elm Drive NE, and 83<sup>rd</sup> Avenue NE (193806347).** Sanburnol Drive (SAP 183-103-001) and Elm Drive (SAP 183-104-001) were reconstructed in 1998. 83<sup>rd</sup> Avenue NE (SAP 183-107-002) was last paved in 1994. Sanburnol Drive is a shared road between the cities of Spring Lake Park and Blaine. Spring Lake Park will be the lead agency on this project, but it will be a cooperative project between Blaine and Spring Lake Park. Geotechnical work has been completed. Feasibility Report has been prepared. *Public improvement hearing was held on October 2<sup>nd</sup>. Final design process has begun.*

Please contact Phil Carlson, Bruce Paulson, or me if you have questions or require additional information.

# **CORRESPONDENCE**



### Program Production

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In September, a total of **89 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **90:00:00 hours of new programming**.

- 23 programs were produced by the public
- 64 programs were produced by NMTV staff
- 2 programs were produced by City staff



### Van Shoots

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The HD production truck was utilized for 69:45:00 hours of production in September. The following events were produced live and/or recorded for additional playback:

- Volleyball: Andover vs. Blaine
- Girls Tennis: Andover vs. Centennial
- Football: Blaine vs. Centennial
- Volleyball: Totino-Grace vs. Spring Lake Park
- Football: Park Center vs. Spring Lake Park
- Girls Tennis: Maple Grove vs. Blaine
- Football: Centennial vs. St. Michael-Albertville
- Boys and Girls Soccer: Centennial vs. Blaine
- Boys and Girls Soccer: Spring Lake Park vs. Centennial
- Football: Maple Grove vs. Blaine

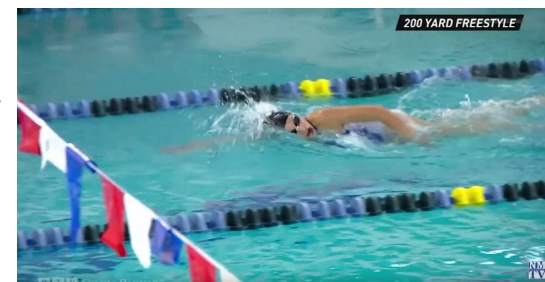


### vMix Live Streaming Shoots

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The vMix single camera production system was utilized to record/stream 7 events. The vMix system requires significantly fewer staff members than the production truck. vMix crews are spread out over multiple locations and connected via the internet.

- Girls Swim & Dive: Blaine vs. Spring Lake Park
- Football: St. Francis vs. Spring Lake Park
- Girls Swim & Dive: Centennial vs. Blaine
- Boys and Girls Soccer: Blaine vs. Spring Lake Park
- Volleyball: Andover vs. Centennial
- Football: Spring Lake Park vs. Andover





## Most Viewed YouTube Sporting Event

Sports Den:  
610 Views

## Live Workshops

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Workshop	Instructor	Organization	Students
Internet Basics	Eric Houston	Mary Ann Young Center	18
<b>1 Workshop</b>			<b>18 Students</b>

## VOD Workshop Views

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Workshop	Type	# of Views	Hours Viewed
Diana Rigg: Avenger	Mini	506	50.5 hrs
Batman's Greatest Villains	Mini	201	16.75 hrs
Columbo: One More Thing	Mini	2352	265 hrs
King of the Cowboys 4 – John Wayne	Mini	25	3 hrs
King of the Cowboys 3 – Randolph Scott	Mini	54	2.75 hrs
King of the Cowboys 2 – Autry/Rogers	Mini	289	18 hrs
King of the Cowboys 1 – Strong and Silent	Mini	29	2.5 hrs
Great British Game Shows	Mini	44	1.75 hrs
We Love Lucy: The Lucille Ball Story	Full	NA	NA
The Immortal Ingrid Pitt	Mini	360	15 hrs
The Oscars: 90 Years of the Academy Awards	Full	115	20.5 hrs
Tim Curry Horror Picture Show	Mini	30	.5 hrs
Back to the Eighties: The Decade's Biggest...	Full	5	1 hrs
James Bond: 50 Years of 007	Full	16	.5 hrs
Eurovision: A Celebration	Mini	NA	NA
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	287	26.25 hrs
Superman: The Man of Steel on the Silver Screen	Full	NA	NA
The Fantastic Four on the Silver Screen	Mini	NA	NA
Christmas in Hollywood	Full	NA	NA
TV's Greatest Christmas Specials	Full	12	.25 hrs
Chicago Christmas Classics	Mini	288	13.25 hrs
Let's Go Ghostbusters: Filmmation's Haunted Heroes	Mini	32	.5 hrs
Monster Movies of the 40s and 50s	Full	178	9 hrs
Monster Movies of the 20s and 30s	Full	19	2.25 hrs
The Presidency on Film JQA to JFK	Full	NA	NA
Monstervision: The Legend of Joe Bob Briggs	Mini	NA	NA
The Cult of Caroline Munro	Mini	1618	60.75 hrs
The Marilyn Monroe Story	Full	NA	NA
Nick at Nite: A TV Viewer's Dream	Mini	26	.5 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	NA	NA
Hollywood Goes to War: World War II	Full	67	12.25 hrs
Come on Down: Game Shows of the 70s and 80s	Full	17	2.75 hrs
The Quiz Show Scandals and Other Game Shows...	Full	909	276.5 hrs



The Three Stooges: Comedy's Heavy Hitters	Full	NA	NA
The Marx Brothers: Groucho, Harpo, Chico...	Full	70	4.75 hrs
Mary Pickford: The World's First Movie Star	Full	NA	NA
Hollywood Goes to the Dogs: Lassie, Benji...	Full	8	.25 hrs
<b>37 VOD Workshops</b>		<b>7,557 Total Views</b>	<b>807 Hours Viewed</b>



### Most Viewed YouTube Workshop

Columbo: One More Thing  
2,352 Views

## YouTube Stats

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Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	26,847	33,656	2,176.25	64	375,076
February	39,350	51,758	5,263	201	1,169,051
March	58,859	74,726	7,070	237	1,833,467
April	53,014	97,942	3,445	58	421,789
May	39,135	61,084	2,771	92	380,115
June	34,746	58,907	3,659	138	344,775
July	34,807	57,811	2,395.5	60	294,888
August	32,600	50,353	2,658	67	272,782
September	31,144	47,246	2,019	88	331,782
<b>TOTAL:</b>	<b>350,502</b>	<b>533,483</b>	<b>31,456.75</b>	<b>1,005</b>	<b>5,423,725</b>

## NMTV Website Stats

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Month	Number of Users	Number of Views	Ch. 15 Live Stream Views
January	5,568	10,793	1,625
February	5,229	10,091	1,040
March	6,404	11,943	868
April	6,626	11,569	799
May	7,224	8,717	1,564
June	7,305	12,398	1,192
July	4,600	26,000	595
August	10,000	27,000	1,563
September	7,700	20,000	4,746
<b>TOTAL:</b>	<b>60,656</b>	<b>138,511</b>	<b>13,992</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	225	51	59	0	0	\$764.92
February	180.75	35	43	0	0	\$234.52
March	284.75	82	62	0	0	\$1,046.56
April	564	149	161	27	236	\$1,871.45
May	514.5	131	69	10	164	\$4,336.45
June	175	25	49	22	0	\$1,102.67
July	523.25	138	103	9	170	\$1,150.54
August	189	55	13	9	30	\$2,520.65
September	298.25	84	56	46	349	\$1,295.16
<b>TOTAL:</b>	<b>2,954.5</b>	<b>750</b>	<b>615</b>	<b>123</b>	<b>949</b>	<b>\$14,322.92</b>

## Production Highlights

### NMTV News Highlights

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

- Sunrise Ponds Park to Open This Fall
- Roundabout Under Construction on 99<sup>th</sup> Avenue
- Drought Turns the Mighty Mississippi Into the Shrinking Mississippi
- North Metro Residents Pay Tribute to Victims of 9/11
- Anoka County Looking at Potential 20<sup>th</sup> Avenue Changes
- House Capital Investment Committee Tour Stops at National Sports Center
- Paper to Digital Transition Going Smoothly at Blaine High School
- AgriSolar Food Production is Catching on in Anoka County
- Lupus Research Foundation Golf Tournament Raises Money for a Cure
- This Bo Knows Sports Cards, Collectibles and How to Run a Blaine Business



In addition to daily playbacks of North Metro TV News on the cable systems, there are **1,262 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

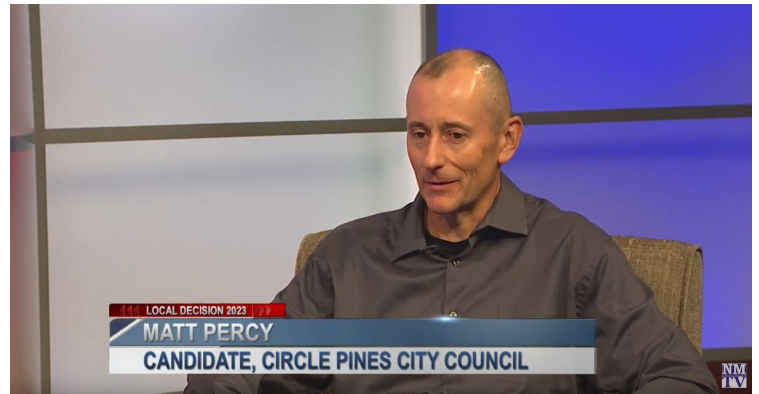
Drought Turns the Mighty Mississippi Into the Shrinking Mississippi  
970 Views

## NSPN.TV Streaming Update

North Metro TV is one month into its agreement with the Neighborhood Sports Network (NSPN.TV) to stream fall sports. We have been monitoring activity on our streaming channels to determine whether it is having any impact on NSPN activity. Staff is promoting streaming access to our games on NSPN via banners and links on our website, on our social media platforms and via in-game promos. Attributed NSPN subscriptions through September will result in about \$750 in payments, with an additional \$325 from USA Cup Soccer game downloads. This is a solid number for a trial effort, and based on certain factors the October numbers should be higher. As a reminder, cable subscribers can still watch all games live, at no additional cost, on the NMTV cable channels.

## Election Programming

The news team of Danika Peterson and Eric Nelson have produced 12 Local Decision candidate interviews. They include candidates from Circle Pines and Lino Lakes mayoral and city council races, and Spring Lake Park and Anoka-Hennepin school board races. Each interview is available as a stand-alone video on Youtube and the NMTV website. Candidate videos for each race have been combined into single programs for the cable channels. In addition to the candidate interviews, T.J. Tronson worked with the League of Women Voters to record several candidate forums. Candidate interviews have been viewed 544 times on the NMTV YouTube channel.



## Cemetery Tour

Eric Houston, along with T.J. Tronson and Trevor Scholl, worked with staff from the Anoka County History Center to create a video recording of their Glen Cary Cemetery Tour. The cemetery, which is located in Ham Lake, has a few interesting “residents” whose stories are told on the tour. In total, 16 of the stories are included in the video. Most of the footage was shot in September, including some excellent drone footage. The goal is to wrap up editing in October.



## City Meeting Podcasts Update

Facility Manager, Eric Houston, has been working to make city meetings available as a podcast. He has contacted each city, and according to their wishes has converted the meetings to the audio format. Meetings can be located on Apple Podcasts, Spotify, google Podcasts, Podbean, Amazon Music/Audible, iHeartRadio, and Pocketcasts. In addition to city meetings we are providing the candidate interviews and school concerts as podcasts as well.

## City Productions

In September, Municipal Producer, Trevor Scholl, completed three productions. He completed a fall Mayor’s Minutes and a business highlight. Completed programs include:

- Mayor’s Minutes: Centerville Fall 2023
- Business Matters: Renstrom Dental Studio
- Love My Pet Fair

New and ongoing projects include:

- Historical Society cemetery tours
- Fall Mayor’s Minutes
- Public safety employee profiles, fire departments
- Amazon grand opening in Centerville
- Blaine On-Boarding Videos
- Business profiles
- Blaine Facebook live town halls



Trevor touches base with contacts on a regular basis and also encourages Cities to contact him with ideas for new videos.

## Public Access Programs

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Title	Producer	Runtime
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	02:25:10
Christ Lutheran Church Worship (5 episodes)	Chance Amundson	04:19:54
Christ Lutheran Church Worship Message (3 episodes)	Chance Amundson	01:27:34
Lovepower (4 episodes)	Rick Larson	04:00:00
The Power of Love (4 episodes)	Rick Larson	02:00:00
Oak Park Community Church (4 episodes)	David Turnidge	02:23:43
Hope Church On-Line	Patrick Joslyn	00:29:23
<b>23 New Programs</b>		<b>17:05:44 New Hours</b>

## NMTV Staff Programs

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Title	Producer	Runtime
Anoka County Board Meeting (9/12/23)	T.J. Tronson	00:58:38
Anoka County Board Meeting (9/26/23)	T.J. Tronson	01:56:53
League of Women Voters: Fridley School Board Candidate Forum –Commercial Production	T.J. Tronson	00:41:05
League of Women Voters: Columbia Heights School Board Candidate Forum – Commercial Production	T.J. Tronson	00:19:58
League of Women Voters: Spring Lake Park School Board Candidate Forum	T.J. Tronson	00:27:53
NMTV News (2 episodes)	Danika Peterson/Eric Nelson	00:43:05
Local Decision 2023: Circle Pines Mayor	Danika Peterson/Eric Nelson	00:20:41
Local Decision 2023: Spring Lake Park School Board Special Election	Danika Peterson/Eric Nelson	00:37:56
Local Decision 2023: Anoka-Hennepin School Board District 2	Danika Peterson/Eric Nelson	00:35:29
Local Decision 2023: Circle Pines City Council	Danika Peterson/Eric Nelson	00:32:02
Local Decision 2023: Circle Pines City Council Special Election	Danika Peterson/Eric Nelson	00:15:01
Local Decision 2023: Lino Lakes City Council	Danika Peterson/Eric Nelson	01:01:34
Local Decision 2023: Lino Lakes Mayor	Danika Peterson/Eric Nelson	00:19:34
Centerville Mayor's Minutes Fall 2023	Trevor Scholl	00:03:57
Business Matters: Renstrom Dental Studio	Trevor Scholl	00:03:49
Love My Pet Fair	Trevor Scholl	00:03:44
Volleyball: Andover/Blaine	Kenton Kipp/Ted Leroux	02:03:09
Girls Tennis: Andover/Centennial	Kenton Kipp/Ted Leroux	01:28:56
Football: Blaine/Centennial	Kenton Kipp/Ted Leroux	02:24:22
Volleyball: Totino Grace/Spring Lake Park	Kenton Kipp/Ted Leroux	01:25:57
Football: Park Center/Spring Lake Park	Kenton Kipp/Ted Leroux	02:17:25
Girls Tennis: Maple Grove/Blaine	Kenton Kipp/Ted Leroux	01:19:13



Football: Centennial/St. Michael-Albertville	Kenton Kipp/Ted Leroux	02:02:54
Girls Soccer: Centennial/Blaine	Kenton Kipp/Ted Leroux	01:40:14
Girls Soccer: Centennial/Blaine	Kenton Kipp/Ted Leroux	01:49:54
Boys Soccer: Spring Lake Park/Centennial	Kenton Kipp/Ted Leroux	01:24:41
Girls Soccer: Spring Lake Park/Centennial	Kenton Kipp/Ted Leroux	01:38:21
Football: Maple Grove/Blaine	Kenton Kipp/Ted Leroux	01:30:39
Girls Swim & Dive: Blaine/Spring Lake Park	Kenton Kipp/Ted Leroux	02:11:24
Football: St. Francis/Spring Lake Park	Kenton Kipp/Ted Leroux	02:01:00
Girls Swim & Dive: Centennial/Blaine	Kenton Kipp/Ted Leroux	01:56:10
Boys Soccer: Blaine/Spring Lake Park	Kenton Kipp/Ted Leroux	01:40:29
Girls Soccer: Blaine/Spring Lake Park	Kenton Kipp/Ted Leroux	01:34:07
Volleyball: Andover/Centennial	Kenton Kipp/Ted Leroux	01:38:11
Football: Spring Lake Park/Andover	Kenton Kipp/Ted Leroux	02:05:50
Sports Den (4 episodes)	Kenton Kipp/Ted Leroux	01:25:23
<b>40 New Programs</b>		<b>44:51:08 New Hours</b>

## City Meetings

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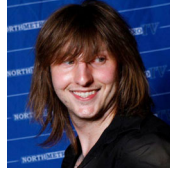
Title	Producer	Runtime
Blaine Traffic Commission Meeting (9/5/23)	T.J. Tronson	00:52:15
Blaine City Council Meeting (9/6/23)	T.J. Tronson	02:25:49
Blaine Planning Commission Meeting (9/12/23)	T.J. Tronson	00:41:09
Blaine City Council Meeting (9/18/23)	T. J. Tronson	02:24:31
Blaine Natural Resources Conservation Board Meeting (9/19/23)	Trevor Scholl	01:32:50
Blaine Park Board Meeting (9/26/23)	Trevor Scholl	01:34:28
Centerville Planning & Zoning Meeting (9/5/23)	John Murphy	01:25:09
Centerville Park & Rec Meeting (9/6/23)	John Murphy	01:54:15
Centerville City Council Meeting (9/13/23)	John Murphy	02:01:00
Centerville EDA Meeting (9/20/23)	John Murphy	01:43:03
Centerville City Council Meeting (9/27/23)	John Murphy	00:40:59
Circle Pines City Council Meeting (9/12/23)	Danika Peterson	00:56:16
Circle Pines Utility Commission Meeting (9/20/23)	Ray Flint	00:41:22
Circle Pines Planning Commission Meeting (9/25/23)	Ray Flint	00:17:26
Circle Pines City Council Meeting (9/26/23)	Ray Flint	01:14:26
Ham Lake City Council Meeting (9/5/23)	Danika Peterson/Payton Nelson	00:50:22
Ham Lake City Council Meeting (9/18/23)	Danika Peterson/Payton Nelson	00:08:43
Ham Lake Lake Planning Commission Meeting (9/25/23)	Payton Nelson	00:27:25
Lexington City Council Meeting (9/7/23)	Lexington Staff	00:18:29
Lexington City Council Meeting (9/21/23)	Lexington Staff	00:24:24
Lino Lakes City Council Meeting (9/11/23)	Anne Serwe	00:34:56
Lino Lakes Planning & Zoning Meeting (9/13/23)	Anne Serwe	02:49:21
Lino Lakes City Council Meeting (9/25/23)	Anne Serwe	00:33:07
Lino Lakes Environmental Board Meeting (9/27/23)	Anne Serwe	00:30:29
Spring Lake Park City Council Meeting	Ray Flint	01:10:58



(9/5/23)		
Spring Lake Park City Council Meeting (9/18/23)	Ray Flint	00:21:53
<b>26 New Programs</b>		<b>28:34:40 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](mailto:harnson@northmetrotv.com).

## Video Production



Municipal Producer, Trevor Scholl, completed three productions in September. Completed programs include an episode of Mayor’s Minutes and a business profile. Programs were also produced by Danika Peterson, Eric Nelson, and 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 ideas or requests for programming.

### ▪ September Completed Videos/Playing on City Cable Channels & Streaming

Title	Producer	Runtime
Centerville Mayor’s Minutes Fall 2023	Trevor Scholl	00:03:57
Business Matters: Renstrom Dental Studio	Trevor Scholl	00:03:49
Love My Pet Fair	Trevor Scholl	00:03:44
Local Decision 2023: Circle Pines Mayor	Danika Peterson/Eric Nelson	00:20:41
Local Decision 2023: Spring Lake Park School Board Special Election	Danika Peterson/Eric Nelson	00:37:56
Local Decision 2023: Anoka-Hennepin School Board District 2	Danika Peterson/Eric Nelson	00:35:29
Local Decision 2023: Circle Pines City Council	Danika Peterson/Eric Nelson	00:32:02
Local Decision 2023: Circle Pines City Council Special Election	Danika Peterson/Eric Nelson	00:15:01
Local Decision 2023: Lino Lakes City Council	Danika Peterson/Eric Nelson	01:01:34
Local Decision 2023: Lino Lakes Mayor	Danika Peterson/Eric Nelson	00:19:34
League of Women Voters: Spring Lake Park School Board Candidate Forum	T.J. Tronson	00:27:53
Anoka County Board Meeting (9/12/23)	T.J. Tronson	00:58:38
Anoka County Board Meeting (9/26/23)	T.J. Tronson	01:56:53

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

- Historical Society cemetery tours
- Fall Mayor’s Minutes
- Public safety employee profiles, fire departments
- Amazon grand opening in Centerville

- Blaine On-Boarding Videos
- Business profiles
- Blaine Facebook live town halls



## Equipment Consulting/Technical Support

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### **Blaine**

- No assistance required.

### **Centerville**

- 9.5.23: Reactivated presentation to work from personal computer. Also audio problems. Checked settings and levels. Reset audio on the Frame Sync from the Makito X to be ultra low. Found something called the “Loudness Processing” tab. Turned it off and the sound seemed to clear up substantially.
- 9.6.23: Assisted with settings for hybrid zoom meeting. Noticed NDI Tools software had expired certificate. Downloaded new NDI Tools with an updated certificate. There was also a conflict with the IP address assigned by Z Systems. It had a conflict with the address for the Spark Plus. Changed address for Spark Plus. Ran tests. No video passing through. Completed restarts of the multicaster and personal computer and it worked. Recommend testing before each use.
- 9.27.23: Trouble with hybrid zoom work session. Rushed to city hall. Restarted multicaster. Restarted webcam app on laptop and re-linked the correct source to Mix 1. Then had to select the Webcam 1 as the video feed.

### **Circle Pines**

- No assistance required.

### **Ham Lake**

- No assistance required.

### **Lexington**

- No assistance required.

### **Lino Lakes**

- 9.20.23: Created more clips for Jolleen. Sent MP4 using Google Drive.
- 9.28.23: Problems with Ross LCS. Walked Jolleen through clearing graphics off screen and getting computer feed up.

### **Spring Lake Park**

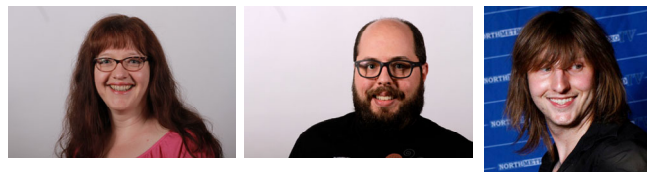
- 9.18.23: City meeting staff reached out about a monitor problem. The HDMI DA having issues.

### **All Cities**

- 9/5:23: Turned off Loudness Processing auto setting in audio processors. Improved sound on all city channels.

## Channel Management

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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 September:

<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Blaine Traffic Commission Meeting (9/5/23)	T.J. Tronson	00:52:15
Blaine City Council Meeting (9/6/23)	T.J. Tronson	02:25:49
Blaine Planning Commission Meeting (9/12/23)	T.J. Tronson	00:41:09
Blaine City Council Meeting (9/18/23)	T. J. Tronson	02:24:31
Blaine Natural Resources Conservation Board Meeting (9/19/23)	Trevor Scholl	01:32:50
Blaine Park Board Meeting (9/26/23)	Trevor Scholl	01:34:28
Centerville Planning & Zoning Meeting (9/5/23)	John Murphy	01:25:09
Centerville Park & Rec Meeting (9/6/23)	John Murphy	01:54:15
Centerville City Council Meeting (9/13/23)	John Murphy	02:01:00
Centerville EDA Meeting (9/20/23)	John Murphy	01:43:03
Centerville City Council Meeting (9/27/23)	John Murphy	00:40:59
Circle Pines City Council Meeting (9/12/23)	Danika Peterson	00:56:16
Circle Pines Utility Commission Meeting (9/20/23)	Ray Flint	00:41:22
Circle Pines Planning Commission Meeting (9/25/23)	Ray Flint	00:17:26
Circle Pines City Council Meeting (9/26/23)	Ray Flint	01:14:26
Ham Lake City Council Meeting (9/5/23)	Danika Peterson/Payton Nelson	00:50:22
Ham Lake City Council Meeting (9/18/23)	Danika Peterson/Payton Nelson	00:08:43
Ham Lake Lake Planning Commission Meeting (9/25/23)	Payton Nelson	00:27:25
Lexington City Council Meeting (9/7/23)	Lexington Staff	00:18:29
Lexington City Council Meeting (9/21/23)	Lexington Staff	00:24:24
Lino Lakes City Council Meeting (9/11/23)	Anne Serwe	00:34:56
Lino Lakes Planning & Zoning Meeting (9/13/23)	Anne Serwe	02:49:21
Lino Lakes City Council Meeting (9/25/23)	Anne Serwe	00:33:07
Lino Lakes Environmental Board Meeting (9/27/23)	Anne Serwe	00:30:29
Spring Lake Park City Council Meeting (9/5/23)	Ray Flint	01:10:58
Spring Lake Park City Council Meeting (9/18/23)	Ray Flint	00:21:53
<b>26 New Programs</b>		<b>28:34:40 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 Tigtrope 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	210	308:23:07
Centerville	56	89:46:15
Circle Pines	180	139:19:16
Ham Lake	54	29:25:36
Lexington	89	27:54:31
Lino Lakes	125	98:41:46
Spring Lake Park	82	66:23:14
<b>Totals:</b>	<b>796 Program Playbacks</b>	<b>759:53:45 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 September:

- **Blaine**
- Transcoded and uploaded 2 videos to Carousel.
- **Centerville**
- Transcoded and uploaded 3 videos to Carousel.
- **Circle Pines**
- Transcoded and uploaded 2 videos to Carousel.
- **Ham Lake**
- Transcoded and uploaded 2 videos to Carousel.
- Created 2 new Carousel graphics.
- **Lexington**
- Transcoded and uploaded 2 videos to Carousel.
- **Lino Lakes**
- Transcoded and uploaded 3 videos to Carousel.
- **Spring Lake Park**
- Transcoded and uploaded 2 videos to Carousel.
- Created 4 new Carousel graphics.



## Closed Captioning



Closed captioning is an additional service provided by North Metro TV. Every city meeting is closed captioned during the live presentation via our Tightrope system. That process is assigned a per-minute price. Once the meeting is recorded on our servers, that version of the meeting must be captioned separately. This is accomplished through a system owned by North Metro TV and does not incur an additional cost. The following table tallies the number of minutes of captioning provided each city for the month of September.

<b>City</b>	<b>Minutes of Live Closed Captioning</b>	<b>Minutes of Post Closed Captioning</b>
Blaine	572	572
Centerville	465	465
Circle Pines	190	190
Ham Lake	87	87
Lexington	43	43
Lino Lakes	266	266
Spring Lake Park	93	93
<b>Totals:</b>	<b>1,716 Minutes</b>	<b>1,716 Minutes</b>

## Meeting Podcasts



NMTV is now providing a city meeting podcast service. Depending on each cities wishes, any or all meetings can be converted. All podcasts are available across seven platforms: Apple Podcasts, Spotify, Google Podcasts, Podbean, Amazon Music/Audible, iHeart Radio, and Pocketcasts. Links to each platform are available on each individual channel's website and all of those sites can be found at [northmetrotv.com/podcasts](http://northmetrotv.com/podcasts).

- Blaine**
  - Has not yet given the OK to move forward with podcasts of meetings.
- Centerville**
  - Uploaded 5 city meeting podcasts.
- Circle Pines**
  - Uploaded 1 city meeting podcast.
- Ham Lake**
  - Uploaded 2 city meeting podcasts.
- Lexington**
  - Uploaded 2 city meeting podcasts.
- Lino Lakes**
  - Has decided not to convert city meetings to podcasts.
- Spring Lake Park**
  - Uploaded 2 city meeting podcasts.

## 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 September:

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

## Administrative

Issues dealt with in September include monitoring streaming agreement with Neighborhood Sports Network, initiating podcasts for city meetings, and working with NMTV staff and Blaine regarding NMTV/CCX merger possibility.



- **Streaming Agreement**
  - Monitored activity on NMTV streaming channels to determine numbers of viewers.
  - Received report from NSPN.TV regarding attributed subscription levels.
  - Talk with staff regarding availability of live stream on NMTV channels.
- **Meeting Podcasts**
  - NMTV staff contacted all cities to ascertain interest in providing meetings as a podcast.
  - Webpages were created for each city.
  - Links were created to various podcast platforms.
  - Selected meetings were converted.
  - Went live with cities that signed on.
  - Created podcast portion of this report to monitor number of meetings converted.
- **ED Search/Commission Future**
  - Cable Commission learned of merger idea. Answered questions.

- Spoke with CCX ED, Legal Counsel, Operations Committee regarding merger idea.
- Spoke with Operations Committee regarding impact merger idea having on ED search.
- Answered NMTV staff questions regarding merger idea and ED search.
- Worked to maintain NMTV staff morale.

### **Miscellaneous**

- Sent two invoices for city equipment purchase reimbursements.
- Monitor and bookmark all city meetings.
- Mediated resolution of Blaine subscriber issues with Comcast.
- Respond to questions regarding fiber companies from Sarah Cotton.
- Respond to questions from Dan Buchholtz regarding captioning transcripts.
- Respond to Michelle Wolfe's requests to set up call regarding merger.
- Received and documented monthly Comcast subscriber reports.
- Read September Legal Report.
- Read industry articles.



Rhonda Sivarajah  
County Administrator

# Anoka County

## COUNTY ADMINISTRATION

Respectful, Innovative, Fiscally Responsible

October 6, 2023

RE: Coon Creek Watershed District Appointment

Dear City Administrators/Managers:

Anoka County is notifying you that Patrick Parker, a manager serving on the Coon Creek Watershed District Board of Managers, with a term ending May 27, 2025, passed away last week. Because the Watershed District is considered a watershed management organization, Anoka County is accepting applications to serve in the vacant position for the remainder of the term through May 27, 2025. For your information, a copy of the published notice is enclosed.

Persons interested in being appointed to serve as a watershed district manager may submit their names to the county board for consideration. To be eligible for appointment, an applicant must reside within the watershed district boundaries, be eligible to vote in the district, and may not be a public officer of the county, state, or federal government, except that a soil and water conservation supervisor may be a manager.

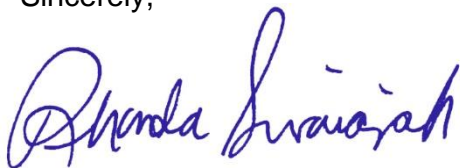
The Anoka County Board of Commissioners will appoint an eligible resident who can fairly represent the various hydrologic areas in the watershed district. In arriving at its decision, the county board will review the applications and other information as required, up to or including interviewing the candidates. Note: interviews may not be required for every appointment.

The appointment will be made on Tuesday, November 14, 2023. For consideration, applications should be received by Friday, October 27, 2023.

All applicants must submit a completed application form to the county board. The application can be found [here](#).

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

Sincerely,



Rhonda Sivarajah  
County Administrator  
763-324-4715

[Rhonda.Sivarajah@co.anoka.mn.us](mailto:Rhonda.Sivarajah@co.anoka.mn.us)

RS:bv

Enclosure

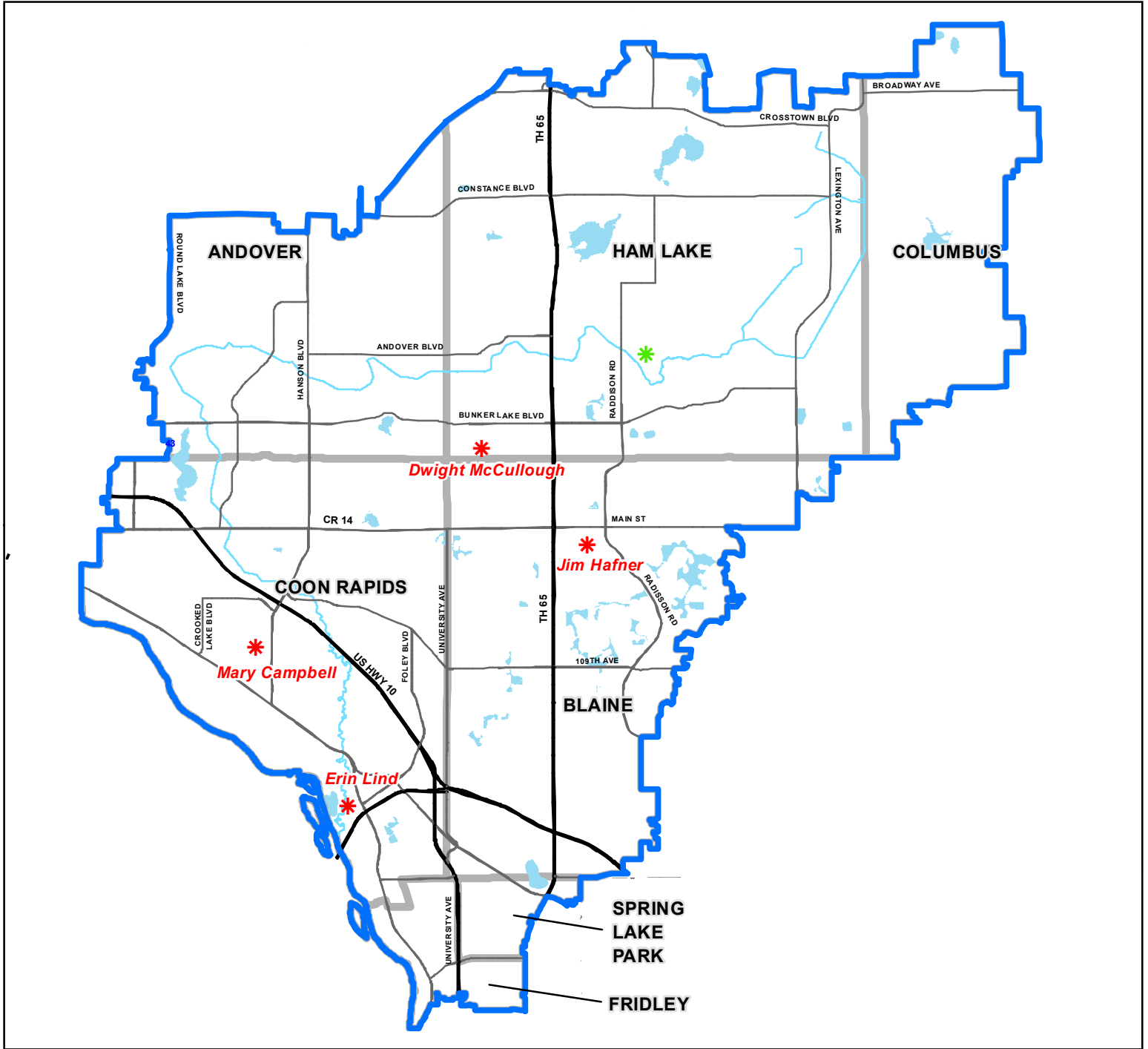
c: City Managers/Administrators or Clerk  
Mayors  
Councilmembers  
Brenda Vetter, Administrative Assistant

Sent by email





# Coon Creek Watershed District



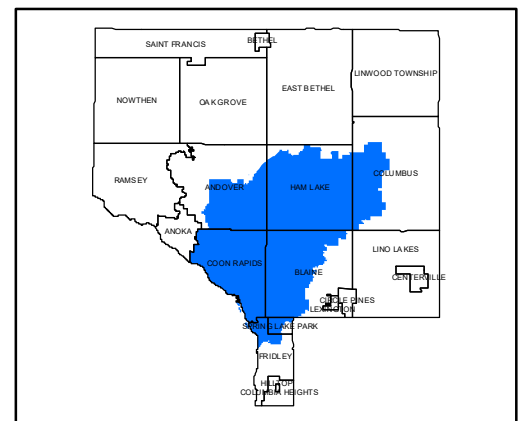
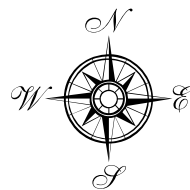
## Legend

Vacancy

Current Managers

Watershed District Boundary

Community Boundary



## OSS Summary of H.F. 1830

### [Laws 2023 – Chapter 62](#)

*Changes to the laws in this legislation are effective on July 1, 2023, unless otherwise noted*

## **Administration & Funding**

### Voting Operations, Technology, and Election Resources Account

\$1.25 million will be allocated per year for expenses directly related to elections. By July 20 each year, OSS distributes funds to all 87 counties:

- 20 percent allocated equally to all 87 counties
- 80 percent allocated based on proportion of registered voters

Counties and cities/townships can devise their own agreement/formula for distributing the funds. Counties must distribute funds to cities and townships by December 31 of each year. If no separate agreement is reached, the funds are distributed using this formula:

- 50 percent to county
- 25 percent to all municipalities/townships
- 25 percent to county/city/township responsible for administering AB, in proportion to share of registered voters in the county

Funds can be spent on the following eligible expenses:

- (1) equipment; (2) hardware or software; (3) cybersecurity; (4) security-related infrastructure; (5) capital improvements to improve access to polling places for individuals with disabilities; (6) staff costs for election administrators, election judges, and other election officials; (7) printing and publication; (8) postage; (9) programming; (10) local match for state or federal funds; and (11) any other purpose directly related to election administration.

By December 15 of each year, municipalities must report to the counties how their money was spent. By December 31 of each year, the county will report to OSS how they and their underlying municipalities spent the funds. Funds remain in the county and/or city/township account until they are expended.

### Accessibility Grants

\$500,000 is allocated to the OSS to administer accessibility grants. Grant funding will be made available to counties and municipalities for polling place accessibility improvements. OSS will review and determine the requirements, priorities, funding distribution, and timelines for the administration of the grant and will be reaching out to counties as soon as we have more information.

### HAVA Funding

\$461,000 in state matching funds are appropriated to the HAVA account. HAVA funding will now be directly appropriated to the OSS - no longer requiring legislative approval before it can be spent.

This section is effective on the day following final enactment.

## Mail Balloting

Metro area restrictions no longer apply for mail balloting. A town of any size or a city with fewer than 400 registered voters, anywhere in the state, may be authorized to administer mail balloting.

Returned mail ballots can be opened starting after the close of business on the 19<sup>th</sup> day before the election.

Minnesota Statutes 204B.45 is amended so that counties with mail ballot precincts may offer an in-person voting option where voters in a mail ballot precinct can insert their ballot into a tabulator on election day.

## Electronic Voting Systems

The electronic voting system definition in Minnesota Statutes 206.80 is amended to allow for multiple ballot formats/sizes within a precinct. Minnesota Statutes 204B.35 is also amended to permit the use of blank paper ballots when using an electronic voting system that displays required information on a touch screen or other electronic device. Precincts using alternative ballot styles must still provide voters with the option of voting with a regularly printed optical scan ballot. In precincts where multiple ballot formats are used and ten or fewer voters use the alternate ballot format, any election judges participating in a recount or postelection review cannot be the same election judges that worked in that precinct.

Separately, once a county/municipality has adopted the use of an electronic voting system, the county/municipality must continue to use an electronic voting system for all state elections in those precincts.

## Intimidation and Interference

Defines several prohibited activities related to the performance of duties by an election official, including intimidation, interference, obstruction, tampering, and unauthorized access to SVRS. Civil and criminal penalties apply for violations.

These changes are effective June 15, 2023, and apply to violations occurring on or after that date.

Related, an electronic image of the hard drive of any vote recording or tabulating system or any other component of an electronic voting system may not be created or disclosed, except as authorized in writing by the OSS or for conducting official duties as expressly authorized by law.

This change is effective the day following final enactment.

## Presidential Nomination Primary

Major political party chairs will now only receive political party lists of voters who selected that party (previously all lists were provided to each major political party chair).

## Major Political Party Status

- By December 1 of each odd year, each major party must submit a certification that they complied with the modified requirements in MN Statutes 202A.12 and 202A.13.
- Beginning after the 2024 election, a party must also receive at least 8% statewide in order to retain major party status.

- Major parties must hold conventions in every congressional district and at least 45 counties or legislative districts. They must also have executive committees in the same number of jurisdictions.
- Section 28 clarifies that a governor's preference ballot is only required in a year that the governor will appear on the ballot.
- The three current major political parties (Democratic-Farmer-Labor Party, Legal Marijuana Now Party, and the Republican Party of Minnesota) all retain their major party status through the 2024 election.

### Felon Voting Rights Restoration

Clarifies that an individual serving a felony sentence that is out in the community on state work release (MN Statutes 241.26 or 244.065) or local release (MN Statutes 631.425) is not considered to be incarcerated for the purpose of voting.

Reporting requirements from the Courts and Corrections are updated to provide only the required information on those currently incarcerated for a felony offense.

These changes are effective June 1, 2023.

### Legislative District Map Modifications

Minor changes were made to the boundaries in each of the districts listed below. These changes will go into effect for the statewide primary in August 2024. Impacted municipalities and counties will need to adjust precinct and commissioner boundaries after the PNP and before the August 2024 election.

- [Senate Districts 9 & 12](#)
- [Senate District 17](#)
- [Senate District 44](#)

### Vacancy in Nomination

Vacancy in nomination requirements for partisan offices under 204B.13 no longer apply to federal offices.

### Voting Issues Study

Funding is allocated to the OSS to conduct a study of issues related to voter engagement, education, and improvements to the election system, including assessing ranked choice voting. The study must include consultations with election administrators and community organizations and will review existing elections systems and procedures and their compatibility with the topics of the study. An interim report must be submitted no later than February 1, 2025, and a final report is required by June 30, 2025.

### Terminology cleanup

The bill makes several administrative updates/corrections for clarity and consistency. This includes references to *maintaining residence* and corrections from *return envelope* to *signature envelope*.

A majority of these technical corrections are effective June 1, 2023.



## Pre-Election

### Polling Places

An annual ordinance/resolution designating polling places is no longer required by December 31 if there have been no changes to the designated polling places. *Note that MN Statutes 205A.11 requires an annual resolution by December 31 for combined polling places for school district standalone elections. This remains unchanged.*

A city or town that establishes or withdraws from participation in a combined polling place under MN Statutes 204B.14 must provide notice to the OSS.

### Candidate Filing

Candidates must provide a non-government issued email address on the affidavit of candidacy or attest that they do not have an email address.

Candidates can now request that their residence be classified as private data if the candidate has a reasonable fear in regard to the safety of the candidate or the candidate's family. The candidate must provide their residential address to the filing officer to be kept privately. For any offices where the residency requirement must be satisfied by the close of the filing period and where the candidate has requested that their address be classified as private data, the filing officer must, within one day, determine whether the address provided is within the boundaries of the district represented by the office.

*The OSS will update the affidavit of candidacy form and circulate to counties electronically as soon as it is available. **Old affidavit of candidacy forms can no longer be used.***

Multiple affidavits of candidacy are now permitted if running for the offices of school board member and town board supervisor, as long as the town is not "exercising the powers of a statutory city under section 368.01 or an applicable special law."

Judges are prohibited from filing if they will reach the age of 70 prior to the date they would take office.

### Petitions

A petition cannot be rejected only for the reason that it is printed on paper smaller than 8.5 x 14 inches. This change is effective the day following final enactment.

### Published Notice to Voters (Replacing Sample Ballot for Publication)

Counties and municipalities are no longer required to publish a sample ballot. The new law requires the creation of a notice to voters. The OSS will work with stakeholders to design the format and content of the notice. This notice must include: (1) a statement that the voter's official ballot will have the names of all candidates for the voter's precinct; (2) the web address where a voter may view the voter's sample ballot based on the voter's address; (3) the county's website where a list of sample ballots for each county precinct may be viewed; (4) how a voter may obtain a free copy of a sample ballot specific to the voter's address; and (5) contact information for the appropriate local election official, including a phone number and email address.

The notice may include information about contests on the ballot; names, offices, and party affiliation, if any, of candidates; polling place locations; poll hours; and absentee voting information.

The notice to voters must also be published as a full page in at least one newspaper of general circulation in the county.

For the state primary election, the county auditor must publish this notice at least one week before the election. For the state general election, the county auditor must publish this notice no earlier than 20 days and no later than 10 days before the state general election. For municipal elections, the municipal clerk must publish this notice at least two weeks before the election.

This change is effective December 1, 2023 (or earlier if a notice is approved by the OSS sooner than that date).

### Translated Example Ballots

Session Laws 2023, Chapter 34, article 2, section 1 required that the OSS provide *sample ballots* to county auditors in the three most commonly spoken languages. This is now amended to change that requirement to translate *example ballots* into the three most commonly spoken languages. The intent with this amendment is that the OSS will prepare the translated example ballots, which counties can then provide to translators to assist in preparing sample ballots for any precincts where translation is required.

### Rotation of candidate names

Candidates in partisan contests will now be rotated according to the same “Minnesota rotation formula” as non-partisan contests. The order will no longer be based on party vote share in the previous election. The only exception is the office of president and vice-president, which will be ordered based on party vote share for major political parties, followed by candidates who filed by petition to be ordered by lot.

### All Nonpartisan Offices on Back of Primary Ballots

The law has been updated to clarify that all nonpartisan offices must appear on the back side of the ballot for the state primary election.

### Preliminary and Public Accuracy Testing

All equipment must now be tested at least three days prior to when the equipment is used. For direct balloting, which now starts 18 days before the election, testing for those pieces of equipment must be completed at least 21 days prior to election day. The same will apply to any equipment being used by ballot boards to pre-tabulate absentee ballots prior to election day.

### Challenges Prior to Election Day

Creates a notice, hearing, and appeals process for a registered voter to challenge another voter’s eligibility prior to election day. The challenge petition must provide facts supporting the challenge and a challenge can only contain the name of a single person. Lists with multiple names will not be acceptable. Challenges must be filed at least 45 days prior to election day, with limited exceptions.

### Voter Registration

Permits the OSS to develop Application Programming Interface (APIs) to link with third party groups to facilitate an individual’s submission of voter registration application while on the third party’s website.

## Post Secondary Voter Education Requirements

There are now additional requirements for postsecondary institutions to provide a voter registration form in both the spring and fall. In a state election year, it must be provided 15 days in advance of the deadline for registering. If it is sent electronically, the communication must be exclusively devoted to voter registration.

Annually, by November 30, each institution must report to OSS how and when the forms were distributed and the voter engagement plan. By February 1 of each year, the OSS must compile this information in a report to the legislature.

All institutions must maintain a webpage to share resources to help students determine voter eligibility, local resources on voting, information on absentee voting, deadlines for voting activities, the institution's voter engagement plan, and contact information for the campus vote coordinator.

# Absentee & Early Voting

## Early Voting

*\*The laws related to early voting will not take effect until after the OSS certifies that SVRS has been tested and shown to properly allow for tracking of the information required to conduct early voting and can handle the expected volume of use. This is not anticipated until after the 2024 election cycle.*

Early voting will have similarities to the direct balloting process, where the voter will be able to insert the ballot directly into a tabulator. Unlike direct balloting, the voter will not need to complete an absentee ballot application and the front-end process will more closely resemble a roster check-in at the polling place. Specific details for how this will work in practice are still being developed.

Once early voting is certified, it must be made available to voters for all county, state, and federal elections at all counties and any municipalities designated to administer absentee voting under Minnesota Statutes 203B.05. The early voting period starts 18 days before election day.

Election law that applies to absentee voting also applies to early voting.

## Direct Balloting

Direct balloting can still be offered until early voting is certified as ready by the OSS and in future elections where early voting is not required. Direct balloting remains *optional*.

Effective June 1, 2023, if direct balloting is used, it must start 18 days before election day and be offered for the entirety of the remaining period for absentee voting.

## Additional Required Hours for Voting Before Election Day

<b>Day</b>	<b>Hours Required for State General</b>	<b>Hours Required for All Other Elections*</b>
2 <sup>nd</sup> Saturday before the election	9:00 A.M. – 3:00 P.M.	N/A
Tuesday (one week before the election)	Until 7:00 P.M.	N/A
Saturday before the election	9:00 A.M. – 3:00 P.M.	9:00 A.M. – 3:00 P.M.
Sunday before the election	9:00 A.M. – 3:00 P.M.	N/A
Monday before the election	Until 5:00 P.M.	Until 5:00 P.M.

Changes for these additional days/hours are effective June 1, 2023.

*\*For the March township elections, town clerks (and county auditors, if administering AB on behalf of the town) must be open from 10:00 A.M. – 12:00 P.M.*

### Absentee/Mail Ballot Return Deadline

The deadline for all absentee/mail ballots to be returned is now 8:00 P.M. on election day.

Agent delivery ballots can be issued and accepted until 8:00 P.M. on election day.

### Additional Temporary Absentee Voting Locations Authorized

Counties or authorized municipal clerks are now permitted to designate additional temporary locations for voting before election day. These temporary locations can include different dates and hours than those required by MN Statutes 203B.085. Additional temporary locations must be designated at least 47 days before the election, and notice must be provided to OSS to include the dates, times, and locations.

This change is effective June 1, 2023.

### Temporary Tribal Voting Location

If a county receives a request from a federally recognized Indian Tribe, it must provide an absentee/early voting location on the Indian reservation for at least one day. The location must be a mutually agreeable site that accessible by public road.

This change is effective June 1, 2023.

### Opening of Mail/Absentee Ballot Envelopes

Accepted mail/absentee ballot envelopes can now be opened starting after close of business on the 19<sup>th</sup> day before the election. A voter can no longer “claw back” their accepted mail/absentee ballot after the close of business on the 19<sup>th</sup> day before the election.

These changes are effective June 1, 2023.

### Notice and Requirements for Absentee/Early Voting Locations

Locations for voting before election day (absentee/early voting) need to be designated by the county auditor at least 14 weeks before the election. Notice of these designations to include the days, times, and locations for voting must be provided to the OSS at the time that the designations are made.

Notice of the days, times, and locations for absentee/early voting must also be posted at least 14 days before the first day of the absentee voting period on the OSS website, the county website, and the website for any municipality where an absentee/early voting location is located. This notice is not required to be published in the official newspaper unless the jurisdiction does not have a website.

These changes are effective June 1, 2023.

### Electronic Transmission of Absentee Ballots

Emergency response providers and utility works deployed in response to a state of emergency may request to receive their ballot electronically.

Voters with print disabilities may request to receive their absentee ballot electronically in an accessible format. The county auditor must also mail the return and ballot envelopes and required materials under MN Statutes 203B.07.

In both instances, voters receiving an electronic ballot must print and return the ballot and eligibility certificate to the county auditor in a sealed envelope. Electronic return is not permitted.



### Absentee/Early Voting Reports

A report detailing the names of voters with rejected absentee ballots must be made available in the same manner as the public information lists, including during the period of voting before election day. Previously this report was only made available after the close of voting on election day.

This reporting change is effective June 1, 2024.

The report listing the names of voters with accepted absentee ballots must now be separated by the method of ballot delivery for elections where the use of SVRS is required.

A report listing the names of voters who have cast a ballot using early voting must also be made available for all elections held after early voting is certified for use by the OSS.

### Healthcare Facility Voting

Healthcare facility voting may now be administered starting 35 days before election day (previously was 20 days before the election).

Election judges must now also administer health care facility voting at veterans homes. The county auditor, municipal clerk, or school district clerk may also administer health care facility voting for voters living in assisted living facilities (Minnesota Statutes Chapter 144G) and/or at battered women shelters (Minnesota Statutes 611A.37, subd. 4).

### Safe-at-Home

Permits the OSS to print a ballot from a computer file rather than obtaining a physical copy from the county. This is expected to be used primarily for replacement ballots and last-minute requests closer to election day.

### Right to be Absent from Work to Vote

The right to be absent from work in order to vote is now extended to include absentee/early voting, in addition to voting on election day.

### Prohibition of Incentive Based Compensation for Collecting Absentee Ballot Applications

Individuals may not be compensated for collecting absentee ballot applications using a variable payment rate or based on the number of applications solicited, collected, or accepted. Compensation cannot be withheld for failure to solicit, collect, or accept a set minimum number of applications.

This change is effective the day following final enactment.

# Election Day

*These changes include many provisions that also extend to voting before election day*

## Trainee Election Judges

16- or 17-year-old election judges who have graduated high school before they turn 18 now remain eligible to serve as trainee election judges.

## Election Judge Misconduct

Election judges can now be removed at any time by the county auditor or municipal clerk for malfeasance, neglect, or misconduct.

This change is effective the day following final enactment.

## Challengers Prohibited from Certain Actions

Challengers must only submit a challenge *in writing* to an election judge. The election judge must be the one to administer the challenge questions to the voter. The challenger must not converse with the voter. This is largely in conformance with existing guidance.

## Vouching

This list of who may vouch for another resident on election day is expanded to include assisted living staff members. Employees of residential facilities have previously been able to serve as a voucher, and now the definition of a residential facility is expanded to include adult foster and residential treatment programs.

## Residential Housing List & Student IDs for Election Day Registration

Every postsecondary institution that accepts state financial aid must prepare a list of students enrolled in the institution and residing in the institution's housing and in the city or cities in which the campus is situated. The list must be provided to the county auditor no sooner than 20 days prior to the election.

The county auditor must provide the list and instructions to election judges in the precinct. The county auditor shall notify all postsecondary educational institutions in the county of this requirement.

## Prohibition on Campaigning Near Polling Places

The law has been updated to comply with the 2018 U.S. Supreme Court case that ruled the prior prohibition on political paraphernalia to be overly broad. The new law prohibits wearing, exhibiting, or distributing any item that displays:

- the name, likeness, logo, or slogan of a candidate who appears on the ballot
- the number, title, subject, slogan, or logo of a ballot question that appears on the ballot
- the name, logo, or slogan of a political party represented by a candidate on the ballot

The law clarifies that these prohibitions apply only during voting hours. They also apply during the absentee/early voting periods, to include the polling place and "within 100 feet of the room in which a polling place is situated, to the extent practicable."

These changes are effective June 15, 2023.

### Electronic Rosters (Poll Books)

Voters are now allowed to sign electronically when electronic rosters are used. EDRs and voter signature certificates with the electronic signature must be printed at the time of the transaction.

Additionally, for mail balloting and absentee/early voting, electronic rosters containing voter data from multiple precincts may be loaded onto a single electronic roster.

### Providing Assistance to Voters

The law has been updated to reflect guidance on providing assistance to voters in the wake of an April 2020 consent decree in *Thao v. Simon*. The three-person limit on the number of voters that any person can assist in an election has been removed, along with the prohibition on candidates providing assistance.

### Summary Statements

Summary statements must include the number of election judges and the number of voting booths used in that precinct on election day. In addition, if an alternate ballot format is used, the number of voted ballots using that format must also be reported.

# Post-Election

## Write-in Vote Counting

Cities can now adopt a resolution requiring that either:

- Write-in candidates submit a request in order to have their individual votes tallied; or
- Write-in candidates will only have their individual votes tallied if the total number of write-in votes for the contest is greater than or equal to the fewest number of votes cast for a non-write candidate

A township, school district, or other election district may also adopt a resolution requiring that write-in candidates will only have their individual votes tallied if the total number of write-in votes for the contest is greater than or equal to the fewest number of votes cast for a non-write candidate.

Additionally, for precincts using optical scan ballots, write-in votes must be marked in the oval or other target shape opposite the blank when a voter writes an individual's name on the line provided in order for the write-in vote to be counted.

## County Canvassing Board Corrections

A county canvassing board may now directly instruct the county auditor to apply to the district court to correct an obvious error in counting or recording votes for an office. Previously this request needed to come from a candidate.

Language was also updated to note that the county auditor (not the county canvassing board) is authorized to open envelopes containing ballots if necessary to procure election returns that the election judges inadvertently may have sealed in the envelopes with the ballots.

## State Canvassing Board

The statute for county canvassing boards has required that those canvassing boards declare the candidates duly elected who received the highest number of votes. Similar language was not included for the state canvassing board. The new law now requires the same for the state canvassing board for all federal offices and state offices voted on in more than one county.

## Ballot Images in Recounts

Canvassing boards are now authorized to require that a recount official publish images of ballots that are challenged during a recount.

## Cast Vote Records

Counties are not required by state law to produce a cast vote record. However, if a cast vote record is produced, the textual data from the file is considered to be public information, with the following exceptions, which are protected nonpublic data under section 13.02:

1. data that indicate the date, time, or order in which a voter cast a ballot
2. data that indicate the method with which a voter cast a ballot
3. data files that do not include all ballots cast in a precinct
4. data files that provide data in the order it was generated
5. data from precincts in which fewer than ten votes were cast

Data stored as images are protected nonpublic data under section 13.02.

### [National Popular Vote Compact](#)

Membership in this compact stipulates that Minnesota would appoint its presidential electors based on the outcome of the national popular vote, rather than the popular vote within the state. The agreement would not take effect until enough states – representing a majority of electoral votes – have signed onto the agreement.





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

October 2, 2023

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

Dear Council Members:

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

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

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

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

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

Sincerely,

**Brian A. Noma** Digitally signed by Brian A. Noma  
Date: 2023.10.02 12:17:35 -05'00'

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

BAN  
Enclosures  
cc: Water Superintendent



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



System Name: <b>Spring Lake Park</b>	Survey Date: <b>08/31/2023</b>
PWSID: <b>1020029</b>	Surveyor: <b>Brian A. Noma, P.E.</b>
System Contact: <b>Terry Randall, Public Works Director</b>	PWS Type: <b>Community</b>

**Contact Information**

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

**Contact**

Terry Randall, Public Works Director	Business Phone 1	763/792-7227, Ext. office
	Business Phone 2	763/784-6491
	Business Phone 3	763/360-4973, Ext. Cell
	Email	trandall@slpmn.org

**Owner/Responsible Party**

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

**Financial**

Spring Lake Park City Council	c/o M. Barker Spring Lake Park City Hall 1301 81st Avenue N.E. Spring Lake Park, MN 55432	Business Phone 1	763/792-7213
		Email	mbarker@slpmn.org

**Sample Bottles/General Correspondence**

Spring Lake Park Public Works Director	1301 81st Avenue NE Spring Lake Park, MN 55432	Business Phone 1	763/784-6491
		Email	trandall@slpmn.org

**Emergency Workday**

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

**Emergency After-Hours**

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

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

**Classification Information**

Owner Type:	Municipal	Population:	7200
System Class:	C	Service Connections:	2276
Service Area Characteristics:	Municipal	Class Points:	46

**Certified Operators**

<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>	<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>
Linngren, George A.	A	04/30/2026	Randall, Terry P.	C	06/30/2025
Turbitt, Benjamin M.	C	04/30/2026			



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



System Name: <b>Spring Lake Park</b>	Survey Date: <b>08/31/2023</b>
PWSID: <b>1020029</b>	Surveyor: <b>Brian A. Noma, P.E.</b>
System Contact: <b>Terry Randall, Public Works Director</b>	PWS Type: <b>Community</b>

**Production Totals**

Design Capacity:	Emergency Capacity:	1,440,000 Gallons per Day
Average Daily: 537,000 Gallons	Storage Capacity:	750,000 Gallons
Highest Daily: 1,800,000 Gallons		

**Source Information**

Well #1

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

Well #2

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

Well #4

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



**MINNESOTA DEPARTMENT OF HEALTH**  
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Well #5

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

Interconnect - Blaine

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

Interconnect - Mounds View

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

**Treatment Information**

Arthur Street Treatment Plant

Type: Treatment Plant	Source Water: Groundwater
Status: Active	Design Capacity: 1,000 Gallons per Minute
Availability: Primary	Emergency Capacity:

Treatment Objective

Disinfection  
 Fluoridation  
 Iron Removal  
  
 Manganese Removal  
  
 Other  
 Radionuclides Removal

Treatment Process Mechanism

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



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System Contact: <b>Terry Randall, Public Works Director</b>	PWS Type: <b>Community</b>

**Treatment Information**

Terrace Park Treatment Plant

Type: Treatment Plant  
 Status: Active  
 Availability: Primary

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

Treatment Objective

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

Treatment Process Mechanism

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

**Storage Information**

East Tower

Type: Storage-Elevated  
 Status: Active

Capacity: 500,000 Gallons  
 Availability: Primary  
 Chlorination:

West Tower

Type: Storage-Elevated  
 Status: Active

Capacity: 250,000 Gallons  
 Availability: Primary  
 Chlorination:





**MINNESOTA DEPARTMENT OF HEALTH  
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System Contact: <b>Terry Randall, Public Works Director</b>	PWS Type: <b>Community</b>

**Bacteriological Sample Site Plan**

**Distribution**

<u>Sample Site ID</u>	<u>Sample Location</u>	<u>Status</u>	<u>Notes</u>
01	City Hall	Active	1301 81st Ave. N.E.
02	Emmanuel Christian Center	Active	7777 University Ave.
03	McDonald's	Active	8124 Highway 65
04	Spring Lake Park Baptist Church	Active	8498 Sunset
05	8437 University Ave.	Active	
06	8000 Central Ave.	Active	
07	8101 University Ave.	Active	
08	892 Highway 10	Active	
09	Old Hardee's Building	Active	
10	Prince of Peace Church	Active	7700 Monroe St. NE.
11	Champion Auto	Active	
12	Go Gas	Active	7701 Highway 65
13	Dala Thai Restaurant	Active	8407 Plaza Blvd. NE.
14	8035 Spring Lake Park Road	Active	
15	AA & D Transport	Active	8050 McKinkley St. NE.
16	Quickway Trucking Company	Active	7800 Central Ave. NE.
17	Lion's Den (Warming House)	Active	520 Sanburnol
18	Fire Station No. 1	Active	1710 Highway 10
19	Harsted Buildng	Active	1625 Highway 10
20	8329 Central Ave.	Active	
21	Monte's Cafe	Active	8299 University Ave.
22	Collin Realty	Active	7766 Highway 65
23	IBC Construction	Active	
24	Spring Lake Park Lumber	Active	8329 Central Ave. ne.
25	Morgan Building	Active	8463 Terrace



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



System Name: **Spring Lake Park**

PWSID: **1020029**

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

Survey Date: **08/31/2023**

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

PWS Type: **Community**

**Requirements and Recommendations**

**Water Source**

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

**Pumps/Pump Facilities and Controls**

No deficiencies observed.

**Treatment**

No deficiencies observed.

**Water Storage**

No deficiencies observed.

**Distribution**

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

**Monitoring/Reporting Data Verification**

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

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



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



System Name: **Spring Lake Park**

PWSID: **1020029**

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

Survey Date: **08/31/2023**

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

PWS Type: **Community**

**Requirements and Recommendations**

**Water System Management/Operation**

Public water supplies are required to maintain effective security measures to protect physical infrastructure and operational practices. This includes security of the physical infrastructure and related operational practices and institutional controls. Listed below are the security concerns that must be identified and addressed:

- a. Intrusion deterrents such as physical barriers, lighting, camera, alarms, and sturdy locking hardware with hardened protective covers for all facilities and components.
- b. Computer based control technologies such as SCADA must be secured from unauthorized physical access and potential cyber attacks.
- c. Safe delivery, handling and storage of chemicals.
- d. Redundancy and enhanced security features to eliminate single point of failure.

[ANSI/AWWA G430-14(R20) and Recommended Standards for Water Works 2.19]

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

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

**Operator Compliance with State Requirements**

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

Class A 32 contact hours

Class B 24 contact hours

Class C 16 contact hours

Class D 8 contact hours

Class E 4 contact hours

[Minn. Rules 9400.1200]



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



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**Bacteriological Results and Chlorine Residuals**

<u>Date</u>	<u>Sampling Location</u>	<u>Chlorine Residual</u> <u>Free / Total</u>	<u>Coliform</u> <u>Bacteria</u>	<u>E.Coli</u>
08/31/2023	City Hall	/ 0.66	Absent	
08/31/2023	Well #5	/	Absent	
08/31/2023	Fire Station #1	/ 0.38	Absent	
08/31/2023	Hyvee Station	/ 0.14	Absent	
08/31/2023	LYONS CLUB	/ 0.75	Absent	
08/31/2023	EMMANUEL CHURCH	/ 0.91	Absent	
08/31/2023	WELL #1	/	Absent	