



CITY COUNCIL WORK SESSION AGENDA

MONDAY, MARCH 08, 2021

1301 81ST AVE NE, SPRING LAKE PARK, MN at 5:30 PM

1. CALL TO ORDER

2. DISCUSSION ITEMS

- A. Police Chief Search Discussion
- B. Discussion of Joint Powers Agreement with Anoka County Regarding Mill and Overlay of CSAH 35
- C. Free Pet Licensing (*Goodboe-Bisschoff*)
- D. Low Cost Vaccinations/Spay & Neuter Pet Mobile Clinic Discussion (*Goodboe-Bisschoff*)
- E. Discussion of Bills Regulating Sale of Used Catalytic Convertors (*Goodboe-Bisschoff*)

3. REPORT

- A. SBM Update - Centennial Fire District Study
- B. COVID-19 Pandemic Rescue Plan Update
- C. Administrator Report (*if any*)

4. ADJOURN



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: March 4, 2021

Subject: Police Chief Search Update

Staff is seeking direction from the City Council on how the City Council would like to proceed with the Police Chief search.

Considerations for the Council include whether to conduct the process as an internal hire, as has been done in the past, or a combination internal/external hire. This will help determine the level of time and involvement required for this recruitment.

Staff will present an outline of a potential selection process at the work session for City Council review/discussion.

I have included the current job description for the position, as well as a proposed job description drafted by Chief Ebeltoft. Note that all job descriptions are being reviewed by the City's consultant and will be changed at that time.

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



CITY OF SPRING LAKE PARK JOB DESCRIPTION

JOB TITLE: Chief of Police
DEPARTMENT: Police
REPORTS TO: City Administrator
DATE: January 1, 2020

POSITION SUMMARY:

To provide effective leadership in the planning, development, implementation and evaluation of a comprehensive, fair and impartial law enforcement organization which will continually demand the respect and confidence of the citizens of Spring Lake Park.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implement a program of law enforcement and public service, which will engender the respect and confidence of citizens, preserve law and order and protect life and property.
2. Clearly defines and interprets department rules, regulations and policies for department personnel to ensure consistent understanding and compliance with such policies throughout the department.
3. Delegates responsibility and commensurate authority to department personnel in a manner in which will remove uncertainty about their assigned duties and the level of performance expected.
4. Conducts routine tours and inspections of the City and the Police Department to keep abreast of developments in the City and evaluate the performance of department personnel.
5. Plans and directs a training program designed to increase employee awareness with changes in laws and individual rights in order to ensure compliance with POST standards and Minnesota Statutes.

6. Provides direct assistance in routine activities and special operations when circumstances dictate.
7. Develops and implements various crime prevention programs in a manner which will build community support and understanding of the need for such activities.
 - a. Analyze crime patterns throughout the City as the basis for planning a feasible and successful prevention program.
8. Prepares and submits a sound and documented budget for the department and controls expenditures within budgetary limitations.
9. Compiles and submit monthly reports to the City Council and makes personal presentations at meetings to provide accurate picture of law enforcement and public service activities being provided by the Department.
10. Maintain on-going contact with other police departments in surrounding communities as well as metropolitan agencies to keep abreast of new procedures, which will have application in Spring Lake Park.
 - a. Keeps up to date with current developments in the field of police administration through reading, attending seminars and other activities as appropriate.
11. Recognizes and accepts opportunities to address various civic groups on important aspects of police work in order to broaden understanding and cooperation throughout the community.
12. Works to ensure an effective program of preventative maintenance on all squad cars and related police equipment.
13. Assumes other responsibilities as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to establish programs for law enforcement and see to it that they are achieved, implemented and effective.
2. Ability to promote a favorable image of the department and create good public relations through civic groups and other presentations in the community.
3. Ability to provide services and consistently command the confidence and respect of the community.

MINIMUM QUALIFICATIONS:

Must be a full-time licensed peace officer. Other minimum standards as determined by the City Administrator, Mayor and City Council.

RESPONSIBILITY FOR WORK OF OTHERS:

Is responsible for the work of all Police Department personnel.



CITY OF SPRING LAKE PARK JOB DESCRIPTION

JOB TITLE: Director of Public Safety/Police Chief
DEPARTMENT: Police Department
REPORTS TO: City Administrator
DATE: February 2, 2021

POSITION SUMMARY:

The Director of Public Safety/Police Chief is responsible for all aspects of the City's protection and safety of the community and reports to the City Administrator. This position is responsible for the daily administration, coordination and operation of the Police Department through enforcement of statutes and ordinances, dealing with and prevention of criminal acts, preserving the peace, investigating crime, providing emergency services, and performing related duties as required in order to provide the level of public service that meets the expectations of the Mayor, City Council and community

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, and directs the implementation of the department's short- and long-term goals, objectives, policies and strategies for the department to meet current and future needs of the City;
2. Responsible for the supervision, assignments and discipline of all department personnel in accordance with City Regulations, personnel policies and in conformance with State and Federal Laws;

3. Prepares annual departmental budget and administers approved budget by establishing operational standards for the department and regularly monitoring and controlling expenditures and allocations;
4. Conducts routine tours and inspections of the City and the Police Department to keep abreast of developments in the City and evaluate the performance of department personnel.
5. Conducts annual reviews of all department personnel to provide constructive guidance for improving development of all personnel relating to their duties and performance.
6. Plans and directs a training program designed to increase employee awareness with changes in laws and individual rights, in order to ensure compliance with POST standards, Minnesota Statutes, or Federal Laws;
7. Designs, develops and administers new programs or changes in existing programs, which will improve the operations and services of the department;
8. Responsible for establishing and fostering positive community and department relationships by meeting with members of the community, school officials, business professionals, representatives of homeowner associations, and political figures regarding law enforcement matters and community relations;
9. Designs, develops and administers the recruitment, testing, selection of police officer candidates and/or promotion department personnel;
10. Compiles and submit monthly reports to the City Council and makes personal presentations at meetings to provide an accurate picture of law enforcement and public service activities being provided by the department.
11. Maintain on-going contact with other police departments in surrounding communities as well as metropolitan agencies to keep abreast of new procedures, applicable in Spring Lake Park.
 - a. Keeps up to date with current developments in the field of police administration through reading, attending seminars, and other activities as appropriate.
12. Recognizes and accepts opportunities to address various civic groups on important aspects of police work in order to broaden understanding and cooperation throughout the community.

13. Works to ensure an effective program of preventative maintenance on all squad cars and related police equipment.
14. Directs and participates in continuous improvement training and development of all personnel in their duties and in new methods of law enforcement, crime detection, and crime prevention;
15. Professionally and accurately prepares and delivers verbal and written reports as required;
16. Perform the duties of Emergency Management Director as required by local, State and Federal requirements, in conjunction with the Spring Lake Park/Blaine/Mounds View Fire Department Director and is responsible for the development of the Disaster Preparedness Plan for the City;
17. Works cooperatively with representatives from other law enforcement agencies, courts, probation, parole, and prosecutorial agencies to coordinate law enforcement activities.
18. Works closely with other city departments to maintain harmonious relationships throughout the organization and to ensure efforts are directed toward common City goals.
19. Oversees accident prevention program for the department and organization by serving on the Safety Committee in order to prevent on-the-job injuries, as well as damage to equipment and property;
20. Participates as member of the management team;
21. Performs other duties as assigned by the City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of principles of modern police administration and operation of police department;
2. Considerable knowledge of equipment used in police work;
3. Considerable knowledge of scientific methods of crime detection and criminal prevention;

4. Maintain considerable knowledge to oversee and assist the assigned Agency TAC with the management and adherence of the requirements set forth by the Bureau of Criminal Apprehension (BCA) for CJIS/CJDN/NCIC network compliance, in accordance with Federal Standards.
5. Considerable knowledge of federal, state, and local laws which are under the jurisdiction of the police department
6. Considerable ability to plan, assign, supervise, and review the work of the police force in the performance of their duties and to instruct them in the best methods of doing their work;
7. Ability to analyze, interpret and enforce federal, state, and local laws and court decisions;
8. Ability to prepare technical reports that are factual, understandable, logical, concise, and objective;
9. Demonstrates leadership abilities which convey and stimulate enthusiasm, initiative, creativity, and genuine concern for the welfare of the community;
10. Ability to promote a favorable image of the department and create good public relations through civic groups and other presentations in the community.
11. Ability to provide services and consistently command the confidence and respect of the community.
12. Demonstrates ability to initiate and maintain positive relationships with all public contacts;
13. Demonstrates ability to be open, receptive, and approachable in both formal and informal situations.

MINIMUM QUALIFICATIONS:

1. Licensed Peace Officer or eligible to be licensed as a Peace Officer within the State of Minnesota;
2. Graduated from an accredited college with a minimum degree(s) of an Associates of Applied Science (A.A.S.), or Associate of Arts (A.A.);

3. Possess a Valid driver's License;
4. Possess five years of increasingly responsible experience in police work including supervisory and command levels.
5. Thorough knowledge of principals and technical practices of modern police and public administration, as well as knowledge of scientific methods of crime detection and criminal identification;
6. Thorough knowledge of federal, state, local laws and ordinances pertaining to police work;
7. Ability to effectively lead, plan direct and evaluate the work of subordinates in the department;
8. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in accordance with proper City policy and procedures;
9. Ability to establish and foster effective and cooperative relationships with employees, other departments in the City, with legislative groups, officials, civic leaders and other agencies;
10. Ability to communicate effectively verbally and in writing;
11. Knowledge of automated systems, applications, and technology related to law enforcement;
12. Develop and administer departmental budget within guidelines;
13. Have attended and completed an advanced management training (Southern Police Institute for Department Management, Federal Bureau of Investigation Academy, Northwestern School of Police Staff and Command, or related program).



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: March 4, 2021

Subject: Low Cost Vaccinations/Spay & Neuter Pet Mobile Clinic Discussion

Anoka County has scheduled two mill and overlay road projects within the City of Spring Lake Park. One is on 85th Avenue (CSAH 32) from Highway 65 to 93rd Lane NE. This covers the northern boundary of the City. No layout changes are proposed.

The second project is the mill and overlay of Old Central north from 81st Avenue to Pleasant View Drive. They will be milling the road down four inches and replacing 4 inches of asphalt. They will be adding the curb between the two entrances to Hy-Vee, which they asked be postponed. There is no cost to the City for this project.

Staff would like to add two sections to this project that would be at our cost. The first is to do a mill and overlay on Pleasant View Drive from the intersection of Old Central/83rd Avenue south through the 81st Avenue intersection. This portion of roadway has deteriorated due to the heavy truck loads from the Fire Department. They would mill the street down and add 4 inches of asphalt on this section. Since this segment is on the State Aid system, we will be reimbursed for this cost from MnDOT State Aid dollars.

The second section would be a segment of Pleasant View Drive north of County Road 10. This segment was realigned when the Pleasant View Drive/County Road 10 signal was installed. It is in poor condition. We would like Anoka County to mill 2 inches off the roadway and add 2 inches of new bituminous surface to this area. This would be at City cost. We have funds available to cover this portion in Fund 401.

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

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

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

WITNESSETH:

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

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

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

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

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

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

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

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

II. METHOD

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

IMPROVEMENTS:

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

TRAFFIC SIGNALS:

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

MILLING AND PAVING:

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

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

MOBILIZATION:

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

TRAFFIC CONTROL:

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

COSTS

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

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

The Cost Distribution Worksheet is attached as **Exhibit B**.

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

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

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

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

IV. TERM / TERMINATION

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

V. DISBURSEMENT OF FUNDS

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

VI. CONTRACTS AND PURCHASES

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

VII. STRICT ACCOUNTABILITY

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

X. NOTICE

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

XI. INDEMNIFICATION

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

XII. ENTIRE AGREEMENT REQUIREMENT OF A WRITING

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

XIII. COUNTERPARTS

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

(The remainder of this page is intentionally left blank)

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

COUNTY OF ANOKA

CITY OF SPRING LAKE PARK

By: _____
Rhonda Sivarajah
County Administrator

By: _____
Bob Nelson
Mayor

Dated: _____

RECOMMENDED FOR APPROVAL:

RECOMMENDED FOR APPROVAL:

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

By: _____
Daniel Buchholtz
City Administrator

Dated: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
Christine V. Carney
Assistant County Attorney

By: _____
John Thames
City Attorney

Dated: _____

EXHIBIT “A”

Layout

EXHIBIT "B"

Cost Distribution Spreadsheet

SAP 002-636-013

NOTES	ITEM NUMBER	ITEM DESCRIPTION	UNIT	TOTAL PROJECT QUANTITIES ESTIMATED	ANOKA COUNTY SAP 002-678-022	NON PARTICIPATING LOCAL FUNDS LAKE PARK C0008408	UNIT PRICE	COST EST.
	2021.501	MOBILIZATION	LUMP SUM	1	1		\$12,775.73	\$12,775.73
1	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	44	44		\$6.95	\$305.80
1	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	1855	1855		\$3.20	\$5,936.00
	2104.503	REMOVE CURB & GUTTER	LIN FT	60	60		\$6.25	\$375.00
2	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	153	153		\$9.60	\$1,468.80
	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	177	177		\$9.60	\$1,699.20
3	2105.507	COMMON EXCAVATION	CU YD	671	546	125	\$45.00	\$30,195.00
4	2123.510	MOTOR GRADER	HOUR	32	32		\$165.00	\$5,280.00
	2130.523	WATER	M GALLON	289	289		\$33.00	\$9,537.00
5	2211.509	AGGREGATE BASE CLASS 5	TON	44	44		\$59.00	\$2,596.00
	2215.504	FULL DEPTH RECLAMATION	SQ YD	13893	12764	1129	\$1.85	\$25,702.05
6	2215.507	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	339	339		\$14.00	\$4,746.00
	2221.509	SHOULDER BASE AGGREGATE CLASS 5	TON	190	190		\$23.00	\$4,370.00
	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	2060	2060		\$3.20	\$6,592.00
	2232.504	MILL BITUMINOUS SURFACE (4.0")	SQ YD	3442	3442		\$4.00	\$13,768.00
7	2232.604	MILL BITUMINOUS PAVEMENT (SPECIAL)	SQ YD	106	106		\$4.00	\$424.00
	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1153	1097	56	\$1.91	\$2,202.23
8	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3:B)	TON	18	18		\$144.00	\$2,592.00
9	2360.509	TYPE SP 12.5 BIT MIXTURE FOR PATCHING	TON	31	31		\$150.00	\$4,650.00
10	2360.509	TYPE SP 12.5 WEARING COURSE MIX (4:C)	TON	19	19		\$144.00	\$2,736.00
	2360.509	TYPE SP 12.5 WEARING COURSE MIX (4:C)	TON	4400	4133	267	\$65.74	\$289,256.00
11, 12	2504.602	ADJUST GATE VALVE	EACH	6	4	2	\$700.00	\$4,200.00
13	2506.502	CASTING ASSEMBLY	EACH	4	4		\$1,000.00	\$4,000.00
14	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	19	19		\$500.00	\$9,500.00
	2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	13	13		\$10.00	\$130.00
	2511.507	RANDOM RIPRAP CLASS III	CU YD	4	4		\$100.00	\$400.00
	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	418	418		\$30.00	\$12,540.00
	2531.604	CONCRETE DRAINAGE FLUME	SQ YD	9	9		\$150.00	\$1,350.00
15	2540.602	MAIL BOX SUPPORT	EACH	1	1		\$200.00	\$200.00
	2550.602	LOOP DETECTOR DESIGN NMC	EACH	7	7		\$1,500.00	\$10,500.00
	2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	1	1		\$2,700.00	\$2,700.00
16	2563.601	TRAFFIC CONTROL	LUMP SUM	1	1		\$5,382.58	\$5,382.58
	2563.610	POLICE OFFICER	HOUR	48	48		\$140.00	\$6,720.00
17	2563.613	PORTABLE CHANGEABLE MESSAGE SIGN	UNIT DAY	20	20		\$120.00	\$2,400.00
	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	1	1		\$4,500.00	\$4,500.00
	2573.501	CULVERT END CONTROLS	LUMP SUM	1	1		\$1,000.00	\$1,000.00
18	2573.502	STORM DRAIN INLET PROTECTION	EACH	25	25		\$110.00	\$2,750.00
	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	400	400		\$4.00	\$1,600.00
	2574.507	COMMON TOPSOIL BORROW	CU YD	59	59		\$32.00	\$1,888.00
19	2575.508	HYDRAULIC REINFORCED FIBER MATRIX	POUND	128	128		\$16.00	\$2,048.00
20	2581.503	REMOVABLE PREFORM PAVEMENT MARKING TAPE	LIN FT	397	397		\$3.30	\$1,310.10
21	2582.503	4" SOLID LINE MULTI COMP	LIN FT	12266	12266		\$0.30	\$3,679.80
21	2582.503	4" BROKEN LINE MULTI COMP	LIN FT	276	276		\$0.30	\$82.80
21	2582.503	4" DBLE SOLID LINE MULTI COMP	LIN FT	4195	4195		\$0.60	\$2,517.00
21	2582.518	PAVT MSSG PREF THERMO	SQ FT	156	156		\$20.00	\$3,120.00
21	2582.518	CROSSWALK PREF THERMO	SQ FT	360	360		\$20.00	\$7,200.00
21	2582.603	PAVEMENT MARKING SPECIAL	LIN FT	122	122		\$40.00	\$4,880.00
								\$523,805.09

STATEMENT OF ESTIMATED QUANTITIES							SPRING LAKE PARK C0008408	
NOTES	ITEM NUMBER	ITEM DESCRIPTION	UNIT	TOTAL PROJECT QUANTITIES ESTIMATED	ANOKA COUNTY SAP 002-678-022	NON PARTICIPATING LOCAL FUNDS SPRING LAKE PARK C0008408	UNIT PRICE	COST EST.
	2105.507	COMMON EXCAVATION	CU YD	671	546	125	\$45.00	\$5,625.00
	2215.504	FULL DEPTH RECLAMATION	SQ YD	13893	12764	1129	\$1.85	\$2,088.65
	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1153	1097	56	\$1.91	\$106.96
	2360.509	TYPE SP 12.5 WEARING COURSE MIX (4;C)	TON	4400	4133	267	\$65.74	\$17,552.58
	2504.602	ADJUST GATE VALVE	EACH	6	4	2	\$700.00	\$1,400.00
								\$26,773.19

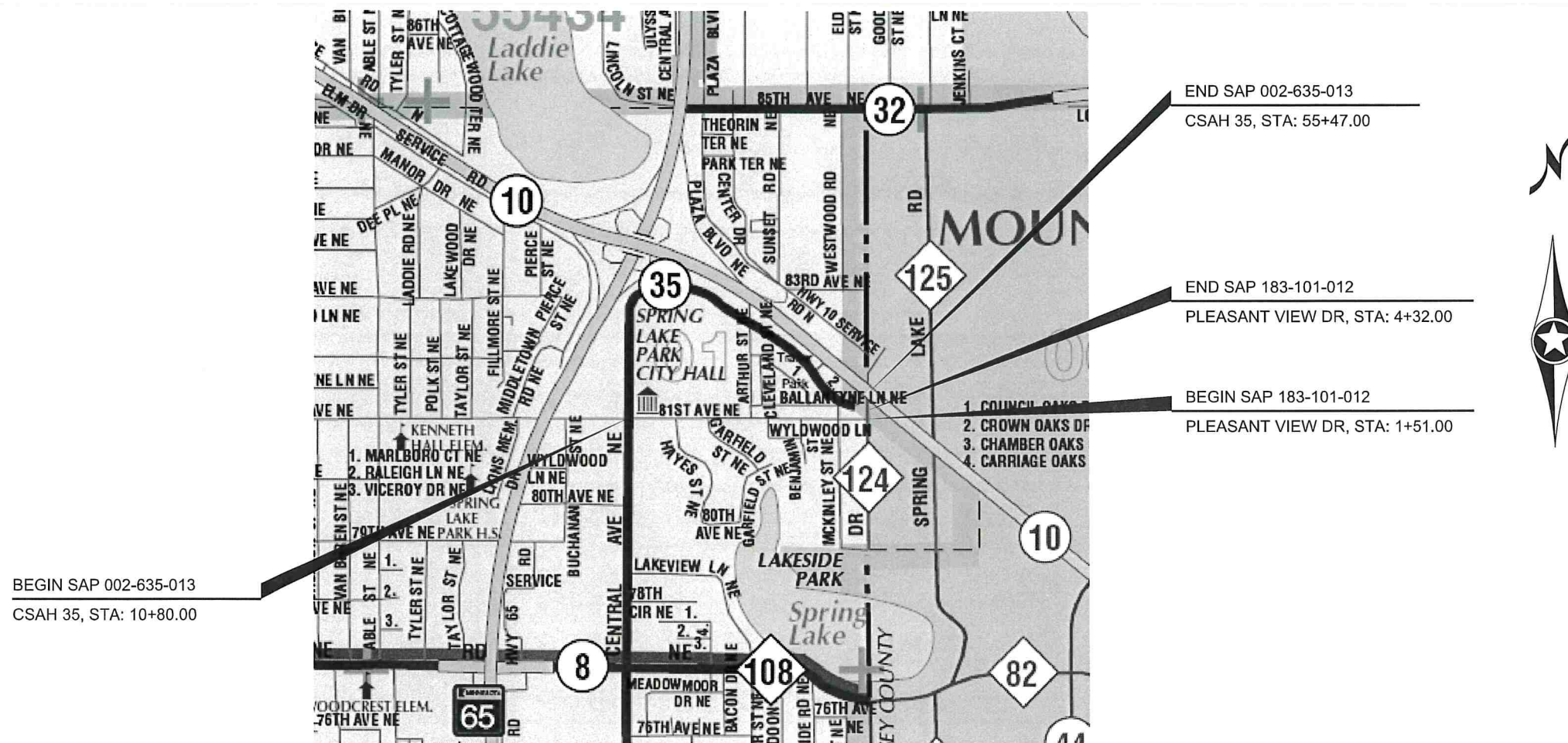
MINNESOTA DEPARTMENT OF TRANSPORTATION
ANOKA COUNTY

CONSTRUCTION PLAN FOR MILL BITUMINOUS, BITUMINOUS SURFACING, CURB & GUTTER, BITUMINOUS RECLAMATION, AND SEWER REPAIRS

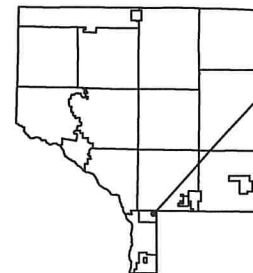
LOCATED ON CSAH 35 BETWEEN 81 ST AVE AND TH 10

	CSAH 35			
GROSS LENGTH	4467.00	FEET	0.846	MILES
EXCEPTIONS-LENGTH	0.00	FEET	0.000	MILES
NET LENGTH	4467.00	FEET	0.846	MILES

	<u>PLEASANT VIEW DR</u>			
GROSS LENGTH	<u>281.00</u>	FEET	<u>0.053</u>	MILES
EXCEPTIONS-LENGTH	<u>0.00</u>	FEET	<u>0.000</u>	MILES
NET LENGTH	<u>281.00</u>	FEET	<u>0.053</u>	MILES



PROJECT LOCATION



DESIGN DESIGNATION (CSAH 35)

ESAL 20	95691	FUNCTIONAL CLASSIFICATION	MAJOR COLLECTOR
R VALUE	70	NO. OF TRAFFIC LANES	2 NO. OF PARKING LANES 0
ADT (2021)	810	DESIGN SPEED	40 MPH
PROJ. ADT (2041)	810	STOPPING SIGHT DISTANCE BASED ON:	
PROJ. HCADT (2041)	48	HEIGHT OF EYE	3.5' HEIGHT OF OBJECT 2.0'
SOIL FACTOR	N/A	DESIGN SPEED NOT ACHIEVED AT :	
10	TON DESIGN	STA.	TO STA. MPH

CITY OF SPRING LAKE PARK
ANOKA COUNTY
MN/DOT TRANSPORTATION DISTRICT - METRO
SECTION 04
TOWNSHIP 31 NORTH
RANGE 24 WEST

GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM AND BE INSTALLED IN ACCORDANCE WITH THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MNMUTCD), AND PART VI, "FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS."

THIS PLAN CONTAINS 21 SHEETS

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	STATEMENT OF ESTIMATED QUANTITIES
3	TABULATIONS
4 - 6	TYPICAL SECTIONS
7 - 9	DETAILS
10 - 11	CONSTRUCTION PLAN
12	PERMANENT MARKING TABULATION
13 - 14	SIGNING & STRIPING PLAN
15	SIGNING & STRIPING QUANTITIES
16 - 17	SIGNING & STRIPING DETAILS
18 - 21	EXISTING SIGNAL PLANS

_____, DATE _____

DISTRICT STATE AID ENGINEER: REVIEWED FOR
COMPLIANCE WITH STATE AID RULES/POLICY

_____, DATE _____

STATE AID ENGINEER:
APPROVED FOR STATE AID FUNDING


Approved _____, 20____
CITY OF SPRING LAKE PARK ENGINEER

Approved  3-3, 2021
ANOKA COUNTY ENGINEER

[illegible]

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

PRINT NAME: GERALD J. AUGER JR.

SIGNATURE: 

DATE: 02-24-2021 LICENSE NO. 26511

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



ANOKA COUNTY
HIGHWAY DEPT.

STATE AID PROJECT	<u>002-635-013</u>
STATE AID PROJECT	<u>183-101-012</u>

TITLE SHEET

Sheet 1 of 21 Sheets

AP.Anders

STATEMENT OF ESTIMATED QUANTITIES						
NOTES	ITEM NUMBER	ITEM DESCRIPTION	UNIT	TOTAL PROJECT QUANTITIES ESTIMATED	ANOKA COUNTY SAP 002-678-022	SPRING LAKE PARK SAP 183-101-012
	2021.501	MOBILIZATION	LUMP SUM	1	1	
1	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	44	44	
1	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	1855	1855	
	2104.503	REMOVE CURB & GUTTER	LIN FT	60	60	
2	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	153	153	
	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	177	177	
3	2105.507	COMMON EXCAVATION	CU YD	671	546	125
4	2123.510	MOTOR GRADER	HOUR	32	32	
	2130.523	WATER	M GALLON	289	289	
5	2211.509	AGGREGATE BASE CLASS 5	TON	44	44	
	2215.504	FULL DEPTH RECLAMATION	SQ YD	13893	12764	1129
6	2215.507	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	339	339	
	2221.509	SHOULDER BASE AGGREGATE CLASS 5	TON	190	190	
	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	2060	2060	
	2232.504	MILL BITUMINOUS SURFACE (4.0")	SQ YD	3442	3442	
7	2232.604	MILL BITUMINOUS PAVEMENT (SPECIAL)	SQ YD	106	106	
	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1153	1097	56
8	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3:B)	TON	18	18	
9	2360.509	TYPE SP 12.5 BIT MIXTURE FOR PATCHING	TON	31	31	
10	2360.509	TYPE SP 12.5 WEARING COURSE MIX (4:C)	TON	19	19	
	2360.509	TYPE SP 12.5 WEARING COURSE MIX (4:C)	TON	4400	4133	267
11, 12	2504.602	ADJUST GATE VALVE	EACH	6	4	2
13	2506.502	CASTING ASSEMBLY	EACH	4	4	
14	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	19	19	
	2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	13	13	
	2511.507	RANDOM RIPRAP CLASS III	CU YD	4	4	
	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	418	418	
	2531.604	CONCRETE DRAINAGE FLUME	SQ YD	9	9	
15	2540.602	MAIL BOX SUPPORT	EACH	1	1	
	2550.602	LOOP DETECTOR DESIGN NMC	EACH	7	7	
	2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	1	1	
16	2563.601	TRAFFIC CONTROL	LUMP SUM	1	1	
	2563.610	POLICE OFFICER	HOUR	48	48	
17	2563.613	PORTABLE CHANGEABLE MESSAGE SIGN	UNIT DAY	20	20	
	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	1	1	
	2573.501	CULVERT END CONTROLS	LUMP SUM	1	1	
18	2573.502	STORM DRAIN INLET PROTECTION	EACH	25	25	
	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	400	400	
	2574.507	COMMON TOPSOIL BORROW	CU YD	59	59	
19	2575.508	HYDRAULIC REINFORCED FIBER MATRIX	POUND	128	128	
20	2581.503	REMOVABLE PREFORM PAVEMENT MARKING TAPE	LIN FT	397	397	
21	2582.503	4" SOLID LINE MULTI COMP	LIN FT	12266	12266	
21	2582.503	4" BROKEN LINE MULTI COMP	LIN FT	276	276	
21	2582.503	4" DBLE SOLID LINE MULTI COMP	LIN FT	4195	4195	
21	2582.518	PAVT MSSG PREF THERMO	SQ FT	156	156	
21	2582.518	CROSSWALK PREF THERMO	SQ FT	360	360	
21	2582.603	PAVEMENT MARKING SPECIAL	LIN FT	122	122	

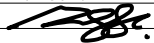
BASIS OF PLANNED QUANTITIES						
2357		BITUMINOUS MATERIAL FOR TACK COAT	0.05 GAL / SQ YD			
2211		AGGREGATE BASE CLASS 5	1.8 TONS / CU YD			
2360		ALL BITUMINOUS PAVEMENT	115 LBS / SQ YD / IN THICKNESS			
2581		REMOVABLE PREFORM PAVEMENT MARKING TAPE	2' AT 50' INTERVALS			
2575		HYDRAULIC REINFORCED FIBER MATRIX	3900 LBS./ ACRE			
2575		SEED MIXTURE 25-121	61 LBS./ ACRE			
2574		FERTILIZER TYPE 3	350 LBS./ ACRE			

CONSTRUCTION NOTES		
1		REFERENCE DETAILS (PAGE 7, 8, 9) FOR REMOVAL DETAILS
2		ITEM FOR BITUMINOUS DRIVEWAYS AND STREET APPROACHES. CONTRACTOR IS RESPONSIBLE FOR CONTACTING PROPERTY OWNER 48 HOURS BEFORE STARTING OPERATION.
3		ITEM USED TO REMOVE EXCESS RECLAIM MATERIAL.
4		ITEM USED TO MOVE EXCESS RECLAIM MATERIAL AT THE RECLAIM AREA LIMITS TO CREATE A SMOOTH TRANSITION BETWEEN THE PROPOSED AND EXISTING PAVEMENT
5		GRAVEL BASE FOR BITUMINOUS DRIVEWAYS, AND CURB PATCHES.
6		MATERIAL SHALL BE HAULED AND USED FOR PROFILE CORRECTION AREAS. ITEM INCLUDES PLACEMENT, SHAPING, COMPACTION, AND MAINTENANCE OF MATERIAL.
7		TO BE USED FOR MILLING STREET APPROACHES AND/OR DETAIL MILLING AREAS AS IDENTIFIED IN THE PLAN. DETAIL MILLING AROUND MANHOLES, CATCH BASINS, GATE VALVES, AND ALONG CURB LINE IS INCIDENTAL TO THIS ITEM.
8		ITEM FOR BITUMINOUS DRIVEWAYS. DRIVEWAYS SHALL BE PAVED AFTER MAINLINE AND BEFORE FINAL STRIPING.
9		ITEM INCLUDES BITUMINOUS PATCHING AROUND NEW CURB, STORM STRUCTURE REPAIRS, AND ANY POTHOLES
10		ITEM FOR STREET APPROACHES. STREET APPROACHES SHALL BE PAVED AFTER MAINLINE, AND BEFORE FINAL STRIPING
11		GATE VALVES TO BE ADJUSTED ONLY AS NECESSARY AS DETERMINED BY THE ENGINEER.
12		ELEVATION PRIOR TO OR IN CONJUNCTION WITH RECLAIMING OPERATION, AND FINAL ADJUSTMENT TO FINISH GRADE BETWEEN PAVING BASE AND WEAR LIFTS
13		ITEM INCLUDES FULL REPLACEMENT OF CASTING ADJUSTMENT RINGS. SEE STORM TABULATIONS FOR RING HEIGHTS. CASTINGS IN ROADWAY SHALL BE INSTALLED BETWEEN BASE AND WEAR LIFT PAVING
14		ITEM INCLUDES GROUTING OF INVERTS, DOGHOUSES, RINGS, AND CASTINGS AS REQUIRED (SEE DRAINAGE TAB, SHEET 3).
15		MAILBOXES ARE TO BE INSTALLED AT THE EXISTING MAILBOX LOCATION OR AS DIRECTED BY THE LOCAL POSTAL AUTHORITY, CONTRACTOR IS RESPONSIBLE FOR CONTACTING. MAILBOX REMOVAL AND ALL MATERIALS ARE INCIDENTAL TO INSTALLATION.
16		ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO, AND BE INSTALLED IN ACCORDANCE WITH, THE MOST CURRENT REVISON OF THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES". "DO NOT PASS, PASS WITH CARE, NO CENTER STRIPE, AND STOP HERE ON RED SIGNS SHALL BE INPLACE WHENEVER PERMANENT PAVEMENT MARKINGS ARE NOT PRESENT.
17		2 MESSAGE BOARDS, ONE ON THE EACH END OF PROJECT, SHALL BE INSTALLED 10 DAYS PRIOR TO ANY CONSTRUCTION; REFERENCE STRIPING PLAN FOR DETAILS.
18		ALL DRAINAGE STRUCTURES AFFECTED BY THIS PROJECT MUST HAVE INLET PROTECTION.
19		TYPE 3 FERTILIZER AND TYPE 25-121 SEED ARE INCIDENTAL TO THIS ITEM. SEE "BASIS OF PLANNED QUANTITIES" FOR APPLICATION RATES.
20		CENTERLINE AND LANE DESIGNATION SKIPS TO BE APPLIED AS SOON AS POSSIBLE ON MILLED SURFACE AND EACH NEW LIFT OF PAVEMENT; SKIPS MUST BE INPLACE BEFORE THE CONTRACTOR LEAVES FOR THE DAY. CONTRACTOR IS TO REMOVE PRIOR TO FINAL STRIPING.
21		FINAL STRIPING SHALL BE INSTALLED WITHIN 72 HOURS OF COMPLETION OF MAINLINE WEAR COURSE PAVING.

THE FOLLOWING STANDARD PLATES APPROVED BY THE DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION SHALL APPLY TO THIS PROJECT.

MNDOT STANDARD PLATES	
PLATE NO.	DESCRIPTION
4026A	CONCRETE ENCASED CONCRETE ADJUSTING RINGS
4134A	CURB BOX CASTING FOR CATCH BASIN (FOR DESIGN B CURBS)- CASTING NO. 825
4154B	CATCH BASIN GRATE CASTING - CASTING NO. 816
7100H	CONCRETE CURB AND GUTTER (DESIGN B AND DESIGN V)
7111J	INSTALLATION OF CATCH BASIN CASTINGS (CONCRETE CURB AND GUTTER)
8000J	CHANNELIZERS
9350A	MAILBOX SUPPORT (SWING-AWAY TYPE)

NO	DATE	BY	CKD	APPR	REVISION	03/02/2021	12:40:45 PM		
NAME: P:\21-01-00\CSAH_35_(81ST-TH10)\Base\Proposed\CSAH35_SEQ.dgn									

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ANOKA COUNTY
HIGHWAY DEPT.

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

STATEMENT OF ESTIMATED
QUANTITIES

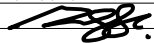
Sheet 2 of 21 Sheets

STORM DRAINAGE TAB							
NUMBER	TYPE	ACTION	NEW CASTING	FURNISH AND INSTALL CASTING ASSEMBLY	RING HEIGHT -INCIDENTAL-	GROUT CATCH BASIN OR MANHOLE	NOTES
				EACH	LIN FT	EACH	
100	CB	GROUT				1	GROUT RINGS AND CASTING
101	MH	GROUT				1	GROUT RINGS AND CASTING
102	CB	OK				1	
103	CB	GROUT				1	GROUT RINGS AND CASTING
104	CB	GROUT				1	GROUT RINGS AND CASTING
105	CB	RE-RING	A	1	0.7		
106	CB	GROUT				1	GROUT RINGS AND DOGHOUSE
107	CB	GROUT				1	GROUT RINGS AND CASTING
108	CB	GROUT				1	GROUT RINGS AND CASTING
109	CB	GROUT				1	GROUT RINGS AND CASTING
110	CB	RE-RING	A	1	0.4		
111	CB	GROUT				1	GROUT RINGS AND CASTING
112	CB	RE-RING	A	1	0.7		
113	CB	GROUT				1	GROUT RINGS AND CASTING
113A	MH	GROUT				1	GROUT RINGS, CASTING, AND DOGHOUSE
114	CB	RE-RING	A	1	0.2		
115	CB	GROUT				1	GROUT RINGS AND CASTING
116	CB	GROUT				1	GROUT RINGS AND CASTING
117	CB	GROUT				1	GROUT RINGS AND CASTING
118	CB	GROUT				1	GROUT RINGS AND CASTING
118A	CB	GROUT				1	GROUT RINGS AND CASTING
200	MH	GROUT				1	GROUT RINGS AND CASTING
201	MH	GROUT				1	GROUT RINGS AND CASTING
202	MH	GROUT				1	GROUT RINGS AND CASTING
TOTALS:				4	2.0	19	

CASTING ASSEMBLIES SUMMARY						
ASSEMBLY	RING OR FRAME CASTING	COVER OR GRATE CASTING	CURB BOX	DESCRIPTION	NOTES	QUANTITY
A	NEENAH R-3250-DVSP	V	YES	24" GRATE, CURB BOX		4
ALL CASTING HEIGHTS ARE TO BE VERIFIED IN THE FIELD						
ALL MANHOLE COVERS SHOULD BE LABELED AS STORM OR SANITARY						
NEW CASTINGS TO BE INSTALLED AFTER ASPHALT MILLING IS COMPLETED						
MANHOLE CASTINGS TO BE RECESSED 1/4" FROM TOP OF FINISHED MAT						

SUPERELEVATION CORRECTION TAB			
STATION	POINT	LEFT GRADE	RIGHT GRADE
19+87	BEGIN SUPER LT	-2.0%	-2.0%
20+00		-1.7%	-2.0%
20+50		-0.7%	-2.0%
20+83		0.0%	-2.0%
21+00		0.4%	-2.0%
21+49		1.4%	-2.0%
21+79	BEGIN SUPER RT	2.0%	-2.0%
21+90		2.2%	-2.2%
22+00		2.4%	-2.4%
22+12	PC	2.7%	-2.7%
22+50		3.5%	-3.5%
22+75	BEGIN FULL SUPER	4.0%	-4.0%
23+00		4.0%	-4.0%
23+50		4.0%	-4.0%
24+00		4.0%	-4.0%
24+50		4.0%	-4.0%
24+83	END FULL SUPER	4.0%	-4.0%
25+00		3.6%	-3.6%
25+46	PT	2.7%	-2.7%
25+79	MODIFIED SUPER	2.0%	-2.0%
26+00		2.0%	-2.0%
26+50		2.0%	-2.0%
27+00		2.0%	-2.0%
27+50		2.0%	-2.0%
28+00		2.0%	-2.0%
28+50		2.0%	-2.0%
28+81	MODIFIED SUPER	2.0%	-2.0%
29+00		2.4%	-2.4%
29+14	PC	2.7%	-2.7%
29+50		3.4%	-3.4%
29+77	BEGIN FULL SUPER	4.0%	-4.0%
30+50		4.0%	-4.0%
31+00		4.0%	-4.0%
31+50		4.0%	-4.0%
32+00		4.0%	-4.0%
32+50		4.0%	-4.0%
33+00		4.0%	-4.0%
33+50		4.0%	-4.0%
34+00		4.0%	-4.0%
34+50		4.0%	-4.0%
35+00		4.0%	-4.0%
35+50		4.0%	-4.0%
36+00		4.0%	-4.0%
36+38	END FULL SUPER	4.0%	-4.0%
36+50		3.8%	-3.8%
37+01	PT	2.7%	-2.7%
37+34	END SUPER RT	2.0%	-2.0%
37+73		1.2%	-2.0%
38+00		0.6%	-2.0%
38+30		0.0%	-2.0%
38+50		-0.4%	-2.0%
39+00		-1.5%	-2.0%
39+26	END SUPER LT	-2.0%	-2.0%

NO	DATE	BY	CKD	APPR	REVISION	03/02/2021	12:40:52 PM		
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I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME
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ANOKA COUNTY
HIGHWAY DEPT.

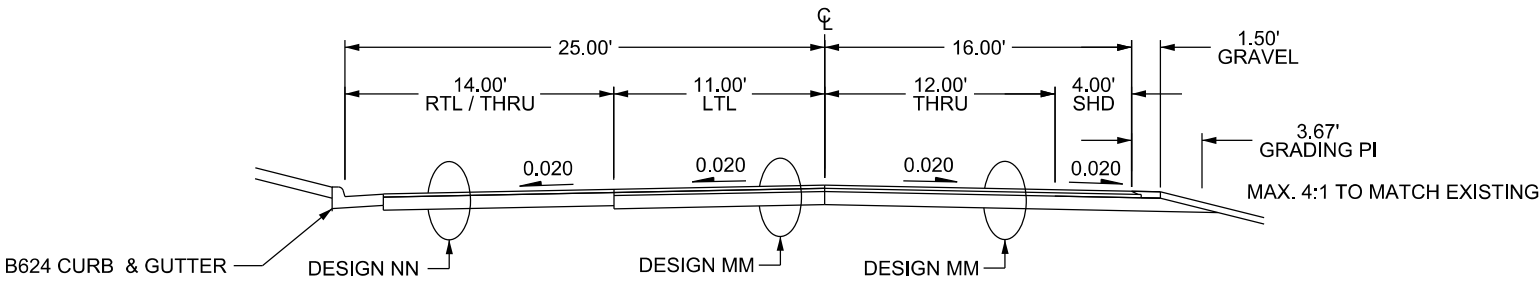
STATE AID PROJECT 002-635-013
STATE AID PROJECT 183-101-012

TABULATIONS
Sheet 3 of 21 Sheets

CSAH 35 - OLD CENTRAL AVE.

PROPOSED SECTION

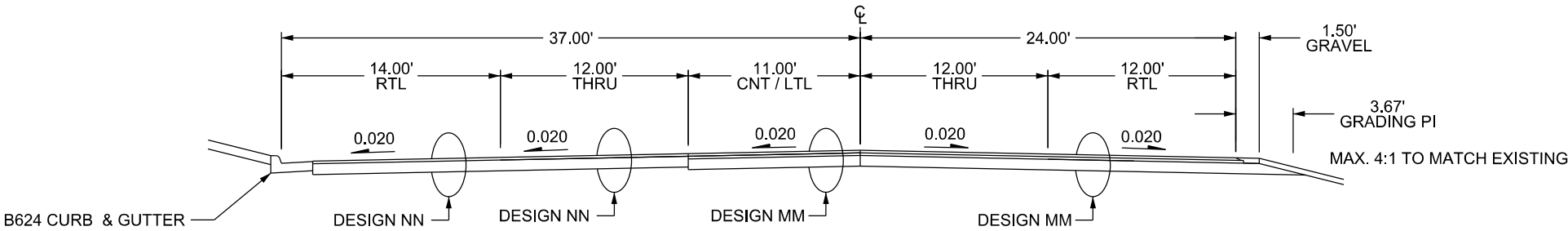
10+80.00 - 15+10.00



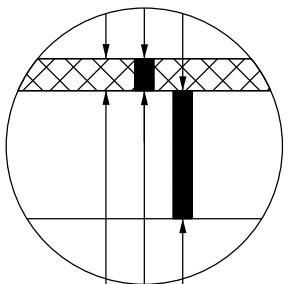
CSAH 35 - OLD CENTRAL AVE.

PROPOSED SECTION

15+10.00 - 19+79.00

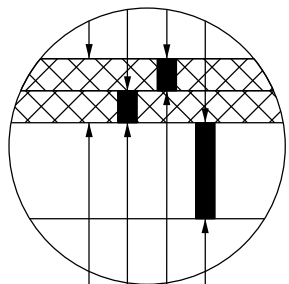


DESIGN NN
MILL SECTION



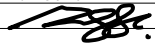
2.0" MILL BITUMINOUS
2.0" BITUMINOUS WEAR (SPWEB440C)
REMAINING BITUMINOUS

DESIGN MM
MILL SECTION



4.0" MILL BITUMINOUS
2.0" BITUMINOUS WEAR (SPWEB440C)
2.0" BITUMINOUS WEAR (SPWEB440C)
REMAINING BITUMINOUS / CONCRETE

NO	DATE	BY	CKD	APPR	REVISION	03/02/2021	12:41:30 PM		
NAME: P:\21-01-00\CSAH_35_(81ST-TH10)\Base\Proposed\CSAH35_TYPICALS.dgn									

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ANOKA COUNTY
HIGHWAY DEPT.

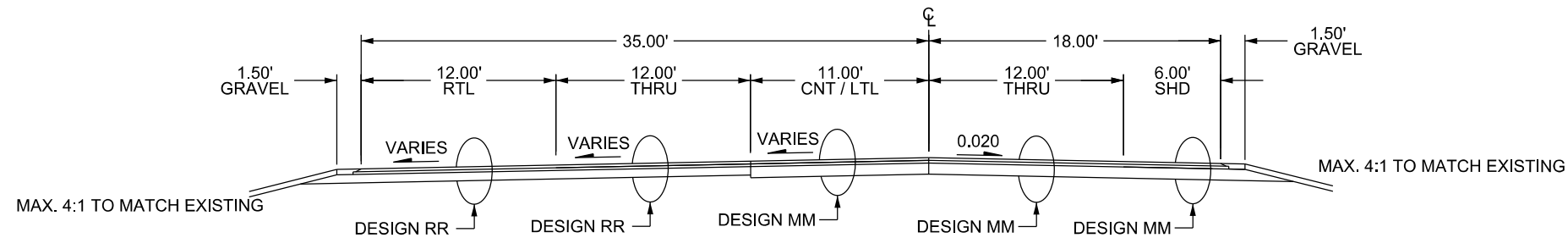
STATE AID PROJECT 002-635-013
STATE AID PROJECT 183-101-012

TYPICAL SECTIONS
Sheet 4 of 21 Sheets

CSAH 35 - OLD CENTRAL AVE.

PROPOSED SECTION

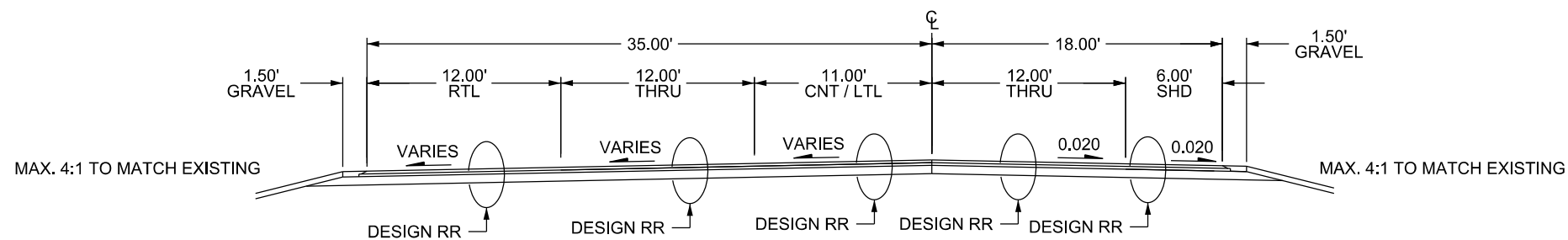
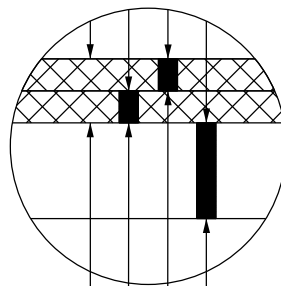
19+79.00 - 22+08.00



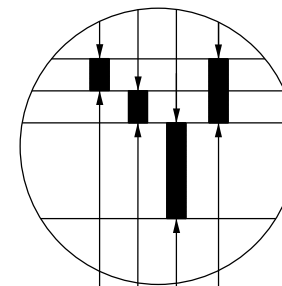
CSAH 35 - OLD CENTRAL AVE.

PROPOSED SECTION

22+08.00 - 22+80.00

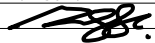
DESIGN MM
MILL SECTION

4.0" MILL BITUMINOUS
2.0" BITUMINOUS WEAR (SPWEB440C)
2.0" BITUMINOUS WEAR (SPWEB440C)
REMAINING BITUMINOUS / CONCRETE

DESIGN RR
RECLAIM SECTION

2.0" BITUMINOUS WEAR (SPWEB440C)
2.0" BITUMINOUS WEAR (SPWEB440C)
RECLAIMED BITUMINOUS
REMOVE 4" RECLAIM BITUMINOUS

NO	DATE	BY	CKD	APPR	REVISION	03/02/2021	12:41:31 PM
NAME: P:\21-01-00\CSAH_35_(81ST-TH10)\Base\Proposed\CSAH35_TYPICALS.dgn							

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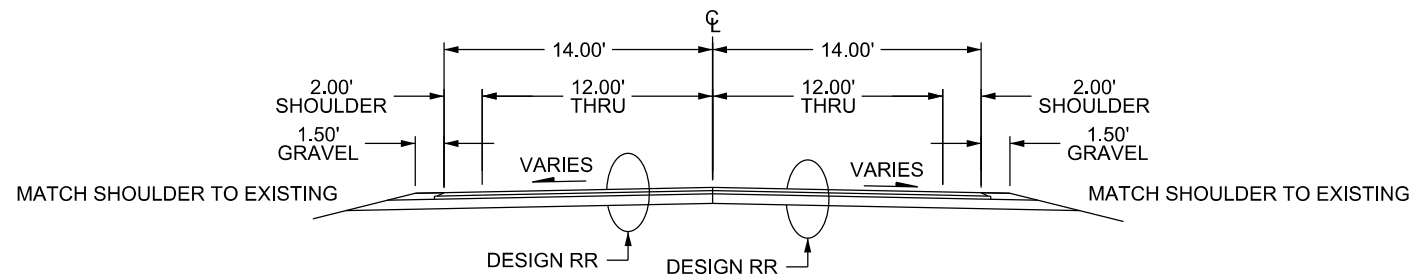
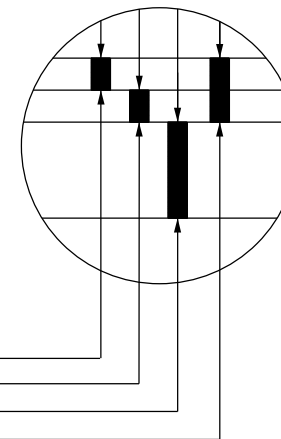
TYPICAL SECTIONS

Sheet 5 of 21 Sheets

CSAH 35 - OLD CENTRAL AVE.

PROPOSED SECTION

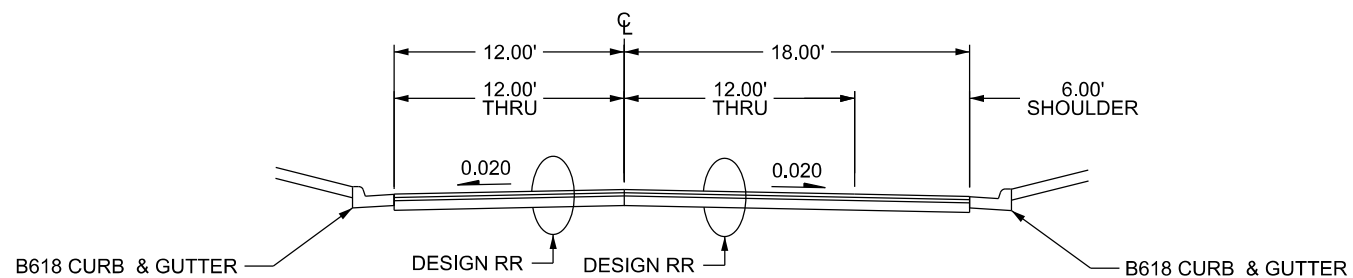
22+80.00 - 37+11.00

DESIGN RR
RECLAIM SECTION

CSAH 35 - OLD CENTRAL AVE.

PROPOSED SECTION

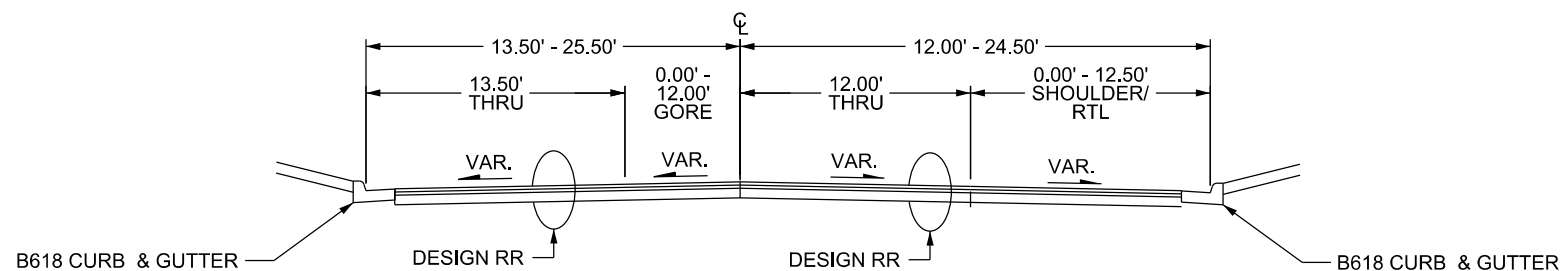
37+11.00 - 54+90.00



PLEASANT VIEW DR

PROPOSED SECTION

1+51.00 - 4+32.00



NO	DATE	BY	CKD	APPR	REVISION	03/02/2021	12:41:31 PM
NAME: P:\21-01-00\CSAH_35_(81ST-TH10)\Base\Proposed\CSAH35_TYPICALS.dgn							

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

PRINT NAME: GERALD J. AUGER JR.

SIGNATURE: [Signature]

DATE: 02-24-2021 LICENSE NO. 26511

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

ANOKA COUNTY
HIGHWAY DEPT.

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

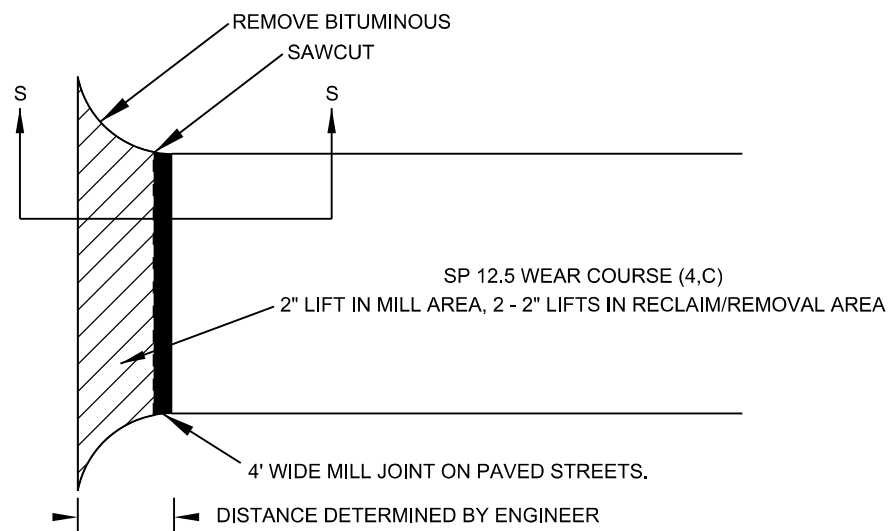
TYPICAL SECTIONS

Sheet 6 of 21 Sheets

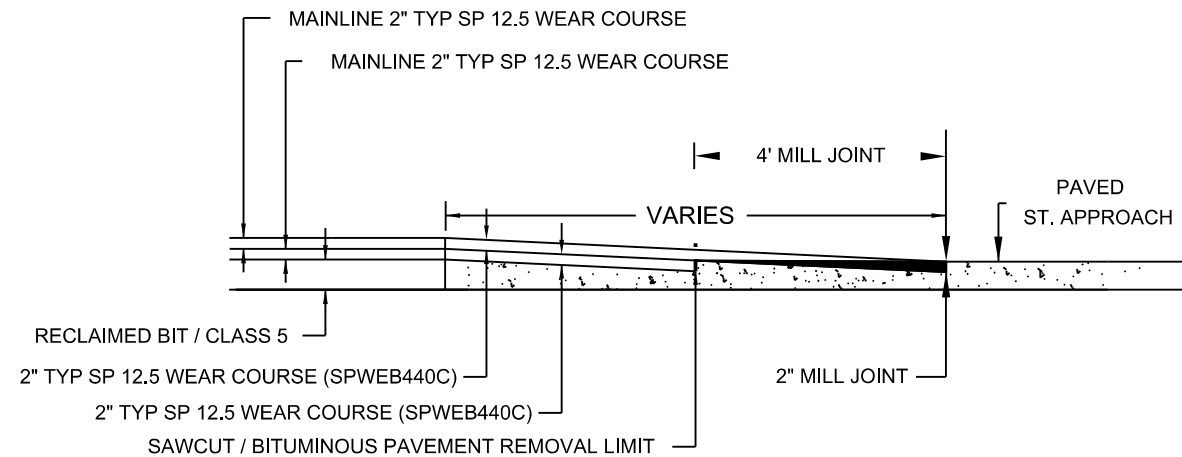
STREET APPROACH DETAIL (RECLAIM)

BITUMINOUS STREET

PLAN VIEW



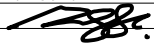
SECTION S - S



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ANOKA COUNTY
HIGHWAY DEPT.

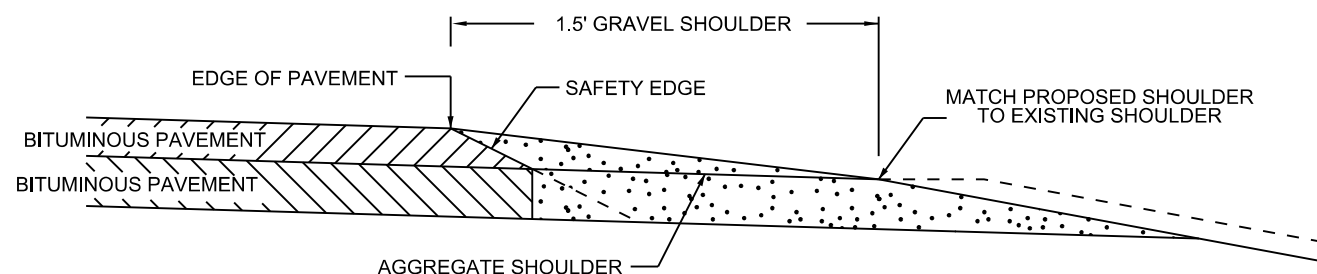
STATE AID PROJECT 002-635-013
STATE AID PROJECT 183-101-012

DETAILS

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SHOULDER DETAIL

BITUMINOUS SAFETY EDGE
GRAVEL SHOULDER



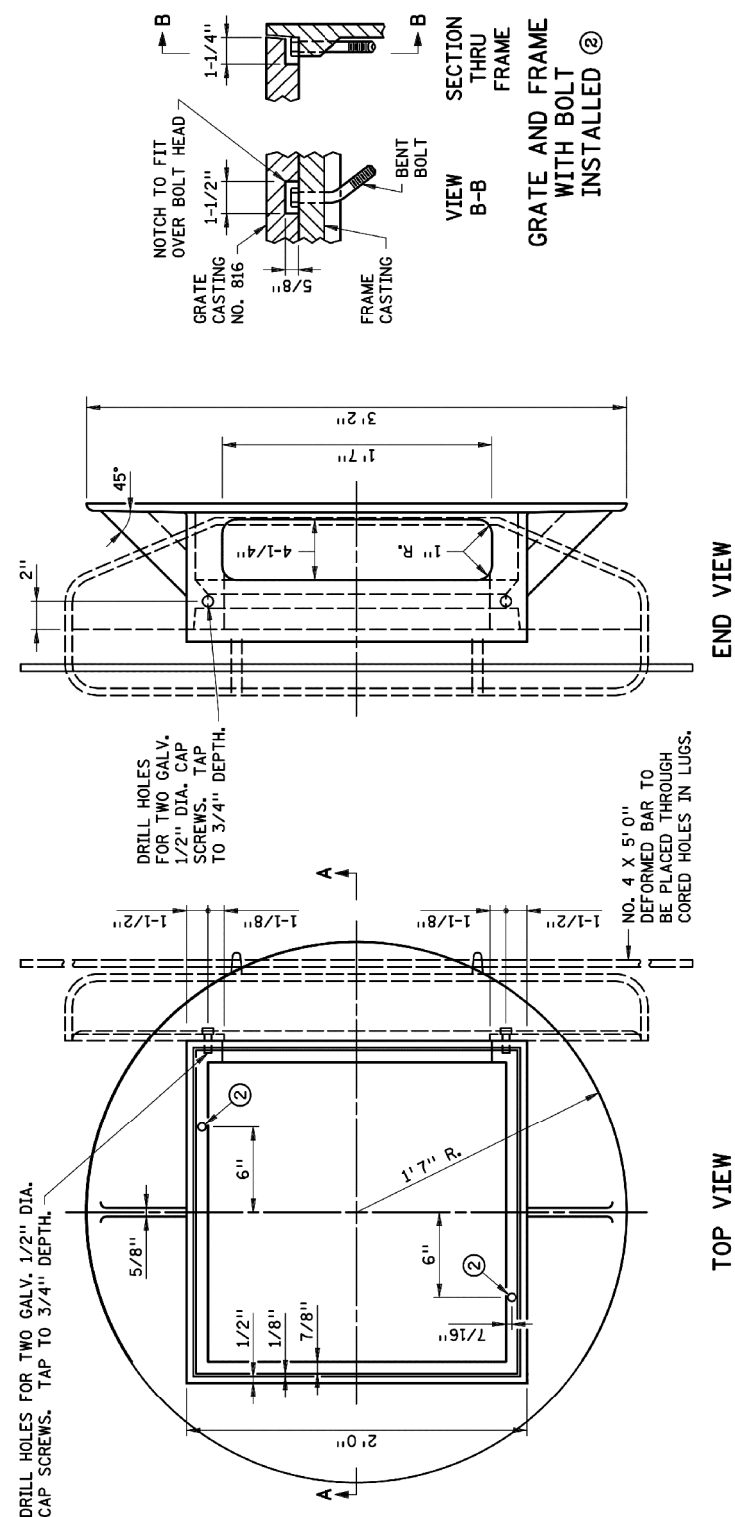
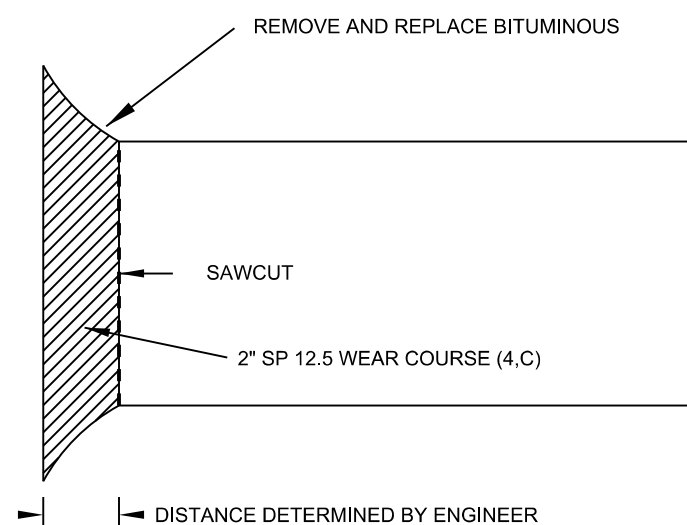
SAFETY EDGE TO BE USED IN ALL NON-CURB AREAS ON SHOULDER.

OPTIONAL DESIGN EXTENDS SAFETY EDGE DEEPER THAN 6" AND WIDER THAN 10.5". SEE SPECIAL PROVISIONS.

RECLAIM AREA - DRIVEWAY DETAIL

BITUMINOUS

PLAN VIEW



CASTINGS USED FOR ASSEMBLY

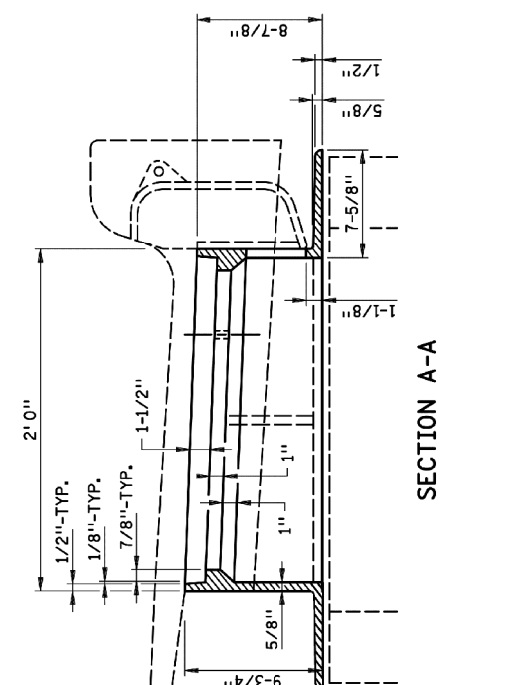
GRATE NO. 816 (MNDOT STD PLATE 4154B)

CURB BOX ① NO. 823A (MNDOT STD PLATE 4160) OR

NOTES:

USE 1/4" FILLETS IN ALL CORNERS.
SEE MMDOT STANDARD PLATE 7111 FOR
INSTALLATION REQUIREMENTS.

① ADJUST DESIGN B OR V CURB AND GUTTER.
② AT LOCATIONS INDICATED IN TOP VIEW, PROVIDE 9/16" DIA.
HOLES WHEN GRATE NO. 816 (MMDOT STD. PLATE 4154) IS
USED WITH THIS FRAME. FIELD PLACE 1/2" DIA X 4"
LONG GALV. BOLT IN UP-STREAM SIDE AND BENT UNDERSIDE
TO PREVENT REMOVAL. THIS WILL PREVENT GRATE NO. 816
(MMDOT STD. PLATE 4154) FROM BEING PLACED IN WRONG
AND NOT BEING BICYCLE SAFE




GRATE FRAME CASTING TYPE C & D

NOTE: THE CONTRATOR SHALL LINE UP THE LIP OF CONCRETE CURB AND GUTTER FROM THE LIP OF THE ADJACENT CURB LINE TO THE LIP OF THE CASTING OVER A DISTANCE OF 3' (ON EACH SIDE OF THE CASTING). THIS WORK SHALL BE INCIDENTAL TO THE CONCRETE CURB & GUTTER PAY ITEMS.

[illegible]

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME
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PRINT NAME: GERALD J. AUGÉ JR.

SIGNATURE: 

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



ANOKA COUNTY
HIGHWAY DEPT.

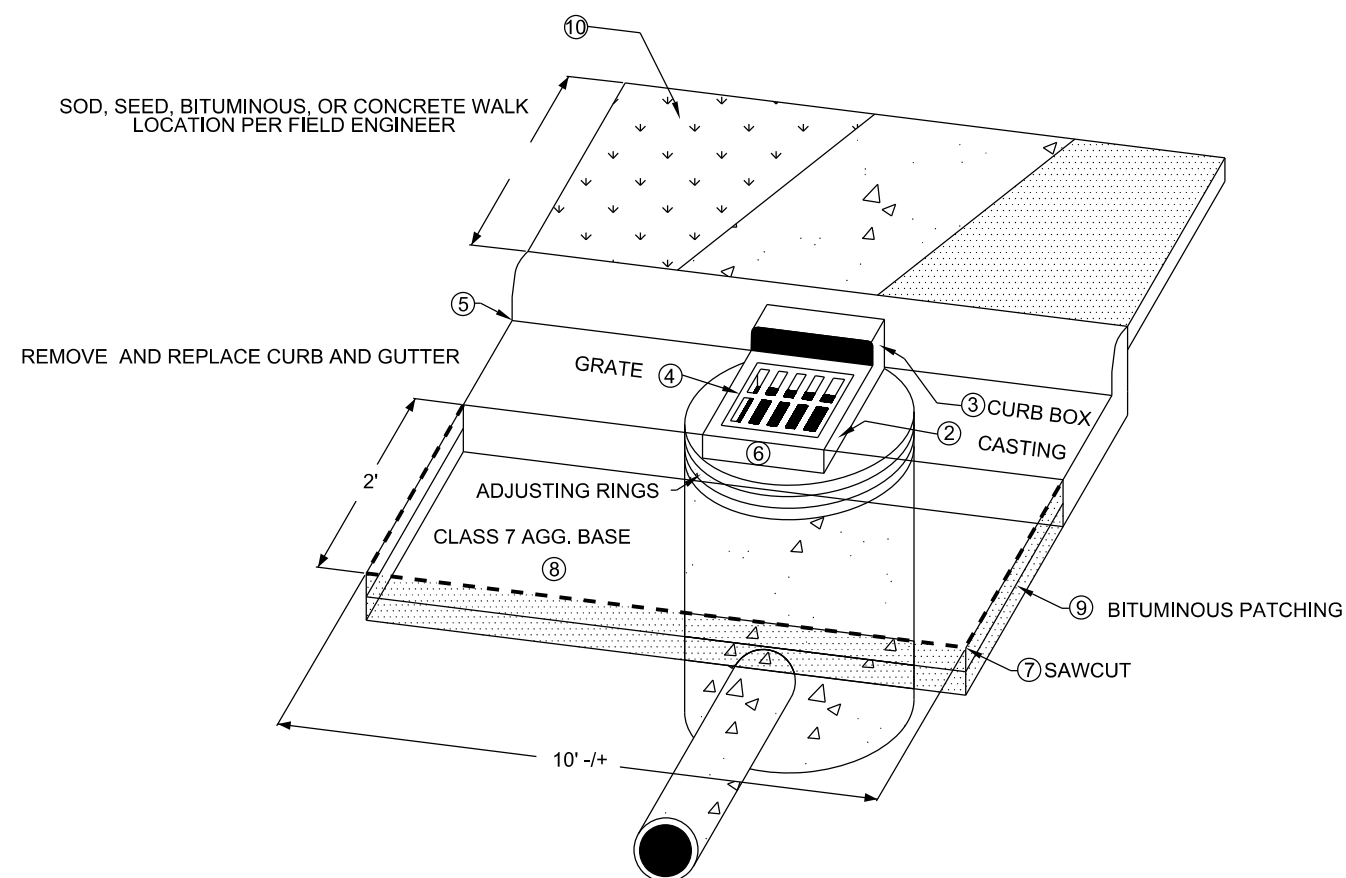
STATE AID PROJECT	<u>002-635-013</u>
STATE AID PROJECT	183-101-012

DETAILS

Sheet 8 of 21 Sheets

CATCH BASIN DETAIL

SEE STRUCTURE TAB FOR LOCATION
(PAGE 3)



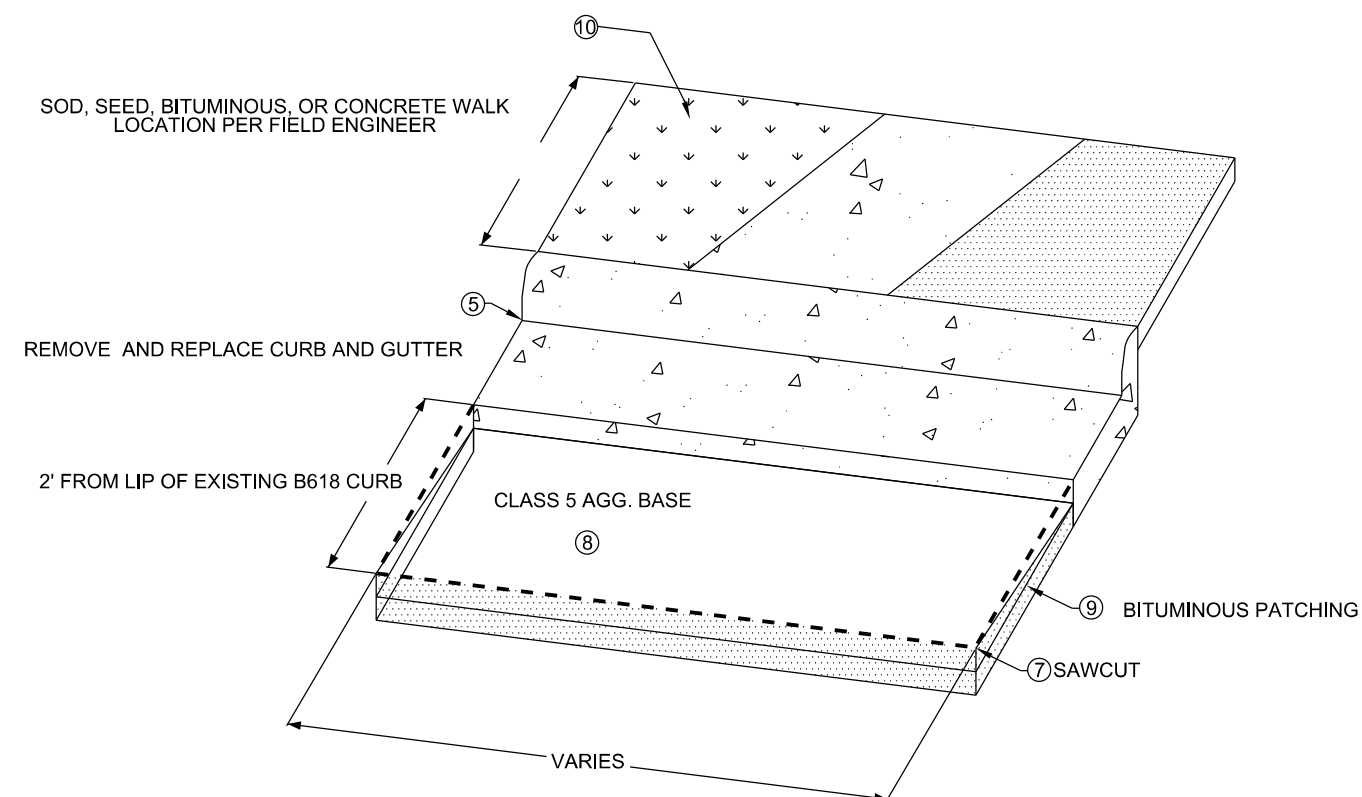
NOTES

FOR TRAFFIC CONTROL AT CATCH BASIN AND MANHOLE REPAIRS REFER TO THE MINNESOTA
MANUAL ON TEMPORARY TRAFFIC CONTROL LAYOUTS FIELD MANUAL.

- ① CONCRETE ENCASED CONCRETE ADJUSTING RINGS STANDARD PLATE 4026A.
- ② RING AND FRAME CASTING; REFERENCE CASTING ASSEMBLIES SUMMARY CHART FOR CASTING TYPE.
- ③ CURB BOX MATCHES CASTING REFERENCE CHART FOR CASTING TYPE.
- ④ GRATE CASTING; REFERENCE CASTING ASSEMBLIES SUMMARY CHART FOR CASTING TYPE.
- ⑤ CONCRETE CURB AND GUTTER DESIGN B STANDARD PLATE 7100H, FORM CURB TO FIT CASTING.
- ⑥ INSTALLATION OF CATCH BASIN OR MANHOLE CASTINGS; REFERENCE STANDARD PLATE PER TYPE OF CASTING.
- ⑦ SAWCUT BITUMINOUS PAVEMENT / CONCRETE CURB FULL DEPTH.
- ⑧ ADD AND COMPACT AGGREGATE BASE CLASS 5 AROUND REPAIRED STRUCTURE. ITEM INCIDENTAL TO ENTIRE STRUCTURE REPAIR.
- ⑨ REMOVE VARIABLE DEPTH BITUMINOUS, PATCH WITH 2, 3" LIFTS OF BITUMINOUS, TOP LIFT SHOULD TAPER TO BOTTOM LIFT AT CURB.
- ⑩ REPLACE DISTURBED AREA BEHIND CATCH BASIN WITH EITHER SOD (RESIDENTIAL AREAS), HYDRAULIC REINFORCED FIBER MATRIX OR EROSION CONTROL BLANKET, BITUMINOUS, CONCRETE.

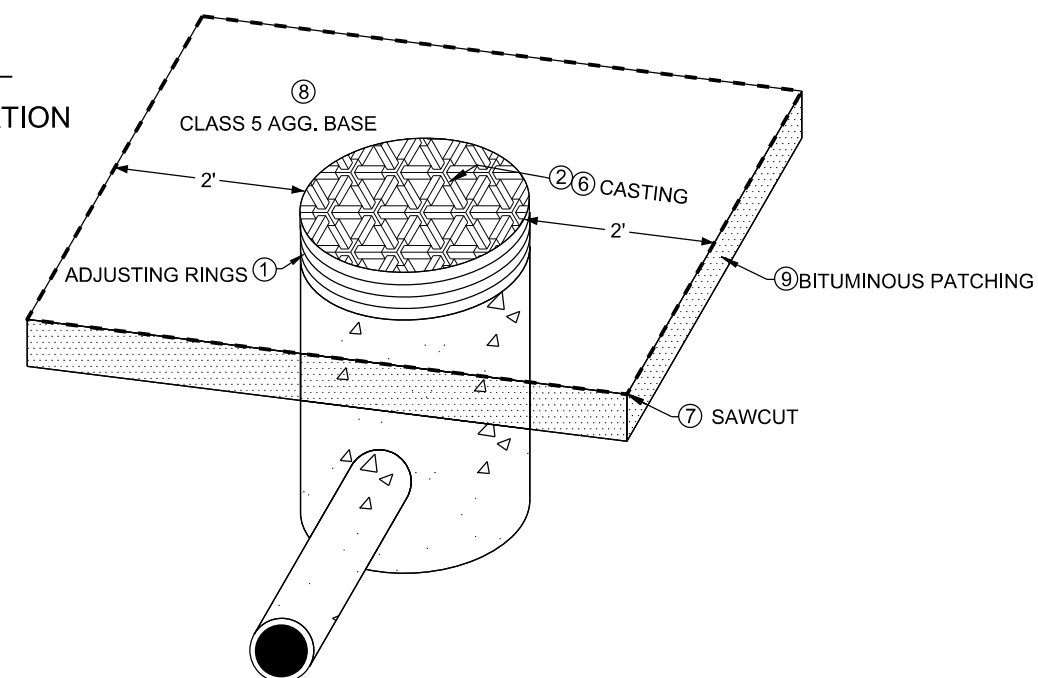
NEW CURB DETAIL

SEE PLAN FOR LOCATION



MANHOLE DETAIL

SEE STRUCTURE TAB FOR LOCATION
(PAGE 3)

[illegible]

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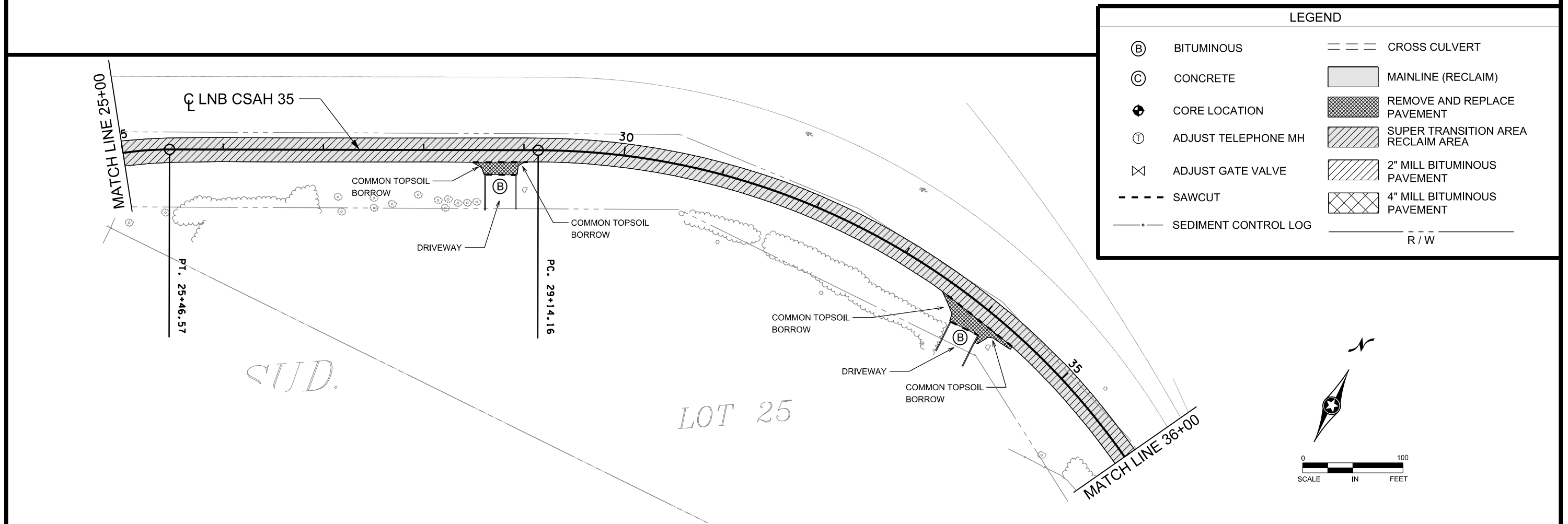
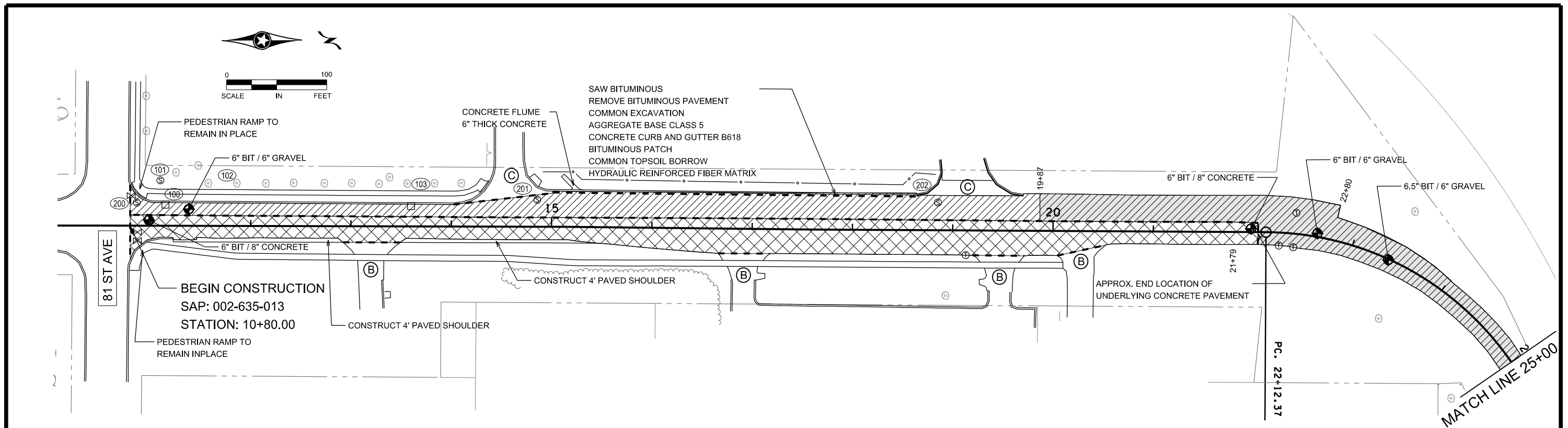


ANOKA COUNTY
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STATE AID PROJECT	<u>002-635-013</u>
STATE AID PROJECT	183-101-012

DETAILS

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

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

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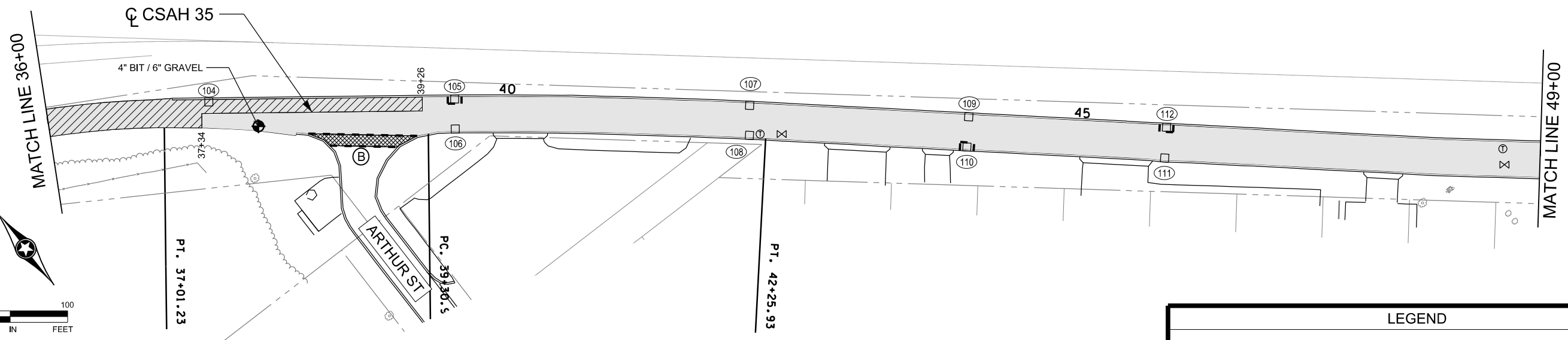


ANOKA COUNTY
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STATE AID PROJECT 183-101-012

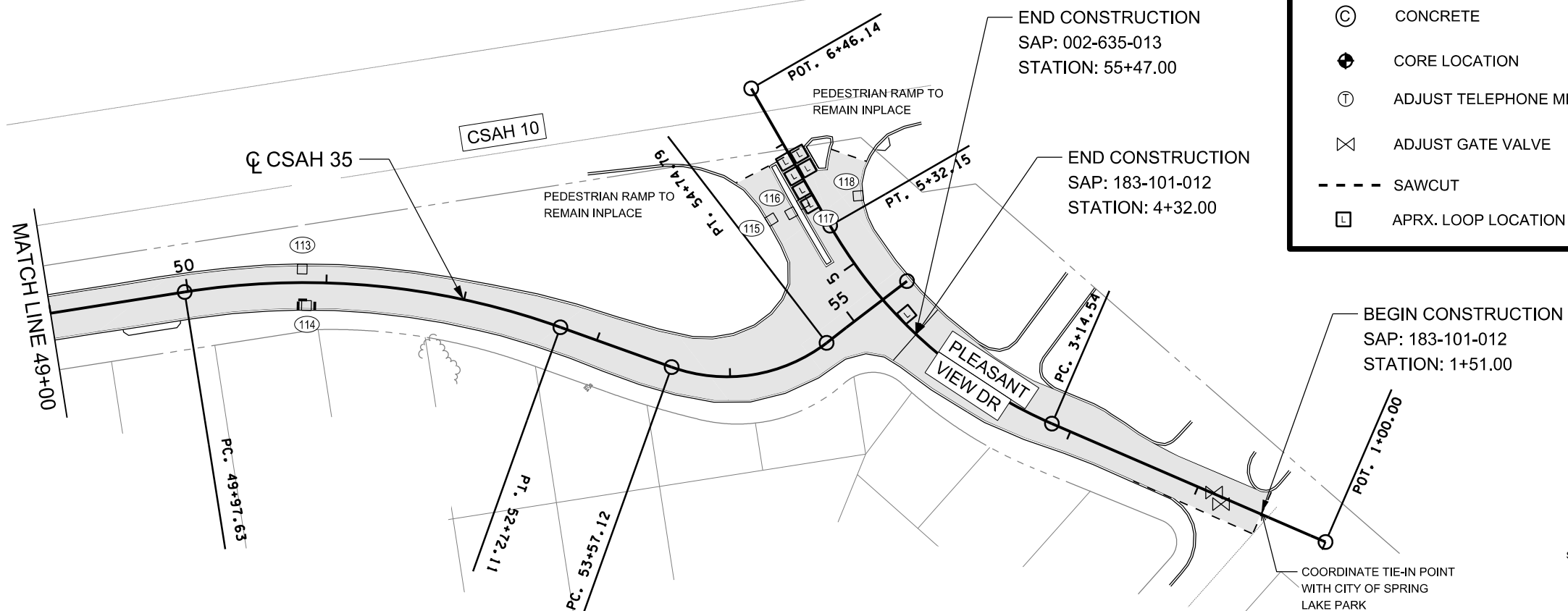
CONSTRUCTION PLAN
STA 10+80 TO 36+00
Sheet 10 of 21 Sheets

0 100
SCALE IN FEET



LEGEND

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



0 100
SCALE IN FEET

NO	DATE	BY	CKD	APPR	REVISION	03/02/2021	12:41:45 PM
NAME: P:\21-01-00\CSAH_35_(81ST-TH10)\Base\Proposed\CSAH35_CP2.dgn							

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

CONSTRUCTION PLAN

STA 36+00 TO 55+47

Sheet 11 of 21 Sheets

PERMANENT PAVEMENT MARKING PLAN
NOTES AND GUIDELINES

GENERAL INFORMATION:
THE ENGINEER'S INVOLVEMENT IN THE APPLICATION OF THE MATERIAL SHALL BE LIMITED TO FIELD CONSULTATION AND INSPECTION. ANOKA COUNTY HIGHWAY DEPARTMENT WILL PLACE NECESSARY "SPOTTING" AT APPROPRIATE POINTS TO PROVIDE HORIZONTAL CONTROL FOR STRIPING AND TO DETERMINE NECESSARY STARTING AND CUTOFF POINTS, LONGITUDINAL JOINTS, PAVEMENT EDGES AND EXISTING MARKINGS MAY SERVE AS HORIZONTAL CONTROL WHEN SO DIRECTED.

EDGE LINES AND LANE LINES ARE TO BE BROKEN ONLY AT INTERSECTIONS WITH PUBLIC ROADS AND AT PRIVATE ENTRANCES IF THEY ARE CONTROLLED BY A YIELD SIGN, STOP SIGN OR TRAFFIC SIGNAL. THE BREAK POINT IS TO BE AT THE START OF THE RADIUS FOR THE INTERSECTION OR AT MARKED STOP LINES OR CROSSWALKS.

A TOLERANCE OF 1/4 INCH UNDER OR 1/4 INCH OVER THE SPECIFIED WIDTH WILL BE ALLOWED FOR STRIPING PROVIDED THE VARIATION IS GRADUAL AND DOES NOT DETRACT FROM THE GENERAL APPEARANCE. BROKEN LINE SEGMENTS MAY VARY UP TO ONE-HALF FOOT FROM THE SPECIFIED LENGTHS PROVIDED THE OVER AND UNDER VARIATIONS ARE REASONABLY COMPENSATORY. ALIGNMENT DEVIATIONS FROM THE CONTROL GUIDE SHALL NOT EXCEED 1 INCH. MATERIAL SHALL NOT BE APPLIED OVER LONGITUDINAL JOINTS, ESTABLISHMENT OF APPLICATION TOLERANCES SHALL NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITY TO COMPLY AS CLOSELY AS PRACTICABLE WITH THE PLANNED DIMENSIONS.

MULTI COMPONENT (MULTI COMP):
THE ROAD SURFACE SHALL BE CLEANED AT THE DIRECTION OF THE ENGINEER JUST PRIOR TO APPLICATION. PAVEMENT CLEANING SHALL CONSIST OF AT LEAST BRUSHING WITH A ROTARY BROOM (NON-METALLIC) OR AS RECOMMENDED BY THE MATERIAL MANUFACTURER AND ACCEPTABLE TO THE ENGINEER. NEW PORTLAND CEMENT CONCRETE SURFACES SHALL BE SANDBLAST CLEANED TO REMOVE ANY SURFACE TREATMENT AND/OR LAITANCE ON LOW SPEED (SPEED LIMIT 35 MPH OR LESS) URBAN PORTLAND CEMENT CONCRETE ROADWAYS. SANDBLAST CLEANING SHALL BE USED FOR ALL MULTI COMP PAVEMENT MARKINGS.

THE MULTI COMP MARKING APPLICATION SHALL IMMEDIATELY FOLLOW THE PAVEMENT CLEANING. GLASS BEANS SHALL BE APPLIED IMMEDIATELY AFTER APPLICATION OF THE MULTI COMP RESIN LINE TO PROVIDE AN IMMEDIATE NO-TRACK SYSTEM.

A MULTI COMP RESIN LINE SHALL BE APPLIED WITH A MINIMUM THICKNESS OF 20 MILS (WET) AND 4" WIDE. GLASS BEADS SHALL BE APPLIED AT A MINIMUM RATE OF 25LBS POUNDS PER GALLON RATE SUFFICIENT TO ACHIEVE AN ACCEPTABLE NO-TRACK SYSTEM.

OPERATIONS SHALL BE CONDUCTED ONLY WHEN THE ROAD PAVEMENT SURFACE TEMPERATURES ARE 50 DEGREES FAHRENHEIT OR GREATER.

PERMANENT PAVEMENT MARKINGS SHALL NOT BE PLACED OVER TEMPORARY TAPE MARKINGS.

PREFORMED THERMOPLASTIC:
THE PREFORMED THERMOPLASTIC MARKINGS SHALL BE APPLIED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS ON CLEAN AND DRY SURFACES. SEE SPECIAL PROVISIONS FOR PREFORMED THERMOPLASTIC MARKING SPECIFICATIONS.

PAINT:
AT THE TIME OF APPLYING THE MARKING MATERIAL, THE APPLICATION AREA SHALL BE FREE OF CONTAMINATION. THE CONTRACTOR SHALL CLEAN THE ROADWAY SURFACE PRIOR TO THE LINE APPLICAITON IN A MANNER AND TO THE EXTENT REQUIRED BY THE ENGINEER.

GLASS BEADS SHALL BE APPLIED IMMEDIATELY AFTER APPLICATION OF THE PAINT LINE.



EXCEPT WHEN USED AS A TEMPORARY MARKING, PAVEMENT MARKINGS SHALL ONLY BE APPLIED IN SEASONABLE WEATHER WHEN AIR TEMPERATURE IS 50 DEGREES FARHENHEIT OR HIGHER AND SHALL NOT BE APPLIED WHEN THE WIND OR OTHER CONDITIONS CAUSE A FILD OR DUST TO BE DEPOSITED ON THE PAVEMENT SURFACE AFTER CLEANING AND BEFORE THE MARKING MATERIAL CAN BE APPLIED.

THE FILLING OF TANKS, POURING OF MATERIALS OR CLEANING OF EQUIPMENT SHALL NOT BE PERFORMED ON UNPROTECTED PAVEMENT SURFACES UNLESS ADEQUATE PROVISIONS ARE MADE TO PREVENT SPILLAGE OF MATERIAL.





PAVEMENT MARKING TABULATION		
ITEM	UNIT	TOTAL QUANTITY
4" SOLID LINE WHITE - MULTI COMP	LIN FT	10737
4" BROKEN LINE YELLOW - MULTI COMP	LIN FT	276
4" SOLID LINE YELLOW - MULTI COMP	LIN FT	1529
4" DOUBLE LINE YELLOW - MULTI COMP	LIN FT	4195
24" SOLID LINE YELLOW - THERMOPLASTIC (PMS*)	LIN FT	47
24" SOLID LINE WHITE - THERMOPLASTIC (PMS*)	LIN FT	75
3'x6' ZEBRA CROSSWALK - PREFORMED THERMOPLASTIC	SQ FT	360
PAVEMENT MESSAGE (RT ARROW) - PREFORMED THERMOPLASTIC	SQ FT	78
PAVEMENT MESSAGE (LT ARROW) - PREFORMED THERMOPLASTIC	SQ FT	78

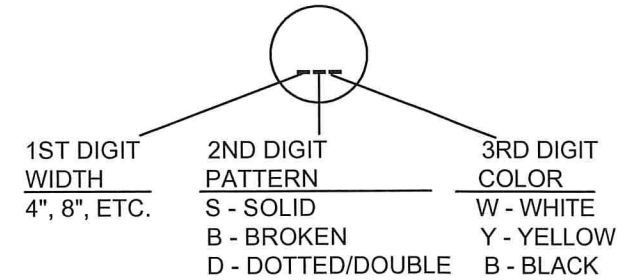
1 10' STRIPE, 40' GAP
* PAVEMENT MARKING SPECIAL

SYMBOLS & MATERIALS LEGEND

-  CROSSWALK BLOCK WHITE-POLY PREFORM
-  PAVEMENT MESSAGE (LEFT ARROW)
POLY PREFORM

STRIPING KEY

-  CIRCLE - MULTI
COMP
-  SQUARE - POLY PREFORM
THERMOPLASTIC
-  TRIANGLE - PAINT
-  PENTAGON - REMOVABLE PREFORMED
PLASTIC MARKING

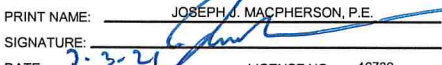


EXAMPLE: (4SW) = 4" SOLID LINE WHITE - MULTI COMP

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NAME: P:\21-01-00\CSAH_35_(81st-TH10)\Base\Traffic\Perm Pvmt Mrkg Guide Notes.dwg					

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PRINT NAME: JOSEPH J. MACPHERSON, P.E.

SIGNATURE: 

DATE: 3-3-21 LICENSE NO. 46732

DRAWN BY TMV DATE 12/18/20

DESIGN BY TMV DATE 12/18/20

CHECKED BY CO DATE 01/27/21

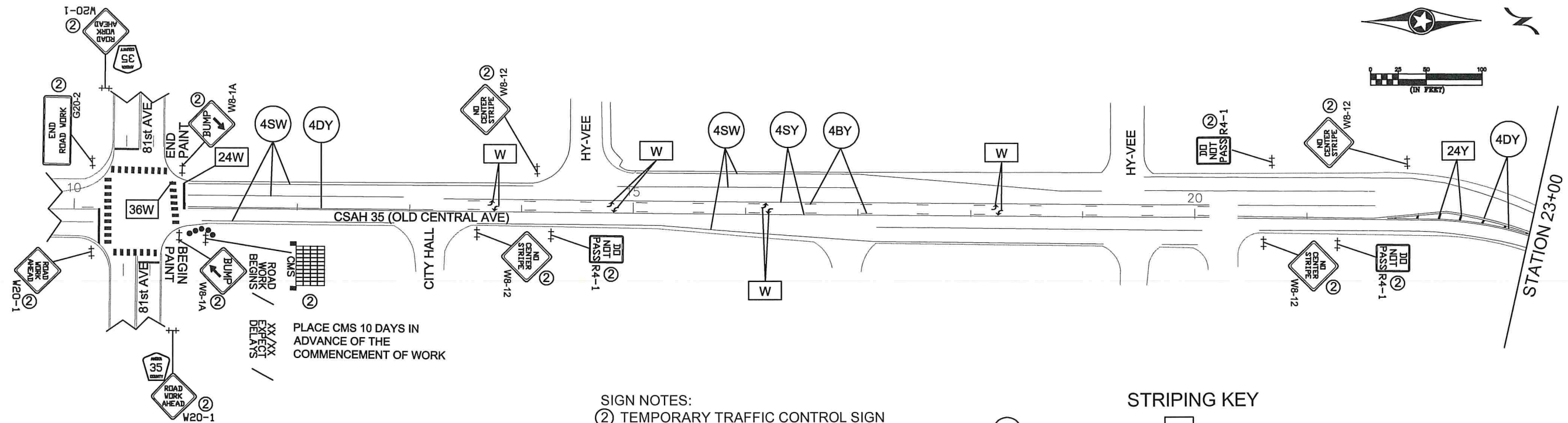


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PERMANENT MARKING
TABULATION

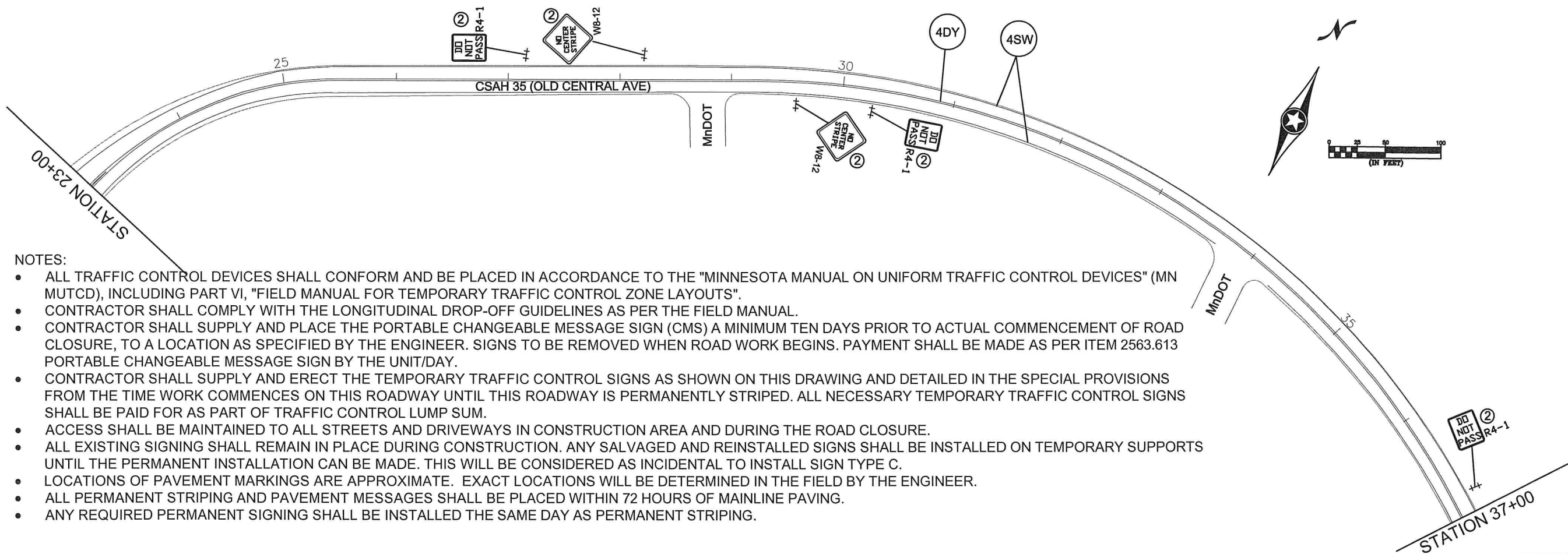
Sheet 12 of 21 Sheets



SIGN NOTES:
② TEMPORARY TRAFFIC CONTROL SIGN


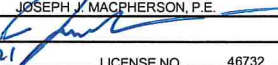
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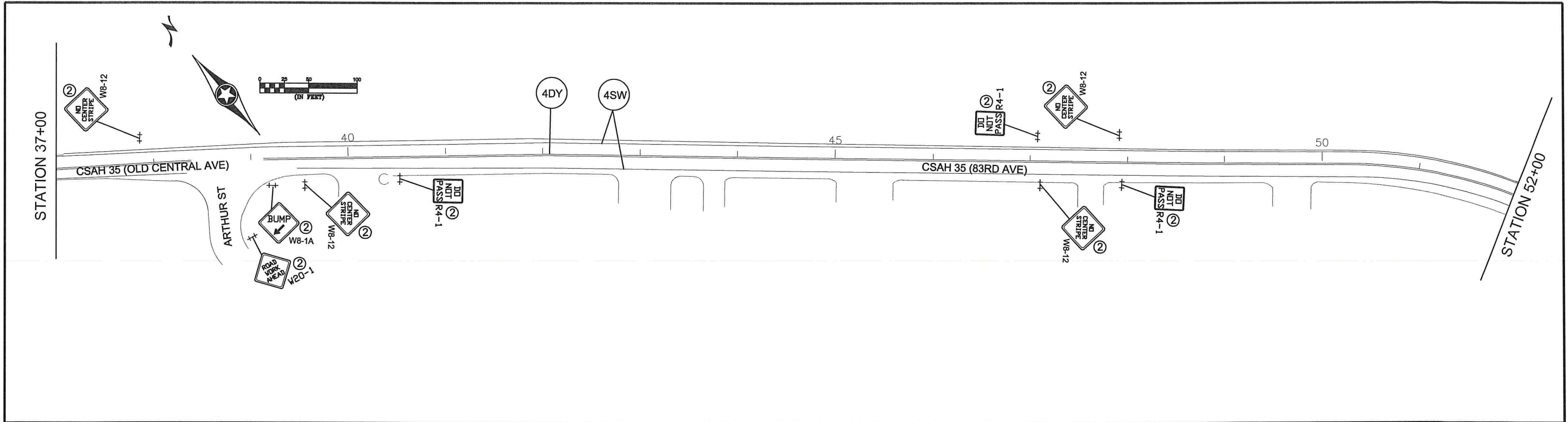
○ CIRCLE - MULTI COMP
□ SQUARE - POLY PREFORM



NOTES:

- ALL TRAFFIC CONTROL DEVICES SHALL CONFORM AND BE PLACED IN ACCORDANCE TO THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MN MUTCD), INCLUDING PART VI, "FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS".
- CONTRACTOR SHALL COMPLY WITH THE LONGITUDINAL DROP-OFF GUIDELINES AS PER THE FIELD MANUAL.
- CONTRACTOR SHALL SUPPLY AND PLACE THE PORTABLE CHANGEABLE MESSAGE SIGN (CMS) A MINIMUM TEN DAYS PRIOR TO ACTUAL COMMENCEMENT OF ROAD CLOSURE, TO A LOCATION AS SPECIFIED BY THE ENGINEER. SIGNS TO BE REMOVED WHEN ROAD WORK BEGINS. PAYMENT SHALL BE MADE AS PER ITEM 2563.613 PORTABLE CHANGEABLE MESSAGE SIGN BY THE UNIT/DAY.
- CONTRACTOR SHALL SUPPLY AND ERECT THE TEMPORARY TRAFFIC CONTROL SIGNS AS SHOWN ON THIS DRAWING AND DETAILED IN THE SPECIAL PROVISIONS FROM THE TIME WORK COMMENCES ON THIS ROADWAY UNTIL THIS ROADWAY IS PERMANENTLY STRIPED. ALL NECESSARY TEMPORARY TRAFFIC CONTROL SIGNS SHALL BE PAID FOR AS PART OF TRAFFIC CONTROL LUMP SUM.
- ACCESS SHALL BE MAINTAINED TO ALL STREETS AND DRIVEWAYS IN CONSTRUCTION AREA AND DURING THE ROAD CLOSURE.
- ALL EXISTING SIGNING SHALL REMAIN IN PLACE DURING CONSTRUCTION. ANY SALVAGED AND REINSTALLED SIGNS SHALL BE INSTALLED ON TEMPORARY SUPPORTS UNTIL THE PERMANENT INSTALLATION CAN BE MADE. THIS WILL BE CONSIDERED AS INCIDENTAL TO INSTALL SIGN TYPE C.
- LOCATIONS OF PAVEMENT MARKINGS ARE APPROXIMATE. EXACT LOCATIONS WILL BE DETERMINED IN THE FIELD BY THE ENGINEER.
- ALL PERMANENT STRIPING AND PAVEMENT MESSAGES SHALL BE PLACED WITHIN 72 HOURS OF MAINLINE PAVING.
- ANY REQUIRED PERMANENT SIGNING SHALL BE INSTALLED THE SAME DAY AS PERMANENT STRIPING.

						I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.		DRAWN BY: <u>TMV</u> DATE: <u>12/18/20</u>			ANOKA COUNTY HIGHWAY DEPT.	STATE AID PROJECT 002-635-013 STATE AID PROJECT 183-101-012	SIGNING & STRIPING PLAN
						PRINT NAME: <u>JOSEPH J. MACPHERSON, P.E.</u>		DESIGN BY: <u>TMV</u> DATE: <u>12/18/20</u>					
						SIGNATURE: 		CHECKED BY: <u>CO</u> DATE: <u>01/27/21</u>					
NO	DATE	BY	CKD	APPR	REVISION	DATE: <u>3-3-21</u> LICENSE NO. <u>46732</u>							
NAME: P:\21-01-00\CSAH_35_(81st-TH10)\Base\Traffic\Signing&Striping.dwg													





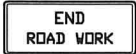










SIGN NOTES:
 ② TEMPORARY TRAFFIC CONTROL SIGN

STRIPING KEY
 ○ CIRCLE - MULTI COMP
 □ SQUARE - POLY PREFORM

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- ALL PERMANENT STRIPING AND PAVEMENT MESSAGES SHALL BE PLACED WITHIN 72 HOURS OF MAINLINE PAVING.
- ANY REQUIRED PERMANENT SIGNING SHALL BE INSTALLED THE SAME DAY AS PERMANENT STRIPING.

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. PRINT NAME: JOSEPH J. MACPHERSON, P.E. SIGNATURE: DATE: 3.3.24 LICENSE NO. 46732						DRAWN BY: TMV DATE: 12/18/20 DESIGN BY: TMV DATE: 12/18/20 CHECKED BY: CO DATE: 01/27/21	 ANOKA COUNTY HIGHWAY DEPT.	STATE AID PROJECT 002-635-013 STATE AID PROJECT 183-101-012	SIGNING & STRIPING PLAN Sheet 14 of 21 Sheets
NAME: P:\21-01-00\CSAH_35_(81st-TH10)\Base\Traffic\Signing&Striping.dwg									

TEMPORARY TRAFFIC CONTROL SIGNS						
M.U.T.C.D. CODE	SIZE	INSERT	QUANTITY		No. POST	MOUNTING HEIGHT TO PAVEMENT EDGE FT.
W8-12	48" x 48"		10	2		7.0'
R4-1	24" x 30"		9	1		7.0'
G20-2	36" x 18"		3	2		7.0'
W8-1	48" x 48"		AS NEEDED			
W8-1A	48" x 48"		AS NEEDED (ESTIMATED 7)			
W8-8	48" x 48"		AS NEEDED			
W8-9	48" x 48"		AS NEEDED			
	48" x 48"		AS NEEDED			
W8-11	48" x 48"		AS NEEDED			
M1-6	24" x 24"		3			
W20-1	48" x 48"		AS NEEDED (ESTIMATED 6)			
REFLECTORIZED REBOUNDABLE DRUM			AS NEEDED (ESTIMATED 10)			
CMS sign to be placed a minimum of ten days prior to actual commencement of road work. Signs to be removed when road work begins.			2 AT 10 DAYS EA			

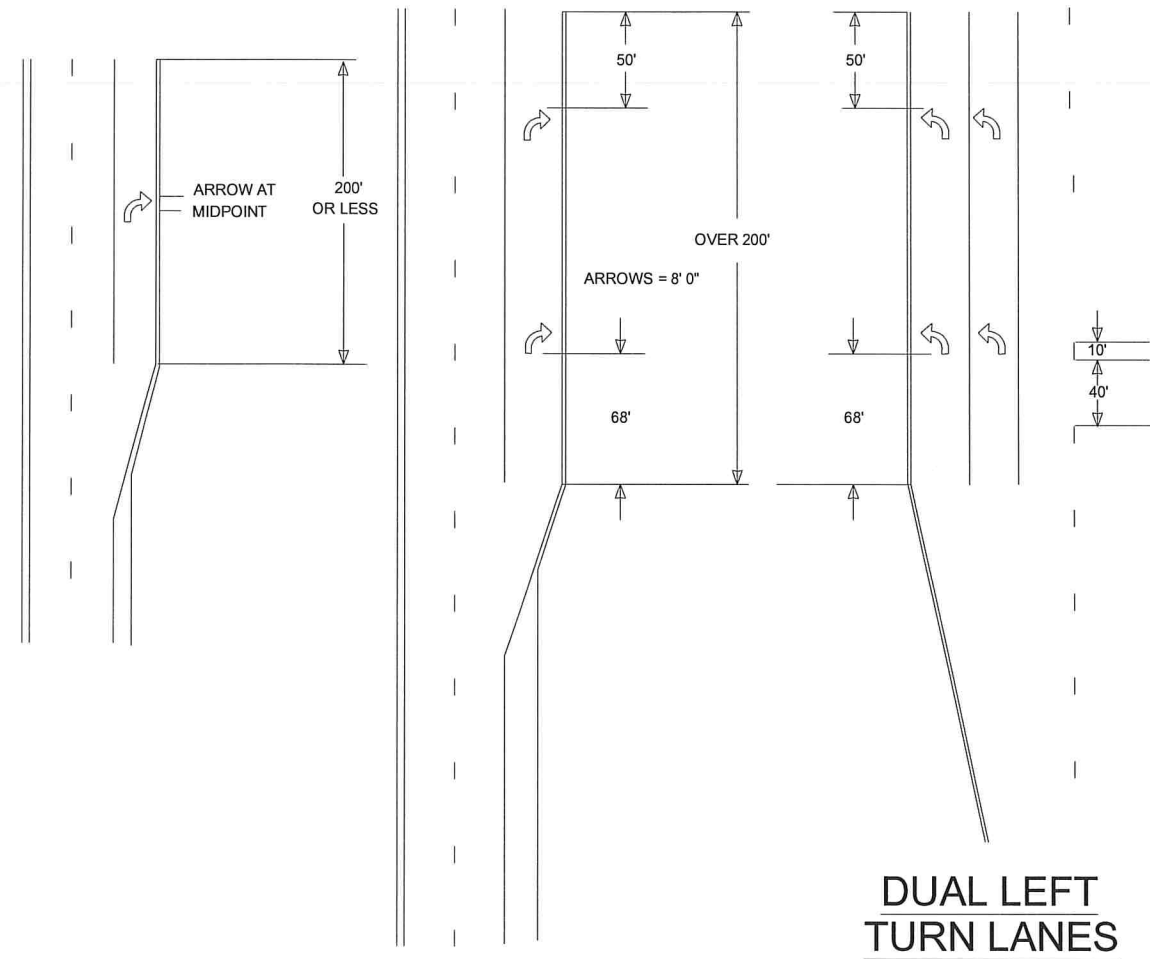
CHANGEABLE MESSAGE BOARD - MESSAGE SEQUENCE LAYOUT

		R	O	A	D		
		W	O	R	K		
	B	E	G	I	N	S	

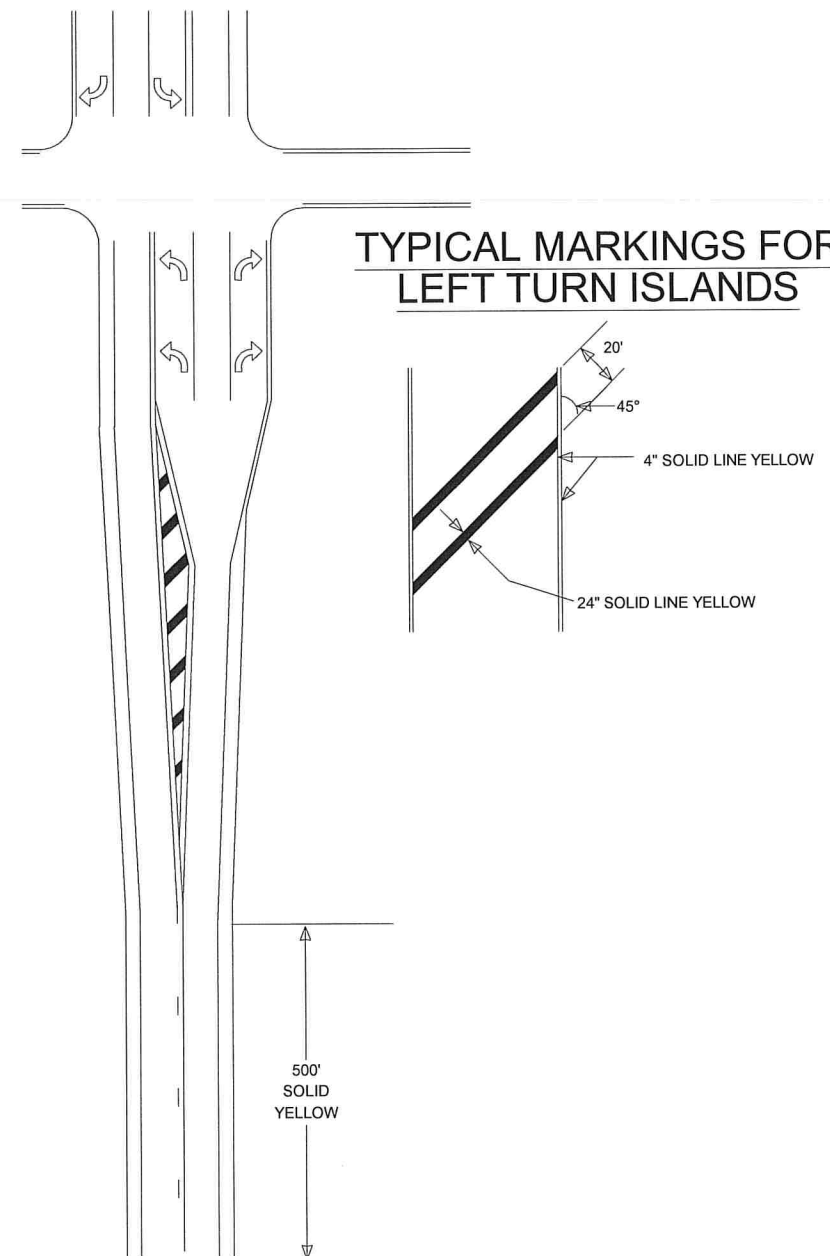
	<	D	A	T	E	>	
	E	X	P	E	C	T	
	D	E	L	A	Y	S	

CMS SIGN TO BE PLACED A MINIMUM OF TEN DAYS PRIOR TO ACTUAL COMMENCEMENT OF ROAD WORK. SIGNS TO BE REMOVED WHEN ROAD WORK BEGINS.

TYPICAL MESSAGE PLACEMENT FOR TURN LANES



TYPICAL MARKINGS FOR LEFT TURN ISLANDS



1 OF 2

NO	DATE	BY	CKD	APPR	REVISION

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

PRINT NAME: JOSEPH J. MACPHERSON, P.E.

SIGNATURE: *[Signature]*

DATE: 3-3-21 LICENSE NO. 46732

DRAWN BY TMV DATE 12/21/20

DESIGN BY TMV DATE 12/21/20

CHECKED BY CO DATE 01/27/21



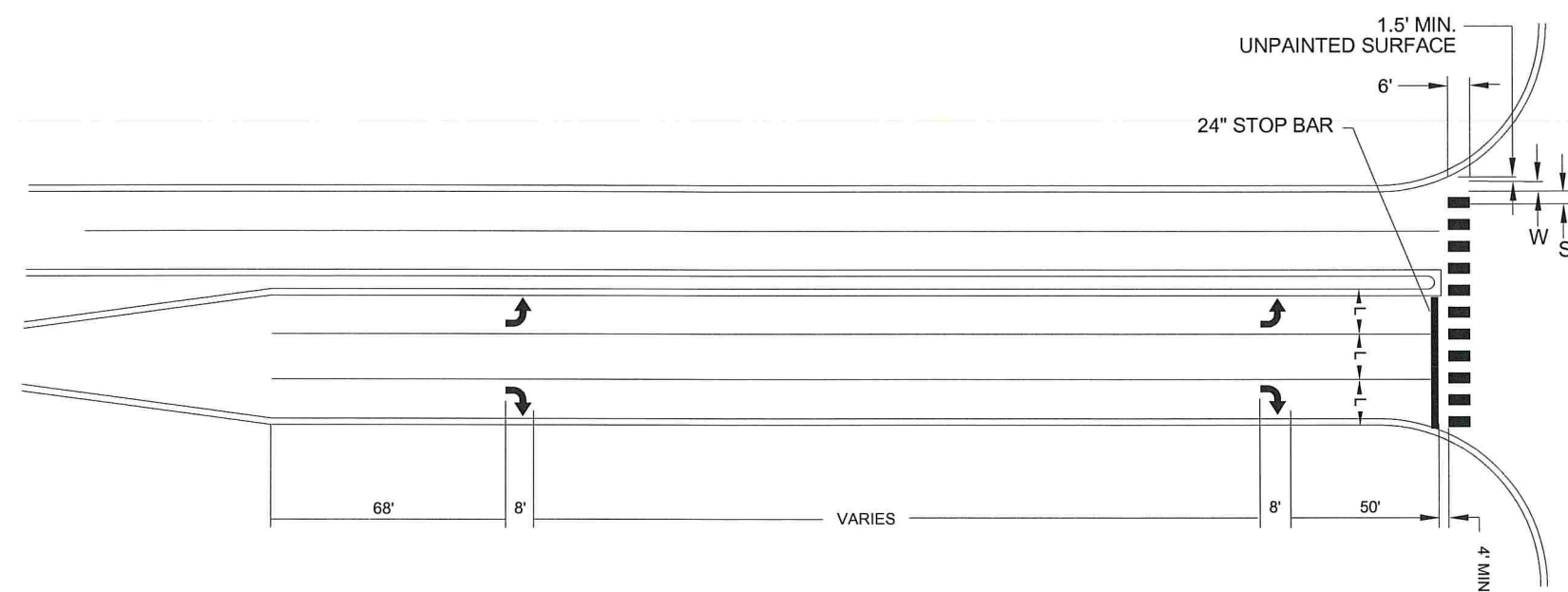
ANOKA COUNTY
HIGHWAY DEPT.

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

SIGNING & STRIPING
DETAILS

Sheet 16 of 21 Sheets

MARKINGS FOR PEDESTRIAN CROSSWALKS



(L)	(W)	(S)
WIDTH OF INSIDE LANE	WIDTH OF PAINTED AREAS	WIDTH OF SPACE
9'	2.0'	2.5'
10'	2.5'	2.5'
11'	2.5'	3.0'
12'	3.0'	3.0'
13'	3.0'	3.5'

- NOTES: CROSSWALKS:
- 1.) PAINTED AREAS ARE TO BE CENTERED ON CENTER AND LANE LINES, EVEN IF INTERSECTION IS NOT ALIGNED.
 - 2.) LOCATION OF ZEBRA CROSSWALKS AND STOP BARS, SIGNAL LOOPS AND PED RAMPS ARE APPROXIMATE. FINAL LOCATIONS ARE TO BE DETERMINED AND FIELD VERFIED DURING CONSTRUCTION BY THE FIELD ENGR.
 - 3.) ZEBRA CROSSWALKS ARE TO BE PARALLEL TO THE DRIVING LANE OR LANES. EVEN IF THE STREET IS ON AN ANGLE TO THE INTERSECTION.
 - 4.) A MIN. OF 1.5' (450mm) CLEAR DISTANCE MUST BE LEFT ADJACENT TO THE CURB. IF LAST PAINTED AREA FALLS INTO THIS AREA, IT MUST BE OMITTED.
 - 5.) ON TWO LANE STREETS, USE SPACING SHOWN FOR AN 11' (3.3mm) INSIDE LANE.

NO	DATE	BY	CKD	APPR	REVISION

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

PRINT NAME: JOSEPH J. MACPHERSON, P.E.

SIGNATURE: *[Signature]*

DATE: 3-3-21 LICENSE NO. 46732

DRAWN BY TMV DATE 12/21/20

DESIGN BY TMV DATE 12/21/20

CHECKED BY CO DATE 01/27/21



ANOKA COUNTY
HIGHWAY DEPT.

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

SIGNING & STRIPING
DETAILS

7508

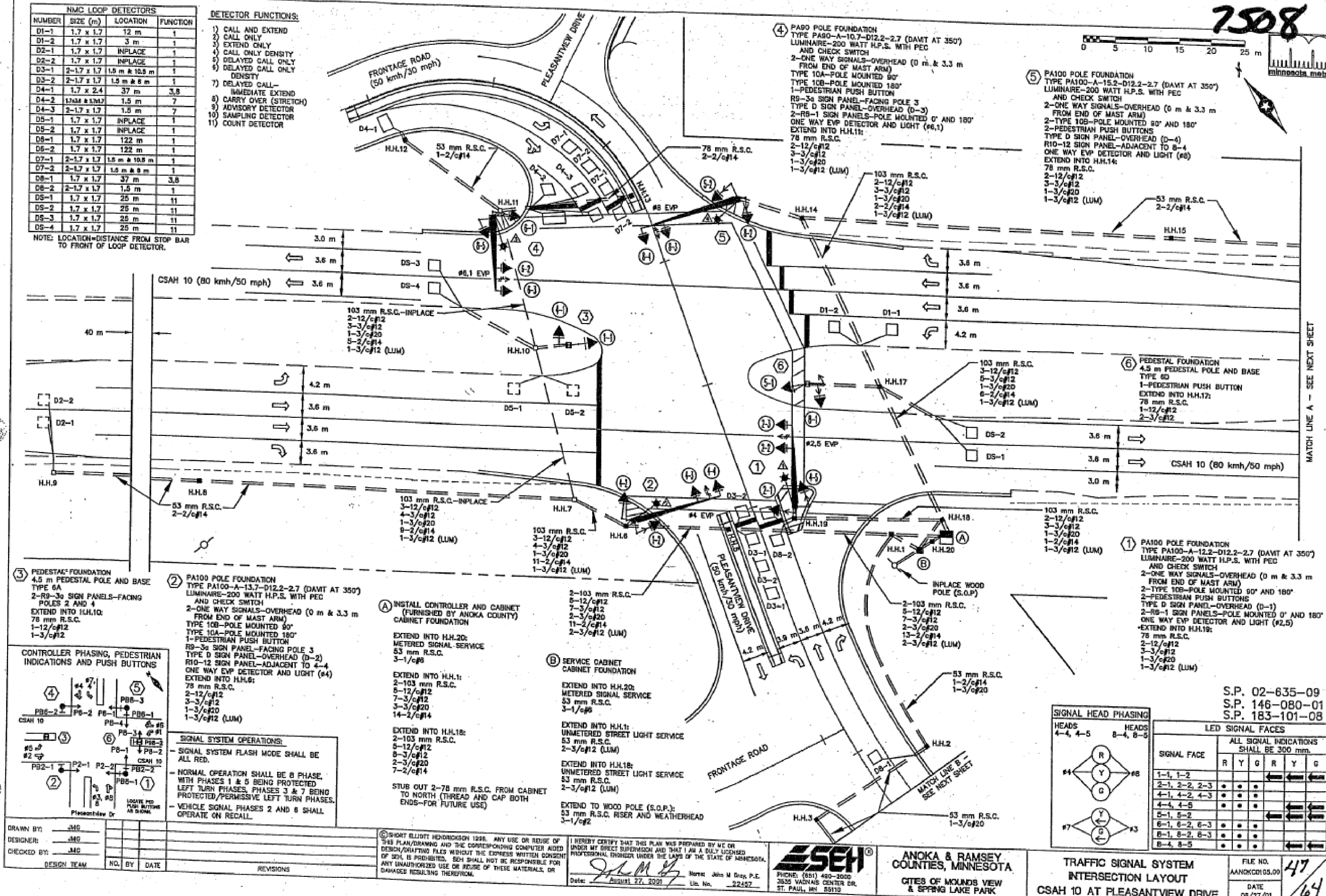
minnesota metro

NMC LOOP DETECTORS			
NUMBER	SIZE (m)	LOCATION	FUNCTION
D1-1	1.7 x 1.7	12 m	1
D1-2	1.7 x 1.7	3 m	1
D2-1	1.7 x 1.7	INPLACE	1
D2-2	1.7 x 1.7	INPLACE	1
D3-1	2-1.7 x 1.7	1.5 m & 10.5 m	1
D3-2	2-1.7 x 1.7	1.5 m & 8 m	1
D4-1	1.7 x 2.4	37 m	3,8
D4-2	1.7 x 2.4	1.5 m	7
D4-3	2-1.7 x 1.7	1.5 m	7
D5-1	1.7 x 1.7	INPLACE	1
D5-2	1.7 x 1.7	INPLACE	1
D6-1	1.7 x 1.7	122 m	1
D6-2	1.7 x 1.7	122 m	1
D7-1	2-1.7 x 1.7	1.5 m & 10.5 m	1
D7-2	2-1.7 x 1.7	1.5 m & 8 m	1
D8-1	1.7 x 1.7	37 m	3,8
D8-2	2-1.7 x 1.7	1.5 m	1
D9-1	1.7 x 1.7	25 m	11
D9-2	1.7 x 1.7	25 m	11
D9-3	1.7 x 1.7	25 m	11
D9-4	1.7 x 1.7	25 m	11

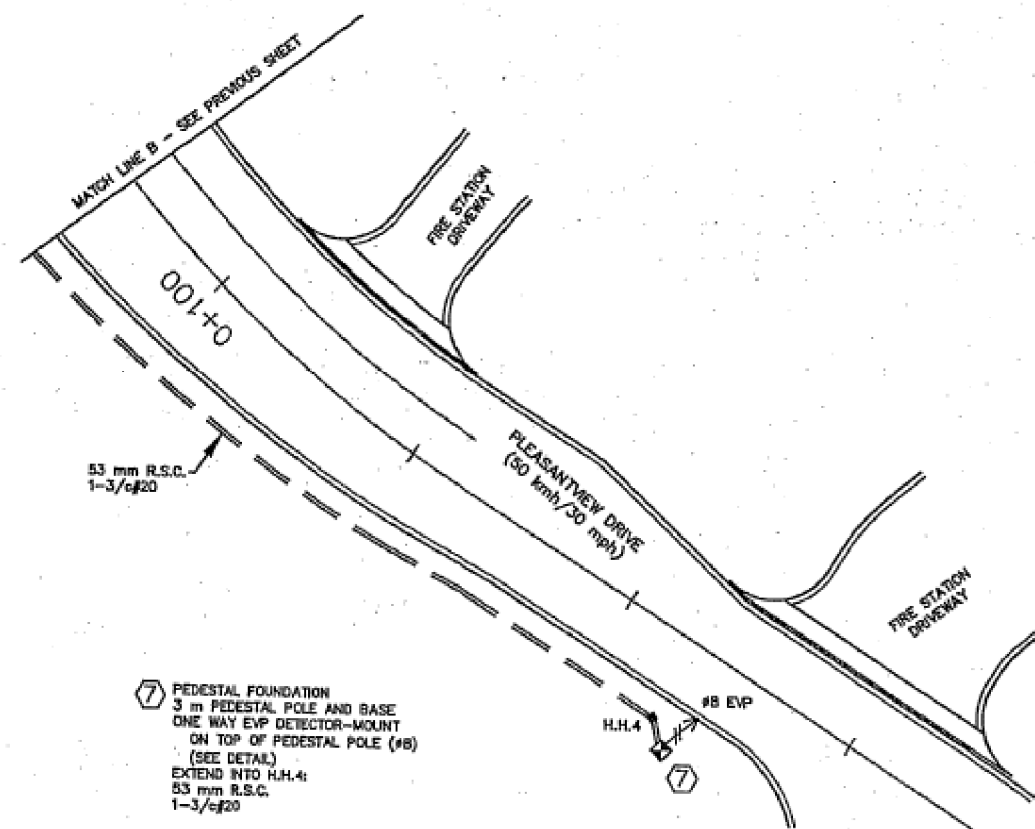
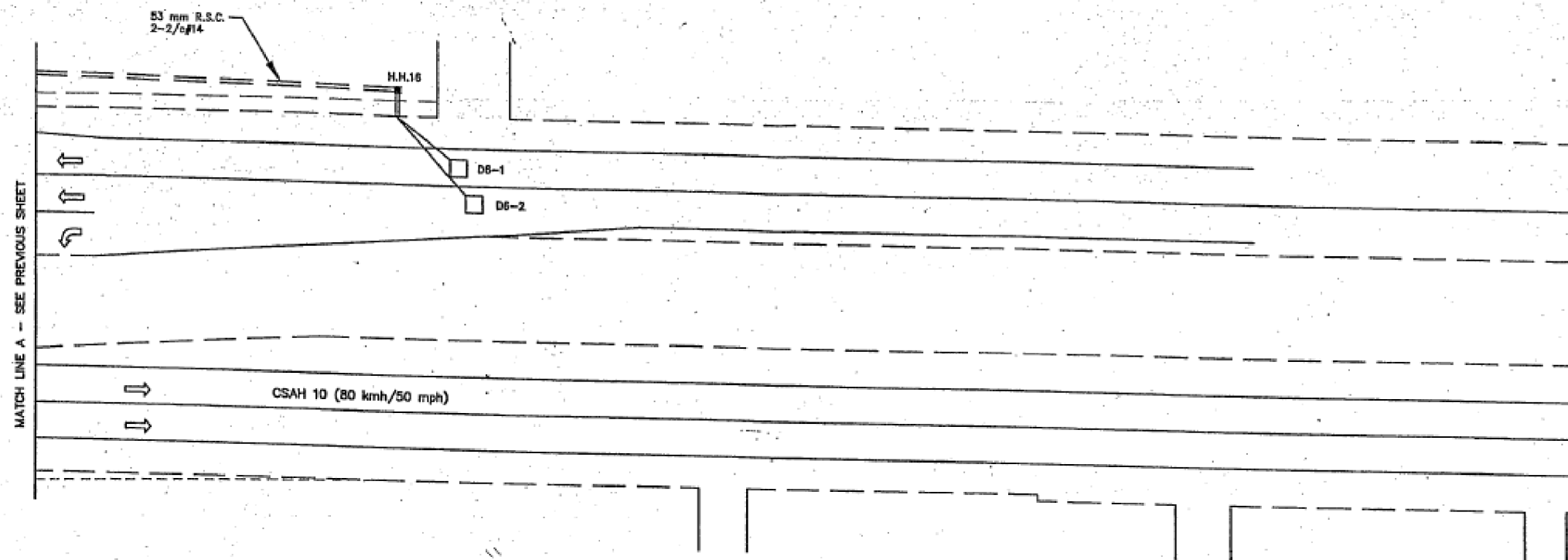
NOTE: LOCATION=DISTANCE FROM STOP BAR TO FRONT OF LOOP DETECTOR.

DETECTOR FUNCTIONS:

- 1) CALL AND EXTEND
- 2) CALL ONLY
- 3) EXTEND ONLY
- 4) CALL ONLY DENSITY
- 5) DELAYED CALL ONLY
- 6) DELAYED CALL ONLY DENSITY
- 7) DELAYED CALL-IMMEDIATE EXTEND
- 8) CARRY OVER (STRETCH)
- 9) ADVISORY DETECTOR
- 10) SAMPLING DETECTOR
- 11) COUNT DETECTOR



8025



NOTES:

- 1) LOCATION OF POLES, CONTROLLER CABINET, SERVICE CABINET, LOOP DETECTORS AND HANDHOLES SHALL BE DETERMINED IN THE FIELD BY THE ENGINEER.
- 2) SEE SPECIAL PROVISIONS FOR ANOKA COUNTY FURNISHED MATERIALS.
- 3) LOOP DETECTOR WIRES SHALL BE CROSS-LINKED POLYETHYLENE (XLP) IN 19 mm N.M.C. SEE SPECIAL PROVISIONS AND DETAILS.
- 4) NEW HANDHOLES SHALL BE PVC HANDHOLES WITH METAL FRAMES AND COVERS, PER Mn/DOT STANDARD PLATE NO. W8114A.
- 5) EACH SIGNAL FACE SHALL HAVE BACKGROUND SHIELD.
- 6) EACH PEDESTRIAN INDICATION SHALL BE A ONE SECTION HAND/WALKING PERSON INDICATION. SEE SPECIAL PROVISIONS.
- 7) ALL VEHICLE AND PEDESTRIAN SIGNAL INDICATIONS SHALL BE LED. SEE SPECIAL PROVISIONS.
- 8) CONTRACTOR SHALL PROVIDE EXTENDED BRACKETS FOR EACH POLE MOUNTED VEHICLE AND PEDESTRIAN SIGNAL FACE.
- 9) A 21 mm HALF COUPLING, 21 mm PIPE NIPPLE AND CONDUIT OUTLET BODY SHALL BE FURNISHED AND INSTALLED 1.8 m FROM END OF EACH MAST ARM (FOR EVP).
- 10) SEE SPECIAL PROVISIONS, DETAILS AND REMAINDER OF PLANS FOR INFORMATION REGARDING SIGN PANELS, STRIPING AND CONCRETE WALKWAY TO BE FURNISHED AND INSTALLED BY CONTRACTOR.
- 11) CONTRACTOR SHALL COORDINATE INSTALLATION OF ALL TRAFFIC SIGNAL MATERIALS WITH ROAD CONSTRUCTION TO BE COMPLETED BY OTHERS.

0 5 10 15 20 25 m



7 PEDESTAL FOUNDATION
3 m PEDESTAL POLE AND BASE
ONE WAY EVP DETECTOR-MOUNT
ON TOP OF PEDESTAL POLE (#8)
(SEE DETAIL)
EXTEND INTO H.H.4:
53 mm R.S.C.
1-3/8" x 20"

DRAWN BY: JMG
DESIGNER: JMG
CHECKED BY: JMG

DESIGN TEAM	NO.	BY	DATE	REVISIONS

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

Date: August 27, 2007 Name: John H. Grogg, P.E. Lic. No. 22457

SEH
PHONE: (651) 480-2000
2535 VANDERBILT CENTER DR.
ST. PAUL, MN 55110

**ANOKA & RAMSEY
COUNTIES, MINNESOTA**
CITIES OF MOUNDS VIEW
& SPRING LAKE PARK

**TRAFFIC SIGNAL SYSTEM
INTERSECTION LAYOUT**
CSAH 10 AT PLEASANTVIEW DRIVE

FILE NO. 48
ANOKA00105.00
DATE 08/27/01

S.P. 02-635-09
S.P. 146-080-01
S.P. 183-101-08

DRAWN BY: _____ DATE: _____
DESIGN BY: _____ DATE: _____
CHECKED BY: _____ DATE: _____



**ANOKA COUNTY
HIGHWAY DEPT.**

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

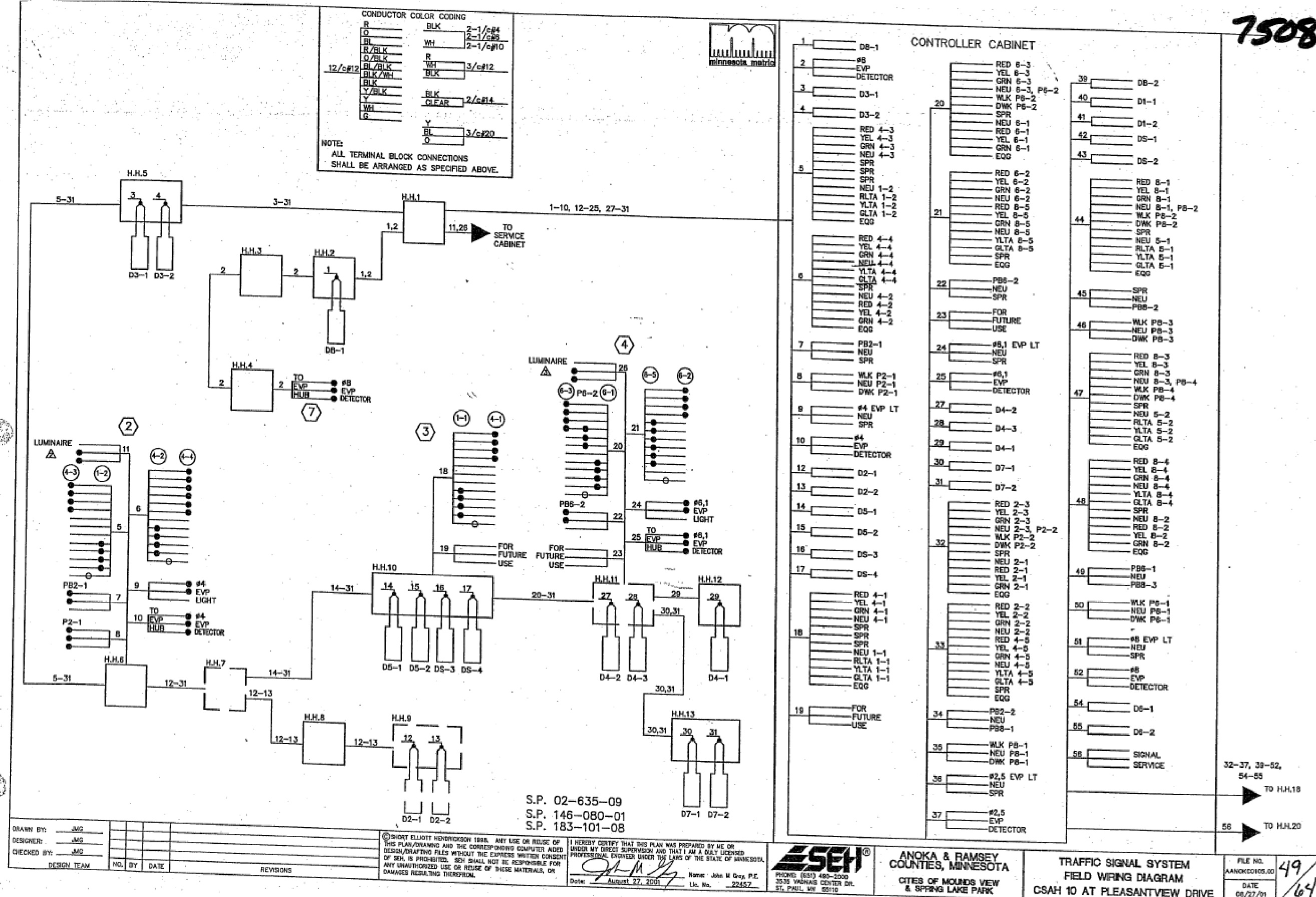
EXISTING SIGNAL PLANS

Sheet 19 of 21 Sheets

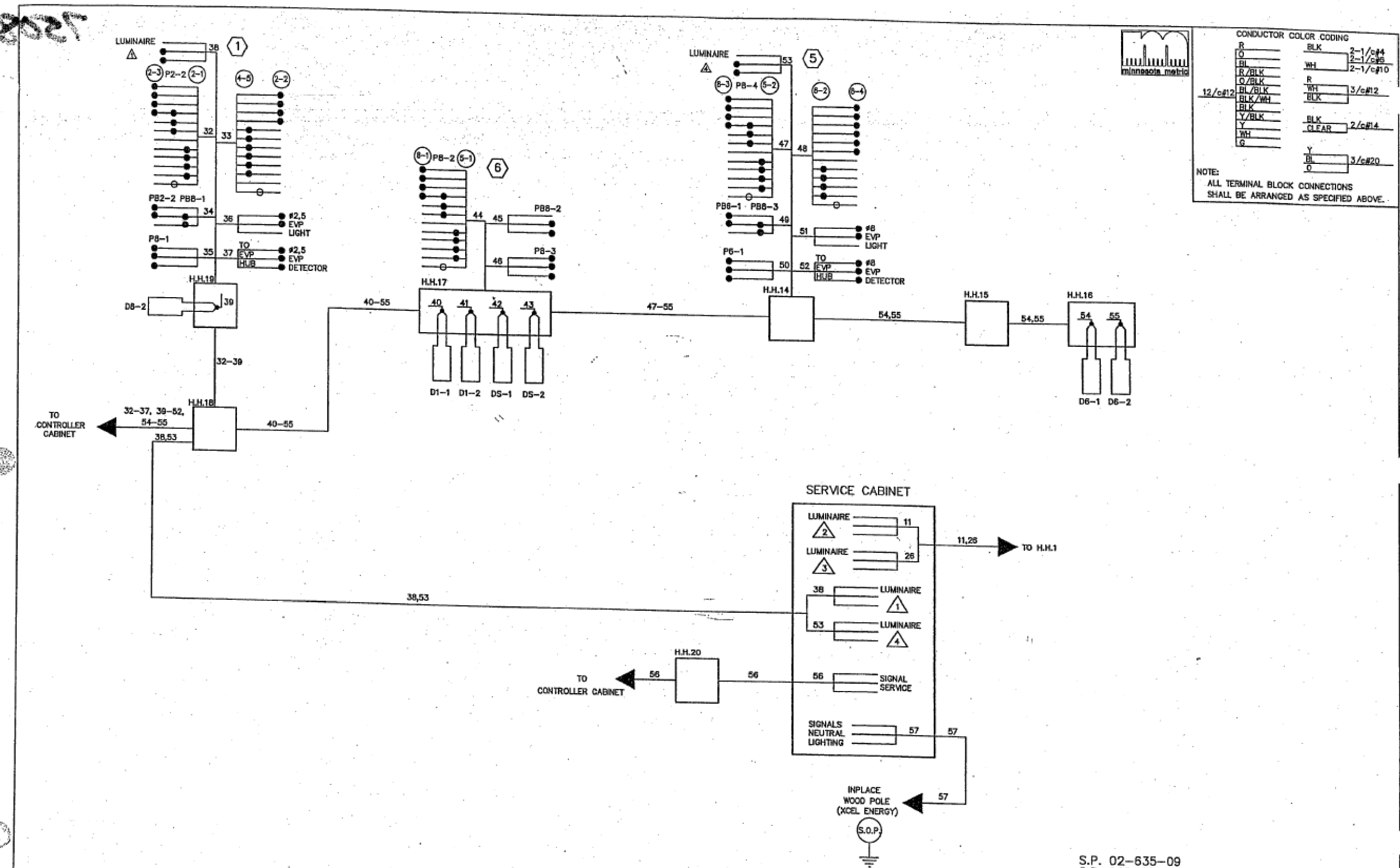
NO DATE BY CKD APPR REVISION 03/02/2021 12:41:56 PM

NAME: P:\21-01-00\CSAH_35_(81ST-TH10)\Base\Proposed\CSAH35_SIGNAL.dgn

FOR REFERENCE PURPOSES ONLY



FOR REFERENCE PURPOSES ONLY



DRAWN BY: JMG
 DESIGNER: JMG
 CHECKED BY: JMG

NO.	BY	DATE	REVISIONS

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

Signature: *John M. Gray*
 Name: John M. Gray, P.E.
 Date: August 27, 2001
 License No.: 22457

SEH
 PHONE: (612) 430-2000
 3535 WADSWORTH CENTER DR.
 ST. PAUL, MN 55110

ANOKA & RAMSEY COUNTIES, MINNESOTA
 CITIES OF MOUNDS VIEW & SPRING LAKE PARK

S.P. 02-635-09
 S.P. 146-080-01
 S.P. 183-101-08

**TRAFFIC SIGNAL SYSTEM
 FIELD WIRING DIAGRAM**
 CSAH 10 AT PLEASANTVIEW DRIVE

FILE NO. AANOK00105.00
 DATE 08/27/01

50
 101

DRAWN BY: _____ DATE: _____
 DESIGN BY: _____ DATE: _____
 CHECKED BY: _____ DATE: _____



**ANOKA COUNTY
 HIGHWAY DEPT.**

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

EXISTING SIGNAL PLANS

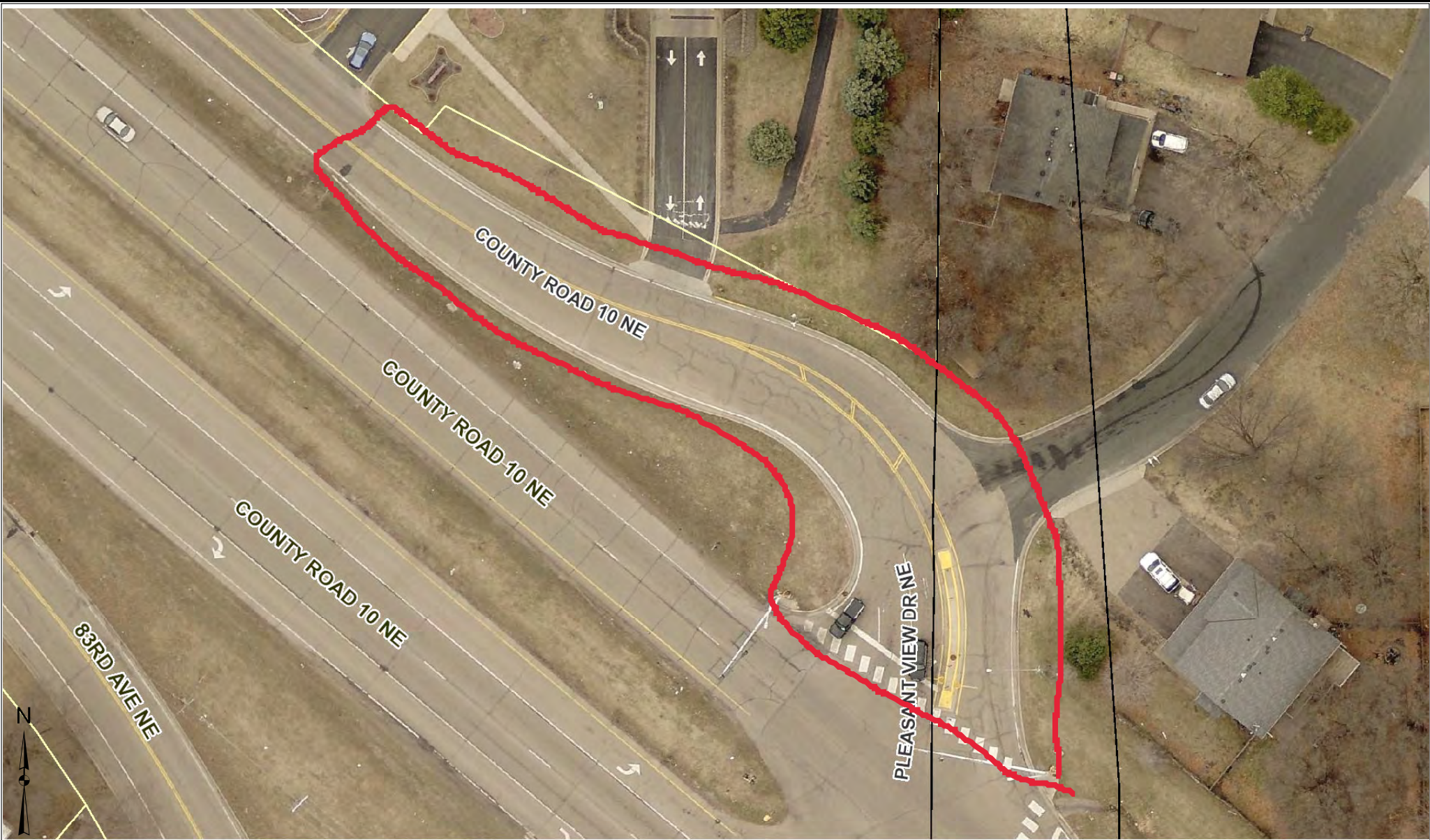
Sheet 21 of 21 Sheets

NO.	DATE	BY	CKD	APPR	REVISION	03/02/2021	12:42:12 PM

NAME: P:\21-01-00\CSAH_35_(81ST-TH10)\Base\Proposed\CSAH35_SIGNAL.dgn

FOR REFERENCE PURPOSES ONLY

Pleasant View north of CSAH 10 - Anoka County



Parcel Information:

Approx. Acres:
Plat:
Commissioner:

Owner Information:



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: March 4, 2021

Subject: Low Cost Vaccinations/Spay & Neuter Pet Mobile Clinic Discussion

Councilmember Goodboe-Bisschoff requested that this item be added to the City Council work session agenda.

At the January 11 meeting, the City Council agreed to add contact information for MnSnap to the Resource List the Recreation Department maintains on both the City and Recreation websites for low cost veterinary services. There did not seem to be a consensus from the City Council on providing funding to subsidize veterinary services.

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

SENATE
STATE OF MINNESOTA
NINETY-SECOND SESSION

S.F. No. 890

(SENATE AUTHORS: MARTY, Torres Ray, Wiger, Cwodziński and Kunes)

DATE	D-PG	OFFICIAL STATUS
02/11/2021	326	Introduction and first reading
		Referred to Commerce and Consumer Protection Finance and Policy
02/22/2021	498	Author added Kunes

1.1 A bill for an act

1.2 relating to commerce; regulating the sale of catalytic converters to scrap metal

1.3 dealers; providing for criminal penalties; amending Minnesota Statutes 2020,

1.4 sections 325E.21, subdivision 6, by adding subdivisions; 609.5316, subdivision

1.5 3.

1.6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.7 Section 1. Minnesota Statutes 2020, section 325E.21, is amended by adding a subdivision

1.8 to read:

1.9 Subd. 2b. **Purchase of catalytic converters.** (a) It is unlawful for a scrap metal dealer

1.10 to purchase a catalytic converter from any person other than a bona fide automobile repair

1.11 shop, bona fide automobile recycling facility, or other person that can provide evidence of

1.12 legitimate removal to the scrap metal dealer under paragraph (b), in addition to the signed

1.13 statement required by subdivision 1b, paragraph (a), clause (6).

1.14 (b) Evidence of legitimate removal may include:

1.15 (1) photographic evidence that demonstrates the catalytic converter wasn't sawed or

1.16 pried off the applicable automobile;

1.17 (2) photographic evidence showing before and after removal of the catalytic converter,

1.18 together with the vehicle identification number of the applicable automobile; or

1.19 (3) evidence that a replacement catalytic converter was purchased for the applicable

1.20 automobile.

(c) A scrap metal dealer must make the information under paragraph (b) available for examination by a law enforcement agency or a person who has reported theft of a catalytic converter.

(d) A scrap metal dealer is prohibited from processing, selling, or removing a catalytic converter from its premises for at least 14 days after its acquisition by the scrap metal dealer.

(e) A payment for a catalytic converter must not be made until at least five days after sale to the scrap metal dealer. Payment must be sent by check to the seller's address or a bank account in the seller's name.

EFFECTIVE DATE. This section is effective the day following final enactment.

Sec. 2. Minnesota Statutes 2020, section 325E.21, subdivision 6, is amended to read:

Subd. 6. **Criminal penalty.** (a) A scrap metal dealer, or the agent, employee, or representative of the dealer, who intentionally violates a provision of this section, is guilty of a misdemeanor.

(b) It is a misdemeanor for a person other than a bona fide automobile repair shop or automobile recycling facility to possess a used catalytic converter that is not attached to a motor vehicle unless the person can provide evidence of legitimate removal as required under subdivision 2b, paragraph (b). A person may, no later than the date and time specified in the citation for the person's first court appearance, produce evidence of legitimate removal of the catalytic converter. The required evidence of legitimate removal may be sent by mail as long as it is received no later than the date and time specified in the citation for the person's first court appearance. If a citation is issued, a person must not be convicted of violating this paragraph if the court administrator receives the required evidence of legitimate removal no later than the date and time specified in the citation for the person's first court appearance. If the charge is made other than by citation, no person shall be convicted of violating this paragraph if the person presents the required evidence of legitimate removal no later than the person's first court appearance after the charge is made.

(c) A person who violates subdivision 11 is guilty of a misdemeanor.

EFFECTIVE DATE. This section is effective August 1, 2021, and applies to crimes committed on or after that date.

Sec. 3. Minnesota Statutes 2020, section 325E.21, is amended by adding a subdivision to read:

Subd. 11. **Prohibition.** It is unlawful for any person other than a scrap metal dealer to purchase a used catalytic converter unless it is attached to a motor vehicle.

EFFECTIVE DATE. This section is effective August 1, 2021, and applies to crimes committed on or after that date.

Sec. 4. Minnesota Statutes 2020, section 609.5316, subdivision 3, is amended to read:

Subd. 3. **Weapons, telephone cloning paraphernalia, automated sales suppression devices, catalytic converters, and bullet-resistant vests.** Weapons used are contraband and must be summarily forfeited to the appropriate agency upon conviction of the weapon's owner or possessor for a controlled substance crime; for any offense of this chapter or chapter 624, or for a violation of an order for protection under section 518B.01, subdivision 14. Bullet-resistant vests, as defined in section 609.486, worn or possessed during the commission or attempted commission of a crime are contraband and must be summarily forfeited to the appropriate agency upon conviction of the owner or possessor for a controlled substance crime or for any offense of this chapter. Telephone cloning paraphernalia used in a violation of section 609.894, and automated sales suppression devices, phantom-ware, and other devices containing an automated sales suppression or phantom-ware device or software used in violation of section 289A.63, subdivision 12, are contraband and must be summarily forfeited to the appropriate agency upon a conviction. A catalytic converter possessed in violation of section 325E.21, subdivision 6, paragraph (b), is contraband and must be summarily forfeited to the appropriate agency upon a conviction.

EFFECTIVE DATE. This section is effective August 1, 2021, and applies to crimes committed on or after that date.

SENATE
STATE OF MINNESOTA
NINETY-SECOND SESSION

S.F. No. 1565

(SENATE AUTHORS: HAWJ, Dziedzic, Klein and McEwen)

DATE
03/01/2021

D-PG
608

Introduction and first reading
Referred to Commerce and Consumer Protection Finance and Policy

OFFICIAL STATUS

1.1 A bill for an act
1.2 relating to commerce; regulating the sale of catalytic converters to scrap metal
1.3 dealers; providing for criminal penalties; amending Minnesota Statutes 2020,
1.4 sections 325E.21, subdivision 6, by adding subdivisions; 609.5316, subdivision
1.5 3.

1.6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.7 Section 1. Minnesota Statutes 2020, section 325E.21, is amended by adding a subdivision
1.8 to read:

1.9 Subd. 2b. **Purchase of catalytic converters.** (a) It is unlawful for a scrap metal dealer
1.10 to purchase a catalytic converter from any person other than a bona fide automobile repair
1.11 shop, bona fide automobile recycling facility, or other person that can provide evidence of
1.12 legitimate removal to the scrap metal dealer under paragraph (b), in addition to the signed
1.13 statement required by subdivision 1b, paragraph (a), clause (6).

1.14 (b) Evidence of legitimate removal may include:

1.15 (1) photographic evidence that demonstrates the catalytic converter wasn't sawed or
1.16 pried off the applicable automobile;

1.17 (2) photographic evidence showing before and after removal of the catalytic converter,
1.18 together with the vehicle identification number of the applicable automobile; or

1.19 (3) evidence that a replacement catalytic converter was purchased for the applicable
1.20 automobile.

2.1 (c) A scrap metal dealer must make the information under paragraph (b) available for
2.2 examination by a law enforcement agency or a person who has reported theft of a catalytic
2.3 converter.

2.4 (d) A scrap metal dealer is prohibited from processing, selling, or removing a catalytic
2.5 converter from its premises for at least 14 days after its acquisition by the scrap metal dealer.

2.6 (e) A payment for a catalytic converter must not be made until at least five days after
2.7 sale to the scrap metal dealer. Payment must be sent by check to the seller's address or a
2.8 bank account in the seller's name.

2.9 **EFFECTIVE DATE.** This section is effective the day following final enactment.

2.10 Sec. 2. Minnesota Statutes 2020, section 325E.21, subdivision 6, is amended to read:

2.11 Subd. 6. **Criminal penalty.** (a) A scrap metal dealer, or the agent, employee, or
2.12 representative of the dealer, who intentionally violates a provision of this section, is guilty
2.13 of a misdemeanor.

2.14 (b) It is a misdemeanor for a person other than a bona fide automobile repair shop or
2.15 automobile recycling facility to possess a used catalytic converter that is not attached to a
2.16 motor vehicle unless the person can provide evidence of legitimate removal as required
2.17 under subdivision 2b, paragraph (b). A person may, no later than the date and time specified
2.18 in the citation for the person's first court appearance, produce evidence of legitimate removal
2.19 of the catalytic converter. The required evidence of legitimate removal may be sent by mail
2.20 as long as it is received no later than the date and time specified in the citation for the person's
2.21 first court appearance. If a citation is issued, a person must not be convicted of violating
2.22 this paragraph if the court administrator receives the required evidence of legitimate removal
2.23 no later than the date and time specified in the citation for the person's first court appearance.
2.24 If the charge is made other than by citation, no person shall be convicted of violating this
2.25 paragraph if the person presents the required evidence of legitimate removal no later than
2.26 the person's first court appearance after the charge is made.

2.27 (c) A person who violates subdivision 11 is guilty of a misdemeanor.

2.28 **EFFECTIVE DATE.** This section is effective August 1, 2021, and applies to crimes
2.29 committed on or after that date.

Sec. 3. Minnesota Statutes 2020, section 325E.21, is amended by adding a subdivision to read:

Subd. 11. **Prohibition.** It is unlawful for any person other than a scrap metal dealer to purchase a used catalytic converter unless it is attached to a motor vehicle.

EFFECTIVE DATE. This section is effective August 1, 2021, and applies to crimes committed on or after that date.

Sec. 4. Minnesota Statutes 2020, section 609.5316, subdivision 3, is amended to read:

Subd. 3. **Weapons, telephone cloning paraphernalia, automated sales suppression devices, catalytic converters, and bullet-resistant vests.** Weapons used are contraband and must be summarily forfeited to the appropriate agency upon conviction of the weapon's owner or possessor for a controlled substance crime; for any offense of this chapter or chapter 624, or for a violation of an order for protection under section 518B.01, subdivision 14. Bullet-resistant vests, as defined in section 609.486, worn or possessed during the commission or attempted commission of a crime are contraband and must be summarily forfeited to the appropriate agency upon conviction of the owner or possessor for a controlled substance crime or for any offense of this chapter. Telephone cloning paraphernalia used in a violation of section 609.894, and automated sales suppression devices, phantom-ware, and other devices containing an automated sales suppression or phantom-ware device or software used in violation of section 289A.63, subdivision 12, are contraband and must be summarily forfeited to the appropriate agency upon a conviction. A catalytic converter possessed in violation of section 325E.21, subdivision 6, paragraph (b), is contraband and must be summarily forfeited to the appropriate agency upon a conviction.

EFFECTIVE DATE. This section is effective August 1, 2021, and applies to crimes committed on or after that date.

SENATE
STATE OF MINNESOTA
NINETY-SECOND SESSION

S.F. No. 206

(SENATE AUTHORS: HOUSLEY and Bigham)

DATE	D-PG	OFFICIAL STATUS
01/21/2021	127	Introduction and first reading
		Referred to Commerce and Consumer Protection Finance and Policy
02/04/2021	257	Author added Bigham

- 1.1 A bill for an act
- 1.2 relating to public safety; establishing requirements for the purchase of catalytic
- 1.3 converters; amending Minnesota Statutes 2020, section 325E.21, subdivisions 1b,
- 1.4 2, by adding a subdivision.
- 1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
- 1.6 Section 1. Minnesota Statutes 2020, section 325E.21, subdivision 1b, is amended to read:
- 1.7 Subd. 1b. **Purchase or acquisition record required.** (a) Every scrap metal dealer,
- 1.8 including an agent, employee, or representative of the dealer, shall create a permanent record
- 1.9 written in English, using an electronic record program at the time of each purchase or
- 1.10 acquisition of scrap metal. The record must include the information identified in subdivision
- 1.11 1e where applicable, and must also include:
- 1.12 (1) a complete and accurate account or description, including the weight if customarily
- 1.13 purchased by weight, of the scrap metal purchased or acquired;
- 1.14 (2) the date, time, and place of the receipt of the scrap metal purchased or acquired and
- 1.15 a unique transaction identifier;
- 1.16 (3) a photocopy or electronic scan of the seller's proof of identification including the
- 1.17 identification number;
- 1.18 (4) the amount paid and the number of the check or electronic transfer used to purchase
- 1.19 the scrap metal;
- 1.20 (5) the license plate number and description of the vehicle used by the person when
- 1.21 delivering the scrap metal, including the vehicle make and model, and any identifying marks
- 1.22 on the vehicle, such as a business name, decals, or markings, if applicable;

(6) a statement signed by the seller, under penalty of perjury as provided in section 609.48, attesting that the scrap metal is not stolen and is free of any liens or encumbrances and the seller has the right to sell it; and

(7) a copy of the receipt, which must include at least the following information: the name and address of the dealer, the date and time the scrap metal was received by the dealer, an accurate description of the scrap metal, and the amount paid for the scrap metal.

(b) The record, as well as the scrap metal purchased or received, shall at all reasonable times be open to the inspection of any properly identified law enforcement officer.

(c) Except as provided in subdivision 1e, no record is required for property purchased from merchants, manufacturers, salvage pools, insurance companies, rental car companies, financial institutions, charities, dealers licensed under section 168.27, or wholesale dealers, having an established place of business, or of any goods purchased at open sale from any bankrupt stock, but a receipt as required under paragraph (a), clause (7), shall be obtained and kept by the person, which must be shown upon demand to any properly identified law enforcement officer.

(d) The dealer must provide a copy of the receipt required under paragraph (a), clause (7), to the seller in every transaction.

(e) Law enforcement agencies in the jurisdiction where a dealer is located may conduct regular and routine inspections to ensure compliance, refer violations to the city or county attorney for criminal prosecution, and notify the registrar of motor vehicles.

(f) Except as otherwise provided in this section, a scrap metal dealer or the dealer's agent, employee, or representative may not disclose personal information concerning a customer without the customer's consent unless the disclosure is required by law or made in response to a request from a law enforcement agency. A scrap metal dealer must implement reasonable safeguards to protect the security of the personal information and prevent unauthorized access to or disclosure of the information. For purposes of this paragraph, "personal information" is any individually identifiable information gathered in connection with a record under paragraph (a).

EFFECTIVE DATE. This section is effective August 1, 2021, and applies to purchases that take place on or after that date.

3.1 Sec. 2. Minnesota Statutes 2020, section 325E.21, is amended by adding a subdivision to
3.2 read:

3.3 Subd. 1e. **Purchase or acquisition of catalytic converter.** (a) Before each purchase or
3.4 acquisition of a catalytic converter, every scrap metal dealer, including an agent, employee,
3.5 or representative of the dealer, shall:

3.6 (1) verify, with the applicable documentation described in paragraphs (b) and (c), that
3.7 the person transferring or selling the catalytic converter acquired it legally and has the right
3.8 to transfer or sell it; and

3.9 (2) retain a record of the applicable verification.

3.10 (b) Any merchants, manufacturers, salvage pools, insurance companies, rental car
3.11 companies, financial institutions, charities, dealers licensed under section 168.27, or
3.12 wholesale dealers, having an established place of business seeking to transfer or sell a
3.13 catalytic converter, must provide a record showing:

3.14 (1) the repair order number, where applicable;

3.15 (2) the date of repair or the date on which the catalytic converter was removed from a
3.16 vehicle;

3.17 (3) the vehicle identification number of the vehicle from which the catalytic converter
3.18 was removed; and

3.19 (4) a description of the part including the part number or other identifying number of
3.20 the catalytic converter that was removed.

3.21 (c) Any other person seeking to transfer or sell a catalytic converter must provide a
3.22 receipt from a person or company that repairs, overhauls, dismantles, or does any mechanical
3.23 work to motor vehicles. At a minimum, the receipt must include:

3.24 (1) the name of the person or company that removed the catalytic converter;

3.25 (2) the name of the person for whom the work was completed;

3.26 (3) the make and model of the vehicle from which the catalytic converter was removed;

3.27 (4) the vehicle identification number of the vehicle from which the catalytic converter
3.28 was removed; and

3.29 (5) the part number or other identifying number of the catalytic converter that was
3.30 removed.

4.1 (d) A scrap metal dealer, or the agent, employee, or representative of the dealer, who
4.2 violates a provision of this subdivision is guilty of a misdemeanor.

4.3 (e) In a prosecution under this subdivision, it is a defense for the defendant to prove by
4.4 a preponderance of the evidence that the defendant reasonably and in good faith relied upon
4.5 the representations of proof described in this subdivision to establish that the person
4.6 transferring or selling the catalytic converter acquired it legally and had the right to transfer
4.7 or sell it.

4.8 **EFFECTIVE DATE.** This section is effective August 1, 2021, and applies to purchases
4.9 that take place on or after that date.

4.10 Sec. 3. Minnesota Statutes 2020, section 325E.21, subdivision 2, is amended to read:

4.11 Subd. 2. **Retention required.** Records required to be maintained by subdivision ~~1a or~~
4.12 ~~1b~~ or 1e shall be retained by the scrap metal dealer for a period of three years.

4.13 **EFFECTIVE DATE.** This section is effective August 1, 2021, and applies to purchases
4.14 that take place on or after that date.

February 2021

Executive Summary



**Centennial Fire District
Circle Pines, MN**

Prepared by:



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CONSULTANT REPORT

CENTENNIAL FIRE DISTRICT

Circle Pines, MN

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EXECUTIVE SUMMARY

The Centennial Fire District (CFD) requested proposals to objectively review current operations and provide future-oriented considerations for greater effectiveness, efficiency, and long-term sustainability for the District. In August 2020, *FITCH* conducted the study kick-off meetings with the District stakeholders including the fire department, steering committee, and city officials. The site visit was conducted to seek to understand the unique local conditions and gain feedback and direction. An electronic staff survey was developed and distributed to the firefighters to determine if there were any unique issues in their opinion.

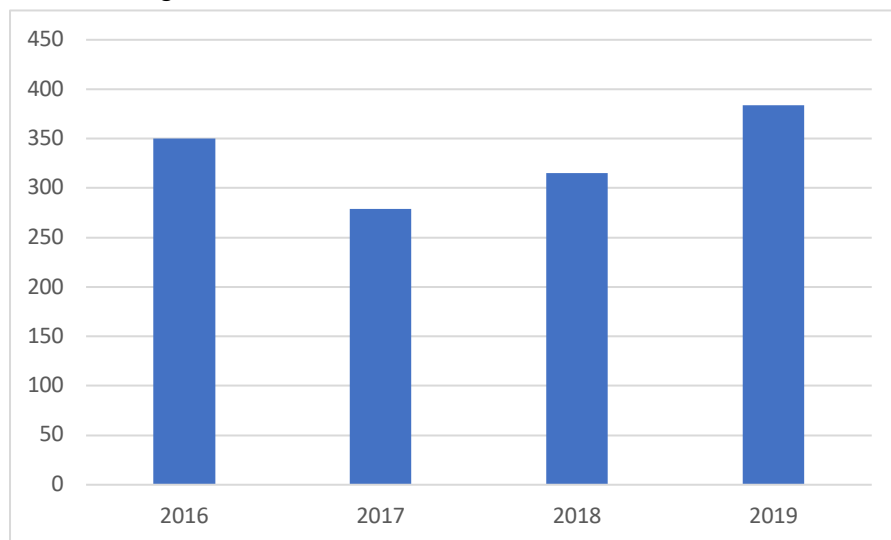
This comprehensive summary report includes an executive summary which includes history of the department and recommendations. Overall, the firm's strategy is to provide the administration and policy group with sufficient objective data from which to establish policy. Therefore, all alternatives and recommendations are grounded in the data analysis and best practices, insulating the process from potential biases.

COMMUNITY DEMANDS FOR SERVICE

CFD answered 384 unique calls for service during the 2019 calendar year, averaging 1.05 calls per day. Over the past four years, CFD has experienced a service demand variation between 279 and 384 incidents. It is likely that the department will see an increase in demand for community services, such as public education, rental inspections, and fire inspections in the future as the communities develop and age. In *FITCH*'s experience, most departments who provide fire service are experiencing a decrease in fire calls due to improved building and fire codes.

Annual calls for service are presented by calendar year in Figure 1.

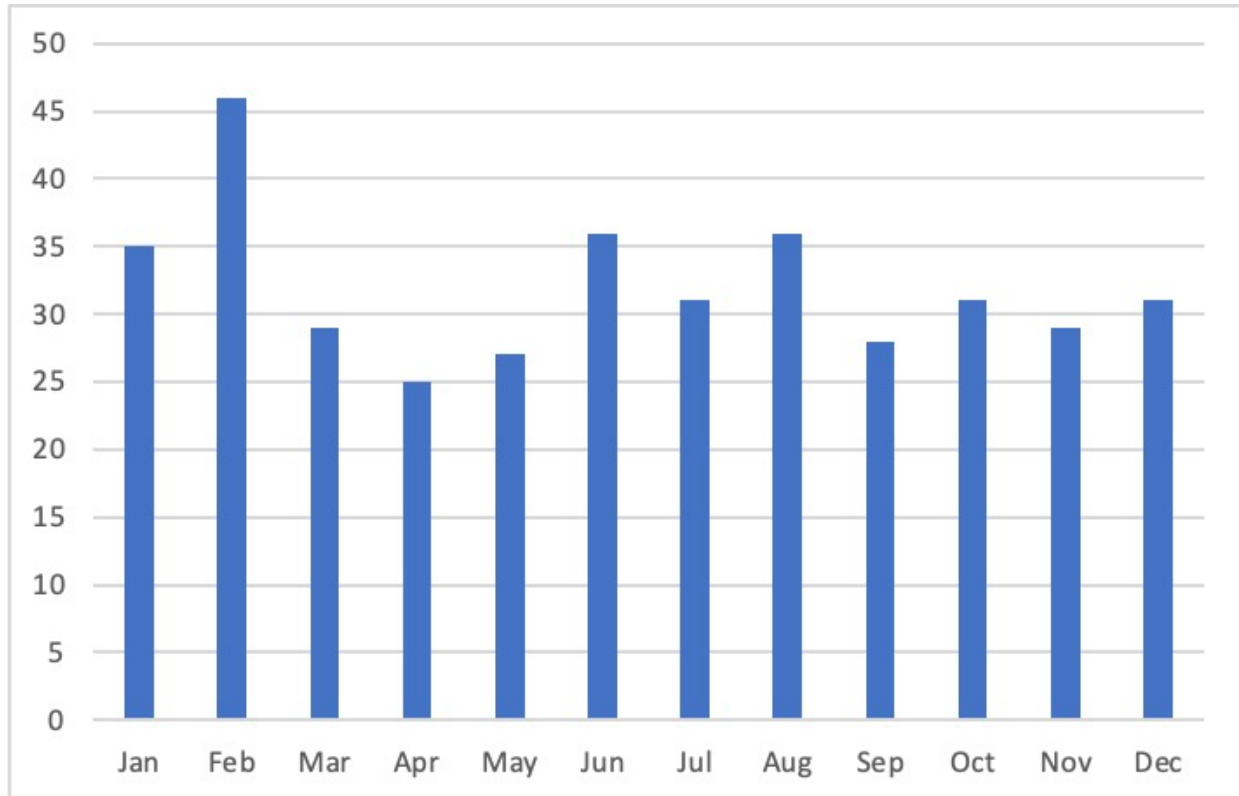
Figure 1: ANNUAL CALLS FOR SERVICE BY CALENDAR YEAR



When evaluating the data, it appears that CFD experienced variation in the demand for service by month (Figure 2). February was the busiest month with approximately 46 calls for service, while April was the least busy month with 25 calls for service. While it is notable that there is

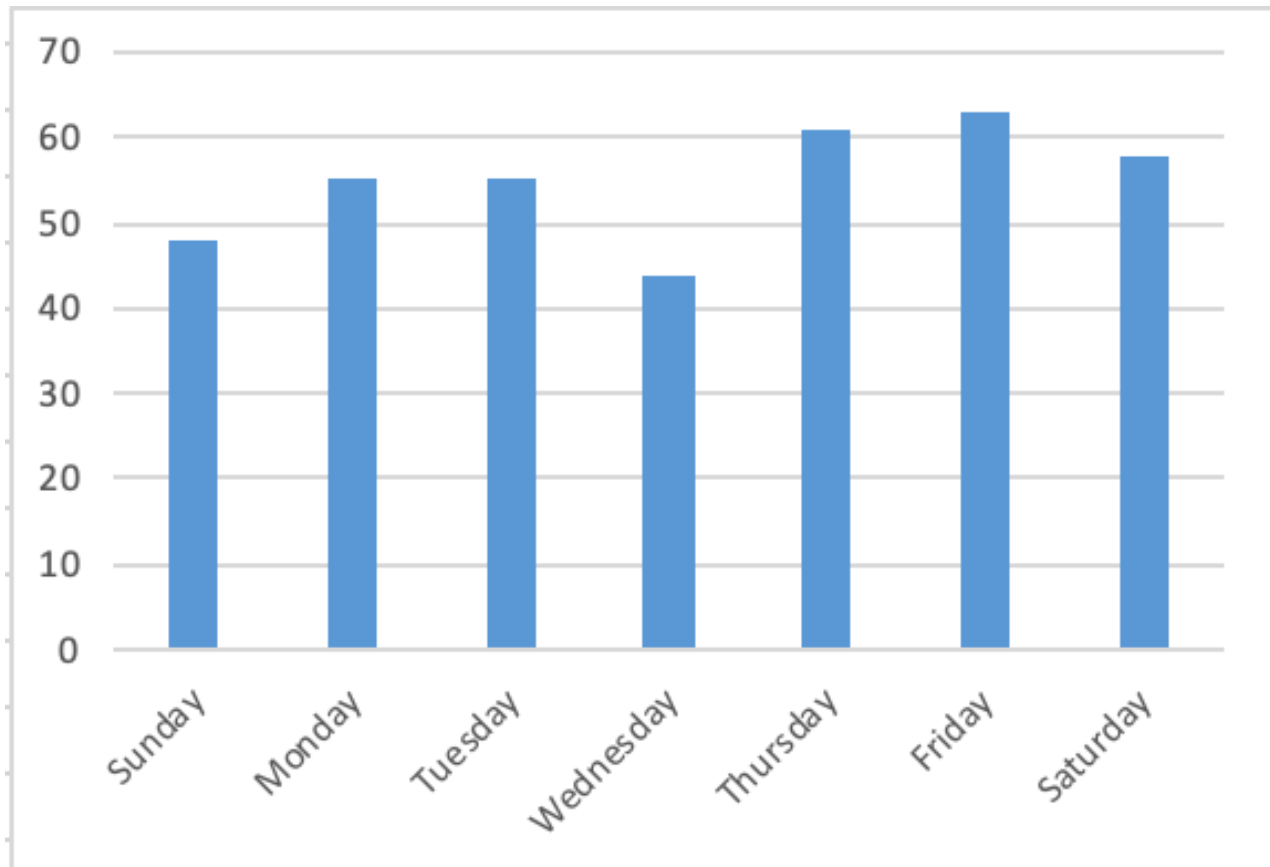
variation of service demand across months, there is little the department could do to adapt to the variation. Larger departments that experience a significant variation in service demand by month may be able to vary their staffing levels. CFD's current paid-on-call model does not have the capability to modify its staffing level nor would there be any benefit to changing staffing levels by month.

Figure 2: CALLS FOR SERVICE BY MONTH 2019



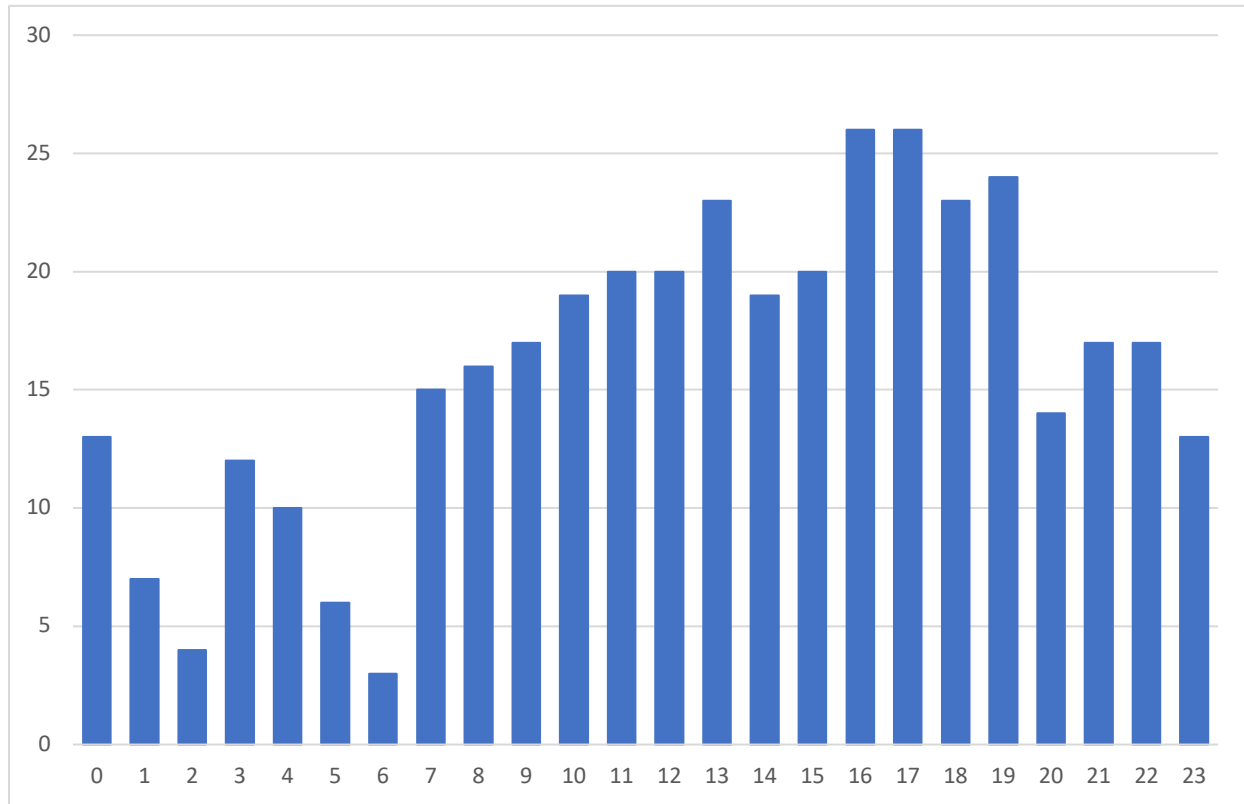
The day of week service demand shows that Friday was the busiest day during 2019 with 53 calls; Wednesday was the least busy day with 44 calls for service (Figure 3). Very similar to the variation by month, the analysis of the service demand by day of week shows some variation but not significant enough variation to recommend a different approach to staffing.

FIGURE 3: CALLS FOR SERVICE BY DAY OF WEEK 2019



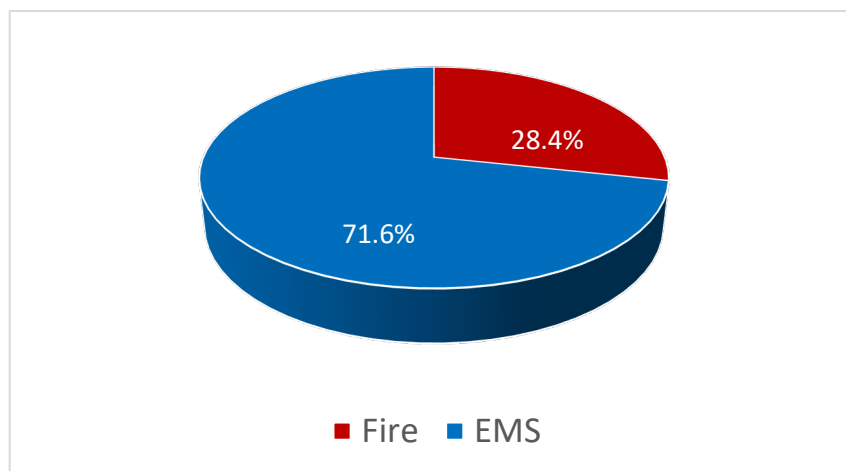
An analysis of the service demand by hour of the day shows a very typical curve based on when the majority of the population is awake. Most fire departments experience their highest demand for service during the daytime hours and the lowest demand during the twilight hours. For CFD, both the 4pm and 5pm hour were the busiest with 26 calls for service during each of these hours, and the least busy hour was 6am with 3 calls for service.

FIGURE 4: INCIDENTS BY HOUR OF DAY 2019



An analysis of the types of calls for service show that EMS calls were the greatest demand on the system, accounting for 71.6% of the call volume. Departments that regularly respond to EMS calls often experience 70% to 80% of their demand for service being associated with EMS responses. Evaluation of the fire incident types shows that gas leaks (29 in 2019) were the greatest demand for fire service in the District followed by cancelled en route (15 in 2019) and building fire (9 in 2019).

FIGURE 5: CALLS BY SERVICE TYPE 2019



Observation: The distribution of the calls for service in the District by month, day of week, and hour of the day are typical for most fire departments. It is also notable that the distribution between EMS and fire incidents is typical for most departments that provide an EMS response.

OPERATIONS WORKLOAD

During 2019, there were a reported 431 unit responses to the 384 incidents, or 1.12 units per response on average. In *FITCH's* experience, the 1.12 units is an efficient response model as many departments are over 1.5 units per incident. This is likely due to a response protocol of sending only a single unit to medical calls and low-acuity fire responses.

TABLE 1: DEMAND BY COMMUNITY

Community	2016	2017	2018	2019	Total
Centerville	104	113	126	151	494
Circle Pines	246	166	189	233	834
Total	350	279	315	384	1,328

The two rescue units had the highest number of responses out of the fleet with Rescue 11 responding to 158 incidents in 2019 and Rescue 31 responding to 112 incidents. The average amount of time the rescue units spent per call was 28 minutes for Rescue 11 and 27 minutes for Rescue 31.

The following vehicles responded to less than 10 incidents in 2019:

- Chief 3
- Duty Officer
- Engine 31
- Ladder 1
- Personal Vehicle
- Standby
- Utility 15

Observation: The deployment of vehicles appears to be very efficient with an average of 1.12 units responding to each incident. CFD is also efficient using rescue trucks (pick-up truck) instead of heavy fire apparatus to respond to most medical calls.

FIRE INSPECTION WORKLOAD

The District staff reports that there are approximately 300 inspectable properties within the District. There is no data available to show the fire inspection frequency, violations, or workload. It was reported that the District has not been compliant in completing all of the inspections over the past ten years. The staff do provide plan review services to ensure fire code compliance on projects that require permits within the district.

Observation: *FITCH* was only able to obtain subjective reports of the fire inspection workload and processes.

HISTORICAL PERFORMANCE

CFD is currently composed of a collaboration between two cities. Those cities are Circle Pines and Centerville. This partnership has been in existence for over 35 years. The initial partnership included a third city, Lino Lakes. The city of Lino Lakes withdrew from the partnership in 2014. The city of Circle Pines is 1.97 square miles with a population of 4,978 (2017) and is located to

the west of Lino Lakes. The city of Centerville is 2.41 square miles with a population of 4,009 (2017) and is surrounded by Lino Lakes on every border.

CFD currently operates from two fixed facilities. The two fire stations are 7.4 miles apart. The city of Lino Lakes surrounds Centerville and is the territory between the stations. The department has an average response time of 10 minutes and 04 seconds from the time the department is notified of the call until the first unit arrives. The department's response time performance at the 90th percentile is 13 minutes and 33 seconds (90th percentile measures a higher degree of performance to determine what level of service 9 of 10 requests for service would receive, which in this case 9 of 10 customers would receive a response in 13:33 or less from when the department is notified). The average overall time on incident which is the length of time from when the dispatch center receives the call until units are cleared from the incident is 31 minutes and 19 seconds.

Observation: The District territory is not contiguous and there are 7.4 miles between the two fire stations.

DISPATCH CENTER

CFD is dispatched by Anoka County Emergency Communications. The communications center is responsible for the dispatch of fire, EMS, and police calls to the District along with several other communities. The dispatch center has an electronic interface with Allina EMS, the ambulance provider for Circle Pines. There is no electronic interface between the dispatch center and M-Health, the ambulance provider for Centerville. This electronic interface decreases the need for manual exchange of information between the two communication centers. In *FITCH's* experience, the electronic interface improves efficiency of sharing information while decreasing the chances of human error.

Observation: The District is served by two different EMS providers. Those two providers have different interfaces with the dispatch center.

ESTABLISHING DESIRED PERFORMANCE

The fire department's current performance is defined as a response time of 13:33 minutes or less to 90% of the calls for service. However, the current response time is somewhat distant from the National Fire Protection Association's (NFPA) 1720 recommendations of 9 minutes. A best practice in the industry to look to is from the Commission on Fire Accreditation International (CFAI). The accreditation model is based on a continuous improvement model and, as of recent versions, there is not a single response time requirement but rather an outline of best practices. Those best practices require an articulation of the adopted level of service and the supporting documentation of that level of service.

Conversely, the evidenced-based research in EMS and fire behavior suggests that if the agency cannot respond to the most critical of incidents within 5 minutes or less from onset, the outcome

is not strictly correlated with the response time.^{1,2} Therefore, the District and its stakeholders have considerable latitude in establishing the desired service levels. As an example, improvement from the current travel time to 5 minutes may introduce significant costs without correlated improvement in outcomes. If policymakers desire to meet the NFPA response times, additional stations would need to be added and staffed.

TABLE 2: NFPA RESPONSE TIME COMPARISON

Measure	Average	90 th Percentile	NFPA 1720 ³
Dispatch Processing	00:02:25	00:03:34	00:01:00
Turnout	00:05:13	00:07:35	N/A
Travel	00:02:26	00:04:36	N/A
Total Response Time	00:10:04	00:13:33	00:10:00

When specifically assessing the dispatch interval, the average and 90th percentile values are incongruent with best practice. NFPA recommends a 1.0-minute dispatch interval at the 90th percentile. However, due to the proliferation of cell phone utilization and other process consumption, such as prioritizing medical incidents, high performing dispatch centers are processing calls in 2.0 minutes or less at the 90th percentile. Therefore, there may be an opportunity to improve the citizens experience with a reduced dispatch interval. This provides a greater return on investment than attempting to purchase more personnel and/or stations to improve the citizens' experience.

Observation: The District is distant from meeting or exceeding the NFPA standard. This gives the district policymakers considerable latitude to determine the appropriate level of service for the communities.

CURRENT OPERATIONAL STAFFING

The department currently employs two full-time, one part-time, and 28 paid-on-call (POC) staff. The two full-time employees are the Fire Chief and Assistant Fire Chief. The part-time employee is the Training Officer. The department primarily uses POC firefighters to respond to calls for service. Of those POC staff, only two are available for daytime response during the week; the remainder of the POC staff are available as nighttime responders.

The POC staff are required to meet the following criteria:

- Attend at least 70% of training sessions

¹ Blackwell TH, Kline JA, Willis JJ, Hicks GM (2009) Lack of association between prehospital response times and patient outcomes. *Prehosp Emerg Care* 13 (4):444-450. doi:10.1080/10903120902935363

² Kerber S (2012) Analysis of Changing Residential Fire Dynamics. Underwriters Laboratories, Northbrook, IL

³ NFPA 1720 <https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1720>

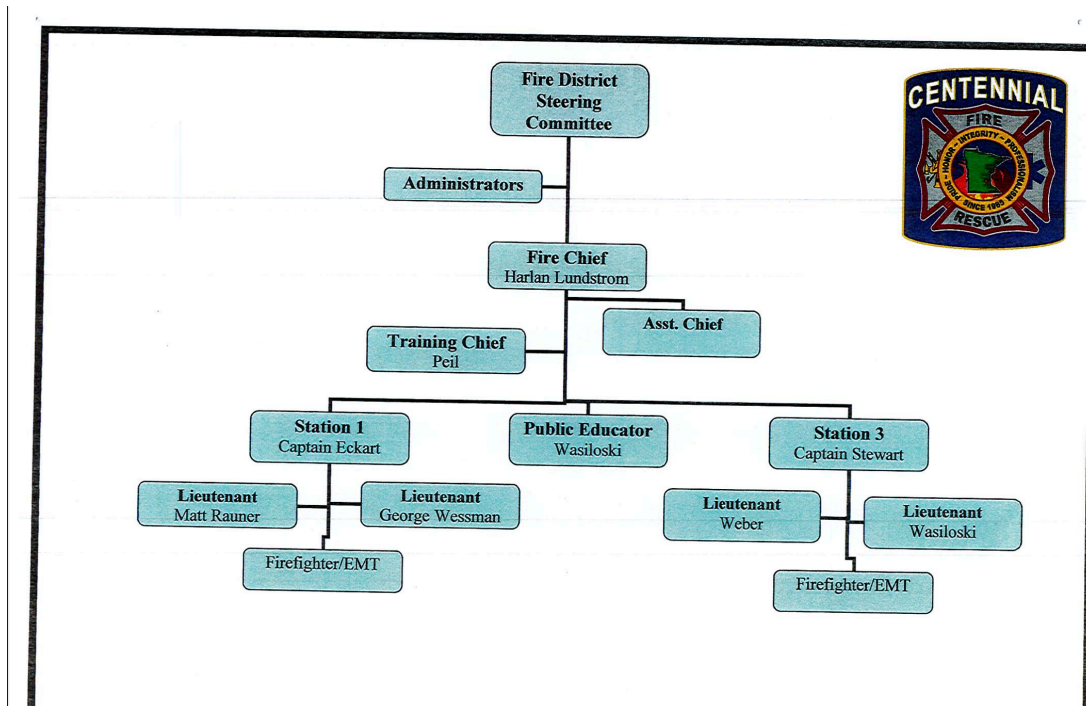
- Respond to 25% or more of the calls for service (there are other opportunities to receive credit that counts toward the percentage such as attending department events or serving as the duty officer)
- Respond within 15 minutes to receive credit for the call
- Obtain and maintain both Firefighting and EMT certifications

The POC staff are paid \$12-14 for the first hour of a call. They are also able to sign up and work on a daytime duty crew which is paid at \$20 an hour. The daytime duty crew is available 0700-1700hrs.

The staff report that they rarely have an instance where no one shows up. Those instances where no one is available is generally for mutual aid calls. The staff does report that there are times where only one person responds to the call.

The process if no one shows up for a call within five minutes is that the original station is paged again. If no one responds after another five minutes (ten minutes total), the second station is then paged.

FIGURE 6: ORGANIZATIONAL CHART



Observation: The District has a significant disparity between daytime and nighttime responders while a significant portion of the calls for service occur during the daytime hours.

REGIONAL CONSIDERATIONS

Prior to positing alternative options for continued and/or expanded regional collaboration, an operational assessment was conducted. One unique element about CFD is that the two remaining municipalities of Centerville and Circle Pines are approximately 7 miles apart. While there are administrative efficiencies in the shared service model, operationally, the geographic distance creates some additional costs when attempting to find the most prudent staffing solutions. Of course, if the volunteer contingency can continue to provide the desired service levels, then the geographic distance will have little fiscal impact.

Under each of the alternatives, the underlying assumption is that at least one staffed resource would be provided, either through the peak period of the day or for 24 hours. Three high-level scenarios are provided to frame potential alternatives:

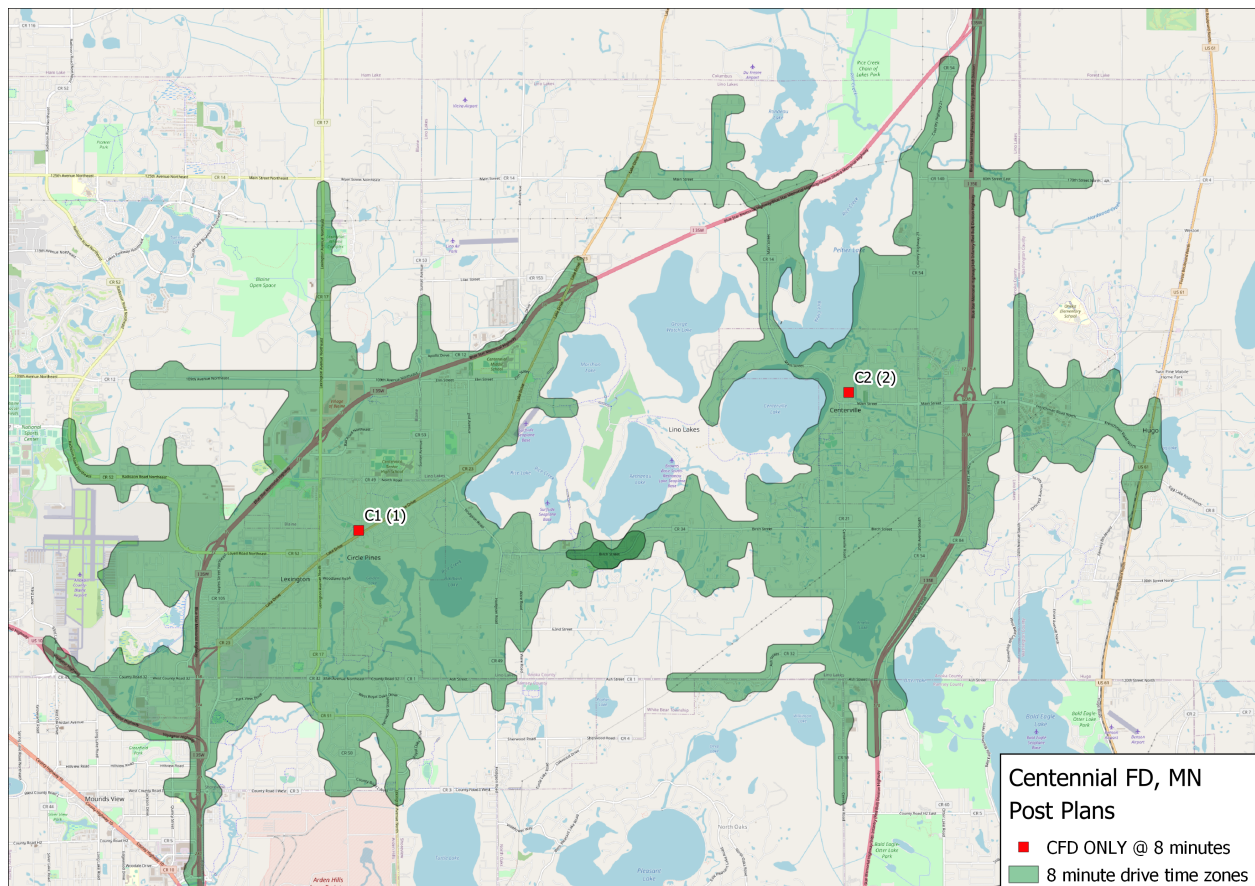
1. Staffing for each station in CFD;
2. Collaboration with regional partners; and
3. Collaboration with Lino Lakes, exclusively.

First, continuing the discussion about establishing desired service levels, it is important to understand the synergistic relationship between each of the independent response time intervals through the citizens' lenses. When referring to Table 2, the total response time that includes dispatch, turnout, and travel times is between 13 and 14 minutes. In other words, that is the citizens' experience from the time they call 911 until arrival 9 out of 10 times. Therefore, holding the dispatch interval as constant, the total time that the fire department consumes is between 10 minutes and 11 minutes. The following examples consider a staffed resource with a response time that approximates or improves the citizens' experience from the historical baseline.

STAFFING FOR EACH STATION IN CFD

When evaluating travel time from the Centennial-only stations, any variation between 5 minutes and 8 minutes would always require both stations to surpass at least 90% of the incidents within the desired time frame. In all scenarios, the Circle Pines station provided the greatest coverage that varied between 53% and 62% and with both stations from 92% to nearly 100%. Therefore, to provide a commensurate service level for the District and ensure an equitable distribution of both performance and costs, both stations would need to be staffed under these assumptions, at least during the peak portions of the day. Considering the stations to be staffed, the combined turnout and travel times should be approximately 10 minutes, improving the citizen's experience. Mapping for 8 minutes is provided below.

FIGURE 7: CENTENNIAL FIRE DISTRICT 8-MINUTE TRAVEL TIME

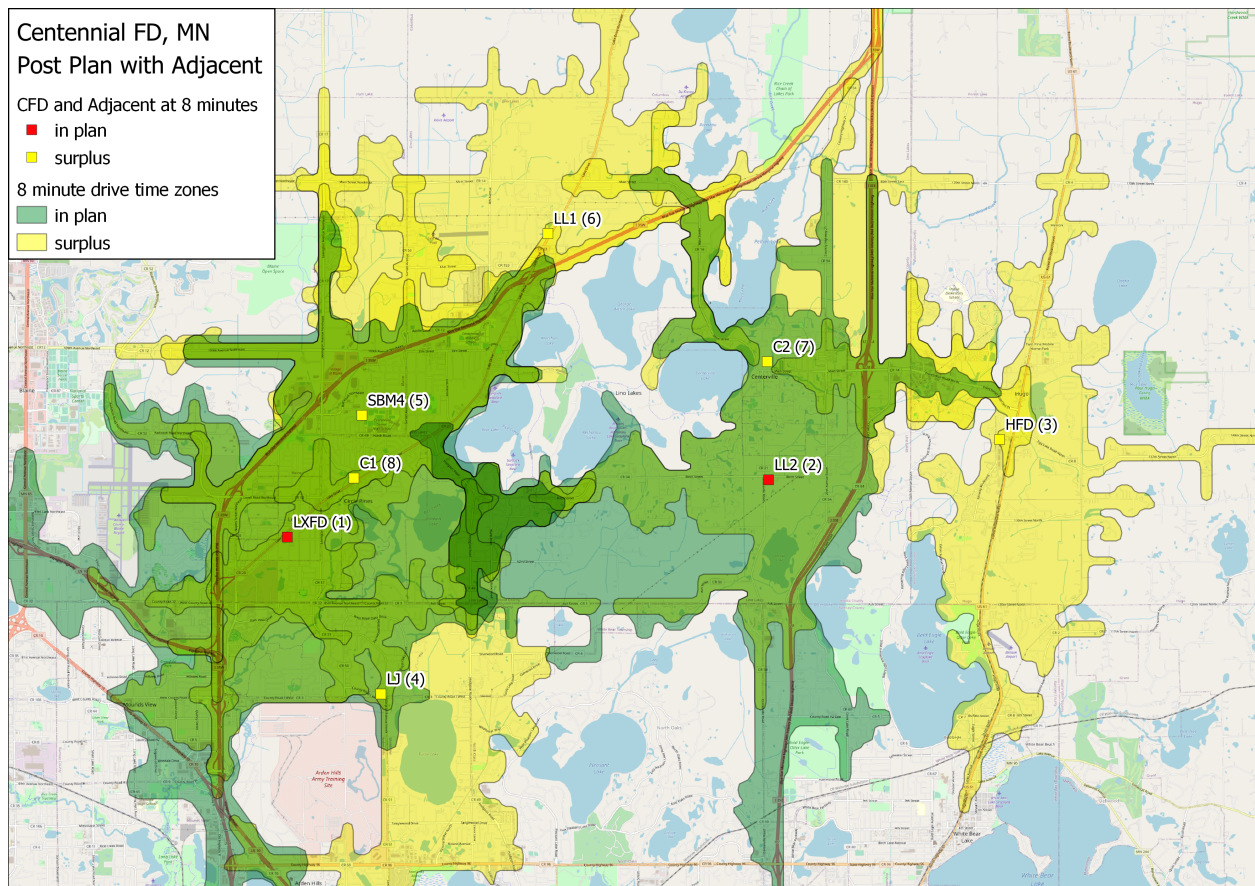


COLLABORATION WITH REGIONAL PARTNERS

Evaluations were completed with the regional fire departments to explore synergies between the departments and the desired performance within CFD. Variations between 5 and 10 minutes were completed. The more restrictive the time, such as 5 minutes, the less opportunities exist for regional partners to provide coverage within the desired time frame. In other words, the regional stations were too far away to assist with respect to response time. In each of the scenarios between 5 and 9 minutes, the Lexington station provided the greater coverage followed by the Centerville station. The total coverage varied between 93% and 100% with both stations. Results for an 8-minute travel time are provided below.

Therefore, if there is a desire and a fiscal benefit, the location (if staffed) from Lexington could be contracted to provide sufficient coverage for the Centennial Station 1 (Circle Pines).

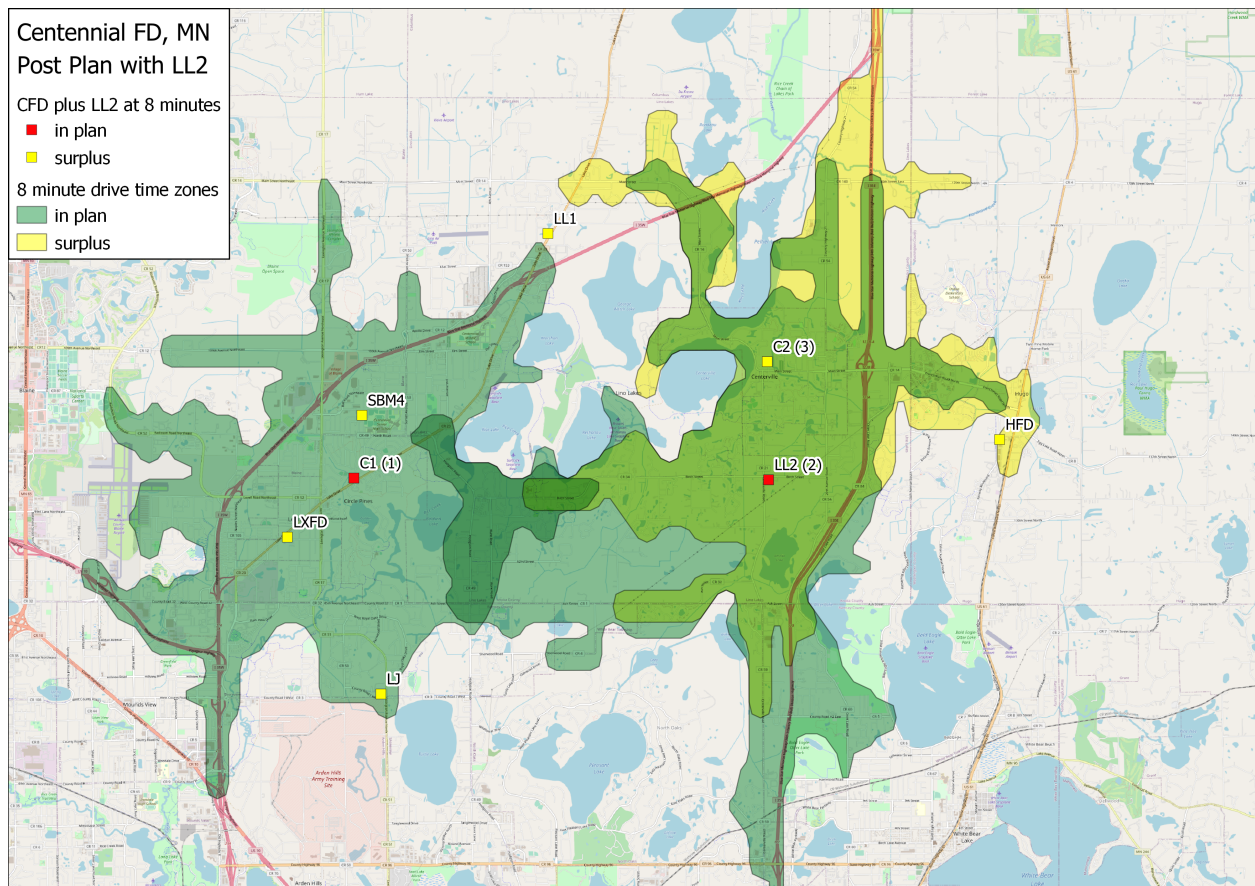
FIGURE 8: CENTENNIAL FIRE DISTRICT - REGIONAL ANALYSIS 8-MINUTE TRAVEL TIME



COLLABORATION WITH LINO LAKES

The regional analysis provided some interesting observations with respect to Lino Lakes, exclusively. Due to the geographic island between the Centennial fire stations, this analysis forced the consideration of Lino Lakes Station 2. In scenarios between 5 and 7 minutes, the configuration always required both of the Centennial fire stations to meet at least 90% of the incidents. However, at 8 minutes, a configuration of Centennial Station 1 (Circle Pines) and Lino Lakes Station 2 would cover nearly 100% of all calls within 8 minutes travel time or less, maintaining or improving the current service. There may be a fiscal benefit to a shared-cost model with Lino Lakes to take advantage of the geographic centrality. The results of an 8-minute performance are provided below.

FIGURE 9: CIRCLE PINES AND LINO LAKES 2 - 8-MINUTE TRAVEL TIME

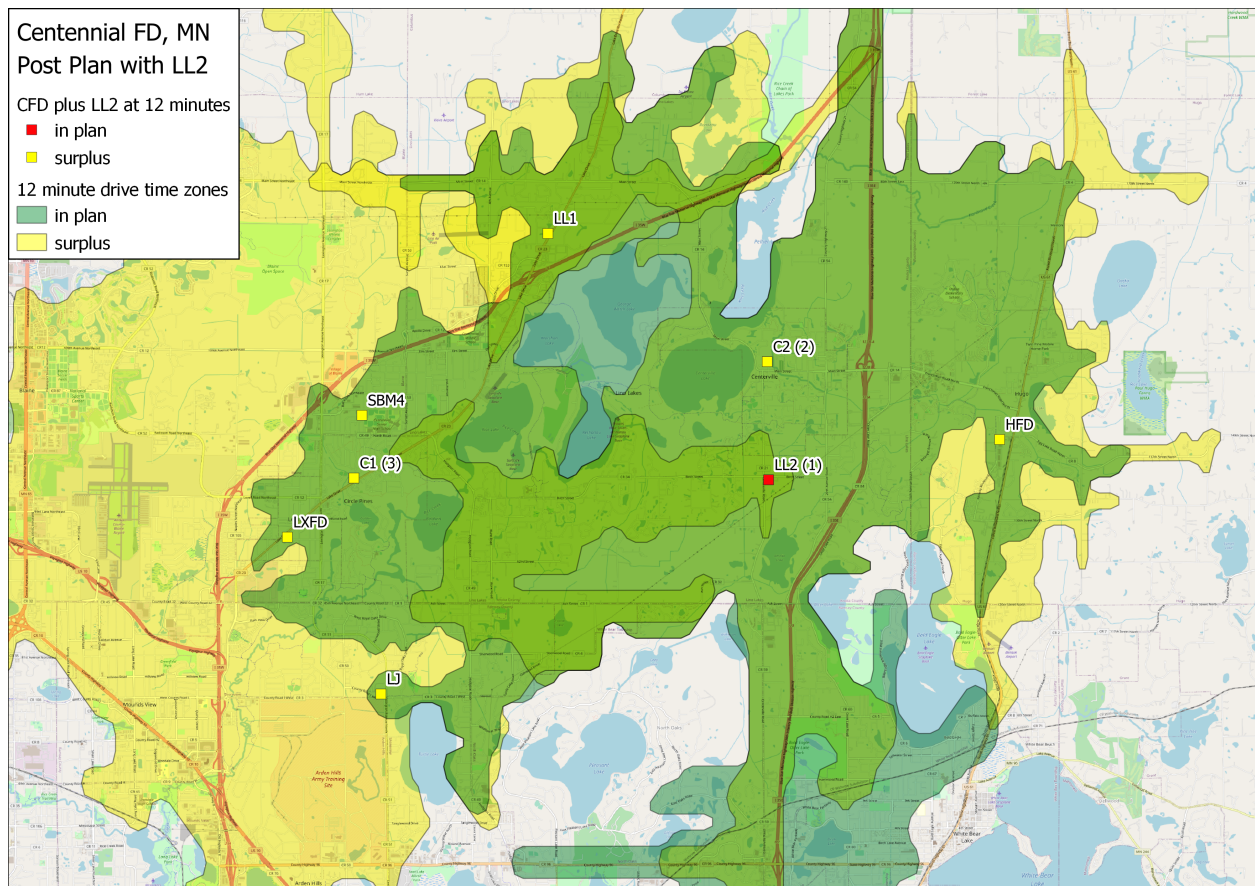


However, in all of the alternatives presented, it required two staffed stations to achieve the desired performance. In other words, while the operational concerns have been largely satisfied, these scenarios would expand the current and planned expenditure levels. Therefore, a more cost-effective solution was tested that involved Lino Lakes.

At 10 minutes, the Lino Lakes Station 2 could cover 79% of all calls in the Centennial District with only one staffed station. Similarly, at the 11- and 12-minute travel times, 92% and 100% of the incidents could be covered by Lino Lakes 2, respectively. The results of the 12-minute travel time are provided below.

A mutually beneficial shared-service model could be explored with Lino Lakes for a staffed station and continue to provide volunteer services from the two Centennial stations as desired. Overall, the citizen's experience would be approximately the same at 14 minutes or less and account for any considerations for equity between costs and performance.

FIGURE 10: LINO LAKES STATION 2 12-MINUTE TRAVEL TIME



CONTRACTING / COLLABORATION WITH REGIONAL PARTNERS

At least three specific opportunities are explored at a high level.

CONTRACTING ADMINISTRATIVE/MANAGEMENT SERVICES WITH SBM

First, and perhaps the most salient, is a contractual management contract with the Spring Lake Park-Blaine-Mounds View Department (SBM). After a brief interview and follow-up discussions with SBM, a generalized concept from SBM emerged to provide at least one day crew member each day to supplement Centennial's current 2-person day crew and for SBM to further provide the administrative oversight of the Centennial District.

Therefore, the Centennial District would benefit from a more robust administrative capacity and staff the fire engine at Station 1 with 3-personnel. The entire Centennial jurisdiction, plus the SBM Station 4 would be covered by this collaboratively staffed unit. All of the operating, capital, equipment, and part-time personnel would continue to be funded and employed by the Centennial District. It is not contemplated that the District would join SBM, but rather contract

for the administrative oversight and additional response staffing that may be mutually beneficial.

Fiscally, there may be some merit to the proposal depending on final language of an agreement. Operationally Centennial would benefit from a deeper bench strength of the SBM organization. However, like other single station solutions, the shared costs may not always equal commensurate service as the Circle Pines and SBM Station 4 areas will receive service from a more closely positioned unit than the Centerville area. Although, as discussed in our operational analysis, the service is likely to be closely aligned to the current delivery.

Finally, while there is an argument for a degree of lost control from Centennial, the fact that all current expenditures and capital will remain with Centennial, the District is partially insulated from substantive impacts to severability. The District would once again have to hire administrative oversight that could range from 0.5 to 1.5 FTEs. Therefore, it is recommended that the District ensure that the contractual language includes regular and defined reporting and metrics to ensure there isn't any mission creep or misalignment with the District's expectations.

As represented in the table below, this partnership could potentially provide cost avoidance for the District. The potential cost avoidance for administrative services of \$195,231 would be offset by any cost to SBM for an agreed upon level of administrative services, and a potential increased level of daytime staff. The District should consider exploring such an opportunity with SBM.

TABLE 3: POTENTIAL ADMINISTRATIVE STAFF SAVINGS

FY2020 Budget	Cost
Existing Personnel Salaries (budgeted)	\$ 229,981
Current costs for day-staff (2 per day)	\$ (80,000)
Payroll Taxes (FICA)	\$ 14,176
Payroll Taxes (FICA) - EMS Training	\$ 1,148
Benefits (Health & Dental, etc.)	\$ 29,926
Total Cost Avoidance - Administrative Staffing	\$ 195,231

SHARED SERVICES WITH LINO LAKES

As previously evaluated, there is considerable benefit to the geographic location of the Lino Lakes Station 2 that is centrally located to both Circle Pines and Centerville. Theoretically, what is contemplated is that Centennial and Lino Lakes could form a contractual relationship to acquire space at the Lino Lakes Station 2 and provide services the Centennial District and Lino Lakes if desired. It is not suggested that a merger or more formal relationship emerge at this time, but rather more of a cost sharing opportunity for the facility that may be mutually beneficial. It is understood that Lino Lakes has migrated to a public safety model and that integration is not specifically contemplated by either party.

This alternative would provide a more equitable distribution of service capacity to both parties of Centennial with the current staffing strategy. The downside is that this location may be too distant to concurrently integrate with the SBM strategy and may warrant additional discussions if both opportunities have merit.

CENTERVILLE CONTRACTING WITH HUGO

The SBM proposal introduces mutually beneficial operational and fiscal efficiencies as SBM would benefit from avoiding future facilities costs with Station 4 understanding that Station 1 is within close proximity. When contemplating Centerville contracting with Hugo, there may be some mutual benefit of a shared cost of personnel and single location, if both parties are having difficulty recruiting and retaining members. Since the proximity of stations are relatively close, consolidating the recruiting zone may provide some operational benefit and a reduced individual cost for personnel.

However, if Centerville contracted out entirely with Hugo, elements to consider are the loss of control of the quality of services, performance, and the potential for escalating costs for the future. Interviews with Hugo were conducted during our initial visit, but at the time of this report, no proposals or discussions were posited.

Overall, contemplating contractual relationships between Centerville and either Lino Lakes or Hugo, the greatest opportunity exists if there is a consolidation of service areas such as contemplated between Centennial and SBM. Otherwise, it may be more appropriately viewed as a policy choice as the fiscal benefits may be minimal as the market will influence costs regardless of the provider.

POLICY SUMMARY

Ordinances

Both cities appear to have policies adopting the Minnesota State Fire Code⁴⁵ and other relevant fire ordinances such as open burning. As part of the initial data request, *FITCH* was provided a copy of ordinance 122 from 1978 for Circle Pines which outlined the establishment of a fire department and included the election of the Fire Chief. It appears this ordinance is likely outdated, and it is not posted on the city's website under the current code.

Department Policies

The department has an established policy manual. The policy manual has the expected administrative and human resource policies that are necessary to operate the department.

⁴ Centerville https://www.centervillemn.com/vertical/Sites/%7BD770044D-2DE8-4478-9AB4-047D7127BF55%7D/uploads/City_Code_11-13-2019.pdf

⁵ Circle Pines <https://www.ci.circle-pines.mn.us/index.asp?SEC=DF0BA107-3975-4F11-BC5F-690729686DEB>

Budget Overview

The department is primarily funded by contributions from both Centerville and Circle Pines. Some other revenue is collected through intergovernmental transfers, fees for service, and miscellaneous revenues. The majority of the expenses within the District are related to personnel costs amongst all three employee types--full-time, part-time, and POC.

Observation: Currently the ordinances within the cities do not reference the fire district, they reference individual positions such as the Fire Marshal. The department has an administrative policy manual outlining many administrative and human resource expectations. The budget is primarily composed of revenue from the two cities and personnel expenses.

FISCAL ANALYSIS

TABLE 4: OPERATING (NON-CAPITAL) CONTRACT REVENUES HISTORY

	2016	2017	2018	2019	2020
Circle Pines Contract	\$273,387	\$304,962	\$309,761	\$307,392	\$313,848
Centerville Contract	\$212,203	\$244,969	\$240,170	\$241,761	\$257,824
Total	\$485,590	\$549,931	\$549,931	\$549,153	\$571,672
Circle Pines - %	56.30%	55.45%	56.33%	55.98%	54.90%
Centerville - %	43.70%	44.55%	43.67%	44.02%	45.10%

CURRENT ALIGNMENT WITH INDUSTRY EXPERIENCE

The overall budget for the District was \$571,672 in 2020. The value is relatively evenly split between the administrative positions of approximately \$230,000 and the remaining costs for the POC response programs. The administrative positions account for 2.5 FTEs as the fire chief, assistant chief, and training/EMS coordinator. From this perspective, the administrative costs are relatively high compared to total costs. However, this is not uncommon in volunteer and combination departments as the general response expenditures are low when compared to full-time personnel.

Overall, it is common to see departments similarly tasked as Centennial to function between 0.5 and 2.0 FTEs in administration. The experience may vary due to the service expectations such as fire prevention, plans review, and code compliance as well as the department's reliance on administrative personnel to provide routine response. In our experience, the current administrative allocation for Centennial is not aberrant, but opportunities do exist to provide a leaner experience if desired. Specific recommendations will be provided under the prioritized alternatives section.

PROPOSED BUDGET MODEL

The historic contributions between the two cities for fire protection services are shown above, reflecting an approximate 55% / 45% split between Circle Pines and Centerville. These figures do not reflect any capital equipment contribution that may be made from year to year.

Fiscal equity can be evaluated from multiple perspectives. In shared-cost delivery models, various approaches have included a defined cost per population, number of incidents, and even more elaborate formulations. In assessing fire protection, one common approach considers the relative risk properties within the service area represent for the community. For purposes of CFD, the proposed approach incorporates two often defined parameters – *potential demand* as quantified by the value of properties being protected, and *actual demand* as quantified by a three-year average to smooth year-to-year fluctuations. Incorporating both the relative taxable value of each community and the demand for services of each offers a rational formula in apportioning costs. While each of these two components can be weighted as the parties may desire, an initial approach is to simply apply a 50% weighting to each, as represented in the following formula.

When considering EMS, actual demand for services is often used when defining cost allocation. However, demand for services is often disproportionately impacted by certain types of properties – specifically nursing homes, multi-family senior housing, as well as transient spikes in demand at venues hosting special events.

Where:

CA = cost allocation among participants

FC = fire calls (incidents) as a 3-year average

TV = taxable value

wv = weighted value between fire calls & taxable value - default is 50%/50%

Applying this model to the estimated city total expected contribution for the 2020 adopted budget yields the following cost allocations.

TABLE 5: 50/50 COST ALLOCATION MODEL

Variables	Circle Pines Centennial 1	Centerville Centennial 3	Total
Year 1 Incident Count	166	113	279
Year 2 Incident Count	189	126	315
Year 3 Incident Count	233	151	384
3-Year Incident Count Average	196	130	326
FC	60.12%	39.88%	100.00%
Taxable Valuation	\$ 464,589,924	\$ 443,575,365	\$ 908,165,289
TV	51.16%	48.84%	100.00%
Weighted FC+TV	55.64%	44.36%	100.00%
AC	\$ 318,077	\$ 253,595	\$ 571,672

As noted, this methodology provides a similar cost allocation as the parties already provide. However, should additional parties elect to engage CFD for services, this methodology outlined above may provide an objective and equitable allocation strategy.

FIREFIGHTER SURVEY

The firefighters were given the opportunity to attend a town hall meeting with the *FITCH* Consultants during a site visit to discuss their thoughts on the department. Following the site visit, all firefighters were sent a survey to confidentially provide their opinions on the needs of the fire department. The results of the survey are provided in Attachment “A.” The survey results have been incorporated into some of the final recommendations. The comprehensive results of the survey are stated below.

PAID-ON-CALL SURVEY COMPREHENSIVE RESULTS

Service Levels and Training:

The POC staff all agreed that the department provides a good level of service. Most of the staff believe the department should consider expanding into responding to more calls for service, with only 19% of the staff disagreeing. The staff did not want to see the District split up any further and they find value in the current partnership between the two cities.

All of the POC staff believe that they initially were well trained. At least half of the staff do not believe that their fire and EMS skills are being enhanced with their ongoing training. They believe that training should have more variety, and more qualified instructors should be brought in or train in-house instructors to train them properly. The majority of the department found value in the maintenance night.

Employee Morale/Field Operations:

The majority of the staff (69%) believed the morale in the department is good and even more believe it is good with the chief officers. Most of the staff have a clear understanding of the command structure.

Equipment:

There were positive responses regarding the equipment in the department. Most staff believe they have the equipment they need to do their job. They also feel that the equipment gets repaired when needed.

Management/Supervisors:

There is also faith that the leadership deals with personnel issues when they arise. The staff was split on the communication within the department; 34% of the staff believe there needs to be more communication. There was a split in the responses based on the satisfaction and direction with the current fire administration. The staff was also split on the feeling of appreciation from the fire steering committee.

Response requirements appear to be adequate to 58% of the staff, % of staff wanted an increased requirement. Most of the respondents also believe that the POC staff should notify the leadership when they are available.

Observation: The survey had good participation amongst POC staff. There appears to be great pride in the service the department provides to the communities. It is also apparent the staff want to take on more and be challenged more in training. There is also a desire for more communication within the department.

OBSERVATIONS AND ALTERNATIVES

A number of recommendations or alternatives were developed for consideration. These alternatives are developed through a comprehensive review of the staff survey, site visit, data analysis, and GIS analysis.

Policy Considerations:

1. *Cost Sharing* - The policymakers of CFD may want to consider a sustainable cost-sharing formula for the future. Many separations of shared-service models are born out of an imbalance in the funding formula. It is important that each community is contributing a share equal to agreed-upon factors such as taxable property values and calls for service. It is important to understand that the fire service has many sunk costs given its readiness model. Fire stations, apparatus, administrative tasks, and training for example are part of a fire department operation regardless of the department responding to one call or one thousand calls for service per year. Regardless of the desired and agreed-upon funding formula, the two cities are more efficient together due to the sunk costs that would be borne by each city if the District were to split up further.
2. *Future Collaboration* – It would be prudent for CFD to identify partners for future collaboration. That collaboration does not need to include full consolidation. The county fire departments already have a collaborative fire training academy that have produced efficiencies and positive outcomes for the participating department. These future partners could share administrative workload and training responsibilities, as well as improve operational functionality. The following opportunities may be worth further exploration:
 - a. *Lino Lakes* – Rejoining with Lino Lakes would bring the most efficiency from an operational standpoint. Since Lino Lakes is the territory between both fire stations, the entire geography would then be reconnected. Having contiguous service areas would allow the department to consider staffing a single station for

all three cities and still have a similar or improved response time. Currently, with the two fire stations miles apart, staffing one of the two stations does not improve the response time in the entire District but only in that one station's area. A single, more centrally located Lino Lakes station may be able to serve the entire District more efficiently if it were staffed by significantly reducing the turnout time while elongating the travel time and still seeing similar or reduced overall response time. There is a tradeoff that can be made with a staffed fire station by reducing the turnout time significantly. Once that turnout time is reduced, the staffed station can cover more geography without an increased response time. The reduced turnout time can be used for a longer travel time without negatively affecting the customer's experience. This single station operation would not be feasible with the current makeup of CFD; the single station would have to be more centrally located.

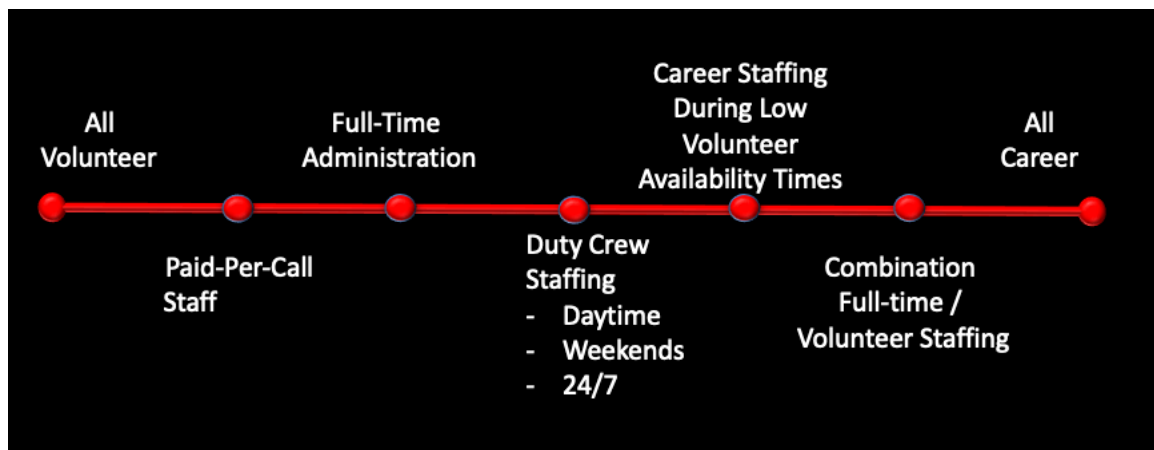
- b. Functional Consolidation* – The department may consider a functional consolidation with other departments in the area. The functional consolidation can be done by the individual functional areas within the department such as the administration, fire prevention/inspections, and training areas; these are likely to be the areas with the most opportunity. These consolidations would need further evaluation to identify willing partners, political climate, and functionality. The consolidation could be accomplished through a joint powers agreement (JPA) or a contract for service.
3. *Fire Inspection Policy* - The steering committee may want to develop and adopt a clear expectation for the fire inspection practices. A policy should be designed to make sure all life hazards and commercial properties are inspected within the time period and appropriate violations are remedied in a timely fashion.
4. *Job Descriptions* – The steering committee may want to review and update the department's job descriptions to ensure the committee's priorities are being accomplished. With 2.5 FTEs funded in the budget, sufficient capacity exists for the department to adequately address all of the administrative, training, and fire prevention tasks as well as the operational coverage within the current staff allocation. In *FITCH's* experience, the department should be able to accomplish the administrative tasks, training administration, and prevention tasks within 2.0 FTEs.
5. *Duty Crew* – It is common for departments to use duty crews to ensure a response during the weekday daytime hours. The challenge to most departments is that the daytime hours are when the least amount of POC staff are available. In CFD's case, only two of the POC staff

are considered daytime available outside of the two full-time staff. It is likely that some of the nighttime staff will occasionally assist with the duty crew. In *FITCH's* experience, it is not likely that CFD will be able to fill all of the daytime duty crew shifts within the existing model.

The current budget does not identify any funds on the duty crew line item for 2020. The department spent \$13,214 in 2018 from the duty crew line item. The 2018 expenses account for 660 hours of coverage. That is equivalent to 66 days of 10 hours of coverage with one firefighter or 33 days of 10-hour coverage with two firefighters. It would take 5,200 hours of coverage to have two firefighters work a duty crew during the daytime weekday hours. This would cost the department \$104,000 annually. Even if the budget was available for this coverage, it is unlikely that the current staff would be available to cover all of those hours.

The figure below shows the staffing continuum that most fire departments find themselves on. Most departments are finding themselves moving to the right in future years in order to provide reliable fire protection to their communities. There is a national trend towards a decreased ability to recruit and retain POC staff which has continued to push departments towards the models further to the right. The further to the right, the increased investment in staffing costs is necessary. Further collaboration would be beneficial as the department's model moves further to the right to ensure a response within the District.

FIGURE 11: STAFFING CONTINUUM



It is understood that the department is currently in the process of adding a daily minimum of two on-duty personnel. Since the current 2.5 administrative FTEs are often the only personnel on duty, there may be an opportunity to reduce the administrative FTE count to 0.5 to 1.5 FTEs if the District feels that the response capability has been satisfied.

6. *Performance Standards* – It would be prudent for the District policymakers to establish an acceptable level of local performance. This will allow the department administration to identify strategies to meet the expectation, allow for further transparency on the departments

service level, and give policymakers thresholds to determine when changes to level of service or service delivery model may need to be made.

7. *Ordinances* – It may be necessary to ensure the communities’ ordinances are up to date and to reference the District in a legal document to ensure the staff have the legal authority to enforce the fire code and local ordinances. Further consultation with local legal counsel may provide detailed advice on this matter.

Administrative Considerations:

1. *Policy Manual* - The fire department may want to ensure that the policies clearly communicate all expectations. Currently, the policy manual focuses on administrative and human resource topics. Additional topics such as safety, facilities, training, incident command, EMS, fire, HAZMAT, and other topics would be best practice.
2. *Operating Guidelines* – In addition to, or as part of, the policy manual, the department should consider developing and implementing operating guidelines. Industry best practices show that Standard Operating Guidelines (SOGs) improve operations and communications. By developing SOGs for the department, employees would have a clearer understanding of what is expected of them and standardize procedures. This document would also spell out equipment operation, training materials/references, vehicle placement on emergency scenes, fire inspection practices, construction plan review, pre-fire plan documentation, radio communication, handling public complaints, fire gear maintenance, report requirements, and cleaning of all equipment, as examples.

Operations:

1. *Data Enhancement* – The department would benefit from expanding the data collection for incident responses. These data will be imperative as the department continues to evaluate the appropriate model and level of service. Examples include unit times, staff on each unit, and staff responding to the station.
2. *Duty Crew* – The department may need to evaluate the use of the duty crew to ensure a reliable response during the daytime hours. It was reported from the staff that there are only two daytime POC staff and there are times where only one person shows up to respond to the call for service. The department may be able to have longer drive times with a staffed station without increasing the response time since the turnout time is decreased. The challenge CFD faces is the distance between the two stations. A more central location would lend itself to a more robust response across the entire District. This may be an opportunity to identify a collaborative approach with Lino Lakes.

3. *Back-Up* – It was reported that the department re-tones the same station after five minutes of no response, if there is no response after a second five minutes (or an elapsed time of ten minutes), the second station is notified. Consider toning the second station or auto aid after five minutes. The average turnout time of the department is just over five minutes. It may be beneficial to notify the second station after the first five minutes given the second station would have to travel multiple miles to get to the other station's response area. If the department were able to identify the days of week and time of day where there is a challenge getting POC staff to respond, notifying both stations or using auto aid from the initial notification may provide the best service to the communities.
4. *Protective Equipment* – The staff reports being assigned a single set of turnout gear. Given the currently available information on cancer and the toxic hazards to firefighters, it is best practice for staff to have access to a second set of turnout gear. Having access to a second set of turnout gear will ensure staff are not out of service while their primary protective equipment is being cleaned following a fire. It will also reduce hesitation of the staff from cleaning their turnout gear due to their availability to respond.

Prevention:

1. *Community Risk Reduction* – The department should consider evaluating a comprehensive risk reduction program. These risk reduction strategies can reduce life loss and property loss, and increase safety for responders. A comprehensive risk reduction program includes multiple of these strategies:
 - a. *Education*
 - b. *Engineering (fire sprinklers, smoke alarms, etc.)*
 - c. *Enforcement*
 - d. *Economic Incentives*
 - e. *Emergency Response*
2. *Fire Inspection Practices* - The department should strive to improve fire inspection practices. It was reported that the department has not been compliant with the fire inspections within the District over the past decade. Staff should use an electronic software platform to document these inspections. The inspection software is available at no cost from the Minnesota State Fire Marshal's Office. Proper training on city ordinances, fire inspection forms and documentation would enhance the inspection process. These inspections give the staff the opportunity to accomplish a number of important tasks:
 - a. Identify hazards that could cause life or property loss
 - b. Establish relationships with community stakeholders
 - c. Complete pre-planning that can provide responders important information about a property

Training:

1. *Competency-Based Training* - The survey results demonstrated a strong need for enhanced training procedures. The department should design and implement an organizational-wide competency-based training program that is required of every member. A competency-based program ensures that each staff member is able to perform the knowledge, skills, and abilities within their level of responsibility. An organizational-wide program also provides a career development path and clear expectations of staff on knowledge, skills, and abilities for each role. It is important that the department provides a program to ensure that all staff are compliant with the regulations such as OSHA, HIPPA, and other agencies as well as industry best practices. The transition to competency-based training focuses less on the time spent in training and more on an individual's ability to perform expected tasks competently.
2. *Career Development* - Given the turnover in the department, it is important that the department design and implement a career development program. The career development program would identify the expectations for each position within the organization as well as opportunities staff can pursue to garner the knowledge, skills, and abilities for their desired position.
3. *Initial Training* – The initial training was highly rated in the surveys and appears to produce a great entry-level firefighter at the conclusion. It is prudent for the department to continue the partnership for the initial training.
4. *EMS Training Program* – The department has provided initial EMS training for both internal and external personnel for years. The historical origin of the program filled a necessary void in the region and proved a cost-effective manner for internal needs and perhaps provided some revenue for the District. Today, however, the program requires considerable utilization of the limited administrative capacity and no longer provides substantive revenue to offset the sunk administrative capacity. There may be an opportunity to acquire EMS service training through one of the regional ambulance providers, hospital systems, or academic institutions. If a better fiscal solution emerges, it is recommended that the EMS training program be discontinued.

Communications:

1. *Regular Communication Platform* - The department may want to consider developing a regular newsletter or communication platform that would provide current and relevant information to everyone, whether this is a written document, an electronic dashboard, or a controlled-access website. This document could include the staff availability, notable calls, notable inspection findings, equipment issues, training, station maintenance issues, road

closures, fire hydrants out of service, and special events. Upcoming events, communicating performance metrics, or reinforcing expectations could be communicated through this platform. This communication method would ensure anything notable for all staff to know.

OVERALL PRIORITIZED ALTERNATIVES

ORGANIZATIONAL STRUCTURE

The department has made incremental changes to the organizational staffing throughout the project study period. Therefore, it has been difficult to provide specific recommendations on staffing and organizational structures as the recommendations are a variant of other staffing decisions; most notably the hiring of a minimum of two daily part time employees.

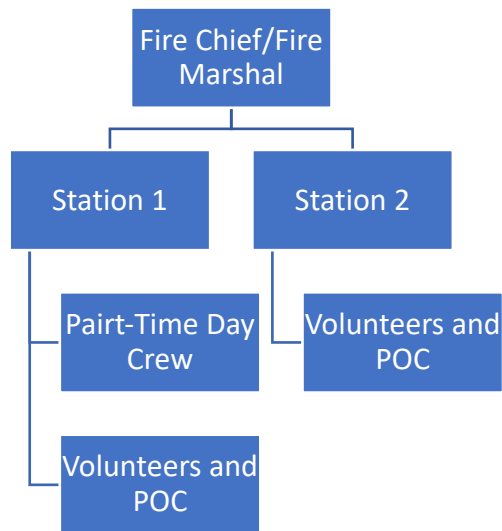
In each of the following administrative alternatives, it is assumed that the assistant chief's position will be eliminated, and the salary savings redirected to the 4-FTE part time contingency. In addition, the EMS training program would be discontinued as previously discussed.

1.0 ADMINISTRATIVE FTE

Under the current plan of hiring 4-part time staff for a minimum of 2-per day (M-F), the operational service delivery will be much improved and the reliance on administrative staff to provide field responses will be diminished accordingly. This will provide the department the opportunity to reduce administrative capacity to 1.0 FTE (Fire Chief / Fire Marshal). This alternative would eliminate the assistant chief and training chief positions.

The approximated savings to the District would be \$48,033 associated with the EMS Coordinator/Training position. The salary savings from the assistant chief position has been reallocated to the 4-person part-time contingency.

FIGURE 12: 1.0 ADMINISTRATIVE FTE – PROPOSED ORGANIZATIONAL STRUCTURE

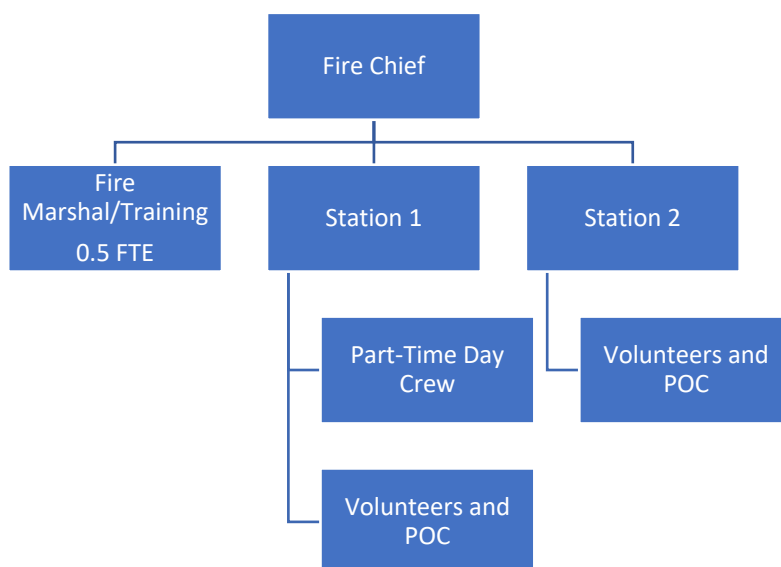


1.5 ADMINISTRATIVE FTEs

Continuing with the assumption of the 4-part time FTEs, the District could elect to employee 1.5 FTEs to fill the Fire Chief and the 0.5 FTE could share the workload for the Fire Marshal and Training positions.

There would be no specific savings associated with this alternative as the only salary savings was reallocated to the part time contingency.

FIGURE 13: 1.5 ADMINISTRATIVE FTE – PROPOSED ORGANIZATIONAL STRUCTURE



CONTRACTUAL RELATIONSHIP BETWEEN CENTENNIAL AND SBM

With respect to the previous discussions on regional collaborations, it is recommended that the Centennial District explore a management contract with SBM. Overall, this will provide both operational and fiscal benefits while retaining the greatest degree of autonomy and resiliency if the relationship is severed in the future.

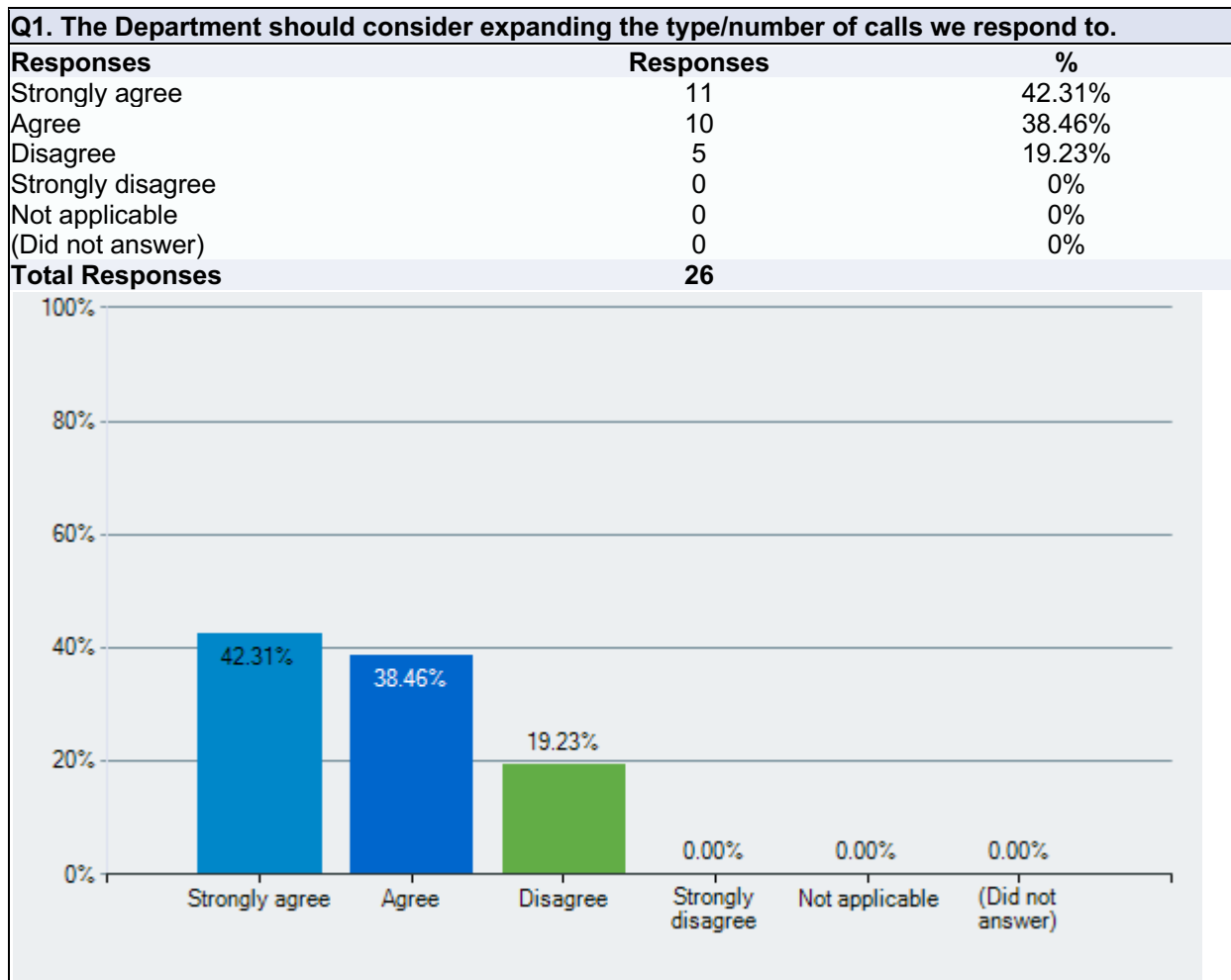
DISCONTINUE THE EMS TRAINING PROGRAM

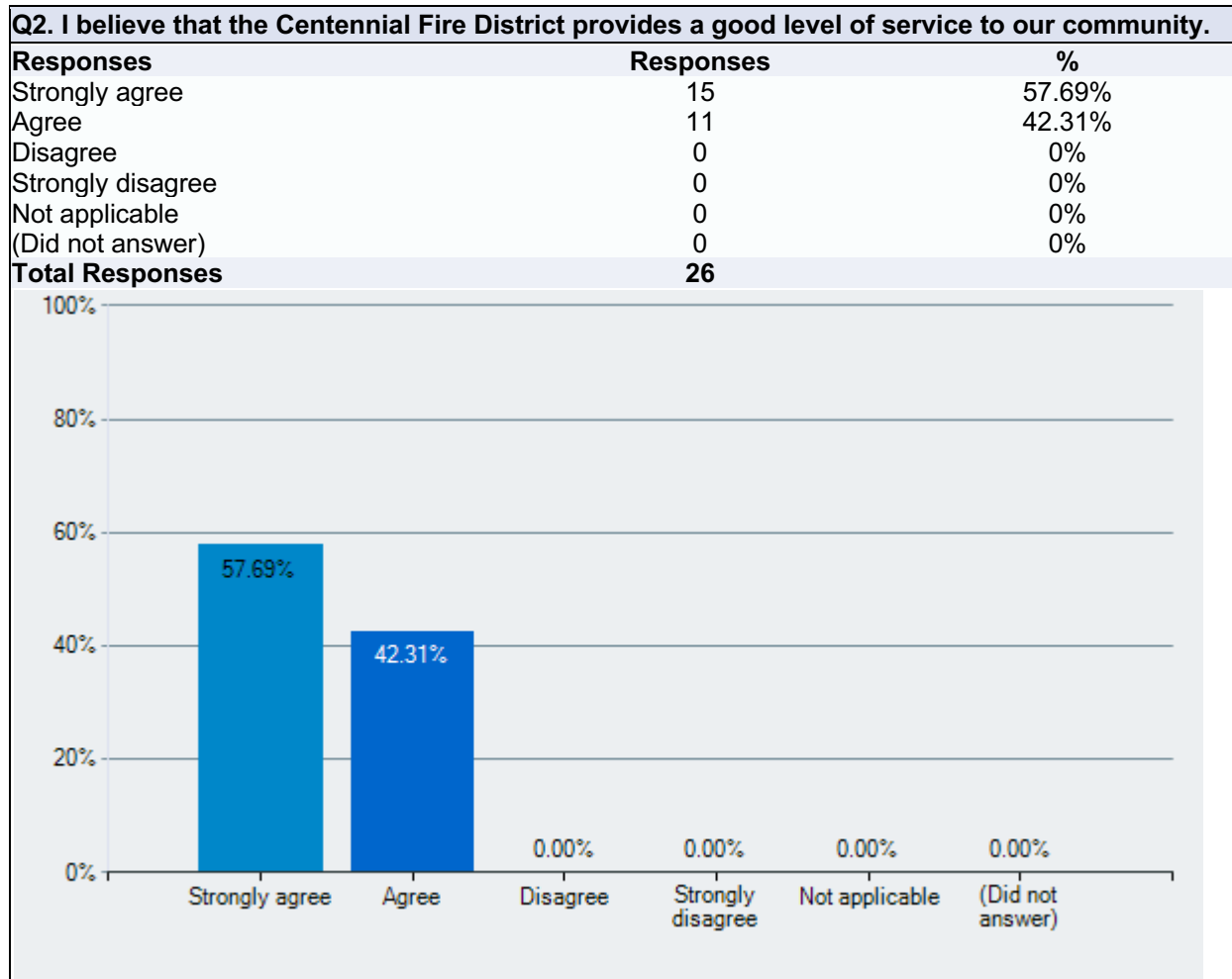
As previously discussed, it is recommended that the District explore options for external sources to train personnel with either the local ambulance providers, health systems, or academic institutions. If the costs are reasonable and/or less than current expenditures, it is recommended that the District discontinue the program as it is not a fiscally robust as it was historically.

ATTACHMENT "A"

PAID-ON-CALL SURVEY

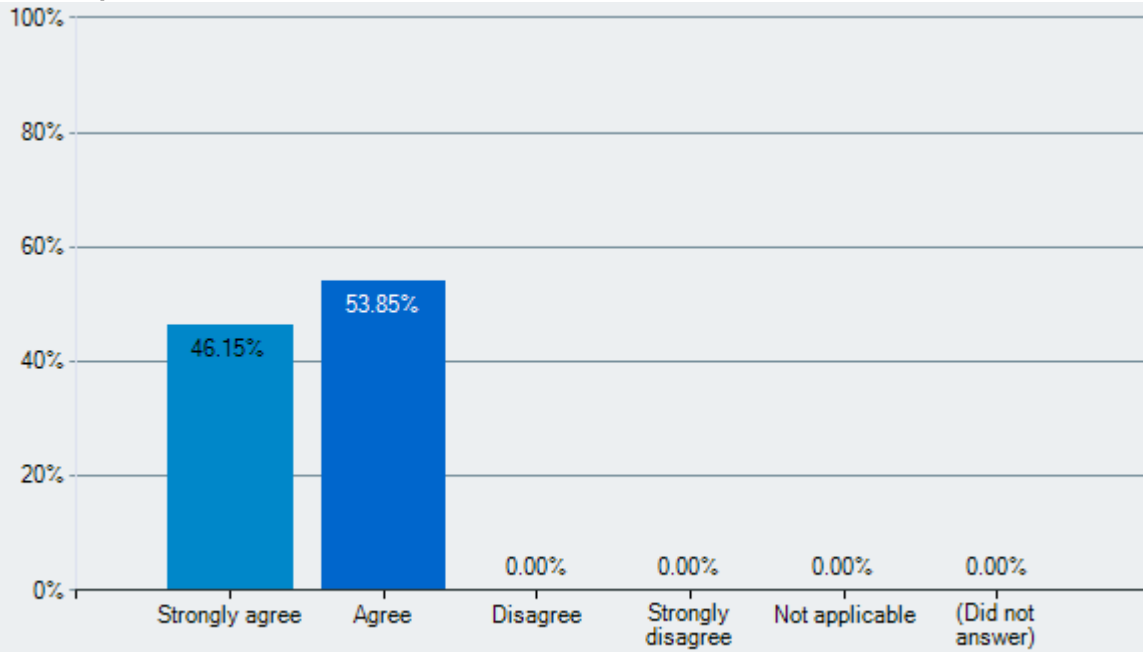
Report Title: Centennial Fire Survey
Survey Title: Centennial Fire District
Report Type: Bar Graph
Start Date :8-Sep-20
End Date :9-Oct-20
Sent :44
Delivered :43
Bounced : 1
Completed :24
Unique Access Rate :55.81%
Incomplete :2
Incomplete Incl. in Report :2

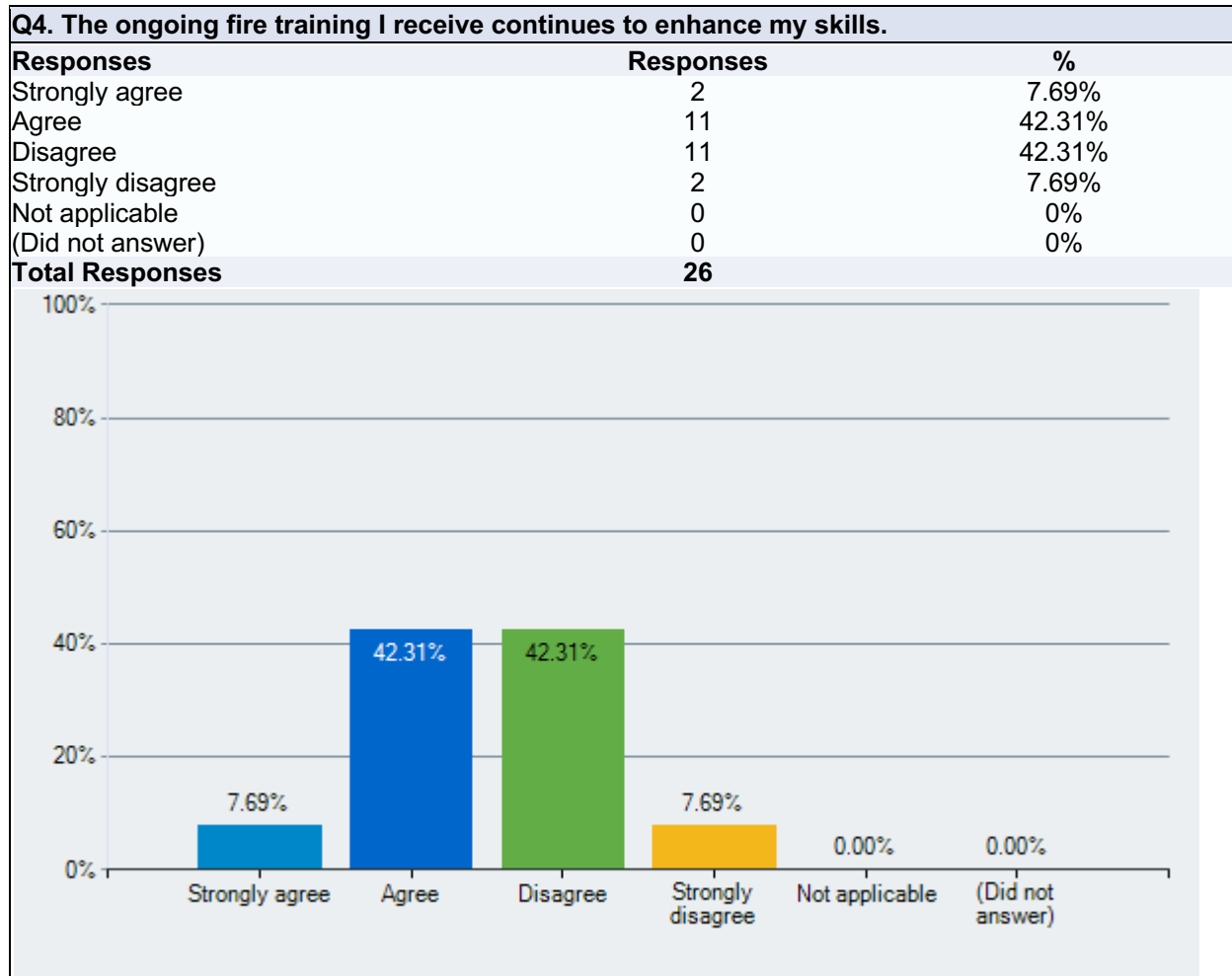




Q3. When I began my current job at the fire department, the initial training I received regarding fire functions prepared me adequately for the work.

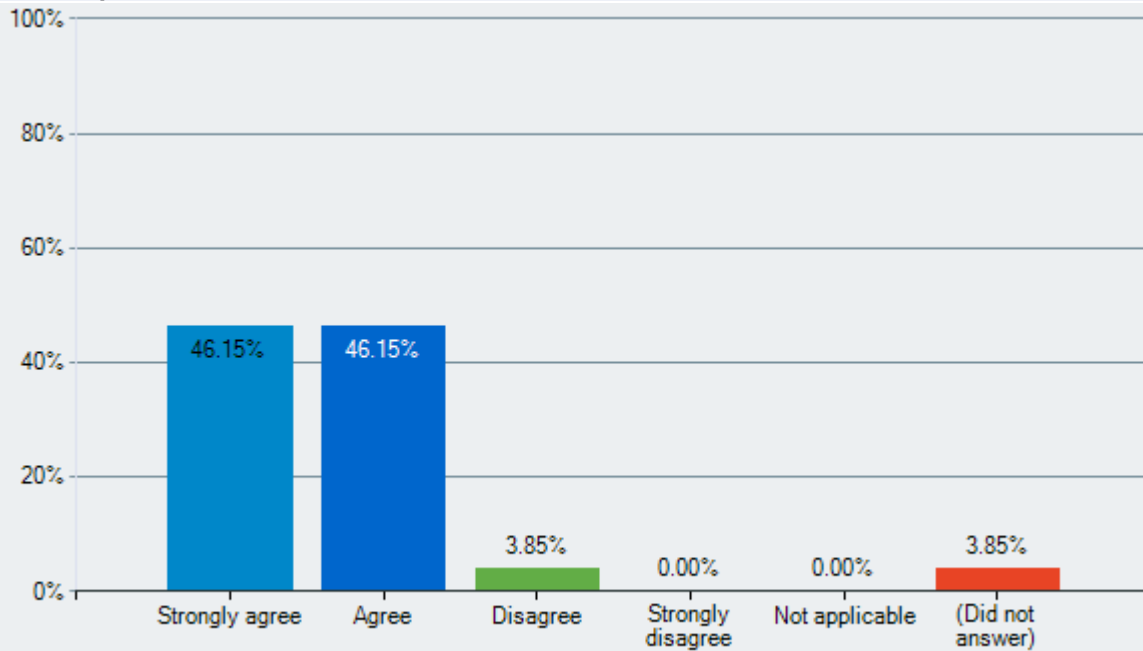
Responses	Responses	%
Strongly agree	12	46.15%
Agree	14	53.85%
Disagree	0	0%
Strongly disagree	0	0%
Not applicable	0	0%
(Did not answer)	0	0%
Total Responses	26	





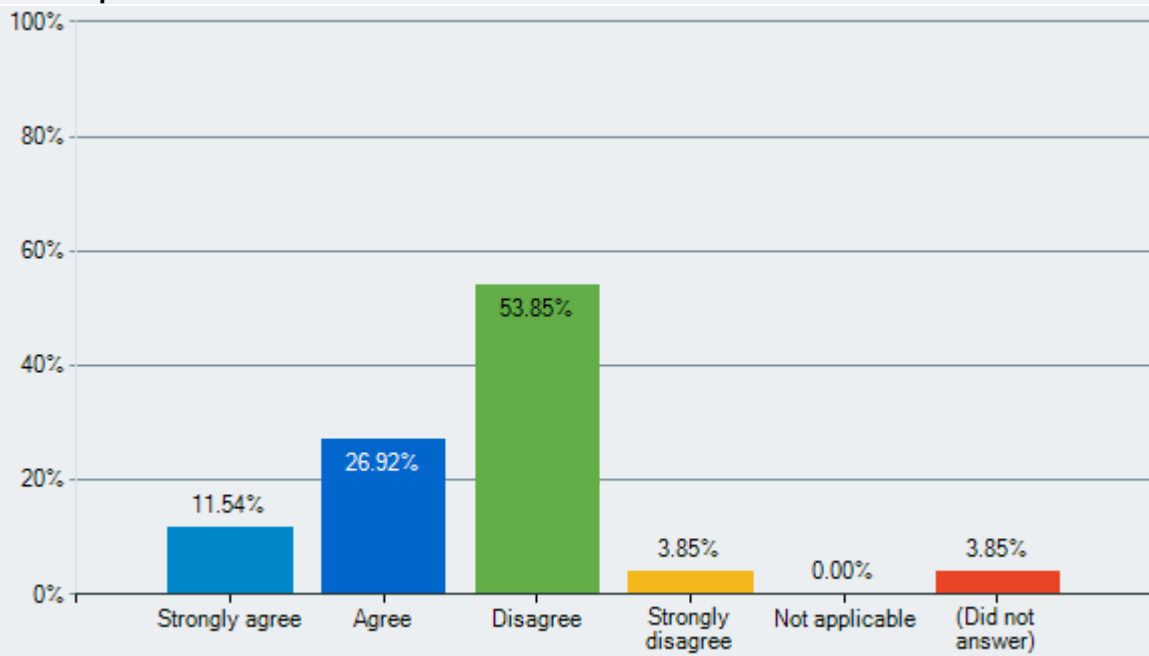
Q5. When I began my current job at the fire department, the initial training I received regarding EMS functions prepared me adequately for the work.

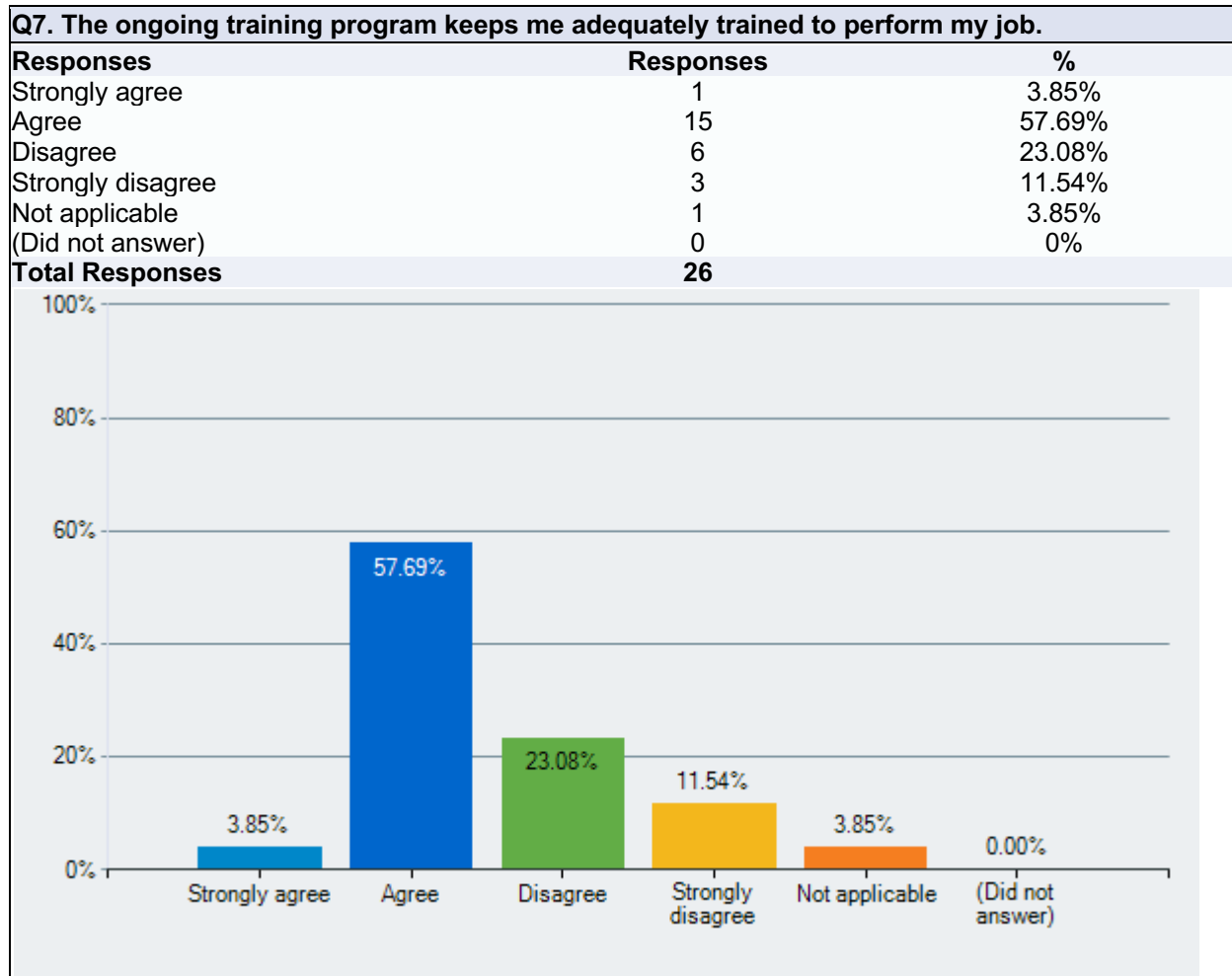
Responses	Responses	%
Strongly agree	12	46.15%
Agree	12	46.15%
Disagree	1	3.85%
Strongly disagree	0	0%
Not applicable	0	0%
(Did not answer)	1	3.85%
Total Responses	26	



Q6. The ongoing EMS training I receive continues to enhance my skills.

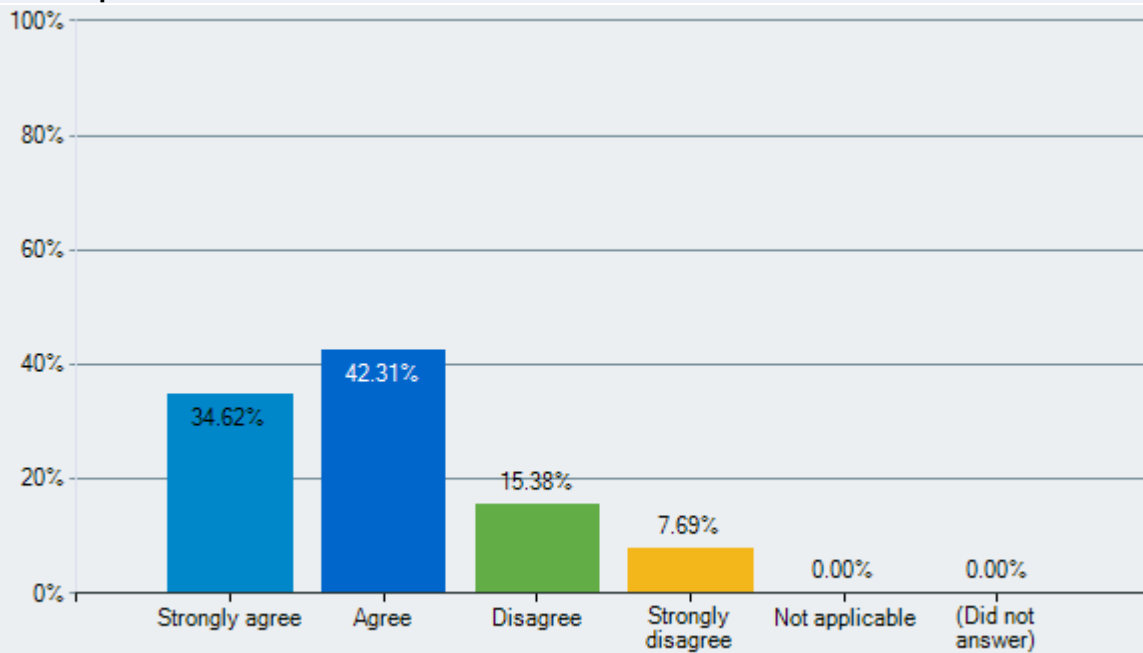
Responses	Responses	%
Strongly agree	3	11.54%
Agree	7	26.92%
Disagree	14	53.85%
Strongly disagree	1	3.85%
Not applicable	0	0%
(Did not answer)	1	3.85%
Total Responses	26	

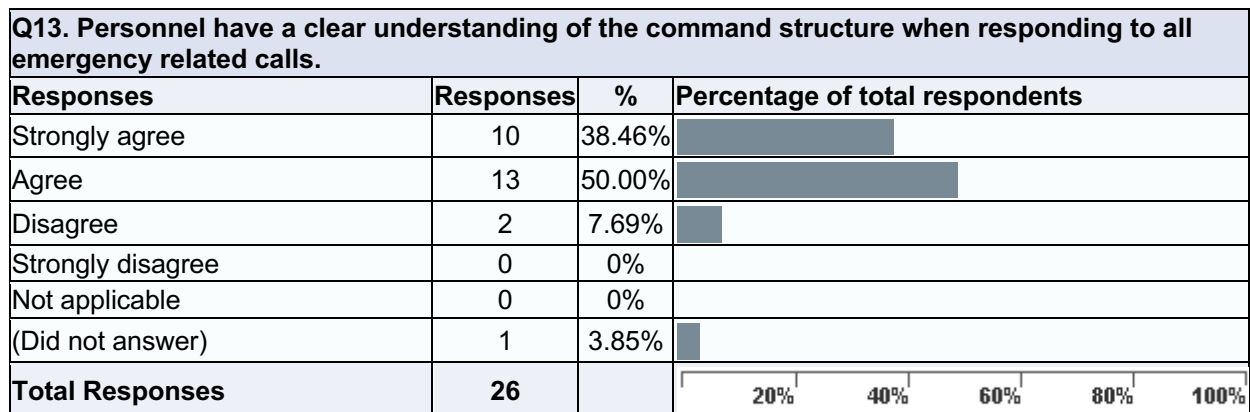
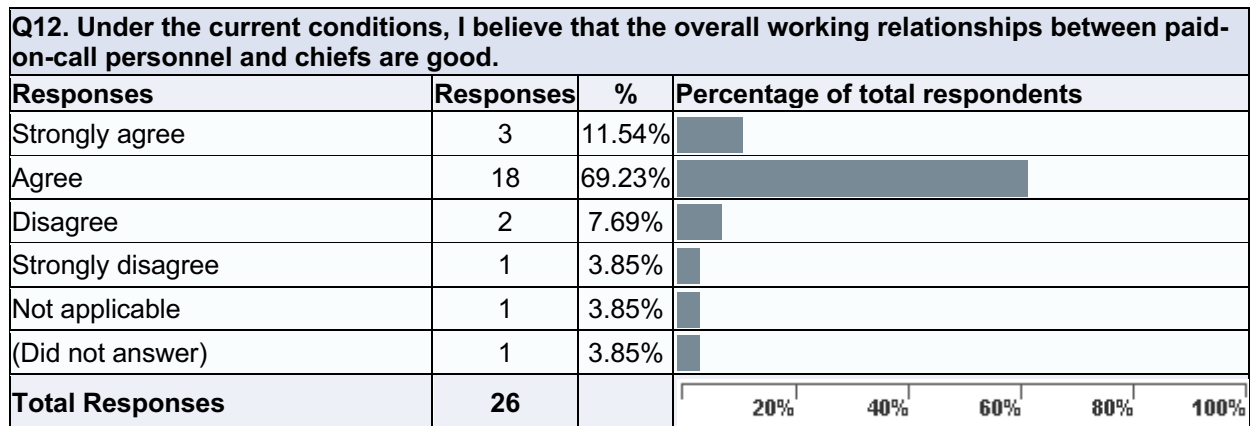
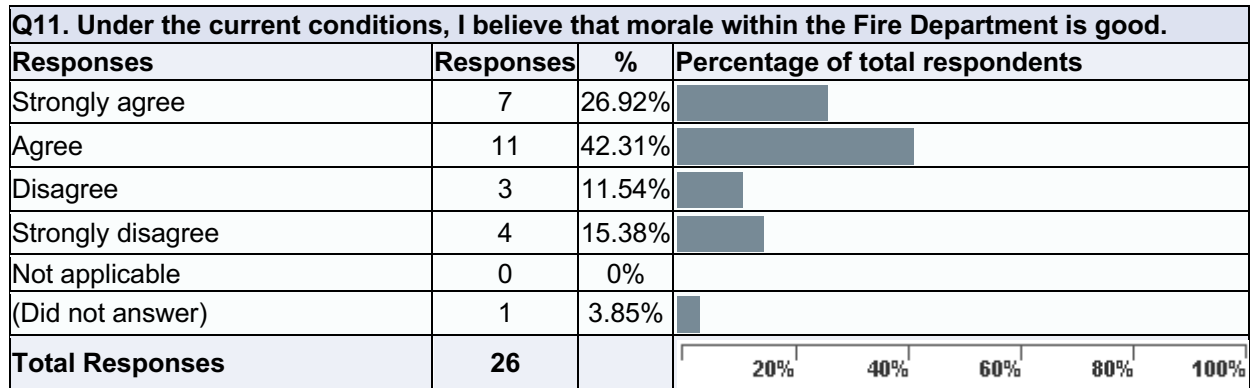


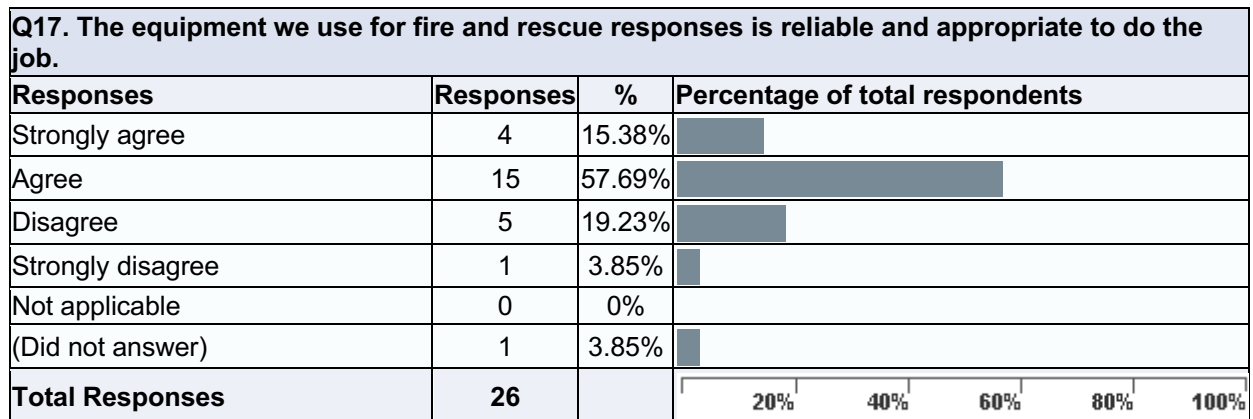
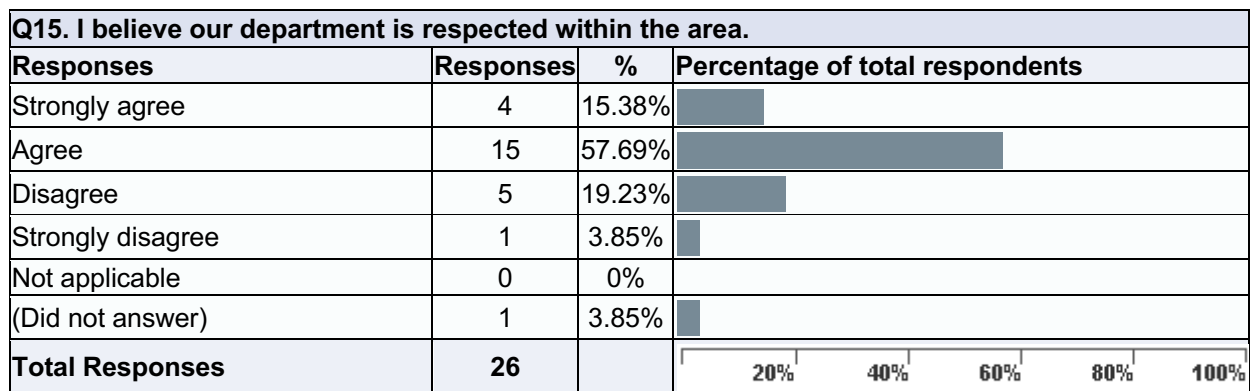
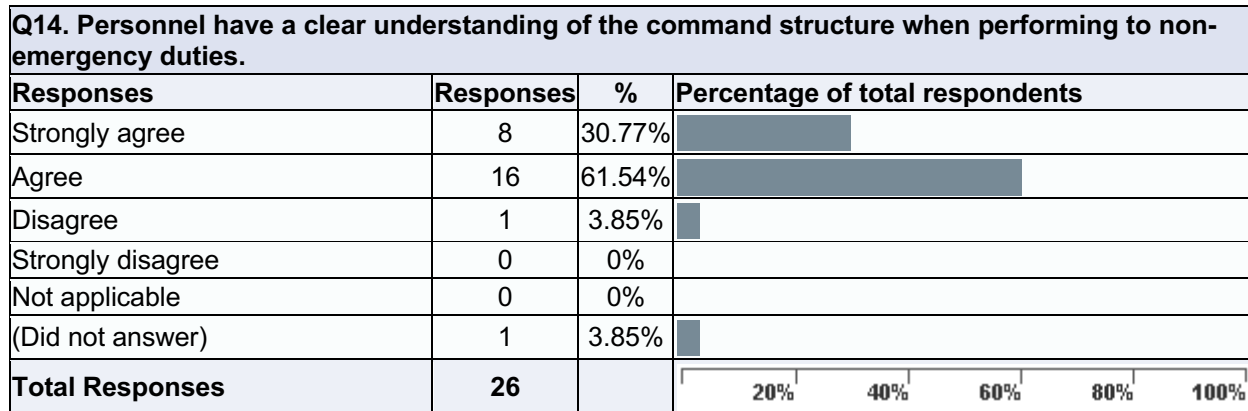


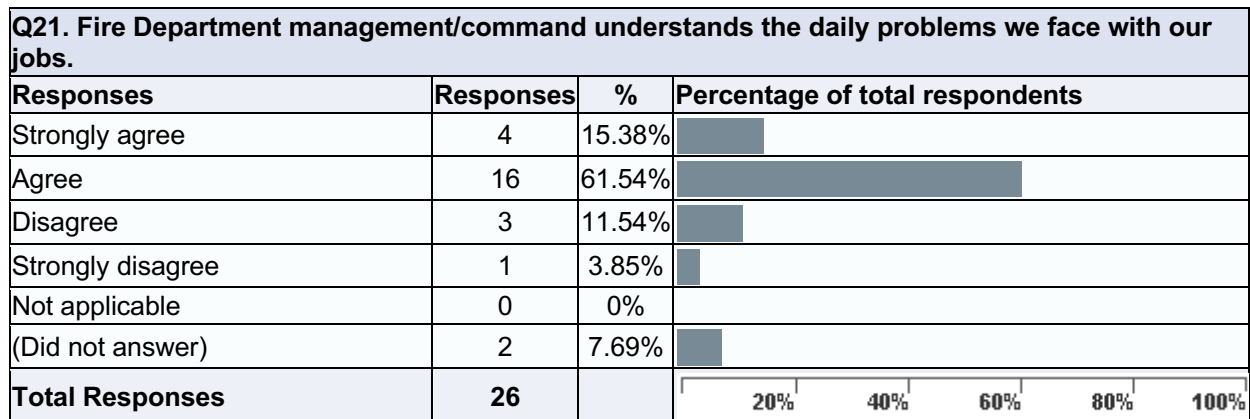
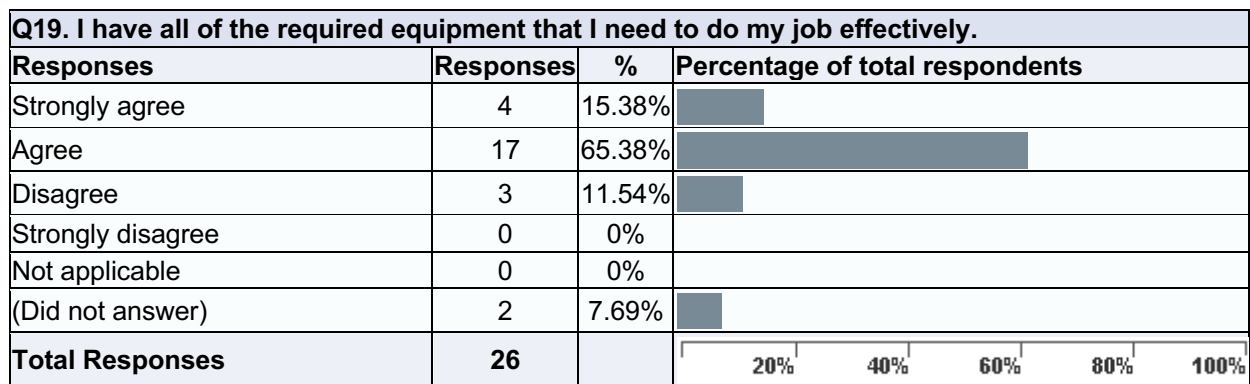
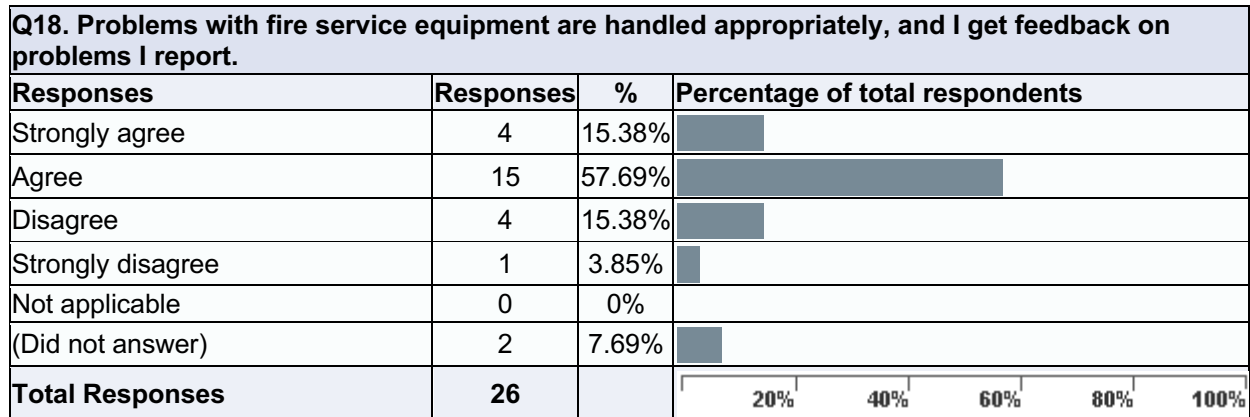
Q8. The maintenance night (4th session) is useful and is important for the Department to remain prepared.

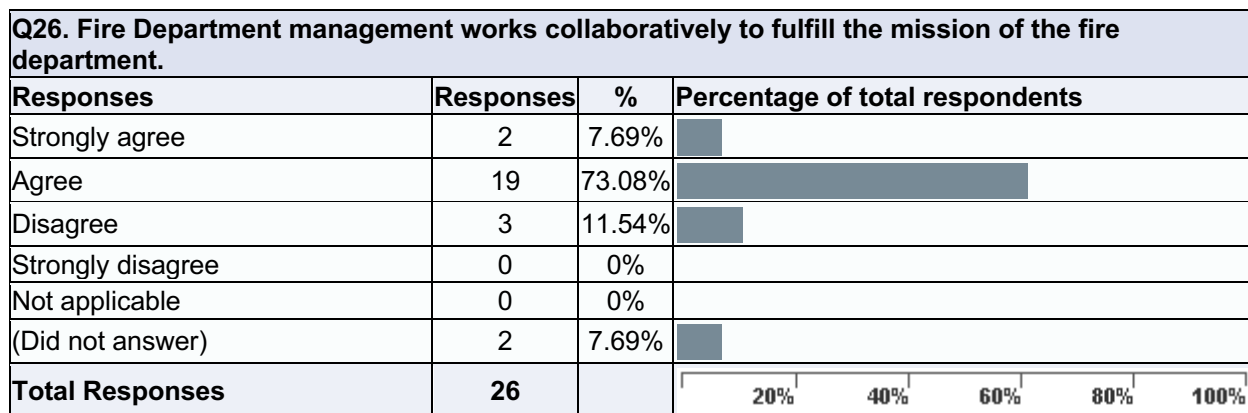
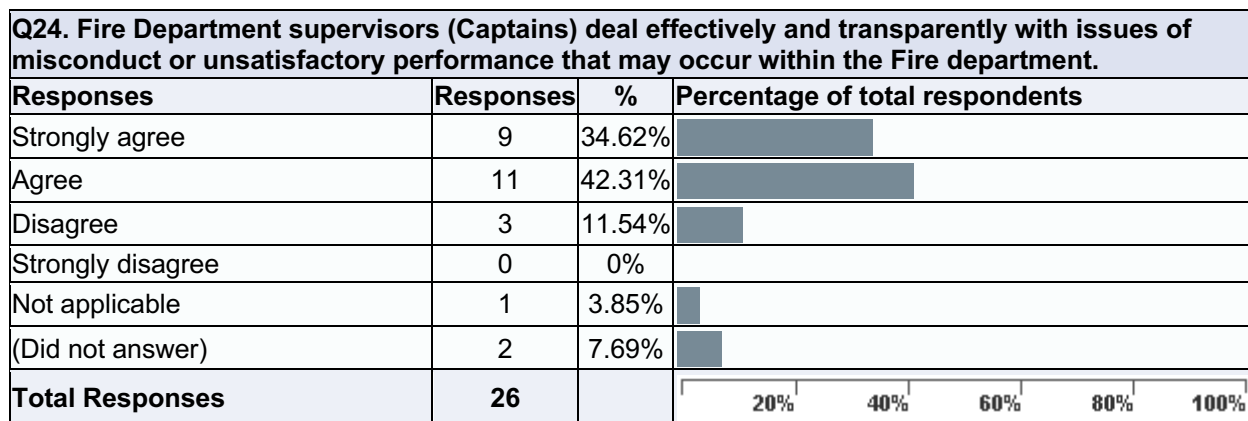
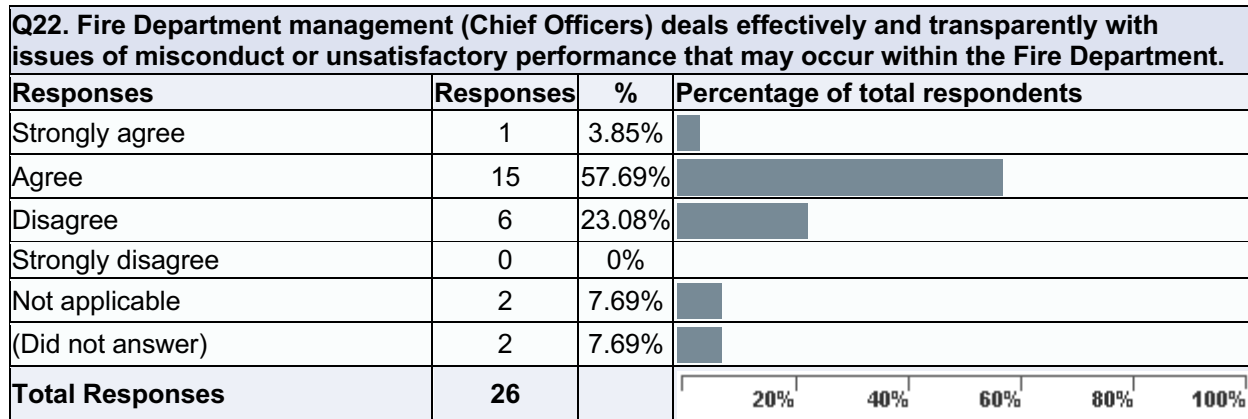
Responses	Responses	%
Strongly agree	9	34.62%
Agree	11	42.31%
Disagree	4	15.38%
Strongly disagree	2	7.69%
Not applicable	0	0%
(Did not answer)	0	0%
Total Responses	26	



















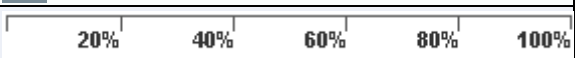










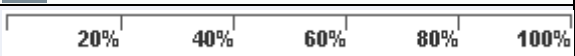
Q27. I receive enough communication to ensure I know what is happening within the Centennial Fire District.

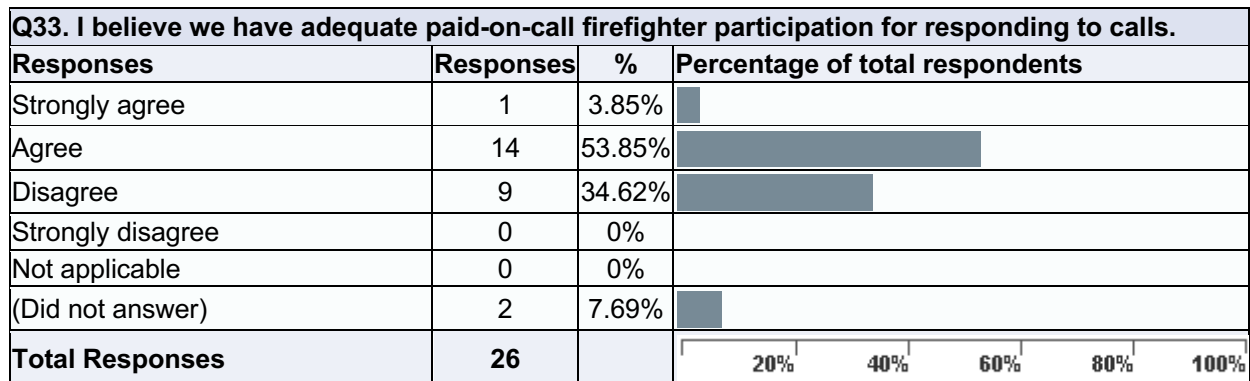
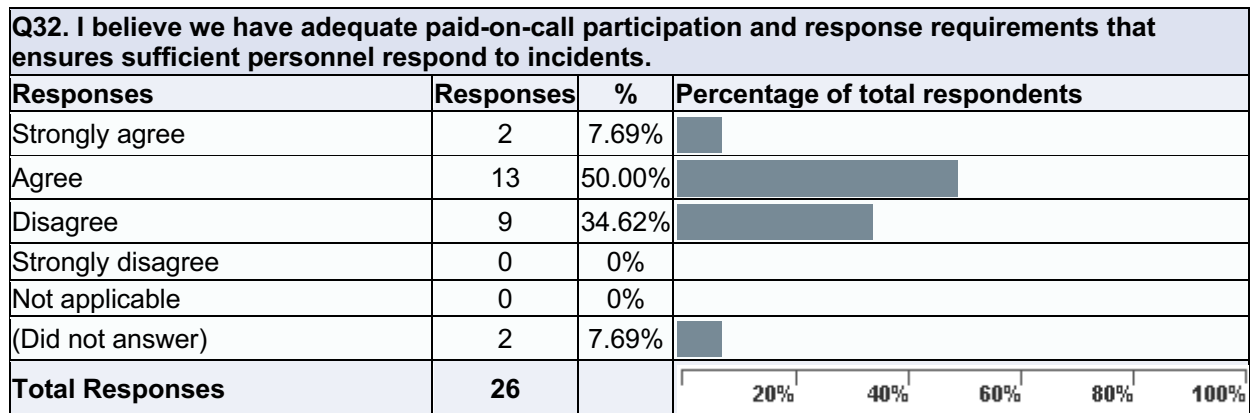
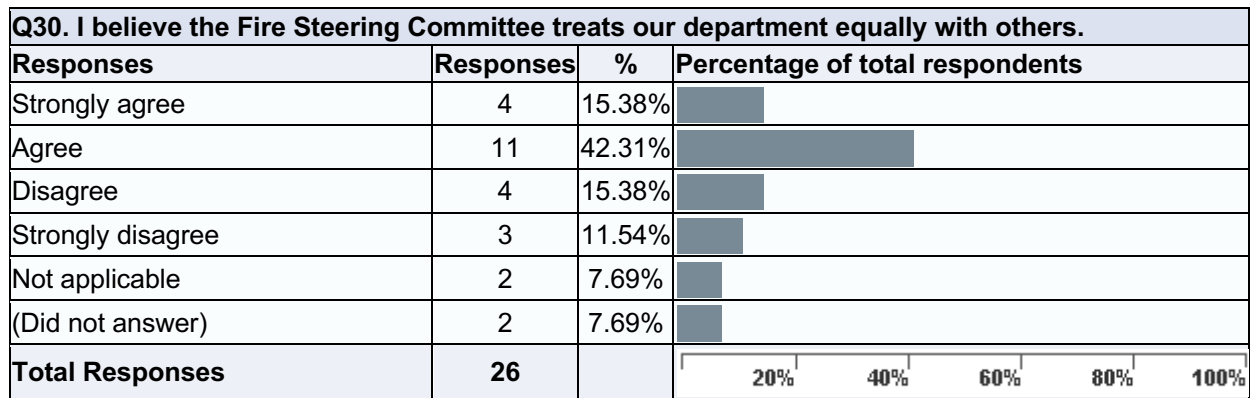
Responses	Responses	%	Percentage of total respondents
Strongly agree	2	7.69%	
Agree	13	50.00%	
Disagree	8	30.77%	
Strongly disagree	1	3.85%	
Not applicable	0	0%	
(Did not answer)	2	7.69%	
Total Responses	26		

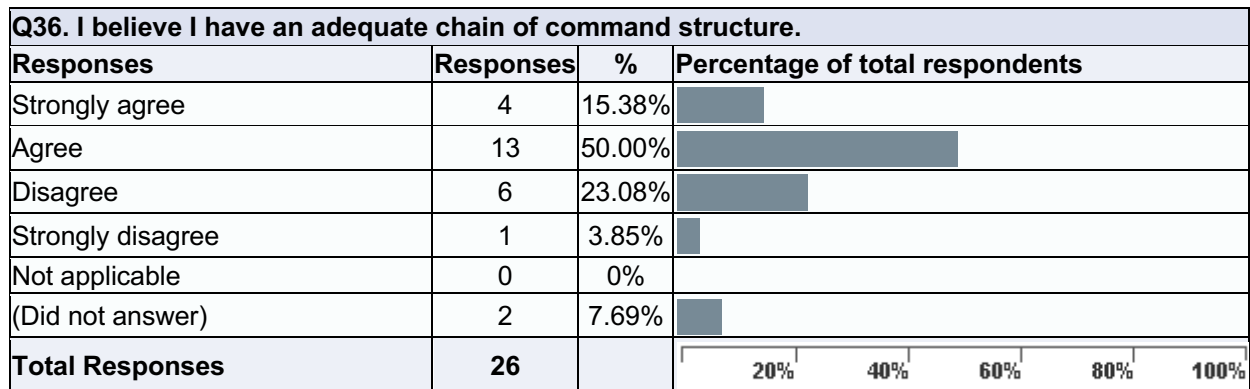
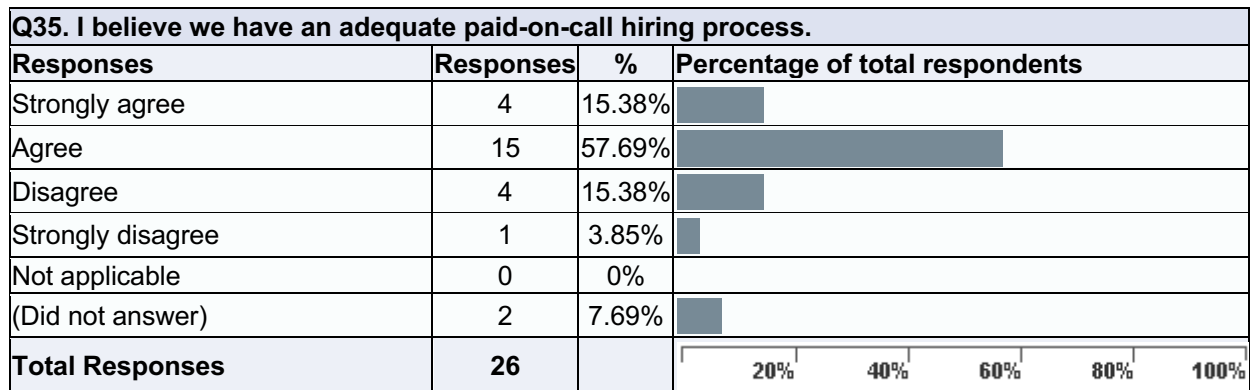
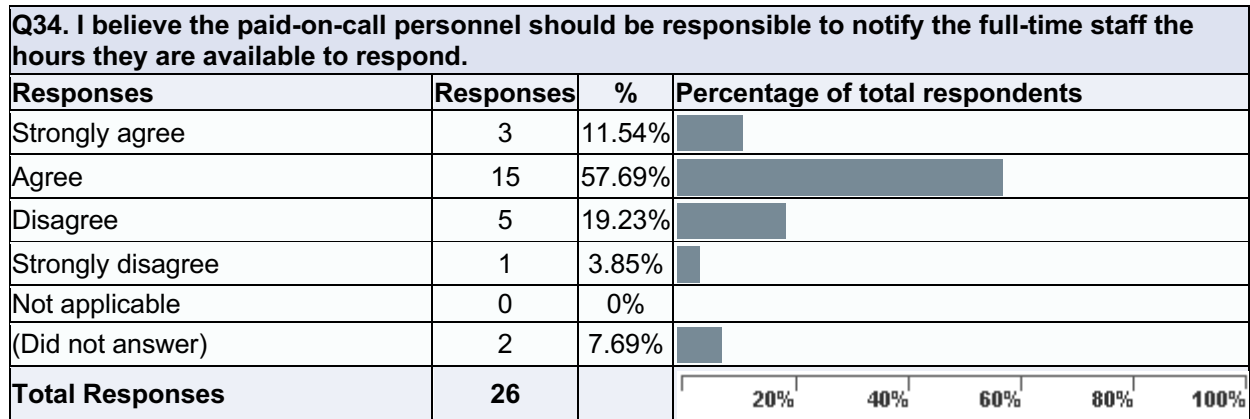
Q28. Overall, I am satisfied with the direction and leadership of the current fire administration.

Responses	Responses	%	Percentage of total respondents
Strongly agree	2	7.69%	
Agree	10	38.46%	
Disagree	9	34.62%	
Strongly disagree	2	7.69%	
Not applicable	1	3.85%	
(Did not answer)	2	7.69%	
Total Responses	26		

Q29. I feel the fire steering committee appreciates my service.

Responses	Responses	%	Percentage of total respondents
Strongly agree	3	11.54%	
Agree	12	46.15%	
Disagree	6	23.08%	
Strongly disagree	2	7.69%	
Not applicable	1	3.85%	
(Did not answer)	2	7.69%	
Total Responses	26		







Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: March 2, 2021

Subject: COVID-19 Pandemic Rescue Plan update

As you likely have heard on the news, the US House has passed the \$1.9 trillion COVID-19 Pandemic Rescue Plan and has sent it to the US Senate for its consideration.

The US House bill includes \$350 billion in State and Local Government Coronavirus Relief Funds. According to the House bill, the funds can be used for the following purposes:

- Respond to or mitigate the public health emergency with respect to COVID-19 or its negative economic impacts
- Cover costs incurred as a result of such emergency
- Replace revenue that was lost, delayed or decreased (as determined based on revenue projections for the city as of January 27, 2020) as a result of such emergency
- Address the negative economic impacts of such emergency

This is significantly more flexible than the dollars allocated to the City through the federal CARES Act.

The House Oversight Committee has put together an initial spreadsheet giving an approximation of funds to be allocated to each City. In that spreadsheet, the City is estimated to receive \$787,935 in COVID-19 relief funds. This is subject to change as the bill makes its way through the US Senate, likely conference committee, and re-passage by both bodies before being signed into law by President Biden. The bill also omitted some cities, which could reduce some of the allocations.

As staff learns more details about the COVID-19 Pandemic Rescue Plan, we will share those details with the City Council.

Link to LMC information: <https://www.lmc.org/news-publications/news/all/federal-pandemic-rescue-plan/>

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

